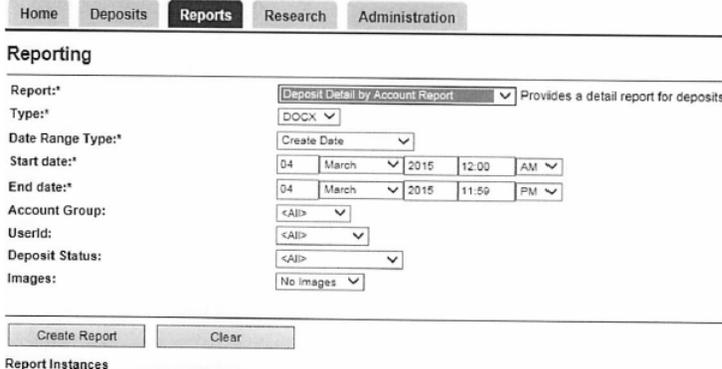| Step	Action	Documentation/Example
1.	Remote deposit scanners must be obtained through the University Treasurer's Office. Contact Robbi Puryear, Treasurer, for information on requesting a scanner. These scanners are used to scan checks for deposit electronically. Checks are retained by the department and are not submitted for deposit pick up by the UH Police Department. Journals are still required.	
2.	Remote deposit scanners plug in to your desktop computer. An internet connection is required. A picture of the scanner is on the right.	
3.	Determine how many batches of checks you need to deposit. A batch of checks is the checks that go with one deposit ticket or one deposit ID if you are making a physical deposit.	
4.	Calculate the total of the checks to be deposited.	Foreign checks, copies/faxes of checks, and remotely created checks cannot be scanned.
5.	Review the checks to be sure that they can be scanned.	No paper clips or staples Checks should all be straight (no bent pages) Bottom and leading edge of checks should be aligned and facing in the same direction
6.	Log in to CashPro Online Treasury will request CashPro access for your users when you obtain a scanner.	cashproonline.bankofamerica.com/
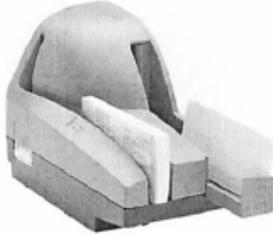
Step	Action	Documentation/Example
7.	In CashPro Online, navigate to the Remote Deposit Screen (Receipts > Remote Deposit) and select "Create New Deposit".	
8.	IN the Remote Deposit screen, select Account Group – your area (only Account Groups in your area will be shown) Account Number – for your deposit ticket Deposit Type = Simple Clearing Channel = Image	You **MUST** select the correct account group and account number for your deposit ticket(s).
9.	Enter the number of items to be deposited (total number of checks) plus one for the deposit ticket. (Example: If there are 10 checks, enter 11.) This is not required by the bank, but is required by UH.	The maximum number of items per transaction is 499. However, Treasury recommends only scanning 25 checks at a time. If there is a problem scanning one of the checks, it will be easier to resolve with smaller batches of checks. Also, if you have checks of different sizes, you might want to do a separate scan for short checks and long checks. There is no limit on the number of transactions that can be performed.
10.	Enter the total deposit amount for this Account Number. You must enter decimals or the system will create them out of your last two digits.	The maximum declared amount cannot exceed $99,999,999.99
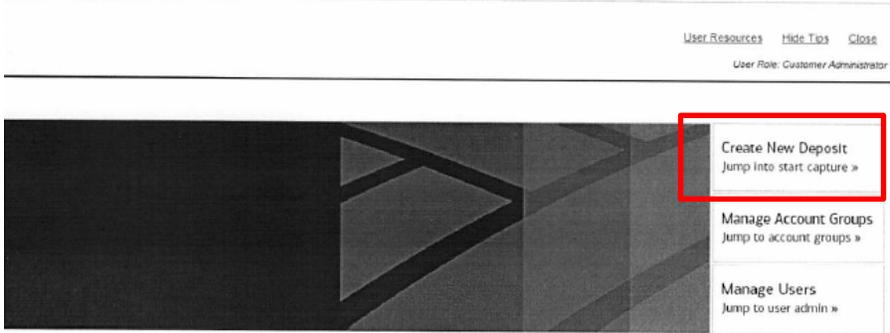
Reviewed 08/20/15

Step	Action	Documentation/Example
11.	Place your checks in the Scanner entry tray with the front of the checks facing out. The maximum number of items to place in the tray is 499. However, Treasury recommends doing smaller batches of checks in case there is a problem with scanning one of the checks. Also, it is suggested to do a separate scan for short checks and long checks.	
12.	Slide the checks up to the line mark in the scanner. Do not push or insert items past the line.	
13.	Click "Start Capture" on the CashPro screen and items will begin to scan. Remote deposit will capture each item and populate a count and an amount, which is the total number of checks scanned and the total dollar amount of checks scanned. This will show in the Deposit Item List screen. The scanner will print on the back of each check. These checks do not need to be stamped "For Deposit Only" or otherwise endorsed, since the scanner endorses the check.	
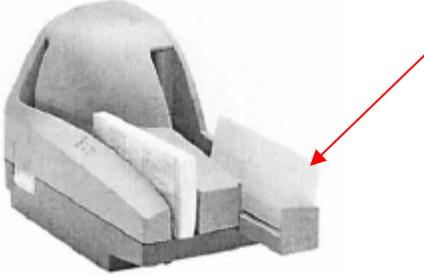
Step	Action	Documentation/Example
14.	If the deposit does not balance, you will need to look through the images on the screen. If the image was not scanned properly by the scanner, a yellow triangle with an exclamation point in the middle will appear on the check, or a red triangle will appear on the check. Click on that particular check, and the program will ask you to key in the amount of the check and the routing number. Once this is complete, you should see a green deposit light on the CashPro screen.	▪ If the Balancing Difference displays in red text, the two amounts are not equal. The error displays with an attention icon (⚠).
15.	Once the deposit is transmitted and balanced, the Complete button will turn green on the CashPro screen. Click "Complete". Then click "OK" to transmit the deposit.	
16.	In CashPro, go to the Remote Deposit Reports tab. Request Report "Deposit Detail By Account Report." Enter the date range, account group and select "Create Report". Note: The default for Images is "No Images," which means that copies of the scanned checks will NOT be printed. This is recommended, since copies of checks should NOT be submitted with the journal entry.	Home Deposits **Reports** Research Administration **Reporting** Report:* [Deposit Detail by Account Report ▾] Provides a detail report for deposits Type:* [DOCX ▾] Date Range Type:* [Create Date ▾] Start date:* [04] [March ▾] [2015] [12:00] [AM ▾] End date:* [04] [March ▾] [2015] [11:59] [PM ▾] Account Group: [<All> ▾] UserId: [<All> ▾] Deposit Status: [<All> ▾] Images: [No Images ▾] [Create Report] [Clear] Report Instances

Step	Action	Documentation/Example
17.	Retain the "Deposit Detail By Account Report" as support for the journal entry. This report is your deposit ticket for remote deposits. **Do not** include the copies of check images with your deposit journal.	

Step	Action	Documentation/Example
18.	Prepare your cash/check deposit using standard deposit procedures for checks and cash to be presented for deposit. Record each remote deposit transaction on a separate GL Journal Line. It is fine to include these with other cash, check, or credit card deposits. However, the Journal Path will depend on whether or not there is a physical deposit. • Deposit to Account 10510, Fund BANK o Do not combine with other cash, check, ACH, or credit card BANK lines. Separate bank lines for other sections of the deposit are okay. • BANK Journal Line Description will read RCD, XXXX (last four digits of the Bank Account Number (from your Deposit Detail by Account Report), the MM.DD.YYYY (the month, day, and year of the processing), and your department ID. • Line amount must equal total amount in Deposit Detail by Account Report from Bank of America. Journal Support Attach the Deposit Detail By Account Report from Bank of America as support for the journal. All other journal requirements apply.	<table><tr><td>Line #</td><td>Account</td><td>Line BU</td><td>Fund</td><td>DeptId</td><td>Prog</td><td>Bdgt Ref.</td><td>Project</td><td>Line Ref</td><td>Chart.1</td><td>Line Description</td><td>Amount</td></tr><tr><td>1</td><td>20613</td><td>00730</td><td>2080</td><td>H0280</td><td>F0858</td><td>BP2015</td><td>NA</td><td></td><td></td><td>Warrant #123201194</td><td>-9.00</td></tr><tr><td>2</td><td>10510</td><td>00730</td><td>BANK</td><td></td><td></td><td>BP2015</td><td></td><td></td><td></td><td>RCD 6766 05.24.2015 H0166</td><td>9.00</td></tr><tr><td>3</td><td>10100</td><td>00730</td><td>2080</td><td></td><td></td><td>BP2015</td><td></td><td></td><td></td><td>CLAIM ON CASH</td><td>9.00</td></tr><tr><td>4</td><td>10100</td><td>00730</td><td>BANK</td><td></td><td></td><td>BP2015</td><td></td><td></td><td></td><td>CLAIM ON CASH</td><td>-9.00</td></tr></table> Do NOT enter deposit bag number in Journal Header Reference if a deposit bag is not used. Only use a deposit bag if deposit includes cash that is picked up by UHPD. Example of BANK Journal Line Description: RCD, 6766, 04.15.2015, H0156 RCD = stands for Remote Cash Deposit 6766 = Last four digits of bank account from Deposit Detail by Account Report 04.15.2015 = date checks were scanned H0156 = Dept ID of department making the deposit Journal Support to INCLUDE: • Cash Deposit Summary Form (signed by two people) • Deposit Detail by Account Report (without copies of checks) • Cash register/sales system report or receipts, if applicable Journal Support NOT to Include: • Handwritten Deposit Ticket, unless deposit includes cash (currency) • Copies of checks

Step	Action	Documentation/Example
19.	Checks must be retained, in a secure location (same as cash) for 14 business days. After 14 business days checks must be shredded. Shredding must be done in a cross-cut shredder.	Departments that do not have a cross cut shredder can send their canceled checks to the Treasurer's Office. If the department write's void on the checks and cuts out the signature, the checks can be sent by interoffice mail. Otherwise, the checks must be delivered by the UH Police Department.
20.	If Remote Deposit items are returned by the bank, notification will be sent to the Cashier's Office and funds will be withdrawn from the bank automatically.	Within 48 hours of the receipt of notification of a return, the Cashier's Office will prepare a journal to reverse the deposit. Journals will be processed against the standard NSF check cost centers provided by all campus departments using remote deposit scanners. The department will receive notification of the journal and information regarding the returned check
21.	Departments using remote deposit scanners must include the scanners in their cash handling procedures.	- Secure storage and retention of checks - Destruction of checks - Retention and destruction of original checks and copies of checks (if any are made) - Employee training
22.	If you notice that you selected the incorrect deposit account for your deposit via CashPro, please email Bank Reconciliations to notify them of the account you selected AND the account you intended to select.	