



BANKING & ACCOUNTING OPERATIONS NEWSLETTER #37.2 JUNE 2024

Preparing for Fiscal Year End – FY2024 Part 3

Fiscal Year End for Deposits Continued

This will be the last newsletter regarding fiscal year end entries related deposits in Workday for FY2024. Below are the important dates to consider:

June 28, 2024

- Last day of fiscal year-end
- Central Cash Application Team (CCATS) will process Cash Remittance Form submissions in FY2024 for all deposits up to June 27, 2024
- Last business day for departments to process deposits for FY2024
- Deposits must be made and posted at the bank by the end of business day
 - o Depending on how deposits are made, it may or may not post the same day
 - Please refer to [BAO Newsletter #37.1 dated 5/28/2024](#) for additional information on when deposits may post to the bank account
 - o Deposits made on Saturday, June 29th will post as July 1 deposit in FY2025

July 1, 2024

- First day that June 28, 2024, bank statement is available in Workday
- **LAST DAY** to post cash operational journals such as Ad Hoc Bank Transaction (AHBT) and Customer Deposits in Workday to record deposits for FY2024

- Cash Remittance Form submissions for deposits made on June 28th are **due by 12PM**
- CCATS to focus primarily on deposits made for June 28th for FY2024 posting
- Once all the submissions for June 28th have been processed, will continue to process outstanding Cash Remittance Form submissions for FY2024

July 2, 2024

- All Cash Remittance Form submissions will post for FY2025
- FY2024 is officially closed for cash operational journal entries in Workday and cannot post back to FY2024

For additional information regarding fiscal year end, please review the previous newsletters on the BAO website:

Preparing for Fiscal Year End - FY2024

[BAO Newsletter #37 dated 4/24/2024](#) - Preparing for Fiscal Year End - FY2024

[BAO Newsletter #37.1 dated 5/28/2024](#) - Preparing for Fiscal Year End - FY2024 Part 2

BAO FAQs

Where do I take my deposits for processing?

Workday Invoiced Checks

- Mailed to BofA Lockbox:

Post Office Remittance Address:

University of Washington
P.O. Box 744675
Los Angeles, CA 90074-4675

Overnight Courier Mail Only:

Bank of America Lockbox Services
Lockbox 744675

Non-Workday Invoiced Checks

- Campus Mailbox 354965

- Dropped off at Schmitz Hall 129 or UWMC Cashier's Office
 - Must be dropped off with a sealed deposit bag.

Cash Deposits

- HUB Cashier's office: Open Tuesdays and Thursdays from 9am to 1pm

Are there any changes to how I can receive ACH/WIRE deposits?

UW bank account information to receive ACH or WIRE payments did not change with Workday Finance. Workday Invoice remittance will have UW's bank account information written on the invoice for customers to send ACH or WIRE payments to. If units need to receive ACH or WIRE payments for a non-Workday Invoice payment, units can fill out this UW Connect webform: [ACH/WIRE Instructions Request](#)

How do I get other employees added to this mailman list?

- Please share BAO's mailman list FA_BAO subscription to receive updates and newsletters sent out by BAO
 - https://mailman12.u.washington.edu/mailman/listinfo/fa_bao

To review previous newsletters, please visit <https://finance.uw.edu/bao/resources/bao-newsletter>

BAO is committed to providing campus departments with high-quality customer services. Please send your feedback or suggestions to bankrec@uw.edu to help us improve our services.

THIS NEWSLETTER WAS SENT TO YOU BY UW BANKING & ACCOUNTING OPERATIONS

For additional information, visit BAO's webpage: <https://finance.uw.edu/bao/>

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