



**BANKING & ACCOUNTING OPERATIONS
QUARTERLY NEWSLETTER #29
SUMMER QUARTER AUGUST 2021**

**UPCOMING CHANGES WITH DEPOSITS AT UW IN 2021 PART 4
ATM AND MOBILE DEPOSITS ARE HERE!**

As our University of Washington community has adapted and evolved to handle the current pandemic, Banking and Accounting Operations recognize that routine tasks such as making deposits have become more difficult for departments. To ease the practical and financial challenges posed by making deposits, Banking and Accounting Operations is introducing new deposit methods and revamping existing deposit methods at UW.

In the previous newsletter, BAO announced major changes to how deposits will be processed at UW in 2021. If you missed the newsletter the previous newsletters, please visit BAO's website, please [click here](#).

In this newsletter, we will be sharing information about the "New Deposit Methods" meeting held on August 18, 2021, new weblinks to request ATM and Mobile Deposits at UW, and changes to existing methods that will be effective September 13, 2021.

New Deposit Methods at UW Meeting

On August 18, 2021, BAO held a meeting with campus departments regarding new deposits methods such as ATM and Mobile Deposits, and changes to the existing deposits at UW. Close to 100 attended this zoom meeting and the links to the recording and the presentation slides are located on the bottom of the webpage below:

[ATM and Mobile Deposit Webpage](#)

ATM and Mobile Deposit

ATM and Mobile Deposits are finally HERE!

The BAO website has been updated with information on these new methods and how to request access. The links to each new method can be found below:

[ATM Deposits](#)

[Mobile Deposits](#)

Each page has a webform for departments to fill out to request access to either ATM or Mobile Deposit. ***PLEASE NOTE, at this time we are only allowing departments to utilize one of the new methods, along with any existing deposit methods. Departments will not be allowed to utilize both ATM and Mobile Deposits at this time.*** In addition, please have a copy of a previously utilized deposit slip when filling out the webforms. This will help us determine your bank sequence numbers that will be assigned to each ATM or Mobile Deposit.

ATM Deposits

Please consider the following when requesting access to ATM Deposit:

- ATM card orders are limited to one card per department
 - o If additional cards are needed, please provide a justification on the webform
- BAO will be placing a bulk order once a week for ATM cards
- Delivery of the ATM cards and PIN numbers will be mailed separately and may take up to 10 to 14 business days
- Deposits can be made at ANY Bank of America ATMs, including the three locations on the Seattle Campus (HUB, By George, UWMC Cashier's Office)
- No coins can be deposited into an ATM, only checks and bills

Mobile Deposits

Please consider the following when requesting access to Mobile Deposit:

- All users must agree to adhere to the [Mobile Deposit Policy](#)

- Please make sure to safeguard and destroy all processed checks within **14 days** per the UW and WA State Retention Policy
- All users must complete login credentials on the Bank of America CashPro website first after BAO provides the information
 - o Once the permanent password is set up, the CashPro App can be utilized
- Due to expected high volume of Mobile Deposit requests, BAO will fulfill the request by the order it was received, and you may experience some delays with your request

Additional FAQs regarding ATM and Mobile Deposits

Q: Can I utilize these new methods for gift or grant related checks?

A: No, ATM and Mobile Deposits cannot be utilized for gift or grant related checks. These checks must be handled directly by the methods offered by Gift Services or GCA.

Q: How will bank sequence numbers be assigned for ATM and Mobile Deposits?

A: Both ATM and Mobile Deposits will utilize the same structure for bank sequence numbers needed to complete a Cash Transmittal. Each deposit made will have a stagnant bank sequence number based on your department deposit ID, followed by three continuous zeros. For example:

- Department **XYZ** has a deposit ID **99999**
- Bank Sequence Number is **99999000**

BAO will be in charge of assigning deposit IDs, and most departments already have existing IDs.

Q: What if I make deposits for multiple departments? Or my department has multiple deposit IDs?

A: **ATM Deposits:** Each deposit ID will be issued an ATM card. For example, if you do deposits for two departments with two different deposit IDs, you will be assigned an ATM card for each deposit ID.

Mobile Deposits: CashPro has the ability to assign multiple accounting groups (deposit IDs) to one user, and the user will need to choose the proper accounting group when making a deposit. For example, if a user deposits for department ABC and XYZ, the user will have the option to choose accounting group ABC and XYZ before scanning the checks. Please note, you can choose one accounting group per deposit. Meaning, you will need to still create separate deposits for individual accounting groups.

Updates to Existing Deposit Methods

Central Deposit Drop Off Locations (Seattle Campus Only)

Effective September 13, 2021, UW Seattle Campus will offer three locations for campus departments to drop deposits prepared with a **deposit slip and bag**. Below are the three locations and the hours of operations:

Location	Hours of Operations
Schmitz Hall Room 129	Monday – Friday, 12PM to 4PM
UW Medical Center Cashier’s Office EE306	Monday – Friday, 8AM to 4PM
Roosevelt Commons West 3 rd Floor	Monday – Friday, 10AM to 2PM

PLEASE NOTE, CASH/COIN WILL NO LONGER BE ACCEPTED AT THESE LOCATIONS. Any deposit that contains cash/coin will be sent back to the department. All deposits delivered to these locations will no longer be picked up by armored courier services and will now be picked up by UW Mailing Services and delivered to UW Finance Shared Services for remote deposit processing. This process only allows checks to be deposited and cannot accept cash/coin. In addition, until the [Timely Deposit of Cash Receipts Waiver](#) expires on November 1, 2021, deposit will only be picked up Monday, Wednesday, and Fridays.

Deposits at Bank of America

There four main methods that deposits can be made at Bank of America besides the ATM. Bank of America deposits methods will accept all monetary items, such as cash, coins, and checks.

- Inside Bank of America banking centers with a teller
 - Deposits taken inside the banking center must be made with a teller and not through the tablet scan
 - Deposit slips for UW deposit must be processed in order for proper application of funds to budget
 - If the bank associates offer to scan your deposit with a tablet, kindly refuse the offer and see a teller for proper deposit processing
- Into the Night Drop located outside a Bank of America banking center
 - Deposits dropped inside the Night Drop must be prepared in a deposit bag with a deposit slip provided by BAO
 - A key is not necessary as long as the deposit can fit in the slot
- Deposits can be sent by mail by USPS or Overnight Mail
 - BAO highly recommends that overnight mail with tracking is utilized to decrease potential of loss of mail
- Armored Courier Services
 - Departments can sign up for their own contracts with an armored courier service to deliver deposits directly to the Bank of America Cash Vault
 - Email bankrec@uw.edu for additional information

Additional information about the methods listed above can be found on our webpage below:

[Cash/Check Deposits](#)

BAO Announcements

Revolving Fund Consolidation Project

BAO and Revolving Funds have been working on a project to consolidate revolving fund accounts at University of Washington. These accounts are mostly utilized for research subject payments. In the month of January, two meetings were held to discuss current central alternative payment methods,

card payments and Zelle payments. Recordings and the presentation are available for review on the Revolving Funds website, please [click here](#).

The last session regarding Central Check Processing was held on August 25, 2021. Recording and slides of this session will be available soon. If you are interested in learning more about the consolidation effort, please [click here](#) to sign up for the mailman list.

UWFT Roadshow

UWFT will be hosting its first roadshow on September 15, 2021. For additional information and to register for the event, please [click here](#).

UW Deposit FAQs

Where is my ACH/WIRE Payment?

BAO has updated the ACH/WIRE section to offer three methods to research ACH/WIRE payments received at UW. To review the updates, please [click here](#)

Can I receive payments by Venmo or Zelle?

No, UW cannot accept payments by Venmo or Zelle at this time. For additional information about Venmo or Zelle, please read our March 2020 Newsletter:

[March 2020 Newsletter – What are Venmo and Zelle?](#)

How do I order deposit slips and bags?

- While BAO staff are working remotely, deposit supply orders are being fulfilled once a week
- Deposit supplies will continue to be sent by campus mail, however, if departments would like to pick up the supplies at Roosevelt Commons West building, please indicate on the webform
- To order deposit slips and/or bags, please [click here](#)

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
 - o 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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