



BANKING & ACCOUNTING OPERATIONS QUARTERLY NEWSLETTER #35.2 JUNE 2023

Preparing for Workday Finance #5 – Workday and Deposits

We are almost a week away from Workday Finance Go-Live and BAO is making an effort to share as much information as possible on the upcoming changes to your deposits.

If you missed the April and May Newsletter, please make sure to visit the link below to review.

[BAO Newsletter #35 dated 4/28/2023](#) - Preparing for Workday Finance #3 - Workday and Deposits

As a summary, below are the highlights of the April Newsletter:

- Recording of the “What’s Changing” session on Cash Application
- New Central Cash Application Team (CCATS)
- UW Connect “Cash Intake Form” to replace Cash Transmittal Form
 - o UPDATE: Cash Intake Form has officially been renamed as the **Cash REMITTANCE Form**
- Centralizing Cash and Check deposits
- Discontinuing Mobile and ATM deposits

[BAO Newsletter #35.1 dated 5/31/2023](#) - Preparing for Workday Finance #4 - Workday and Deposits

As a summary, below are the highlights of the May Newsletter:

- Deposit Frequency Policy Update

- Deposits related to gifts/donations
- FDM Driver Worktags for the NEW UW Connect Cash Remittance Form
- Unidentified check processing
- BAO Workday Communications
 - o Daily Bank Deposit Confirmation Emails
 - o Total ACH/WIRE Daily Emails & Unclaimed Deposit List Monthly Update
- Cutoff Dates
 - o Mobile and ATM Deposit
 - o Biennium Close

In this June newsletter, BAO will be covering the following topics:

- Mailing Address of Check Deposits
- HUB Cashier's Office Hours – Cash Deposits
- Unclaimed Cash Workday Report
- UW Connect Cash Remittance Form
- **FINAL REMINDER:** Cutoff Dates
 - o Mobile and ATM Deposit
 - o Biennium Close

Mailing Address of Check Deposits

As mentioned in the previous newsletters, checks deposits with Workday needs to be separated by two categories:

- Workday Invoiced Checks
- Non-Invoiced Checks

Workday Invoiced Checks

All customers and departments must mail check payments received for Workday Invoiced payment to the Bank of America Misc. Receivables Lockbox. Please note that the lockbox will be open to receive checks starting July 3, 2023. Any checks sent to the lockbox before this date will be rejected and sent back to the sender and will not be processed. Below is the mailing address to the new Bank of America 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
2706 Media Center Drive
Los Angeles, CA 90065-1733

For those who have check payments related to grants and sponsorships payments, please DO NOT send or provide the mailing address above and utilize the current state process. Check payments related to grants and sponsorships will continue to be made through the lockbox located in Chicago, IL.

Non-Invoiced Checks

Any checks received for payments not related to a Workday Invoice must be sent to UW Finance Shared Services. These check payments may include point-of-sale (POS) transactions, reverse expenditures, ProCard paybacks, miscellaneous revenue, and any payments received outside of a Workday Invoice. These payments can be delivered to **UW Finance Shared Services** in the following methods:

- **Campus Mailbox 354965**
- Dropped off at Schmitz Hall 129 or UWMC Cashier's Office
 - o Must be dropped off with a sealed deposit bag.

HUB Cashier's Office Hours – Cash Deposits

For departments that may have cash deposits to process, cash deposits are also being centralized and will be handled by the HUB Cashier's Office starting **July 6, 2023**. Due to the limited staff, the HUB Cashier's Office will be open for a limited time to process cash deposits for Seattle Campus departments. Below are the hours of operations:

- **Open Tuesdays and Thursdays from 9am to 1pm**

Please note that you cannot drop off cash deposits, but need to make sure that cash is handed to the cashier. When handing the cash to the cashier, each person will be required to provide their name, department name, and an email address. This will help HUB Cashier's Office communicate with the Central Cash Applications Teams

(CCATS) in applying the cash properly to the new UW Connect Cash Remittance Form submitted by departments.

Unclaimed Cash Workday Report

This report can be viewed by any user in Workday with report view role and will also be available on BAO's website and the new Central Cash Application Team's (CCATS) website. The website and the links to the reports are not available yet, but the links will be provided on July 6, 2023. In addition, if you have the following security roles in Workday, you will receive daily Workday notifications when the report is available for view:

- Shared Environment Accountant (Creates AJ)
- Customer Billing Specialist (Creates Invoices)
- Award billing Specialist (Creates Invoices)

This report will now display ALL unclaimed deposits in UW's main BofA concentration account up to date. Meaning, it will be a daily running report of any unclaimed deposit up to the date the report is provided. This report can be accessed at any time and will be updated throughout the day as UW Finance works on cash application. In addition, bank sequence numbers will no longer be produced and will be replaced by "Bank Reference" number listed on the report. Below is a screenshot of what the report will look like in the future state with Workday:

Date	Type Code	Amount	Bank Reference	Addenda
05/17/2023	187 Cash Letter Credit	454,872.00	813008352790761	
05/19/2023	165 Preauthorized ACH Credit	450,704.48	902538008228989	UNIVERSITY OF WA DES:TRADE PAY ID:UW001INDN:UNIVERSITY OF WASHINGT CO ID:1300622311 CCDPMT INFO:RMR*IV*18-8611**450704.48-
05/16/2023	165 Preauthorized ACH Credit	449,135.36	906635023667600	WA ST OFM DES:VENDOR PAY ID:050738INDN:UNIVERSITY OF WASHINGT CO ID:1916001089 CCD
04/28/2023	165 Preauthorized ACH Credit	438,221.22	906617028861033	CLC AP DES:CLC ID:IMG10800898INDN:UNIVERSITY OF WASHINGT CO ID:L900776492 PPD
05/18/2023	165 Preauthorized ACH Credit	424,361.68	902537008533614	ASSOC OF CHR6709 DES:CREDITS ID:INDN:UW Medicine BofA(PSSP) CO ID:2911336707 PPD PMT INFO:CUMG Payment/UWSOM portion of PSSP for Apr 15th-May 15th 2023-

With the creation of this Workday report BAO will no longer send daily ACH and WIRE received reports or the monthly Unclaimed Deposit List update. Users of this report will also be able to extract the report in Excel as well.

UW Connect Cash Remittance Form

The new weblink to this new UW Connect form will be available on July 6, 2023 and will be on the new CCATS website. BAO will be providing the link in an email to mailman list fa_bao@uw.edu as soon as it is available on that day. In addition, this form will not only replace the Cash Transmittal (CT) Form, it will also replace the ACH/WIRE Confirmation Webform.

Due to biennium close, the current state CT Form will be available on BAO's website until July 12, 2023, which is the last day for campus to submit CTs for month 25.

Cutoff Dates for Deposits

Mobile and ATM Deposits

In the previous newsletter, it was shared that Mobile and ATM deposits would be available up to June 30, 2023. After reviewing this process, there have been updates to cutoff dates and times of when deposits can be processed via Mobile or ATM.

ATM deposits will be available until **8PM PST on June 30, 2023**. This is the cutoff time set by Bank of America for all ATM deposits. After this date, users will not be able to process ATM deposits.

Mobile deposits will be available until **12PM PST on June 30, 2023**. At 12PM, BAO will need to manually update with Bank of America to remove the access for each user. Since it is the end of the biennium, we will allow users to make deposits through the mobile application until 12PM PST. After 12PM PST, users will no longer have access and deposits will need to be processed directly at the bank.

Biennium Close Deposits

No different from previous years, all deposits must be made into the bank account on or before June 30, 2023, to be accounted in the current biennium. Any deposits that are posted on the bank account from July 3, 2023, and forward, will be processed in

the new biennium. The difference this year is that deposits from July 3 and after will be processed in Workday Finance, and deposits processed June 30 or before, will be processed in FAS.

Please note that deposits dropped off at **Schmitz Hall** and **UWMC Cashier's Office** will need to be dropped off by **June 29, 2023**. Deposits that are dropped off at the locations are picked up the next morning and processed centrally by UW Finance Shared Services. If the deposits are dropped off on June 30, 2023, the deposit will be processed the next business day, July 3, 2023, and will not be accounted for in the current biennium.

If checks are received on June 30, 2023, and needs to be processed on June 30, 2023, there are couple of options:

- Deposits can be brought directly to UW Finance Shared Services on the 3rd floor of Roosevelt Commons West by 1PM PST.
- Deposits can be made at Bank of America directly, however, departments must have a UW issued deposit slip.

Lastly, just a reminder that the last day for campus to upload Cash Transmittals (CTs) for month 25 will be on July 12, 2023, at 12PM. For additional information on the Biennium Close calendar, please visit Procurement's website below:

<https://finance.uw.edu/ps/reports-reconciliation/bienniumclose>

What are the Next Steps?

BAO will make an effort to provide any additional instructions and information, if any, as we get closer to the go-live date but below are certain steps departments can prepare for:

- All unused deposit slip books before and after go-live can be sent to BAO at Box 359441.
- ATM and Mobile deposits will be available until June 30, 2023. Starting July 1, 2023, ATM and Mobile deposits will not be available.
 - o ATM card holders can destroy the cards after June 30, 2023.
 - o Mobile Deposit users can uninstall the application and BAO will manage the access to mobile deposits with CashPro.

- Deposits will no longer need to be taken directly to Bank of America starting July 1, 2023.
- Departments utilizing SFS Invoices can request payees to update the ACH/WIRE instructions to UW's main BofA bank account. Please fill out the [ACH and WIRE Instruction Request Form](#) to request the information.
- Checks sent to the current SFS Invoicing lockbox will be forwarded to BofA's lockbox for maximum 12 months, meaning payees will need to update the remittance of check payments by June 30, 2024

BAO FAQs

Who can I talk to discuss the new deposit process?

- Please email UWFTASK@uw.edu your questions and will be routed the UWFT Cash Application Working Group. All questions are being answered within the working group and meetings will be scheduled with business units if needed.

Where can I find additional information about the changes?

- This newsletter will be posted on BAO's website for UW staff and faculty to view. In addition, this is also shared on the UWFT Change Management network as well:
 - o BAO Newsletters - <https://finance.uw.edu/bao/resources/bao-newsletter>
 - o UWFT Change Network - <https://uwnetid.sharepoint.com/:u:/r/sites/UWFTChangeNetwork/SitePages/What's-Changing-Recordings.aspx?csf=1&web=1&e=Rpt2IL>

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>

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