



BANKING & ACCOUNTING OPERATIONS QUARTERLY NEWSLETTER #35 JULY 2023

Workday Finance is HERE!!!

WORKDAY FINANCE IS HERE!!!

The day is finally here and would like to thank everyone for all that have reviewed our newsletters leading up to this day. Just as review, below are the topics regarding Workday and how to handle deposits:

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

Finance #3 - Workday and Deposits

- 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
- 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

- 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
- Cutoff Dates

[BAO Newsletter #35.2 dated 6/28/2023](#) - Preparing for Workday Finance #5 - Workday and Deposits

- 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

Below are the topics for this **JULY** newsletter:

- Link to the NEW UW Connect Cash Remittance Form
- Retirement date of Cash Transmittal Form
- Unclaimed deposit list: New and the Old

NEW UW Connect Cash Remittance Form

As mentioned in the previous newsletters, in order for departments to claim a deposit for a **non-Workday Invoice** deposit, departments will need to fill out the new [Cash Remittance Form](#). Anyone with a UW NetID will be able to access this form and users should only utilize this form to post deposits starting in July. *Please note that if your deposit is for a **Workday Invoice**, departments **DO NOT** need to fill out this form.*

In addition, only deposits posted to UW's bank account in July can be submitted. Deposits made on June 30, 2023, and before can be claimed for month 25 through the old Cash Transmittal Form until July 12. After July 12 and once month 25 closes officially on July 21, ALL unclaimed deposits will be available to be claimed through the new Cash Remittance Form. Below is the link to the new form:

https://uwconnect.uw.edu/finance?id=sc_cat_item&sys_id=944ebdb787992d106f1997dd3fbb3529

Retirement Date of Cash Transmittal Form

As mentioned in the previous section, departments can claim deposits into month 25 in FAS for deposits that posted to UW's bank account on June 30, 2023 or before through the current [Cash Transmittal Form](#).

The official date of retirement of the Cash Transmittal Form is **JULY 12, 2023**. After this date, departments will no longer be able to claim funds for the month 25 and will need utilized the new UW Connect Cash Remittance Form for July accounting month with Workday.

Unclaimed Deposit List: New and Old

NEW Unclaimed Deposit List

The new unclaimed deposit list will now be available for view in Workday as "[Unclaimed Cash Report R1248](#)". This list will be updated daily with bank statement integration, along with an up-to-date cash application. Please note that in the beginning, the list will be very minimal to July bank statements. Once month 25 closes and all unclaimed deposits from the previous biennium will be updated after July 21.

Old Unclaimed Deposit List

BAO will be providing one last Unclaimed Deposit List update by July 7, 2023. This will be reconciled to up-to-date information from FAS and departments will have until July 12 to claim deposits into month 25. BAO is working diligently to get this list updated as soon as possible. Please be on the lookout for this email this week.

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 does 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](#)

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:
 - BAO Newsletters - <https://finance.uw.edu/bao/resources/bao-newsletter>
 - 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
 - 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/>

To subscribe or unsubscribe to this list, please [click here](#).