



BANKING & ACCOUNTING OPERATIONS NEWSLETTER #37 APRIL 2024

Preparing for Fiscal Year End – FY2024

Spring is here and UW is officially 10 months into Workday! This also means that UW is just about 2 months away from fiscal year end for FY2024. Although there have not been any final dates or processes announced for the fiscal year end, this newsletter will discuss a couple of items that can help departments prepare. In addition, we will outline reminders and updates on how deposits should be handled at UW with Workday Finance.

Fiscal Year End for Deposits

The most crucial task that needs to be performed for BAO and Central Cash Application Team (CCATS) is to make sure that all deposits are claimed by **July 1, 2024** for FY2024. Cash entries related to banking in Workday is currently only open for one business day of the new month for the previous month. Please see the close calendar below:

UNIVERSITY OF WASHINGTON

UW Academy Close Calendar

[Close Calendar including dates \(printable version\)](#)

Day of Close	Key functions and types of transactions that close each day
Day minus 1	Close Procurement, Expenses, Capital Assets, Student Accounts at midnight
Day minus 1	Last day to post ISDs (follows Procurement close)
Day minus 1	Open next ledger period in Workday at midnight
Day 1	Close Banking at midnight
Day 1	Close Customer Accounts - customer invoices must be approved by 2pm

<https://finance.uw.edu/fr/month-end-close>

For example, on May 1, 2024, this would be the last day for departments to claim funds to their respective worktags for the month of April 2024. All claims completed after May 1, 2024, will be posted in the May accounting month.

As of right now, this means deposits that need to be credited in FY2024, must be claimed no later than **July 1, 2024**. This is different from previous years since in FAS, UW was able to post to previous fiscal year up to the third week of July. **PLEASE NOTE, any extension of this date is unknown at this time. If extension dates are available, BAO will communicate the potential dates.**

To assist in this process, below are some processes mentioned in previous newsletters that may assist:

- **How do I claim deposits made to UW Finance Shared Service or UW HUB's Cashier's Office?**

*Deposits sent to the central locations at UW must be claimed by completing the new **Cash Remittance Form**. This replaces the old Cash Transmittal Form (CT Form) that was utilized in the legacy system.*

- **How do I know the status Cash Remittance Form I submitted?**

Couple of ways this can be done:

- *Respond back to the UW Connect Finance that was created with the submission and request for an update*
- *Review the Find Ad Hoc Bank Transaction R1434 report in Workday*
 - *Instructions on how to access this report can be found in the previous newsletter: **BAO Newsletter #36.1 dated 9/22/2023 - Workday Finance is HERE!!! - Part 2***

- **Where can I view a list of the unclaimed deposits at UW?**

*For Workday users that are assigned the proper security roles, the list can be viewed through a Workday custom report "Unclaimed Deposit R1248". For users that do not have access, this report is currently extracted and sent by email to the mailman group, **bao daily ach wire**. If you have not yet signed up for mailman list, please click the link below to subscribe:*

https://mailman12.u.washington.edu/mailman/listinfo/bao_daily_ach_wire

- **Why can't I view the Unclaimed Deposit Report R1248 in Workday?**

Due to the company hierarchy placed on the UW Main BofA Concentration Bank Account, some users will not be able to view the custom report in Workday, unless the user has access to the “All Companies” hierarchy.

▪ **Why is my deposit still listed as “unreconciled” on the report, even though I already submitted the Cash Remittance Form?**

There could be couple of reasons why the deposit is still listed:

- *Due to backlog, the Cash Remittance Form has not been processed by CCATS.*
- *The Cash Remittance Form has been processed by CCATS, however, BAO has not reconciled the particular deposit. Once the deposit is reconciled, the deposit will be removed from the report.*
- *Some deposits are partially claimed, meaning a single deposit could be for multiple departments.*
 - *For example, if a deposit of \$1,000 from Company ABC contains deposit amounts of \$500 for Department 123 and \$500 for Department XYZ, both departments need to submit a Cash Remittance Form, in order for the deposit to be reconciled. Deposits are not fully reconciled until entries are created for the full amount of the deposit.*
- *Please make sure to check your reports on the department’s cost center/program before emailing CCATs about your Cash Remittance Form.*

If the issue persists, please make sure to email back on the UW Connect form of the Cash Remittance Form, or you can email ccats@uw.edu.

Check Deposit Drop Off at Schmitz Hall

For departments dropping check deposits to Schmitz Hall 129, please note that the timeframe of accessibility to the deposit drop box is only from **12PM to 3PM Monday to Friday**. The reduced hours are due to security measures taken for the safety of the employees in the building.

If your department cannot make the hours stated above, below are some alternatives:

- There is an alternate drop box located outside of the north entrance facing NE 41st St available 24 hours/7 days a week. Deposit **MUST** be placed inside a deposit bag provided by BAO.

- **PLEASE NOTE: Cash deposits are not allowed to be dropped off at Schmitz Hall dropboxes. For information on where cash deposits are handled, please visit the link below:**

<https://finance.uw.edu/bao/cash-receivables/checkcash-deposits>

- Check deposits can be campus mailed to UW Finance Shared Service to Box 354965

The hours of operations and alternative methods have also been updated on the website above as well.

Cash Remittance Form – Requesting Edits

When requesting an edit to a Cash Remittance Form submission, please make sure to provide the following information:

- If not responding to the original UW Connect Finance ticket, please provide the UW Connect Finance **REF** number.
- Deposit amount and date.
- Workday Customer Invoice Number.
- If AHBT was already created, provide the AB#.

For any additional questions, please email ccats@uw.edu.

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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