



BANKING & ACCOUNTING OPERATIONS SPECIAL NEWSLETTER JANUARY 2019

MONTHLY DEPOSIT REPORT

Banking & Accounting Operations has created a “[Monthly Deposit Report](#)”!

This report provides all cash/check deposits made to UW’s main operating bank account with Bank of America, including deposit corrections. This report is updated on a monthly basis and will be available the first week of the new month.

This will benefit campus departments by.....

- Assisting in budget/deposit reconciliation
- Making sure all deposits posted to the bank
- Possessing a deposit report to review for audit purposes

To utilize this report, campus departments must have their “Deposit ID” available. Deposit ID is located in the first five digits of the bank sequence number on the deposit slip. The bank sequence number is the first set of numbers on the bottom of the deposit slip. Please visit the [CT Form Instructions](#) on how to locate this number. Below is an example of how the Deposit ID can be located:

Bank Sequence Number: **12345**678

Deposit ID: **12345**

If you are unsure of the Deposit ID, please email bankrec@uw.edu for additional assistance.

PLEASE NOTE: THIS DOES NOT REPLACE ANY EXISTING DEPOSIT PROCESS. THIS IS JUST AN ADDITIONAL REPORT TO ASSIST DEPARTMENTS WITH RECONCILIATION. DO

NOT WAIT FOR THIS REPORT TO SUBMIT YOUR CTs, CTs SHOULD BE SUBMITTED THE DAY OF DEPOSIT MADE BY DEPARTMENT.

Below is the website where this report can be found:

<https://finance.uw.edu/bao/netid/cash-receivables/checkcash-deposits/monthly-deposit-report>

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 FINANCE FINANCIAL ACCOUNTING

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

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