



BANKING & ACCOUNTING OPERATIONS QUARTERLY NEWSLETTER #36.1 SEPTEMBER 2023

Workday Finance is HERE!!! – Part 2

UW is closing in on its first quarter with Workday Finance! There have been many lessons learned and lots of items still to be worked on, but Banking & Accounting Operations is fully operational in Workday and will make efforts to provide as much support as possible. To assist in this time of transition, BAO would like to cover the following topics as a reminder to all regarding the changes that have been made:

- Deposit Process with Workday
 - o Workday Customer Invoice Deposits
 - o Non-Workday Customer Invoice (Misc. AR) Deposits
- Cash Remittance Form
- Workday Custom Reports
- BAO Website Updates

In addition, as a reminder, **October 9, 2023**, is **Indigenous People's Day** and is considered a bank holiday. This means that some banks may or may not be open, however, no bank transactions will be posted on this day. All bank transactions from October 7, 2023 through October 9, 2023 will be posted at the end of day on October 10, 2023.

Deposit Process with Workday

As mentioned previously, there are **TWO** types of deposit with Workday.

- Workday Customer Invoice Deposits
- Non-Workday Customer Invoice (Misc. AR) Deposits

These two deposits **MUST** be handled in two separate methods.

Workday Customer Invoice Deposits

It is highly recommended that all departments should notify their customers to send all payments related to Workday Customer Invoices directly to the lockbox listed on the remittance of the invoice created in Workday. However, if departments still receive **CHECK** payments related to a Workday Customer Invoice, the check needs to be mailed to UW's Lockbox with Bank of America:

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

Please make sure only Workday Customer Invoice **CHECK** deposits are sent to the lockbox. The lockbox will **NOT** accept **CASH** deposits and departments should not be receiving CASH as a form of payment for a Workday Customer Invoice.

Non-Workday Customer Invoice (Misc. AR) Deposits

Any deposits received NOT related to a Workday Customer Invoice must now be handled centrally by UW Finance Shared Services along with the new Central Cash Application Team (CCATS). These deposits include and are not limited to:

- Point of Sale (POS) transactions
- Reimbursements/Reverse Expenditures
- Misc. AR not invoiced out of Workday
 - o Payments received for invoices created externally from Workday
- Key/Card/Equipment deposits

When payments for these types of payments are received, they should be handled centrally in the following methods:

CHECK Deposits

- Must be placed securely inside a deposit bag issued out by BAO
 - o To order deposit bags, please [click here](#)

- Once placed in a deposit bag, it can be delivered by the following methods
 - o Dropped off at Schmitz Hall 129 inside the deposit drop box
 - o Handed to UWMC Cashier's Office EE306 at the main entrance of UWMC
 - o Campus mail to: **UW Finance Shared Services Box 354965**
- It is highly recommended to include a completed copy of the Cash Remittance Form for proper cash application

CASH Deposits

Cash deposits must now be made at the following location:

- HUB Cashier's Office
 - o Tuesday and Thursdays ONLY
 - o Open from 9 AM to 1 PM

Please make sure the Cash Remittance Form is filled out for proper cash application before or after the deposit has been made.

PLEASE DO NOT SEND CASH TO UW FINANCE SHARED SERVICES!!!

All deposit bags sent to UW Finance Shared Services that contain cash will not be processed and sent back to the department. This includes all checks that may have been placed inside the bag with the cash.

Cash Remittance Form

Departments **MUST** complete the Cash Remittance Form for deposits related to Non-Workday Customer Invoice Deposits. For deposits related to Workday Customer Invoices, a cash remittance form is not required, since the revenue recognition is performed when an invoice is created in Workday. When a deposit is made for a Workday Customer Invoice, the deposit is simply applied to the invoice to close out the outstanding invoice.

However, for Non-Workday Customer Invoice deposits, revenue recognition is performed when CCATS creates a cash entry called Ad Hoc Bank Transaction (AHBT) based on the Cash Remittance Form filled out by the department. This replaces the old Cash Transmittal (CT) Form, and the completion of the Cash Remittance Form will

assist CCATS in crediting the deposit to the proper Workday worktags provided.
Without this form, departments revenue will not be recognized.

This form can be found in the UW Connect directory, BAO's website, or the link below:

[Cash Remittance Form](#)

Additional instructions on how to fill out the form can be found in a previous newsletter:

[BAO Newsletter #35.1 dated 5/31/2023](#)

Please visit the section "FDM Driver Worktags for the NEW UW Connect Cash Remittance Form".

Workday Custom Reports

BAO was able create custom reports in Workday that may assist in reconciling deposits made into UW's bank accounts. Below are the two reports that may be of assistance:

Unclaimed Cash R1248

This report shows all deposits (ACH/WIRE and Check) that are unreconciled aka unclaimed in UW's Main BofA Concentration account. Although not all users may have access to this report, 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

Find Ad Hoc Bank Transaction R1434

As mentioned earlier, AHBTs are created to apply the revenue to department's worktags for Non-Workday Customer Invoiced deposits. This would be the equivalent of a Cash Transmittal (CT) that was created in the legacy system. To search for AHBT created for UW's Main BofA Account, please utilize the following prompts in Workday:

Company	<input type="text"/>	:≡
Bank Accounts	<input type="text"/>	:≡
Run for only UW Main BofA Concentration Account	<input checked="" type="checkbox"/>	
Financial Institution	<input type="text"/>	:≡
Journal Source	<input type="text" value="× Ad hoc Bank Transaction ..."/>	:≡
Ledger Account	<input type="text"/>	:≡
Status	<input type="text"/>	:≡
Purpose	<input type="text"/>	:≡
Originated by	<input type="text"/>	:≡
Approved by	<input type="text"/>	:≡
Start Date	<input type="text" value="MM/DD/YYYY"/>	📅
End Date	<input type="text" value="MM/DD/YYYY"/>	📅
Worktags	<input type="text"/>	:≡
Ad Hoc Bank Transaction Number	<input type="text"/>	

All the fields are optional and not required. However, to narrow the search, it is highly recommended that worktag(s) are entered to minimize the search. Hundreds of AHBT are created daily and it would be best to utilize the prompts to narrow the search.

IF YOU DO NOT HAVE ACCESS TO THESE REPORTS, PLEASE CONTACT YOUR SHARED ENVIRONMENT FOR SUPPORT. BAO WILL NOT BE ABLE TO PROVIDE SUPPORT IN OBTAINING ACCESS TO THE REPORTS IN WORKDAY.

BAO Website Updates

BAO was able to update the following websites to provide updated instructions in accordance with Workday transformation:

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

- Updated instructions on how to make a deposit

- Updated link to the Cash Remittance Form
- Updated webform of ordering deposit slip and bags
 - Please note if your department name is not listed in the drop down menu of the form, you can only order deposit bags

Unclaimed Deposits - <https://finance.uw.edu/bao/cash-receivables/unclaimed-deposits>

- List of unclaimed deposits no longer available
- Must use Workday report or sign up for the mailman list

ADDITIONAL WORKDAY RELATED NEWSLETTERS

[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

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
 - o 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:
 - 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>

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](#).