ICONS REFERENCED IN THIS JOB AID

Required * Prompt Related Actions Actions Add Row

AD HOC BANK TRANSACTIONS-DEPARTMENTAL DEPOSITS

This job aid explains how to perform the following tasks related to creating a departmental deposit for cash/checks or credit cards via an Ad Hoc Bank Transaction in Workday (This job aid excludes SLUCare, School of Medicine, Clinical Trials and Sponsored Programs-see specific job aids).

- Create Ad Hoc Bank Transaction
- View/Print Ad Hoc Bank Transaction
- Change/Copy/Cancel Ad Hoc Bank Transaction
- Create Ad Hoc Bank Transaction Template

Note: Credit card deposits should be prepared on a separate ad hoc bank transaction than cash/checks.

Note: If a field is not listed on the Job Aid steps, please leave it BLANK- not all fields need to be populated.

Steps:

CREATE AD HOC BANK TRANSACTION

1. From the Workday search bar, type **Create Ad Hoc Bank Transaction**, press enter and then select **Create Ad Hoc Bank Transaction.**

Ad Hoc Bank Transaction Information

1. Input the following information:
   a. **Date:** Defaults to today's date.
   b. **Memo:** Enter the description of the payment types included in the deposit. Include if the deposit consists of cash, check or credit card. If the payment is being split between cash and check, indicate that in the memo (example below). If the payment has multiple credit card tender types, indicate them in the memo (example below).

   Note: Format the Memo with dollar amounts with 2 decimal places. Different payment types must be separated by a semicolon.

   For example:
   Cash/check deposit: 250.00 check; 500.00 cash.
   Credit card deposit: 10.00 Visa; 15.00 Amex; 20.00 MC; 25.00 Discover

   c. **Company:** Select Saint Louis University.
   d. **Bank Account:**

i. If the deposit includes cash/check, select **US Bank Departmental Depository.**

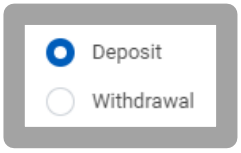
ii. If the deposit includes credit card transactions, select **Wells Fargo Campus Credit Card Deposits.**

Note: Selecting the incorrect bank account will result in an error or the ad hoc bank transaction will be returned for correction.

e. **Currency:** This field will auto-populate to USD.

f. **Currency Conversion Rate:** Defaults to "0".

g. Select deposit or withdrawal as shown below. Select withdrawal to record a refund or return of funds.



Ad Hoc Bank Transaction Details

1. Input the following information:

a. **Transaction Amount**: Enter the total amount of the deposit.

b. **Purpose:** Select a value listed below.

i. If the deposit includes cash/check, select **Departmental Deposit-Cash/Check**

ii. If the deposit includes credit card transactions, select **Departmental Deposit-Credit Card**

Note: Purpose field is required. Selecting the incorrect purpose field will result in an error or the ad hoc bank transaction will be returned for correction.

c. **Reference:**

i. If the deposit includes cash/check, enter your Department Name.

ii. If the deposit includes credit card transactions, enter merchant name and last four digits of merchant number. Please refer to page 14 of this job aid to locate your merchant name/number to be included in this field. Enter as indicated on the merchant reference.

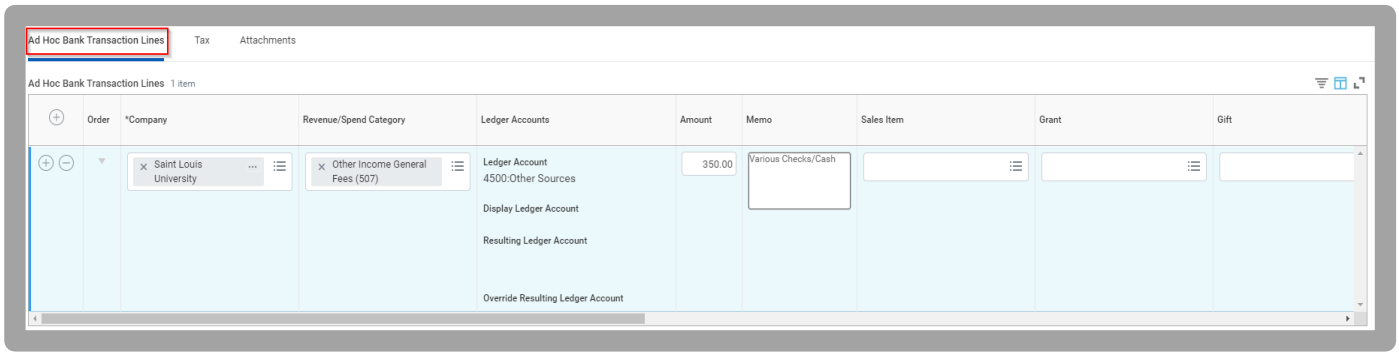
d. **Journal Source:** This will auto-populate to Ad Hoc Bank Transaction.

Accounting Options

1. **Exclude Bank Account Worktag on Lines:** Checkbox will auto-populate. Do not change.

Ad Hoc Bank Transaction Lines

1. Navigate to the Ad Hoc Bank Transaction Lines tab as shown below.



2. Input the following information:
   a. **Company:** This field will auto-populate to Saint Louis University.
   b. **Revenue/Spend Category:** Select the appropriate value.
   c. **Ledger Accounts:** This field will auto-populate based on the Revenue/Spend Category.
   d. **Amount:** Enter the amount to be allocated to the accounting line. The total of all amounts of the accounting line(s) must equal the total amount of the deposit entered at the header level.
   e. **Memo:** Include a detailed description of the deposit.
   f. **Sales Item:** Select a Sales Item, if applicable.
   g. **Grant:** Select a Grant, if applicable.
   h. **Gift:** Select a Gift, if applicable.
   i. **Specialty:** Select a Specialty, if applicable.
   j. **Program:** Select a Program, if applicable.
   k. **Project:** Select a Project, if applicable.

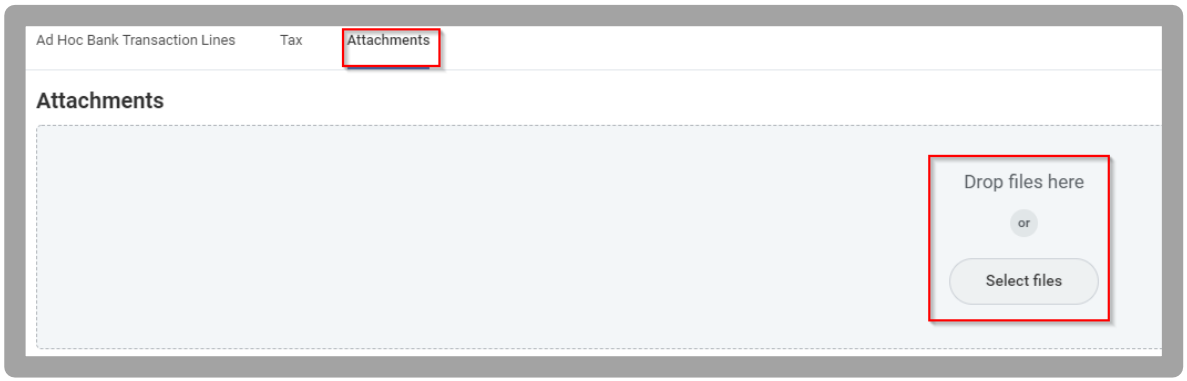
   Note: If Grant, Gift, Specialty, Program or Project is selected, the Cost Center, Fund, and Function will auto-populate.

   l. **Cost Center:** If Grant, Gift, Specialty, Program or Project is not selected, select a Cost Center and the Fund and Function will auto-populate.
   m. **Additional Worktags:** Select Activity Code or Assignee if applicable.
3. To allocate the deposit to multiple accounting lines. Click on the ⊕ sign to add another line.

   Note: If additional line(s) are added and not used, you will receive an error. Must remove lines that are not used. ⊖

Attachments

1. Navigate to the attachments tab as shown below.



2. Attach end of day credit card batch(s) for deposits including credit cards.
3. Attachments for deposits including cash/checks are optional. Departmental use only.

Note: Attachments including data sensitive information are prohibited.

4. Click **Submit** or **Save for Later.**
   a. Select **Save for Later** if the Ad Hoc Bank Transaction process is not completed. You may access a draft of the Ad Hoc Bank Transaction in your Inbox archives.
   b. Click **Submit** to route the Ad Hoc Bank Transaction for approval.

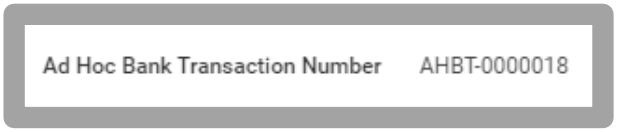
Note: If **Cancel** is selected, all Ad Hoc Bank Transaction information that was previously entered will be deleted.

Note: After submitting Ad Hoc Bank Transactions including cash/checks, make sure to obtain the Ad Hoc Bank Transaction number for completing the bank deposit ticket. The Ad Hoc Bank Transaction number can be obtained by following the steps listed below.

Cash/Check Ad Hoc Bank Transactions Only:

1. Find the Ad Hoc Bank Transaction number by performing the following steps:
   a. Click the **Details and Process** drop down arrow after clicking submit.
   b. Select the **Ad Hoc Bank Transaction: "Bank Name/Date"** hyperlink
   c. The Ad Hoc Bank Transaction number will appear at the top under the blue bar.

   Example: AHBT-0000018



2. Document Ad Hoc Bank Transaction number on bank deposit ticket, you may include multiple Ad Hoc Bank Transaction numbers on the bank deposit ticket.
3. Deliver deposit to bank per University policies and procedures.
4. The Ad Hoc Bank Transaction will be submitted for approval by a Treasury Cash Manager. You will

receive a notification message once the transaction has been approved.

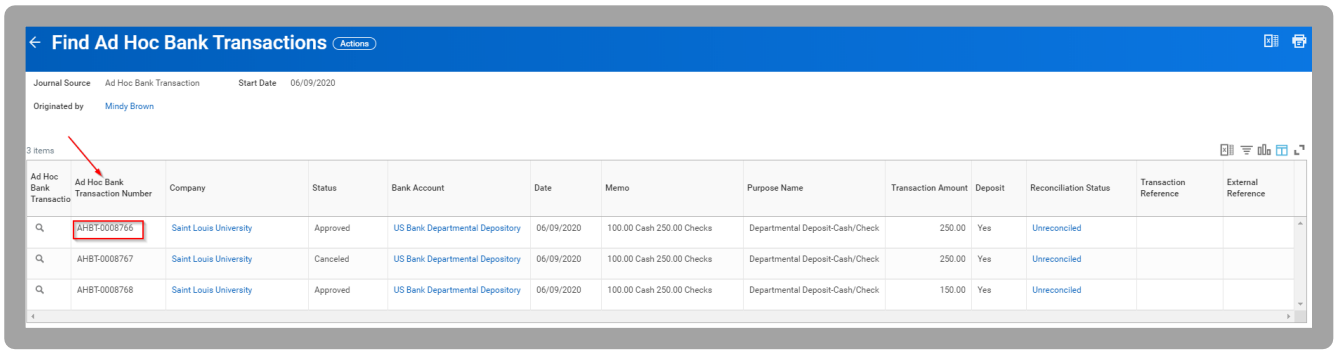
Note: Ad Hoc Bank Transactions consisting of cash/checks will not be approved until bank deposit is delivered to the US Bank Campus Branch.

If Step 3, Find Ad Hoc Bank Transaction Number was not performed after clicking submit, perform the following steps to obtain the Ad Hoc Bank Transaction Number:

1. From the Workday search bar, type **Find Ad Hoc Bank Transactions**, press enter and then select **Find Ad Hoc Bank Transactions.**
2. Input the following information (additional fields may be selected to minimize your search results):
   a. **Company**: Select Saint Louis University.
   b. **Originated by**: Enter name of person who originated the Ad Hoc Bank Transaction.
3. Click **OK.**

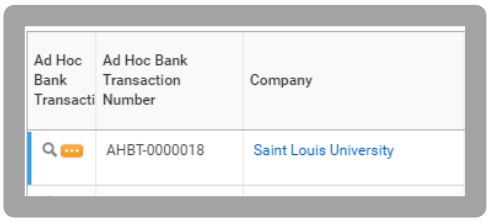
Find Ad Hoc Bank Transactions screen will appear.

1. Locate the **Ad Hoc Bank Transaction Number** in the second column as shown below.

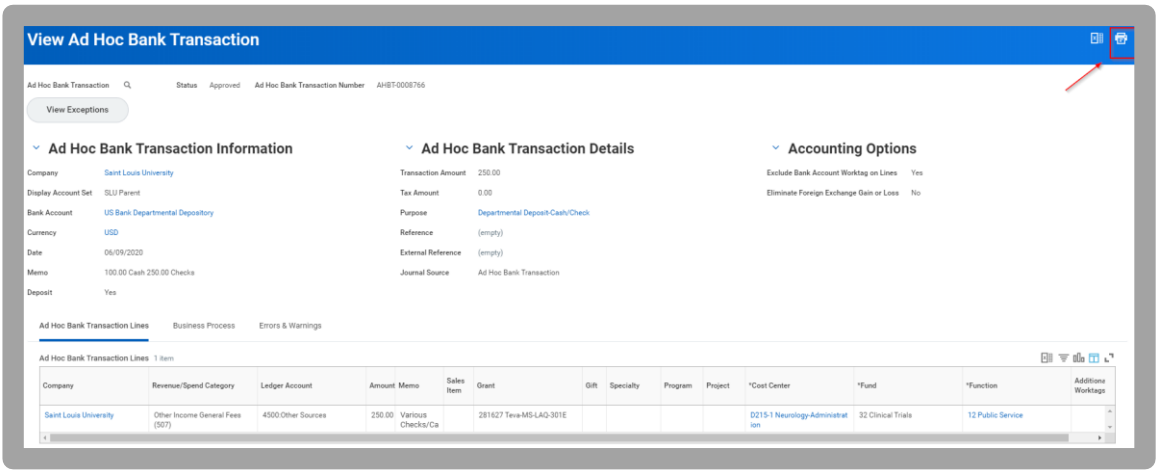


VIEW/PRINT AD HOC BANK TRANSACTION

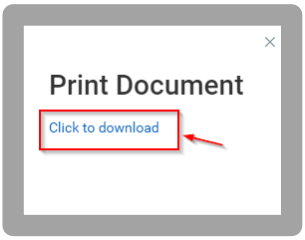
1. From the Workday search bar, type **Find Ad Hoc Bank Transactions**, press enter and then select **Find Ad Hoc Bank Transactions.**
2. Input the following information (additional fields may be selected to minimize your search results):
   a. **Company:** Select Saint Louis University.
   b. **Originated by:** Enter name of person who originated the Ad Hoc Bank Transaction.
3. Click **OK**.
4. Locate the Ad Hoc Bank Transaction to be viewed or printed and click on the magnifying glass as shown below.



View Ad Hoc Bank Transaction screen will appear as shown below.



1. Navigate to blue bar at top of screen and click on the printer icon in the top right corner. An option to download to excel is also available.
2. Print Document will appear as shown below. Select **Click to download**.



3. Download PDF. View, save, or print PDF.

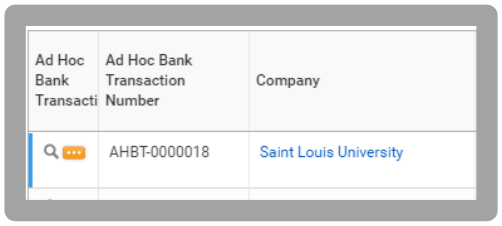
CHANGE, COPY OR CANCEL AN AD HOC BANK TRANSACTION

Note: Ad Hoc Bank Transactions can ONLY be changed or canceled with an **In Progress** status. An Ad Hoc Bank Transaction should not be changed or canceled with an **Approved** status.

Note: Ad Hoc Bank Transactions may be copied to create a new Ad Hoc Bank Transaction using similar values to eliminate steps in creating a new Ad Hoc Bank Transaction.

1. From the Workday search bar, type **Find Ad Hoc Bank Transactions**, press enter and then select **Find Ad Hoc Bank Transactions.**

2. Input the following information (additional fields may be selected to minimize your search results):
   a. **Company:** Select Saint Louis University.
   b. **Originated by:** Enter name of person who originated the Ad Hoc Bank Transaction.
3. Click **OK**.
4. Locate the Ad Hoc Bank Transaction to be changed, canceled, or copied and left click on the related actions icon r to the magnifying glass as shown below.



5. Hover over Ad Hoc Bank Transaction and select one of the following.
   a. Select **Cancel** if cancelling the Ad Hoc Bank Transaction.
      i. Click **Ok**.
      ii. The Ad Hoc Bank Transaction will now have "Cancelled" status. No further changes can be made. Cancel process is complete.
   b. Select **Change** if there are changes needed on the Ad Hoc Bank Transaction.
   c. Select **Copy** to copy an existing Ad Hoc Bank Transaction.
6. If **Change** or **Copy** is selected, click **Submit** or **Save for Later.**
   a. Select **Save for Later** if the Ad Hoc Bank Transaction process is not completed. You may access a draft of the Ad Hoc Bank Transaction in your Inbox archives.
   b. Click **Submit** to route the Ad Hoc Bank Transaction for approval.

Note: If **Cancel** is selected for a changed or copied transaction, all Ad Hoc Bank Transaction information that was previously entered will be deleted.

Note: After submitting any Ad Hoc Bank Transactions including cash/checks for approval, make sure to obtain the Ad Hoc Bank Transaction number for completing the bank deposit ticket. The Ad Hoc Bank Transaction number can be obtained by following the steps listed below.

Cash/Check Ad Hoc Bank Transactions Only:

1. Find the Ad Hoc Bank Transaction Number by performing the following steps:
   a. Click the **Details and Process** drop down arrow after clicking submit.
   b. Select the **Ad Hoc Bank Transaction: "Bank Name/Date"** hyperlink
   c. The ad hoc bank transaction number will appear at the top under the blue bar.

Example: AHBT-0000018

Ad Hoc Bank Transaction Number	AHBT-0000018

2. Document Ad Hoc Bank Transaction number on bank deposit ticket, you may include multiple Ad Hoc Bank Transaction numbers on the bank deposit ticket.
3. Deliver deposit to bank per University policies and procedures.
4. The Ad Hoc Bank Transaction will be submitted for approval by a Treasury Cash Manager. You will receive a notification message once the transaction has been approved.

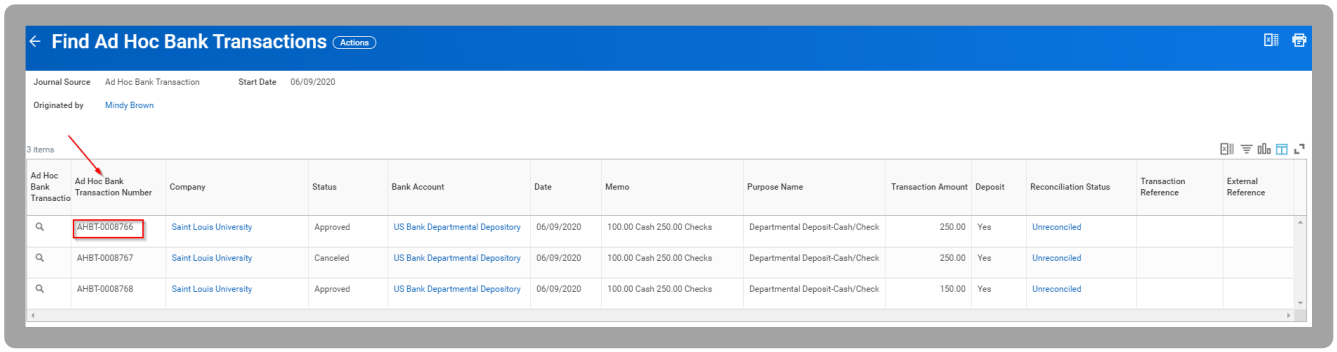
Note: Ad Hoc Bank Transaction consisting of cash/checks will not be approved until bank deposit is delivered to the US Bank Campus Branch.

If Step 3, Find Ad Hoc Bank Transaction Number was not performed after clicking submit, perform the following steps to obtain the Ad Hoc Bank Transaction Number:

1. From the Workday search bar, type **Find Ad Hoc Bank Transactions**, press enter and then select **Find Ad Hoc Bank Transactions.**
2. Input the following information (additional fields may be selected to minimize your search results):
   a. **Company**: Select Saint Louis University.
   b. **Originated by**: Enter name of person who originated the Ad Hoc Bank Transaction.
3. Click **OK.**

Find Ad Hoc Bank Transactions screen will appear.

1. Locate the **Ad Hoc Bank Transaction Number** in the second column as shown below.



CREATE AD HOC BANK TRANSACTION TEMPLATE

Note: Templates can only be created for Ad Hoc Bank Transactions with only one Ad Hoc Bank Transaction Accounting Line. When creating transactions from Ad Hoc Bank Transaction Templates, additional lines can be added but not saved as a Template.

1. From the Workday search bar, type **Create Ad Hoc Bank Transaction Template,** press enter and then select **Create Ad Hoc Bank Transaction Template.**

Ad Hoc Bank Transaction Information

1. Input the following information:
   a. **Company:** This field will auto-populate to Saint Louis University.
   a. **Template Name:** Enter department name plus short description specific to the Ad Hoc Bank Transaction Template. For example: Treasury-Trust Income.
   b. **Memo:** Enter one of the payment types listed below for the Ad Hoc Bank Transaction Template in the memo. This field can be modified when creating the Ad Hoc Bank Transaction from the template.
      i. Payment types:
         - Cash/Check
         - Credit Card
   c. **Purpose:** Select a purpose for the transaction template.

Note: The purpose field is required. Only select a purpose field as indicated below.

      i. If the deposit includes cash/check, select **Departmental Deposit-Cash/Check**
      ii. If the deposit includes credit card transactions, select **Departmental Deposit-Credit Card.**

Accounting Options

1. **Exclude Bank Account Worktag on Lines:** Checkbox will auto-populate.

Ad Hoc Bank Transaction Line Defaults

1. Input the following information:
   a. **Company**: Select Saint Louis University.
   b. **Revenue/Spend Category**: Select the appropriate value.
   c. **Ledger Account**: This field will auto-populate based on the Revenue/Spend Category.
   d. **Assign Worktags from Bank Statement Line**: Do **NOT** check this box. Leave blank.
   e. **Sales Item**: Select a Sales Item, if applicable.
   f. **Grant**: Select a Grant, if applicable.
   g. **Gift**: Select a Gift, if applicable.
   h. **Specialty**: Select a Specialty, if applicable.
   i. **Program**: Select a Program, if applicable.
   j. **Project**: Select a Project, if applicable.

Note: If Grant, Gift, Specialty, Program or Project is selected, the Cost Center, Fund, and Function will auto-populate.

k. **Cost Center:** If Grant, Gift, Specialty, Program or Project is not selected, select a Cost Center and the Fund and Function will auto-populate.

l. **Additional Worktags:** Select Activity Code or Assignee, if applicable.

2. Click **Submit** or **Save for Later.**

   a. Select **Save for Later** If the Ad Hoc Bank Transaction Template process is not completed. You may access a draft of the Ad Hoc Bank Transaction Template in your Inbox archives.

   b. Click **Submit** to route the Ad Hoc Bank Transaction Template for approval.

Note: If **Cancel** is selected, all Ad Hoc Bank Transaction information that was previously entered will be deleted.

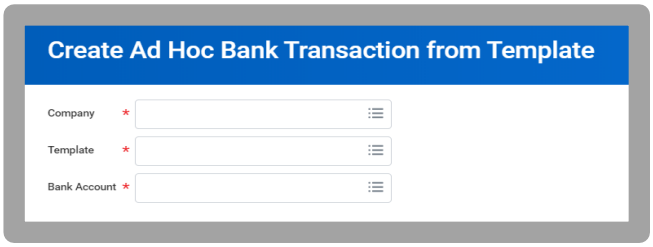
3. The Ad Hoc Bank Transaction Template will be submitted for approval by a Treasury Cash Manager. You will receive a notification message once the transaction has been approved.

4. Click **Done**.

CREATE AD HOC BANK TRANSACTION FROM TEMPLATE

Follow the steps below to create an Ad Hoc Bank Transaction from a template.

1. From the Workday search bar, type **Create Ad Hoc Bank Transaction from Template,** press enter and then select **Create Ad Hoc Bank Transaction from Template.**



2. Input the following information:

   a. **Company:** Select Saint Louis University.

   b. **Template:** Select template.

   c. **Bank Account:**

      i. If the deposit includes cash/check, select **US Bank Departmental Depository.**

      ii. If the deposit includes credit card transactions, select **Wells Fargo Campus Credit Card Deposits.**

Note: Selecting the incorrect bank account will result in an error or the ad hoc bank transaction will be returned for correction.

3. Click **OK**.

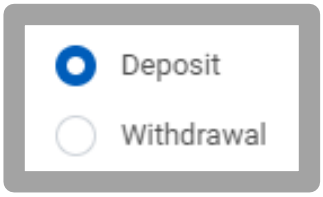
Ad Hoc Bank Transaction Information

1. Input the following information:
   a. **Date:** This field will auto-populate to today's date.
   b. **Memo:** Enter the description of the payment types included in the deposit. Include if the deposit consists of cash, check or credit card. If the payment is being split between cash and check, indicate that in the memo (example below). If the payment has multiple credit card tender types, indicate them in the memo (example below).

Note: Format the Memo with dollar amounts with 2 decimal places. Different payment types must be separated by a semicolon.

For example:
Cash/check deposit: 250.00 check; 500.00 cash.
Credit card deposit: 10.00 Visa; 15.00 Amex; 20.00 MC; 25.00 Discover

   c. **Company:** This field will auto-populate to Saint Louis University.
   d. **Bank Account:** This field will auto-populate to the selection made on original template.
   e. **Currency:** This field will auto-populate to USD.
   f. **Currency Conversion Rate:** Defaults to "0".
   g. Select deposit or withdrawal as shown below. Select withdrawal to record a refund or return of funds.



Ad Hoc Bank Transaction Details

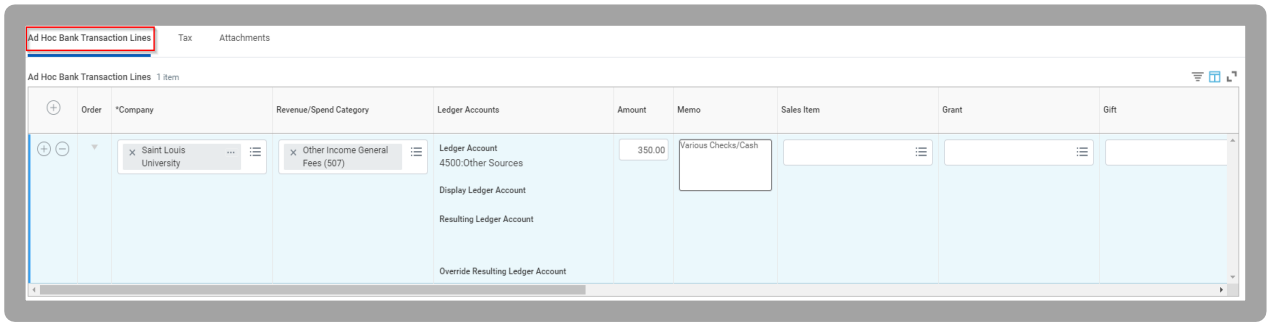
1. Input the following information:
   a. **Transaction Amount**: Enter the total amount of the deposit.
   b. **Purpose**: This field will auto-populate from original template. Confirm purpose field.
   c. **Journal Source**: This field will auto-populate to Ad Hoc Bank Transaction.

Accounting Options

1. **Exclude Bank Account Worktag on Lines:** Checkbox will auto-populate.

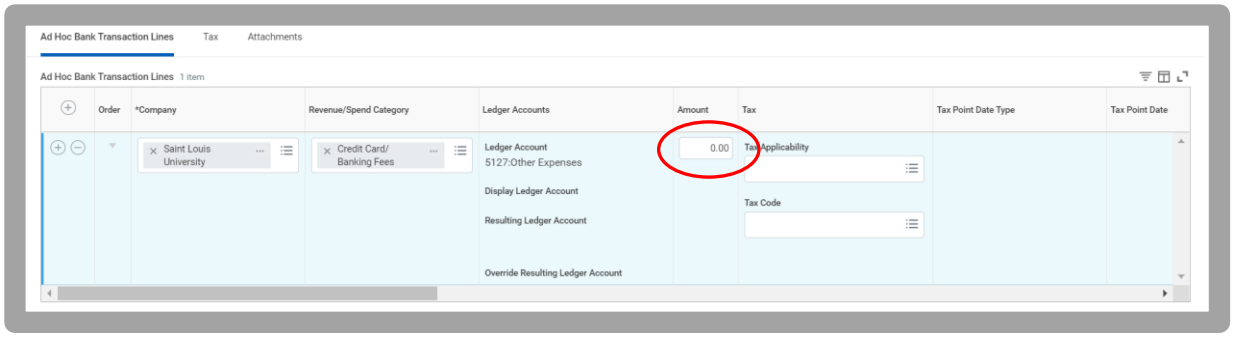
Ad Hoc Bank Transaction Lines

1. Navigate to the Ad Hoc Bank Transaction Lines tab as shown below.



2. Edit Ad Hoc Bank Transaction Line fields, if applicable.
3. **Amount**: Enter in the amount of the line total.

Note: The amount entered in each line must equal the Transaction Amount total at the header level.



4. To add another line or to allocate the deposit to multiple accounting lines. Click on the ⊕ sign to add another line.

Note: If additional line(s) are added and not used, you will receive an error. Must remove lines that are not used. ⊖

5. Click **Submit** or **Save for Later.**
   a. Select **Save for Later** If the Ad Hoc Bank Transaction Template process is not completed. You may access a draft of the Ad Hoc Bank Transaction Template in your Inbox archives.
   b. Click **Submit** to route the Ad Hoc Bank Transaction Template for approval.

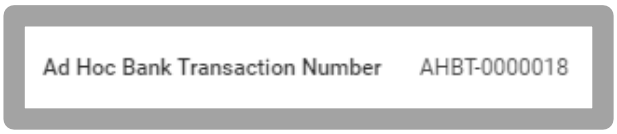
Note: If **Cancel** is selected, all Ad Hoc Bank Transaction information that was previously entered will be deleted.

Note: After submitting any Ad Hoc Bank Transactions including cash/checks for approval, make sure to obtain the Ad Hoc Bank Transaction number for completing the bank deposit ticket. The Ad Hoc Bank Transaction number can be obtained by following the steps listed below.

Cash/Check Ad Hoc Bank Transactions Only:

1. Find the Ad Hoc Bank Transaction Number by performing the following steps:
   a. Click the **Details and Process** drop down arrow after clicking submit.
   b. Select the **Ad Hoc Bank Transaction: "Bank Name/Date"** hyperlink
   c. The ad hoc bank transaction number will appear at the top under the blue bar.

   Example: AHBT-0000018



2. Document Ad Hoc Bank Transaction number on bank deposit ticket, you may include multiple Ad Hoc Bank Transaction numbers on the bank deposit ticket.
3. Deliver deposit to bank per University policies and procedures.
4. The Ad Hoc Bank Transaction will be submitted for approval by a Treasury Cash Manager. You will receive a notification message once the transaction has been approved.

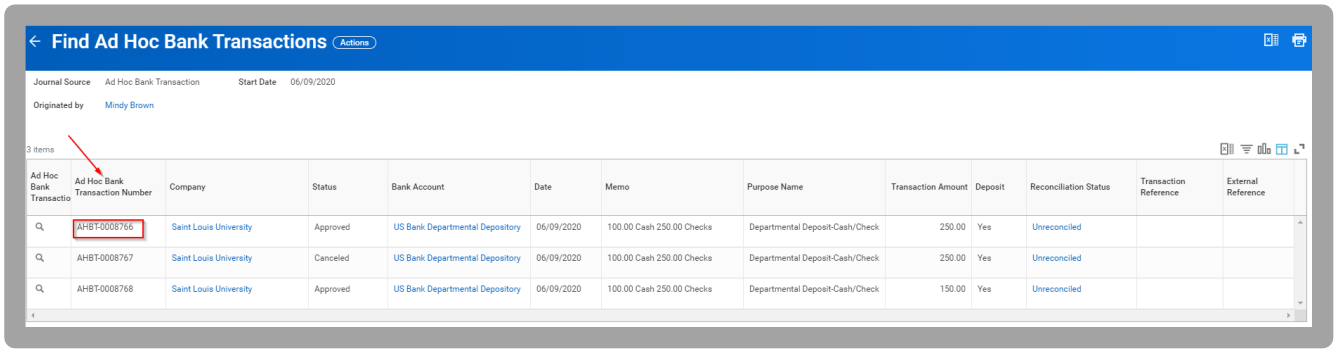
Note: Ad Hoc Bank Transaction consisting of cash/checks will not be approved until bank deposit is delivered to the US Bank Campus Branch.

If Step 3, Find Ad Hoc Bank Transaction Number was not performed after clicking submit, perform the following steps to obtain the Ad Hoc Bank Transaction Number:

1. From the Workday search bar, type **Find Ad Hoc Bank Transactions**, press enter and then select **Find Ad Hoc Bank Transactions.**
2. Input the following information (additional fields may be selected to minimize your search results):
   a. **Company**: Select Saint Louis University.
   b. **Originated by**: Enter name of person who originated the Ad Hoc Bank Transaction.
3. Click **OK.**

Find Ad Hoc Bank Transactions screen will appear.

1. Locate the **Ad Hoc Bank Transaction Number** in the second column as shown below.



Merchant Name & ID Reference

Merchant Name	Merchant ID
Café Fresh	4886
Center for Counseling & Family Therapy	5883
Forensic Pathology	9887
SLU Allied Health Café	2886
SLU Billiken Club	1887
SLU CADE Pediatric Dentistry	2880
SLU Café Fresh	4886
SLU Card Internet	9882
SLU Endo/Perio Clinic	5888
SLU Garage Fee	7880
SLU Geriatrics	9886
SLU Giving & Events	7885
SLU Health Plan Admin	8889
SLU ITS Software	5880
SLU Marketplace	2887
SLU Med School Cont. Ed	5889
SLU Orthodontics	4881
SLU Parkmobile	3888
SLU Parks Aviation Science	6887
SLU PCS Pay Stations	0880
SLU Pius Library	6883
SLU Practical Anatomy	4882
SLU Psychological Services Center	1882
SLU Public Health	7884

SLU Recreation Center	3883
SLU School of Nursing	0884
SLU Special Events	1889
SLU Speech Language	2885
SLU Tuition and Fees	9881
SLU Univ Card Fees	8884
SLU University Event Services	0889
SLU Workforce Center	6882
Student Mail Services BSC	6888