
ICONS REFERENCED IN THIS JOB AID



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. **Memmo** m1 01 8.264 4397 m03 0545 0g03 000 n17236 de04 G03 n23(20) 0 reW* nBT/F2 11.0 Tf1 01 1

receive a notification message once the transaction has been approved.



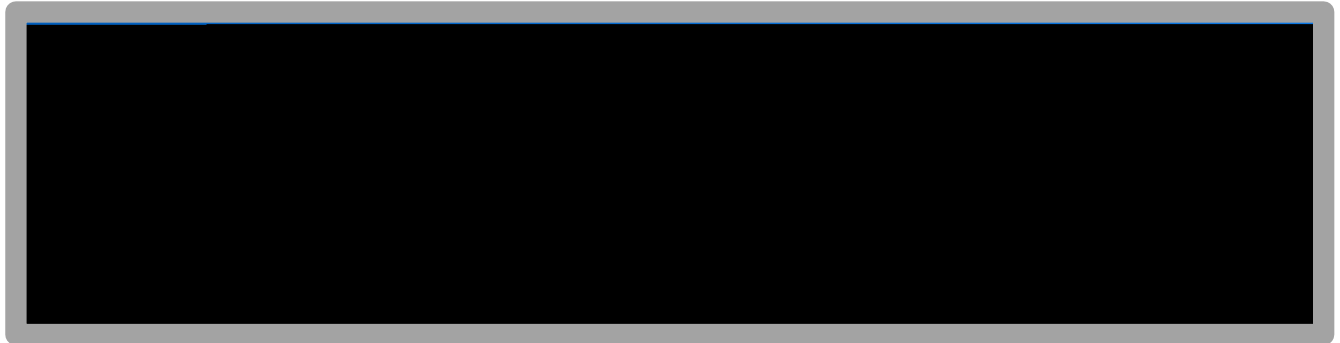
Note: Ad Hoc Bank Transactions consisting of cash/checks will not be approved until bank deposit is delivered to the US Bank Campus Branch.

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**.

Banking and Settlement:

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



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:**

Banking and Settlement:

Ad Hoc Bank Transactions



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.

Banking and Settlement:

Ad Hoc Bank Transactions

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

Banking and Settlement:

Ad Hoc Bank Transactions