



Banking and Settlement:

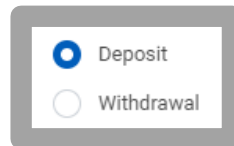
Ad Hoc Bank Transactions

- i. If the deposit includes cash/check, select **US Bank Medical Center**.
- 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:** ÷ ×
- 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.

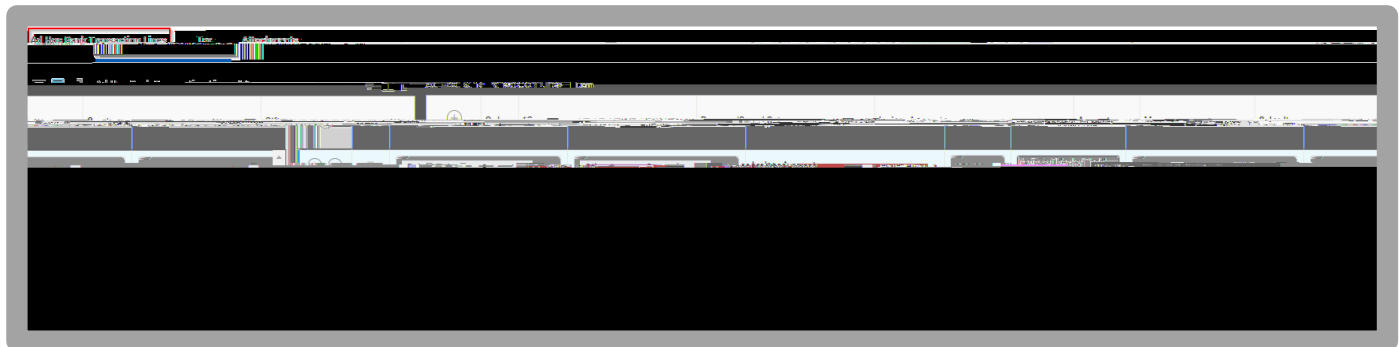
- c. **Journal Source:** This will auto-populate to Ad Hoc Bank Transaction.

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. Inp



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** /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.

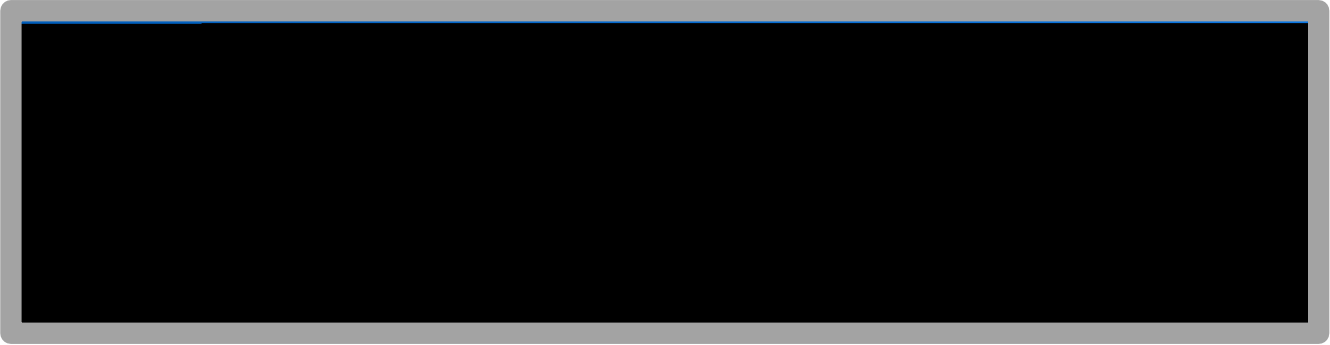


b. **Originated by:** Enter name of person who originated the Ad Hoc Bank Transaction.

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



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. **Cancel** process is complete.
 - b. Select **Change** if there are changes needed on the Ad Hoc Bank Transaction.
 - c. Select



Banking and Settlement:

Ad Hoc Bank Transactions

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.



2. Document Ad Hoc Bank Transaction