

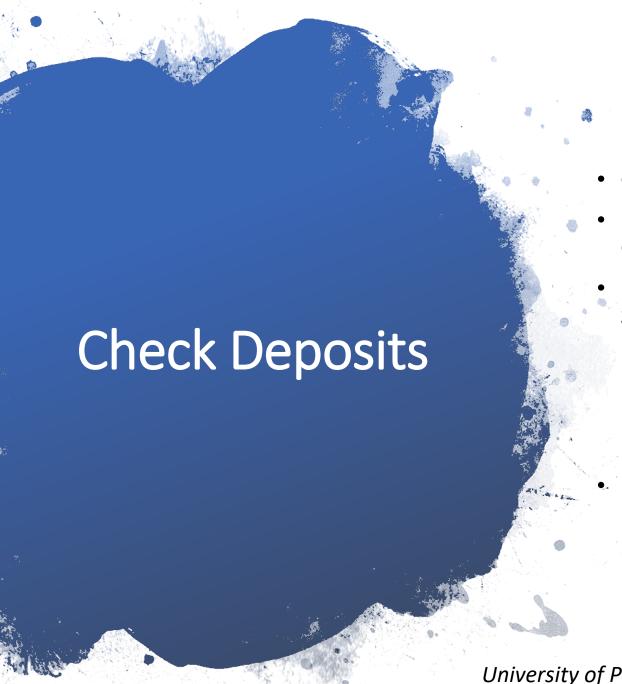
February 17, 2021 | Senior BA Meeting

Cash & Check Deposits



- Franklin Building lobby complete. Smart Safe is still operational for cash deposits.
- Access to lobby and smart safe area is still limited. Please contact Cash Management if you will need to make deposits (and don't already have access).



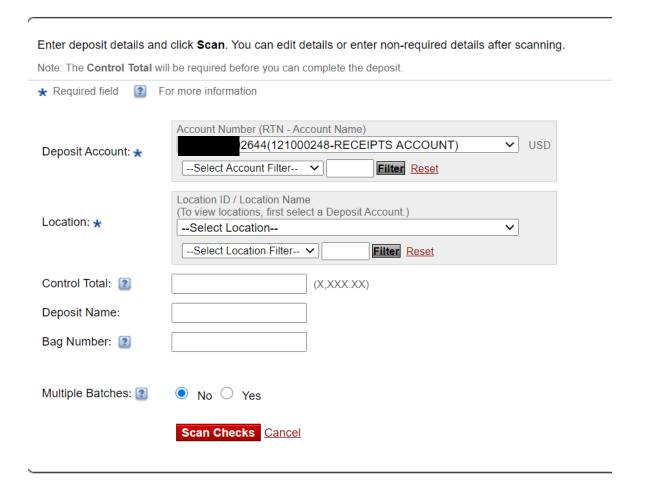


- Cash Management on site weekly to process deposits.
- New mailboxes in hallway beside security desk. Drop in Cash Management mailbox.
- Providing Remote Deposit Capture (RDC) scanners to Schools/Centers for use on campus.
 - One per school/center at no charge
 - Additional scanners can be ordered for \$468 each
 - Depending on office set up, one scanner can be used by multiple people/computers
- IT Resources Required
 - Driver installation

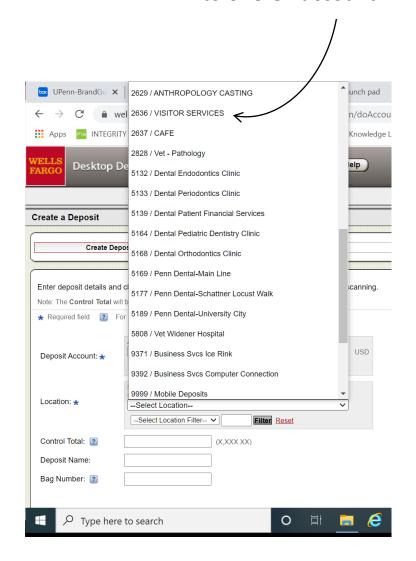




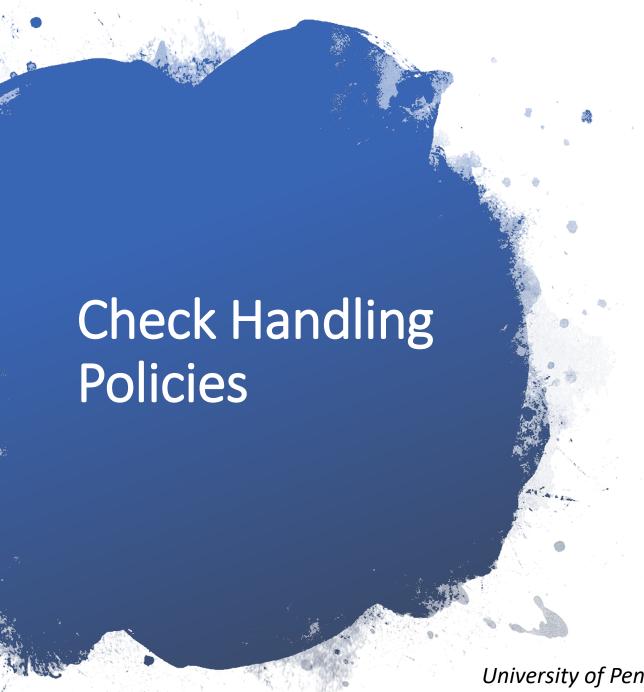
Desktop Deposit Module



Each "location" is mapped to one GL account



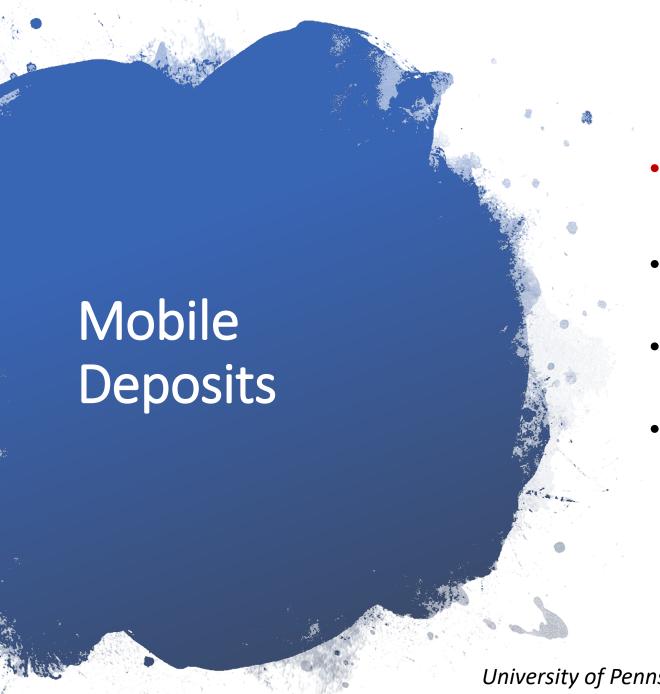




Check Storage

- Store processed checks in a secure location, such as a locked drawer or box.
- Checks have valuable MICR data on them and we have an obligation to protect our vendor and customer data.
- Check Retention
 - 14 30 days for checks returned for image quality
- Check Destruction
 - SHRED all checks after the retention period. Do not discard checks in the trash.

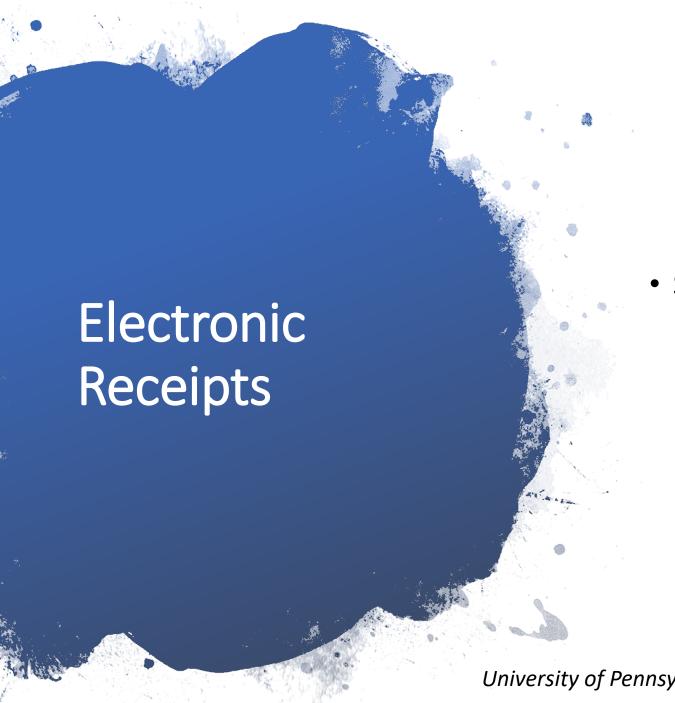




Phasing out.

- Worked well during the crisis, but not meant for long-term.
- Reconciliation difficulties and challenges with check quality.
- Encourages users to deposit remotely; we want to keep checks on campus and ensure they're properly handled and destroyed.



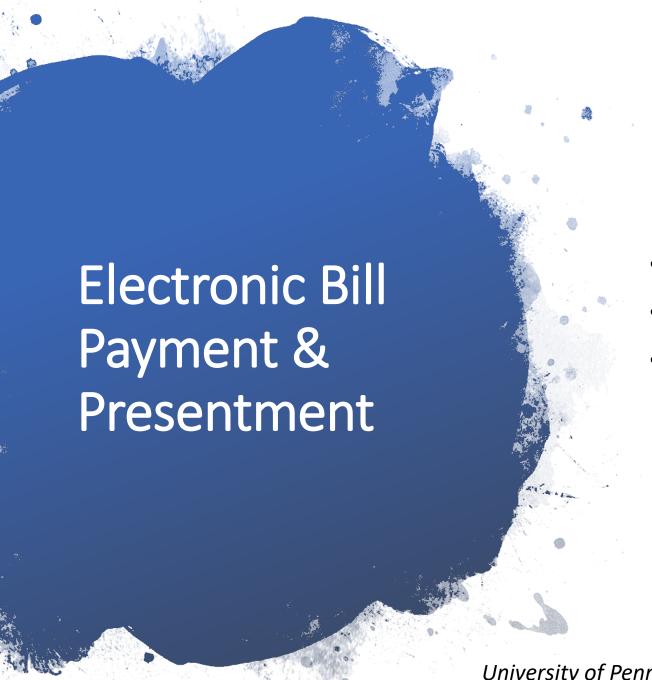


 Still encouraging vendors to send payments electronically. Cash Management can provide the account information and verification letter from bank.





- New support email address
 - support@penncdm.freshdesk.com
- Old cash inbox will continue to be operational. Autoreply will be set up to request email be sent to FreshDesk.



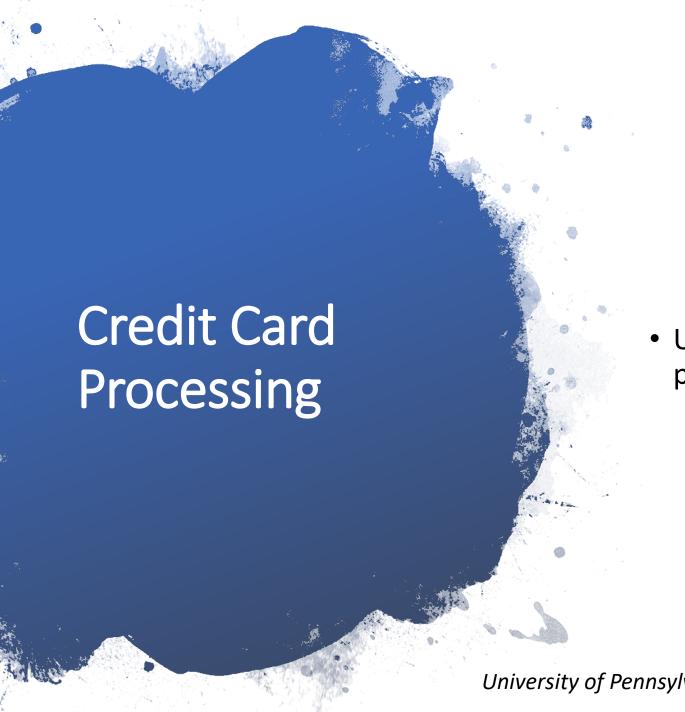
- Thank you to working group!
- Hiring consultant to help with RFP
- Drafting RFP for consultant, hope to issue by mid-March and begin working on banking RFP soon after





- Transitioning from ISC posting to Treasury.
- Individual transactions will begin posting; no more daily batches.
- Help with reconciliation.





 Upcoming review and guidance for post-COVID processing compliance.

