Daily Bank Deposits – Bank of America – CashPro – Revised 3-11-2025

* Login to CashPro – Website:  <https://online1.cashpro.bankofamerica.com>
* Company ID uncchh01
* ID Onyen
* Click Menu
* Select Reporting
* Select Reporting
* ACH Report shows deposits for previous day Click Modify -change date range to Previous 7 days, if this is first time logging in . Once set up click Run - Format – Screen
* Run

Now ready to complete DCT

Finance work Center

* A/R Billing
* Regular Deposit
* Add new value
* Change Deposit Unit to CHSTU (Accounting Services)
* Add
* Change Accounting Date to ACH date on CashPro
* Change Bank Code = BK801 Search Bank of America
* Bank Account = Search 6060
* Department # - 650001
* Phone # with Area Code
* Campus Box # 7470
* No-Cash Total Amount = Enter Total Amount of all deposits for the day in CashPro
* Click Calculate Totals
* Change Settlement Date to date of deposit in CashPro
* Save
* Ok
* Click Payment tab at top of the screen
* Payment ID = Needs to be current date in this format = ACH DEP 031125
* Enter Amount
* Check Journal Directly
* Save
* Select Accounting Entries
* Enter Line Amount as a negative figure
* If multiple deposits for the day mover scroll bar to the right click + sign to add another line
* Click Speed Type – and Search = PIPTP
* Click Current Details – (above GL UNIT)
* Go to CashPro Screen
* Click + sign to the left of Preauthorized ACH for all deposits for that day
* Copy Description of Payer up to DES:
* Paste in Line Description in CFS of DCT deposit screen in CC
* Go back to CASHpro screen to copy trace number which in between the 2 asterisk
  + NORTH CAROLINA M DES:HCCLAIMPMT ID: INDN:CAMPUS HEALTH SERVICES CO ID:3825488080 CCD PMT INFO:TRN\*1\*1001783064\*1825488080-
* Paste after payer description on DCT deposit screen in CC
* Repeat all copy paste transactions for each deposit line
* Click lightning bolt symbol to the right of the amount at the top of the screen
* Check Complete Box
* Click OK
* Submit
* Click Print Daily Cash Transmittal
* Deposit will appear – Print 1 copy and put in ACH deposit book located in Pt Accounts
* Go back to CashPro
* Screen shop/Snip it – Details of entire deposit lines for day and print
* This screen shot is attached to the copy of the DCT

Go back to CashPro Home screen -

* All Data Summary and Detail with Text report – Click Modify -change date range to Previous 7 days Format – Excel
* Run
* Open Excel file at the top of the page
* Will need to copy and paste each deposit amount on Preauthorized ACH Credit on the spreadsheet located – S:Drive>Patient Accounts> CashPro Remote Deposits>ACH Deposits. Open spreadsheet
* Create new tab for specific date within each month folder
* Copy rows 1-6 from Cashpro report
* Paste to s drive spreadsheet
* Find Preauthorized ACH Deposit credit on Cashpro sheet – scroll right to find description
* Copy and paste to S drive spreadsheet
* Change column S on S drive Spreadsheet to DCT Number
* Add DCT number from deposit