

Current state of Unclaimed Deposits

- 80% of FY25 unclaimed deposits have been loaded to Customer Accounts
 - Entered in Customer Accounts as Credit invoice Adjustments (invoices beginning with CIA)
- Cash Management, Central AR and RSP meet weekly to review all unreconciled bank deposits and place either with RSP or in Customer Accounts
 - These transactions are not currently visible to users in Workday through reporting
 - These transactions are being actively worked on and many of them require the help of US Bank to determine where they came from
 - July – under 50 transactions
 - August – under 70 transactions
 - September under 100 transactions
 - October under 160 transactions

FY25 Unclaimed Deposits

- FY25 unclaimed deposits have been entered into Customer Accounts as a credit invoice adjustment (invoices that begin with CIA)
- Not all CIA invoices are unclaimed deposits
- Run the report “Find Customer Invoices for Company (UW)”
 - Filter the report on:
 - Company: UW Madison
 - Invoice Status: Approved
 - Invoice/Adjustment Number: CIA
 - Payment Status: Unpaid and Partially Paid
 - Click OK and export the report to Excel, or use filter options on the report in Workday to search for items to claim
 - The Header memo on each CIA will provide payment information:

A	B	C	D	L	M	R
Invoice	Company	Customer	Customer ID	Invoice Amount	Amount Due	Memo
Customer Invoice Adjustment: CIA-00002560	UWMSN University of Wisconsin Madison	160over90 - One Sixty Over Ninety LLC	CUS0018263	(20,614.55)	(20,614.55)	CK DPT 9/3/2024 70315
Customer Invoice Adjustment: CIA-00002505	UWMSN University of Wisconsin Madison	AARP	CUS0018230	(50,000.00)	(50,000.00)	CK DPT 11/21/2024 1244448
Customer Invoice Adjustment: CIA-00002364	UWMSN University of Wisconsin Madison	Abcam Inc	CUS0018273	(471.40)	(471.40)	ACH 02/19/25 JRR0498765

FY25 Unclaimed Deposits

Find Customer Invoices for Company (UW) [Close]

[View Report Definition](#)

Company	UWMSN University of Wisconsin Madison	[Close] [Menu]
Customers		[Menu]
Customer Status		[Menu]
PO Number		[Menu]
Invoice Status	Approved	[Close] [Menu]
Invoice Contains Errors or Warnings	<input type="checkbox"/>	
Non-Sponsored Only	<input type="checkbox"/>	
Invoice Types		[Menu]
Invoice Line Worktags		[Menu]
Invoice Amount greater than or equal to	0	
Invoice Amount less than or equal to	0	
Invoice/Adjustment Number	CIA	
Adjustment Reasons		[Menu]

Find Customer Invoices for Company (UW) [Close]

[Search]

Customer Code		[Menu]
Payment Terms		[Menu]
Payment Status	Partially Paid Unpaid	[Close] [Menu]
Payment Type		[Menu]

[Cancel] [OK]

FY26 and beyond Unclaimed Deposits

- Unclaimed deposits will be placed “On Account” in Customer Accounts
- This is how you will research unclaimed deposits from here on out
- Run the report “Find Customer Payments”
 - Filter the report on:
 - Company: UW Madison
 - Application Status: Applied with On Account
 - Include Deposited Payments: Box Checked
 - Click OK and export the report to Excel, or use filter options on the report in Workday to search for items to claim
 - Supplemental payment information will be found in these columns:

D		I	J	K	L	M
Customer		Payment Amount	On Account Amount	Payment Type	Payment Reference	Memo
ECSI	UW	167,707.36	167,707.36	Incoming ACH	008887011	
HistoSonics Inc.	UW	55,639.00	55,639.00	Check Deposit	018536	Customer Name: HISTOSO
OHIO STATE UNIVERSITY	UW	25,651.00	3,239.50	Check Deposit	1000179485	Customer Name: THE OHIC
The Eye Specialist for Anii	UW	900.00	900.00	CC MC/VC/DISC	13308659974	08044256439
VA, WILLIAM S MIDDLETO	UW	168,979.76	0.01	Incoming ACH	101036150331158	

FY26 and beyond Unclaimed Deposits

Find Customer Payments [Close]

Company [x] UWMSN University of Wisconsin Madison [More] [Menu]

Customer [Input] [Menu]

Customer Category [Input] [Menu]

Customer Group [Input] [Menu]

Payment Date On or After [MM/DD/YYYY] [Calendar]

Payment Date On or Before [MM/DD/YYYY] [Calendar]

Payment Status [Input] [Menu]

Application Status [x] Applied with On Account [More] [Menu]

Payment Type [Input] [Menu]

Transaction Reference [Input]

Include Deposited Payments

Include Cash Sales

Overpayment

[Filter Name] [Input]

[Cancel] [OK]

Claiming Unclaimed Deposits

1. If an invoice is already in Customer Accounts:
 - Email Central AR at: uwmsnar@bussvc.wisc.edu
 - Provide payment information (CIA invoice number or payment ID) and amount
 - Provide the invoice number that should be matched to the unclaimed payment
2. If an invoice is not in Customer Accounts:
 - Create an invoice under the appropriate customer
 - Follow steps in section 1 above