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Bank Transition to J.P. Morgan Chase

**Town Hall
December 2017**

Agenda

- I. Welcome & Introductions**
- II. Bank Transition to J.P. Morgan Chase**
- III. Campus Impacts / Process Changes**
- IV. Questions & Answers (FAQ's)**

INTRODUCTIONS

BANK TRANSITION TO J.P. MORGAN CHASE

Why Change Banks?

- Service gaps
- Optimize banking fees
- Process improvements

Selection Process

- May 2016 RFP issued to 9 banks
- Objectives
 - Implement process improvements
 - Minimize banking services costs
 - Ensure the safety of Institute funds and data
 - Maintain and/or improve the functionality of the interface with our ERP system (Oracle)
- March 2017 decision to select J.P. Morgan Chase

Banking Activities

- Collections
 - Checks
 - Electronic receipts (“EFTs” - wires, ACH)
 - Merchant receipts (credit card)
 - Currency
- Disbursements
 - Payroll
 - Vendor

General Timeline

Phased in approach

March through today

Determine process improvements

January 2, 2018

Certain collections

General campus checks

EFTs

Merchant transactions

Winter 2018

Other collections

Development

Athenaeum

Spring 2018

Disbursements

Payroll

Vendor

What This Means for You

- Collections
 - some changes to where you deliver checks and documentation
 - new banking instructions
- Disbursements – mostly transparent to campus

CAMPUS IMPACTS & PROCESS CHANGES

Campus Impacts

- Collections including all departmental deposits (except Development and The Athenaeum)
- Transition of some banking services will remain unchanged or will be invisible
- Checks will be deposited using check scanning with check images and documents available for 10 years
- Transition to paperless electronic delivery of deposits
- New bank instructions for Electronic Funds Transfers (EFT)

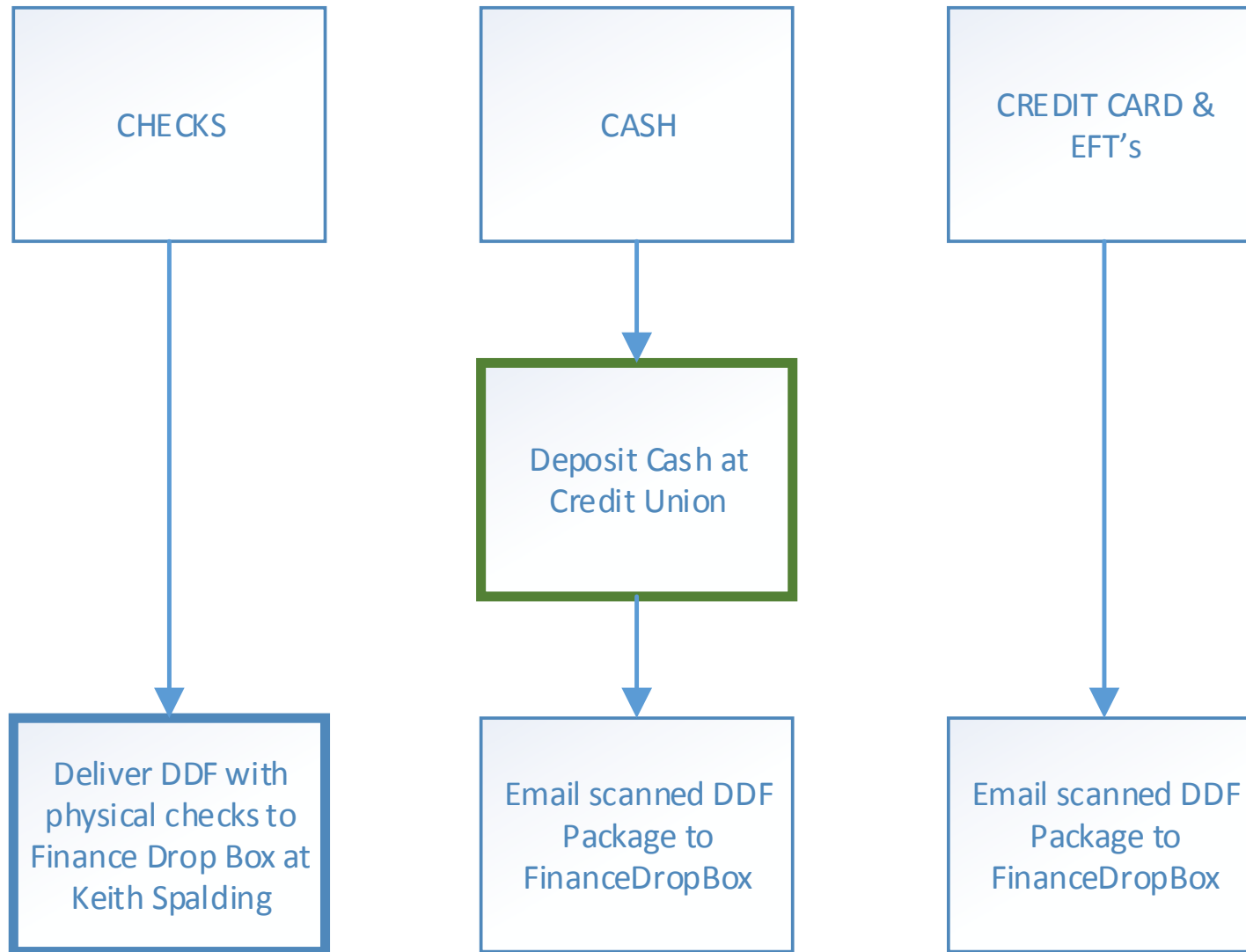
Little or No Process Change

- Petty Cash
- Merchant credit card
- Gifts to Development
- Cash deposits to Credit Union
- Reporting using Cognos

Minor Process Changes

- Drop-off physical Departmental Deposit Form(s) (DDF) for all check deposits to Finance at Keith Spalding Dropbox(s)
- Email DDF packages for cash, credit card and EFT deposits to FinanceDropBox@Caltech.edu starting December 11, 2017
- Use new bank delivery instructions for remitting payments by Electronic Funds Transfer (EFT) beginning January 2, 2018

Deposit Process Flow



Finance Deposit Drop Box

- Physical Drop Boxes at Keith Spalding
 - 2nd Floor Financial Services (current)
 - 1st Floor next to ATM machine (under construction)
- Virtual Dropbox via email
 - FinanceDropBox@caltech.edu
 - Use filename **YYYYMMDD_Payment Method_Department**

New EFT Delivery Instructions

- Finance will provide new EFT delivery instructions
- Some departments may be assigned unique delivery instructions to facilitate timely processing
- Do not share delivery instructions
- Departments should provide new bank instructions to customers for remittances effective on or after January 2, 2018

Timeline

Phase 1: Collections

- | | |
|-----------------|---|
| December 11 | Departments deliver deposits directly to Finance |
| December 11-15 | Obtain new bank instructions from Finance and provide to customers for payments effective 1/2/2018 |
| December 11-29 | Grace period for DDF drop-off's at CEFCU |
| January 2, 2018 | Hard Cutover of collections to JPM accounts <ul style="list-style-type: none">➤ Credit Union will no longer accept drop-off's from Campus Departments (except Development)➤ EFT's remittances should use new bank instructions |

Timeline (cont'd)

Phase 2: Collections

Jan. 16 – Mar. 31 Development

Feb. 1 – Apr. 30 Athenaeum

Phase 3: Disbursements

Jan. 16 – Mar. 31 Payroll

Jan. 16 – Mar. 31 Accounts Payable

Other related initiatives:

- Standardize DDF forms
- Introduce new electronic DDF in Excel

Finance Contacts

Treasury Services – Open or close accounts

- David Vera x6723 dvera@caltech.edu

Controller's Office – Departmental deposits

- Gharee Dizon x6854 margarita.dizon@caltech.edu
- Kathy Torres x6726 kathy.torres@caltech.edu
- Yunxuan (Lily) Ye x6263 lye@caltech.edu
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Questions & Answers

Presentation:

https://finance.caltech.edu/documents/508-town_hall_bank_transition_finance_website.pptx

FAQs:

https://finance.caltech.edu/documents/509-town_hall_bank_transition_faqs.pdf

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