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**

<table>
<thead>
<tr>
<th>March through today</th>
<th>Determine process improvements</th>
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<tbody>
<tr>
<td>January 2, 2018</td>
<td>Certain collections</td>
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<tr>
<td></td>
<td>General campus checks</td>
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<tr>
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<td>EFTs</td>
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<td>Merchant transactions</td>
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<td>Winter 2018</td>
<td>Other collections</td>
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<tr>
<td></td>
<td>Development</td>
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<td>Athenaeum</td>
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<tr>
<td>Spring 2018</td>
<td>Disbursements</td>
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<td>Payroll</td>
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<td>Vendor</td>
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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

CHECKS
- Deliver DDF with physical checks to Finance Drop Box at Keith Spalding

CASH
- Deposit Cash at Credit Union
- Email scanned DDF Package to FinanceDropBox

CREDIT CARD & EFT’s
- Email scanned DDF Package to FinanceDropBox
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**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tr>
<td>December 11</td>
<td>Departments deliver deposits directly to Finance</td>
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<td>December 11-15</td>
<td>Obtain new bank instructions from Finance and provide to customers for payments effective 1/2/2018</td>
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<td>December 11-29</td>
<td>Grace period for DDF drop-off’s at CEFCU</td>
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<td>January 2, 2018</td>
<td>Hard Cutover of collections to JPM accounts</td>
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<td>- Credit Union will no longer accept drop-off’s from Campus Departments (except Development)</td>
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<td>- EFT’s remittances should use new bank instructions</td>
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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
- Juan Gonzalez  x2348  jjgonzal@caltech.edu
Questions & Answers

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

FAQs:
caltech.edu