Depositing Multiple Checks

Deposits frequently contain multiple checks. To do this, multiple sequences can be used to display each check.

Scenario: Deposit two checks:
• Check #6201 for $100.00
• Check #8202 for $300.00

Deposit with Multiple Sequences

1. Login into myUFL with your Gatorlink username/password.

2. Navigate through **Main Menu > Accounts Receivable > Payments > Online Payments** and click on **Regular Deposit**.

3. Click the **Add a New Value** tab.

4. Enter your Department Unit (i.e., "0500") into the **Deposit Unit** field. Note: Deposit Unit from prior deposit may still appear.

5. Click **Add**.

6. Ensure that the **Accounting Date** is the date that it will be processed by Treasury Management (generally the next business day).

7. **Bank Code** and **Bank Account** are entered for you.

8. Click the **Look Up Deposit Type** (magnifying glass) button for **Deposit Type**.

9. Click the **Look Up** button

10. Select "**Check Deposit**" from the **Search Results** table.

11. Click in the **Control Total Amount** field and enter the total amount of the deposit (i.e, “400.00”)

12. Click in the **Count** field and enter the appropriate **Count** (count equals the number of sequences, in this case “2”)

13. Click the **Payments** tab.

14. Enter appropriate check number (i.e, "**Check #6201**") into the **Payment ID** field.

15. Click in the **Amount** field.

16. Enter amount of check (i.e.,"**100.00**") into the **Amount** field.

17. Click the **Journal Directly** box.
18. Click the **Add a new row at row 1** icon to add additional rows ("+").

19. Click in the **Payment ID** field.

20. Enter next check number (i.e., "Check #8202") into the **Payment ID** field.

21. Click in the **Amount** field and enter the appropriate amount (i.e., “300.00”).

22. Click the **Journal Directly** box.

23. Click the **Save** button.

24. Click **Apply Payment** to move to the Create Accounting Entries tab.

**Creating Accounting Entry**

25. If the **Deposit Unit** and **Deposit ID** do not automatically populate, enter the appropriate **Deposit Unit** (i.e., “0500”) and **Deposit ID** (XXXXX), then click the **Search** button.

26. Click the first sequence line of the first check entry (i.e., "Check #6201") in the Search Results table.

27. Click on the **Chartfield tab** under **Distribution Lines** and enter the chartfield information
   a. Click in the **Dept** field and enter the appropriate Department ID (i.e., "05000000").
   b. Click in the **Fund** field and enter the appropriate fund (i.e., "141").
   c. Click in the **Program** field and enter the appropriate program code (i.e., "7200").
   d. Click in the **Account** field and enter the appropriate account (i.e., "440500").
   e. Click in the **Bud Ref** field and enter "CRRNT".
   f. Click in the **Line Amount** field and enter the appropriate negative amount of the deposit (i.e., "-100.00").

28. Click the **Create** button (the "lightning bolt").

29. Click the **Complete** box.

30. Click the **Save** button.

31. Click the **Return to Search** button.
32. Delete the **Payment Sequence** from the Create Accounting Entries Search page.

33. Click the **Search** button.

34. Click on the **ChartField tab** under **Distribution Lines** and enter the ChartField information
   
   1. Click in the **Dept** field and enter the appropriate Department ID (i.e., "05000000").
   2. Click in the **Fund** field and enter the appropriate fund (i.e., "141").
   3. Click in the **Program** field and enter the appropriate program code (i.e., "7200").
   4. Click in the **Account** field and enter the appropriate account (i.e., "440500").
   5. Click in the **Bud Ref** field and enter "CRRNT".
   6. Click in the **Line Amount** field and enter the appropriate negative amount of the deposit (i.e., "-300.00").

35. Click the **Create** icon (lightning bolt)

36. Click the **Complete** option.

37. Click the **Save** button.

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**If you need help with...**

- **Technical issues**, contact the UF Help Desk:
  - 392-HELP
  - helpdesk@ufl.edu

- **Policies and Directives**, contact Treasury Management at 392-9057
  - Refer to Cash Handling and Controls at [http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/](http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/)

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