Making a Credit Card Deposit

Many payments received by UF are in the form of a credit card. These deposits must be made the next business day. Visa & Master Card payments must be combined into one amount for each terminal. American Express deposits must be made separately from Visa & Master Card payments, but still per terminal.

**Scenario:** From a department book sale (for revenue) we have $5,000.00 in credit card (Visa) transactions to deposit.

Keep in mind that sales tax must be paid on this sale:
- $4,700.00 must be recorded as revenue
- $300.00 must be recorded as taxes

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**Regular Deposit**

1. Login to myUFL with your Gatorlink username/password.
2. Navigate through **Nav Bar > Main Menu > Financials > 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"). in the **Deposit Unit** field.
5. Click the **Add** button.
6. In the **Accounting Date** field, enter the accounting date; for Credit Cards, this is the date on the settlement statement.
7. **Bank Code** is WFB
8. Click the **Look up Bank Account** button (magnifying glass), click the **Look Up** button, and select **0003 Credit Card**
9. **Deposit Type** is “C” (should change automatically once 0003 – Credit Card is selected for Bank Account)
10. Click in the **Control Total Amount** field and enter the total deposit amount (i.e., “5000”).
11. Click in the **Count** field and enter the count or number of sequences (i.e., “1”)
12. Click the **Payments** tab.
13. In the **Payment ID** field, enter the **Payment ID**.
   For Credit cards, it will be the 3-digit Location Code and the payment type specified on the settlement statement (i.e., “008VI”).
14. Click in the **Amount** field and enter the deposit amount (i.e., "5000.00").

15. Click the **Journal Directly** box.

16. Click in the **Pymt Ref** field and enter the payment reference information (optional)

17. Click the **Save** button.

18. Click the **Apply Payment** link to move to the **Creating Accounting Entries** tab.

### Create Accounting Entry

19. Click on the **Chartfield tab** under **Distribution Lines** and enter the ChartField information
   
   a. Click in the **Line Amount** field and enter the appropriate **negative** amount of the deposit (i.e., "-4700.00").

   b. Click in the **Account** field and enter the appropriate account (i.e., "440500").

   c. Click in the **Fund** field and enter the appropriate fund (i.e., "141").

   d. Click in the **Dept** field and enter the appropriate Department ID (i.e., "05000000").

   e. Click in the **Program** field and enter the appropriate program code (i.e., "7200").

   f. Click in the **Bud Ref** field and enter "CRRNT".

20. On the Distribution Lines section, scroll right and click the **Add a new row at row 1 (+)** button.

21. Enter the ChartField information for the second line
    
    a. Click in the **Line Amount** field and enter the appropriate **negative** amount of the deposit (i.e., "+300.00").

    b. Click in the **Account** field and enter the appropriate account (i.e., "213100").

    c. Click in the **Dept** field and enter the appropriate Department ID (i.e., "05000000").

    d. Click in the **Fund** field and enter the appropriate fund (i.e., "991").

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

23. Click the **View All** link on the Distribution Lines section to see all lines.
24. Click the **Complete** option.

25. Click the **Save** button.

If you need help with...

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