

## 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

## NAVIGATION

Log into myUFL with your Gatorlink username/password.

1. Click **NavBar**
2. Click **Main Menu**
3. Click **Financials**
4. Click **Account Receivable**
5. Click **Payments**
6. Click **Online Payments**
7. Click **Regular Deposit**

## REGULAR DEPOSIT

1. Click the **Add a New Value** Tab.
2. Enter your **Department Unit** (i.e., **0500**) into the Deposit Unit field. Note: Deposit Unit from prior deposit may still appear.
3. Click **Add**.
4. In the **Accounting Date** field, enter the accounting date; for Credit Cards, this is the date on the settlement statement.
5. **Bank Code** is **WFB**.
6. Click the **Look Up Deposit Type** (magnifying glass) button for **Deposit Type**.
7. Click the **Look Up** button.
8. Select **0003 Credit Card**. Deposit Type is **C** (should change automatically once **0003 – Credit Card** is selected for Bank Account).

9. Click in the **Control Total Amount** field and enter the total amount of the deposit (i.e., **5000**).
10. Click in the **Count** field and enter the count or number of sequences (i.e., **1**).
11. Click the **Payments** tab.
12. 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**).
13. Click in the **Amount** field.
14. Enter amount (i.e., **5000.00**) into the **Amount** field.
15. Click the **Journal Directly** option.
16. Click in the **Pynt Ref** field and enter the payment reference information (optional).
17. Click the **Save** button.
18. Click **Apply Payment** to move to the **Create Accounting Entries** tab.

## CREATING 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 the **Line Description** field and enter a description of the deposit (i.e., **book sale**).
  - c. Click in the **Account** field and enter the appropriate account (i.e., **440500**).
  - d. Click in the **Fund** field and enter the appropriate fund (i.e., **141**).
  - e. Click in the **Dept** field and enter the appropriate Department ID (i.e., **05000000**).
  - f. Click in the **Program** field and enter the appropriate program code (i.e., **7200**).
  - g. Click in the **Bud Ref** field and enter **CRRNT**.
  - h. Click the **Journal Reference Information** tab. Note: This field may appear on other tabs if it has been moved through the Personalize link. Input the original voucher number (i.e., **03120452** into the **Ref** field.  
Note: This field may be located on the **ChartField** tab, depending on your personal myUFL settings.
20. On the Distribution Lines section, scroll right and click **the Add a new row at row 1 (+)** button.
21. Enter 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 **Line Description** field and enter a description of the deposit (i.e., **sales tax**).
  - c. Click in the **Account** field and enter the appropriate account (i.e., **213100**).

- d. Click in the **Dept** field and enter the appropriate Department ID (i.e., **05000000**).
  - e. Click in the **Fund** field and enter the appropriate fund (i.e., **991**).
22. Click the **Create Entry** button (the “lightning bolt”).
  23. Click the View All link on the Distribution Lines section to see all lines.
  24. Click **Complete** box.
  25. Click **Save** button.

## ADDITIONAL HELP

### Technical Help

UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

### Processes and Policies

Treasury Management  
352-392-9057  
Refer to Cash Handling and Controls at  
<http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/>