Making a Cash/Check Deposit

Once you have received monies as either Cash/Checks, Credit Card, or ACH/EFT/Wire tender and receipted/logged appropriately; or received monies as Cash Expense Refunds, you will then enter the deposit into myUFL.

Scenario: Your department has raised $500.00 in cash in book sales. All funds can be credited directly to your revenue account.

Regular Deposit

1. Login to 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"). in the Deposit Unit field.

5. Click the Add button.

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


8. Bank Account for cash and checks is "UFV" (University of Florida Vault).

9. Click the Look Up Deposit Type (Magnifying glass) button for Deposit Type.

10. Click the Look Up button.

11. Click "S" (Cash Deposits) in the Search Results table.

12. Click in the Control Total Amount field and enter the total amount of the deposit (i.e, "500.00").

13. Click in the Count field and enter the appropriate Count field (i.e., "1").

14. Click the Payments tab.

15. Enter a description of your deposit (i.e., "Book Sales") in the Payment ID field.

16. Click in the Amount field and enter the amount of the deposit (i.e., "500.00").

17. Click the Journal Directly option.
18. Click the **Save** button and note the Deposit ID number.  
   **Note:** The Deposit ID number will be needed if you are required to edit or correct a deposit.

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

**Creating Accounting Entry**

20. 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., "-500.00").

   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".

21. Click the "lightning bolt" **Create** icon.

22. Select the **Complete** status indicator.

23. Click the **Save** button.

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/

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