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 **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. Ensure that the **Accounting Date** is the date that it will be processed by Treasury Management (generally the next business day).
7. **Bank Code** defaults to **WFB** (Wells Fargo).
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/](http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/)

© Training and Organizational Development, Office of Human Resource Services,  
University of Florida, Gainesville, FL 32611