CHANGING A DEPOSIT AMOUNT THAT HAS NOT POSTED TO THE GENERAL LEDGER

There are times when you may need to correct/edit a deposit. Common issues may be incorrect dates or amounts. If the deposit has not been budget checked and posted to the General Ledger, you can change it within the AR module in myUFL.

Scenario: Banking & Merchant Services requested that you change a deposit amount from **$575.00** to **$500.00**. The deposit has not yet posted to the General Ledger.

NAVIGATION

Login to myUFL with your GatorLink username/password.

1. Click **Nav Bar** > **Main Menu** > **Financials**

2. Click **Accounts Receivable** > **Payments** > **Direct Journal Payments**

3. Click **Modify Accounting Entries**

LOCATING DEPOSIT

4. Enter appropriate Deposit Unit (i.e., **0500**) into the **Deposit Unit** field.

5. Enter appropriate Deposit ID (i.e., **8747**) into the **Deposit ID** field.

6. Click **Search** button.

DELETING INCORRECT DEPOSIT

7. Deselect the **Complete** option.

8. Click **OK** button to acknowledge the warning.

9. Click **Save** button.

10. Click **Direct Journal Payments** in the myUFL menu and click **Create Accounting Entries**.

11. The deposit should pull up automatically. If it doesn't, input the **Deposit Unit** and **Deposit ID** and click **Search**.

12. Click **Delete** button (**X**) next to the lightning bolt icon.

13. Click **Save** button.

CREATING CORRECTED DEPOSIT

14. Click **Payments** in the myUFL menu, click on **Online Payments**, click on **Regular Deposit**.

15. The deposit should pull up automatically. If it doesn't, input the **Deposit Unit** and **Deposit ID** and click **Search**.

16. Click in the **Control Total Amount** field.

17. Enter total amount of the deposit (i.e., **500.00**) into the **Control Total Amount** field.

18. Click **Payments** tab.

19. Click in the **Amount** field.

20. Enter the appropriate amount (i.e., **500.00**) into the **Amount** field.

21. Click **Save** button.

22. Click **Apply Payments** link.

23. Click in the **Line Amount** field and enter the appropriate negative amount of the deposit (i.e., **-500.00**).

24. Click **Create** button (lightning bolt).

25. Click the **Complete** option.

26. Click **Save** button.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
UF Banking and Merchant Services
Cash Handling and Controls
352-392-9057
TM_DepositSupport@admin.ufl.edu