CHANGING THE DEPOSIT DATE 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 requests that you to change the Accounting Date from 5/25/20XX to5/27/20XX for **Deposit 0500-27155**.

NAVIGATION

Login to myUFL with your GatorLink username/password.

1. Click **Nav Bar** > **Main Menu** > **Financials** > **Accounts Receivable** > **Payments** >

2. Click on **Modify Accounting Entries**

LOCATING DEPOSIT

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

4. Enter appropriate Deposit ID (i.e.,**27155**) into the **Deposit ID** field.

5. Click the **Search** button.

EDITING DEPOSIT DATE

6. Deselect the **Complete** option.

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

8. Click **Save** button.

> **NOTE:** It's important that you Save at this point before moving to the next step or you will not be able to complete the change.

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

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

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

12. Click **Save** button.

13. Click **Payments** in the myUFL menu, then click on **Online Payments**. Next click **Regular Deposit**.

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

15. Click the **Totals** tab.

16. Click in the **Accounting Date** field and enter the updated date (i.e., **05/27/20XX**).

17. Click the **Payments** tab.

18. Click the **Save** button.

19. Click the **Apply Payments** link.

20. Click the **Create** button (lightning bolt).

21. Click the **Complete** option.

22. Click the **Save** button.

FOR ADDITIONAL ASSISTANCE

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

Policies and Directives
Banking and Merchant Services
Cash Handling and Controls
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