DEPOSITING USING MULTIPLE SEQUENCES

Deposits frequently contain multiple checks or cash for different purposes. To record these on one deposit, multiple sequences can be used to display each item.

Scenario: Deposit two checks and cash:

- **Check #6201 for $100**
- **Check #8202 for $300**
- **Cash for $100**

NAVIGATION

Log into myUFL with your GatorLink username/password.

1. Click **NavBar** > **Main Menu** > **Financials**
2. Click **Account Receivable** > **Payments** > **Online Payments** > **Regular Deposit**

DEPOSIT WITH MULTIPLE SEQUENCE

1. Click **Add a New Value** Tab.
2. Enter your **Department Unit** (i.e., **0500**) into Deposit Unit field.
   Note: Deposit Unit from prior deposit may still appear.
3. Click **Add**.
4. Ensure that **Accounting Date** is the date that it will be received at the bank.
5. **Bank Code** is entered for you.
6. Click **Look up Bank Account** (magnifying glass) button and **Look Up** appropriate **Bank Account** (i.e., **0006 Concentration**).
7. Click **Look Up Deposit Type** (magnifying glass) button for **Deposit Type**.
8. Click **Look Up** button.
9. Select **Check Deposit** from Search Results table.
10. Click in **Control Total Amount** field and enter total amount of the deposit (i.e., **500.00**).
11. Click in **Count** field and enter appropriate **Count** (count equals the number of sequences, in this case **3**).
12. Click **Payments** tab.
13. Enter appropriate payment ID into **Payment ID** field (i.e., **Deposit ticket number**).
14. Click in **Amount** field.
15. Enter amount of check (i.e., **100.00**) into **Amount** field.
16. Click **Journal Directly** box.
17. Click **Add a new row at row** 1 icon to add additional rows **(+)**.
18. Click **View All** to view all sequences.
19. Click in next **Payment ID** field.

20. Enter next payment ID (i.e., **Deposit ticket number**) into **Payment ID** field.

21. Click in **Amount** field and enter appropriate amount (i.e., **300.00**).

22. Click **Journal Directly** box.

23. Click **Add a new row at row** 2 icon to add additional rows **(+)**.

24. Click in next **Payment ID** field.

25. Enter next payment ID (i.e., **Deposit ticket number**) into **Payment ID** field.

26. Click in **Amount** field and enter appropriate amount (i.e., **100.00**).

27. Click **Journal Directly** box.

28. Click **Save** button.

29. Click **Apply Payment** to move to **Create Accounting Entries** tab.

30. Click **Return to Search** button.

31. Delete **Payment Sequence** from Create Accounting Entries Search page.

32. Click **Search** button.

33. Click on the first sequence in the search results.

CREATING ACCOUNTING ENTRY

34. If the Deposit Unit and Deposit ID do not automatically populate, enter the appropriate **Deposit Unit** (i.e., **0500**) and **Deposit ID** (XXXXX), then click **Search** button.

35. Click on **ChartField** tab under Distribution Lines and enter ChartField information.

    a. Click in **Dept** field and enter appropriate Department ID (i.e., **05000000**).

    b. Click in **Fund** field and enter appropriate fund (i.e., **141**).

    c. Click in **Program** field and enter appropriate program code (i.e., **7200**).

    d. Click in **Account** field and enter appropriate account (i.e., **440500**).

    e. Click in **Bud Ref** field and enter **CRRNT**.

    f. Click in **Line Amount** field and enter appropriate <u>negative</u> amount of deposit (i.e., **-100.00**).

    g. Click **Line Description** field and enter a description of deposit (i.e., **ticket sales**).

36. Click on **Documents link**. OnBase will open in a new window.

    a. Click **Upload File** icon.

    b. Browse for appropriate file.

    c. Click **Import** button.

37. Click **Create** button ("lightning bolt").

38. Click **Complete** box.

39. Click **Save** button.

40. Click **Next in List** icon.

41. Click **ChartField tab** under **Distribution Lines** and enter ChartField information.

    a. Click in **Dept** field and enter appropriate Department ID (i.e., **05000000**).

    b. Click in **Fund** field and enter appropriate fund (i.e., **141**).

    c. Click in **Program** field and enter appropriate program code (i.e., **7200**).

    d. Click in **Account** field and enter appropriate account (i.e., **440500**).

    e. Click in **Bud Ref** field and enter **CRRNT**.

    f. Click in **Line Amount** field and enter appropriate <u>negative</u> amount of deposit (i.e., **-300.00**).

    g. Click in **Line Description** field and enter a description of deposit (i.e., **book sales**).

42. Click **Create** icon (lightning bolt).

43. Click **Complete** option.

44. Click **Save** button.

45. Click **Next in List** icon.

46. Click **ChartField tab** under **Distribution Lines** and enter ChartField information.

    a. Click in **Dept** field and enter appropriate Department ID (i.e., **05000000**).

    b. Click in **Fund** field and enter appropriate fund (i.e., **141**).

    c. Click in **Program** field and enter appropriate program code (i.e., **7200**).

    d. Click in **Account** field and enter appropriate account (i.e., **440500**).

    e. Click in **Bud Ref** field and enter **CRRNT**.

    f. Click in **Line Amount** field and enter appropriate <u>negative</u> amount of deposit (i.e., **-100.00**).

    g. Click in **Line Description** field and enter a description of deposit (i.e., **plant sales**).

47. Click **Create** icon (lightning bolt).

48. Click **Complete** option.

49. Click **Save** button.

FOR ADDITIONAL ASSISTANCE

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

Policies and Directives
Banking & Merchant Services
352-392-9057
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