

DESKTOP SCANNING DEPOSIT

This service provides the option to submit checks for deposit electronically using an approved check scanner. Follow instructions in the **Install Desktop Check Scanner** instruction guide. After depositing the checks electronically, the deposit needs to be entered in myUFL.

NOTES:

- Ensure **Alert Preferences** are turned on in Wells Fargo CEO portal to receive deposit confirmation email notifications.
- Internal control best practice is for two users to complete the desktop deposit scanning to reduce the potential for errors (e.g., rejects, duplicates, bank adjustments). The first user (scans checks) performs **Steps 1-22**. The second user (reviews & submits deposit) performs **Steps 23-32**.
- Wells Fargo **cutoff for same day credit** for desktop deposits is **10:00pm EST**.

IMPORTANT: If you have a cash deposit or a check that is unable to be scanned, refer to **Preparing Deposits for Drop Box**.

PREPARE THE CHECKS FOR SCANNING

Checks are scanned directly to the system. A deposit ticket is not needed.

1. Verify the written amount on the check agrees with the numerical amount.
2. Verify the check is payable to the **University of Florida or a department within the university**.

NOTE: Checks payable to a DSO or someone other than the university (e.g., UF Foundation) should not be deposited unless endorsed over to UF by that payee.

3. Verify all checks have been restrictively endorsed on the back with departmental stamp. For information regarding endorsement stamps, contact the Cashier's office.
4. Remove any staples and/or check stubs.
5. Stack all checks face up, in the same direction.
6. Add check amounts to determine deposit total.

SCAN CHECKS

7. Access the Wells Fargo CEO portal in your browser by entering <https://wellsoffice.ceo.wellsfargo.com> in the browser address bar.
8. Enter credentials:
 - a. **Company ID:** UNIVE992
 - b. **User ID:** Up to 8 characters, a combination of letters and numbers provided by BMS Office when account is setup

- c. **Password:** you created

NOTE: Passwords expire in 180 days. Users will receive an email notice when it is time to create a new one. You cannot use the last 6 passwords.

9. Select **Desktop Deposit**. This will open a new browser window.

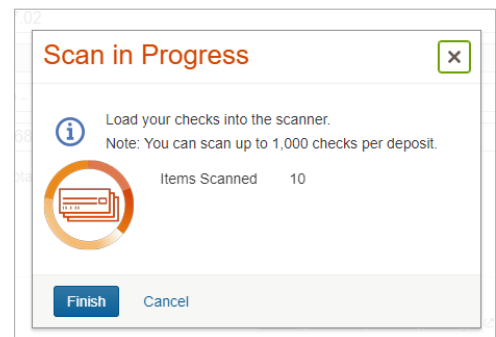
10. Select **Create Deposit**.

11. On the **Create Deposits** screen, enter the following:

- a. **Deposit Account:** Use drop down menu to select University of Florida bank account
- b. **Deposit Total:** Enter the deposit amount
- c. **Location:** Use drop down menu to select your unique Location ID and Department name
- d. **Deposit Name:** Best practice is to enter reference information related to the deposit (i.e., "Chemistry Deposit")
- e. **Bag Number:** Best practice is to use a tamper-evident check retention bag to store checks in, enter the bag number here. If you secure the checks using another method, leave this box blank.

12. Select **Create Deposit**.

13. Wait a moment while the scanner warms up. When it is ready, the light on the scanner will turn green and the **Scan in Progress** pop-up window appears.



14. Feed checks one at a time through the single-feed scanner or a few checks at a time for the multi-feed scanner.

Tips for Feeding Checks into Scanner:

- When scanning multiple checks, feed smallest to largest by size
- Each check is flat with no folded corners and no staples, paperclips, or sticky notes attached
- Insert checks facing forward, as the icon on the scanner displays

15. The scanner will feed the check in and then back out as it prints **ELECTRONICALLY PRESENTED – MM/DD/YYYY** on the back.

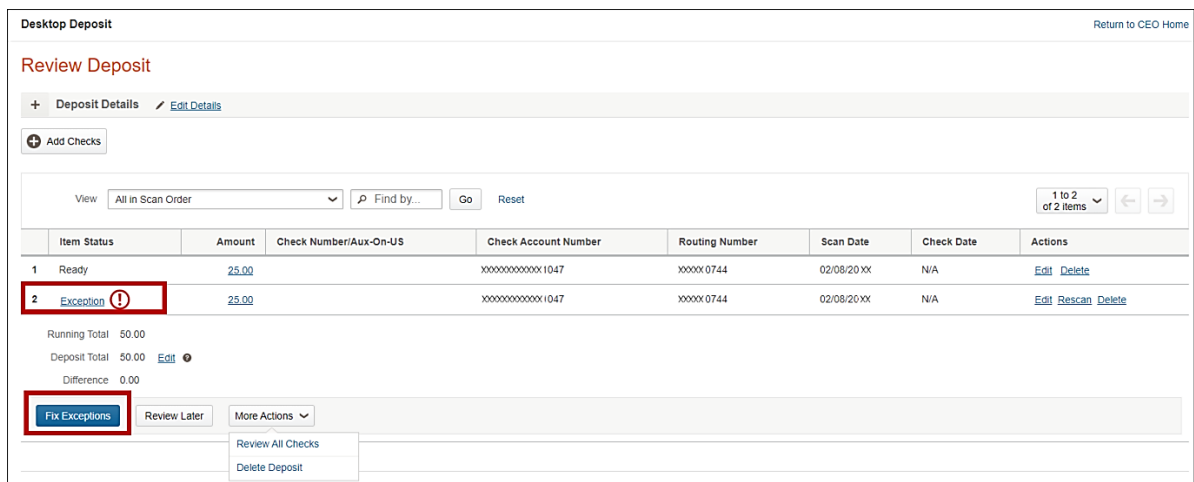
NOTE: If you do not see this printed on the back of your check, replace the ink cartridge. Do **NOT** re-scan the checks to have the message printed on the back as the check is already part of your deposit. You will have the report to keep with the checks to show date scanned.

16. Select **Finish** after all the checks have been scanned.

RESOLVE ANY EXCEPTIONS

17. Review exception line:

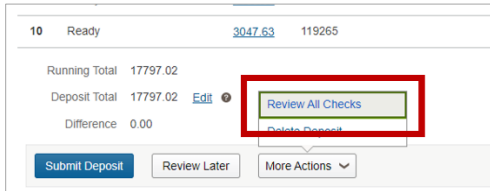
- a. **Yes:** If there are any exceptions that need attention, an **Exception** line will appear on screen as in the image below. Select **Fix Exceptions** to fix the exceptions (i.e., No dollar amount, image error).



- b. **No:** If there is not an **Exception** line, continue to **step 18**.

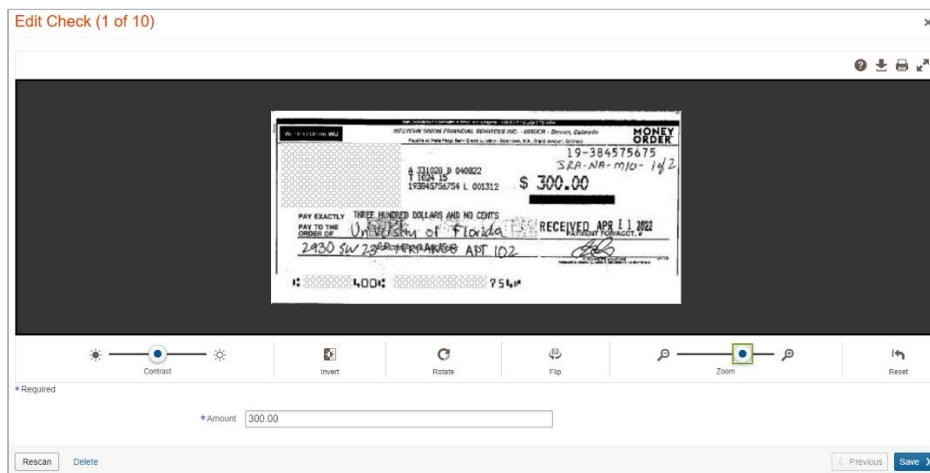
REVIEW CHECK IMAGES

18. It is required to review all check images and balance the deposit before submitting the deposit. Select **Review All Checks** from the More Actions dropdown menu.



19. A pop-up screen opens. Review each image for issues. Examples of what to look for:

- missing signature
- clarity of the check image (i.e., image too dark or too light)
- amount not populating correctly
- MICR line is not legible



20. Determine if Good or Bad Image

- Bad Image:** To fix an issue, select Rescan, type in dollar amount to match the check, or delete the image using the options available in the window. Select **Save** when the issue has been fixed.

NOTES:

- Checks with poor image quality that cannot be corrected must be deposited separately on a deposit ticket and using an alternative delivery method.
- Check images with other unresolved issues, such as missing signature, legal amount and numerical amount differences, must be deleted from the scanned batch and should not be deposited to the bank.

- Good Image:** Select **Save**. If on last check in the batch, this button will be named **Finish**.

21. Verify that all scanned checks have **Ready** in the Item Status column.

	Item Status	Amount
1	Ready	300.00
2	Ready	500.00
3	Ready	3319.00
4	Ready	50.00
5	Ready	450.00
6	Ready	6300.00
7	Ready	120.00
8	Ready	610.39
9	Ready	3100.00
10	Ready	3047.63

BALANCE THE DEPOSIT

22. Verify the following information in the **Review Deposit** screen:

- a. **All in Scan Order** appears in View field
- b. Verify the correct number of checks scanned is counted
- c. **Running Total** and **Deposit Total** match
Difference equals **\$0.00**

Important:

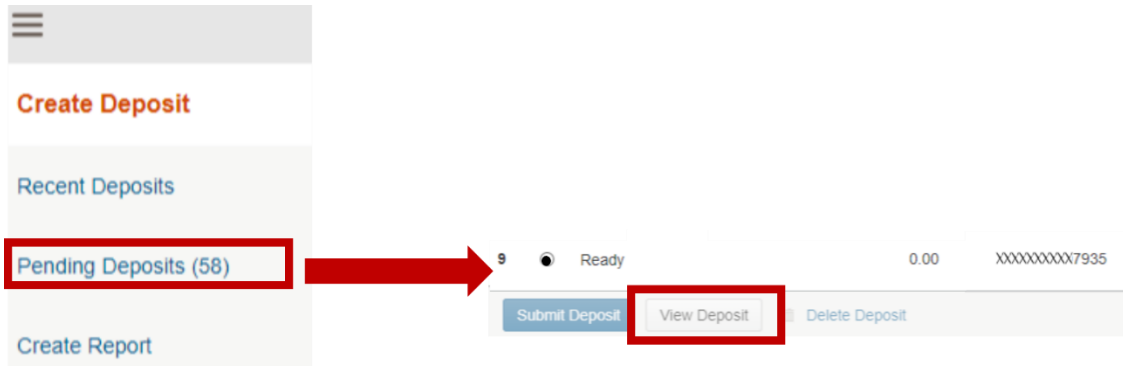
- If the totals do not match, this may be due to the check amount not being detected properly by the scanner, or the **Deposit Total** may be entered incorrectly.
- If the **Deposit Total** needs to be adjusted, tap **Edit**, enter correct total, and tap **Update**.

The screenshot shows the 'Review Deposit' interface. At the top, there are tabs for 'Deposit Details' and 'Edit Details', and an 'Add Checks' button. Below this is a search bar with a 'View' dropdown set to 'All in Scan Order' (marked with 'a'), a 'Find by...' field, and 'Go' and 'Reset' buttons. On the right, there is a page indicator '1 to 10 of 10' (marked with 'b') and navigation arrows. The main area is a table with columns: Item Status, Amount, Check Number/Aux-On-US, Check Account Number, Routing Number, Scan Date, Check Date, and Actions. The table contains 10 rows of check data, all with 'Ready' status. At the bottom, there is a summary section (marked with 'c') showing 'Running Total: 17797.02', 'Deposit Total: 17797.02' (with an 'Edit' icon), and 'Difference: 0.00'. At the very bottom are buttons for 'Submit Deposit', 'Review Later', and 'More Actions'.

REVIEW DEPOSIT

The next steps in the process would be performed by a second user. User 1 will log off. User 2 will log in, following steps **7-8** in the **Scan Checks** section.

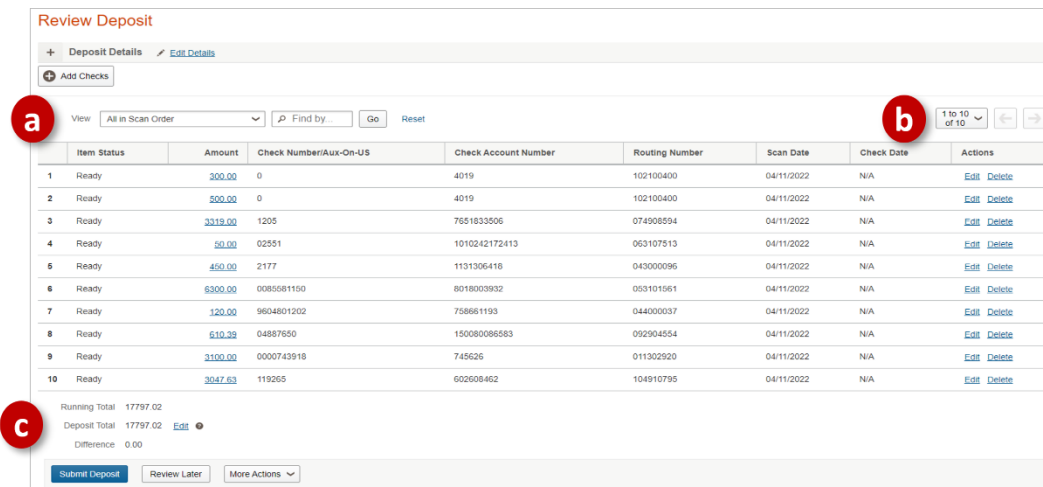
23. On the **Pending Deposits Screen**, select the deposit to be submitted. Select **View Deposit**.



24. Verify the following information in the **Review Deposit** screen:

- a. **All in Scan Order** appears in View field
- b. Verify the correct number of checks scanned is counted
- c. **Running Total** and **Deposit Total** match
Difference equals **\$0.00**

Important: If the totals do not match, this may be due to the check amount not being detected properly by the scanner, or the **Deposit Total** may be entered incorrectly. **User 1 should sign back in to resolve the discrepancy.** Then User 2 will sign in again to complete the review process and submit deposit.



25. Verify that all scanned checks have **Ready** in the Item Status column. If you see an exclamation point icon instead, **User 1 should sign back in to resolve the discrepancy.**

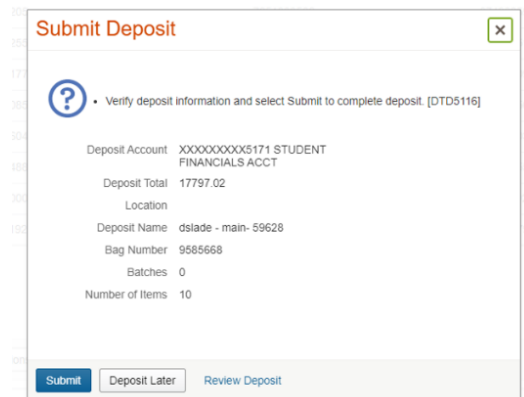
	Item Status	Amount
1	Ready	300.00
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3	Ready	3319.00
4	Ready	50.00
5	Ready	450.00
6	Ready	6300.00
7	Ready	120.00
8	Ready	610.39
9	Ready	3100.00
10	Ready	3047.63

SUBMIT DEPOSIT TO WELLS FARGO BANK

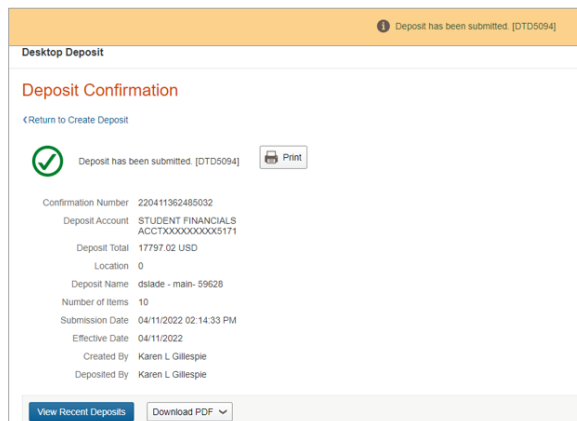
26. Select **Submit Deposit**.

27. Verify **Deposit Total** and **Number of Items**

- a. Good: Select **Submit**
- b. Incorrect: Select **Review Deposit** and make corrections



28. Once completed, a **Deposit Confirmation** is displayed.



29. Select **Print** to print **two** copies of the deposit confirmation. Log out of the system.

30. Place the scanned **checks** and **one report** in a check retention bag as a best practice.

31. Store checks and report in a secure location (e.g., locked drawer, safe) with restricted access.

NOTE: Refer to the **Retention & Disposal of Scanned Checks** instruction guide for further instructions.

32. The details in the second report will be used to enter the deposit in myUFL and should be kept with support documentation.

ENTER YOUR DEPOSIT IN MYUFL

33. Follow the steps outlined in the **Instruction Guide for Making a Cash/Check Deposit in myUFL**. This step should be completed the same day the checks are scanned and submitted to Wells Fargo.

FOR ADDITIONAL ASSISTANCE

Technical Issues

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

Policies and Directives

UF Cashiers Office
352-392-0185
TM_DepositSupport@admin.ufl.edu