

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 will need to be entered in myUFL.

NOTES:

- Ensure Notifications are turned on in JPMC Access portal to receive deposit confirmation email notifications.
- JPMorgan Chase **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.

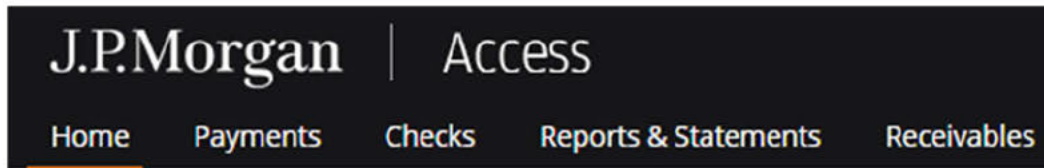
SCAN CHECKS

7. Sign in to the JPMorgan Chase Access site in your browser by entering <https://access.jpmorgan.com> in the browser address bar.
8. Enter credentials:

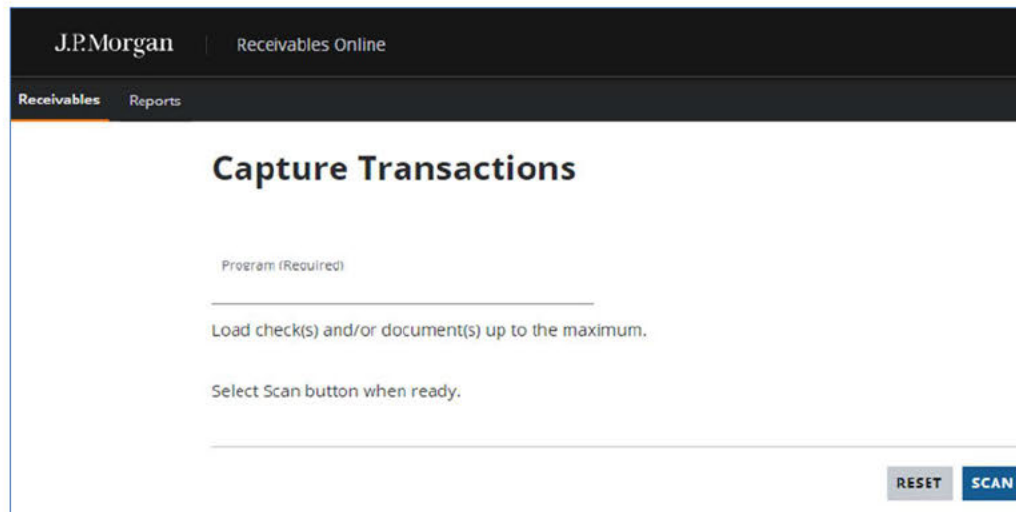
- a. **Username:** enter 'uf' followed by your 8 digit UFID (ufxxxxxxx). Select Continue.
- b. **Password:** user created. Select **Log In**.

NOTE: Passwords expire in 90 days. Users will receive an email notice when it is time to create a new one.

9. Select the **Receivables** tab. This will open a new browser window.



10. Select **Receivables** followed by **Capture Transactions**. Select the program **Bank/Check Deposits**.



11. On the **Capture Transactions** screen, complete the following:

- Select the Program **Bank/Check Deposit**.
- Select Capture Type as "**Check(s) Only**".
- Select Group for your department.
- Enter total number of expected checks to be deposited.
- Enter total dollar amount of expected check to be deposited.
- Enter batch number: department chooses number. Otherwise, it will be auto generated.
Suggestion: enter deposit ID from myUFL deposit.
- Load check(s) up to maximum of 50.
- Select **Scan** button when ready.

12. When ready, the light on the scanner will turn green.

13. Place up to 50 checks in the scanner tray. If you have more than 50 checks to scan, place in scanner tray after removing the first 50. Click on Scan more on Access.

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 outwardly, as the icon on the scanner displays

The scanner will feed the checks in and then back out.

RESOLVE ANY EXCEPTIONS

14. 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 **the appropriate line** to fix the exceptions (i.e., No dollar amount, image error).

5

14,797.21

Checks

Batch Total (USD)

SUBMIT

SCAN MORE

Capture Type	Amount	Status	Action
Check	USD 0.00	!	
Check	USD 0.00	!	
Check	USD 1,028.48	✓	
Check	USD 13,658.73	✓	
Check	USD 110.00	✓	

- b. **No:** If there are no **Exceptions**, continue to the next step.

REVIEW CHECK IMAGES

15. It is required to review all check images. Select each line as in the example below.

16. 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

EDIT IMAGE

[Go to Transactions](#) >

Capture Details

5 Checks 14,797.21 Batch Total (USD)

[SUBMIT](#) [SCAN MORE](#)

Capture Type	Amount	Status	Action
Check	USD 0.00	!	
Check	USD 0.00	!	
Check	USD 1,028.48	✓	
Check	USD 13,658.73	✓	
Check	USD 110.00	✓	

Summary Details

Program: 1368282 - RDC - STUDENT FINANCIALS Group: Deposit Account: Country: USA

FRONT BACK RULER OFF RESCAN | v

Payment / Serial Number

Routing Number (Required)
102100400

Account Number (Required)
[Redacted]

Amount (\$\$\$,###.##) (Required)
0.00
Invalid Amount

17. Determine if Good or Bad Image

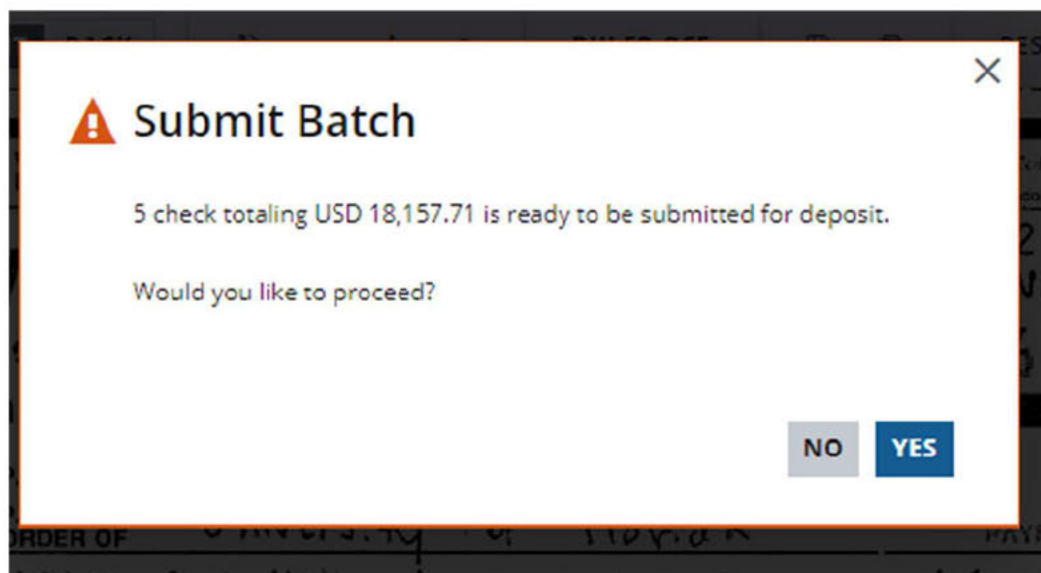
- a. **Bad Image:** To fix an issue, select Rescan, type in dollar amount to match the check, or delete the image using the options available in the window. Select **Save** when the issue has been fixed.

NOTES:

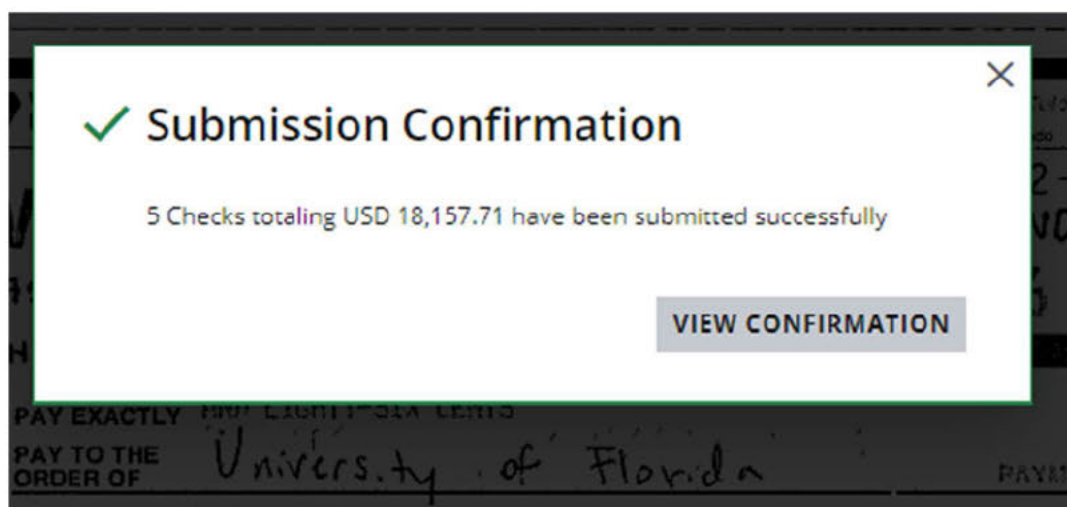
- Checks with poor image quality that cannot be corrected must be deposited separately on a deposit ticket and using an alternative delivery method.
- Check images with other unresolved issues, such as missing signature, legal amount and numerical amount differences, must be deleted from the scanned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

- b. **Good Image:** Move to the next line. After reviewing all images in the batch, select **Submit**.

18. Once submitted, you will have to select submit again from the pop-up box.



19. You will receive a submission confirmation once you have selected YES



20. Once completed, a **Submission Confirmation** can be downloaded. Open the PDF file.
21. Select **Print** to print **two** copies of the deposit confirmation. Log out of the system.
22. Place the scanned **checks** and **one report** in a check retention bag as a best practice.
23. 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.

24. 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

25. 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 JP Morgan Chase Bank.

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