MAKING A CREDIT CARD DEPOSIT

Many payments received by UF are in the form of a credit card. These deposits must be made the next business day. Visa & Master Card payments must be combined into one amount for each terminal. American Express deposits must be made separately from Visa & Master Card payments, but still per terminal.

Scenario: From a department book sale (for revenue) we have $5,000.00 in credit card (Visa) transactions to deposit.

Keep in mind that sales tax must be paid on this sale:
- $4,700.00 must be recorded as revenue
- $300.00 must be recorded as taxes

NAVIGATION
Login to myUFL with your GatorLink username/password.

1. Click Nav Bar > Main Menu > Financials
2. Click Account Receivable > Payments > Online Payments > Regular Deposit

REGULAR DEPOSIT
3. Click Add a New Value Tab.
4. Enter your Department Unit (i.e., 0500) into the Deposit Unit field.
   Note: Deposit Unit from prior deposit may still appear.
5. Click Add.
6. In the Accounting Date field, enter the accounting date; for Credit Cards, this is the date on the settlement statement.
7. Bank Code is WFB.
8. Click the Look Up Bank Account (magnifying glass) button for Bank Account.
9. Click the Look Up button.
10. Select 0003 Credit Card. Deposit Type is C (should change automatically once 0003 – Credit Card is selected for Bank Account).
11. Click in the Control Total Amount field and enter the total amount of the deposit (i.e., 5000).
12. Click in the Count field and enter the count or number of sequences (i.e., 1).
13. Click the Payments tab.
14. In the **Payment ID** field, enter Payment ID. For Credit Cards, it will be the 3-digit Location Code and the payment type specified on the settlement statement (i.e., **008VI**).

15. Click in the **Amount** field.

16. Enter amount (i.e., **5000.00**) into the **Amount** field.

17. Click the **Journal Directly** option.

18. Click in the **Pymt Ref** field and enter the payment reference information (optional).

19. Click the **Save** button.

20. Click **Apply Payment** to move to the **Create Accounting Entries** tab.

**Creating Accounting Entry**

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

   a. Click in the **Line Amount** field and enter the appropriate negative amount of the deposit (i.e., **-4700.00**).

   b. Click the **Line Description** field and enter a description of the deposit (i.e., **book sale**).

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

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

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

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

   g. Click in the **Bud Ref** field and enter CRRNT.

22. On the Distribution Lines section, scroll right and click the **Add a new row at row 1 (+)** button.

23. Enter ChartField information for the second line.

   a. Click in the **Line Amount** field and enter the appropriate negative amount of the deposit (i.e., **-300.00**).

   b. Click in the **Line Description** field and enter a description of the deposit (i.e., **sales tax**).

   c. Click in the **Account** field and enter the appropriate account (i.e., **213100**).

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

   e. Click in the **Fund** field and enter the appropriate fund (i.e., **991**).
24. Click the **Create Entry** button (the "lightning bolt").

25. Click the **View All** link on the Distribution Lines section to see all lines.

26. Click the **Complete** box.

27. Click the **Save** button.

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**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