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.

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
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