

MAKING A DEPOSIT IN MYUFL FOR CASH AND CHECKS

After preparing or making a Wells Fargo bank deposit, the deposit must be entered into myUFL.

Scenario: Your department raised \$500.00 from book sales. All funds can be credited directly to your revenue account.

Note: If your department is interested in entering deposits with multiple sequences, refer to ***Depositing Using Multiple Sequences*** guide.

NAVIGATION

1. Log into myUFL using your **GatorLink username** and **password**
2. Navigate to **NavBar > Main Menu > Financials > Accounts Receivable > Payments > Online Payments**
3. Click on **Regular Deposit**

PROCESS A REGULAR DEPOSIT

1. Click the **Add a New Value** tab.
2. Enter your department unit (i.e., **0500**) in the **Deposit Unit** field.
3. Click **Add** button.
4. Ensure that the **Accounting Date:**
 - a. For **drop box, Wells Fargo Branch** or **Armored Courier** deposits: Matches the date the deposit is delivered to the bank.
 - b. For **mobile, ATM** or **desktop deposits**: Matches the date the deposit was scanned to the bank. ***The cutoff for same day credit is 9:00 pm for ATM and 10:00 pm EST for mobile and desktop.***
5. **Bank Code** defaults to **WFB** (Wells Fargo).
6. **Bank Account** for cash and checks is "0006" (Concentration).
7. Click the **Look Up Deposit Type** (Magnifying glass) button for **Deposit Type**.
8. Click the **Look Up** button.
9. Enter type of deposit:
 - a. For cash-only deposits: Click "**S**" (Cash Deposits) in the **Search Results** table.
 - b. For check-only or combined check and cash deposits: Click "**K**" (Check Deposits) in the **Search Results** table.
10. Click in the **Control Total Amount** field and enter the total amount of the deposit (i.e., **500.00**).
11. Click in the **Count** field and enter the appropriate **Count** field (i.e., **1**).
12. Click the **Payments** tab.

13. Enter the appropriate reference for your deposit in the **Payment ID** field. This field will depend on how the deposit was remitted to the bank:

- a. For **drop box, Wells Fargo Branch, or Armored Courier** deposits enter the ten-digit deposit ticket number.

- b. For **mobile, ATM, or desktop deposits** enter the six-digit **Location ID** associated with your Wells Fargo access.

Note: The Department may choose to use the **Pynt Ref** field to add notes about the deposit for internal use. This information can be viewed on this screen or the optional Deposit Transmittal Form.

14. Click in the **Amount** field and enter the amount of the deposit (i.e., **500.00**).

15. Click the **Journal Directly** option.

16. Click **Save** button and note the Deposit ID number.

Note: The Deposit ID number will be needed if you are required to edit or correct a deposit.

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

CREATING ACCOUNTING ENTRY

18. 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., **-500.00**).
 - b. Click in the **Line Description** field and enter a description of the deposit (i.e., **book sales**).
 - 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**.
19. Click on the **Documents link**. OnBase will open in a new window.
 - a. Click the **Upload file** icon.
 - b. Browse for the appropriate file.
 - c. Click the **Import** button.
20. Click the **Create** button (the "lightning bolt").
21. Select **Complete** box.
22. Click **Save** button.

Note: Remember to write the deposit unit and deposit ID from myUFL on your deposit ticket for drop box, Wells Fargo Branch, or Armored Courier deposits.

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