

## MAKING AN ELECTRONIC FUNDS TRANSFER (EFT) DEPOSIT

If you are expecting an EFT or Wire payment from a customer, please notify Banking & Merchant Services. Sometimes the EFT/ACH/Wire notices (“addendums”) do not indicate which department the payment is for; if this is the case, your payment will be delayed while we try to identify to which department it relates. All EFT/ACH/Wire payments that are received are listed on the “EFT/Cashier Daily Log” and payments that we don’t know to whom it belongs are listed on the “Unapplied Wire/EFT Transfers” list. Both lists can be found at <https://www.fa.ufl.edu/directives/receiving-ach-eft-and-wires/>.

When Banking & Merchant Services receives a payment and identifies the department to which it relates, they will notify the receiving department and send them an addendum. At that point you can make the EFT deposit into myUFL.

EFT payments should be entered as separate deposits; If there are multiple payments received with the same accounting date, they may be entered as one deposit with separate sequences.

**Scenario:** Banking & Merchant Services has emailed you an EFT Addendum. Deposit the \$250.00 noted on the document.

## 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**) in the **Deposit Unit** field.
5. Click **Add** button.
6. Enter the Accounting Date in the **Accounting Date** field.

### NOTES:

- For EFT/ACH or Wire deposits, the Accounting Date is the date on the Addendum.
  - If the date on the addendum is from a prior period, use the first business day of the current month.
7. **Bank Code** is **WFB**.
  8. Click the **Look up Bank Account** button (magnifying glass) next to the **Bank Account** field, click the **Look Up** button, and select **0004 EFT/ACH/Wire Account**.
  9. Click the **Look up Deposit Type** button (magnifying glass) next to the **Deposit Type** field, click the **Look Up** button, and select **“E” (EFT/ACH/Wire Deposit)**.
  10. Click in the **Control Total Amount** field and enter the amount of the deposit (i.e., **250.00**).
  11. Click in the **Count** field and enter the count or number of sequences for the deposit (i.e., **1**).

12. Click the **Payments** tab.

13. In the **Payment ID** field, enter the **Payment ID**.

**NOTE:** For EFT/ACH/Wire deposits, it will be the 8-digit number outlined on the addendum (i.e., **12345678**)

14. Click in the **Amount** field and enter the deposit amount (i.e., **250.00**).

15. Click the **Journal Directly** box.

16. Click the **Save** button.

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

## CREATE 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., **-250.00**)
- b. Click in the **Line Description** field and enter a description of the deposit (i.e., **booksales**)
- 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 **Import** button.

20. Click the **Create** button ("lightning bolt").

21. Click the **Complete** option.

22. Click the **Save** button.

**NOTE:** Net 0.00.

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](https://helpdesk.ufl.edu)

### Policies and Directives

Banking and Merchant Services  
[Cash Handling and Controls](#)  
352-392-9057  
[TM\\_DepositSupport@admin.ufl.edu](mailto:TM_DepositSupport@admin.ufl.edu)