

MAKING MOBILE APP DEPOSITS

Checks can be scanned and deposited from an Apple iPhone, a camera-enabled Apple iPad, or Android phone using the free Wells Fargo CEO Mobile app. Follow instructions in the [Downloading the Wells Fargo CEO Mobile App](#) instruction guide for your device.

NOTES:

- Ensure **Alert Preferences** are turned on in Wells Fargo CEO Mobile app to receive deposit confirmation email notifications.
- Internal control best practice is for one user to complete the mobile deposit (**Steps 1-30**) and a second user to perform **Step 31**.
- Wells Fargo **cutoff for same day credit** for mobile 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 CHECKS

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 the check has been properly 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.

DEPOSIT CHECKS

Checks are scanned directly to the system via pictures. A deposit ticket is not needed.

NOTE: The app permits scanning and a review item status of 10 checks at a time before you can scan additional checks for the deposit.

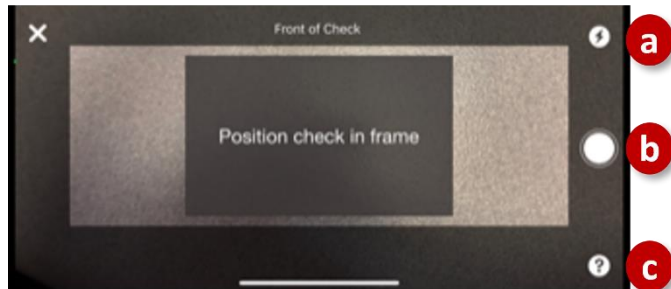
7. Access the Wells Fargo CEO mobile app on your device.
8. Tap **Desktop Deposit**.



9. On the **Create Deposits** screen, enter the following:
 - a. **Deposit Account:** Use drop down menu to select University of Florida bank account
 - b. **Deposit Total:** Enter the deposit amount
 - c. **Location:** Use drop down menu to select your unique Location ID and Department name
 - d. **Deposit Name:** Best practice is to enter reference information related to the deposit (i.e., "Chemistry Deposit")
 - e. **Bag Number:** Best practice is to use a tamper-evident check retention bag to store checks in, enter the bag number here. If you secure the checks using another method, leave this box blank.

10. Tap **Create Deposit**.

11. A new window opens to take a picture of the check. This screen includes three icons.



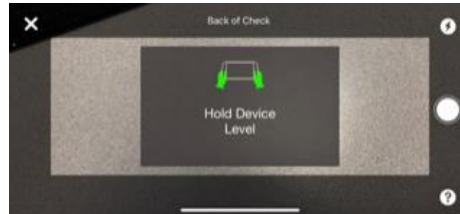
- a. Turn on phone's flashlight
- b. Take photo
- c. Opens photo tips

Tips for taking photos:

- Center check inside the frame
- Smooth out tears or folds for a flatten check
- Image quality is usually better if you take the picture while standing
- Place the check on a dark background
- Take the picture in a well-lit area
- Poor quality images may result in returned transactions and charges to your company account

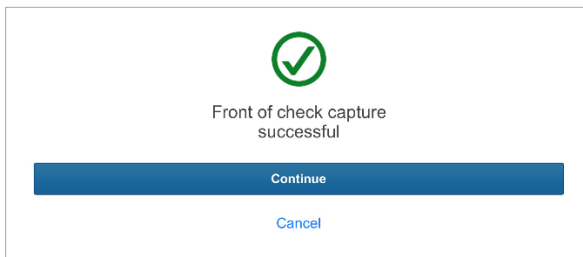
12. Take picture of front of check.

NOTE: A pop-up message over your image may appear from the app to hold phone level, if it senses the check image is out of focus, too far away, not in the frame, etc.

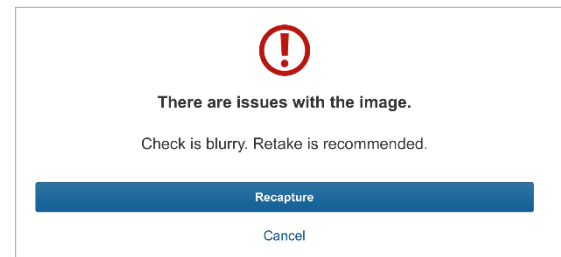


13. Review message:

a. **Confirmation:** A check mark icon indicates photo captured. Tap **Continue**.



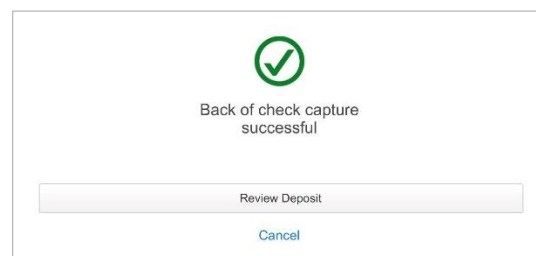
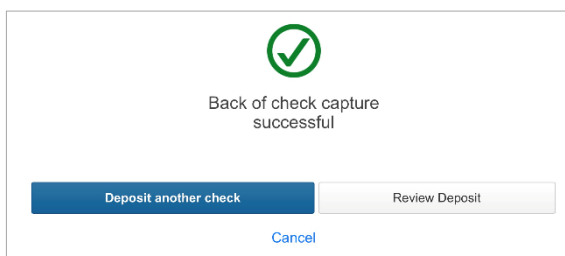
b. **Retake:** An exclamation point icon indicates photo needs to be retaken. Tap **Recapture**.



14. Take picture of back of check.

15. Review message:

a. **Confirmation:** A check mark icon indicates photo captured. Match the image below to what is on your screen for the next steps.

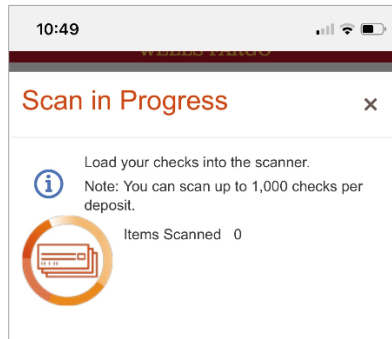


- i. If you have additional checks to deposit, tap **Deposit another check** and repeat **steps 12-15**.
- ii. If you are done scanning checks, tap **Review Deposit**.

- i. Tap **Review Deposit** to review status of the first 10 checks scanned and fix any exceptions before being able to add additional checks to the deposit.

b. **Retake:** An exclamation point icon indicates photo needs to be retaken. Tap **Recapture**.

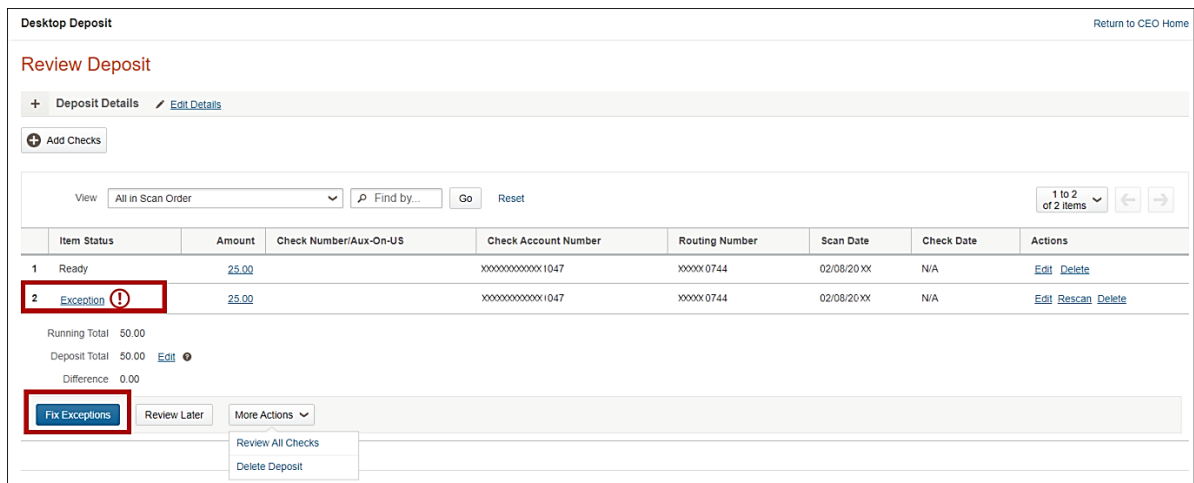
16. Scan in progress message will appear and will close once all checks are processed by the system.



RESOLVE ANY EXCEPTIONS

17. View the item status column for any exceptions:

- a. If **Exceptions** appear on screen as shown in the image below, tap **Fix Exceptions** to resolve the exceptions (i.e., No dollar amount).



- b. If no **Exceptions** appear on screen, the item status for each check will show as **Ready**, continue to **step 18**.

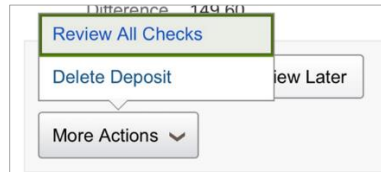
SCAN ADDITIONAL CHECKS

18. If you have more checks to scan for this deposit, tap **Add Checks** on the Review Deposit screen and repeat above **steps 12-17**. If you are finished scanning, continue to **step 19**.

REVIEW CHECK IMAGES AND BALANCE THE DEPOSIT

It is required to review all check images and balance the deposit *before* submitting the deposit.

19. On the **Review Deposit** screen, tap **Review All Checks** from the More Actions dropdown menu.



20. A pop-up screen opens. 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

21. Determine if Good or Bad Image

- a. **Bad Image:** To fix an issue, tap Rescan, type in dollar amount to match the check, or delete the image using the options available in the window. Tap **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:** Tap **Save**. If on last check in the batch, this button will be named **Finish**.

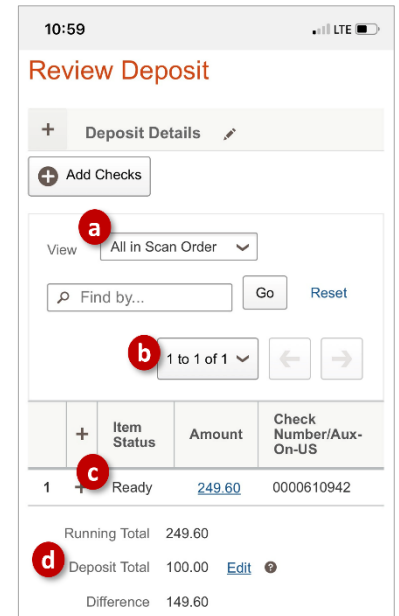


22. Verify the following information in the **Review Deposit** screen:

- a. **All in Scan Order** appears in View field
- b. Verify the correct number of checks scanned is counted
- c. Verify that all scanned checks have **Ready** in the Item Status column
- d. **Running Total** and **Deposit Total** match
Difference equals **\$0.00**

Important:

- The **Running Total** and **Deposit Total** will differ until you have scanned all checks. If the totals do not match, this may be due to the check amount not being detected properly by the app, or the Deposit Total may be entered incorrectly.
- If the **Deposit Total** needs to be adjusted, tap **Edit**, enter correct total, and tap **Update**.

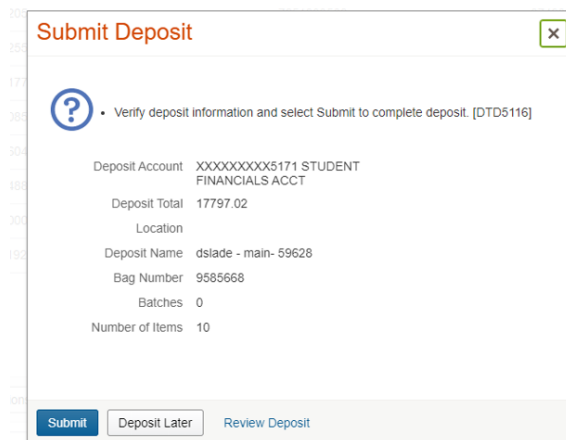


SUBMIT DEPOSIT TO WELLS FARGO BANK

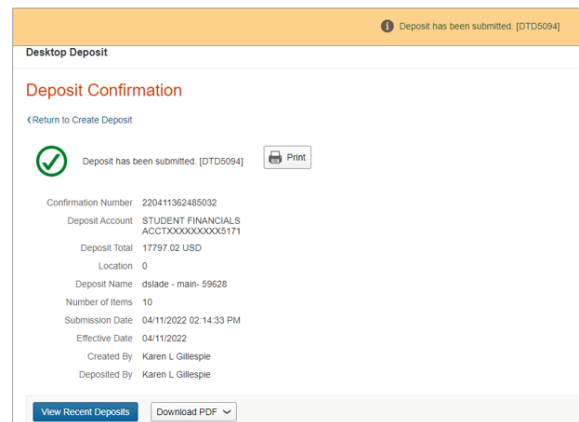
23. Tap **Submit Deposit**.

24. Verify **Deposit Total** and **Number of Items**

- e. **Correct:** Tap **Submit**
- f. **Incorrect:** Tap **Review Deposit** and make corrections



25. Once completed, a Deposit Confirmation is displayed. End session by signing off the app.



26. Check your email for Deposit Confirmation email from Wells Fargo. If you don't have your Alert Preferences on in Wells Fargo CEO, you will need to log into Wells Fargo CEO web site to access the Deposit Confirmation report.

27. Print **two** copies of the deposit confirmation.

28. Place the **scanned checks** and **one** deposit confirmation **report** in a check retention bag as a best practice.

29. Store checks and deposit confirmation 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.

30. Give the second copy of the deposit confirmation report to the employee entering the deposit in myUFL.

ENTER YOUR DEPOSIT IN MYUFL

31. 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 Wells Fargo.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

UF Cashiers Office
[Cash Handling and Controls](#)
352-392-0185
TM_DepositSupport@admin.ufl.edu