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## Changing a Deposit Amount that has not posted to the General Ledger

There are times when you may need to correct/edit a deposit. Common issues may be incorrect dates or amounts. If the deposit has not been budget checked and posted to the General Ledger, you can change it within the AR module in myUFL. If a deposit has already been posted, you will correct the deposit with a DPC journal entry.

**Scenario:** Banking & Merchant Services has requested that you change a deposit amount from **\$575.00** to **\$500.00**. The deposit has not yet posted to the General Ledger.

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### Navigation

1. Login to myUFL with your Gatorlink username/password.
2. Navigate through **Nav Bar > Main Menu > Financials > Accounts Receivable > Payments > Direct Journal Payments** and click on **Modify Accounting Entries**.

### Locating Deposit

3. Enter appropriate Deposit Unit (i.e., "**0500**") into the **Deposit Unit** field.
4. Enter appropriate Deposit ID (i.e., "**8747**") into the **Deposit ID** field.
5. Click the **Search** button.

### Deleting Incorrect Deposit

6. Deselect the **Complete** option.
7. Click the **OK** button to acknowledge the warning.
8. Click the **Save** button.
9. Click **Direct Journal Payments** in the myUFL menu and click on **Create Accounting Entries**.
10. The deposit should pull up automatically. If it doesn't, input the **Deposit Unit** and **Deposit ID** and click **Search**
11. Click the **Delete** button ("**X**") next to the lightning bolt icon.
12. Click the **Save** button.

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## Creating Corrected Deposit

13. Click **Payments** in the myUFL menu, click on **Online Payments**, click on **Regular Deposit**.
14. The deposit should pull up automatically. If it doesn't, input the **Deposit Unit** and **Deposit ID** and click **Search**
15. Click in the **Control Total Amount** field.
16. Enter total amount of the deposit (i.e., "**500.00**") into the **Control Total Amount** field.
17. Click the **Payments** tab.
18. Click in the **Amount** field.
19. Enter the appropriate amount (i.e., "**500.00**") into the **Amount** field.
20. Click the **Save** button.
21. Click the **Apply Payments** link.
22. Click in the **Line Amount** field and enter the appropriate negative amount of the deposit (i.e., "**-500.00**".)
23. Click the **Create** button (lightning bolt).
24. Click the **Complete** option.
25. Click the **Save** button.

If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP
  - helpdesk@ufl.edu
- Policies and Directives,
  - Contact Banking & Merchant Services at 392-9057
  - Refer to Cash Handling and Controls at <https://www.fa.ufl.edu/directives/cash-and-check-handling/>