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## Changing the Deposit Date 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 requests that you to change the Accounting Date from 5/25/2011 to 5/27/2011 for **Deposit 0500-27155**.

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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., "**27155**") into the **Deposit ID** field.
5. Click the **Search** button.

### Editing Deposit Date

6. Deselect the **Complete** option.
7. Click the **OK** button to acknowledge the warning.
8. Click the **Save** button.  
**Note:** It's important that you Save at this point before moving to the next step or you will not be able to complete the change.
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.
13. Click **Payments** in the myUFL menu, then click on **Online Payments**. Next click **Regular Deposit**.

14. The deposit should pull up automatically. If it doesn't, input the **Deposit Unit** and **Deposit ID**, then click **Search**.
15. Click the **Totals** tab.
16. Click in the **Accounting Date** field and enter the updated date (i.e., "**03/03/2020**.")
17. Click the **Payments** tab.
18. Click the **Save** button.
19. Click the **Apply Payments** link.
20. Click the **Create** button (lightning bolt).
21. Click the **Complete** option.
22. 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/>