

DEPOSITING MULTIPLE CHECKS

Deposits frequently contain multiple checks. To do this, multiple sequences can be used to display each check.

Scenario: Deposit two checks:

- Check #6201 for \$100
- Check #8202 for \$300

NAVIGATION

Log into myUFL with your Gatorlink username/password.

1. Click **NavBar**
2. Click **Main Menu**
3. Click **Financials**
4. Click **Account Receivable**
5. Click **Payments**
6. Click **Online Payments**
7. Click **Regular Deposit**

DEPOSIT WITH MULTIPLE SEQUENCE

1. Click the **Add a New Value** Tab.
2. Enter your **Department Unit** (i.e., **0500**) into the Deposit Unit field. Note: Deposit Unit from prior deposit may still appear.
3. Click **Add**.
4. Ensure that the **Accounting Date** is the date that it will be processed by Banking & Merchant Services (generally the nextbusiness day).
5. **Bank Code** and **Bank Account** are entered for you.
6. Click the **Look Up Deposit Type** (magnifying glass) button for **Deposit Type**.
7. Click the **Look Up** button.
8. Select **"Check Deposit"** from the Search Results table.
9. Click in the **Control Total Amount** field and enter the total amount of the deposit (i.e., **400.00**).
10. Click in the **Count** field and enter the appropriate **Count** (count equals the number of sequences, in this case **2**).
11. Click the **Payments** tab.
12. Enter appropriate check number (i.e. **Check #6201**) into the **Payment ID** field.

13. Click in the **Amount** field.
14. Enter amount of check (i.e., **100.00**) into the **Amount** field.
15. Click the **Journal Directly** box.
16. Click the **Add a new row at row 1** icon to add additional rows (+).
17. Click in the **Payment ID** field.
18. Enter next check number (i.e., **Check #8202**) into the **Payment ID** field.
19. Click in the **Amount** field and enter the appropriate amount (i.e., **300.00**).
20. Click the **Journal Directly** box.
21. Click the **Save** button.
22. Click **Apply Payment** to move to the **Create Accounting Entries** tab.

CREATING ACCOUNTING ENTRY

23. If the Deposit Unit and Deposit ID do not automatically populate, enter the appropriate **Deposit Unit** (i.e., **0500**) and **Deposit ID** (XXXXX), then click the **Search** button.
24. Click on the **ChartField** tab under **Distribution Lines** and enter the ChartField information
 - a. Click in the **Dept** field and enter the appropriate Department ID (i.e., **05000000**).
 - b. Click in the **Fund** field and enter the appropriate fund (i.e., **141**).
 - c. Click in the **Program** field and enter the appropriate program code (i.e., **7200**).
 - d. Click in the **Account** field and enter the appropriate account (i.e., **440500**).
 - e. Click in the **Bud Ref** field and enter **CRRNT**.
 - f. Click in the **Line Amount** field and enter the appropriate negative amount of the deposit (i.e., **-100.00**).
 - g. Click the **Line Description** field and enter a description of the deposit (i.e., **cattle sales**).
25. 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.
26. Click the **Create** button (the “lightning bolt”).
27. Click **Complete** box.
28. Click **Save** button.

29. Click the **Return to Search** button.
30. Delete the **Payment Sequence** from the Create Accounting Entries Search page.
31. Click the **Search** button.
32. Click the **ChartField tab** under **Distribution Lines** and enter the ChartField information.
 - a. Click in the **Dept** field and enter the appropriate Department ID (i.e., **05000000**).
 - b. Click in the **Fund** field and enter the appropriate fund (i.e., "**141**".)
 - c. Click in the **Program** field and enter the appropriate program code (i.e., **7200**).
 - d. Click in the **Account** field and enter the appropriate account (i.e., **440500**).
 - e. Click in the **Bud Ref** field and enter **CRRNT**.
 - f. Click in the **Line Amount** field and enter the appropriate negative amount of the deposit (i.e., **-300.00**).
 - g. Click in the **Line Description** field and enter a description of the deposit (i.e., **book sales**).
33. 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.
34. Click the **Create** icon (lightning bolt).
35. Click the **Complete** option.
36. Click **Save** button.

ADDITIONAL HELP

Technical Help

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

Processes and Policies

Banking & Merchant
Services 352-392-9057
Refer to Cash Handling and Controls at
<https://www.fa.ufl.edu/directives/cash-and-check-handling/>