

## MAKING A CASH OR CHECK DEPOSITS

Once you have received monies as either Cash/Checks, Credit Card, or ACH/EFT/Wire tender and receipted/logged appropriately; or received monies as Cash Expense Refunds, you will then enter the deposit into myUFL.

**Scenario:** Your department has raised \$500.00 in cash in book sales. All funds can be credited directly to your revenue account.

### 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**

### REGULAR DEPOSIT

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 next business day).
5. **Bank Code** defaults to **WFB** (Wells Fargo).
6. **Bank Account** for cash and checks is UFV (University of Florida Vault).
7. Click the **Look Up Deposit Type** (magnifying glass) button for **Deposit Type**.
8. Click the **Look Up** button.
9. Click **S** (Cash Deposits) in the **Search Results** table.
10. Click in the **Control Total Amount** field and enter the total amount of the deposit (i.e., **500.00**).
11. Click in the **Count** field and enter the appropriate **Count** (count equals the number of sequences, in this case **1**).
12. Click the **Payments** tab.

13. Enter a description of the deposit (i.e. **Book Sales**) into the **Payment ID** field.
14. Click in the **Amount** field.
15. Enter amount of check (i.e., **500.00**) into the **Amount** field.
16. Click the **Journal Directly** option.
17. Click the **Save** button and note the **Deposit ID** number. **Note:** The **Deposit ID** number will be needed if you are required to edit or correct a deposit.
18. Click **Apply Payment** to move to the **Create Accounting Entries** tab.

## CREATING ACCOUNTING ENTRY

19. 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., **-500.00**).
  - b. Click the **Line Description** field and enter a description of the deposit (i.e., **cattle sales**).
  - 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**.
20. 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.
21. Click the **Create** button (the “lightning bolt”).
22. Click **Complete** box.
23. Click **Save** button.

## ADDITIONAL HELP

### Technical Help

UF Computing Help Desk  
352-392-HELP  
[helpdesk@ufl.edu](mailto: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/>