

Recording Credit Card Deposits in PeopleSoft

Before you begin, you must first settle your credit card machine(s).

Ensure you have all necessary documents, scanned in and ready to upload.

Visa, Discover and MasterCard payments must be combined into one amount for each terminal. American Express deposits must be made separately. Each terminal must have its own deposit.

1. In my.ufl.edu, go to:
 - a. **Main Menu > Financials > Accounts Receivable > Payments > Online Payments > Regular Deposit**
2. Click the **Add a New Value** tab.
3. In the **Deposit Unit** field enter **6035**.
4. Click the **Add** button.

The screenshot shows the 'Regular Deposit' form in PeopleSoft. The 'Totals' tab is active. The form contains several input fields and tables. The 'Control Totals' table is as follows:

Control Totals		
Control Total Amount	500.00	*Count 1
Entered Total Amount	0.00	Count 1
Difference Amount	0.00	Count -1
Posted Total Amount	0.00	Count 0
Journalled Total Amount	0.00	Count 0

The 'Control Data' table is as follows:

Control Data	
*Received	10/23/2020
*Entered	10/23/2020
Posted	
Assigned	11399643
User	11399643

5. Enter the **Accounting Date**. For credit cards, this is the date on the settlement statement.
6. Set the **Bank Code** field to **WFB**.
7. Set the **Bank Account** field to **0003 (Credit Card)**.
8. Set the **Deposit Type** field to **C** for credit card (should change automatically once **0003- Credit Card** is selected for Bank Account).
9. In the **Control Total Amount** field enter the **total amount of the deposit**.
10. Set the **Count** field to **1**.
11. Click the **Payments** tab.
12. In the **Payment ID** field enter the **3-digit Location** Code and the **payment type** specified on the settlement statement (i.e., **008VI**).
13. In the **Payment Ref** field enter a description of your deposit (i.e., "**Book Sales**").


14. In the **Amount** field enter the amount of the total deposit
15. Select the **Journal Directly** option. *Make sure it is checked before moving forward.*
16. Click the **Save** button.
17. Note the **Deposit ID** number.

IMPORTANT! Write down the Deposit Unit (6035) and Deposit ID on each check to be deposited.

18. After clicking **Save**, **Apply Payment** will appear. If you click Apply Payment, skip to step 22.
 - a. Sample of Completed Payments tab.

The screenshot shows the 'Payments' tab in PeopleSoft. At the top, there are fields for 'Unit 6035', 'Deposit ID NEXT', 'Date 10/23/2020', and 'Balance Balanced'. Below this is the 'Payment Information' section with fields for 'Payment Seq 1', 'Amount 500.00', '*Payment ID 008VI', 'Currency USD', 'Pymt Ref BOOK SALES', and '*Accounting Date 10/23/2020'. A red circle highlights the checked 'Journal Directly' checkbox. Another red circle highlights the 'Apply Payment' button. Below this is the 'Customer Information' section with various fields like 'Customer ID', 'Business Unit', 'Remit From Name', 'Corporate', 'SubCust1', 'MICR ID', 'Remit SetID', 'Corporate SetID', 'SubCust2', and 'Link MICR'. At the bottom left, the 'Save' button is highlighted with a red box. At the bottom right, there are buttons for 'Add' and 'Update/Display'.

Creating Accounting Entry

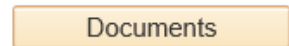
19. Go to **Main Menu > Financials > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**
20. If the information does not automatically populate, enter the **Deposit Unit (6035)** and **Deposit ID**.
21. Click **Search**.
22. On the **Distribution Lines** enter the chartfield information below:
 - a. In the **Dept** field enter your Department ID **6035XXXX**.
 - i. If you do not know your department ID, follow the steps below:
 1. Click on the magnifying glass 
 3. Type your county name in the description field and click the **Look Up** button.

4. Select the **department** that has AG-"your county name". For example, Lake County would be AG-Lake.
 - b. In the **Fund** field enter **182**.
 - c. In the **Program** field enter program code **3300**.
 - d. In the **Account** field enter **445000** if revenue is generated from registration fees. For all other revenue, such as sales from goods and services, enter **440500**.
 - e. In the **Bud Ref** field enter **CRRNT**.
 - f. In the **Line Descr** field, enter the reason for your deposit (what the revenue was generated from). Be as descriptive as possible.
 - g. In the **Line Amount** field enter the negative amount of the **total deposit** and move to step 26, if you do not have sales tax to report. If there are **taxes**, enter the **total amount of the deposit** minus the **taxes** and continue below:



- ii. In the **Line Amount** field of the additional line enter the negative amount of the **total taxes of the deposit**.
- iii. In the **Dept** field enter your Department ID (i.e., "**6035XXXX**".)
- iv. In the **Account** field enter **213100**.
- v. In the **Fund** field enter **991**.
- vi. In the **Line Descr** field, enter a description of the event/items sales tax collected from. Be as descriptive as possible.

23. Once all the chartfield information is entered, click on the **Documents** button



Select File

Browse...



27. Once "**Imported Successfully**" Exit the window.
 - a. If the incorrect document is uploaded or you need an item deleted, please email tmhelp@admin.ufl.edu with the deposit # (6035-XXXX) and they will assist you.



29. Click the **Complete** checkbox **Complete**

30. Select the **Save** button.

Additional Information

- Finance & Accounting Directives
 - <http://www.fa.ufl.edu/directives-and-procedures/cash-collections-receivables-and-investments/>