

Reviewing a Deposit

***For best functionality & display results, Internet Explorer should be used.**

1. In **my.ufl.edu**, go to **Main Menu > Financials > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries**
2. In the **Deposit Unit** field enter **6035** and the **Deposit ID**.
3. Click **Search**.
4. On the right above the Distribution Lines, select **Documents**.

Unit 6035 Deposit ID 4327 Payment Seq 1

Currency Details

Amount	1,614.25	Currency	USD
Base	1,614.25	Currency	USD

Complete Budget Status Valid

Documents

Distribution Lines

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Source	Fund Code	De
1	UFLOR		1,525.00	-1,525.00	USD	440500		182	60
2	UFLOR		89.25	-89.25	USD	213100		991	60
3	UFLOR	1,525.00		1,525.00	USD	111000		182	60
4	UFLOR	89.25		89.25	USD	111000		991	60

Total

Lines	4	Total Debits	1,614.25	Currency	USD	Total Credits	1,614.25	Currency	USD	Net	0.00
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5. A pop-up window for **OnBase** will open. Click on the **Document Name** in the **Document List** to review the attachments. There may be up to five documents attached to review.
6. Ensure the following documentation has been provided in the attachments. If it is a 4-H Tax Only Deposit, go to step 7.
 - a. Uniform Cash Receipts (UCR)

	UNIFORM CASH RECEIPT		AGE
	Received from: _____	Date: _____	County: _____
Description: _____	Amount: _____	Tax: _____	Total: _____
Received by: _____			
Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/>	*Please Print *By Date - County *File - Extension Administration		

b. Copies of Checks with redacted bank account information.

SHADED AREA MUST GRADUALLY CHANGE FROM BLUE AT TOP TO GREEN AT BOTTOM

Eventbrite, Inc. C/O: Accounting 155 5th Street 7th Floor San Francisco, CA 94103	<h1 style="margin: 0;">Eventbrite</h1>	11-4288/1210 Date: 07/19/2018 Check #: 771479
Pay Exactly **Two Hundred Twenty and 00/100 -US Dollars**		Amount \$*****220.00
TO THE ORDER OF UNIVERSITY OF FLORIDA		VOID AFTER 90 DAYS
WELLS FARGO BANK, N.A.		_____ Authorized Signer

**If you are using a cash register, a copy of the Z-Tape can replace the Uniform Cash Receipts and Check Copies.*

c. Bank Deposit Ticket

SUPERIOR PRESS • (800) 390-7998 DEPOSIT TICKET Wells Fargo Bank, N.A.	DATE: <u>Aug 13, 2018</u> DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">CURRENCY</th> <th style="width: 10%;">COIN</th> <th style="width: 10%;">CHECKS LIST EACH SEPARATELY</th> <th style="width: 10%;">DOLLARS</th> <th style="width: 10%;">CENTS</th> </tr> <tr> <td></td> <td></td> <td>174759 219 83</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>13</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>16</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>17</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	CURRENCY	COIN	CHECKS LIST EACH SEPARATELY	DOLLARS	CENTS			174759 219 83			2					3					4					5					6					7					8					9					10					11					12					13					14					15					16					17					UNIVERSITY OF FLORIDA CONCENTRATION ACCT LOCATION SIX TOTAL ITEMS: <u>1</u>
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UNIFORM COMMERCIAL CODE
 PREPARED BY: Michelle Akers
 VERIFIED BY: [Signature]
 PLEASE PRINT

3416706 DS4 16-D-5K
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d. Validated Bank Deposit Receipt

Wells Fargo Bank Transaction Receipt	
Branch #0066241 9	Deposit
Account Number	XXXXXXXXXX4056
CHK 03192	
Serial #	666652352
Cash In	\$110.00
Large Currency	
\$20	\$100.00
\$5	\$5.00
\$1	\$5.00
Sub total	\$110.00
Number of Checks	7
Check Listing	

- e. Sales Use Tax Report Form, if applicable. This form should correspond with the amount of Sales Tax being reported on a Distribution line using **Account Code 213100, Fund 991**.

Distribution Lines								
ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details				
Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Source	Fund Code
1	UFLOR		1,525.00	-1,525.00	USD	440500		182
2	UFLOR			89.25	-89.25 USD	213100		991
3	UFLOR	1,525.00		1,525.00	USD	111000		182
4	UFLOR	89.25		89.25	USD	111000		991

Sales Use Tax Report Form

Preparer's Name : Garnet Dasher Month: 3 Year: 2019

County Name : UF/IFAS Extension Columbia County Sales Tax Rate for County : 7.00%

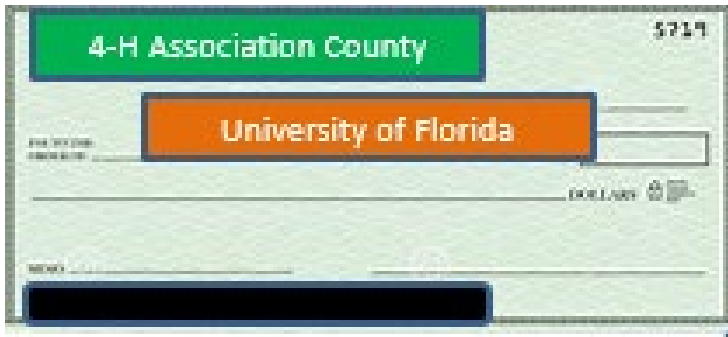
Date	Deposit #	Sales Amount		Taxes Collected (C)	Total Sales (A)+(B)	Total Deposit (C)+(D)
		Exempt (A)	Taxable (B)			
03/29/19	4317	\$ 250.00	\$ 1,275.00	\$ 89.25	\$ 1,525.00	\$ 1,614.25

- 7. For 4-H Tax Only Deposits, ensure the following documentation has been provided in the attachments.

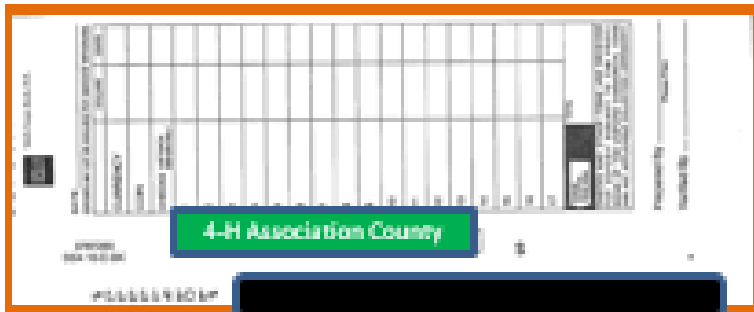
- a. (Tax Only) Sales Use Tax Report Form

(TAX ONLY)						
Sales Use Tax Report Form						
Preparer's Name :					Month	Year
4-H Association County Name :					Sales Tax Rate for County :	
Date	Deposit #	Sales Amount		Taxes Collected (C)	Total Sales (A)+(B)	Total Tax Deposit (C)
		Exempt (A)	Taxable (B)			
					\$ -	\$ -
					\$ -	\$ -

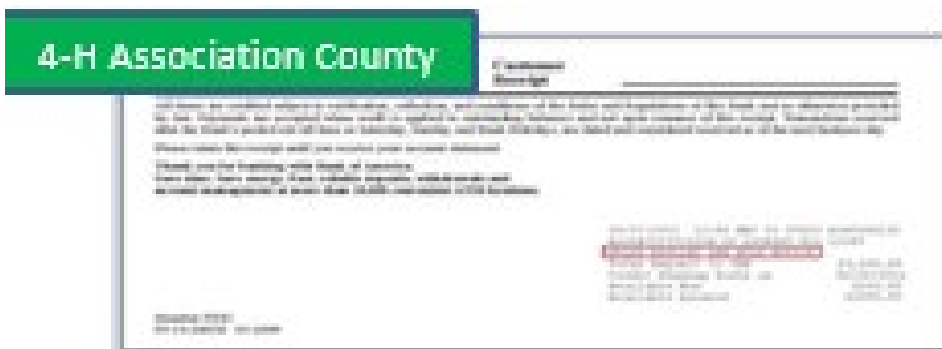
- b. 4-H Association Check to UF



- c. 4-H Association Deposit Ticket



- d. 4-H Association Bank Deposit Receipt



- e. Copies of Cash Receipts and/or Checks being deposited into the 4-H Association bank account.

8. Review the **Account Code**, **Chartfield(s)**, and **Line Amounts** for accuracy against the attachments.

Unit 6035	Deposit ID 4327	Payment COLUMBIA FUNDS	Seq 1
Currency Details			
Amount	1,614.25	Currency USD	
Base	1,614.25	Currency USD	
<input checked="" type="checkbox"/> Complete		Budget Status Valid	Documents
Distribution Lines			
Personalize Find First 1-4 of 4 Last			
ChartFields	Currency Details	Budget	Journal Reference Information
Distribution Creation / Update Details			
Distribution Sequence	GL Unit	Debit Amount	Credit Amount
			Line Amount
			Foreign Currency
			Account
			Source
			Fund Code
			D
1	UFLOR		1,525.00
			-1,525.00 USD
			440500
			182
6			
2	UFLOR		89.25
			-89.25 USD
			213100
			991
6			
3	UFLOR	1,525.00	
			1,525.00 USD
			111000
			182
6			
4	UFLOR	89.25	
			89.25 USD
			111000
			991
6			
Total			
Lines	4	Total Debits	1,614.25
		Currency USD	
Total Credits		1,614.25	Currency USD
Net			0.00

- a. Revenue deposits should use **Account Code 445000** if revenue was generated from registration fees or **Account Code 440500** for all other revenue, such as sales from goods and services, and **Fund 182**. Deposits with Sales Tax will have a second line using **Account Code 213100** and **Fund 991**. 4-H Tax Only Deposits will only have one distribution line using **Account Code 213100** and **Fund 991**.
 - b. There will be a matching Debit Amount line for each Credit Amount line. This will use **Account Code 111000** and is generated by the system during the deposit process.
- * Deposits made to any other account codes, unless it's for a reimbursement, must be corrected by Extension Business Services with a **Deposit Correction Journal Entry (DPC)**. Please contact Extension Business Services at (352)392-1788 for further direction.

9. Items to look for and review include:

- a. Correct Chartfields
- b. Correct Account Codes
- c. Attachments, detailed above
- d. Amount of Deposit matches Amounts totaled on backup documentation
- e. Sales Tax Calculations
- f. Donations should not be deposited into myUFL or to Wells Fargo. If you find checks and Uniform Cash Receipts noted as "Donations" – Contact Extension Business Services at (352) 392-1788 for further direction.