

MAKING A DEPOSIT IN MYUFL FOR CASH AND CHECKS

Before you enter in myUFL, scan & file copies of redacted checks and all supporting documents in a designated deposit folder on your computer. Then, take the deposit slip and checks to your local Wells Fargo bank. Deposit slip instructions below.

After preparing or making a Wells Fargo bank deposit, the deposit must be entered into myUFL.

1. The documents below are required. If you have a 4H Tax Only Dep, go to Step 2.
 - a. Uniform Cash Receipts (UCR)

- b. Copies of checks with redacted bank account information

- c. Cash register z-tape, if used. If multiple checks are received, a copy of the z-tape may replace the UCR and check copies.
 - d. Bank Deposit Ticket (ensure checks listed match actual checks received & include deposit # on deposit slip)

CURRENCY	COIN	CHECKS	TOTAL
100.00	.53	1,069.00	1,169.53

e. Validated Bank Deposit Receipt

Wells Fargo Bank
Transaction Receipt

Branch #0066241 9 Deposit

Account Number XXXXXXXX4056

CHK 00182

Serial # 666662352

Cash In \$110.00

Cheque Currency:

\$20 \$100.00

\$5 \$5.00

\$1 \$5.00

Sub total \$110.00

Number of Checks 7

Check Listing

f. Sales Use Tax Report Form, if applicable

- If you do not have form, contact Extension Business Services.
- Form must also be emailed to Extension Business Services.

UF IFAS Extension
UNIVERSITY of FLORIDA

Sales Use Tax Report Form

Preparer's Name _____

Month: 4 Year: 2016

County Name: _____ Sales Tax Rate for County: 6.50%

Date	Deposit #	Sales Amount		Taxes Collected (C)	Total Sales (A)+(B)	Total Deposit (C)+(D)
		Exempt (A)	Taxable (B)			
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -

2. Complete a separate deposit and upload the forms below for a 4-H Tax Only Deposit. Other deposit items may be combined.

a. (Tax Only) Sales Use Tax Report Form

If you do not have the form, contact Extension Business Services.

UF IFAS Extension
UNIVERSITY of FLORIDA

(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)			
					\$ -	\$ -
					\$ -	\$ -

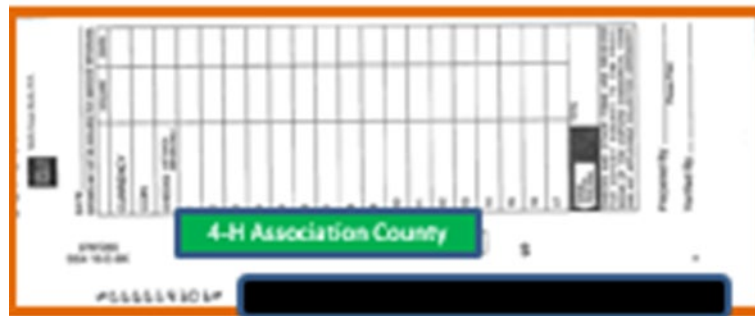
b. 4-H Association Check to UF

4-H Association County

University of Florida

5719

- 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. Combine forms in pdf format and email to 4H (janet.waters@ufl.edu)

NAVIGATION

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > Financials > Accounts Receivable > Payments > Online Payments**.
3. Click on **Regular Deposit**.

PROCESS A REGULAR DEPOSIT

1. Click the **Add a New Value** tab.
2. Enter your department unit (i.e., "6035") in the **Deposit Unit** field.
3. Click **Add** button.
4. Ensure the **myUFL** date matches the **Wells Fargo deposit date**.
5. **Bank Code** defaults to **WFB** (Wells Fargo).
6. **Bank Account** for cash and checks is "0006" (Concentration).

7. Click the **Look Up Deposit Type** (Magnifying glass) button for **Deposit Type**.
8. Click the **Look Up** button.
9. Enter type of deposit:
 - a. For cash-only deposits: Click "**S**" (Cash Deposits) in the **Search Results** table.
 - b. For check-only or combined check and cash deposits: Click "**K**" (Check 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** field (i.e., "1").
12. Click the **Payments** tab.

In the **Payment ID** field, enter the Deposit Ticket Number (example: 666677601)

Payment Information Find | View All First 1 of 1 Last

Payment Seq *Payment ID + -

Amount Currency Pymt Ref

*Accounting Date

Journal Directly

Attachments (0)

View Audit Logs

Customer Information Find First 1 of 1 Last

DEPOSIT RECORD

PLEASE EXAMINE THESE DOCUMENTS FOR THE FOLLOWING:

- Your name, address, and telephone number.
- Your financial institution name and, if applicable, branch name.
- Your account number.
- The correct document starting number.

IF YOU SHOULD FIND AN ERROR...

- Take one of the new documents and neatly make any corrections on the document itself.
- Immediately contact us by phone or fax at the following:
PHONE: 888.590.7998 • FAX: 562.948.4966
MONDAY TO FRIDAY, 8AM TO 5PM PACIFIC STANDARD TIME

Sequential

ALL ORDERS ARE FURNISHED ON THE CONDITION THAT TO THE REPLACEMENT OF AN INCORRECTLY PRINTED INFORMATION CONFLICT WITH APPLICABLE LAW, IT BE MODIFIED TO THE EXTENT NECESSARY TO CORRECT THE ERROR.

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FROM TO

UNIVERSITY OF FLORIDA
CONCENTRATION ACCT
LOCATION SIX

IFAS Ext Bus Services

666677601

13. Click in the **Amount** field and enter the amount of the deposit (i.e., "**500.00**").
 14. Click the **Journal Directly** option.
 15. Click **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. 16. Click **Apply Payment** link to move to the **Create Accounting Entries** tab.

CREATING ACCOUNTING ENTRY

17. 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 in the **Line Description** field and enter a description of the deposit (i.e., "book sales").
 - c. Click in the **Account** field and enter the appropriate account (i.e., **"440500"** for general deposits, **"445000"** for registration fee revenue, & **"213100"** for Sales Tax).
 - d. Click in the **Fund** field and enter the appropriate fund (i.e., **"182"** for revenue or **"991"** for Sales Tax).
 - e. Click in the **Dept** field and enter the appropriate Department ID (i.e., **"6035XXXX "**).
 - f. Click in the **Program** field and enter the appropriate program code (i.e., **"3300"**).
 - g. Click in the **Bud Ref** field and enter **"CRRNT"**.
 18. Click on **Documents**. OnBase will open in a new window.
 - a. Click the **Upload file** icon.
 - b. Browse for the appropriate file.
 - c. Click the **Import** button and ensure it states "Imported Successfully".
 19. Click the **Create** button (the "lightning bolt").
 20. Select **Complete** box.
 21. Click **Save** button.
- Note:** Remember to write the deposit unit and deposit ID from myUFL on your deposit ticket.

UPLOADING DEPOSIT TRANSMITTAL FORM

1. To pull **Deposit Transmittal form, navigate to Main Menu > Financials > Accounts Receivable > Payments > Reports > Deposit Transmittal Form**
 - a. First time users, click on the Add a New Value tab. Previous users, click Find an Existing Value
 - b. **Run Control ID:** 6035, click add/search
 - c. **Deposit Unit:** 6035
 - d. **Deposit ID:** Enter deposit #
 - e. Click **Run**
 - f. On Process Scheduler Request page, do not change information, simply click **OK**
 - g. Wait a couple of seconds while it processes, then click **Process Monitor**
 - h. On View Process Request page, verify the status displays Success and Posted. If not, press the Refresh button to update the status. Once status displays Success and Posted, click **Details**
 - i. Click **View Log/Trace**
 - j. Within the File List, select the **PDF** version.
 - k. Digitally sign the Deposit Transmittal Form (DTF). The deposit preparer signs on the Signature line and the County Extension Director signs on the Department Approval Signature line. Go back to deposit & upload to **Documents**