

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**.

The screenshot shows the 'Deposit Control' tab with the following details:

- 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** button (circled in red)
- Distribution Lines:**

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

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:
 - a. Deposit Transmittal Form

UF UNIVERSITY of FLORIDA **Deposit Transmittal Form**

| | | |
|--|----------------------------|--|
| Deposit Unit: 6035 | AG County Operations | Tender Type: Check Deposit |
| Deposit ID: 78 | | Control Count: 002 |
| Bank Account: WACH CONC Concentration Account | | Control Amount: \$ 515.71 |
| Deposit Status: None Applied | AR Status: Complete | Accounting Date: Wednesday, July 29, 2015 |

Payment Information

| Payment ID | Pymt Ref | Amount | Acctg Date | Entry Date | Status |
|------------|----------|--------|------------|------------|--------|
|------------|----------|--------|------------|------------|--------|

b. Uniform Cash Receipts (UCR) *Not applicable to 4-H Tax Only Deposits

| | | | |
|---|--|---|---------------|
| UF IFAS Extension UNIVERSITY OF FLORIDA | | 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"/> | | White - Expense Yellow - County Pink - Extension Administration | |

c. 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 | Eventbrite | 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. | [Redacted Bank Account Information] | Authorized Signer |

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

d. Bank Deposit Ticket

| | | | |
|---------------------------------|---------|--|-----------|
| SUPERIOR PRESS - (888) 393-7998 | | DEPOSIT TICKET | |
| WELLS FARGO | | DATE: <u>Aug 13 1 2018</u> | |
| 3416706 DS4 16-D-BK | | UNIVERSITY OF FLORIDA CONCENTRATION ACCT LOCATION SIX | |
| CURRENCY | DOLLARS | CENTS | |
| COIN | | | |
| CHECKS LIST EACH SEPARATELY | 1774759 | 219 | 83 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| TOTAL ITEMS | | | \$ 219.83 |
| # 66666 298 ? # [Redacted] | | Prepared By: <u>Michelle Atkins</u> Verified By: <u>[Signature]</u> | |

e. Validated Bank Deposit Receipt

Wells Fargo Bank
Transaction Receipt

Branch #0066241 9 Deposit

Account Number XXXXXXXXX4056

CHK 03182

Serial # 666662352

Cash In \$110.00

Loose 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. This form should correspond with the amount of Sales Tax being reported on a Distribution line using **Account Code 213100, Fund 991**.

| 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 | | | | | | | | | | | | | |

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 |
| | | | | | | |

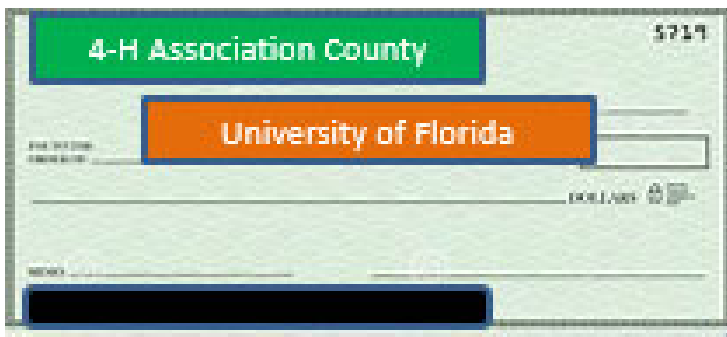
***For 4-H Tax Only Deposits, the following documents must also be included in your PDF: (steps g. through j.)**

g. (Tax Only) Sales Use Tax Report Form

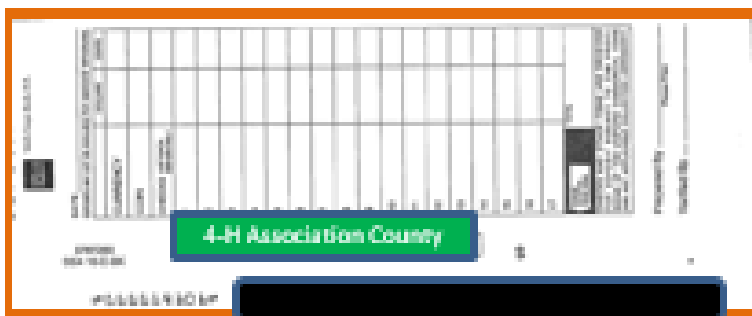
The form is titled "(TAX ONLY) Sales Use Tax Report Form" and includes the UF IFAS Extension logo. It contains fields for "Preparer's Name", "Month", "Year", "4-H Association County Name", and "Sales Tax Rate for County". Below these is a table with columns for "Date", "Deposit #", "Sales Amount" (subdivided into "Exempt (A)" and "Taxable (B)"), "Taxes Collected (C)", "Total Sales (A)+(B)", and "Total Tax Deposit (C)". The table has two rows of data, both showing zero values.

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

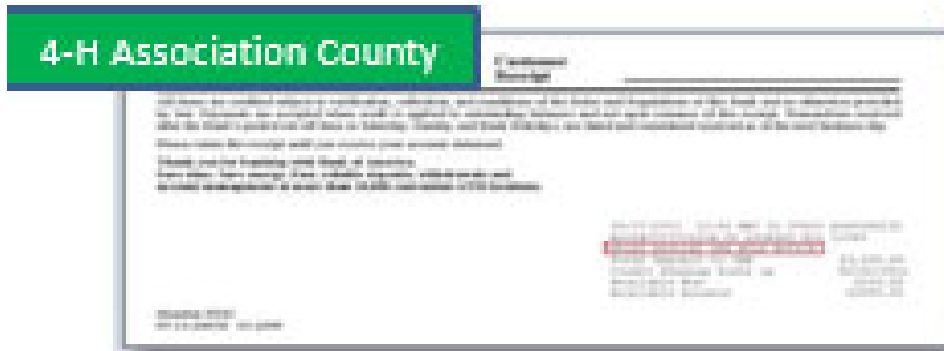
h. 4-H Association Check to UF



i. 4-H Association Deposit Ticket



j. 4-H Association Bank Deposit Receipt



7. 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 |

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 |
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| 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 |

- All deposits should use **Account Code 440500** and **Fund 182**. Deposits with Sales Tax will have a second line using **Account Code 213100** and **Fund 991**.
- 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 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.*

8. 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.