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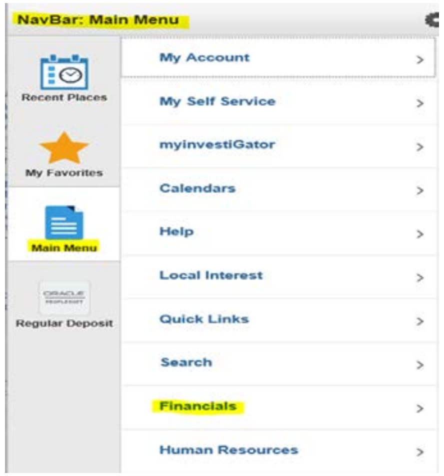
Collecting and Depositing Sales Tax-Screen Views*
Step-by-Step Screenshots
Process/Submit in myUFL (PeopleSoft)
For Your 4-H Association
September 18, 2018

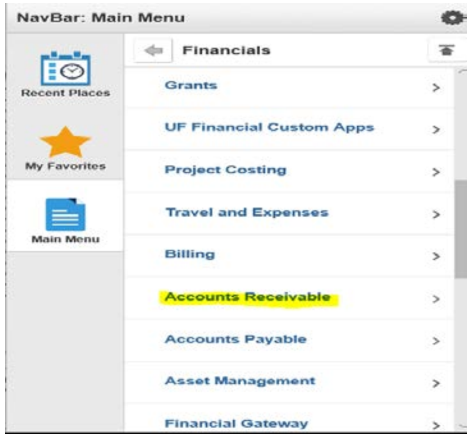
*Reference “Instruction Guide-Recording the Bank Deposit in PeopleSoft (myUFL)” (Revised 09/20/18) – Corresponding written instruction steps will be referenced on each screen. “Guide” is attached at end of presentation.

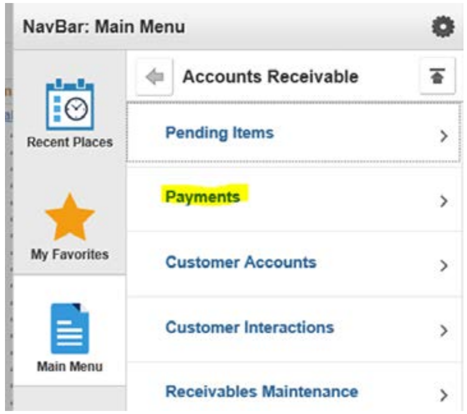
How to Submit

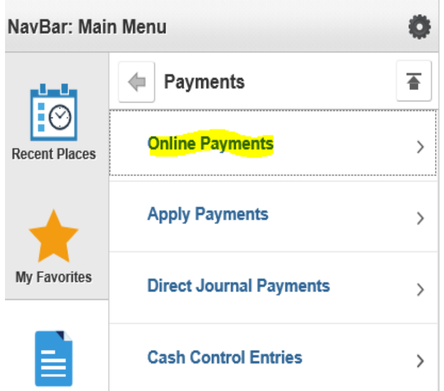
***Instruction Guide – Step #2**

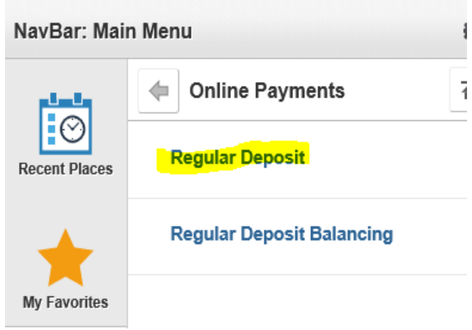
- Let’s get started! Go to **my.ufl.edu**:
  Main Menu > Financials > Accounts Receivable > Payments > Online Payments > Regular Deposit Click the **Add a New Value** tab.

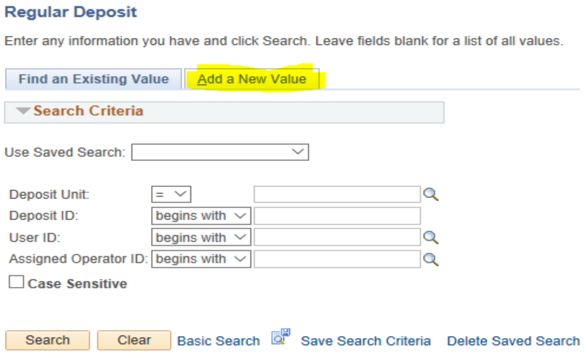

NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Regular Deposit
My Account
My Self Service
myinvestiGator
Calendars
Help
Local Interest
Quick Links
Search
Financials
Human Resources


NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Financials
Grants
UF Financial Custom Apps
Project Costing
Travel and Expenses
Billing
Accounts Receivable
Accounts Payable
Asset Management
Financial Gateway


NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Accounts Receivable
Pending Items
Payments
Customer Accounts
Customer Interactions
Receivables Maintenance


NavBar: Main Menu
Recent Places
My Favorites
Payments
Online Payments
Apply Payments
Direct Journal Payments
Cash Control Entries


NavBar: Main Menu
Recent Places
My Favorites
Online Payments
Regular Deposit
Regular Deposit Balancing

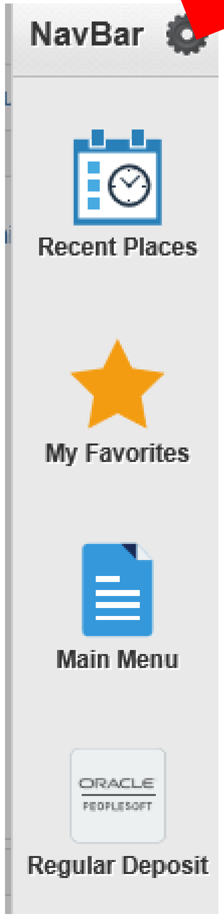

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

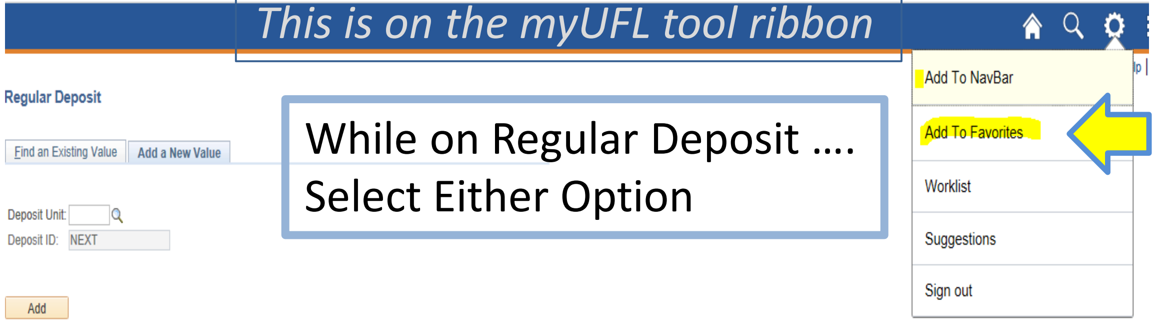
Find an Existing Value
Add a New Value
Search Criteria
Use Saved Search:
Deposit Unit: =
Deposit ID: begins with
User ID: begins with
Assigned Operator ID: begins with
☐ Case Sensitive
Search
Clear
Basic Search
Save Search Criteria
Delete Saved Search

How to Submit

- BEST PRACTICE - 3 selections for quick short-cuts or quick access:
  - From “Recent Places” - depending on how often you use
  - Add to “Tool Bar”
  - Add to “Favorites”


NavBar
Recent Places
My Favorites
Main Menu
ORACLE PEOPLESOFT
Regular Deposit

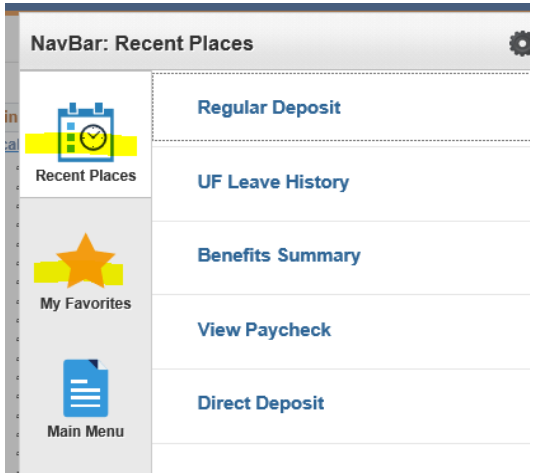
This is on the myUFL tool ribbon

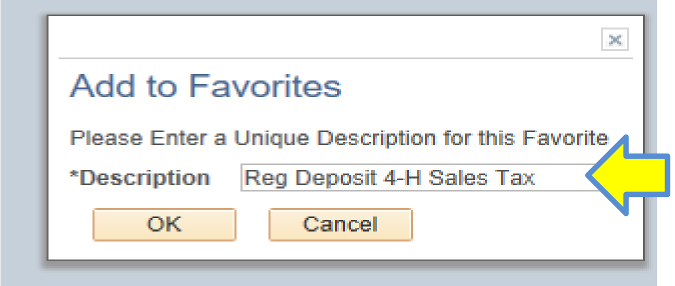

Regular Deposit
Find an Existing Value
Add a New Value
Add
Add To NavBar
Add To Favorites
Worklist
Suggestions
Sign out

Deposit Unit:

Deposit ID: NEXT

While on Regular Deposit ....
Select Either Option


NavBar: Recent Places
Recent Places
My Favorites
Main Menu
Regular Deposit
UF Leave History
Benefits Summary
View Paycheck
Direct Deposit



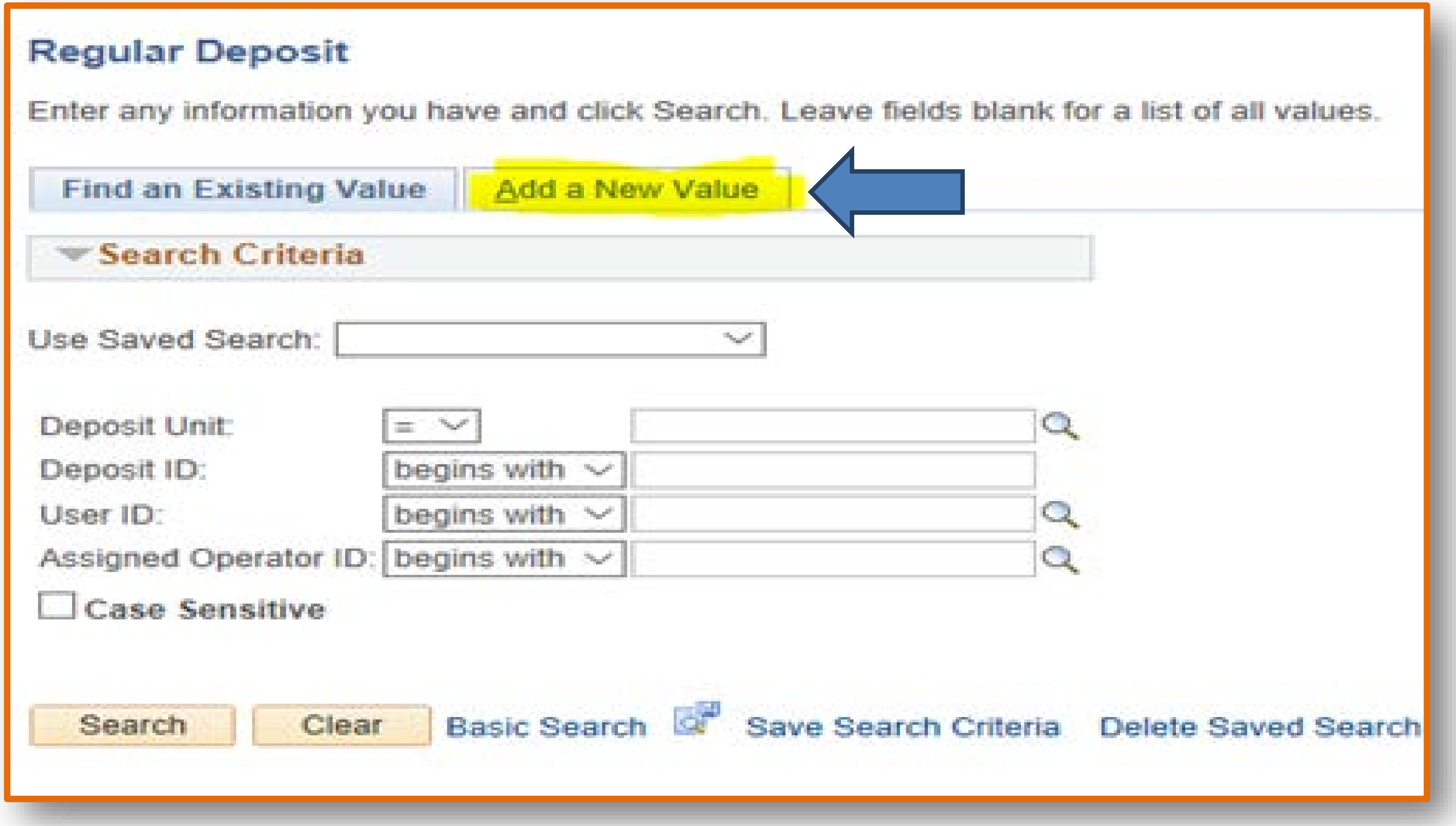
Add to Favorites

Please Enter a Unique Description for this Favorite

*Description Reg Deposit 4-H Sales Tax

How to Process and Submit

***Instruction Guide – Step #3**



Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Use Saved Search:

Deposit Unit: =

Deposit ID: begins with

User ID: begins with

Assigned Operator ID: begins with

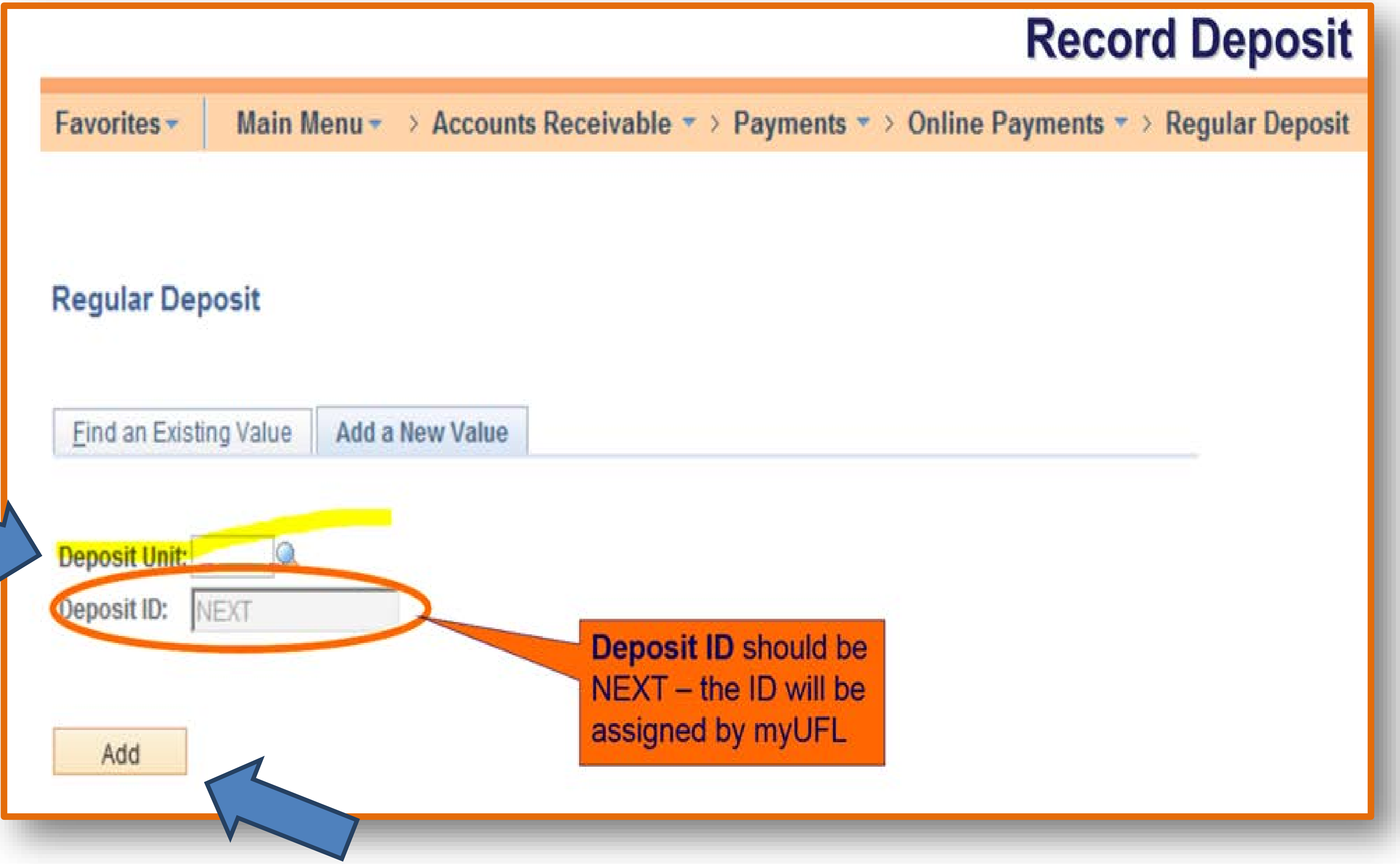
☐ Case Sensitive

Find an Existing Value
Add a New Value
Search Criteria
Search
Clear
Basic Search
Save Search Criteria
Delete Saved Search

How to Process and Submit

*Instruction Guide – Steps #4-5

Deposit Unit 6035


Record Deposit
Favorites
Main Menu
Accounts Receivable
Payments
Online Payments
Regular Deposit

Regular Deposit

Find an Existing Value
Add a New Value

Deposit Unit:

Deposit ID: NEXT

Add

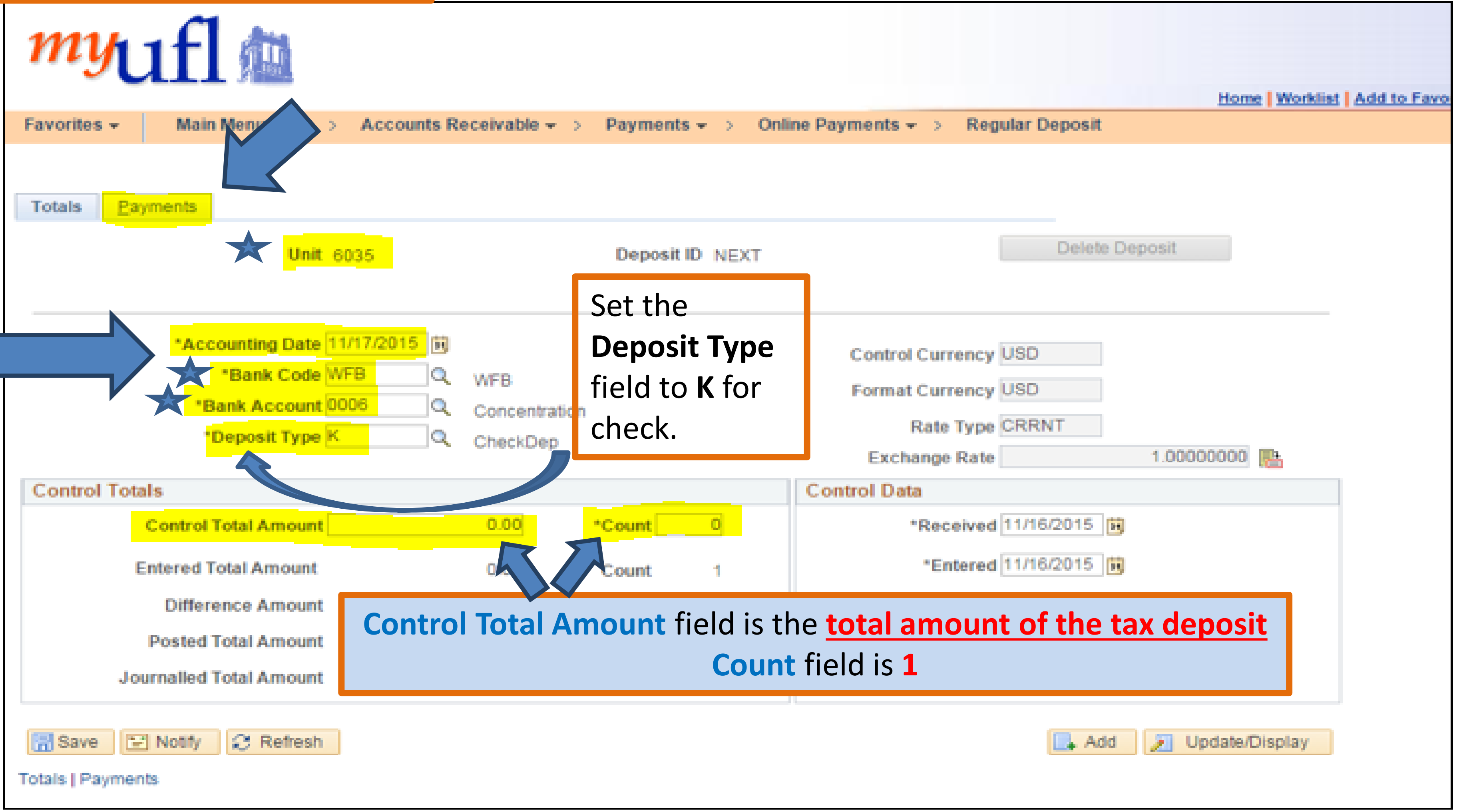
Deposit ID should be NEXT – the ID will be assigned by myUFL

How to Process and Submit

*Instruction Guide – Steps #6-11

IMPORTANT! Ensure that the **Accounting Date** is the date the Extension staff in charge of making the bank deposit will make the actual deposit in the bank.

***If no local Wells Fargo, MUST call Janet Waters for Accounting Date, as you will be mailing deposit** (entry and deposit must match or must be re-entered).*


myufl
Home | Worklist | Add to Favo
Favorites
Main Menu
Accounts Receivable
Payments
Online Payments
Regular Deposit
Totals
Payments
Delete Deposit
Control Totals
Control Data
Save
Notify
Refresh
Add
Update/Display
Totals | Payments

Unit 6035

Deposit ID NEXT

*Accounting Date 11/17/2015

*Bank Code WFB — WFB

*Bank Account 0006 — Concentration

*Deposit Type K — CheckDep

Control Currency USD

Format Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Control Total Amount 0.00

*Count 0

Entered Total Amount 0

Count 1

Difference Amount

Posted Total Amount

Journalled Total Amount

*Received 11/16/2015

*Entered 11/16/2015

Set the **Deposit Type** field to **K** for check.

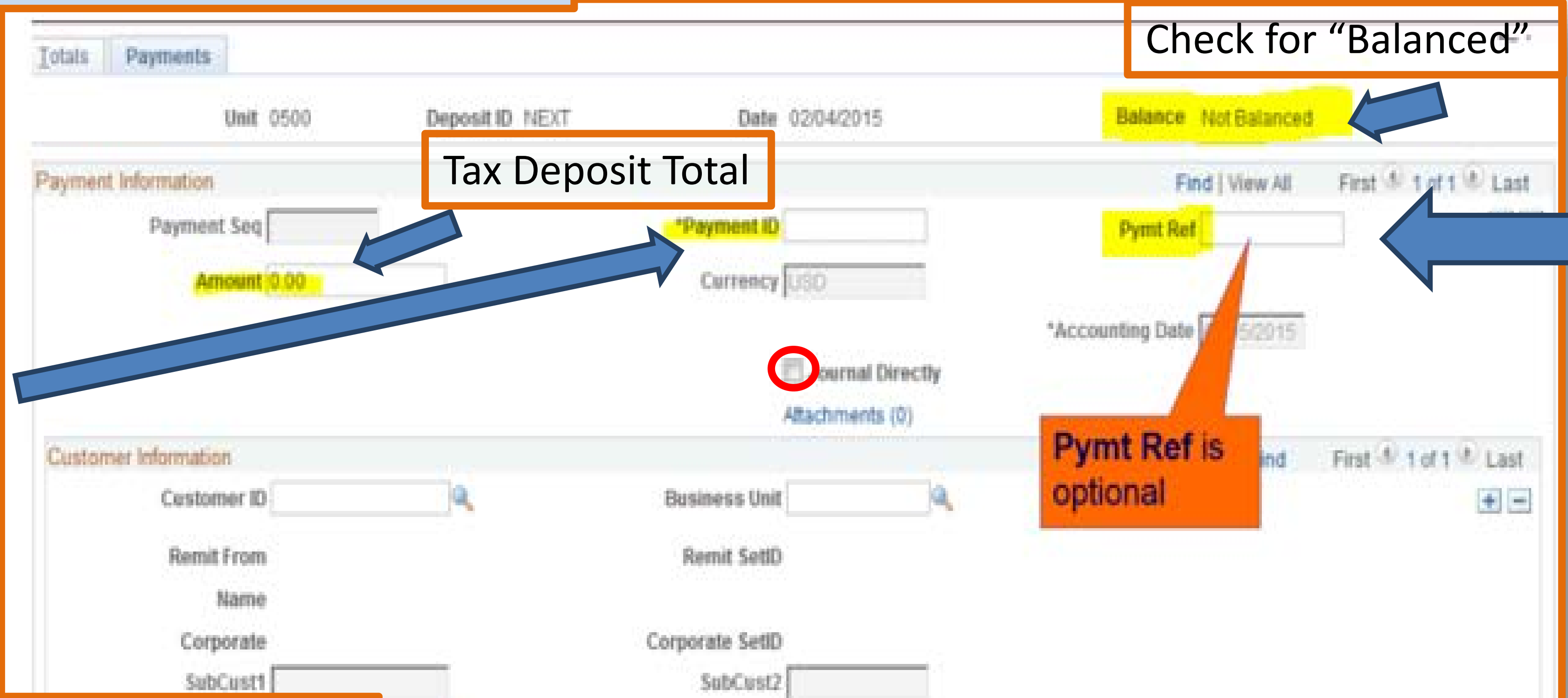
Control Total Amount field is the **total amount of the tax deposit**
Count field is **1**

★ **Deposit Unit 6035. Bank Code WFB. Bank Account 0006 or UFV when mailing due to no local Wells Fargo.**

How to Process and Submit

***Instruction Guide – Steps #12-18**

Payment ID field is the **Deposit Ticket serial/tracking number),** the first 9 numbers to the far left on MIRC line beginning with “6666XXXXX”



Totals | Payments

Unit 0500 Deposit ID NEXT Date 02/04/2015 Balance Not Balanced

Payment Information

Find | View All First 1 of 1 Last

Payment Seq

*Payment ID

Pymt Ref

Amount 0.00

Currency USD

*Accounting Date 5/2015

☐ ournal Directly

Attachments (0)

Customer Information

First 1 of 1 Last

Customer ID

Business Unit

Remit From

Remit SetID

Name

Corporate

Corporate SetID

SubCust1

SubCust2

Link MICR

Check for “Balanced”

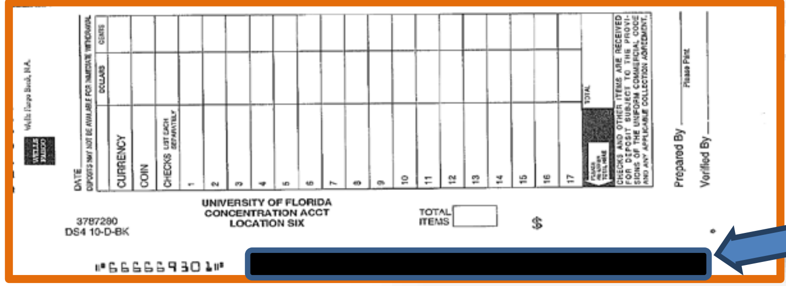
Tax Deposit Total

Open Field

type in

Tax Only

Pymt Ref is optional



Wells Fargo Bank, N.A.

DATE

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

DOLLARS CENTS

CURRENCY

COIN

CHECKS LIST EACH SEPARATELY

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

TOTAL

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

Prepared By

Please Print

Verified By

3787280
DS4 10-D-BK

UNIVERSITY OF FLORIDA
CONCENTRATION ACCT
LOCATION SIX

TOTAL ITEMS

$

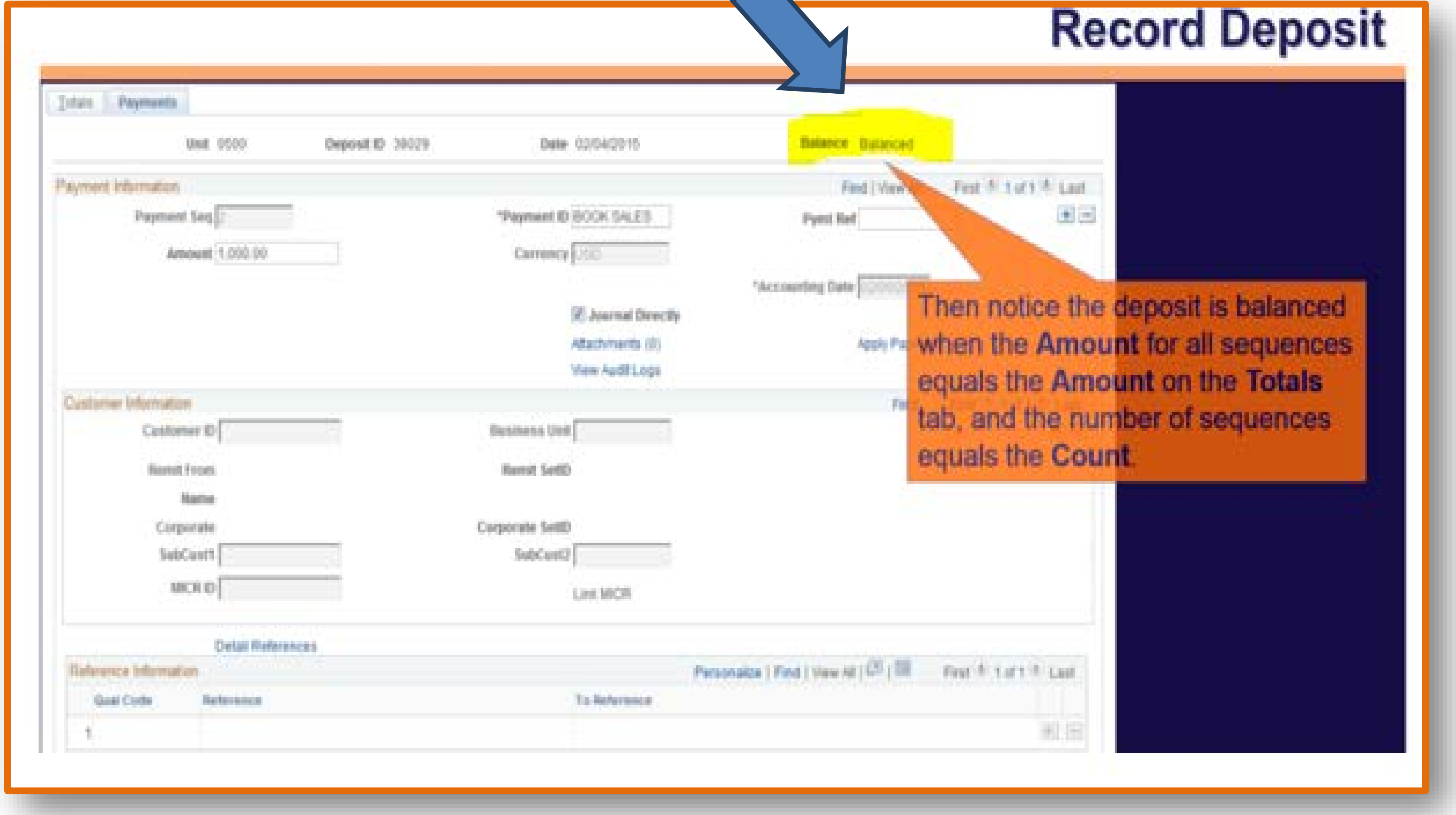
⑈666669301⑈ [redacted]

Redact (black out all other numbers prior to scan/attaching)

Deposit Ticket serial/tracking number

How to Process and Submit

***Instruction Guide – Steps #12-18**



Record Deposit

Unit 0500
Deposit ID 38029
Date 02/04/2015
Balance Balanced

Payment Seq 1
*Payment ID BOOK SALES
Amount 1,000.00
Currency USD

Totals
Payments
Payment Information
Find | View
First 1 of 1 Last
Pymt Ref
*Accounting Date
Journal Directly
Attachments (0)
View Audit Logs
Apply Pa
Customer Information
Customer ID
Business Unit
Remit From
Remit SetID
Name
Corporate
Corporate SetID
SubCust1
SubCust2
MICR ID
Link MICR
Detail References
Reference Information
Personalize | Find | View All
First 1 of 1 Last
Qual Code
Reference
To Reference
1

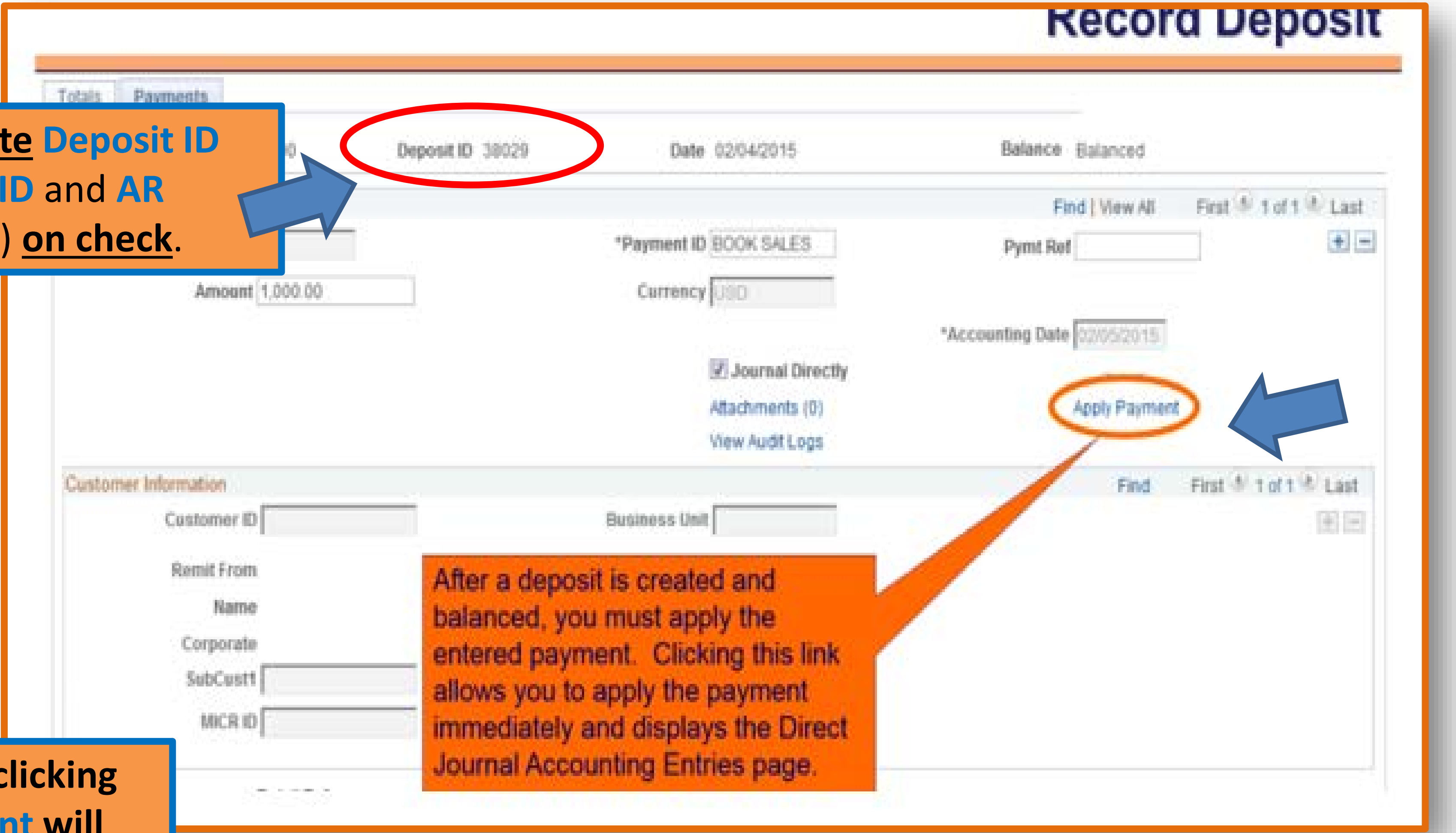
Then notice the deposit is balanced when the **Amount** for all sequences equals the **Amount** on the **Totals** tab, and the number of sequences equals the **Count**.

DON'T
move
forward
yet!!

How to Process and Submit

*Instruction Guide – Steps #12-18

IMPORTANT!! **Note** Deposit ID and **write** Deposit ID and AR Deposit Unit (6035) **on check**.



Record Deposit

Deposit ID 38029
Date 02/04/2015
Balance Balanced
*Payment ID BOOK SALES
Pymt Ref
Amount 1,000.00
Currency USD
*Accounting Date 02/05/2015
☑ Journal Directly
Attachments (0)
View Audit Logs
Apply Payment

Customer Information
Customer ID
Business Unit
Remit From
Name
Corporate
SubCust1
MICR ID

After a deposit is created and balanced, you must apply the entered payment. Clicking this link allows you to apply the payment immediately and displays the Direct Journal Accounting Entries page.

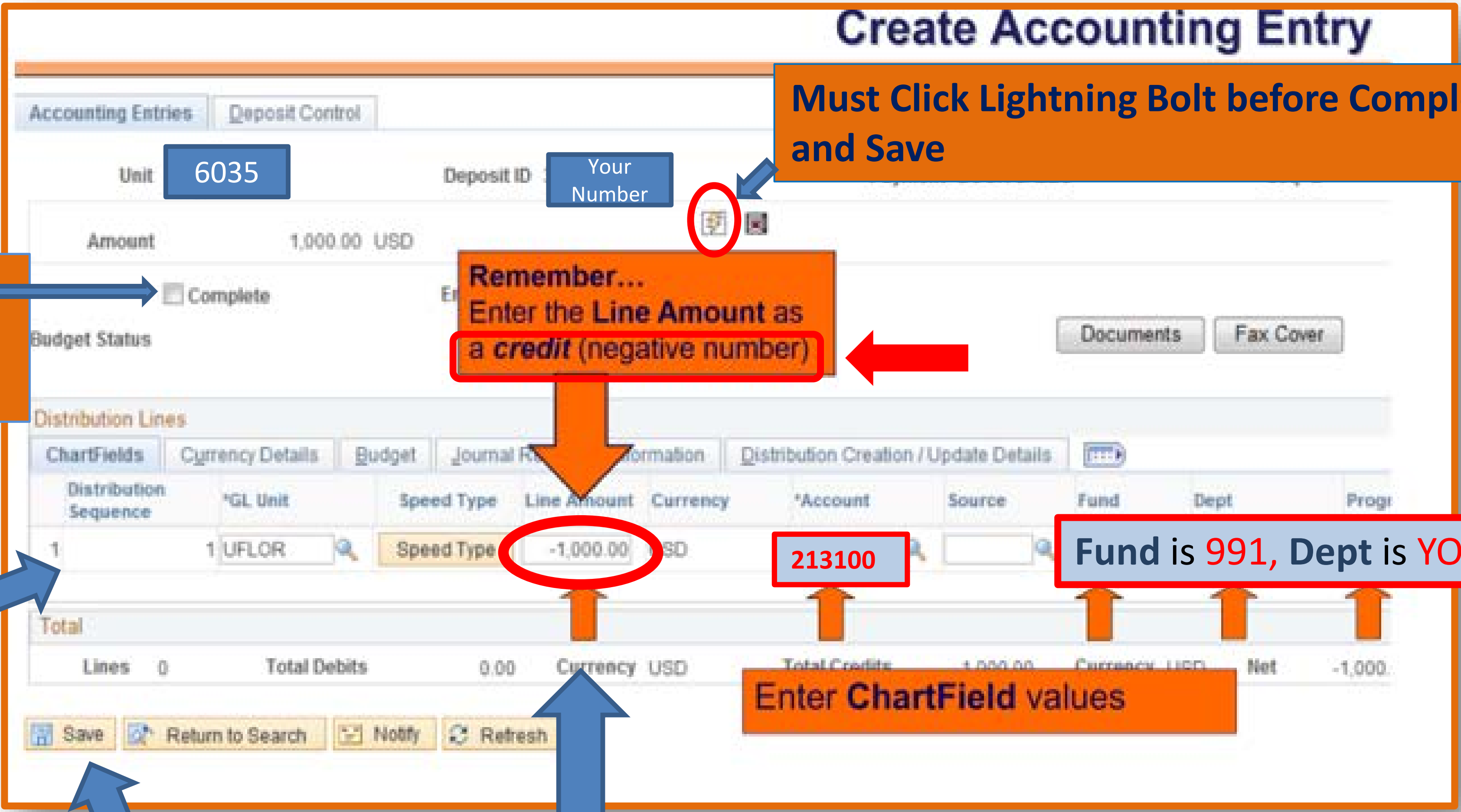
Remember: **After clicking** Save, Apply Payment **will appear**.

How to Process and Submit

***Instruction Guide – Steps #22 f.ii. - 25**

After clicking "lightning bolt"
✓ Complete

Distribution Line
Only One Line
For the Tax
Only Deposit



Accounting Entries
Deposit Control
Documents
Fax Cover
ChartFields
Currency Details
Budget
Journal R
ormation
Distribution Creation / Update Details
Save
Return to Search
Notify
Refresh

Create Accounting Entry

Must Click Lightning Bolt before Complete and Save

Unit 6035
Deposit ID Your Number
Amount 1,000.00 USD
☐ Complete
Budget Status

Remember…
Enter the **Line Amount** as a ***credit*** (negative number)

Distribution Lines

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Source	Fund	Dept	Progr
1	UFLOR	Speed Type	-1,000.00	USD	213100				

Total
Lines 0 Total Debits 0.00 Currency USD Total Credits 1,000.00 Currency USD Net -1,000

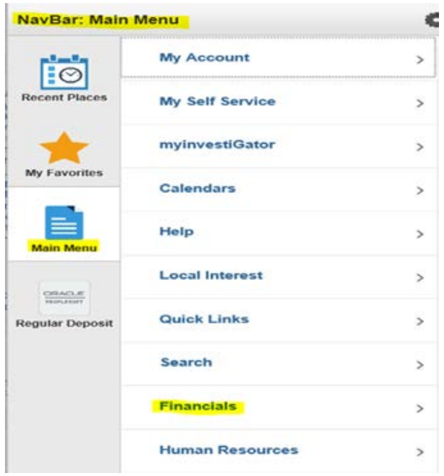
Enter **ChartField** values

Fund is 991, Dept is YOUR COUNTY

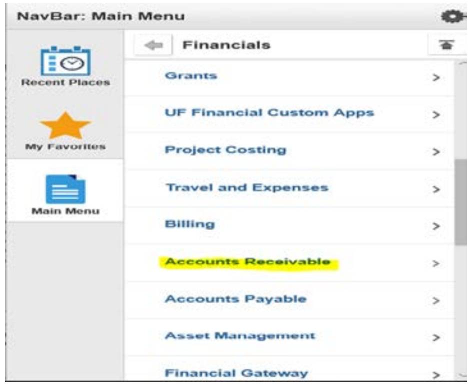
How to Submit

***Instruction Guide – Step #27**

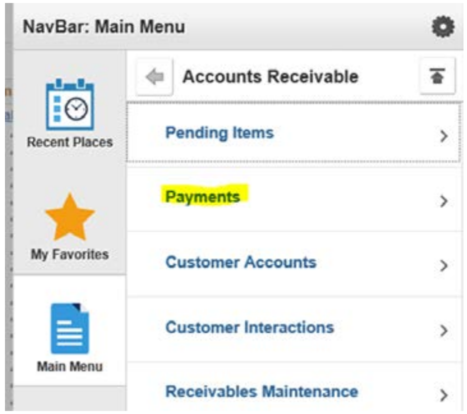
- Let's get started! Go to **my.ufl.edu**:
  Main Menu > Financials > Accounts Receivable > Payments > Reports > Deposit Transmittal Form Click the **Add a New Value** tab.



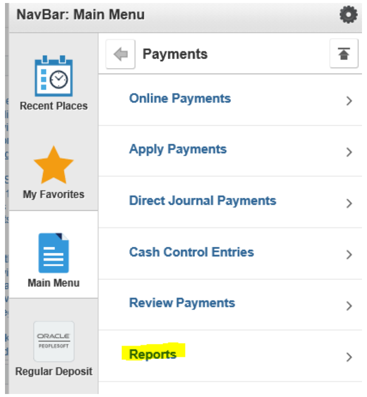
NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Regular Deposit
My Account
My Self Service
myinvestiGator
Calendars
Help
Local Interest
Quick Links
Search
Financials
Human Resources



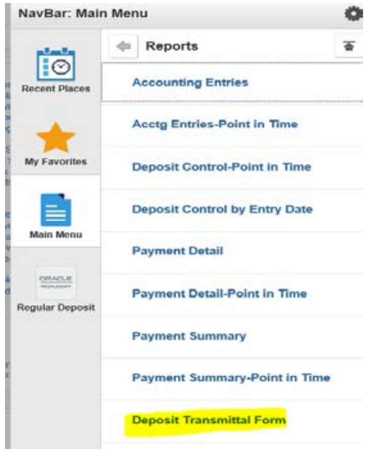
NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Financials
Grants
UF Financial Custom Apps
Project Costing
Travel and Expenses
Billing
Accounts Receivable
Accounts Payable
Asset Management
Financial Gateway



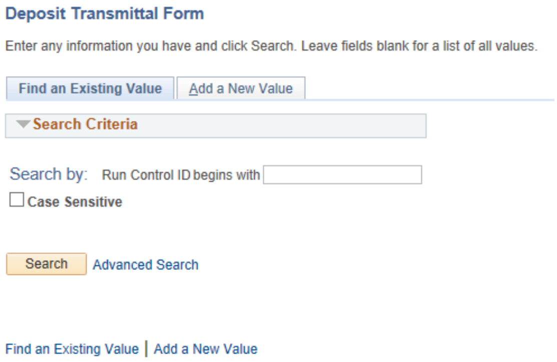
NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Accounts Receivable
Pending Items
Payments
Customer Accounts
Customer Interactions
Receivables Maintenance



NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Regular Deposit
Payments
Online Payments
Apply Payments
Direct Journal Payments
Cash Control Entries
Review Payments
Reports



NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Regular Deposit
Reports
Accounting Entries
Acctg Entries-Point in Time
Deposit Control-Point in Time
Deposit Control by Entry Date
Payment Detail
Payment Detail-Point in Time
Payment Summary
Payment Summary-Point in Time
Deposit Transmittal Form

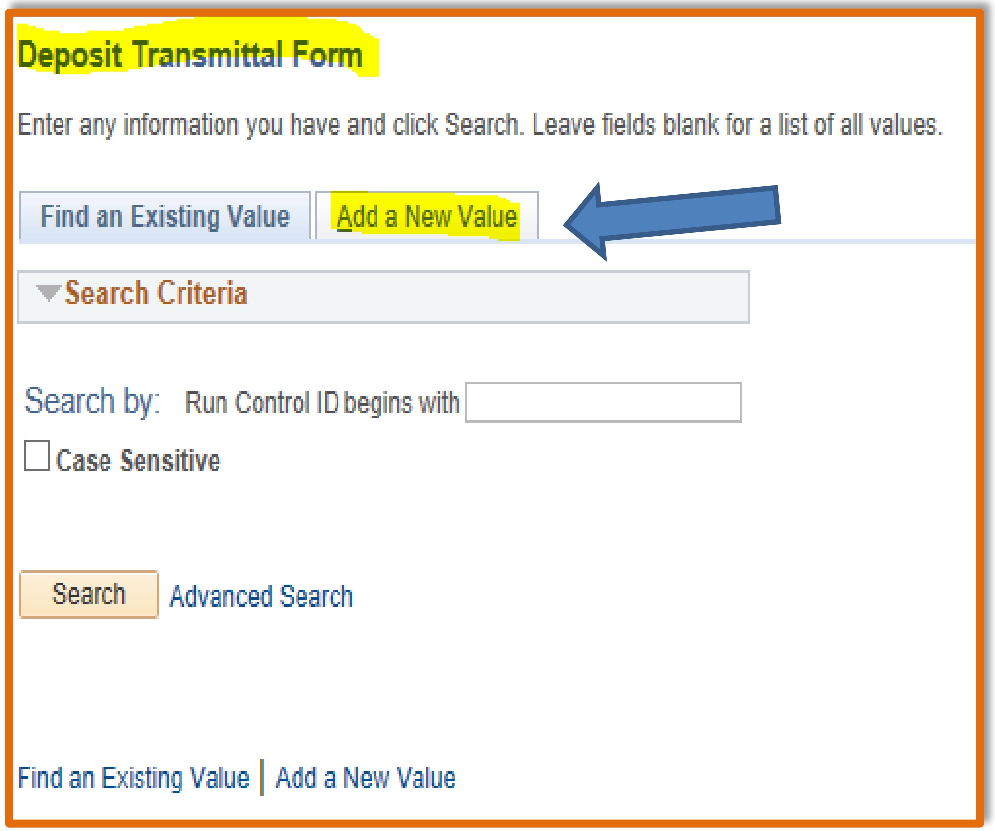

Deposit Transmittal Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value
Search Criteria
Search by: Run Control ID begins with
☐ Case Sensitive
Search
Advanced Search
Find an Existing Value | Add a New Value

How to Process and Submit

*Instruction Guide – Step #28 a.



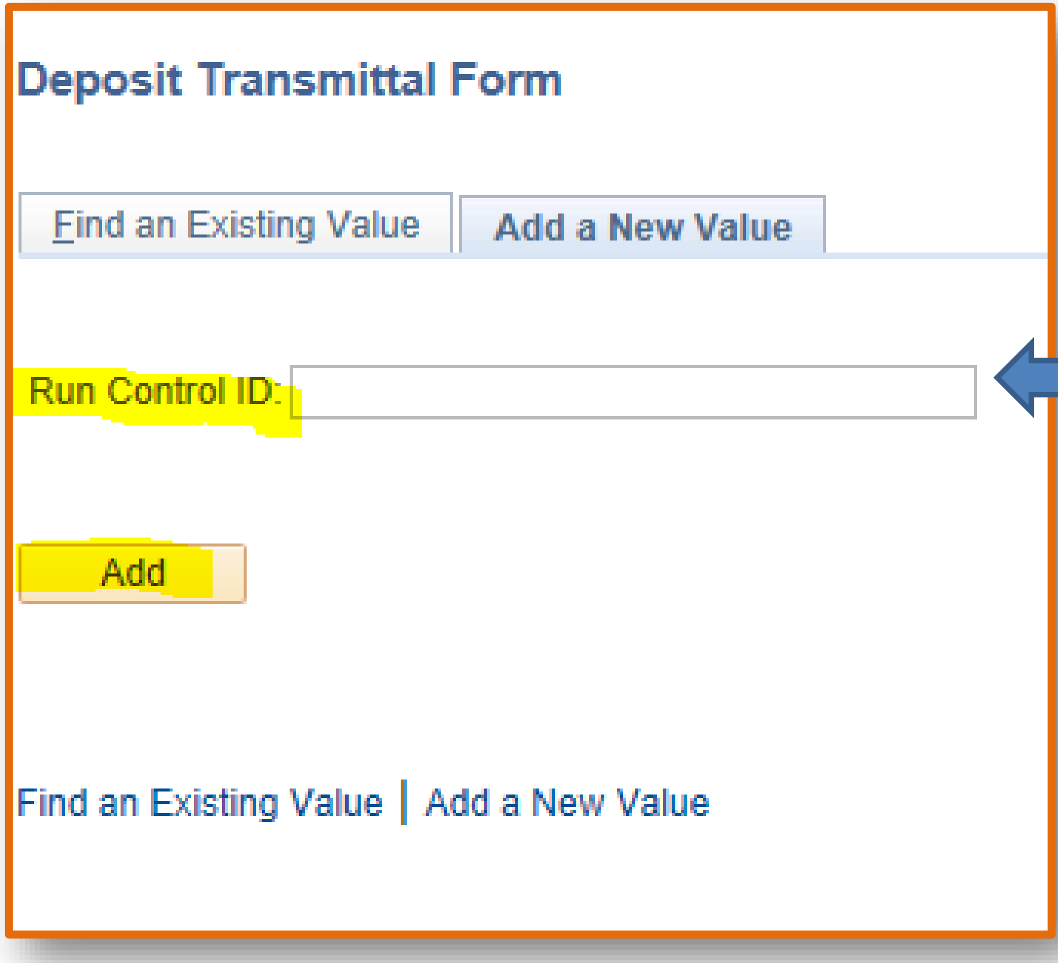
Deposit Transmittal Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value
Search Criteria
Search by:
Run Control ID begins with
☐ Case Sensitive
Search
Advanced Search
Find an Existing Value | Add a New Value

How to Process and Submit

*Instruction Guide – Steps #28 b.- c.



Deposit Transmittal Form

Find an Existing Value
Add a New Value
Run Control ID:
Add
Find an Existing Value | Add a New Value

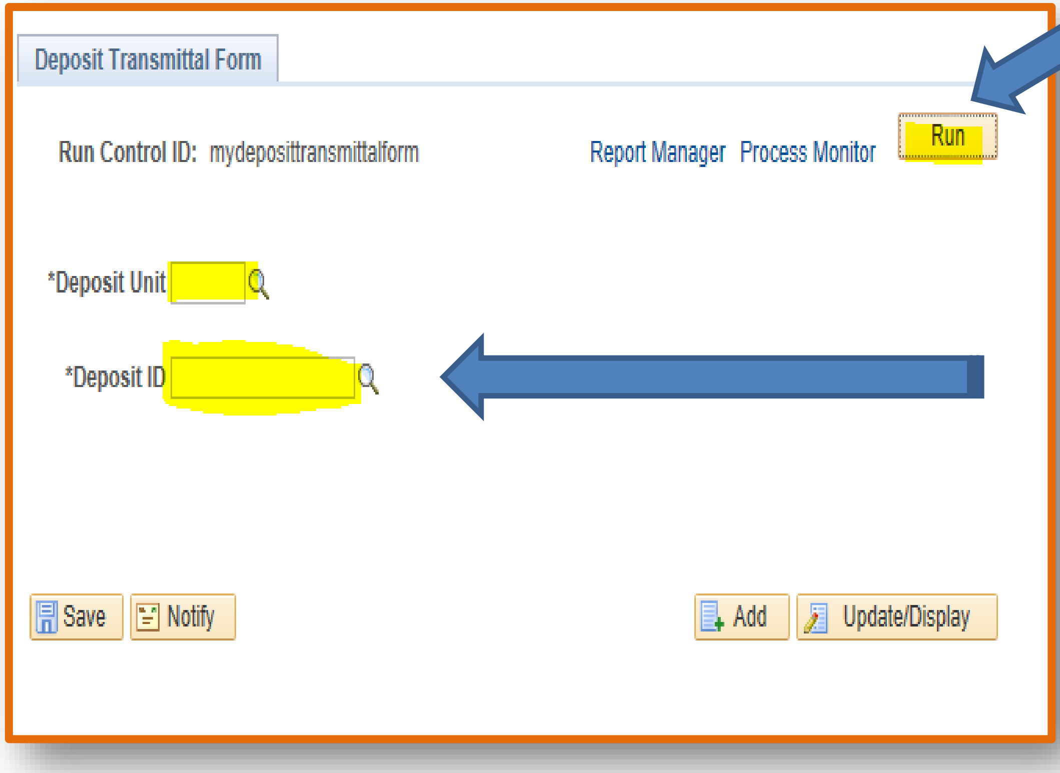
Run Control ID

Type in box exactly (NO SPACES) exactly

MyDepositTransmittalForm

How to Process and Submit

*Instruction Guide – Steps #29-31



Deposit Transmittal Form

Run Control ID: mydeposittransmittalform

Report Manager
Process Monitor
Run

*Deposit Unit

*Deposit ID

Save
Notify
Add
Update/Display

Deposit ID

Your Deposit Number

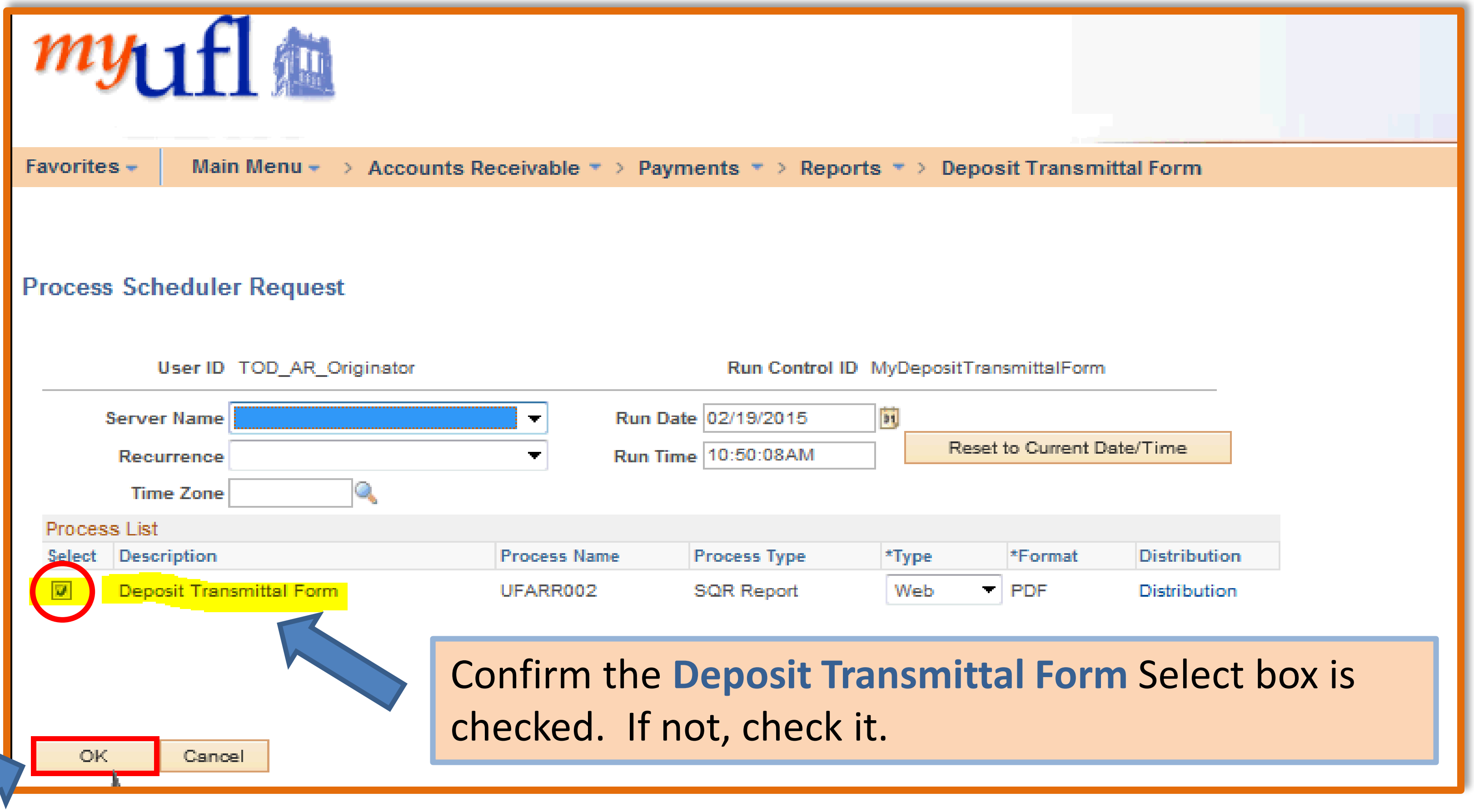
(you must note prior)

Deposit Unit

6035

How to Process and Submit

*Instruction Guide – Step #32



myufl
Favorites
Main Menu
Accounts Receivable
Payments
Reports
Deposit Transmittal Form
Reset to Current Date/Time
OK
Cancel

Process Scheduler Request

User ID TOD_AR_Originator

Run Control ID MyDepositTransmittalForm

Server Name

Recurrence

Time Zone

Run Date 02/19/2015

Run Time 10:50:08AM

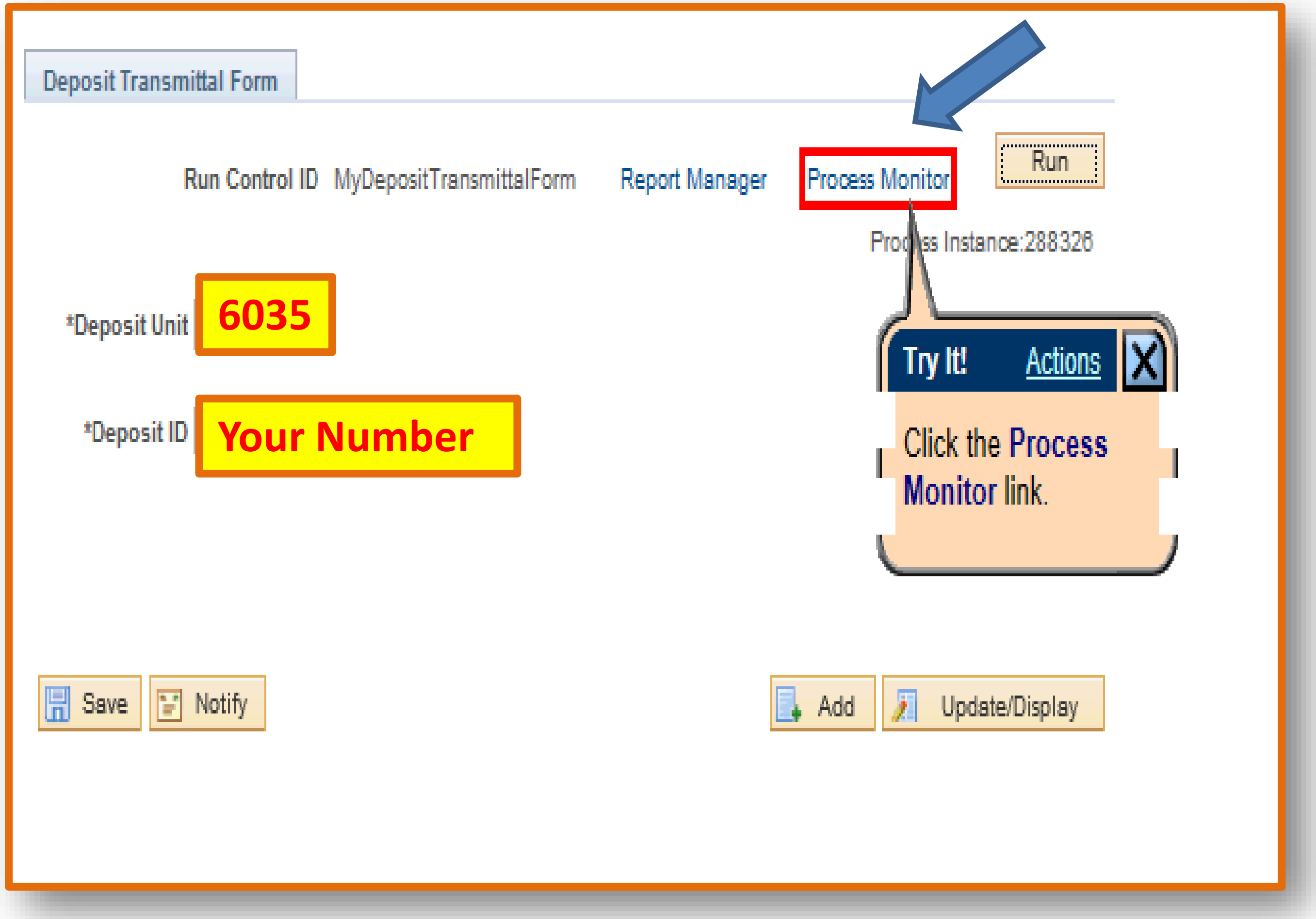
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Deposit Transmittal Form	UFARR002	SQR Report	Web	PDF	Distribution

Confirm the **Deposit Transmittal Form** Select box is checked. If not, check it.

How to Process and Submit

***Instruction Guide – Step #33**



Deposit Transmittal Form

Run Control ID MyDepositTransmittalForm

Report Manager
Process Monitor
Run

Process Instance:288328

*Deposit Unit **6035**

*Deposit ID **Your Number**

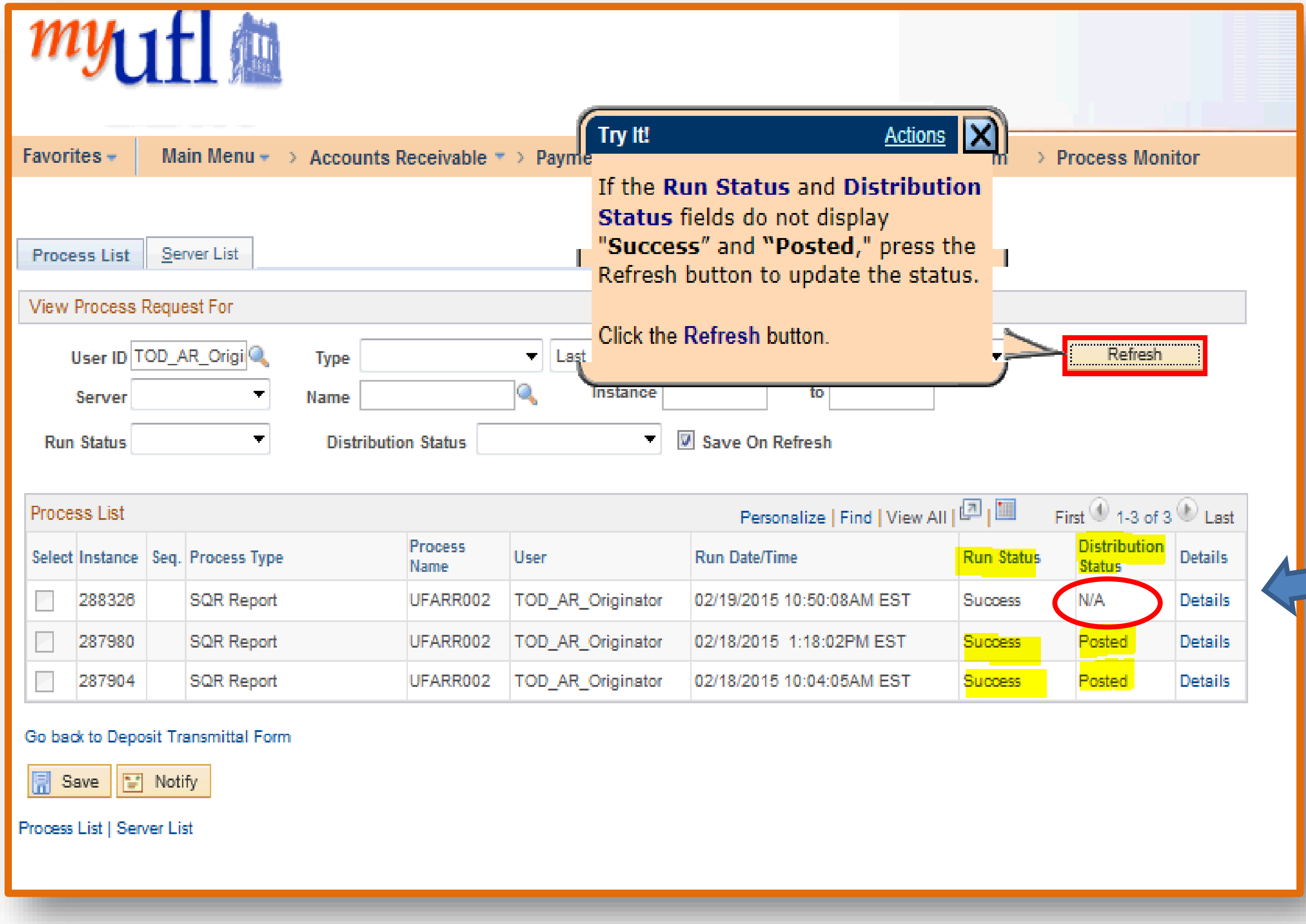
Try It!
Actions
X

Click the Process Monitor link.

Save
Notify
Add
Update/Display

How to Process and Submit

***Instruction Guide – Steps #34-35**


myufl
Favorites
Main Menu
Accounts Receivable
Payme
Process Monitor
Process List
Server List
Try It!
Actions
Refresh
Personalize | Find | View All |
First 1-3 of 3 Last
Save
Notify
Process List | Server List

If the **Run Status** and **Distribution Status** fields do not display "**Success**" and "**Posted**," press the Refresh button to update the status.

Click the **Refresh** button.

View Process Request For

User ID TOD_AR_Origi

Type

Last

Server

Name

Instance

to

Run Status

Distribution Status

☑ Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	288326		SQR Report	UFARR002	TOD_AR_Originator	02/19/2015 10:50:08AM EST	Success	N/A	Details
☐	287980		SQR Report	UFARR002	TOD_AR_Originator	02/18/2015 1:18:02PM EST	Success	Posted	Details
☐	287904		SQR Report	UFARR002	TOD_AR_Originator	02/18/2015 10:04:05AM EST	Success	Posted	Details

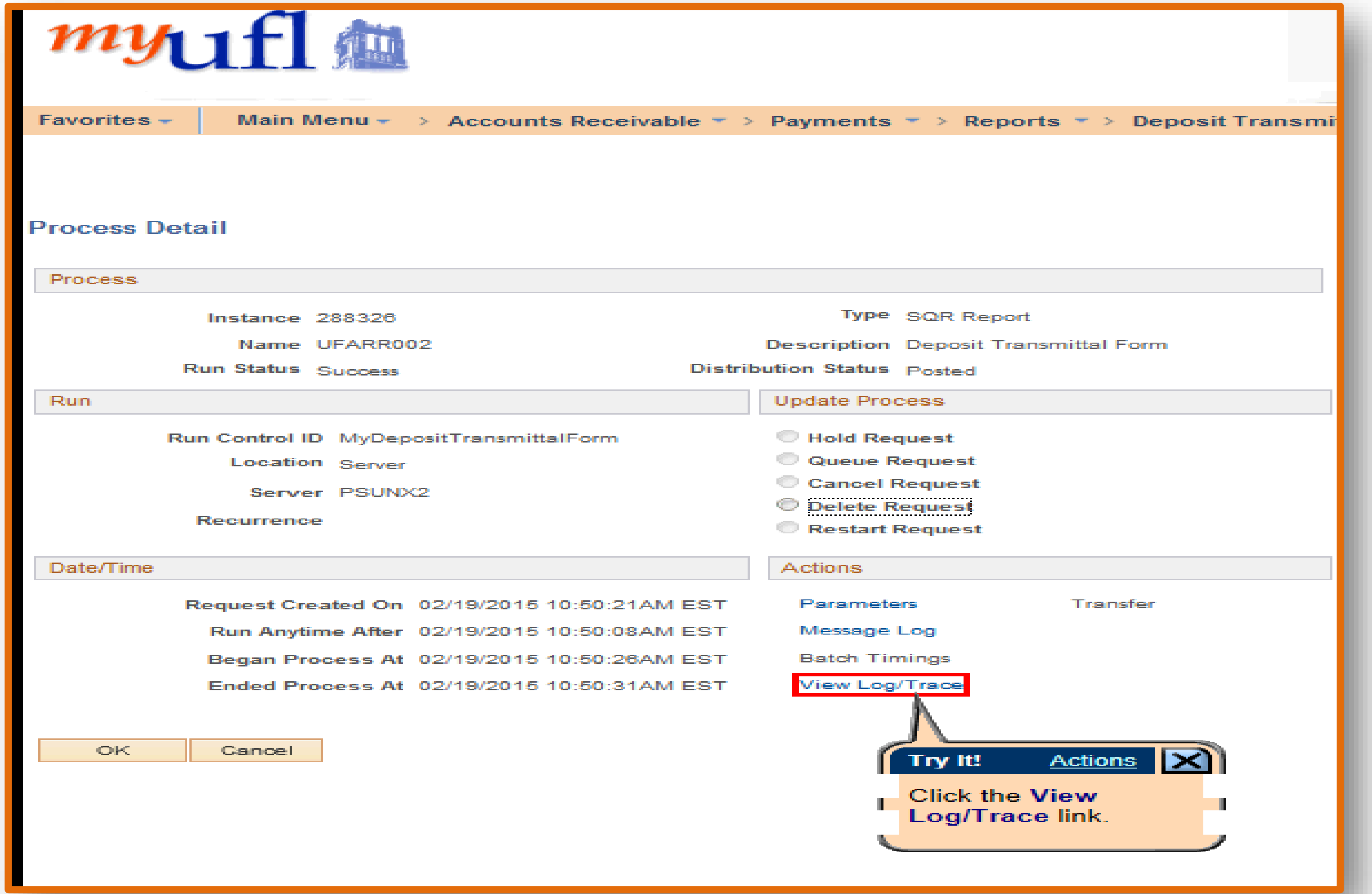
Go back to Deposit Transmittal Form

Refresh will update, once all fields have updated.

✓ Click - **Details**

How to Process and Submit

*Instruction Guide – Step #36


myufl
Favorites
Main Menu
> Accounts Receivable
> Payments
> Reports
> Deposit Transmi
○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request
Parameters
Transfer
Message Log
Batch Timings
View Log/Trace
OK
Cancel
Try It!
Actions

Process Detail

Process

Instance 288326
Type SQR Report
Name UFARR002
Description Deposit Transmittal Form
Run Status Success
Distribution Status Posted

Run

Run Control ID MyDepositTransmittalForm
Location Server
Server PSUNX2
Recurrence

Update Process

Date/Time

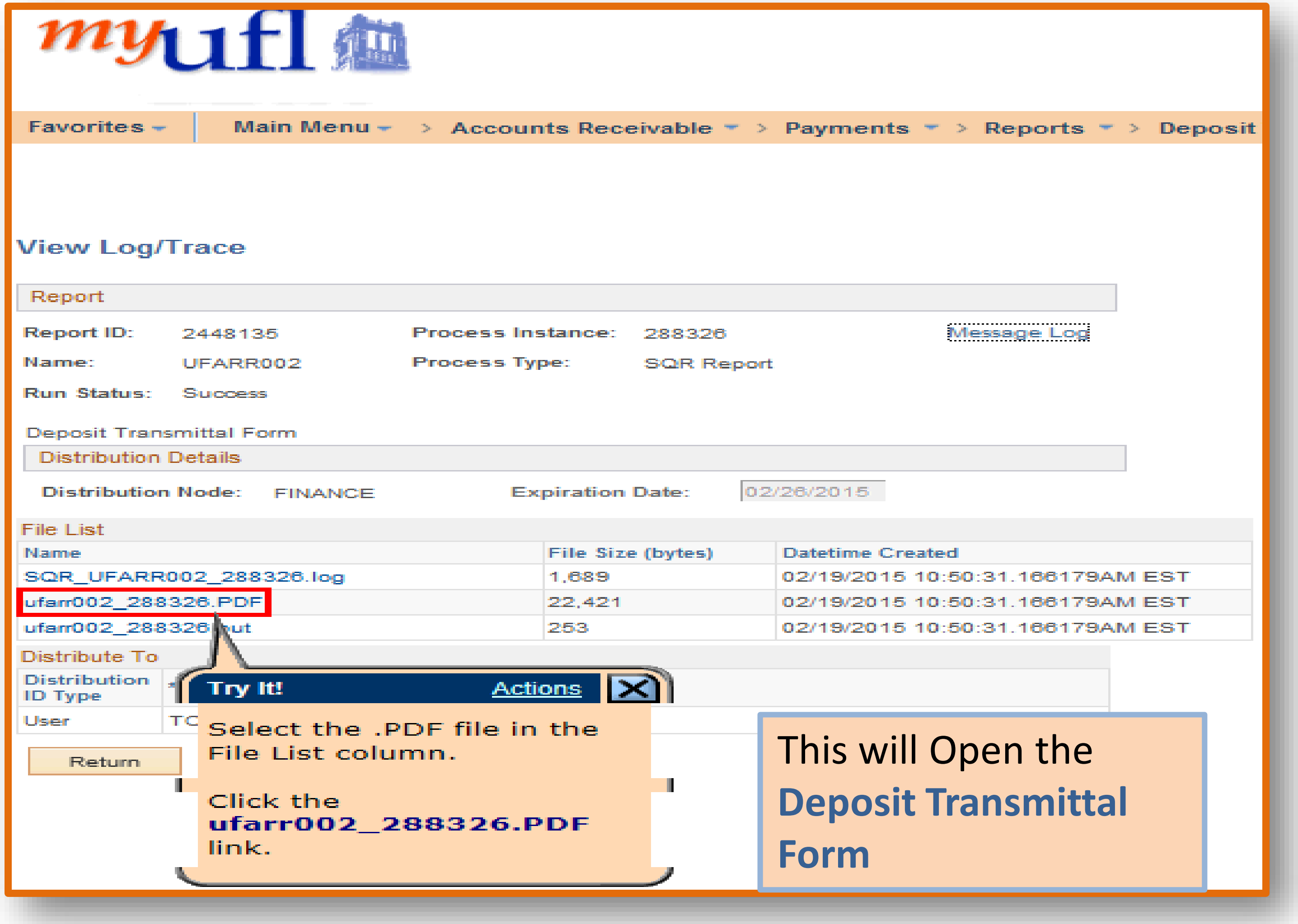
Request Created On 02/19/2015 10:50:21AM EST
Run Anytime After 02/19/2015 10:50:08AM EST
Began Process At 02/19/2015 10:50:26AM EST
Ended Process At 02/19/2015 10:50:31AM EST

Actions

Click the **View Log/Trace** link.

How to Process and Submit

*Instruction Guide – Step #37


myufl
Favorites
Main Menu
Accounts Receivable
Payments
Reports
Deposit
Message Log
Return
Try It!
Actions

View Log/Trace

Report

Report ID: 2448135
Process Instance: 288326
Name: UFARR002
Process Type: SQR Report
Run Status: Success

Deposit Transmittal Form

Distribution Details

Distribution Node: FINANCE
Expiration Date: 02/26/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_UFARR002_288326.log	1,689	02/19/2015 10:50:31.166179AM EST
ufarr002_288326.PDF	22,421	02/19/2015 10:50:31.166179AM EST
ufarr002_288326 ut	253	02/19/2015 10:50:31.166179AM EST

Distribute To

Distribution ID Type
User

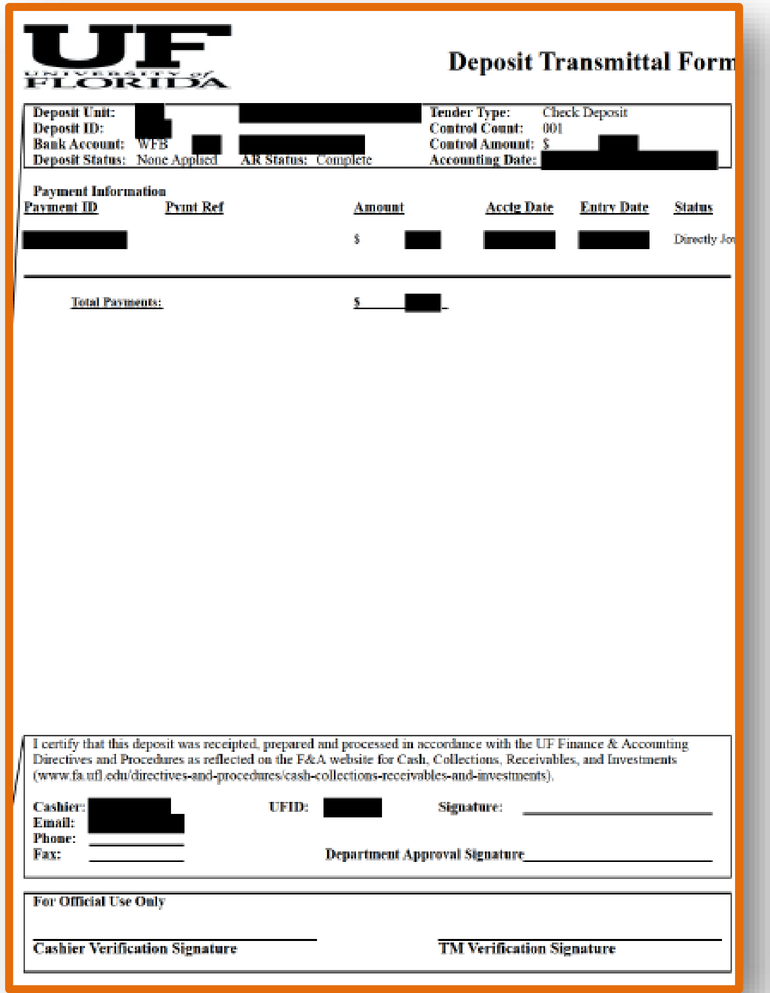
Select the .PDF file in the File List column.

Click the **ufarr002_288326.PDF** link.

This will Open the **Deposit Transmittal Form**

How to Process and Submit

*Instruction Guide – Step #38



UF UNIVERSITY of FLORIDA

Deposit Transmittal Form

Deposit Unit: [redacted] [redacted]
Deposit ID: [redacted]
Bank Account: WFB [redacted] [redacted]
Deposit Status: None Applied **AR Status:** Complete
Tender Type: Check Deposit
Control Count: 001
Control Amount: $ [redacted]
Accounting Date: [redacted]

Payment Information

Payment ID	Pymt Ref	Amount	Acctg Date	Entry Date	Status
[redacted]		$ [redacted]	[redacted]	[redacted]	Directly Jo

Total Payments: $ [redacted]

I certify that this deposit was receipted, prepared and processed in accordance with the UF Finance & Accounting Directives and Procedures as reflected on the F&A website for Cash, Collections, Receivables, and Investments (www.fa.ufl.edu/directives-and-procedures/cash-collections-receivables-and-investments).

Cashier: [redacted] **UFID:** [redacted] **Signature:** ____________________
Email: [redacted]
Phone: ____________
Fax: ____________ **Department Approval Signature**____________________

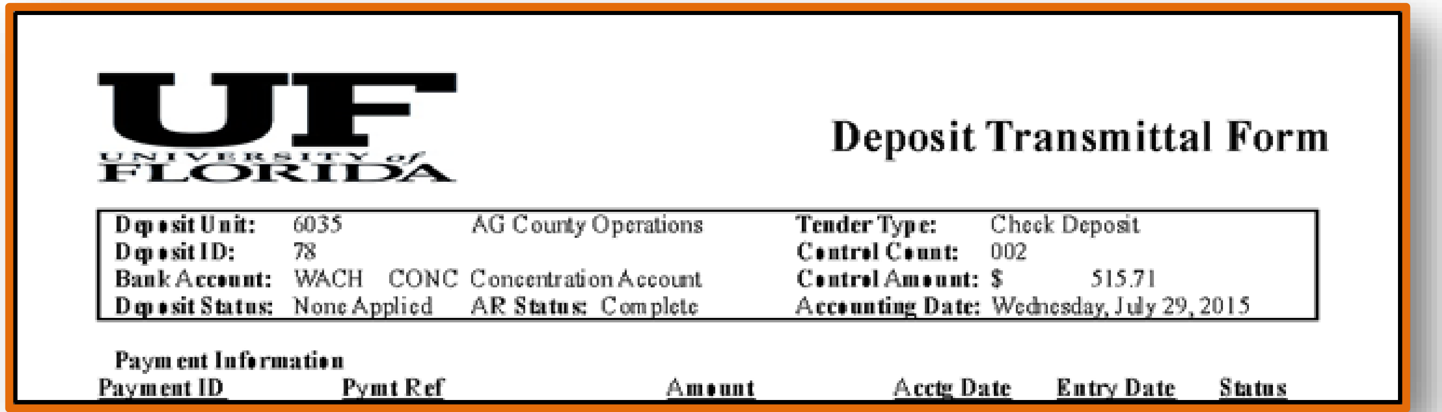
For Official Use Only

Cashier Verification Signature **TM Verification Signature**

Sign/approve and this will go with the other PDF attachment(s) to upload.

How to Process and Submit

*Instruction Guide – Step #39)



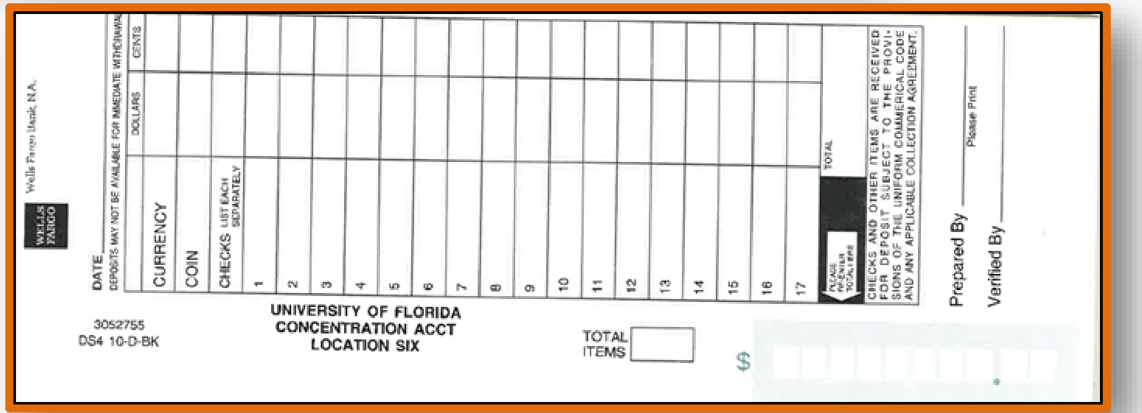
UF UNIVERSITY of FLORIDA

Deposit Transmittal Form

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

Payment Information

Payment ID	Pymt Ref	Amount	Acctg Date	Entry Date	Status



WELLS FARGO
Wells Fargo Bank, N.A.

DATE ______
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
TOTAL		

PLEASE RE-ENTER TOTAL HERE

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERICAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

Prepared By ______ Please Print
Verified By ______

3052755
DS4 10-D-BK

UNIVERSITY OF FLORIDA
CONCENTRATION ACCT
LOCATION SIX

TOTAL ITEMS ☐

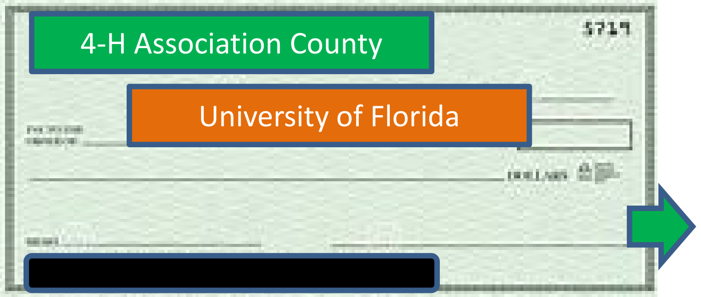
$

Attach the UF PDF Copies

How to Process

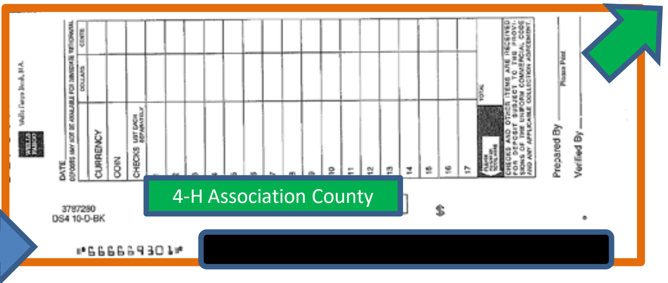
*Instruction Guide – Step #39)

Attach 4-H PDF items needed for attachment:


4-H Association County

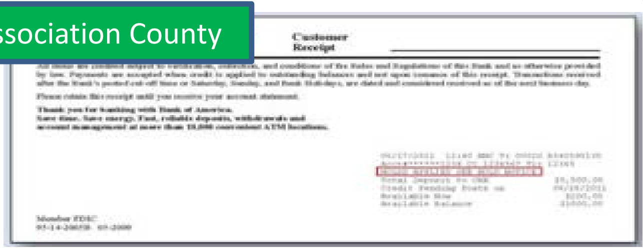
University of Florida

[redacted]


DATE
CURRENCY
COIN
CHECKS
TOTAL
Prepared By
Verified By
3787290
DS4 10-D-BK
$

4-H Association County

[redacted]

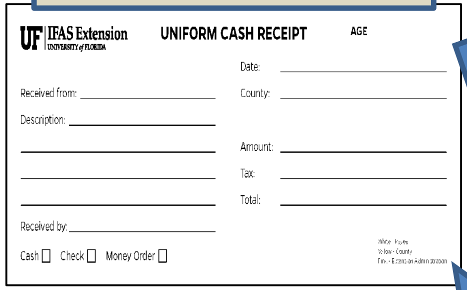

4-H Association County

Customer Receipt

4-H Association County

- ➢ 4-H Check to UF
- ➢ 4-H Deposit Slip
- ➢ 4-H Bank Receipt
- ➢ Tax Only-Sales Use Tax Report

From Events/Activities


UF | IFAS Extension UNIVERSITY of FLORIDA

UNIFORM CASH RECEIPT

AGE

Date: ______

Received from: ______

County: ______

Description: ______

Amount: ______

Tax: ______

Total: ______

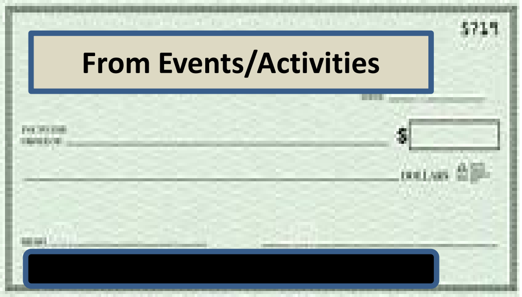
Received by: ______

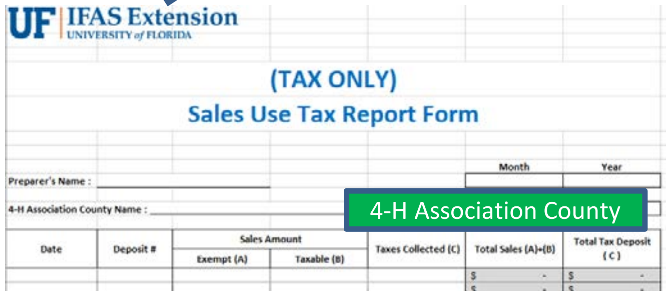
Cash ☐ Check ☐ Money Order ☐

White - Payee
Yellow - County
Pink - Extension Administration

Copies of Cash Receipts and/or checks being deposited into the 4-H Assoc bank account.

From Events/Activities


[redacted]


UF | IFAS Extension UNIVERSITY of FLORIDA

(TAX ONLY)

Sales Use Tax Report Form

Month | Year

Preparer's Name : ______

4-H Association County Name : ______

4-H Association County

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

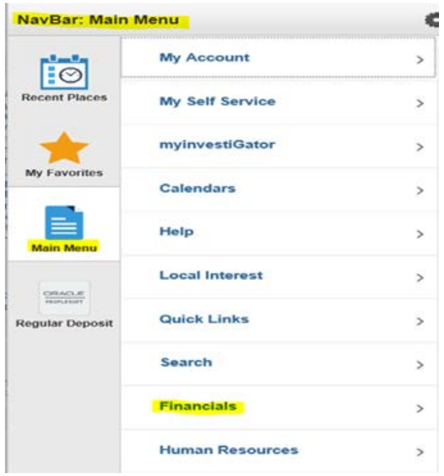
Special tracking does not need redacted.

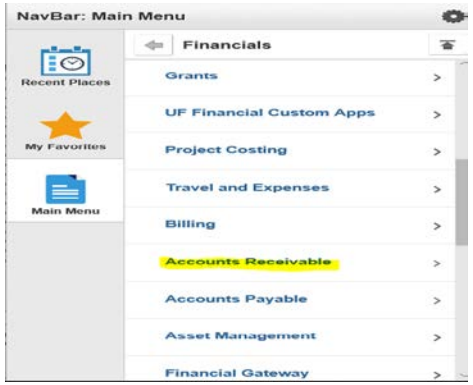
How to Process and Submit

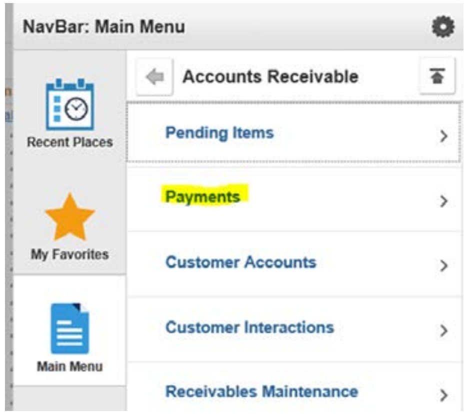
*Instruction Guide – Step #40

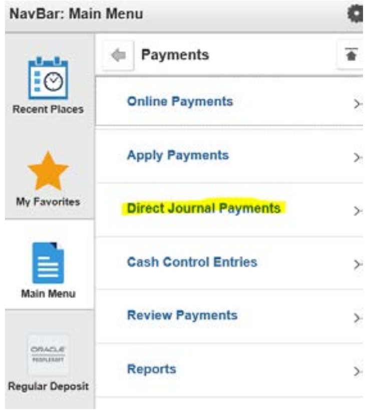
Go to **my.ufl.edu**:

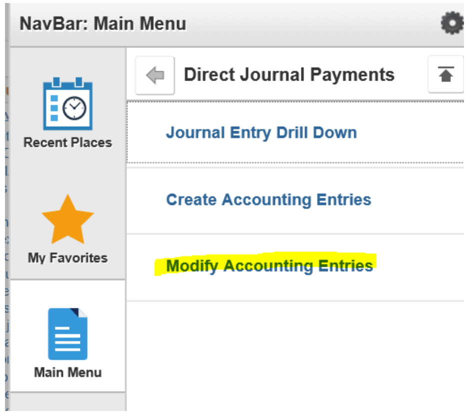
Go to **Main Menu > Financials > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries**

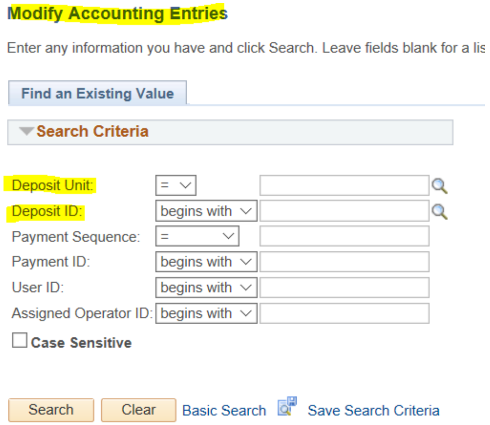

NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Regular Deposit
My Account
My Self Service
myinvestiGator
Calendars
Help
Local Interest
Quick Links
Search
Financials
Human Resources


NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Financials
Grants
UF Financial Custom Apps
Project Costing
Travel and Expenses
Billing
Accounts Receivable
Accounts Payable
Asset Management
Financial Gateway


NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Accounts Receivable
Pending Items
Payments
Customer Accounts
Customer Interactions
Receivables Maintenance


NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Regular Deposit
Payments
Online Payments
Apply Payments
Direct Journal Payments
Cash Control Entries
Review Payments
Reports


NavBar: Main Menu
Recent Places
My Favorites
Main Menu
Direct Journal Payments
Journal Entry Drill Down
Create Accounting Entries
Modify Accounting Entries


Modify Accounting Entries

Enter any information you have and click Search. Leave fields blank for a lis

Find an Existing Value
Search Criteria

Deposit Unit: =

Deposit ID: begins with

Payment Sequence: =

Payment ID: begins with

User ID: begins with

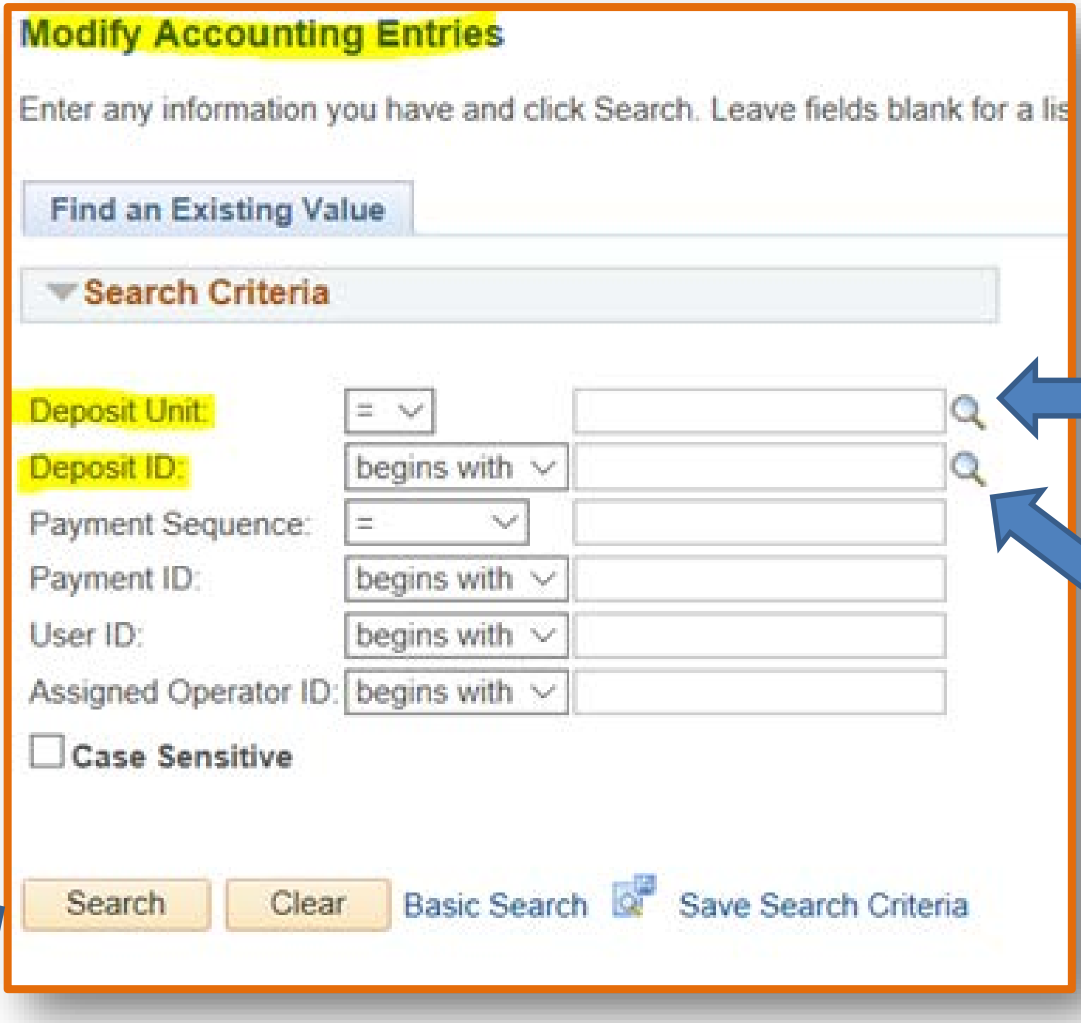
Assigned Operator ID: begins with

☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

How to Process and Submit

*Instruction Guide – Step #41



Modify Accounting Entries

Enter any information you have and click Search. Leave fields blank for a lis

Find an Existing Value

Search Criteria

Deposit Unit: =

Deposit ID: begins with

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

☐ **Case Sensitive**

Search
Clear
Basic Search
Save Search Criteria

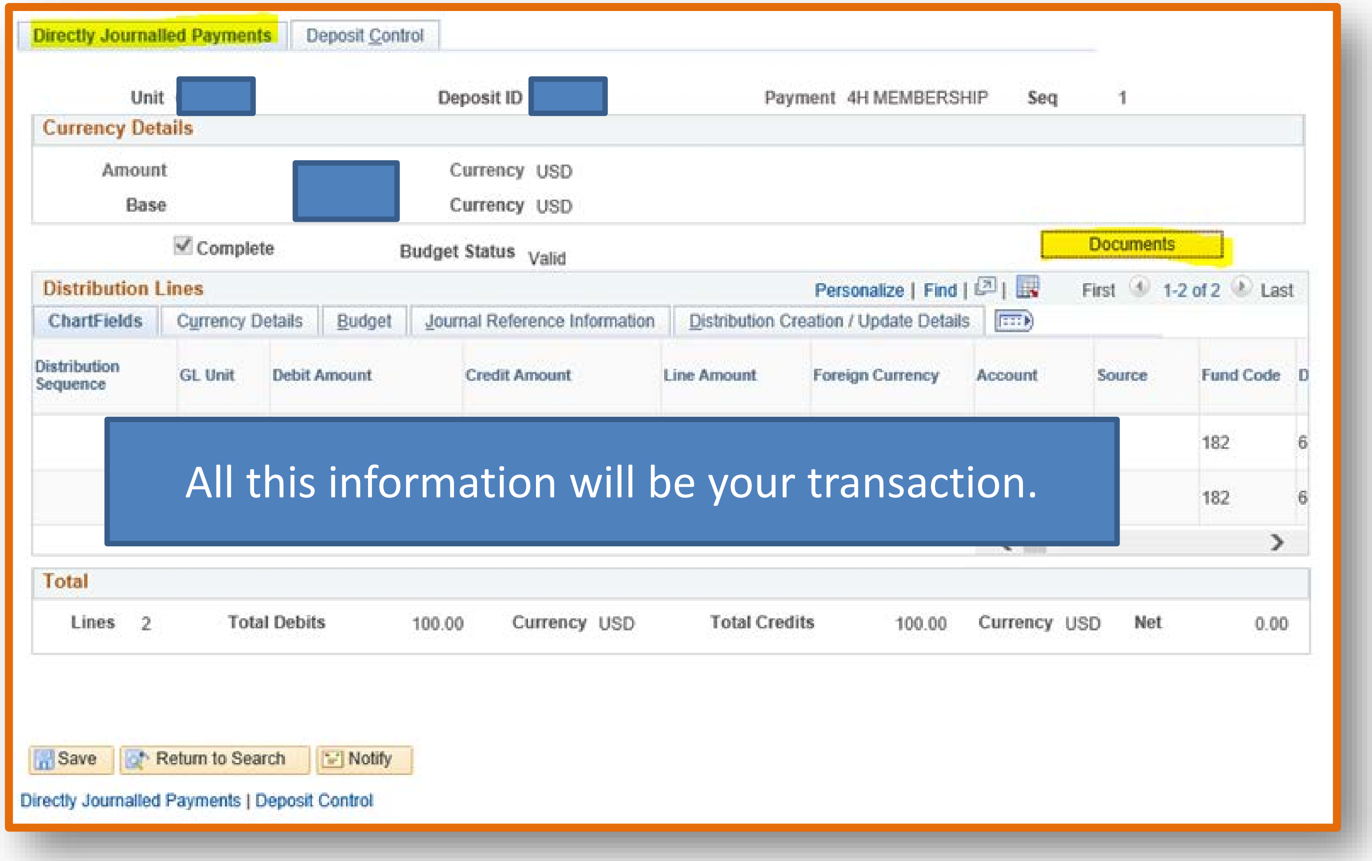
Attaching your Documents

Deposit Unit
6035

Deposit ID
Your Deposit Number

How to Process and Submit

*Instruction Guide – Steps #42 – a.



Directly Journalled Payments | Deposit Control

Unit [redacted] Deposit ID [redacted] Payment 4H MEMBERSHIP Seq 1

Currency Details

Amount [redacted] Currency USD
Base Currency USD

☑ Complete Budget Status Valid

Documents

Distribution Lines

Personalize | Find | First 1-2 of 2 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
								182	6
								182	6

All this information will be your transaction.

Total

Lines 2 Total Debits 100.00 Currency USD Total Credits 100.00 Currency USD Net 0.00

Save | Return to Search | Notify

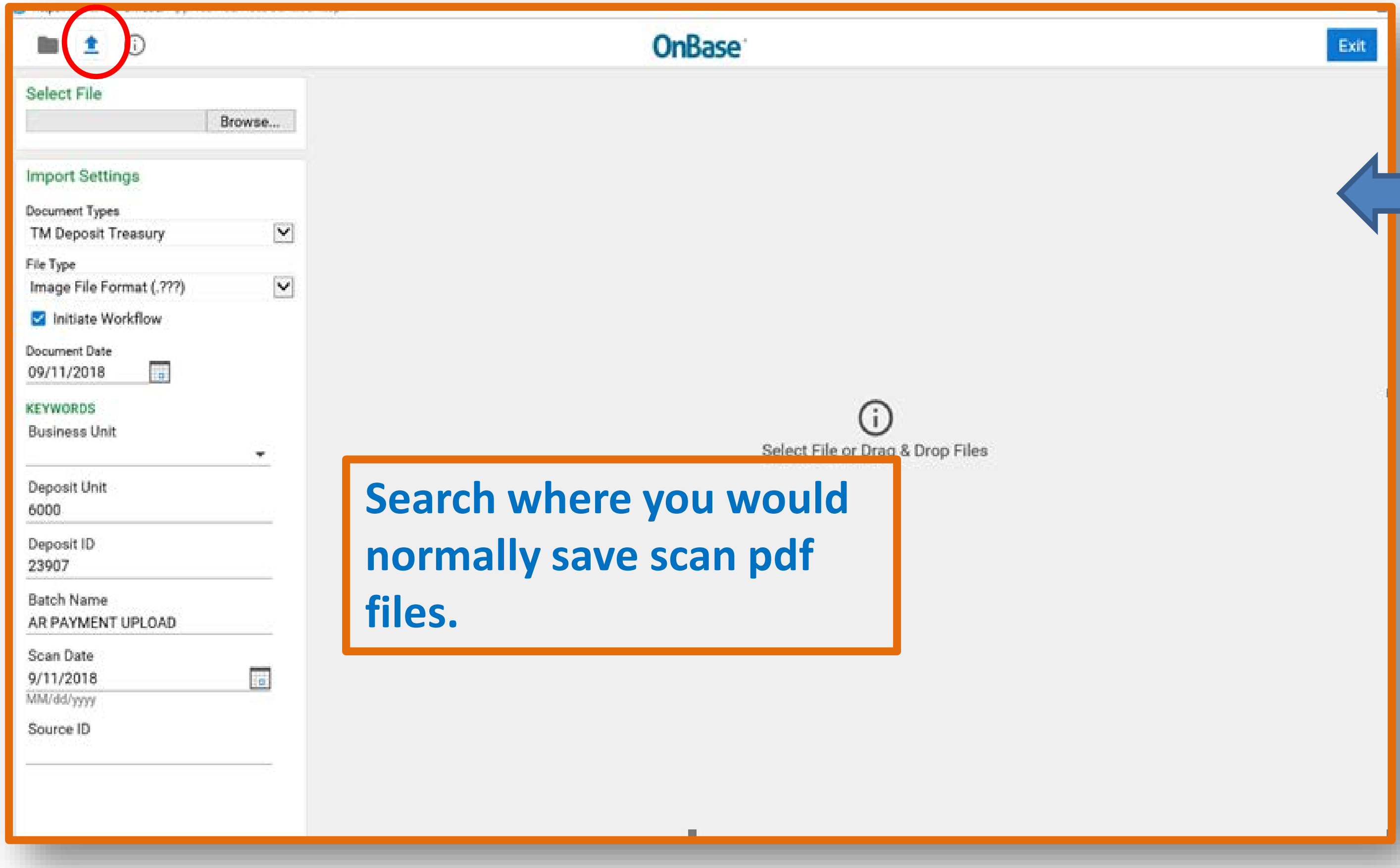
Directly Journalled Payments | Deposit Control

If you get an error, please contact your IT department, as some settings will need to be adjusted.

(It will not let you upload.)

How to Process and Submit

*Instruction Guide – Steps #43-46


OnBase
Exit
Select File
Browse...
Import Settings

Document Types: TM Deposit Treasury

File Type: Image File Format (.???)

☑ Initiate Workflow

Document Date: 09/11/2018

KEYWORDS

Business Unit

Deposit Unit: 6000

Deposit ID: 23907

Batch Name: AR PAYMENT UPLOAD

Scan Date: 9/11/2018 MM/dd/yyyy

Source ID

Select File or Drag & Drop Files

Search where you would normally save scan pdf files.

Attach the necessary files and then click on the **Import** button

Once “Successfully Imported” close the window.

Click the **Save** button on the Deposit screen

How to Process and Submit

- After the documents have been attached, you are ready to make the deposit at the bank now or mail directly to Janet if no local Wells Fargo.

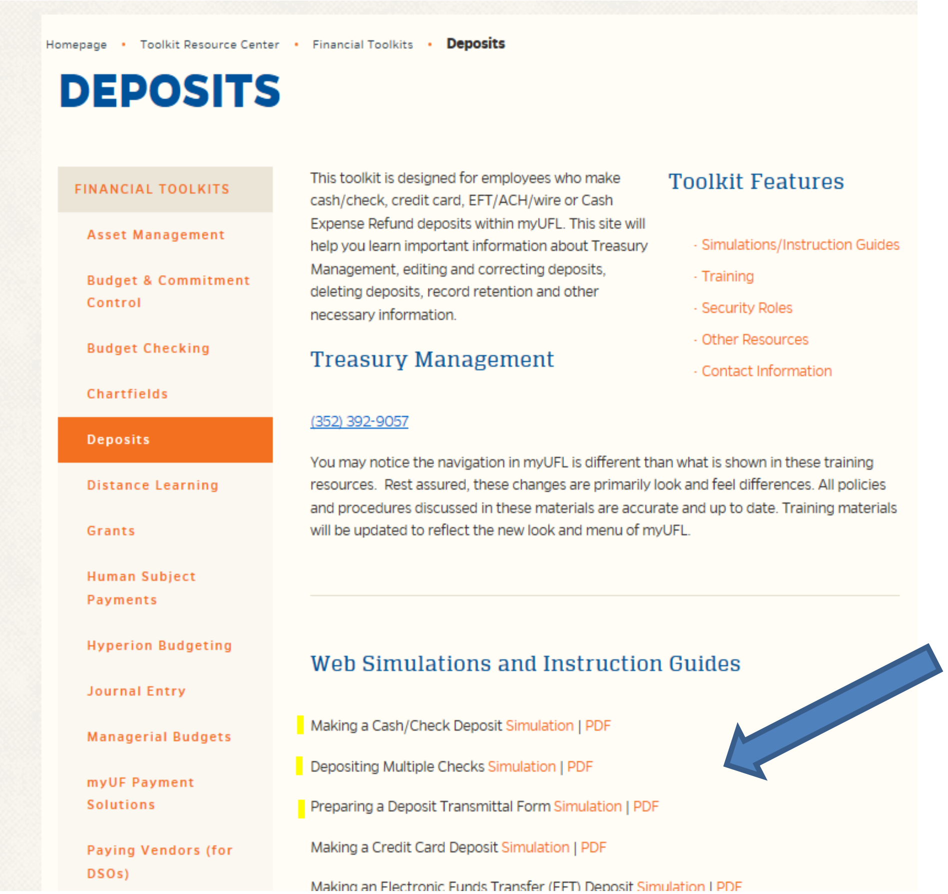
- ***Email Janet Waters the PDF attachments as well.***

Contact Information:
Janet G. Waters
4-H Business Coordinator
UF/IFAS Extension Business Services | 4-H Youth Development Program
P.O. Box 110225 | 1604 McCarty Dr. (MCCD) | Room 1040 | Gainesville, FL 32611-0225
Direct: (352) 294-7863 | Main: (352) 392-1788 | Fax: (352)-392-5259
Email: janet.waters@ufl.edu

Thank You!! (Additional Information Screens Next)

Need Practice in myUFL (PeopleSoft)?

- ✓ https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/deposits/



Homepage • Toolkit Resource Center • Financial Toolkits • **Deposits**

DEPOSITS

FINANCIAL TOOLKITS

- Asset Management
- Budget & Commitment Control
- Budget Checking
- Chartfields
- Deposits
- Distance Learning
- Grants
- Human Subject Payments
- Hyperion Budgeting
- Journal Entry
- Managerial Budgets
- myUF Payment Solutions
- Paying Vendors (for DSOs)

This toolkit is designed for employees who make cash/check, credit card, EFT/ACH/wire or Cash Expense Refund deposits within myUFL. This site will help you learn important information about Treasury Management, editing and correcting deposits, deleting deposits, record retention and other necessary information.

Toolkit Features

- Simulations/Instruction Guides
- Training
- Security Roles
- Other Resources
- Contact Information

Treasury Management

(352) 392-9057

You may notice the navigation in myUFL is different than what is shown in these training resources. Rest assured, these changes are primarily look and feel differences. All policies and procedures discussed in these materials are accurate and up to date. Training materials will be updated to reflect the new look and menu of myUFL.

Web Simulations and Instruction Guides

Making a Cash/Check Deposit Simulation | PDF

Depositing Multiple Checks Simulation | PDF

Preparing a Deposit Transmittal Form Simulation | PDF

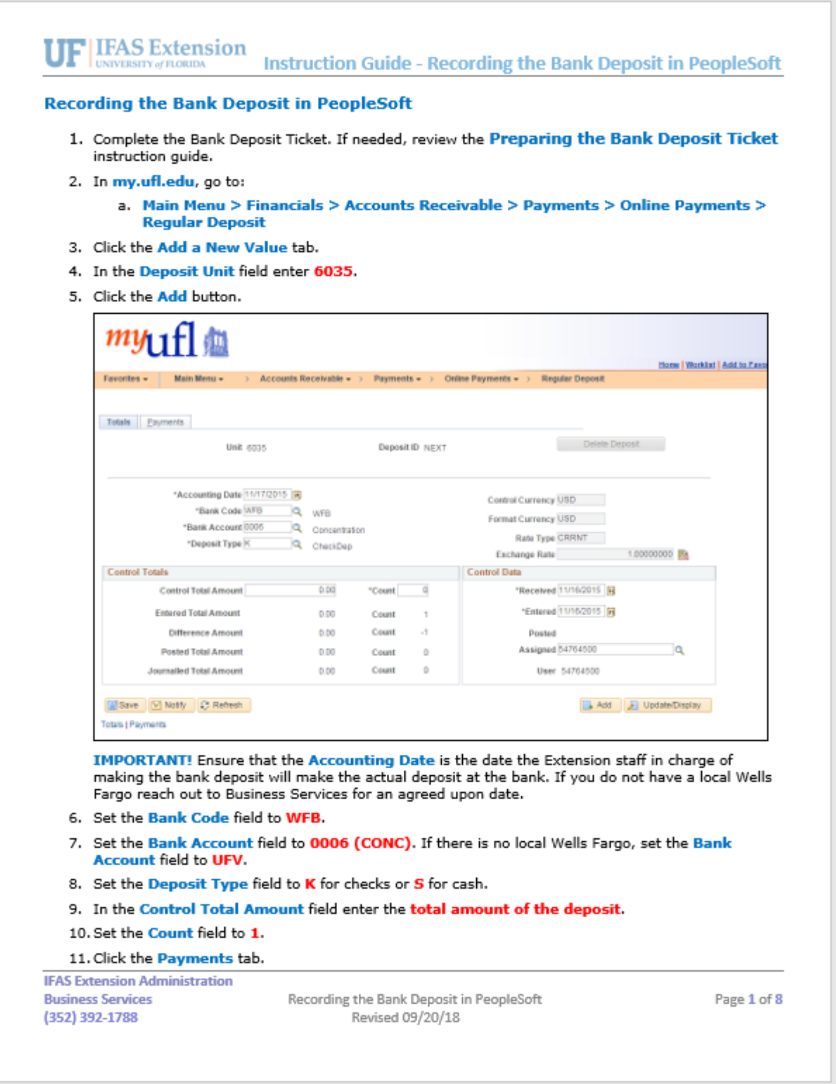
Making a Credit Card Deposit Simulation | PDF

Making an Electronic Funds Transfer (EFT) Deposit Simulation | PDF

✓Additional Training

✓Live Simulations

Instruction Guide



Recording the Bank Deposit in PeopleSoft

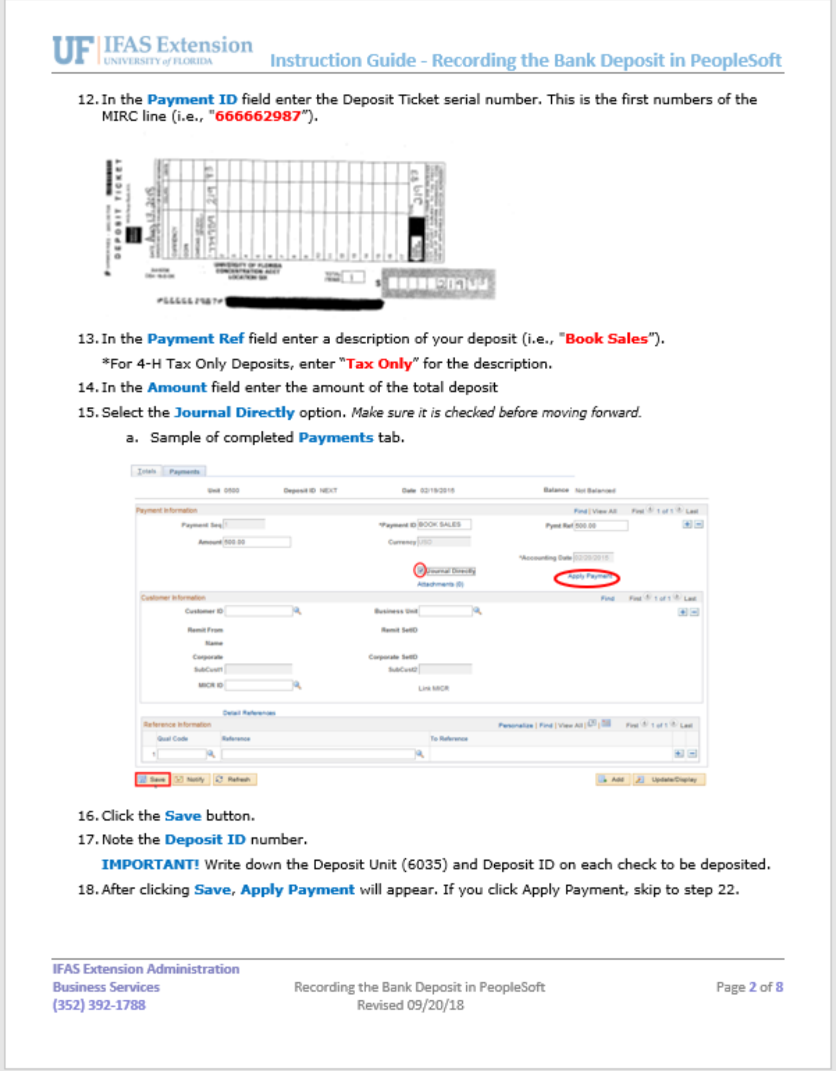
1. Complete the Bank Deposit Ticket. If needed, review the **Preparing the Bank Deposit Ticket** instruction guide.
2. In **my.ufl.edu**, go to:
    a. **Main Menu > Financials > Accounts Receivable > Payments > Online Payments > Regular Deposit**
3. Click the **Add a New Value** tab.
4. In the **Deposit Unit** field enter **6035**.
5. Click the **Add** button.

myufl
Home | Worklist | Add to Favo
Favorites ▾ Main Menu ▾ › Accounts Receivable ▾ › Payments ▾ › Online Payments ▾ › Regular Deposit
Totals Payments
Delete Deposit
Control Totals
Control Data
Save Notify Refresh
Add Update/Display
Totals | Payments

Unit 6035
Deposit ID NEXT
*Accounting Date 11/17/2015
*Bank Code WFB WFB
*Bank Account 0006 Concentration
*Deposit Type K CheckDep
Control Currency USD
Format Currency USD
Rate Type CRRNT
Exchange Rate 1.00000000
Control Total Amount 0.00 *Count 0
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
*Received 11/16/2015
*Entered 11/16/2015
Posted
Assigned 54764500
User 54764500

IMPORTANT! Ensure that the **Accounting Date** is the date the Extension staff in charge of making the bank deposit will make the actual deposit at the bank. If you do not have a local Wells Fargo reach out to Business Services for an agreed upon date.

6. Set the **Bank Code** field to **WFB**.
7. Set the **Bank Account** field to **0006 (CONC)**. If there is no local Wells Fargo, set the **Bank Account** field to **UFV**.
8. Set the **Deposit Type** field to **K** for checks or **S** for cash.
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 Deposit Ticket serial number. This is the first numbers of the MIRC line (i.e., "**666662987**").

DEPOSIT TICKET

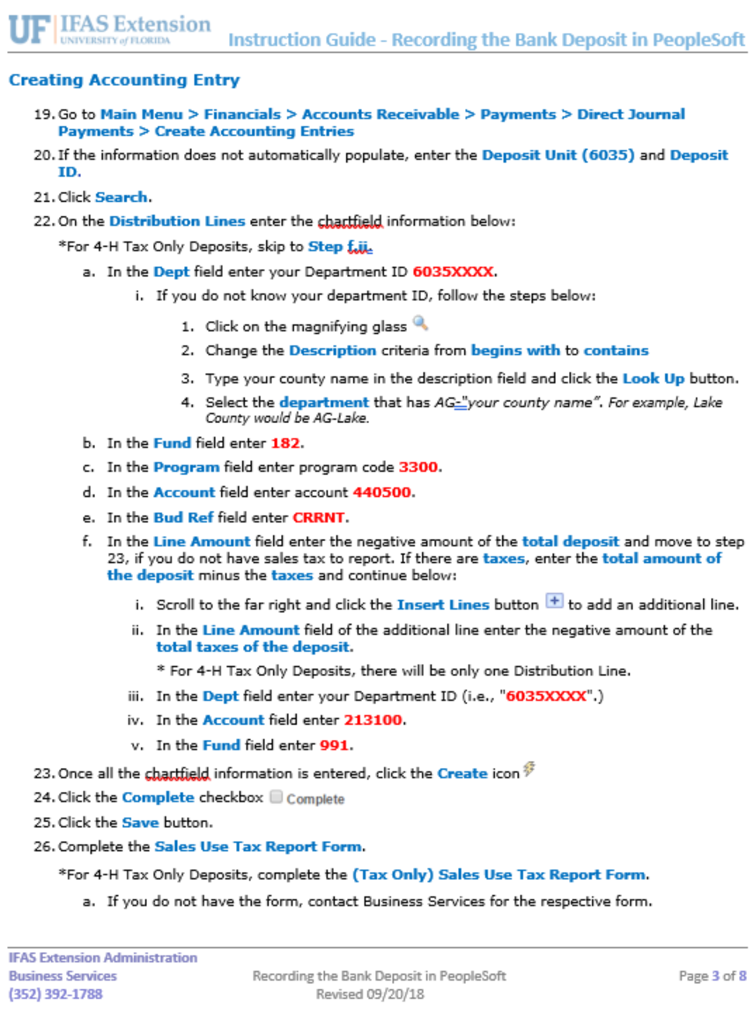
13. In the **Payment Ref** field enter a description of your deposit (i.e., "**Book Sales**").
    *For 4-H Tax Only Deposits, enter "**Tax Only**" for the description.
14. In the **Amount** field enter the amount of the total deposit
15. Select the **Journal Directly** option. *Make sure it is checked before moving forward.*
    a. Sample of completed **Payments** tab.

Totals Payments
Payment Information
Find | View All First 1 of 1 Last
Journal Directly
Apply Payment
Attachments (0)
Customer Information
Detail References
Reference Information
Save Notify Refresh
Add Update/Display

Unit 0500 Deposit ID NEXT Date 02/19/2015 Balance Not Balanced
Payment Seq 1
*Payment ID BOOK SALES
Pymt Ref 500.00
Amount 500.00
Currency USD

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.

Instruction Guide



UF | IFAS Extension UNIVERSITY of FLORIDA Instruction Guide - Recording the Bank Deposit in PeopleSoft

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:

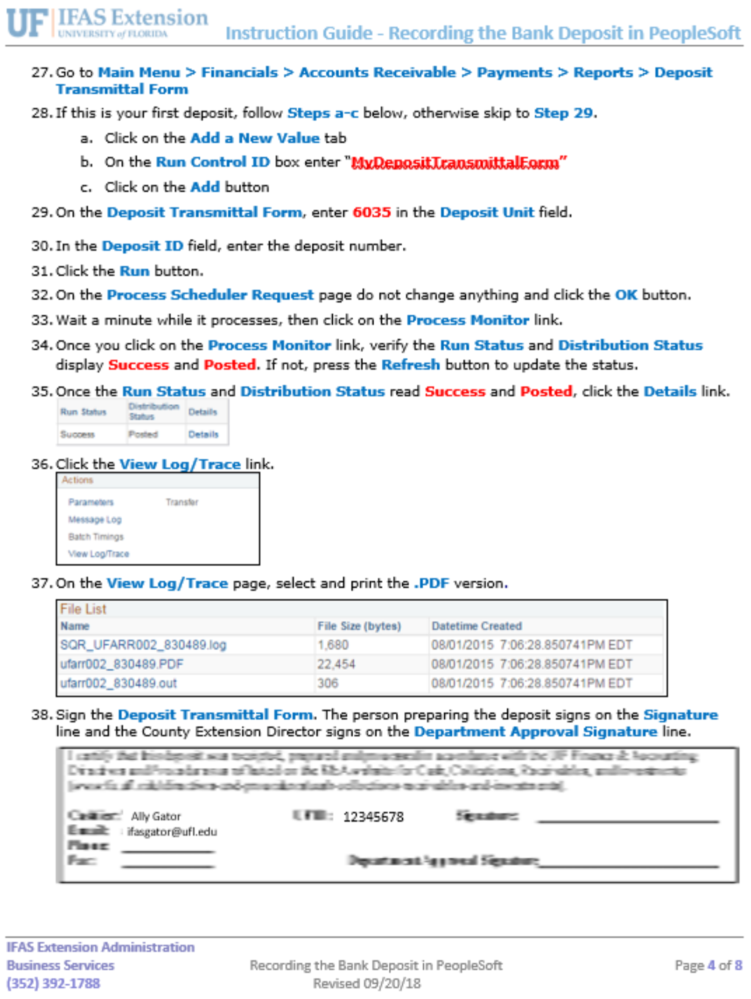
    *For 4-H Tax Only Deposits, skip to **Step f.ii.**

    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 🔍
            2. Change the **Description** criteria from **begins with** to **contains**
            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 account **440500**.
    e. In the **Bud Ref** field enter **CRRNT**.
    f. In the **Line Amount** field enter the negative amount of the **total deposit** and move to step 23, 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:
        i. Scroll to the far right and click the **Insert Lines** button ⊞ to add an additional line.
        ii. In the **Line Amount** field of the additional line enter the negative amount of the **total taxes of the deposit**.
            * For 4-H Tax Only Deposits, there will be only one Distribution Line.
        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**.
23. Once all the chartfield information is entered, click the **Create** icon ⚡
24. Click the **Complete** checkbox ☐ Complete
25. Click the **Save** button.
26. Complete the **Sales Use Tax Report Form**.

    *For 4-H Tax Only Deposits, complete the **(Tax Only) Sales Use Tax Report Form**.

    a. If you do not have the form, contact Business Services for the respective form.

IFAS Extension Administration
Business Services
(352) 392-1788
Recording the Bank Deposit in PeopleSoft
Revised 09/20/18
Page 3 of 8



UF | IFAS Extension UNIVERSITY of FLORIDA Instruction Guide - Recording the Bank Deposit in PeopleSoft

27. Go to **Main Menu > Financials > Accounts Receivable > Payments > Reports > Deposit Transmittal Form**
28. If this is your first deposit, follow **Steps a-c** below, otherwise skip to **Step 29**.
    a. Click on the **Add a New Value** tab
    b. On the **Run Control ID** box enter "**MyDepositTransmittalForm**"
    c. Click on the **Add** button
29. On the **Deposit Transmittal Form**, enter **6035** in the **Deposit Unit** field.
30. In the **Deposit ID** field, enter the deposit number.
31. Click the **Run** button.
32. On the **Process Scheduler Request** page do not change anything and click the **OK** button.
33. Wait a minute while it processes, then click on the **Process Monitor** link.
34. Once you click on the **Process Monitor** link, verify the **Run Status** and **Distribution Status** display **Success** and **Posted**. If not, press the **Refresh** button to update the status.
35. Once the **Run Status** and **Distribution Status** read **Success** and **Posted**, click the **Details** link.

Run Status	Distribution Status	Details
Success	Posted	Details

36. Click the **View Log/Trace** link.

Actions
Parameters Transfer
Message Log
Batch Timings
View Log/Trace

37. On the **View Log/Trace** page, select and print the **.PDF** version.

File List

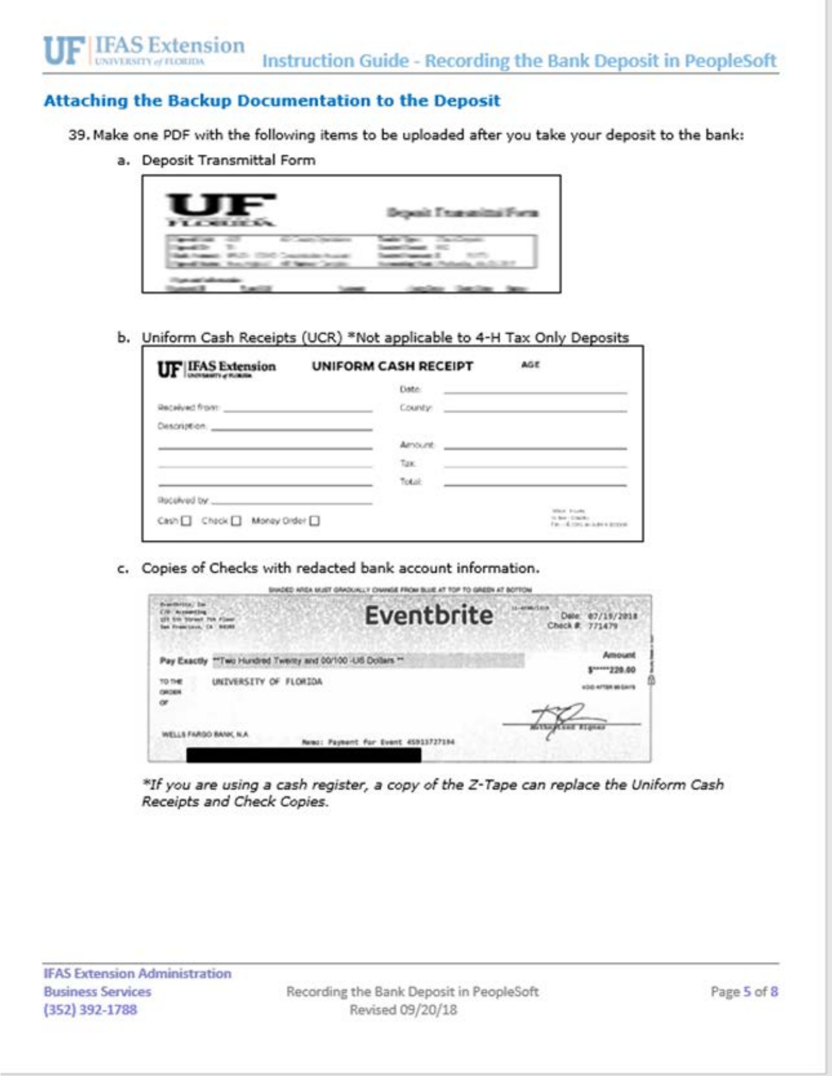
Name	File Size (bytes)	Datetime Created
SQR_UFARR002_830489.log	1,680	08/01/2015 7:06:28.850741PM EDT
ufarr002_830489.PDF	22,454	08/01/2015 7:06:28.850741PM EDT
ufarr002_830489.out	306	08/01/2015 7:06:28.850741PM EDT

38. Sign the **Deposit Transmittal Form**. The person preparing the deposit signs on the **Signature** line and the County Extension Director signs on the **Department Approval Signature** line.

Ally Gator 12345678
ifasgator@ufl.edu

IFAS Extension Administration
Business Services
(352) 392-1788
Recording the Bank Deposit in PeopleSoft
Revised 09/20/18
Page 4 of 8

Instruction Guide



UF | IFAS Extension UNIVERSITY of FLORIDA Instruction Guide - Recording the Bank Deposit in PeopleSoft

Attaching the Backup Documentation to the Deposit

39. Make one PDF with the following items to be uploaded after you take your deposit to the bank:
    a. Deposit Transmittal Form

    UF FLORIDA Deposit Transmittal Form

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

    UF | IFAS Extension UNIFORM CASH RECEIPT AGE

    Date: ____
    Received from: ____
    County: ____
    Description: ____
    Amount: ____
    Tax: ____
    Total: ____
    Received by: ____
    Cash ☐ Check ☐ Money Order ☐

    c. Copies of Checks with redacted bank account information.

    SHADED AREA MUST GRADUALLY CHANGE FROM BLUE AT TOP TO GREEN AT BOTTOM
    Eventbrite
    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
    WELLS FARGO BANK, N.A
    Memo: Payment for Event 45913727194
    Authorized Signer
    [redacted]

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

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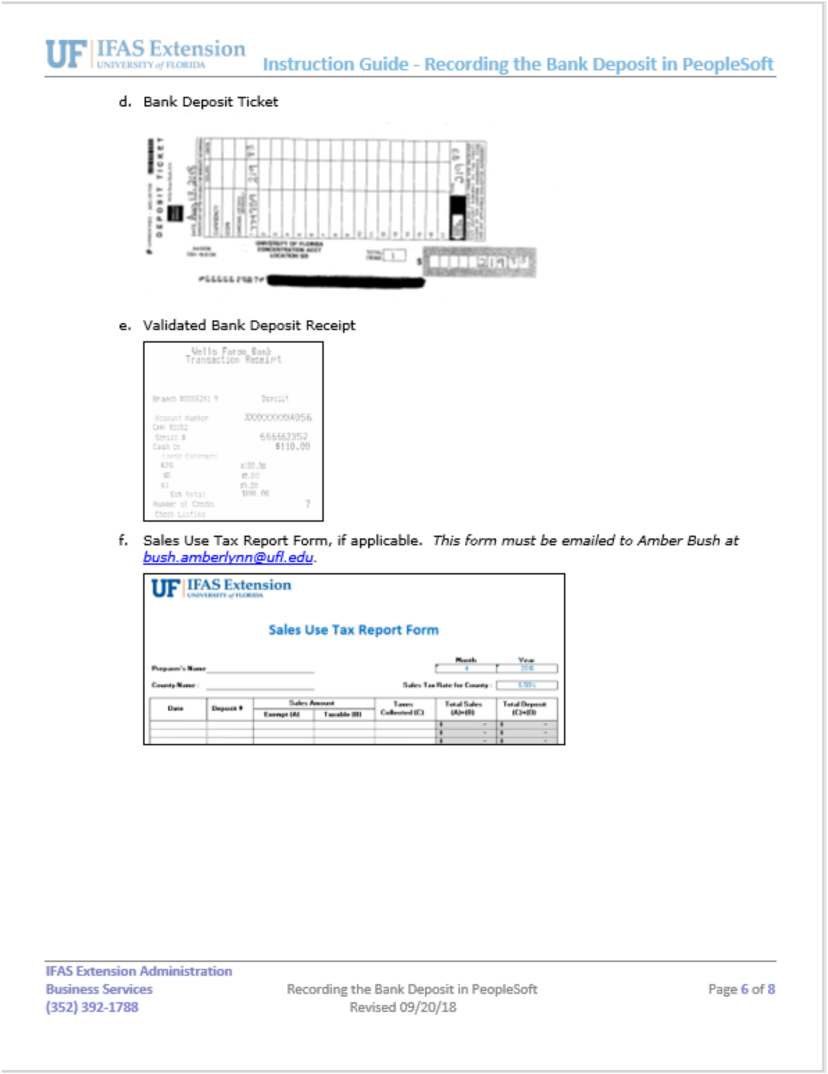

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d. Bank Deposit Ticket

DEPOSIT TICKET
UNIVERSITY OF FLORIDA CONCENTRATION ACCT
[redacted]

e. Validated Bank Deposit Receipt

Wells Fargo Bank
Transaction Receipt
Deposit
Account Number XXXXXXXXX4956
Serial # 666662352
Cash In $110.00
Number of Checks 7
Check Listing

f. Sales Use Tax Report Form, if applicable. *This form must be emailed to Amber Bush at bush.amberlynn@ufl.edu.*

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Sales Use Tax Report Form

Preparer's Name ____
County Name : ____
Month
Year
Sales Tax Rate for County :

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

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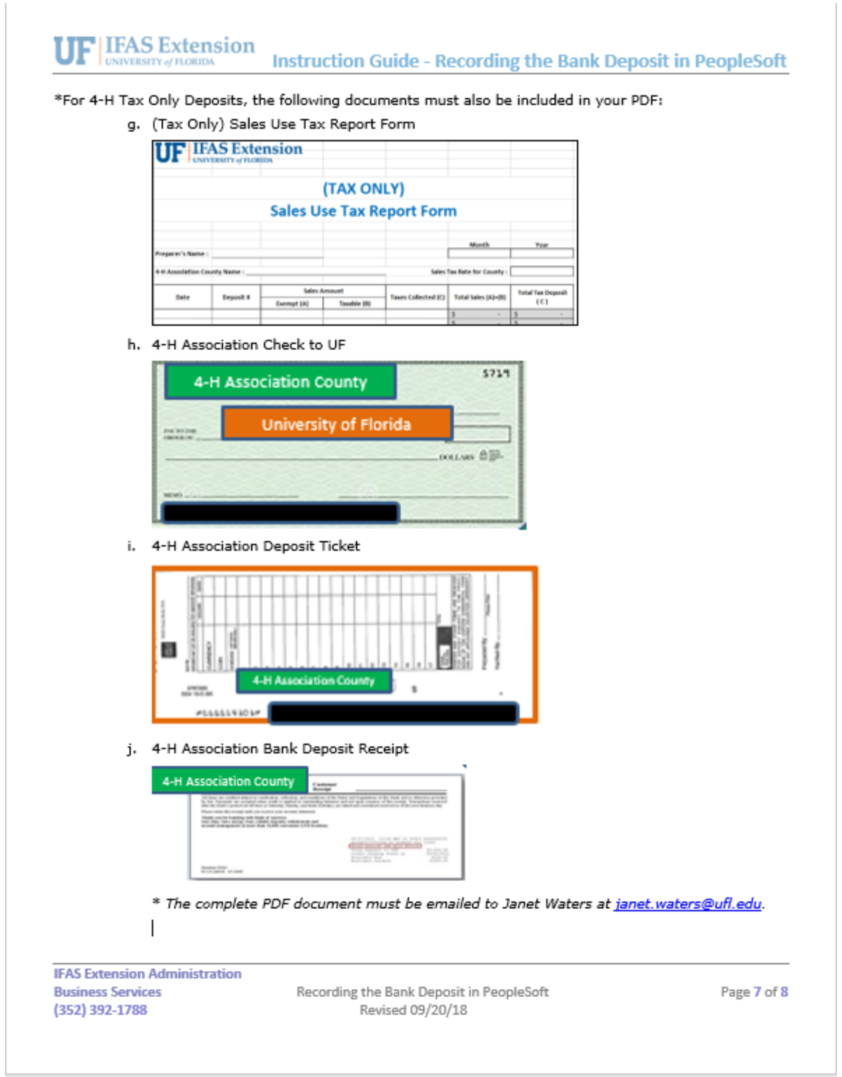

*For 4-H Tax Only Deposits, the following documents must also be included in your PDF:

g. (Tax Only) Sales Use Tax Report Form

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(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)			
					$ -	$ -
					$ -	$ -

h. 4-H Association Check to UF

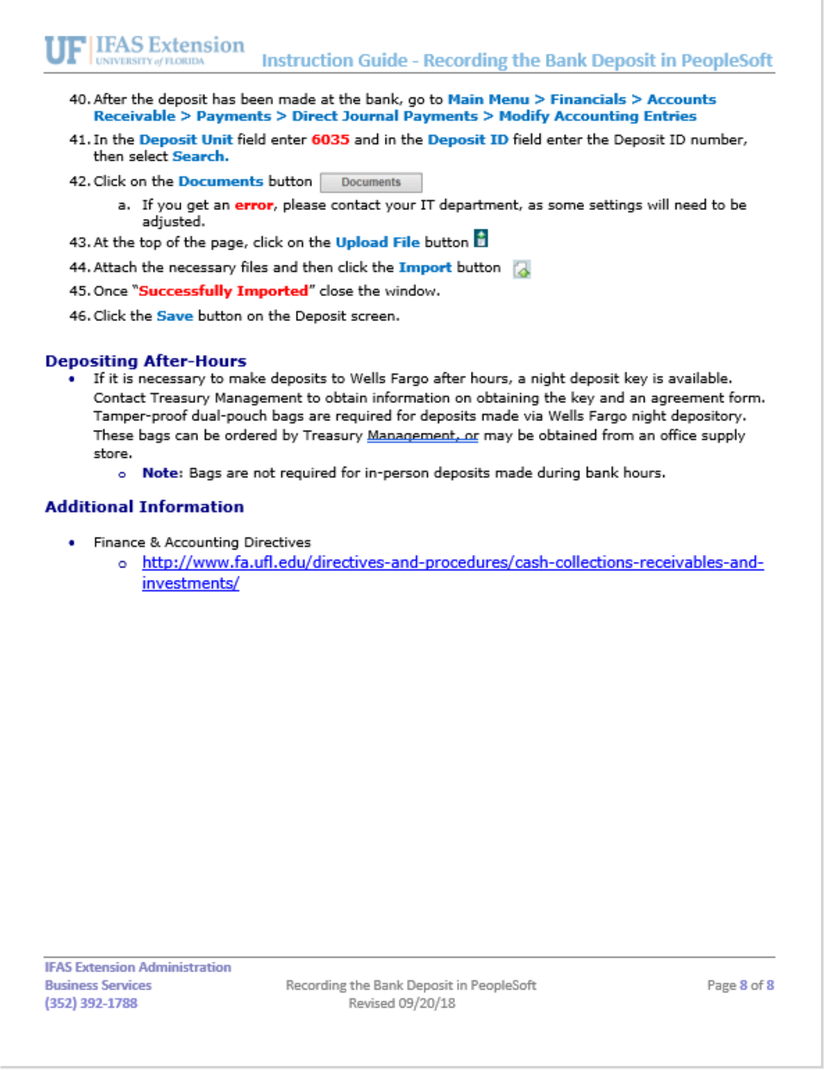
[redacted]

i. 4-H Association Deposit Ticket

[redacted]

j. 4-H Association Bank Deposit Receipt

* *The complete PDF document must be emailed to Janet Waters at janet.waters@ufl.edu.*



40. After the deposit has been made at the bank, go to **Main Menu > Financials > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries**
41. In the **Deposit Unit** field enter **6035** and in the **Deposit ID** field enter the Deposit ID number, then select **Search.**
42. Click on the **Documents** button Documents
    a. If you get an **error**, please contact your IT department, as some settings will need to be adjusted.
43. At the top of the page, click on the **Upload File** button
44. Attach the necessary files and then click the **Import** button
45. Once "**Successfully Imported**" close the window.
46. Click the **Save** button on the Deposit screen.

Depositing After-Hours

- If it is necessary to make deposits to Wells Fargo after hours, a night deposit key is available. Contact Treasury Management to obtain information on obtaining the key and an agreement form. Tamper-proof dual-pouch bags are required for deposits made via Wells Fargo night depository. These bags can be ordered by Treasury Management, or may be obtained from an office supply store.
    - **Note:** Bags are not required for in-person deposits made during bank hours.

Additional Information

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