ATM DEPOSIT

Let's take a look at this new process
Agenda

Part 1: Purpose

Part 2: Key Benefits

Part 3: Prepare ATM Deposit

Part 4: Record Deposit in myUFL

Part 5: Next Steps
Purpose

- efficient and accurate
- reduce time
- enhance customer experience
Key Benefits

• Stop at any Wells Fargo bank ATM that accepts deposits – available on campus at Broward Dining, Hub, & Reitz Union

• It is a convenient option if your department has frequent deposits (cash and checks only)

• Not required with deposit:
  • Deposit transmittal form
  • Lockable canvas bag and/or envelopes

End Goal

• Transition all units to at least one of the six new deposit options
• Discontinue use of lockable canvas bags and/or envelopes
Prepare ATM Deposit
Key Points

1. Count and prepare cash and/or checks

2. Enter access code = LOC# on card at ATM

3. Deposit Cash/Checks together via Wells Fargo ATM by 9 pm for same day processing
ATM Card
Record Deposit in myUFL
Deposit cash and checks together via ATM before entering in myUFL

Record cash and checks deposit in myUFL

Make myUFL deposits to Concentration Account (0006) rather than Vault (UFV)

Enter the Location ID as the Payment ID in myUFL

The Accounting Date entered in myUFL should be the same as the business date the cash and checks were deposited via ATM
### Regular Deposit

**Unit:** 6400  
**Deposit ID:** NEXT

<table>
<thead>
<tr>
<th><strong>Control Totals</strong></th>
<th><strong>Control Data</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Control Total Amount:</strong> 5,000.00</td>
<td><em>Received: 10/01/2021</em></td>
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<tr>
<td><strong>Entered Total Amount:</strong> 5,000.00</td>
<td><em>Entered: 10/01/2021</em></td>
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<tr>
<td><strong>Difference Amount:</strong> 0.00</td>
<td><strong>Posted</strong></td>
</tr>
<tr>
<td><strong>Posted Total Amount:</strong> 0.00</td>
<td><strong>Assigned:</strong> 52686730</td>
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<tr>
<td><strong>Journalled Total Amount:</strong> 0.00</td>
<td><strong>User:</strong> 52685730</td>
</tr>
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**Accounting Date:** 10/05/2021  
**Bank Code:** WFB  
**Bank Account:** 0006  
**Deposit Type:** Concentration  
**Control Currency:** USD  
**Format Currency:** USD  
**Rate Type:** CRRNT  
**Exchange Rate:** 1.00000000

**Delete Deposit**
# Regular Deposit

<table>
<thead>
<tr>
<th><strong>Unit</strong></th>
<th><strong>Deposit ID</strong></th>
<th><strong>NEXT</strong></th>
<th><strong>Date</strong></th>
<th><strong>Balance</strong></th>
<th><strong>Balanced</strong></th>
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<tbody>
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<td>11/17/2021</td>
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## Payment Information

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<th><strong>Payment Seq.</strong></th>
<th><strong>Payment ID</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Currency</strong></th>
<th><strong>Pymt Ref</strong></th>
<th><strong>Journal Directly</strong></th>
<th><strong>Accounting Date</strong></th>
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<td>1</td>
<td>000034</td>
<td>500.00</td>
<td>USD</td>
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<td>11/18/2021</td>
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## Customer Information

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<th><strong>Customer ID</strong></th>
<th><strong>Business Unit</strong></th>
<th><strong>Remit From</strong></th>
<th><strong>Remit Set ID</strong></th>
<th><strong>Corporate</strong></th>
<th><strong>Corporate Set ID</strong></th>
<th><strong>Sub Cust1</strong></th>
<th><strong>Sub Cust2</strong></th>
<th><strong>MICR ID</strong></th>
<th><strong>Link MICR</strong></th>
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Troubleshooting

Contact UF Cashiers Office
352-392-0185
TM_DepositSupport@admin.ufl.edu
Process Questions?
Complete the Deposit Options Form
Timeline

August & September
• New deposit options training

October
• New deposit options go live and UF transition begins
• Launch of the redesigned PST021 Making Deposits in myUFL training course

November & December
• UF community transitions to at least one of the new deposit options

January
• All units transitioned to at least one of the six deposit options by January 6, 2023
• Discontinue the use of lockable canvas bags and/or envelopes

All UF units transitioned to new deposit options!