

# WELLS FARGO BRANCH DEPOSIT

Let's take a look at this new process

# Agenda

Part 1: **Key Benefits**



Part 2: **Purpose**



Part 3: **Prepare Deposit for Branch**



Part 4: **Record Deposit in myUFL**



Part 5: **Next Steps**





## Key Benefits

- Deposit directly to Wells Fargo branch
- Cash and checks can be combined into a single deposit
- Not required with deposit:
  - Deposit transmittal form
  - Lockable canvas bag and/or envelopes

## End Goal

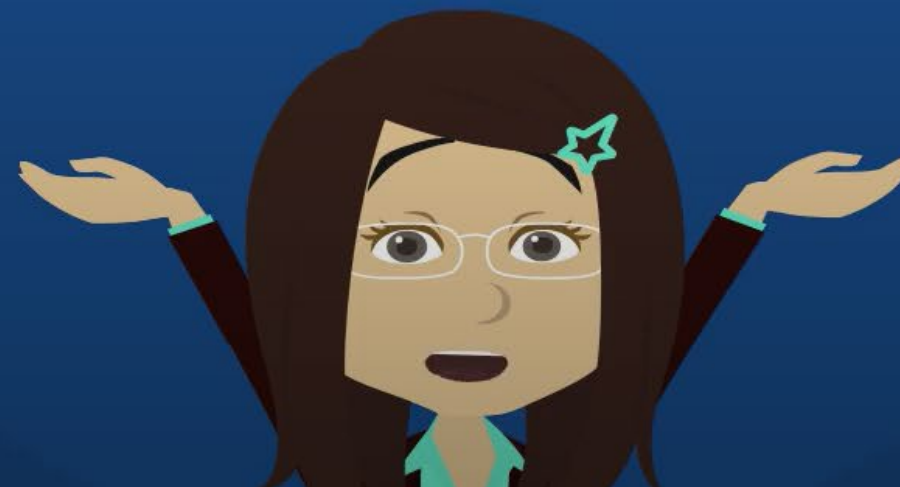
- Transition all units to at least one of the six new deposit options
- Discontinue use of lockable canvas bags and/or envelopes

# Purpose

efficient and  
accurate

reduce  
time

enhance  
customer  
experience





# Deposit Options



Drop Box



Mobile



ATM



Desktop Check Scanner



Wells Fargo Branch



Armored Courier

# Starter Kit

## Deposit Tickets

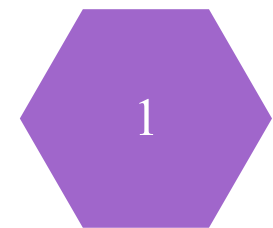
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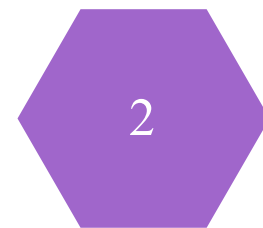
# Prepare Deposit for Wells Fargo Branch

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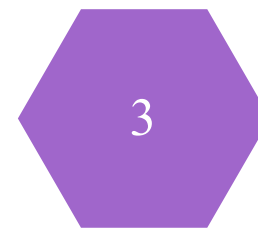
# Key Points



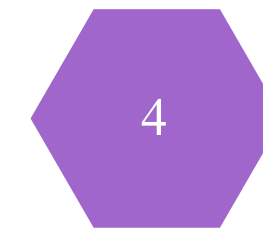
Complete  
your own  
deposit  
ticket and  
deposit



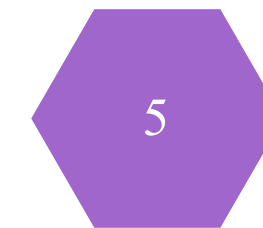
Deposit  
Cash/Checks  
together on  
**one** deposit  
ticket



Ensure the date  
on the deposit  
ticket is the **same**  
date the deposit  
will be processed  
at the bank



Enter deposit  
in myUFL  
**before**  
bringing to  
the branch



Bring deposit to  
Wells Fargo branch -  
**cutoff for same day**  
**credit**  
determined by branch  
hours of operation

4504464  
DS4 20-D-BK

UNIVERSITY OF FLORIDA  
CONCENTRATION ACCT.  
LOCATION ONE

6400-12345

TOTAL  
ITEMS 2

\$ 2400.00

1111100012 123456789 2000123456789



SUPERIOR PRESS • (888) 590-7998

DEPOSIT TICKET

WELLS FARGO Wells Fargo Bank, N.A.

DATE 2-4-2022

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	100	00
COIN		
CHECKS LIST EACH SEPARATELY		
1 1234	200	00
2 5790	2100	00
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
TOTAL	2400.	00

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 \_\_\_\_\_

4504464  
DS4 20-D-BK

UNIVERSITY OF FLORIDA  
CONCENTRATION ACCT.  
LOCATION ONE

6400-12345

TOTAL  
ITEMS 2

\$ 2400.00

1111100012 123456789 2000123456789

# Record Deposit in myUFL

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Totals Payments

Unit 6400

Deposit ID NEXT

Delete Deposit

\*Accounting Date 02/04/2022  
\*Bank Code WFB  
\*Bank Account 0006  
\*Deposit Type K

WFB

Concentration

CheckDep

Control Currency USD  
Format Currency USD  
Rate Type CRRNT  
Exchange Rate 1.00000000

Control Totals

Control Total Amount	2,400.00	*Count	1
Entered Total Amount	5,000.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

\*Received 02/04/2022  
\*Entered 02/04/2022  
Posted  
Assigned 52686730  
User 52686730

Save Notify Refresh

Add Update/Display

Totals

Payments

Unit6400

Deposit IDNEXT

Date02/04/2022

Balance

Balanced

Payment Information

Find

View All

First

Payment Seq

1

\*Payment ID

1111100012

x

Pymt Ref

Amount

2,400.00

Currency

USD

\*Accounting Date

02/04/2022

☐ Journal Directly

Attachments (0)

Apply Payment

Customer Information

Find

First

Customer ID

Business Unit

Remit From

Name

Remit SetID

Corporate

Corporate SetID

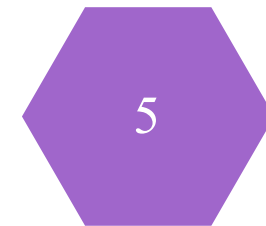
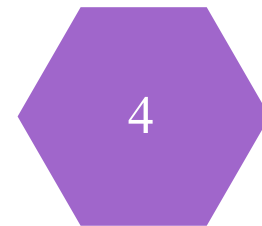
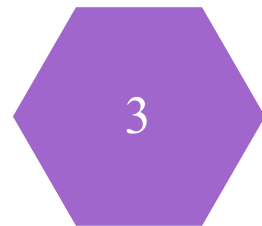
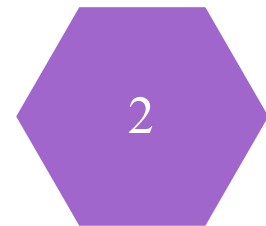
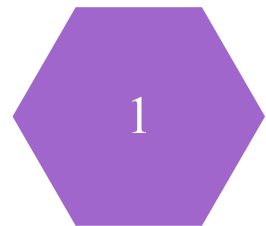
SubCust1

SubCust2

MICR ID

Link MICR

# Key Points



Deposit  
Cash/Checks  
together in  
myUFL

Enter the  
deposit in  
myUFL before  
delivering to  
Wells Fargo

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

Enter the  
**deposit ticket**  
number as the  
**Payment ID** in  
myUFL

Write the  
deposit unit  
and deposit ID  
from myUFL  
on your  
deposit ticket

# Replenish Deposit Tickets / Troubleshooting

**DEPOSIT TICKET**  
WELLS FARGO  
Wells Fargo Bank, N.A.

DATE **2-4-2022**  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	CURRENCY	COIN	CHECKS LIST EACH SEPARATELY	DOLLARS	CENTS
1	1234			100	00
2	5790			200	00
3				2100	00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
TOTAL			2400.00		

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

UNIVERSITY OF FLORIDA  
CONCENTRATION ACCT.  
LOCATION ONE  
6400-12345

4504464  
DS4 20-D-BK

TOTAL ITEMS **2** \$ **2400.00**

1111100012 123456789 2000123456789

Prepared By \_\_\_\_\_ Please Print  
Verified By \_\_\_\_\_

Contact UF Cashiers Office

352-392-0185

TM\_DepositSupport@admin.ufl.edu

# Process Questions?



# Next Steps

Complete the  
Deposit Options  
Form



# Timeline

## August & September

- New deposit options training

## November & December

- UF community transitions to at least one of the new deposit options

## October

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

## January

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

**All UF units transitioned to new deposit options!**

# Contact Us

[TM\\_DepositSupport@admin.ufl.edu](mailto:TM_DepositSupport@admin.ufl.edu)

