

DESKTOP SCANNER DEPOSIT

Let's take a look at this new process

Agenda

Part 1: **Key Benefits**

.....

Part 2: **Purpose**

.....

Part 3: **Complete a Desktop Deposit**

.....

Part 4: **Record Deposit in myUFL**

.....

Part 5: **Check Retention & Shredding**

.....

Part 6: **Next Steps**

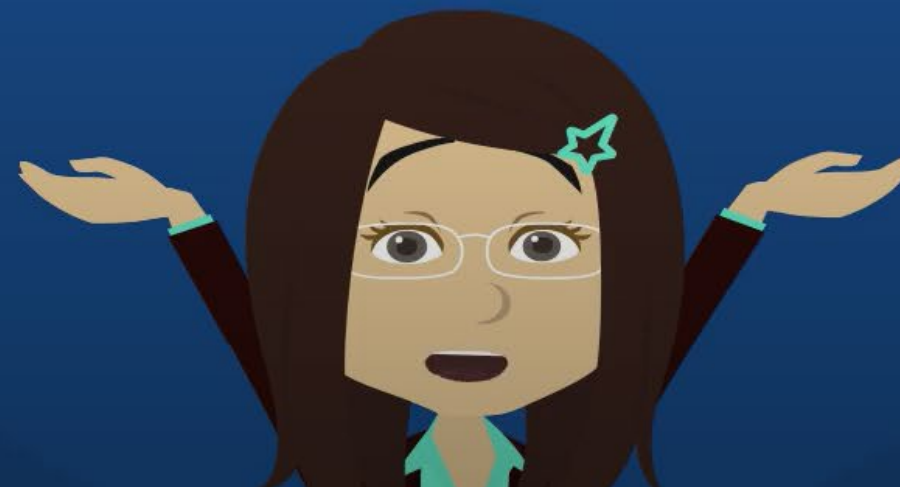


Purpose

efficient and
accurate

reduce
time

enhance
customer
experience





Deposit Options



Drop Box



Mobile



ATM



Desktop Check Scanner



Wells Fargo Branch



Armored Courier



Key Benefits

- Complete a deposit at your desk at anytime
- You do not need to travel to Criser Hall to make a deposit
- It is a convenient option if your department has large quantities of checks
- Images of checks available to download on demand
- Not required with deposit:
 - Deposit transmittal form
 - Lockable canvas bags 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

A photograph of a person wearing a tan jacket, sitting at a desk. They are holding a gold-colored pen over a brown leather folder. On the desk, there is a laptop, a smartphone, and some papers. In the background, another person wearing a blue and white striped shirt is partially visible.

Device & Setup

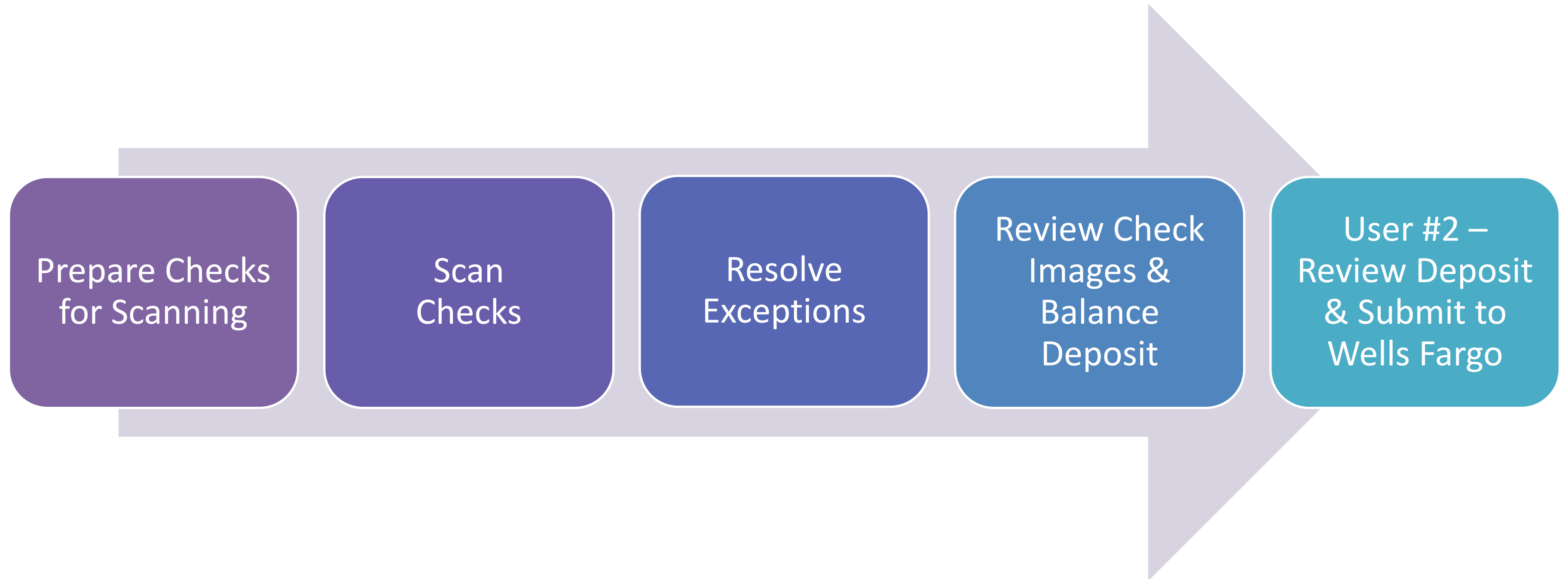
Check scanner compatible with Wells Fargo site

Wells Fargo *CEO* account access for each team member to log into secure web site

Tamper-Evident Check Retention Bags
(best practice)

Complete a Desktop Deposit

The Process



Log in and select **Desktop Deposit > Create Deposit**.

Use drop down menus
to select Deposit
Account and Location

Create Deposits

* Deposit Account

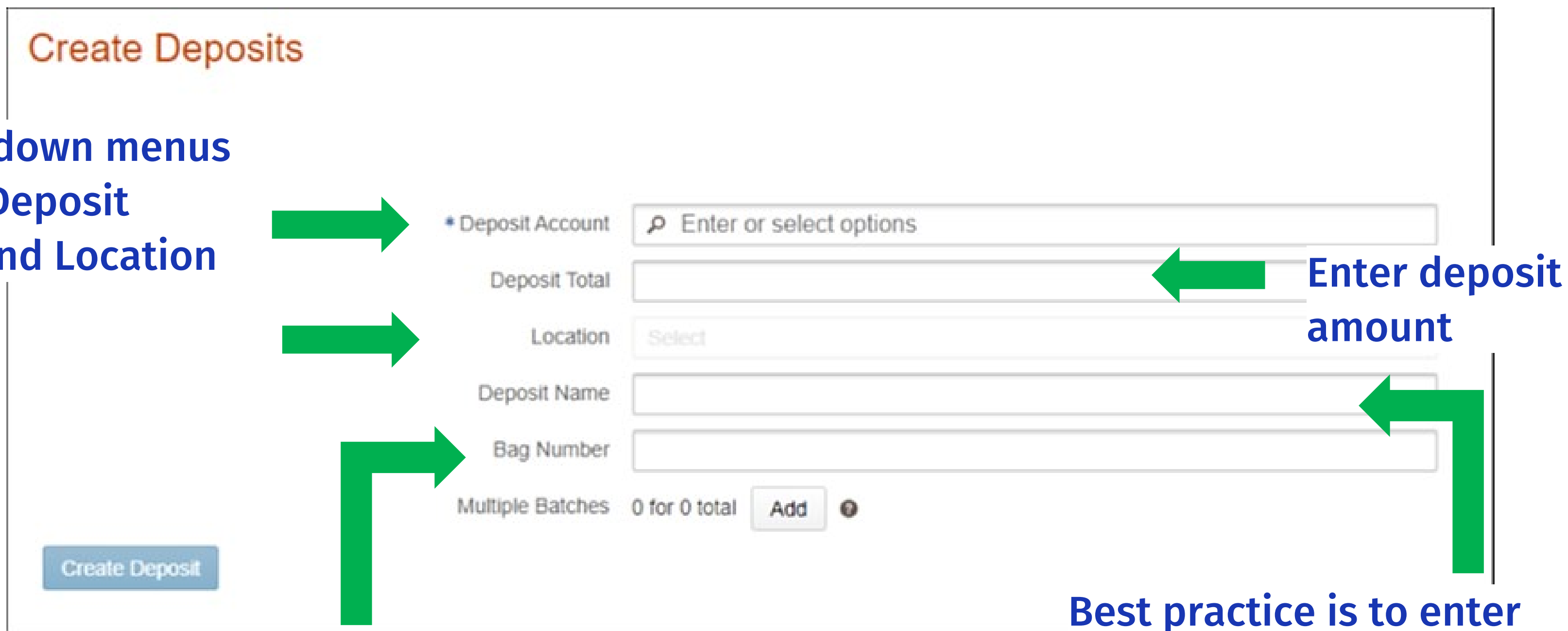
Deposit Total

Location

Deposit Name

Bag Number

Multiple Batches 0 for 0 total ⓘ

A screenshot of a web form titled "Create Deposits". The form contains several input fields: "Deposit Account" (a searchable dropdown), "Deposit Total" (a text box), "Location" (a dropdown menu), "Deposit Name" (a text box), and "Bag Number" (a text box). Below these is a section for "Multiple Batches" showing "0 for 0 total" with an "Add" button and an information icon. At the bottom left is a "Create Deposit" button. Green arrows point to the "Deposit Account" and "Location" fields from the left, and to the "Deposit Total" and "Bag Number" fields from the right.

Enter deposit
amount

Best practice is to use tamper-
evident check retention bag &
enter bag number here

Best practice is to enter
reference information
related to deposit (i.e.,
"Chemistry Deposit")

Scan checks one at a time through a single-feed scanner or a few checks at a time for a multi-feed scanner. **ELECTRONICALLY PRESENTED – MM/DD/YYYY** printed on back.

Resolve for Exceptions

Desktop Deposit

Return to CEO Home

Review Deposit

+ Deposit Details

Edit Details

+ Add Checks

View

All in Scan Order

Find by...

Go

Reset

1 to 2 of 2 items

	Item Status	Amount	Check Number/Aux-On-US	Check Account Number	Routing Number	Scan Date	Check Date	Actions
1	Ready	25.00		XXXXXXXXXX1047	XXXXX0744	02/08/20 XX	N/A	Edit Delete
2	Exception !	25.00		XXXXXXXXXX1047	XXXXX0744	02/08/20 XX	N/A	Edit Rescan Delete

Running Total

50.00

Deposit Total

50.00

[Edit](#)

Difference

0.00

Fix Exceptions

Review Later

More Actions

Review All Checks

Delete Deposit

Review all checks

Review Deposit

+

Deposit Details

Edit Details

+

Add Checks

View

All in Scan Order

Find by...

Go

Reset

	Item Status	Amount	Check Number/Aux-On-US	Che
1	Ready	<u>300.00</u>	0	4019
2	Ready	<u>500.00</u>	0	4019
3	Ready	<u>3319.00</u>	1205	765
4	Ready	<u>50.00</u>	02551	1010
5	Ready	<u>450.00</u>	2177	113
6	Ready	<u>6300.00</u>	0085581150	8018
7	Ready	<u>120.00</u>	9604801202	7586
8	Ready	<u>610.39</u>	04887650	1500
9	Ready	<u>3100.00</u>	0000743918	7456
10	Ready	<u>3047.63</u>	119265	6026

Running Total

17797.02

Deposit Total

17797.02

Edit

?

Difference

0.00

Review All Checks

Delete Deposit

Submit Deposit

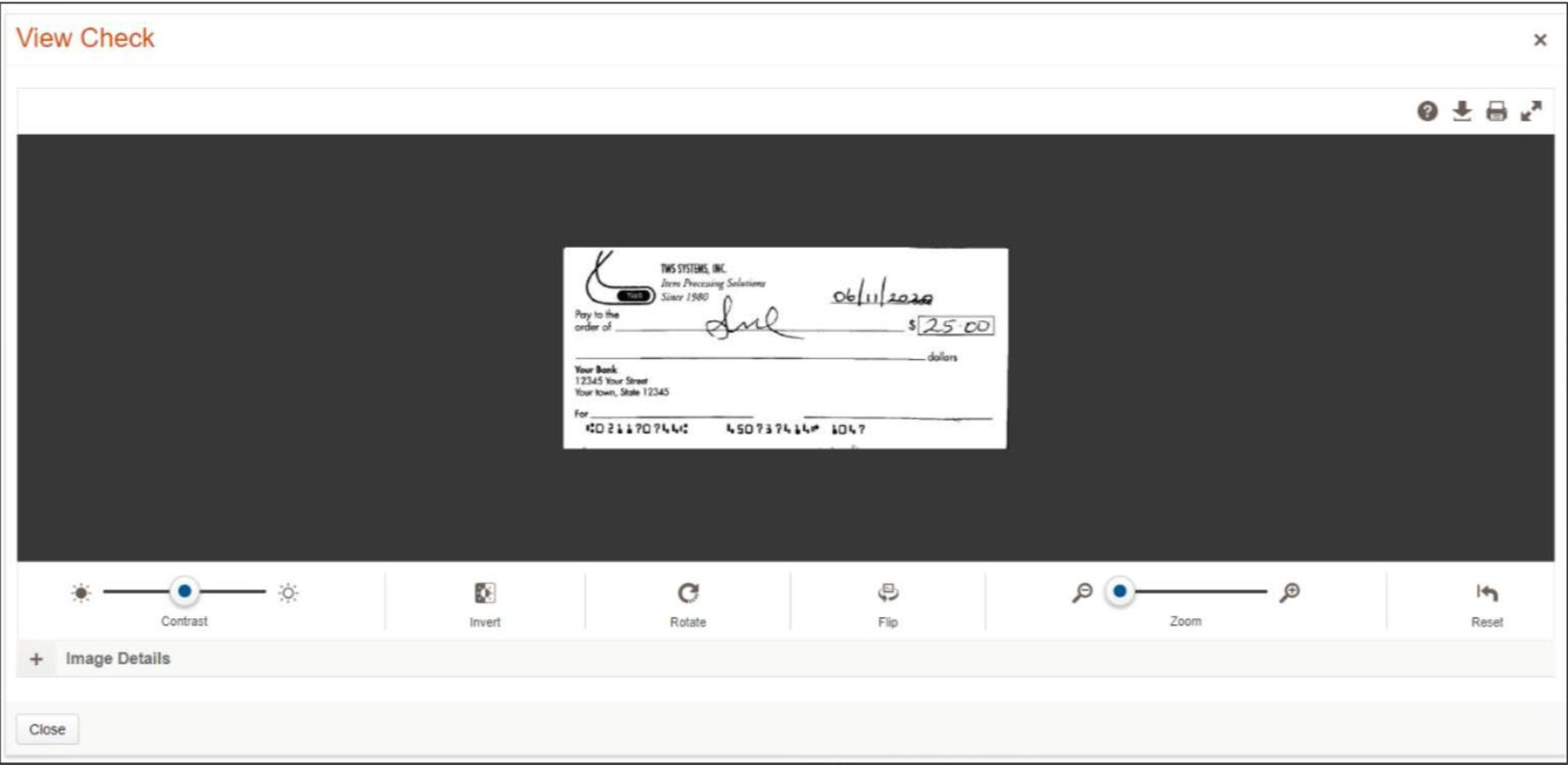
Review Later

More Actions

Review each check image before submitting the deposit

- ✓ missing signature
- ✓ clarity of the image
- ✓ amount not populating correctly
- ✓ MICR line is not legible

Verify all listed as Ready



	Item Status	Amount
1	Ready	<u>300.00</u>
2	Ready	<u>500.00</u>
3	Ready	<u>3319.00</u>
4	Ready	<u>50.00</u>
5	Ready	<u>450.00</u>
6	Ready	<u>6300.00</u>
7	Ready	<u>120.00</u>
8	Ready	<u>610.39</u>
9	Ready	<u>3100.00</u>
10	Ready	<u>3047.63</u>

Verify certain fields in Review Deposit

Deposit Total and
Running Total match

Difference = \$0.00



Review Deposit

+ Deposit Details

Edit Details

+ Add Checks

View

All in Scan Order

Find by...

	Item Status	Amount	Check Number/Aux-On-
1	Ready	300.00	0
2	Ready	500.00	0
3	Ready	3319.00	1205
4	Ready	50.00	02551
5	Ready	450.00	2177
6	Ready	6300.00	0085581150
7	Ready	120.00	9604801202
8	Ready	610.39	04887650
9	Ready	3100.00	0000743918
10	Ready	3047.63	119265

Running Total

17797.02

Deposit Total

17797.02

Edit

Difference

0.00

Review All Checks

Delete Deposit

Submit Deposit

Review Later

More Actions

! If the Deposit Details do not match, this may be due to the check amount not being detected properly by the scanner, or the Deposit Total may be entered incorrectly.

Review Deposit – User 1 logs off and User 2 logs in

☰

Create Deposit

Recent Deposits

Pending Deposits (58)

Create Report

9

☒

Ready

0.00

XXXXXXXXXX7935

Submit Deposit

View Deposit

Delete Deposit

Select Deposit to Submit

☰	Create Deposit	Recent Deposits	Pending Deposits (58)	Create Report
9	<input checked="" type="radio"/>	Ready	0.00	XXXXXXXXXX7935
Submit Deposit	View Deposit	Delete Deposit		

Review Deposit

+ Deposit Details

Edit Details

+ Add Checks

View

All in Scan Order

Find by...

Go

Reset

1 to 10 of 10

	Item Status	Amount	Check Number/Aux-On-US	Check Account Number	Routing Number	Scan Date	Check Date	Actions
1	Ready	300.00	0	4019	102100400	04/11/2022	N/A	Edit Delete
2	Ready	500.00	0	4019	102100400	04/11/2022	N/A	Edit Delete
3	Ready	3319.00	1205	7651833506	074908594	04/11/2022	N/A	Edit Delete
4	Ready	50.00	02551	1010242172413	063107513	04/11/2022	N/A	Edit Delete
5	Ready	450.00	2177	1131306418	043000096	04/11/2022	N/A	Edit Delete
6	Ready	6300.00	0085581150	8018003932	053101561	04/11/2022	N/A	Edit Delete
7	Ready	120.00	9604801202	758661193	044000037	04/11/2022	N/A	Edit Delete
8	Ready	610.39	04887650	150080086583	092904554	04/11/2022	N/A	Edit Delete
9	Ready	3100.00	0000743918	745626	011302920	04/11/2022	N/A	Edit Delete
10	Ready	3047.63	119265	602608462	104910795	04/11/2022	N/A	Edit Delete

Running Total

17797.02

Deposit Total

17797.02

Edit

Difference

0.00

Submit Deposit

Review Later

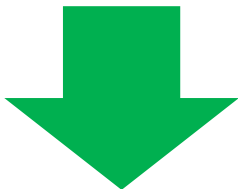
More Actions

Deposit Total and
Running Total match

Difference = \$0.00

Submit Deposit

Verify all listed as Ready



	Item Status	Amount
1	Ready	300.00
2	Ready	500.00
3	Ready	3319.00
4	Ready	50.00
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8	Ready	610.39
9	Ready	3100.00
10	Ready	3047.63

Review Deposit

+ Deposit Details

Edit Details

+ Add Checks

View

All in Scan Order

Find by...

Go

Reset

	Item Status	Amount	Check Number/Aux-On-US	Che
1	Ready	300.00	0	4019
2	Ready	500.00	0	4019
3	Ready	3319.00	1205	7651
4	Ready	50.00	02551	1010
5	Ready	450.00	2177	1131
6	Ready	6300.00	0085581150	8018
7	Ready	120.00	9604801202	7586
8	Ready	610.39	04887650	1500
9	Ready	3100.00	0000743918	7456
10	Ready	3047.63	119265	6026

Running Total

17797.02

Deposit Total

17797.02

Edit

?

Difference

0.00

Review All Checks

Delete Deposit

Submit Deposit

Review Later

More Actions

Submit Deposit

Submit Deposit

?

•

Verify deposit information and select Submit to complete deposit. [DTD5116]

Deposit Account

XXXXXXXXXX5171 STUDENT
FINANCIALS ACCT

Deposit Total

17797.02

Location

Deposit Name

dslade - main- 59628

Bag Number

9585668

Batches

0

Number of Items

10

Submit

Deposit Later

Review Deposit

Review Deposit Total and Number of Items. Select **Submit**.

Deposit Confirmation

Deposit has been submitted. [DTD5094]

Desktop Deposit

Deposit Confirmation

[Return to Create Deposit](#)

✓

Deposit has been submitted. [DTD5094]

Print

Confirmation Number

220411362485032

Deposit Account

STUDENT FINANCIALS
ACCTXXXXXXXXX5171

Deposit Total

17797.02 USD

Location

0

Deposit Name

dslade - main- 59628

Number of Items

10

Submission Date

04/11/2022 02:14:33 PM

Effective Date

04/11/2022

Created By

Karen L Gillespie

Deposited By

Karen L Gillespie

View Recent Deposits

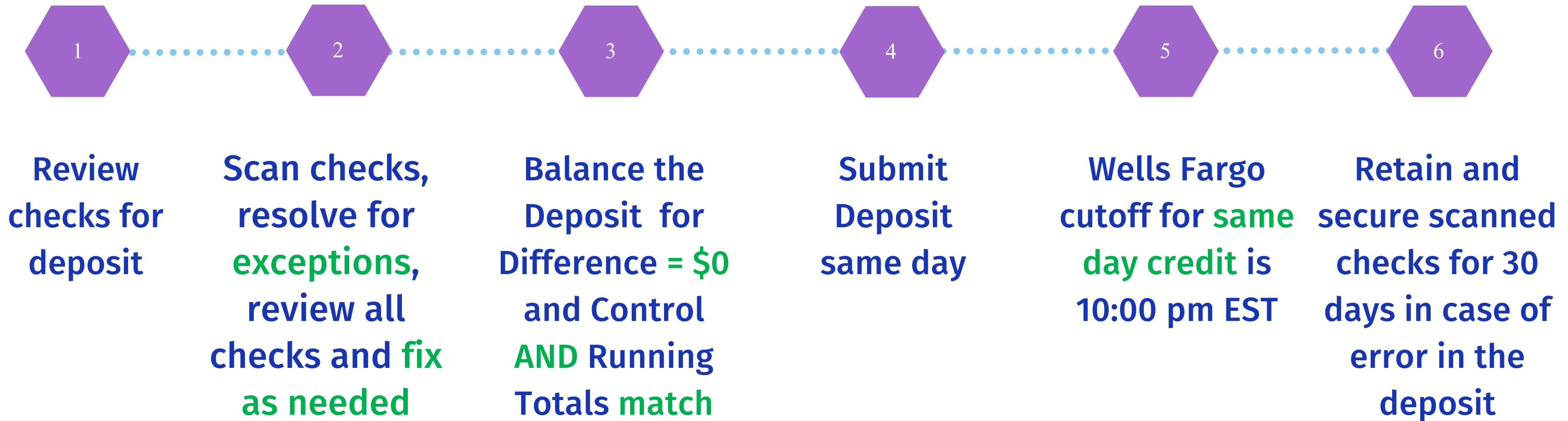
Download PDF

Print Confirmation Report

The details in the confirmation report will be used to enter deposit in myUFL and should be kept with support documentation

If your Alert Preferences have been turned on in Wells Fargo CEO, you will receive a Deposit Confirmation email.

Key Points



Record Deposit in myUFL

Totals Payments

Unit 6400

Deposit ID NEXT

Delete Deposit

*Accounting Date 10/05/2021
*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	5,000.00	*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 10/01/2021
*Entered 10/01/2021
Posted
Assigned 52686730
User 52686730

Save Notify Refresh

Add Update/Display

Totals

Payments

Unit 6400

Deposit ID NEXT

Date 11/17/2021

Balance Balanced

Payment Information

Find | View All

First

1 of 1

Last

Payment Seq

1

*Payment ID 640003

+ -

Amount

500.00

Currency

USD

Pymt Ref

*Accounting Date

11/18/2021



Journal Directly

Attachments (0)

Apply Payment

Customer Information

Find

First

1 of 1

Last

Customer ID

Business Unit

Remit From

Remit SetID

Name

Corporate

Corporate SetID

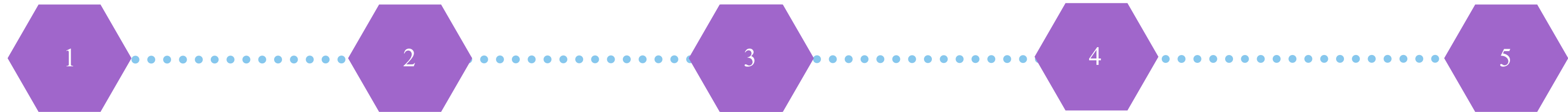
SubCust1

SubCust2

MICR ID

Link MICR

Key Points



Deposit the
checks via
desktop deposit
before entering
in myUFL

Enter deposit
in myUFL

In myUFL use
**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 checks were
deposited in the
Wells Fargo CEO
portal

Check Retention & Shredding

Key Points



Retain original scanned checks for **30 calendar days** in a secure location

Maintain a retention log with the date scanned and initials or signatures

Review retention log **weekly and update** when checks are disposed

Dispose checks via cross-cut shredder or in a receptacle for destruction by an approved third-party service

Check Retention Best Practice

Place the scanned **checks** and copy of the **confirmation report** in a check retention bag as a best practice

Alternately, scanned **checks** can be kept in a secure location (e.g. locked drawer, safe) with **limited access**



Troubleshooting

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

