

# MOBILE DEPOSIT

Let's take a look at this new process

# Agenda

Part 1: **Purpose**

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Part 2: **Key Benefits**

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Part 3: **Complete a Mobile Deposit**

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Part 4: **Record Deposit in myUFL**

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Part 5: **Check Retention & Shredding**

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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/office at anytime
- You do not need to travel to Criser Hall to make a deposit
- There are no extra costs to use this new process
- It is a very convenient option if your department has infrequent checks
- Not required with deposit:
  - Deposit transmittal form
  - Lockable 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 in a tan jacket sitting at a desk. They are holding a gold pen over a brown leather folder. On the desk, there is a laptop, a notebook, and some papers. In the background, another person in a blue and white striped shirt is partially visible.

# Device & App

A camera-enabled Apple Iphone, Ipad, or  
Android device

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Wells Fargo *CEO* app

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App setup and authorization  
completed by BMS Cashiers office

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# Complete a Mobile Deposit

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Log in and tap **Desktop Deposit**.

Use drop down menus  
to select **Deposit  
Account and Location**

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

10:24

WELLS FARGO

Desktop Deposit

Create Deposits

\*Required

\*Deposit Account

Enter or select options

Deposit Total

Location

Select

Deposit Name

Bag Number

Multiple Batches

0 for 0 total Add ?

Create Deposit

[Privacy, Cookies, Security & Legal](#)

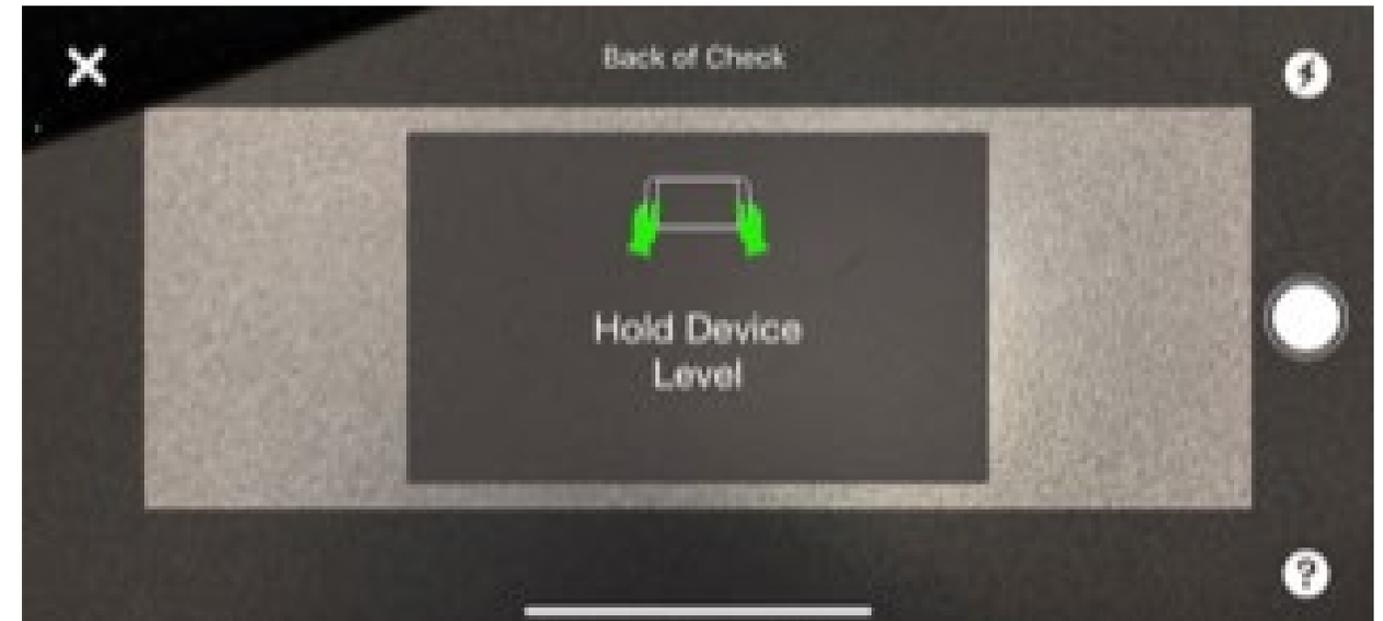
Enter deposit amount

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

Select the camera icon  to photograph both the **front and back** of the check.

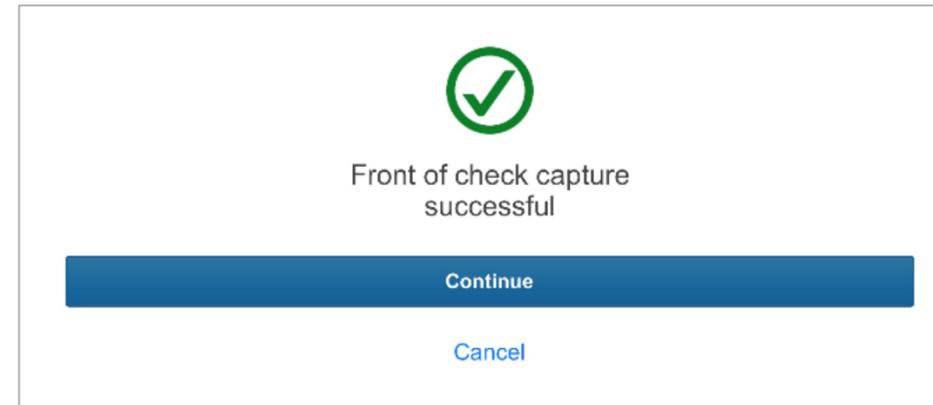


Use the leveler to make sure the check image is within the camera frame.

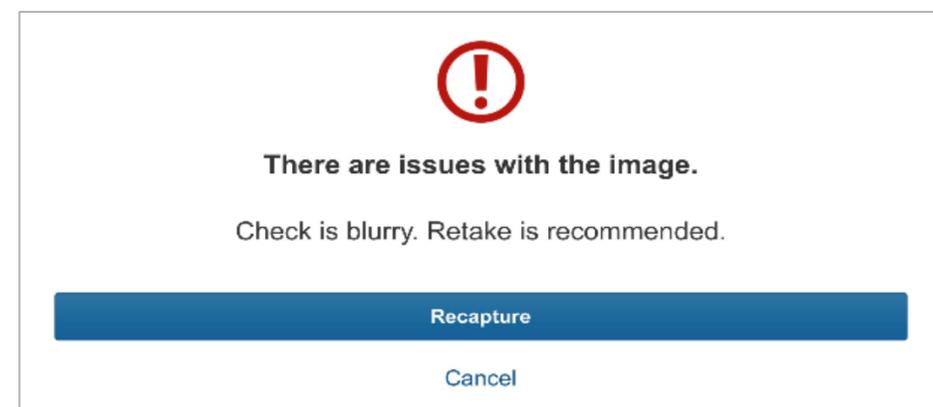


# Front of Check

## Confirmation Tap Continue.

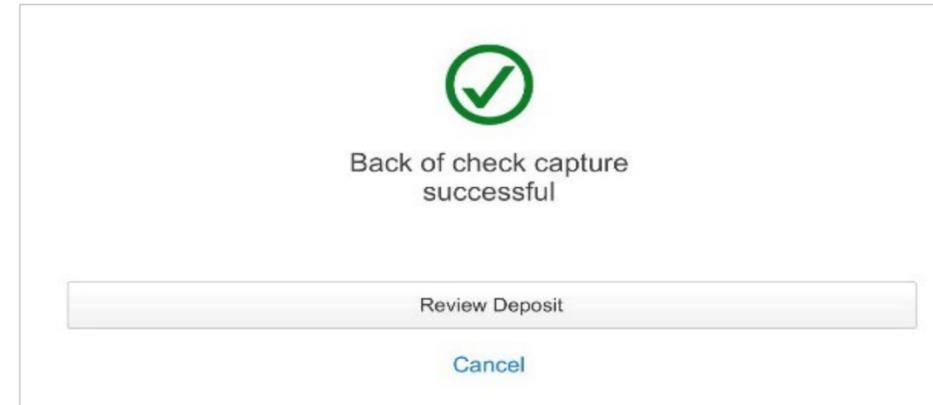
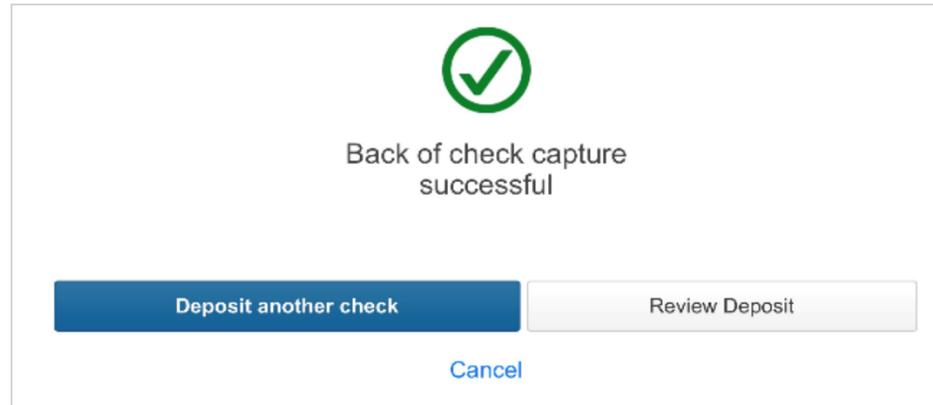


## Retake Tap Recapture.



# Back of Check

## Confirmation

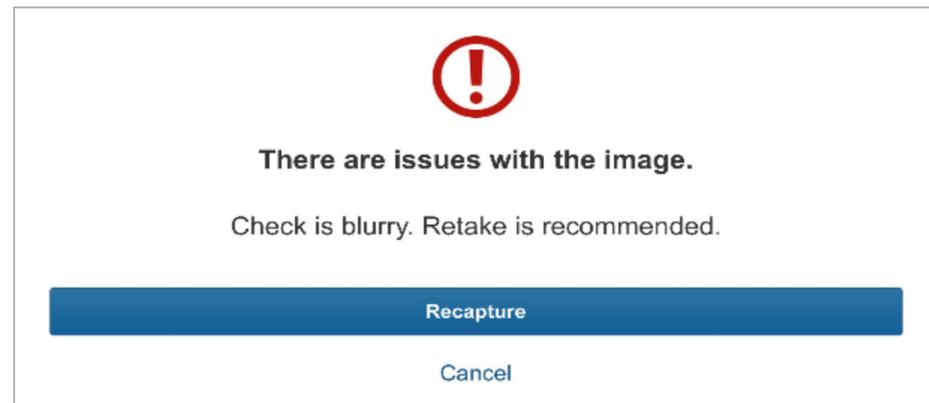


**Deposit another check**  
**Review Deposit**

vs

**Review Deposit**

## Retake Tap Recapture.



# Resolve for Exceptions

Desktop Deposit Return to CEO Home

## Review Deposit

+ Deposit Details [Edit Details](#)

+ Add Checks

View     1 to 2 of 2 items

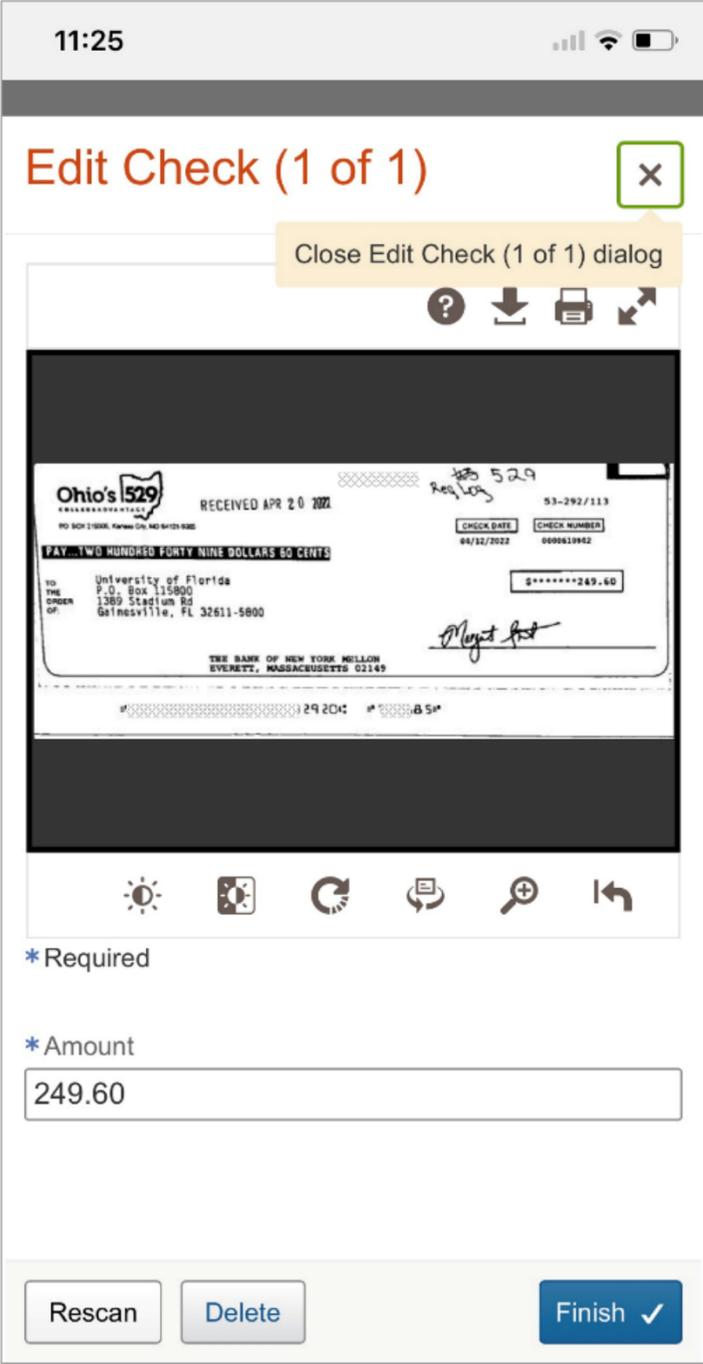
	Item Status	Amount	Check Number/Aux-On-US	Check Account Number	Routing Number	Scan Date	Check Date	Actions
1	Ready	<a href="#">25.00</a>		XXXXXXXXXX1047	XXXXX0744	02/08/20 XX	N/A	<a href="#">Edit</a> <a href="#">Delete</a>
2	<a href="#">Exception</a> 	<a href="#">25.00</a>		XXXXXXXXXX1047	XXXXX0744	02/08/20 XX	N/A	<a href="#">Edit</a> <a href="#">Rescan</a> <a href="#">Delete</a>

Running Total 50.00  
Deposit Total 50.00 [Edit](#)   
Difference 0.00

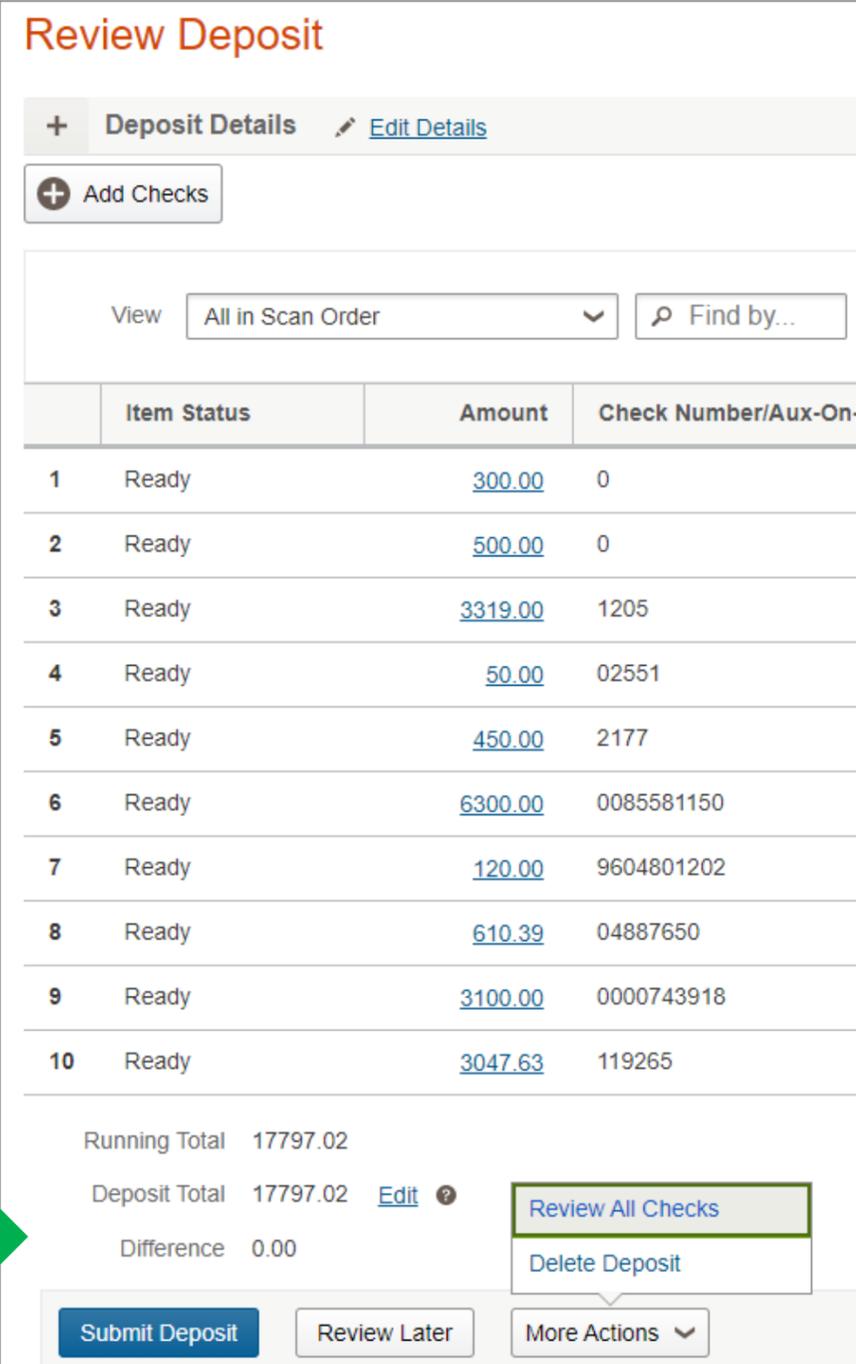
- Review All Checks
- Delete Deposit

# Review all check images and balance the deposit **before** submitting the deposit.

1.



2.



Deposit Total and Running Total **match**

Difference = **\$0.00**



# 1.

## Submit Deposit

Submit Deposit

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

Deposit Account XXXXXXXXX5171 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**.

# 2.

## Deposit Confirmation

Desktop Deposit

Deposit Confirmation

< Return to Create Deposit

Deposit has been submitted. [DTD5094] Print

Confirmation Number 220411362485032

Deposit Account STUDENT FINANCIALS ACCTXXXXXXXX5171

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 email confirms only that the deposit has been received. It cannot confirm if the deposit has been processed or posted.

# Key Points



Review checks for deposit

Scan checks, resolve for **exceptions**, review all checks and **fix as needed**

Balance the Deposit for **Difference = \$0** and Control **AND** Running Totals **match**

Submit Deposit same day

Wells Fargo cutoff for **same day credit** is 10:00 pm EST

Retain and secure scanned checks for 30 days in case of error in the deposit

# 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 2,400.00 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

10:24 📶 🔋

**WELLS FARGO**

☰ Desktop Deposit

## Create Deposits

\*Required

\*Deposit Account

🔍 Enter or select options

Deposit Total

\_\_\_\_\_

Location

**640003** ▼

Deposit Name

\_\_\_\_\_

Bag Number

\_\_\_\_\_

Multiple Batches

0 for 0 total Add ?

Create Deposit

[Privacy, Cookies, Security & Legal](#) ↗

< Query Viewer
Regular Deposit

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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  **\*Payment ID 640003** + -

Amount  Currency USD Pymt Ref

\*Accounting Date

Journal Directly

Attachments (0) Apply Payment

**Customer Information** Find    First 1 of 1 Last

Customer ID  Business Unit

Remit From Remit SetID

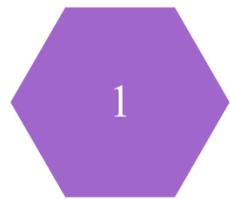
Name

Corporate Corporate SetID

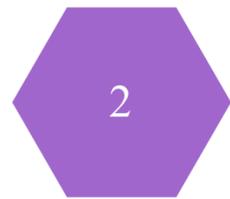
SubCust1  SubCust2

MICR ID  Link MICR

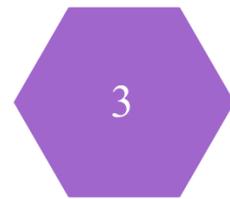
# Key Points



Deposit the check via the mobile app **before** entering in myUFL



Enter deposit in myUFL



Enter the **Location ID** as the **Payment ID** in myUFL

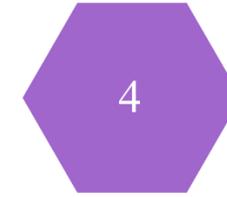
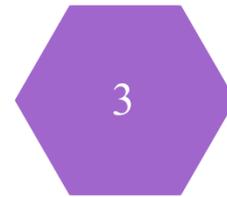
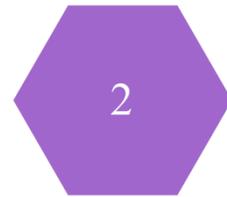
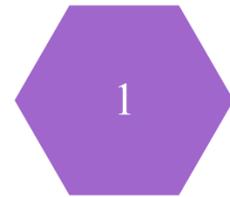


The **Accounting Date** entered in myUFL should be the **same** as the business date the check was deposited in the mobile app

# Check Retention & Shredding

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# 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**

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



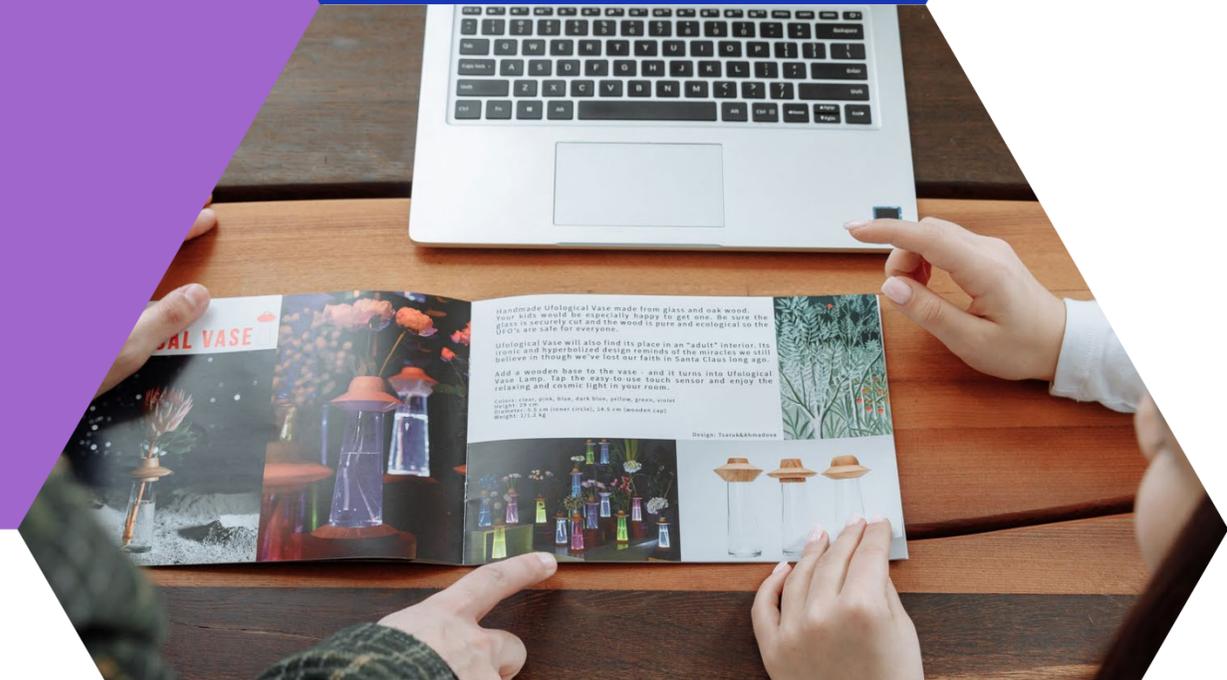
# Troubleshooting

**Contact UF Cashiers Office**

**352-392-0185**

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