Banking and Merchant Services Resources for Fiscal Onboarding

Key Terms:

Accounting Date

The date the deposit is processed by the bank for cash/checks, the date of the settlement for credit card transactions, or the date on the advice for EFT/ACH or wires.

Expense Refund

Refunds, reimbursements, rebates, or other returned funds from a vendor. They ALWAYS relate to an expense paid for by the University and must be returned to the same ChartField string the expense was paid from. An Expense Refund form is required for all expense refunds.

EFT Advice Report

Also known as "Advice" or "Addendum," this is a deposit statement extracted from the UF bank account that provides information about an EFT/ACH or wire payment.

Restrictively Endorsed

A control technique that restricts further action regarding a financial instrument (normally a check). The result of a restrictive endorsement limits the use of the check, such as "for deposit only." *Note: Endorsement stamps can be purchased through an office supply store such as Mister Paper/Office Depot. Refer to F&A website for proper wording to be used on the endorsement stamp.*

Scenario 1
Activity 1

- *For these exercises, feel free to use this handout while referencing the PowerPoint PDF.*
- *Remember to choose a Scribe to write notes and choose a Spokesperson when it is time to share out.*
- *Turn your cameras and mics on to meet your colleagues and for a better interactive experience if you can.*
- *Once you complete these, move on to Scenario 2.*

Process Deposits Breakout Activity
Scenario 1

Activity 1

The morning of 9/16/20XX, you receive a check in the mail made out to "Dr. Smith, UF Department of Biotechnology" in the amount of $2,000 (Check #1). Your Deposit Unit is 1000.

Even though the memo line on the check says "Conference", the letter included with the check says $1,500 is a registration fee for a conference your department is hosting through Teaching & Technology and $500 is for lab services sold by the department.

Check 1

Al Swamp
Cityville, ZA 00000

98765

Date 9-13-20XX

Pay to the order of Dr. Smith, UF Department of Biotechnology $ 2,000.00

Two thousand dollars and 00/100s _____ Dollars

Memo Conference _____ Al Swamp _____

⑆987654321⑆ 123456 7⑈ 98765

1. Explain what you think needs to happen.
2. How many different accounting lines will be needed to distribute this money correctly? Why?
3. Before you go into myUFL, what needs to be done to the check? Why does this need to be done?
4. When does the deposit need to be made by?
5. Using the screenshots on the following pages, prepare the deposit in myUFL for Check #1.

Deposit Screenshots

Navigation

Nav Bar ➡ Main Menu ➡ Financials ➡ Accounts Receivable ➡ Payments ➡ Online Payments ➡ Regular Deposit

What is your Deposit Unit?

Where would you click to go to the next screen?

Screen 1: Add a New Deposit

Regular Deposit

| Find an Existing Value | Add a New Value |

Deposit Unit: _____ 🔍
Deposit ID: NEXT

Add

Find an Existing Value | Add a New Value

Scenario 1
Activity 2

Screen 2: Regular Deposit – Totals Tab

| Totals | Payments |

Unit

Delete Deposit

*Accounting Date [____] 📅

*Bank Code [____] 🔍

*Bank Account [____] 🔍

*Deposit Type [____] 🔍

Complete these fields on the screenshot:
- Accounting Date
- Bank Code
- Bank Account
- Deposit Type
- Control Total Amount
- Count

Control Currency USD

Format Currency USD

Rate Type CRRNT

Exchange Rate [____] 1.00000000 📑

Control Totals

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

Control Data

*Received [____] 📅

*Entered [____] 📅

Posted

Assigned [____] 🔍

User

🖫 Save   ✉ Notify   ♻ Refresh   ➕ Add   ✏ Update/Display

Totals | Payments

Use following screens below: Options for Bank Code, Bank Account, and Deposit Type

Options for bank Code, Bank Account, and Deposit Type

Options for Bank Code:

Look Up Bank Code   [x]

Help

SetID: UFLOR
Bank Code: [begins with ▾] [____]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100 First ◀ 1-3 of 3 ▶ Last

Bank Code	Description
FLOR	FL SPIA
SBA	FL State Board of Administrati
WFB	Wells Fargo Bank

Options for Bank Account:

Look Up Bank Account

Deposit Unit: 6400
Bank Code: WFB
Description: [begins with ▾] [____]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100 First ◀ 1-8 of 8 ▶ Last

Bank Account	Description
0002	Cashiers Account.
0003	Credit Card
0004	EFT/ACH/ Wire
0005	Financial Aid Account
0006	Concentration
0009	EURO Multi-Currency Acct
0010	SF Federal Funding
UFV	UF Vault Cash/Check

Options for Deposit Type:

Look Up Deposit Type   [x]

Help

SetID: UFLOR
Deposit Type: [begins with ▾] [____]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100 First ◀ 1-5 of 5 ▶ Last

Deposit Type	Description
C	Credit Card Deposit
E	EFT/ACH/Wire
K	Check Deposit
L	LOC Deposit
S	Cash Deposit

Scenario 1
Activity 3

Screen 3: Regular Deposit – Payments Tab

Totals	Payments

Unit   Deposit ID   NEXT   Date   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 _____

☐ Journal Directly

Attachments (0)

Customer Information   Find

Customer ID _____ 🔍   Business Unit _____ 🔍

Remit From   Remit SetID

Name

Corporate   Corporate SetID

SubCust1 _____   SubCust2 _____

> **Complete these fields on the screenshot:**
> - Amount
> - Payment ID is either deposit ticket number or your department's location ID. ex 640001
> - Payment Reference

Tips:

- Once you select Journal Directly, everything in "Customer Information" becomes inactive.
- After the deposit is balanced and you click "Journal Directly" and "Save", the Apply Payment button appears. You click this button to navigate directly to "Create Accounting Entries."
- After selecting save, a Deposit ID is assigned to the deposit. This ID will be used in the next step to create an accounting entry.

Screen 4: Create Accounting Entries

Assume you already scrolled all the way to the right on the accounting line and selected the "+" to add the second line. Remember from the discussion, the entire lab service fee was to revenue, and there were no taxes. If there were taxes, you would add a third line to enter that distribution.

Accounting Entries	Deposit Control

Unit   Deposit ID   Payment   Seq 1

Currency Details

Amount   USD   ⚡ 🖾

☐ Complete   Entry Event _____ 🔍

Budget Status   [Documents]

Distribution Lines

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Source	Fund	Dept	Program	Bud Ref
1	1 UFLOR 🔍	Speed Type		USD	🔍	🔍	🔍	🔍	🔍	🔍
2	2 UFLOR 🔍	Speed Type		USD	🔍	🔍	🔍	🔍	🔍	🔍

Total

Lines 2   Total Debits 0.000   Currency   Total Credits 0.000   Currency   Net 0.000

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Refresh]

Accounting Entries | Deposit Control

> **Complete these fields on the screenshot for both Lines 1 and 2:**
> - Account Code
> - Fund Code
> - Department ID (Dept)
> - Program
> - Budget Reference

Use following screens on the next page: Options for Fund Code, Account Code, and Program Code

After you enter all the ChartFields:

- Where would you click to "Create" the accounting lines?
- Where would you click to Complete?
- Where would you click to Save?

Department ID: 15430271
Budget Ref: CRRNT
Source: Leave Blank (no Source of Funds)

Fund Options:

143 Auxiliary Enterprise-Distance and Continuing Education Fund
Continuing education is defined as an Auxiliary Enterprise of the university providing non-state fundable, self-supporting college credit courses or programs, non-credit professional development courses or programs designed to upgrade existing technical or professional skills, and courses that are provided primarily for personal enrichment or as a public service to the community

144 Auxiliary Enterprise-Information Technology Fund
Current unrestricted fund used to account for the financial activities of CNS (Computer Network Services), CIRCA, Telecommunications, and Academic Technology.

145 Auxiliary - SHCC Fund
Current unrestricted fund used to account for financial activities of the Student Health Care Center (SHCC), which provides outpatient medical services to students and staff.

147 Auxiliary-Housing Rev Cert 59 TF
Current unrestricted fund used to account for the majority of the financial activities of Housing and Residence Education at the University of Florida. Revenues are derived from the collection of dorm rents, expenditures for operations, maintenance expenses and pledged to retire debt on several bond issues as a result of construction to certain dorms.

149 Auxiliary- Other Funds
Current unrestricted fund used to account for sales of goods and services (that are necessary or desirable, but not readily available elsewhere in terms of cost, quality, quantity, timeliness, convenience, or other similar considerations), to faculty, staff and students.

Revenue Account Options:

Sales and Services – Auxiliary Operations (440000 – 449999)

440400 – Sales and Services – Internal
Revenue from sales of goods or services accounted for by transactions between departments within UF.

440500 – Sales and Services – External
Revenue from sales of goods and services to an external customer, i.e. the payment comes directly from a faculty, student, staff, or customer and not from other university funds.

440600- C&G Program Related Income
Income earned as a result of an award or as a sponsored activity. This includes fees for services performed during the grant period, proceeds from the sale of property, usage or rental fees, and patent or copyright royalties. This account can be used only in fund 212.

Program Code Options:

7800	CONTINUING EDUCATION	The basic functions of continuing education are to provide the administrative mechanism for nontraditional programs which utilize the faculty resources of the university.
7900	PLANT OPERATION AND MAINTENANCE	Facilities Services re-charged for utilities and other services, initially paid from a central account, to the various other university funds.
8000	DEPARTMENTAL SALES & SERVICES	Sale of services or products that relate specifically to an academic department, e.g. psychological services, reading clinics, speech and hearing clinics, use of scientific equipment, scientific materials stockrooms, etc.
8100	HEALTH / MEDICAL CENTER SERVICES	This type of auxiliary provides services specific to the Health/Medical Center budget entities. An example is a department that provides laboratory animals including their care, housing, etc., for experimentation.

Scenario 2
Activity 1

- For these exercises, feel free to use this handout while referencing the PowerPoint PDF.
- Remember to choose a Scribe to write notes and choose a Spokesperson when it is time to share out.
- Turn your cameras and mics on to meet your colleagues and for a better interactive experience if you can.

Process Deposits Breakout Activity
Scenario 2

You are the Fiscal Assistant in the Department of Biotechnology.

Late one afternoon, 9/16/20XX, you received a check made out to "University of Florida" for $600 (Check #2).

It is a refund for part of a $975 registration fee that one of your travelers, Dr. Jeske paid to attend a conference in Kalamazoo, Michigan on 8/1/20XX. The conference host is refunding part of the registration fee since the traveler was also a speaker at the conference.

The original registration fee was paid by your department.

Check 2

Ima Gator Town, AZ 11111		1001
		Date 9-23-20XX
Pay to the order of University of Florida		$ 600.00
Six hundred dollars only		Dollars
Memo	Ima Gator	

⑆123456789⑆ 987654⑈ 1001

Department ID: 15430271
Deposit Unit: 1000
UFID: 98765432
Expense Report: 000011111
ER ChartField string: 10000000-101-6100-771200

1. Explain what you think needs to happen.
2. What do you need to complete this transaction? (Think: Is there a form? Transaction in myUFL?)
3. Complete the necessary task.

EXPENSE REFUND
UNIVERSITY OF FLORIDA

GENERAL INSTRUCTIONS – SELECT ONE OF THE OPTIONS BELOW	
OPTION 1: Original expense is related to a GRANT FUND: 201, 209, 211, 212, 213, or 214 `1`	1. **Contracts & Grants will enter the deposit in myUFL.** Forward the endorsed check and the completed Expense Refund form to PO Box 113001, Room 033 Tigert Hall. 2. **Fund 214 – The Office of Clinical Research will enter the deposit in myUFL.** Forward the endorsed check and Expense Refund form to PO Box 100158. 3. Upload support documentation to the underline original expense transaction in myUFL.
OPTION 2: Original expense is related to TRAVEL (non-grant fund) `2`	1. **Travel Office will enter the deposit in myUFL.** 2. Forward the endorsed check and completed Expense Refund form to PO Box 115350, 116 Elmore Hall. Use the form **Travel Advance Refund** when returning advanced funds and send all to the Travel Office address above.
OPTION 3: ALL OTHER Expense Refunds `3`	1. **Enter a deposit in myUFL.** Upload the Expense Refund form to the deposit in myUFL. 2. **Endorse the check and remit to the bank** for deposit. 3. Upload support documentation to the original expense transaction in myUFL.

Circle the number of the process above that is appropriate for this check.

ORIGINAL EXPENSE INFORMATION	
Original Expense Date	
Traveler's Name and UFID (if applicable)	
Original Voucher, Expense Report No., or Journal ID (including line number)	
ALL EXPENSE REFUNDS	1. If reimbursing a PCard, you must include original **voucher** number. 2. If reimbursing multiple vouchers, expense reports, or Journal IDs please break down the amount being refunded to each.

Fill out the first line below

CHARTFIELD OF ORIGINAL EXPENSE

Original Amount	Reimbursement Amount	Dept ID	Fund Code	Program	Account Code	Source of Funds	Project	Flex	UFID	CRIS

How do you know which ChartFields are needed above?

CONTACT INFORMATION

Department Name	
Contact Name, Phone Number, Email	

REFUND INFORMATION

Refund received from	
Amount of refund	
Date refund received	
Explanation/reason for refund	

Explanation/reason for refund	

DEPOSIT INFORMATION (to be completed by C&G if grant related) N/A

		CONTRACT AND GRANT USE ONLY N/A	
Deposit Unit		Date of Award/Project Expiration	
Deposit ID		Refund/Deposit Processed by	
Date of Deposit		Research Administrator	

BE READY TO SHARE OUT!

Banking and Merchant Services Forms & Resources

Master List of all Forms:

https://www.fa.ufl.edu/departments/banking-merchant-services/forms-resources/

Request for Incoming Bank ACH/WIRE/EFT:

https://www.fa.ufl.edu/wp-content/uploads/2019/04/ACH-Wire-Request-Form.pdf

List of EFT/ACH and Wires for the Current Fiscal Year:

https://www.fa.ufl.edu/wp-content/uploads/treasury/eft-cashier-log.xlsx

Expense Refund Form:

https://www.fa.ufl.edu/wp-content/uploads/2022/02/Expense-Refund-Form.pdf

Check Log to Record Checks Received in Mail:

https://www.fa.ufl.edu/wp-content/uploads/2021/12/Check_Mail_Log.pdf

Mobile and Desktop Scanning Deposit Check Retention Log:

https://www.fa.ufl.edu/wp-content/uploads/2022/10/Mobile_and_Desktop_Scanning_Deposit_Check_Retention_Log.pdf

Glossary of Banking Wire Terms:

https://www.fa.ufl.edu/wp-content/uploads/2022/02/Glossary-Banking-Wire-Terms.docx