

DROP BOX DEPOSIT

Let's take a look at this enhanced process

Agenda

Part 1: **Purpose**



Part 2: **Key Changes**



Part 3: **Prepare Deposit for Drop Box**



Part 4: **Record Deposit in myUFL**



Part 5: **Next Steps**

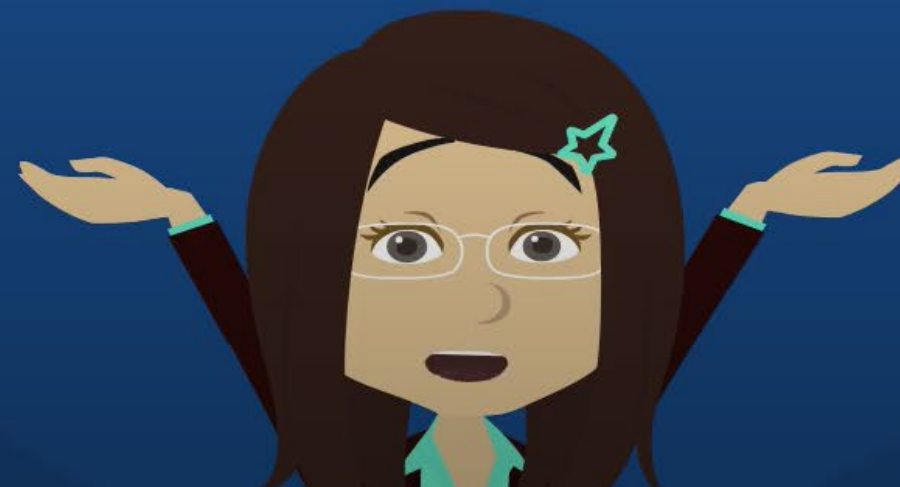


Purpose

efficient and
accurate

reduce
time

enhance
customer
experience





Deposit Options



Drop Box



Mobile



ATM



Desktop Check Scanner



Wells Fargo Branch



Armored Courier



Key Changes

- Departments will complete their own banking deposit tickets
- Cash and checks can be combined into a single deposit
- Payment ID for myUFL deposit will be the deposit ticket number
- 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

Starter Kit

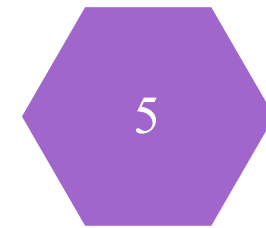
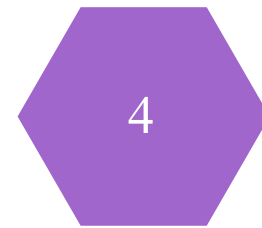
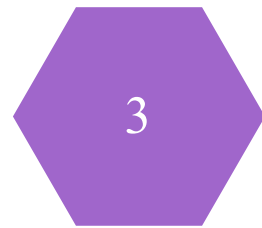
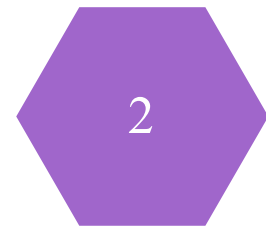
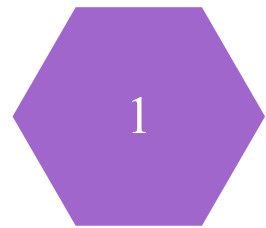
Deposit Tickets

Tamper-Evident Deposit Bags



Prepare Deposit for Drop Box

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 putting
into drop box

Put deposit in
Criser Hall
drop box **by**
8 am for same
day processing

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

ill in

- UF – Department Name
- Date
- Total Deposit Amount

WARNING: ATTEMPTS TO OPEN THIS BAG WILL ACTIVATE THE HIGHLY TAMPER EVIDENT VOID TAPE. IF ACTIVATED DO NOT OPEN, NOTIFY SENDER IMMEDIATELY.

54471105





DEPOSIT TICKET
INSERT DEPOSIT TICKET IN SMALL 'INNER' POCKET

INSERT IN LARGE MAIN COMPARTMENT



CASH

and/or



CHECKS

SEALING INSTRUCTIONS

1



Remove tear-off strip of top of bag. Keep as your receipt.

2



Complete all information below in ball point pen.

3



Insert deposit ticket in small pocket, behind white panel inside bag.

4



Load contents in large pocket of bag as indicated above.

5



Peel off release liner. Seal bag by firmly pressing down on green strip from center to edges.

FROM: Customer Name: UF - TAPS

Location #: _____ Date 2-4-22

TO: **WELLS FARGO BANK**

Location: _____

Deposit Said to Contain \$ 2400.00

Deposit subject to later verification and adjustment.

Deposit Contents: ☐ Currency & Coin (\$10 limit for coin) ☒ Checks

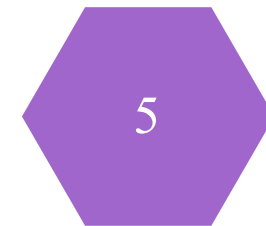
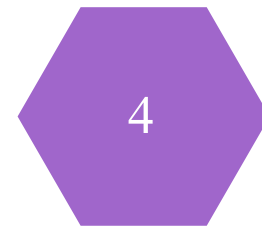
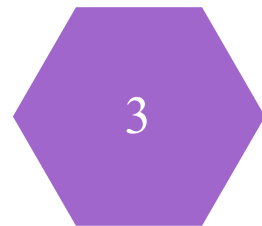
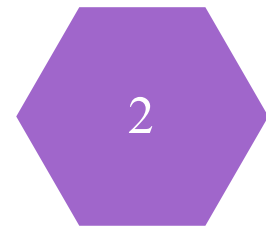
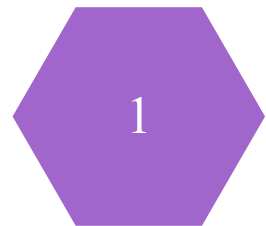
To remove contents - Cut along dotted line

#13195

Mark if Checks or
Currency & Coins

Record Deposit in myUFL

Key Points



Deposit
Cash/Checks
together in
myUFL

Enter the
deposit in
myUFL before
putting in
drop box

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

Totals Payments

Unit 6400

Deposit ID NEXT

Delete Deposit

*Accounting Date

02/04/2022

*Bank Code

WFB

WFB

*Bank Account

0006

Concentration

*Deposit Type

K

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

Totals

Payments

Unit6400

Deposit IDNEXT

Date02/04/2022

Balance

Balanced

Payment Information

FindView AllFirst

Payment Seq1

*Payment ID1111100012

Pymt Ref

Amount2,400.00

CurrencyUSD

*Accounting Date02/04/2022

☐Journal Directly

Attachments (0)

Apply Payment

Customer Information

FindFirst

Customer ID

Business Unit

Remit From

Remit SetID

Corporate

Corporate SetID

SubCust1

SubCust2

MICR ID

Link MICR

Process Questions?



Replenish Deposit Supplies

DEPOSIT TICKET
Wells Fargo Bank, N.A.

DATE 2-4-2022

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	CURRENCY	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			

UNIVERSITY OF FLORIDA
CONCENTRATION ACCT.
LOCATION ONE
6400-12345

4504464
DS4 20-D-BK

1111100012 123456789 2000123456789

TOTAL ITEMS 2 \$ 2400.00

PREPARED BY _____ VERIFIED BY _____

PLEASE PRINT

TOTAL 2400.00

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

Deposit Tickets

Contact UF Cashiers Office

352-392-0185

TM_DepositSupport@admin.ufl.edu



Tamper-Evident Deposit Bags

Place order via myUF Marketplace

Office Depot /Mr. Paper

CONTROLTEK Tamper-Evident Deposit Bags

Item # 639490 **OR** 621320

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!

Next Steps

**Complete the
Deposit Options
Form and tell us
where to send your
Starter Kit**



Contact Us

TM_DepositSupport@admin.ufl.edu

