When entering credit card and EFT deposits into the myUFL system, certain procedures must be followed to ensure that University Financial Services is able to process the deposit(s) correctly. Use this instruction guide with the Direct Journal Entry instruction guide to complete these tasks.

**Credit Cards**

- When entering Credit Card deposit information into the myUFL system, a separate deposit entry must be made for each credit card terminal’s settlement amount that had funds processed through it during that deposit period.
- The **Accounting Date** should be the settlement date.
- Visa & MasterCard payments may be combined into one amount to be deposited for each terminal.
- American Express deposits must be made separately from Visa & MasterCard.
- AMEX payments must be cumulative – per terminal.
- Enter the merchant number as the **Payment ID**.

**For example:** For two separate credit card terminals processing transactions throughout the day, a deposit should be made to account for the transacted funds.

Terminal ‘A’ processed:
- $100 Visa transactions
- $500 American Express

Terminal ‘B’ processed:
- $200 Visa transactions
- $300 MasterCard transactions
- $500 American Express transactions

The department will make these 3 credit card deposits in the myUFL systems:
- 1 Deposit for Terminal ‘A’
  - $100 Visa/MasterCard
- 1 Deposits for Terminal ‘B’
  - $500 Visa/MasterCard
- 2 Deposits for AMEX
  - $500 for Terminal A

**Electronic Fund Transfers**

- All EFT payments must be entered into the myUFL system as separate deposits.
- The **Accounting Date** will be the date that the EFT hit the bank.
- Enter the invoice number as the **Payment ID**.

**For example:** If a department takes 3 separate EFT payments throughout the day during the deposit entry process, 3 separate deposits should be entered into the myUFL system, each in the amount of the payment made and with the accounting date as that day.

**Accounting Date Exception**

If you are entering a credit card or EFT transaction, for which the transaction occurred on the last day of the previous month (e.g. January 31), and you are processing it on the first day of the current month (e.g. February 1), the Accounting Date for the transaction should be the first day of the current month (e.g. February 1). The previous month will be closed. On the first day of each month, Finance and Accounting will close the previous month. Transactions for the previous month will no longer process at this point.