

## **State of Kansas**

Updating a Completed Deposit that is Not Approved Statewide Management, Accounting and Reporting Tool

Date Created:		1/17/2013
Version:		1.0
Upda the A	ating a Deposit that is Not Approved by Agency or by the State Treasurer's Office	This job aid will assist agencies in updating a deposit after accounting entries have been marked complete and before the deposit has Agency or State Treasurer's Office approvals. Roles that can update a deposit are: Deposit Approver and Deposit Processor or AR Agency Admin. Deposit Approver or Agency Admin will need to complete steps 4-6.
1.	Navigate to Accounts Receivable > Payments > Online Payments > Regular Deposit. Enter the Deposit Unit and Deposit ID then Search.	Regular Deposit         Enter any information you have and click Search. Leave fields blank for a list of all values.         Find an Existing Value       Add a New Value         Deposit Unit: <ul> <li>✓</li> <li>Ø 20400</li> <li>Ø,</li> <li>Deposit Type:</li> <li>begins with </li> <li>Ø</li> <li>Ø,</li> <li>Assigned Operator ID:</li> <li>begins with </li> <li>Ø</li> <li>Ø,</li> <li>Assigned Operator ID:</li> <li>begins with </li> <li>Ø,</li> <li>Assigned Operator ID:</li> <li>begins with </li> <li>Ø,</li> <li>Agency Approved Flag:</li> <li>Ø</li> <li>Ø,</li> <li>Sto Approval Flag:</li> <li>Ø</li> <li>Ø Ø</li> <li>Ø Ø</li> <li>Clear Basic Search IP Save Search Criteria</li> </ul>
2.	Review deposit approvals. If the deposit is Agency <b>and</b> STO Approved, do not go any further. Proceed with a Deposit Adjustment to make any corrections.	
3.	If the deposit is marked Agency Approved, but not STO Approved, do not go any further. Refer to Job Aid 'Updating a Completed Deposit that is Agency Approved'.	Agency Deposit Approval       STO Deposit Approval         Not Approved       Approved         Not Approved       Return to Agency

4.	Navigate to: Accounts Receivable >	Modify Accounting Entries Enter any information you have and click Search. Leave fields blank for a list of all values.
	Payments > Direct Journal Payments >	Find an Existing Value
	Modify Accounting Entries. Enter Deposit	Deposit Unit: = 💙 20400 Q
	Unit and Deposit ID and Search	Deposit ID: begins with v 19 Q
		Payment ID: begins with v
		User ID: begins with v Assigned Operator ID: begins with v
		Case Sensitive
		Search Clear Basic Search 🗐 Save Search Criteria
5.	On the Directly Journalled Payments tab,	Directly Journalied Payments Deposit Control
	uncheck the 'Complete' box.	Unit: 20400 Deposit ID: 19 Payment: 123 Seq: 1
		Amount: 100.00 Currency: USD
		Complete Budget Status: Accounting time Display
		Standard Supplemental (Entry Event) Both Doputy
		Committee         Committee <t< td=""></t<>
		S.Q.         1 20400         -100.00 USD 204           S.Q.         101 SOKBU         100.00 USD 204
		S Q, 103 20400 100.00 USD S Q, 104 SOKBU -100.00 USD
		4 Lines Total Debits: 200.00 Currency: USD Total Credits: 200.00 Currency: USD Net
6.	Click 'Ok' on the warning message.	Return to Search D hotfy
•		Complete     Budget Status:     pownerker file Planeter     Windows Internet Explorer
		Warning Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727)
		Incomplete direct Journal accounting entries can be updated in the Direct Journal Entry panel. Direct Journal Review p reviewing complete accounting entries only.
		OK
		3 Q 101 SOKBU 100 Q 103 20400 100
7.	Navigate to Accounts Receivable >	
	Payments > Direct Journal Payments >	
	Create Accounting Entries. Enter Deposit	
	Unit and Deposit ID then Search.	
8	On the Accounting Entries tab. delete the	Accounting Entries Deposit Control
0.	accounting lines by clicking on the little	Unit: 20400 Deposit ID: 19 Payment: 123 Seq: 1
	white box with a red x next to the lightning	Amount: 100.00 USD \$
	holt	Complete Budget Status: Entry Event: Q
		ChartFields Currency Detais Budget Journal Reference Information
		Intermedia         Code         Execution         Ex
		2 101 SORED 100.00 USD 2040000000 2709 0100 01030 110100 3 103 20400 100.00 USD 2709 0100 110100
9.	Accounting entries can now be updated.	
10	<b>Note:</b> This step is only if you are going to	
	delete the Deposit or make undates to the	Castorize   Find   Vew Al   🚔 Find 🔍 tert 🕑 Last
	Denosit Totals or Payment nage Scroll	Source Type Category Substategory Suc.Loc Any-Use Chartfield Attiliate
	to the far right and click the blue (_) sign	
	next to each row of accounting Click Ok on	Windows Internet Explorer
	the error message	Delete current/relected rows from this page? The delete will occur when the transaction is saved. Complete User +
		Cancel

11.	Click the Save button.	
12.	Repeat Steps 4 - 11 for each payment in the deposit.	
13.	Navigate to Accounts Receivable > Payments > Online Payments > Regular Deposits>Find an Existing Value. Enter Deposit Unit and Deposit ID and Search. Updates to the Totals page, Payment page, or a Delete can now be done.	