



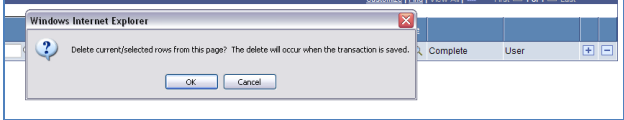
# State of Kansas

## Updating a Completed Deposit that is Agency Approved

*Statewide Management, Accounting and Reporting Tool*

<b>Date Created:</b>	1/17/2013	
<b>Version:</b>	1.0	
<p><b><u>Updating a Deposit that is Approved by the Agency, but not by the State Treasurer's Office</u></b></p>	<p>This job aid will assist agencies in updating a deposit after accounting entries have been marked complete and the deposit is approved by the agency but not by the State Treasurer's Office.</p> <p>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.</p>	
1.	Navigate to Accounts Receivable > Payments > Online Payments > Regular Deposit. Enter the Deposit Unit and Deposit ID then Search.	
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, send an email to Brenda Linder <a href="mailto:Brenda@treasurer.ks.gov">Brenda@treasurer.ks.gov</a> at the State Treasurer's Office requesting to have the deposit marked 'Return to Agency'. This will unapprove the agency approval. Once confirmation of return is received from the Treasurer's Office, verify that the Agency Deposit Approval is Not Approved and proceed to Step 4.	

4.	Navigate to: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries. Enter Deposit Unit and Deposit ID and Search	<p><b>Modify Accounting Entries</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Deposit Unit: = 20400 Deposit ID: begins with 19 Payment Sequence: = Payment ID: begins with User ID: begins with Assigned Operator ID: begins with <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																																				
5.	On the Directly Journalled Payments tab, uncheck the 'Complete' box.	<p><b>Directly Journalled Payments</b> Deposit Control</p> <p>Unit: 20400 Deposit ID: 19 Payment: 123 Seq: 1</p> <p>Amount: 100.00 Currency: USD Base: 100.00 Currency: USD</p> <p><input checked="" type="checkbox"/> Complete Budget Status:</p> <p>Accounting Line Display <input checked="" type="radio"/> Standard <input type="radio"/> Supplemental (Entry Event) <input type="radio"/> Both Display</p> <p>Distribution Lines ChartFields Currency Details Budget Journal Reference Information</p> <table border="1"> <thead> <tr> <th>Type</th> <th>GL Unit</th> <th>Debit Amount</th> <th>Credit Amount</th> <th>Line Amount</th> <th>Debit</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>1 20400</td> <td></td> <td></td> <td>-100.00</td> <td>USD 204</td> </tr> <tr> <td>S</td> <td>101 SOKBU</td> <td></td> <td></td> <td>100.00</td> <td>USD 204</td> </tr> <tr> <td>S</td> <td>103 20400</td> <td></td> <td></td> <td>100.00</td> <td>USD</td> </tr> <tr> <td>S</td> <td>104 SOKBU</td> <td></td> <td></td> <td>-100.00</td> <td>USD</td> </tr> </tbody> </table> <p>4 Lines Total Debits: 200.00 Currency: USD Total Credits: 200.00 Currency: USD Net</p> <p>Save Return to Search Notify</p>	Type	GL Unit	Debit Amount	Credit Amount	Line Amount	Debit	S	1 20400			-100.00	USD 204	S	101 SOKBU			100.00	USD 204	S	103 20400			100.00	USD	S	104 SOKBU			-100.00	USD						
Type	GL Unit	Debit Amount	Credit Amount	Line Amount	Debit																																	
S	1 20400			-100.00	USD 204																																	
S	101 SOKBU			100.00	USD 204																																	
S	103 20400			100.00	USD																																	
S	104 SOKBU			-100.00	USD																																	
6.	Click 'Ok' on the warning message.	<p><input type="checkbox"/> Complete Budget Status:</p> <p><b>Windows Internet Explorer</b></p> <p>Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727)</p> <p>Incomplete direct Journal accounting entries can be updated in the Direct Journal Entry panel. Direct Journal Review p reviewing complete accounting entries only.</p> <p>OK</p>																																				
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 lines by clicking on the little white box with a red x, next to the lightning bolt.	<p><b>Accounting Entries</b> Deposit Control</p> <p>Unit: 20400 Deposit ID: 19 Payment: 123 Seq: 1</p> <p>Amount: 100.00 USD</p> <p><input type="checkbox"/> Complete Budget Status: Entry Event:</p> <p>Distribution Lines ChartFields Currency Details Budget Journal Reference Information</p> <table border="1"> <thead> <tr> <th></th> <th>GL Unit</th> <th>Line Amount</th> <th>Currency</th> <th>Dept</th> <th>Fund Code</th> <th>Bud Unit</th> <th>Program Code</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 20400</td> <td>-100.00</td> <td>USD</td> <td>2040000000</td> <td>2709</td> <td>0100</td> <td>01030</td> <td>410110</td> </tr> <tr> <td>2</td> <td>101 SOKBU</td> <td>100.00</td> <td>USD</td> <td>2040000000</td> <td>2709</td> <td>0100</td> <td>01030</td> <td>110100</td> </tr> <tr> <td>3</td> <td>103 20400</td> <td>100.00</td> <td>USD</td> <td></td> <td>2709</td> <td>0100</td> <td></td> <td>110100</td> </tr> </tbody> </table>		GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account	1	1 20400	-100.00	USD	2040000000	2709	0100	01030	410110	2	101 SOKBU	100.00	USD	2040000000	2709	0100	01030	110100	3	103 20400	100.00	USD		2709	0100		110100
	GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account																														
1	1 20400	-100.00	USD	2040000000	2709	0100	01030	410110																														
2	101 SOKBU	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> Do this step only if you are going to delete the Deposit or make updates to the Deposit Totals or Payment page. Scroll to the far right and click the blue (-) sign next to each row of accounting.	<p>Customize   Find   View All   First 1 of 1   Last</p> <table border="1"> <thead> <tr> <th>Source Type</th> <th>Category</th> <th>Subcategory</th> <th>Svc Loc</th> <th>Any Use</th> <th>ChartField 2</th> <th>Fund Affiliate</th> <th>Affiliate</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Complete</td> <td>User</td> </tr> </tbody> </table> <p>+ (-)</p>	Source Type	Category	Subcategory	Svc Loc	Any Use	ChartField 2	Fund Affiliate	Affiliate											Complete	User																
Source Type	Category	Subcategory	Svc Loc	Any Use	ChartField 2	Fund Affiliate	Affiliate																															
								Complete	User																													

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