



State of Kansas
Deleting an Interfund Deposit
Statewide Management, Accounting and Reporting Tool

Date Created:	11/13/2013
Version:	1.1
<u>Deleting an Interfund Deposit</u>	<p>This job aid will assist agencies in deleting interfund deposits.</p> <p>Removing a deposit from an interfund and deleting the deposit (or attaching the deposit to another interfund) must occur before the next hourly batch occurs. Any deposit with an 'I' or 'R' Deposit Type that is not attached to an interfund will generate a new interfund when hourly batch runs.</p> <p>A deposit can be removed from an interfund and deleted if there is a voucher associated as long as both sides of the interfund are <i>not</i> approved. Once both sides of the interfund are approved, neither side can be edited.</p> <p>Roles that can delete an interfund deposit are KAR_AGY_INTERFUND_APPROVER and KAR_AGY_ADMIN.</p>

1.

Navigate to: Accounts Receivable > Interfund Details

Enter Interfund ID or other criteria and Search.

Interfund Details
Enter any information you have and click Search. Leave fields blank if not applicable.

[Find an Existing Value](#) [Add a New Value](#)

Use Saved Search:

Interfund Id: begins with

Creation Date: =

Deposit Unit: begins with

Deposit ID: begins with

Customer ID: begins with

Deposit Approval Status: =

Deposit Total: =

AP Business Unit: begins with

Voucher ID: begins with

Vendor ID: begins with

AP Approval Status: =

Voucher Total: =

[Search](#) [Clear](#) [Basic Search](#) [Save Search](#)

2.

If the AR Interfund Approval is 'Approved', change it to 'Not Approved' and Save.

Make note of the Deposit ID.

Interfund Details

Interfund Id AA00094213 [Delete](#) [Expand All](#) [Collapse All](#) [Notify](#)

Accounts Receivable Transactions

[Update Deposit](#) [Find Deposit](#) [Remove Deposit](#) Deposit BU 17300 Deposit ID TESTSDG111213

Details

Deposit Status: None Appl [Contact Information](#)

Posting Status: Complete

Entered By: CNDTSCG

Entered Dt: 11/12/2013

Total Amt: 9.50

AR Interfund Approval: Not Approved Approved

Approved By: CNDTSCG

Approval Dt: 11/13/2013

Payment [Find](#) [New](#) [Print](#) 1 of 1

Payment ID: TESTSDG111213 **Budget Status**

Customer ID: 17300 [Accounting Entries](#)

Distribution Details [Customize](#) [Find](#) [View All](#) First 1-2 of 13 Last

Monetary Amount	Department	Fund	Budget Unit	Program	Account
-0.50	1730000000	1000	0200	0000	400000
-0.50	1730000000	1000	0200	0001	400000

Interfund Details

Interfund Id AA00014213 [Delete](#) [Expand All](#) [Collapse All](#) [Notify](#)

Accounts Receivable Transactions

[Update Deposit](#) [Find Deposit](#) [Remove Deposit](#) Deposit 17300 Deposit ID TE
BU

Details

Deposit Status None Appl [Contact Information](#)
 Posting Status Complete
 Entered By [Credit](#)
 Entered Dt 11/12/2013
 Total Amt 9.50

AR Interfund Approval
 Not Approved Approved
 Approved By
 Approval Dt

Payment [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Payment ID TESTSDG111213 Budget Status
 Customer ID 17300 [Accounting Entries](#)

Distribution Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 13 | [Last](#)

Monetary Amount	Department	Fund	Budget Unit	Program	Account
-0.50	1730101000	1000	0210	01031	410120
-0.50	1730101000	1000	0210	01031	410170

3. Navigate **away from the Interfund Details page** to Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

Enter Deposit Unit and Deposit ID and Search.

Modify Accounting Entries

Enter any information you have and click Search. Leave fields blank

Find an Existing Value

Deposit Unit: =

Deposit ID: begins with

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. **Uncheck** the 'Complete' box on the Directly Journalled Payments tab.

Click 'OK' on the warning message.

Save.

Directly Journalled Payments [Deposit Control](#)

Unit: 17300 Deposit ID: TESTSDG111213 Payment:

Amount: 9.50 Currency: USD
 Base: 9.50 Currency: USD

Complete Budget Status:

Accounting Line Display

Standard Supplemental (Entry Event)

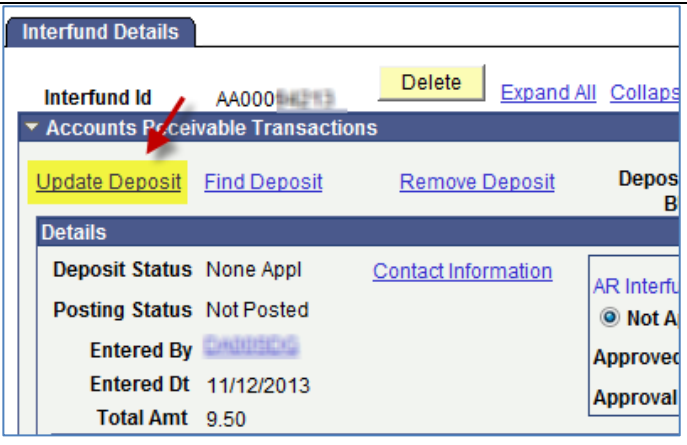
Distribution Lines

[ChartFields](#) [Currency Details](#) [Budget](#) [Journal Reference Informat](#)

Type	GL Unit	Line Amount	De
S	2 17300	-0.50	USD

5. Navigate back to the Interfund at Accounts Receivable > Interfund Details.

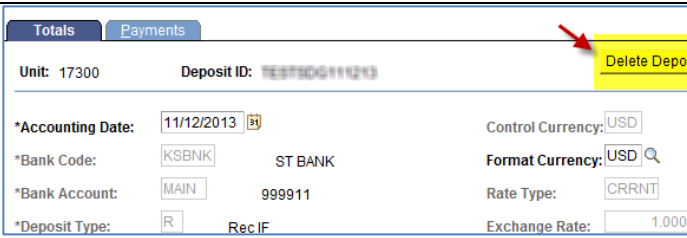
Click on the 'Update Deposit' link to delete the deposit.



6. Click the 'Delete Deposit' button to delete the deposit.

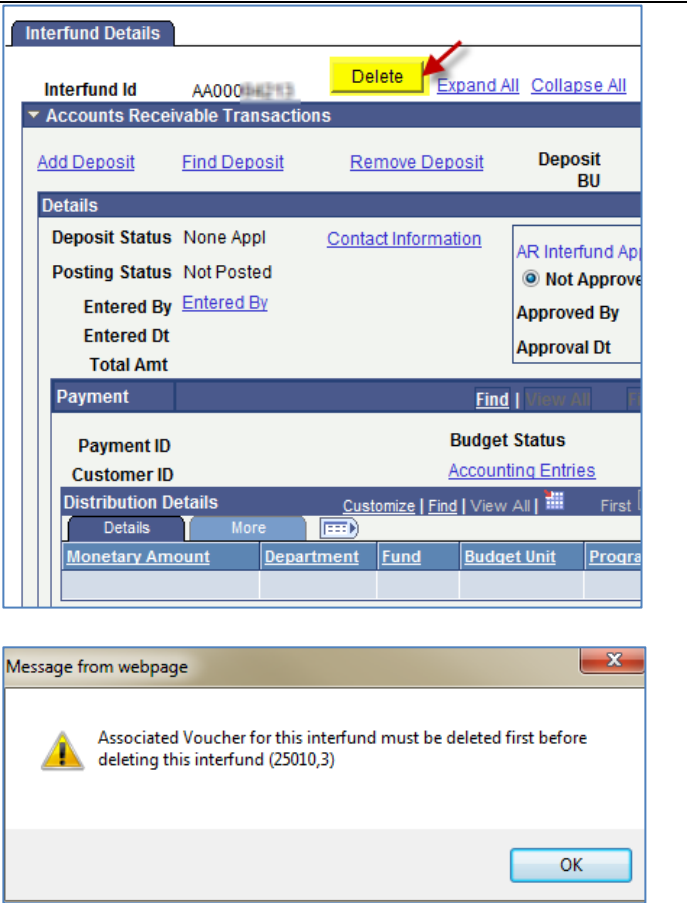
Click 'Yes' on the pop-up message.

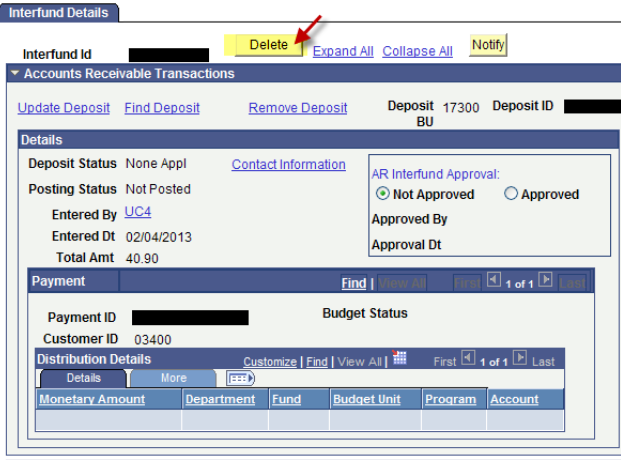
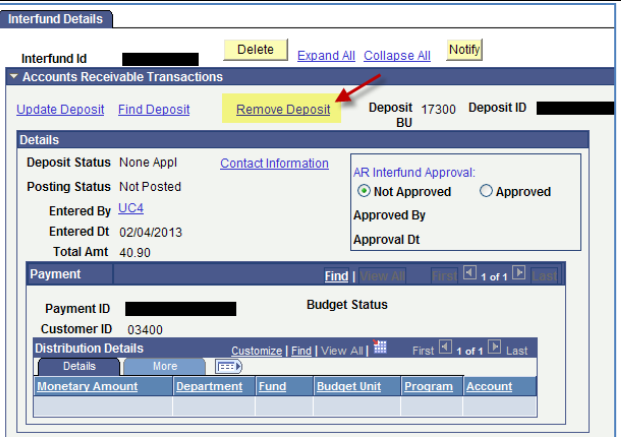
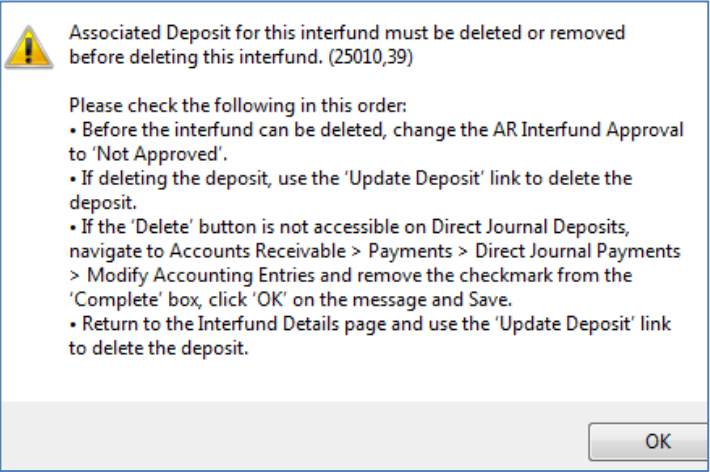
Click 'OK' to return to the Interfund Details page.



7. The interfund can be deleted at this point using the 'Delete' button.

If a voucher is still attached, a warning message will appear.



	<p>Additional information:</p> <ul style="list-style-type: none"> The 'Delete' button on the Interfund Details page deletes only the interfund, <u>not</u> the deposit. 	 <p>The screenshot shows the 'Interfund Details' page. At the top right, there are buttons for 'Delete', 'Expand All', 'Collapse All', and 'Notify'. The 'Delete' button is highlighted in yellow and has a red arrow pointing to it. Below these buttons, there are links for 'Update Deposit', 'Find Deposit', and 'Remove Deposit'. The 'Deposit' field shows '17300' and 'Deposit ID' is partially visible. The 'Details' section includes 'Deposit Status: None Appl', 'Posting Status: Not Posted', 'Entered By: UC4', 'Entered Dt: 02/04/2013', and 'Total Amt: 40.90'. There are also radio buttons for 'AR Interfund Approval' with 'Not Approved' selected. A 'Payment' section is visible below with a 'Find' button and 'Payment ID' field.</p>
	<ul style="list-style-type: none"> An interfund cannot be deleted if there is still a Deposit ID number in the Deposit ID field. 	 <p>This screenshot is similar to the first one, but the 'Remove Deposit' button is highlighted in yellow and has a red arrow pointing to it. The 'Deposit ID' field now contains a value, and the 'Delete' button is no longer highlighted.</p>
	<ul style="list-style-type: none"> Removing the deposit from the interfund using the 'Remove Deposit' link does <u>not</u> delete the deposit. 	
	<ul style="list-style-type: none"> If you try to remove a deposit from an interfund that is still 'Approved' or if the accounting entries are still marked 'Complete', you will get a message listing the proper removal/deletion steps. 	 <p>The dialog box contains a warning icon and the following text: <p>Associated Deposit for this interfund must be deleted or removed before deleting this interfund. (25010,39)</p> <p>Please check the following in this order:</p> <ul style="list-style-type: none"> • Before the interfund can be deleted, change the AR Interfund Approval to 'Not Approved'. • If deleting the deposit, use the 'Update Deposit' link to delete the deposit. • If the 'Delete' button is not accessible on Direct Journal Deposits, navigate to Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries and remove the checkmark from the 'Complete' box, click 'OK' on the message and Save. • Return to the Interfund Details page and use the 'Update Deposit' link to delete the deposit. An 'OK' button is located at the bottom right of the dialog box. </p>
	<ul style="list-style-type: none"> Always delete deposit (or attach to a new interfund) <u>immediately after</u> removal from an interfund to prevent 	

	<p>the deposit from generating a new interfund.</p> <ul style="list-style-type: none"> • Deposits with an (I) or (R) Deposit Type that have been removed from an interfund will generate a new interfund the next time hourly batch runs. • If you have removed a deposit from an interfund and need to determine if the deposit has generated a new interfund, navigate to the Interfund Details page, enter the Deposit Unit and the Deposit ID and Search. 	
	<p>See the Interfund Training Guide in the Interfunds Training section of the SMART website for detailed instructions on how to create, update and delete interfund deposits.</p>	