State of Kansas

Updating a Completed Deposit that is Agency Approved
Statewide Management, Accounting and Reporting Tool

Date Created: 1/17/2013
Version: 1.0

Updating a Deposit that is Approved by the Agency, but not by the State Treasurer’s Office

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.

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.

2. Review deposit approvals. If the deposit is Agency and 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 Brenda@treasurer.ks.gov 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

5. On the Directly Journaled Payments tab, uncheck the ‘Complete’ box.

6. Click ‘Ok’ on the warning message.

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.

9. Accounting entries can now be updated.

10. **Note**: 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.
Click OK on the error message.

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.