

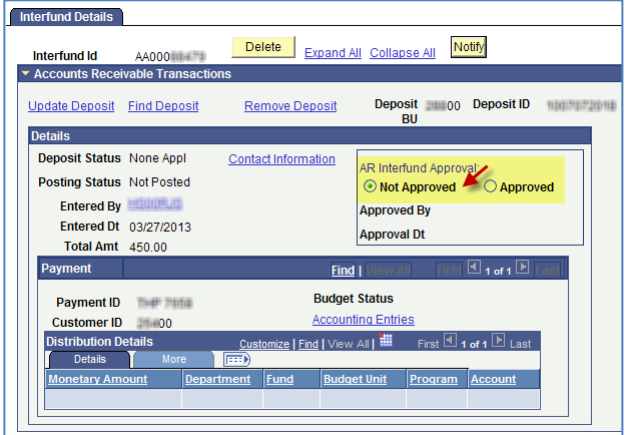
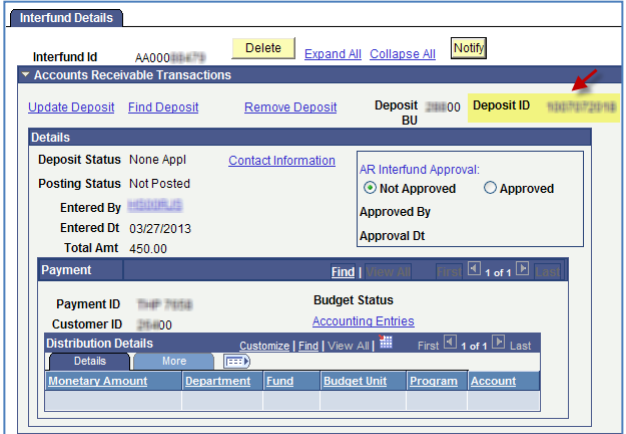
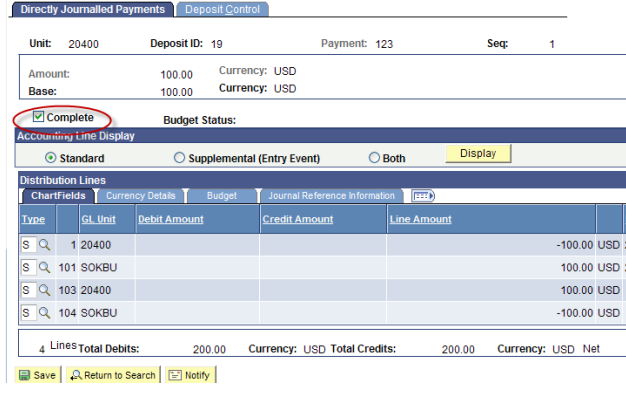
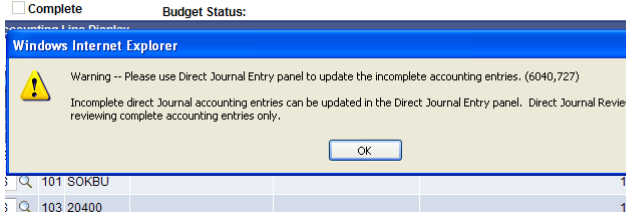


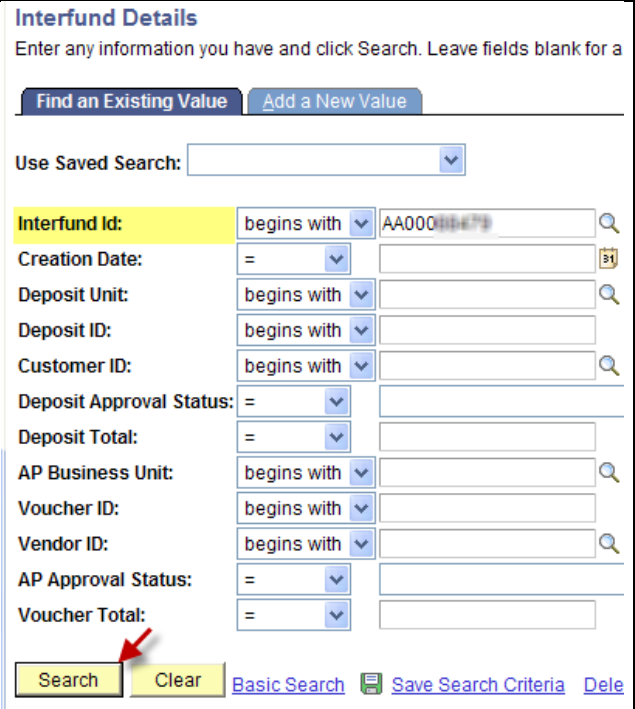
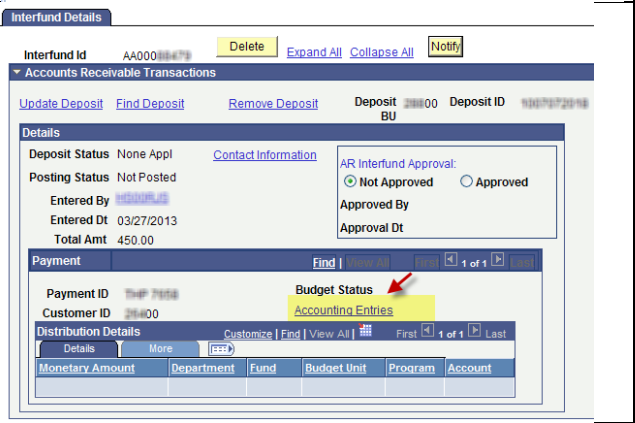
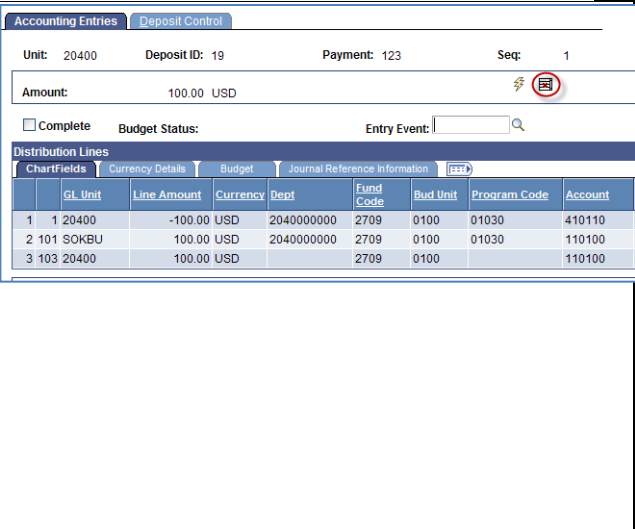

State of Kansas

Updating an Interfund Deposit (before AP side is Approved)

Statewide Management, Accounting and Reporting Tool

Date Created:	11/13/2013
Version:	1.1
<p><u>Updating an Interfund Deposit before the AP Voucher side is approved</u></p>	<p>This job aid will assist agencies in updating an interfund deposit before the AP voucher side of the interfund has been 'Approved'. Once the AP side is approved, no changes can be made to either side of the interfund.</p> <p>Roles that can update an interfund deposit are: KAR_AGY_INTERFUND_APPROVER and KAR_AGY_ADMIN.</p>
<p>1. Navigate to the Interfund Details page: Accounts Receivable > Interfund Details.</p> <p>Enter the Interfund Id (or other criteria such as the Deposit Unit and Deposit ID).</p> <p>Click the 'Search' button.</p>	
<p>2. Review AR Interfund Approvals. If the AR side and the AP side of the interfund are both approved, do not go any further. Proceed with a deposit adjustment to make any corrections.</p>	

<p>3.</p>	<p>If the AR side is marked 'Approved', change it to 'Not Approved' and click the 'Save' button.</p>	
<p>4.</p>	<p>Make a note of the Deposit ID number.</p>	
<p>5.</p>	<p>Next, navigate to: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries.</p> <p>Enter the BU and Deposit ID, then click the 'Search' button.</p> <p>On the 'Directly Journalled Payments' tab, deselect the 'Complete' checkbox.</p>	
<p>6.</p>	<p>A warning message will appear. Click the 'OK' button on the warning message.</p> <p>Click the 'Save' button.</p>	

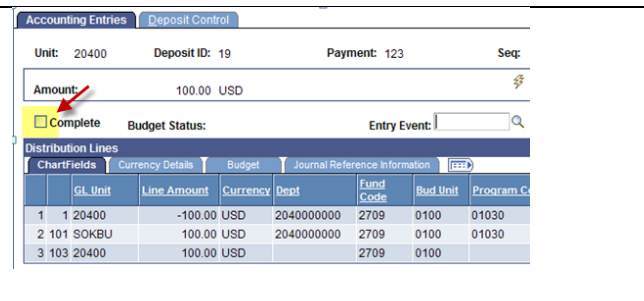
7.	<p>Next, navigate to Accounts Receivable>Interfund Details</p> <p>Enter the Interfund Id number (or other criteria such as the Deposit Unit and Deposit ID), and then click the 'Search' button.</p>	
10.	<p>On the Interfund Details page, click the 'Accounting Entries' link.</p>	
11.	<p>On the Accounting Entries tab, delete the accounting lines by clicking on the little white box with a red 'x' icon.</p> <p>Once the accounting entries are deleted, the Distribution Line(s) will become editable. Make the desired changes to the distribution line(s).</p> <p>If you are changing the total amount or deleting the deposit, skip to Step 14.</p>	
12.	<p>After the Distribution Line is corrected, click the Create icon (lightning bolt icon) to create new accounting entries.</p>	

13. Select the **'Complete'** checkbox.

Click **'OK'** to return to the interfund page.

Save.

The interfund is ready to be approved.

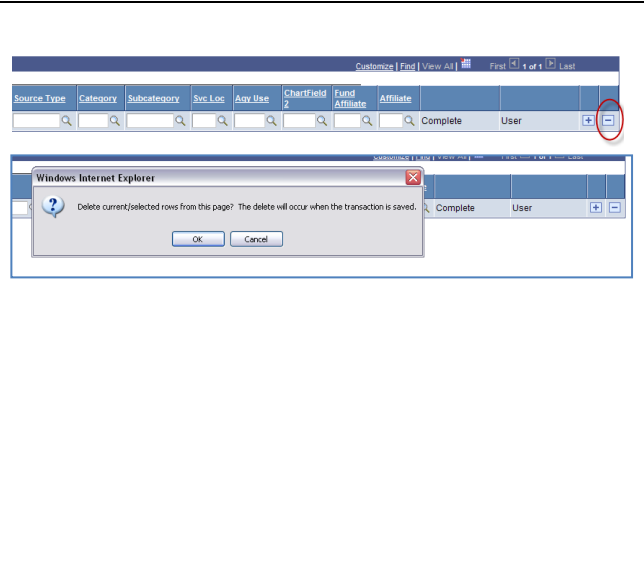


14. **Note:** Steps 14 and 15 are only if you are going to **delete the deposit** or make **updates to the Deposit Totals or Payment page.**

Delete Distribution Lines: Scroll to the far right and click the blue (-) sign to the right of each distribution line and Save.

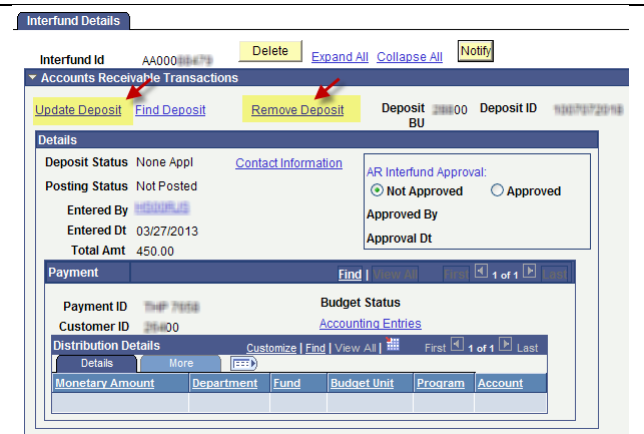
Click **OK** on the message.

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



15. Click the **'Update Deposit'** link to make updates to the Totals page or the Payments page.

Note: If the amount is changed on the 'Totals' page, also update the amount on the 'Payments' page.



Additional information:

If you attempt to remove a deposit from an interfund or delete an interfund while the deposit is still approved or the accounting entries are marked 'Complete', you will get a message with instructions listing the proper steps.

Please refer to the **'Delete Interfund Deposit'** Job Aid for more details.

