Correcting Chartfield Strings on Approved Deposits

To correct a chartfield string on a deposit that has already been approved, you will need to:

1) First, create an offsetting deposit to cancel out the original.
2) Then, create a new deposit with the correct chartfield string values.

1) **Creating an Offsetting Deposit**
Follow the same steps that are typically used to enter a deposit into the system (see Creating a Deposit) with three subtle differences:

1) On the Totals Tab: Enter the opposite of the value originally entered in the Total Amount field(s). For example, if you entered 100.00 on the original deposit you will enter -100.00 on the new correcting deposit.

- Note: If original deposit was a negative number the correcting deposit will be a positive number

Example:

Original Deposit
Correcting Deposit

2) On the Payments Tab: Enter the opposite of the value originally entered in the Amount field. For example, if you entered 100.00 on the original deposit you will enter -100.00 for the new correcting deposit.

Original Deposit

Correcting Deposit

ver02132017

3) **On the Accounting Entries Tab:**
Enter the opposite of the value originally entered into the Line Amount field. For example, if you entered -100.00 on the original deposit you will enter 100.00 for the new correcting deposit.

Original Deposit

Distribution Sequence		GL Unit	Speed Type	Line Amount	Currency	Fund	Source	Account	Dept	PC Bus Unit
1	1	UNCCH	Speed Type	-100.00	USD	29200	50001	433110	211000	
2	2	UNCCH	Speed Type	100.00	USD	29200	50001	111999	211000	

Distribution Lines — Personalize | Find | View All | | First 1-2 of 2
ChartFields | Budget | Journal Reference Information

Correcting Deposit

Distribution Sequence		GL Unit	Speed Type	Line Amount	Currency	Fund	Source	Account	Dept	PC Bus Unit
1	1	UNCCH	Speed Type	100.00	USD	29200	50001	433110	211000	
2	2	UNCCH	Speed Type	-100.00	USD	29200	50001	111999	211000	

- After all offsetting values have been entered, follow the normal remaining steps required to complete a deposit and submit (see Creating a Deposit).

2) Create New Deposit with Correct Chartfield Values

- After creating an offsetting deposit to cancel out the original deposit, you will then need to create a new deposit (see Creating a Deposit) with the correct chartfield string values.

- After submitting your correcting deposit, email the Cashier's Office at deposit@unc.edu to make them aware of the correction and include the Deposit ID #'s for a) the original deposit, b) the offsetting deposit and c) the new correcting deposit.

Adding Attachments to Deposits

- The Cashier's Office prefers that you avoid including paper attachments with your deposits.

   - However, if internal procedures created by your department require you to include attachments, please abide by the following guidelines:

      1) Always attach electronically to your deposit using the Attachments hyperlink on the Payments tab in ConnectCarolina (as opposed to sending via email).

      2) Always abide by the Personal Identifying Information (PII) Policy in order to make sure that you are not including sensitive information.