Correcting Chartfield Strings on Approved Deposits & Adding Attachments to 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:

<table>
<thead>
<tr>
<th>Original Deposit</th>
<th>Correcting Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount: 100.00</td>
<td>Total Amount: -100.00</td>
</tr>
</tbody>
</table>

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

```
Payment Seq: 1
Amount: 100.00
```

Correcting Deposit

```
Amount: -100.00
```
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**

**Correcting Deposit**

- 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.