

Rejected Deposit Notification

- **When a Deposit is Rejected:** The depositor receives an email that includes notes about why the deposit was rejected, and when appropriate, instructions for correcting the issue(s).
- It is important that the depositor clicks the link included in the email (see orange arrow below) to access and edit the original deposit rather than creating an entirely new deposit.
 - Creating a new deposit will cause a duplicate to exist in the system.
- **Deleting a Deposit:** The depositor should only delete a deposit record when it is no longer relevant and will ultimately not be submitted.
 - The Cashier's Office rejecting a deposit does not mean it needs to be deleted.
 - Instead, edit the original deposit and resubmit it.



Editing The Original Deposit

Totals Tab

- View and change data on the Totals tab as necessary.
- If deposit totals are changed, it is important to then click Calculate Totals so the Deposit Total Amount is updated.
- Click Save in the bottom left of the screen.
- After making any necessary changes to totals, click the Payments tab.

Payments Tab

- If totals on the Totals Tab were changed, depositor will also need to change the information in the Amount field on the Payments Tab to reflect the new total.
 - Click the Save button to save changes.
- Attachments hyperlink can be used to view, add, or delete attachments if necessary.
 - Note: Most deposits do not require attachments.
- Balance field must say **Balanced** before advancing to next screen.
 - If it does not say **Balanced**, clicking Refresh should cause it to change to **Balanced**.
- If **Journal Directly** checkbox is marked, **Accounting Entries** hyperlink can be clicked to view or change chartfield accounting details if necessary.

The screenshot shows the 'Payments' tab interface. At the top, there are tabs for 'Totals' and 'Payments'. Below the tabs, the following information is displayed: Unit: CHSTR, Deposit ID: 1075668, Date: 02/03/2017, Balance: **Balanced**. The 'Payment Information' section includes: Payment Seq: 1, Amount: 1,200.00, Payment / Merchant ID: JC 2-3-17, Accounting Date: 02/03/2017, Currency: USD, Payment Predictor (unchecked), and Journal Directly (checked). There are buttons for 'Submit', 'Print Daily Cash Transmittal', 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A link for 'Accounting Entries' is also visible.

Accounting Entries Tab

- If the depositor needs to make changes to the distribution lines, clicking the Delete icon to the right of the Lightning Bolt will reverse the automated creation of line entries.
 - Changes can then be made as needed.
- After making changes to Accounting Entries:
 - Click the Lightning Bolt.
 - Check the Complete box.
 - Click Apply and then click OK to return to the Payments Tab.



Payments Tab (2nd Visit)

- Clicking Submit will resubmit the deposit.
- Then, print a new Daily Cash Transmittal.
 - Any monetary payments that were not included in the original deposit should be delivered to department's designated cashier.

This screenshot shows the 'Payments' tab interface, similar to the one above. The 'Submit' button and the 'Print Daily Cash Transmittal' button are highlighted with red boxes. The other fields and information are the same as in the previous screenshot.