

## 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:

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

### 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 Lines										
Personalize   Find   View All   [2]   [ ] First 1-2 of 2										
ChartFields   Budget   Journal Reference Information [ ]										
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		

#### 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](mailto: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.

If questions arise while correcting a deposit that contains payment predictor lines, employees are encouraged to reach out to their supervisors or submit a remedy ticket.