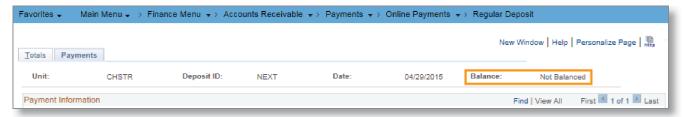
# Connect

# **Correcting Unbalanced Deposits**

### **Overview**

When you create a deposit, you need to calculate totals, and the amounts on the Totals and the Payments tabs need to equal each other. Look to the Balance field in the top right-hand corner of the page to see if your totals are in balance.



Unbalanced deposits create issues:

- They can't be submitted
- If you click on the Accounting Entries link while your deposit is not balanced, you may need to access the voucher via the Find an Existing Value tab to make any necessary fixes

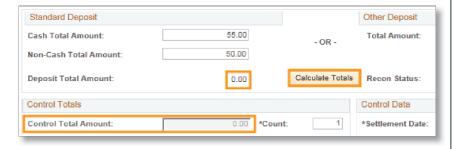
You can avoid these problems by remembering to click the Calculate Totals button on the Totals tab, and ensuring the amounts on the Totals and Payments tabs are equal.

## **Balancing an Unbalanced Deposit**

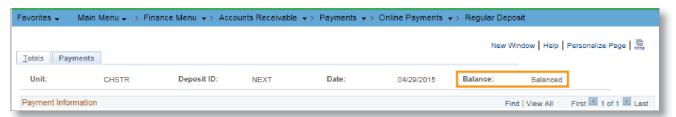
#### **Check the Totals Tab**

If the Deposit Total Amount and Control Total Amount fields read 0.00 as shown here, click the Calculate Totals button so those fields display the correct deposit total value.

#### **Ensure Totals and Payments Tab Amounts are Equal**



The value shown on the Totals tab under Standard or Other Deposit, and the value shown on the Payments tab, should be equal, or balanced. If the totals are equal, you'll see "Balanced" at the top of the screen.



## **Additional Resources**

For more information about correcting direct journal deposits, see *Updating a University Deposit Record* in ConnectCarolina Online Help (http://its2.unc.edu/cc/ConnectCarolina\_WebHelp/Default.htm).