

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.

The screenshot shows the 'Regular Deposit' page in the Connect Carolina system. The breadcrumb trail is: Favorites > Main Menu > Finance Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Totals' tab is selected. The 'Unit' is CHSTR, 'Deposit ID' is NEXT, and 'Date' is 04/29/2015. The 'Balance' field is highlighted with a red box and shows 'Not Balanced'. Below this is a 'Payment Information' section with a 'Find | View All' button and pagination 'First 1 of 1 Last'.

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.

The screenshot shows the 'Calculate Totals' dialog box. It has two tabs: 'Standard Deposit' (selected) and 'Other Deposit'. Under 'Standard Deposit', 'Cash Total Amount' is 55.00 and 'Non-Cash Total Amount' is 50.00. The 'Deposit Total Amount' field is highlighted with a red box and shows 0.00. A 'Calculate Totals' button is highlighted with a red box. To the right, 'Total Amount' is blank, and 'Recon Status' is blank. Below this is a 'Control Totals' section with 'Control Total Amount' highlighted in a red box and showing 0.00, '*Count' is 1, and '*Settlement Date' is blank.

The screenshot shows the 'Regular Deposit' page in the Connect Carolina system, similar to the first screenshot. The breadcrumb trail is: Favorites > Main Menu > Finance Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Totals' tab is selected. The 'Unit' is CHSTR, 'Deposit ID' is NEXT, and 'Date' is 04/29/2015. The 'Balance' field is highlighted with a red box and shows 'Balanced'. Below this is a 'Payment Information' section with a 'Find | View All' button and pagination 'First 1 of 1 Last'.

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).