

# Correcting Chartfield Strings on Approved Deposits & Adding Attachments to Deposits

(Instructions for Departments That Make Deposits to the Cashier Office)

## **Correcting Chartfield Strings on Approved Deposits**

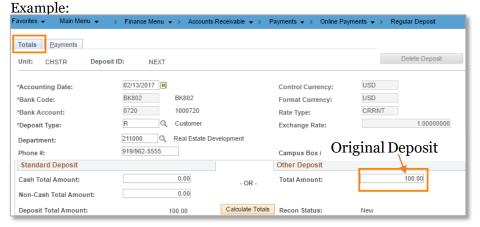
## To correct a chartfield string on a deposit that has already been approved, you will need to:

- 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 <u>Creating a Deposit</u>) with <u>three</u> subtle differences:

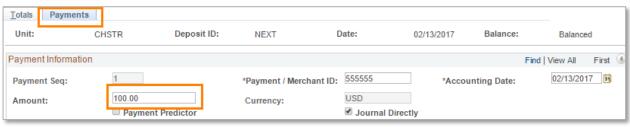
- 1) **On the Totals Tab:** Enter the opposite of the value originally entered in the Total Amount field(s). For example, if you entered 100.00 on the original deposit you will enter -100.00 on the new correcting deposit.
  - Note: If original deposit was a negative number the correcting deposit will be a positive number





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



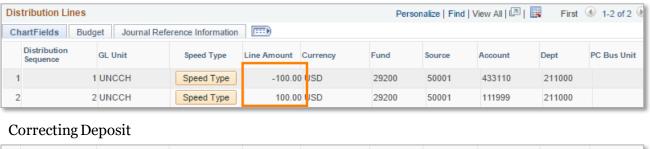
#### **Correcting Deposit**

Amount:	-100.00	
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#### 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





• After all offsetting values have been entered, follow the normal remaining steps required to complete a deposit and submit (see <a href="Creating a Deposit">Creating a Deposit</a>).

## 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 <u>Creating a Deposit</u>) with the correct chartfield string values.
- After submitting your correcting deposit, email the Cashier's Office at <a href="mailto:deposit@unc.edu">deposit@unc.edu</a> 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 <u>Personal Identifying Information (PII) Policy</u> 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.