

Rejected Deposit Notification

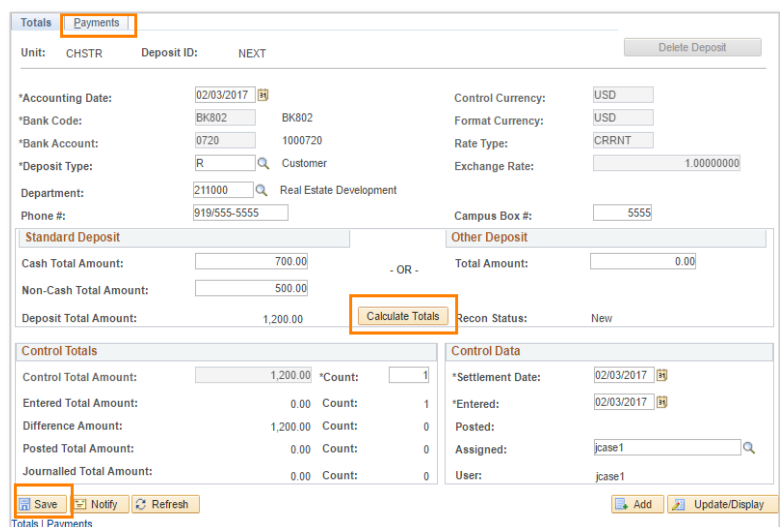
- **When a Deposit is Rejected:** The depositor receives an email that includes notes about why the deposit was rejected, and when appropriate, instructions for correcting the issue(s).
- It is important that the depositor clicks the link included in the email (see orange arrow below) to access and edit 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.

Totals | Payments

Unit: CHSTR Deposit ID: 1075888 Date: 02/03/2017 Balance: **Balanced**

Payment Information Find | View All First 1 of 1 Last

Payment Seq: 1 *Payment / Merchant ID: JC 2-3-17 *Accounting Date: 02/03/2017

Amount: 1,200.00 Currency: USD

Payment Predictor Journal Directly

Attachments (0) View Audit Logs Accounting Entries

Submit Print Daily Cash Transmittal

Save Notify Refresh Add Update/Display

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.

Totals | Payments

Unit: CHSTR Deposit ID: 1075668 Date: 02/03/2017 Balance: **Balanced**

Payment Information Find | View All First 1 of 1 Last

Payment Seq: 1 *Payment / Merchant ID: JC 2-3-17 *Accounting Date: 02/03/2017

Amount: 1,200.00 Currency: USD

Payment Predictor Journal Directly

Attachments (0) View Audit Logs Accounting Entries

Submit Print Daily Cash Transmittal

Save Notify Refresh Add Update/Display

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