

CASH RECEIPTS USER MANUAL 1

**DEPOSITS RETURNED BY THE TREASURER’S OFFICE OR
DIVISION OF FINANCIAL MANAGEMENT..... 1**

CASH RECEIPTS USER MANUAL

DEPOSITS RETURNED BY THE TREASURER'S OFFICE OR DIVISION OF FINANCIAL MANAGEMENT

Any deposits that have been returned by the Treasurer's office (STO) or Division of Financial Management (DFM) for changes will generate an e-mail notification to whoever released it at the agency and the returned deposit will appear in the **Status** screen with the status **Returned by STO** or **Returned by DFM**. When the agency makes corrections and sends the transaction back to STO, the transaction will get a new batch number when it released by STO.

1. Click **Select** next to a deposit that has a status **Returned by STO** or **Returned by DFM**.

Figure 1 Returned by STO status

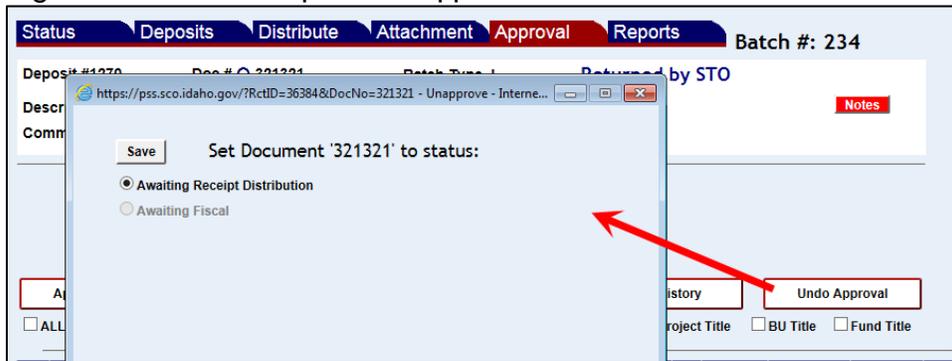
The screenshot shows a web application interface with a navigation bar at the top containing 'Status', 'Deposits', 'Distribute', 'Attachment', 'Approval', and 'Reports'. Below the navigation bar is a search area with fields for 'Deposit #', 'Document #', 'Status' (a dropdown menu set to 'All Status'), 'Group', and 'Tran Code'. There are 'Find' and 'Reset' buttons. Below the search area is a table titled 'Documents'. The table has columns: 'Deposit', 'Document #', 'Total Amt', 'Type', 'BatchNo', 'Date', 'Description', and 'Status'. A row is visible with 'Deposit' 139, 'Document #' 654321, 'Total Amt' \$261.96, and 'Type' J. The 'Status' column for this row is 'Returned by STO', which is circled in red. A 'Select' button is visible to the left of the first row in the table.

2. The document opens on the **Approval** screen.
3. Click the red **Notes** button to read the notes from STO or DFM which should explain what you need to change on the deposit.

The screenshot shows the 'Approval' screen of the application. At the top, there is a navigation bar with 'CashRcpt Menu', 'Applications', and 'Logoff'. Below this is another navigation bar with 'Status', 'Deposits', 'Distribute', 'Attachment', 'Approval', and 'Reports'. The 'Approval' tab is active. The screen displays deposit information: 'Deposit #139', 'Doc # Q 654321', 'Batch Type J', and 'Returned by STO'. A 'Batch #: 125' is also visible. A red 'Notes' button is circled in red. Below the deposit information is a table with columns: 'Checks', 'Currency', 'Coin', 'Warrants', and 'TOTAL'. The values are: \$75.00, \$59.00, \$0.96, \$127.00, and \$261.96. At the bottom, there are buttons for 'Approve Fiscal Release', 'Review Deposit', 'View History', and 'Undo Approval'.

4. If you need to change fiscal coding distribution:
 - a. Click **Undo Approval**.

Figure 2 - Returned deposit on Approval screen



- b. On the pop-up dialog box, click select **Awaiting Receipt Distribution** and then click **Save**.
 - c. Click the **Distribute** tab.
 - d. Make whatever changes need to the fiscal coding or amounts. You can delete rows and add new ones, look up PCAs, subobjects, reference document numbers, etc.
 - e. When finished making changes, click **Save Document**.
 - f. Click **Distribute Receipt Complete**.
 - g. The **Approver** can then approve the document so it will be awaiting STO Release or DFM Release.
5. If the deposit is wrong, you cannot change the deposit itself. You need to delete the Cash Receipts document, void the deposit, and then enter the deposit correctly.
 - a. Click **Delete Document**.
 - b. Click the **Deposit** tab. The deposit corresponding to the document should be displayed. Otherwise, click the **Status** tab and the deposit will be displayed in the Deposits section. Click **Select** to open it.

Figure 3 - Deposit section of the Status screen



- c. With the deposit open, enter an explanation in the **Reason for Voiding Deposit** text box, and then click **Void**.
- d. Enter the deposit correctly, create the Cash Receipts document, and approve it per your agency's usual process.