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# CASH RECEIPTS USER MANUAL

## UPDATE OR CHANGE A DEPOSIT AFTER FISCAL CODING

### INTRODUCTION

If you need to change a deposit after a deposit document has been created and fiscal coding has been completed, you must:

- Unapprove the deposit document.
  - Delete the deposit document.
  - Void the deposit.
  - Enter a new deposit with you corrections or additions.
1. On the **Status** tab in the **Documents** section, click **Select** next to a document number. The **Approval** screen will open. If you do not have appropriate permissions to open a document, a message will be displayed stating so.
  2. The document details and the distribution grid will be displayed on the **Approval** screen. To view the deposit, click **Preview Deposit**.

Figure 1 - Approval screen

Checks	Currency	Coin	Warrants	TOTAL
\$75.00	\$59.00	\$0.96	\$127.00	\$261.96

IC	R	Total Amt	Index	PCA	ExpSub	Dtl	RevSub	Dtl	Grant	Phs	Project	Phs	BU	Fund	Dtl	Invoice #	Description	Vendor	Sfx
101		\$161.96	2009	00007			1530						EDND	0291	02				
101		\$100.00	2008	00007			1319						EDND	0348					

3. Click **Undo Approval**, select the approval level to which you want to return the document or return it to or “receipt distribution”, and then click **Save**.

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4. If you return it to receipt distribution, you can change the fiscal coding on the **Distribute** screen.
  5. You cannot change the deposit once it has been saved, so to change the amounts or add a deposit amount, you must:
    - a. Delete the document on the **Distribute** screen, and then locate the deposit on the **Status** screen.
    - b. Void the deposit
    - c. Enter a new deposit with your corrections/additions.