

AR - Processing Deposits

See "The FIN SOURCE" for Ohio for the most recent version of this process.



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See "The FIN SOURCE" for Ohio for the most recent version of this process.



Steps for Processing Deposits

References

- [ORC Section 126](#): OFFICE OF BUDGET AND MANAGEMENT
- [OAC Section 113-1](#) Payments
- [ORC 113.08](#) Payment and procedures for payment to Treasurer

Process

Deposit and Approval

After a deposit is entered into OAKS FIN, the agency AR Administrator runs a Payment Details report and submits it with the deposit items to the Treasurer of State's office (TOS).

Agency supervisors and TOS must approve the deposits before they are posted and journaled into the ledger.

What would you like to do?

- [Process a Deposit](#)
- [Deposit into the State Treasury](#)
- [Enter a Regular Deposit](#)
- [Create a Direct Journal](#)
- [Modify a Deposit Prior to Approval](#)
- [Modify an Approved Deposit](#)
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Depositing into the State Treasury

Overview

When creating a deposit, the state entity will have 15 characters to fill in the Deposit ID field. Only 10 of these characters can be used by the agency. The remaining five characters will be used by the treasurer's office for modification purposes.

For step-by-step instructions on how to run and print the OAKS FIN Payment Detail Report, refer to the topic: Running the Payment Detail Report, which is part of this manual.

A copy of the Payment Detail Report must accompany each deposit. It is used to verify and reconcile the deposit in OAKS and is returned to the depositing agency fiscal office.

Each Payment Detail Report must include only one deposit.

The Treasurer of State's office (TOS) will post the PIBS record that can be used as a receipt for the deposit. The depositing agency can go online to [verify the deposit](#) made by TOS. The depositing agency may choose to print a copy of their deposit and attach the treasurer's receipt to the report.

All wires, adjustments, bad checks, cash, and checks should be reflected separately in the Payment ID field of the Payment Detail Report. The Payment ID field is located on the Payments tab of the Regular Deposit page. Only the following options should be used to fill in the Payment ID field:

Payment Type	Payment ID	Notes
Cash	CASH	Enter total cash amount in one line.
Checks	CHECKS	Enter total check amount in one.

OAKS FIN Deposit Modifications and Errors

If an error is discovered after an AR Administrator approves the deposit, then the state entity must correct the deposit error by creating a new deposit indicating that it is a modification of a prior deposit. The state entity must indicate this is a modification by typing an "M" after the original Deposit ID to create the new Deposit ID. For example: (a) the original Deposit ID is: TAX01 14, and (b) the modified Deposit ID is: TAX01 14M.

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If a deposit error is discovered at the treasurer's office at the time of delivery to the cashier's window, the OAKS FIN Payment Detail Report and deposit will be returned to the state entity for correction.

When entering a modification deposit, the state entity should reverse the original deposit as an adjustment, and then enter the correct payment information as a separate item. For example: Deposit 14 is entered for \$50 in checks, but the checks submitted actually total to \$60. The Payment Information section for Deposit 14M should have one line with Payment ID ADJ and Amount -\$50, and a second line with Payment ID CHECKS and Amount \$60. The grand total of Deposit 14M is the net amount of \$10.

If more information is needed for the state entity to reference the original OAKS Payment Detail Report error that it is modifying, then this information must be handwritten on the report.

If an OAKS Payment Detail Report does not balance to the checks accompanying it after submission to the office of the Treasurer of State (TOS), the TOS shall modify the deposit so that it accurately reflects the dollar amount of the checks received. This will be performed by creating a new deposit, as described above, except that the Deposit ID of the modification will have the suffix — MTOS to indicate clearly that the modification was entered by the TOS. The TOS will handwrite TOS's contact information on the new OAKS Payment Detail Report and provide the state entity with a copy.

A good faith effort will be made to contact the state entity to determine which revenue source should be modified to bring the deposit in balance with the checks. If no response from the state entity is received, the first revenue source reflected on the initial incorrect deposit will be used to bring it into balance with the checks.

All modifications from the treasurer's office will be entered as miscellaneous deposits, and thus will not correct customer balance information. State entities who tie deposits to receivables may need to correct the customer balance information in a separate transaction.

Obtaining Help

For assistance in creating a deposit in OAKS FIN, contact the depositing agency's AR Administrator or the [OAKS Helpdesk](#). For any questions about proper documentation for submitting deposits, please contact the Revenue Management department of the [treasurer's office](#).

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Entering Regular Deposits

Overview

Regular deposits are payments associated with a customer, or miscellaneous receipts. Customer payments are applied to Open items, (items billed but not yet paid) and use the payment predictor or a worksheet to process the payment received.

These instructions assume an open item has already been entered in OAKS FIN and now the user must enter a payment from the customer (rather than a miscellaneous payment.)

Steps

- **OAKS FIN > Accounts Receivable > Payments > Online Payments > Regular Deposit**
- The **Regular Deposit** search page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Deposit Unit: =

Deposit ID: begins with

Lockbox ID: begins with

Deposit Type: begins with

User ID: begins with

Agency Approval: =

Agency Approval Date: =

TOS Approval: =

TOS Approval Date: =

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Create a Deposit

1. Click the **Add A New Value** tab.
2. Verify that OAKS FIN correctly populated the Business Unit code in the **Deposit Unit** field.
3. Enter the **Deposit ID** according to agency policy. Leave "Next" if the agency allows OAKS FIN to generate an ID.
 - Use a maximum of 10 characters for the Deposit ID.

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4. Click **Add**.
5. Enter the actual deposit date in the **Acctg Date** field.
 - This may be a different date than when the payment was received.
6. Enter "STATE" in the **Bank Code** field.
7. Enter (or click the **Look up Bank Account icon** to select) the agency's primary deposit account in the **Bank Account** field.
8. Enter the **Deposit Type**.
 - The Deposit Type defines the deposit category for the entire group and may vary depending on the nature of the transactions.
 - Group like deposits together so only one type of deposit is in each group.
 - Deposit Type codes include:

Deposit Type Code	Explanation	Bank Code	Purpose
A	AGO Receipts	State	This is used for money received that was certified for collection to the Attorney General's office.
B	Buy-Back	State	This is used to correct deposits for returned checks from the Treasurer of State's office.
C	Customer Receipts	State	This is used for money received from customers other than state agencies.
D	Credit Card Receipts	State	This is used for money received from the credit card program for Visa/MasterCard, Discover and American Express

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			credit card files interfaced into OAKS.
E	Employee Receipts	State	No longer used in OAKS.
F	EFT Receipts ACH	State	This is used for money received by EFT at the Treasurer of State. The deposit may be interfaced or manually entered.
		State	This is used for money interfaced by lockbox services.
L	Lockbox Receipts	ISTV	This is money received for ISTV billing.
M	Miscellaneous Receipts	State	This is used for miscellaneous revenue receipts not described in any of the other deposit types (i.e. not associated with a pending item).
X	Deposit Modifications	State	This is used to make zero dollar corrections to posted deposits to correct ChartField errors.

6. Enter "USD" in the **Control Currency** field.
7. Enter the total dollar value of all deposits in this batch in the **Control Total Amount** field.
8. Enter the total number of deposits in this batch in the **Count** field.
9. Enter the date the items in this batch were received in the **Received** field.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



-
10. Verify the **Entered** date displays the date on which the items were actually entered into OAKS FIN.
 - The field defaults to the current date when the batch is created.

 14. Enter the state of Ohio user ID of the person to whom entry of this batch is assigned in the **Assigned** field.
 - This field defaults to the ID of the creator.

 15. Click the **Payments** tab.
 16. Enter the check number in the **Payment ID** field.
 - If entering corrections, all wires, adjustments, bad checks, cash, and checks should be entered as separate line items.

 17. Enter the amount of the deposit in the **Amount** field.
 18. Click the **Payment Predictor** checkbox to have OAKS FIN attempt to automatically match the payment to a pending item.
 - OAKS FIN matches payments to pending items based on the BU, amount, customer and pending item number. If matches are found, OAKS FIN applies the payment. If matches are not found, OAKS FIN creates a payment worksheet and allows the processor to match the payment manually.

 19. Use the dropdown arrow to choose the value in the **Payment Method** field.
 - This field defaults to "Check" but payments may be received in the form of cash, check or EFT.

 20. Click the **Attachments** link to attach any relevant information if desired.
 - a. Click **Add Attachment**.
 - b. Click **Browse** to view files.
 - c. Choose the file name and click **Open**.
 - d. Click the **Upload** button.
 - e. Enter a **Description** of the attachment.
 - f. Click **OK**.

 19.
 - The **number of Attachments** is updated.

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- After payment has been applied, the link is no longer visible.

20. Enter the customer's ID number in the **Customer ID** field.

21. Enter the agency BU in the **Business Unit** field.

- To manually identify open items to which this payment should be applied, select them in the **Reference Information** section.

23. Use the Look up Reference icon, next to the **Reference** field, to select the open item.

- If this step is not performed, the item will not be automatically selected on the worksheet. It is good to enter this information if using Payment Predictor.

25. Click **Save**.

26. Enter further payments by clicking the Add icon for a new record, then following steps 16-24.

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Creating Direct Journals

Overview

Direct Journals are used to record miscellaneous cash receipts. They are not associated with any pending item or customer account. OAKS FIN posts these transactions directly to the General Ledger after processing by Budget Check and Journal Generator. Revenue is recorded and the agency's budget increases when the deposit is processed in OAKS FIN. Accounting entries are manually created for direct journal deposits. The direct journal accounting entries must be marked "Complete" and be saved before they will post to the General Ledger.

If an agency specifies a customer ID, AR records the collected cash revenue in the customer's record, but does not apply it to any pending items. There is no effect on customer pending items or balance.

OAKS FIN calls collected cash revenue "miscellaneous cash receipts."

Direct Journals can also be used for Buy-Backs and Customer Refunds.

- **Buy-Backs** - Use the Deposit Type "B" for buy-backs of returned checks. All amounts (control totals and payment amounts) are entered as negative amounts. When entering buy-backs, the same accounting ChartFields used when creating the original pending item are used to document the returned check.
- **Customer Refunds** - Use the Deposit Type "M" for customers sending us a refund (when we have overpaid), which are entered as positive amounts. Use this type to modify earlier deposit transactions, choosing the ChartField strings for the accounts to adjust. These vary for each given situation.
- **Deposit Modifications** - Use the Deposit Type "X" to modify posted deposits, choosing the ChartFields strings for the accounts to adjust. These vary for each given situation. They are used for transactions that have been entered into the wrong account, or into a holding account.

Steps

- **OAKS FIN > Accounts Receivable > Payments > Online Payments > Regular Deposit**
- The **Regular Deposit** search page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)



Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Deposit Unit: = 

Deposit ID: begins with

Lockbox ID: begins with

Deposit Type: begins with 

User ID: begins with 

Agency Approval: =

Agency Approval Date: = 

TOS Approval: =

TOS Approval Date: = 

Case Sensitive

[Basic Search](#) 
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Create a Direct Journal Deposit

1. Click the **Add A New Value** tab.
2. Verify that OAKS FIN correctly populated the Business Unit code in the **Deposit Unit** field.
3. Enter the **Deposit ID** according to agency policy. Leave "Next" if the agency allows OAKS FIN to generate an ID.
 - Use a maximum of 10 characters for the Deposit ID.

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4. Click **Add**.
5. Enter the actual deposit date in the **Acctg Date** field.
 - This may be a different date than when the payment was received.
6. Enter "STATE" in the **Bank Code** field.
7. Enter (or click the **Look up Bank Account icon** to select) the agency's primary deposit account in the **Bank Account** field.
8. Enter the **Deposit Type**.
 - Each batch contains only deposits of a single type.
 - The deposit type varies depending on the nature of the transactions.
For direct journal entries, the types used are:
 - **M** – Miscellaneous.
 - **B** – Buy-Backs for returned checks.
 - **X** – Customer refunds (deposit modifications).
9. Enter "USD" (US Dollars) in the **Control Currency** field.
 - If USD is not listed here at the group header level, the Control Currency must be entered for each line item.
10. Enter the total dollar amount of all direct deposits that will be entered as part of this group in the **Control Total Amount** field.
 - OAKS FIN uses the **Totals** field areas to verify that all items have been entered correctly and that the group is in balance.
11. Enter the total number of direct deposits that will be entered as part of this group in the **Count** field.
12. Click the **Payments** tab.
13. Enter the check number in the **Payment ID** field.
 - If the payment is cash, enter "Cash."
14. Enter the **Amount** of the deposit.
15. Click the **Journal Directly** checkbox.
16. Enter the **Payment Method**.
 - The options are:
 - **Check**
 - **Cash**
 - **Electronic Fund Transfer**
 - **Giro - EFT**
17. Click the **Add a New Row** icon to add another payment.
18. Enter other payments using steps 14-17 as necessary.
19. Click **Save**.

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- OAKS FIN creates a **Deposit ID** for the batch.
- 20. Make a note of the **Deposit ID** for later use.
- 21. Verify that the status in the **Balance** field is "Balanced."
 - If it is not, check the entries for accuracy.
- 22. Click the **Totals** tab.
- 23. Verify that the **Difference Amount field** and **Count field** in the Totals area both equal "0.00."
 - If they do not, check the entries for accuracy.

Steps

- **OAKS FIN > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**
- The **Create Accounting Entries** page displays.

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries



Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Deposit Unit:	= ▾	<input style="width: 95%;" type="text"/>	
Deposit ID:	begins with ▾	<input style="width: 95%;" type="text"/>	
Payment Sequence:	= ▾	<input style="width: 95%;" type="text"/>	
Payment ID:	begins with ▾	<input style="width: 95%;" type="text"/>	
User ID:	begins with ▾	<input style="width: 95%;" type="text"/>	
Assigned Operator ID:	begins with ▾	<input style="width: 95%;" type="text"/>	

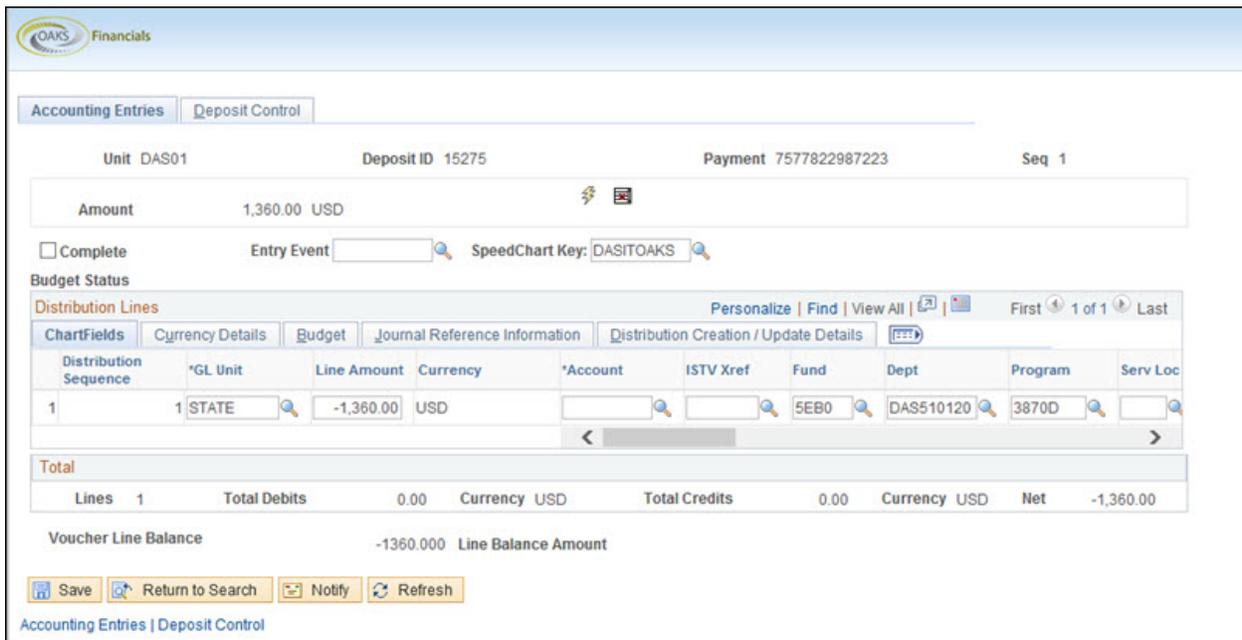
Case Sensitive

Search
Clear
Basic Search 
Save Search Criteria 

Create Accounting Entries for the Deposit

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1. Verify that OAKS FIN correctly populated the agency's Business Unit code in the **Deposit Unit** field.
2. Enter the **Deposit ID**.
 - When navigating directly from entering the deposit, the **Deposit ID** field will display the generated deposit number.
3. Click **Search**.
 - The **Search Results** display a list of all payment items entered for this deposit ID.
 - After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
4. Click the first item in the **Search Results** table.
 - If there is a single item for the deposit, that item will display (rather than a list).
 - The first item in the deposit displays.



Accounting Entries | Deposit Control

Unit DAS01 Deposit ID 15275 Payment 7577822987223 Seq 1

Amount 1,360.00 USD

Complete Entry Event SpeedChart Key: DASITOAKS

Budget Status

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

Distribution Sequence	*GL Unit	Line Amount	Currency	*Account	ISTV Xref	Fund	Dept	Program	Serv Loc
1	1 STATE	-1,360.00	USD			5E80	DAS510120	3870D	

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
1	0.00	USD	0.00	USD	-1,360.00

Voucher Line Balance -1360.000 Line Balance Amount

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

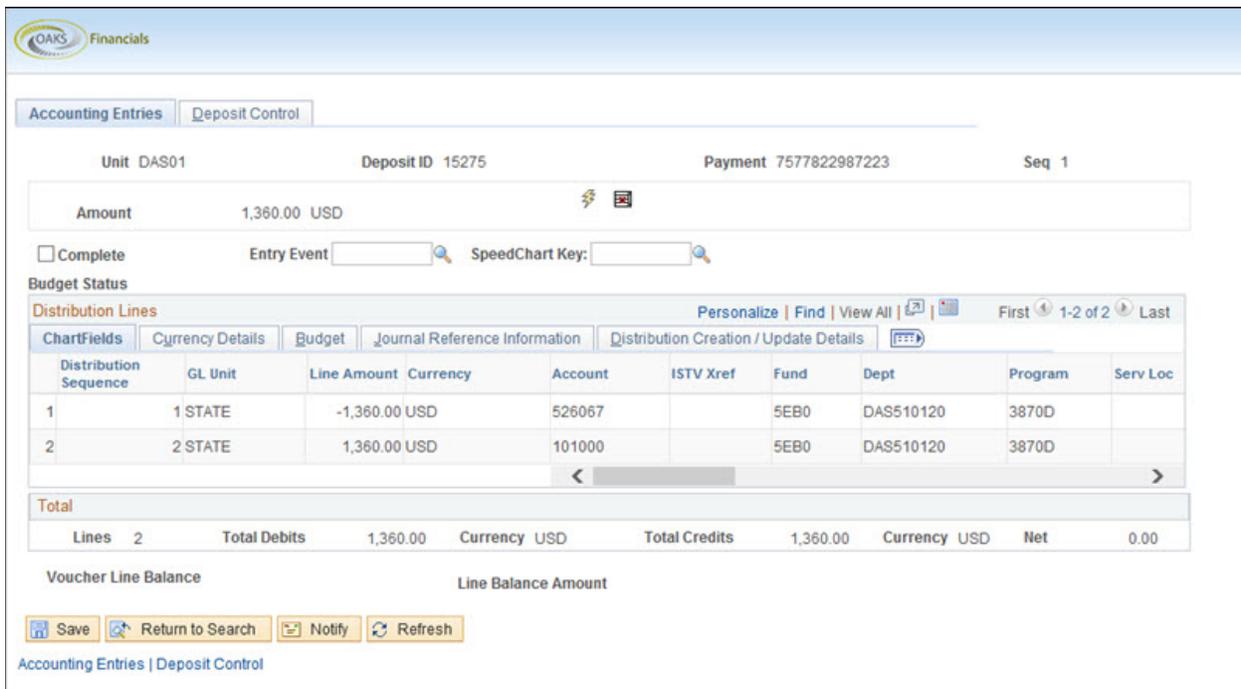
5. Enter the **ChartFields** distribution for the deposit, including at least the **Fund**, **Department**, and **Account** fields.
 - Create accounting entries for each item individually.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- OAKS FIN will create the offsetting cash entries.
 - OAKS FIN validates the ChartField values to verify that they work as a combination. If they do not, an error message will appear when trying to save.
6. Enter the credit to revenue in the **Line Amount** field using negative numbers.

Alternately

1.
 - a. Click the look up icon next to **SpeedChart Key**.
 - b. Select a Key from the **Search Results** list.
 1.
 - The ChartFields automatically populate based on the Key selected, including the line amount.
7. Click the **Create** icon to automatically create the offsetting cash lines.



Accounting Entries | Deposit Control

Unit DAS01 Deposit ID 15275 Payment 7577822987223 Seq 1

Amount 1,360.00 USD

Complete Entry Event SpeedChart Key:

Budget Status

Distribution Lines Personalize | Find | View All | First 1-2 of 2 Last

ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details							
Distribution Sequence	GL Unit	Line Amount	Currency	Account	ISTV Xref	Fund	Dept	Program	Serv Loc		
1	1 STATE	-1,360.00	USD	526067		5EB0	DAS510120	3870D			
2	2 STATE	1,360.00	USD	101000		5EB0	DAS510120	3870D			
Total											
Lines	2	Total Debits	1,360.00	Currency	USD	Total Credits	1,360.00	Currency	USD	Net	0.00

Voucher Line Balance Line Balance Amount

Accounting Entries | Deposit Control

8. Review the revenue line to verify that the **Total Debits** and **Total Credits** net to zero.
9. Click the **Complete** checkbox to mark this item as ready to post.
10. Click **Save**.
11. Repeat steps as necessary for additional deposits.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Applying Payments to Open Items Using Payment Predictor

Overview

With OAKS FIN, only ISTV payments are automatically deposited if everything matches. Deposits must be "worked."

Agencies should review DAILY to see what is waiting to be processed for payments, even some ISTVs (Deposit Type L).

OAKS FIN applies deposits (payments) to open receivable items to close those pending items and maintain customer account balances. Customers may have multiple pending items at the same time; payments may be applied to one or more of these items.

Based on business unit (agency code), customer ID, pending item ID, and amount, receipts are matched to a pending item to apply the payment. Payment Predictor automates this process when detail is available for matching. A manual process using a payment worksheet is required if an automatic match is not successful.

Payment Predictor will apply payments automatically to open items if it can match the item IDs.

If Payment Predictor matches a payment, the approvals fields will display "Yes." If Payment Predictor cannot match a payment, OAKS FIN creates a payment worksheet, and deposits must manually be matched. Research and correct the payments that failed the Payment Predictor process.

Steps

- **OAKS FIN > Accounts Receivable > Payments > Online Payments > Regular Deposit**

- The **Regular Deposit** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)



Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Deposit Unit: = 

Deposit ID: begins with

Lockbox ID: begins with

Deposit Type: begins with 

User ID: begins with 

Agency Approval: =

Agency Approval Date: = 

TOS Approval: =

TOS Approval Date: = 

Case Sensitive

[Basic Search](#) 

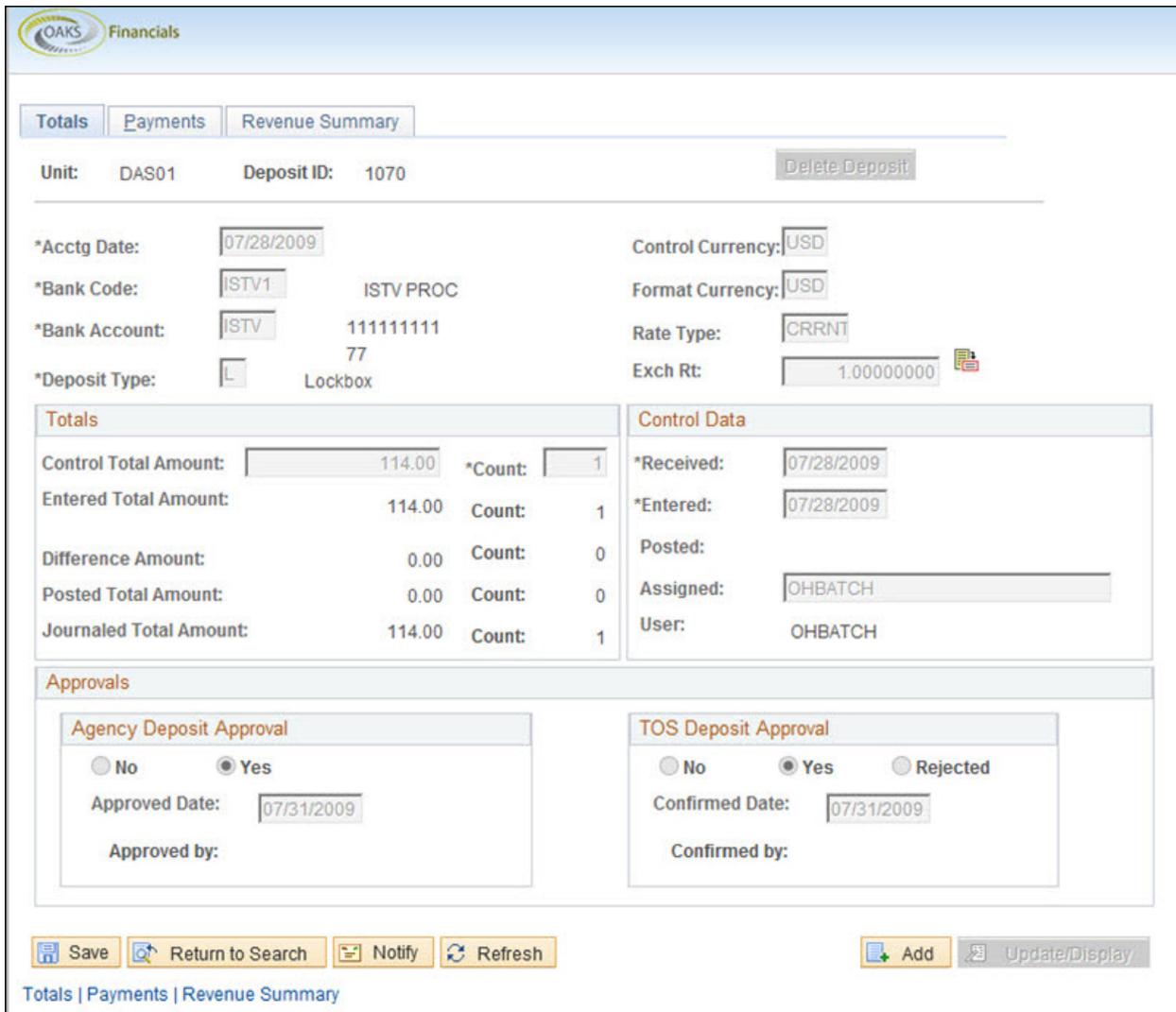
[Find an Existing Value](#) | [Add a New Value](#)

Using Payment Predictor

1. Verify the **Deposit Unit** has been populated with the Business Unit owning the deposit to match.
2. Enter search criteria to locate the deposit.
 - One way to do so is to enter the **Deposit ID**.
3. Click **Search**.
 - A **Search Results** list displays if more than one payment matches the search criteria (i.e., more than one item was in the batch).

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
4. Click the **Deposit ID** of the deposit to work.
- The selected payment displays, or if only one matches, it displays.



The screenshot displays the OAKS Financials interface for a specific deposit. At the top, there are tabs for 'Totals', 'Payments', and 'Revenue Summary'. The 'Totals' tab is active, showing the following information:

- Unit: DAS01, Deposit ID: 1070, and a 'Delete Deposit' button.
- *Acctg Date: 07/28/2009, Control Currency: USD
- *Bank Code: ISTV1, ISTV PROC, Format Currency: USD
- *Bank Account: ISTV, 111111111, Rate Type: CRRNT
- *Deposit Type: Lockbox, Exch Rt: 1.00000000

Below this information are two main sections:

Totals			Control Data	
Control Total Amount:	114.00	*Count: 1	*Received:	07/28/2009
Entered Total Amount:	114.00	Count: 1	*Entered:	07/28/2009
Difference Amount:	0.00	Count: 0	Posted:	
Posted Total Amount:	0.00	Count: 0	Assigned:	OHBATCH
Journalled Total Amount:	114.00	Count: 1	User:	OHBATCH

Below the totals and control data are two approval sections:

- Agency Deposit Approval:** Radio buttons for 'No' and 'Yes' (selected). Approved Date: 07/31/2009. Approved by: (blank).
- TOS Deposit Approval:** Radio buttons for 'No', 'Yes' (selected), and 'Rejected'. Confirmed Date: 07/31/2009. Confirmed by: (blank).

At the bottom of the interface, there are several action buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display. The breadcrumb navigation at the bottom reads 'Totals | Payments | Revenue Summary'.

Go to payments tab and make adjustment to each individual payment

5. Look at the **Totals** section, on the **Totals** tab, and verify that the **Posted Total Amount** and **Count** match the **Control Total Amount** and **Count**.
6. Verify that the **Agency Deposit Approval** and **TOS Deposit Approval** are both "Yes."

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-
- If the approvals are “No,” it is because the **Posted Total Amount** or the **Journaled Total Amount** does not = the **Control Total Amount** or **Entered Total Amount**.
7. Click **Save** if everything matches.
- If Payment Predictor cannot match a payment, A payment worksheet will need to be created and deposits must manually be matched. First, research and correct the payments that failed the Payment Predictor process whenever possible. Follow the steps for Creating Payment Worksheets if the payment cannot be matched.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



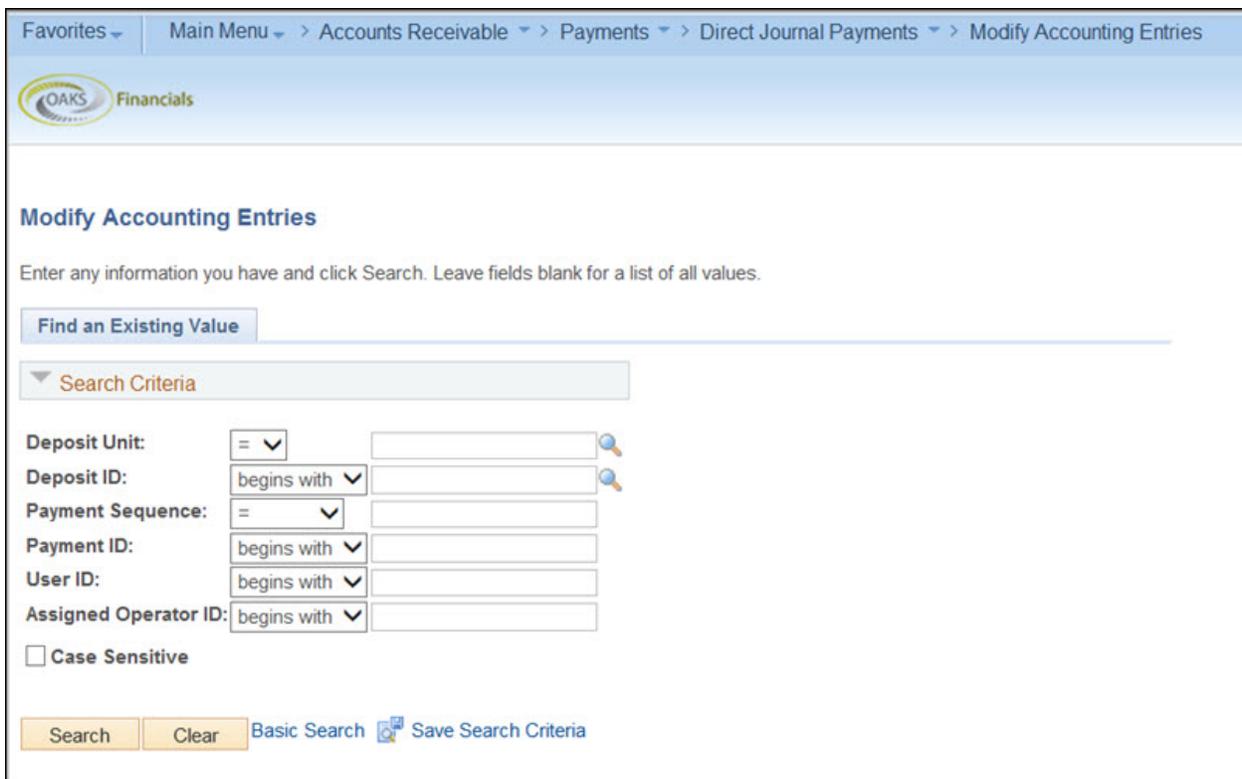
Modifying a Deposit Prior to Approval

Overview

When a Direct Journal payment is coded incorrectly, accounting entries can be adjusted before the deposit is sent for TOS approval.

Steps

- **OAKS FIN > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries**
- The search page displays.

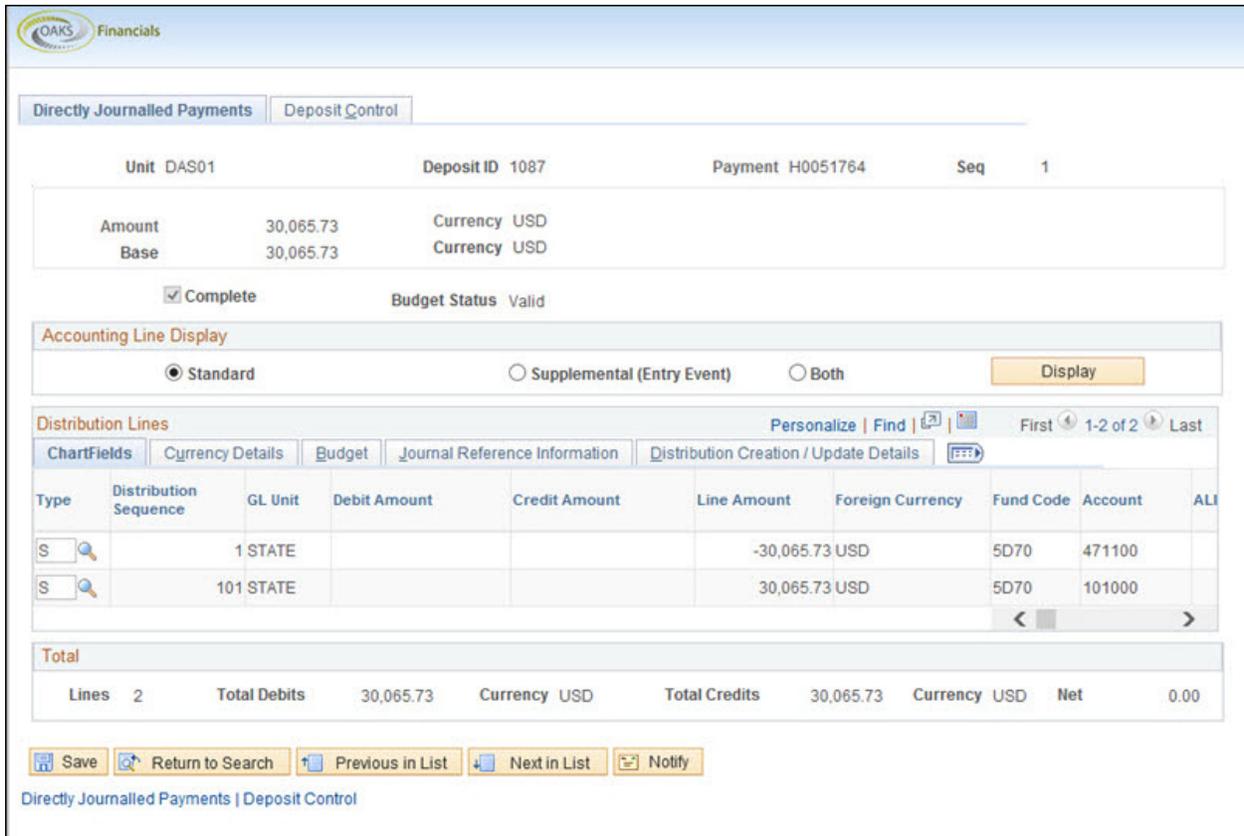


The screenshot shows the 'Modify Accounting Entries' search page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries'. Below this is the OAKS Financials logo. The main heading is 'Modify Accounting Entries'. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'Deposit Unit' (operator: '=', field: empty), 'Deposit ID' (operator: 'begins with', field: empty), 'Payment Sequence' (operator: '=', field: empty), 'Payment ID' (operator: 'begins with', field: empty), 'User ID' (operator: 'begins with', field: empty), and 'Assigned Operator ID' (operator: 'begins with', field: empty). There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Search for a Deposit

See "The FIN SOURCE" for Ohio for the most recent version of this process.

1. Verify the agency Business Unit in the **Deposit Unit** field.
2. Enter the Deposit ID into the **Deposit ID** field.
3. Click **Search**.
 - After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
- The **Directly Journalled Payments** page displays.



Directly Journalled Payments | Deposit Control

Unit DAS01 Deposit ID 1087 Payment H0051764 Seq 1

Amount	30,065.73	Currency	USD
Base	30,065.73	Currency	USD

Complete Budget Status Valid

Accounting Line Display

Standard Supplemental (Entry Event) Both [Display](#)

Distribution Lines Personalize | Find | First 1-2 of 2 Last

Type	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Fund Code	Account	ALI
S		1 STATE			-30,065.73	USD	5D70	471100	
S		101 STATE			30,065.73	USD	5D70	101000	

Total

Lines	2	Total Debits	30,065.73	Currency	USD	Total Credits	30,065.73	Currency	USD	Net	0.00
-------	---	--------------	-----------	----------	-----	---------------	-----------	----------	-----	-----	------

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Directly Journalled Payments | Deposit Control

Change Deposit Status

4. Click to deselect the **Complete** checkbox.
 - A **warning message** displays.
5. Click **OK**.
6. Click **Save**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- **OAKS FIN > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries

 OAKS Financials

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: = ▾

Deposit ID: begins with ▾

Payment Sequence: = ▾

Payment ID: begins with ▾

User ID: begins with ▾

Assigned Operator ID: begins with ▾

Case Sensitive

Search Clear Basic Search  Save Search Criteria

Search for a Deposit

1. Verify the agency Business Unit in the **Deposit Unit** field.
2. Enter the Deposit ID into the **Deposit ID** field.
3. Click **Search**.
 - The **Directly Journalled Payments** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries

Accounting Entries | Deposit Control

Unit: DAS01 Deposit ID: TEST9-28 Payment: TEST Seq: 1

Amount: 0.01 USD

Complete Entry Event: SpeedChart Key:

Budget Status

Distribution Lines Personalize | Find | View All | | First 1 of 1 Last

ChartFields	Currency Details	Budget	Journal Reference Information	Distribution Creation / Update Details					
Distribution Sequence	*GL Unit	Line Amount	Currency	Fund	*Account	ALI	Dept	Program	Grant/Prj
1	1 STATE		USD						

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000

Voucher Line Balance Line Balance Amount

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

Adjust Accounting Entries

1. Click the **Delete** icon in the upper center of the screen.
 - The cash entries are removed and the accounting entry fields are now editable.
 - Modify the deposit as desired.
 - Click the **Create** icon to create the corresponding cash entries.
 - Click the **Complete** checkbox.
 - Click **Save**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Modifying Approved Deposits

Overview

Once a deposit has been approved by Treasurer of State (TOS), it cannot be deleted. If the deposit needs to be modified, a zero dollar modification must be completed. These instructions guide the processor through the steps to complete a zero dollar modification.

Steps

- **OAKS FIN > Accounts Receivable > Payments > Online Payments > Regular Deposits**

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)



Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Deposit Unit: [=]

Deposit ID: [begins with]

Lockbox ID: [begins with]

Deposit Type: [begins with]

User ID: [begins with]

Agency Approval: [=]

Agency Approval Date: [=]

TOS Approval: [=]

TOS Approval Date: [=]

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Create an Offsetting Deposit

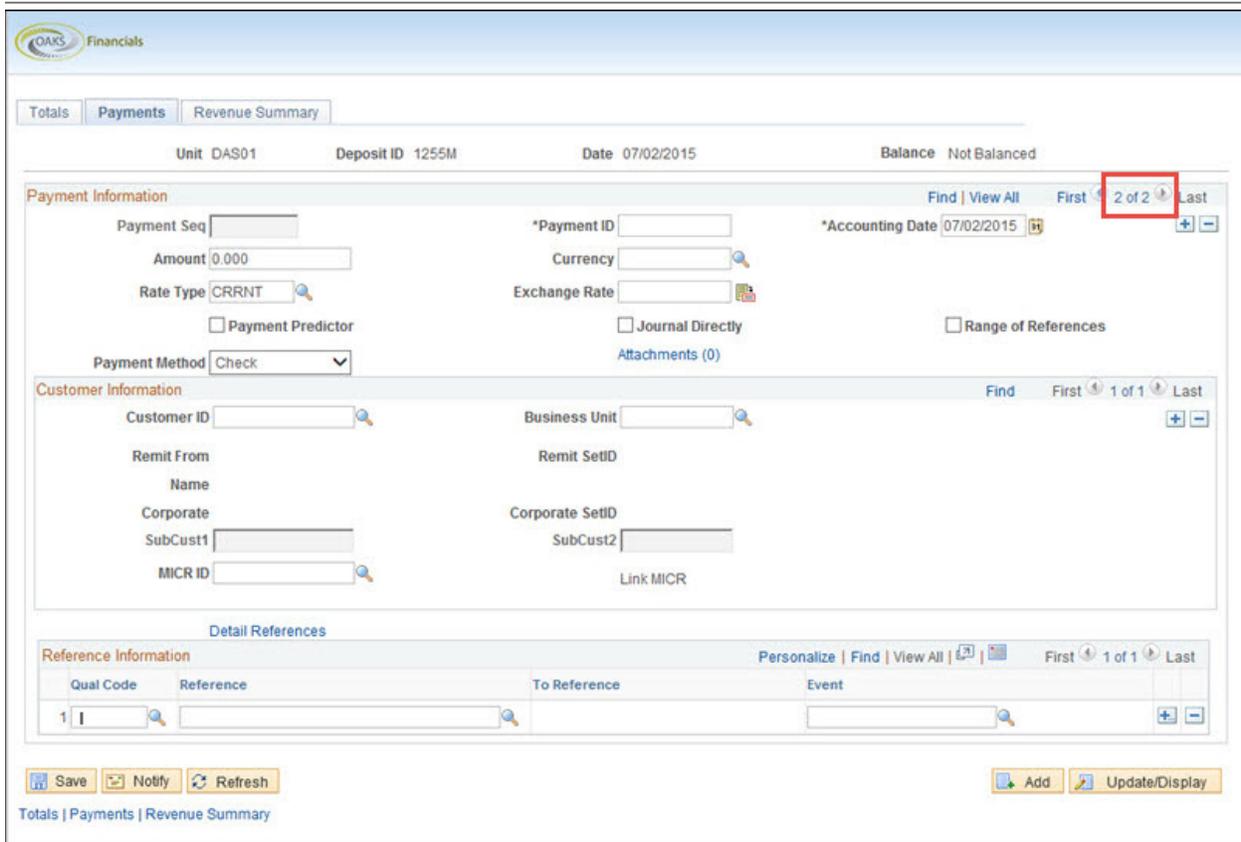
1. Click the **Add a New Value** tab.
2. Verify that OAKS FIN correctly populated the BU code in the **Deposit Unit** field.
3. Enter the **Deposit ID** - this should be the ID of the deposit being corrected, followed by an "M" or the word "Mod."
 - Using this ID standard will allow the quick identification of modifications and their original deposits.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

4. Click **Add**.
5. Accept the default of the current date in the **Acctg Date** field.
6. Enter "STATE" in the **Bank Code** field.
7. Enter (or click the look up icon to select) the agency's primary deposit account in the **Bank Account** field.
8. Enter "X" as the **Deposit Type**.
9. Enter "USD" in the **Control Currency** field.
10. Enter "0" in the **Control Total Amount** field.
 - The total will be zero because there will be two lines of equal amount, one positive and one negative. The resulting total is therefore zero.
11. Enter "2" as the total number of deposits in this batch in the **Count** field.
12. Click the **Payments** tab.
13. Enter the check number in the **Payment ID** field.
 - This should be the same Payment ID as the original voucher.
14. Enter "USD" as the **Currency** code.
15. Enter the **Amount** of the payment as a negative number.
 - Example: If the original deposit was for \$1000, this amount should be -1000.
16. Click the **Journal Directly** checkbox.
17. Click the **Add a new row** icon at the right of the **Payment Information** section.
 - A new payment record is added.

See "The FIN SOURCE" for Ohio for the most recent version of this process.





The screenshot shows the OAKS Financials interface with the following details:

- Totals | Payments | Revenue Summary**
- Unit: DAS01, Deposit ID: 1255M, Date: 07/02/2015, Balance: Not Balanced
- Payment Information** (Page 2 of 2):
 - Payment Seq: []
 - Amount: 0.000
 - Rate Type: CRRNT
 - Payment Method: Check
 - *Payment ID: []
 - Currency: []
 - Exchange Rate: []
 - *Accounting Date: 07/02/2015
 - Journal Directly:
 - Range of References:
 - Attachments (0)
- Customer Information** (Page 1 of 1):
 - Customer ID: []
 - Business Unit: []
 - Remit From Name: []
 - Remit SetID: []
 - Corporate SubCust1: []
 - Corporate SetID: []
 - SubCust2: []
 - MICR ID: []
 - Link MICR: []
- Reference Information** (Page 1 of 1):

Qual Code	Reference	To Reference	Event
1	[]	[]	[]

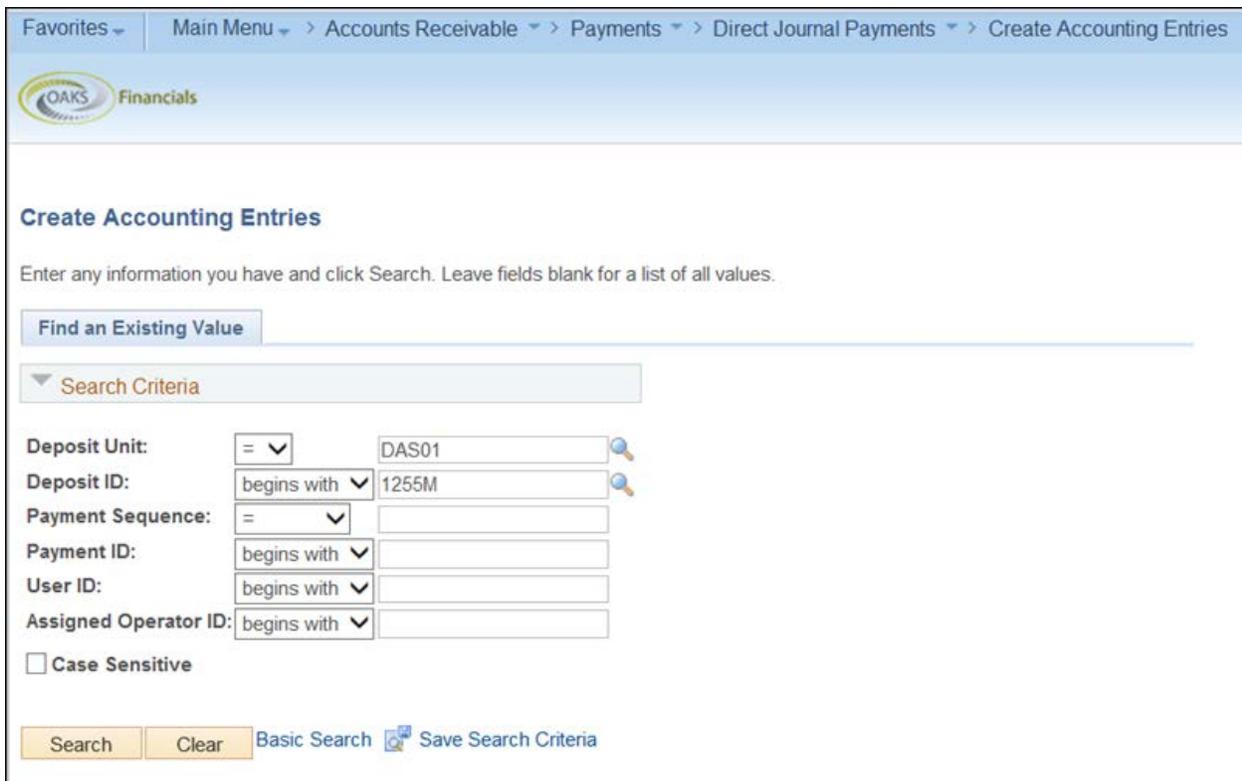
Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.

18. Enter the check number in the **Payment ID** field.
19. Enter "USD" as the **Currency** code.
20. Enter the **Amount** of the payment as a positive number.
21. Click the **Journal Directly** checkbox.
22. Click the **Attachments** link to attach any relevant information if desired.
 - a. Click **Add Attachment**.
 - b. Click **Browse** to view files.
 - c. Choose the file name and click **Open**.
 - d. Click the **Upload** button.
 - e. Enter a **Description** of the attachment.
 - f. Click **OK**.
21.
 - The **number of Attachments** is updated.
 - After payment has been applied, the link is no longer visible.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

22. Click **Save**.
23. Take note of the **Deposit ID**.

- **OAKS FIN > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**



The screenshot shows the 'Create Accounting Entries' search page in the OAKS Financials system. The breadcrumb navigation at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries. Below the breadcrumb is the OAKS Financials logo and the title 'Create Accounting Entries'. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains the following fields:

Deposit Unit:	=	DAS01
Deposit ID:	begins with	1255M
Payment Sequence:	=	
Payment ID:	begins with	
User ID:	begins with	
Assigned Operator ID:	begins with	

There is an unchecked checkbox for 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Adjust Accounting Entries

1. Enter the **Deposit ID** created in the previous step.
 - This may automatically populate.
2. Click **Search**.
 - Both sequence lines display in the **Search Results**.
 - After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: =

Deposit ID: begins with

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
DAS01	1255M	1	12345	OH_AR_ADMINISTRATOR	OH_AR_ADMINISTRATOR	No Dist		07/02/2015
DAS01	1255M	2	12345	OH_AR_ADMINISTRATOR	OH_AR_ADMINISTRATOR	No Dist		07/02/2015

3. Click the link for the first deposit, which should be the line item with the negative amount.
4. Enter the **ChartField** distribution exactly as it appeared in the incorrect deposit.
 - The **Line Amount** listed on the Currency Details tab should be a positive number.
5. Click the **Create** icon.
 - The offsetting entry is created.
 - The offsetting entry will be a positive amount since the original amount was negative.
6. Click the **Complete** checkbox.
7. Click **Save**.
8. Click **Next in List**.
9. Enter the correct **ChartField** distribution.
 - The **Line Amount** listed at the right of the ChartFields should be a negative number.
10. Click the **Create** icon.
 - The offsetting entry is created.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

11. Click the **Complete** checkbox.

12. Click **Save**.

- The Deposit modification is now ready for [agency approval](#).
- The **Deposit ID** can be provided to the agency approver to use as search criteria to locate the deposit.

13. Send an email to the OBM.RevenueDeposits@obm.ohio.gov mailbox.

- List all deposits in the email that are ready for review.
- Allow 1 - 2 days for processing.
- An email will be sent back to the sending address once the modification is approved.

- Only modifications sent to the mailbox will be reviewed.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Approving Deposits

Overview

This process is performed after payments have been applied to open items but before OAKS FIN creates General Ledger accounting entries. OAKS FIN does not update the cash balances in the General Ledger until the deposit has been approved by both the agency supervisor and the Treasurer of State's office (TOS).

The ARUPDATE batch process will update customer accounts prior to approval, but the General Ledger entries are never updated until approved.

The first approval is performed by the agency supervisor, who verifies that the ChartFields selected are correct. A deposit can consist of payments from customers to be applied to open receivables, miscellaneous revenue receipts to be Direct Journalled, or a combination of both. Only payments from customers are posted, miscellaneous revenues are not. If either the Posted Total Amount, or the Journalled Total Amount, or a combination of both equals the Control Total Amount and Entered Total Amount on the Deposit Total page the Agency Approval Box will be highlighted and the deposit can be approved.

Once approved, groups (batches) are ready for the Treasurer of State's (TOS) office review and processing.

The TOS approval requires that one copy of the OAKS FIN Payment Detail Report accompany each deposit. The report should be specific to the deposit pay-in documents it accompanies. TOS will compare the pay-in documents with deposit information in OAKS FIN and either approve or reject the deposit.

Once approved, the payments are available in OAKS FIN to be picked up by the nightly Budget Check process. After passing the budget check, the Journal Generator process posts the accounting entries to the General Ledger.

The TOS will post the PIBS record that can be used as a receipt for the deposit. The depositing agency can go online to [verify the deposit](#) made by TOS. The depositing agency may choose to print a copy of their deposit and attach the treasurer's receipt to the report.

Steps

See "The FIN SOURCE" for Ohio for the most recent version of this process.



- **OAKS FIN > Accounts Receivable > Payments > Online Payments > Regular Deposit**

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit



Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▾ Search Criteria

Deposit Unit:	= ▾	DAS01 
Deposit ID:	begins with ▾	<input type="text"/>
Lockbox ID:	begins with ▾	<input type="text"/>
Deposit Type:	begins with ▾	<input type="text"/> 
User ID:	begins with ▾	<input type="text"/> 
Agency Approval:	= ▾	<input type="text"/> ▾
Agency Approval Date:	= ▾	<input type="text"/> 
TOS Approval:	= ▾	<input type="text"/> ▾
TOS Approval Date:	= ▾	<input type="text"/> 

Case Sensitive

Search
Clear
Basic Search 
Save Search Criteria

Find an Existing Value | Add a New Value

Approve a Deposit

1. Verify or enter the submitting agency's Business Unit code in the **Deposit Unit** field.
2. Enter search criteria to find items awaiting approval.
 - a. Agency Supervisor: Select "Not Reviewed" in the **Agency Approval** field.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

b. **TOS:** Select "Approved" in the **Agency Approval** field and "Not Reviewed" in the **TOS Approval** field.

- Best practice is for employees to inform agency approvers when deposits are ready to be reviewed. The agency approver can then use the **Deposit ID** as search criteria.
- When looking for an item created by a specific user, enter their ID in the **User ID** field.

3. Click **Search**.

- A list of **Search Results** displays, including all deposit types, e.g. regular deposits, direct journal deposits, lock box deposits.
- After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Deposit Unit: [=] DAS01

Deposit ID: [begins with]

Lockbox ID: [begins with]

Deposit Type: [begins with]

User ID: [begins with]

Agency Approval: [=] Not Reviewed

Agency Approval Date: [=]

TOS Approval: [=]

TOS Approval Date: [=]

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-4 of 4 | Last

Deposit Unit	Deposit ID	Lockbox ID	Deposit Type	User ID	Deposit Balance	Entered Date	Posted Date	Control Total	Amt	Agency Approval	Agency Approval Date	TOS Approval	TOS Approval Date
DAS01	15276	(blank)	L	S10010240	Yes	06/04/2015	06/04/2015	1111		No Review	(blank)	Not Review	(blank)
DAS01	15277	(blank)	L	S10010240	Yes	06/08/2015	06/08/2015	1000		No Review	(blank)	Not Review	(blank)
DAS01	15278	(blank)	L	S10010240	Yes	06/08/2015	06/08/2015	1000		No Review	(blank)	Not Review	(blank)
DAS01	15280	(blank)	M	S10010240	Yes	06/08/2015	(blank)	0		No Review	(blank)	Not Review	(blank)

Find an Existing Value | Add a New Value

4. Click an entry in the list that has a **Posted** date.

- Deposits are eligible for approval when all payments in the deposit have posted to Accounts Receivable via the ARUPDATE batch process.
- If the deposit is an ISTV, the Bank Code = ISTV and Bank Account = ISTV1.

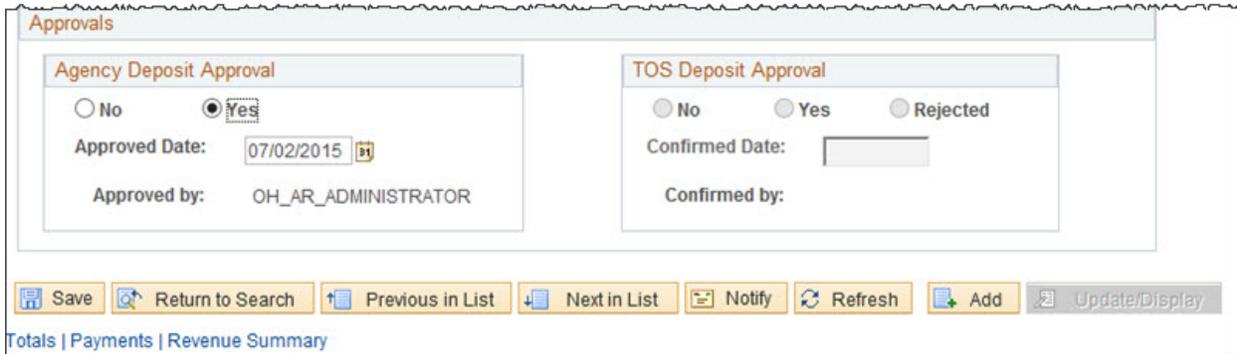
See "The FIN SOURCE" for Ohio for the most recent version of this process.

5. Click **Save**.

- OAKS FIN automatically approves the deposit at both the agency and TOS levels.
- It is not necessary to review the **Revenue Summary** page prior to approving an ISTV deposit.

If the deposit is not an ISTV continue with these instructions. If the deposit is an ISTV refer to [Processing ISTV Deposits](#).

6. Click the **Revenue Summary** tab.
7. Verify that the accounting entries are correct.
 - Credit revenue accounts (those whose account numbers begin with a "4") by entering a negative number to increase revenue.
8. Click the **Totals** tab.
9. Select, in the appropriate (Agency/TOS) area of the **Approvals** section:



Agency Approval

- "No" if the ChartFields are incorrect, follow the agency's process.
- "Yes" if the ChartFields are correct.

TOS Approval

- "No," if the number and amount on the receipts does not match the payments documented in OAKS FIN, and TOS chooses to make the correction themselves - this is a temporary status before TOS makes the update.
- "Yes," if the number and amount on the receipts is accurately reflected in OAKS FIN.
- "Rejected," if the number and amount on the receipts does not match the payments documented in OAKS FIN, and TOS chooses to have the agency make the correction.
- The **Date** and **Approved by** or **Confirmed by** fields are automatically populated when an approval status selection is made.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

10. Click **Save**.
11. Click **Next in List** after approval/disapproval to move to the next item listed in the search results if there are more records to approve.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Unposting a Payment Group

Overview

An item cannot be unposted if a payment has been applied to that item or if the payment was received in a prior year. The payment must be unposted before the item can be unposted. A payment from a prior year cannot be unposted.

Steps

- **OAKS FIN > Accounts Receivable > Receivables Update > Unpost Groups > Payment Group**
- The **Payment Group - Find an Existing Value** tab displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Receivables Update](#) > [Unpost Groups](#) > [Payment Group](#)

OAKS Financials

Payment Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: [=] 
 Deposit ID: [begins with]
 Payment Sequence: [=]
 Payment ID: [begins with]
 Payment Type: [=] [v]
 Entered Date: [=] [31]
 Posted Date: [=] [31]
 Assigned Operator ID: [begins with]

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

1. Verify the agency Business Unit in the **Deposit Unit** field.
 2. Enter the Deposit ID into the **Deposit ID** field.
 3. Click **Search**.
- After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
 - The **Payment Control** tab displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Receivables Update](#) > [Unpost Groups](#) > [Payment Group](#)

[Payment Control](#) | [Options](#) | [Action](#)

Deposit Unit DAS01 **Deposit ID** 16020 **Payment ID** 5TL759

Accounting Date 07/02/2015 **Approved By** OHBATCH

Group Type P Payment

Origin ID PS_AR PS AR

Payment Type Payment

Currency

Control **Format** USD

Partial Unpost

Totals			Control Data		
Control	-909.08	*Count 2	Received	07/02/2015	
Entered	-909.08	Count 2	Entered	07/02/2015	
Difference	0.00	Count 0	Posted	07/02/2015	
Posted	-909.08	Count 2	Assign	OHBATCH	
			User	OHBATCH	

Group Status

Edit Status Edited **Accounting Entries** Balanced

Balanced Yes **Posting Action** Do Not Post

Posting Status Complete

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Payment Control](#) | [Options](#) | [Action](#)

4. Click the **Action** tab.
5. Click the **Action** dropdown arrow and select **Batch Standard**.
6. Click **OK**.
 - This warning message will appear.

Message

Warning -- The Accounting Date entered is not the current date. Please verify that the date entered is correct. (6000,815)

See "The FIN SOURCE" for Ohio for the most recent version of this process.



7. Click OK.

- The customer's account will be updated with the unposted item when the ARUPDATE process runs. This process runs at 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 1:00 PM, 3:00 PM and nightly Monday through Friday.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Resubmitting Deposits for TOS Approval

Overview

This process is performed if payments in OAKS FIN are not approved by the Treasurer of State's office (TOS). This approval/denial takes place after payments have been applied to open items but before OAKS FIN creates General Ledger accounting entries. OAKS FIN does not update the cash balances until the deposit has been approved by both the agency supervisor and the Treasurer of State's office (TOS).

After Agency approval of a payment, the Agency Supervisor must monitor payments for TOS approval or denial. If the deposit is rejected, the error must be found and corrected, and the payment resubmitted.

The re-submission consists of creating a new payment. The ID of the new payment is the ID of the original payment with a suffix of "M". The new payment has a line item to remove the amount of the original deposit record and a line item of the correct amount. Except for the creation of the line item backing out the original payment record, the creation of this payment record is identical to Entering Regular Deposits.

Steps

- **OAKS FIN > Accounts Receivable > Payments > Online Payments > Regular Deposit**

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)



Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Deposit Unit: = 

Deposit ID: begins with

Lockbox ID: begins with

Deposit Type: begins with 

User ID: begins with 

Agency Approval: =

Agency Approval Date: = 

TOS Approval: =

TOS Approval Date: = 

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Resubmitting a Deposit to TOS

1. Verify or enter the submitting agency's Business Unit code in the **Deposit Unit** field.
2. Click the **TOS Approval** drop-down list and select "Rejected."
3. Click **Search**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



- After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
- A list of Search Results displays.

TOS Approval Date: = [dropdown] [input] US

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Deposit Unit	Deposit ID	Lockbox ID	Deposit Type	User ID	Deposit Balance	Entered Date	Posted Date	Control	Total Amt	Agency Approval	Agency Approval Date	TOS Approval	TOS Approval Date
DAS01	1255M	(blank)	X	OH_AR_ADMINISTRATOR	Yes	07/02/2015	(blank)	0		No Review	(blank)	Not Review	(blank)
DAS01	1141-M	(blank)	X	10065114	Yes	06/10/2010	(blank)	0		Approved	06/10/2010	Approved	06/14/2010
DAS01	1262	00000612142009	L	OHBATCH	Yes	12/14/2009	(blank)	18968.51		Approved	12/15/2009	Approved	12/15/2009
DAS01	1261	00000512142009	L	OHBATCH	Yes	12/14/2009	(blank)	206343.75		Approved	12/15/2009	Approved	12/15/2009
DAS01	1260	00000412142009	L	OHBATCH	Yes	12/14/2009	(blank)	7210.48		Approved	12/15/2009	Approved	12/15/2009
DAS01	1259	00000312142009	L	OHBATCH	Yes	12/14/2009	(blank)	3460.29		Approved	12/15/2009	Approved	12/15/2009
DAS01	1264	00000812142009	L	OHBATCH	Yes	12/14/2009	(blank)	1182158.71		Approved	12/15/2009	Approved	12/15/2009
DAS01	1258	00000212142009	L	OHBATCH	Yes	12/14/2009	(blank)	31.28		Approved	12/15/2009	Approved	12/15/2009
DAS01	1263	00000712142009	L	OHBATCH	Yes	12/14/2009	(blank)	28.85		Approved	12/15/2009	Approved	12/15/2009
DAS01	1257	DAS01	L	OHBATCH	Yes	12/14/2009	12/15/2009	757567.01		Approved	12/15/2009	Approved	12/15/2009
DAS01	1256	DAS01	L	OHBATCH	Yes	12/11/2009	12/14/2009	2331089.52		Approved	12/14/2009	Approved	12/14/2009
DAS01	1255	DAS01	L	OHBATCH	Yes	12/10/2009	12/11/2009	756407.3		Approved	12/11/2009	Approved	12/11/2009

4. Click a line item.
5. Review and correct the rejected deposit.
 - To correct the deposit, create a new deposit following the instructions for [Entering Regular Deposits](#). For this deposit, use the original **Deposit ID** and add an "M" as a suffix. The new deposit should contain a deduction of the original line item amount, and a separate line item reflecting the correct line item amount.

For example: Deposit 14 is entered for \$50 in checks, but the checks submitted actually total to \$60. The **Payment Information** section for Deposit 14M should have one line with Payment ID ADJ and Amount -\$50, and a second line with Payment ID CHECKS and Amount \$60. The grand total of Deposit 14M is the net amount of \$10.

See "The FIN SOURCE" for Ohio for the most recent version of this process.