Correcting a Deposit (Advance Deposit or Credit Card Receipt)

1. If the amount of a deposit is posted incorrectly, you need to post another e-doc with the net difference.
   A. Copy the original e-doc by clicking the copy button at the bottom of the window.
   B. In the Description field enter “FO# Deposit Adjustment”
   C. In the Explanation field explain why the adjustment is needed
   D. Verify the reference number and accounting details are carried forward to the e-doc
   E. If the deposit is greater than the e-doc, enter the difference as a net positive amount.
      If the deposit is less than the e-doc, enter the difference as a net negative amount.

2. If the deposit has been duplicated in KFS, you need to post a negative e-doc.
   A. Copy the original e-doc by clicking the copy button at the bottom of the window.
   B. In the Description field enter “FO# Correct Duplicate Deposit”
   C. In the Explanation field explain why the adjustment is needed
   D. Verify the reference number and accounting details are carried forward to the e-doc
   E. Enter the amounts as negative numbers.

3. If the wrong Reference Number is entered in the e-doc, email uh-treasury@lists.hawaii.edu with the correct number. No correction is needed.