

How to Delete Cash Control Journal Deposits

1. Review the General Ledger to determine if accounting entries were created for the original deposit.
 - a. NOTE: If you would like to verify accounting entries for a specific Deposit ID, please contact the NDUS Help Desk to run a query on PAY_MSC_DST.
2. PeopleSoft Navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit > Enter the Business Unit in the **Deposit Unit** field and the Deposit ID in the **Deposit ID** field.
 - a. Click on the **Payments** tab.
 - b. Click on the **Minus sign** at the end of the row under the payment information to delete the row.

The screenshot shows the 'Payments' tab in PeopleSoft. At the top, there are tabs for 'Totals' and 'Payments'. Below the tabs, the 'Unit' is set to 'NDSU1', 'Deposit ID' is redacted, 'Date' is '06/28/2010', and 'Balance' is 'Balanced'. The 'Payment Information' section includes fields for 'Seq' (1), '*Payment ID' (CK 24816), 'Accounting Date' (06/28/2010), 'Amount' (1,000.00), 'Currency' (USD), 'Rate Type' (CRRNT), and 'Exchange Rate' (1.00000000). There are checkboxes for 'Payment Predictor', 'Journal Directly', and 'Range of References'. The 'Payment Method' is set to 'Check'. The 'Customer Information' section shows 'Customer ID' (NONP_42300), 'Business Unit' (NDSU1), 'Name' (Tri-College University), 'Remit From' (NONP_42300), and 'Corporate' (NONP_42300). The 'Detail References' section has a table with columns 'Qual Code' and 'Reference'. A minus sign icon is circled in red at the end of the first row in the 'Detail References' table.

- c. Click **Save**
- d. The following message will appear:

A dialog box titled 'Delete Confirmation' with a close button (X) in the top right corner. The text inside reads: 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' At the bottom, there are two buttons: 'OK' and 'Cancel'.

- e. Click **Ok**
- f. Another message will appear:

A dialog box titled 'Message' with a close button (X) in the top right corner. The text inside reads: 'Cash control journals exist for this payment, proceed with delete? (6040,781)'. Below this, it says: 'Cash control journals exist in General Ledger for this payment. Select Yes to proceed with the delete and create cash control reversal accounting entries. The reversal entries must be sent to General Ledger. Select No to cancel the delete.' At the bottom, there are two buttons: 'Yes' and 'No'.

- g. Click **Yes**
- h. Click on the **Totals Tab**.
- i. Click on the **Delete Deposit** button.
- j. Another message will appear.

A dialog box titled 'Message' with a close button (X) in the top right corner. The text inside reads: 'Delete this deposit? (6040,102)'. Below this, it says: 'If you delete the deposit, all deposit and payment information entered in this panel group will be deleted.' At the bottom, there are two buttons: 'Yes' and 'No'.

- k. Click **Yes** to delete the deposit.
- l. The journal entries to reverse the original deposit entries will be created in the nightly batch processing.