**State of Tennessee**



**Unpost Deposit**

for the

State of Tennessee

Edison Project

March 31, 2021

# Instructions for the User to Unpost a Deposit in Edison

## Validate the deposit is an Applied Payment:

1. To see the status of the deposit, navigate to FSCM > Accounts Receivable > Payments > Review Payments > All Payments.
2. Search the Deposit Unit and Deposit ID in question.
3. Validate that the deposit or payment in question is a posted transaction, there will be a Group ID populated.
4. Notate the Group ID on the screen.

If the deposit or payment is a direct journal payment, this cannot be completed. A correction deposit will be needed.

## Validate the deposit status is unreconciled:

1. Navigate to the Deposit Recon Status query, FSCM > Reporting Tools > Query > Schedule Query.
2. Create a new run control if necessary, by selecting Add New Value. Search for TN\_AR44\_DEPOSIT\_RECON\_STATUS.
3. Enter the Deposit BU and Deposit ID. Click “View Results.”
4. If the status of the deposit is Reconciled, send an email to Treasury requesting them to un-reconcile the deposit before proceeding with the next steps.

## Email Unpost Request:

1. Send an email to the contact listed under “Accounts Receivable (Unpost Deposits)” located on the Division of Accounts page (<https://www.tn.gov/finance/rd-doa/contacts.html>).
   1. Include your Business Unit, Group ID, and Posted Amount. If the month that the payment took place is closed, request that the accounting date to be changed to the first date of the current open month.

## Run AR Update:

1. **After** receiving confirmation of the un-post, navigate to AR Update, FSCM > Accounts Receivable > Receivables Update > Request Receivables Update. Create a new run control if necessary.
   1. Enter your Group Unit (BU), Set Process Frequency to Always, Select Accounting Date From 01/01/1900 to Accounting Date to something way off in the future (ex: 08/21/2050), Leave all transaction types checked
2. Select Run
3. Click Process Monitor.
4. After the process runs to Success and Posted, your deposit will be unposted and ready to work.