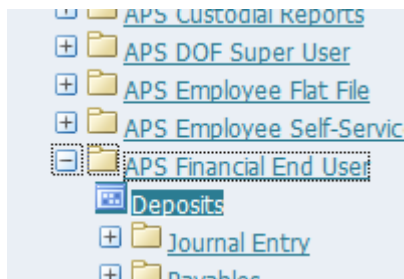


Deleting an Activity deposit in R12

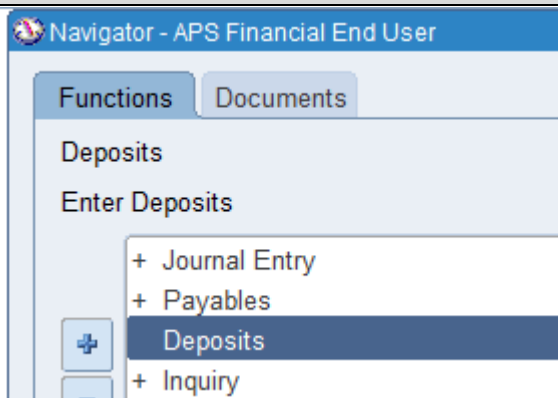
Note: You will only be able to delete the deposit if it has not been posted. Deposits are posted at 4:00 p.m. daily. Once it's been posted it will have to be reversed; contact the Accounting Department.

Step 1



If you are in HTML view, (Internet Explorer) click APS Financial End User, then click Deposits.

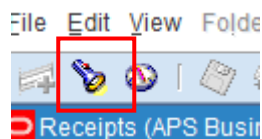
Step 1a



If you are in the Java forms view, open APS Financial End User.

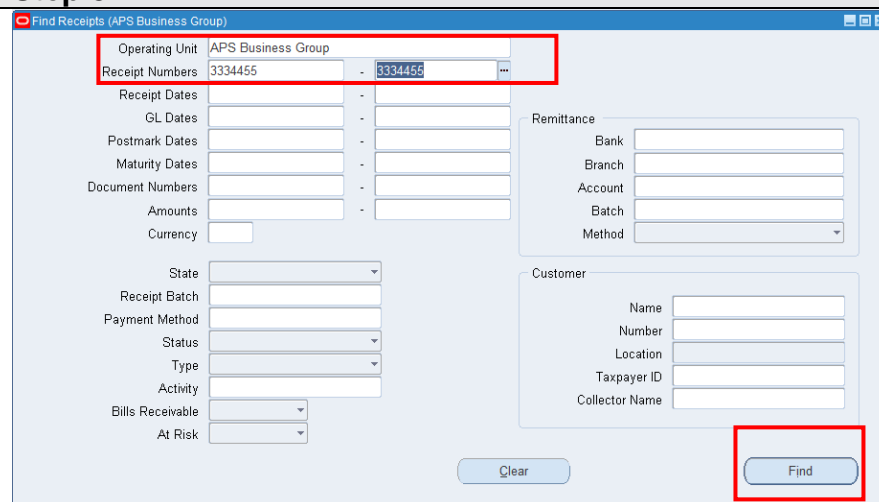
Double click Deposits.

Step 2



Click on the Flashlight icon.

Step 3



Find Receipts (APS Business Group)

Operating Unit: APS Business Group

Receipt Numbers: 3334455 - 3334456

Receipt Dates: -

GL Dates: -

Postmark Dates: -

Maturity Dates: -

Document Numbers: -

Amounts: -

Currency: -

State: -

Receipt Batch: -

Payment Method: -

Status: -

Type: -

Activity: -

Bills Receivable: -

At Risk: -

Remittance

Bank: -

Branch: -

Account: -

Batch: -

Method: -

Customer

Name: -

Number: -

Location: -

Taxpayer ID: -

Collector Name: -

Clear Find

Click the LoV button in the Operating Unit text box to choose APS Business Group.

Enter your Receipt Number.

Click Find.

Step 4

Receipt

Receipt Method: Activity Deposits
Receipt Number: 3334455
Receipt Amount: USD 150.00
Receipt Type: Miscellaneous
State: Cleared

Receipt Date: 30-MAR-2014
GL Date: 30-MAR-2014
Maturity Date:
Functional Amount: 150.00

Reference

Type:
Number:
Customer Name:
Customer Num:
Location:
Taxpayer ID:

Paid By

Name: ACTIVITY-HINKLEY

Purpose

Activity: ACTIVITY-HINKLEY
Distribution Set: ACTIVITY-HINKLEY
Tax Code:
Tax Account:
Description:

Tax Amount:
Tax Rate %:

Customer Bank

Name:
Account:

Remittance Bank

Name: US BANK
Branch: Denver
Account: *****8128

Reference:
Postmark Date:

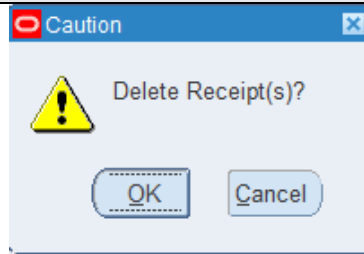
Comments:

Confirm... 1 Reverse... 1 Receipt History Search and Apply Distributions

Click the Red X icon.

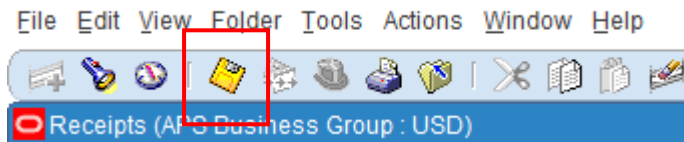
Note: You will only be able to delete the deposit if it has not been posted. Deposits are posted at 4:00 p.m. daily. If it has been posted, the Red X icon will be grayed out. Changes will then have to be requested from the Accounting Department.

Step 5



Click OK.

Step 6



Click the Save icon.

Step 7

FRM-40400: Transaction complete: 1 records applied and saved.

Note the message.