



Form 76 Instructions

The state has issued a revision to OMES Form 76 to account for recent changes in the Deposits system in PeopleSoft. The following fields are required in order for OMES/OST to make the requested correction:

1. Deposit ID
2. Bank Code
3. Bus Unit
4. Account
5. Fund Type
6. Class Fund
7. Amount

All required fields can be found on the Modify Accounting Entries page (*Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries > Find an Existing Value*):

Accounting Entries **Deposit Control**

Unit: 34500 Deposit ID: TR00001168 Payment: 6222011 Seq: 1

Amount: **1** 0.00 USD

Notes: LOGAN 042 MT14677 INV16117 [Payments](#)

Complete Budget Status:

Distribution Lines Customize | Find | View All | First 1-4 of 4 Last

3	GL Unit	Line	Amount	Account	4	Sub-Account	Fund Type	Class-Funding	6	Affil	Dept	Bud Ref	CFDA#	Oper Unit
<input type="checkbox"/>	1 34500	7	878.45	111200			1310	5 79901			9500230			
<input type="checkbox"/>	2 34500		-878.45	111200			1310	23000						
<input type="checkbox"/>	3 34500		-878.45	101000			1310	79901						
<input type="checkbox"/>	4 34500		878.45	101000			1310	23000						

4 Lines Total Debits: 1,756.90 Currency: USD Total Credits: 1,756.90 Currency: USD Net 0.00

Accounting Entries **Deposit Control**

Unit: 34500 Deposit ID: TR00001168

*Accounting Date: 06/22/2011

*Bank Code: **2** 7571 Chase

*Bank Account: 0060 999999999_999

*Deposit Type: T Transfers

All other fields are optional depending on the type of deposit being corrected.

Notes:

1. Please submit only one request per correction. Multiple requests may result in duplicate corrections.
2. Highlight the fields being changed on the form.
3. The Treasurer's Office can correct Business Unit, Class Funding and Amount on deposits and transfers. Please submit those requests directly to OST.
4. OMES Accounting can correct Account, Sub-Account, Fund Type, Department and CFDA #. Please submit those requests to OMES – Central Accounting and Reporting, 5005 N. Lincoln Blvd., Suite 100, Oklahoma City, OK 73105; 405-522-5577.