



## 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

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

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\*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.