informs

Miami-Dade County

Accounts Receivables – Corrections for Deposits Applied to an Item and Customer Job Aid

PURPOSE AND DESCRIPTION

Purpose

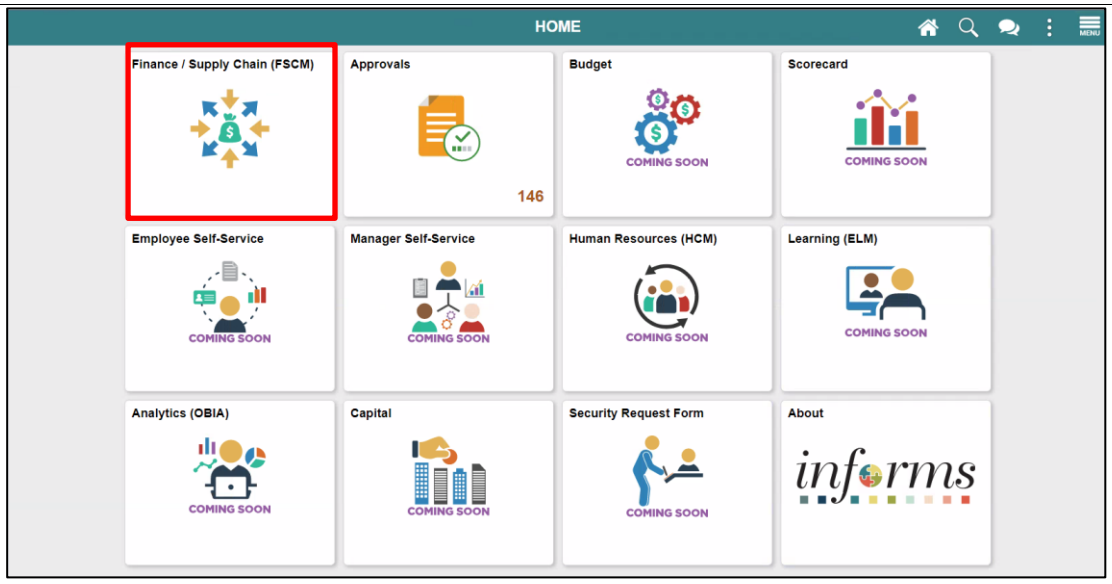
This document explains how to make corrections to a deposit.

Description

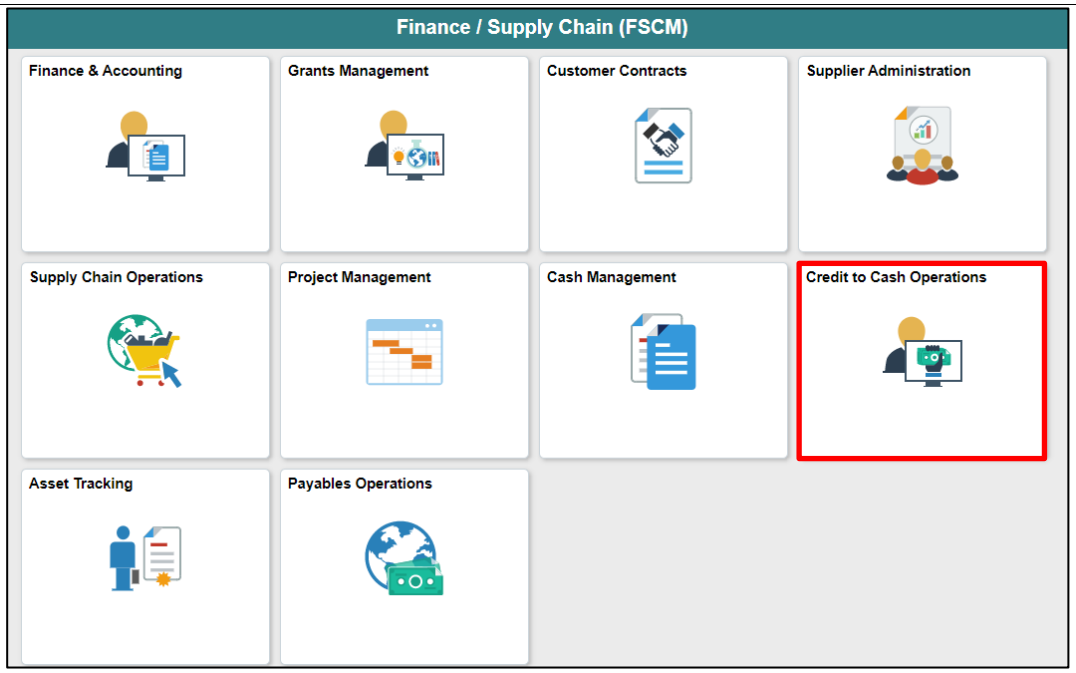
The key actions are provided to make a correction to a deposit based on the listed scenarios:

- Deposit status is complete, posted to GL, and unreconciled.
- Deposit status is complete, posted to GL, and reconciled.
- Deposit status is complete, NOT posted to GL, and reconciled.
  - Skip Steps #6-12 below.
- Deposit status is complete, NOT posted to GL, and unreconciled.
  - Skip Steps #6-12 below.
- Deposit status is incomplete and unreconciled.
  - The Deposit remains open. Any changes can be made at this time.

CORRECTIONS FOR DEPOSITS APPLIED TO AN ITEM AND CUSTOMER

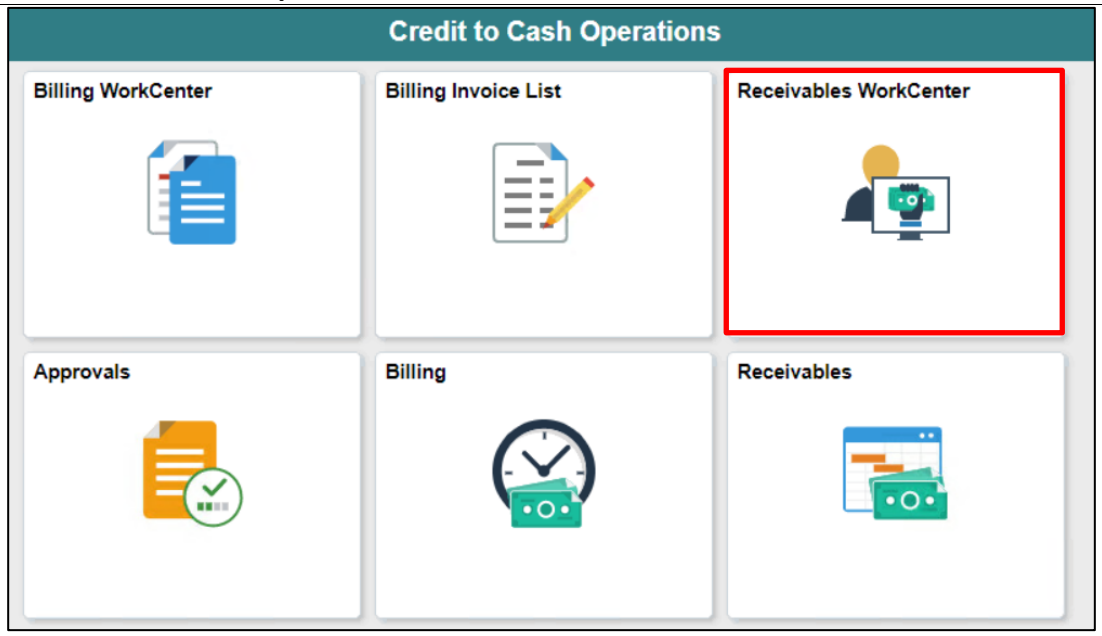
Step	Action
1.	Log into INFORMS.
2.	 Select **Finance/Supply Chain (FSCM)**.

3.



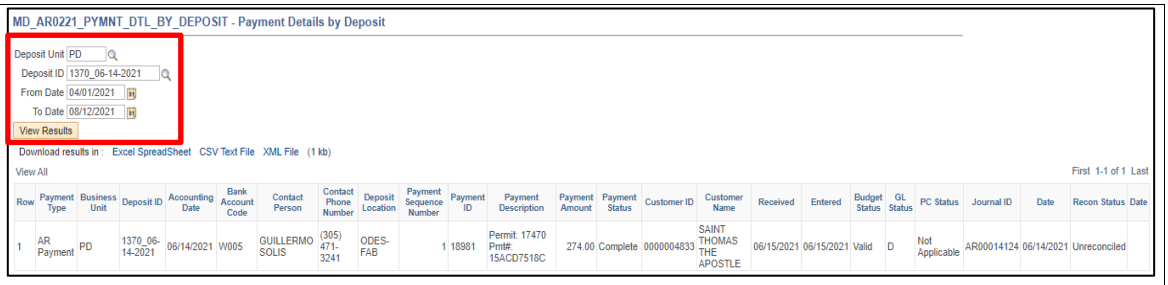
Select **Credit to Cash Operations.**

4.



Select **Receivables WorkCenter**.

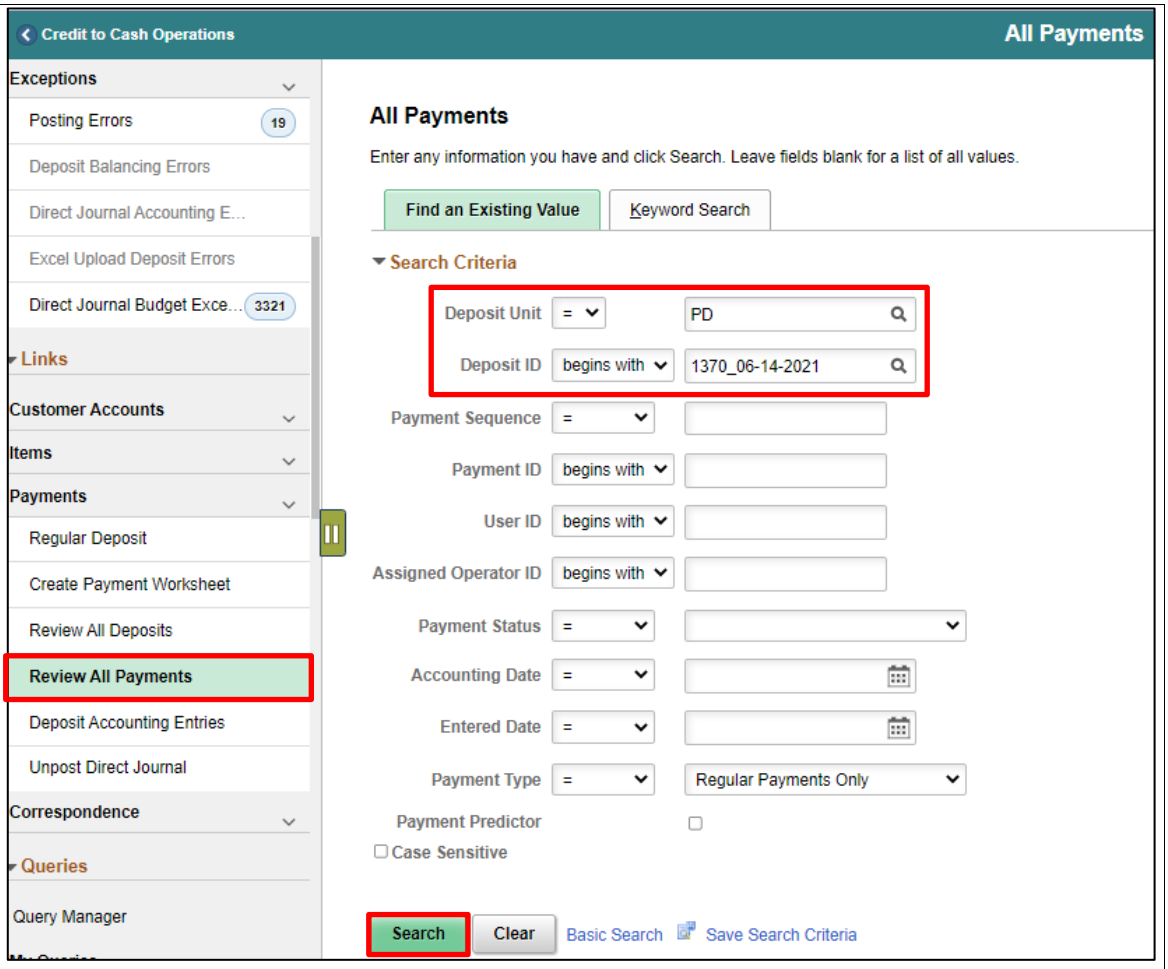
5.



Use this query to review the status of your deposit. This will determine the appriorate next steps.

a) Under **My Queries**, select **Payment Details by Deposit**.
b) Enter the **Deposit Unit.**
c) Enter the **Deposit ID** that needs correction.
d) Enter a **From Date** and **To Date**.
e) Select **View Results.**
    - GL Status and Reconciliation Status

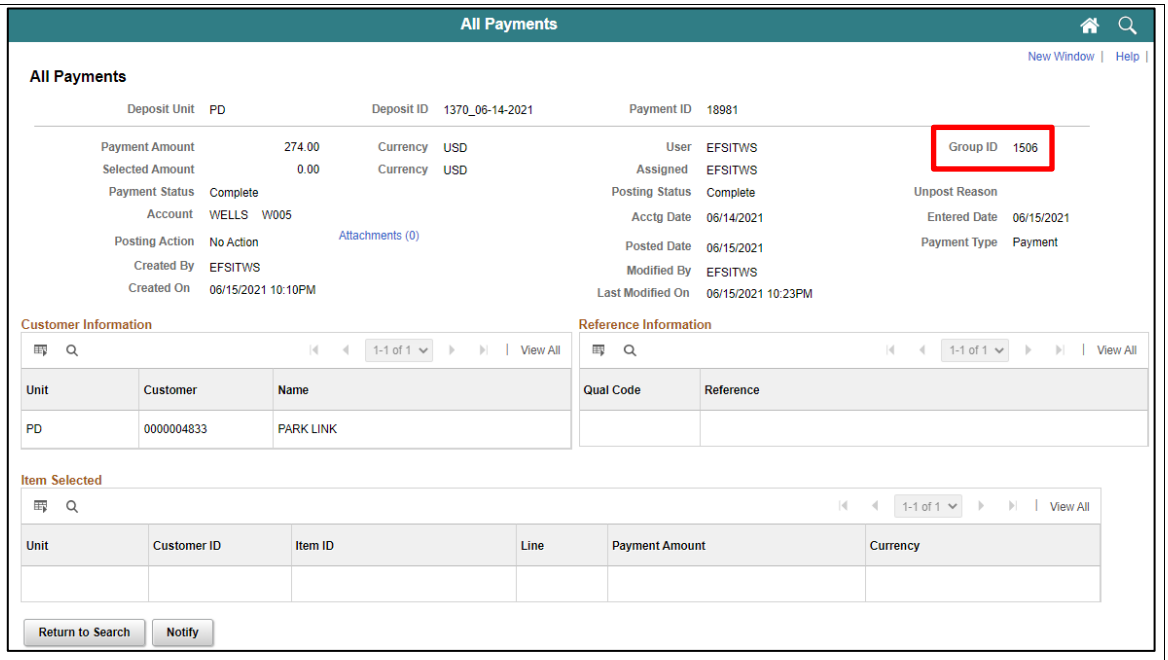
6.



A Group ID is needed to unpost (reverse) the unreconciled deposit.
While still in the Receivables WorkCenter:

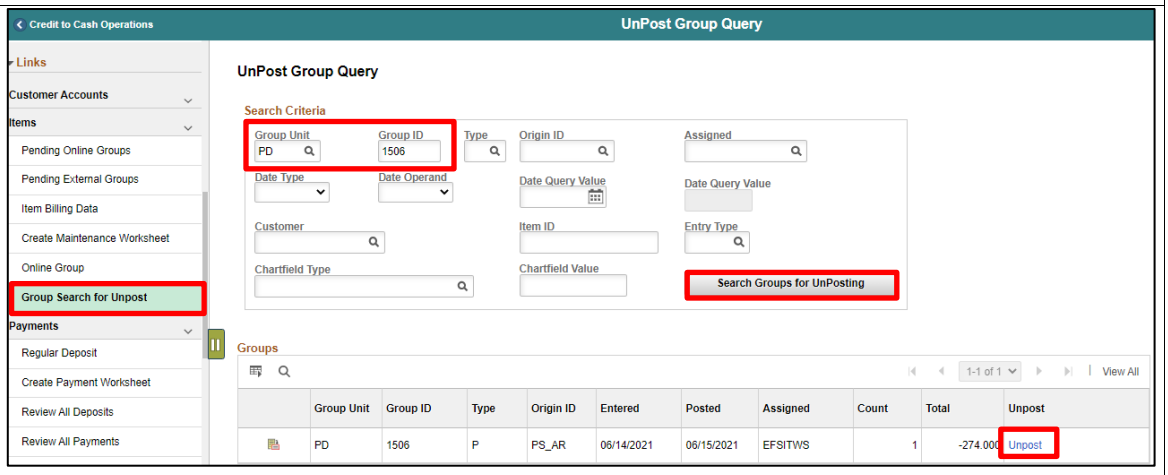
a) Under the **Links** section, select **Payments**, select **Review All Payments**.
b) Enter the **Deposit Unit**.
c) Enter the **Deposit ID** that needs correction.
d) Select **Search**.

7.



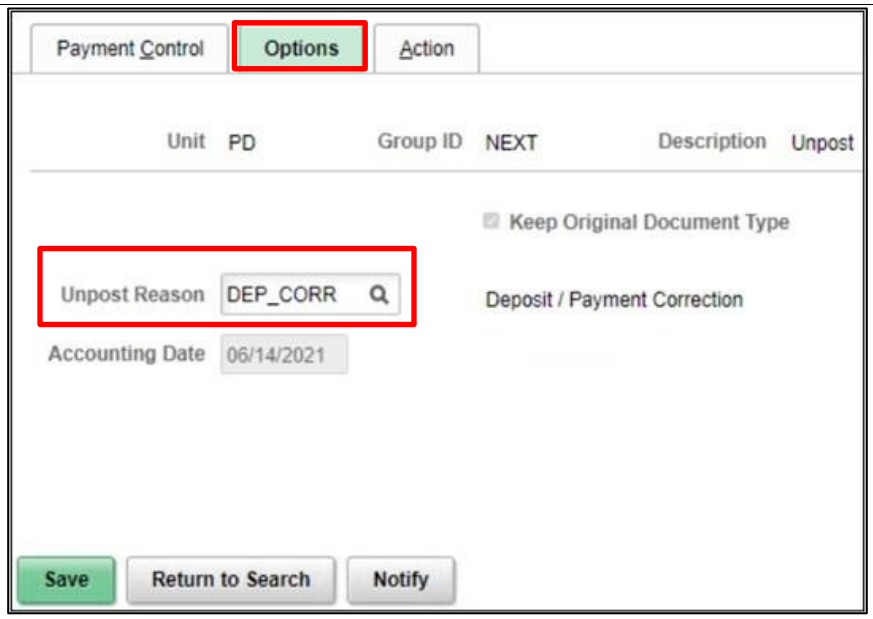
Make note of the **Group ID.**

8.



While still in the Receivables WorkCenter:

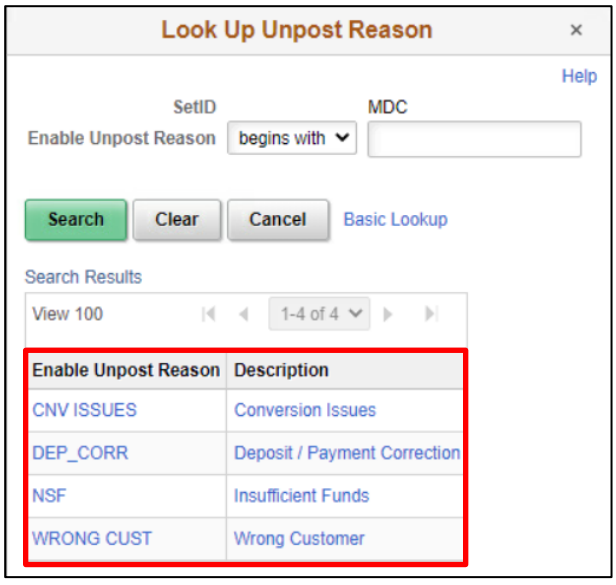
a) Under the **Links** section,select **Items**, select **Group Search for Unpost.**
b) Enter the following information in the UnPost Group Query:
   i. **Group Unit** (Business Unit)
   ii. **Group ID** (From Step 7)
c) Select **Search Groups for UnPosting**.
d) Select the **Unpost** Hyperlink.



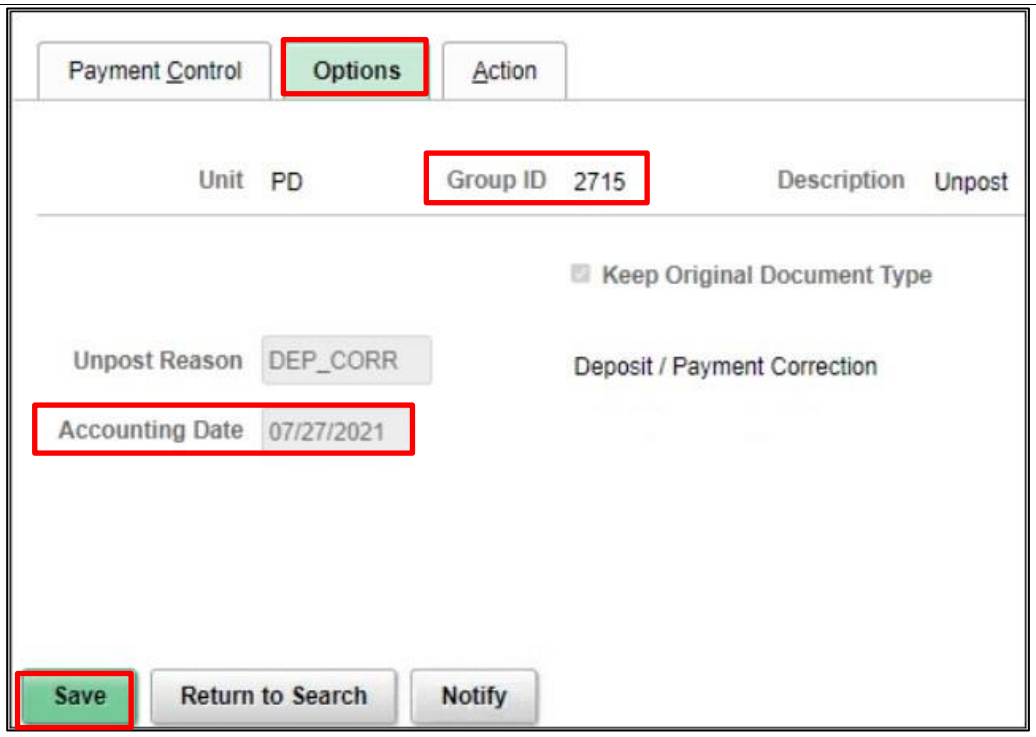
NOTE: If the Accounting Date needs to be updated, please contact the Finance AR administrator (FIN-AR3@miamidade.gov) and provide detailed specifications corresponding to the request.

9.

a) Select the **Options** Tab.
b) On the **Unpost Reason** field, select the magnify glass to choose the correct reason.



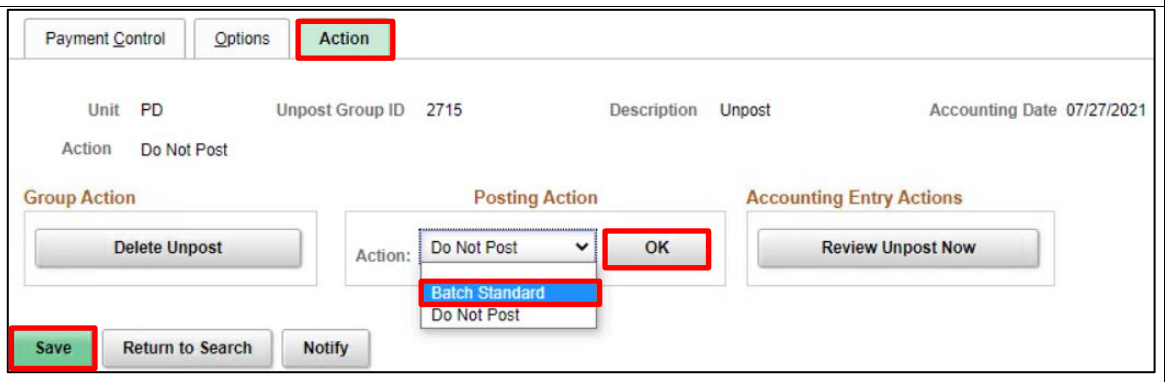
10.



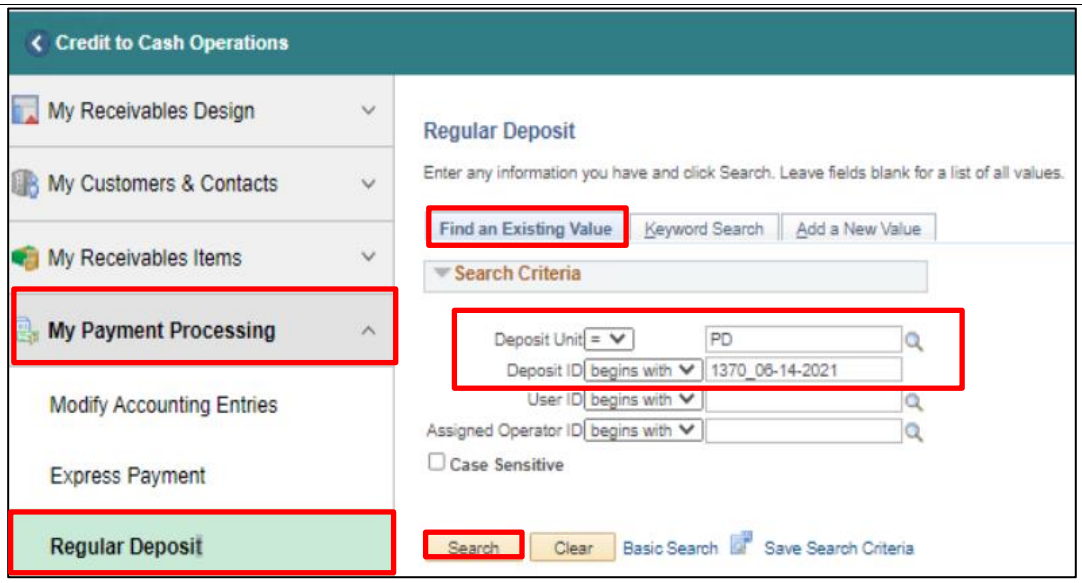
a) The **Accounting Date** will default to the original accounting date of the payment.
b) A Warning Box will appear, select **OK**.
c) Select **Save** and a **new Group ID** will be issued.

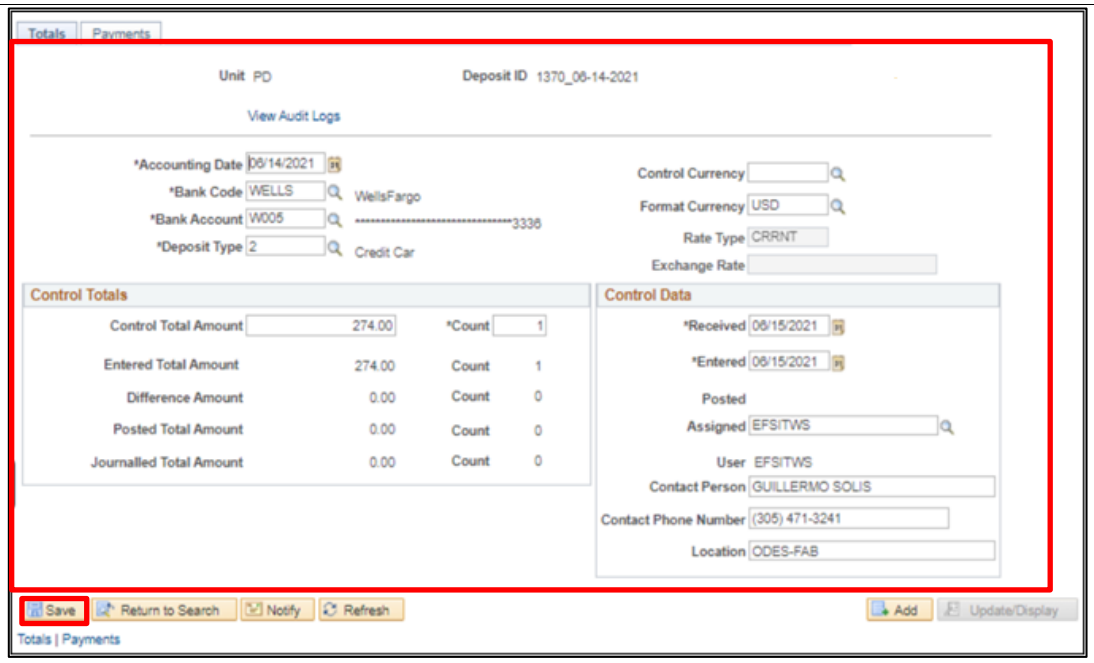
NOTE: If the Accounting Date needs to be updated, please contact the Finance AR administrator (FIN-AR3@miamidade.gov) and provide detailed specifications corresponding to the request.

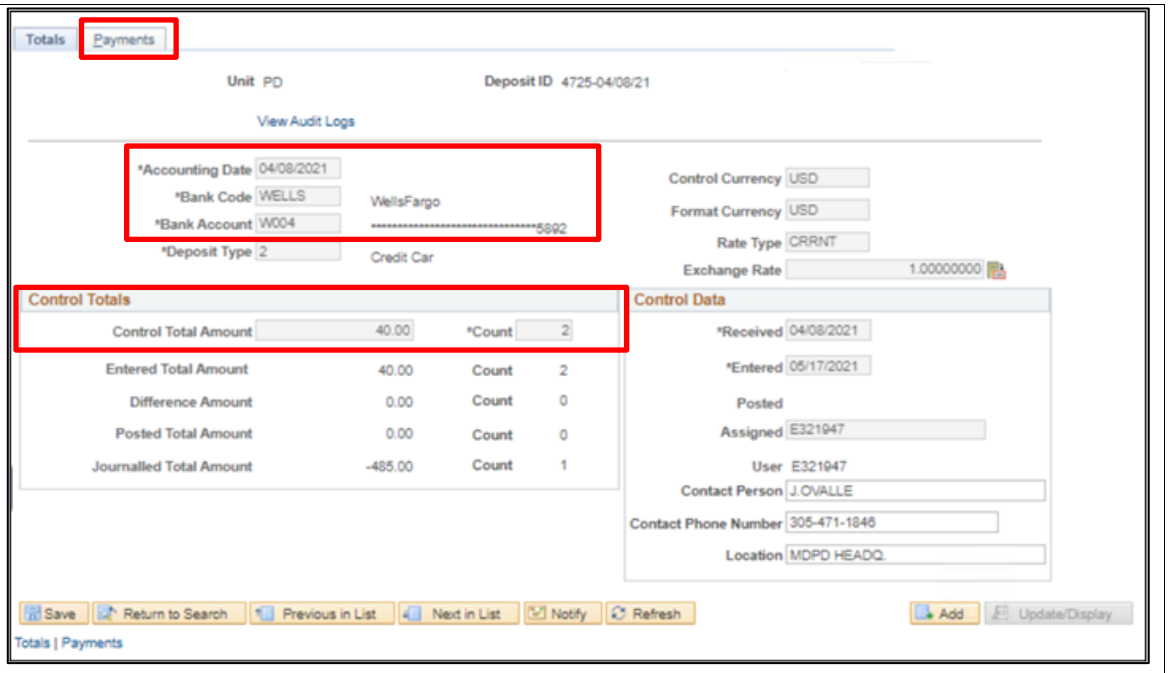
11.



a) Select the **Action** tab.
b) Under **Posting Action** select **Batch Standard**.
c) Select **OK**.
d) Select **Save**.

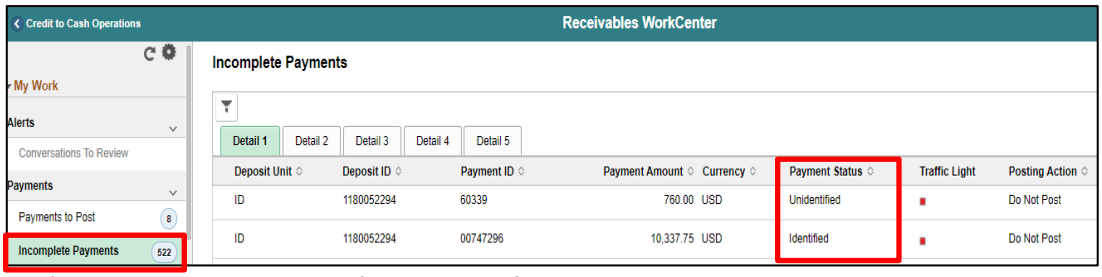
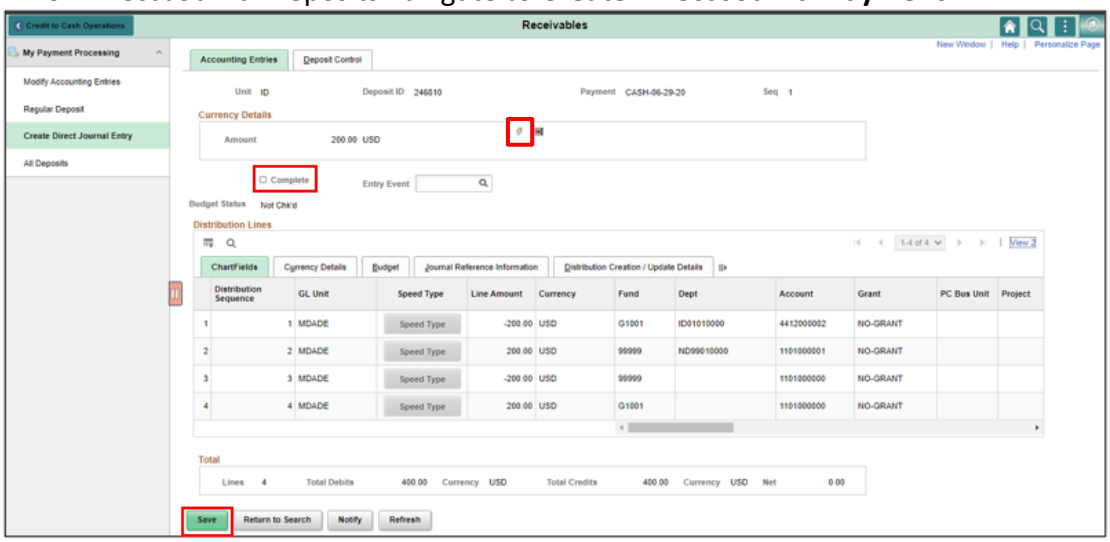
	NOTE: The nightly batch process will pick up the Unpost and post the reversal in GL.
12.	**NOTE: After the nightly batch is processed, the next day you will be able to continue with the remaining steps**.
13.	 a) Navigate back to **Credit to Cash Operations** and select **Receivables**. b) Under **My Payment Processing** select **Regular Deposit**. c) Select the **Find an Existing Value** tab. In the **Deposit Unit** field enter the **Business Unit** and in the **Deposit ID** field enter the deposit slip information that needs to be modified. d) Select **Search**.

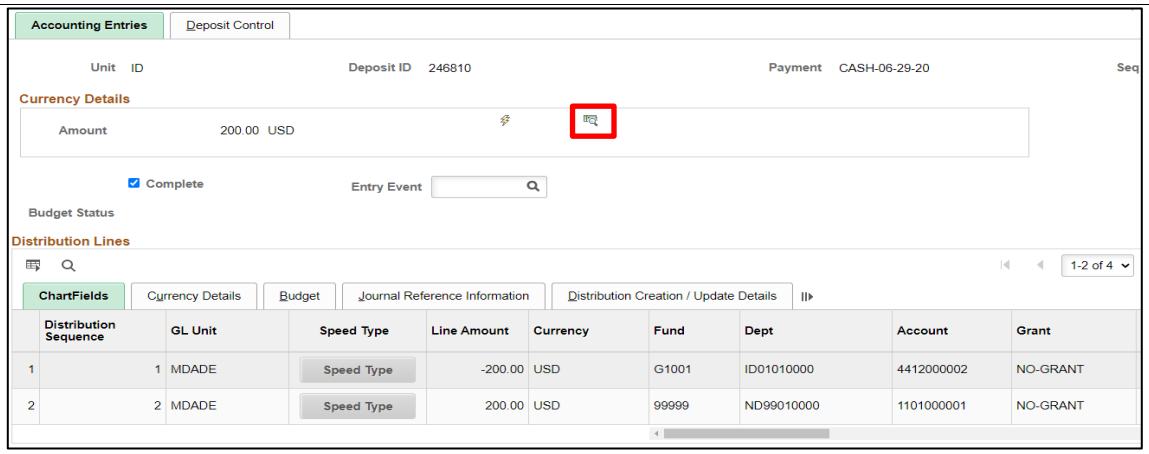
14.	 **NOTE:** If the deposit needs to be deleted, please contact the Finance AR administrator (FIN-AR3@miamidade.gov) and provide detailed specifications corresponding to the request. The deposit will appear on the screen where you can now make the necessary modifications. **NOTE:** If the deposit is modified ensure that you select **Save** after your changes.
15.	**Sample Below**: Notice you cannot make adjustments to the ***Accounting Date, *Bank Code, *Bank Account, Control Total Amount, or *Count.**



NOTE: AR Deposits including Direct Journal payments that have been posted to GL will require the following:

a) User will need to unpost the direct journal payment. (Refer to the job aid for Unposting Direct Journals)
b) After unposting the direct journal and AR payment the deposit will look like the sample above.
c) In order to remove the AR Payment select the **Payments** tab and delete the payment sequence(s) that consist of the AR Payment(s) by selecting the minus **(-)** sign.
d) The deposit will become unbalanced.
e) Continue to modify the deposit.

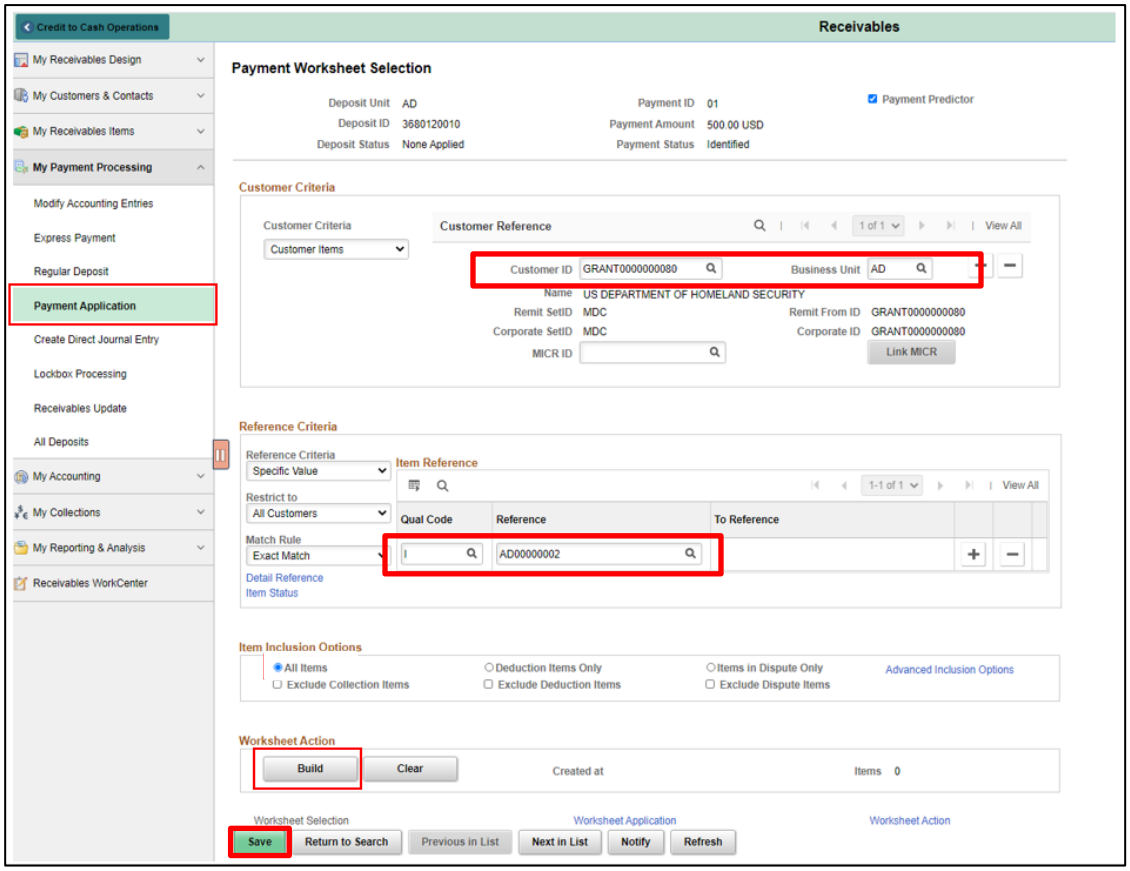
CORRECTING INCOMPLETE DEPOSITS	
16.	Navigate to the Receivables WorkCenter. From the Home Page **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables WorkCenter.**  Under **Payments** section select **Incomplete Payments**. **NOTE:** Based on the Payment Status will determine the type of deposit. • **Unidentified** Status – relates to direct journals. • **Identified** Status – relates to payment against an item.
17.	For Direct Journal Deposits navigate to **Create Direct Journal Payment**.  Verify the following: a) Make sure the cash accounting entries are provided. (by selecting the **yellow lightening bolt**) b) Select the **Complete checkbox.** c) Select **Save.**



d) Select the **Budget Check Icon.** (next to the yellow lightening bolt)

18.

For Payment Pedictor and Payment Worksheet Deposits navigate to Payment Application.



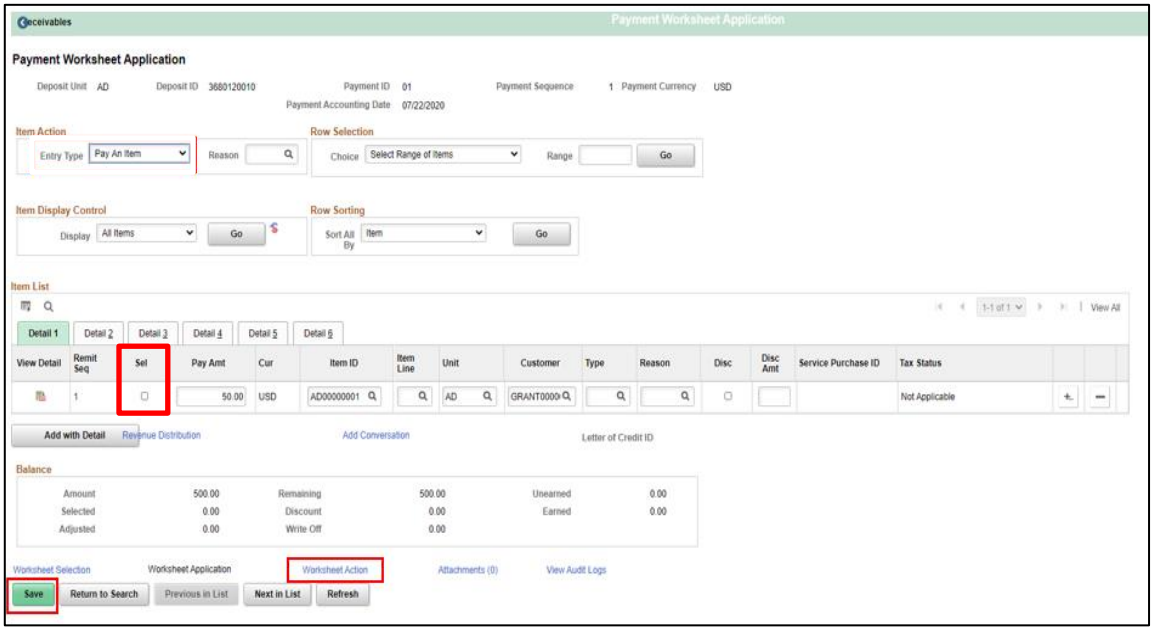
Verfiy the following:

a) Make sure the Customer Information, Business Unit and Item ID is listed

b) Select **Build button if NOT greyed out**.

i. If **Build button is greyed out,** select **Worksheet Action** hyperlink. Under the Worksheet Action page, select **Delete Payment Group** and **Delete Worksheet**.

ii. Select **Worksheet Selection** hyperlink, and select **Build**



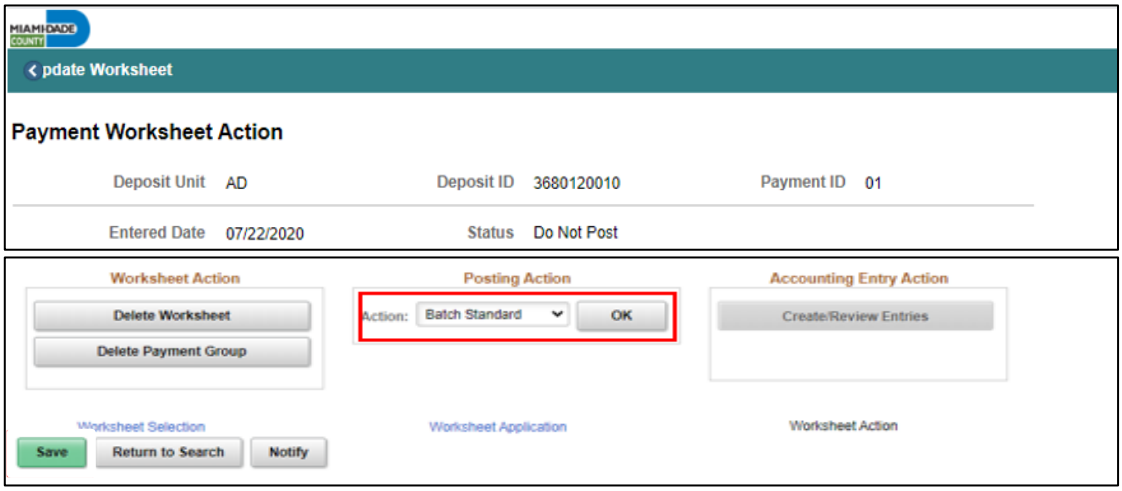
c) Payment Worksheet Application page is displayed

d) Select the correct **Item ID** to apply the payment

e) Select **Save.**

f) Select **Worksheet Action** hyperlink

19.



Under **Posting Action** select **Batch Standard** and Click **Save.**

20. End of process.