



## **Miami-Dade County**

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

## PURPOSE AND DESCRIPTION

### Purpose

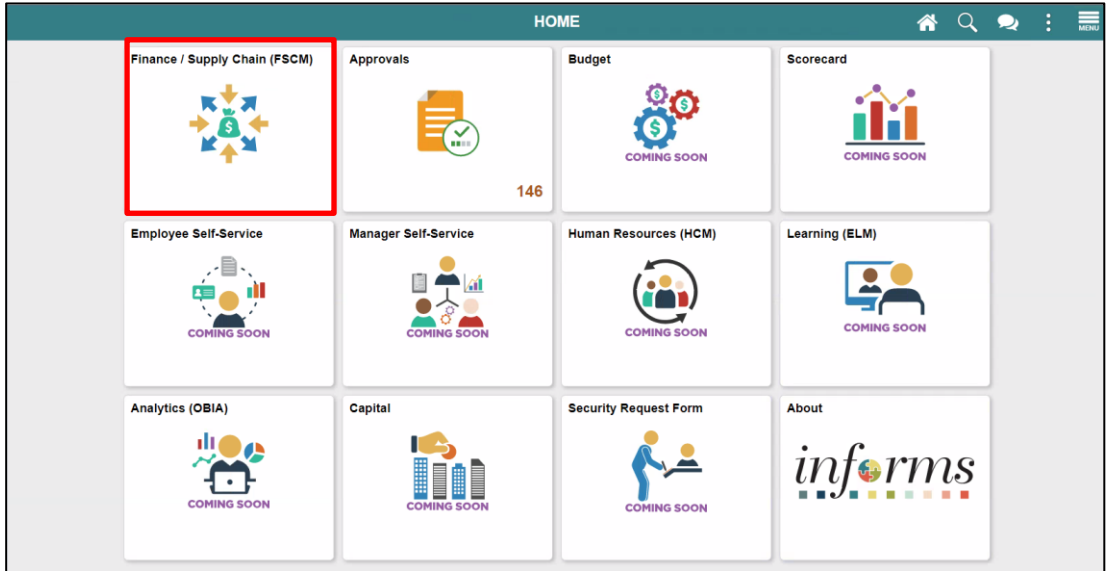
This document explains how to make corrections to a deposit.

### 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.	 <p>Select <b>Finance/Supply Chain (FSCM)</b>.</p>

3.

Finance / Supply Chain (FSCM)

Finance & Accounting

Grants Management

Customer Contracts

Supplier Administration

Supply Chain Operations

Project Management

Cash Management

Credit to Cash Operations

Asset Tracking

Payables Operations

Select **Credit to Cash Operations**.

4.

Credit to Cash Operations

Billing WorkCenter

Billing Invoice List

Receivables WorkCenter

Approvals

Billing

Receivables

Select **Receivables WorkCenter**.

5.

MD\_AR0221\_PYMNT\_DTL\_BY\_DEPOSIT - Payment Details by Deposit

Deposit Unit (PD)

Deposit ID (1370\_06-14-2021)

From Date (04/01/2021)

To Date (08/12/2021)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

Row	Payment Type	Business Unit	Deposit ID	Accounting Date	Bank Account Code	Contact Person	Contact Phone Number	Deposit Location	Payment Sequence Number	Payment ID	Payment Description	Payment Amount	Payment Status	Customer ID	Customer Name	Received	Entered	Budget Status	GL Status	PC Status	Journal ID	Date	Recon Status	Date
1	AR Payment	PD	1370_06-14-2021	06/14/2021	W005	GUILLERMO SOLIS	(305) 471-3241	ODES-FAB	1	18981	Permit 17470 Pmt# 15ACD7518C	274.00	Complete	0000004833	SAINT THOMAS THE APOSTLE	06/15/2021	06/15/2021	Valid	D	Not Applicable	AR00014124	06/14/2021	Unreconciled	

Use this query to review the status of your deposit. This will determine the appropriate 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.

**Credit to Cash Operations** **All Payments**

**Exceptions**

- Posting Errors (19)
- Deposit Balancing Errors
- Direct Journal Accounting E...
- Excel Upload Deposit Errors
- Direct Journal Budget Exce... (3321)

**Links**

- Customer Accounts
- Items
- Payments
  - Regular Deposit
  - Create Payment Worksheet
  - Review All Deposits
  - Review All Payments**
  - Deposit Accounting Entries
  - Unpost Direct Journal
- Correspondence

**Queries**

- Query Manager

**All Payments**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Keyword Search**

**Search Criteria**

Deposit Unit = PD

Deposit ID begins with 1370\_06-14-2021

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Payment Status =

Accounting Date =

Entered Date =

Payment Type = Regular Payments Only

Payment Predictor ☐

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

A Group ID is needed to unpost (reverse) the unreconciled deposit.

While still in the Receivables WorkCenter:

- Under the **Links** section, select **Payments**, select **Review All Payments**.
- Enter the **Deposit Unit**.
- Enter the **Deposit ID** that needs correction.
- Select **Search**.

7.

**All Payments**

New Window | Help

**All Payments**

Deposit Unit	PD	Deposit ID	1370_06-14-2021	Payment ID	18981
Payment Amount	274.00	Currency	USD	User	EFSITWS
Selected Amount	0.00	Currency	USD	Assigned	EFSITWS
Payment Status	Complete	Posting Status	Complete	Unpost Reason	
Account	WELLS W005	Acctg Date	06/14/2021	Entered Date	06/15/2021
Posting Action	No Action	Posted Date	06/15/2021	Payment Type	Payment
Created By	EFSITWS	Modified By	EFSITWS		
Created On	06/15/2021 10:10PM	Last Modified On	06/15/2021 10:23PM		

Attachments (0)

**Customer Information**

Unit	Customer	Name
PD	0000004833	PARK LINK

**Reference Information**

Qual Code	Reference

**Item Selected**

Unit	Customer ID	Item ID	Line	Payment Amount	Currency

Return to Search | Notify

Make note of the **Group ID**.

8.

**UnPost Group Query**

Search Criteria

Group Unit	PD	Group ID	1506	Type		Origin ID		Assigned	
Date Type		Date Operand		Date Query Value		Date Query Value		Entry Type	
Customer		Item ID		Chartfield Type		Chartfield Value			

Search Groups for UnPosting

**Groups**

Group Unit	Group ID	Type	Origin ID	Entered	Posted	Assigned	Count	Total	Unpost
PD	1506	P	PS_AR	06/14/2021	06/15/2021	EFSITWS	1	-274.00	Unpost

While still in the Receivables WorkCenter:

- Under the **Links** section, select **Items**, select **Group Search for Unpost**.
- Enter the following information in the UnPost Group Query:
  - Group Unit** (Business Unit)
  - Group ID** (From Step 7)
- Select **Search Groups for UnPosting**.
- 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.

Enable Unpost Reason	Description
CNV ISSUES	Conversion Issues
DEP_CORR	Deposit / Payment Correction
NSF	Insufficient Funds
WRONG CUST	Wrong Customer

10.

- The **Accounting Date** will default to the original accounting date of the payment.
- A Warning Box will appear, select **OK**.
- 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.

- Select the **Action** tab.
- Under **Posting Action** select **Batch Standard**.
- Select **OK**.
- Select **Save**.



	<p><b>NOTE:</b> The nightly batch process will pick up the Unpost and post the reversal in GL.</p>
12.	<p><b>NOTE:</b> After the nightly batch is processed, the next day you will be able to continue with the remaining steps.</p>
13.	<div data-bbox="337 478 1404 1045"> </div> <p>a) Navigate back to <b>Credit to Cash Operations</b> and select <b>Receivables</b>.</p> <p>b) Under <b>My Payment Processing</b> select <b>Regular Deposit</b>.</p> <p>c) Select the <b>Find an Existing Value</b> tab. In the <b>Deposit Unit</b> field enter the <b>Business Unit</b> and in the <b>Deposit ID</b> field enter the deposit slip information that needs to be modified.</p> <p>d) Select <b>Search</b>.</p>

14.

The screenshot shows the INforms system interface for deposit corrections. The interface is divided into several sections:

- Totals** and **Payments** tabs at the top.
- Unit PD** and **Deposit ID 1370\_06-14-2021** at the top right.
- View Audit Logs** link below the tabs.
- A central form with fields for:
  - \*Accounting Date: 06/14/2021
  - \*Bank Code: WELLS (Wells Fargo)
  - \*Bank Account: W005 (\*\*\*\*\*3336)
  - \*Deposit Type: 2 (Credit Car)
  - Control Currency: [ ]
  - Format Currency: USD
  - Rate Type: CRRNT
  - Exchange Rate: [ ]
- Control Totals** table:
 

Control Total Amount	*Count
274.00	1
Entered Total Amount	Count 1
Difference Amount	Count 0
Posted Total Amount	Count 0
Journalled Total Amount	Count 0
- Control Data** section:
  - \*Received: 06/15/2021
  - \*Entered: 06/15/2021
  - Posted: [ ]
  - Assigned: EFSITWS
  - User: EFSITWS
  - Contact Person: GUILLERMO SOLIS
  - Contact Phone Number: (305) 471-3241
  - Location: ODES-FAB
- Buttons at the bottom: Save, Return to Search, Notify, Refresh, Add, Update/Display.

**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**.

Totals | **Payments**

Unit PD Deposit ID 4725-04/08/21

View Audit Logs

\*Accounting Date 04/08/2021  
\*Bank Code WELLS Wells Fargo  
\*Bank Account W004 \*\*\*\*\*5892  
\*Deposit Type 2 Credit Car

Control Currency USD  
Format Currency USD  
Rate Type CRRNT  
Exchange Rate 1.00000000

Control Totals			
Control Total Amount	40.00	*Count	2
Entered Total Amount	40.00	Count	2
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	-485.00	Count	1

Control Data

\*Received 04/08/2021  
\*Entered 05/17/2021  
Posted  
Assigned E321947  
User E321947  
Contact Person J.OVALLE  
Contact Phone Number 305-471-1846  
Location MDPD HEADQ.

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Totals | Payments

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

- User will need to unpost the direct journal payment. (Refer to the job aid for Unposting Direct Journals)
- After unposting the direct journal and AR payment the deposit will look like the sample above.
- 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.
- The deposit will become unbalanced.
- 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.**

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Deposit Unit	Deposit ID	Payment ID	Payment Amount	Currency	Payment Status	Traffic Light	Posting Action
ID		1180052294	60339					760.00	USD	Unidentified		Do Not Post
ID		1180052294	00747296					10,337.75	USD	Identified		Do Not Post

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**.

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	Account	Grant	PC Bus Unit	Project
1	MDADE	Speed Type	-200.00	USD	G1001	ID01010000	4412000002	NO-GRANT		
2	MDADE	Speed Type	200.00	USD	99999	ND99010000	1101000001	NO-GRANT		
3	MDADE	Speed Type	-200.00	USD	99999		1101000000	NO-GRANT		
4	MDADE	Speed Type	200.00	USD	G1001		1101000000	NO-GRANT		


Verify the following:

- Make sure the cash accounting entries are provided. (by selecting the **yellow lightning bolt**)
- Select the **Complete** checkbox.
- Select **Save**.

**Accounting Entries** | Deposit Control

Unit ID      Deposit ID 246810      Payment CASH-06-29-20      Seq

**Currency Details**

Amount 200.00 USD 

☒ Complete      Entry Event

Budget Status

**Distribution Lines**

1-2 of 4

**ChartFields** | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	Account	Grant
1	1 MDADE	Speed Type	-200.00	USD	G1001	ID01010000	4412000002	NO-GRANT
2	2 MDADE	Speed Type	200.00	USD	99999	ND99010000	1101000001	NO-GRANT

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

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

18.

**Credit to Cash Operations** | **Receivables**

**Payment Worksheet Selection**

Deposit Unit AD      Payment ID 01      ☒ Payment Predictor  
 Deposit ID 3680120010      Payment Amount 500.00 USD  
 Deposit Status None Applied      Payment Status Identified

**Customer Criteria**

Customer Criteria Customer Reference  1 of 1 View All

Customer ID GRANT0000000080 Business Unit AD  
 Name US DEPARTMENT OF HOMELAND SECURITY  
 Remit SetID MDC Remit From ID GRANT0000000080  
 Corporate SetID MDC Corporate ID GRANT0000000080  
 MICR ID  Link MICR

**Reference Criteria**

Reference Criteria Specific Value Item Reference  1-1 of 1 View All

Restrict to All Customers Qual Code Reference To Reference

Match Rule Exact Match I AD00000002

**Item Inclusion Options**

☒ All Items ☐ Deduction Items Only ☐ Items in Dispute Only [Advanced Inclusion Options](#)  
☐ Exclude Collection Items ☐ Exclude Deduction Items ☐ Exclude Dispute Items

**Worksheet Action**

**Build** Clear Created at Items 0

**Worksheet Selection** **Save** Return to Search Previous in List Next in List Notify Refresh

**Worksheet Application** **Worksheet Action**

Verify the following:

- Make sure the Customer Information, Business Unit and Item ID is listed
- 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.