



## **Miami-Dade County**

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

## PURPOSE AND DESCRIPTION

### Purpose

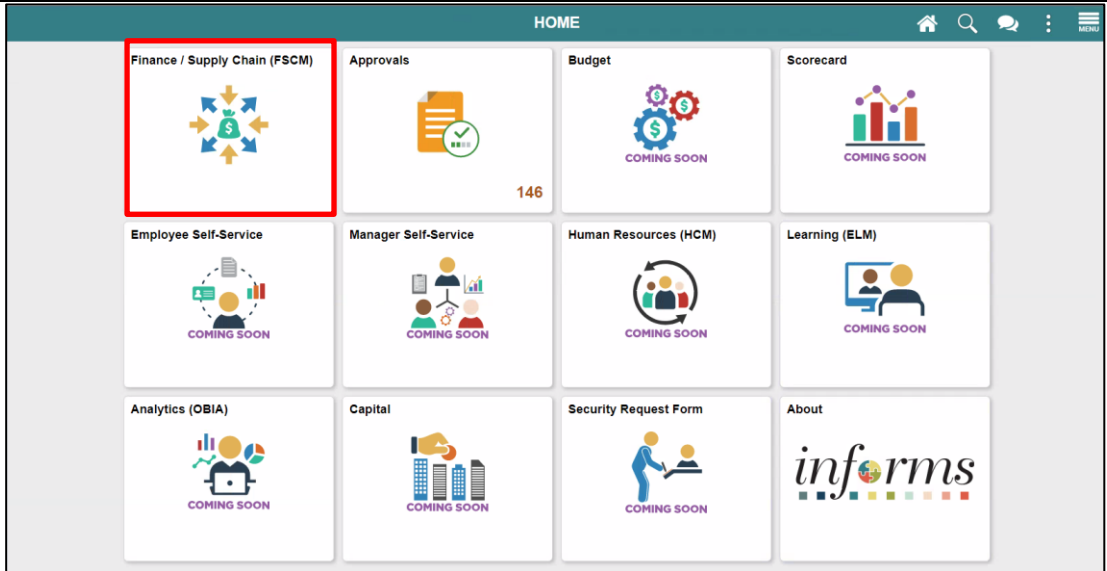
This document explains how to make corrections to a deposit.

















































### 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 reconciled.
  - Request Bank Recon to Unreconcile the deposit if the following need to be done:
    - Deposit needs to be deleted
    - Changes to the Control Total
    - Changes to the bank account
- 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>

<p>3.</p>	<div data-bbox="342 241 1399 898"> <p><b>Finance / Supply Chain (FSCM)</b></p> <table border="1"> <tr> <td> <p>Finance &amp; Accounting</p>  </td> <td> <p>Grants Management</p>  </td> <td> <p>Customer Contracts</p>  </td> <td> <p>Supplier Administration</p>  </td> </tr> <tr> <td> <p>Supply Chain Operations</p>  </td> <td> <p>Project Management</p>  </td> <td> <p>Cash Management</p>  </td> <td> <p><b>Credit to Cash Operations</b></p>  </td> </tr> <tr> <td> <p>Asset Tracking</p>  </td> <td> <p>Payables Operations</p>  </td> <td colspan="2"></td> </tr> </table> </div> <p>Select <b>Credit to Cash Operations</b>.</p>	<p>Finance &amp; Accounting</p> 	<p>Grants Management</p> 	<p>Customer Contracts</p> 	<p>Supplier Administration</p> 	<p>Supply Chain Operations</p> 	<p>Project Management</p> 	<p>Cash Management</p> 	<p><b>Credit to Cash Operations</b></p> 	<p>Asset Tracking</p> 	<p>Payables Operations</p> 		
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<p>Asset Tracking</p> 	<p>Payables Operations</p> 												
<p>4.</p>	<div data-bbox="329 940 1414 1562"> <p><b>Credit to Cash Operations</b></p> <table border="1"> <tr> <td> <p>Billing WorkCenter</p>  </td> <td> <p>Billing Invoice List</p>  </td> <td> <p><b>Receivables WorkCenter</b></p>  </td> </tr> <tr> <td> <p>Approvals</p>  </td> <td> <p>Billing</p>  </td> <td> <p>Receivables</p>  </td> </tr> </table> </div> <p>Select <b>Receivables WorkCenter</b>.</p>	<p>Billing WorkCenter</p> 	<p>Billing Invoice List</p> 	<p><b>Receivables WorkCenter</b></p> 	<p>Approvals</p> 	<p>Billing</p> 	<p>Receivables</p> 						
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<p>Approvals</p> 	<p>Billing</p> 	<p>Receivables</p> 											

5.

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

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

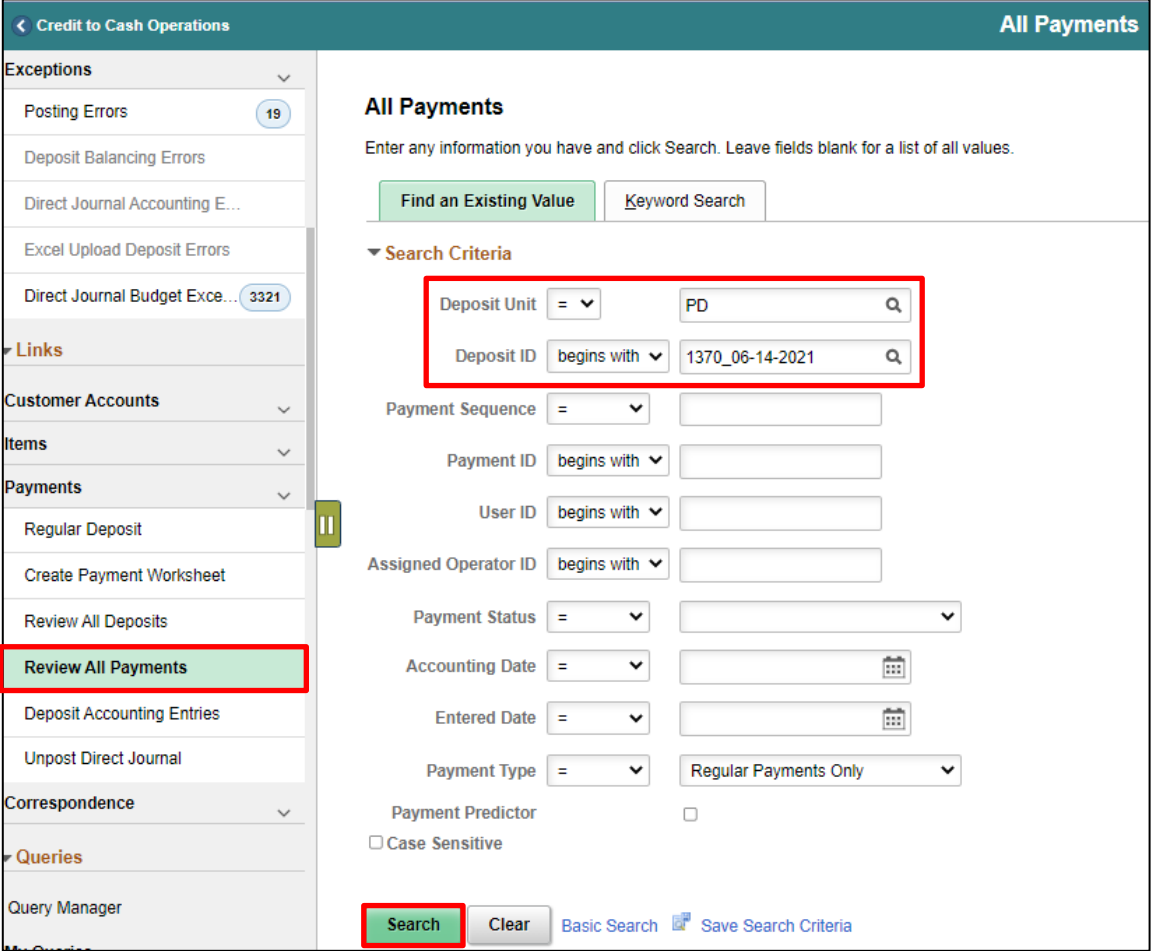
View All First 1-1 of 1 Last

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 =
- Deposit ID begins with
- Payment Sequence =
- Payment ID begins with
- User ID begins with
- Assigned Operator ID begins with
- Payment Status =
- Accounting Date =
- Entered Date =
- Payment Type =
- 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**

Deposit Unit PD Deposit ID 1370\_06-14-2021 Payment ID 18981

Payment Amount 274.00 Currency USD User EFSITWS **Group ID 1506**

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 Attachments (0) 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

**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

Customer Item ID Entry Type

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	<b>Unpost</b>

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.

Payment Control **Options** Action

Unit PD Group ID NEXT Description Unpost

☒ Keep Original Document Type

**Unpost Reason** DEP\_CORR

Deposit / Payment Correction

Accounting Date 06/14/2021 ☐ Edit Accounting Date

Save Return to Search Notify

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

9.

**Look Up Unpost Reason** x

SetID MDC

Enable Unpost Reason begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-4 of 4

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

**NOTE:** The **Edit Accounting Date** is not selected if the Accounting Date is within an open period.

10.

- Select the **Edit Accounting Date** checkbox
- In the **Accounting Date** field, select a date within an open period.
- A Warning Box will appear, select **OK**.
- Select **Save**.

**NOTE:** Once you select save a **new Group ID** is issued.

11.

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

**Credit to Cash Operations**

My Receivables Design  
My Customers & Contacts  
My Receivables Items  
**My Payment Processing**  
Modify Accounting Entries  
Express Payment  
**Regular Deposit**

**Regular Deposit**

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

**Find an Existing Value** Keyword Search Add a New Value

**Search Criteria**

Deposit Unit = PD  
Deposit ID begins with 1370\_06-14-2021  
User ID begins with  
Assigned Operator ID begins with  
☐ Case Sensitive

**Search** Clear Basic Search Save Search Criteria

- Navigate back to **Credit to Cash Operations** and select **Receivables**.
- Under **My Payment Processing** select **Regular Deposit**.
- 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.
- Select **Search**.

14.

**Totals** Payments

Unit PD Deposit ID 1370\_06-14-2021 Delete Deposit

View Audit Logs

\*Accounting Date 08/14/2021  
\*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**

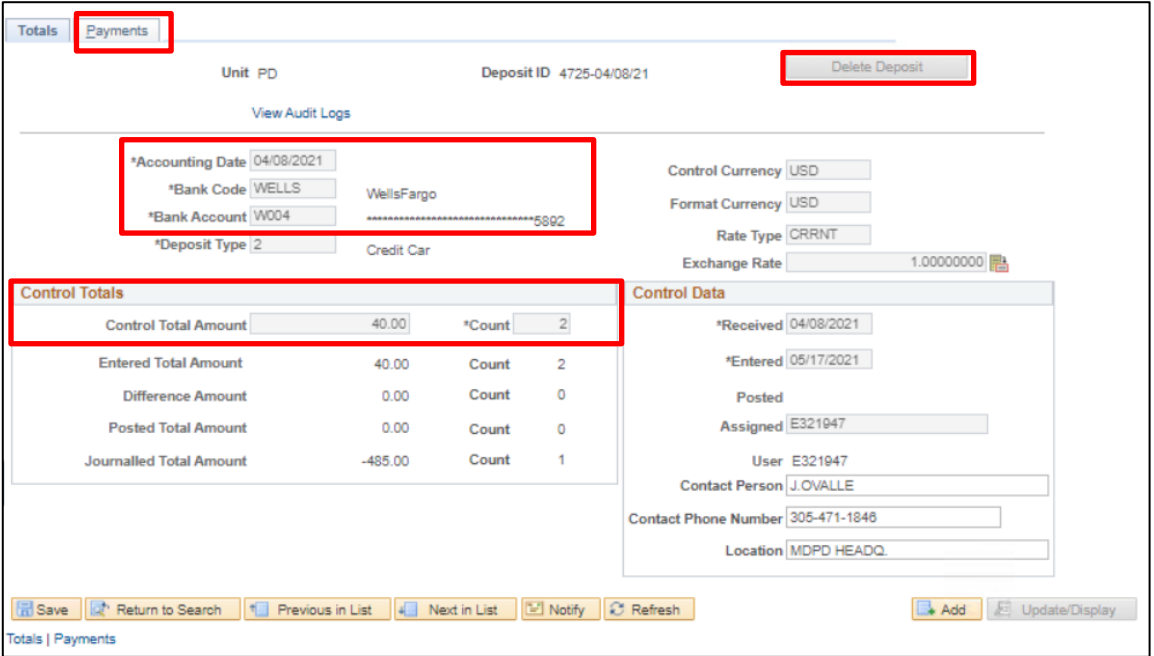
Control Total Amount	Count
Control Total Amount 274.00	*Count 1
Entered Total Amount 274.00	Count 1
Difference Amount 0.00	Count 0
Posted Total Amount 0.00	Count 0
Journalled Total Amount 0.00	Count 0

**Control Data**

\*Received 08/15/2021  
\*Entered 08/15/2021  
Posted  
Assigned EFSITWS  
User EFSITWS  
Contact Person GUILLERMO SOLIS  
Contact Phone Number (305) 471-3241  
Location ODES-FAB

**Save** Return to Search Notify Refresh Add Update/Display

Totals | Payments

	<p>The deposit will appear on the screen where you can now make the necessary modifications or delete the deposit.</p> <p><b>NOTE:</b> If the deposit is modified ensure that you select <b>Save</b> after your changes.</p>
15.	<p><b>NOTE:</b> If a deposit needs to be deleted or changes made to the Totals Page send a request to Central Finance Bank Recon via email to Unreconcile the deposit.</p> <p><b>Sample Below:</b> Notice the <b>Delete Deposit</b> button is greyed out and you can not delete the deposit nor make adjustments to the <b>*Accounting Date</b>, <b>*Bank Code</b>, <b>*Bank Account</b>, <b>Control Total Amount</b>, or <b>*Count</b>.</p>  <p><b>NOTE:</b> AR Deposits including Direct Journal payments that have been posted to GL will require the following:</p> <ol style="list-style-type: none"> <li>User will need to unpost the direct journal payment. (Refer to the job aid for Unposting Direct Journals)</li> <li>After unposting the direct journal and AR payment the deposit will look like the sample above.</li> <li>In order to remove the AR Payment select the <b>Payments</b> tab and delete the payment sequence(s) that consist of the AR Payment(s) by selecting the minus (-) sign.</li> <li>The deposit will become unbalanced.</li> <li>Continue to create a new deposit. (If the deposit ID will remain the same, user must append the deposit ID) example: 4725-04/08/21-1</li> </ol>

## CORRECTING INCOMPLETE DEPOSITS

16.

Navigate to the Receivables WorkCenter. From the Home Page **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables WorkCenter.**

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**.

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

18.

Verify the following:

- 12

- 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.

