HOW TO FILL OUT FAMIS REPORT OF COLLECTION FORM

SUMMARY

This procedure explains how to fill out a FAMIS Report of Collection (ROC) Form (Form 107.01-29) to record cash collections. Report of Collection forms can be obtained from Finance Department's Central Cashier.

PROCEDURE

Header of ROC Form

1. Document Number: Enter the two letter prefix signifying the appropriate type of cash collection as listed below:

   Document Type
   DS - Regular Revenue Collection (data entered by Finance Department, Controller's Division)
   MC - Master Card or Visa Credit Card Deposits
   MX - American Express Credit Card Deposits
   DP - Deposits entered by decentralized departments On-Line (ROC is not required, but screen print out must be attached in front of the yellow deposit slip and retained by the Department for three years.)
   DW – Deposits via web from multiple departments (for E-checks and credit cards) entered by Finance Department
   DI – Deposits (walk-in, E-check, credit card and web) processed via interface by multiple departments

2. The document type code is followed with the Department Prefix (e.g., DSSW for Solid Waste Management regular deposits; DPPR for Parks and Recreation, for departments entering deposits in FAMIS through approval path) followed by the current fiscal year, and the 5 digit deposit slip number.

3. Input Period: Enter the Calendar Month and Year, For Example: October 2012. The system will convert the date to the Fiscal Month and Year (01 2013 in this example).

4. Coder Initials: Initials of person preparing ROC.

5. Treasurer's No: Deposit Slip Number preceded by leading zeroes to fill in the field (e.g., 00034591).

6. Deposit Date: Date deposit goes to the bank.

7. Authorizing Information: Complete all of the information in this box in the right hand corner. Name of preparer and approver should be spelled out as well as signed.

8. Transaction Code Hash: Enter the total amount by adding all the transaction codes in the Transaction Code Field, ignoring their credit or debit effect.

9. Line Total: Enter the total number of lines on the ROC.

10. Transaction Amount Total: Enter the total added dollar amount of all the transactions in the amount column, ignoring their credit or debit effect.

Body of Form
1. Transaction Code: Use a copy of Autodoc Report to select the appropriate transaction code for the transaction. This code will dictate which of the remaining fields must be completed and the general ledger accounts that will be updated. (If you need an autodoc report, you may contact Finance Department System Support Section at 305-375-3558 or send an email to System Support: FNSYSTEMREQ@miamidade.gov)

2. Document Sequence Number: The imprinted ROC number (series of numbers are assigned to requesting departments by the Finance Department).

3. Amount: The first line will always reflect the total deposit, the following lines will distribute the deposit as needed to the various index codes.

4. Complete the Index Code, Subobject, User Codes, Grant, Grant Detail, Project, Project Detail, General Ledger and Subsidiary Numbers as dictated by the Transaction Code (refer to the Autodoc Report for Transaction Code requirements).

5. You may use the On-Line Classification Structure Tables to select Subobject Codes, Index Codes, Projects, Grants and Subsidiaries as needed.

CONTACT(S):
Department/Division
Finance Department/Controller's Division/Systems

REFERENCE DOCUMENTS:
FAMIS On-Line Tables
Autodoc Report
Classification Structure Report
Index Code Detail Listing Report