
End-User Training Guide

Course Code: FIN 204

Course Title: Receivables Processing

Course Overview

Course Description	<p>This course provides a comprehensive review of the Receivables Processing processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Enter Receivables• Module 3: Maintain Receivables• Module 4: Course Summary
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Training Audiences	<p>The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related access to INFORMS:</p> <ul style="list-style-type: none">• Department AR Item Processor• Department AR Payment Processor• Department AR Writeoff Approver• Central AR Writeoff Approver
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Prerequisites	<p>Participants are required to complete the following End-user Training courses prior to starting this course:</p> <ul style="list-style-type: none">• ERP 101 – Overview of ERP• ERP 102 – INFORMS Navigation, Reporting, and Online Help• FIN 101 – Financials Fundamentals
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Delivery Method	<p>This course is intended to be delivered through Instructor-led Training.</p>
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Estimated Duration	<p>The total duration of this course, when delivered through Instructor-led Training, is 3.5 hours.</p>
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Module 1: Course Introduction

Topics

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes to the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations and Exercises

Module 1: Course Introduction

Course Administration and Logistics

To get the most benefit from this course, participants should:

- Actively participate in class, and ask questions as needed
- Please turn off cell phones, and refrain from the use of email and the Internet
- Take breaks as scheduled and return to the classroom promptly

Module 1: Course Introduction

Learning Objectives

At the conclusion of this course, participants will be able to:

- Enter Receivables
- Enter Deposits
- Maintain Receivables

Module 1: Course Introduction

Training Audience:

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

Roles and Responsibilities

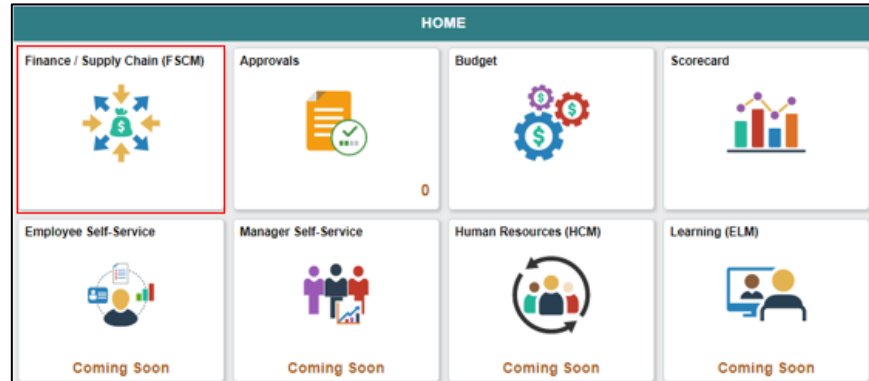
- **Department AR Item Processor:** The Department AR Item Processor is responsible for creating a receivable item within INFORMS. The Department AR Item Processor is able to handle payment exceptions. This role may also correct posting errors for receivable items.
- **Department AR Payment Processor:** The Department AR Payment Processor has the ability to enter payments and apply payments to receivables.
- **Department AR Writeoff Approver:** The Department AR Write-off Approver is responsible for approving write-offs at a department level.
- **Central AR Writeoff Approver:** The Central AR Write-off Approver is responsible for approving write-offs at a central level.

Module 1: Course Introduction

Navigation

Below are the steps to navigate to Accounts Receivables, which will be used for navigation in the rest of this course:

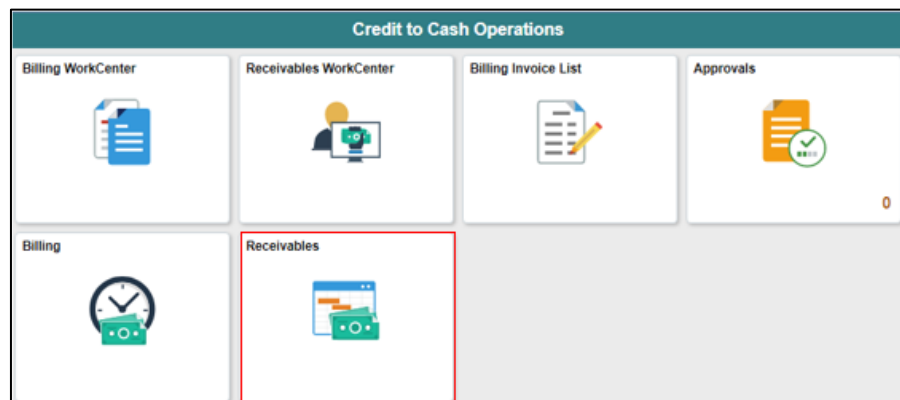
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



2. Select **Credit to Cash Operations**



3. Select **Receivable**



Module 1: Course Introduction

Key Changes to the Business Process

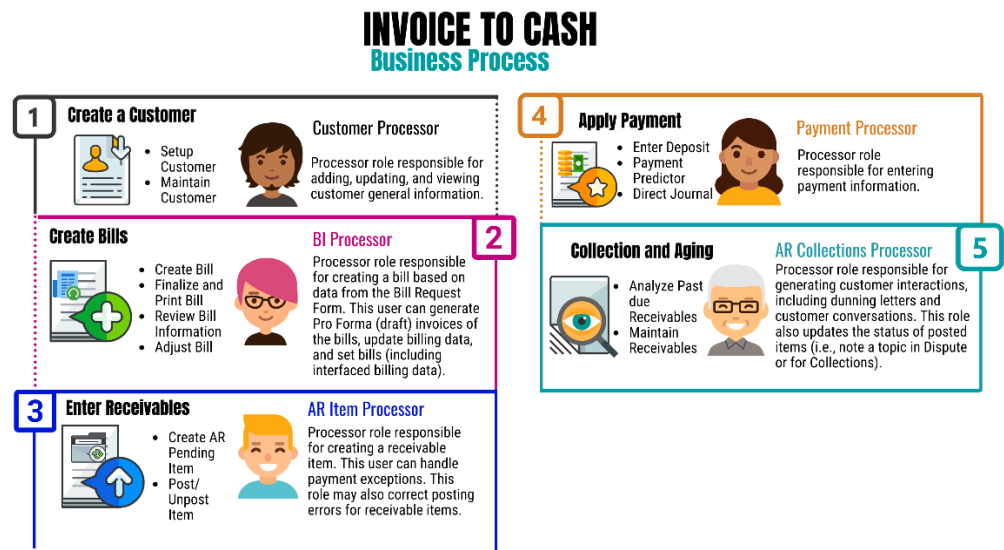
The purpose and benefits of the Receivables Processing business process include:

- One (1) A/R system – tracking receivables
- Customers – standardize customers
 - One (1) Customer ID per customer
- Eliminate manual A/R entries
 - A/R created at time of billing
- Deposits will be tracked through A/R
 - Open item payments can be applied automatically via payment predictor
 - All other payments will be processed via direct journal
- Chart of Accounts must be provided at the time of billing and direct journals

Module 1: Course Introduction

The End-to-End Business Process

The following diagram displays INFORMS Receivables business processes (Invoice to Cash). This documentation covers a portion of these business processes, Entering Receivables and Applying Payments.



Using Receivable Module in INFORMS enables users to:

- Enter and track receivables.
- Receive and apply payments.
Manage outstanding receivables enabling Miami-Dade County to collect money quickly.
- Manage payment disputes and deductions.

Module 1: Course Introduction

Introduction to Demonstrations Activities, and Exercises

Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities, and Training Exercises. The definitions and descriptions of each are below.

Instructor Demonstrations



Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. The instructor will demonstrate how to perform these activities while users follow along.

Training Activities



Users will perform tasks and processes in the INFORMS training environment by using the Training Activity and Data Sheet provided, and by using this training guide as a reference.

Training Exercises



The Instructor will ask questions related to the lecture content and training activities, which are used to check users' knowledge and understanding of course content.

Module 1: Course Introduction

Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes to the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations and Exercises

Module 2: Enter Receivables

Lesson 1

This module includes the following lessons:

How to Create Items

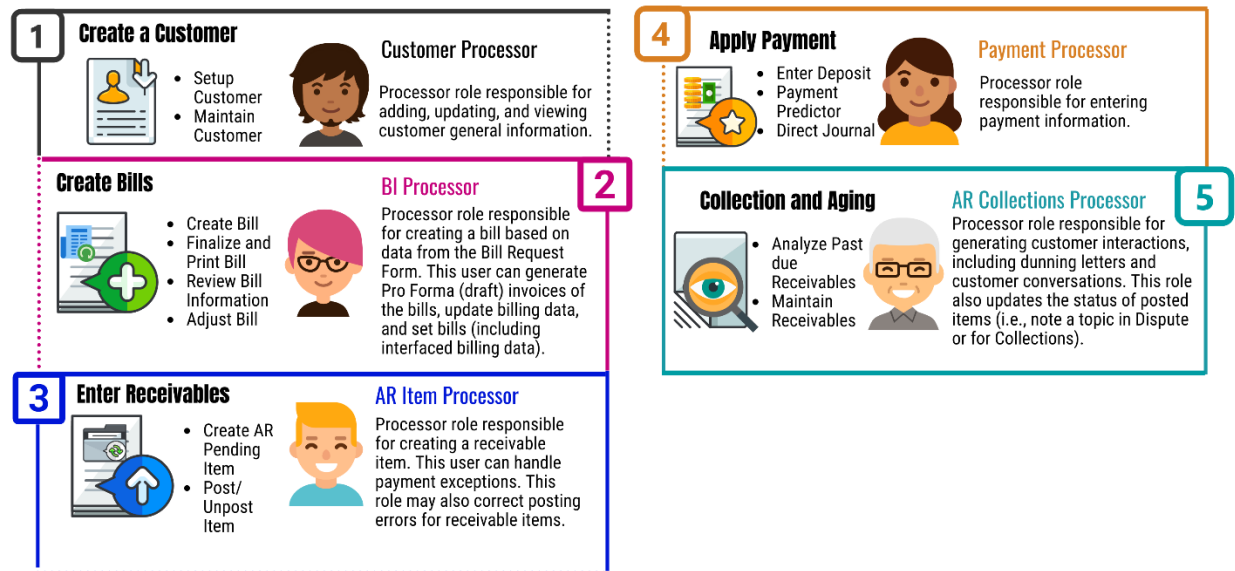
Lesson 1: How to Create Items

Lesson 1: Overview

The Accounts Receivable module tracks customer transactions whether it is an invoice, a pending item for a refund, or Grant draw. This module assists users in tracking receivables for customer(s).

Below is a high-level overview of the invoice to cash process, which includes the Accounts Receivable module.

INVOICE TO CASH Business Process



Lesson 1: How to Create Items

Lesson 1: Introduction

Entering and posting receivables was a multi-step process depending on the system(s) being used by County departments. Moving forward, an account receivable entry must be established in INFORMS in one of these three ways:

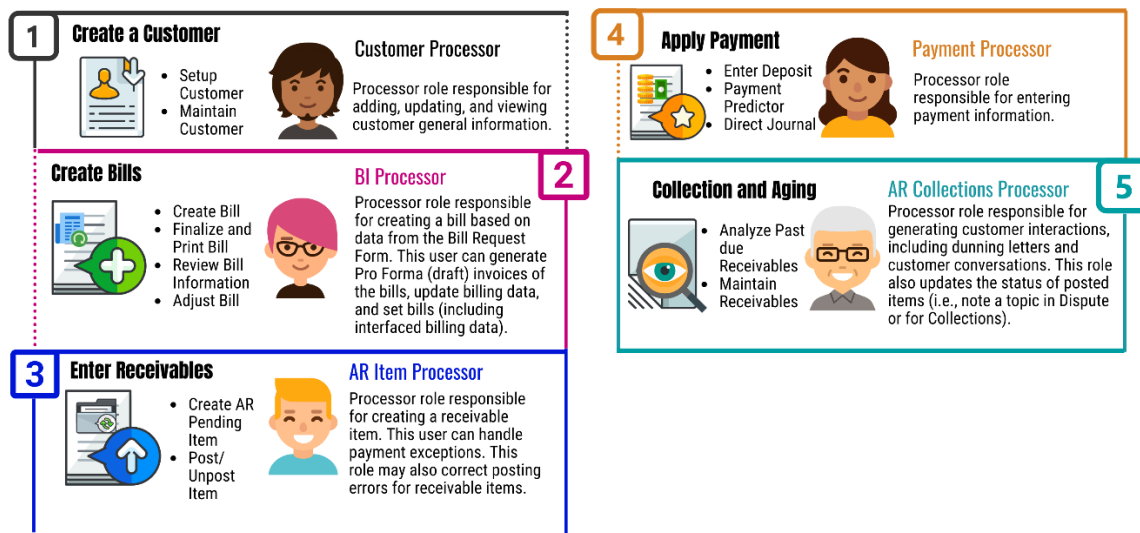
1. Manual online entry
2. Interfaced through INFORMS Billing Module
3. Imported from external systems receivables

INFORMS receivables distinguishes between items (posted receivables) and pending items (information that has been entered into or created by INFORMS but has not yet been posted).

INFORMS receivables follows the standard of bundling pending items into groups rather than handling them individually. In other systems, a group of pending items is sometimes referred as a batch. To each group of pending items, INFORMS assigns a group ID that remains with the group even after it is posted. INFORMS processes pending items in groups. Keep track of the group ID throughout the cycle so that it can be accessed to view progress or check the status of a pending item.

Once a receivable is in INFORMS, the account entry will then be posted to update the customer balance and create the accounting entries that transfer to the general ledger. This process occurs via a nightly batch process called ARUPDATE. The steps surrounding creation and posting of receivables are highlighted in the business process flow below.

INVOICE TO CASH Business Process



Lesson 1: How to Create Items

Key Terms



The following key terms are used in this Lesson:

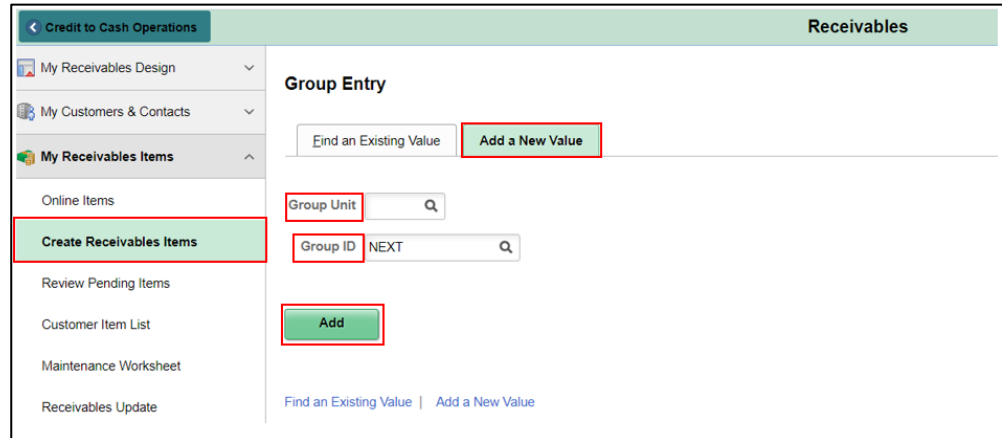
Term	Definition
AR Update	A batch process used to update customer balances and create accounting entries.
Bank Account	A bank account identifier represents the bank account in which transactions are made
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.
Billing Interface	The billing interface enables automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing, or an external system, such as ISD M5.
ChartField	A term to represent the chart of accounts. Sometimes the term is used by the INFORMS team to reference a specific field within the chart of accounts (i.e., Fund, Account, Dept ID).
Customer ID	The Customer ID is a unique identifier associated to a customer
Deposit ID	The Deposit ID is the deposit slip number provided on the departments assigned deposit booklet
Direct Journal	A Direct Journal is used to record a non-AR item in INFORMS. Previously known as Report of Collections (ROC).
INFORMS	Integrated Financials Resource Management System
Item	An Item represents a good that is purchased from the supplier. Unique identifiers may be established in the Item Master table for an item to reduce redundant data entry during requisition and purchase order processing.
Payment Predictor	Payment Predictor is used to process payments automatically against an AR item to offset the accounts receivable balance for the item and post cash to GL
Receivables	Is the money owed by customers to another entity in exchange for goods or services that have been delivered or used, but not yet paid for.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online

In this lesson, users will learn how to enter an ad-hoc Item manually.

1. Navigate to **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Receivables Items>Create Receivable Items**
2. Select the **Add a New Value** tab
3. Enter your **Group Unit (Business Unit)**
4. **Group ID** is automated – leave as 'NEXT'
5. Select **Add**



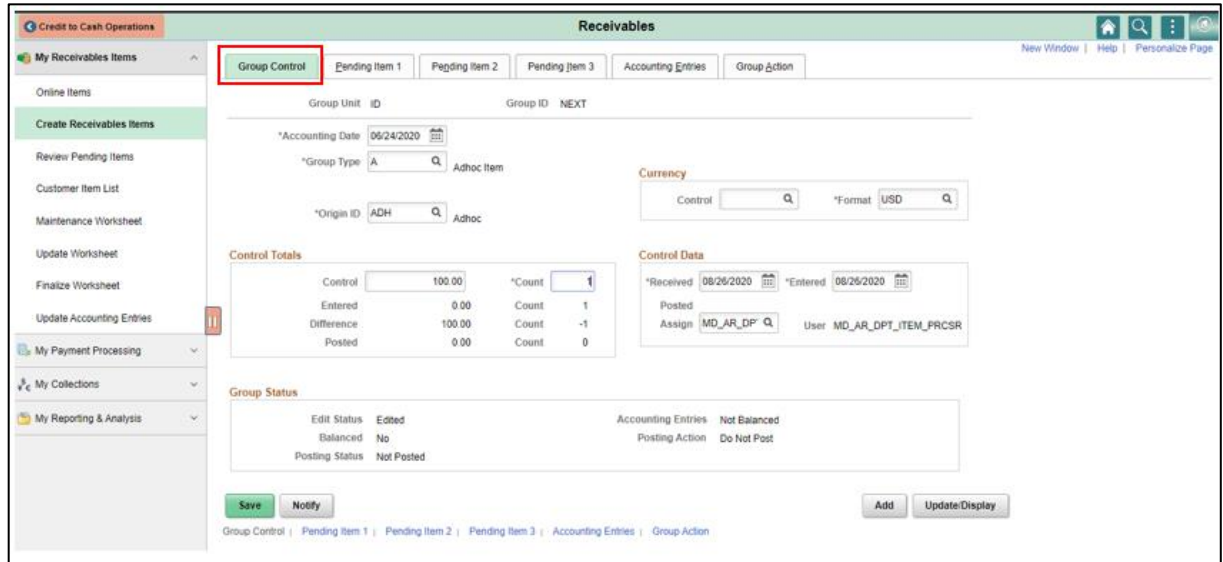
The screenshot shows the 'Create Receivable Items' form. The left sidebar contains a navigation menu with the following items: 'My Receivables Design', 'My Customers & Contacts', 'My Receivables Items' (expanded), 'Online Items', 'Create Receivable Items' (highlighted with a red box), 'Review Pending Items', 'Customer Item List', 'Maintenance Worksheet', and 'Receivables Update'. The main content area is titled 'Receivables' and 'Group Entry'. It features two tabs: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red box). Below the tabs are two input fields: 'Group Unit' and 'Group ID' (containing 'NEXT'), both highlighted with red boxes. A green 'Add' button is also highlighted with a red box. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online

The **Group Control** Tab can be used to enter the group type, origin ID, number of items, and monetary information for the items. This page also displays status and posting action for the pending items group as well as balance status of the accounting entries.

Note: Asterisked fields are required.

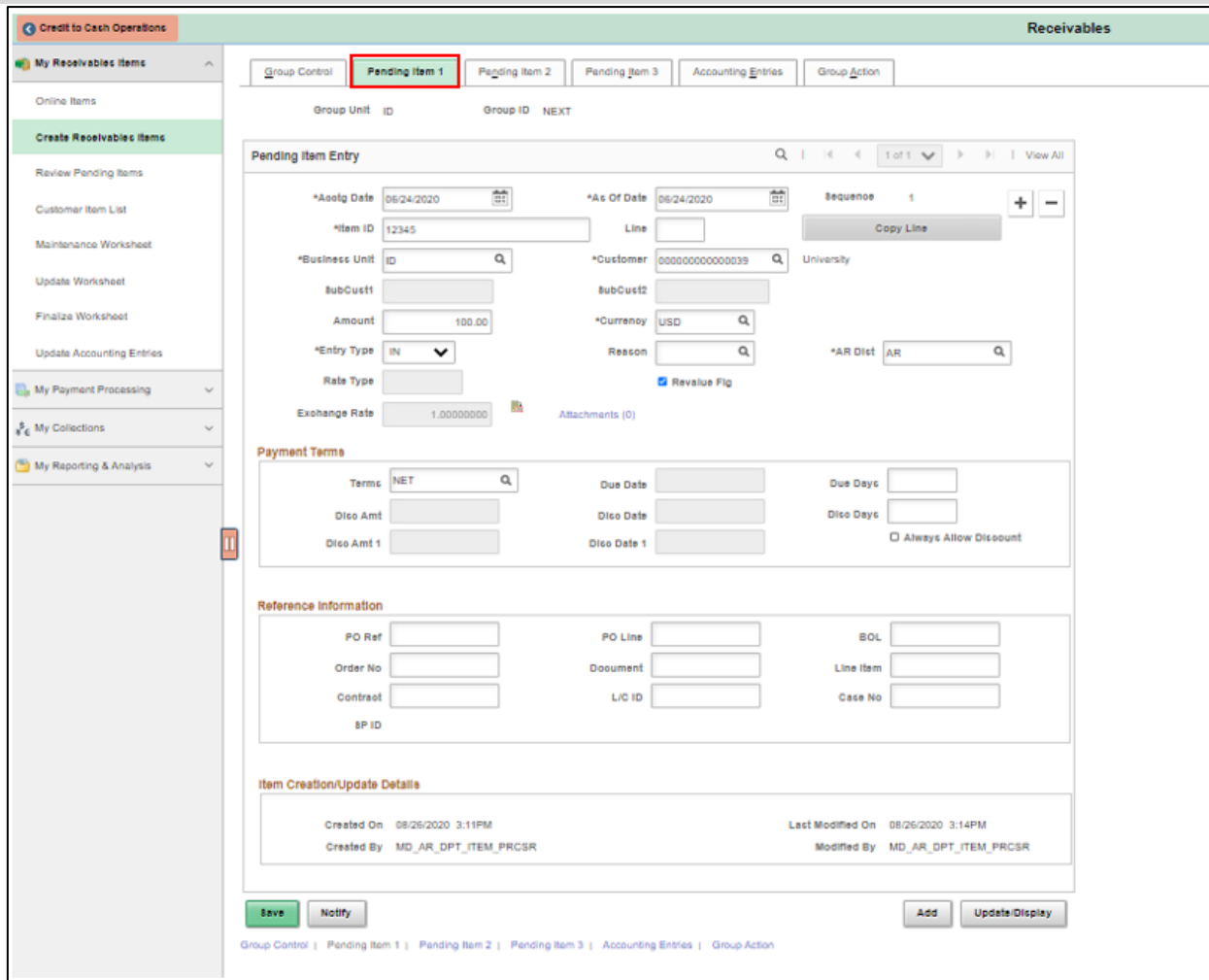


The screenshot displays the 'Receivables' system interface, specifically the 'Group Control' tab. The interface includes a sidebar with navigation options such as 'My Receivables Items', 'Online Items', 'Create Receivables Items', 'Review Pending Items', 'Customer Item List', 'Maintenance Worksheet', 'Update Worksheet', 'Finalize Worksheet', 'Update Accounting Entries', 'My Payment Processing', 'My Collections', and 'My Reporting & Analysis'. The main area contains several sections: 'Group Control' with fields for 'Accounting Date' (06/24/2020), 'Group Type' (A), 'Origin ID' (ADH), 'Control' (100.00), and 'Count' (1); 'Control Totals' showing 'Control' (100.00), 'Entered' (0.00), 'Difference' (100.00), and 'Posted' (0.00); 'Control Data' with 'Received' (08/26/2020), 'Entered' (08/26/2020), 'Posted' (MD_AR_DF), and 'Assign' (MD_AR_DPT_ITEM_FRCSR); and 'Group Status' indicating 'Edit Status' as 'Edited', 'Balanced' as 'No', and 'Posting Status' as 'Not Posted'. Buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are located at the bottom.

1. **Accounting Date** – Defaults with current date. Determines the fiscal year and accounting period to which the pending item is posted.
2. **Group Type** – Select A – Ad-hoc.
3. **Origin ID** – Select ADHOC.
4. **Control** – Enter total dollar amount.
5. **Count** – Enter total number of pending items
6. **Posting Status** – Indicates if the Group has been posted customer accounts via the Receivables Update process. If successful, the status will change to Complete.
7. **Accounting Entries** – Indicates if the accounting entries are balanced.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online



Credit to Cash Operations Receivables

My Receivables Items

Online Items

Create Receivables Items

Review Pending Items

Customer Item List

Maintenance Worksheet

Update Worksheet

Finalize Worksheet

Update Accounting Entries

My Payment Processing

My Collections

My Reporting & Analysis

Group Control **Pending Item 1** Pending Item 2 Pending Item 3 Accounting Entries Group Action

Group Unit ID Group ID NEXT

Pending Item Entry

*Acctg Date: 06/24/2020 *As Of Date: 06/24/2020 Sequence: 1

*Item ID: 12345 Line: Copy Line

*Business Unit: ID *Customer: 000000000000039 University

SubCust1 SubCust2

Amount: 100.00 *Currency: USD

*Entry Type: IN Reason: *AR Dist: AR

Rate Type Revalue Flg

Exchange Rate: 1.00000000 Attachments (0)

Payment Terms

Terms: NET Due Date Due Days

Disc Amt Disc Date Disc Days

Disc Amt 1 Disc Date 1 Always Allow Discount

Reference Information

PO Ref PO Line BOL

Order No Document Line Item

Contract L/C ID Case No

SP ID

Item Creation/Update Details

Created On: 06/26/2020 3:11PM Last Modified On: 06/26/2020 3:14PM

Created By: MD_AR_DPT_ITEM_PRCR Modified By: MD_AR_DPT_ITEM_PRCR

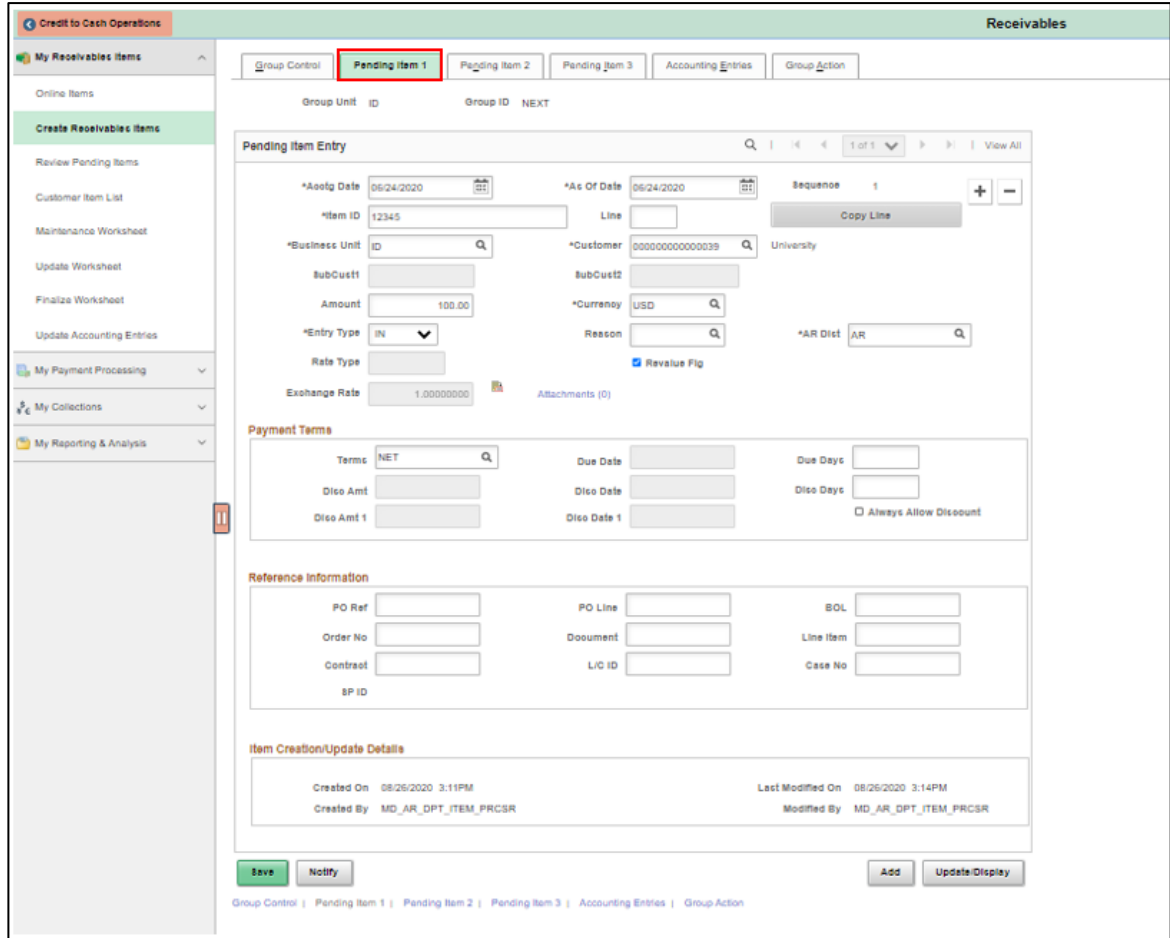
Save Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

8. **Acctg Date and As of Date** – Defaults in with the date from the previous page (Group Control). Accept Defaults.
9. **Item ID** – Enter the Invoice #. If the user does not have an invoice, it is recommended that the user create a set of sequential tracking numbers for the Item ID Field. These should be unique within each customer and business unit.
 - When **ARUPDATE** process runs overnight it checks the Item ID, Line, and Customer Number for a business unit. If all three are identical to the original item posted, the user will receive an item duplicate error for that line.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online



Credit to Cash Operations Receivables

My Receivables Items

Group Control **Pending item 1** Pending Item 2 Pending Item 3 Accounting Entries Group Action

Group Unit ID Group ID NEXT

Pending item Entry

*As of Date: 06/24/2020 *As Of Date: 06/24/2020 Sequence: 1

*Item ID: 12345 Line: Copy Line

*Business Unit: ID *Customer: 000000000000039 University

SubCust1: SubCust2:

Amount: 100.00 *Currency: USD

*Entry Type: IN Reason: *AR Dist: AR

Rate Type: Exchange Rate: 1.00000000 Revalue Flg: ☒ Attachments (0)

Payment Terms

Terms: NET Due Date: Due Days: Disc Amt: Disc Date: Disc Days: ☐ Always Allow Discount

Reference Information

PO Ref: PO Line: BOL: Order No: Document: Line Item: Contract: L/C ID: Case No: SP ID:

Item Creation/Update Details

Created On: 06/26/2020 3:11PM Last Modified On: 06/26/2020 3:14PM
Created By: MD_AR_DPT_ITEM_PRC/SR Modified By: MD_AR_DPT_ITEM_PRC/SR

Save Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

10. Select the '**Pending Item 1**' tab. Enter the following under '**Pending Item Entry**':
- Item ID:** Enter the item number
 - Business Unit:** Enter your Business Unit (BU)
 - Customer:** Select a Customer
 - Amount:** Enter the dollar amount for the item
 - Entry Type:** Select DR for a debit memo

Entry Type Values	
CR	Credit Memo
DR	Debit Memo
IN	Invoice
OC	Overdue Charge
CR_BD	Credit Memo – Performance Bonds
DR_BD	Debit Memo – Performance Bonds
CR_MG	Credit Memo – Mortgages
DR_MG	Debit Memo - Mortgages

NOTE: The Entry Type Values will appear in the drop-down list depending on your respective Business Unit.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online

- f. **Entry Reason** (Optional): Select an entry reason

Entry Reason Values	
MAINT	Maintenance Invoice (only if ENTRY_TYPE = IN)
OTHER	Other Invoice (only if ENTRY_TYPE = IN)
REV1	REV1 (only if ENTRY_TYPE = IN)
SALES	Sales Invoice (only if ENTRY_TYPE = IN)
SVC	Services (only if ENTRY_TYPE = IN)
ADV	Advertising Credit (only if ENTRY_TYPE = CR)
ERROR	Mistake on Customer Invoice (only if ENTRY_TYPE = CR)
MAINT	Maintenance/Service Credit (only if ENTRY_TYPE = CR)
REBAT	Customer Rebate (only if ENTRY_TYPE = CR)
MAINT	Maintenance/Service Debit (only if ENTRY_TYPE = DR)
MISC	Miscellaneous (only if ENTRY_TYPE = DR)
NON-A	Non-AR Receivable (only if entering Bonds or Mortgages)
REBIL	Rebill (only if ENTRY_TYPE = DR)

- g. **AR Distribution**: Enter AR for Accounts Receivable

AR Distribution Values	
AR	Accounts Receivable
DFOF	Due From Other Funds
DFOG	Due From Other Governments
*BONDS	Non-Cash Performance Bonds
*MORTGAGE	Mortgage Receivable
NOTES REC	Notes Receivable

NOTE: The *Bonds and *Mortgage AR Distribution values are automatically updated depending on the Entry Type and Entry Reason selected.

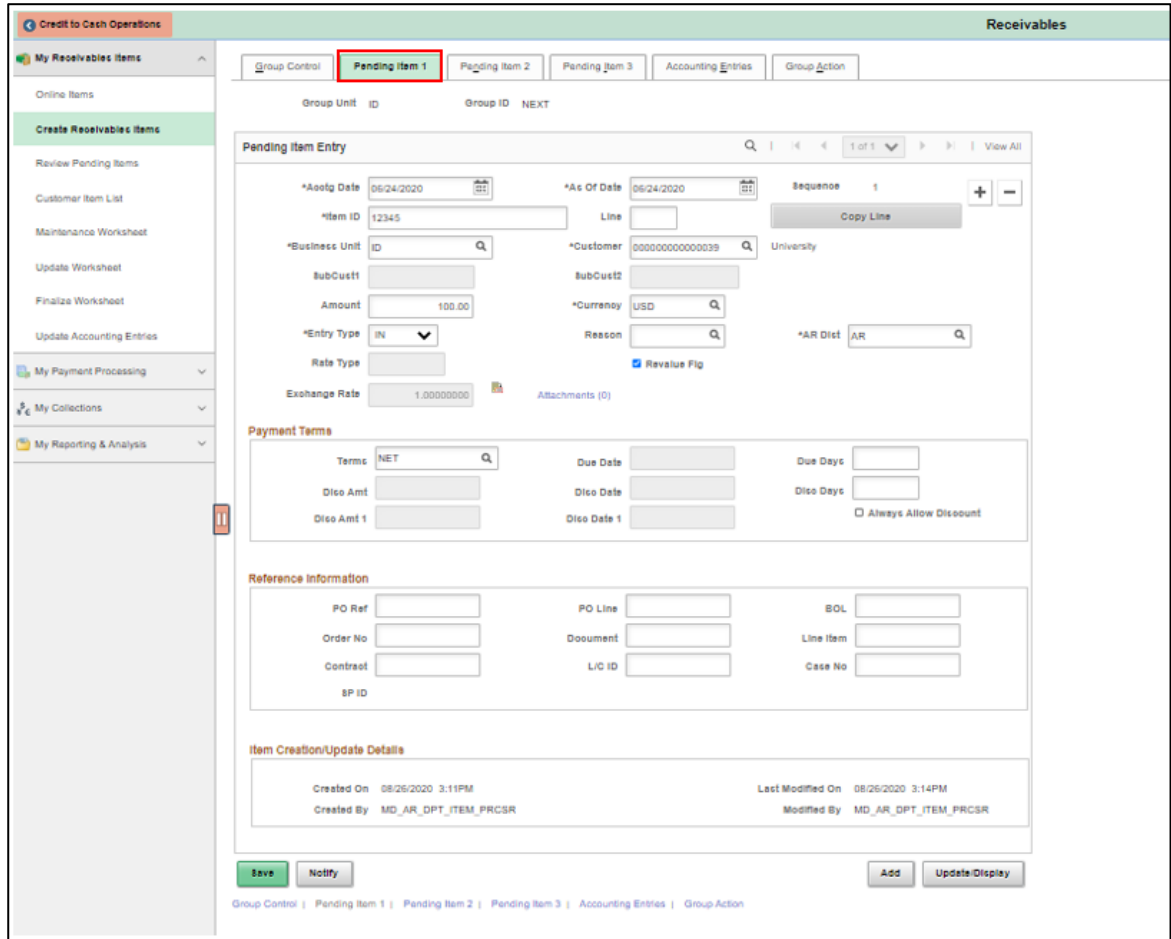
- To add additional rows to the Group Control, go to the Pending Item 1 tab and select the 'Plus' button under the 'Pending Item Entry' section. Repeat step 5 to add item details for each row added.

11. Select **Save**.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online

Use the **Pending Item 1** page to enter basic identifying information regarding each item. This page will display a row for each item in the group.

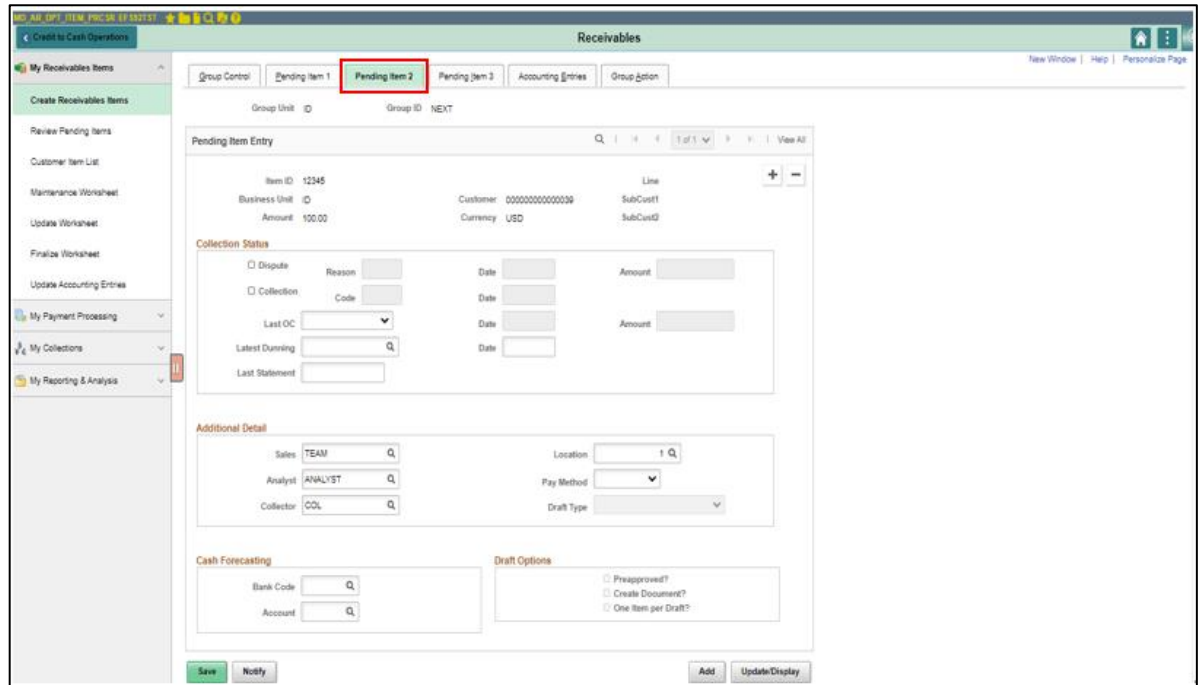


- **Accounting Date:** This should be the same date as the accounting date on the Group Entry page.
- **Item ID:** Enter a number for the item such as the invoice number. Each row will be given a sequence number.
- **As of Date:** Typically the same as the accounting date. A different date can be used for aging or the invoice date to determine payment terms.
- **Customer:** A customer is established under one SetID, MDC. The customer IDs can be used within multiple Business Units.
- **Entry Type and Reason:** Entry types and reasons define how the accounting entries are created, how they are carried with the pending item through posting, and how they are considered when history is generated. These fields are also identifiers for open items, determine how items are aged, and determine if accounting entries are included on customer correspondence and drafts.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online

The **Pending Item 2** page is used to submit credit management information regarding collection and dispute status for the items. The user should choose either dispute or collection with the corresponding reason code.

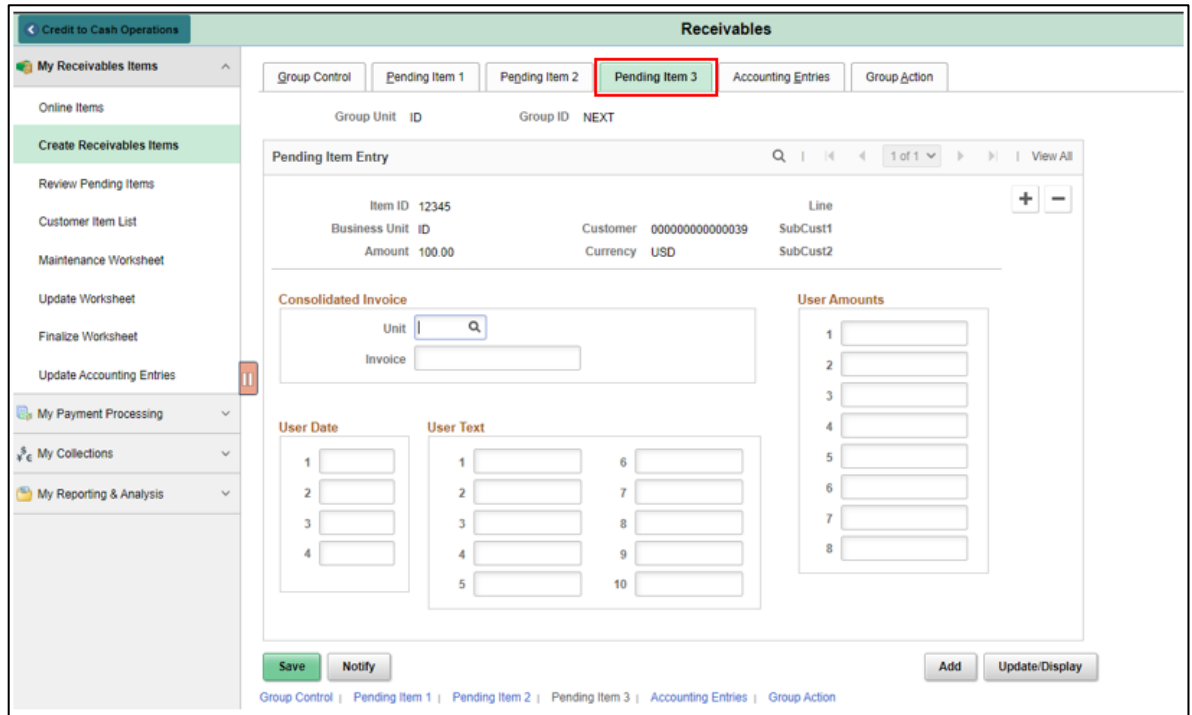


The screenshot shows the 'Pending Item 2' page in the 'Receivables' module. The page is titled 'Receivables' and has tabs for 'Group Control', 'Pending Item 1', 'Pending Item 2' (highlighted), 'Pending Item 3', 'Accounting Entries', and 'Group Action'. The 'Pending Item Entry' section contains fields for Item ID (12345), Business Unit ID, Amount (100.00), Customer (0000000000000000), Currency (USD), Line, SubCust1, and SubCust2. Below this is the 'Collection Status' section with checkboxes for 'Dispute' and 'Collection', and fields for Reason, Code, Date, and Amount. The 'Additional Detail' section includes fields for Sales (TEAM), Analyst (ANALYST), Collector (COL), Location, Pay Method, and Draft Type. The 'Cash Forecasting' section has fields for Bank Code and Account. The 'Draft Options' section has checkboxes for 'Preapproved?', 'Create Document?', and 'One Item per Draft?'. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online

The **Pending Item 3** page allows users to enter detailed information for certain items such as industry-specific data.



Receivables

Group Control | Pending Item 1 | Pending Item 2 | **Pending Item 3** | Accounting Entries | Group Action

Group Unit ID Group ID NEXT

Pending Item Entry 1 of 1 View All

Item ID 12345 Line
 Business Unit ID Customer 000000000000039 SubCust1
 Amount 100.00 Currency USD SubCust2

Consolidated Invoice

Unit
 Invoice

User Date

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>

User Text

1	<input type="text"/>	6	<input type="text"/>
2	<input type="text"/>	7	<input type="text"/>
3	<input type="text"/>	8	<input type="text"/>
4	<input type="text"/>	9	<input type="text"/>
5	<input type="text"/>	10	<input type="text"/>

User Amounts

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>

Save **Notify** **Add** **Update/Display**

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Lesson 1: How to Create Items

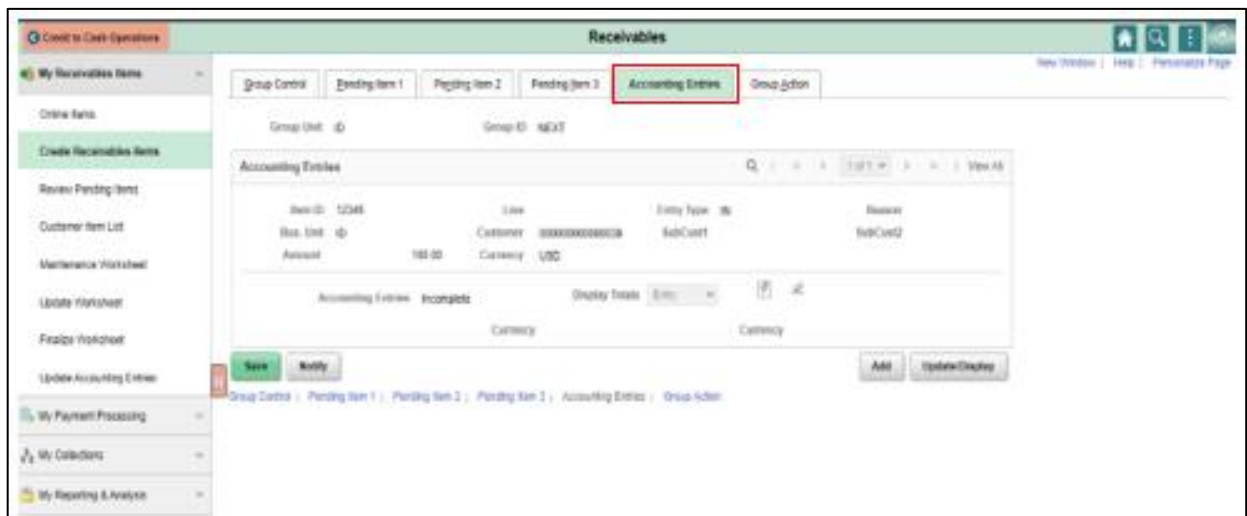
Lecture 1: How to Create Items Manually Online

Once item information has been entered, you can either:

- Select the **Accounting Entries** tab to create an accounting entry for each item in this group. Select the yellow **Lightning Bolt** (Create entries icon) to generate an account entry in the distribution lines table.

OR

- Select the **Group Action** tab. Under Accounting Entry Actions, select the '**Create Entries**' button.

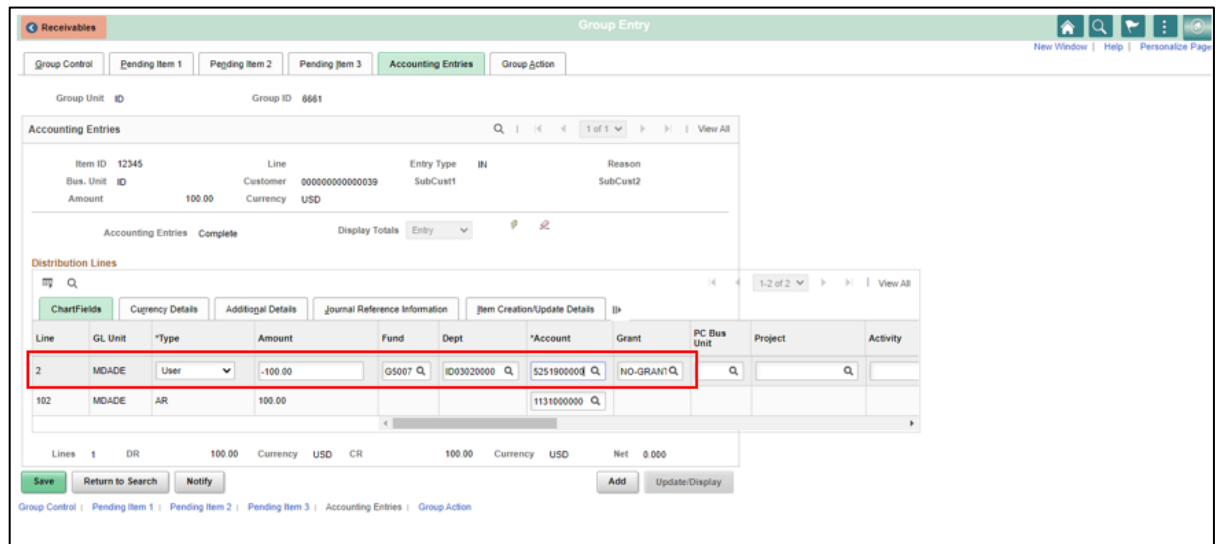


The screenshot displays the 'Receivables' module interface. The left sidebar contains navigation options: 'My Receivables Items', 'Create Receivables Items', 'Review Pending Item', 'Customer Item List', 'Maintenance Worksheet', 'Update Worksheet', 'Finalize Worksheet', 'Update Accounting Entries', 'My Payment Processing', 'My Collections', and 'My Reporting & Analysis'. The main content area has tabs for 'Group Control', 'Pending Item 1', 'Pending Item 2', 'Pending Item 3', 'Accounting Entries' (highlighted with a red box), and 'Group Action'. Below the tabs, the 'Accounting Entries' section shows a table with columns: Item ID, Line, Customer, Entry Type, and Amount. The table contains one entry with Item ID 12345, Line 100, Customer 00000000000000000000, Entry Type SubCost1, and Amount 100.00. Below the table, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The bottom status bar shows the current view: 'Group Control > Pending Item 1 > Pending Item 2 > Pending Item 3 > Accounting Entries > Group Action'.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online

1. Update the accounting entries on the 'Type' user row, enter the following values:
 - a. **Amount** – Enter a negative dollar amount
 - b. **Fund** – Select the Fund chart field
 - c. **Department** – Select the Department chart field
 - d. **Account** - Select the Account chart field
 - e. **Grant** – Select the Grant chart field



Receivables Group Entry

Group ID 6661

Accounting Entries

Item ID 12345 Line Entry Type IN Reason
Bus. Unit ID Customer 900000000000039 SubCust1 SubCust2
Amount 100.00 Currency USD

Accounting Entries Complete Display Totals Entry

Distribution Lines

Line	GL Unit	Type	Amount	Fund	Dept	*Account	Grant	PC Bus Unit	Project	Activity
2	MDAD	User	-100.00	G5007	ID03020000	5251900000	NO-GRANT			
102	MDAD	AR	100.00							

Lines 1 DR 100.00 Currency USD CR 100.00 Currency USD Net 0.000

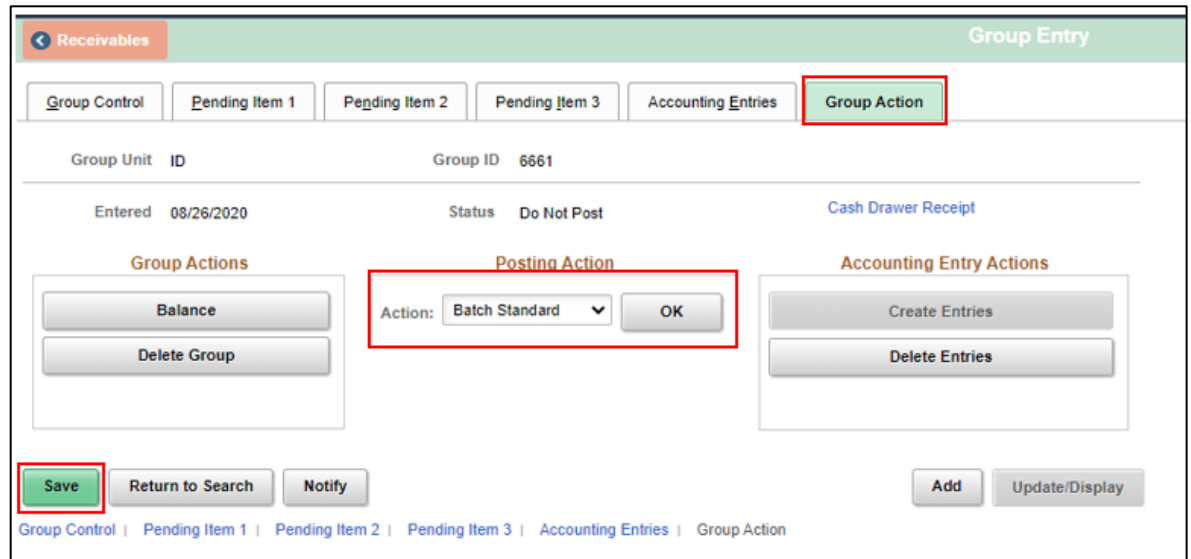
Save Return to Search Notify Add Update/Display

2. Select **Save**
 - Mandatory fields include **Type, Account, Fund, Grant and Department**. The user will need to enter the corresponding negative amount for each distribution line.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online

1. Select the '**Group Action**' tab.
2. Under 'Posting Action', select '**Batch Standard**' and select '**OK**'.
3. Select **Save**



The screenshot shows the 'Group Entry' interface. At the top, there's a navigation bar with 'Receivables' and 'Group Entry'. Below this are tabs: 'Group Control', 'Pending Item 1', 'Pending Item 2', 'Pending Item 3', 'Accounting Entries', and 'Group Action' (which is highlighted with a red box). The main area displays 'Group ID 6661' and 'Entered 08/26/2020'. There are three main sections: 'Group Actions' with 'Balance' and 'Delete Group' buttons; 'Posting Action' with a dropdown set to 'Batch Standard' and an 'OK' button (this section is highlighted with a red box); and 'Accounting Entry Actions' with 'Create Entries' and 'Delete Entries' buttons. At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Add', and 'Update/Display'. A breadcrumb trail at the very bottom reads: 'Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action'.

The **Group Action** page allows the user to do three types of activities with this group: Group Action, Account Entry Actions, and Posting Action. Under Group Action, the user can balance or delete the group. The Accounting Entry Actions allow users to create and delete entries. Under Posting Action, the user will choose:

- Batch Standard: Job will be posted when a standard scheduled batch job runs.

Be sure to select **OK** and **Save** to save any changes made.

Lesson 1: How to Create Items

Lecture 1: How to Create Items Manually Online

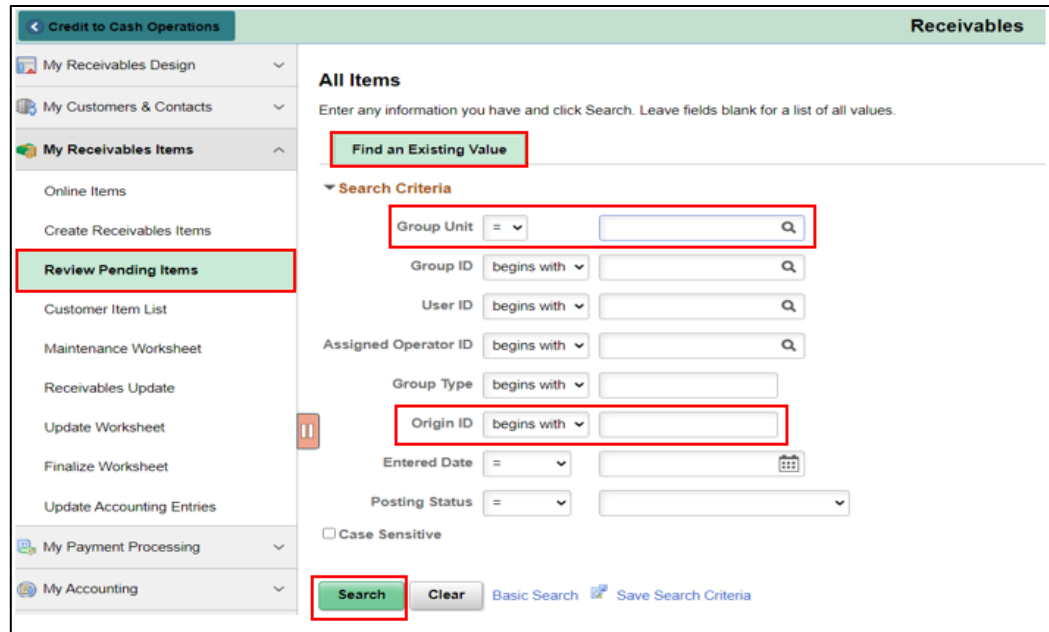
- In the Billing Module, once a bill is set to ready (RDY) status, a posting process called “Single Action” will finalize the bill and create an open item in Accounts Receivable.
- The Receivables Update (ARUPDATE) process is the posting process in INFORMS. Receivables are run through a posting process, which updates customer balances and creates accounting entries automatically. INFORMS Receivables distinguishes between the receivables that comprise a customer's balance and pending items. During the Receivable Update process, the INFORMS uses pending items to update the customer balances, either by creating new items or by adding item activity lines to the existing item.
- INFORMS will run the Receivables Update process automatically nightly.

Lesson 1: How to Create Items

Lecture 2: How to Create Items via Billing

Navigate to: **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Receivables Items> Review Pending Items**

1. Enter **BU**.
2. Enter Origin ID = **PS_BI**

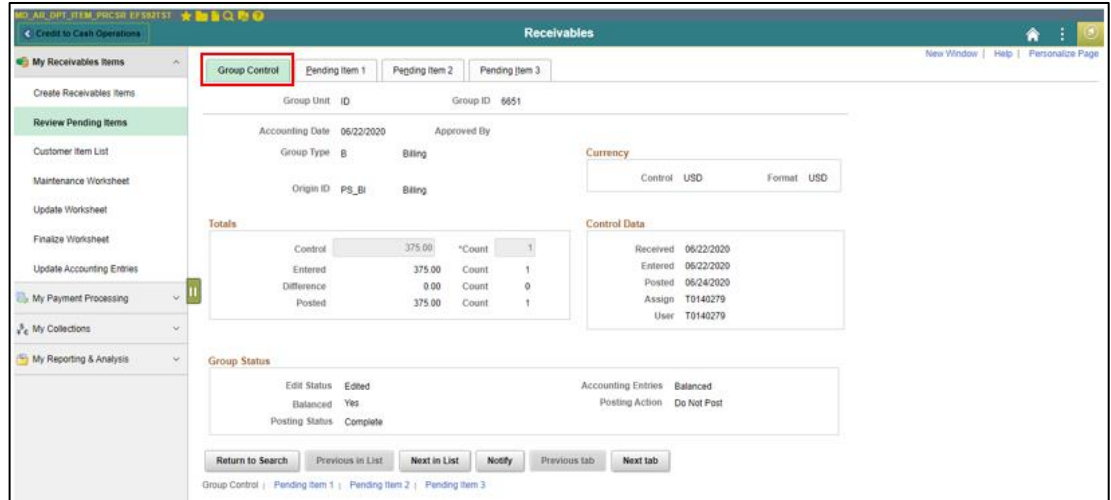


The screenshot shows the 'Review Pending Items' search interface within the 'Receivables' module. The left sidebar contains a navigation menu with the following items: My Receivables Design, My Customers & Contacts, My Receivables Items (expanded), Online Items, Create Receivables Items, Review Pending Items (highlighted with a red box), Customer Item List, Maintenance Worksheet, Receivables Update, Update Worksheet, Finalize Worksheet, Update Accounting Entries, My Payment Processing, and My Accounting. The main area is titled 'All Items' and includes a search bar with the placeholder text 'Find an Existing Value' (highlighted with a red box). Below the search bar, the 'Search Criteria' section contains several fields: Group Unit (set to '='), Group ID (set to 'begins with'), User ID (set to 'begins with'), Assigned Operator ID (set to 'begins with'), Group Type (set to 'begins with'), Origin ID (set to 'begins with' and highlighted with a red box), Entered Date (set to '='), and Posting Status (set to '='). A 'Case Sensitive' checkbox is also present. At the bottom, there are 'Search' (highlighted with a red box) and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

Lesson 1: How to Create Items

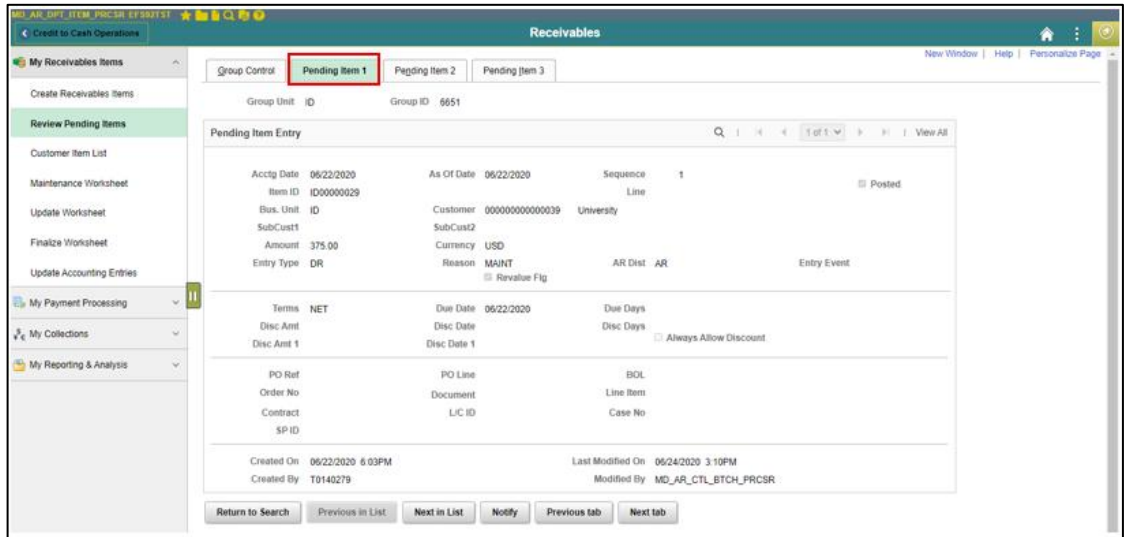
Lecture 2: How to Create Items via Billing

- The **Group Control** Tab shows the total amount and count for the group. In the Group Status section, users are able to see the posting status (complete) as well as the accounting status (balanced).



The screenshot shows the 'Receivables' interface with the 'Group Control' tab selected. The interface displays various fields for Group Unit ID, Accounting Date, Group Type, Billing, Origin ID, and Currency. A 'Totals' section shows Control, Entered, Difference, and Posted amounts along with their respective counts. A 'Control Data' section shows Received, Entered, Posted, Assign, and User information. A 'Group Status' section shows Edit Status, Balanced, Posting Status, Accounting Entries, and Posting Action. Navigation buttons like 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Previous tab', and 'Next tab' are visible at the bottom.

- Within the Pending Item 1 tab, each item within the group are displayed.



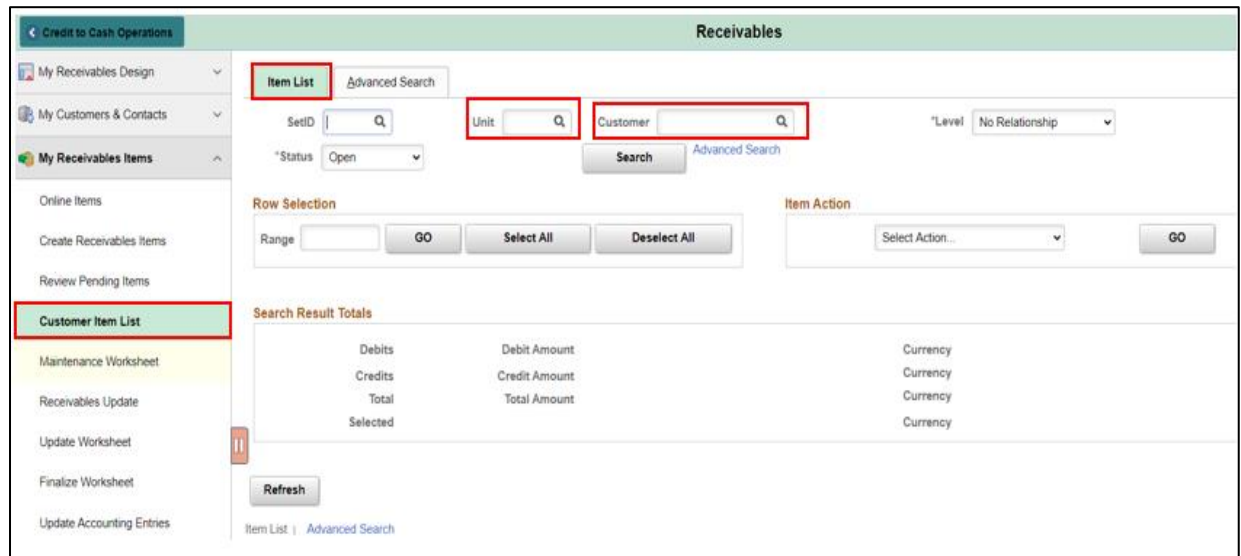
The screenshot shows the 'Receivables' interface with the 'Pending Item 1' tab selected. The interface displays a 'Pending Item Entry' section with fields for Acctg Date, As Of Date, Sequence, Item ID, Bus. Unit, Customer, SubCust1, SubCust2, Amount, Currency, Entry Type, Reason, AR Dist, AR, and Entry Event. A 'Terms' section shows NET, Due Date, Due Days, Disc Date, and Disc Days. A 'PO Ref' section shows PO Line, BOL, Order No, Document, Line Item, Contract, L/C ID, and Case No. A 'Created On' section shows the creation date and time, and a 'Last Modified On' section shows the last modification date and time. Navigation buttons like 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Previous tab', and 'Next tab' are visible at the bottom.

Lesson 1: How to Create Items

Lecture 3: Import Items from External Systems Receivables

There are multiple ways to inquire on items received via external systems. Users can use the All Items Page, described in Lecture 2 above, by entering the user's business unit and the date of the interface as the entered date. A second method is the **Customer Item List**. This page allows users to inquire on a customer within the user's business unit.

1. Navigate to: **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Receivables Items > Customer Item List**



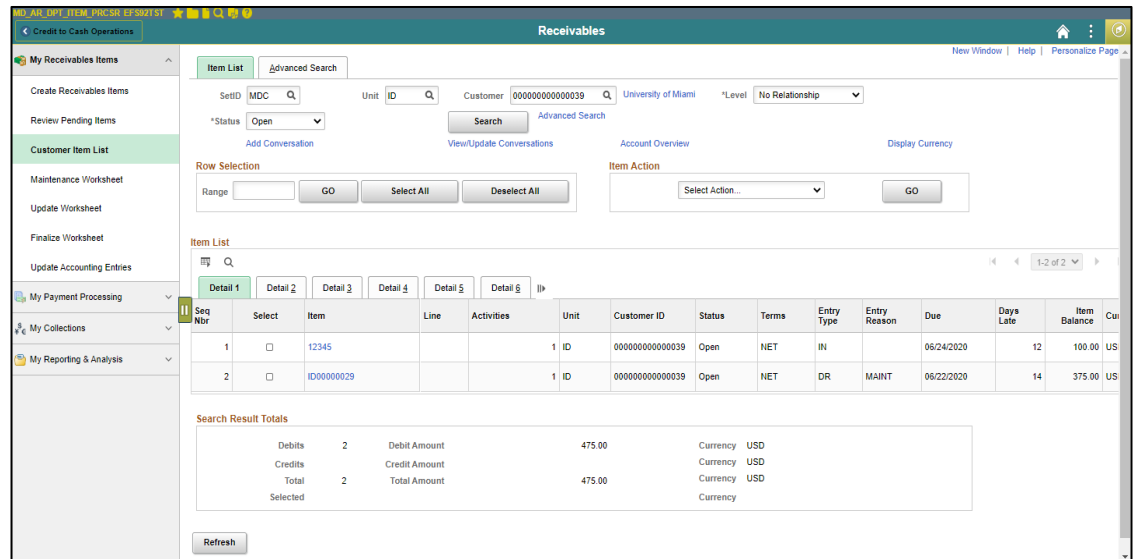
The screenshot shows the 'Customer Item List' interface. The left sidebar contains the following options: My Receivables Design, My Customers & Contacts, My Receivables Items (selected), Online Items, Create Receivables Items, Review Pending Items, Customer Item List (highlighted), Maintenance Worksheet, Receivables Update, Update Worksheet, Finalize Worksheet, and Update Accounting Entries. The main content area has a header 'Receivables' and a sub-header 'Item List'. Below this are search filters: SetID, Unit, Customer, and *Level (No Relationship). There are 'Search' and 'Advanced Search' buttons. Below the filters are 'Row Selection' buttons (Range, GO, Select All, Deselect All) and 'Item Action' buttons (Select Action, GO). A 'Search Result Totals' table is displayed with columns: Debits, Debit Amount, Currency, Credits, Credit Amount, Currency, Total, Total Amount, Currency, and Selected. A 'Refresh' button is at the bottom left.

2. SetID: **MDC**
3. Enter **Business Unit**
4. Enter **Customer ID**
5. Select **Search**

Lesson 1: How to Create Items

Lecture 3: Import Items from External Systems Receivables

- All pending items for the customer within the business unit is displayed. Users are able to select or drill down the item number and the detail for that item will be displayed within a pop-up.



Receivables

SetID: MDC Unit: ID Customer: 000000000000039 University of Miami *Level: No Relationship

*Status: Open Search Advanced Search

Row Selection: Range GO Select All Deselect All

Item Action: Select Action... GO

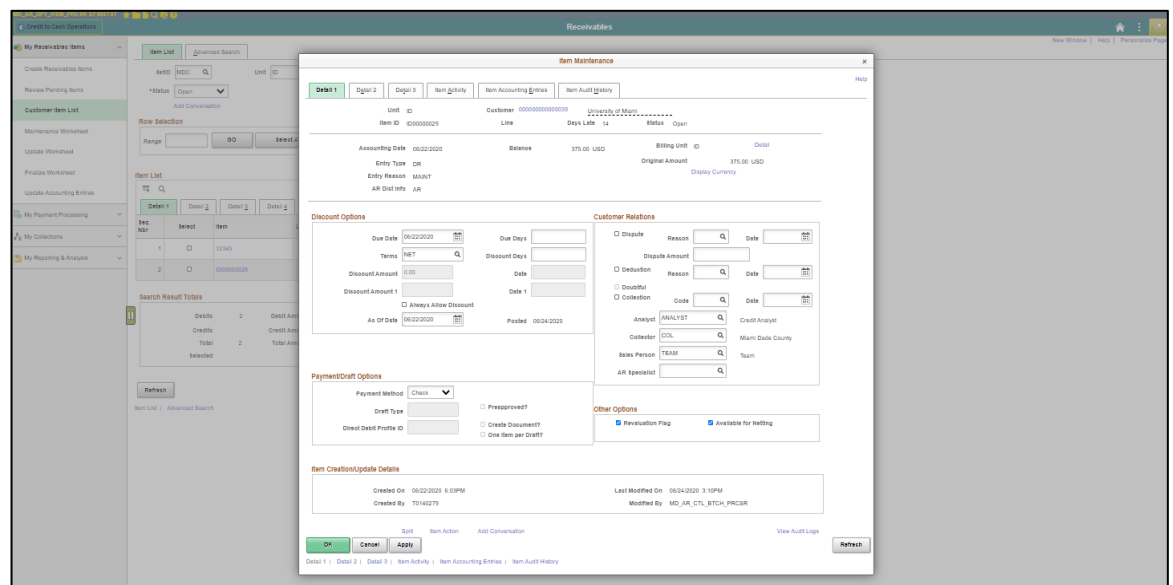
Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cu
1	<input type="checkbox"/>	12345			1 ID	000000000000039	Open	NET	IN		06/24/2020	12	100.00	US
2	<input type="checkbox"/>	ID000000029			1 ID	000000000000039	Open	NET	DR	MAINT	06/22/2020	14	375.00	US

Search Result Totals

Debits	2	Debit Amount	475.00	Currency	USD
Credits		Credit Amount		Currency	USD
Total	2	Total Amount	475.00	Currency	USD
Selected				Currency	

Refresh

- Selecting an item will display a pop-up window with detail for the particular item.



Item Maintenance

Unit: ID Customer: 000000000000039 University of Miami

Item ID: ID000000029 Line: 14

Accounting Date: 06/22/2020 Balance: 375.00 USD Billing Unit: ID Original Amount: 375.00 USD

Entry Type: DR Entry Reason: MAINT AR Date Info: JAN

Discount Options

Due Date: 06/23/2020 Due Days: Discount Days: Discount Amount: 0.00

Discount Amount 1: Discount Amount 2: Always Allow Discount: As Of Date: 06/22/2020 Period: 06/24/2020

Customer Relations

Dispute: Reason: Date: Dispute Amount: Date: Dispute Reason: Date: Dispute Code: Date: Analyst: ANALYST Credit Analyst: Collector: COL Miami Dade County Sales Person: TEAM Team: AR Specialist:

Payment/Draft Options

Payment Method: Check Draft Type: Preapproved? Create Discount? One Item per Draft?

Item Creation/Update Details

Created On: 06/22/2020 4:03PM Last Modified On: 06/24/2020 5:10PM Created By: T0140279 Modified By: MDC_AR_CTL_BATCH_PROCOR

OK Cancel Apply View Audit Logs Refresh

Lesson Summary

- Create Items



Lesson 1: Lesson Summary

Lesson 2: Overview

At the conclusion of this lesson, users will be able to:

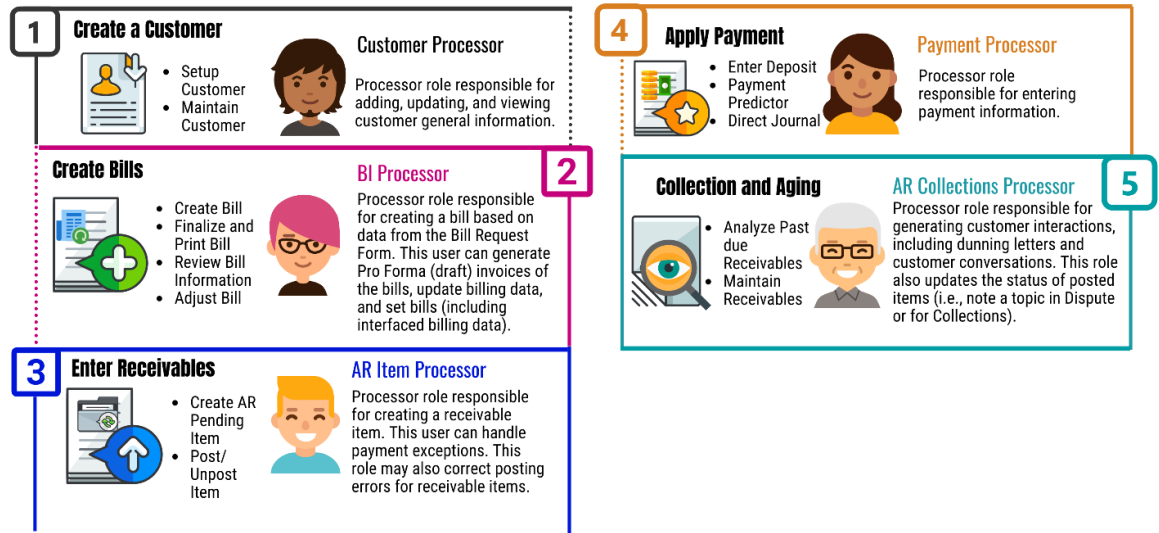
- Create Online Deposit and Payment Application
- Create Direct Journal Payments
- Inbound Deposits

Lesson 2: Deposits and Cash Applications

Lesson 2: Introduction

Create Online Deposit and Payment Application

INVOICE TO CASH Business Process



Lesson 2: Deposits and Cash Applications

Key Terms



The following key terms are used in this Lesson:

Term	Definition
Bank Account	A bank account identifier represents the bank account in which transactions are made
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.
Chart of Accounts	A collection of one or more types of codes used to classify financial and budgetary transactions
Customer ID	The Customer ID is a unique identifier associated to a customer
Deposit ID	The Deposit ID is the deposit slip number provided on the departments assigned deposit booklet
Direct Journal	A Direct Journal is used to record a non-AR item in INFORMS. Previously known as Report of Collections (ROC)
INFORMS	Integrated Financials Resource Management System
Item	An Item represents a good that is purchased from the supplier. Unique identifiers may be established in the Item Master table for an item to reduce redundant data entry during requisition and purchase order processing.
Payment Predictor	Payment Predictor is used to process payments automatically against an AR item to offset the accounts receivable balance for the item and post cash to GL
Worksheets	The INFORMS page where nearly all accounts receivable actions are done, such as creating items and maintaining items, payments, and credits/debits. Each of the actions has a separate worksheet.

Lesson 2: Deposits and Cash Applications

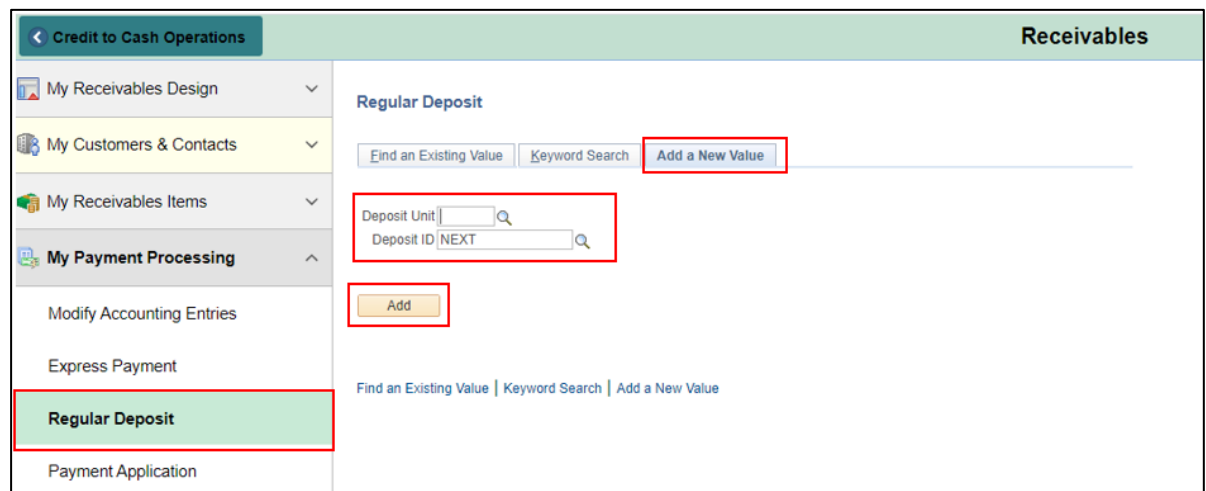
Lecture 1: How to Create Online Deposit and Payment Application

To create a regular deposit, navigate to: **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Payment Processing > Regular Deposit**

1. Select **Add** a new value
2. Select the **Business Unit**
3. Enter the **Deposit ID** (Proper Deposit ID as listed in the chart below)

NOTE: Deposit ID is a unique identifier. This field should be properly formatted for the corresponding deposit as listed in the chart below.

Deposit ID	Deposit ID Format	Example
ACH Deposits	ACH-Date	ACH-04052021
Bank Adjustment Credit Memo	Credit Memo-Date	CM-04052021
Bank Adjustment Debit Memo	Debit Memo-Date	DM-04052021
Cash/Checks via Deposit Slips	Enter the deposit slip numbers without the leading zeros.	930630501
Credit Card Deposits	Last 4 digits of Merchant ID number & Date of Deposit	XXXX-04052021
Insufficient Funds (NSF)	NSF-Return date	NSF-04052021
Lock box ID	Date and Lock Box Number	04052021-555
Wire Deposits	WIRE-Date	WIRE-04052021



Regular Deposit

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

Deposit Unit

Deposit ID

Add

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

Lesson 2: Deposits and Cash Applications

Lecture 1: How to Create Online Deposit and Payment Application

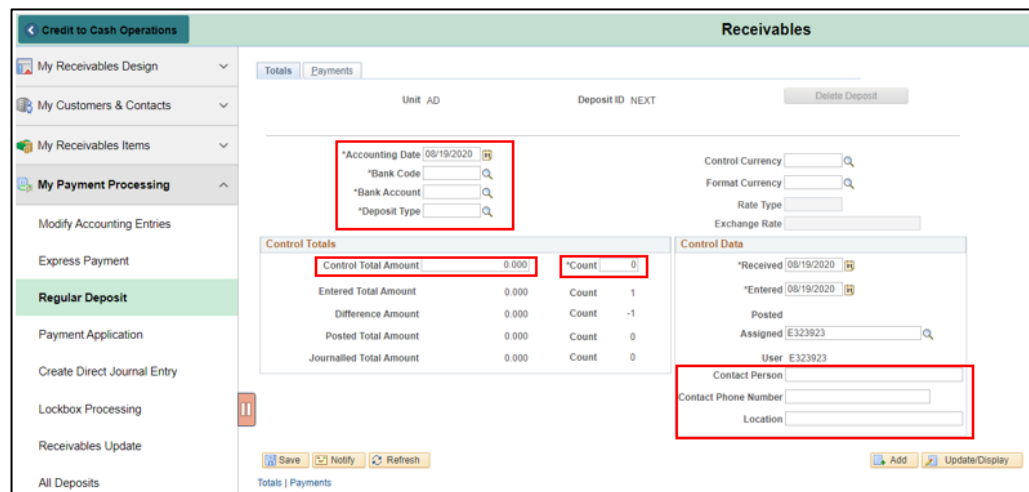
The **Totals** tab should be used to enter information for a new deposit or delete a deposit. Once a deposit has been completed, this page will be unavailable.

1. Enter the **Accounting Date** if different than the default
2. Select the **Bank Code**
3. Select the **Bank Account**

Types of Deposit	INFORMS Bank Code	Previously used FAMIS Bank Codes
CASH/CHECK	W001	BANK 108
ACH	W001	BANK 108
AMEX	W002	BANK 106
VISA/MC/DISC	W003	BANK 107
VISA/MC/DISC-ONLINE	W004	BANK 105
E-CHECKS	W004	BANK 105
AMEX - ONLINE	W005	BANK 125

*****Refer to the Appendix for remaining INFORMS Bank Code*****

4. Select the **Deposit Type**
5. Enter a Control **Total Amount**
6. Enter the **Count Total**
7. Enter **Contact information** (Name, Phone Number, Location)



Lesson 2: Deposits and Cash Applications

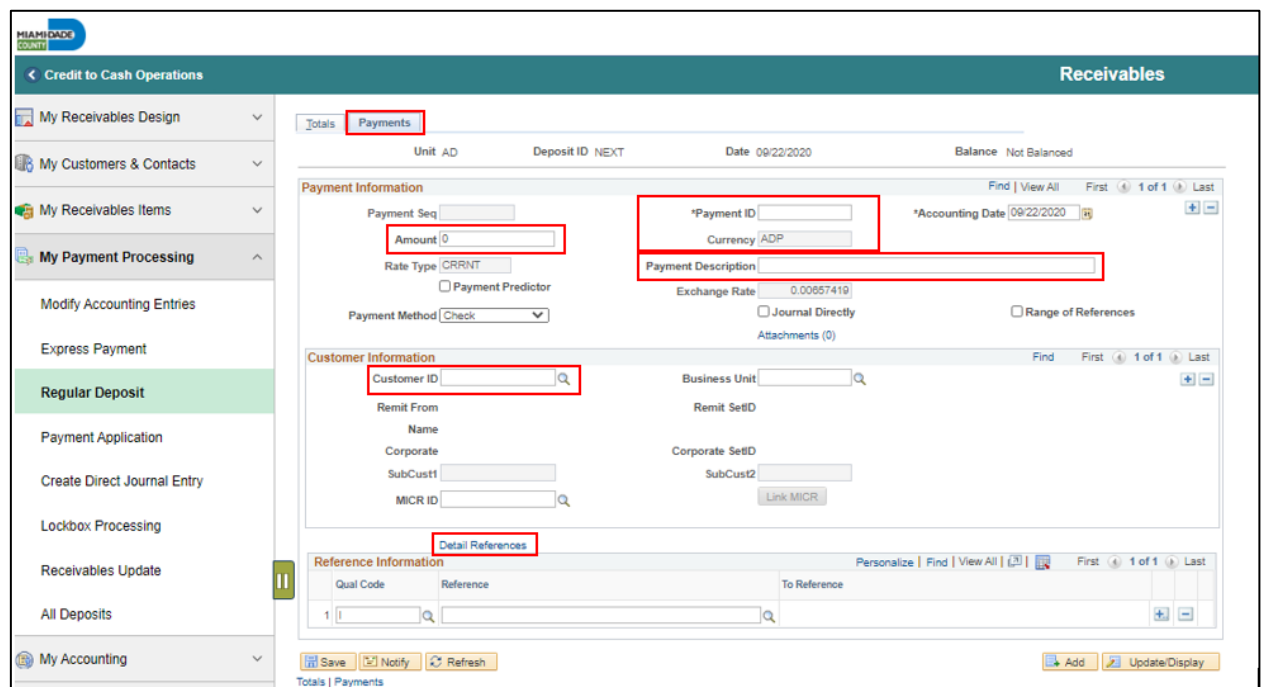
Lecture 1: How to Create Online Deposit and Payment Application

Use the **Payments** tab to supply further information regarding the deposit. Ensure that the **Journal Directly** (if payment must be applied via direct journal) or **Payment Predictor** (if payment should be applied via payment predictor) option is checked to ensure that the deposit is available for processing.

NOTE: If the payment should be applied manually via a worksheet, do not check off any box.

1. Enter the **Payment ID** (i.e. check number)
2. Dollar **Amount**
3. Enter **Currency Code** - USD
4. Payment **Description**
5. **Customer ID**

Select the **Detail Reference** Link, above the reference information section.

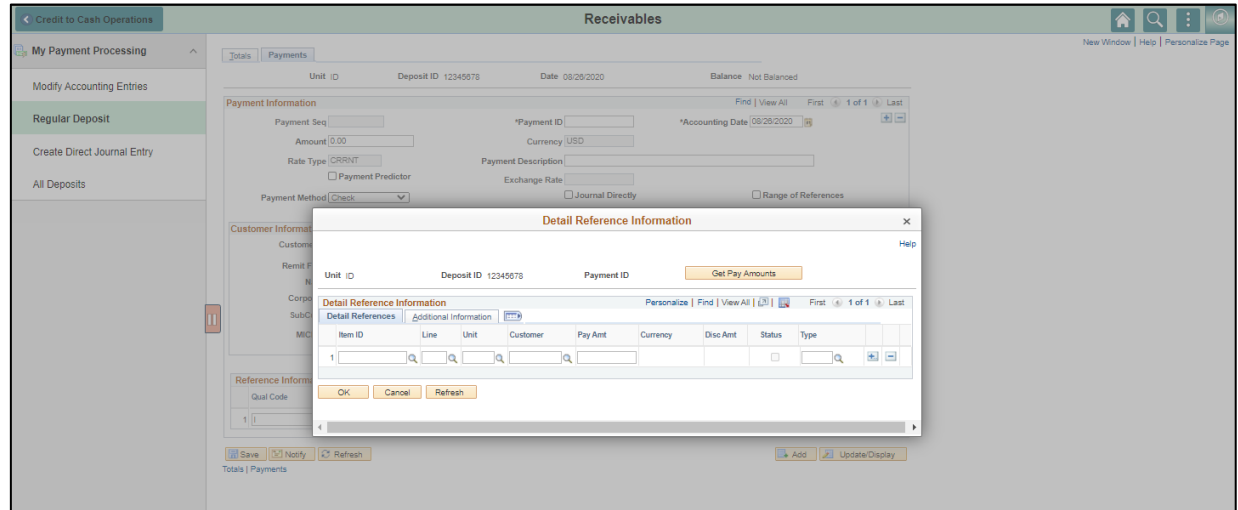


- Make sure the deposit is balanced before saving. Deposits can be modified and deleted before accounting entries are successfully budget checked and shown as Complete.

Lesson 2: Deposits and Cash Applications

Lecture 1: How to Create Online Deposit and Payment Application

6. Enter the **Item ID** (i.e. Invoice number)
7. **Line Number**
8. Select **OK**
9. Select **Save**



The screenshot shows the 'Credit to Cash Operations' window with the 'Receivables' tab selected. A 'Detail Reference Information' dialog box is open, displaying a table with columns: Item ID, Line, Unit, Customer, Pay Amt, Currency, Disc Amt, Status, and Type. The table contains one row with values: 1, 1, , , , , , , . The dialog box also includes 'OK', 'Cancel', and 'Refresh' buttons.

- Select the Plus sign on the Payment Section to add additional payments within the deposit.
- The **Payment Predictor** process is used for payments referencing an item. The Payment Processor will create and update payments application worksheets manually for payments that the payment predictor process did not automatically match to AR items.

Lesson 2: Deposits and Cash Applications

Lecture 1: How to Create Online Deposit and Payment Application

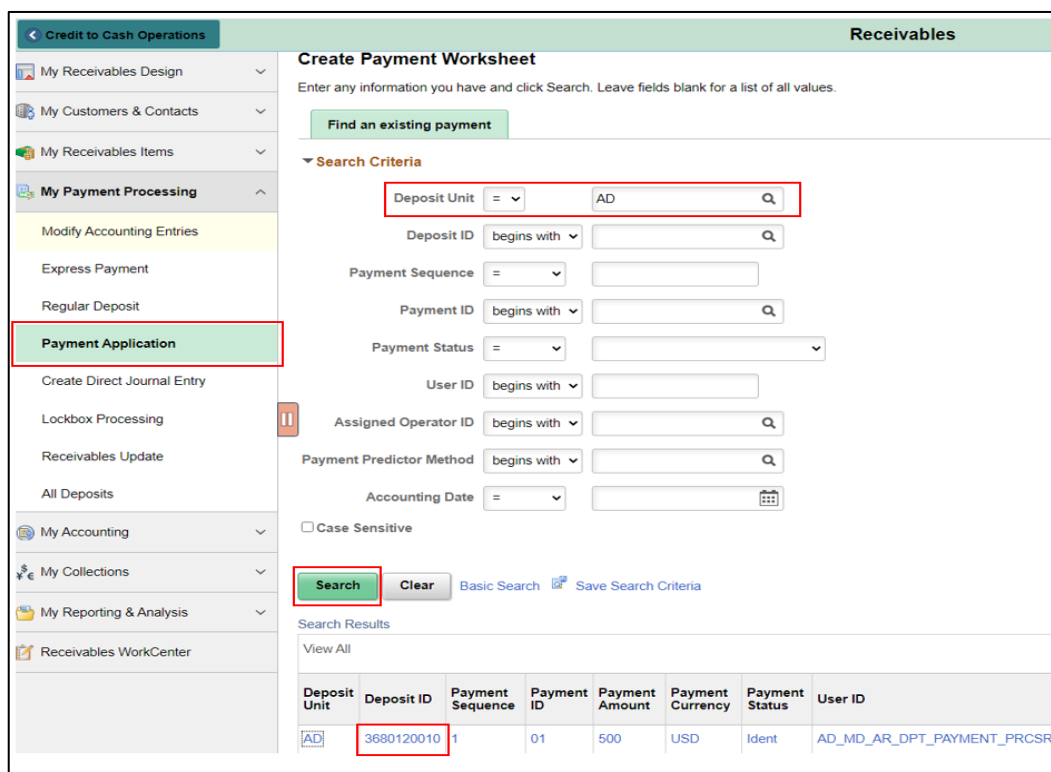
The **Payment Application Worksheet** page allows users to select information through the selection and sorting features. The user can also view details by choosing **View Detail**. Be sure to review all payment application worksheets. Worksheets that are incorrect or no longer required should be deleted. Prior to posting, worksheets should be balanced. Proceed to create and review accounting entries for each payment if the worksheet is required.

There are three steps to Payment Worksheets:

1. Build the worksheet
2. Apply the payment to items
3. Posting payments

Navigate to: **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Payment Processing > Payment Application**

1. Enter the '**Deposit Unit**'
2. Select the '**Search**' button.
3. Select a **Deposit ID** from the Search results.



Create Payment Worksheet

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

[Find an existing payment](#)

Search Criteria

Deposit Unit = [Q](#)

Deposit ID begins with [Q](#)

Payment Sequence = [Q](#)

Payment ID begins with [Q](#)

Payment Status = [Q](#)

User ID begins with [Q](#)

Assigned Operator ID begins with [Q](#)

Payment Predictor Method begins with [Q](#)

Accounting Date = [Q](#)

☐ Case Sensitive

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

Search Results

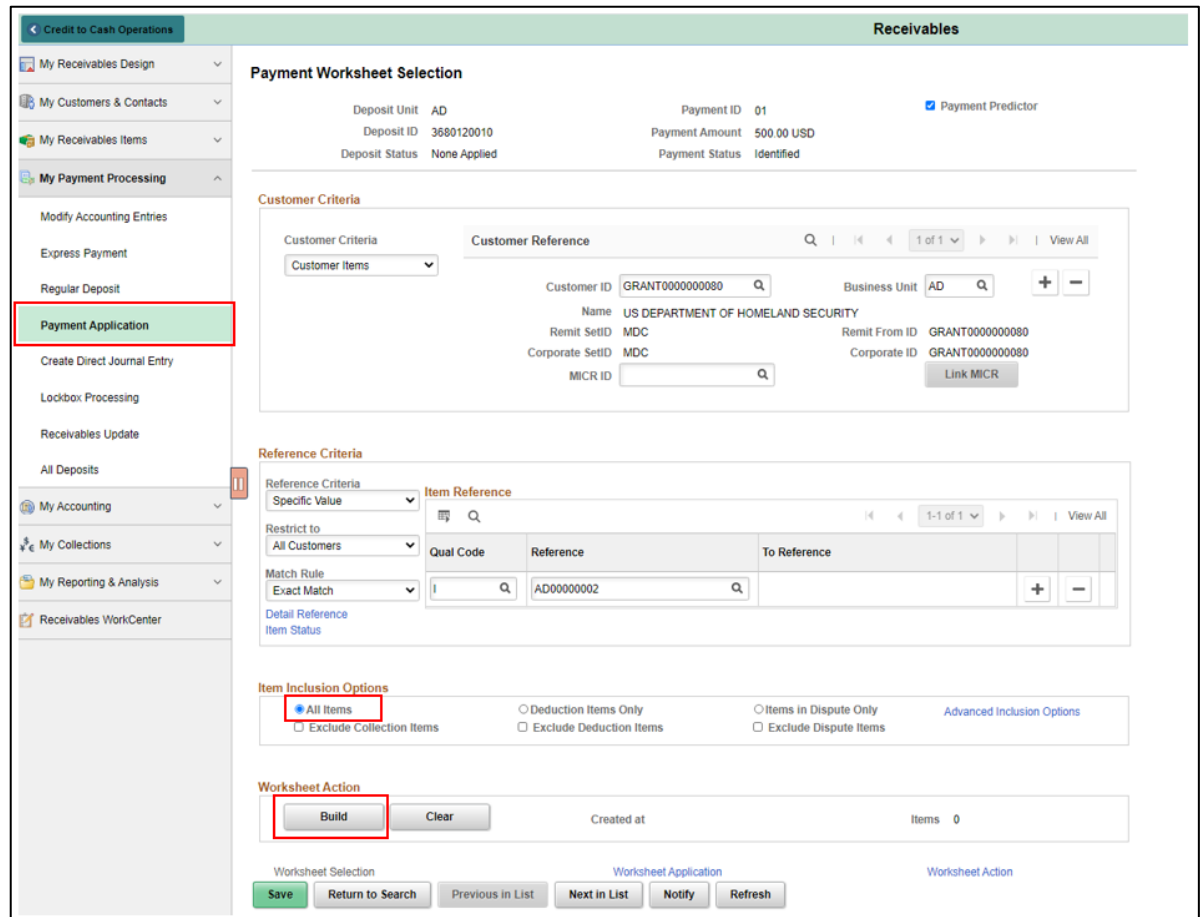
[View All](#)

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID
AD	3680120010	1	01	500	USD	Ident	AD_MD_AR_DPT_PAYMENT_PRCRSR

Lesson 2: Deposits and Cash Applications

Lecture 1: How to Create Online Deposit and Payment Application

4. Use this page to enter information regarding **customer**, **item reference**, and item inclusion criteria to build a worksheet. Once the necessary information has been entered, Select **Build**.
5. Under Worksheet Action, Select **Build**.



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 Items 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: AD00000002 To Reference: + -

Match Rule: Exact Match Detail Reference Item Status

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

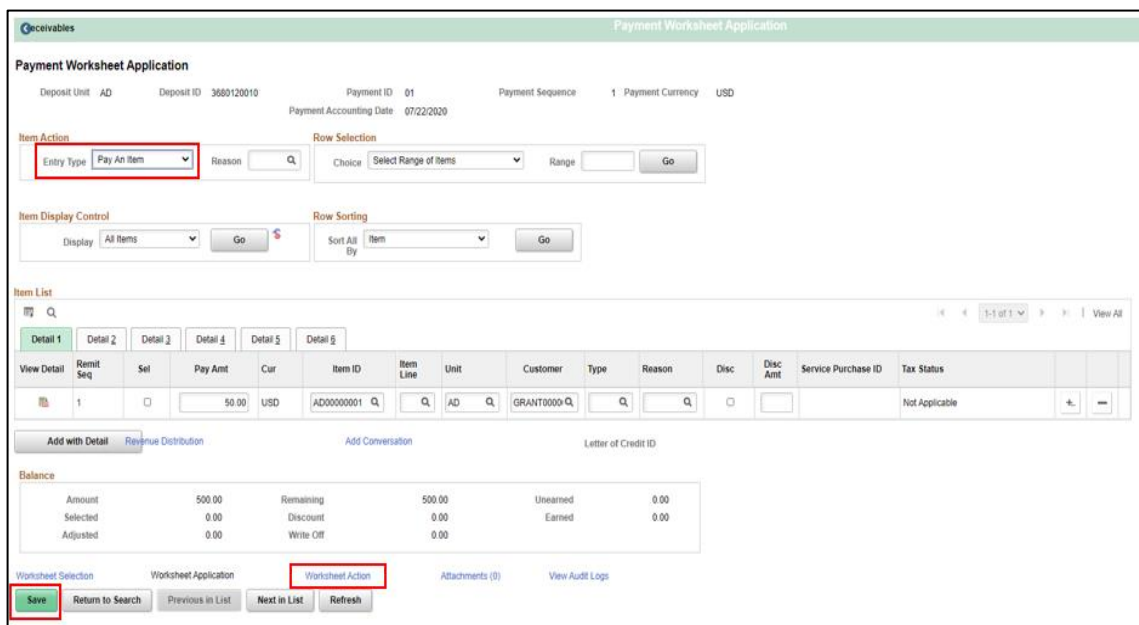
Build Clear Created at: Items: 0

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

Lesson 2: Deposits and Cash Applications

Lecture 1: How to Create Online Deposit and Payment Application

6. On the Payment Worksheet Application page, under the Item Action section, select the **Entry Type** = Pay an Item. Use this step to apply an exact payment to a receivable. Verify/select the **item ID** referenced in the Deposit is checked and has an open item amount equal to the payment amount.
7. Select the 'Save' button.
8. Choose **Worksheet Action** to navigate to the **Payment Worksheet Action** page. This allows the user to choose a posting action for the worksheet or delete/review the worksheet.



Payment Worksheet Application

Deposit Unit: AD Deposit ID: 3680120010 Payment ID: 01 Payment Sequence: 1 Payment Currency: USD
Payment Accounting Date: 07/22/2020

Item Action
Entry Type: **Pay An Item** Reason: [Search] Choice: Select Range of Items Range: [] Go

Item Display Control
Display: All Items Go

Row Sorting
Sort All By: Item Go

Item List

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Service Purchase ID	Tax Status
	1	<input type="checkbox"/>	50.00	USD	AD00000001	Q	AD	GRANT0000	Q		<input type="checkbox"/>			Not Applicable

Add with Detail Revenue Distribution Add Conversation Letter of Credit ID

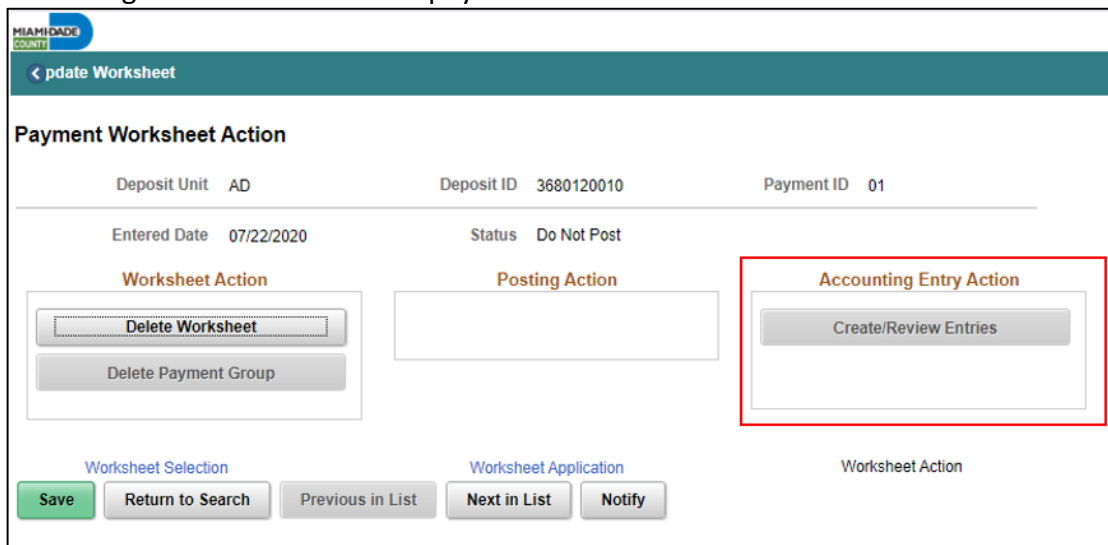
Balance

	Amount	Remaining	Unearned
	500.00	500.00	0.00
Selected	0.00	Discount	0.00
Adjusted	0.00	Write Off	0.00

Worksheet Selection Worksheet Application **Worksheet Action** Attachments (0) View Audit Logs

Save Return to Search Previous in List Next in List Refresh

9. In the Payment Worksheet Action, Select the Create/Review Entries button to enter the accounting entries related to the payment.



MIAMI-DADE COUNTY

Payment Worksheet Action

Deposit Unit: AD Deposit ID: 3680120010 Payment ID: 01
Entered Date: 07/22/2020 Status: Do Not Post

Worksheet Action
Delete Worksheet
Delete Payment Group

Posting Action

Accounting Entry Action
Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

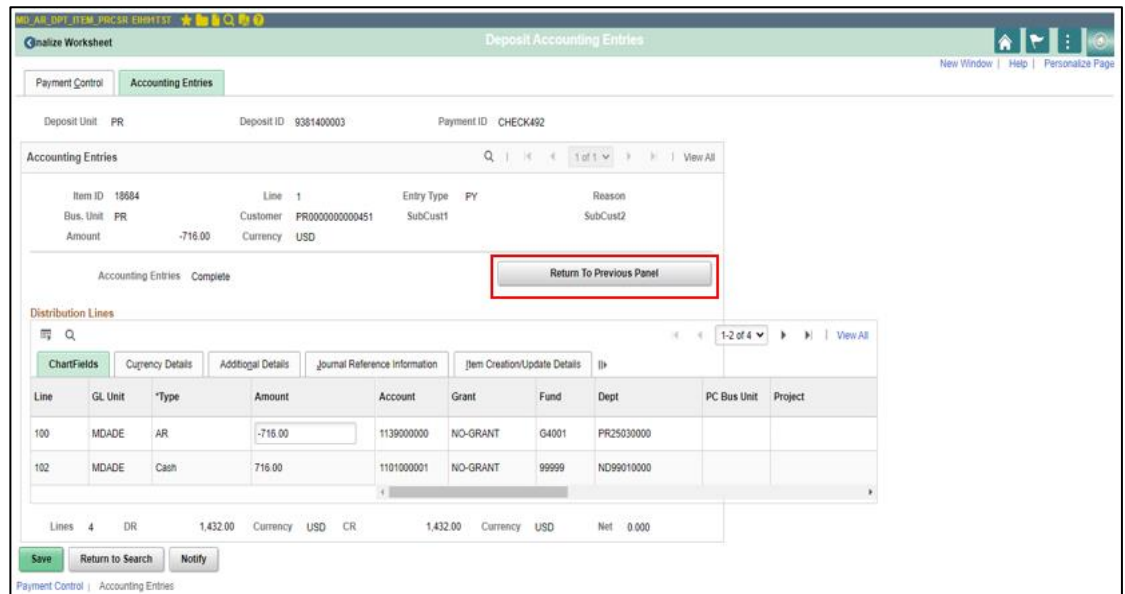
Save Return to Search Previous in List Next in List Notify

Lesson 2: Deposits and Cash Applications

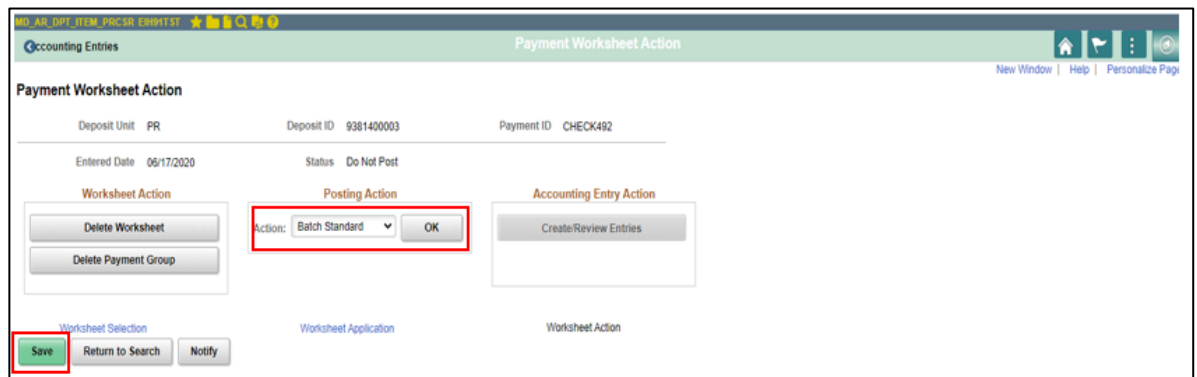
Lecture 1:

How to Create Online Deposit and Payment Application

10. Select the '**Create/Review Entries**' button and view the accounting entries.
11. Select the '**Return to Previous Panel**' button. The Worksheet Action Page will be displayed.



12. Select the Posting Action as "**Batch Standard**" on the Worksheet Action page.
13. Select the '**Save**' button.

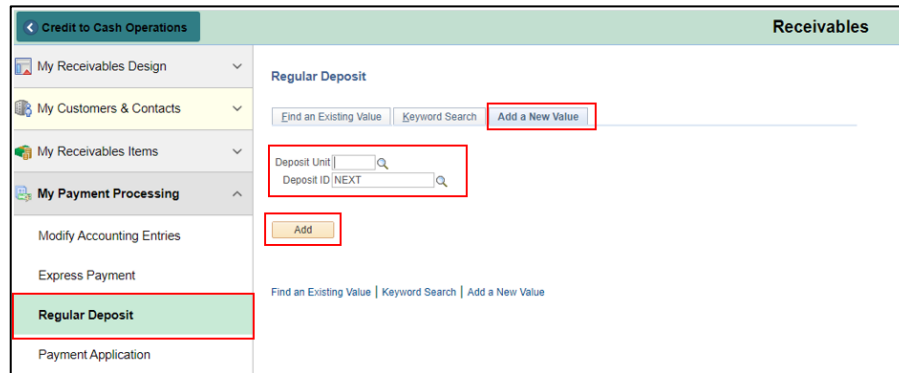


Lesson 2: Deposits and Cash Applications

Lecture 2: How to Create Direct Journal Payments

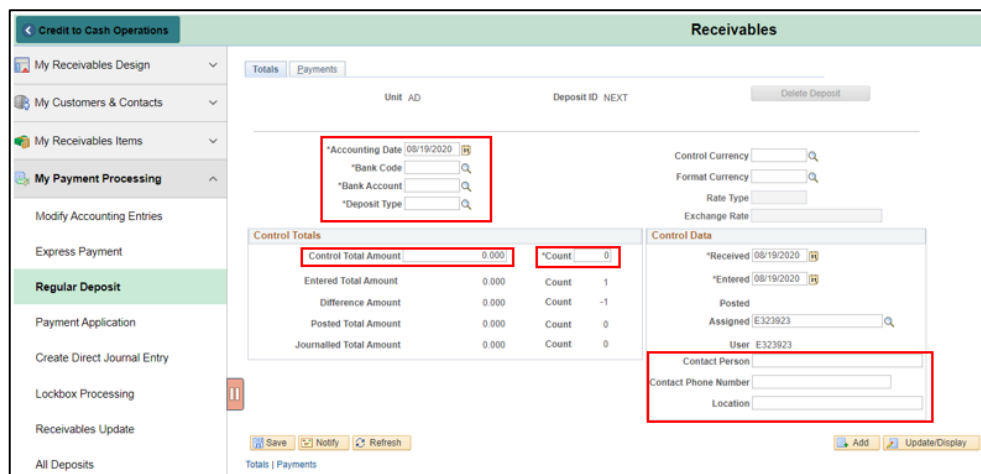
To create a regular deposit, navigate to: **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Payment Processing > Regular Deposit**

1. Select **Add** a new value
2. Select the **Business Unit**
3. Enter the **Deposit ID** (Bank Deposit Slip Number)



The **Totals** tab should be used to enter information for a new deposit or delete a deposit. Once a deposit has been completed, this page will be unavailable.

4. Enter the **Accounting Date** if different than the default
5. Select the **Bank Code**
6. Select the **Bank Account**
7. Select the **Deposit Type**
 - a. 1 – Cash and Check Deposit
 - b. 2 – Credit Card Deposit
 - c. 3 – Wire Transfer
 - d. 4 – Automated Clearing House
8. Enter a Control **Total Amount**
9. Enter the **Count Total**
10. Enter **Contact information** (Name, Phone Number, Location)

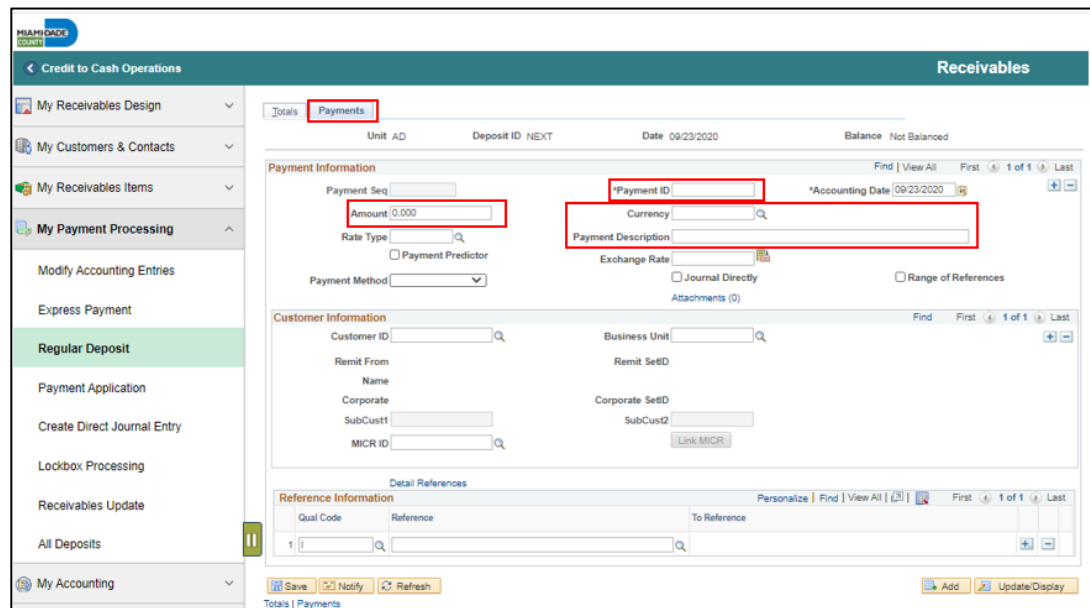


Lesson 2: Deposits and Cash Applications

Lecture 2: How to Create Direct Journal Payments

Use the **Payments** tab to supply further information regarding the deposit. Ensure that the **Journal Directly** option is checked to ensure that the deposit is available for processing.

11. Enter the ***Payment ID** (i.e. check number)
 - The Payment ID is to reference the payment
12. Dollar **Amount**
13. Enter **Currency Code** – USD
14. **Payment Description**

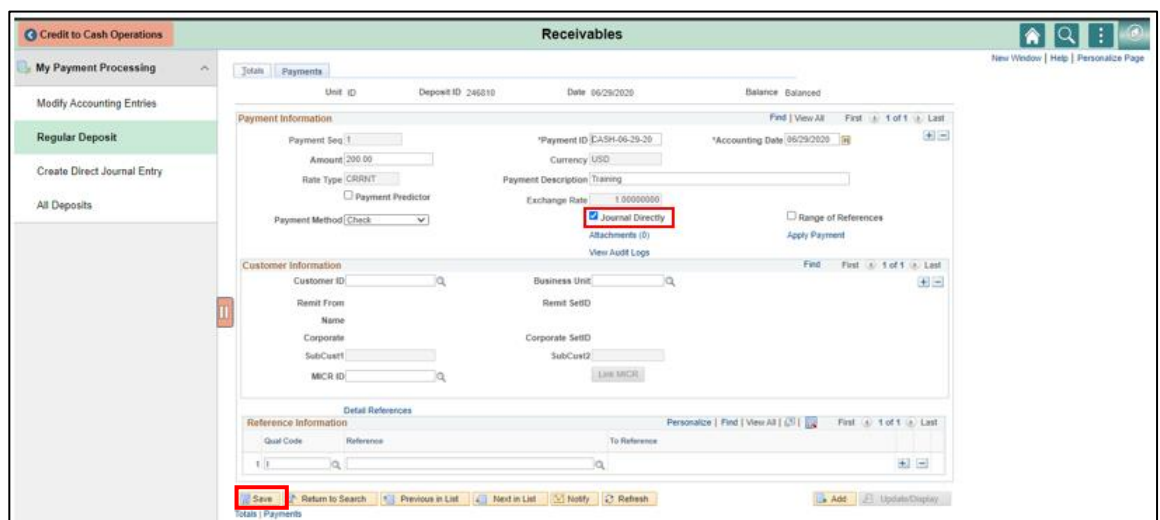


The screenshot shows the 'Credit to Cash Operations' window with the 'Payments' tab selected. The 'Payment Information' section contains the following fields and values:

- Amount: 0.000
- Payment ID: (empty)
- Currency: (empty)
- Payment Description: (empty)
- Journal Directly: ☐

The 'Customer Information' section includes fields for Customer ID, Business Unit, Remit From, Remit SetID, Corporate, Corporate SetID, SubCust1, SubCust2, and MICR ID.

15. Select the **Journal Direct** check box.



The screenshot shows the 'Credit to Cash Operations' window with the 'Payments' tab selected. The 'Payment Information' section contains the following fields and values:

- Amount: 200.00
- Payment ID: CA3H-06-29-20
- Currency: USD
- Payment Description: Training
- Journal Directly: ☒

The 'Customer Information' section includes fields for Customer ID, Business Unit, Remit From, Remit SetID, Corporate, Corporate SetID, SubCust1, SubCust2, and MICR ID.

The 'Save' button is highlighted with a red box.

16. Select **Save**

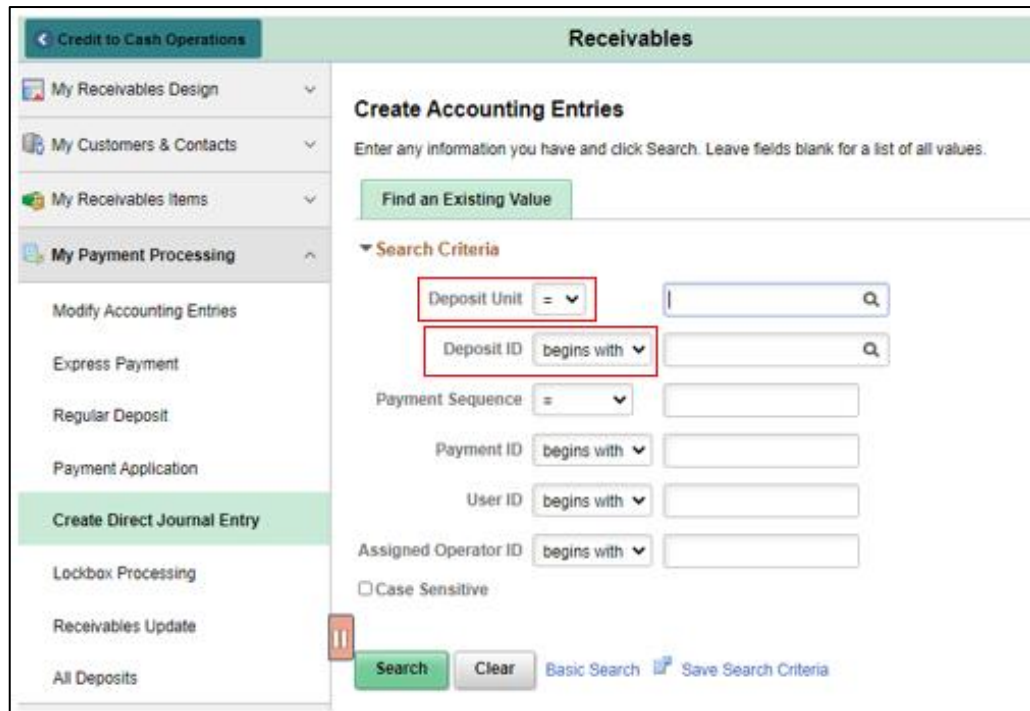
NOTE: If you are ready to process the deposit and enter the ChartFields/Accounting then after saving select the **Apply Payment** Hyperlink. This will immediately take you to the Receivables/Accounting Entries Tab.

Lesson 2: Deposits and Cash Applications

Lecture 2: How to Create Direct Journal Payments

- Once the deposit is entered, users will need to navigate to the accounting entries page to enter the accounting distribution.

Navigate to: **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Payment Processing > Create Direct Journal Entry**



Receivables

Create Accounting Entries

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

Find an Existing Value

Search Criteria

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

☐ Case Sensitive

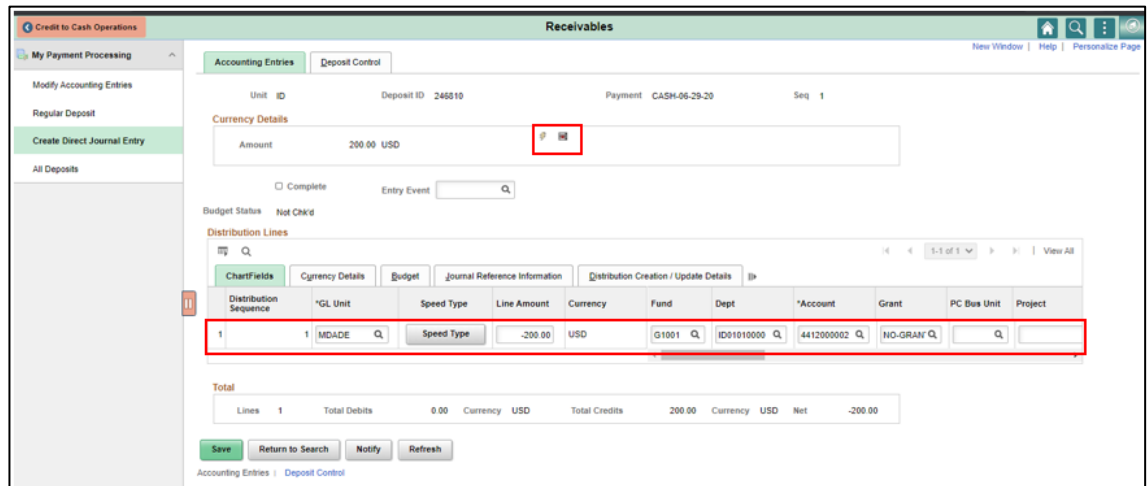
Search **Clear** [Basic Search](#) [Save Search Criteria](#)

1. Select the desired deposit. Information from the deposit will auto-populate.

Lesson 2: Deposits and Cash Applications

Lecture 2: How to Create Direct Journal Payments

2. Update the accounting entries, enter the following values:
 - a. **Line Amount** – Enter a negative dollar amount
 - b. **Fund** – Select the Fund ChartField
 - c. **Department** – Select the Department ChartField
 - d. **Account** - Select the Account ChartField
 - e. **Grant** – Select the Grant ChartField
3. Select the Lighting Bolt to create the offsetting cash entries



Receivables

Unit ID: Deposit ID: 246810 Payment: CASH-06-29-20 Seq: 1

Currency Details

Amount: 200.00 USD

☐ Complete Entry Event: [Search]

Budget Status: Not Chg'd

Distribution Lines

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		

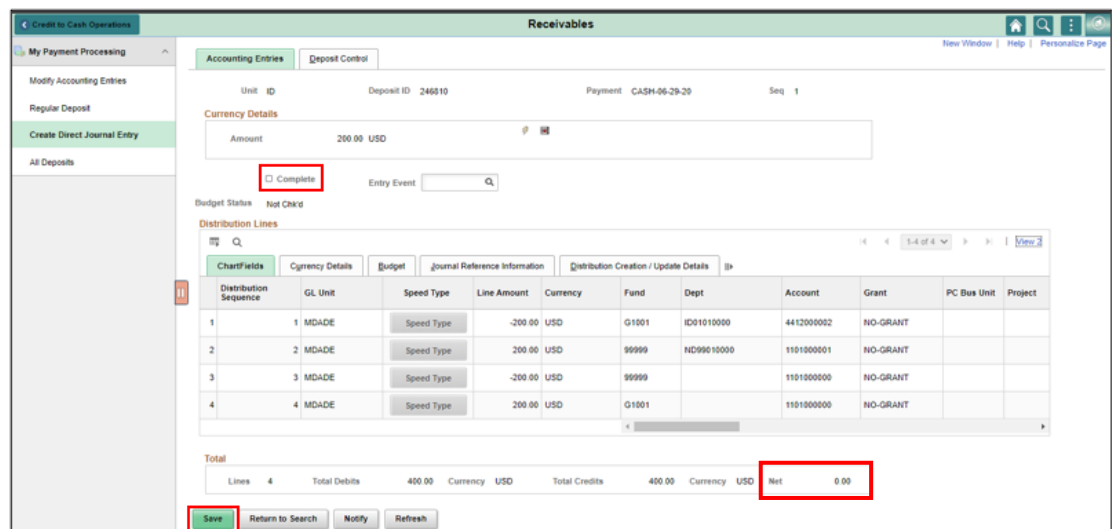
Total

Lines: 1 Total Debits: 0.00 Currency: USD Total Credits: 200.00 Currency: USD Net: -200.00

Buttons: Save Return to Search Notify Refresh

NOTE: Ensure that the deposit is balanced and that your Net is equal to 0.00 before saving. Deposits can be modified and deleted before accounting entries are successfully budget checked and shown as Complete.

4. Select the **Complete** box and select **Save**.



Receivables

Unit ID: Deposit ID: 246810 Payment: CASH-06-29-20 Seq: 1

Currency Details

Amount: 200.00 USD

☒ Complete Entry Event: [Search]

Budget Status: Not Chg'd

Distribution Lines

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	ND99910000	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		

Total

Lines: 4 Total Debits: 400.00 Currency: USD Total Credits: 400.00 Currency: USD Net: 0.00

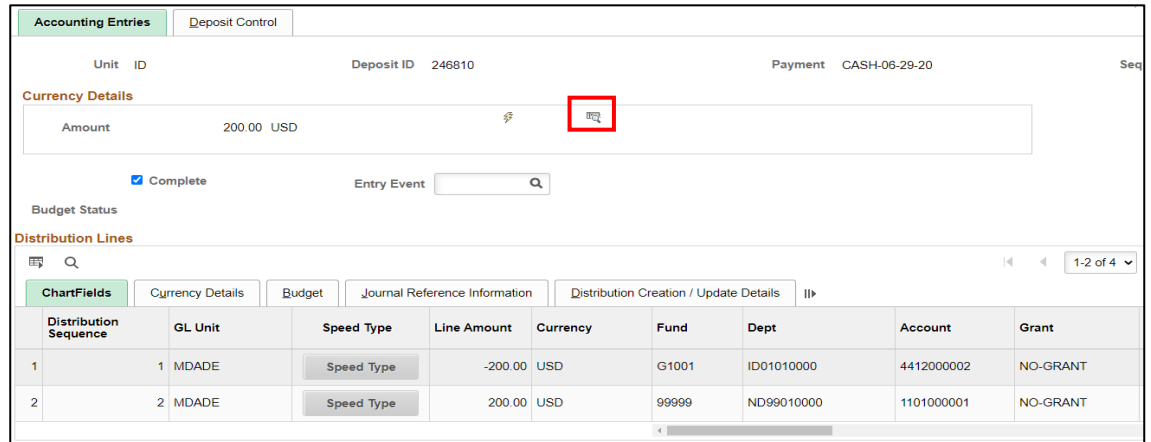
Buttons: Save Return to Search Notify Refresh

Lesson 2: Deposits and Cash Applications

Lecture 2:

How to Create Direct Journal Payments

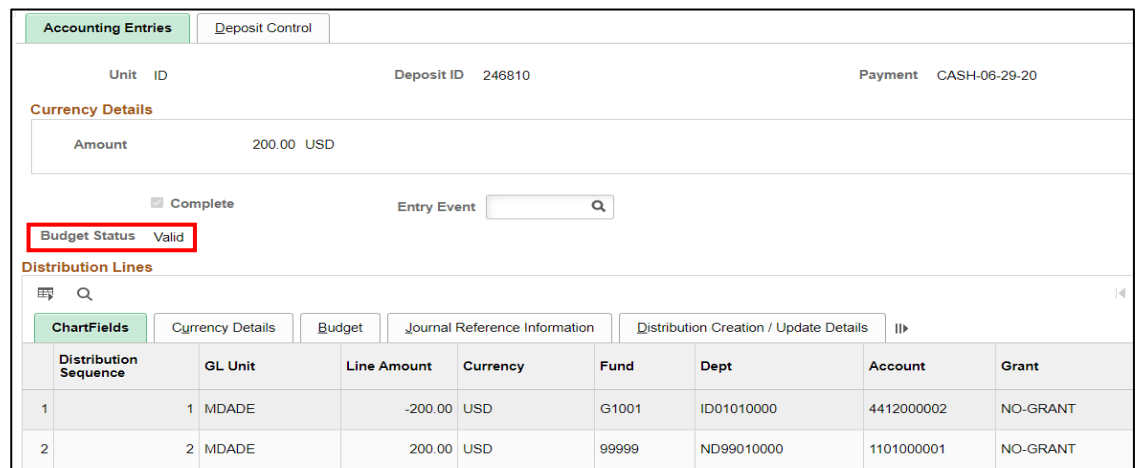
5. Select the **Budget Check** icon. 



The screenshot shows the 'Accounting Entries' form with the 'Deposit Control' tab selected. The 'Currency Details' section shows an amount of 200.00 USD. A red box highlights the 'Budget Check' icon (a document with a magnifying glass) in the top right corner of the 'Currency Details' section. Below this, the 'Budget Status' is set to 'Complete' and the 'Entry Event' is empty. The 'Distribution Lines' section shows two lines with a 'Speed Type' dropdown menu.

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

6. Once the **Budget Check** Icon is selected notice how **Budget Status** states **Valid**.



The screenshot shows the same 'Accounting Entries' form, but now the 'Budget Status' is set to 'Valid' (highlighted with a red box). The 'Entry Event' is still empty. The 'Distribution Lines' section remains the same.

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

NOTE: The Journal Generator process will send the entries to GL. AR users will not be running the journal generator. This will be an automated batch process in production.

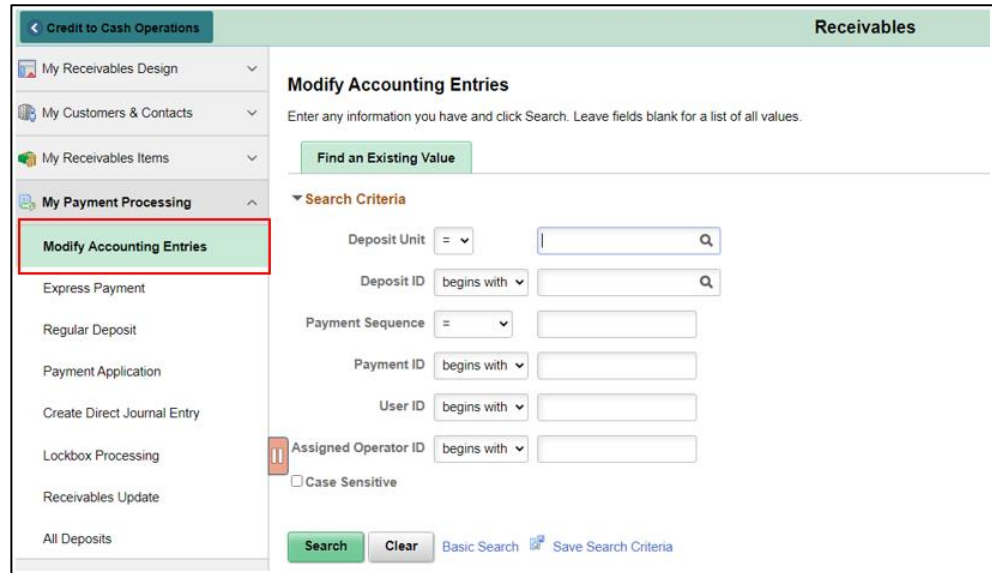
Lesson 2: Deposits and Cash Applications

Lecture 2:

How to Create Direct Journal Payments

To modify or review an accounting entry, navigate to the **Modify Accounting Entries**.

Navigate to: **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Payment Processing > Modify Accounting Entries**



Receivables

Modify Accounting Entries

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

Find an Existing Value

Search Criteria

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

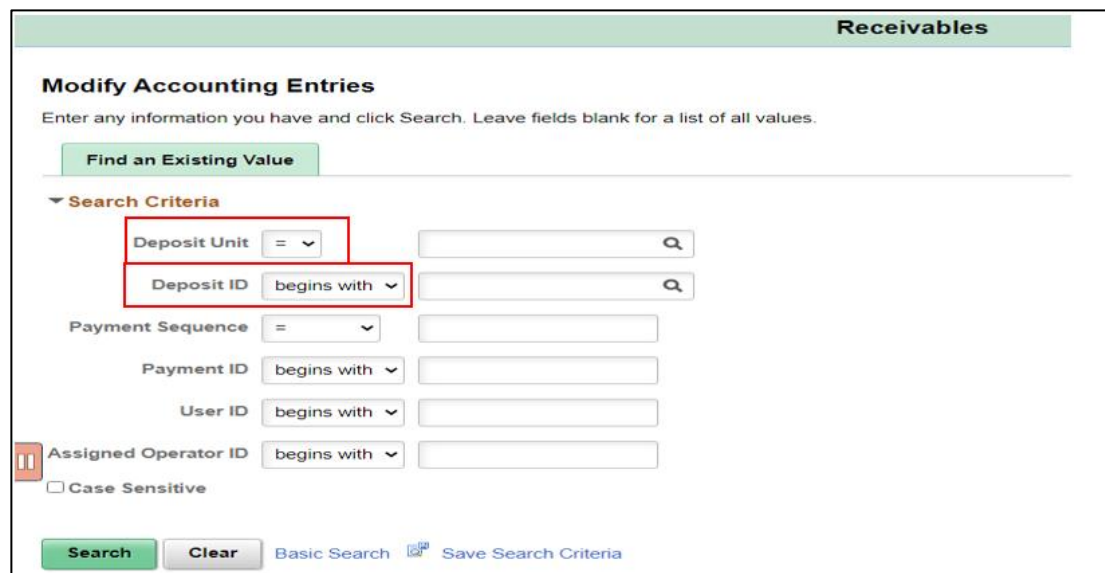
User ID begins with

Assigned Operator ID begins with

☐ Case Sensitive

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

1. Enter the Deposit Unit and the Deposit ID.



Receivables

Modify Accounting Entries

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

Find an Existing Value

Search Criteria

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

☐ Case Sensitive

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

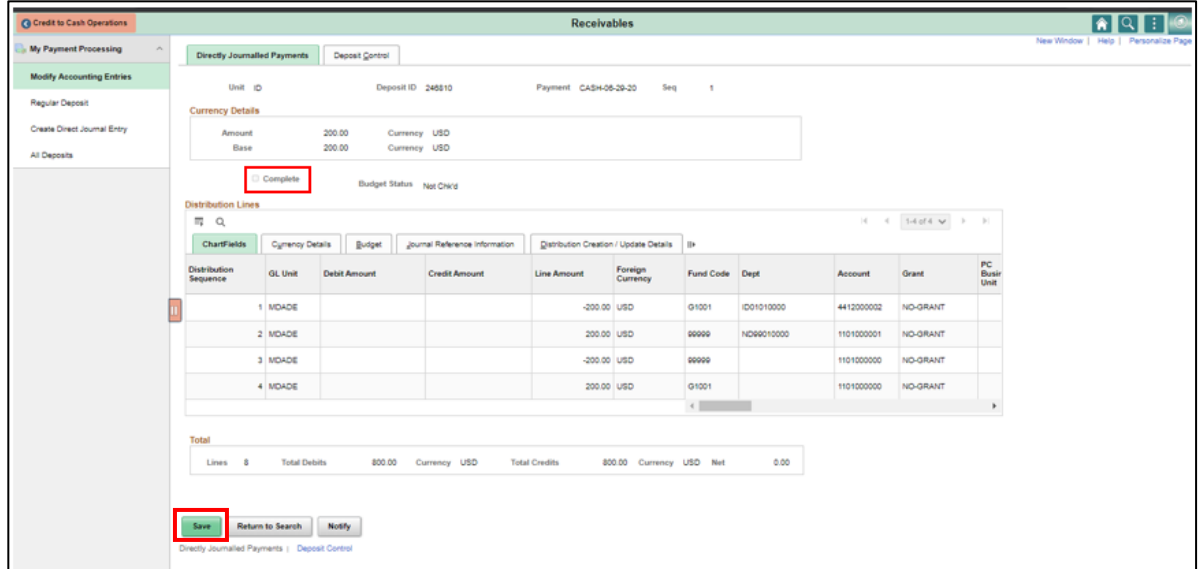
Lesson 2: Deposits and Cash Applications

Lecture 2: How to Create Direct Journal Payments

- To begin editing, uncheck the **Complete** box.

NOTE: A direct deposit journal entry can be modified only before it has been budget checked.

- Select **Save**.



Receivables

Unit ID: Deposit ID: 245510 Payment: CA3H-05-28-20 Seq: 1

Currency Details

Amount	200.00	Currency	USD
Base	200.00	Currency	USD

☒ Complete Budget Status: Not Chkd

Distribution Lines

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Fund Code	Dept	Account	Grant	PC Busi Unit
1	MDADE			-200.00	USD	G1001	DD1010000	4412000002	NO-GRANT	
2	MDADE			200.00	USD	99999	ND99010000	1101000001	NO-GRANT	
3	MDADE			-200.00	USD	99999		1101000000	NO-GRANT	
4	MDADE			200.00	USD	G1001		1101000000	NO-GRANT	


Total

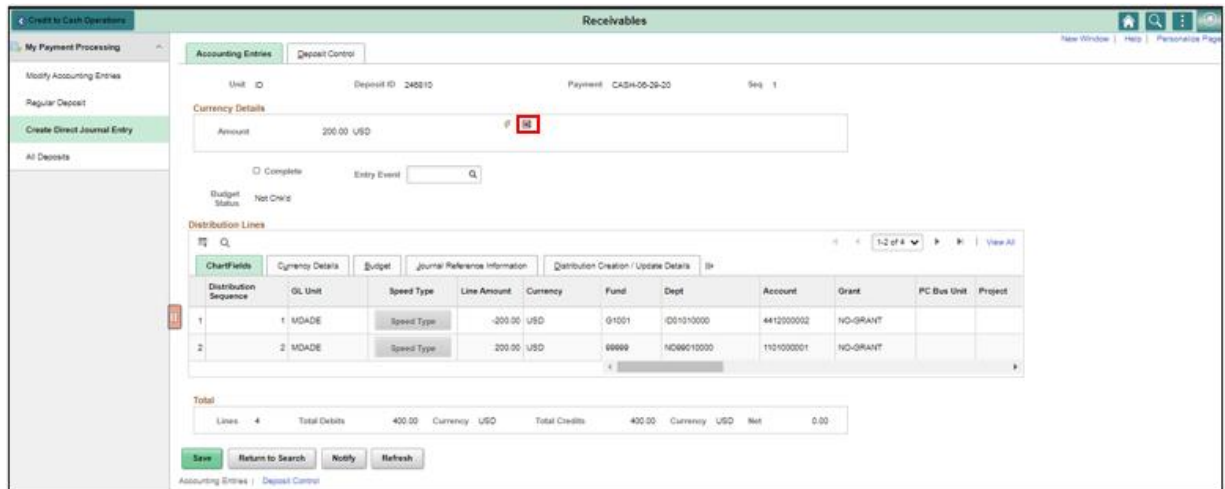
Lines	8	Total Debits	800.00	Currency	USD	Total Credits	800.00	Currency	USD	Net	0.00
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Directly Journalled Payments | Deposit Control

Lesson 2: Deposits and Cash Applications

Lecture 2: How to Create Direct Journal Payments


1. In the Currency Details Section, select the **Delete Icon** . This will delete the generated accounting lines and open the ChartFields for editing.



Receivables

Unit ID: Deposit ID: 240810 Payment: CASH-05-20-20 Seq: 1

Currency Details

Amount: 200.00 USD 

☐ Complete Entry Event:

Budget Status: Not Child

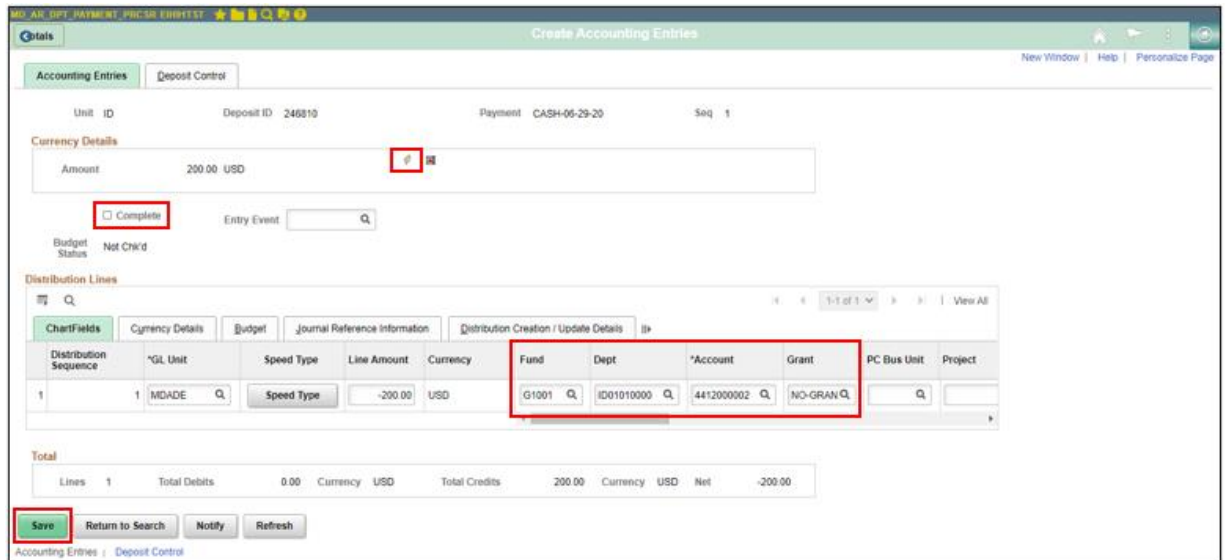
Distribution Lines

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	Account	Grant	PC Bus Unit	Project
1	1	MDADE	-200.00	USD	G1001	ID01010000	4412000002	NO-GRANT		
2	2	MDADE	200.00	USD	66669	NO66010000	1101000001	NO-GRANT		

Total: Lines: 4 Total Debits: 400.00 Currency: USD Total Credits: 400.00 Currency: USD Net: 0.00

Save **Return to Search** **Notify** **Refresh**


2. Update the accounting entries:
 - a. **Fund** – Select the Fund chart field
 - b. **Department** – Select the Department chart field
 - c. **Account** - Select the Account chart field
 - d. **Grant** – Select the Grant chart field
3. Select the Lighting Bolt to create the offsetting cash entries. Select the **Complete** box and select **Save**.



Create Accounting Entries

Unit ID: Deposit ID: 240810 Payment: CASH-05-20-20 Seq: 1

Currency Details

Amount: 200.00 USD 

☒ Complete Entry Event:

Budget Status: Not Child

Distribution Lines

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Grant	PC Bus Unit	Project
1	1	MDADE	-200.00	USD	G1001	ID01010000	4412000002	NO-GRANT		

Total: Lines: 1 Total Debits: 0.00 Currency: USD Total Credits: 200.00 Currency: USD Net: -200.00

Save **Return to Search** **Notify** **Refresh**

4. Once saved select the **Budget Check Icon**  and notice how **Budget Status** states **Valid**.

Lesson 2: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 1 on the FIN 204 Training Activity and Data Sheet.

This activity will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will perform the activity by following the FIN 204 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if you have questions.

Lesson 2: Training Exercise 1

Debrief



1. What should be entered as the deposit ID value?

2. How is the payment related to an open item?

Lesson 2: Lesson Summary

Lesson Summary

Having completed the Deposits and Cash Application lesson, Users should be able to:

- Enter a Deposit for a Customer



Lesson 2: Training Activity 2

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 2 on the FIN 204 Training Activity and Data Sheet.

This activity will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will perform the activity by following the FIN 204 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if you have questions.

Lesson 2: Training Exercise 2

Debrief



1. How do you identify that a payment is a Report of Collection (ROC)?

2. What additional step is required when entering a deposit that should be directly journaled?

Lesson 2: Lesson Summary

Lesson Summary

Having completed the Deposit and Cash Application, users should be able to:

- Enter a Direct Journal Payment

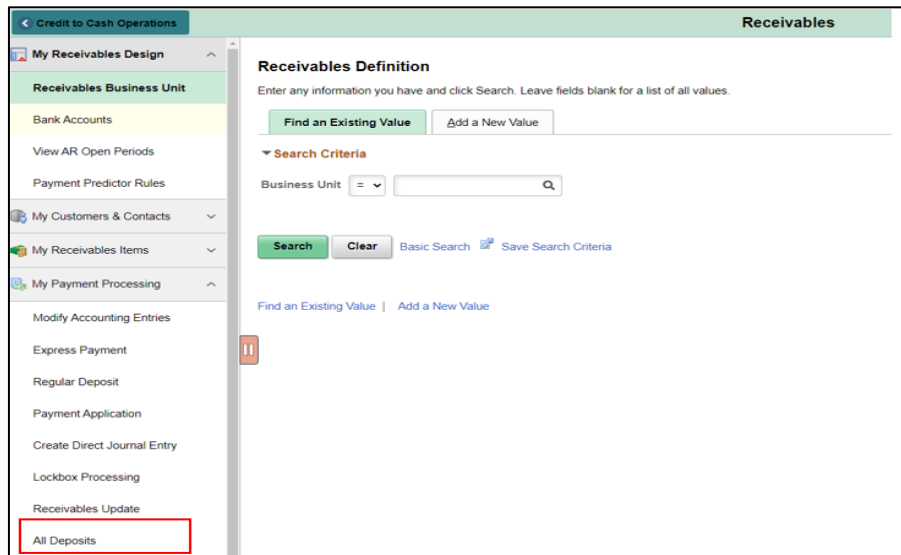


Lesson 2: Deposits and Cash Applications

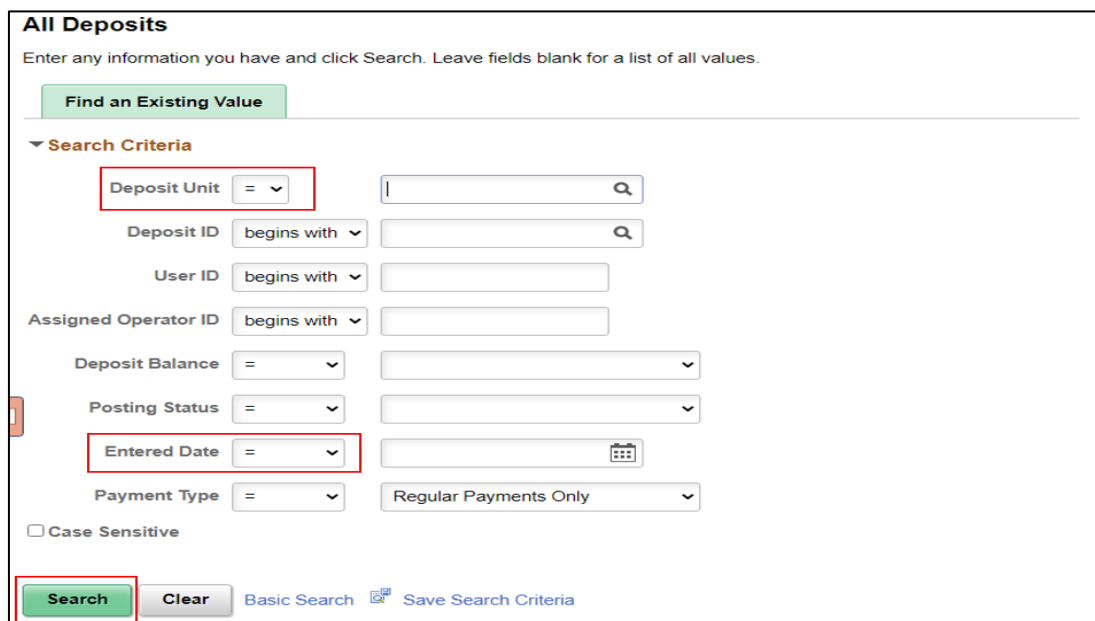
Lecture 3: Inbound Deposits

Navigate back to the **All Deposit** page

Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Payments Processing > All Deposits



1. **Deposit Unit** – Enter your Business Unit
2. **Entered Date** – Date of the Deposit
3. Select **Search**
 - This will display all the deposits made on that particular day within the user's business unit.



Lesson 2: Deposits and Cash Applications

Lecture 3: Inbound Deposits


MD_AR_DPT_PAYMENT_PRCR E091TST

OME All Deposits

All Deposits

Unit	ID	Deposit ID	123456789
Accounting Date	06/29/2020	Deposit Balance	Balanced

Bank Code	WELLS Wells Fargo
Bank Account	W001 *****6888

Deposit Type	Cash and C	Cash Control	N
Rate Type	CRRNT	Control Currency	USD
Format Currency	USD	Exchange Rate	
Payment Type	Payment	Deposit Status	Partially Applied

Totals and Counts

Control Total Amount	100.00	Count	1
Entered Total Amount	100.00	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	06/29/2020
Entered	06/29/2020
Posted	
Assigned	MD_AR_DPT_PAYMENT_PRCR
User	MD_AR_DPT_PAYMENT_PRCR

Return to Search Previous in List Next in List Notify

Select a deposit to view the deposit details, for example Total Amount Deposited and Total Count of Payments.

Lesson 2: Training Activity 3

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 2 on the FIN 204 Training Activity and Data Sheet.

This activity will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will perform the activity by following the FIN 204 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if you have questions.

Lesson 2: Training Exercise 3

Debrief



1. A direct journal payment is used to replace the report of collection (ROC) process.
True/False

2. Will the chart of accounts be required for direct journal payments to post into the general ledger? Yes/No

Lesson 2: Lesson Summary

Lesson Summary



Having completed the Deposits and Cash Applications lesson, users should be able to:

- Create Online Deposit and Payment Application
- Create Direct Journal Payments
- Create Inbound Deposits

Module 3: Maintain Receivables

Lessons

This module includes the following lessons:

How to Review Items

How to Create Write-Offs

Lesson 1: How to Review Items

Key Terms



The following key terms are used in this Lesson:

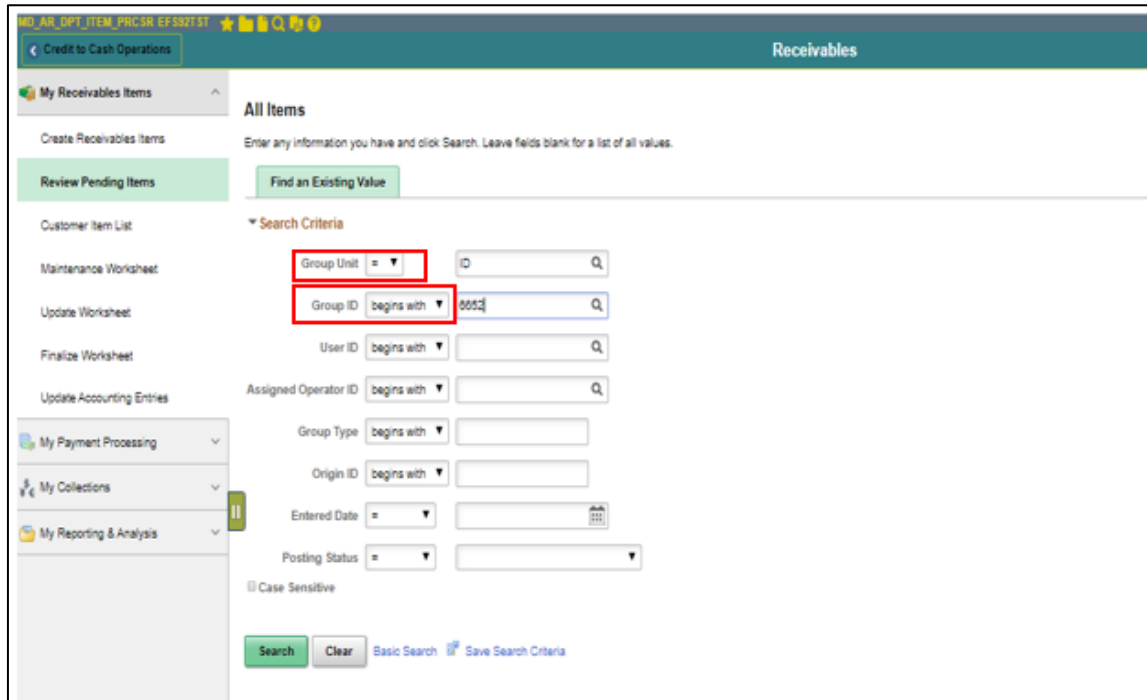
Term	Definition
AR Update	A batch process used to update customer balances and create accounting entries.
Bank Account	A bank account identifier represents the bank account in which transactions are made
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.
Billing Interface	The billing interface enables automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing, or an external system, such as ISD M5.
Chart Fields	INFORMS data element that has a validated listed of values. Known as Financial Structure
Customer ID	The Customer ID is a unique identifier associated to a customer
Deposit ID	The Deposit ID is the deposit slip number provided on the departments assigned deposit booklet
Direct Journal	A Direct Journal is used to record a non-AR item in INFORMS. Previously known as Report of Collections (ROC)
INFORMS	Integrated Financials Resource Management System
Item	Is the money owed by customers to another entity in exchange for goods or services that have been delivered or used, but not yet paid for
Payment Predictor	Payment Predictor is used to process payments automatically against an AR item to offset the accounts receivable balance for the item and post cash to GL
Receivables	Is the money owed by customers to another entity in exchange for goods or services that have been delivered or used, but not yet paid for.

Lesson 1: How to Review Items

Lecture 1: Verify Item Status

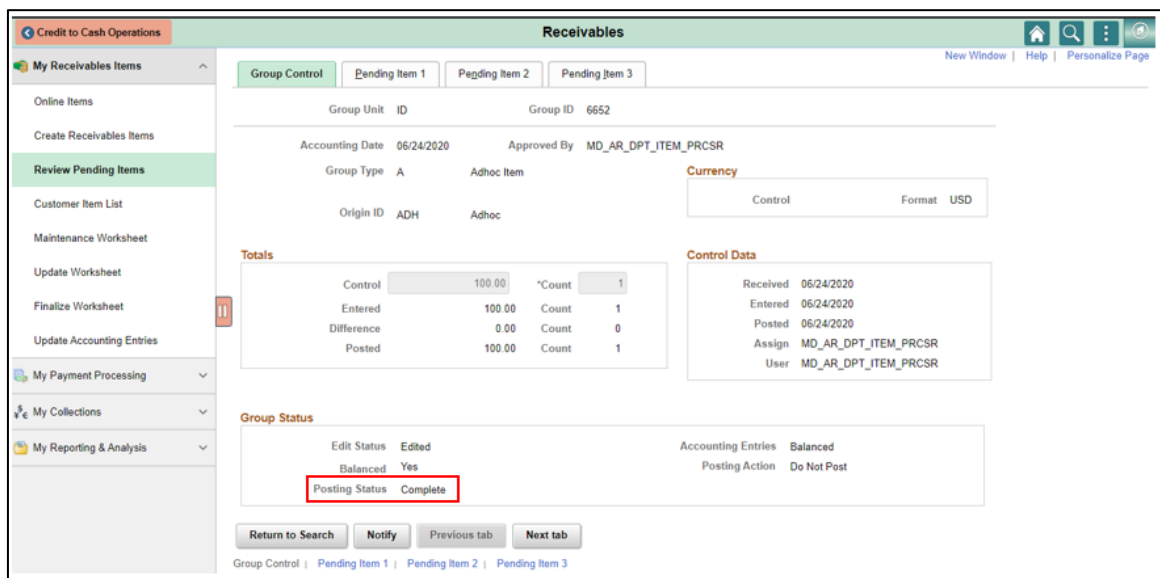
To verify that the group has been posted, navigate to the **Group Control** page.

Navigate to: Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Receivables Items > Review Pending Items



The screenshot shows the 'Review Pending Items' search criteria page. The left sidebar contains navigation links: 'My Receivables Items', 'Create Receivables Items', 'Review Pending Items' (highlighted), 'Customer Item List', 'Maintenance Worksheet', 'Update Worksheet', 'Finalize Worksheet', 'Update Accounting Entries', 'My Payment Processing', 'My Collections', and 'My Reporting & Analysis'. The main area is titled 'All Items' and includes a 'Find an Existing Value' button. Below this is the 'Search Criteria' section with various filters: 'Group Unit' (dropdown), 'Group ID' (dropdown with 'begins with' selected and '6652' entered), 'User ID' (dropdown with 'begins with' selected), 'Assigned Operator ID' (dropdown with 'begins with' selected), 'Group Type' (dropdown with 'begins with' selected), 'Origin ID' (dropdown with 'begins with' selected), 'Entered Date' (dropdown), and 'Posting Status' (dropdown). There are also checkboxes for 'Case Sensitive' and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. Enter your **Group Unit (Business Unit)**
2. Enter a **Group ID**
 - On the **Group Control** page, the **Posting Status** will display Complete.



The screenshot shows the 'Group Control' page for a pending item. The top navigation bar includes 'Credit to Cash Operations' and 'Receivables'. The left sidebar is the same as the previous screenshot. The main area has tabs for 'Group Control', 'Pending Item 1', 'Pending Item 2', and 'Pending Item 3'. The 'Group Control' tab is active, displaying details for Group Unit ID 6652. The 'Accounting Date' is 06/24/2020, and the 'Approved By' is MD_AR_DPT_ITEM_PRCR. The 'Group Type' is A (Adhoc Item), and the 'Origin ID' is ADH (Adhoc). The 'Currency' is USD. Below this is a 'Totals' table showing the status of the item: Control (100.00, Count 1), Entered (100.00, Count 1), Difference (0.00, Count 0), and Posted (100.00, Count 1). To the right is a 'Control Data' table showing the item's history: Received (06/24/2020), Entered (06/24/2020), Posted (06/24/2020), Assign (MD_AR_DPT_ITEM_PRCR), and User (MD_AR_DPT_ITEM_PRCR). At the bottom, the 'Group Status' section shows 'Edit Status' (Yes), 'Balanced' (Yes), and 'Posting Status' (Complete, highlighted with a red box). There are also buttons for 'Return to Search', 'Notify', 'Previous tab', and 'Next tab'.

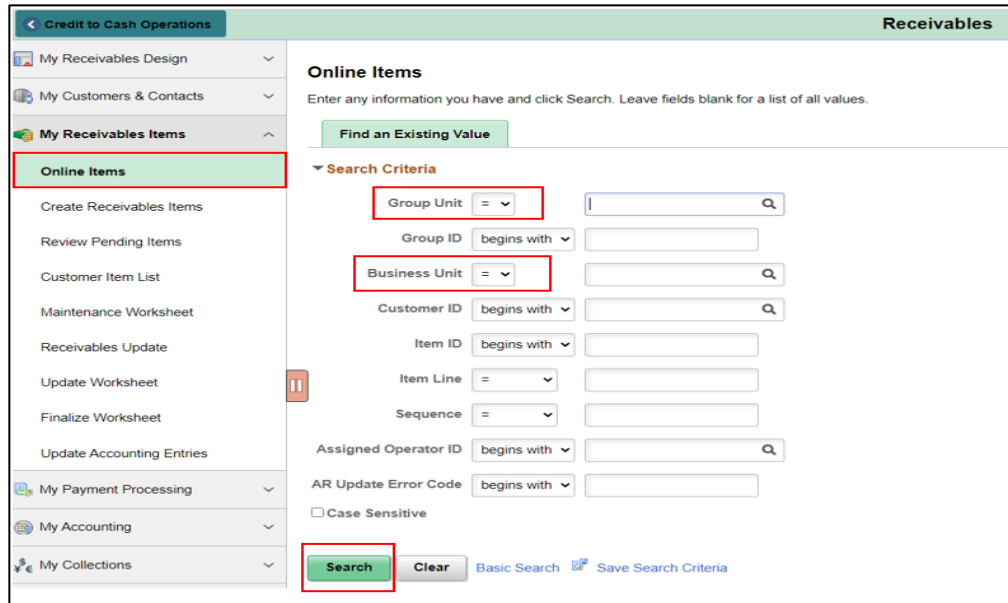
Lesson 1: How to Review Items

Lecture 2: Correcting Posting Errors

If the posting status contains an error, choose **Error Info** to view more information regarding the error. **Explain** will provide further details.

To correct the error, choose the component that needs to be corrected.

Navigate to: **Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Receivables Items > Online Items**



Online Items

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

Find an Existing Value

Search Criteria

Group Unit = [] []

Group ID begins with [] []

Business Unit = [] []

Customer ID begins with [] []

Item ID begins with [] []

Item Line = [] []

Sequence = [] []

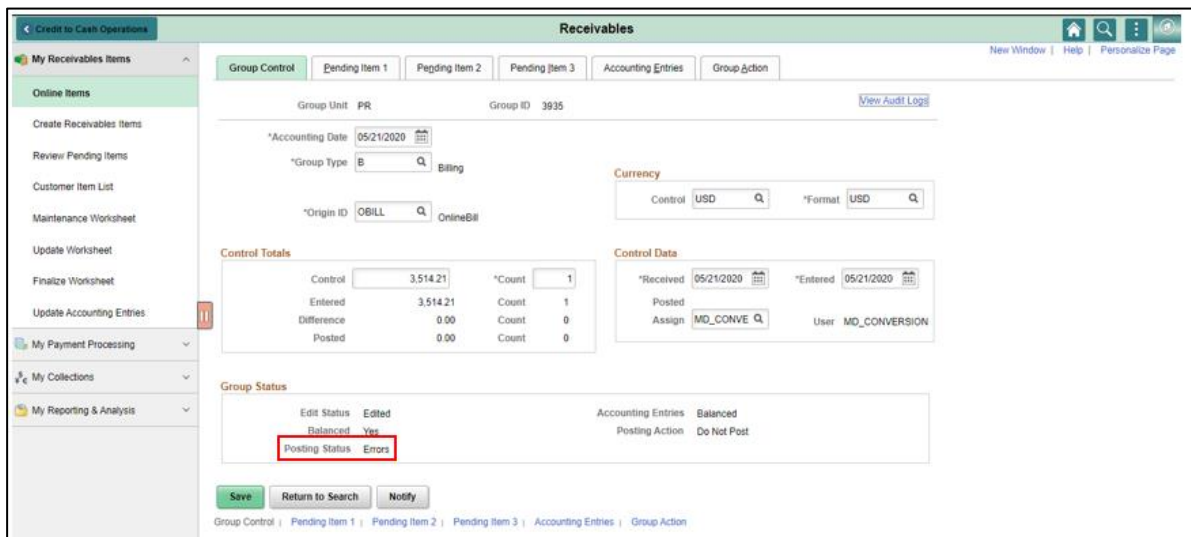
Assigned Operator ID begins with [] []

AR Update Error Code begins with [] []

☐ Case Sensitive

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

1. Enter the **Group unit** and **Business unit**. Both are equal to the user's Business Unit.
2. Select Search.
3. Select an item in Error to correct.



Receivables

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit PR Group ID 3935 [View Audit Log](#)

*Accounting Date 05/21/2020

*Group Type B Billing

*Origin ID OBILL OnlineBill

Control Totals

	Control	*Count
Entered	3,514.21	1
Difference	0.00	0
Posted	0.00	0

Control Data

*Received 05/21/2020 *Entered 05/21/2020

Posted Assign MD_CONVE User MD_CONVERSION

Group Status

Edit Status	Edited	Accounting Entries	Balanced
Posting Status	Errors	Posting Action	Do Not Post

Save **Return to Search** **Notify**

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

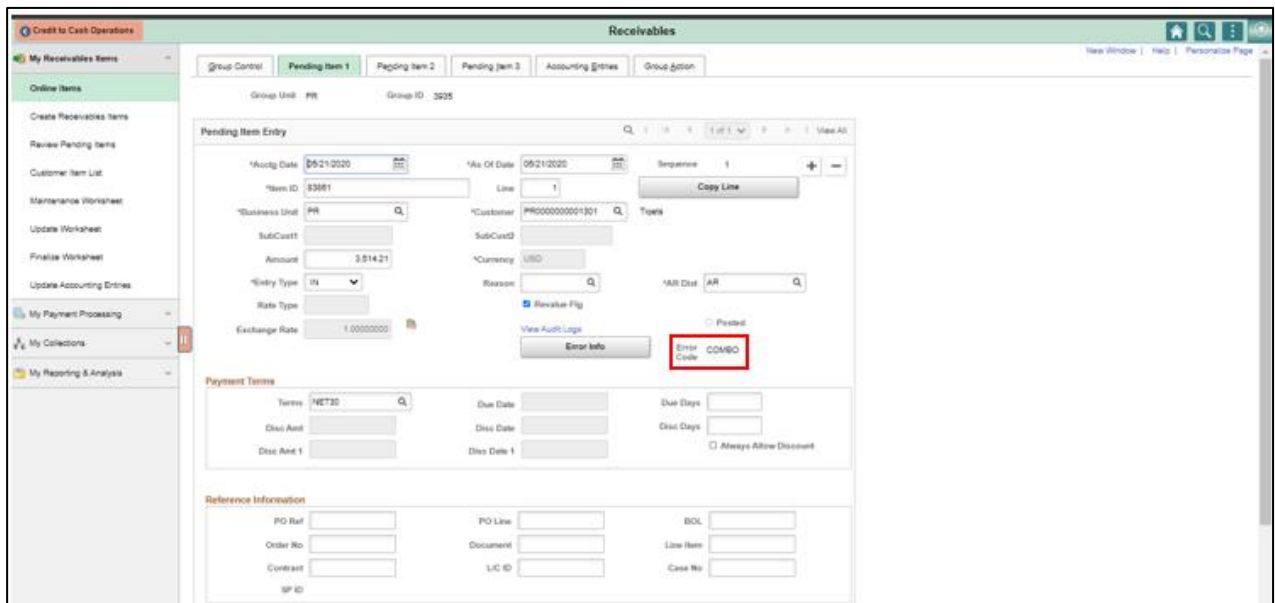
- In the Group Control Tab, users will notice the posting status is equal to Error.

Lesson 1: How to Review Items

Lecture 2: Correcting Posting Errors

4. Select Pending Item 1 Tab

- Users will notice the Error Code is equal to the corresponding Error.

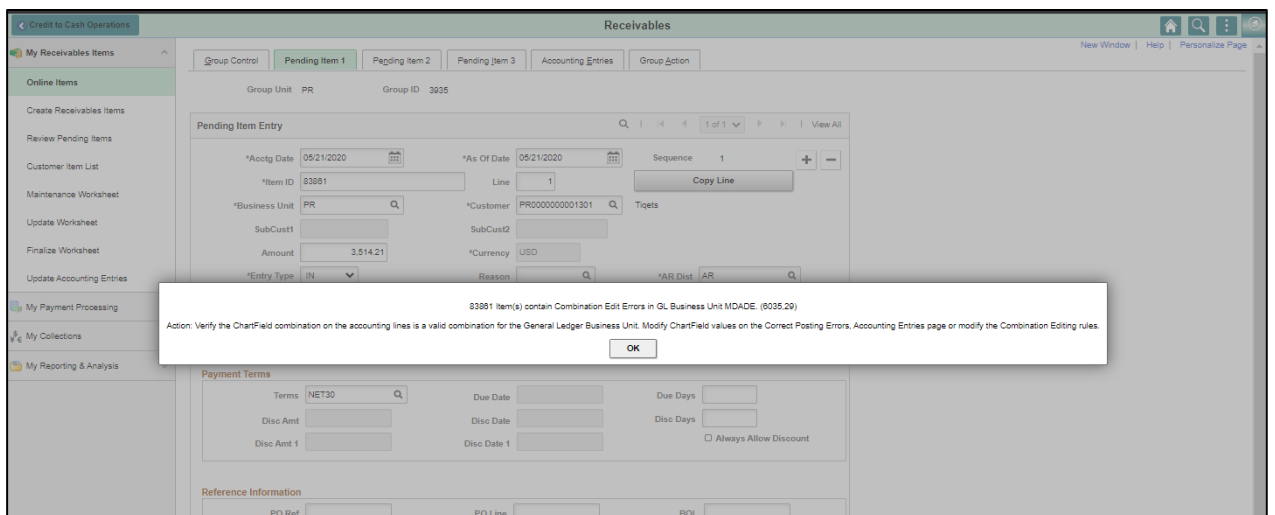


The screenshot shows the 'Receivables' application window with the 'Pending Item 1' tab selected. The 'Pending Item Entry' section contains the following fields:

- *Acctg Date: 05/21/2020
- *As Of Date: 05/21/2020
- Sequence: 1
- *Item ID: 83881
- Line: 1
- *Business Unit: PR
- *Customer: PR0000000001301
- SubCust1:
- SubCust2:
- Amount: 3,514.21
- *Currency: USD
- *Entry Type: IN
- Rate Type:
- Exchange Rate: 1.00000000
- Reason:
- *AR Dist: AR
- *Error Code: **COMBO** (highlighted with a red box)

Below the 'Pending Item Entry' section are the 'Payment Terms' and 'Reference Information' sections.

5. Select the **Error Info** Button and a popup box will be displayed. Explaining the item's error.



The screenshot shows the same 'Receivables' application window, but with an error message popup displayed over the 'Pending Item Entry' section. The popup contains the following text:

83881 Item(s) contain Combination Edit Errors in GL Business Unit MDADE (0035.20)
Action: Verify the ChartField combination on the accounting lines is a valid combination for the General Ledger Business Unit. Modify ChartField values on the Correct Posting Errors, Accounting Entries page or modify the Combination Editing rules.

The 'OK' button is visible at the bottom of the popup.

Lesson Summary



- How to Verify Item Status
- How to Correct Posting Errors

Lesson 2: How to Create Write-Offs

Lesson 2: Overview

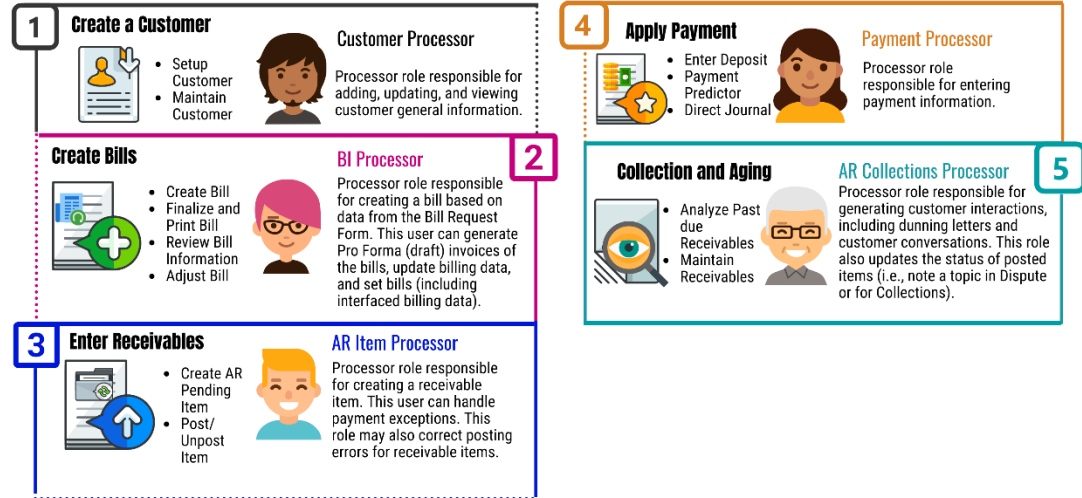
At the conclusion of this lesson, users will be able to:

- Create Write-Offs
- Approve Write-Offs

Lesson 2: How to Create Write-Offs

Lesson 2: Introduction

INVOICE TO CASH Business Process



Lesson 2: How to Create Write-Offs

Key Terms

The following key terms are used in this Lesson:



Term	Definition
AR Update	A batch process used to update customer balances and create accounting entries.
Bank Account	A bank account identifier represents the bank account in which transactions are made
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.
Billing Interface	The billing interface enables automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing, or an external system, such as ISD M5.
ChartField	A term to represent the chart of accounts. Sometimes the term is used by the INFORMS team to reference a specific field within the chart of accounts (i.e., Fund, Account, Dept ID).
Customer ID	The Customer ID is a unique identifier associated to a customer
Deposit ID	The Deposit ID is the deposit slip number provided on the departments assigned deposit booklet
Direct Journal	A Direct Journal is used to record a non-AR item in INFORMS. Previously known as Report of Collections (ROC)
INFORMS	Integrated Financials Resource Management System
Item	An Item represents a good that is purchased from the supplier. Unique identifiers may be established in the Item Master table for an item to reduce redundant data entry during requisition and purchase order processing.
Payment Predictor	Payment Predictor is used to process payments automatically against an AR item to offset the accounts receivable balance for the item and post cash to GL
Receivables	Is the money owed by customers to another entity in exchange for goods or services that have been delivered or used, but not yet paid for.

Lesson 2: How to Create Write-Offs

Lecture 1:

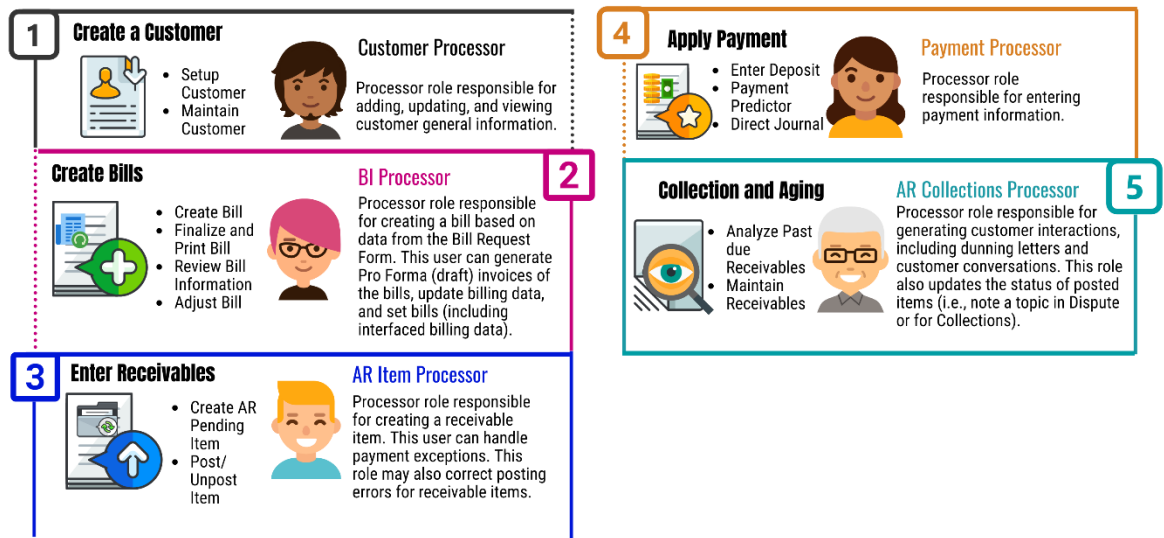
This lesson will review How to Create Write-Offs.

Create Write-Offs

Miami-Dade County I/O 3-9, provides departmental responsibilities over the administration of customer accounts receivable and the actions required to adjust uncollectible accounts receivable.

A department shall declare an account “past due” if not paid within thirty (30) days of the due date. If not paid within ninety (90) days of the due date, the account shall be considered “delinquent.” In all cases, the exercise of due diligence in collecting an account requires prompt notification of the account’s “past due” status to the obligee and request for payment. Every effort shall be made to collect a debt prior to it falling into the “delinquent” category.

INVOICE TO CASH Business Process



Lesson 2: How to Create Write-Offs

Lecture 1: Create Write-Offs

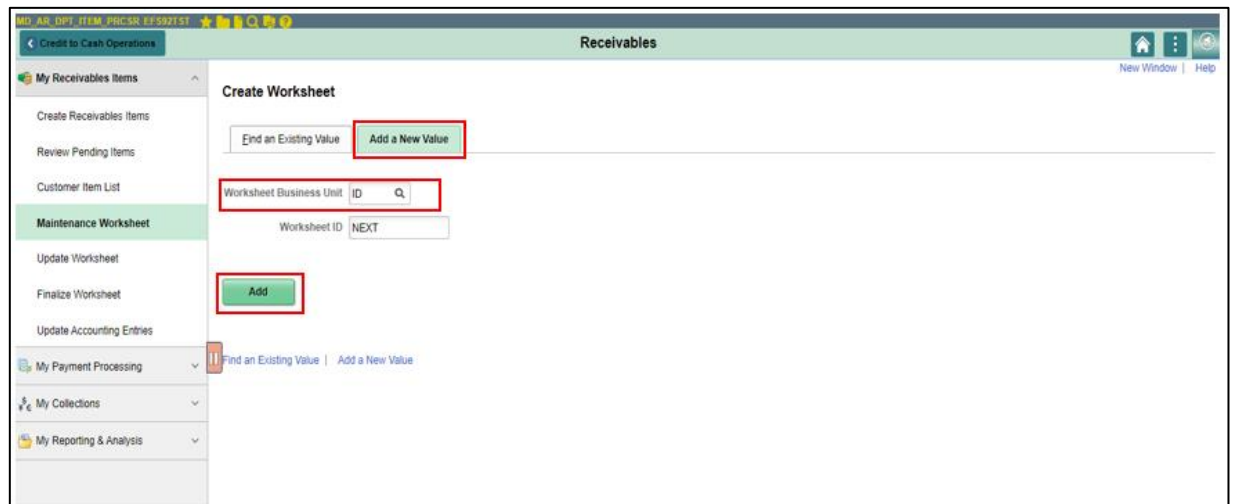
The **Application Worksheet** page allows users to select information through the selection and sorting features. The user can also view details by choosing **View Detail**. Be sure to review all application worksheets. Worksheets that are incorrect or no longer required should be deleted.

There are three steps to Worksheets:

1. Build the worksheet
2. Apply Item and Write-Off Reason.
3. Create and review Accounting Entries

Navigate to: Finance/Supply Chain (FSCM) > Credit to Cash Operations > Receivables > My Receivables Items > Maintenance Worksheet

1. Select on **Add a new value** tab
2. Select **Business Unit**
3. Select **Add**

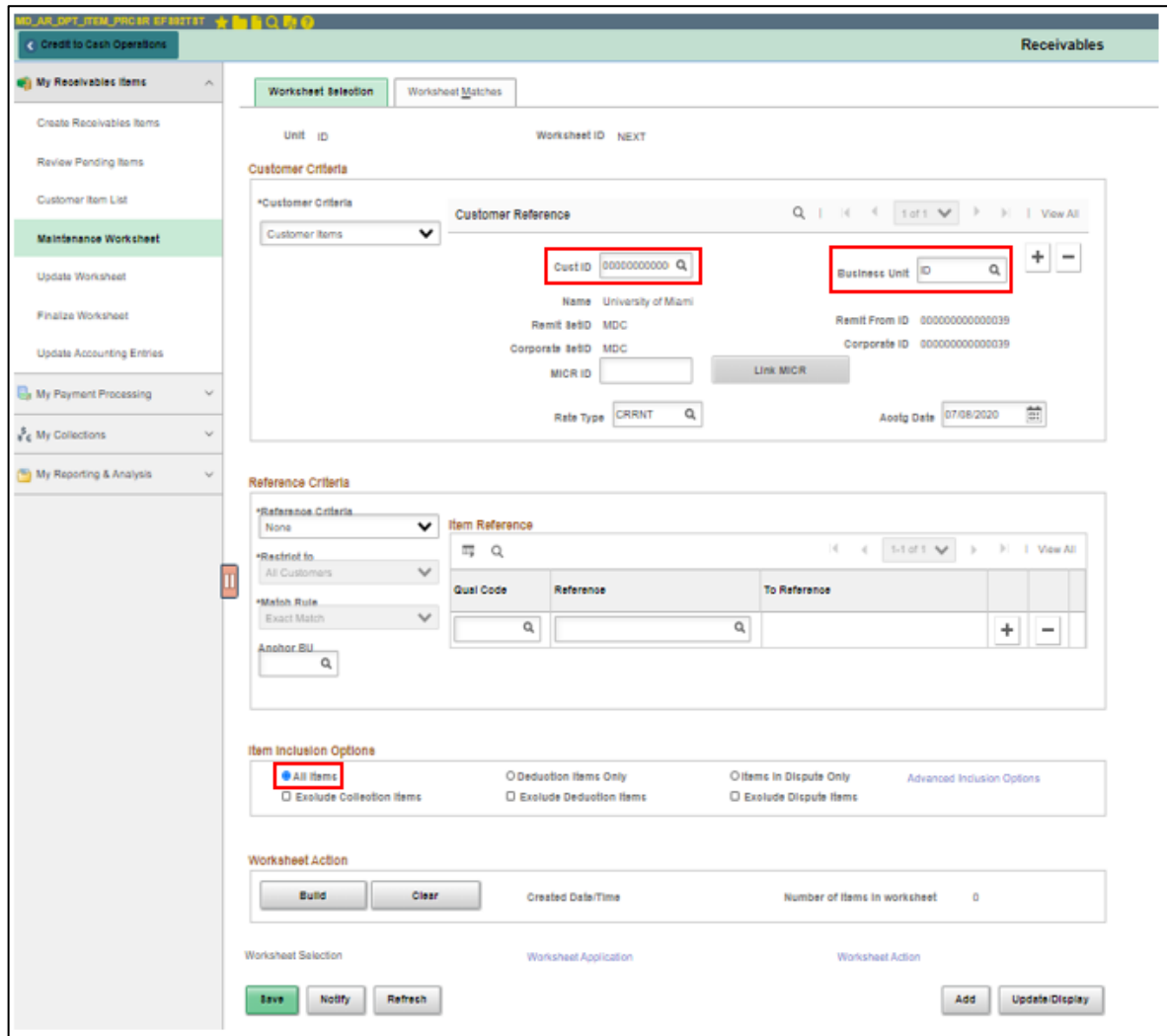


The screenshot displays the 'Create Worksheet' interface within the 'Receivables' module. The sidebar on the left lists various navigation options, with 'Maintenance Worksheet' currently selected. The main content area features a 'Create Worksheet' section with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a form with a 'Worksheet Business Unit ID' field and a search icon. Below this is a 'Worksheet ID' field with a 'NEXT' button. A green 'Add' button is also visible. The 'Add a New Value' button is highlighted with a red box.

Lesson 2: How to Create Write-Offs

Lecture 1: Create Write-Offs

4. Enter the **Customer ID**, **Business Unit**, Item Inclusion Options – Verify '**All Items**' is selected.
5. Worksheet Action – Select **Build** Button



MO_AIR_DPT_ITEM_PRICE_EF_MSTST Receivables

Worksheet Selection Worksheet Matches

Unit ID Worksheet ID NEXT

Customer Criteria

*Customer Criteria Customer Reference 1 of 1 View All

Customer Items Cust ID 000000000000 Business Unit 0 + -

Name University of Miami Remit From ID 00000000000039

Remit Ref ID MDC Corporate ID 00000000000039

Corporate Ref ID MDC MICR ID Link MICR

Rate Type CRANT Aotg Date 07/06/2020

Reference Criteria

*Reference Criteria None Item Reference 1 of 1 View All

*Rechtel to All Customers Qual Code Reference To Reference + -

*Match Rule Exact Match Anchor BU

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 Date/Time Number of Items in worksheet 0

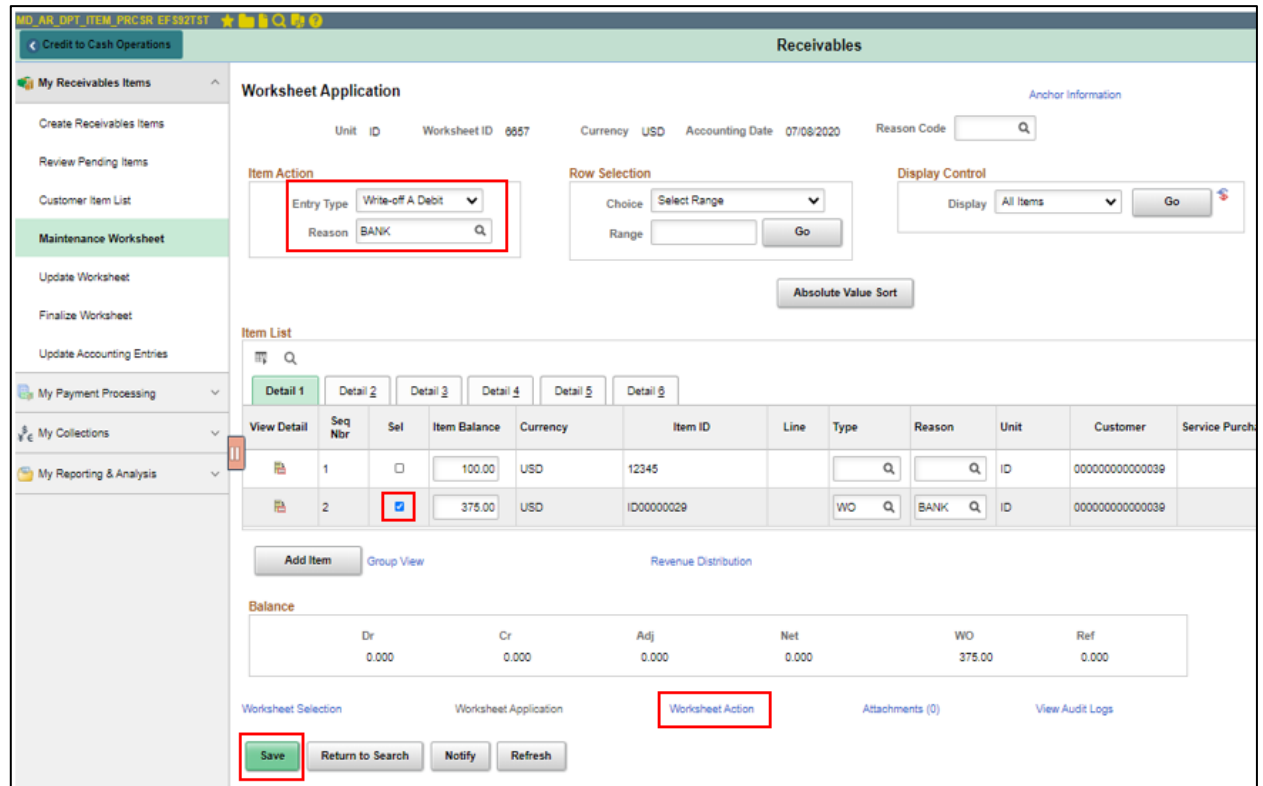
Worksheet Selection Worksheet Application Worksheet Action

Save Notify Refresh Add Update/Display

Lesson 2: How to Create Write-Offs

6. Item Action – Select Write-off a Debt

Lecture 1: Create Write-Offs



7. Reason – Select the corresponding reason

BANK	Bankrupt
CLOS	Business Closed
LOCT	Can Not Locate Customer
DECS	Deceased

8. Select the item to debit

9. Select **Save**

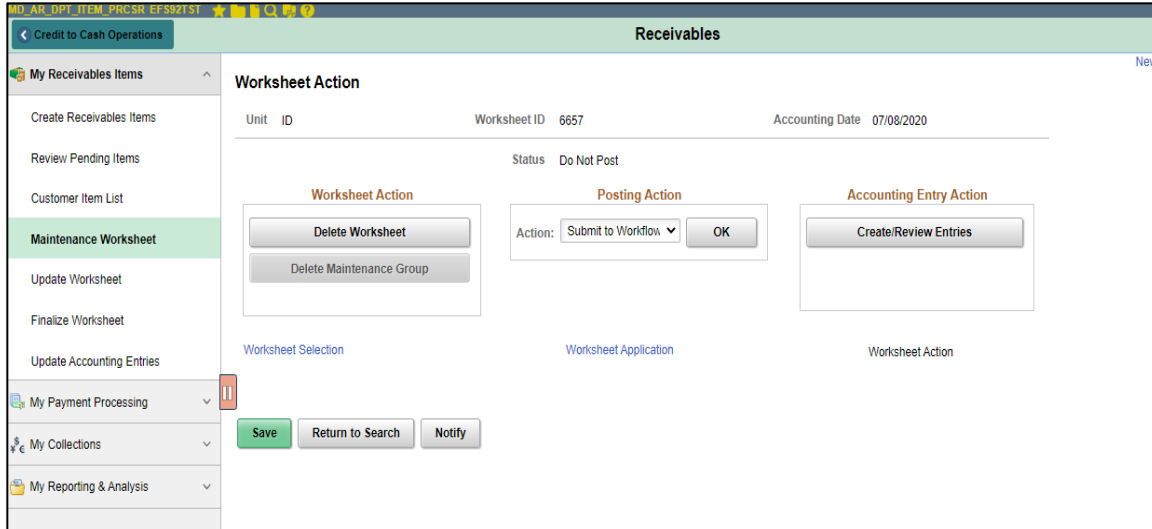
10. Choose **Worksheet Action Link** to navigate to the **Payment Worksheet Action** page. This allows the user to choose a posting action for the worksheet or delete/review the worksheet.

Lesson 2: How to Create Write-Offs

Lecture 1: Create Write-Offs

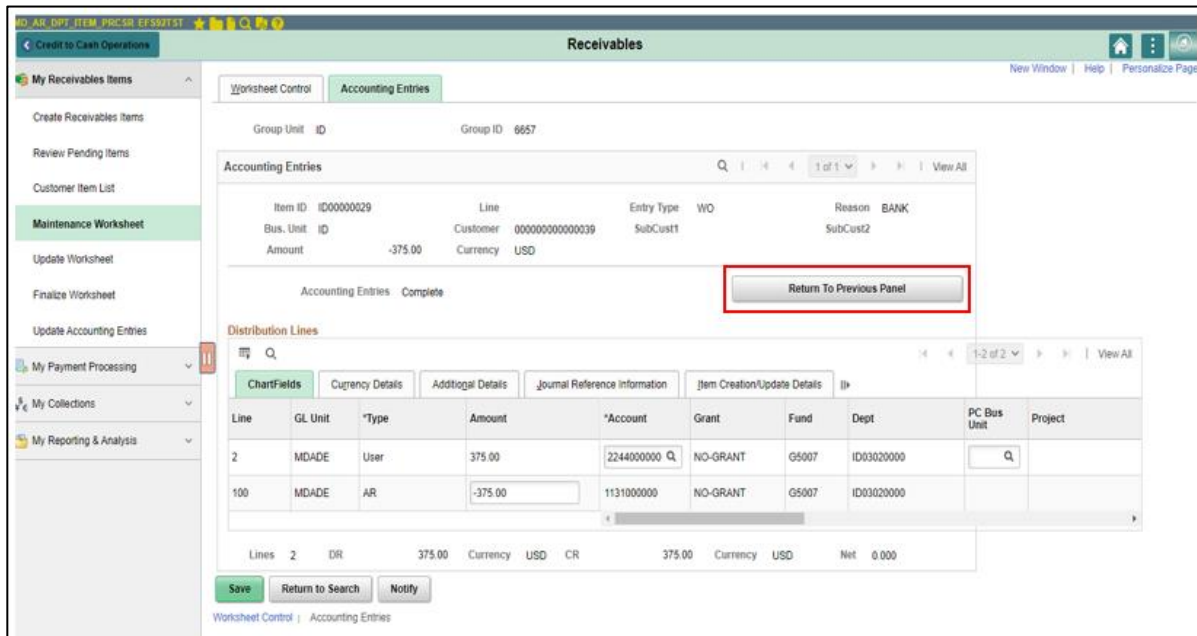
- Accounting entry edits can be made prior to posting when reviewing the accounting entry. After the errors are corrected, the Payment Processor can select the Batch Standard posting action.

11. Accounting Entry Action – Select **Create/Review Entries**



The screenshot shows the 'Receivables' worksheet action interface. The left sidebar contains navigation options: 'My Receivables Items', 'My Payment Processing', 'My Collections', and 'My Reporting & Analysis'. The main area is titled 'Worksheet Action' and displays 'Worksheet ID 6657' and 'Accounting Date 07/08/2020'. Below this, there are three action boxes: 'Worksheet Action' (with 'Delete Worksheet' and 'Delete Maintenance Group' buttons), 'Posting Action' (with a dropdown menu set to 'Submit to Workflow' and an 'OK' button), and 'Accounting Entry Action' (with a 'Create/Review Entries' button). At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

12. Review the Accounting Entries. Select **Return to Previous Panel** Button

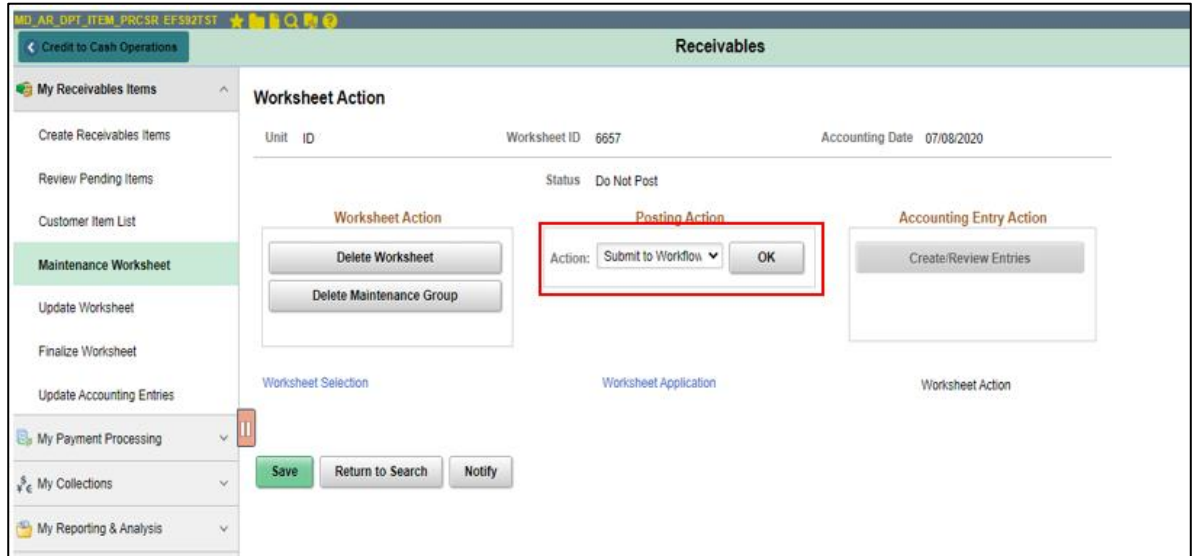


The screenshot shows the 'Receivables' accounting entries interface. The left sidebar is the same as in the previous screenshot. The main area is titled 'Accounting Entries' and displays 'Group ID 6657'. Below this, there is a table of accounting entries with columns: Item ID, Line, Entry Type, Reason, Bus. Unit, Customer, SubCust1, SubCust2, Amount, and Currency. The table shows two entries: one with Item ID ID00000029, Line 2, Amount -375.00, and another with Item ID 100, Line 100, Amount -375.00. Below the table, there is a 'Return To Previous Panel' button highlighted with a red box. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

Lesson 2: How to Create Write-Offs

Lecture 1: Create Write-Offs

13. Under Posting action, Select “**Submit to Workflow**”
14. Select **Okay** Button



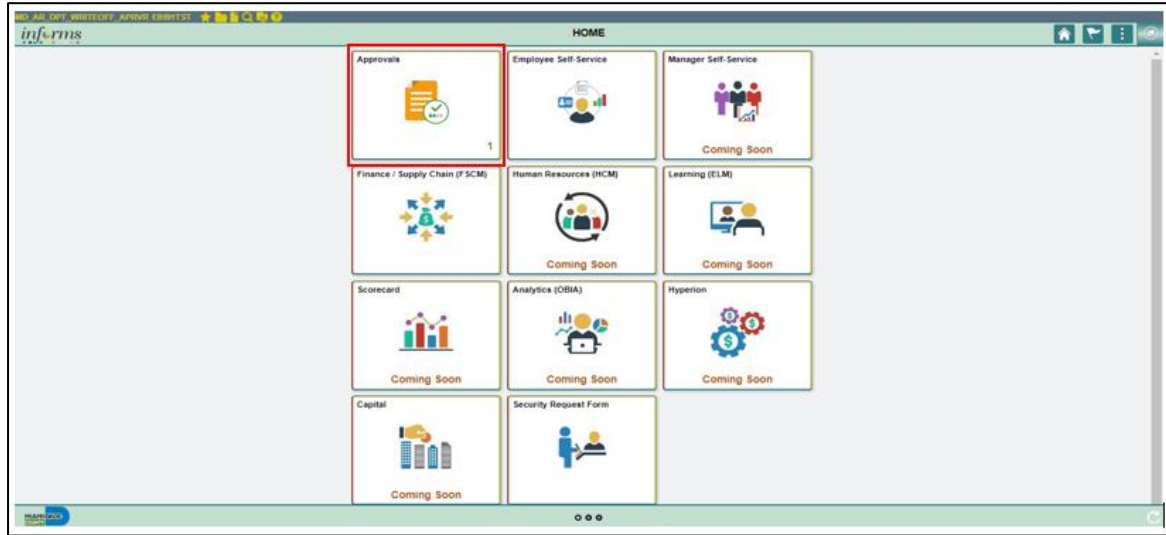
The screenshot displays the 'Receivables' system interface. On the left is a navigation menu with options like 'My Receivables Items', 'Maintenance Worksheet', and 'My Payment Processing'. The main area is titled 'Worksheet Action' and shows details for 'Worksheet ID 6657' and 'Accounting Date 07/08/2020'. The status is 'Do Not Post'. There are three main action sections: 'Worksheet Action' (with 'Delete Worksheet' and 'Delete Maintenance Group' buttons), 'Posting Action' (highlighted with a red box, showing 'Action: Submit to Workflow' and an 'OK' button), and 'Accounting Entry Action' (with a 'Create/Review Entries' button). At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

- To see items in approval, select the Approvals Tile on the home page. This will display the user's workload.

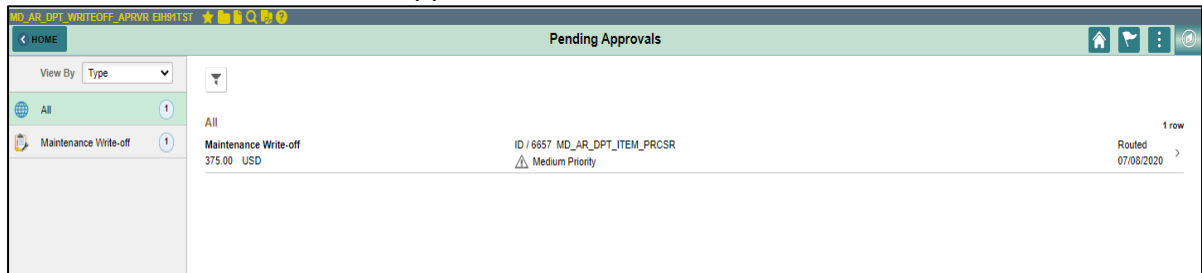
Lesson 2: How to Create Write-Offs

Lecture 2: Approve Write-Offs

1. Select **Approvals** Tile on the Home Page.

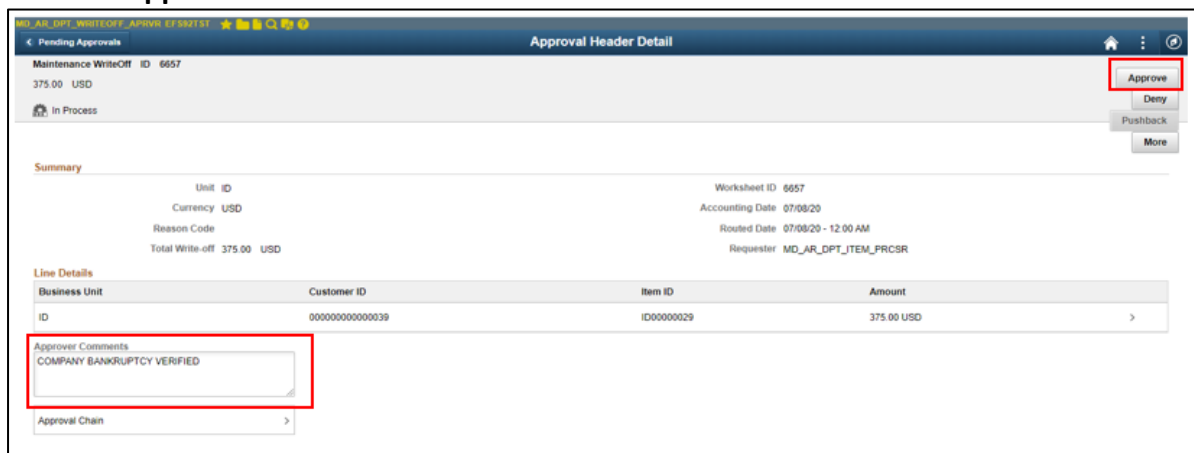


2. Select the write-off item to approve.



3. Verify the information, Enter **Approver Comments**

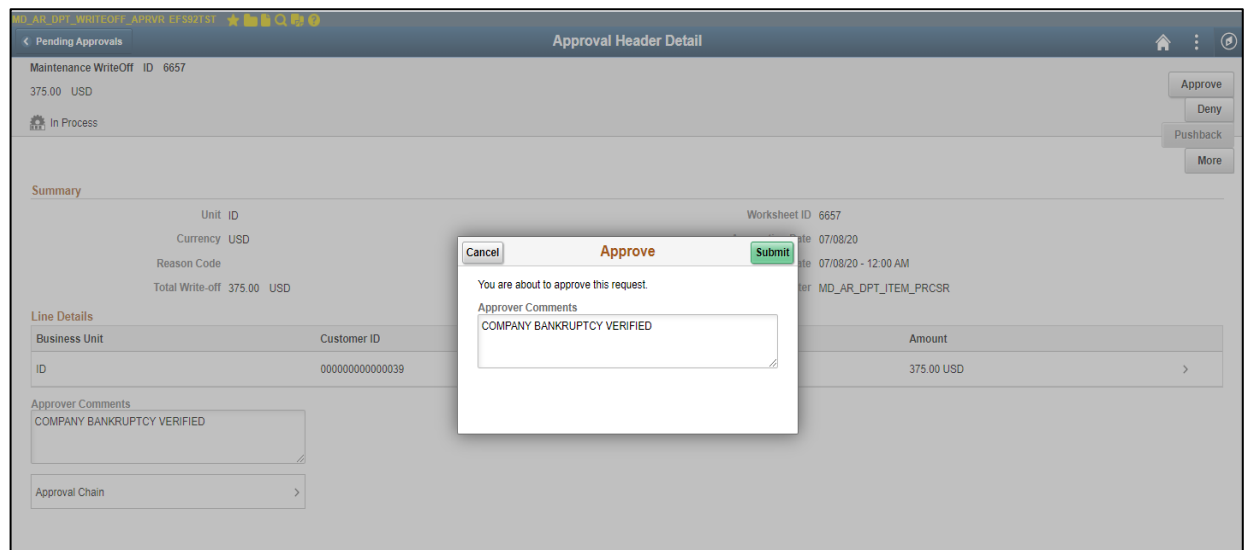
4. Select **Approve**



Lesson 2: How to Create Write-Offs

Lecture 2: Approve Write-Offs

5. Verify Comments
6. Select **Submit**



The screenshot shows the 'Approval Header Detail' screen for a 'Maintenance WriteOff' with ID 6657. The amount is 375.00 USD. The status is 'In Process'. A modal dialog is open with the following content:

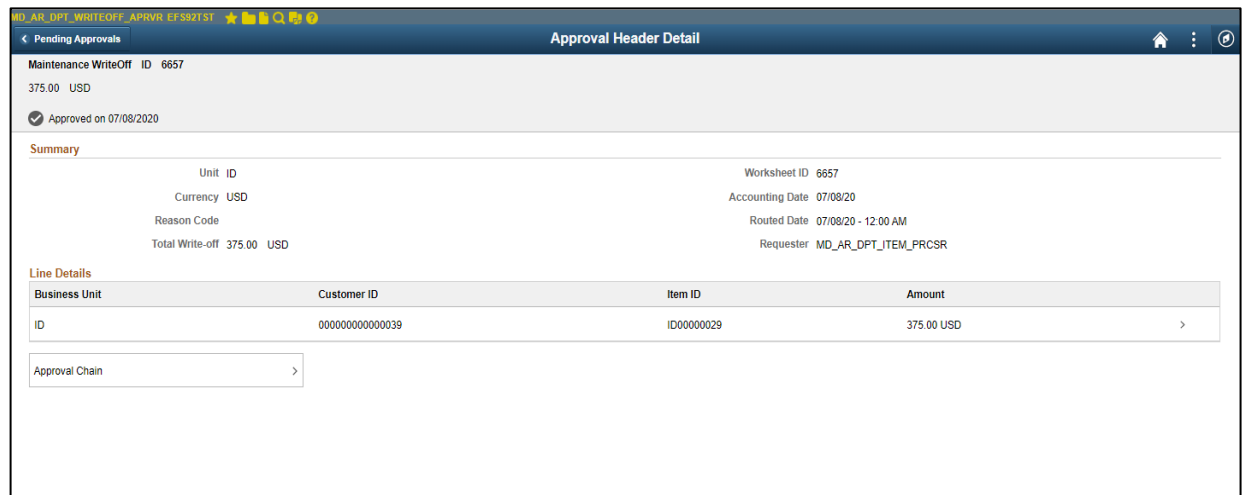
Cancel **Approve** **Submit**

You are about to approve this request.

Approver Comments
COMPANY BANKRUPTCY VERIFIED

The background screen shows the following details:

- Worksheet ID: 6657
- Accounting Date: 07/08/20
- Routed Date: 07/08/20 - 12:00 AM
- Requester: MD_AR_DPT_ITEM_PRCR
- Unit ID: [blank]
- Currency: USD
- Reason Code: [blank]
- Total Write-off: 375.00 USD
- Business Unit: [blank]
- Customer ID: 000000000000039
- Item ID: [blank]
- Amount: 375.00 USD



The screenshot shows the 'Approval Header Detail' screen after the write-off request has been approved. The status is now 'Approved on 07/08/2020'.

The background screen shows the following details:

- Worksheet ID: 6657
- Accounting Date: 07/08/20
- Routed Date: 07/08/20 - 12:00 AM
- Requester: MD_AR_DPT_ITEM_PRCR
- Unit ID: [blank]
- Currency: USD
- Reason Code: [blank]
- Total Write-off: 375.00 USD
- Business Unit: [blank]
- Customer ID: 000000000000039
- Item ID: ID00000029
- Amount: 375.00 USD

Lesson 2: Training Activity 2

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 5 on the FIN 204 Training Activity and Data Sheet.

This activity will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will perform the activity by following the FIN 204 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if you have questions.

Lesson 2: Training Exercise

Debrief



Can a user write off any pending item after 30 days?

1.

Is there an approval process for write offs?

2.

Lesson Summary



- Create Write-Offs
- Approve Write-Offs

Module 4: Course Summary

Objectives Achieved



Congratulations on the completion of the FIN 204 course! Users now should be able to:

1. Enter Receivables
2. Enter Deposits
3. Maintain Receivables

Module 4: Course Summary

Additional Training and Job Aids

The following resources are also available:

User Productivity Kits

- Create Item Manually Online
- Enter Deposit
- Direct Journal Payment
- Create Write-Offs
- Approve Write-Offs

Job Aids

- N/A

For additional Information, be sure to visit:

- Miamiidade.gov/informs

Module 4: Course Summary

Key Terms



The following key terms are used in this course:

Term	Definition
AR Update	A batch process used to update customer balances and create accounting entries.
Bank Account	A bank account identifier represents the bank account in which transactions are made
Bill	Bill issued by Miami Dade County after having provided goods or services to the customer. Previously known as Invoice.
Billing Interface	The billing interface enables automatic creation of a bill using data from other INFORMS modules, such as INFORMS Project Costing, or an external system, such as ISD M5.
Chart of Accounts	A collection of one or more types of codes used to classify financial and budgetary transactions
ChartField	A term to represent the chart of accounts. Sometimes the term is used by the INFORMS team to reference a specific field within the chart of accounts (i.e., Fund, Account, Dept ID).
Customer ID	The Customer ID is a unique identifier associated to a customer
Deposit ID	The Deposit ID is the deposit slip number provided on the departments assigned deposit booklet
Direct Journal	A Direct Journal is used to record a non-AR item in INFORMS. Previously known as Report of Collections (ROC)
INFORMS	Integrated Financials Resource Management System
Item	An Item represents a good that is purchased from the supplier. Unique identifiers may be established in the Item Master table for an item to reduce redundant data entry during requisition and purchase order processing.
Payment Predictor	Payment Predictor is used to process payments automatically against an AR item to offset the accounts receivable balance for the item and post cash to GL

Module 4: Course Summary

Term	Definition
Receivables	Is the money owed by customers to another entity in exchange for goods or services that have been delivered or used, but not yet paid for.
Worksheets	The INFORMS page where nearly all accounts receivable actions are done, such as creating items and maintaining items, payments, and credits/debits. Each of the actions has a separate worksheet.

Module 4: Course Summary

SetID	Bank Code	INFORMS BANK Account	Last 4 Bank Account #	Description	Short Desc	INFORMS Fund	INFORMS Account	FAMIS G/L
MDC	BANKU	BU01	7300	SERIES 2016A RESERVE ACCOUNT	SER 2016A	D3023	1105000002	105
MDC	BNKAM	BOA1	700.2	BAPCC	BAPCC	G3057	1105000008	105
MDC	BNKAM	BOA2	700.3	LEASE 2018 ESCOW	LEAS ESCRO	CO077	1105000001	105
MDC	BNKAM	BOA4	700.4	BAPCC/MIAMIDADE COUNTY FLORIDA	BAPCC/MIAM	G3057	1105000007	105
MDC	BNKAM	BOA5	700.5	BANC OF AMERICA PUBLIC CAPITAL	BANC OF AM	G3057	1105000005	105
MDC	BNKAM	BOA6	700.6	BANC OF AMERICA PUBLIC CAPITAL	BANC OF AM	G3057	1105000006	105
MDC	BNKAM	BOA7	700.7	BANC OF AMERICA PUBLIC CAPITAL	BANC OF AM	G3057	1105000010	105
MDC	CITYN	CN01	1071	COMMISSION ON ETHICS & PUBLIC	COMMISSION	S1015	1049000000	049
MDC	CITYN	CN02	7309	METROPOLITAN D COUNTY/AFFAIRS	METROPOLIT	S1030	1068000000	068
MDC	CITYN	CN03	1139	NORTH MIAMI MUNISPORT ESCROW A	NORTH MIAM	EW009	1103000000	103
MDC	SUNTR	ST01	1111	CAPITAL RESERVE FUND AGREEMENT	CAPITAL RE	CO006	1097000000	097
MDC	TDBNK	TD01	7014	ESCROW AGENT FOR TD EQUIPME	ESCROW AGE	TF159	1103000000	103
MDC	WELLS	W001	6688	MDC GENERAL OPERATING ACCT	GOA	99999	1101000001	108
MDC	WELLS	W002	5960	AMERICAN EXPRESS ACCOUNT	AMEX	99999	1101000006	106
MDC	WELLS	W003	4288	MERCHANT CC VISA & MC	CREDITCARD	99999	1101000007	107
MDC	WELLS	W004	5892	INTERNET MERCHANT	INTERNET M	99999	1101000005	105
MDC	WELLS	W005	3336	AMEX WEB ACCOUNT	MDC BOCC	99999	1101000014	125
MDC	WELLS	W006	8160	S.DADE CULTURAL CENTER	CULTURAL C	99999	1101000016	130
MDC	WELLS	W007	8108	MD TRANSIT- DHMSV PMTS	DHMSV PMTS	99999	1101000019	135
MDC	WELLS	W008	2257	TAX COLL DELINQ TAX CERT SALE	TAX SALE	99999	1101000011	122
MDC	WELLS	W009	0624	TAX COLL PERSONAL PROP WEB PYT	PERS PROP	99999	1101000013	124

SetID	Bank Code	INFORMS BANK Account	Last 4 Bank Account #	Description	Short Desc	INFORMS Fund	INFORMS Account	FAMIS G/L
MDC	WELLS	W010	2768	TAX COLL REAL EST. WEB PAYMENT	REALESTWEB	99999	1101000012	123
MDC	WELLS	W011	8296	C&R ALTERNATIVE - DISBURSEMENT	CR ALT DIS	G1001	1080000000	080
MDC	WELLS	W012	9821	C&R ALTERNATIVE - DEPOSITORY	CR ALT DEP	G1001	1080000000	080
MDC	WELLS	W013	4547	C&R BOND ESCROW - DEPOSITORY	CR BOND DP	G1001	1037000000	037
MDC	WELLS	W014	4550	C&R BOND ESCROW - DISBURSEMENT	CR BOND PY	G1001	1037000000	037
MDC	WELLS	W015	8115	CORRECTIONS - DEPOSITORY	CR DEPOSIT	G1001	1039000000	039
MDC	WELLS	W016	8128	CORRECTIONS - DISBURSEMENT	CR DISBURS	G1001	1039000000	039
MDC	WELLS	W017	8089	MDPD TRUST ACCOUNT DEPOSITORY	PD TR DEP	TF213	1173000000	173
MDC	WELLS	W018	8076	MDPD TRUST ACCOUNT DISBURSMENT	PD TR DISB	TF213	1172000000	172
MDC	WELLS	W019	9842	SPECIAL SERVICES ACCOUNT	SSC ACCT	99999	1101000015	126
MDC	WELLS	W020	3726	MIAMI-DADE PAYROLL ACCOUNT	MDC PAYROL	99999	1101000008	113
MDC	WELLS	W021	1103	MIAMI-DADE PAYROLL EMERGENCY	PAY EMERG	99999	1101000009	114
MDC	WELLS	W023	5720	FRINGE BENEFITS MGMT CO	FRINGE BEN	TA017	1103000000	103
MDC	WELLS	W023	5720	FRINGE BENEFITS MGMT CO	FRINGE BEN	TA017	2251000000	103
MDC	WELLS	W024	0056	MDC HEALTH PLAN ACCOUNT	HEALTHPLAN	IS014	1103000000	103
MDC	WELLS	W024	0056	MDC HEALTH PLAN ACCOUNT	HEALTHPLAN	IS014	2218000000	103
MDC	WELLS	W025	8162	MDC RISK MANAGEMENT WORKERS CO	MDC RISK M	99999	1101000017	136
MDC	WELLS	W026	9952	MIAMI-DADE POLICE GENERAL	PD GENERAL	G1001	1065000000	065
MDC	WELLS	W027	8063	MDPD COURT SERVICE FEES	COURT FEES	TF213	1177000000	177

SetID	Bank Code	INFORMS BANK Account	Last 4 Bank Account #	Description	Short Desc	INFORMS Fund	INFORMS Account	FAMIS G/L
MDC	WELLS	W029	8736	COMMUNITY ACTION AND HUMAN SER	CASHD	SC005	1067000000	067
MDC	WELLS	W030	9103	OFFICE OF THE INSPECTOR GENERA	OIG	G1001	1047000000	047