



Miami-Dade County

Accounts Receivables – Offset an
Item Job Aid

PURPOSE AND DESCRIPTION

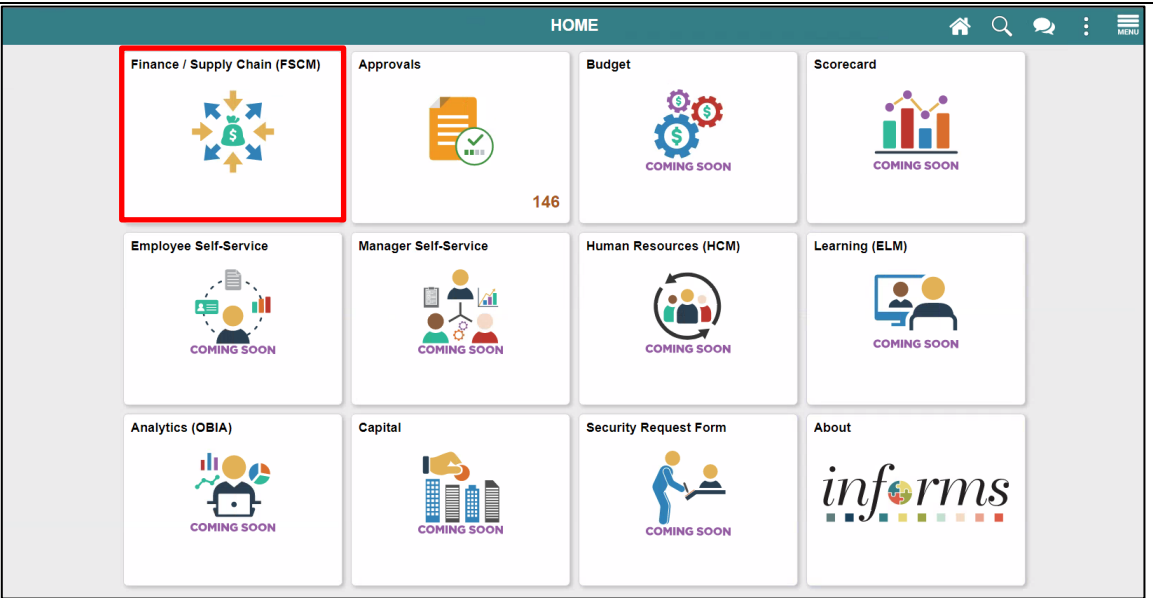
Purpose











This document explains how to offset an item manually.

Description

The key actions are to manage offsetting an item, creating a maintenance worksheet, identifying the customer, and selecting a debit and a credit.

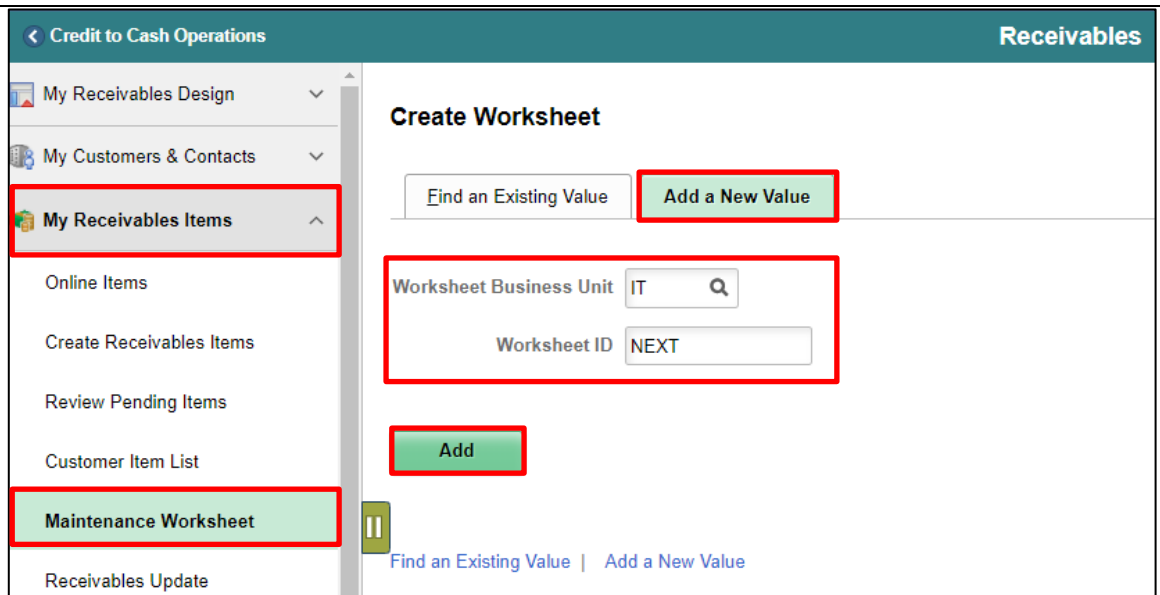
OFFSET AN ITEM

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

3.	<div data-bbox="342 243 1401 898"><div data-bbox="342 243 1401 289">Finance / Supply Chain (FSCM)</div><div data-bbox="342 289 1401 898"><div data-bbox="342 289 605 485"><div data-bbox="342 289 605 317">Finance & Accounting</div></div><div data-bbox="605 289 868 485"><div data-bbox="605 289 868 317">Grants Management</div></div><div data-bbox="868 289 1131 485"><div data-bbox="868 289 1131 317">Customer Contracts</div></div><div data-bbox="1131 289 1401 485"><div data-bbox="1131 289 1401 317">Supplier Administration</div></div><div data-bbox="342 485 605 680"><div data-bbox="342 485 605 512">Supply Chain Operations</div></div><div data-bbox="605 485 868 680"><div data-bbox="605 485 868 512">Project Management</div></div><div data-bbox="868 485 1131 680"><div data-bbox="868 485 1131 512">Cash Management</div></div><div data-bbox="1131 485 1401 680"><div data-bbox="1131 485 1401 512">Credit to Cash Operations</div></div><div data-bbox="342 680 605 898"><div data-bbox="342 680 605 707">Asset Tracking</div></div><div data-bbox="605 680 868 898"><div data-bbox="605 680 868 707">Payables Operations</div></div></div></div>
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Select **Credit to Cash Operations**.

5.



Credit to Cash Operations Receivables

My Receivables Design
My Customers & Contacts
My Receivables Items
Online Items
Create Receivables Items
Review Pending Items
Customer Item List
Maintenance Worksheet
Receivables Update

Create Worksheet

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

Worksheet Business Unit IT
Worksheet ID NEXT

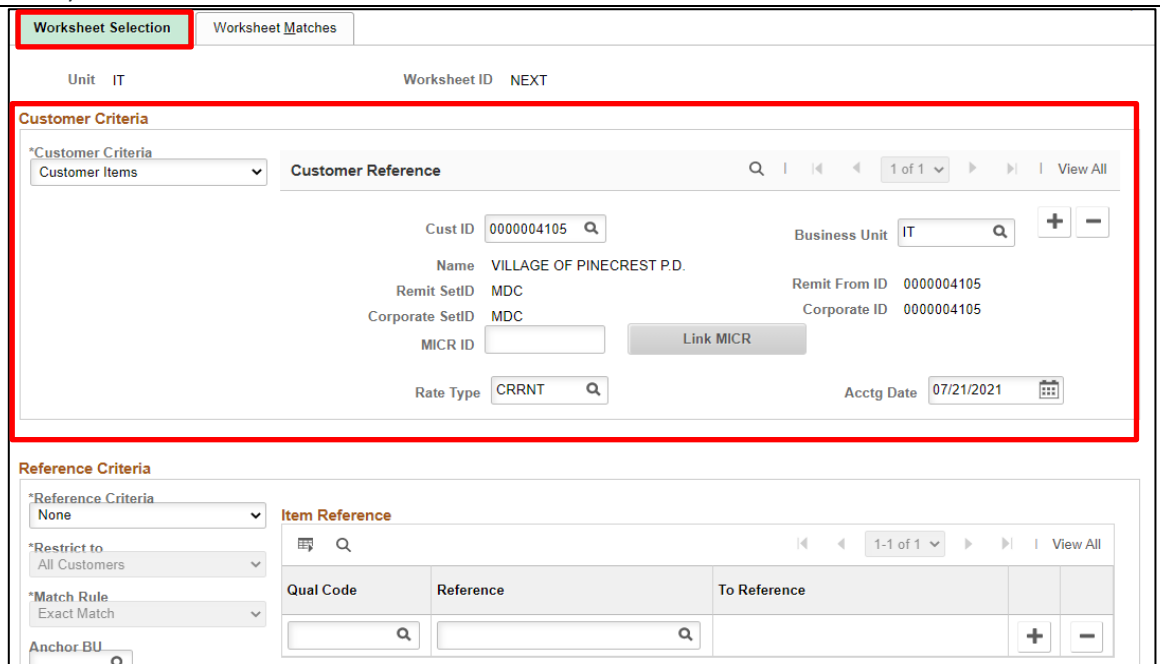
Add

Find an Existing Value | Add a New Value

Under **My Receivables Items** select **Maintenance Worksheet**.

- Select **Add a New Value**.
- In the **Worksheet Business Unit** field enter the **BU** and under the enter **Worksheet ID** leave as **NEXT**.
- Select **Add**.

6.



Worksheet Selection Worksheet Matches

Unit IT Worksheet ID NEXT

Customer Criteria

*Customer Criteria
Customer Items

Customer Reference

Cust ID 0000004105 Business Unit IT
Name VILLAGE OF PINECREST P.D.
Remit SetID MDC Remit From ID 0000004105
Corporate SetID MDC Corporate ID 0000004105
MICR ID Link MICR
Rate Type CRRNT Acctg Date 07/21/2021

Reference Criteria

*Reference Criteria
None

*Restrict to
All Customers

*Match Rule
Exact Match

Anchor BU

Item Reference

Qual Code	Reference	To Reference

On the **Worksheet Selection** page:

- Under ***Customer Criteria**, select **Customer Items** from the drop down.
- In the **Cust ID** field enter the **Customer ID**.
- In the **Business Unit** field, enter your department **BU**.

7.

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

 Created at Items 0

Scroll down and at the bottom of the page select **Build**.

8.

Worksheet Application

Item List

[Detail 1](#) [Detail 2](#) [Detail 3](#) [Detail 4](#) [Detail 5](#) [Detail 6](#)

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer
	1	<input checked="" type="checkbox"/>	113.15	USD	IT00000180		MT		IT	0000004105
	2	<input type="checkbox"/>	29.20	USD	IT00000182				IT	0000004105
	3	<input type="checkbox"/>	36.50	USD	IT00000299				IT	0000004105
	4	<input type="checkbox"/>	10.95	USD	IT00000475				IT	0000004105
	5	<input type="checkbox"/>	-29.20	USD	IT00000500				IT	0000004105
	6	<input type="checkbox"/>	-36.50	USD	IT00000501				IT	0000004105
	7	<input checked="" type="checkbox"/>	-113.15	USD	IT00000502		MT		IT	0000004105
	8	<input type="checkbox"/>	47.45	USD	IT00000601				IT	0000004105

 [Group View](#) [Revenue Distribution](#)

Balance

Dr	Cr	Adj	Net	WO	Ref
113.15	-113.15	0.00	0.00	0.00	0.00

[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#) [Attachments \(0\)](#) [View Audit Logs](#)

On the **Item List** section,

- Select the **check box** of the credit item.
- Select the **check box** of the debit item.

In the **Type** field the system will update the two items selected to **MT** (Maintenance Worksheet).

- Select **Save**.
- Select the **Worksheet Action** link.

9.

Update Worksheet **Worksheet Action**

Worksheet Action

Unit IT Worksheet ID 1768 Accounting Date 07/21/2021

Status Do Not Post

Worksheet Action

Delete Worksheet

Delete Maintenance Group

Posting Action

Action: Do Not Post OK

Accounting Entry Action

Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify

Under **Accounting Entry Action** select **Create/Review Entries**.

10.

Worksheet Control **Accounting Entries**

Group Unit IT Group ID 1768

Accounting Entries

Item ID IT00000180 Line Entry Type MT Reason
 Bus. Unit IT Customer 0000004105 SubCust1
 Amount -113.15 Currency USD SubCust2

Accounting Entries Complete Return To Previous Panel

Distribution Lines

Line	OL Unit	*Type	Amount	Fund	Dept	Account	Grant	PC Bus Unit	Project
2	MDADE	Offset	113.15	G6001	IT05020100	9999999901	NO-GRANT	IT	ITETREMEDYADHOC
100	MDADE	AR	113.15	G6001	IT05020100	1131000000	NO-GRANT	IT	ITETREMEDYADHOC

Lines 2 DR 113.15 Currency USD CR 113.15 Currency USD Net 0.000

Item ID IT00000502 Line Entry Type MT Reason
 Bus. Unit IT Customer 0000004105 SubCust1
 Amount 113.15 Currency USD SubCust2

Accounting Entries Complete Return To Previous Panel

Distribution Lines

Line	OL Unit	*Type	Amount	Fund	Dept	Account	Grant	PC Bus Unit	Project
2	MDADE	Offset	-113.15	G6001	IT05020100	9999999901	NO-GRANT	IT	ITETREMEDYADHOC
100	MDADE	AR	113.15	G6001	IT05020100	1131000000	NO-GRANT	IT	ITETREMEDYADHOC

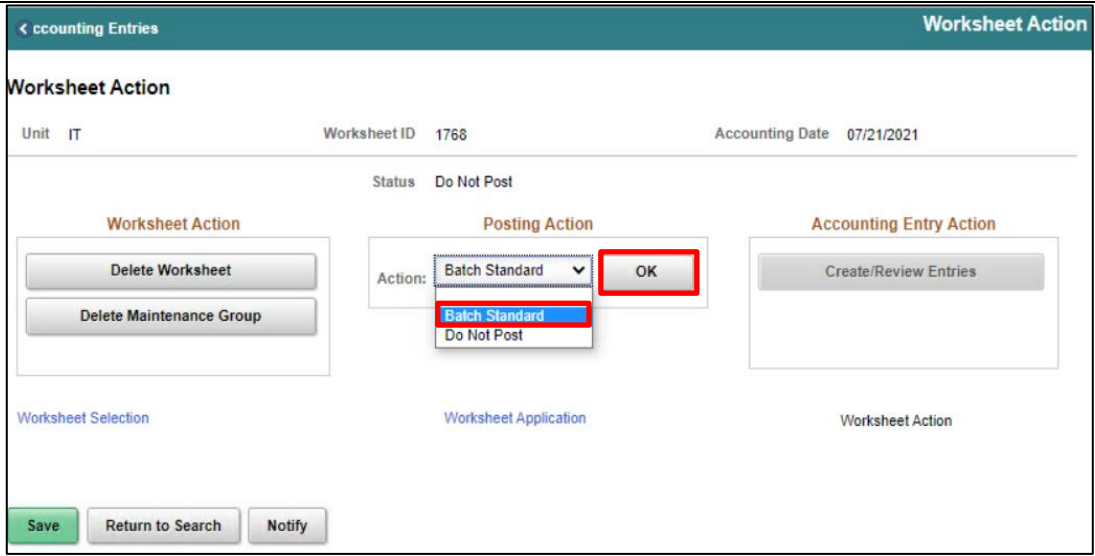
Lines 2 DR 113.15 Currency USD CR 113.15 Currency USD Net 0.000

Save Return to Search Notify

a) In the Distribution Lines section, review the Accounting Entries.

NOTE: No changes can be made on this page it is only for reviewing purposes.

b) Then select **Return to Previous Panel** pushbutton above the **Distribution Lines Table**.

11.	<div data-bbox="349 241 1437 793">  </div> <p>a) Under Posting Action select Batch Standard.</p> <p>b) Select OK. (Page automatically saves)</p> <p>NOTE: In order to see the posting you have to wait for the nightly process. After the nightly process, the debit and the credit will no longer show as an open item on the Customer's account.</p>
12.	End of process.