

**Miami-Dade County** 

# Accounts Receivables – Non-Cash Bonds (Letter of Credit) Job Aid



# **PURPOSE AND DESCRIPTION**

#### <u>Purpose</u>

This document explains the steps to process Non-Cash Bonds when receiving a Letter of Credit.

# **Description**

The key actions to record Non-Cash Bonds (Letter of Credit) is to create a receivable item as a Debit Memo.

# NON-CASH BONDS (LETTER OF CREDIT)





			Finance / Supp	oly Chain (FSCM)	
		Finance & Accounting	Grants Management	Customer Contracts	Supplier Administration
3.		Supply Chain Operations	Project Management	Cash Management	Credit to Cash Operations
		Asset Tracking	Payables Operations		
	Sele	ect Credit to Cash O	perations.		
			Credit to Ca	sh Operations	
		Billing WorkCenter	Billing Invoice Li	st	Receivables WorkCenter
4.		Approvals	Billing		Receivables
	Sele	ect <b>Receivables</b> .			



	Credit to Cash Operations Receivables
	My Receivables Design
	My Customers & Contacts
	My Receivables Items
	Online Items Group Unit   Q
5.	Create Receivables Items Group ID NEXT Q
	Review Pending Items
	Customer Item List Add
	a) Select Create Receivables Items under My Receivables Items
	b) Select Add a New Value.
	c) Enter Group Unit (Business Unit).
	a) Select Add.
	Group Unit RE Group ID NEXT
	*Accounting Date 07/01/2021
	*Group Type A Adhoc Item Currency
	ADH Q Control USD Q *Format USD
	*Origin ID Adhoc
	Control Totals Control Data
	Control 100.00 *Count 1 *Received 08/19/2021 m *Entered 08/19/2021 m
	Entered 0.000 Count 1 Posted
	Difference 100.00 Count -1 Assign E89653 Q User E89653
	Posted 0.000 Count 0
6	Group Status
0.	Edit Status Edited Accounting Entries Not Balanced
	Balanced No Posting Action Do Not Post
	Posting Status Not Posted
	Save Notify Add Update/Display
	a) Enter *Accounting Date (Must be within an open period)
	b) Select <b>*Group Type = A</b> (Adhoc Item)
	c) Select <b>*Origin ID = ADH</b>
	d) Under Currency enter USD on Control field
	e) Under <b>Control Totals</b>
	<ul> <li>Enter the Control amount (the total dollar amount of the letter of</li> </ul>
	credit).
	Enter the *Count



	Group Control         Pending Item 1         Pending Item 2         Pending Item 3         Accounting Entries         Group Action
	Group Unit RE Group ID NEXT
	Pending Item Entry     Q     I     I     I     View All
	*Acctg Date 07/01/2021 (1) *As Of Date 07/01/2021 (1) Sequence 1 + -
	*Item ID BOND # OR PERMIT # Line 1 Copy Line
	*Business Unit RE Q *Customer 0000000001 Q 1 Hotel
	SubCust1 SubCust2
	*Entry Type DR ED Y Reason NONLA O *AR Diet PONDS O
	Rate Type
	Exchange Rate 1.0000000 Attachments (0)
7.	a) Select <b>Pending Item 1</b> .
	b) Enter the <b>*Acctg Date</b>
	c) Enter the *As of Date = Letter of Credit Date (May be different from the
	Accounting Date)
	d) Enter the *Item ID = Bond # or Permit #
	e) Enter the <b>Line</b>
	f) Enter the <b>*Business Unit</b>
	g) Select the <b>*Customer</b>
	h) Enter the Amount (Amount of the Letter of Credit)
	i) Select the *Entry Type = Must be DR_BD
	j) Select the <b>Reason = NON-A</b>
	NOTE: Notice the *AR Dist field is updated to BONDS based on the Entry Type and
	Reason selected.
	Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries Group Action
	Group Unit RE Group ID NEXT
	Accounting Entries
	Item ID BOND # OR PERMIT # Line 1 Entry Type DR_BD Reason NON-A
8.	Bus. Unit RE Customer 000000001 SubCust1 SubCust2
	Accounting Entries Incomplete Display Totals Entry V 7 50
	Currency
	Save Notify Add Update/Display
	a) Select the Accounting Entries tab.
	b) Select the Yellow Lightening Bolt



	Group Control Pending Item 1 Pending Item 2	Pending Item 3 Accounting Entries Group Action	un l					
	Group Unit RE Group ID 1962							
	Accounting Entries		Q    4 4 1 of 1 v > >  4   View All					
	Item ID BOND # OR PERMIT # Bus. Unit RE Amount 100.00	Line 1 Er Customer 000000001 S Currency USD	ntry Type DR_BD Reason NON-A uubCust1 SubCust2					
	Accounting Entries Incomplete	Display Totals Entry 🗸 🦸	2					
	Distribution Lines	Distribution Lines						
	国 Q (4 4 1-2 of 2 v ) ド   View All							
	Line GL Unit *Type Amou	unt Fund Dept	*Account Grant PC Bus Unit Project					
	2 MDADE User V	Q	Q Q Q Q					
	102 MDADE AR 100.0	0	115300000 Q					
9.	Lines 1 DR 100	2.00 Currency USD CR	0.00 Currency USD Net 100.000					
	Save Return to Search Notify		Add Update/Display					
	a) Enter the following	g Chartfields:						
	Amount =	tem Amount <b>(Must be n</b> e	egative)					
	• Fund							
	<ul> <li>Dept</li> </ul>							
	<ul> <li>*Account</li> </ul>							
	Grant							
	NOTE: Verify the second distribution line *Account field is equal to 1153							
	(Performance Bonds Acct). This field automatically populates based on the selected							
	Entry Type and Reaon (Do	o not manually update).						
	Group Control Bending Item 1	Pending Item 2 Pending Item 3	Accounting Entries Group Action					
	Group Unit RE	Group ID 1962						
	Entered 08/19/2021	Status Do Not Post	Cash Drawer Receipt					
	Worksheet Action	Posting Action	Accounting Entry Action					
10	Delete Worksheet	Action: Batch Standard V OK	Create/Review Entries					
10.	Delete Payment Group	Batch Standard						
	Worksheet Selection	Worksheet Application	Worksheet Action					
	Save Return to Search Notify							
	a) Select Group Action.							
	b) Under Posting Action select Batch Standard							
	c) Select <b>OK</b> .							
11.	End of Process	<b></b>						
	NOTE: the next steps are ONLY when Letter of Credit is released back to Customer.							



# **PURPOSE AND DESCRIPTION**

#### <u>Purpose</u>

This document explains the steps to process Non-Cash Bonds when releasing a Letter of Credit.

# **Description**

The key actions to record Non-Cash Bonds (Letter of Credit) is to create a receivable item as a Credit Memo.

# **NON-CASH BONDS**

Step	Action				
1.	Log into INFORMS.				
	Finance / Supply Chain (FSCM	Approvals	Budget	Scorecard	<b>♀</b> : ₩₩
2.	Employee Self-Service	Manager Self-Service	Human Resources (HCM)	Learning (ELM)	
		Capital	Security Request Form	About	
	Select Finance/Supply C	hain (FSCM).			



	Finance / Supply Chain (FSCM)				
	Finance & Accounting	Grants Management	Customer Contracts	Supplier Administration	
	Supply Chain Operations	Project Management	Cash Management	Credit to Cash Operations	
	Asset Tracking	Payables Operations			
Sele	ect <b>Credit to Cash O</b>	perations.			
Credit to Cash Operations					
	Billing WorkCenter	Billing Invoice Li	st Rec	ceivables WorkCenter	
	Approvals	Billing	Rec	ceivables	
	Sele	Finance & Accounting Supply Chain Operations Supply Chain Operations Asset Tracking Pilling WorkCenter Billing WorkCenter Cash Og Approvals Either State S	Finance & Accounting Finance & Accounting Supply Chain Operations Supply Chain Operations Supply Chain Operations Project Management Finance & Accounting Payables Operations Select Credit to Cash Operations. Select Credit to Cash Operations. Credit to Cash Billing WorkCenter Finance & Accounting Billing Invoice Li Finance & Accounting Finance & Accounting	Finance & Accounting       Grants Management       Customer Contracts         Image: Supply Chain Operations       Project Management       Image: Supply Chain Operations         Image: Supply Chain Operations       Project Management       Image: Supply Chain Operations         Image: Supply Chain Operations       Project Management       Image: Supply Chain Operations         Image: Supply Chain Operations       Project Management       Image: Supply Chain Operations         Image: Supply Chain Operations       Payables Operations       Image: Supply Chain Operations         Image: Supply Chain Operations       Image: Supply Chain Operations       Image: Supply Chain Operations         Image: Supply Chain Operations       Image: Supply Chain Operations       Image: Supply Chain Operations         Image: Supply Chain Operations       Image: Supply Chain Operations       Image: Supply Chain Operations         Image: Supply Chain Operations       Image: Supply Chain Operations       Image: Supply Chain Operations         Image: Supply Chain Operations       Image: Supply Chain Operations       Image: Supply Chain Operations         Image: Supply Chain Operations       Image: Supply Chain Operations       Image: Supply Chain Operations         Image: Supply Chain Operations       Image: Supply Chain Operations       Image: Supply Chain Operations         Image: Supply Chain Operations       Image: Supply Chain Op	



	Credit to Cash Operations Receivables	
	My Receivables Design	
	My Customers & Contacts	
	Eind an Existing Value     Add a New Value	
	Online Items Group Unit	
5.	Create Receivables Items Group ID NEXT Q	
	Review Pending Items	
	Customer Item List Add	
	a) Select Create Receivables Items under My Receivbales Items	
	b) Select Add a New Value.	
	c) Enter Group Unit (Business Unit).	
	d) Select Add.	
	Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries Group Action	_
	Group Unit RE Group ID 1962 View Audit Logs	
	*Accounting Date 07/01/2021	
	*Group Type A Adhoc Item	
	*Origin ID Adhoc	
	Control Totals Control Data	
	Control -100.00 *Count 1 *Received 08/19/2021 : *Entered 08/19/2021	
	Entered 100.00 Count 1 Posted	
	Difference 0.00 Count 0 Assign E89653 User E89653	
6.	Group Status	
	Edit Status Edited Accounting Entries Not Balanced	
	Balanced No Posting Action Do Not Post Posting Status Not Posted	
	Save Return to Search Notify Add Update/Display	
	a) Enter *Accounting Date (Must be within an open period)	
	b) Select <b>*Group Type = A</b> (Adhoc Item)	
	c) Select <b>*Origin ID = ADH</b>	
	d) Under Currency enter USD on Control field	
	e) Under Control Totals	• •
	<ul> <li>Enter the Control amount (the total dollar amount of the letter of cred must be a negative amount)</li> </ul>	It
	must be a negative amount).	
	Enter the "Count"	



	Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries Group Action
	Group Unit RE Group ID 1962
	Pending Item Entry Q                 View All
	*Acctg Date 07/01/2021 🗰 *As Of Date 07/01/2021 🗰 Sequence 1 + -
	*Item ID BOND # OR PERMIT # Line 1 Copy Line
	*Business Unit RE Customer 000000001 Q 1 Hotel
	SubCust1 SubCust2
	Amount -100.00 *Currency USD
	*Entry Type CR_BD V Reason NON-A Q *AR Dist BONDS Q
	Rate Type
	Exchange Rate 1.00000000 Attachments (0) View Audit Logs
7.	a) Select <b>Pending Item 1</b> .
	b) Enter the <b>*Acctg Date</b>
	c) Enter the *As of Date = Letter of Credit Date (May be different from the
	Accounting Date)
	d) Enter the *Item ID = Bond # or Permit # (Must be the same # when recording
	the Letter of Credit).
	e) Enter the Line
	t) Enter the <b>Business Unit</b>
	g) Select the *Customer
	n) Enter the Amount (Amount of the Letter of Credit in negative format)
	i) Select the <b>Person - NON A</b>
	J) Select the Reason - NON-A NOTE: Notice the *AR Dist field is undated to BONDS based on the Entry Type and
	Posson soloctod
	Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries Group Action
	Group Unit RE Group ID 1962
	Accounting Entries Q     I I of 1 v       View All
	Item ID BOND # OR PERMIT # Line 1 Entry Type CR_BD Reason NON-A
8.	Bus. Unit RE Customer 000000001 SubCust1 SubCust2
	Accounting Entries Incomplete
	Currency Currency
	a) Select the <b>Accounting Entries</b> tab.
	<li>b) Select the Yellow Lightening Bolt</li>



	Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries Group Action						
	Group Unit RE Group ID 1962						
	Accounting Entries Q						
	Item ID         BOND # OR PERMIT #         Line         1         Entry Type         CR_BD         Reason         NON-A           Bus. Unit         RE         Customer         000000001         SubCust1         SubCust2         SubCust2           Amount         -100.00         Currency         USD         USD         SubCust2         SubCust2						
	Accounting Entries Incomplete Display Totals Entry 🗸 🦸 🖉						
	Distribution Lines						
	ChartFields Currency Details Additional Details Journal Reference Information Item Creation/Update Details III						
	Line GL Unit "Type Amount Fund Dept "Account Grant PC Bus Unit Project						
	2 MDADE User • Q Q Q Q Q Q Q						
_	102 MDADE AR -100.00 [115300000 Q						
9.	Lines 1 DR 0.00 Currency USD CR 100.00 Currency USD Net -100.000						
	Save         Return to Search         Notify         Add         Update/Display						
	a) Enter the following Chartfields:						
	<ul> <li>Amount = Invoice Amount (Must be a positive amount)</li> </ul>						
	• Fund						
	Dept     *********************************						
	Account     Grant						
	• Grant NOTE: Verify the second distribution line *Account field is equal to 1153						
	(Performance Bonds Acct). This field automatically populates based on the selected						
	Entry Type and Reaon (Do not manually update).						
	b) Select <b>Save.</b>						
	Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries Group Action						
	Group Unit RE Group ID 1962						
	Entered 08/19/2021 Status Do Not Post Cash Drawer Receipt						
	Worksheet Action Posting Action Accounting Entry Action						
	Delete Worksheet         Action:         Batch Standard         OK         Create/Review Entries						
10.	Delete Payment Group Batch Standard Do Not Post						
	Worksheet Selection Worksheet Application Worksheet Action						
	Save Return to Search Notify						
	a) Select Group Action.						
	b) Under Posting Action select Batch Standard						
	c) Select UK.						
11.	End of Process						

