



## **Miami-Dade County**

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Accounts Receivables – Insufficient  
Funds (NSF) & Bank Debit Memo Job  
Aid

## PURPOSE AND DESCRIPTION

### Purpose

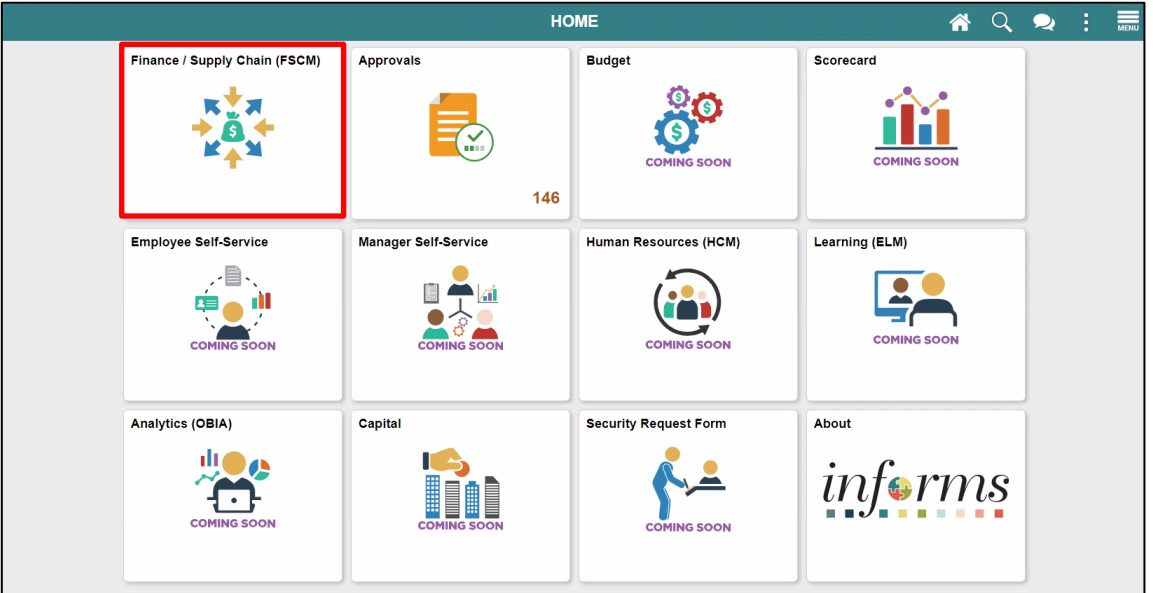
This document explains the steps to process Insufficient Fund (NSF) & Bank Debit Memo deposits via Direct Journal.

### Description

The key actions to manage insufficient funds and bank debit memos are as follow:

- Create a Regular Deposit
- Enter the Deposit ID
  - NSF = NSF-Date
  - Bank Debit Memo = DM-Bank Date
- Deposit Amount must be entered as a negative dollar amount
- Selecting Direct Journal to process the deposit

## NSF/BANK DEBIT MEMO

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

3.

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

Select **Credit to Cash Operations**.

4.

Credit to Cash Operations

Billing WorkCenter

Billing Invoice List

Receivables WorkCenter

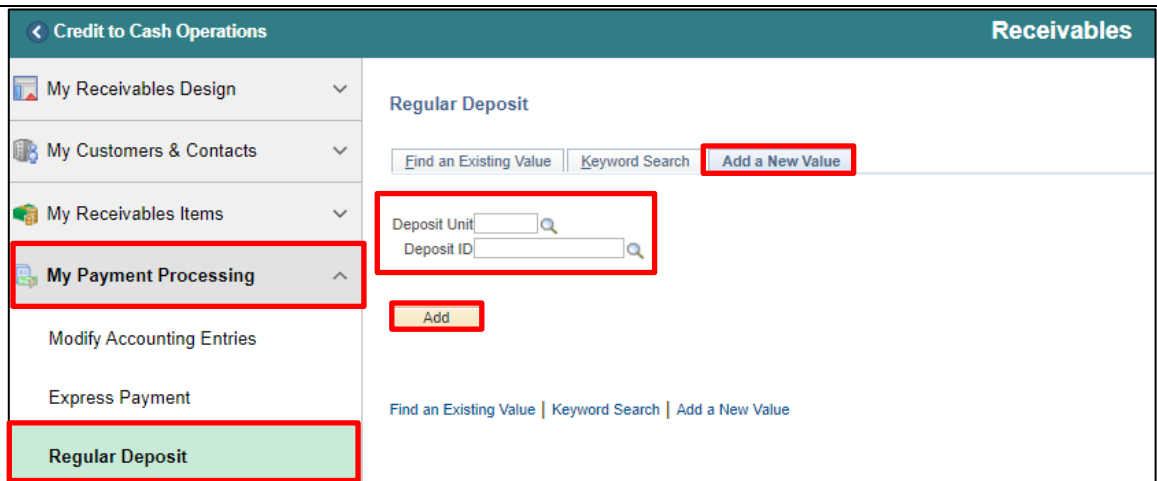
Approvals

Billing

Receivables

Select **Receivables**.

5.



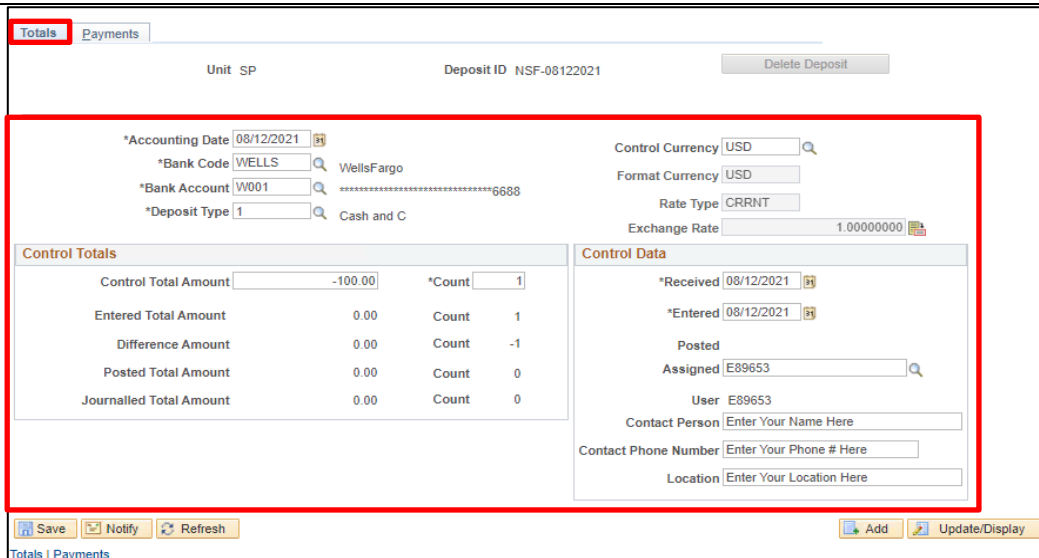
a) Under **My Payment Processing** select **Regular Deposit**.

b) Select the **Add a New Value** tab.

In the **Deposit Unit** field enter the **BU** and under the enter **Deposit ID** field enter **NSF-Date of NSF or DM-Bank Date for Debit Memo**. Example: NSF-08122021 or DM-08122021

c) Select **Add**.

6.



Under the **Totals** page enter the information for the NSF or Debit Memo deposit.

a) Enter the **\*Accounting Date** if different than the default.

b) Select the **Control Currency**.

c) Select the **\*Bank Code**.

d) Select the **\*Bank Account**.

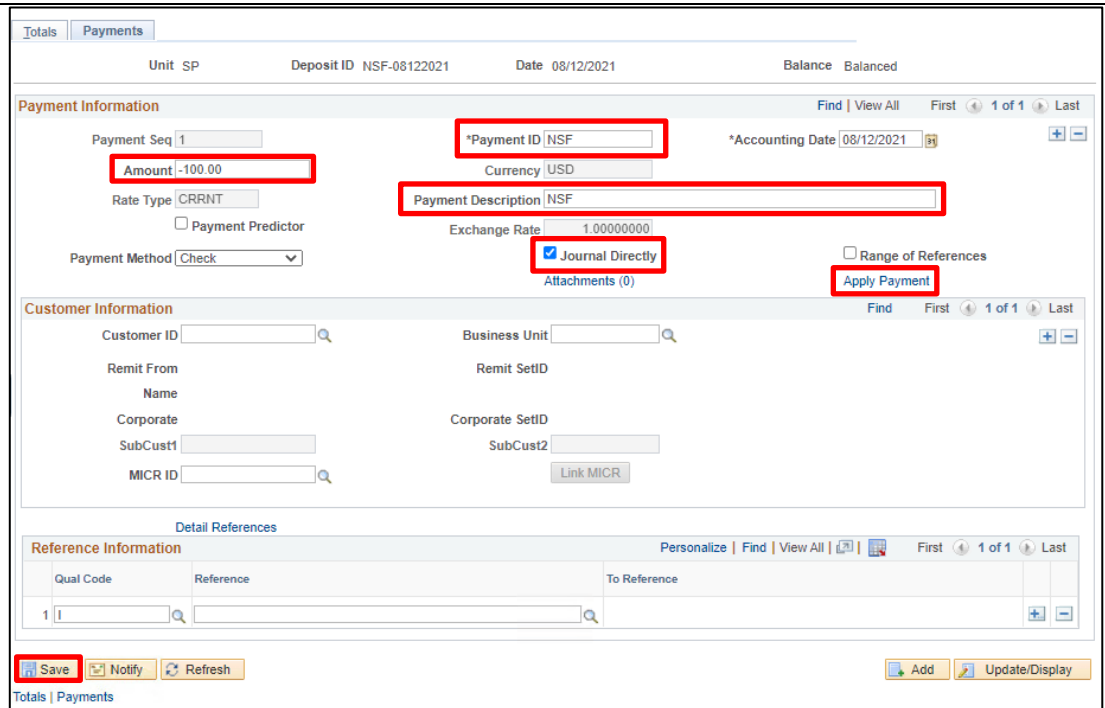
e) Select the **\*Deposit Type**.

f) Enter the **Control Total Amount** as a negative (-) amount.

g) Enter the **\*Count** Total.

h) Enter **Contact information (Contact Person, Contact Phone Number, Location)**.

7.



The screenshot shows the 'Payments' tab in the INFORMS system. The top header includes 'Unit SP', 'Deposit ID NSF-08122021', 'Date 08/12/2021', and 'Balance Balanced'. The 'Payment Information' section contains the following fields and values:

- Payment Seq: 1
- Amount: -100.00
- Rate Type: CRRNT
- Payment Predictor: ☐
- Payment Method: Check
- \*Payment ID: NSF
- Currency: USD
- Payment Description: NSF
- Exchange Rate: 1.00000000
- ☒ Journal Directly
- Range of References: ☐
- Attachments (0)
- Apply Payment

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

The 'Detail References' section is titled 'Reference Information' and includes a table with columns: Qual Code, Reference, and To Reference. The table has one row with '1' in the Qual Code column.

At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

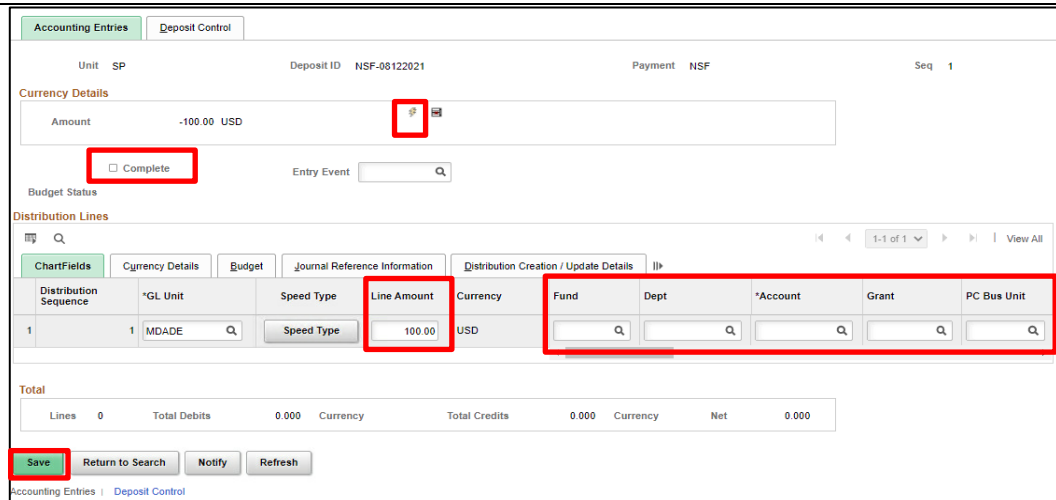
- The **\*Payment ID** field is equal to your payment identifier. Example: NSF-Bank Date / NSF-Check # / NSF-Invoice #. For **Debit Memos**: Payment ID must be DM-Bank Date (Refer to the Bank Debit Memo from Finance Bank Recon.)
- On the **Payment Amount** field enter a **Negative (-)** amount.
- Enter a **Payment Description**.
- Select **Save**.

**NOTE: DO NOT** select Payment Predictor only select the Journal Directly box.

The Detail References section is not available for NSFs related to an invoice payment. However, you will need to reinstate the invoice by creating a Receivable Item as a Debit Memo. (Refer to FIN 204 – Receivables Student Guide-How to Create Items)

- Select the **Apply Payment** hyperlink.


8.



Accounting Entries | Deposit Control

Unit SP Deposit ID NSF-08122021 Payment NSF Seq 1


**Currency Details**

Amount -100.00 USD 

☐ Complete Entry Event

**Budget Status**

**Distribution Lines**

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details | 

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	*Account	Grant	PC Bus Unit
1	1	MDADE	100.00	USD					

**Total**

Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000
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**Save** | Return to Search | Notify | Refresh

Accounting Entries | Deposit Control

- On the **Line Amount** field enter a **positive (+)** amount.
- Enter the Chartfields from the Original Deposit where this NSF was posted.
- Select the **Yellow Lightning Bolt**.
- Select the **Complete** checkbox.
- Select **Save**.
- Select the **Budget Check** Icon. (Next to the Yellow Lightning Bolt)

9.

End of process.