



Miami-Dade County

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

PURPOSE AND DESCRIPTION

Purpose

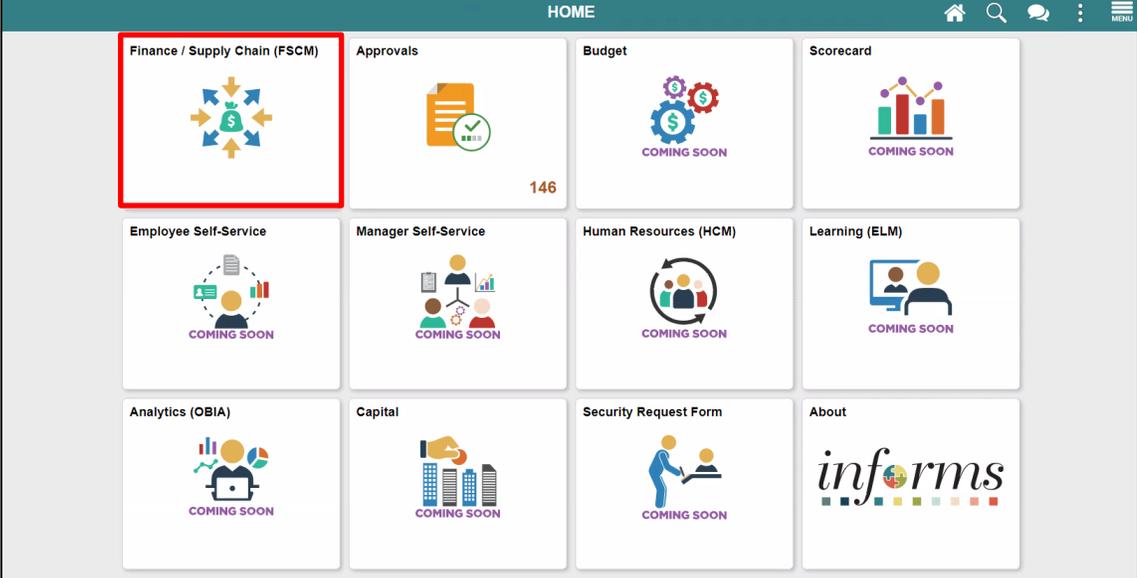
This document explains the steps to process Insufficient Fund (NSF) & Bank Debit Memo deposits via Direct Journal.

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 Finance/Supply Chain (FSCM).</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.

Control Totals		Control Data	
Control Total Amount	-100.00	*Count	1
Entered Total Amount	0.00	*Received	08/12/2021
Difference Amount	0.00	*Entered	08/12/2021
Posted Total Amount	0.00	Posted	
Journalled Total Amount	0.00	Assigned	E89653
		User	E89653
		Contact Person	Enter Your Name Here
		Contact Phone Number	Enter Your Phone # Here
		Location	Enter Your Location Here

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.

a) 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.)

b) On the **Payment Amount** field enter a **Negative (-)** amount.

c) Enter a **Payment Description**.

d) 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)

e) Select the **Apply Payment** hyperlink.

8.

9.

End of process.

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