



Miami-Dade County

Accounts Receivables - Prepayment Job Aid

PURPOSE AND DESCRIPTION

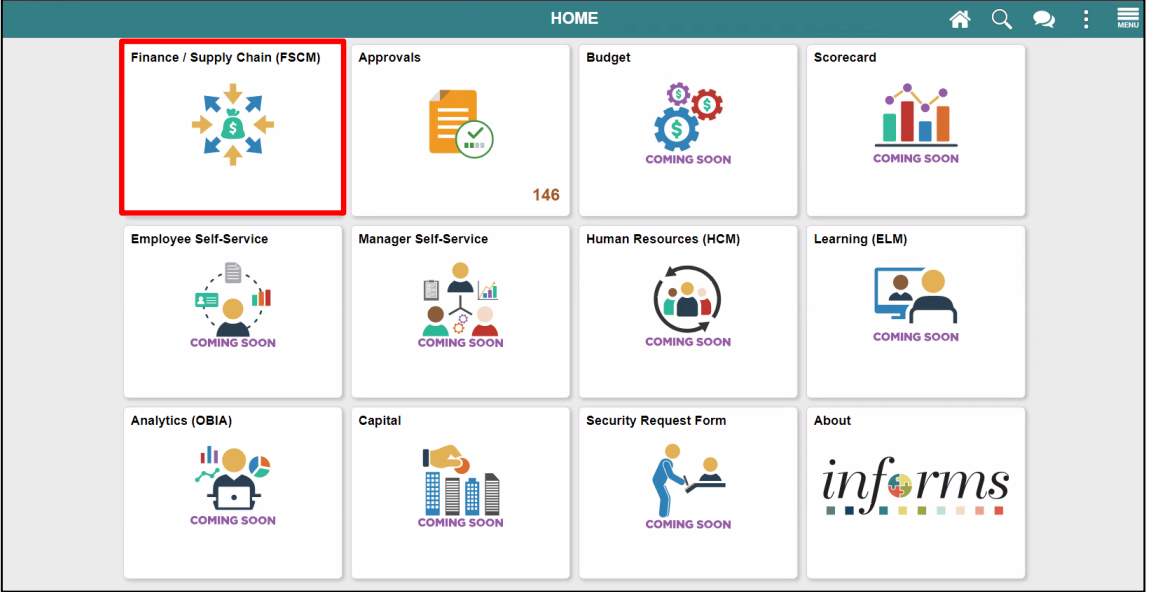
Purpose

















This document explains the steps to process prepayment deposits against a customer without selecting Payment Predictor or Direct Journal within the deposit. An example of a prepayment is a security deposit.

Description

The key actions to manage Prepayments is to create a deposit, identifying the customer, and completing the payment worksheet.

PREPAYMENT

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 285">Finance / Supply Chain (FSCM)</div><div data-bbox="342 285 1401 898"><div data-bbox="342 285 605 485">Finance & Accounting </div><div data-bbox="605 285 868 485">Grants Management </div><div data-bbox="868 285 1131 485">Customer Contracts </div><div data-bbox="1131 285 1401 485">Supplier Administration </div><div data-bbox="342 485 605 684">Supply Chain Operations </div><div data-bbox="605 485 868 684">Project Management </div><div data-bbox="868 485 1131 684">Cash Management </div><div data-bbox="1131 485 1401 684">Credit to Cash Operations </div><div data-bbox="342 684 605 898">Asset Tracking </div><div data-bbox="605 684 868 898">Payables Operations </div></div></div> <div data-bbox="295 905 737 940">Select Credit to Cash Operations.</div>
4.	<div data-bbox="329 940 1414 1562"><div data-bbox="329 940 1414 982">Credit to Cash Operations</div><div data-bbox="329 982 1414 1562"><div data-bbox="329 982 683 1272">Billing WorkCenter </div><div data-bbox="683 982 1037 1272">Billing Invoice List </div><div data-bbox="1037 982 1414 1272">Receivables WorkCenter </div><div data-bbox="329 1272 683 1562">Approvals </div><div data-bbox="683 1272 1037 1562">Billing </div><div data-bbox="1037 1272 1414 1562">Receivables </div></div></div> <div data-bbox="295 1568 553 1602">Select Receivables.</div>

5.

< Credit to Cash Operations
Receivables

My Receivables Design

My Customers & Contacts

My Receivables Items

My Payment Processing

Modify Accounting Entries

Express Payment

Regular Deposit

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

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 the deposit slip information.

c) Select **Add**.

6.

Totals
Payments

Unit SP
Deposit ID 1
Delete Deposit

*Accounting Date 05/15/2021

*Bank Code WELLS Wells Fargo

*Bank Account W001

*Deposit Type 1 Cash and C

Control Currency USD

Format Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Control Totals		
Control Total Amount	20000	*Count 1
Entered Total Amount	0.00	Count 1
Difference Amount	0.00	Count -1
Posted Total Amount	0.00	Count 0
Journalled Total Amount	0.00	Count 0

*Received 05/15/2021

*Entered 05/15/2021

Posted

Assigned E89653

User E89653

Contact Person

Contact Phone Number

Location

Save

Notify

Refresh

Add

Update/Display

Under the **Totals** page enter the information for a new deposit or delete a deposit. Once a deposit has been completed, this page will be unavailable.

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

b) Select the ***Bank Code**.

c) Select the ***Bank Account**.

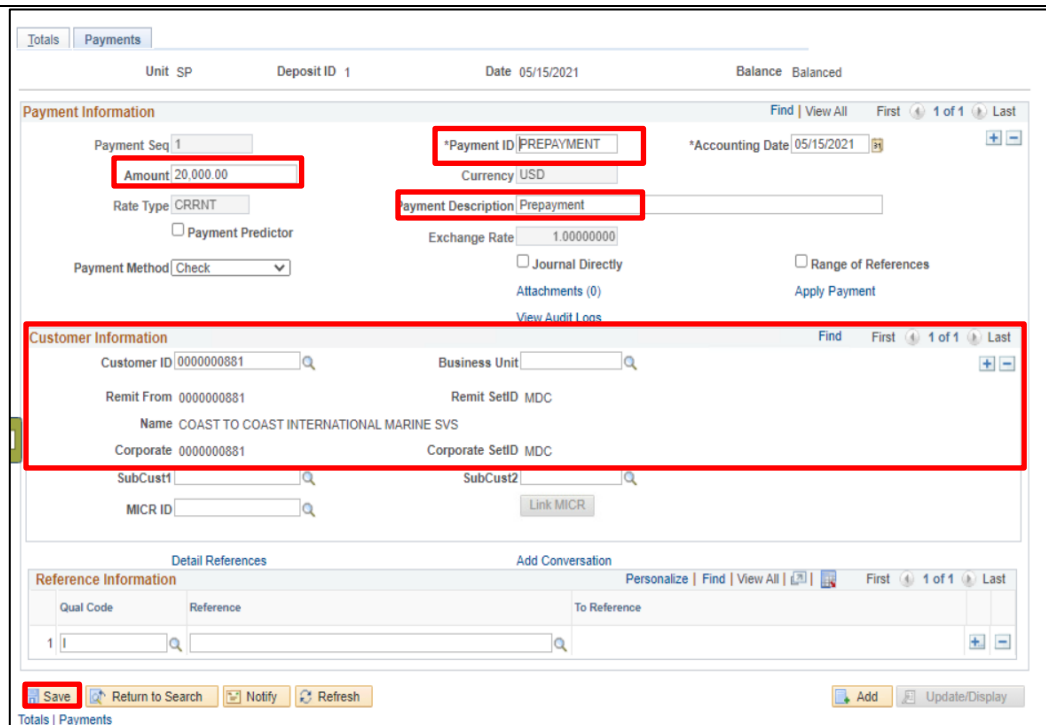
d) Select the ***Deposit Type**.

e) Enter a **Control Total Amount**.

f) Enter the ***Count Total**.

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

7.



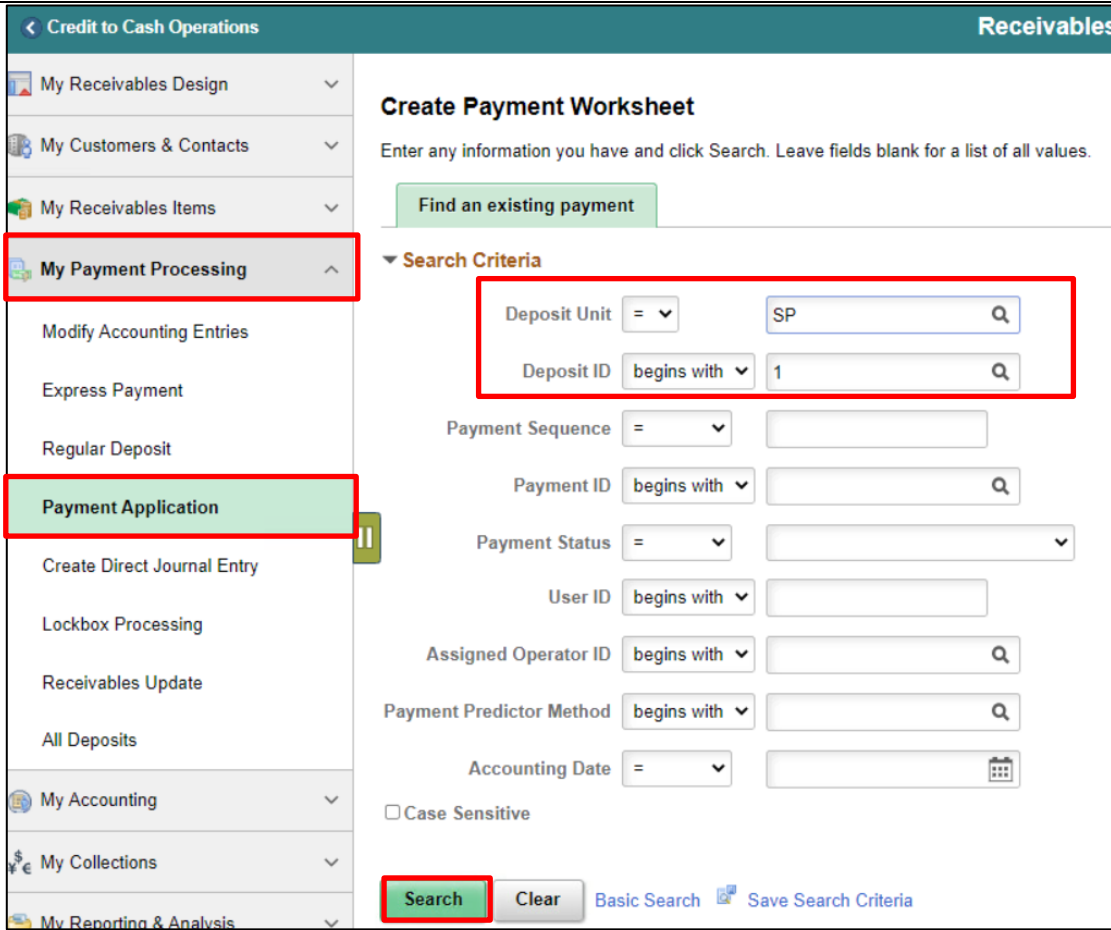
The screenshot shows the INFORMS Prepayment form. The form is divided into several sections: Payment Information, Customer Information, and Reference Information. Red boxes highlight specific fields: 'Amount' (20,000.00), '*Payment ID' (PREPAYMENT), 'Payment Description' (Prepayment), and the 'Customer Information' section. The 'Customer Information' section includes fields for Customer ID, Business Unit, Remit From, Remit SetID, Name, Corporate, Corporate SetID, SubCust1, SubCust2, and MICR ID. The 'Reference Information' section includes fields for Qual Code, Reference, and To Reference. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

- a) The ***Payment ID** field is equal to your payment identifier. Example:
Prepayment/ Check #/or Security Deposit

NOTE: DO NOT select Payment Predictor or Journal Directly boxes. Make sure these are unselected.

- b) Under **Customer ID** select the **Customer** you wish to apply the prepayment for.
c) Select **Save** button.

8.



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 =
- Deposit ID begins with
- Payment Sequence =
- Payment ID begins with
- Payment Status =
- User ID begins with
- Assigned Operator ID begins with
- Payment Predictor Method begins with
- Accounting Date =

☐ Case Sensitive

[Basic Search](#)

a) Under **My Payment Processing** go to **Payment Application**.

b) Enter the **Deposit Unit** (BU) and the **Deposit ID** (used to create the deposit).

c) Select **Search**.

9.

< Credit to Cash Operations
Receivables

Payment Worksheet Selection

Deposit Unit	SP	Payment ID	PREPAYMENT	<input type="checkbox"/> Payment Predictor
Deposit ID	1	Payment Amount	20,000.00 USD	
Deposit Status	None Applied	Payment Status	Identified	

Customer Criteria

Customer Criteria

Customer Items ▼

Customer Reference

Q
|
◀
▶
1 of 1
View All

Customer ID	0000000881	Business Unit	
SubCustomer 1		SubCustomer 2	
Name COAST TO COAST INTERNATIONAL MARINE SVS			
Remit SetID	MDC	Remit From ID	0000000881
Corporate SetID	MDC	Corporate ID	0000000881
MICR ID		Link MICR	

Reference Criteria

Reference Criteria

None ▼

Restrict to

All Customers ▼

Match Rule

Exact Match ▼

Item Reference

Q
|
◀
▶
1-1 of 1
View All

Qual Code	Reference	To Reference	
<input type="text"/>	<input type="text"/>		+ -

On the **Payment Worksheet Selection** page, verify the deposit and customer information.

10.

Item Inclusion Options

☒ All Items

☐ Exclude Collection Items

☐ Deduction Items Only

☐ Exclude Deduction Items

☐ Items in Dispute Only

☐ Exclude Dispute Items

[Advanced Inclusion Options](#)

Worksheet Action

Build

Clear

Created at

Items 0

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

11.

Payment Worksheet Application

Deposit Unit SP Deposit ID 1 Payment ID PREPAYMENT Payment Sequence 1 Payment Currency USD
Payment Accounting Date 06/01/2021

Item Action
Entry Type Pay An Item Reason

Row Selection
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
	1	<input checked="" type="checkbox"/>	-20,000.00	USD	PR-4		SP	0000000881	PR		<input type="checkbox"/>	

Add with Detail Revenue Distribution Letter of Credit ID

Balance

	Amount	20,000.00	Remaining	0.00	Unearned	0.00
Selected	0.00	Discount	0.00	Earned	0.00	
Adjusted	-20,000.00	Write Off	0.00			

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

Save Return to Search Refresh

On the **Item List** section,

- In the **Pay Amt** field enter the deposit amount as a **negative amount**.
- In the **Unit** field enter the **Business Unit**.
- In the **Customer** field enter the **Customer ID**.
- In the **Type** field select **PR – Prepay an Item** option.
- Select **Save**.
- Select the **Worksheet Action** link.

12.

Payment Worksheet Action

Deposit Unit SP Deposit ID 1 Payment ID PREPAYMENT
Entered Date 06/01/2021 Status Do Not Post

Worksheet Action
Delete Worksheet
Delete Payment Group

Posting Action
Action: Do Not Post OK

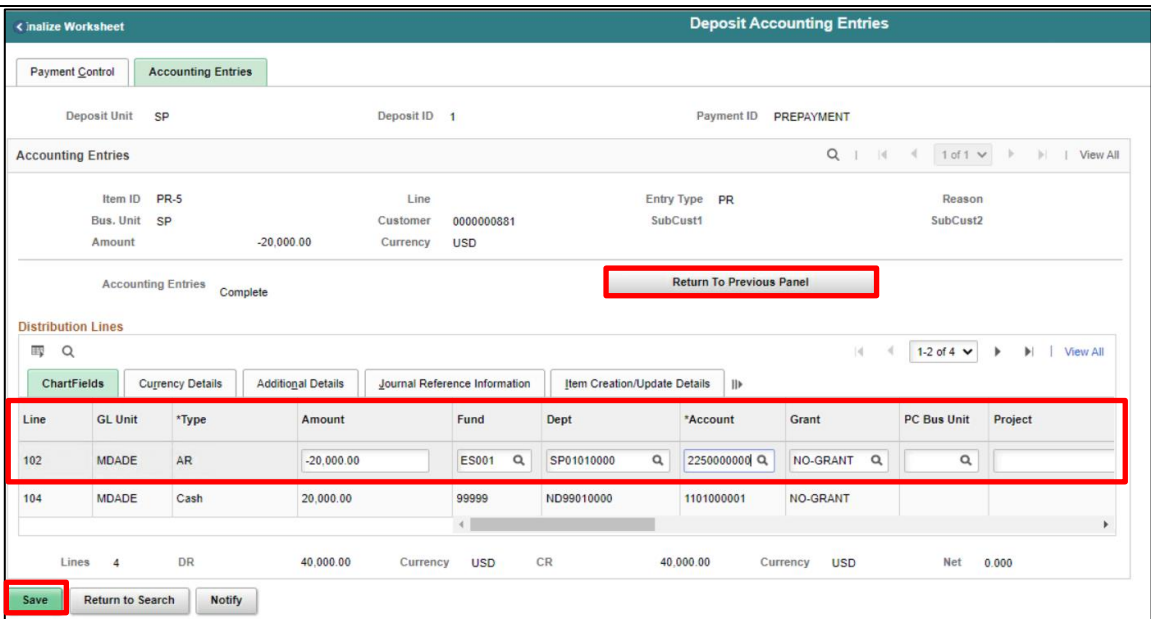
Accounting Entry Action
Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify

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

13.



In the **Distribution Lines** section, enter the proper Chartfield strings.

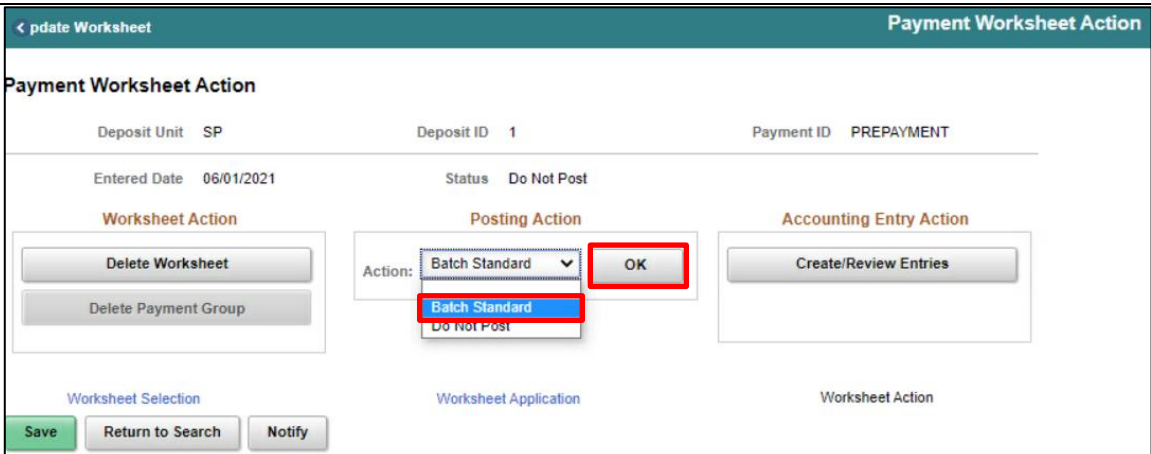
NOTE: For Prepayments do NOT enter the Account Receivable Account (1131).

a) Select **Save**.

NOTE: Select OK if you get an Invalid Chartfield Combo pop up message.

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

14.



a) Under **Posting Action** select **Batch Standard**.

b) Select **OK**. (Page automatically saves)

NOTE: In order to see the posting you have to wait for the nightly process. After the nightly process, the prepayment credit amount will be posted on the Customer's account.

15.

End of process.

