

## QUICK REFERENCE GUIDE

### *Creating a Wire Deposit (AR or Direct Journal)*

*February 5, 2015*

## **Create a Wire Deposit**

Wire deposits are received by the Treasurer's Division of MMB (Treasurer) first from the bank. To record these receipts, you will partially enter a regular deposit for a direct journal or AR Item, making sure to use the "W" (Wire) deposit type. When the "wire" deposit type is used, the transaction is routed through workflow to the Treasurer for approval. After the transaction is approved, you will complete the deposit as you would normally.

Steps to complete:

- Step 1: Partially Complete the Regular Deposit Entry pages
- Step 2: Monitor the Approval Workflow
- Step 3: Complete the Deposit as you would normally

### **Step 1: Partially Complete the Regular Deposit Entry pages**

First you will partially complete the *Regular Deposit Entry* pages. Begin by navigating to the *Regular Deposit* page.

1. **Navigation Links:** Accounts Receivable, Payments, Online Payments, Regular Deposit.
2. On the *Regular Deposit* page, click on the **Add a New Value** tab to begin creating the new deposit.
3. Accept the default *Business Unit* or enter the **Business Unit**. This is a required field.
4. Accept the default of "NEXT" in the *Deposit ID* field and SWIFT will automatically assign the next number available after you save the deposit. You can also enter your own.
5. Click the **Add** button and the *Totals* page displays.
6. Complete the **Totals** tab fields as you would normally, making sure to select "**W**" for the **Deposit Type**. The "W" will trigger an automatic workflow to the Treasurer for approval after you save.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments

Unit: G1001    Deposit ID: NEXT    None Applied    [Delete Deposit](#)

\*Accounting Date: 11/25/2014  
 \*Bank Code: US001 US BANK  
 \*Bank Account: WF  
 \*Deposit Type: W EFT  
 MIDAS Location: G1000WF STPAUL-FINANCE DEPT

Control Currency: USD  
 Format Currency: USD  
 Rate Type: CRRNT  
 Exchange Rate: 1.00000000

Control Totals		Control Data	
Control Total Amount:	100.00	*Count:	1
Entered Total Amount:	100.00	Count:	1
Difference Amount:	0.00	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

\*Received: 11/25/2014  
 \*Entered: 11/25/2014  
 Posted:  
 Assigned: TEST\_TRN  
 User: TEST\_TRN

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Totals | Payments

7. Enter the applicable payment amounts for each line on the **Payments** tab.

**Note:** You should not select Payment Predictor or the Journal Directly options at this point.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments

Unit: G1001    Deposit ID: NEXT    Date: 11/25/2014    Balance: Balanced

**Payment Information**

Payment Seq: 1    \*Payment ID: WIRE DEPOSIT    \*Accounting Date: 11/25/2014  
 Amount: 100.00    Currency: USD  
 Rate Type: CRRNT    Exchange Rate: 1.00000000  
 Payment Predictor     Journal Directly     Range of References  
 Payment Method: Check    [Attachments \(0\)](#)

**Customer Information**

Customer ID:    Business Unit:    Remit From:    Remit SetID:  
 Name:    Corporate:    Corporate SetID:  
 SubCust1:    SubCust2:    MICR ID:    Link MICR

**Detail References**

Qual Code	Reference	To Reference
1		

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Totals | Payments

8. **WARNING!** Do not save the deposit until you are sure that the information is correct. You cannot make changes to the deposit after you save. After verifying the deposit, click on the **Save** button. The **Totals** tab displays "In Workflow" in the Deposit header. You will not be able to change anything at this point.

- When a deposit is in workflow, it should NOT be deleted under any circumstance, as this creates issues with the workflow.

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments

Unit: G1001    Deposit ID: 132950133    In Workflow    [View Audit Logs](#)    [Delete Deposit](#)

\*Accounting Date: 11/25/2014  
 \*Bank Code: US001 US BANK  
 \*Bank Account: WF  
 \*Deposit Type: W EFT  
 MIDAS Location: G1000WF STPAUL-FINANCE DEPT

Control Currency: USD  
 Format Currency: USD  
 Rate Type: CRRNT  
 Exchange Rate: 1.00000000

Control Totals		Control Data	
Control Total Amount:	100.00	*Count:	1
Entered Total Amount:	100.00	*Received:	11/25/2014
Difference Amount:	0.00	*Entered:	11/25/2014
Posted Total Amount:	0.00	Posted:	
Journalled Total Amount:	0.00	Assigned:	TEST_TRN
		User:	TEST_TRN

Save    Notify    Refresh    Add    Update/Display

Totals | Payments

## Step 2: Monitor the Approval Workflow

The next step is for the Treasurer to approve the deposit. After it has been approved your deposit will have a "Complete" status. At this point you will be able to finish up your deposit. If the deposit is not approved, you'll need to work with the Treasurer to resolve the issues.

There are a few ways to check for approval:

- Check your Workflow list. After the transaction is approved, it will appear in your workflow, indicating "Transaction Approved."

Favorites | Main Menu > Worklist > Worklist

Worklist

Worklist for TEST\_TRN: Test Trainer ID

[Detail View](#)    Worklist Filters:    Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Eichinger,Michelle S.	11/25/2014	Transaction Approved	Approval Workflow	3-Low	M_REG_DEPOSIT_47031 MREGDEPOSIT_1801-01-01.N.O. DEPOSIT_BU:G1001 DEPOSIT_ID:132950132 CONTROL_AMT:100RDC:A.O.R	Mark Worked	Reassign

- Navigate to the Deposit and check to see if the status is "Complete" in the header of the **Totals** tab. (**Navigation Links:** Accounts Receivable, Payments, Online Payments, Regular Deposit.)
- Run the following Query: M\_AR\_GBL\_DEPOSITS\_IN\_WORKFLOW. This query will provide a list of deposits in workflow. If the deposit is not in the results from the query, then it has been approved.

M\_AR\_GBL\_DEPOSITS\_IN\_WORKFLOW- Deposits that need approval

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All First  Last

	Unit	Deposit ID	Deposit Type	Bank	Account	MIDAS Loc	Control Total Amt	Acctg Date	Received	Entered	User	Deposit Status
1	G1001	1014	W	US001	WF	G10000WF	293060.720	07/01/2013	07/01/2013	07/01/2013	00238950	In Workflow
2	G1001	1071	W	US001	WF	G10000WF	831247.780	08/01/2013	08/01/2013	08/01/2013	00238950	In Workflow
3	G1001	1107	W	US001	WF	G10000WF	71550.500	08/15/2013	08/15/2013	08/15/2013	00238950	In Workflow
4	G1001	1159	W	US001	WF	G10000WF	107790.450	09/16/2013	09/16/2013	09/16/2013	00238950	In Workflow
5	G1001	1182	W	US001	WF	G10000WF	31570.060	10/01/2013	10/01/2013	10/01/2013	00238950	In Workflow

**Step 3: Complete the Deposit as you would normally**

After the wire deposit has been approved, complete the deposit as you would normally. For assistance, refer to the [AR/B13 Accounts Receivable Advanced User Guide](#).