

QUICK REFERENCE GUIDE

November 1, 2019

Enter a Wire Deposit for a Direct Journal

Wire deposits are received by the MMB's Cash Management Unit first from the bank. To record these receipts, you will partially enter a regular deposit for the direct journal, making sure to use the "W" (Wire) deposit type. When the "wire" deposit type is used, the transaction is routed through workflow to the Cash Management Unit for approval.

After the wire deposit has been approved, you will need to go back to the deposit and edit the **Payments** tab by unchecking the "Payment Predictor" option and checking the "Journal Directly" option. You will then complete the Accounting Entries for the deposit as you would normally.

Note: If you need to process a wire deposit for an AR Item, refer to the ["AR Item Wire Deposit"](#) guide.

Steps to complete:

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

Step 1: Partially Complete the Regular Deposit Entry pages

First you will partially complete the *Regular Deposit Entry* page.

1. Begin by navigating to the *Regular Deposit* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Enter and Complete Payments. The Regular Deposit page will display by default.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Links section, Enter 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 *Deposit Unit* or enter the **Deposit 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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- 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 MMB’s Cash Management Unit for approval after you save.

The screenshot shows the 'Totals' tab of the SWIFT financial tool. The 'Deposit Type' field is highlighted with a red box and contains the value 'W'. Other fields include Accounting Date (09/05/2018), Bank Code (US001), Bank Account (WF), MIDAS Location (G1000WF), and Control Currency (USD). The 'Control Totals' section shows a Control Total Amount of 100.00 and a Count of 1. The 'Control Data' section shows a Received date of 09/05/2018 and an Assigned user of 01159534.

- Enter the applicable payment amounts for each line on the **Payments** tab.
Note: You should not select the Journal Directly option at this point. (This option should not be available for editing.)

The screenshot shows the 'Payments' tab of the SWIFT financial tool. The 'Payment ID' is 'WIRE TRANSFER', the 'Amount' is 100.00, and the 'Payment Method' is 'Check'. The 'Journal Directly' checkbox is unchecked. The 'Payment Information' section shows a Payment Seq of 1, a Payment ID of WIRE TRANSFER, and an Accounting Date of 09/05/2018.

- 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 because this creates issues with the workflow.

Totals
Payments

Unit G1001
Deposit ID 132950245
In Workflow
Delete Deposit

[View Audit Logs](#)

*Accounting Date

*Bank Code US BANK

*Bank Account

*Deposit Type EFT

MIDAS Location STPAUL-FINANCE DEPT

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals

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

Control Data

*Received

*Entered

Posted

Assigned

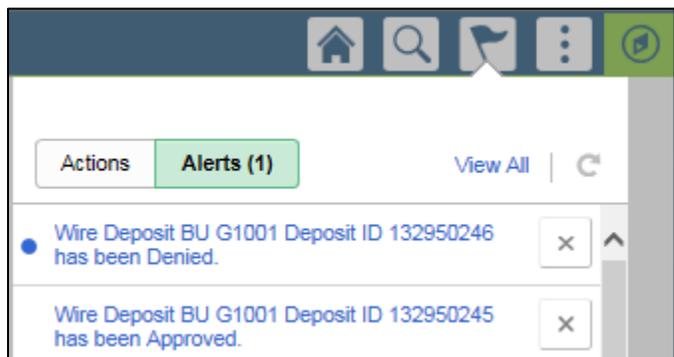
User 01159534

Step 2: Monitor the Approval Workflow

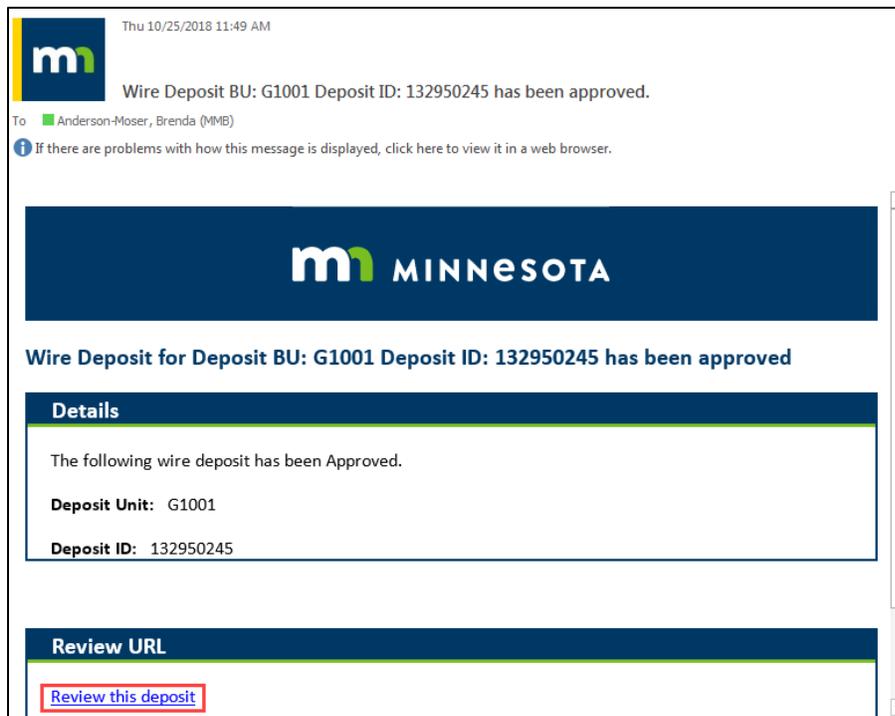
The next step is for the MMB’s Cash Management Unit to approve the deposit. After it has been approved your deposit will have a “Complete” status. At this point you will be able finish processing the deposit. If the deposit is not approved, you’ll need to work with the Cash Management Unit to resolve the issues.

You will receive a Notification and an email when the wire transfer is approved or denied. A link to the deposit is provided in the Notification and in the email so that you can access the deposit and finish processing. The link in the email will take you directly to the deposit, if you are logged into the system; otherwise, it will take you to the login page.

- Below is an example Notification:



- Below is an example email:



- You can also 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 is no longer in workflow.

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 1-14 of 14 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

After the wire deposit has been approved, you will need to go back to the deposit and edit the **Payments** tab by unchecking the “Payment Predictor” option and checking the “Journal Directly” option. You will then complete the Accounting Entries for the deposit as you would normally. For assistance, refer to the [“Direct Journal Deposit Entry”](#).

Enter and Complete Payments
Regular Deposit

[New Window](#) | [Help](#) | [Personalize Page](#)

Totals
Payments

Unit G1001
Deposit ID 132950245
Date 10/25/2018
Balance Balanced

Payment Information
1 of 1
View All

Payment Seq

Amount

Rate Type

Payment Predictor

Payment Method

*Payment ID

Currency

Exchange Rate

Journal Directly

[View Audit Logs](#)

*Accounting Date

Range of References

[Apply Payment](#)

Customer Information
1 of 1

Customer ID

Remit From Name

Corporate SubCust1

MICR ID

Business Unit

Remit SetID

Corporate SetID

SubCust2

Link MICR

[Detail References](#)

Reference Information
1-1 of 1
View All

	Qual Code	Reference	To Reference		
1					

Save
Return to Search
Notify
Refresh

Add
Update/Display