Debit Memo Report Job Aid

User Role(s): *Agency Deposit Reporter, Agency AR Processor*
DFS Bank Reconciliation Processor, DFS Deposit Approver, DFS Deposit Processor
Last Updated: *03/09/2023*

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Overview

Run the Debit Memo report in Florida PALM to determine which deposits were returned.

How to run the Debit Memo Report

Follow the steps listed below to run the Debit Memo report:

Table 1: Debit Memo Report Information

Report ID	Report Name	Report Description	Key Data Elements	Navigation
ARR024	Debit Memo	A report that provides returned item information and includes image for returned checks. This report is used to account for returned items from the customer and for AR / Collection purposes.	Deposit Business Unit, Dates, Agency Deposit Number, Deposit ID, Type, Bank Account, Image of Returned Item, Florida PALM Default Accounting (ChartFields), Return Reason, Amount, Location, Returned Item Data	NavBar > Menu > Florida PALM > Reports > AR > Debit Memo

1. Follow the navigation path in the table above to get to the **Debit Memo** report request screen.
2. **Run Control ID**: This is the Name of your report – When running the first time, choose whatever report name you desire. The **Run Control ID** name is case sensitive, can be up to 30 characters in length, can contain underlines and dashes but cannot contain spaces. You can re-use this name anytime you run this report (When re-running the report, select the **Search** button and you will be automatically taken to **Report Request Parameters Page**. If you've created multiple **Run Control IDs**, select the applicable name and you will be taken to the **Report Request Parameters Page**).

3. Input your Business Unit.
4. Input the desired date range.
5. From the following list, select the type of **Debit Memo Report(s)** you wish to retrieve.
   a. **Paper Check** (images of front and back of check are included);
   b. **EFT/ACH**;
   c. **Credit Card**;
   d. **Foreign Paper Check** (this type is applicable when the check was drawn on an international bank);
   e. **UC Benefits Paper Check** (this type does not apply to all agencies); or
   f. **All** (A blank report means either there were no returns of that type for the specified date range or the selected type does not apply to your agency).
6. Click the **Save** button.
7. Click the **Run** button.
8. On the **Process Scheduler Request Menu**, Click the **OK** button.
9. Make note of the **Process Instance** number (under the **Run** button). The **Process Instance** number is comparable to a report number.
10. Click the **Process Monitor** link (left of the **Run** button).
11. Locate your **Process Instance** number in the **Process List**.
    a. To minimize the results the returned results, you may also input the **Process Instance Number** in the **'Instance From'** and **'Instance To'** boxes and hit the **Refresh** button (above the **Report Manager** link).
12. Be sure the **Run Status is Success** and the **Distribution Status is Posted**.
    a. If the statuses are not **Success** and **Posted**, Click the **Refresh Button** (above the **Report Manager** link) until the statuses are **Success/Posted**.
13. Click the **Report Manager** link.
14. Click the **Administration** tab.
    a. To minimize the results the returned results, you may input the **Process Instance Number** in the **'Instance From'** and **'Instance To'** boxes and hit the **Refresh** button.
15. The **Debit Memo Reports** are listed as PDF documents in the **Description** column. Select the desired report. Images are attached to the appropriate report.

Posting the Debit Memo in FLAIR

1. Using the **Debit Memo Report(s)**, locate the **Agency Deposit Number**.
2. Using a **Departmental FLAIR** only transaction (e.g., TR30N or TR96) input the last 6 characters of the **Agency Deposit Number** as the Deposit number in **FLAIR**.
3. If necessary, agencies may reclassify the **ChartField** values (i.e., category and object code) with their normal **FLAIR** correction/adjustment processes.

To Find the Original Deposit in Florida PALM

Input the data below, which is found on the **Debit Memo Report**, as search criteria in any of the **Deposit Queries** (ARR007, ARR020, ARR021):

- **Deposit BU**
- **From Date**
- **To Date**
- **Deposit ID**
- **Agency Deposit Number**

- **Bank Code**
- **Bank Account Key**
- **Deposit Type** (select the code that corresponds to the **Deposit Type**)
- Select **View Results**

For a comprehensive list of reports and queries in Florida PALM, please visit the **Reports Catalog** found on the Florida PALM Solution page https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5.

Example: (Debit Memo Report)

PeopleSoft Accounts Receivable								
Florida PALM	ARR024	**Debit Memorandum**				Page No:	1 of 12	
						Run Date:	08/05/2021	
						Run Time:	03:21:39 PM	

Deposit BU:	43000
Accounting Date:	07/21/2021
Received Date:	07/16/2021
Deposit Amount:	-21.05
Agency Deposit Number:	PR0000000000075
Deposit ID:	247
Bank Code:	WELLS
Bank Account:	3888
Deposit Type:	Debit Memo Paper Check

Amount	GL BU	Account	Fund	Budget Entity	Category
-21.05	43000	600000	79500	43600100	000100

Figure 1: Example of Debit Memo Report

(ARR007 - Deposit Report Query)

FLP_DEPOSIT_REPORT - Deposit Report

Deposit BU **43000**

From Date **07/16/2021**

To Date **07/21/2021**

Deposit ID **247**

Agency Deposit Number **PR0000000000075**

Bank Code **WELLS**

Bank Account Key **3888**

Deposit Type **P**

Payment ID

Reconciliation Status

Control Total Amount **0.00**

Payment Amount **0.00**

Distribution Amount **0.00**

Account

Fund Code

Budget Entity

Category

View Results

Figure 2: Example of Deposit Report Query

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Training, Enrichment,
Communication, & Help

(ARR007 – Example Deposit Report Query Results)

Row	Deposit Unit	Accounting Date	Deposit ID	Agency Deposit Number	Deposit Type	Deposit Type Description	Bank Code	Bank Account Key	Bank Account #	Control Total Amount	Control Count	Reconciliation Status	Reconciliation Date
1	43000	07/21/2021	247	PR0000000000075	P	Debit Memo Paper Check	WELLS	3888	4300454_DFS_DIV_OF_WORKERS_COMP	-21.05	1	Reconciled	07/22/2021

Figure 3: Example of Deposit Report Query Results

Still have questions?
Please contact the **Florida PALM Solution Center**.