

# Incorrect GIRO Deposits



PeopleSoft Financials  
Version 9.2

## **PURPOSE:**

This procedure is for **INCORRECT GIRO DEPOSITS** only. This job aid will explain the required steps to send monies back related to an Incorrect GIRO Deposit; **a payment cancellation is not necessary**.

**For the Core-CT Receivables Processor:**

**NAVIGATION: Accounts Receivable > Payments > Online Payments > Regular Deposit**

Totals Tab:

The screenshot displays the 'Totals Tab' for an Incorrect GIRO Deposit. The interface includes the following fields and data:

- Unit: UHCM1
- Deposit ID: 198248
- \*Location: DOCM1
- \*Accounting Date: 04/22/2017
- \*Bank Code: GIRO
- \*Bank Account: GIRO
- \*Deposit Type: S
- Control Currency: USD
- Format Currency: USD
- Rate Type: CRRNT
- Exchange Rate: 1.00000000

Control Totals			Control Data		
Control Total Amount	316.49	*Count 1	*Received	04/21/2017	
Entered Total Amount	316.49	Count 1	*Entered	04/21/2017	
Difference Amount	0.00	Count 0	Posted		
Posted Total Amount	0.00	Count 0	Assigned	BATCH	
Journalled Total Amount	0.00	Count 0	User	BATCH	

A GIRO Deposit is identified by the **Bank Code/Bank Account** value of *GIRO*. The agency responsible for sending the GIRO deposit is identified by the **Location** value.

In the event a GIRO deposit is received in error, the Receivables Processor must Directly Journal the deposit, and communicate with their Accounts Payable unit to voucher the monies back to the agency that sent it in the form of a GIRO payment.

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## Payments Tab:

Totals | Payments

Unit UHCM1    Deposit ID 198248    Date 04/21/2017    \*Location DOCM1    Balance Balanced

Payment Information Find | View All    First 1 of 1 Last

Payment Seq 1    \*Payment ID 163045    \*Accounting Date 04/22/2017

Amount 316.49    Currency USD

Rate Type CRRNT    Exchange Rate 1.00000000

Payment Predictor     Journal Directly     Range of References

Payment Method Check    Attachments (0)    View Audit Logs

Customer Information Find    First 1 of 1 Last

Customer ID    Business Unit

Remit From Name    Remit SetID

Corporate SubCust1    Corporate SetID

MICR ID    Link MICR

Detail References    Add Conversation

Reference Information Personalize | Find | View All | First 1 of 1 Last

Qual Code	Reference	To Reference
11	ST58978	

GIRO deposits are created with the Payment Predictor flag selected, therefore, the Payment Predictor process will attempt to apply payment. In the case of an Incorrect GIRO, the payment predictor process will not complete, but will leave an incomplete Payment Worksheet. This will force the Payments page to be grayed out. The Receivables Processor will have to delete the payment worksheet.

## NAVIGATION: Accounts Receivable > Payments > Apply Payments > Finalize Worksheet

Payment Worksheet Action \*Location Code DOCM1

Deposit Unit UHCM1    Deposit ID 198248    Payment ID 163045

Entered Date 04/21/2017    Status Do Not Post

**Worksheet Action**    **Posting Action**    **Accounting Entry Action**

Delete Worksheet    Action: Do Not Post    OK    Create/Review Entries

Delete Payment Group

Worksheet Selection    Worksheet Application    Worksheet Action

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## NAVIGATION: Accounts Receivable > Payments > Online Payments > Regular Deposit

### Payments Tab:

Qual Code	Reference	To Reference
11		

By deleting the Payment Worksheet, the Payments page of the Deposit will become editable. The row within the Reference Information must be deleted by clicking the Delete Row icon (not shown in the above screenshot), and the Journal Directly checkbox must be selected.

The [Apply Payment](#) hyperlink may be selected, or the Receivables Processor can navigate to the Create Accounting Entries page to Directly Journal this payment.

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## NAVIGATION: Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

### Accounting Entries:

Accounting Entries		Deposit Control									
Unit UHCM1	Deposit ID 198248	Payment 163045	Seq 1								
<b>Currency Details</b>											
Amount	316.49 USD										
<input checked="" type="checkbox"/> Complete	Entry Event										
<b>Budget Status</b>											
<b>Distribution Lines</b>											
Personalize   Find   View All   First   1-2 of 2   Last											
ChartFields   Currency Details   Budget   Journal Reference Information   Distribution Creation / Update Details											
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Fund	Dept	SID	Program	Account		
1	1 STATE	Speed Type	-316.49	USD	34003	UHC72000	42350		20920		
2	2 STATE	Speed Type	316.49	USD	34003	UHC72000	42350		10436		
<b>Total</b>											
Lines	2	Total Debits	316.49	Currency	USD	Total Credits	316.49	Currency	USD	Net	0.00

The direct journal must be coded to Pending Receipts coding (Fund 34003, SID 42350, Account 20920). The DeptID value used is up to the Receivables Processor.

This exact coding must be communicated with the Accounts Payable Unit, so when the monies is sent back in the form of a GIRO payment, the coding on the voucher matches the Pending Receipt coding used on the Direct Journal.

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## For the Core-CT Payables Processor:

After the Direct Journal has been completed, the Accounts Payable Voucher Processor will create the NON-PO Voucher. They must use the **correct vendor ID for the originating agency** so it will go back to them as a GIRO. This also is the same as the location code on the deposit. The Invoice on the voucher must use **“GIRO PAYMENT ID” and the payment number** from the Deposit payment information. The Voucher Processor will also put information about the incorrect payment in the “Comments Link” and the “Description” field of the voucher so there will be an audit trail. Accounts Payable must use the same chartfield coding that was used on the Direct Journal for Funds Awaiting Distribution (Pending Receipts).

**NAVIGATION: Accounts Payable>Vouchers>Add/Update> Regular Entry. Go to the Add a New Value Tab.**

**IMPORTANT!**  
Ensure the Payment ID from the deposit is in the voucher invoice number.

The screenshot displays the Oracle PeopleSoft Accounts Payable Voucher Processor interface. The 'Invoice Information' tab is active, showing the following details:

- Business Unit: UHCM1
- Voucher ID: 00001279
- Voucher Style: Regular Voucher
- Invoice Date: 06/02/2017
- Receipt Date: 06/02/2017
- Supplier ID: DOCM1
- ShortName: DOC-001
- Location: MAIN
- \*Address: 1
- Invoice No: GIRO PAYMENT ID 163405
- Accounting Date: 06/02/2017
- \*Pay Terms: 000
- Basis Date Type: Inv Date
- Control Group: [Empty]
- Invoice Total: 316.49
- \*Currency: USD
- Total: 316.49
- Difference: 0.00
- Comments: (1)

The 'Invoice Lines' section shows the following details for Line 1:

- \*Distribute by: Amount
- Line Amount: 316.49
- Description: GIRO ERROR PAYMENT ID 163405

The 'Distribution Lines' table is shown below:

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref
<input type="checkbox"/>	1	316.49		STATE	34003	UHC72000	42350	00000	20920			

Revised: 06/02/2017

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A screenshot of the Oracle PeopleSoft Financials interface. The main window displays an "Invoice Information" tab for a "GIRO PAYMENT ID 163405". The interface includes fields for Business Unit (UHCM1), Voucher ID (NEXT), Invoice Date (06/02/2017), and Supplier ID (DOCM1). An "Invoice Total" summary shows a total of 316.49. A "Voucher Comments" dialog box is open, showing a text area with the example comment: "EXAMPLE: THIS IS AN INCORRECT GIRO ERROR PAYMENT. PAYMENT ID GIRO 163405." The dialog also indicates "181 characters remaining" and has "OK" and "Cancel" buttons.

There will be no entries to the receiving agency's budget. The only place you will see these entries will be in the General Ledger under the account number 20920 (Funds Awaiting Distribution). There will be a credit (Direct Journal) and a debit (NonPO Voucher), which will net out to -0-.

The originating agency (UHCM1) will now be getting the funds back with a GIRO payment in their Accounts Receivable, Deposits page.

It will be their responsibility to ensure they direct journal this GIRO with the **same** expenditure coding as they had on their original incorrect voucher. Once this is done, the cycle has been completed. The agency can now process their payment correctly with a new voucher. They should add a comment on the new voucher to tie the new payment to the incorrect one for an audit trail.

## **OSC/APD requires the following procedure followed for the agency that sent the GIRO in error:**

A CO-790S must be completed and sent to the Office of the State Comptroller's Accounts Payable Division. A payment sent in error constitutes an overpayment and therefore requires a CO-790S, which must identify

- 1) procedures that led to the issuance of the overpayment,
- 2) internal controls in place at the time the overpayment was made, and
- 3) description of how a recurrence will be prevented.

The CO-790S must be signed by the agency head or deputy.

The CO-790 will not be sent with the required CO-790S.