DIRECT DEPOSIT
Procedures on voiding a DD

WHAT DO I DO IF I RECEIVE FUNDS BACK FROM CAMILLE'S RBWO ACCOUNT?

If a Direct Payment Card is not activated within 120 days of issuance, then the funds will be returned to the RBWO bank account, and Camille will disseminate them to the appropriate region. **You will need to follow the steps outlined below, except the last step, to record the receipts and reissuance of the checks.**

WHAT DO I DO IF I RECEIVE FUNDS BACK FROM SMI?

If they return 100% of the funds back into your bank account, you will void the initial check, and then reissue the invoice in SHINES, if the vendor can wait, or issue a paper check to the vendor to get them paid quickly. Dave's **approval is needed before issuing a paper check. You will need to follow the steps outlined below, except the last step, to record the reissuance of the checks.**

NOTE: Remember, if it is a SHINES invoice, you will have to VOID.

NOTE: If they funds are being returned to you around month-end, remember that you may have to account for them as outstanding items on your bank reconciliations.

If a vendor contacts you in regards to issues with not receiving their card or not being able to access the funds off of the card, and request that you issue them a paper check, SMI will have to ascertain how much money is left on the card to be retuned. If they return less than 100% of the funds back into your bank account, you will still need to void the initial check, but then when you reissue the paper check to the vendor you will have to reduce their payment for the difference of the original check and the amount returned by SMI. **You will need to follow the steps outlined below to record the recoupment and reissuance of the checks**.

NOTE: Reasons that will cause the funds not to be returned 100% are if the vendor has been making multiple calls to check on their balances or have requested replacement cards, then these charges will be reduced off of the balance before it is retuned to SMI.

Payroll or Travel
1. Post receipt sent from Camille to 127.149 Due from Employees Travel Advance
2. Do Print Screens of the original check from the Payroll or Travel Paid Transaction Screens
3. Mark the original check with an "O" for Old Void
4. Add an Adjustment screen minusing all amounts, using current month's date in Pay Date Field
5. Prepare a GJE as follows:
   Debit 127.148 ($XXX – amount of employee's initial payment posted to the Direct Payment Card)
   Credit 114.101 same amounts
6. Re-issue the check using a PAPER CHECK using the same information from original check except using the current month's date
7. If the funds that were returned were not 100%, remember that you will need to reduce the check in the RECOUP bucket by the difference of the original check and the amount returned

Child Welfare Check – PRIOR MONTH
1. On the General Ledger side
   ● Checks Update Module, mark the original check with an "O" for Old Void.
   ● Prepare and add a GJE as follows:
     Debit 114.101 (void original check amount)
        Credit 622.XXX (for original check amount)
2. On the Child Welfare Side

   Reissuing SHINES PAYMENTS through SHINES
   • Void SHINES Invoice, follow SMILE prompts
   THIS IS DONE IN ORDER TO SEND THE INFORMAITON BACK TO SHINES AS VOIDED.
   ● Complete a manual invoice in SHINES

   Reissuing SHINES PAYMENTS through SMILE – **Approval from Dave Teubl**
   • Re-issue a PAPER CHECK using the same information from the original check except use current days date.
   • Void SHINES Invoice, follow SMILE prompts
     THIS IS DONE IN ORDER TO SEND THE INFORMAITON BACK TO SHINES AS VOIDED.
   • Enter an EMERGENCY MANUAL Check in SHINES once the paper check has been issued in order to maintain payment history

   Reissuing OTHER PAYMENTS through SMILE
   • Do Print Screens of the original check from the Child Welfare Transaction Screens
   • Add an Adjustment screen minusing all amounts, and counts using the current month's date in Transaction Date Field, the original check number in the CHECK NUMBER box, and the GJE number in the DESCRIPTION box.
   • Re-issue a PAPER CHECK using the same information from the original check except using the current month's date
   • **If the funds that were returned were not 100%, remember that you will need to add a line marked "dd" for Direct Deposit Recoupments (Acct#127.141) and key the difference of the original check less the amount returned in as a minus**
     Debit 127.141 ($XXX – amount of vendor's payment initially posted to the Direct Payment Card)
        Credit 114.101 same amounts

Child Welfare Check – CURRENT MONTH
1. On the General Ledger Side
   - Checks Update Module, mark the original check with a "V" for Void.
2. On the Child Welfare Side

   Reissuing SHINES PAYMENTS through SHINES
   - Void SHINES Invoice, follow SMILE prompts
     THIS IS DONE IN ORDER TO SEND THE INFORMAITON BACK TO SHINES AS VOIDED.
   - Complete a manual invoice in SHINES

   Reissuing SHINES PAYMENTS through SMILE – **Approval from Dave Teubl**
   - Re-issue a PAPER CHECK using the same information from the original check except use current days date.
   - Void SHINES Invoice, follow SMILE prompts
     THIS IS DONE IN ORDER TO SEND THE INFORMAITON BACK TO SHINES AS VOIDED.
   - Enter an EMERGENCY MANUAL Check in SHINES once the paper check has been issued in order to maintain payment history

   Reissuing OTHER PAYMENTS through SMILE
   - Do Print Screens of the original check from the Child Welfare Transaction Screens
   - Update the current month's CW screen. Put the date the check is being voided and the original check amount in the DESCRIPTION box, and make sure you "0.00" the amount columns. DO NOT REMOVE the current month's screens NOR remove check number and just re-use the same information as this loses your history of the original check in CW.
   - Re-issue a PAPER CHECK using the same information from the original check except using the current month's date
   - **If the funds that were returned were not 100%, remember that you will need to add a line marked "dd" for Direct Deposit Recoupments (Acct#127.141) and key the difference of the original check less the amount returned in as a minus**
     Debit 127.141 ($XXX – amount of vendor's payment initially posted to the Direct Payment Card)
         Credit 114.101 same amounts

General Ledger Check
1. Post receipt sent from Camille to 127.141 Due from Vendor
2. On the General Ledger page, Prepare and add two GJE's as follows:
   Debit 127.141 ($XXX – amount of vendor's payment initially posted to the Direct Payment Card)
   Credit 114.101 same amounts
   and
   Debit 114.101 (void original check amount)
   Credit XXX.XXX (for original check amount for original account)
3. On the General Ledger Checks Update Module, mark the original check with an "O" for Old Void
4. On the General Ledger page, re-issue the check using a PAPER CHECK using the same information from the original check except using the current month's date
5. If the funds that were returned were not 100%, remember that you will need to key in an additional line marked "127.141" Due from Vendor and key the difference of the original check less the amount returned in as a minus

Purchase Order Check
1. Post receipt sent from Camille to 127.141 Due from Vendor
2. On the General Ledger page, Prepare and add two GJE's as follows:
   Debit 127.141 ($XXX – amount of vendor's payment initially posted to the Direct Payment Card)
   Credit 114.101 same amounts
   and
   Debit 114.101 (void original check amount)
   Credit XXX.XXX (for original check amount for original account)
3. On the General Ledger Checks Update Module, mark the original check with an "O" for Old Void
4. On the General Ledger page, re-issue the check using a PAPER CHECK using the same information from the original check except using the current month's date
5. If the funds that were returned were not 100%, remember that you will need to key in an additional line marked "127.141" Due from Vendor and key the difference of the original check less the amount returned in as a minus

   NOTE: On the Purchase Order Page, go in and update the original check number and date paid to the new check number and date paid