

Statewide Management, Accounting and Reporting Tool



•The following Desk Aid instructs users on overall functionality of INF43 and gives several examples of Deposit Uploads using INF43.

•INF43 Excel Deposit Upload is available to any Agency using the Accounts Receivable module in SMART.

The INF43 Spreadsheet may be requested by logging a ticket with the Help-Desk.
The Category that should be selected is: Accounts Receivable
The Sub-Category that should be selected is: INF43 File Request
In this ticket please include the email address in which the file needs sent

•The INF43 Spreadsheet <u>may not</u> be used by any non-state employee.

•The INF43 Spreadsheet <u>may not</u> be used on any non-state owned computer.

•The INF43 Spreadsheet <u>may not</u> be emailed to additional users.

•It is highly encouraged that the INF43 Spreadsheet be saved on a Shared Drive so multiple users within an Agency can access if needed.



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•A user must have Excel 2003 or newer installed on their machine in order to utilize INF43.

•A user must be able to 'Enable Macros' on their machine in order to utilize INF43.

•INF43 is password protected meaning that you cannot edit, reformat or delete columns.

•The following Deposit Types can be processed via INF43

- •(A) Adjustments
- •(C) Customer Receipts (receipt that references a Pending Item)
- •(E) EFT Receipts
- •(I) Initiating Interfunds
- •(M) Misc. Receipts (Direct Journal)
- •(N) Insufficient Funds
- •(R) Reciprocating Interfunds



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•There are Four buttons across the top of the INF43 Excel Spreadsheet.

•Generate XML and Post

•This button sends the Deposit information in the spreadsheet into SMART •Preview XML

•This button allows a user to look at the XML that will be generated and sent

to SMART upon clicking the 'Generate XML and Post' button

•Show Template

•This button is password protected therefore is not an option for selection •Clear Data Sheet

•This button clears the data in entire spreadsheet

•There are informational boxes that appear when you tab into the fields on Row 3 of the INF43 Spreadsheet.





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#### •Step 1: Enable Macros

- •There is a Security Warning that exists, click the 'Options' button.
- •When the Security Alert Macro window opens, select the 'Enable this Content' radio button and click 'OK'.

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•Step 2: Complete the Blue shaded columns – All Deposit Types

•Blue shaded columns are designated for all Deposits (Interfund and Non-Interfund), the listing below describes these fields and whether they are required (\*) or not:

- •Process\*: This Field must be marked as 'Y' in order to generate XML
- •Deposit Unit\*: This is your Agency Number plus two zeros (ex: 17300)
- •Deposit ID\*: This can be set to 'NEXT' or user defined (will not allow duplicates)
- •Control Count\*: This is the total number of payments included in the Deposit
- •Control Total\*: This is the total amount of all payments included in the Deposit
- •Accounting Date: This date must be in an Open Period in SMART. If left blank, it will default to the date the XML is generated

•**Received Date**: This is an informational only date. If left blank, it will default to the date the XML is generated

- •Deposit Type\*: Valid value defined in SMART (A, C, E, I, M, N, R)
- •Payment ID\*: User defined value
- •Payment Amount\*: Amount of payment
- •Payment Method\*: Valid value defined in SMART (CSH, CHK, RCK, EFT)
- •Misc. Payment\*: Y-Direct Journal, N-All Others
- •Total Checks\*: If Payment Method is CHK, a count must be input here
- •Accounting Date: This date must be in an Open Period in SMART. If left blank, it will default to the date the XML is generated



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•Step 3: Complete the Yellow shaded columns – All Interfund Deposits & Deposits that reference Pending Items

•Yellow shaded columns are required on Interfund Deposits and Deposits that reference Pending Items, the listing below describes these fields and whether they are required (\*) or not:

•Customer ID\*: Valid value in SMART

- •Business Unit\*: Agency Number plus two zeros (ex: 17300)
- •MICR ID: This is a free form field (30 characters)



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Step 4: Complete the Purple shaded columns – Any Deposit that references a Pending Item
 Purple shaded columns are required on Deposits that reference Pending Items (Interfund or Non-Interfund), the listing below describes these fields and whether they are required (\*) or not:

•Qualifier Code\*: Always 'l'

•Reference\*: This is the Item ID (Invoice ID) being referenced



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•Step 5: Complete the Green shaded columns – Direct Journals Only

•Green shaded columns are required on Direct Journal Deposits (Interfund and Non-Interfund)

•If a SpeedChart is used, the only fields that are required are GL Business Unit and Monetary Amount.

•If a SpeedChart is not used, the listing below describes the fields that are available and whether they are required (\*) or not:

•GL Business Unit\*: This is Agency number plus two zeros (ex: 17300)

- •Account (only if SpeedChart is not used)\*: Valid Value in SMART
- •Department (only if SpeedChart is not used)\*: Valid Value in SMART
- •Fund (only if SpeedChart is not used)\*: Valid Value in SMART
- •Service Location (only if SpeedChart is not used): Valid Value in SMART
- •Program (only if SpeedChart is not used)\*: Valid Value in SMART
- •Budget Unit (only if SpeedChart is not used)\*: Valid Value in SMART
- •Agency Use (only if SpeedChart is not used): Valid Value in SMART

•PC Business Unit (only if SpeedChart is not used): This is Agency number plus two zeros (ex: 17300)

•Project (only if SpeedChart is not used): Valid Value in SMART

- •Activity (only if SpeedChart is not used): Valid Value in SMART
- •Source Type (only if SpeedChart is not used): Valid Value in SMART
- •Category (only if SpeedChart is not used): Valid Value in SMART
- •Subcategory (only if SpeedChart is not used): Valid Value in SMART

•Monetary Amount\*: Amount (this amount is opposite of the Payment amount (ex: Payment Amount=\$50.00, Monetary Amount=\$-50.00)

•ChartField 2 (only if SpeedChart is not used): Valid Value in SMART



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•Example 1: Non-Interfund Deposit – 1 Direct Journal Payment (Blue Columns)

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•Example 1: Non-Interfund Deposit – 1 Direct Journal Payment without SpeedChart (Green Columns). Note: Anytime a Payment is a Direct Journal the green columns **MUST BE** completed.

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	
3	SpeedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Monetary Amount	ChartField 2	
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#### •Example 2: Non-Interfund Deposit – 1 Direct Journal Payment (Blue Columns)

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4	Y	26400	NEXT	1	500.00	2010-06-01	2010-06-01	M	158498	500 00	CHK	Y	1	2010-06-01	
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•Example 2: Non-Interfund Deposit – 1 Direct Journal Payment with SpeedChart (Green Columns)

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3	SneedChart Key	GL Business	Account	Department	Fund	Service Location	Program	Budget Unit		PC Business	Project	Activity	Source Type	Category	Subcategory	Amount	ChartField 2	
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•Example 3: Non-Interfund Deposit – 5 Direct Journal Payments (Blue Columns)

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3	Process ?		Deposit Unit	Deposit ID	Control Count	Total	Date	Date	Туре	D	Amount	Method	Misc.Payment	Checks	Date
4	Y	26400		NEXT	5	578.00	2010-06-01	2010-06-01	M	1	500.00	CHK	Y	1	2010-06-01
5	Y									2	25.00	CSH	Y		2010-06-01
6	Y									3	35.00	CHK	Y	1	2010-06-01
7	Y									4	15.00	CSH	Y		2010-06-01
8	Y									5	3.00	CSH	Y		2010-06-01
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•Example 3: Non-Interfund Deposit – 5 Direct Journal Payments without SpeedChart (Green Columns)

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3	SneedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Amount	ChartField 2
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6		26400	422100	2642101112	2092		22000	2060								-35.00	
7		26400	420100	2642101001	1000		01030	0202								-15.00	
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•Example 4: Non-Interfund Deposit – 5 Direct Journal Payments (Blue Columns)

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•Example 4: Non-Interfund Deposit – 5 Direct Journal Payments with SpeedChart (Green Columns)

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004
		GL Business								PC Business						Monetary	
3	SpeedChart Key	Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	Unit	Project	Activity	Source Type	Category	Subcategory	Amount	ChartField 2
4	264HLTH															-500.00	
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6	264IJRF															-35.00	
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•Example 5: Non-Interfund Direct Journal – 5 Payments (Blue Columns)

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2					Control	Accounting	Received	Deposit	Payment	Payment	Payment		Total	Accounting	
3	Process ?	Deposit Unit	Deposit ID	Control Count	10tal	Date 0010 00 01	Date	Type	U M	Amount	Method	Misc.Payment	Checks	Date	
4	Y V	26400	NEXI	5	5/6.00	2010-06-01	2010-06-01	IVI	1	500.00		ř V	1	2010-06-01	
5	Y								2	25.00	CSH	Y		2010-06-01	
6	Y								3	35.00	CHK	Y	1	2010-06-01	
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•Example 5: Non-Interfund Deposit – 5 Direct Journal Payments; 2 with SpeedCharts and 3 without (Green Columns)

3       SpeedChart Key       Unit       Account       Department       Fund       Service Location       Program       Budget Unit       Agency Use       Project       Activity       Source Type       Category       Subcategory         4       264HLTH       -	Monetary Amount -500.00 -25.00 -35.00	ChartField 2
3         SpeedChart Key         Unit         Account         Department         Fund         Service Location         Program         Budget Unit         Agency Use         Unit         Project         Activity         Source Type         Category         Subcategory           4         264HLTH	Amount -500.00 -25.00 -35.00	ChartField 2
4       264HLTH       7       26400       420100       2642101001       1000       10100       10202       1000 <td>-500.00 -25.00 -35.00</td> <td></td>	-500.00 -25.00 -35.00	
5       26400       420100       2642101001       1000       01030       0202         6       26400       421100       2642101221       2092       21000       2010         7       264PSTD       2642101001       1000       22000       0083       2000       2000         9       0       0       0       0       0       0003       0003       0003	-25.00 -35.00	
6       26400       421100       2642101221       2092       21000       2010         7       264PSTD       2642101001       1000       22000       0083         9       0       0       0       0       0       0	-35.00	
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#### •Example 6: Interfund Deposit- 1 Direct Journal Payment (Blue Columns)

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4       Y       26400       NEXT       1       1       500.00       CSH       Y       1       2010-06-01         5       7	3	Process 2		Deposit Unit	Denosit ID	Control Count	Control Total	Accounting Date	Received Date	Deposit Type	Payment	Payment	Payment Method	Misc Payment	Total Checks	Accounting Date	
1       1	4	Y	26400	Deposit offic	NEXT	1	458.00	2010-06-01	2010-06-01	1 Jpc	4	500.00	CSH	V	1	2010-06-01	
6     7     1 </td <td>5</td> <td>•</td> <td>20400</td> <td></td> <td>NEAT</td> <td></td> <td>430.00</td> <td>2010-00-01</td> <td>2010-00-01</td> <td>•</td> <td>•</td> <td>500.00</td> <td>COL</td> <td></td> <td>•</td> <td>2010-00-01</td> <td></td>	5	•	20400		NEAT		430.00	2010-00-01	2010-00-01	•	•	500.00	COL		•	2010-00-01	
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19     10     10     10     10     10     10     10       20     21     10     10     10     10     10     10       21     10     10     10     10     10     10     10       22     10     10     10     10     10     10     10       23     10     10     10     10     10     10     10       24     10     10     10     10     10     10     10       25     10     10     10     10     10     10     10       26     10     10     10     10     10     10     10       27     10     10     10     10     10     10     10       29     10     10     10     10     10     10     10       31     10     10     10     10     10     10     10       32     10     10     10     10     10     10     10	18																
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27     28     29     29     20     27     27     28     29     20	26																
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Statewide Management, Accounting and Reporting Tool



•Example 6: Interfund Deposit- 1 Direct Journal Payment (Yellow Columns)

002	002	002
	Business	
Customer ID	Unit	MICR ID
17300	26400	
		U



Statewide Management, Accounting and Reporting Tool



•Example 6: Interfund Deposit- 1 Direct Journal Payment without SpeedChart (Green Columns)

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	
3	SpeedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Monetary Amount	ChartField 2	
4		26400	421100	2642101001	1000		01030	0202								-458.00		
5																		
6																		
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Ready											100%			(+)				



Statewide Management, Accounting and Reporting Tool



•Example 7: Three Deposits – (1) Deposit with two Direct Journal Payments, (2) Deposit with one Direct Journal Payment, (3) Deposit with three Payments, one referencing a Pending Item and two Direct Journal Payments (Blue Columns)

2	000	000	000	000	000	000	000	000	001	001	001	001	001	001
2	D 0	Descaltura	Decesit ID	Control Count	Control	Accounting	Received	Deposit	Payment	Payment	Payment	No - Decement	Total	Accounting
3	Process ?	Deposit Unit	Deposit ID	Control Count	10tal	Date	Date	Туре	4500	Amount	Method	Misc.Payment	Checks	Date
4	Υ Υ	17300	INEXT	2	1500.00	2010-06-09	2010-06-09	IVI	4566	750.00	CHK	Y V	5	2010-06-09
5	Y V	47000	NEVT	-	2000.00	0040.00.00	0040.00.00	IVI	8859	750.00	CSH	Y		2010-06-09
5	Y V	17300	NEXT	1	3000.00	2010-06-09	2010-06-09	E	254	3000.00	EFI	Y		2010-06-09
1	Y V	17300	NEXI	3	1500.00	2010-06-09	2010-06-09	M	5695	500.00	CSH	Y	4	2010-06-09
ŏ	Y					2010-06-09	2010-06-09	C	1235	500.00	CHK	N	1	2010-06-09
9	Y					2010-06-09	2010-06-09	M	4//8	500.00	CSH	Y		2010-06-09
10														
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Statewide Management, Accounting and Reporting Tool



•Example 7: Multiple Deposits (Yellow & Purple Columns)

2	002	002	002	003	003
		Business		Qualifier	
3	Customer ID	Unit	MICR ID	Code	Reference
4					
5			100 51 00 41		
6			JOS FLORAL		
-	00000004	47000			47001.4
8	00000001	17300		1	173DL1
9					
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Statewide Management, Accounting and Reporting Tool



#### •Example 7: Multiple Deposits.

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004
3	SpeedChart Key	GL Business	Account	Department	Fund	Service Location	Drogram	Rudaat Uait	Agency lies	PC Business	Brainet	Activity	Source Tune	Catagony	Subastagon	Monetary	ChartEigld 2
1	Speed Chart Key	17300	421100	1731010200	1000	Service Location	01031	0210	ROCS	Unit	Project	Activity	Source Type	category	Subcategory	750.00	Chartelu 2
4		17300	421100	1731010200	1000		01031	0210	BAS							750.00	
6		17200	421100	1721010200	1000		01031	1001	DAG							2000.00	
7	172040	17300	421210	1731010100	1000		01031	1001								-3000.00	
0	TIJDAG															-300.00	
0		17200	421100	1731020100	1000		01210	0092								500.00	
10		17300	421100	1731020100	1000		01210	0005								-300.00	
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