DM Invoice Procedures

When a check is dishonored by the bank for any reason, Treasury Office processes a non-check disbursement (ND). The ND is charged to the campus/department’s AR clearing account, object code 9239. ND is submitted and is routed to the fiscal officer.

Fiscal officer changes the AR clearing account and object code to the appropriate account and object code and approves the ND. The ND is subsequently routed to GALC.
Campus/Department creates the DM invoice. To link the DM to the ND, and APPL edocs, the DM number must be entered in the organization document number field. The first accounting line is the returned check fee ($25.00) followed by account(s) the check was originally deposited to. Submit the invoice. DM invoice type is routed to the Treasury Office for approval.

After Treasury Office approves the DM invoice, the campus/department must generate the bill and notice and send it to the maker.

It is recommended that copies of the returned check and bill and notice be attached to the invoice edoc in the Notes and Attachments tab.
Payment on DM Invoice

A Cash Control is processed when payment is received. The CTRL tracks customer payment information. An application document is spawned.
To apply payment, click on the Application Doc # in the CTRL. The APPL edoc is opened. If there is more than one outstanding invoice for this customer, be sure the correct one is selected.

Submit the APPL after payment is applied. Return to the CTRL and reload the screen. Under the General Info tab, generate the general ledger pending entries.
Line 1 is the service charge $25.00

attach copy of check and Bill & Notice