



Miami-Dade County

Accounts Receivables – Unpost

Direct Journals Job Aid

(Updated 9-12-22)

PURPOSE AND DESCRIPTION

Purpose

This document explains the procedure for unposting the accounting entries related to Direct Journals. Direct Journal payments are considered non-accounts receivable (Non-AR). These payments require the accounting entries to be generated, completed and budget checked. Once the accounting entries are posted into GL, the deposit is unable to be edited. To correct any issues related to the payment, the accounting entries need to be reversed by unposting the direct journal. The direct journal can then be re-entered by appending the deposit ID with a Dash 1 (i.e. 123456789-1)

NOTE: In order to Unpost Direct Journal the following must have occurred:

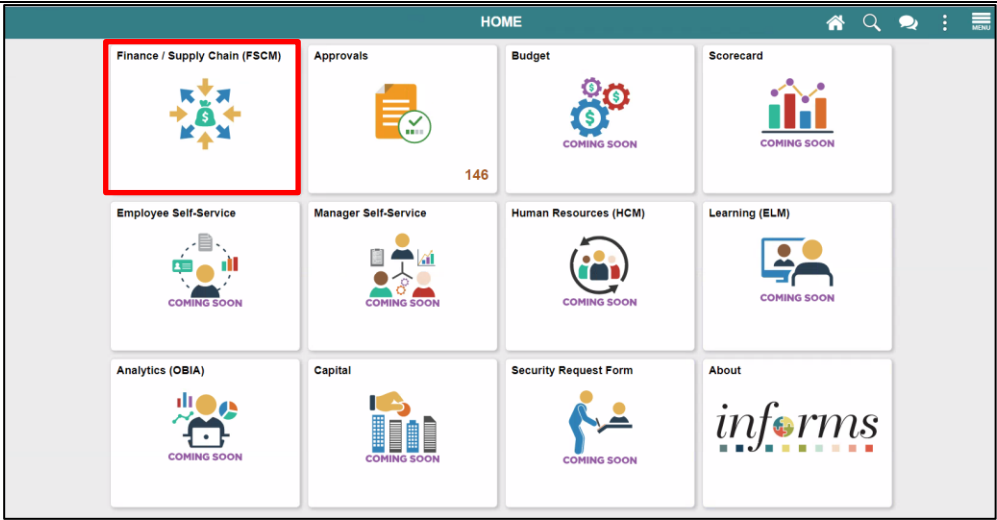
- Direct Journal is posted successfully to the General Ledger.
- Correction needs to be applied to the posted deposit.
- Direct Journal must be unreconciled. If reconciled contact Central Finance – Bank Recon to unreconcile the transaction before continuing the steps below for unposting.

















Description

The key topic involved in the Direct Journal process is:

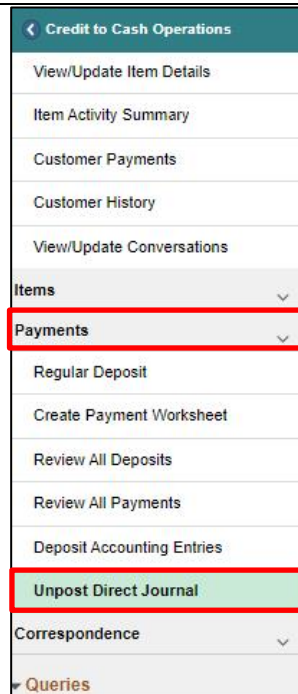
- Unposting Direct Journal

UNPOST DIRECT JOURNALS

Step	Action
1.	Log into INFORMS.
2.	 <p>Select the Finance/Supply Chain (FSCM).</p>

3.	<div data-bbox="342 241 1399 898"><div>Finance / Supply Chain (FSCM)</div><div><div>Finance & Accounting </div><div>Grants Management </div><div>Customer Contracts </div><div>Supplier Administration </div><div>Supply Chain Operations </div><div>Project Management </div><div>Cash Management </div><div>Credit to Cash Operations </div><div>Asset Tracking </div><div>Payables Operations </div></div></div> <div data-bbox="300 911 737 945"><p>Select Credit to Cash Operations.</p></div>
4.	<div data-bbox="342 945 1399 1554"><div>Credit to Cash Operations</div><div><div>Billing WorkCenter </div><div>Billing Invoice List </div><div>Receivables WorkCenter </div><div>Approvals </div><div>Billing </div><div>Receivables </div></div></div> <div data-bbox="300 1560 721 1593"><p>Select Receivables WorkCenter.</p></div>

5.



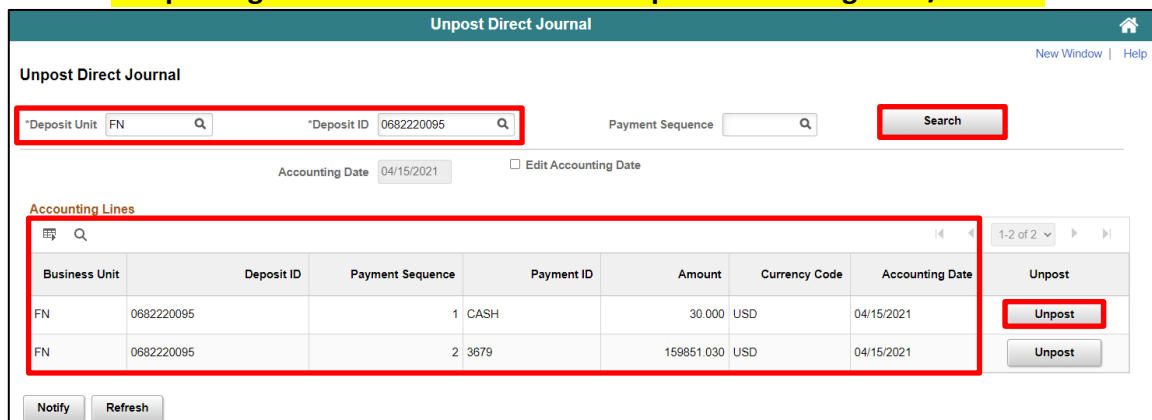
← Credit to Cash Operations

- View/Update Item Details
- Item Activity Summary
- Customer Payments
- Customer History
- View/Update Conversations
- Items
- Payments**
- Regular Deposit
- Create Payment Worksheet
- Review All Deposits
- Review All Payments
- Deposit Accounting Entries
- Unpost Direct Journal**
- Correspondence
- Queries

Select **Payments** and then select **Unpost Direct Journal**.

6.

Unposting a Direct Journal within the Open Accounting Date/Period



Unpost Direct Journal

Unpost Direct Journal

*Deposit Unit: FN *Deposit ID: 0682220095 Payment Sequence: Search

Accounting Date: 04/15/2021 Edit Accounting Date

Accounting Lines

Business Unit	Deposit ID	Payment Sequence	Payment ID	Amount	Currency Code	Accounting Date	Unpost
FN	0682220095	1	CASH	30.000	USD	04/15/2021	Unpost
FN	0682220095	2	3679	159851.030	USD	04/15/2021	Unpost

Notify Refresh

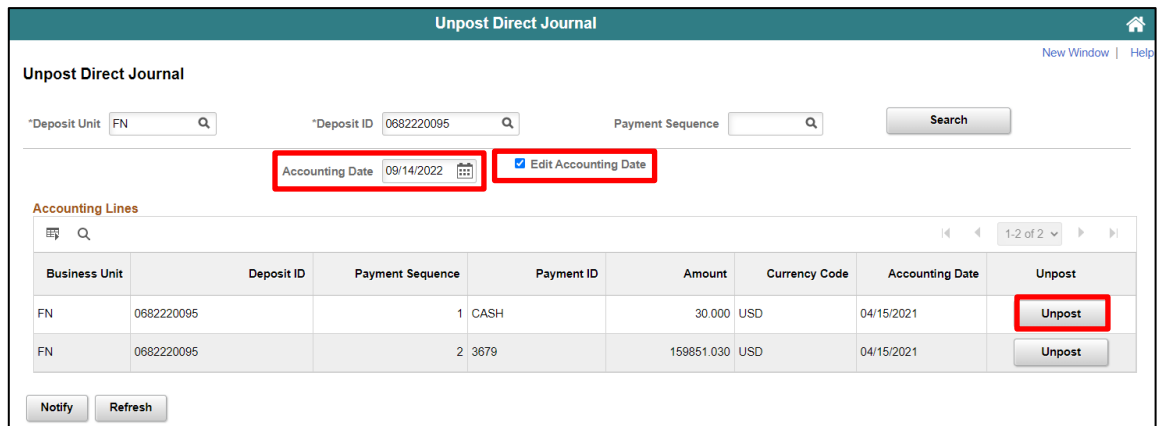
- Enter the ***Deposit Unit (Business Unit)**.
- Enter the **Deposit ID**.
- Select **Search**.

Results are displayed on the **Accounting Lines** Section.

- Select **Unpost** for each payment within the deposit.
 - IMPORTANT** – all payment lines must be unposted.

NOTE: If the deposit has been reconciled, contact Central Finance – Bank Recon to unreconcile the transaction before unposting.

Unposting Direct Journal after a closed Accounting Date/Period



Unpost Direct Journal

*Deposit Unit: FN *Deposit ID: 0682220095 Payment Sequence: Search

Accounting Date: 09/14/2022 ☒ Edit Accounting Date

Accounting Lines

Business Unit	Deposit ID	Payment Sequence	Payment ID	Amount	Currency Code	Accounting Date	Unpost
FN	0682220095	1 CASH		30,000	USD	04/15/2021	Unpost
FN	0682220095	2 3679		159851.030	USD	04/15/2021	Unpost

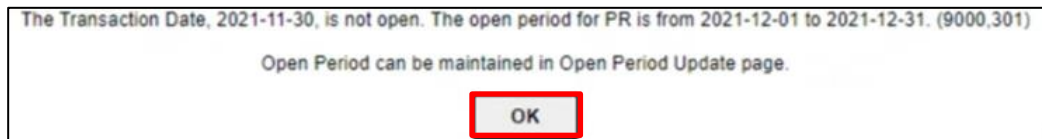
Notify Refresh

- Enter the ***Deposit Unit (Business Unit)**.
- Enter the **Deposit ID**.
- Select **Search**.

Results are displayed on the **Accounting Lines** Section.

- Select the **Edit Accounting Date** check box.
- Enter the **new Accounting Date** within the open Accounting Period in the **Accounting Date** field.

NOTE: If the Accounting Date is NOT updated to an Open Period you will receive a message stating “The Transaction Date ... is not open ...” See example below:



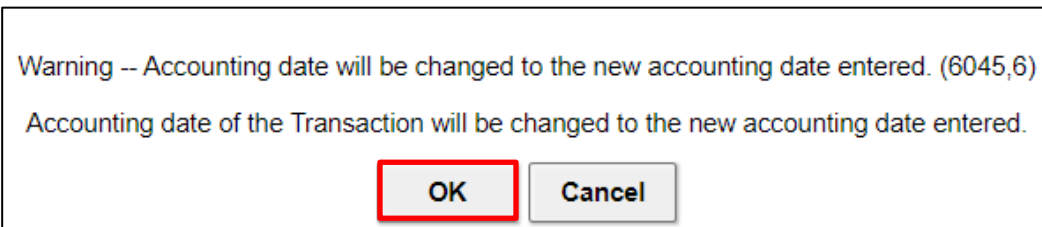
The Transaction Date, 2021-11-30, is not open. The open period for PR is from 2021-12-01 to 2021-12-31. (9000,301)

Open Period can be maintained in Open Period Update page.

OK

- Select **OK**.
- Select **Unpost** for each payment within the deposit.

The following warning message will be displayed:

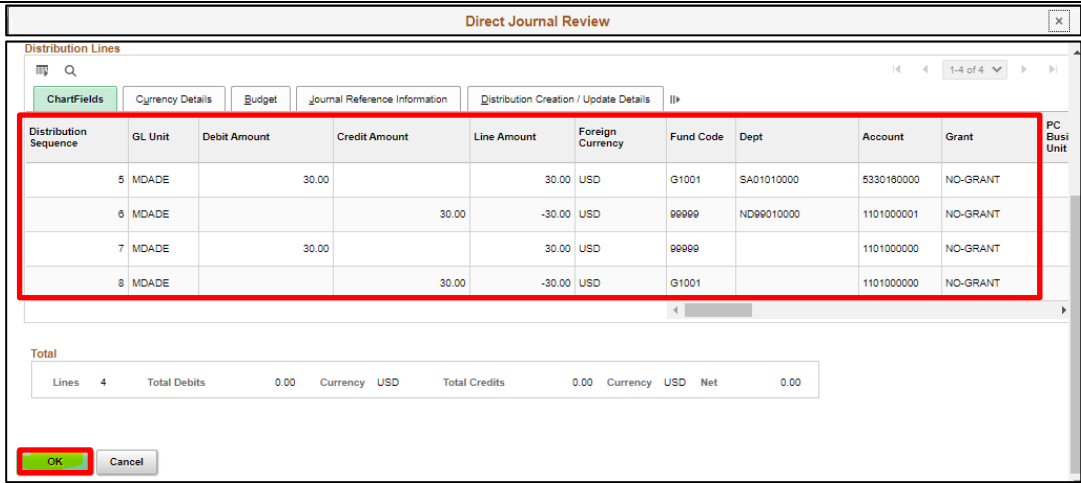


Warning -- Accounting date will be changed to the new accounting date entered. (6045,6)

Accounting date of the Transaction will be changed to the new accounting date entered.

OK Cancel

- Select **OK**.
 - IMPORTANT** – all payment lines must be unposted.

7.	<div data-bbox="358 241 1432 720">  </div> <p>Review the journal (Accounting Entries and Amounts) to ensure that the correct items have been chosen as desired for unposting.</p> <p>a) Select OK to unpost the direct journal payment for the reversal of the initial post.</p> <p>NOTE: After this is completed, a nightly batch process (AR Update) will run, and the adjustments will post to the General Ledger. If a new deposit is necessary, you must create another deposit.</p>
8.	End of process.