

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 int	nto INFORMS.									
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			Finance / Supply Chain (FSCM)	Approvals	Budget	Scorecard					
			* * ≯ * © *	146	COMING SOON	COMING SOON					
			Employee Self-Service	Manager Self-Service	Human Resources (HCM)	Learning (ELM)					
2.					COMING SOON						
			Analytics (OBIA)	Capital	Security Request Form	About informs					
	L										
	Select the Finance/Supply Chain (FSCM).										



3.		Finance / Supply Chain (FSCM)								
		Finance & Accounting	Grants Management	Customer Contracts	Supplier Administration					
		Supply Chain Operations	Project Management	Cash Management	Credit to Cash Operations					
		Asset Tracking	Payables Operations							
	Sele	ect Credit to Cash O	perations.							
		Credit to Cash Operations								
		Billing WorkCenter	Billing Invoice Li	ist	Receivables WorkCenter					
4.										
		Approvals	Billing		Receivables					
	Sele	ect Receivables Wor	kCenter.							



		Credit to Cash Operation	tions							
		View/Update Item Deta	ils							
		Item Activity Summary								
		Customer Payments								
		Customer History								
		View/Update Conversa	tions							
		Items	~							
		Payments	~							
5.		Regular Deposit								
		Create Payment Works	heet							
		Review All Deposits								
		Review All Payments								
		Deposit Accounting Ent	ries							
		Unpost Direct Journa	i.							
		Correspondence	~							
		- Queries								
	Select Payments and th	ien select Unpost Direc	t Journal	•						
	Unposting a Direct Journal within the Open Accounting Date/Period									
	Unpost Direct Journal									
	Unpost Direct Journal									
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b) E	inter the Depos	it ID.		
c) S	elect Search .			
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		Direct Journal Review ×										
	Γ	Distribution Lines									▲	
		ChartFields	Currency Deta	ails <u>B</u> udget <u>J</u> o	mal Reference Information	Distribution Creation	/ Update Details	IÞ				_
		Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Fund Code	Dept	Account	Grant	PC Busi Unit
		5	MDADE	30.0	D	30.00	USD	G1001	SA01010000	5330160000	NO-GRANT	
		6	MDADE		30.00	-30.00	USD	99999	ND99010000	1101000001	NO-GRANT	
		7	MDADE	30.0	D	30.00	USD	99999		1101000000	NO-GRANT	
		8	MDADE		30.00	-30.00	USD	G1001		1101000000	NO-GRANT	
		Total	Total									
7		Lines 4	Total Debit	ts 0.00	urrency USD Total	Credits (USD Net	0.00			
7.		ок Саг	ncel									
	L											- 2
	Revie	Review the journal (Accounting Entries and Amounts) to ensure that the correct items										ns
	have	have been chosen as desired for unposting.										
	a	a) Select \mathbf{OK} to uppose the direct journal navment for the reversal of the initial										
	G	post.										
	NOTE	NOTE: After this is completed, a nightly batch process (AR Update) will run, and the									е	
	adjus	adjustments will post to the General Ledger. If a new deposit is necessary, you must									st	
	creat	eate another deposit.										
8.	End c	d of process.										