



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:

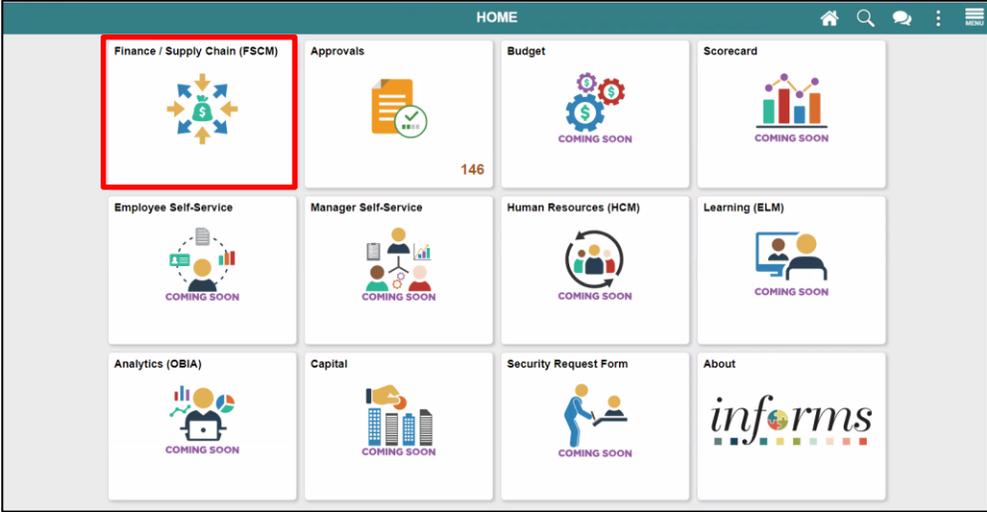
- Direct Journal is posted successfully to the General Ledger.
- Correction needs to be applied to the posted deposit.
- Direct Journal must be unreconciled. If reconciled contact Central Finance – Bank Recon to unreconcile the transaction before continuing the steps below for unposting.

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.

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 		

Select **Credit to Cash Operations**.

4.

Credit to Cash Operations		
Billing WorkCenter 	Billing Invoice List 	Receivables WorkCenter
Approvals 	Billing 	Receivables

Select **Receivables WorkCenter**.

5.

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

6.

Unposting a Direct Journal within the Open Accounting Date/Period

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

- 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

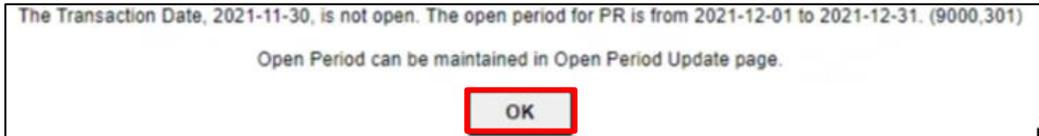
6b.

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

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

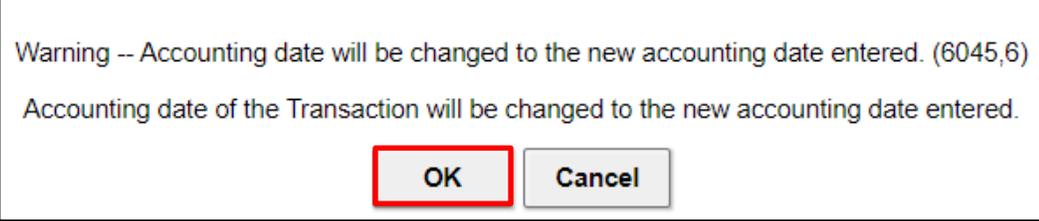
- d) Select the **Edit Accounting Date** check box.
- e) Enter the **new Accounting Date** within the open Accounting Period in the **Accounting Date** field.

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:



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

The following warning message will be displayed:



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

<p>7.</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: right; border-bottom: 1px solid black; margin-bottom: 5px;">Direct Journal Review X</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Distribution Lines</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details IL* </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Distribution Sequence</th> <th style="text-align: left;">GL Unit</th> <th style="text-align: right;">Debit Amount</th> <th style="text-align: right;">Credit Amount</th> <th style="text-align: right;">Line Amount</th> <th style="text-align: left;">Foreign Currency</th> <th style="text-align: left;">Fund Code</th> <th style="text-align: left;">Dept</th> <th style="text-align: right;">Account</th> <th style="text-align: left;">Grant</th> <th style="text-align: left;">PC Busi Unit</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>MDADE</td> <td style="text-align: right;">30.00</td> <td></td> <td style="text-align: right;">30.00</td> <td>USD</td> <td>G1001</td> <td>SA01010000</td> <td style="text-align: right;">5330180000</td> <td>NO-GRANT</td> <td></td> </tr> <tr> <td>6</td> <td>MDADE</td> <td></td> <td style="text-align: right;">30.00</td> <td style="text-align: right;">-30.00</td> <td>USD</td> <td>99999</td> <td>ND00010000</td> <td style="text-align: right;">1101000001</td> <td>NO-GRANT</td> <td></td> </tr> <tr> <td>7</td> <td>MDADE</td> <td style="text-align: right;">30.00</td> <td></td> <td style="text-align: right;">30.00</td> <td>USD</td> <td>99999</td> <td></td> <td style="text-align: right;">1101000000</td> <td>NO-GRANT</td> <td></td> </tr> <tr> <td>8</td> <td>MDADE</td> <td></td> <td style="text-align: right;">30.00</td> <td style="text-align: right;">-30.00</td> <td>USD</td> <td>G1001</td> <td></td> <td style="text-align: right;">1101000000</td> <td>NO-GRANT</td> <td></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Lines</td> <td style="width: 15%;">4</td> <td style="width: 15%;">Total Debits</td> <td style="width: 15%;">0.00</td> <td style="width: 15%;">Currency</td> <td style="width: 15%;">USD</td> <td style="width: 15%;">Total Credits</td> <td style="width: 15%;">0.00</td> <td style="width: 15%;">Currency</td> <td style="width: 15%;">USD</td> <td style="width: 15%;">Net</td> <td style="width: 15%;">0.00</td> </tr> </table> </div> <div style="margin-top: 10px;"> OK Cancel </div> </div>	Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Fund Code	Dept	Account	Grant	PC Busi Unit	5	MDADE	30.00		30.00	USD	G1001	SA01010000	5330180000	NO-GRANT		6	MDADE		30.00	-30.00	USD	99999	ND00010000	1101000001	NO-GRANT		7	MDADE	30.00		30.00	USD	99999		1101000000	NO-GRANT		8	MDADE		30.00	-30.00	USD	G1001		1101000000	NO-GRANT		Lines	4	Total Debits	0.00	Currency	USD	Total Credits	0.00	Currency	USD	Net	0.00
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<p>8.</p>	<p>End of process.</p>																																																																			

Review the journal (Accounting Entries and Amounts) to ensure that the correct items have been chosen as desired for unposting.

- a) Select **OK** to unpost the direct journal payment for the reversal of the initial post.

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.