

JOURNAL ENTRIES/INTERDEPARTMENTAL TRANSACTIONS

SUMMARY

This procedure explains how to process financial transactions (interdepartmental charges for services) between departments/funds and/or within departments via journal entry.

PROCEDURE

1. Obtain written authorization from the Department to be charged, as applicable.
2. Prepare FAMIS Financial Transaction Coding Form (Journal Entry form) by using the instructions found in Procedure Number 321, How to Fill Out FAMIS Financial Transaction Coding Form. The Journal Entry form (in Excel) is found on the County's Intranet at: <http://intra.miamidade.gov/finance/famis.asp>
3. Send completed and signed form to the Systems Unit, Controller's Division, Finance Department. If the department submits the Journal Entries ("J/E") via the "approval path", the original signed hard copy of the J/E must be submitted to the Controller's Division, Finance Department for final posting.
4. The Department submitting entry must keep all supporting documentation on file and retain it, according to the State's records retention schedule.

CONTACT(S):

Department/Division

Finance Department/Controller's Division/Accounting and Reporting Section