



## **Miami-Dade County**

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# Cash Management – External Transactions Job Aid

## PURPOSE AND DESCRIPTION

### Purpose

This document explains the procedure for creating an external transaction. An external transaction is any financial activity that impacts a bank account but does not originate within the INFORMS system. A few examples include interest earnings, maturities or purchases related to investment activity or a manual check written at a department. These types of transactions must be recorded as an external transaction to support bank reconciliation and create accounting entries in the General Ledger.

**NOTE:** For external transactions the following must have occurred:



- Activity occurs external to the INFORMS system
- Accounting templates have been created in Cash Management for the various types of transactions

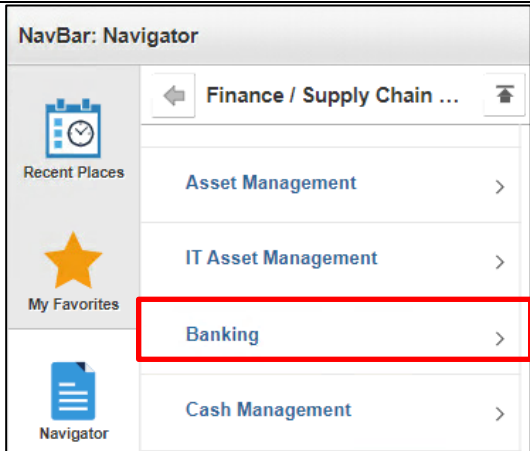
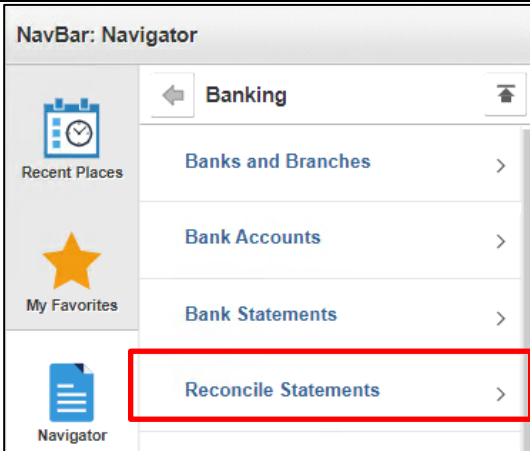
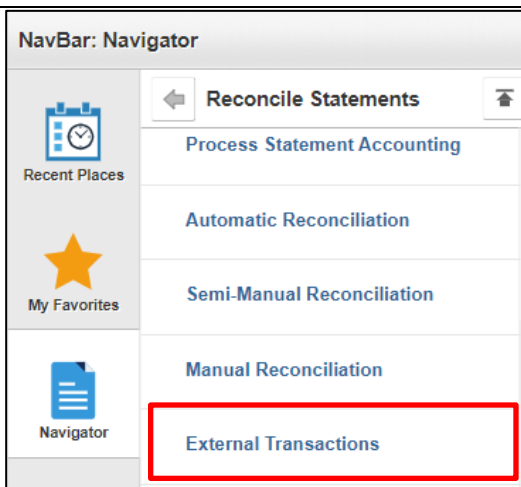
### Description

The key topic involved in the External Transaction process is:

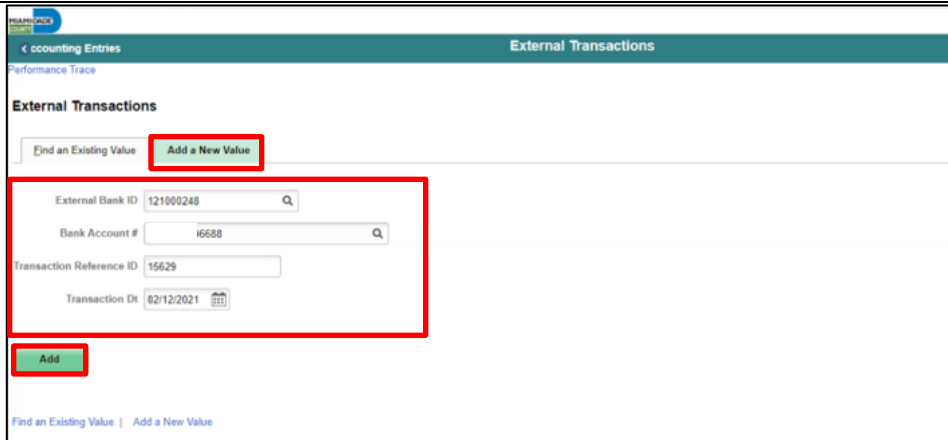
- Creating External Transactions

## EXTERNAL TRANSACTIONS

Step	Action
1.	Log into INFORMS.
2.	<div data-bbox="578 1226 1154 1640">  </div> <p>Select the <b>Menu</b>  and under <b>NavBar: Navigator</b> select <b>Finance/Supply Chain (FSCM)</b>.</p>

3.	<div data-bbox="630 241 1156 688">  <p>NavBar: Navigator</p> <p>Recent Places: Finance / Supply Chain ...</p> <p>My Favorites: Asset Management, IT Asset Management, <b>Banking</b>, Cash Management</p> <p>Navigator</p> </div> <p>Select <b>Banking</b>.</p>
4.	<div data-bbox="630 735 1156 1182">  <p>NavBar: Navigator</p> <p>Recent Places: Banking</p> <p>My Favorites: Banks and Branches, Bank Accounts, Bank Statements, <b>Reconcile Statements</b></p> <p>Navigator</p> </div> <p>Select <b>Reconcile Statements</b>.</p>
5.	<div data-bbox="610 1228 1127 1711">  <p>NavBar: Navigator</p> <p>Recent Places: Reconcile Statements</p> <p>My Favorites: Process Statement Accounting, Automatic Reconciliation, Semi-Manual Reconciliation, Manual Reconciliation, <b>External Transactions</b></p> <p>Navigator</p> </div> <p>Select <b>External Transactions</b>.</p>

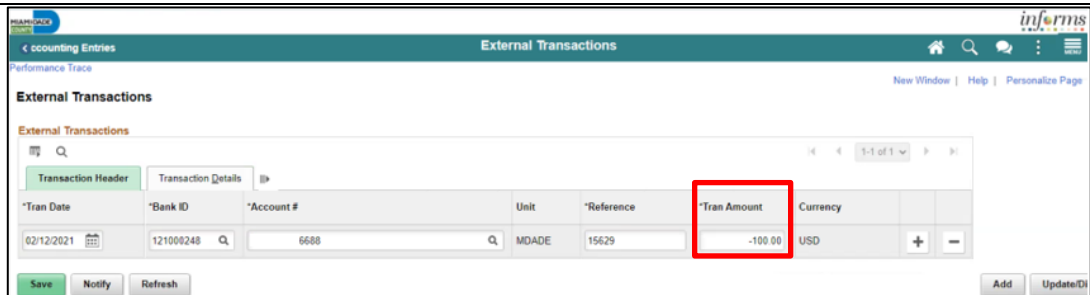
6.



- a) Select **Add a New Value**.
- b) Enter the **External Bank ID**.
- c) Enter the **Bank Account #**.
- d) Enter the **Transaction Reference ID** (Equivalent to Bank Reference Number, i.e. Check Number).
- e) Enter the **Transaction Dt** (Equivalent to the Check Date).
- f) Select **Add**.

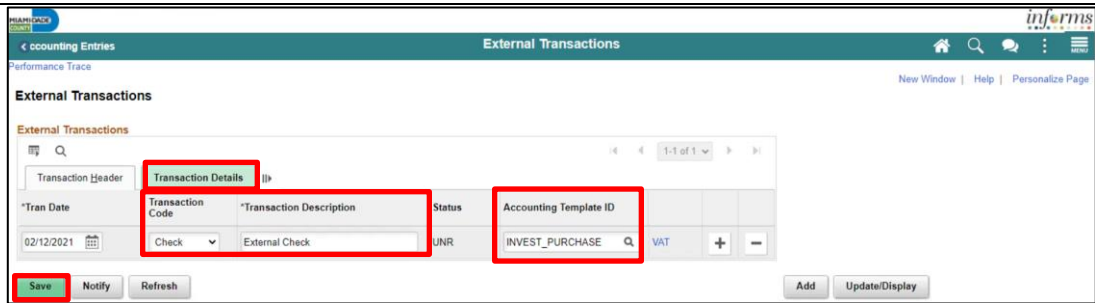
**NOTE: Only Bank Accounts in which the user has security will be displayed in the Bank Account # Field.**

7.



- a) Enter the **\*Tran Amount**.

**NOTE: Manual Checks should be entered with a negative Trans Amount.**



- a) Select **Transaction Details Tab**.
- b) Enter the **Transaction Code (i.e. Deposit, Checks, Etc)**.
- c) Enter the **\*Transaction Description**.
- d) Select the **Accounting Template ID** associated with the transaction.

8. **NOTE:** If an Accounting Template is entered, it **MUST** correspond to the transaction type you are processing.

Accounting Templates should only be used for balance sheet transactions.



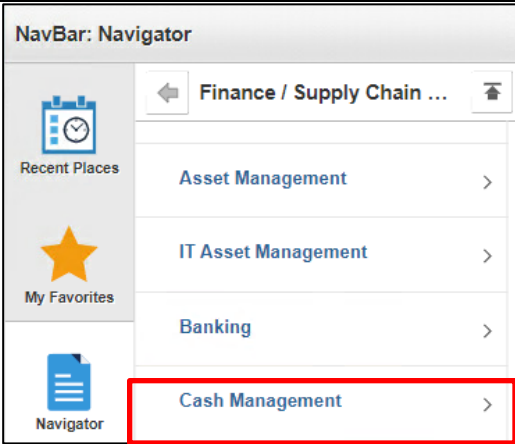

All accounting templates are configured by the Strategic Business Management (SBM) team. If you are unsure of which template to use or need one created for your transaction, please reach out to that group.

- e) Select **Save**.

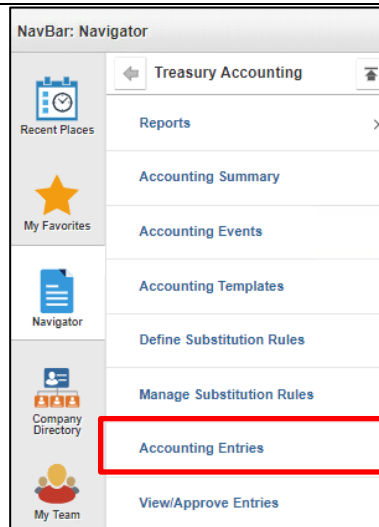
**NOTE:** The transaction is created successfully and can be reconciled either through automatic reconciliation (if all details match between the transaction and the bank) or through the semi-manual reconciliation page. Once successfully reconciled, batch processing will automatically generate the accounting entries to post to the General Ledger. Depending on the Accounting Template, Central Finance may require approval of the accounting prior to posting in the General Ledger.

9. End of process.

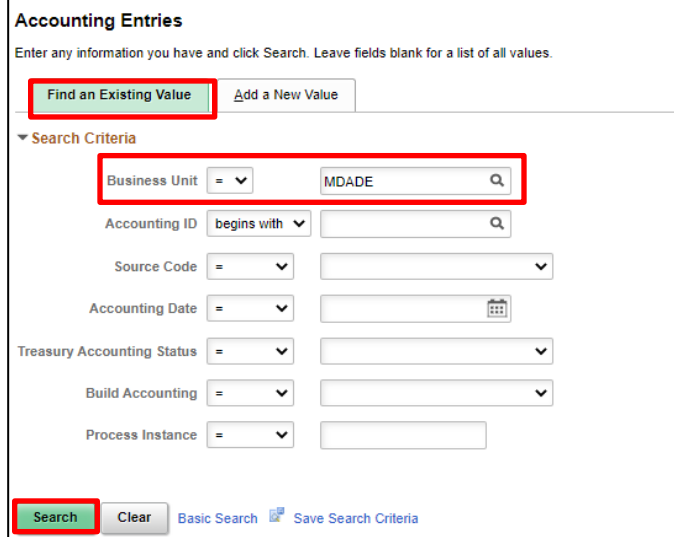
## VIEWING TREASURY ACCOUNTING ENTRIES

Step	Action
1.	Log into INFORMS.
2.	 <p>Select the <b>Menu</b>  and under <b>NavBar: Navigator</b> select <b>Finance/Supply Chain (FSCM)</b>.</p>
3.	 <p>Select <b>Cash Management</b>.</p>
4.	 <p>Select <b>Treasury Accounting</b>.</p>

5.

Select **Accounting Entries**

6.



The screenshot shows the 'Accounting Entries' search form. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Under the 'Find an Existing Value' tab, there is a section titled 'Search Criteria' with several input fields: 'Business Unit' (set to 'MDADE' and highlighted with a red box), 'Accounting ID' (set to 'begins with'), 'Source Code', 'Accounting Date', 'Treasury Accounting Status', 'Build Accounting', and 'Process Instance'. At the bottom of the form, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

a) On the Find an Existing Value tab, enter the corresponding data.

**NOTE:** In Treasury, the Business Unit is always MDADE.b) Select **Search**.c) Select the **hyperlink of the Accounting Entries** matching the search criteria entered.

7.

### Accounting Entries

Unit: MDADE  
Bank ID: 121000248  
Transaction Reference ID: 2985  
Acctg Date: 09/01/2021  
**Status: Final**  
Acctg Template: CH\_MANUAL\_CHK  
Combo Template: TREASURY  
Created By: Auto Accounting Build  
Create Dttm: 09/13/2021 7:39:03AM

Accounting ID: 0000012148  
Account #: 8738  
Description: COMMUNITY ACTION AND HUMAN SERVICES (087)  
Error Status: None  
☐ Requires Review  
Last Changed By:  
Last Dttm:

**Summary Totals**  

4,800.00 DRs
-4,800.00 CRs
0.00 Net

#### Accounting Entries



Line Detail

Chartfields

Additional Details

Journal

1-2 of 2

Line	GL Unit	Amount	Currency	Exchg Rate	Exch Rt Dtl	Base Amount	Base Currency	IU Anchor
1	MDADE	4,800.00	USD	1.00000000		4,800.00	USD	<input checked="" type="checkbox"/>
2	MDADE	-4,800.00	USD	1.00000000		-4,800.00	USD	<input type="checkbox"/>

[Attachments \(0\)](#)  

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

8.

End of Process.

a) **Line Detail** – Displays the transaction amount

b) **Chartfields** – Displays the corresponding Chart of Accounts (Debit and Credit)



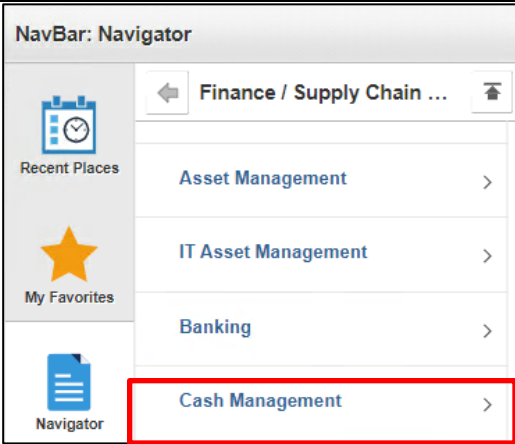

c) **Additional Details** – Displays Transaction Description

d) **Journal** – Displays the Journal ID posted to the General Ledger

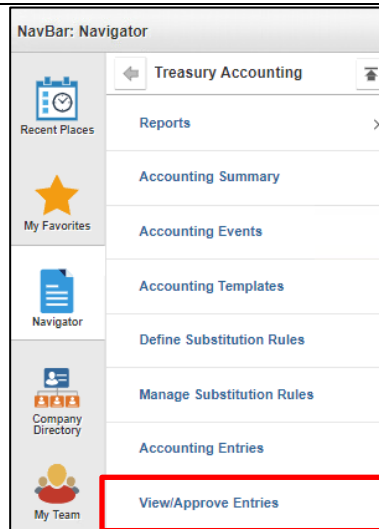
**NOTE:** Review the accounting details. If there is an error the \*Status field will state “Error” and the Error Status will state, the reason for the error.

8

## APPROVING TREASURY ACCOUNTING ENTRIES

Step	Action
1.	Log into INFORMS.
2.	 <p>Select the <b>Menu</b>  and under <b>NavBar: Navigator</b> select <b>Finance/Supply Chain (FSCM)</b>.</p>
3.	 <p>Select <b>Cash Management</b>.</p>
4.	 <p>Select <b>Treasury Accounting</b>.</p>

5.



Select **View/Approve Entries**.

6.

### View/Approve Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

#### ▼ Search Criteria

Business Unit	=	▼	MDADE	Q
Accounting ID	begins with	▼		Q
Source Code	=	▼		▼
Source ID	begins with	▼		
Accounting Date	=	▼		Calendar icon
Treasury Accounting Status	=	▼		▼
Build Accounting	=	▼		▼

**Search** Clear Basic Search Save Search Criteria

a) On the **Find an Existing Value** tab, enter the corresponding data.

**NOTE:** In Treasury, the Business Unit is always MDADE.

b) Select **Search**.

c) Select the **hyperlink of the Accounting Entries** matching the search criteria entered.

7.

### Accounting Entries

Unit: MDADE  
Bank ID: 121000248  
Transaction Reference ID: 182951 (8/31/21)  
Acctg Date: 08/31/2021  
\*Status: Provisional ▼  
Acctg Template: INTEREST  
Combo Template: TREASURY  
Created By: Auto Accounting Build  
Create Dttm: 09/03/2021 7:39:06AM

Accounting ID: 0000011640  
Account #: 5688  
Description: Daily Interest Earnings  
Error Status: None  
☐ Requires Review  
Last Changed By:  
Last Dttm:

Summary Totals

2,904.87	DRs	-2,904.87	CRs	0.00	Net
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#### Accounting Entries

Line Detail

Line	GL Unit	Amount	Currency	Exchg Rate	Exch Rt Dtt	Base Amount	Base Currency	IU Anchor	
1	MDADE	2,904.87	USD	1.00000000		2,904.87	USD	<input type="checkbox"/>	+
2	MDADE	-2,904.87	USD	1.00000000		-2,904.87	USD	<input checked="" type="checkbox"/>	+

Update Accounting

Attachments (0)

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

e) Review the accounting details, update the \*Status field from “Provisional” to “Final.”

f) Select **Save**.

**NOTE:** If there is an error the \*Status field will state “Error” and the Error Status will state, the reason for the error.

8.

End of Process