Miami-Dade County

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
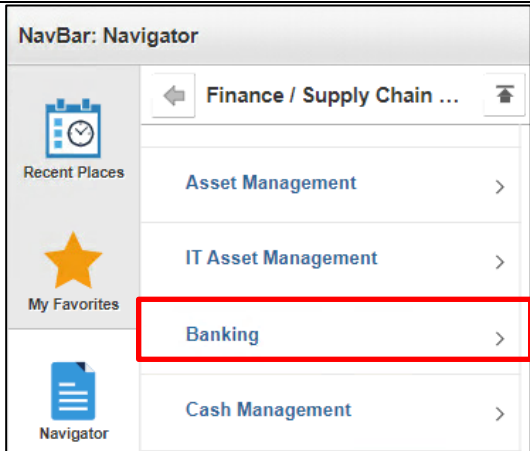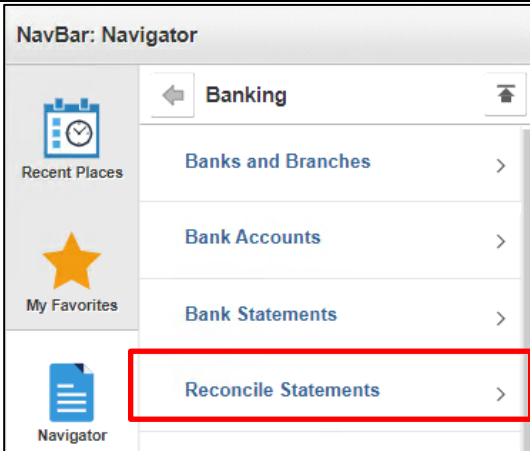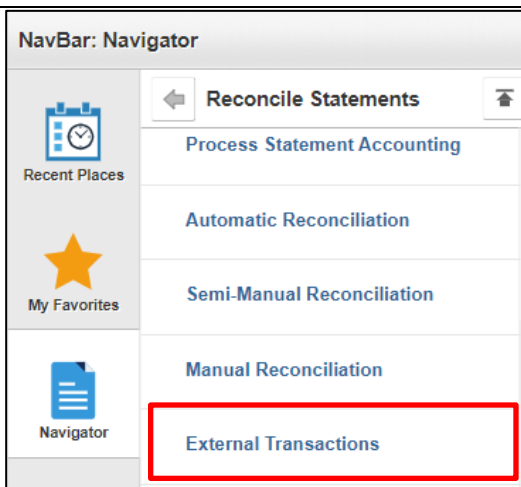- Accounting templates have been created in Cash Management for the various types of transactions

Description

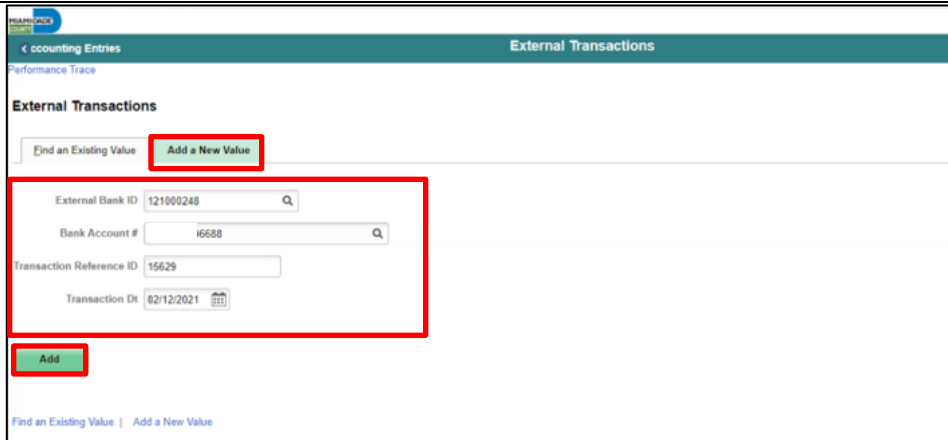The key topic involved in the External Transaction process is:
- Creating External Transactions

EXTERNAL TRANSACTIONS

Step	Action
1.	Log into INFORMS.
2.	 Select the **Menu** and under **NavBar: Navigator** select **Finance/Supply Chain (FSCM)**.

3.	Select **Banking.**	
4.	Select **Reconcile Statements.**	
5.	Select **External Transactions.**	

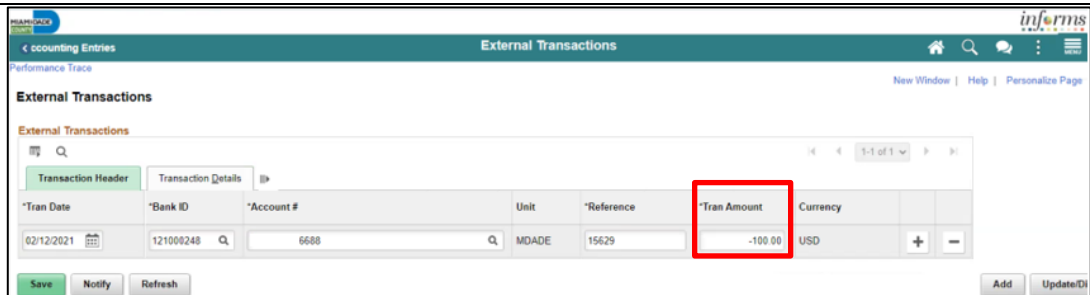|	
6.

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).
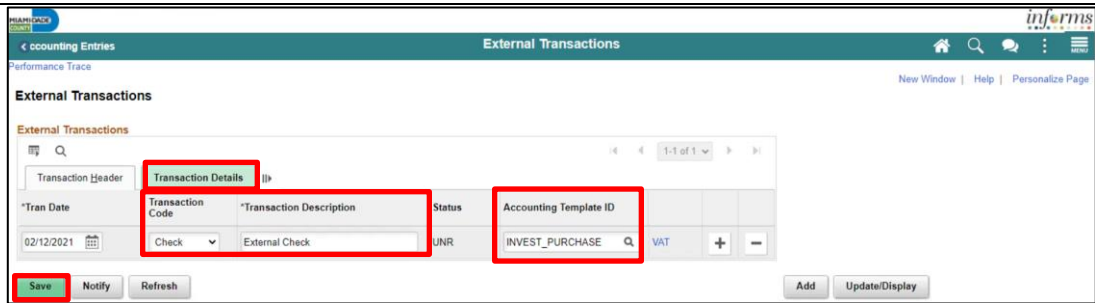e) Enter the **Transaction Dt** (Equivalent to the Check Date).
f) Select **Add.**

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. |

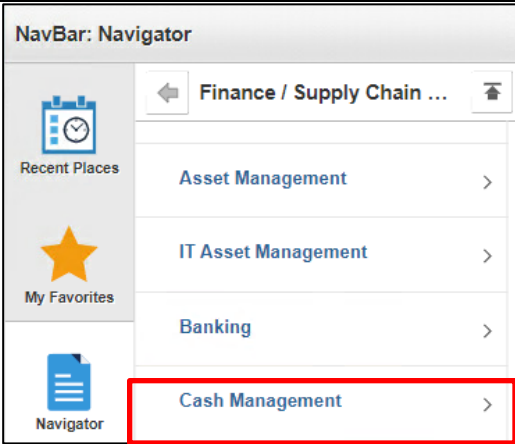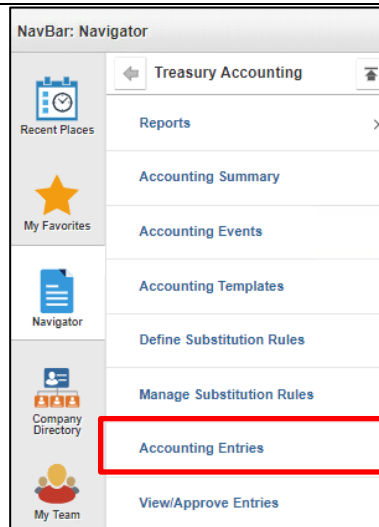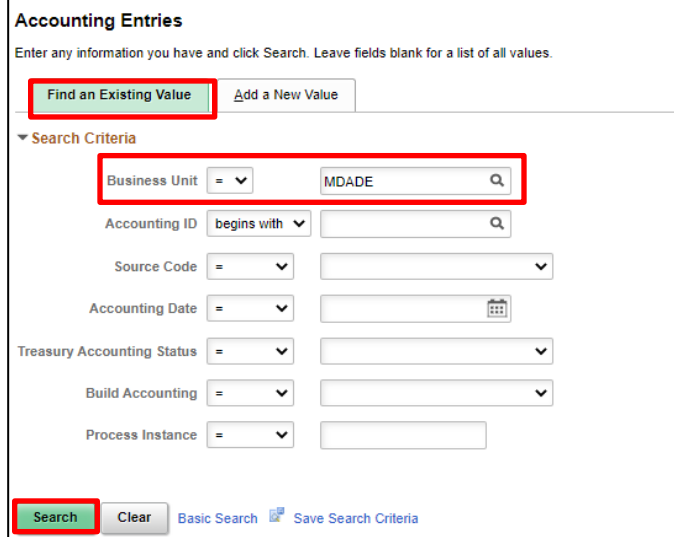|	
8.	a) Select **Transaction Details Tab**. b) Enter the **Transaction Code (i.e. Deposit, Checks, Etc).** c) Enter the *Transaction Description**. d) Select the **Accounting Template ID** associated with the transaction. **NOTE:** If an Accounting Template is entered, it MUST correspond to the transaction type you are processing. Accounting Templates should only be used for <u>balance sheet transactions</u>. 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.	 Select the **Menu** and under **NavBar: Navigator** select **Finance/Supply Chain (FSCM)**.
3.	 Select **Cash Management.**
4.	 Select **Treasury Accounting.**

5.	 Select **Accounting Entries**
6.	 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.

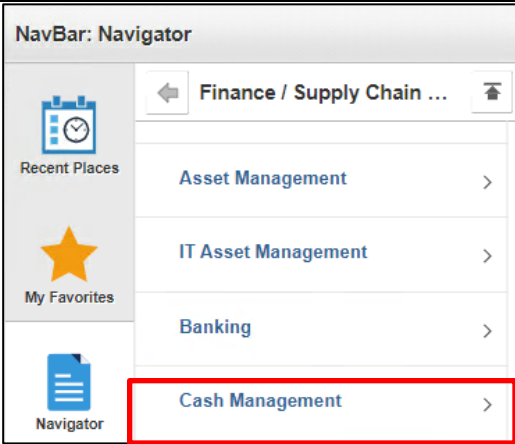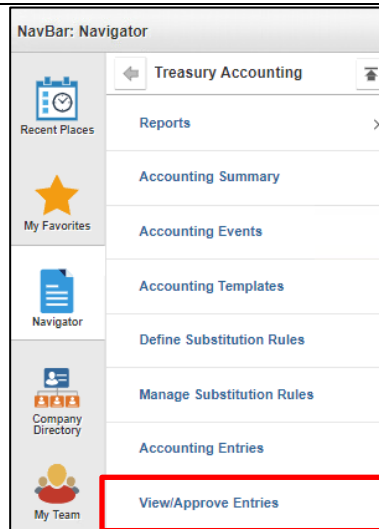|	
7.	**Accounting Entries** Unit MDADE Accounting ID 0000012148 Bank ID 121000248 Account # 8736 Transaction Reference ID 2985 Acctg Date 09/01/2021 Description COMMUNITY ACTION AND HUMAN SERVICES (067) Status Final Error Status None Acctg Template CH_MANUAL_CK Combo Template TREASURY ☐ Requires Review Created By Auto Accounting Build Last Changed By Create Dttm 09/13/2021 7:39:03AM Last Dttm **Summary Totals** 4,800.00 DRs -4,800.00 CRs 0.00 Net **Accounting Entries** 1-2 of 2 **Line Detail** | Chartfields | Additional Details | Journal | 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	☑
2	MDADE	-4,800.00	USD	1.00000000		-4,800.00	USD	☐	 Attachments (0) Save | Return to Search | Previous in List | Next in List | Notify Add | Update/Display 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.	End of Process.

APPROVING TREASURY ACCOUTNING ENTRIES

Step	Action
1.	Log into INFORMS.
2.	Select the **Menu** [MENU] and under **NavBar: Navigator** select **Finance/Supply Chain (FSCM)**.
3.	Select **Cash Management.**
4.	Select **Treasury Accounting.**

5.	 Select **View/Approve Entries.**
6.	 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.	
	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