

Miami-Dade County

Cash Management – External Transactions Job Aid

informs

PURPOSE AND DESCRIPTION

<u>Purpose</u>

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.							
		NavBar: Navi	gator					
		Ø	Finance / Supply Chain (FSCM)	>				
2.		Recent Places	Human Resources (HCM)	>				
		*	PeopleTools	>				
		My Favorites	My System Profile					
		Navigator						
		_						
	Select the Menu	and under	NavBar: Navigator select Fin	ance/Supply Cha	in			
	(FSCM).							

		NavBar: Nav	igator		
		Ø	Finance / Supply Chain	*	
3.		Recent Places	Asset Management	>	
		My Favorites	IT Asset Management	>	
		iny ravonces	Banking	>	
		Navigator	Cash Management	>	
	Select Banking.				
		NavBar: Nav	igator		
		1.00	🔶 Banking	畜	
		Recent Places	Banks and Branches	>	
4.		*	Bank Accounts	>	
		My Favorites	Bank Statements	>	
			Reconcile Statements	>	
	Select Reconcile Statem	Navigator ents.			
		NavBar: Navig	ator		
			Reconcile Statements	Ŧ	
		Recent Places	Process Statement Accounting	-	
		_	Automatic Reconciliation		
5.		My Favorites	Semi-Manual Reconciliation		
		Ê,	Manual Reconciliation		
		Navigator	External Transactions		
	Select External Transact	ions.			



	< ccounting Entries External Transactions							
	Performance Trace							
	External Transactions							
	Eind an Existing Value Add a New Value							
	External Bank ID 121000248 Q.							
	Bank Account # 16688 Q							
	Transaction Reference ID 15629 Transaction Dt 02/12/2021 100							
	Transmission of the Article T and							
	Add							
6.	Find an Existing Value Add a New Value							
	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.							
	c ccounting Entries External Transactions A Q Q E I III Performance Trace New Window Help Personalize Page							
	External Transactions							
	External Transactions							
	Transaction Header Transaction Details							
7.	Tran Date Bank ID 'Account # Unit 'Reference 'Tran Amount Currency							
	02/12/2021 m 121000248 Q 6668 Q MDADE 15629 -100.00 USD + -							
	Save Notify Refresh Add Update/Di							
	a) Enter the *Tran Amount.							
	NOTE: Manual Checks should be entered with a negative Trans Amount.							



	د دور مسابقته در در در مسابقته در در در در در در مسابقته در مسابقت در مسابقته در مس در مسابقته در						
	Performance Trace New Window Help Personalize Page						
	External Transactions						
	External Transactions						
	Transaction Details						
	Transaction Transaction Description Status Accounting Template (D						
	02/12/2021 Check V External Check UNR INVEST_PURCHASE Q VAT + -						
	Save Notify Refresh Add Update/Display						
	a) Select Transaction Details Tab.						
	b) Enter the Transaction Code (i.e. Deposit, Checks, Etc).						
	, , , , , , , , , , , , , , , , , , , ,						
	c) Enter the *Transaction Description .						
	 Select the Accounting Template ID associated with the transaction. 						
	NOTE: If an Assounting Templete is entered, it MUST correspond to the transaction type you						
	NOTE: If an Accounting Template is entered, it MUST correspond to the transaction type you						
8.	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.						
	a) Salaat Sava						
	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.						
0	· · · · · · · · · · · · · · · · · · ·						
9.	End of process.						



VIEWING TREASURY ACCOUNTING ENTRIES

Step	Action							
1.	Log into INFORMS.							
2.	NavBar: Navigator Finance / Supply Chain (FSCM) Recent Places Human Resources (HCM) PeopleTools My System Profile							
	Select the Menu and under NavBar: Navigator select Finance/Supply Chain (FSCM).							
3.	NavBar: Navigator Image: Finance / Supply Chain Recent Places Asset Management My Favorites Banking It Asset Management Navigator Cash Management Navigator							
4.	Select Cash Management							



	NavBar: I	Navigator	
	1	🖕 Treasury Accounting 🚡	
	Recent Plac	es Reports >	
		Accounting Summary	
	My Favorit	Accounting Events	
5.		Accounting Templates	
	Navigator	Define Substitution Rules	
		Manage Substitution Rules	
	Company Directory	Accounting Entries	
	Wy Team	View/Approve Entries	
	Select Accounting Entries		
6.	Find an Existing Value Add Search Criteria Business Unit Image: Comparison of the process Instance Accounting ID begins Source Code Image: Comparison of the process Instance Image: Comparison of the process Instance	is always MDADE.	-



	Accounting	g Entries								
		Unit	MDADE			Accounting ID	0000012	148		
		Bank ID	121000248			Account #		8736		
	Transact	tion Reference ID	2985							
		Acctg Date	09/01/2021					N SERVICES (067)		
		Status	Final			Error Status	None			
		Acctg Template	CH_MANUAL_CK					Requires Review		
		Combo Template Created By	TREASURY Auto Accounting Build			Last Changed By				
		Create Dttm	09/13/2021 7:39:03AM			Last Dttm				
	Summary Tot		00/10/2021 / .00.00/All			Last Drain				
			4,800.00 DRs		-4,800.00 CRs	1		0.00 Net		
	Accounting E	ntries								
	I Q									f2 🗸 🕨 🕅
	Line Detai	il <u>C</u> hartfields	Additional Details	Journal •						
	Line Detai	_	Additional Details	Journal						
7.	Line	GL Unit	Amount	Currency	Exchg Rate	Exch Rt Dtl	I	Base Amount	Base Currency	IU Anchor
	1	MDADE	4,800.00	USD	1.00000000	E		4,800.00	USD	
	2	MDADE	-4,800.00	USD	1.00000000	E		-4,800.00	USD	
	Attachments (0)									
	Save Return to Search Previous in List Next in List Notify Add Update/Display									
	a)	Line Det	ail – Displays	the transa	ction amo	unt				
	- /									
	 b) Chartfields – Displays the corresponding Chart of Accounts (Debit and Credit) 									
	c)	C) Additional Details – Displays Transaction Description								
	d)	,								
	α,	Journar	Displays the	Joannanie	posted to			-u8c1		
	NOTE:	NOTE: Review the accounting details. If there is an error the *Status field will state							vill state	
	"Error"	"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.	NavBar: Naviga Recent Places My Favorites	ator Finance / Supply Chain (FSCM) > Human Resources (HCM) > PeopleTools > My System Profile						
	Select the Menu and under Na (FSCM).	avBar: Navigator select Finance/Supply Chain						
3.	NavBar: Nav Recent Places My Favorites Select Cash Management.	rigator Finance / Supply Chain Asset Management > IT Asset Management > Banking > Cash Management >						
4.	Select Treasury Accounting.	vigator Cash Management Cash Forecast Fees and Transfers Settlements Bi-Lateral Netting Treasury Accounting						



	NavBar: Navigator
	Treasury Accounting
	Recent Places Reports >
	Accounting Summary
	My Favorites Accounting Events
5.	Accounting Templates
	Navigator Define Substitution Rules
	Company Directory
	Accounting Entries
	Wy Team View/Approve Entries
	Select View/Approve Entries.
	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 🔍
	Accounting ID begins with 🗸 Q
	Source Code = V
	Source ID begins with 💙
	Accounting Date = 🕶
6.	Treasury Accounting Status = 🗸
	Build Accounting = V
	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.



	Accountin	ng Entries								
		Unit	MDADE			Accounting ID	0000011640			
		Bank ID	121000248			Account #	5688			
	Tran	aotion Reference ID	182951 (8/31/21)							
		Acotg Date	08/31/2021	·,						
		+ Status	Provisional	~		Error Status	None			
		Acotg Template	INTEREST	Q,						
		Combo Template	TREASURY	EASURY Q						
		Created By	Auto Accounting Build	to Accounting Build Last Changed By						
		Create Dttm				Last Ottm				
	Summary To	otale								
			2,904.87 DRs		-2,904.87 CRs		0.00 Net			
	Accounting	Entries								
	ΠĢ								1-2 of 2 💙 🕒)H
	Line Det	all <u>C</u> hartfields	Additional Details	Journal III						
7.	Line	GL Unit	Amount	Currency	Exong Rate	Exoh Rt Dtl	Base Amount	Base Currenoy	IU Anohor	
	1	MDADE Q	2,904.87	USD Q	1.00000000		2,904.87	USD		+
	2	MDADE Q	-2,904.87	USD Q	1.00000000		-2,904.87	USD		+
			•							•
	Update Accounting Attachments (0)									
	Bave Return to Search Previous in List Next in List Notify Add Update/Display								licplay	
	Add Oposisiolispiay									
	e)	e) Review the accounting details, update the *Status field from "Provisional" to								to
	-,	"Final."								
	f)	Select S a	ave.							
	NOTE:	NOTE: If there is an error the *Status field will state "Error" and the Error Status will								ill
	state, the reason for the error.									
0										
8.	End of Process									