Welcome

Year-end 2013
Accounts Payable
Fiscal Year End Procedures Presentation
August 23, 2013
Year-end 2013
Accounts Payable Agenda

- Important Dates
- Voucher Payables
- Special Services Check Request (Refunds)
- Payments to CSBE Vendors
- Resolution Reminders
- Unclaimed Checks Process
- Delinquent Contractor List
- Construction Payable
- P-Card Reminders
- Accounts Payable Workflow Project
Year-end 2013

Important Dates

- Monday, September 16, 2013 - Authorized Forms Due
- Friday, September 27, 2013 - First Accounts Payable Cutoff
- Monday, September 30, 2013 - 1st Preliminary Reports
- Friday, October 4, 2013 (noon) – FINAL - Accounts Payable Cutoff
- Monday, October 7, 2013 – 2nd Preliminary Reports will be available
- Friday, October 11, 2013 - G/L Final Closing
Important Dates (Cont’d)

- All new reso/contracts to be entered need to be delivered by COB Wednesday September 18, 2013
- Pay close attention to Construction Payable deadlines
Year-end 2013

Monday, September 16, 2013

Last day to submit to Dania Diaz or Nieves Del Rio
- Accounts Payable Authorized Signature Forms
- Purchase and/or Travel Card Reconciliation Authorization Form
- Travel Authorization Signature Forms
- Wire Transfers Authorization Forms
- Accounts Payable Liaison Forms
- Purchasing/Travel County Credit Card Liaisons Form

Last day to submit to Anita Gibboney
- Travel Liaison Form
Year-end 2013

Monday, September 30, 2013 (Cont’d)

• Last day to create a Purchase Order for 2013 fiscal period appropriated funds.

• Accounts Payable
  
  • Please be certain that all releases (POs) for prior year invoices are created prior to 9/30/13 (calendar), you will not be able to process the corresponding FYE 2012-13 invoices for the prior fiscal year, during the dates of October 1, 2013 through October 4, 2013 if PO is not created by 9/30/2013.

  • Please be certain that all Change Orders to releases (POs) for prior year invoices are finalized by 9/30/13 (calendar), otherwise you will not be able to process the corresponding FYE 2012-13 invoices for the prior fiscal year, during the dates of October 1, 2013 through October 4, 2013.
Accounts Payable Staff will be on hand to receive invoices processed by your department.
Year-end 2013

Tuesday, October 1, 2013

1st day of fiscal year 13/14. (Note: Both fiscal years are open)

- Deliver New Year invoices to a supervisor. Marla, Meryyein, Nieves, Adriana or Dania
Year-end 2013

- **Accounts Payable Processing**
  - For all Purchase Order Vouchers, the “invoice received” date on PCHL 1500 is the key factor in differentiating between fiscal periods. Please be certain that this input field properly shows a date of 9/30/13 or prior for all invoices pertaining to FY 2012-13. Voucher Document Sequence assigned will be VAXX13.
  - Vouchers with the invoice received date AFTER 09/30/13 will post in Fiscal 13/14 and the document sequence assigned will be VAXX14.
  - Service Periods should be “noted” in the description field of the Invoice Header screen (1500) in order to assist with accruals from October 1st to December 31st.
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**Invoice Details**

- **Link To:** INVOICE HEADER ENTRY
- **Invoice Seq:**
- **Doc Type:** IV INVOICE ALL: N (Y/N)
- **Invoice No/Desc:**
- **Action Indicator:** N
- **Intf Type:** IV
- **Voucher No:**
- **Invoice Date:**
- **Dte IVC Rec:** 9/30/13
- **Alt Acct:**
- **Purchase Order No:**
- **Note Pad:**
- **Dept:**
- **Pm Doc Balance:**
- **Property ID:**
- **Ivc Amt:**
- **Net:**
- **Vendor ID/Suffix:**
- **Dba Name:**
- **Address:**
- **Status:**
- **City:**
- **St:**
- **Zip:**
- **Ctry:**
- **Distribution Method:** D
- **Single Check:** N
- **Letters Sent:**
- **Freight:**
- **Liq Damages:**
- **Other Charges:**
- **Disc Terms:**
- **Reject Code:**
- **Sfx Index:**
- **Subobj:**
- **Usercode:**
- **Projct:**
- **Prjdtl:**
- **Grant:**
- **Grntdtl:**

**Key Shortcuts**

- **F1-HELP**
- **F2-SELECT**
- **F3-DELETE**
- **F4-PRIOR**
- **F5-NEXT**
- **F6-VIEW DOC**
- **F8-VIEW SUM**
- **F9-LINK**
- **F10-SAVE**
- **F11-VW ACCTG**
- **G461** - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
Year-end 2013

Accounts Payable (cont’d)

For all Direct Vouchers and Credit Memos, please be certain that the effective date on screen PCHL 1800--vouchers OR PCHL 1700—credit memos is properly input (saved) as 9/30/13 or prior for goods and services pertaining to FYE 2012-13.

NOTE: The effective date needs to be changed to 09/30/13 PRIOR to saving the document (F10).
Year-end 2013

- PCHL1800 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2013
- LINK TO: DIRECT VOUCHER HEADER ENTRY 7:48 AM
- DIR VOUCHER ID: DOC TYPE: DV EFF DATE: 9/30/13
- ACTION IND : N DUE DATE: INTF TYPE : V1
- SINGLE CHECK : N CHECK NO: DOC REF NO :
- VEN INVOICE NO: /
- DEPARTMENT : FN02 VENDOR ID/SFX :
- CONTACT : FINANCE CONTROLLER'S DIV INV RECPT DT:
- TELEPHONE : EXT: NOTE : N
- VOUCHER AMOUNT: STATUS: CREATE:
- VENDOR ID/SFX :
- DBA NAME :
- ADDRESS : ADDRESS NOT ON FILE UPDATE:
- POST :
- CITY : ST: ZIP: CTRY:
- DISCOUNT TERMS: NET TERM :
- DISTRIB METHOD: S REJECT CODE: CONTRACT ID :
- SFX INDEX SUBOBJ USERCODE PROJECT PRJDTL GRANT GRNTDT G/L SUB PCT%

F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC
F7-COPY F8-SEL TERMS F9-LINK F10-SAVE F11-VW ACCT
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
Year-end 2013

- PCHL1700 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2013
- LINK TO: CREDIT MEMO HEADER ENTRY 7:49 AM
- CREDIT MEMO ID: DOC TYPE: CM EFF DATE: 9/30/13
- ACTION IND: N CM DATE: INTF TYPE: PC
- VOUCHER ID: CRDT ALL: N (Y/N)
- VEN CM NO: OPEN PO: (Y/N) PO ID:
- DEPARTMENT: FN02 SINGLE CK: CHECK NO:
- CONTACT: STATUS:
- TELEPHONE: EXT CREATE:
- CM AMOUNT: UPDATE:
- VENDOR ID:
- ADDRESS: ADDRESS NOT ON FILE NOTE: N
- CITY: ST: ZIP: CTRY:
- CM DESCRIPTION:
- FREIGHT: REF VEN INV NO:
- OTHER CHARGES: REJECT CODE:
- PRINT: N DIST METHOD:
- SFX INDEX SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDTL
- F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC
- F8-SEL TERMS F9-LINK F10-SAVE F11-VW ACCT F12-PRINT
- G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
Year-end 2013

Accounts Payable Processing (cont’d)

PLEASE FORWARD INVOICES WITH VOUCHER SERIES (VAXX_{13}/VNXX_{13}), BY THE NEXT BUSINESS DAY.

- Approval Path documents need to be monitored on a daily basis. You need to start cleaning up screens PCHL9210 and PCHL9212 so that there are no documents left unapproved or in error at year-end.
Year-end 2013

Accounts Payable (continued)

- You have access to view all documents in Approval Path in On-Demand - A/P/APPRo4 Report, make note that documents designated "N/A" under the Approval Level are in No Post Status (NOPT) at the department level and need to be addressed ASAP if department wants it processed prior to year-end.
Year-end 2013

FAMF/DA/AP/APPR/04 - DOCUMENTS IN APPROVAL STATUS

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Year-end 2013

Accounts Payable (continued)

- Purchase order vouchers will be posted in FY 2013 for all invoices received by **12:00 noon on Friday, October 4, 2013**. Vouchers in the system for which the invoices are not received will be **posted into the new FY 2013-14**.

- Invoices for Direct Vouchers and Credit Memos need to be received by **12:00 noon on Friday, October 4**; otherwise, they will be **rejected** to the initiator and will need to be re-approved FY 2013 – 2014.
Year-end 2013

Special Services Refund Update

- To be used ONLY for refunds under $2,000.00
- Inquiry Phase is available for all to view on the intranet at:
  - [https://was8iap.miamidade.gov/SSC/index.do](https://was8iap.miamidade.gov/SSC/index.do)
  - Sign in is the same as your current mainframe ID and Password to FAMIS.
- If an error message is received please contact Marilyn Crucet for assistance.
- Select “Check Search/Inquiry”.
- New rejected batches can now be re-submitted
Year-end 2013

Welcome to the Special Services Check Requests (SSC) Website

To start: In the Login box on your left, please enter your FAMIS User ID, Password and the Function** you wish to access. Press enter or click login. For your protection, your User ID and Password will not show up again once you have typed it in and it is validated by the system.

** There are different functions within the SSC application, geared to different audiences:

1. Requesting Department:
   a. Upload Check Requests >> Departments will use this function to upload, validate, and submit check request batches.
   b. View / Update Rejected Batches >> Departments will use this function to review, revise and resubmit rejected batches.

2. Finance Accounts Payable:
   a. Review / Approve Check Requests >> Finance Accounts Payable staff will use this function to review check request batches and either approve them for transmittal, or reject them back to the originating department.
   b. Transmit to Bank >> Finance Accounts Payable staff will use this function to initiate the transmittal of approved batches to the bank (Wachovia).
   c. Check Received/Audit >> Finance Accounts Payable staff will use this function to 1. Indicate that physical checks has been received; and, 2. Audit a Transmittal.
   d. Check Status Change >> Finance Accounts Payable staff will use this function to modify the ‘Status’ of checks.

3. All SSC Users:
   a. Check Search / Inquiry >> Available to all users for follow-up research. Provides search capability using specific criteria.

Please note that “HELP” information will be available every step throughout the website. Please refer to this help for detail and useful information.

We appreciate any comments and/or suggestions by e-mail to: apsscsupport@miamidade.gov
Year-end 2013

Payments to CSBE Vendors

- Payments to vendors participating in the “Community Small Business Enterprise Program”: (CSBE) have to be paid within 14 calendar days from receipt of billing to the County.
- Invoices should be stamped “EXPEDITE”, (CSBE, pay within 14 days).
- Please separate these stamped invoices from the daily work submitted to our office so staff can handle expeditiously.
Year-end 2013
Monday, September 30, 2013

1st Preliminary Reports are available
Resolution Conversion Reminder

- Resolution Conversion Definition
  - Switching from Direct Voucher payment to Purchase Orders.
  - Conversion Process (Creating Contract, BPO’s, PC’s, Posting of Invoices, & Generating/Posting of Vouchers).
  - All Direct Voucher Payments associated with resolutions are to be forwarded to Finance Compliance Specialist for approval PRIOR to final disbursement.

- Documentation Needed for Conversion
  - Completed ‘Conversion Documentation Input Form’.
  - Copy of Approved & Executed Resolution.
  - Copy of Signed Contract Agreement.
  - Verification of DPM registered Vendor # on Contract Agreement.

- ALL NEW RESO/CONTRACTS TO BE ENTERED NEED TO BE DELIVERED BY COB WEDNESDAY SEPTEMBER 18, 2013!!!
Sample of Active DPM Registration

[Image of a computer screen showing a software interface with various fields and highlighted text indicating active DPM registration details.]
Resolution Conversion-Reminder

- Vendor Registration
  - Verify that vendor is DPM registered in FAMIS screen 9520 or 9600 PRIOR to submitting paperwork to our office.
  - If vendor is not registered have the vendor download the registration package at the DPM website & submit registration to DPM.
    
Resolution Conversion-Reminder

Ordinance Number 10-47 Adopted 07/08/2010

- Amended the Code of Miami-Dade to exempt certain transactions and purchases from the standard County vendor affidavit and registration requirements.

- Waiving of regular registration requirements for the following services:
  - Lease of vehicles for county officials
  - Engagement of honorariums or trainers
  - Historical preservation services
  - Rehabilitative services (such as courses/trainings for ex-offenders)
  - Cable and satellite services; video conferencing services
  - Dental services for inmates
  - Tutoring services
  - Animal medication purchases; animal care services and shipment of animals
  - Anti-venom purchases
Resolution Conversion-Reminder

- Business/Entity Information Form needs to be filled out by the vendor and provided to the user department with W-9 Form.
- This will be the form that vendors providing the above services will need to complete in order to be registered with Miami-Dade County and be paid timely.
- For more information on the form and process please contact ISD, Procurement Division, Vendor Services at 305-375-5773.
Miami-Dade Finance Department

Business/Entity Information Form

Front

Back
Unclaimed Checks Website

- USE WEBSITE, IT’S BEEN AVAILABLE SINCE 11/2006
- [https://was8iap.miamidade.gov/UnClaimedChecks/1_0_sign_in.jsp](https://was8iap.miamidade.gov/UnClaimedChecks/1_0_sign_in.jsp)
- Please refer to Florida Statute 717 for the Timeliness of Payments.
- **April 30, 2014** is the deadline to file with the State of Florida for unclaimed property; therefore, please clean out the stale dated checks for the 2012 and prior calendar years for your departments on or before March 31, 2014.
- Due Diligence letters are sent on a semi-annual basis in order to attempt to make contact with the payee (owners) of these unclaimed checks, but we still need your help!!
Welcome to the Unclaimed Checks Research System

Please research the Unclaimed Vendor Checks issued in payment for invoices processed by Libraries using your mouse, select either of the two options below.

At any point during your session, you may come back to this selection page by clicking on the "Change Selection" button on the Selection Criteria line above the search results list.

Selection Options

1. Select by clicking the number under the column you wish to see.
   Libraries - Unclaimed Checks:
   Days Oustanding: 61 - 120 Days 121 - 240 Days 241 - 360 Days Over 360 Days All Checks
   Dept Count: 3 9 2 12 26

2. Select by filling in the information requested and clicking search.
   Countywide Unclaimed Checks, All Departments by:

   Vendor Number (FEIN): 
   ---- OR ----
   Vendor Name (Partial): 

   Search
### Unclaimed Check Results

Selection Criteria Entered: All Checks

#### Check Information

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<tr>
<th>Check Number</th>
<th>Vendor Name</th>
<th>Vendor Suffix</th>
<th>Check Amount</th>
<th>Payment Date</th>
<th>Days Aged</th>
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<td>10/07/08</td>
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<td>01/27/09</td>
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#### Voucher Information

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</table>
Perez, Yesenia (FIN)

From: lcp@miamidade.gov
Sent: Thursday, May 27, 2010 1:40 PM
To: FNUNCLAIMED (FIN)
Cc: Puig, Carol (MDFR)
Subject: Results of Unclaimed Check Analysis - Check # 02274718 / Caraballo Locksmith

UNCLAIMED CHECK- STOP PAYMENT AUTHORIZATION FORM

Miami-Dade County's check # 02274718 dated 10/14/2009 in the amount of $6.01 payable to Caraballo Locksmith is unclaimed.

Based on research conducted by Fire Department, please take the following action:

OTHER ACTION(S) TO BE TAKEN:

• Other reason not specified. (Provide details in the comments section below.)

Comments: Spoke with Lillian at Caraballo Locksmith and since the check is just for $6.00, she told me to disregard. Do not reissue the check.

Requested by:
__________________________________________
Date:

Approved by: (Accounts Payable Supervisor, Assistant Controller, or Controller Only)
__________________________________________
Date:
Vender Lost/State Dated Check Replacement Affidavit

State of
County of

I, ____________________________, on behalf of ____________________________
(Print name of Person) 
(Corporation Name if applicable, if not write N/A)

address: ____________________________

City ____________________________ State Zip

Sworn to and subscribed before me this day of ____________________________, 20___
Notary Public in the State of ____________________________

Miami-Dade County
Finance Department
Attn: Accounts Payable
111 N.W. 1st Street, Suite 2620
Miami, FL 33128-1980
Office: (305) 374-5111
STALE DATED CHECKS - STOP PAYMENT AUTHORIZATION FORM

Miami-Dade County’s check #_________ dated ___________ in the amount of $_________ payable to ___________ is stale dated.

Based on research conducted by the __________________________ department, __________________________ (Name of County Dept. and employee)

( Please check off appropriate description)

1) check was lost/not received by the vendor and no subsequent payment has been issued, therefore payment is currently due. A stop payment and replacement check is hereby requested for payment as long as the vendor signs a LOST CHECK REPLACEMENT FORM (efficacy) and submits it to Accounts Payable Section.

Comments: ____________________________________________

Vendor contact person: Name: ___________________________ Phone: __________ Fax#: __________

2) a subsequent payment was issued to the vendor with check or ACH # __________ therefore, this check must be voided and canceled in the system.

Comments: ____________________________________________

3) the check was issued to an incorrect vendor; therefore, this check must be voided and a new one issued to vendor # __________

Vendor contact person: Name: ___________________________ Phone: __________ Fax#: __________

Comments: ____________________________________________

4) other reason not specified above: ____________________________________________

Requested by: ________________________________ (Department Supervisor)

Date: ____________

Approved by: ________________________________ (Accounts Payable, Supervisor, Controller or Assistant Controller Only)

Date: ____________

File Name: Stale Dated/Outstanding Checks/Stop Payment Authorization Form
Year-end 2013

REGISTRY OF DELINQUENT CONTRACTORS
ADMINISTRATIVE ORDER 3-29

✓ A reminder is sent by Finance (Yesenia Perez) on the 10th working day of each month to the department liaison.
✓ Please have your department liaison provide the required information to Yesenia Perez no later than the 15th of each month.
Year-end 2013

REGISTRY OF DELINQUENT CONTRACTORS
ADMINISTRATIVE ORDER 3-29

✓ Important information that needs to be present in the delinquent vendor list sent to Finance:
  ▪ FEID number of the contractor/vendor.
  ▪ “As of Date”

✓ If your list is not sent monthly vendors that were blocked the previous month will NOT be deleted from the system when monthly information is uploaded.
  ▪ Please note that the County can be held liable if a payment is made to a delinquent vendor.
Year-end 2013
Monday, October 07, 2013

2nd Preliminary reports available
Year-end 2013
Accounts Payable Reminders

• Procedure 606 can be found in the County Procedures manual at
PROCESSING PAYMENTS FOR PURCHASES

SUMMARY
This procedure explains how to pay invoices which are supported by a Miami-Dade County Purchase Order, the forms, and signatures required.

PROCEDURE
1. Check each item delivered against the vendor’s delivery receipt. Make any necessary corrections on the delivery receipt before it is signed and dated. Ensure that all items received are the ones outlined on the Purchase Order/contract and are in good condition. Also, purchase order must be created prior to goods and services being delivered and/or rendered. It is also the responsibility of the department to validate contract terms when approving invoices. Thus, ensure vendor is properly billing the County for goods and services received and in accordance with terms outlined in the contract (i.e. pricing, freight terms, etc.).

2. Invoices must be date stamped upon receipt of any County facility (this date is not the date received in the departments’ Accounts Payable Section) as this will determine the “due date” based on the contract terms.

3. Upon receipt of invoice from the vendor, compare items being billed to items received and agree to contract terms (quantity, unit price, etc.). Vendor name and remit address on the invoice must match with the vendor information in FAMIS (FAML05009530 – as established utilizing the W-9 or W-4 (foreign vendors) submitted by the vendor, the vendor registration form and/or as registered with the State the company is incorporated in).

4. Vendor name on invoices for payments associated with Community Based Organization (CBO’s) contracts, agreements, contract amendments, etc. need to match throughout the contract/appraisal to the vendor name on vendor’s file in FAMIS.

5. Obtain appropriate payment authorized signatures (printed name is also required), approval date and code invoice appropriately. Note invoices cannot be modified for an invoice in quantity or cost; vendor must re-submit a corrected invoice. The invoice should not contain voided amounts (white out amounts).

6. Handwritten invoices containing item counts with manual totals (i.e. not computer generated) should be submitted with a calculator tape in order to confirm that the totals are correct and verified during the final auditing process.

7. Payment of invoices should be for goods and services received or rendered. i.e. no advance payments are to be made unless allowable per contract.

8. If freight costs need to be paid, due to an emergency, please circle and initial these costs on the invoice as confirmation for payment and/or include the amount in the freight field (ADPICS screen PCHL-150).

9. Input invoice(s) in the ADPICS/FAMIS Accounts Payable Module. Write down invoice sequence number (IV) generated by system on the invoice. Post invoice and write generated voucher number (VA) on face of invoice as well. Payment documents should clearly show the following:
document number (invoice and voucher number, index code, sub-object, vendor number, vendor suffix, purchase order number/resolution number, amount to be paid and authorizing

signature including a printed version of the signer’s name, and date signed.

10. If the invoice is to be charged to a different index code than the one originally used to encumber it when the purchase order was created, then the “alternative accounting” method should be used when processing the invoice in ADPICS. This method allows the opportunity of distributing charges to index codes other than the index code used on the original purchase order document.

11. Requests for “single checks” to be issued to a vendor (Single Check Field) rather than co-mingling payment with other departmental invoices needs to be pre-approved in writing by the Department’s Accounts Payable Supervisor prior to delivery of invoice to the Finance Department - Accounts Payable Section.

12. Original coded invoices along with supporting documentation, as deemed necessary (i.e. contract, agreement, resolution, inserts, emails, delivery receipts, etc.) have to be delivered to the Accounts Payable Section of the Finance Department. All invoices for payments of safety shoes, temporary personnel services, and water services must be accompanied by the delivery ticket; all other delivery tickets, if not forwarded to Finance, should be maintained at the department for audit purposes for periods required under State retention schedules.

13. When the original invoice is not available and a copy is used for payment, it needs to be stamped “Received, not previously paid”, with the proper original authorizing signature. (please do not use black ink) to demonstrate the department has researched and ascertained the invoice has not been previously paid.

14. When an invoice is returned to the vendor for any reason, i.e. such as non-delivery/performance of goods and/or services, the vendor needs to re-submit the invoice with a new invoice date noting the most recent date of delivery of goods and/or service provided.

15. Departments need to provide written justification for checks that need to be held (HOLD tickets) for pick up by either the vendor or departmental personnel.

16. Payments for CBO’s (Community Based Organizations) should be stamped “Support Documentation maintained at the Department” if all supporting documents are not forwarded to the Finance Department. Payment requests and support submitted to the Finance Department should contain, at a minimum, copies of the pages that clearly state the individuality of the County is paying, amount payable, address, service period, award/donate amount and executed signature pages.

17. Invoices older than six (6) months, that total more than $1000, need to be accompanied by a memorandum to the Assistant Controller over Accounts Payable or the Accounts Payable Manager. The memo needs to explain the reasons for the delay/tardiness of processing and be approved by an authorized signature as maintained in the Accounts Payable Section. Please note that the signature cannot be a photo copy, it needs to be an original signature. This justification will be provided to the Board (in memorandum form) on the ‘Annual Prompt Payment’ report if interest is claimed and paid to the vendor.

18. Departments need to ensure that the index codes, vendor numbers and suffixes used to process invoices are not closed, inactive or blocked. Departments are responsible for ensuring sub-object code (FAML5000) is appropriate for the items/services being purchased/rendered and IRS 1099 reportable when applicable.

19. Payments for functions (i.e. conferences, seminars, etc.) need to include a copy of the function’s agenda, attendee list and any additional inserts that help support the particular conference, seminar, etc. the check is being issued for.

20. Cancellation of vouchers already in process must be requested in writing, via email, clearly showing stipulated “hold” of the invoice, document number generated by ADPICS (i.e. IV, VA
21. Departments need to clearly identify invoices to pay small businesses, i.e. SBE and CSBE firms in order to facilitate the prompt payment of these invoices; within 14 days for CSBE firms and 30 days for SBE’s as mandated by County Code Section 18-33.02 and Section 245.1.1.1 respectively. These invoices should be stamped “EXPEDITED, SBE OR CSBE” and submitted separately from the regular work to the Finance Department – Accounts Payable Section so they can be easily identified by our staff and handled expeditiously.

22. Authorization from the Office of Management and Budget must be provided on all EDP (Equitable Distribution Program) work orders.

23. When processing construction contract invoices, the following sequence needs to be used as your invoice number: Contract or Project #, Work Order #, Requisition # (i.e. 20004/0031-W01-R01). When processing consultant contract invoices (type of contract (EDP & PSA) the following sequence needs to be used as your invoice: actual invoice number when provided by the vendor; if vendor is not using a unique invoice sequence number, follow the same format as the construction invoices.

24. Invoices paid under BCC approved resolutions are processed utilizing the Construction Contracts Module in ADPICS as a means of tracking payments paid to labor paid amount. A contract is created once documentation and “Conversion Input Form” is received by the Finance Department’s Accounts Payable Section. Documentation includes the executed resolution, executed contracts/services agreements, index code, sub-object and vendor registration verification. Following the creation of the contract, a BPO and Purchase Order (POXX) are created. Once an approved invoice is received for payment, it is entered into the ADPICS Construction Contracts Module against the corresponding purchase order (PC). The system will automatically generate the invoice sequence number (i.e. ICXX). The invoice is then posted by segregated staff within the Accounts Payable staff and the system will generate the corresponding voucher number (i.e. CVXX). Final posting of voucher into FAMIS is required prior to issuance of payment to vendor; also a segregated function.

CONTACT(S):
Department/Division
Finance Department/Controller’s Division/Accounts Payable Section

REFERENCE DOCUMENT(S):
Administrative Order 3-38, Purchase of Commodities and Services
Year-end 2013
Construction Contracts Payable

Friday Noon, September 27, 2013

Last day to Submit:

- Construction or PSA contracts and purchase orders (releases).

Notice: If releases are not created on or before 9/30/2013, departments will not be able to process invoices utilizing FY 2013 appropriation funds. The voucher will default to the new fiscal year.

- PO Change order cut-off.
Year-end 2013
Construction Contracts Payable

Deadlines for Construction and Consultant Payments

Payments Issued through Accounts Payable: Thursday Noon, October 3, 2013

Payments Issued through IWA: Monday, September 30, 2013.
Year-end 2013
Construction Contracts Payable (Cont’d)

- **ADPICS screen PCHL1500:**
  - Invoices for services and/or goods received in fiscal year 2013 should reflect a “received date” on or before 9/30/2013. If the correct date is used, the system will generate an invoice ICXX13 document sequence.

  - If the invoice received date reflects a date beyond 09/30/13, the document sequence assigned will be CVXX14 and the invoice will post in fiscal year 2014.

  - Inserting the correct received date is the key to defining the posting of invoices in the proper fiscal period.
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<th>Value</th>
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</table>

G641 – RECORD DOES NOT EXIST, PLEASE TRY AGAIN
Year-end 2013
Construction Contracts Payable (Cont’d)

To expedite work orders (Purchase Orders) and payments, please provide all necessary documents or information:

- A signed Work Order and an authorization assignment if necessary (EDP projects, Surveys, testing, Environmental Test).

- Remember that MCC Projects/P.O. have an extra approval path (ISD). Please plan accordingly, especially if you have invoices for expenditures incurred during FY 12/13.

- When recording invoices, please remember to check screen 2363 for retainage percentage set up in the P.O.

- When entering invoice numbers, please follow the following formats: Project #-Work order #-Req/Inv/Est # for construction, or actual invoice number for consultants if available. Example: (20040031-WO1-Req1).
Year-end 2013

Capital Funds

- Departments responsible for administering funds and sub-funds with fund type CB, CO & CI should ascertain that the sub-funds’ balance do not end with a negative cash balance (G/L 101).

- Capital sub-objects under the 9’ series should not be used for regular operational expenses (equipment rentals, building rentals, maintenance and repair, etc.).

- Journal entries to capital funds for construction projects should contain the construction project number in the description.
P-Card Reminders

- Review monthly reconciliation carefully & question those items that do not appear to be for the proper use of public funds and/or not eligible.
  - Parking Citations
  - Plants
  - Food
  - Parties

- Avoid fees imposed by the airlines for calling customer service and ordering a paper ticket – use (e-tickets).

- Travel Requests should be properly authorized by the Office of the Mayor or designee when applicable.
P-Card Reminders (Continued)

- No premium air fares allowed.
- Avoid splitting purchases unless it’s part of the normal course of business.
  - Building Permits
  - Registrations
- If sales tax is charged please try to get reimbursed.
P/T- Credit Card Reminders (Continued)

- **Hurricane/POD card Reminder** - When a “Hurricane Watch” is declared by local authorities all P-cards which are approved annually by the Department Directors via the ‘Hurricane Form’ will be raised to their appropriate levels. POD cards will also be increased to their ‘normal’ set limits.

- **Reminder to cardholders** – NO cardholder is allowed to share their assigned credit card number with any other County employee. This is clearly stated in the P-card agreement signed by the cardholder and Department Director. This is done for the protection of the credit card program/County. All transactions have be completed by the cardholder themselves. (i.e. job advertisings for job openings)

- **Sunpass** – As per the Mayor’s directive, ALL departments must have Sunpass transponders assigned to all their fleet vehicles. These payments must be made with a county issued P-card. Departments are responsible for tracking the assignment of these transponders to assigned staff and corresponding vehicle tag numbers with the Sunpass vendor.
P-Card Authorization Form

- This form is for signatures that authorize the P-Card reconciliations. (Sign in Blue ink – to verify original and not a copy of the form)
- Only people who are authorized to sign off on card charges for their department need to sign this form.
- Cardholders do not sign this, with the exception of authorizing charges other than their own card. (Cardholders can’t sign for their own charges, but can authorize others, if the Dept. Director allows.)
- Make sure to mark the center section as P (purchase card charges only), T (travel card charges only), All (for all types of charges)
P/T-Credit Card Liaison (Coordinator) Form

- This form is for Liaison/Coordinators for the Agency/Section/Division within each Department. (Sign in Blue ink – to verify original and not a copy of the form)

- Only individuals who are authorized to receive emails from the Finance Department or the Works program, related to any P/T-Cards should be listed on this form.

- It is highly recommended that there be more than one coordinator for the department in case someone is out of the office.

- A separate form must be filled out for each Coordinator.
Accounts Payable Imaging and Workflow Automation (IWA)

- **Departments currently in production:**
  - Audit & Management Services
  - Finance
  - Management & Budget
  - Information Technology

- **IWA Enhancements will be moved to Production soon**

- **Rollout to other County departments will begin immediately after enhancements are on Production**
  - Departments for next rollout have not been identified.