

Welcome

Year-end 2007

Accounts Payable

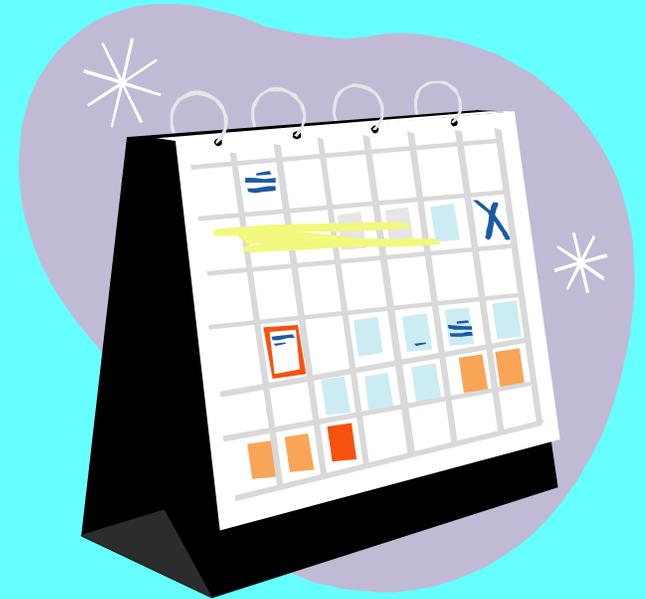
Fiscal Year End Procedures Presentation

September 13, 2007

Miami-Dade Finance Department

Year-end 2007

- Important Dates
 - Friday, September 21, 2007
 - Monday, September 24, 2007
 - Saturday, September 29, 2007
 - Friday, October 5, 2007
 - Friday, October 12, 2007



Year-end 2007 Discussion Items

- Accounts Payable
- ACH Payment
- Compliance Issues (By: Alexandra Mirabal)
- Vendor Payment Inquiry Web Program Application – Update (By: Connie White)
- Encumbrance Liquidations (By: Connie White)
- Debt Arrearage Ordinance A.O. 3-29 (By: Daryl Weaver)

Year-end 2007

Friday, September 21, 2007

☀ Last day to submit to Sonia Vargas

Excel Spreadsheet of liquidations of encumbrances.

➤ NOTE: Liquidated purchase orders CANNOT be re-encumbered

Year-end 2007

Monday, September 24, 2007

☀ Last day to submit to Dania Timmons or Nieves del Rio

- Authorized Signature Forms
- Travel Authorization Signature Forms
- Wire Transfers Authorization Forms
- Accounts Payable Liaison Form

Year-end 2007

Saturday, September 29, 2007

- ✓ Last day to create a Purchase Order for 2007 fiscal period appropriated funds.

Miami-Dade Finance Department

Year-end 2007

Monday, October 1, 2007

- ✚ 1st day of new fiscal period
 - ◆ All P.O.'s created must be in the new fiscal period 07/08
- ✚ Accounts Payable 1st Preliminary Reports are available
 - ◆ Separate “Old Year Invoices” (2006/2007) from “New Year Invoices”(2007/2008)
 - ◆ Deliver New Year Invoices to a supervisor.

Miami-Dade Finance Department

Year-end 2007

Friday, October 5, 2007

- * Final cut-off for Accounts Payable (at noon), for invoices received and processed for goods and services pertaining to fiscal period 2006/07



Miami-Dade Finance Department

Year-end 2007

Friday, October 12, 2007

- * FAMIS will close at noon for fiscal period 2006/07 and will not be available until **Monday, October 15, 2007**

Year-end 2007

◆ Accounts Payable

- **October 5, 2007 is the last day to process invoices for goods and services received on or before September 29, 2007 for FYE 2006-07 budget year and must be received by the Finance Department - Accounts Payable Section no later than 12:00 noon Friday, October 5, 2007.**

Year-end 2007

◆ Accounts Payable (continued)

- Purchase order vouchers will be posted in FY 2007 for all invoices received by 12:00 (Noon) on Friday, October 5, 2007. Vouchers in the system for which the invoices are not received will be **cancelled** and will need to be re-processed in FY 2007-08.
- Invoices for Direct Vouchers and Credit Memos need to be received by 12:00 (Noon) on Friday, October 5; otherwise, they will be **rejected** to the initiator and will need to be reprocessed in FY 2007 – 2008.

Year-end 2007

◆ Accounts Payable (continued)

- 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 2007

◆ Accounts Payable (continued)

- FORWARD INVOICES WITH VOUCHER NUMBER (07), BY THE NEXT BUSINESS DAY. You have access to view all documents in Approval Path on OnDemand - A/P/APPR04 Report, make note that documents designated "N/A" under the Approval Level are in No Post Status (NOPT) at the department level.

Year-end 2007

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

FAMF60J		METROPOLITAN DADE COUNTY										PAGE
DATE: 09/01/2005		ACCOUNTS PAYABLE										
DOCUMENTS IN APPROVAL STATUS (AP04)												
ORG	DOC TYPE	APPR LEVEL	DOCUMENT NUMBER	AMOUNT	INIT DEPT	CREATED BY	CREATED DATE	NOTEPAD EXISTS?	DAYS IN STATUS	DAYS IN SYSTEM	APPR STATUS	
GS	IV	N/A	IVGS05077999	\$15.25		SHL	08/23/2005		0	9	NOPT	
			IVGS05078012	\$66.49		SHL	08/23/2005		0	9	NOPT	
			IVGS05078154	\$71.70		SHL	08/23/2005		0	9	NOPT	
			IVGS05078156	\$31.90		SHL	08/23/2005		0	9	NOPT	
			IVGS05078442	\$363.23		SHL	08/24/2005		0	8	NOPT	
			IVGS05078846	\$1,902.32		FREDDIE	08/25/2005		0	7	NOPT	
			IVGS05078971	\$85.50		SHL	08/25/2005		0	7	NOPT	
			IVGS05078986	\$299.10		FREDDIE	08/25/2005		0	7	NOPT	
			IVGS05079029	\$394.46		FREDDIE	08/25/2005		0	7	NOPT	

Year-end 2007

- Accounts Payable (continued)
 - Please be certain that **all releases (POs) for prior year invoices are created prior to 9/29/07 (calendar)**, for you **will not** be able to process the corresponding FYE 2006-07 invoices for the prior fiscal year, during the dates of October 1, 2007 through October 5, 2007.

Year-end 2007

- Accounts Payable (continued)
 - 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 9/29/07 or prior** for all invoices pertaining to FY 2006-07. Voucher Document Sequence assigned will be VAXX07.
 - Vouchers with the invoice received date **AFTER 09/30/07** will post in Fiscal 07/08 and the document sequence assigned will be VAXX08.

Year-end 2007

PCHL1500 V5.1	MIAMI-DADE COUNTY ADPICS 5.1	09/12/2007	
LINK TO:	INVOICE HEADER ENTRY	2:07 PM	
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 : 9/29/07	ALT ACCT:	
PURCHASE ORDER NO :	NOTE PAD :	DEPT :	
PO DOC BALANCE :	CR BAL :		
PROPERTY ID :	IVC AMT:	NET:	
VENDOR ID/SUFFIX :			
DBA NAME :		HDR CR AMT :	
ADDRESS :		MATCH TYPE:	
		STATUS :	
CITY:		ST:	ZIP:
DISTRIBUTION METHOD: D	SINGLE CHECK: N		CTRY:
FREIGHT :	LIQ DAMAGES :		LETTERS SENT:
OTHER CHARGES :			F.O.B. POINT :
			DISC TERMS :
			REJECT CODE :
SFX INDEX	SUBOBJ	USERCODE	PROJCT
PRJDTL	GRANT	GRNTDTL	
F1-HELP	F2-SELECT	F3-DELETE	F4-PRIOR
F8-VIEW SUM	F9-LINK	F10-SAVE	F5-NEXT
			F6-VIEW DOC
			F11-VW ACCTG

G641 – RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Miami-Dade Finance Department

Year-end 2007

- Accounts Payable (continued)
 - 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 9/29/07 or prior** for goods and services pertaining to FYE 2006-07.

NOTE: The effective date needs to be changed to 09/29/07 or **PRIOR** before saving the document (F10)

Year-end 2007

PCHL1700 V5.1	MIAMI-DADE COUNTY ADPICS 5.1	09/12/2007				
LINK TO:	CREDIT MEMO HEADER ENTRY	3:57 PM				
CREDIT MEMO ID :	DOC TYPE : CM	EFF DATE : 9/29/07				
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 :		POST :				
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						

Miami-Dade Finance Department

Year-end 2007

◆ Accounts Payable (continued)

- **As of Monday, October 8th, 2007**, invoices for services provided or goods delivered **PRIOR** to 9/29/07 **NEED** to have the service/delivery date entered in the description line in PCHL1500 and PCHL1800
- * This is also need for credit memos i.e. PCHL 1700
 - ✘ Format should be **XX/XX**
i.e. 2 digit month/2digit year
- This should be done **UNTIL** the end of our auditors review.

Year-end 2007

PCHL1500 V5.1	MIAMI-DADE COUNTY ADPICS 5.1	09/12/2007
LINK TO:	INVOICE HEADER ENTRY	2:07 PM
INVOICE SEQ :	DOC TYPE : IV	INVOICE ALL : N (Y/N)
INVOICE NO/DESC :	/ 2digit month/2digit year i.e. XX/XX	
ACTION INDICATOR : N	INTF TYPE : IV	VOUCHER NO :
INVOICE DATE :	DTE IVC REC :	ALT ACCT:
PURCHASE ORDER NO :	NOTE PAD :	DEPT :
PO DOC BALANCE :	CR BAL :	
PROPERTY ID :	IVC AMT:	NET:
VENDOR ID/SUFFIX :		
DBA NAME :		HDR CR AMT :
ADDRESS :		MATCH TYPE:
		STATUS :
CITY:	ST:	ZIP:
CTRY:		
DISTRIBUTION METHOD: D	SINGLE CHECK: N	LETTERS SENT:
FREIGHT :	LIQ DAMAGES :	
OTHER CHARGES :		F.O.B. POINT :
		DISC TERMS :
		REJECT CODE :
SFX INDEX	SUBOBJ	USERCODE
	PROJCT	PRJDTL
	GRANT	GRNTDTL
F1-HELP	F2-SELECT	F3-DELETE
	F8-VIEW SUM	F9-LINK
		F4-PRIOR
		F5-NEXT
		F6-VIEW DOC
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Miami-Dade Finance Department

Year-end 2007

PCHL1700 V5.1	MIAMI-DADE COUNTY ADPICS 5.1	09/12/2007				
LINK TO:	CREDIT MEMO HEADER ENTRY	3:57 PM				
CREDIT MEMO ID :	DOC TYPE : CM	EFF DATE :				
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 :		POST :				
ADDRESS : ADDRESS NOT ON FILE		NOTE : N				
CITY :	ST:	ZIP:	CTRY:			
CM DESCRIPTION : 2 digit month/2digit year i.e. XX/XX						
FREIGHT :	REF VEN INV NO :					
OTHER CHARGES :		REJECT CODE :				
		PRINT : N				
		DIST METHOD:				
SFX INDEX	SUBOBJ	USERCODE	PROJECT	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						

Miami-Dade Finance Department

Year-end 2007

- **Construction Contracts**
 - **ONLY FOR PAYMENTS PROCESSED IN FAMIS (including FAMIS approval path)**
 - Vouchers for FY 2006/2007 will use prefix VX through 10/05/2007
 - Vouchers for services rendered in FY 2006 - 2007, processed after 10/05/2007 will use prefix VY and will post in FY 2007/2008

Year-end 2007

✿ COMPLIANCE ISSUES:

To ensure that payments for all goods/services purchased for this fiscal year are processed properly and timely, please keep in mind the following:

- ✓ Use of proper vendor number and suffix.
- ✓ If vendor is registered as a DBA (Doing Business As...) in the State of Florida, then the invoice needs to be submitted with this name.
- ✓ Verify all information entered in the system to the vendor invoice (i.e. proper vendor name, amounts, etc.)
- ✓ Invoices processed with copies need to be stamped, preferably in red, that they have been researched and not paid previously.
- ✓ Do not alter invoices.

Year-end 2007

COMPLIANCE ISSUES (continued):

- ✓ Make sure that invoices are processed timely, not months after goods and services have been received.
- ✓ Make sure purchase orders are issued when goods & services are requested and prior to receipt of a proper invoice from the vendor
- ✓ Make sure that proper sign-off from the field (if deemed necessary) is received prior to approving and processing invoices submitted by the vendor.

Year-end 2007

ACH PAYMENTS

- ✓ Forms available at website:
<http://intra.miamidade.gov/finance>
- ✓ Please encourage all vendors to sign up for the program.
- ✓ Reduces unclaimed checks
- ✓ Expedites availability of funds to vendors

Year-end 2007

VENDOR PAYMENT INQUIRY WEB APPLICATION

- ✓ Introduce vendors to this new site and what it provides
- ✓ Reduces telephone payment inquiries
- ✓ History in website for checks issued form October 2003 to date
- ✓ Invoice history is only for the last 120 calendar days: This is based on invoice date
- ✓ Ability to download information to Microsoft Excel Spreadsheet format.
- ✓ Printer friendly format available

Year-end 2007

VENDOR PAYMENT INQUIRY WEB APPLICATION (continued)

- ✓ Ability to research by contracts and purchase orders
- ✓ Ability to select all remit to addresses
- ✓ **STAY TUNED FOR THE NEXT PHASE OF VPI**
 - 🌐 Ability to track the entire cycle of an invoice.

Year-end 2007

ENCUMBRANCE LIQUIDATIONS

- Due Friday, September 21st
- Purchase Orders **PRIOR** to 2005 with no activity within last 6 months.
- Automatic liquidation if no response to e-mail

Year-end 2007

Debt Arrearage Ordinance A.O. 3-29

- ❖ Administrative Order 3-29 states in brief, that the County must maintain a list of all contractors who are:
 1. In arrears to the County for more than \$25,000
 2. Delinquent 180 days.
- ❖ It is each department's responsibility to review this list every time they are considering giving contractors or other business entities a contract to perform with the County. Essentially, if a prospective candidate appears on this list, the department is **NOT ALLOWED** to conduct business with them.

Year-end 2007

Debt Arrearage Ordinance A.O. 3-29

(continued)

- ❖ It is each department's responsibility to report to Finance the names of all contractors that meet or pass this threshold of \$25,000 and 180 days.
 1. The department is responsible to provide this information each month, by the 15th, to the Finance Department.
 2. The department is also responsible to inform Finance when a contractor is to be removed from the list of Registry of Delinquent Contractors.
 3. Departments are to report loans that meet these criteria as well.

Year-end 2007

Debt Arrearage Ordinance A.O. 3-29 (continued)

4. Department contact information (i.e. name, e-mail, and phone number) is listed in the Registry.
5. Departments are to provide the federal Tax ID number for entities; this information is used by Accounts Payable to block vendors from receiving payments.
- 6. Please note:** Finance cannot make the determination on behalf of each department.

Year-end 2007

Debt Arrearage Ordinance A.O. 3-29 (continued)

- ❖ Link to see the current registry:

<http://intra.miamidade.gov/Finance/Delinquent-memo.asp>

- ❖ Link to read the administrative order regarding the Delinquent Registry:

<http://intra.miamidade.gov/aopdfdoc/aopdf/pdffiles/AO3-29.pdf>



That's all folks!

Miami-Dade Finance Department