Welcome

Year-end 2008 Accounts Payable Fiscal Year End Procedures Presentation September 09, 2008

Year-end 2008 Agenda

- Important Dates
- Voucher Payables
- Construction Payable
- Resolution Conversion
- Unclaimed Checks Process
- Sortie
- ACH Payment
- Vendor Payment Inquiry Web Program Application – Update



- Important Dates
 - Friday, September 12, 2008-Encumbrance Liquidation
 - Monday, September 22, 2008-Authorized Forms Due
 - Saturday, October 4, 2008-1St Preliminary Reports
 - Wednesday, October 8, 2008-Accounts Payable Cutoff
 - Thursday, October 9, 2008-2nd Preliminary Reports
 - Friday, October 17, 2008-G/L Final Closing

Friday, September 12, 2007

 Last day to submit to Maria Fernandez-Accounting and Reporting
 Excel Spreadsheet of liquidations of encumbrances.
 NOTE: Liquidated purchase orders CANNOT be reencumbered and will be closed in ADPICS.

Monday, September 22, 2008

* Last day to submit to Dania Diaz or Nieves Del Rio

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

Last Day to Submit to Maria Rivero or Madelin Alfonso

- Petty Cash Form
- ➢ FEMA Liaison Form
- Department Employee Recognition Award Form

Year-end 2008 Monday, September 22, 2008

• Continue:

Last Day to Submit to Arlin Montero

FAMIS Liaison and Authorized Signatures for Systems Security Access Form

> Last Day to Submit to Lori Madrigal

Trust Fund Authorization Form

Last Day to Submit to Daryl Weaver

Debt Arrearage Ordinance Liaison

Tuesday, September 30, 2008

- Last day to create a Purchase Order for 2008 fiscal period appropriated funds.
- Accounts Payable
 - Please be certain that all releases (POs) for prior year invoices are created prior to 9/30/08 (calendar), for you will not be able to process the corresponding FYE 2007-08 invoices for the prior fiscal year, during the dates of October 1, 2008 through October 8, 2008.

Wednesday, October 1, 2008

Ist day of fiscal year 08/09. (Note: <u>Both fiscal</u> <u>years are open</u>)

- Separate "Old Year Invoices" (2007/2008) from "New Year Invoices" (2008/2009)
- Deliver New Year Invoices to a supervisor.
 - Marla, Maria, Meryyein, Nieves, Yesenia and/or Dania

• Accounts Payable

- For all <u>Purchase Order Vouchers</u>, the <u>invoice received</u> 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 9/30/08 or prior for all invoices pertaining to FY 2007-08. Voucher Document Sequence assigned will be VAXX08.
- Vouchers with the invoice received date AFTER 09/30/08 will post in Fiscal 08/09 and the document sequence assigned will be VAXX09.

•	PCHL1500 V5.1MIAMI-DADE COUNTY ADPICS 5.108/29/2008
•	LINK TO: INVOICE HEADER ENTRY 7:40 AM
•	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: <u>9/30/08</u> 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 TVPE·
•	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 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

- Accounts Payable (continued)
 - For all <u>Direct Vouchers and Credit Memos</u>, please be certain that the effective date on screen PCHL 1800--vouchers OR PCHL 1700—credit memos is properly input (saved) as 9/30/08 or prior for goods and services pertaining to FYE 2007-08.

NOTE: The effective date needs to be changed to 09/30/08 or **PRIOR** before saving the document (F10)

•	PCHL1800 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2008
•	LINK TO: DIRECT VOUCHER HEADER ENTRY 7:48 AM
•	DIR VOUCHER ID: DOC TYPE: DV EFF DATE : $9/30/08$
•	ACTION IND : N DUE DATE: INTF TYPE : V1
•	SINGLE CHECK : N CHECK NO: DOC REF NO :
•	VEN INVOICE NO: /
•	DEPARTMENT : FN02 FINANCE CONTROLLER'S DIV INVOICE DATE:
•	CONTACT : INV RECPT DT:
•	TELEPHONE : EXT: NOTE : N
•	VOUCHER AMOUNT: STATUS:
•	VOUCHER AMOUNT:STATUS:VENDOR ID/SFX :CREATE:
•	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 PROJCT 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

•	PCHL1700 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2008
•	LINK TO: CREDIT MEMO HEADER ENTRY 7:49 AM
	C = D = D = D = D = D = D = D = D = D =
•	CREDIT MEMO ID : DOC TYPE : CM EFF DATE : $9/30/08$
•	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 :
•	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

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.

Accounts Payable (continued)

FORWARD INVOICES WITH VOUCHER NUMBER (08), 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.

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

FAMK960J DATE: 09/04/2008 METROPOLITAN DADE COUNTY ACCOUNTS PAYABLE DOCUMENTS IN APPROVAL STATUS (APO4)

DOC APPR DOCUMENT INIT CREATED CREATED NOTEPAD DAYS IN DAYS IN APPR ORG TYPE LEVEL NUMBER DEPT BY DATE EXISTS? STATUS AMOUNT SYSTEM STATUS GS IV N/A IVGS08080141 \$894.00 BOLDENV 08/25/2008 10 NOPT 0 \$61.98 08/26/2008 NOPT IVGS08080547 BOLDENV 0 9 \$0.00 FREDDIE 08/26/2008 NOPT IVGS08080720 0 9 IVGS08081689 \$651.00 ALID 08/28/2008 7 NOPT 0

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- Accounts Payable (continued)
 - Purchase order vouchers will be posted in FY 2008 for all invoices received by 12:00 (Noon) on Wednesday, October 8, 2008. Vouchers in the system for which the invoices are not received will be cancelled and will need to be re-processed in FY 2008-09.
 - Invoices for Direct Vouchers and Credit Memos need to be received by 12:00 (Noon) on
 Wednesday, October 8; otherwise, they will be rejected to the initiator and will need to be reprocessed in FY 2008 2009.

Year-end 2008 Saturday, October 4, 2008

• Accounts Payable Staff will be on hand to receive invoices processed by your department.

Year-end 2008 Monday, October 6, 2008

• 1st Preliminary Reports are available



Construction Contracts Payable

Monday Noon, September 30, 2008

- Last day to Submit:
- Construction or PSA contracts
- Purchase Order/Work Order for 2008 fiscal period appropriated funds. (PC's)

for invoices to be entered in Fiscal Year 07/08

Wednesday Noon, October 8, 2008

Last day to process invoices for construction or consultants for services rendered on or before September 30, 2008.

Construction Contracts Payable

- For all <u>Construction Invoices</u>, 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 9/30/08 or prior for all invoices pertaining to FY 2007-08. Invoice Document Sequence assigned will be ICXX08.
- Vouchers with the invoice received date **AFTER** 09/30/08 will post in Fiscal 08/09 and the document sequence assigned will be VCXX09

LINK TO: INVOICE SEQ INVOICE NO/DESC ACTION INDICATOR	:	ICE HEADER ENTR DOC TYPE			2:07 PM
INVOICE NO/DESC	:	DOC TYPE			2.07 1 111
	000 40004 XX/04		: IV	INVOICE A	ALL : N (Y/N)
A CTION INDICATOR	: 20040031-WO1	<u>-Req1 /</u>			
ACTION INDICATOR	: N	INTF TYPE	E : IV	VOUCHER	NO :
INVOICE DATE	:	DTE IVC	REC : 9/30	/08	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 METHO	D: D SING	LE CHECK: N			LETTERS SENT:
FREIGHT :	LIQ I	DAMAGES :			
OTHER CHARGES	:				F.O.B. POINT : DISC TERMS :
					REJECT CODE :
SFX INDEX SUBOBJ	USERCODE	PROJCT	PRJDTL	GRANT	GRNTDTL
	F2 DI			E5 NEVT	E6 VIEW DOC
F1-HELP F2-SELECT		ELETE	F4-PRIOR F10-SAVE		
F8-VIEW SUI G641 – RECORD DOES N			FIU-SAVE	F11-VW A0	

- Construction Contracts Payable
 - Only for payments processed in FAMIS
 - We will no longer change the prefix VX to VY to differentiate fiscal year 07/08 from 08/09.
 - Vouchers for FY 2007/2008 will use prefix VX through 10/08/2008
 - Vouchers for services rendered in FY 2007 2008, processed after 10/08/2008 will use prefix VY and will post in FY 2008/2009



Construction Contracts Payable

- To expedite work orders (Purchase Orders) and payments, please provide all necessary documents or information:
 - Authorization from OCI for EDP (Equitable Distribution Program) work orders.
 - Provide an Index code and Sub-object for new or revised Work Orders.
 - When entering an invoice, please follow the format for invoice number: Project #-Work order #-Req/Inv/Est # for construction, or actual invoice number for consultants if available. Example: (20040031-W01-Req1). Miami-Dade Finance Department 24

Resolution Conversion

- Resolution Conversion Intro/Definition
 - Switching from Direct Voucher payment to Purchase Orders.
 - Conversion Process (Creating Contract, BPO's, PC's, Posting of Invoices, & Generating/Posting of Vouchers)
- Vendor Registration
 - Verify vendor is DPM registered in FAMIS screen 9520 or 9600.
 - If vendor is not registered have them download the registration form at the DPM website & submit registration to DPM.

www.miamidade.gov/dpm/doing_business_with_us.asp

- Documentation Needed for Conversion
 - Completed Conversion Documentation Input Form
 - Copy of **Approved & Executed** Resolution
 - Copy of **Signed** Contract Agreement
 - Verification of Vendor # on Contract Agreement

Resolution Conversion

		Estimated Date
Department	Status	Of Completion
Public Works	Processed	February-08
Solid Waste	Processed	February-08
Seaport	Processed	March-08
Fire	Processed	March-08
DERM	Processed	April-08
Transit	Processed	April-08
ETSD	Processed	April-08
Elections	Processed	April-08
Library	Processed	May-08
GSA	Processed	May-08
MPO	Processed	May-08
MAP	In-Process	May-08
Police	In-Process	June-08
Corrections	In-Process	June-08
Parks & Recreation	In-Process	June-08
Community Action Agency	Future	June-08
Homeless Trust	Future	July-08
OCED	Future	July-08
OSBM	Future	July-08
Human Services	Future	July-08
Cultural Affairs	Future	July-08

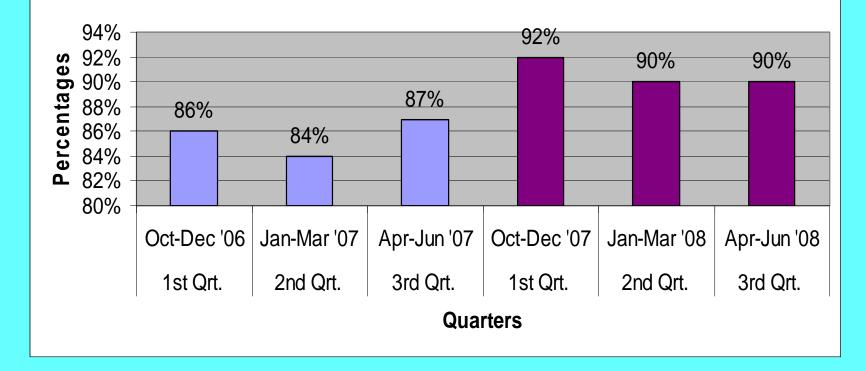
*Please note that these are estimated dates and are subject to change.

Unclaimed Checks Website

- USE THE WEBSITE IT'S BEEN AVAILABLE SINCE 11/2006
- http://wsintra.miamidade.gov/UnClaimedChecks/enterUNCC.do
- Please refer to Florida Statue 717 for the Timeliness of Payments.
- We have no State of Florida extension to file unclaimed property with the State this year; therefore, please clean out the stale dated checks for the 2007 calendar year for your departments as soon as possible.

Year-end 2008 Sortie

FY '07 & '08 Comparison County Wide Sortie



Sortie

• The report used to compute the data for the Sortie is : (FAMF/MO/AP/PAGE/08A)

FAMK980M MIAMI DADE COUNTY DATE: 07/01/2008 INVOICE/DIRECT VOUCHER PROCESSING AGING - COUNTY-WIDE (AP08A) #OF DAYS CALCULATED FROM DATE INV./DV RECEIVED TO DATE VOUCHER PAID FROM: 06/01/2008 TO: 06/30/2008

	01-30 DA		31-45 DA		46-60 DA		61-90 DA		90+ DAY		
DEPT	#INV./DV	AVG.									
AD	43	26	31	38	16	53	11	71	9	214	
AT	50	11	1	36	1	47	0	0	1	103	
AU	12	19	0	0	0	0	0	0	0	0	
BC	62	19	13	36	5	54	2	69	1	116	
BD	3	29	2	36	0	0	0	0	0	0	
BL	107	25	12	34	1	47	0	0	0	0	
BU	254	17	53	36	12	50	3	69	5	182	
CA	455	20	293	37	103	51	209	72	238	138	
cc	191	16	0	0	1	54	0	0	1	749	
CD	197	13	37	40	13	53	6	73	4	260	
CE	17	19	0	0	0	0	1	67	0	0	
сн	2	27	0	0	0	0	0	0	0	0	
CL	412	22	23	37	33	50	0	0	1	111	
СМ	2	28	1	32	0	0	0	0	0	0	
сQ	18	12	3	36	0	0	2	62	0	0	
CR	768	25	221	38	102	52	37	70	35	217	

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(AP08A)

Year-end 2008 Sortie

- <u>Government Information Center (GIC)</u> is the most improved department; average percentage from 74% in FYE '07 to 98% in FYE '08.
- "REMINDER" we are foreseeing in the near future to turn over invoices within 30 business days, therefore, lets pull together to achieve this goal!!!!

ACH PAYMENTS

 ✓ Forms available at website: <u>http://intra.miamidade.gov/finance or at</u> <u>www.miamidade.gov/finance</u>

- Please encourage all vendors to sign up for the program.
- Reduces unclaimed checks
- Expedites availability of funds to vendors
- ✓ Reduces emergency checks

Year-end 2008 VENDOR PAYMENT INQUIRY WEB APPLICATION

- \checkmark Introduce vendors to this new site and what it provides
- Reduces telephone payment inquiries
- History in website for checks and invoices issued for FY 04/05 to date
- ✓ Ability to download information to Microsoft Excel Spreadsheet format.
- ✓ Printer friendly format available

VENDOR PAYMENT INQUIRY WEB APPLICATION (continued)

- ✓ Ability to research by contracts and purchase orders
- ✓ Ability to select all remit to addresses
- \checkmark Ability to track the entire cycle of an invoice.
- ✓ Contact information for cycle of invoice is the A/P Liaison.

Year-end 2008 Thursday, October 9, 2008

2nd Preliminary reports available

Year-end 2008 Final Closing Friday, October 17, 2008

- * FAMIS will close at noon for fiscal period 2007/08 and will not be available until **Monday, October 20, 2008**
- * Final reports available on Monday, October 20, 2008



That's all folks!