Welcome

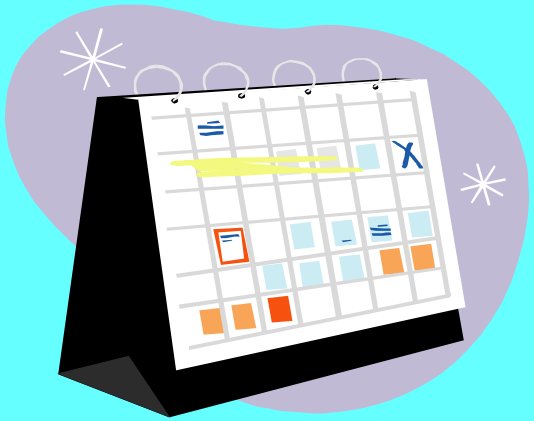
Year-end 2011
Accounts Payable
Fiscal Year End Procedures Presentation

September 07, 2011

Year-end 2011 Agenda

- Important Dates
- Voucher Payables
- Special Services Conversion Update (Formally ADP Refunds)
- Payments to CSBE Vendors
- Construction Payable
- Resolution Conversion Update
- Unclaimed Checks Process
- ACH Payment
- Vendor Payment Inquiry Web Program Application – Update
- P-Card Reminders
- Financial Transparency Web-Site
- Delinquent Contractor List
- Petty Cash / Change Funds

Year-end 2011



Important Dates

- _ Monday, September 12, 2011 - Encumbrance Liquidation
  - Monday, September 19, 2011 - Authorized Forms Due
  - Friday, September 30, 2011-First Accounts Payable Cutoff
  - Monday, October 3, 2011 - 1st Preliminary Reports
  - Friday, October 7, 2011 (noon) – FINAL-Accounts Payable Cutoff
  - Monday, October 10, 2011 - 2nd Preliminary Reports
  - Friday, October 14, 2011 - G/L Final Closing

Year-end 2011

Monday, September 12, 2011

Liquidation of Encumbrances

- Last day to submit to Patrick Price - Accounting and Reporting.

Excel Spreadsheet of liquidations of encumbrances.

  - NOTE: Liquidated purchase orders CANNOT be re-encumbered and will be closed in ADPICS.

Year-end 2011

Monday, September 19, 2011

- **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

  - **Last Day to Submit to Maria Rivero or Maria Hernandez**
    - Petty Cash Form
    - FEMA Liaison Form
    - Department Employee Recognition Award Form

Year-end 2011
Monday, September 19, 2011

- 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 Forms.
  - **Last Day to Submit to Hilda Garcia**
    - Debt Arrearage Ordinance Liaisons.

Year-end 2011

Friday, September 30, 2011

- Last day to create a Purchase Order for 2011 fiscal period appropriated funds.
- Accounts Payable
  - Please be certain that **all releases (POs) for prior year invoices are created prior to 9/30/11 (calendar)**, for you **will not** be able to process the corresponding FYE 2010-11 invoices for the prior fiscal year, during the dates of October 1, 2011 through October 7, 2011 if PO is not created prior to 9/30/2011.

Year-end 2011

Saturday, October 1, 2011

- 1st day of fiscal year 11/12. (Note: **<u>Both fiscal years are open</u>**)
  - Separate "Old Year Invoices" (2010/2011) from "New Year Invoices"(2011/2012).
  - Deliver New Year Invoices to a supervisor.

    Marla, Maria, Meryyein, Nieves, Yesenia, Adriana or Dania

Year-end 2011

- Accounts Payable
  - 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 9/30/11 or prior** for all invoices pertaining to FY 2010-11. Voucher Document Sequence assigned will be VAXX11.
  - Vouchers with the invoice received date **AFTER** 09/30/11 will post in Fiscal 11/12 and the document sequence assigned will be VAXX12.
  - 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 31.

Year-end 2011

- PCHL1500 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2011
- LINK TO: INVOICE HEADER ENTRY 7:40 AM
- INVOICE SEQ : DOC TYPE : IV INVOICE ALL : N (Y/N)
- INVOICE NO/DESC : / SERVICE PERIOD
- ACTION INDICATOR : N INTF TYPE : IV VOUCHER NO :
- INVOICE DATE : DTE IVC REC: *9/30/11* 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 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 2011

- 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 9/30/11 or prior** for goods and services pertaining to FYE 2010-11.

NOTE: The effective date needs to be changed to 09/30/11 **PRIOR** to saving the document (F10).

Year-end 2011

- PCHL1800 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2011
- LINK TO: DIRECT VOUCHER HEADER ENTRY 7:48 AM
- DIR VOUCHER ID: DOC TYPE: DV EFF DATE : 9/30/11
- 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:
- 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

Year-end 2011

- PCHL1700 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2010
- LINK TO: CREDIT MEMO HEADER ENTRY 7:49 AM
- CREDIT MEMO ID : DOC TYPE : CM EFF DATE : 9/30/11
- 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

Year-end 2011

- 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 2011

- Accounts Payable (continued)
  - PLEASE FORWARD INVOICES WITH VOUCHER SERIES (10), 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 and need to be addressed ASAP if department wants it processed prior to year-end.

Year-end 2011

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

FAMK960J METROPOLITAN DADE COUNTY PAGE: 180
DATE: 09/04/2009 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
PR	IV	N/A	ICPR09000575	$114,558.09		EPERCIA	08/21/2009		0	14	NOPT
			IVPR09020100	$155.58		DFELIZO	07/22/2009		0	44	NOPT
			IVPR09023003	$142.61		MGS	08/24/2009		0	11	NOPT
			IVPR09023315	$66.45		DFELIZO	08/26/2009		0	9	NOPT
			IVPR09023574	$13.47		DFELIZO	08/27/2009		0	8	NOPT

Year-end 2011

- Accounts Payable (continued)
  - Purchase order vouchers will be posted in FY 2011 for all invoices received by **12:00 noon** on **Friday, October 7, 2010**. Vouchers in the system for which the invoices are not received will be **cancelled** and will need to be re-processed in FY 2011-12.
  - Invoices for Direct Vouchers and Credit Memos need to be received by **12:00 noon** on **Friday, October 7**; otherwise, they will be **rejected** to the initiator and will need to be reprocessed in FY 2011 – 2012.

Year-end 2011

Saturday, October 1, 2011

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

Year-end 2011

Special Services Conversion Update

(Formally known as ADP Refund)

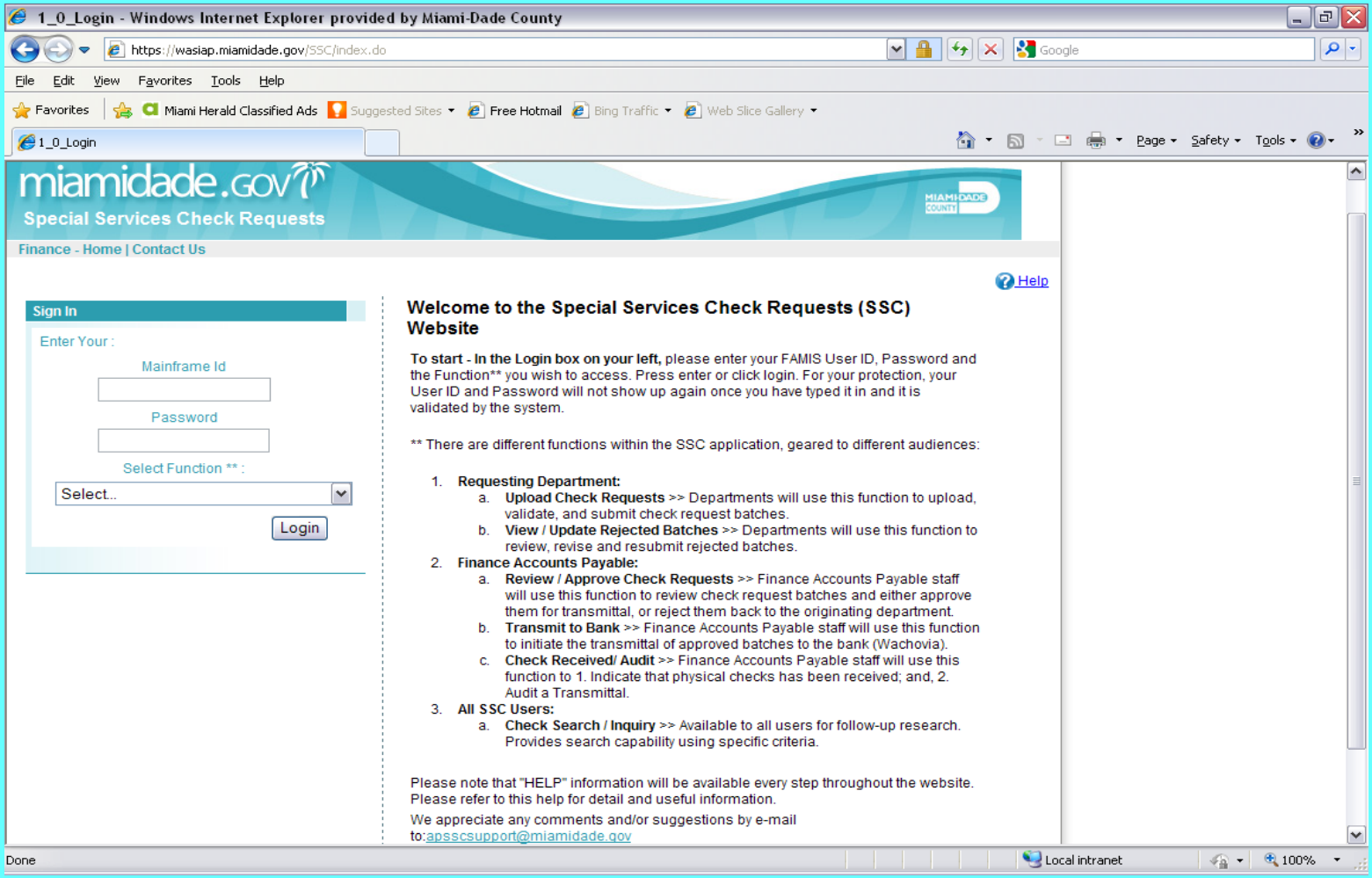
- As of September 17, 2010 we no longer use ADP for the County's miscellaneous refunds.
- New Web based program handled by Wachovia (Wells Fargo) was created.
- Several departments have been phased into this new process.
- Finance has been processing your refunds via this new program.

Year-end 2011

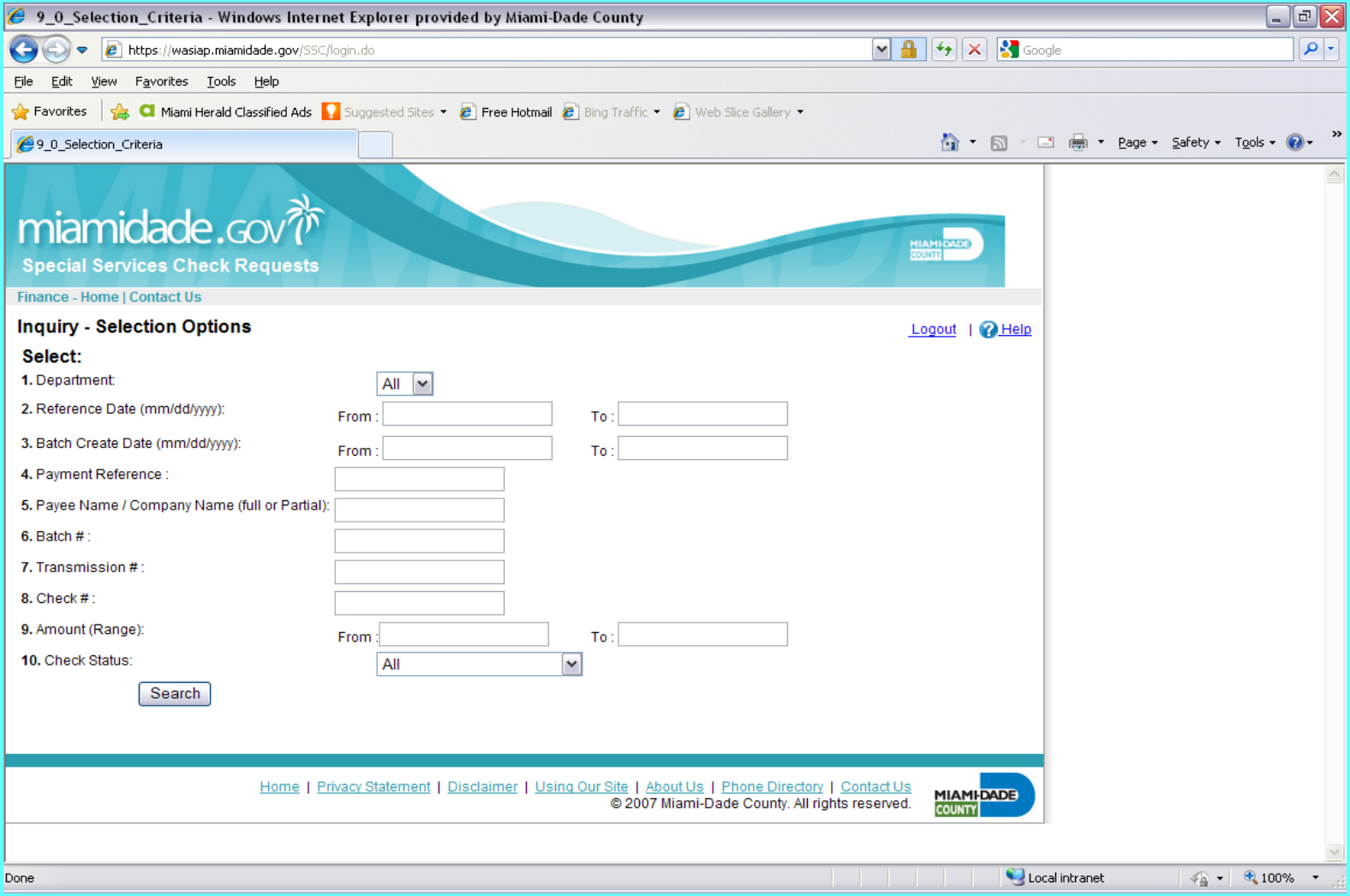
Special Services Conversion Update

- Inquiry Phase is available for all to view on the intranet at:
  - https://wasiap.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 or Arlin Montero for assistance.
- Select “Check Search/Inquiry”.

Year-end 2011



Year-end 2011



Year-end 2011

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 2011

Monday, October 3, 2011

- 1st Preliminary Reports are available

Year-end 2011

Construction Contracts Payable

Friday Noon, September 30, 2011

Last day to Submit:

- Construction or PSA contracts.
- Purchase Order/Work Order for 2011 fiscal period appropriated funds. (PC's) for invoices to be entered in Fiscal Year 10/11.

Friday Noon, October 7, 2011

- **Last day** to process **invoices for construction or consultants** for services rendered on or before September 30, 2011.

Year-end 2011

Construction Contracts Payable

- Also for all Construction Invoices, 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 9/30/11 or prior** for all invoices pertaining to FY 2010-11. Invoice Document Sequence assigned will be ICXX11.
- Vouchers with the invoice received date **AFTER** 09/30/11 will post in Fiscal 11/12 and document sequence assigned will be CVXX12.

Year-end 2011

PCHL1500 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 09/12/2011
LINK TO: INVOICE HEADER ENTRY 2:07 PM
INVOICE SEQ : **DOC TYPE** : IV **INVOICE ALL :** N **(Y/N)**
INVOICE NO/DESC : **20040031-WO1-Req1** /
ACTION INDICATOR : N **INTF TYPE** : IV **VOUCHER NO :**
INVOICE DATE : **DTE IVC REC : 9/30/11** **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 F4-PRIOR F5-NEXT F6-VIEW DOC
F8-VIEW SUM F9-LINK F10-SAVE F11-VW ACCTG
G641 – RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Year-end 2011

Construction Contracts Payable

- 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).
  - Provide an Index code and **Sub-object** for new or revised Work Orders.
  - Be reminded that MCC Projects/P.O. have an extra approval path (OCI). Please plan accordingly, especially if you have invoices for expenditures incurred during FY 10/11.
  - 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-WO1-Req1).
  - When entering invoices, please remember to check screen 2363 for retainage percentage set up in the P.O.

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).
  - **All Direct Voucher Payments associated with resolutions are to be forward to Yesenia Perez for her 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 Vendor # on Contract Agreement.

- **ALL NEW RESO/CONTRACTS TO BE ENTERED NEED TO BE DELIVERED BY COB WEDNESDAY SEPTEMBER 21, 2011!!!**

Resolution Conversion

- 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. www.miamidade.gov/dpm/doing_business_with_us.asp

- FY 2011-2012 Departments will be trained to process their own purchase orders (resolutions) in the ADPICS/Construction Module.

Resolution Conversion-Update

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:
  - Purchase of land
  - Lease of vehicles for county officials
  - Engagement of performers, 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-Update

- New ‘Business/Entity Information Form’ is being finalized and will be provided at a later date.

- This will be the form that vendors providing the above services will need to be completed in order to be registered with Miami-Dade County and be paid timely.

Unclaimed Checks Website

- **USE 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.**
- **April 30, 2012 is the deadline to file with the State of Florida for unclaimed property; therefore, please clean out the stale dated checks for the 2010 and prior calendar years for your departments on or before March 30, 2012.**
- **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!!**

Selection Page - Windows Internet Explorer provided by Miami-Dade County

http://wasiap.miamidade.gov/UnClaimedChecks/login.do

File Edit View Favorites Tools Help

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Unclaimed Checks

Finance Home | GASB 34 | Forms | Policies And Procedures | Reports | Contact Us

miamidade.gov

Welcome to the Unclaimed Checks Research System

Help | Logout

Please research the Unclaimed Vendor Checks Issued in payment for invoices processed by General Services Administration
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.

General Services Administration Unclaimed Checks:

Days Oustanding	61 - 120 Days	121 - 240 Days	241- 360 Days	Over 360 Days	All Checks
Dept. Count:	11	16	7	63	97

--- OR ---

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

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Unclaimed Checks Results - Windows Internet Explorer provided by Miami-Dade County

http://wasiap.miamidade.gov/UnClaimedChecks/resultChk.do?dept=GS&caseno=5

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Unclaimed Checks Results

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Unclaimed Checks

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Unclaimed Check Results

CSV | Excel | Printer Friendly | Help | Logout

Selection Criteria Entered: All Checks

Change Selection

Check Number	Vendor Name	Vendor Suffix	Check Amount	Payment Date	Days Aged	Voucher Number	Voucher Suffix	Voucher Amount	Vendor Invoice	Department	Email Research Feedback	Feedback Received? Click to View
Check Information						Voucher Information						
00052302	MIAMI DADE WATER & SEWER	19	$5,635.00	07/06/01	3714	VEGS0100346	01	$5,635.00		GENERAL SERVICES ADMINISTRATION	Submit Feedback	Y
00078963	MIAMI DADE WATER & SEWER	35	$200.00	04/03/03	3078	VNGS03002905	01	$200.00		GENERAL SERVICES ADMINISTRATION	Submit Feedback	Y
00080838	CLERK OF CIRCUIT COURT	13	$285.00	05/30/03	3021	VNGS03003583	01	$285.00		GENERAL SERVICES ADMINISTRATION	Submit Feedback	N
00123046	DEPT OF ENVIRONMENTAL PROTECTI	50	$500.00	06/04/10	459	VNGS10004979	01	$500.00	WR-509251	GENERAL SERVICES ADMINISTRATION	Submit Feedback	N
00123047	DEPT OF ENVIRONMENTAL PROTECTI	50	$650.00	06/04/10	459	VNGS10004980	01	$650.00	WR-494400	GENERAL SERVICES ADMINISTRATION	Submit Feedback	N

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http://wasiap.miamidade.gov/UnClaimedChecks/login.do

File Edit View Favorites Tools Help

Favorites | Miami Herald Classified Ads | Suggested Sites | Free Hotmail | Bing Traffic | Web Slice Gallery

Selection Page

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Unclaimed Checks

Finance Home | GASB 34 | Forms | Policies And Procedures | Reports | Contact Us

miamidade.gov

Welcome to the Unclaimed Checks Research System

Help | Logout

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

--- OR ---

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

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http://wasiap.miamidade.gov/UnClaimedChecks/resultChk.do?dept=LB&caseno=

File Edit View Favorites Tools Help

Favorites | Miami Herald Classified Ads | Suggested Sites | Free Hotmail | Bing Traffic | Web Slice Gallery

Unclaimed Checks Results

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Unclaimed Checks

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Unclaimed Check Results

CSV | Excel | Printer Friendly | Help | Logout

Selection Criteria Entered: All Checks

Change Selection

Check Number	Vendor Name	Vendor Suffix	Check Amount	Payment Date	Days Aged	Voucher Number	Voucher Suffix	Voucher Amount	Vendor Invoice	Department	Email Research Feedback	Feedback Received? Click to View
Check Information						Voucher Information						
01897202	ROLANDO C PROL	01	$47.63	09/06/06	1826	VNLB06010745	01	$7.57		LIBRARIES	Submit Feedback	Y
						VNLB06010746	01	$13.80		LIBRARIES		
						VNLB06010747	01	$26.26		LIBRARIES		
02159899	CITY OF CORAL GABLES	02	$20.83	10/07/08	1064	VNLB08014348	01	$20.83	WR-503660	LIBRARIES	Submit Feedback	N
02194881	BRUCE DOUGLASS	01	$23.99	01/27/09	952	VNLB09002880	01	$23.99		LIBRARIES	Submit Feedback	N
02254535	MELINDA BRAVO	01	$6.60	08/11/09	756	VNLB09009493	01	$6.60		LIBRARIES	Submit Feedback	N
02258635	SHARON	01	$19.25	08/25/09	742	VNLB09010344	01	$19.25		LIBRARIES	Submit	N

Done | Local intranet | 100%

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

Miami-Dade County
Stephen P. Clark Center
Finance Department
Controller's Division
Accounts Payable Section
111 N.W. 1st Street - Suite2620
Miami, Florida 33128-1995

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 Lilliam 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, AssistantController, or Controller Only*)

_____
Date:

1

MIAMI-DADE COUNTY
Delivering Excellence Every Day

Miami-Dade County
Finance Department
Attn: Accounts Payable
111 N.W. 1st Street, Suite 2620
Miami, FL 33128-1980
Office: (305) 375-5111

Vendor Lost/Stale Dated Check Replacement Affidavit

(Complete fillable form, print, sign, notarize and mail to address shown above)

State of _____

County of _____

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

address is, _____,
Address City State Zip

Being duly sworn and state that;

I am/we are the legal and beneficial owner(s) of a Miami-Dade County check number

_____ issued in the sum of _____. The condition of this
(Amount on Check)

obligation is such that a County check number _____ was issued

to _____ on _____, 20____ and that this check
(Individual Name or Corporation Name)

number _____ has been lost/not been received and/or stale
(Please circle one)

dated and that _____ has not received a subsequent payment for
(Individual Name or Corporation Name)

the same goods and services. In consideration of the loss of said check number, a replacement

check in the same amount is being requested to be issued to _____.
(Individual Name or Corporation Name)

I/We, _____, am/are fully aware that if the original check for
(Individual Name or Corporation Name)

which this replacement check is drawn should ever be presented and paid; I/we will be obligated

to pay the Board of County Commissioners of Miami-Dade County the sum of _____,
(Amount on Check)

REV. 11/2008

1

I/We, _____, understand that if the lost check is found or
(Individual Name or Corporation Name)

presented to me, that I/we must write VOID on the check and return the check to

Miami-Dade County, Finance Department, Attn: Accounts Payable Unit, 111 N.W. 1st Street,

Suite 2620, Miami, FL 33128-1980; which is the same address indicated above on this form.

In Witness whereof, the party hereto has set his/her hands and signed at:

INDIVIDUAL:

Signature: _____

Printed name: _____

Date: _____

Telephone Number: _____

OR

CORPORATION:

Name of Corporation or entity: _____

Employer Identification Number: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Telephone Number: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____ _____

Notary Public in the State of _____

REV. 11/2008

2

Miami-Dade County
Stephen P. Clark Center
Finance Department
Accounts Payable Division
111 N.W. 1st Street - Suite 2620
Miami, Florida 33128-1995

STALE DATED CHECKS - STOP PAYMENT AUTHORIZATION FORM
(Departmental Use Only)

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** (affidavit) 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 (name) _____ vendor #_____

Comments: _____.

Vendor contact person: Name: _____ **phone** _____ **Fax#** _____

_____ 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

Miami-Dade Finance Department

Year-end 2011

ACH PAYMENTS

- ✓ Forms available at website: http://intra.miamidade.gov/finance or at www.miamidade.gov/finance
- ✓ Please encourage all vendors to sign up for this program.
- ✓ Reduces unclaimed checks.
- ✓ Expedites availability of funds to vendors.
- ✓ Reduces emergency checks.
- ✓ Finance is now e-mailing deposit notifications to our vendor community that have signed up to our pilot program.

Year-end 2011

VENDOR PAYMENT INQUIRY WEB APPLICATION

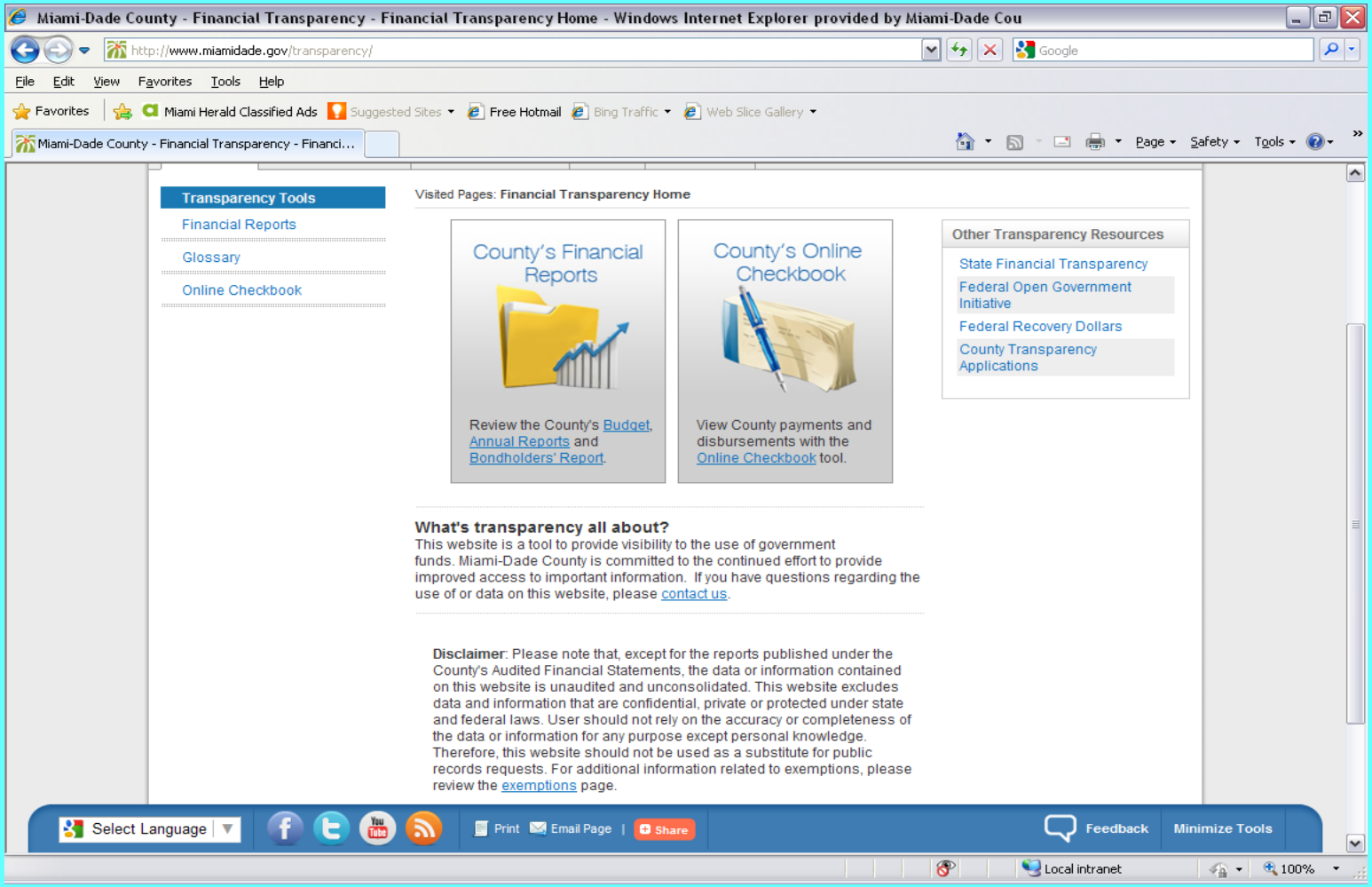
- ✓ Continue to introduce vendors to this site and what it provides.
- ✓ Reduces telephone payment inquiries.
- ✓ History in website for checks and invoices issued for 4 fiscal years to date.
- ✓ Ability to track the entire cycle of an invoice.
- ✓ Contact information for cycle of invoice is the A/P Liaison.

Year-end 2011

Miami-Dade County Finance Transparency Web-site

- Tool to provide visibility of the use of government funds.
- Availability of the County's Budget, Annual Reports and Bondholder's Report.
- Availability of the 'County's Checkbook' where you can view the County's payments.
- Also provides disbursement information for Aviation, Public Housing Agency and WASA.
- Contains the last 5 fiscal years starting with FY 2006/07.
- Updated monthly.
- Can be found on the internet at:
  - www.miamidade.gov/transparency

Year-end 2011



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 Mayor's Office or designee when applicable.

P-Card Reminder (Conti.)

- Verify that hotel rates are in compliance with travel policies & procedures.
- 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-Card Authorization Form

Miami-Dade County
Purchase and/or Travel Card Reconciliation Authorization
Fiscal Year 2011/2012

Department/Agency/Division _____

Approved By: _____ Date: _____
Department Director
(NO SIGNATURE STAMP)

_____
Department Director Name
(PLEASE PRINT OR TYPE)

Return by Monday, September 19, 2011

Return to: Dania Diaz, Finance Department, 111 N.W. 1st Street - Suite 2620

This form lists the names of the individual(s) authorized by the department director, in addition to him/herself, to be responsible for **authorizing the departmental reconciliations** of the County's Purchase and/or Travel Credit Card(s). Please note that these signatures are not for the actual cardholders, in addition these individuals must authorize reconciliations other than their own if applicable. Travel Cards are to be used only for transportation charges as outlined in A.O. 6-1 (Travel on County Business). Purchase Cards must follow the County procurement rules and regulations as outlined in A.O. 3-38 (Master Procurement). These cards **MUST NOT** be used for personal use.

This authorization, unless changed due to employee transfers, terminations or a re-assignment of duties, will be effective for the fiscal year ending September 30, 2012.

Any changes due to transfers, terminations or re-assignments must be reported immediately to the Finance Department. If so, please make a **brief footnote on a copy of this form** explaining the cause/reason for the change(s) and forward to our office. Only a change in department director will require the completion of a new authorization form in its **entirety**.

This signature form is maintained in departmental order as proof of authorization for the processing of reconciliations submitted for payment, in the Finance Department, Controller's Division-Accounts Payable Unit.

NAME TYPE OR PRINT	Purchase(P) and/or Travel(T) Card or ALL for ALL Types of Cards	AUTHORIZING SIGNATURE* (PLEASE USE BLUE INK)

*PLEASE SIGN EXACTLY IN THE MANNER WHICH YOU WILL BE APPROVING ALL RECONCILIATIONS.
Yend-P-card Authorization 2011

- 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 those individuals authorized to sign off on card charges for their department need to sign this form.
- Cardholders do not sign, with the exception of authorizing charges other than their **own** card. Make sure to mark the center section as P (for purchase card charges only), T (for travel card charges only), All (for all types of charges)

Year-end 2011

REGISTRY OF DELINQUENT CONTRACTORS
ADMINISTRATIVE ORDER 3-29

- ✓ A web application on the Finance Intranet with search capabilities and additional information. **http://intra.miamidade.gov/finance/deliquent-memo.asp**
- ✓ A reminder is sent by Hilda Garcia on the 10th of each month to the liaison.
- ✓ Please have your department liaison provide the required information to Hilda Garcia no later than the 15th of each month.

Year-end 2011

REGISTRY OF DELINQUENT CONTRACTORS ADMINISTRATIVE ORDER 3-29

- ✓ Please include in your delinquent vendor list the FEID number of the contractor/vendor.
- ✓ "As of Date" needs to be entered on spreadsheet sent to Hilda.
- ✓ If your list is not sent monthly vendors that were blocked the previous month will be deleted from the system when monthly information is uploaded.
  - ➢ The County can be held liable if a payment is made to a delinquent vendor.

Petty Cash/Change Funds

- Administrative Order No. 3-6 requires that departments:
  - establish written departmental Petty Cash Fund procedures,
  - ensure a secured on-site storage facility to safeguard the funds,
  - immediately notify the Finance Director of changes in custodian via *"Petty Cash/Change Fund Change Form"*, and
  - perform independent, unannounced verifications of petty cash fund balances at least annually to assure accountability and compliance with County ordinance.

Petty Cash/Change Funds (Cont'ed)

- Modifications to the EOY form.
- Petty cash forms are due to the Finance Dept. by September 19, 2011.
- See me before you go so I can provide you with a list of Petty Cash accounts for your department and copy of Administrative Order No. 3-6.
- If you have any questions, please contact Annette Perez (ext. 1482) or Maria Hernandez (ext. 7848).

Year-end 2011

Monday, October 10, 2011

2nd Preliminary reports available

Year-end 2011
Final Closing

Friday, October 14, 2011

* FAMIS will close at noon for fiscal period 2010/11 and will not be available until **Monday, October 17, 2011.**
* **Final reports available on Monday, October 17, 2011.**
* **Any emergency checks needed on Friday, October 14, 2011 have to be received no later than 11:00 am in order to meet the noon deadline.**