



Welcome

2014 Year End
Finance Department
Fiscal Year End Procedures Presentation
September 3, 2014

2014 Year-End Presentation

AGENDA

- ▶ Welcome/Introduction
- ▶ Accounts Payable
- ▶ Resolution Payments/Unclaimed
- ▶ Construction Payable
- ▶ Accounts Payable Workflow (IWA) Project Update
 - Accounts Payable for Departments in IWA
 - Information Technology
 - Finance
 - Office of Management and Budget
 - Audit Management
- ▶ Accounting and Reporting
- ▶ Adjournment

Accounts payable



Accounts Payable

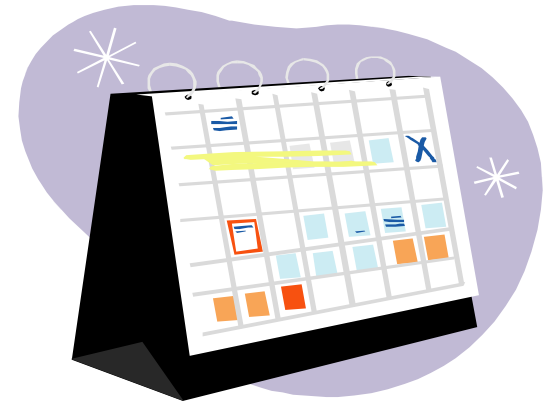
2014 Year End
Fiscal Year End Procedures Presentation
September 3, 2014

2014 Year-End

Accounts Payable Agenda

- ▶ Important Dates
- ▶ Voucher Payables
- ▶ Special Services Check Request (Refunds)
- ▶ Introduction of NEW Invoice Format
- ▶ Miscellaneous Topics
- ▶ P-Card Reminders
- ▶ Resolution Reminders
- ▶ Unclaimed Checks Process

2014 Year-End



Important Dates

- Monday, September 15, 2014 – Authorized Signature Forms Due
- Friday, September 26, 2014 – First Accounts Payable Cutoff
- Tuesday, September 30, 2014 – 1st Preliminary Reports will be available
- Friday, October 3, 2014 (noon) – FINAL–Accounts Payable Cutoff
- Monday, October 6, 2014 – 2nd Preliminary Reports will be available

2014 Year-end

Monday, September 15, 2014

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

- Accounts Payable Authorized Signature Form
- Purchase and/or Travel Card Reconciliation Authorization Form
- Travel Authorization Signature Form
- Wire Transfers (out) Authorization Form
- Accounts Payable Liaison Form
- Purchasing/Travel County Credit Card Liaisons Form

Last day to submit to: Anita Gibboney

- Travel Liaisons Form

2014 Year-end

Tuesday, September 30, 2014

- * Last day to create a Purchase Order for 2014 fiscal period appropriated funds.
- ▶ Accounts Payable
 - Please be certain that **all releases (POs) for prior year invoices are created on or prior to 9/30/14 (calendar)**, for you **will not** be able to process FYE 2013-14 invoices during the dates of October 1, 2014 through October 3, 2014 if PO is not created by 9/30/2014.

2014 Year-end

Wednesday, October 1, 2014

- * 1st day of the new 2015 fiscal year. (Note: **Both fiscal years are open in FAMIS/ADPICS**)
- ◆ Please separate “Old Year Invoices” (2013/2014) from “New Year Invoices”(2014/2015).
- ◆ Please deliver New Year invoices to a supervisor.
Nieves, Marla, Meryyein, Adriana or Dania

2014 Year-end

► Accounts Payable

- For all Purchase Order Vouchers, the “invoice received” date in the PCHL 1500 screen is the key factor in differentiating the posting of the voucher between fiscal periods. Please be certain that this input field properly shows a date of 9/30/14 or prior for all invoices pertaining to FY 2013–14. Voucher Document Sequence assigned will be VAXX14.
- Vouchers with the invoice received date **AFTER** 09/30/14 will post to Fiscal 2014/15 and document sequence assigned will be VAXX15.
- * Service Periods should be “noted” in the description field of the Invoice Header screen (1500) in order to assist with accruals from October 1st through December 31st.

2014 Year-end

▶ PCHL1500 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/28/2014
▶ LINK TO: INVOICE HEADER ENTRY 12:43 PM
▶ 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: 9/30/14 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

2014 Year-end

▶ Accounts Payable (continued)

- For all Direct Vouchers and Credit Memos, please be certain that the **effective date** in screen PCHL 1800 for vouchers OR PCHL 1700 for credit memos is properly input (saved) as **9/30/14** or prior for goods and services pertaining to FYE 2013-14.

NOTE: The effective date needs to be changed to **09/30/14 PRIOR** to saving the document (F10).

2014 Year-end

▶ PCHL1800 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/28/2014
▶ LINK TO: DIRECT VOUCHER HEADER ENTRY 12:47 PM
▶ DIR VOUCHER ID: DOC TYPE: DV EFF DATE : 9/30/14
▶ 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 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

2014 Year-end

▶ 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 : **9/30/14**
▶ 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

2014 Year-end

◆ 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.

2014 Year-end

◆ Accounts Payable (continued)

- PLEASE FORWARD ALL INVOICES WITH VOUCHER SERIES (VAXX14/VNXX14), BY THE NEXT BUSINESS DAY.
- You have access to view all documents in Approval Path in the On-Demand Report – A/P/APPR04, make note that documents in “No Post Status” (NOPT) are at the departmental level and need to be addressed ASAP if department wants it processed prior to year-end.

2014 Year-end

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

METROPOLITAN DADE COUNTY ACCOUNTS PAYABLE DOCUMENTS IN APPROVAL STATUS (AP04)												
FAMK960J DATE: 08/20/2013												
PAGE: 11												
ORG	DOC TYPE	APPR LEVEL	DOCUMENT NUMBER	AMOUNT	INIT DEPT	CREATED BY	CREATED DATE	NOTEPAD EXISTS?	DAYS IN STATUS	DAYS IN SYSTEM	APPR STATUS	
CO	DV	N/A	VNCO12005438	\$10.37		SMMARTN	08/16/2012		0	369	NOPT	
			VNCO12005439	\$98.24		SMMARTN	08/16/2012		0	369	NOPT	
			VNCO12005460	\$35.48		SMMARTN	08/16/2012		0	369	NOPT	
			VNCO12005464	\$77.28		SMMARTN	08/16/2012		0	369	NOPT	
			VNCO12005465	\$212.88		SMMARTN	08/16/2012		0	369	NOPT	
			VNCO12005466	\$157.40		SMMARTN	08/16/2012		0	369	NOPT	
			VNCO12005467	\$74.88		SMMARTN	08/16/2012		0	369	NOPT	
			VNCO12005468	\$70.96		SMMARTN	08/16/2012		0	369	NOPT	
			VNCO12005773	\$1,137.30		SMMARTN	08/25/2012		0	360	NOPT	
			VNCO12006117	\$1,271.10		SMMARTN	08/27/2012		0	358	NOPT	
			VNCO12006264	\$428.64		SMMARTN	08/28/2012		0	357	NOPT	
			VNCO12006267	\$686.40		SMMARTN	08/28/2012		0	357	NOPT	
			VNCO12006269	\$7,527.54		SMMARTN	08/28/2012		0	357	NOPT	
			VNCO12006272	\$739.20		SMMARTN	08/28/2012		0	357	NOPT	
			VNCO12006819	\$362.48		SMMARTN	09/18/2012		0	336	NOPT	
			VNCO12007059	\$506.00		SMMARTN	09/21/2012		0	333	NOPT	
			VNCO12007088	\$1,605.60		JCBERNA	09/21/2012		0	333	NOPT	
			VNCO12007100	\$3,246.32		JCBERNA	09/21/2012		0	333	NOPT	
			VNCO12007129	\$1,050.28		JCBERNA	09/21/2012		0	333	NOPT	
			VNCO13000687	\$283.30		JCBERNA	11/02/2012		0	291	NOPT	
			VNCO13001481	\$222.36		CEA	12/03/2012		0	260	NOPT	
			VNCO13002593	\$132.09		GARZ26	01/11/2013		0	221	NOPT	
			VNCO13003748	\$883.20		SMMARTN	02/19/2013		0	182	NOPT	
			VNCO13003858	\$898.88		JCBERNA	02/22/2013		0	179	NOPT	
			VNCO13003859	\$13,898.44		JCBERNA	02/22/2013		0	179	NOPT	
			VNCO13003881	\$200.70		JCBERNA	02/26/2013		0	175	NOPT	
			VNCO13004065	\$15,394.48		SMMARTN	03/04/2013		0	169	NOPT	
			VNCO13004090	\$855.60		JCBERNA	03/05/2013		0	168	NOPT	
			VNCO13004096	\$855.60		JCBERNA	03/05/2013		0	168	NOPT	
			VNCO13004501	\$145.62		JCBERNA	03/22/2013		0	151	NOPT	
			VNCO13004504	\$1,892.43		JCBERNA	03/22/2013		0	151	NOPT	
			VNCO13004572	\$1,872.76		JCBERNA	03/29/2013		0	144	NOPT	
			VNCO13004675	\$1,926.72		JCBERNA	04/08/2013		0	134	NOPT	
			VNCO13004677	\$454.92		JCBERNA	04/08/2013		0	134	NOPT	
			VNCO13004679	\$588.72		JCBERNA	04/08/2013		0	134	NOPT	
			VNCO13004681	\$481.68		JCBERNA	04/08/2013		0	134	NOPT	

2014 Year-end

◆ Accounts Payable (continued)

- Purchase order vouchers will be posted in FY 2014 for all invoices received no later than **12:00 noon on Friday, October 3, 2014**. Vouchers in the system for which invoices are not received will be **posted in the new FY 2014-15**.
- Invoices for Direct Vouchers and Credit Memos must also be received by **12:00 noon on Friday, October 3**; otherwise, they will be **posted to FY 2014 – 2015**.

2014 Year-end

Special Services Refund Update

- ▶ To be used **ONLY** for refunds under \$2,000.00
- ▶ Inquiry is available for all to view on the intranet at:
 - <https://was8iap.miamidade.gov/SSC/index.do>
 - Sign in is the same as your current mainframe ID and Password for FAMIS.
- ▶ Select “Check Search/Inquiry”.
- ▶ If an error message is received, please contact Erica Olson for assistance.

2014 Year-end

miamidade.gov

Special Services Check Requests

MIAMI-DADE COUNTY

Finance - Home | Contact Us

Sign In

Enter Your :

Mainframe Id

Password

Select Function ** :

1b. View/ Update Rejected Batches

Login

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:apsscssupport@miamidade.gov

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MIAMI-DADE COUNTY

2014 Year-end

Update – Invoice Format

To maintain consistency between FAMIS/ADPICS and IWA invoice processing,

- Invoice formats will change effective October 1, 2014 (FY14/15).
- New format will be sent to all A/P liaisons prior to October 1st.

2014 Year-end

- ▶ Communication/Advertising Invoices
 - Handled by CIAO
 - Effective October 1, 2014

2014 Year-end

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 Yesenia.
- ✓ 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.

2014 Year-end Reminder: Accounts Payable

- ▶ Procedure 606 can be found in the County Procedures manual at <http://intra.miamidade.gov/managementandbudget/library/procedures/606.pdf>

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. 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 (FAML9520/9530 – as established utilizing the W-9 or W-8 (foreign vendors) submitted by the vendor, the vendor registration form and/or as registered with the State the company is incorporated in).
3. Invoices must be date stamped upon receipt at '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.
4. Vendor name on invoices for payments associated with Community Based Organizations (CBO's) contracts, agreements, contract amendments, etc.; need to match throughout the contract/agreement to the vendor name in vendor file in FAMIS, as provided to Finance Department in the original Form W-9. 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 the invoice numbers, request date, contract/agreement number and period, ordinance number, payment request amount, OMB authorized signature and request received date.
5. Obtain appropriate payment authorized signatures (printed name is also required), approval date and code invoice appropriately. Note invoices cannot be modified for an increase in quantity or cost; vendor must re-submit a corrected invoice. The invoices should not contain scratched off (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-1500).
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 numbers (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 users the opportunity of distributing charges to index codes other than the index codes used on the original purchase order document.
11. Requests for "single checks" to be issued to a vendor (Single Check Field) rather than commingling 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 forwarded to the Accounts Payable Section of the Finance Department. All invoices for payments of temporary personnel services must be accompanied by the timesheets; all other delivery tickets should be maintained at the department for audit trail purposes for period 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 "Researched, not previously paid", with the proper original authorizing signature, (please do not use stamp with 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. Invoices older than six (6) months and that total more than \$1,000, need to be accompanied by a memorandum to the Assistant Controller over Accounts Payable or the Finance Accounts Payable Section Manager or designee. 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 would need to be disclosed to the Board on the 'Annual Prompt Payment' report if interest is claimed and paid to the vendor.
17. Departments need to ensure that the index codes, vendor numbers and suffixes used to process invoices are not closed, expired or blocked. Departments are responsible for ensuring sub-object code (FAML 5200) is appropriate for the items/services being purchased/rendered and IRS 1099 reportable when applicable.
18. Payments for 'functions' (i.e. conferences, seminars, etc.) need to include a copy of the function's agenda, registration form noting pricing and terms, attendee list and any additional inserts that help support the particular conference, seminar, etc. the check is being issued for.

Procedure Number: 606
Effective Date: 01/14

19. Cancellation of vouchers already in process must be requested in writing, via email, clearly showing stipulated "holder" of the invoice, invoice number and voucher number generated by ADPICs (i.e. IV, VA and/or VN), amount and reason for cancellation.
20. Departments need to clearly identify invoices payable to 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 10-33.02 and Section 2-8.1.1.1.1 respectively. These invoices should be stamped "EXPEDITE, 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.
21. Authorization from the Office of Management and Budget must be provided on all EDP (Equitable Distribution Program) work orders.
22. When processing construction contract invoices, the following sequence needs to be used as your invoice number: Contract or Project #, Work Order #, Requisition # (i.e. 200040031-WO1-Req1). 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.
23. Invoices paid as a result of BCC approved resolutions are processed utilizing the Construction Contracts Module in ADPICs as a means of tracking payments paid to total authorized amount. A contract is created once documentation and "Resolution Payment Input Form" is received by the Finance Department's Accounts Payable Section. Documentation includes the executed resolution, executed contract/services agreements, index code, sub-object and vendor registration verification. Following the creation of the contract, a BPO and Purchase Order (PCXX) are created. Once an approved invoice is received for payment, it is inputted 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.
For these types of payments, a Business/Entity Information Form with corresponding W-9 may need to be forwarded by the user department to the Finance Department (if vendor is not already established and active in FAMIS). The department needs to coordinate with the Internal Services Department – Procurement Division – Vendor Assistance Section in order to make the vendor "procurement – active" for processing of payment.

CONTACT(S):

Department/Division
Finance Department/Controller's Division/Accounts Payable Section

REFERENCE DOCUMENT(S):

Administrative Order 3-38, Purchase of Commodities and Services

P-Card Reminder

- ▶ Review monthly reconciliation carefully & question items that do not appear to be for the proper use of public funds and/or not eligible.
 - Parking Citations
 - Plants
 - Food for employees
 - Parties
- ▶ Avoid fees imposed by the airlines for traveler contacting customer service directly and not ordering a paper ticket on-line – encourage using (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**– Approved hurricane P-cards will be raised to their appropriate levels once a “Hurricane Watch” is declared by the Mayor’s Office.
- ▶ **Reminder to cardholders** – Please **do not** share your assigned credit card. Keep it in a safe place.
- ▶ **Sunpass** – As per the Mayor’s directive, **ALL** departments must have Sunpass transponders assigned to all their County issued vehicles. These payments **must** be made with a County issued P-card. Departments are responsible for tracking transponders to the corresponding vehicle and tag number. All Sunpass accounts should be set to ‘automatic replenishment’ in the Sunpass website so unnecessary late fees are not charged.

P-Card Authorization Form

Miami-Dade County
Purchase (P-CARD) and/or Travel Card Reconciliation Authorization Signatures
Fiscal Year 2014-2015

Department/Agency/Division: _____

Approved by: _____ Date: _____
DEPARTMENT DIRECTOR SIGNATURE
(NO SIGNATURE STAMP)

DEPARTMENT DIRECTOR NAME
(PLEASE PRINT OR TYPE)

Return by Monday, September 15, 2014

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 (P-Card) and/or Travel Credit Card(s). Please note that these signatures are not for the actual cardholders, in addition, if applicable these individuals must authorize reconciliations other than their own. 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's 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, 2015.

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.

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



PLEASE SIGN EXACTLY IN THE MANNER WHICH YOU WILL BE APPROVING ALL RECONCILIATIONS.

Yend-P-card Authorization 2014

- ▶ This Form is for signatures authorized to sign off on P-Card reconciliations. **(Sign in Blue ink – to facilitate verification of original and not a copy)**
- ▶ Only for individuals authorized to sign off on card charges for their listed department need to sign this form.
- ▶ Cardholders are not to sign this form, only when authorizing charges other than their own.
- ▶ Make sure to mark the center section as P-purchase card charges only, T-travel card charges only, or All for all types of charges.

2014 Year-end Final Closing

Friday, October 10, 2014

- * FAMIS will close at 12:00 noon for fiscal period 2013/14 and will not be available until **Tuesday, October 14, 2014.**
- * Any emergency checks needed on Friday, October 10, 2014 have to be received no later than 11:00 am in order to meet the noon deadline.

Questions





Resolution Payments / Unclaimed

Year-end Presentation

2014 Year-End

Resolution Approved Payments Update:

- ▶ Resolution Approved Payments Intro.:
 - Transition Direct Voucher payments to Purchase Orders payments, when appropriate.
 - Utilizing the ADPICS Construction Module
- ▶ Documentation Needed for initial Set-up
 - Completed 'Resolution Approved Payment Documentation Set-up Form'. (Sample-see next page)
 - Grant Procurement Requirements Compliance Review Form (for Grant contract related payments only) **NEW-See next page**
 - Copy of **BCC Approved & Executed Resolution**.
 - Copy of **Signed Contract Agreement(s)**.
 - Verification of **DPM registered Vendor #**; must be DPM "Active"
- ▶ **All New Reso/Contracts Payments To Be Processed Need To Be Delivered By Cob Wednesday September 17, 2014!!!**
 - Delivered_to: Adriana, Zunilda or Nana

2014 Year-End Resolution Approved Payments

RESOLUTION APPROVED PAYMENT DOCUMENTATION SET-UP FORM

Instructions: In section A please fill in the blanks with the information necessary. Please use a copy of this page for each resolution. If you have a resolution for several vendors use one document. In section B please list all the documents that already exist in FAMIS for each vendor under the resolution. Example if a consultant contract such as E01-PW-05 list all vendors with there associated doc refs in FAMIS.

SECTION A. CONTRACT HEADER SCREEN

RESOLUTION NUMBER: _____

RESOLUTION TITLE: _____

PROJECT #: IF APPLICABLE _____

EFFECTIVE DATE: _____

EXPIRATION DATE: _____

BCC APPROVAL DATE: _____

INSP GENERAL (YES / NO): _____

ORIGINAL RESO AMOUNT: _____

CONTINGENCY AMT OR % IF APPLICABLE _____

APPROVED AMENDMENTS (AMOUNT) _____

APPROVED AMENDMENTS (TIME) _____

CONSTRUCTION RELATED YES OR NO _____

SECTION B. FOR CONVERSION

VENDOR # SUFFIX	VENDOR NAME	INDEXCODE	SUBJECT	PROJECT	PROJECT DETAIL	RETAINAG E %	PAYMENT	RETAINAGE BALANCE	REMAINING BALANCE
Total							\$ -	\$ -	\$ -

2014 Year-End Resolution Approved Payments

Grant Procurement Requirements Compliance Review Form

Department: _____

Contract ID / Reso: _____		OR Purchase Order No: _____ <small>(PO number is to be used when it carries the contract solicitation language, e.g. MCC Contracts)</small>
Project: _____ <small>(If applicable)</small>		
Name of Granting Agency *	Indicate the pertaining funding source per granting agency	Are Procurement Grant Requirements met as established by Granting Agency?
	<input type="checkbox"/> T = Federal Transit Administration (FTA) <input type="checkbox"/> F = Federal <input type="checkbox"/> S = State <input type="checkbox"/> L = Local	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> T = Federal Transit Administration (FTA) <input type="checkbox"/> F = Federal <input type="checkbox"/> S = State <input type="checkbox"/> L = Local	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> T = Federal Transit Administration (FTA) <input type="checkbox"/> F = Federal <input type="checkbox"/> S = State <input type="checkbox"/> L = Local	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> T = Federal Transit Administration (FTA) <input type="checkbox"/> F = Federal <input type="checkbox"/> S = State <input type="checkbox"/> L = Local	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Please list all granting agencies; use additional forms when needed.

I hereby affirm that our Department has reviewed all the procurement requirements established by each granting agency in the creation of the solicitation and agree with the results as stated/noted above.

Departmental Director/Assistant Director Approval _____

Print Name

Title

Signature

Date

Submit executed form together with applicable Contracts and/ or Resolution to the Finance Department - 111 NW 1st street 26th Floor

Revised 8/29/2014

2014 Year-End Resolution Approved Payments

- ▶ Vendor Registration (Long Form)
 - Verify that vendor is DPM registered in FAMIS (screen 9520) **PRIOR** to submitting paperwork to our office.
 - If vendor is not registered, have the vendor download the registration package from the ISD/DPM website & submit applicable registration to DPM.

<http://www.miamidade.gov/procurement/vendor-enrollment.asp>

2014 Year-End Resolution Approved Payments

Sample of Active DPM Registration

Session A - [24 x 80]

File Edit View Communication Actions Window Help

FAML9520 V5.1 MIAMI-DADE COUNTY 5.1 ONLINE FAMIS SYSTEM 09/13/2012
LINK TO: VENDOR DETAIL - ADDRESSES 5:26 PM

VENDOR NUMBER	: 650108258	COVANTA DADE RENEWABLE ENERGY LTD	PAYMENT VENDOR: Y
VENDOR SUFFIX	: 01		PAY IND: R
ALTERNATE NAME	: COVANTA DADE RENEWABLE ENERGY LTD		
DBA NAME	:		
HEADER STATUS	: A ACTIVE	CREATE DATE	: 02/12/2010
DETAIL STATUS	: A ACTIVE	CREATED BY	: DANIELS
DTL STATUS DATE	: 02/12/2010	UPDATE DATE	: 08/23/2012
DPM RGSTR	: A ACTIVE	UPDATED BY	: BTCH
DISCOUNT TERMS	:	LAST PO DATE	: 08/23/2012
EXPEDITOR CODE	:	LAST BID DATE	:
DISBURSE TYPE	: 2	SINGLE CHECK	: N
		NOTE	: N
ALT VENDOR	:		
START DATE	:	EXPIRATION DATE	:

F1-HELP F2-SELECT F4-PRIOR F5-NEXT F6-HEADER
F7-MAIL CODE F8-PAY INFO F9-LINK F11-MORE F12-STATUS

G014 - RECORD FOUND

MA a 05/020

Connected to remote server/host ibmprd using port 23 HP LaserJet 1200 Series PCL on Ne03:

2014 Year-End Resolution Approved Payments

Ordinance Number 10-47, Adopted 07/08/2010

- ▶ Amended the Code of Miami-Dade County exempting certain transactions and purchases from the standard County vendor affidavit and registration requirements.
- ▶ Thus, waiving of regular registration requirements for the following goods & services:
 - Lease of vehicles for County officials
 - Purchase of land (EEL Wetlands)
 - 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

2014 Year-End Resolution Approved Payments

- ▶ Business/Entity Information Form (2 page form) must be completed by the vendor and provided to the user department along with the W-9 Form.
- ▶ For more information on the form and process please contact the ISD, Procurement Division, Vendor Services at 305-375-5773.

2014 Year-End Resolution Approved Payments Business/Entity Information Form

Front

Back

Finance Department
111 NW 1st Street, Suite 2620
Miami, Florida 33128
www.miamidade.gov/finance

Department of Procurement Management
111 NW 1st Street, Suite 1300
Miami, Florida 33128
www.miamidade.gov/dpm

BUSINESS/ENTITY INFORMATION FORM
Please type or complete in ink.

Prospective vendors are required to complete a Vendor Information Form for all transactions covered under Ordinance 10-47, amending Section 2-8.1 of the Code of Miami-Dade County. If the firm has been approved as a registered vendor by completing the new Vendor Registration Package in compliance with Section 2-8.1(d)(3) of the Code, this form is not required.

TO BE COMPLETED BY MIAMI-DADE COUNTY DEPARTMENT:

Department _____ Telephone Number _____
Contact Person _____ Title _____ E-mail Address _____

Services to be provided under Ordinance 10-47

<input type="checkbox"/> Performances	<input type="checkbox"/> Cable and Satellite Services	<input type="checkbox"/> Shipment of Animals
<input type="checkbox"/> Microservices	<input type="checkbox"/> Video Conferencing Services	<input type="checkbox"/> Auto Vehicle Purchases
<input type="checkbox"/> Training Services	<input type="checkbox"/> Dental Services for inmates	<input type="checkbox"/> Purchases of Land
<input type="checkbox"/> Historical preservation	<input type="checkbox"/> Tutoring Services	<input type="checkbox"/> Car Leases for County Officials
<input type="checkbox"/> Rehabilitative Services	<input type="checkbox"/> Animal Medication Purchases	

TO BE COMPLETED BY THE BUSINESS/ENTITY

1. **NAME OF BUSINESS/ENTITY:**
Enter the name of the entity, individual(s), partners, or corporation; followed by any other name used to do business (DBA). This business name shall appear on all invoices submitted to the County.
Name of Entity, Individual(s), Partners or Corporation _____
Doing Business As (DBA) (if name on above leave blank) _____

2a. **BUSINESS ADDRESS:**
Enter the physical address for the main office.
Street Address _____
City _____ State _____ Zip Code _____

2b. **PAYMENT REMITTANCE ADDRESS:**
Enter the company/entity's address where payment of invoices is to be mailed, if different from business address.
Street Address (or P.O. Box) _____
City _____ State _____ Zip Code _____

3. **CONTACT PERSON/ INFORMATION:**
Enter your firm's contact person's name and title.
☐ Mr. ☐ Ms. ☐ Mrs. _____
First Name _____ MI _____ Last Name _____
Title _____
Telephone Number _____ Fax Number _____
E-mail Address _____

North American Industry Classification System (NAICS)
The North American Industry Classification System (NAICS) is the standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
☐ NAICS CODE _____
If you are an individual without a NAICS Code, please leave this section blank.

5. ☐ I have attached a W-9 statement, as required. (W-9 Instructions are attached.)
A W-9 statement is required for processing payments. If you utilize a Social Security Number on this form, please be aware of the following information concerning the use of the Social Security Number.

Effective October 1, 2009, the Florida Legislature adopted new requirements under Section 119.07(1)(5) of the Florida Statutes, relating to the collection and dissemination of Social Security Numbers by all "Agencies" in Florida. Under the new requirements, an agency may not collect an individual's Social Security Number unless the agency has stated in writing the purpose for its collection.

Please be aware that the Miami-Dade County Department of Procurement Management (County) collects Social Security Numbers from individuals, in lieu of a Federal Employer Identification Number (EIN), if a EIN has not been issued by the Internal Revenue Service for the individual/firm registering as an organization (vendor) or submitting an Organizational Certificate with the County. In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (EIN). If no EIN exists, the Social Security Number of the owner or individual must be provided.

This number becomes your "Organizational Certificate Number". To comply with Section 119.07(1)(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, the owner of the firm must provide the Social Security Number for the following purposes: (a) identification of individual account records, (b) to make payments to individual vendors for goods and services provided to Miami-Dade County, (c) Tax reporting purposes and/or (d) to provide a unique identifier in the vendor database that may be used for tracking and sorting departmental records.

If you have any questions concerning the use of your Social Security Number, you may contact the Department of Procurement Management, Vendor Assistance Unit at (305) 375-5773.

AFFIRMATIONS AND SIGNATURES

I, attest under penalty of perjury that the information that is provided in the Business/Entity Information Form is accurate.

Signed this (date) _____ day of _____ 20 _____
Signed by: _____ Name of Firm: _____
Print Name: _____ Title: _____

Departments should submit the original completed form and W-9 Statement to:

Miami-Dade County
Finance Department
111 NW 1st Street, Suite 2620
Miami, Florida 33128
Telephone Number (305) 375-5111
Fax Number (305) 375-1732

06/11/2010 2

2014 Year-End Resolution Payments Updates

▶ **New Purchase Order Process**

- ▶ Starting FY 2014-15, our goal is to have Resolution Purchase Orders initiated/set up at the Departmental level with final approval residing with the Finance Department.
- ▶ We will start this process with Departments already transitioned onto IWA /AP-flow.

2014 Year-End Unclaimed Checks Website

- ▶ WEBSITE AVAILABLE SINCE 11/2006
- ▶ <https://was8iap.miamidade.gov/UnClaimedChecks/enterUNCC.do>
- ▶ Reference– Florida Statute 717
- ▶ April 30 is the annual deadline to file unclaimed property with the State of Florida; therefore, please work on cleaning stale dated items for calendar 2013 and prior on or before March 31, 2015 (for your department.)
- ▶ Due Diligence letters are mailed out semi-annual in our attempt to make contact with the payee, but we still need your help!!
- ▶ If security assistance is needed for accessing website, please contact Finance Input/Output Section.

2014 Year-End Unclaimed Checks

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

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

miamidade.gov Unclaimed Checks

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

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 Outstanding	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):

[Home](#) | [Privacy Statement](#) | [Disclaimer](#) | [Using Our Site](#) | [About Us](#) | [Phone Directory](#) | [Contact Us](#)

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Local intranet 100%

2014 Year-End Unclaimed Checks

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

http://waslap.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

miamidade.gov
Unclaimed Checks

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

miamidade.gov

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												
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%

2014 Year-End Unclaimed Checks System generated sent via e-mail

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 - Suite 2620
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, Assistant Controller, or Controller Only)

Date:

2014 Year-End Unclaimed Checks



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

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

2014 Year-End Unclaimed Checks

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** (attidavit) 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

Questions





Construction Contracts Payable

Year End 2014

Construction Contracts Payable

Last day to Submit:

Monday, September 29, 2014

- Construction or PSA contracts and purchase orders (releases).
- Notice: If releases and change orders are not created on or before 9/30/2014, departments will not be able to process invoices utilizing FY 2014 appropriation funds. The voucher will default to the new fiscal year.

2014 Year-end Construction Contracts Payable cont'd

Deadlines for Construction and Consultant Payments

- Payments Issued through Accounts Payable:
Thursday noon, October 2, 2014.
- Payments Issued through IWA:
Wednesday noon, October 1, 2014.

2014 Year-end Construction Contracts Payable cont'd

ADPICS screen PCHL1500:

- Invoices for services and/or goods received in fiscal year 2014 should reflect a “received date” on or before 9/30/2014. If the correct date is used, the system will generate an invoice ICXX14 document sequence.
- If the invoice **received date** reflects a date beyond 09/30/14, the document sequence assigned will be CVXX15 and the invoice will post in fiscal year 2015.
- Inserting the correct received date is the key to defining the posting of invoices in the proper fiscal period.

2014 Year-end

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 13/14.
- 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).

2014 Year-end Construction Contracts Payable cont'd

PCHL1500 V5.1		MIAMI-DADE COUNTY ADPICS 5.1		09/12/2013		
LINK TO:		INVOICE HEADER ENTRY		2:07 PM		
INVOICE SEQ	:	DOC TYPE	: IV	INVOICE ALL : N (Y/N)		
INVOICE NO/DESC	:	<u>20040031-WO1-Req1</u>		/ SERVICE PERIOD (e.g. Aug 1 - Aug 31, 2014)		
ACTION INDICATOR	: N	INTF TYPE	: IV	VOUCHER NO :		
INVOICE DATE	:	DTE IVC REC : <u>9/30/14</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 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						

2014 Year-end Construction Contracts Payable cont'd

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

Questions



Finance Shared Services:

IWA Fiscal Year End Presentation

Fiscal Year 2014

Important Dates

DISBURSEMENT ITEMS	CUT OFF DATE
1st Preliminary for: Invoices, Direct Vouchers, and Credit Memos, including Construction (this includes corrected invoice(s), previously rejected by Finance)	1st Preliminary for: IWA invoices must be in the Finance Compliance Review and Construction Compliance Review queue by 12:00pm Friday, September 26, 2014
1st Preliminary reports will be available	Monday, September 29, 2014
Final Invoice Received in Construction Payables for next day scanning	Wednesday, October 1, 2014
Final Invoice Scanning – (non-construction)	Thursday, October 2, 2014 at 12:00pm
Final FY2014 posting for: Invoices, Direct Vouchers, and Credit Memos, including Construction (this includes corrected invoice(s), previously rejected by Finance)	Final FY2014 posting for: IWA invoices must be in the Finance Compliance Review and Construction Compliance Review queue by 12:00pm Friday, October 3, 2014

Fiscal Year End Process

- ▶ After September 30, 2014, Finance Shared Services will process all invoices received, prioritizing FY2014 invoices.
- ▶ Department creating invoices in-house (ex. Check Request) and forwarding them to Finance MUST identify the invoice as 'NEW YEAR' or 'OLD YEAR'
- ▶ In order to facilitate the year end closing for IWA departments and assist with prioritizing FY2014 invoices, Finance Shared Services will scan all FY2015 invoices (this is determined based on Invoice date and service period on the invoice) and will be kept in IWA's "Initial A/P Validation" queue until October 06, 2014. Unless specifically requested by the department to push forward (Emergency/Urgent invoices only).
- ▶ All Direct Vouchers approved in IWA after September 30, 2014 will create a document prefix for FY2015 (VQXX15) in ADPICS, whether it is old or new year. Vouchers identified as old year will be posted by FINSS to FY2014 by changing the effective date in ADPICS to September 30, 2014.
- ▶ All PO invoices with a receive date after September 30, 2014 will create a document prefix for FY2015 (VQXX15) in ADPICS, whether it is old or new year. Payments identified as old year will be posted to FY2014 by changing the effective date in ADPICS to September 30, 2014.

Fiscal Year End Process

- ▶ By leaving the FY2015 invoices in the Initial A/P Validation queue departments can preform an Invoice Search to see what invoices have been received and if any the invoices there need to be process
- ▶ Reports will continue to be available on a weekly basis displaying the number of invoices in all the IWA queues.
- ▶ Invoices with errors will be handled as normal
 - If the invoice was received from the vendor, Finance Shared Services will contact the vendor to address the issue and notify the department.
 - If the invoice was received from the department, Finance Shared Service will contact the department to address the issue.

Questions



Miami-Dade Finance Department

2014 Year End Presentation

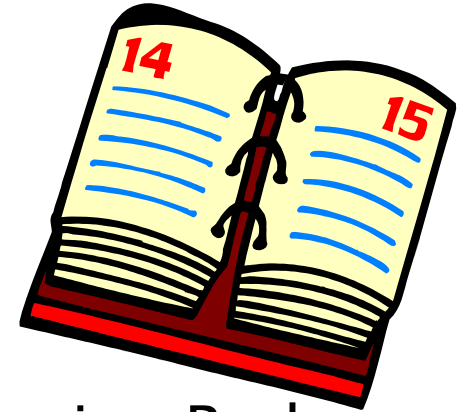
September 3, 2014



Discussion Items

- ▶ Important Dates
- ▶ Financial Statements Folders
- ▶ Start of System Entries (Post Closing Entries)
- ▶ Year-End Accruals
- ▶ Accounts Receivables (non-grant related)
- ▶ Bank Reconciliations
- ▶ Single Audit
- ▶ Petty Cash

Important Dates



- ▶ Forms:
 - All forms (13) listed in the YE Closing Package Memo are due no later than Monday, September 15, 2014.
 - Each form indicates to whom the form should be delivered to in Finance.

Important Dates (*Cont'd*)

▶ Cash Collections & Bank Deposit:

- Cash on hand on September 30, 2014 should be deposited before 2:00 P.M. Wednesday, October 1, 2014 on a deposit slip dated September 30, 2014.
- Reports of Collection (ROC) must be dated September 30, 2014.
- Departments using Approval Path (“RIMS”), must complete input by noon Wednesday, October 1, 2014 and deliver ROC to Finance immediately after.

Important Dates *(Cont'd)*



- ▶ Approval Path Document Cutoffs
 - ***Voucher Processing:*** Submit by noon Friday, September 26, 2014 (1st AP cutoff) and noon Friday, October 3, 2014 (final A/P cutoff).
 - ***Journal Entries:*** Submit by Friday, September 26, 2014 (1st preliminary), noon Friday, October 3, 2014 (2nd preliminary and final for interdepartmental) and noon Tuesday, October 07, 2014 (final for entries affecting your department).

Important Dates *(Cont'd)*

► Approval Path Document Cutoffs *(Cont'd)*

- *Any FY2014 voucher in the approval path for which the original supporting documents are not received by the Finance Department by noon, Friday 10/03/2014 will be deleted from FY2014 and sent back to be reentered in FY2015.*
- *Any FY2014 JE in the approval path for which the original supporting documents are not received by the Finance Department by noon, Tuesday, 10/07/2014 will be deleted.*

Important Dates *(Cont'd)*

▶ Interdepartmental Billings

- Automated charges for FY2014 such as energy, telephones, mobile equipment, are to be processed no later than Wednesday, September 24, 2014. Payroll accruals will be posted Wednesday, September 17, 2014.
- All manually coded JE's must be received no later than NOON, Friday October 3, 2014.

Important Dates *(Cont'd)*

- Reports to balance grants will be available for the grant accountants on Monday, October 6, 2014 in OnDemand and paper copies.
- Deadline for *Due From Confirmations*: all manually coded entries must be received before noon, Friday, October 3, 2014 to include in schedule.

Important Dates *(Cont'd)*

- ▶ Wednesday, October 8, 2014 (by noon)
 - Last day for grant accountants to submit grant journal entries.

Important Dates *(Cont'd)*

- ▶ Monday, October 13, 2014.
 - All year-end FAMIS reports will be available in On-Demand.

Important Dates *(Cont'd)*

For preparers of Fund Financial Statements

- ▶ Wednesday, November 12, 2014.
 - Deadline to submit trial balance and folders to Patrick Price.
 - Electronic format (Excel) can be requested via email from Patrick Price.
 - Please follow Fiscal Year End Workpaper Checklist included in the folder before submitting the folders to Finance.

Financial Statements Folders (Cont'd)

- ▶ Folders must include:
 - Completed Trial Balance: BS and IS.
 - Copy of FAMIS reports for Month 12:
 - *Trial Balance: 015, 016, or 017*
 - *Revenues and Expenditures: 705, 706, or 707*
 - *Function: H07, H08, or H09*
 - *Spreadsheet summarizing all JE by transaction code and affected GL.*

Financial Statements Folders

(Cont'd)

- ▶ Folders must include (cont'd):
 - Adjustments: FAMIS adj. on pink paper and fund statement adjustment (D.C.) on white paper with account debits and credits. SPO on white paper.
 - Detail Schedule of Inter-fund Transfers In & Out (by department).
 - Detail Schedule of Due To/Due From (by department).

Financial Statements Folders

(Cont'd)

Folders must include (cont'd):

- ▶ Variance Analysis: For variances over *10%*, include a narrative explaining the variance.
 - ✓ Prior year (balance sheet and income statement)
 - ✓ Budget (income statement)

Start of System Entries

- ▶ Goal...Reduce number of start of the system entries (SOS).
- ▶ Review adjusting entries posted in FY2013/Mo. 13 in FAMIS (screens 6400 & 6750) for possible adj. in FY2014.
- ▶ Provide adequate supporting documentation with entries. All SOS entries are audited.

Year End Accruals

- ▶ FY2014 invoices not processed by September 30, 2014 may be selected and accrued by the auditors.
- ▶ Therefore, do not accumulate old year invoices for payment in the New Year since the auditors continue their search for unrecorded liabilities until December.
- ▶ If an audit adjustment is proposed by the external auditor, we will notify you of amount of accrual.

Accounts Receivable (non-grant related)

- ▶ Review A/R as of 9/30/14 and related revenues in order to ensure that only amounts collected by December 31, 2014 are recognized as revenue.
- ▶ For amounts in A/R not collected by December 31, 2014, the related revenue must be reversed and recorded as Unavailable Revenue (GL 244, subsidiary required) according to GASB 65.

GASB 65

- ▶ This revenue used to be recorded in GL 247 (Deferred Revenues), however GASB 65 now requires it to be recorded as unavailable revenue.
- ▶ GASB 65 defines unavailable revenue as assets recorded but not collected in the availability period (generally 90 days).
- ▶ Grant advances received but not spent will continue to be recorded in GL 247 (Deferred Revenue).

Bank Reconciliations



When preparing bank reconciliation please:

- ▶ include *evidence of review by both a preparer and a reviewer and*
- ▶ *prepare on a timely basis throughout the year.*

All FY2014 bank reconciliations are due to Lourdes Julien by October 24, 2014.

Single Audit



- ▶ **Goals...**(1) to balance all grants no later than October 8, 2014; (2) no Start of the System Entries in order to provide an accurate and complete SEFA to the auditor by November 12, 2014.

- ▶ **Number of Single Audit Findings:**
FY04 (1) FY05 (3) FY06 (11) FY07 (12) FY08 (25)
FY09 (27) FY10(16) FY11(4) FY12(5) FY13(1)

- ▶ **Common Single Audit Findings:**
 - Reporting to grantor (timely and agrees to FAMIS)
 - Sub-recipient Monitoring
 - Fixed assets listing for assets purchased with grant funds and physical inventory.
 - Payroll charged to the grant is not properly approved.

Single Audit *(Cont'd)*

- 09/29/2014: 1st. preliminary reports will be available OnDemand (704-TB/775-Rev & Exp).
- 10/06/2014: 2nd preliminary reports will be available OnDemand (704-TB/775-Rev & Exp).
- 10/08/2014: Last day for grant accountants to submit JE.
- 10/14/2014: Final year-end reports available.
- 11/14/2014: Single Audit Workpapers & supporting documentation are due to Finance.

Single Audit (cont'd)

Single Audit Work-Papers:

- ▶ Use Single audit work-papers that I will be providing to you.
- ▶ Include copy of the page of the contract that indicates the contract / agreement number and CFDA / CSFA number.

Petty Cash

(Administrative Order No. 3-6)

- ▶ As stipulated on the AO, departments are responsible for :
 - establishing written departmental Petty Cash Fund procedures,
 - ensuring a secured on-site storage facility to safeguard the funds,
 - immediately notifying the Finance Director of changes in custodian via *“Petty Cash/Change Fund Change Form”*, and
 - performing independent verifications of petty cash fund balances at least annually.

Petty Cash (Administrative Order No. 3-6)

- ▶ Link to Administrative Order:
<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/AO3-6.pdf>

Security System

- ▶ Requires access card to enter the 26th floor.
- ▶ If you need to enter after hours or Saturday, please call in advance to be sure someone is there to open the door for you. There is a phone by the door.
 - Input/Output (JE) : extension 3558
 - Accounts Payable (Invoices): extension 5111



End of Year Package

- ▶ YE Package and forms will be available on the web:
- ▶ <http://www.miamidade.gov/finance/year-end.asp>

Questions:



That's All Folks!!!

