

Welcome
Year-end 2009
Accounts Payable
Fiscal Year End Procedures Presentation
September 08, 2009

Year-end 2009 Agenda

- Important Dates
- Voucher Payables
- Construction Payable
- Resolution Conversion
- Unclaimed Checks Process
- Sortie
- ACH Payment
- Vendor Payment Inquiry Web Program Application – Update
- Delinquent Contractor List
- W-9 Imaging Project (Green Initiative)

Year-end 2009



- Important Dates
 - Friday, September 11, 2009 Encumbrance Liquidation
 - Monday, September 21, 2009 - Authorized Forms Due
 - Monday, October 5, 2009 - 1st Preliminary Reports
 - Thursday, October 8, 2009 - Accounts Payable Cutoff
 - Friday, October 9, 2009 - 2nd Preliminary Reports
 - Friday, October 16, 2009 - G/L Final Closing

Year-end 2009

Friday, September 12, 2009

✿ Last day to submit to Nirav Bhatt- 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 2009

Monday, September 21, 2009

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

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

➤ Last Day to Submit to Maria Rivero or Madelin Alfonso

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

Year-end 2009

Monday, September 21, 2009

- **Continue:**
 - **Last Day to Submit to Arlin Montero**
 - FAMIS Liaison and Authorized Signatures for Systems Security Access Form
 - **Last Day to Submit to Lori Madrigal**
 - Trust Fund Authorization Form
 - **Last Day to Submit to Hilda Garcia**
 - Debt Arrearage Ordinance Liaison

Year-end 2009

Wednesday, September 30, 2009

- Last day to create a Purchase Order for 2009 fiscal period appropriated funds.
- Accounts Payable
 - Please be certain that **all releases (POs) for prior year invoices are created prior to 9/30/09 (calendar)**, for you **will not** be able to process the corresponding FYE 2008-09 invoices for the prior fiscal year, during the dates of October 1, 2009 through October 8, 2009.

Year-end 2009

Thursday, October 1, 2009

✚ 1st day of fiscal year 09/10. (Note: **Both fiscal years are open**)

- ◆ Separate “Old Year Invoices” (2008/2009) from “New Year Invoices”(2009/2010)
- ◆ Deliver New Year Invoices to a supervisor.

Marla, Maria, Jasira, Nieves, Yesenia, Adriana and/or Dania

Year-end 2009

- 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 **9/30/09 or prior** for all invoices pertaining to FY 2008-09. Voucher Document Sequence assigned will be VAXX09.
 - Vouchers with the invoice received date **AFTER** 09/30/09 will post in Fiscal 09/10 and the document sequence assigned will be VAXX10.

Year-end 2009

• PCHL1500 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2009
• LINK TO: INVOICE HEADER ENTRY 7:40 AM
• INVOICE SEQ : DOC TYPE : IV INVOICE ALL : N (Y/N)
• INVOICE NO/DESC : /
• ACTION INDICATOR : N : IV VOUCHER NO :
• INVOICE DATE : DATE REC: 9/30/09 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:
• 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 PROJECT 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 2009

- 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 9/30/09 or prior** for goods and services pertaining to FYE 2008-09.

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

Year-end 2009

```
• PCHL1800 V5.1          MIAMI-DADE COUNTY ADPICS 5.1          08/29/2009
• LINK TO:              DIRECT VOUCHER HEADER ENTRY          7:48 AM
• DIR VOUCHER ID:      DOC TYPE: DV          EFF DATE   : 9/30/09
• ACTION IND   : N          DUE DATE:              : V1
• SINGLE CHECK : N          CHECK NO:          DOC REF NO :
• VEN INVOICE NO:          /          INTF TYPE
• 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        :          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%
•
•
•              ST:
• F1-HELP  F2-SELECT  F3-DELETE  F4-PRIOR  F5-NEXT  F6-VIEW DOC
• F7-COPY              F10-SAVE  F11-VW ACCT
• G461 - REFERENCE TO DOCUMENT, PLEASE TRY AGAIN
```

Year-end 2009

• PCHL1700 V5.1 MIAMI-DADE COUNTY ADPICS 5.1 08/29/2009
• LINK TO: CREDIT MEMO HEADER ENTRY 7:49 AM

• CREDIT MEMO ID : DOC TYPE : CM EFF DATE : 9/30/09
• 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:
• CONTACT : STATUS:
• TELEPHONE : EXT CREATE:
• CM AMOUNT : CHECK NO :
• 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 2009

◆ 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 2009

◆ Accounts Payable (continued)

- FORWARD INVOICES WITH VOUCHER SERIES (09), BY THE NEXT BUSINESS DAY. You have access to view all documents in Approval Path on OnDemand - A/P/APPR04 Report, make note that documents designated "N/A" under the Approval Level are in No Post Status (NOPT) at the department level.

Year-end 2009

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 2009

◆ Accounts Payable (continued)

- Purchase order vouchers will be posted in FY 2009 for all invoices received by **12:00 (Noon)** on **Thursday, October 8, 2009**. Vouchers in the system for which the invoices are not received will be **cancelled** and will need to be re-processed in FY 2009-10.
- Invoices for Direct Vouchers and Credit Memos need to be received by **12:00 (Noon)** on **Thursday, October 8**; otherwise, they will be **rejected** to the initiator and will need to be reprocessed in FY 2009 – 2010.

Year-end 2009

Saturday, October 3, 2009

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

Year-end 2009

Monday, October 5, 2009

- 1st Preliminary Reports are available

Year-end 2009

Construction Contracts Payable



Wednesday Noon, September 30, 2009

Last day to Submit:

- Construction or PSA contracts
- Purchase Order/Work Order for 2009 fiscal period appropriated funds. (PC's)

for invoices to be entered in Fiscal Year 08/09

Thursday Noon, October 8, 2009

- **Last day to process invoices for construction or consultants** for services rendered on or before September 30, 2009.

Year-end 2009



Construction Contracts Payable

- 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 9/30/09 or prior** for all invoices pertaining to FY 2008-09. Invoice Document Sequence assigned will be ICXX09.
- Vouchers with the invoice received date **AFTER 09/30/09** will post in Fiscal 09/10 and the document sequence assigned will be CVXX10

Year-end 2009

PCHL1500 V5.1	MIAMI-DADE COUNTY ADPICS 5.1	09/12/2009				
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> /					
ACTION INDICATOR	: N	INTF TYPE : IV	VOUCHER NO :			
INVOICE DATE	:	DTE IVC REC : <u>9/30/09</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	PROJECT	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 2009

- Construction Contracts Payable
 - Only for payments processed in FAMIS
 - Vouchers for FY 2008/2009 will use prefix VX through 10/08/2009
 - Vouchers for services rendered in FY 2008 - 2009, processed after 10/08/2009 will use prefix VY and will post in FY 2009/2010

Year-end 2009



Construction Contracts Payable

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

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 resolution payments are to be forward to Yesenia Perez**
- Vendor Registration
 - Verify vendor is DPM registered in FAMIS screen 9520 or 9600.
 - If vendor is not registered have them download the registration form at the DPM website & submit registration to DPM.
www.miamidade.gov/dpm/doing_business_with_us.asp
- Documentation Needed for Conversion
 - Completed Conversion Documentation Input Form
 - Copy of **Approved & Executed** Resolution
 - Copy of **Signed** Contract Agreement
 - Verification of Vendor # on Contract Agreement

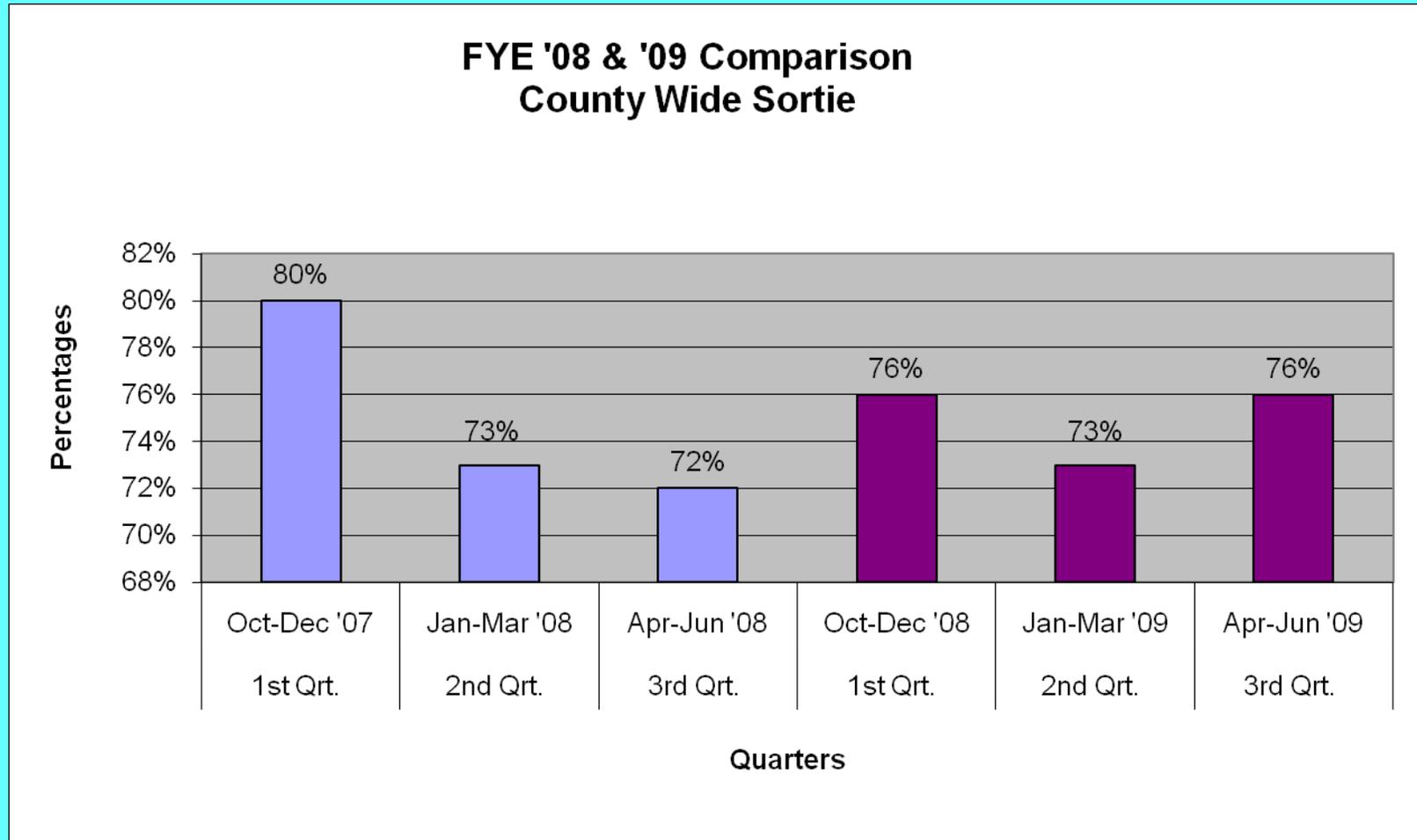
Resolution Conversion

<u>Department</u>	<u>Status</u>	<u>% Completed</u>	<u>Estimated Date Of Completion</u>
Public Works	Completed	100%	February-08
Solid Waste	Completed	100%	February-08
Seaport	Completed	100%	March-08
Fire	Completed	100%	March-08
DERM	Completed	100%	April-08
Transit	Completed	100%	April-08
ETSD	Completed	100%	April-08
Elections	Completed	100%	April-08
Library	Completed	100%	May-08
GSA	Completed	100%	May-08
MPO	Completed	100%	May-08
MAP	Completed	100%	May-08
Corrections	Completed	100%	June-08
FYE'09			
Police	Completed	100%	December-08
Parks & Recreation	Completed	100%	June-09
Community Action Agency	**		
Homeless Trust	**		
OCED	**		
OSBM	**		
Human Services	**		
Cultural Affairs	**		

Unclaimed Checks Website

- **USE THE WEBSITE IT'S BEEN AVAILABLE SINCE 11/2006**
- <http://wsintra.miamidade.gov/UnClaimedChecks/enterUNCC.do>
- **Please refer to Florida Statue 717 for the Timeliness of Payments.**
- **April 30, 2010 is the deadline to file with the State of Florida for unclaimed property; therefore, please clean out the stale dated checks for the 2008 calendar year for your departments as soon as possible.**
- **Due Diligence letters are sent on a semi-annual basis in order to attempt to make contact with the owners of these unclaimed property, but we still need your help!!**

Year-end 2009 Sortie



Sortie

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

FAMK980M		MIAMI DADE COUNTY										PAGE:	
DATE: 07/01/2009		INVOICE/DIRECT VOUCHER PROCESSING AGING - COUNTY-WIDE (AP08A)										(AP08A)	
		#OF DAYS CALCULATED FROM DATE INV./DV RECEIVED TO DATE VOUCHER PAID											
		FROM: 06/01/2009 TO: 06/30/2009											
DEPT	01-30 DAYS		31-45 DAYS		46-60 DAYS		61-90 DAYS		90+ DAYS		AVG.	AVG.	
	#INV./DV	AVG.	#INV./DV	AVG.	#INV./DV	AVG.	#INV./DV	AVG.	#INV./DV	AVG.			
AD	98	25	36	33	2	49	0	0	0	0			
AT	73	13	1	33	0	0	0	0	2	118			
AU	22	16	12	35	1	48	0	0	0	0			
BC	89	20	6	39	2	52	1	71	0	0			
BL	129	25	4	38	0	0	1	71	0	0			
BU	164	8	1	31	0	0	0	0	2	266			
CA	569	16	38	37	4	51	191	78	125	106			
CC	235	19	5	40	2	54	0	0	1	1102			
CD	124	16	14	37	4	54	6	71	0	0			
CE	28	19	0	0	0	0	0	0	0	0			
CL	415	21	2	38	2	53	0	0	0	0			
CM	1	25	0	0	0	0	0	0	0	0			
CQ	38	9	1	36	0	0	0	0	0	0			
CR	980	25	105	37	17	53	18	71	8	105			

Year-end 2009 Sortie

- **Office of Fair Employment Pract. (FE)** is the most improved department; average percentage from 31% in FYE '08 to 93% in FYE '09.
- **International Consortium (IC)** follows averaging from 70% in FYE '08 to 95% in FYE '09.

30 DAY MEASUREMENT IN ACTION!!!!

Year-end 2009

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
- ✓ Sent massive mail out of forms the week of Aug. 25th & Sept. 1st

Year-end 2009

VENDOR PAYMENT INQUIRY WEB APPLICATION

- ✓ 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 2009

REGISTRY OF DELINQUENT CONTRACTORS ADMINISTRATIVE ORDER 3-29

- ✓ New web application on the Finance Intranet with search capabilities and additional information.

<http://intra.miamidade.gov/finance/delinquent-memo.asp>

- ✓ Please have your department liaison provide the required information to Hilda Garcia no later than the 15th of each month.

Year-end 2009

Friday, October 9, 2009

2nd Preliminary reports available

Year-end 2009 Final Closing Friday, October 16, 2009

- * FAMIS will close at noon for fiscal period 2008/09 and will not be available until **Monday, October 19, 2009**
- * **Final reports available on Monday, October 19, 2009**
- * **Any emergency checks needed on Friday, October 16, 2009 have to be received no later than 11:00 am in order to meet the noon deadline**



That's all folks!