

# Welcome

**Year-end 2004  
September 16, 2004**

Miami-Dade Finance Department

## Year-end 2004

- **Important Dates**
  - Friday, September 17, 2004
  - Thursday, September 23, 2004
  - Monday, September 27, 2004
  - Thursday, September 30, 2004
  - Friday, October 1, 2004
  - Monday, October 5, 2004
  - Thursday, October 7, 2004
  - Monday, October 11, 2004
  - Friday, October 15, 2004
  - November 5, 2004

Miami-Dade Finance Department

## Year-end 2004

September 17, 2004

- Last day to pre-order pork sandwich. Proceeds to benefit the United Way
  - (Martha Diaz, x 3781),
  - (Maggie Cabrera, x8802), and
  - (Dayami Laborde, x 5625)

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## Year-end 2004

September 23, 2004

- Pork sandwich sale, Finance Department, 26<sup>th</sup> floor (break room) \$6, includes sandwich, 12oz can of soda, chips

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## Year-end 2004

Monday, September 27, 2004

✘ Last day to submit Authorized Signature Forms  
to Dania Timmons

– Last day to submit Petty Cash Forms to Jose  
Fernandez

Miami-Dade Finance Department

## Year-end 2004

Thursday, September 30, 2004

✓ Last day to create P.O. in 2004 fiscal period.

✓ Cash collections “cut-off”

▪ Cash on hand must be deposited by noon,  
next day for 2004 fiscal year

▪ Cash collected after 09/30/2004 must be  
in 2005 fiscal year.

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## Year-end 2004

**Friday, October 1, 2004**

- ✘ 1<sup>st</sup> day of new fiscal period
  - ◆ All P.O.'s created must be in new fiscal period
- ✘ 1<sup>st</sup> Cut-off for Journal Entries and Accounts Payable for 1<sup>st</sup> Preliminary

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## Year-end 2004

- Monday, October 5, 2004
  - Preliminary reports available

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## Year-end 2004

- Thursday, October 7, 2004
  - ✘ Cut-off for Journal Entries
  - ✘ Cut-off for Accounts Payable
  - ✘ Last-day for interdepartmental billings

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## Year-end 2004

- Monday, October 11, 2004
  - ✘ Reports are available for grant accountants
  - ✘ Deadline for Due From confirmations (entries not confirmed will be deleted)

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## Year-end 2004

- Thursday, October 14, 2004
  - ✘ All grant journal entries must be received by the Finance Department at noon.

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## Year-end 2004

- Friday, October 15, 2004
  - ✘ FAMIS will close at noon. Will not be available until Monday, October 18, 2004

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## Year-end 2004

- Monday, November 8, 2004
  - ✘ Deadline for Trial Balances to be submitted to the Finance Department (Patrick Price).

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## Year-end 2004 Discussion Items

- Deposits
- Accounts Payable
- On-Demand
- Construction Contracts
- Accounts Receivable (Due to \ Due From)
- Financial Statements
- Sub-Objects

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## Year-end 2004

- **Deposits**
  - Bank Reconciliation
    - All bank reconciliation as of 9/30/04, must be received no later than November 1, 2004

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## Year-end 2004

- **Deposits**
  - Cash collections must be “cut-off” at midnight on Thursday, September 30, 2004. This means that collections on hand at midnight, September 30, 2004 must be:
    - Deposited intact before 2:00 P.M. Friday, October 1, 2004, on a Deposit Receipt dated September 30, 2004.
    - Entered on a Report of Collection dated September 30, 2004, with fiscal period 12/2004.

Miami-Dade Finance Department

## Year-end 2004

- **Deposits (continued)**
  - The ROC's should be received by the Finance Department no later than Friday, October 1, 2004 for processing with fiscal month 12/2004. All collections received after midnight, September 30, 2004, must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 1, 2004 or later for processing with a month 01 documents, for the fiscal year 2005 beginning October 1, 2004.
  - Departments using "RIMS" to process Report of Collections, must input September 30, 2004, deposits with fiscal period 12/2004 no later than Friday, October 1, 2004.

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## Year-end 2004

- **Accounts Payable**
  - **October 7, 2004 is the last day to process invoices for goods and services received on or before September 30, 2004 for FYE 2003-04 budget year and must be received by the Finance Department - Accounts Payable Unit no later than 12:00 noon Thursday, October 7, 2003.**

Miami-Dade Finance Department

## Year-end 2004

- Accounts Payable (continued)
  - Voucher will be posted in FY 2004 for all invoices received by 12:00 noon on October 7, 2004; otherwise, vouchers will be cancelled and will need to be re-processed in FYE 2004-05

Miami-Dade Finance Department

## Year-end 2004

- 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.

Miami-Dade Finance Department

## Year-end 2004

- Accounts Payable (continued)
  - FORWARD INVOICES WITH VOUCHER NUMBER, 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.

Miami-Dade Finance Department

## Year-end 2004

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

REQUEST NO	DEPARTMENT	DOC TYPE	DOCUMENT NUMBER	APPROVAL LEVEL	FORWARD NUMBER	FORWARD DATE	AMOUNT	CREATED DATE	DATE
000001	000001	21	0000010010	000001	FORWARD001	01/15/2004	100.00	01/15/2004	---
000002	000002	21	0000020010	000002	FORWARD002	01/15/2004	100.00	01/15/2004	0
000003	000003	21	0000030010	000003	FORWARD003	01/15/2004	100.00	01/15/2004	0
000004	000004	21	0000040010	000004	FORWARD004	01/15/2004	100.00	01/15/2004	0
000005	000005	21	0000050010	000005	FORWARD005	01/15/2004	100.00	01/15/2004	0
000006	000006	21	0000060010	000006	FORWARD006	01/15/2004	100.00	01/15/2004	0
000007	000007	21	0000070010	000007	FORWARD007	01/15/2004	100.00	01/15/2004	0
000008	000008	21	0000080010	000008	FORWARD008	01/15/2004	100.00	01/15/2004	0
000009	000009	21	0000090010	000009	FORWARD009	01/15/2004	100.00	01/15/2004	0
000010	000010	21	0000100010	000010	FORWARD010	01/15/2004	100.00	01/15/2004	0

Miami-Dade Finance Department

## Year-end 2004

- Accounts Payable (continued)
  - Please be certain that **all releases (POs) for prior year invoices are made prior to 9/30/04 (calendar)**, for you **will not** be able to process the corresponding FYE 2003-04 invoices for the prior fiscal year, dates of October 1, 2004 through October 7, 2004.

Miami-Dade Finance Department

## Year-end 2004

- Accounts Payable (continued)
  - For all Purchase Order Vouchers, the **invoice receipt 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 9/30/04 or prior** for all invoices pertaining to FYE 2003-04. Voucher Document Sequence assigned will be VAXX04.

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## Year-end 2004

```
Page: 1 Document Name: untitled
-----
PCHL1500 V5.1          MIAMI-DADE COUNTY ADFICS 5.1          09/16/2004
LINK TO:              INVOICE HEADER ENTRY          10:30 AM
INVOICE NO/DESC      :          DOC TYPE : IV  INVOICE ALL : N (Y/N)
ACTION INDICATOR     : N          INTF TYPE : IV  VOUCHER NO :
INVOICE DATE         :          DTE IVC REC:          ALT ACCT:
PURCHASE ORDER NO    :          NOTE PAD  :          DEFT  :
PO DOC BALANCE       :          CR BAL   :          NET:
PROPERTY ID          :          IVC AMT:
VENDOR ID/SUFFIX     :          HDR CR AMT :
DBA NAME              :          MATCH TYPE:
ADDRESS               :          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  F4-PRIOR  F5-NEXT
F8-VIEW SUM          F9-LINK
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
```

Miami-Dade Finance Department

## Year-end 2004

- 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 9/30/04** for goods and services pertaining to FYE 2003-04.

Miami-Dade Finance Department

# Year-end 2004

Page: 1 Document Name: untitled

```
PCHL1800 V5.1          MIAMI-DADE COUNTY ADPIC5 5.1          09/16/2004
LINK TO:              DIRECT VOUCHER HEADER ENTRY          10:27 AM
DIR VOUCHER ID:      DOC TYPE: DV          EFF DATE   :
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     :                               UPDATE:
ADDRESS      : ADDRESS NOT ON FILE           POST   :
CITY         :                               ST:        ZIP:        CTRY:
DISCOUNT TERMS: NET
DISTRIB METHOD: S      REJECT CODE:        CONTRACT ID  : TERM   :
SFX INDEX     SUBOBJ USERCODE PROJECT PRJDTL GRANT GRNTDT G/L SUB PCT%
```

F1-HELP F2-SELECT F4-PRIOR F5-NEXT  
F7-COPY F8-SEL TERMS F9-LINK  
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN

Miami-Dade Finance Department

# Year-end 2004

Page: 1 Document Name: untitled

```
PCHL1700 V5.1          MIAMI-DADE COUNTY ADPIC5 5.1          09/16/2004
LINK TO:              CREDIT MEMO HEADER ENTRY          10:32 AM
CREDIT MEMO ID :      DOC TYPE : CM          EFF DATE   :
ACTION IND   : N      CM DATE   :          INTF TYPE  : PC
VOUCHER ID   :      CRDT ALL  : N (Y/N)
VEN CM NO    :      OPEN PO   : (Y/N)        PO ID     :
DEPARTMENT   : FN02   SINGLE CK:          CHECK NO  :
CONTACT      :                               STATUS:
TELEPHONE    :                               EXT:          CREATE:
CM AMOUNT    :                               UPDATE:
VENDOR ID    :                               POST   :
ADDRESS      : ADDRESS NOT ON FILE           NOTE   : N
CITY         :                               ST:        ZIP:        CTRY:
CM DESCRIPTION :
FREIGHT      :                               REF VEN INV NO :
OTHER CHARGES :                               REJECT CODE :
SFX INDEX     SUBOBJ USERCODE PROJECT PRJDTL GRANT GRNTDTL DIST METHOD:
PRINT        : N
F1-HELP     F2-SELECT F4-PRIOR F5-NEXT
F8-SEL TERMS F9-LINK
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
```

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## Year-end 2004

- Accounts Payable (continued)
  - Departments will need to reenter canceled invoices and direct vouchers in Fiscal Year 05 and submit paperwork to Finance.

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## Year-end 2004

- Accounts Payable (continued)
  - Dissaggregation of Payables

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# Year-end 2004

- On-Demand
  - Inactive Encumbrance
  - FAMIS Document Awaiting Approval Report (Journal Entries, Report of Collection, Construction Vouchers)

Miami-Dade Finance Department

# Year-end 2004

## FAMF/MO/DE/FUND/037 - Inactive Encumb by Dep/Fund

MIAMI DADE COUNTY - RPT 31 OCT 04  
 INC NUMBER WITH 3000 FOR INC  
 FOR ALL ENCUMBERT DOCUMENTS INCLUDING CONSTRUCTION  
 FISCAL YEAR: FROM 0000 TO 120000

PAGE: 04/01/2004 114

FUND	DEPT	ORG	OBJ	PRG	ACT	AMOUNT	DESCRIPTION	STATUS	INACT CODE	ENCUMB
0370	00000	00000	0000	0000	0000	52,000.00	STATE OFFICE RELOCATION	00	ACT0000	55000
0370	00000	00000	0000	0000	0000	112,000.00	SEWER CONSTRUCTION	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	82,845.00	SEWER	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	82,870.00	OFFICE SUPPLY INC	00	ACT0000	17000
0370	00000	00000	0000	0000	0000	82,360.00	OFFICE SUPPLY INC	00	ACT0000	17000
0370	00000	00000	0000	0000	0000	6000.00	SEWER CONSTRUCTION	00	ACT0000	60000
0370	00000	00000	0000	0000	0000	64,710.00	SEWER CONSTRUCTION INC	00	ACT0000	60000
0370	00000	00000	0000	0000	0000	5700.00	FINANCIAL SERVICE CH	00	ACT0000	17000
0370	00000	00000	0000	0000	0000	515.00	REPAIRS	00	ACT0000	30000
0370	00000	00000	0000	0000	0000	51,510.00	OFFICE SUPPLY INC	00	ACT0000	47000
0370	00000	00000	0000	0000	0000	88,388.00	SEWER	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	88,388.00	SEWER	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	88,388.00	SEWER	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	82,360.00	SEWER	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	82,000.00	SEWER	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	500.00	SEWER	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	5000.00	PAID WATER TO INC	00	ACT0000	17000
0370	00000	00000	0000	0000	0000	8800.00	ACL SUPPORT LTD	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	82,360.00	INSTITUTE BY GENERAL	00	ACT0000	30000
0370	00000	00000	0000	0000	0000	82,360.00	SEWER	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	82,360.00	CABLE USA INC	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	82,360.00	CABLE USA INC	00	ACT0000	14100
0370	00000	00000	0000	0000	0000	610.00	CALLER'S OFFICE SERVICE	00	ACT0000	10000
0370	00000	00000	0000	0000	0000	62,910.00	SEWER	00	ACT0000	30000
0370	00000	00000	0000	0000	0000	90,700.00	CABLE USA INC	00	ACT0000	90000
0370	00000	00000	0000	0000	0000	880.00	SEWER	00	ACT0000	40000

Miami-Dade Finance Department

## Year-end 2004

- **Construction Contracts**
  - ONLY FOR PAYMENTS PROCESSED IN FAMIS (including FAMIS approval path)
    - Vouchers for FY 04 will use prefix VX for normal payments and VE for emergency payments—through 10/07/2004
    - Vouchers for services rendered in FY 04, processed after 10/07/2004 will use prefix VY and will post in FY 2005

Miami-Dade Finance Department

## Year-end 2004

- **Accounts Receivable**
  - Last day for interdepartmental charges is October 7, 2004.
  - GL accounts 126 and 131 will be blocked by Finance
  - Finance must receive confirmations of all receivables by October 11, 2004.
  - Disaggregation of Receivables

Miami-Dade Finance Department

## Year-end 2004

- Financial Statements
  - Trial Balance Folders are due to Patrick the week of November 5, 2004.
  - Folders must include a completed trial balance (Balance Sheet and Income Statement); Copy of FAMIS reports for month 12—Trial Balance, Revenues and Expenditures, and Function; a summary of all journal entries by transaction code and affected GL; original—on pink paper and copy of journal entry.

Miami-Dade Finance Department

## Year-end 2004

- Sub-Objects
  - Capital Assets costing less than \$1,000 the new Sub-Objects are:
    - 47031-OFFICE EQUIP LESS THAN \$1,000
    - 47032-OTHER MINOR EQUIP LESS THAN \$1,000
    - 47033-FURNITURE LESS THAN \$1,000
    - 47034-EDP SOFTWARE PACKAGE LESS THAN \$1,000

Miami-Dade Finance Department

## Year-end 2004

- Sub-Objects

- Capital Assets costing less than \$750 old Sub-Objects are: These will be closed. Must use new ones for all new P.O.'s. The new state threshold is \$1,000.

- 47020-OFFICE EQUIP LESS THAN \$750
- 47021-OTHER MINOR EQUIP LESS THAN \$750
- 47022-FURNITURE LESS THAN \$750
- 47030-EDP SOFTWARE PACKAGE LESS THAN \$750

Miami-Dade Finance Department

## Year-end 2004

- Sub-Objects (continued)

- For capital assets costing \$5,000 or more

- (GASB 34 Financial Reporting Thresholds)

95510	OFFICE FURNITURE & EQUIPMENT > 5000.00
95511	FURN & EQUIP OTHER THAN OFFICE > 5000.00
95520	PERSONAL COMPUTER > 5000.00
95521	COMPUTER EQUIP. OTHER THAN PC > 5000.00
95522	TELEPHONE EQUIPMENT > 5000.00
95523	SOFTWARE PACKAGES > 5000.00
95524	COMPUTER SYSTEMS - TURN-KEY > 5000.00
95525	COPIERS > 5000.00
95530	SPECIAL EQUIPMENT > 5000.00
95532	RADIO EQUIPMENT > 5000.00
95535	GARAGE EQUIPMENT > 5000.00
95536	SHOP EQUIPMENT > 5000.00
95537	AIR CONDITIONING UNITS > 5000.00
95541	OTHER MACH,EQUIP,FURN, > 5000.00
95542	OTHER CAPITALIZABLE ITEMS > 5000.00

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