- Can we be provided with a copy of this PowerPoint presentation, please?

  The PowerPoint presentation is being provided with this FAQ.

- If assets are flagged as capital, but they have not yet been given DC numbers, what is the process to ask that this situation be remedied?

  A DC number should be requested from ISD Materials Management and once received can be added to the asset profile in the Asset Management module by the department's Asset Manager.

- Can we create the capital asset from a PO?

  No, but the capital asset creation process is initiated from the PO. The PO line or the entire PO should be flagged to indicate that the item is a capital asset purchase. The system will drive the transaction to the Asset Management module for departmental approval <u>only</u> if the PO has been flagged. The asset will become a depreciable asset (if applicable) after the department's Asset Management Manager approves the capital purchase transaction. Examples of these transactions are equipment purchases.

  Response from presentation attendee:
  Yes, it is supposed to be flagged on the PO.

  This is correct. Capital asset purchases should be flagged at the PO level. Please see steps 15 and 16 of the below job aid.

  https://www.miamidade.gov/technology/library/informs/job-aid/create-po-asset.pdf

  The job aid below describes the creation and approval of a Construction in Progress (CIP) asset. Construction in Progress assets originate from construction jobs/construction purchase orders.

  https://www.miamidade.gov/technology/library/informs/job-aid/creating-approving-cip-asset-project-costing.pdf

Reminder:

For construction purchase orders, it is not necessary to select the Profile ID at the PO level. The system will route CIP transactions to the Project Costing module through the capital project and the activity. Examples of construction in progress transactions are building and building renovations, infrastructure improvements such as roadways, sidewalks, playgrounds, and drainage improvements, etc.

- Will the signature forms be fillable?

  Yes, the forms are fillable.

- What do we do for any affidavits or stop payment requests received after September 18th?

  Affidavits received after the deadline will be sent to the departments for processing; however, **the stop payment forms submitted by the departments after the cutoff will not be processed** until October 9th when FY 2024 opens .
  The Departments can submit the stop payments forms after September 18 if they want to move them out of their queues but Central Finance will not review nor process until FY24 opens.

- Are electronic signatures acceptable for the authorization forms, or must they be signed in blue ink, like before?

  Electronic Signatures are acceptable if the electronic signature is drawn so it is consistent with the physical/wet signature.

- I have suppliers bill me on October 1st for services completed in September. They state this on their bills. Will these bills be input into INFORMS?

  Only if received by October 2. Otherwise, the department will have to review the daily Captiva BI Open Items Report and accrue for them.

- Are receipts generated for invoices that are not approved by October 4th going to be rollover to the new Fiscal Year?

  Unmatched receipts will be available in the new fiscal year. Receipts associated with vouchers not approved by October 4th will be disassociated from the voucher and will be available in the new year. The corresponding vouchers will be deleted, and re-triggered after the PO rollover.

- Can we have the deadlines via email?

  All deadlines are listed on slide 12 of the PowerPoint Presentation provided.

- If the QA Inspectors received the tolls receipts late. Does the Finance department accept modifications to Travel Expense Reports after they were submitted?

  Once submitted, **while in the approval path**, only the approver who has it in their queue can modify or add expense lines, or can send the document back to the traveler/liaison for them to update. If the document is in the Finance queue, Central Finance can modify & add expense lines.

In addition, if the original TER is fully approved and paid, you can submit a new TER. Make sure to include as support expense's receipt, a copy of the original TER, and a printout of all expenses claimed on the original TER.

Note the TER should be approved by the Department no later than Friday Sept 22 to be recorded as a FY2023 expense.

- I noticed in both presentations, there are various acronyms. Is it possible to include a page or Annex to specify what the Acronyms stand for?

Below are the acronyms used in the Accounts Payable –Construction presentation:

Page #	Acronym	Definition
1	FY	Fiscal Year
2	P-Card	Purchasing Card
2	FAQ	Frequently Asked Questions
3	ACH	Automated Clearing House - Direct Deposit
3	GOA	General Operating Account
3	SSC	Special Services Compliance - Single Payments
6	AP	Accounts Payable
6	OMB	Office Management Budget
6	G/L (GL)	General Ledger
7	ISD	Internal Services Department
7	P.O. (PO)	Purchase Order
7	CIP	Construction In Progress
8	FIN	Finance
9	AM	Asset Management
12	TER	Travel Expense Report
12	FYE	Fiscal Year End
13	GAS	Goods and Services
13	CON	Construction
13	REL	Retainage
20	BPW	Business Process Workshops
21	TRF	Travel Request Form (Paper Document used outside INFORMS)
22	TA	Travel Authorization (Replaced TRF in INFORMS)
22	AO	Administrative Order
22	MDC	Miami Dade County
28	COB	Close of Business
28	JV	Journal Voucher (Used in AP module to reclass original chartfields on paid vouchers)

- When can we begin to enter SSC vouchers for refund requests in the new fiscal year? if TBD, will we receive an email notification pls?

You can start entering SSC vouchers on Monday October 9 when FY2024 opens.

- What if the Traveler **had** to purchase a seat in order to be allowed to board their flight(s)? I had a Traveler who was obliged to purchase seats in order to be allowed to fly. These seat fees were **in addition** to the actual airfare, which was prepaid upon approval of the TA.

Since seat upgrades and/or reservations are non-reimbursable expenses, a Justification Memorandum documenting the situation and approving the expense must be signed by the Department Director or designee.

- For the credit portion, do we credit the chartfields that were listed? I looked in the past and we would credit the same chartfields that we debited, and just credit account # 2202000000

  Currently p-card transactions sit in the chartfields listed below (generic fund and account until they are reconciled and approved in the p-card module). The department needs to 'accrue' by debiting the expenses to their department's chartfields and crediting the generic funds listed below.

*GL Unit	Fund	Dept▲	Account	Grant
MDADE	G3088	NDFN010000	5330520000	NO-GRAI

  Remember to use the auto-reversal function in the GL journal entry page to reverse accruals on October 1, 2023 (fiscal period 1-2024) Please refer to the GL Year End Presentation for further information on this feature.

  For p-card transactions, the accrual liability account 2202000000 is not used since there is no liability because the credit card statement has already been paid to BOA and the supplier was paid when the credit charge posted. The 'accrual' for p-cards is really the reclassification of the chartfields from the generic fund and account to the department expense accounts to accurately reflect the expenses in the corresponding department and fund.

  Note this is different from regular accruals where the credit side of an accrual journal is the department's fund and department chartfields, with the liability account.

- I can't speak for anyone else, but I don't receive notifications when a P-card transaction is loaded to INFORMS. I check every Friday & reconcile what's new then

  Comment from presentation attendee:
  interesting. I don't receive those notifications. Do you know if you have to "select" that anywhere?

  The P-Card module does not generate notifications when there is a change in the status of the transactions (upload to Informs & approval path flow)

- Since the P-card address was changed to our personal address I have encountered issues with tax exemption because the billing address for the card does not match the tax-exempt certificate.

  Please advise the merchant that the credit card is a corporate credit card issued to the employee. The face of the credit card reads Miami Dade County. The Tax Exempt Certificate is issued to MDC which is the Corporate Accountholder.

  - I had problems with my home address also and Finance changed it back to the office address.

  This is an alternate solution that works when the department address is the SPCC building.

- Is there a job aid on how to reconcile a dispute when you receive the credit?

  Yes, the P-Card student guide FIN 213 (link below), covers how to flag transactions 'in dispute' in the p-card module of INFORMS. Refer to pages 29-34.

  https://www.miamidade.gov/technology/library/informs/guide/fin-213-reconcile-and-approve-p-card-transactions-student-guide.pdf

<u>Tips for Disputed transactions:</u>

- The 'Dispute' process in INFORMS is solely to track charges while they are in the process of being disputed with the bank or the vendor. The above guide suggests leaving transactions in 'initial' status, which will prevent the approvers from approving them while awaiting resolution. The guide also provides instructions to mark the disputed transaction as 'collected' once the claim for the dispute is complete. Marking a transaction as 'collected' only indicates the transaction is no longer in the process of being disputed and will remove it from the 'Review Disputes' page. None of the previous two actions create G/L entries, removes transactions from being reconciled or closed in INFORMS.
- If the claim of the disputed transaction is resolved in favor to the County/Cardholder, the bank or vendor will issue a credit to the credit card, which will load to INFORMS as an independent credit transaction once processed by the bank. The original charge and the credit must be reconciled and approved in the P-Card module for the transactions to acquire the closed status and for the postings to go to G/L. Reconciling both transactions will have no effect in the G/L postings (in/out charges if the same chart fields are used to record the charge and the credit); however, is necessary to remove the entries form the P-Card transactions pending reconciliation queue.
- If the claim of the disputed transaction is **not** resolved in favor to the County/Cardholder after the bank concludes the investigation, there will be no credit issued and loaded to INFORMS. However, since we have the obligation to pay the bank, the transaction must be reconciled, approved, and closed by the Departments in the p-card module. After the closing, the postings will reach G/L charging the accounting chart fields of the Department.
  In you need assistance or have questions on how to dispute transactions with Bank of America, please contact a P-Card Administrator by emailing your request to the following address or contacting any of the members of the group:
  fin-pcadmin@miamidade.gov

- For P-Card, what happens if a transaction from 9/4 statement is rejected **after** it was verified by 9/22?

  The transaction will not be included in FY23 closing and will need to be accrued. It is important that transactions that go to verified have been properly reconciled to avoid rejection by Central Finance.

- Please describe how the regular accrual process works.

  Accounts Payable will close for Fiscal Year 2023 on Friday October 6. After closing, Central Finance will provide the AP Open Payable Report which lists all invoices in INFORMS that were not approved by the deadlines. The department is responsible for reviewing the report and determining which invoices meet the criteria for accrual in fiscal year 2023 and prepare a GL Journal entry. The GL journal should have the report used for analysis as supporting documentation.

  The Captiva BI Open Items Report which lists invoices received but not in INFORMS due to exceptions with the invoice should also be reviewed to determine if any invoices listed should be accrued.

  The department will also be responsible to accrue for any goods or services received by September 30 for which invoice has not been received and prepare an accrual GL Journal entry.

  Last day to submit Accrual GL Journal entries is Thursday October 12 by 9:00pm.

  Remember to use the auto-reversal function in the GL journal entry page to reverse accruals on October 1, 2023 (fiscal period 1-2024) which will offset the expense charges posted in fiscal year 2024 when the invoices are processed and posted. The net effect to Fiscal 2024 will be zero.

- If all vendor invoices are delivered to the Finance Department, how can we accrue invoices received after the cutoff date, if they are not in INFORMS?

  For invoices received after the scanning cutoff of October 2, the departments can use the daily Captiva BI Open Items Report to determine which invoices need to be accrued. These reports are systematically generated and emailed/distributed to the department staff included in the respective department's AP IWA Group.