



INFORMS Users,

With the first few days of using INFORMS we would like to share a few reminders with you to assist in processing.

As you are working on creating the Purchase Orders and Receipts so that supplier payments can be processed within INFORMS, please keep in mind the following guidelines:

- Prioritize your purchase order entries based on the invoices received or due in April. See the attached invoices published by Central Finance.
- Always enter the ADPICS Purchase Order ID in the Purchase Order Reference Field in INFORMS. You can find the ADPICS Purchase Order ID in column O (PO No.) in the attached invoice file.
- For converted Purchase Orders, please use Purchase Order Type of CNVG, CNVS, or CNVR. For new Purchase Orders (the ones never created in ADPICS), use Purchase Order Type of GEN, SPO, or RPO.
- If you receive a budget check error, make sure the ChartField values are correct or contact your Department Budget Staff.
- Work with your Contract Administrators for the ability to update the unit of measure on the Procurement Contract. The unit of measure should refer to how items are received, such as Each, Pack, Cubic Feet, Tank, etc.
- For Receipts, if you have a packing slip, enter the number/letters in ALL CAPS. If you don't have a packing slip, enter the date received. If you only have an invoice, enter the invoice number in both the invoice number field and the packing slip fields.
- When creating receipts in INFORMS attach backup documents.
- For Security Changes please complete the Security form posted on the [INFORMS website](#).

The INFORMS Team

*For the fastest response to any issues, questions or concerns that you have relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: <http://myit.miamidade.gov>.*