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INFORMS Users,

Please find a few reminders and useful information to assist you in processing in INFORMS.

- Continue to prioritize the Purchase Order and Receipt entries in INFORMS.
- **PO Buyers** – do not forget to budget check and dispatch your purchase orders once they are approved!
- **Buyers** Security has been updated to allow the viewing of AP Invoices/Vouchers/Payment Request.
- **Approvers** – if you received a notification for a transaction that is not for you, do NOT 'Deny' the transaction in INFORMS. Please Ignore the notification; INFORMS is working with Departments to update the notification process.
- Only use "LOT" as the unit of measure when appropriate.

**Useful INFORMS Information**

- Attached is a new job aid - [How to create a Special Request Requisition](#).
- Attached is an email from Central Finance with the latest schedule of Quick Invoices needing PO/Receipt Match.
- AP Queries (Included in the AP Workcenter)
  - Invoice Search
  - Quick Inv Pending VCH Build
  - Legacy PO Crosswalk Lookup
  - Unmatched Receipt Transaction
  - Payment Request Pending Approval
  - Payment Request (Captiva) Pending Build
  - Vouchers Pending Approval
  - Interface Quick Invoice Summary
  - Interface Voucher Summary
  - Interface Voucher Detail
  - Vouchers in Error
  - All Vouchers Pending VCH Build
  - DAR Hold Payment Query
  - Incoming Captiva INV in Error
  - Unrecorded VCH-Manual Payment Method
  - Supplier on Hold with Unpaid Vouchers
  - Vouchers Stuck in a Batch Process

Thank you,  
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>*