



Alert • Alert • Alert • Alert • Alert • Alert • Alert • Alert • Alert • Alert • Ale

INFORMS Users,

Many of you may be aware of the Retainage Defect discussed in past Accounts Payable (AP) Open Forums. The Retainage Percentage is not being populated into the PO/Vouchers. In the meantime, we can share the following workaround below.

Workaround:

1. Department Action:
 - a. When reviewing the voucher in the approval path and retainage lines are missing, 'Deny' the Voucher with a comment, retainage is missing and the Percent of retainage that should be applied.
2. Central Finance (AP) Action:
 - a. Review denied voucher comments
 - b. Unmatch voucher
 - c. Add via 'Custom field' the percentage of retainage for all applicable lines
 - d. Save the voucher, for batch processing and submittal to approval path again.
3. Department Action:
 - a. Once voucher is in queue for approval again, department confirms correct retainage percent has been applied and all other details are correct, voucher is approved for posting and payment.

As a reminder, if you encounter any system issues, please report them directly to the ITD Service Desk via the self-service portal at: <http://myit.miamidade.gov> or by dialing 305.596-HELP (4357).

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>