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INFORMS Users,

Please see the latest status update.

- **Purchase Order (PO)**
 - When creating a PO, receiving must be selected as required. If the PO line is not set as required, the receipt will show as unmatched.
 - The IT PO Workflow issue has been resolved and the workflows are being reset.
- **Payment Report**
 - Do not use the Payment Report until further notice due to errors. The INFORMS Team is working on this issue.
- **Approvals**
 - Certain approvers are receiving transactions from other Departments. Do not process any action on approvals that are not pertinent to your purview. The INFORMS Team is working on this issue.
- **Trust Funds**
 - All business units with active trust funds require an approver role for the requisitions (MD_PO_DPT_FUND_SRCE_REQ_APRVR) and purchase orders (MD_PO_DPT_FUND_SRCE_APRVR).
- **Open Support Sessions**
 - Please check the INFORMS [Calendar](#) for details on all INFORMS support sessions by module/process area. All support sessions are open for anyone to attend.
- **Reminder for all INFORMS Security Requests**
 - The Department Director and \ or Designee must authorize the [security request form](#) by providing their signature.

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>