



Gram • Gram • Gram • Gram • Gram • Gram • G



INFORMS Users,

Please see the latest status update.

• **New Search Criteria Prompt**

- The **Payment Request Pending Approval** and **Voucher Pending Approval** AP queries now have a search criteria prompt for the 'Department' Chartfield.
- This is helpful as it allows approvers to filter only for transactions related to their department code, if needed.

Please note this field was not added as a column as this may duplicate the invoice entries rows for multiple distribution line Payment Request/Vouchers. See below sample.

Accounts Payable WorkCenter

**MD\_AP\_PAYREQ\_PENDING\_APPROVAL - Outstanding Payment Request**

Unit

Request ID

Invoice ID

Supplier ID

Supplier Name

DBA Name 1

DBA Name 2

Approvers

Dept. Chartfield

[View Results](#)

Row	Unit	Request ID	Invoice ID	Payment Handling	Invoice Date	Inv Rec Date	Supplier	Supplier Name	DBA 1	DBA 2	Remit Address	Remit Address 2	City	St	Postal	Entered Date	Gross Amt
-----	------	------------	------------	------------------	--------------	--------------	----------	---------------	-------	-------	---------------	-----------------	------	----	--------	--------------	-----------

Accounts Payable WorkCenter

**MD\_AP\_VCHR\_PENDING\_APPROVAL - Vouchers Pending Approval**

Unit

Supplier ID

Supplier Name

Supplier Additional Name

DBA 1

DBA 2

Approvers

Dept. Chartfield

[View Results](#)

Row	Business Unit	Voucher Type	Voucher No.	Invoice No.	Invoice Received Date	Invoice Date	Post Status	PO No.	Supplier ID	Supplier Name	Supplier Additional Name	DBA 1	DBA 2
-----	---------------	--------------	-------------	-------------	-----------------------	--------------	-------------	--------	-------------	---------------	--------------------------	-------	-------

- **New Job Aids**

- eSupplier (Vendor) Portal – Payment & Invoice Inquiries – see attached
- Asset Management (AM) - Transfer an Asset to the County Store Job Aid – see attached

Please note the Job Aids will soon be available on the [INFORMS Training webpage](#) under each respective course.

- **Updated INFORMS Security Requests Form**

- Please find the [updated INFORMS Security Requests Form](#) on the INFORMS webpage.
- 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>.*