



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

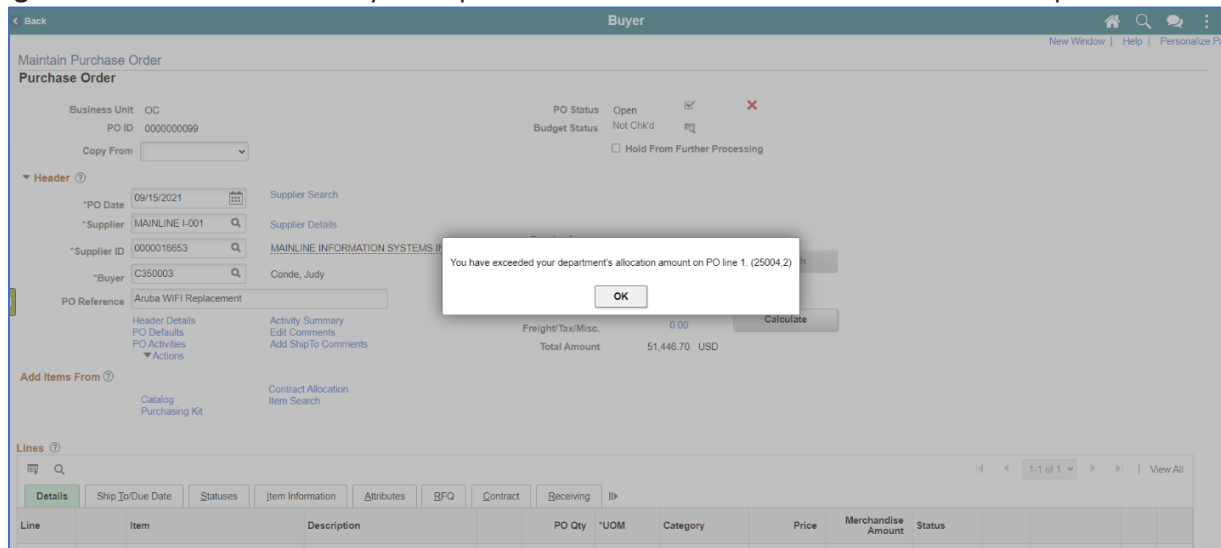


INFORMS Users,

Please see the latest status update.

- **If an error message is received when processing a Purchase Order (PO) that has no funds available, please proceed as follows -**
 - If the error message is related to budget check errors, please reach out to your departmental budget personnel.
 - If an error message is received when Dispatching a PO, please be sure to reach out to your Procurement Officer. See the sample below in Figure 1.

Figure 1 – “You have exceeded your department’s allocation amount on PO line 1” – sample error message



Note: This is not exclusive to PO line 1. The error may include additional lines.

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>.