



INFORMS Users,

Please see the latest status update.

- Capital Budget load for the 21-22 budget period

As we prepare to load Capital Budget for the 21-22 budget period, below are a few key notes and reminders:

- 1) As of Monday, 11/15/2021 the FY 21-22 Capital Programs, Projects and Activities structure have been loaded in INFORMS.
- 2) Please expect Budget for capital projects to be loaded shortly thereafter (anticipated to be completed by no later than Friday, December 3rd)
- 3) ***In the coming weeks, expect for Capital Project's to be set to a Substantially Completed ('S') status in INFORMS if they have been archived in the Capital Budgeting System (C-BAT)***
 - a. If a program and/or project has been archived in CBAT, the program and/or project will be updated to a project status of 'S' (Substantially Complete) in INFORMS.
 - b. Once a project is set to a 'S' (Substantially Complete) status, you may not open or process any purchase orders. The only transactions that will be allowed are vouchers, payroll and direct journal entries.
 - c. If your project is in a Substantially Complete status, this signifies that all monies (to include retainage) have been spent and paid on the project and Finance can proceed with their review of the project for completeness.
 - d. At this time the department should identify project transactions to capitalize that will be sent to Asset Management. FIN209 B training materials may assist in guiding you through this process.
 - e. If you find that this Capital Project should not be Substantially Completed, please reach out to your OMB Budget Analyst.
- 4) Once your project has been reviewed by Finance, your project will be placed in an 'F' status. This signifies that Finance has reviewed the project.
 - a. The only transactions that will be allowed are direct journal entries
- 5) Currently, the department can change the status of the project to either In-service ('I'). This signifies that the asset is now in service.
 - a. Only Direct Journal Entries will be allowed
- 6) Once the department is satisfied that all assets have been capitalized and transactions completed, the department may now Close the project.

Once again, we appreciate your engagement and continued support of INFORMS!

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 305.500-HELP (4357) or via the self-service portal at: <http://myit.miamidade.gov>.