

INFORMS Users

Recently, there has been an increase in department occurrences where users are smart numbering / overriding the PO numbers versus allowing the system to default the number. Users should NOT change the "NEXT" value when creating a transaction (Requisition, PO, Receipt). Instead, users should ALWAYS enable the system to default to the next available number. For example, overriding a PO number may cause issues with other procure-to-pay transactions (i.e., receipts, vouchers) and batch-processing jobs (i.e., voucher match). If needed, the following fields are available as additional reference:

Requisition Field: Requisition Name
Purchase Order Field: PO reference

Users must cancel any POs that can be canceled and work with the AP team in the event there are matching exceptions for existing POs to prevent delays. If you have any questions or concerns with active transactions, please contact the (SPD) SCM INFORMS Support Team <u>ISD-SCMIS@miamidade.gov</u> or the (FIN) AP Exception Handling Team <u>FIN-APEH@miamidade.gov</u>.

The following screenshot displays how the PO ID field should always look prior to creating a new PO.



Thank you, INFORMS Team

For the fastest response to any issues, questions, or concerns relating to INFORMS, please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at one of the following links:

- Miami Dade County MyIT
- Miami Dade Police Department MyIT
- · Outside of Miami Dade County Network