
End-User Training Guide

Course Code: FIN 201

**Course: Accounts Payables – Create and Process
Non-PO Transactions (Payment Request
and Vouchers)**

Course Overview

Course Description

This course provides a comprehensive review of the Create and Process Non-PO Transactions Accounts Payables processes.

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Accounts Payables – Create and Process non-PO Vouchers
- Module 3: Course Summary

Training Audiences

The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related system access:

- Department AP Processor
- Department Payment Requestor
- Central AP Processor
- AP Retainage Administrator

Prerequisites

Participants are required to complete the following End-User Training courses prior to starting this course:

- ERP 101 – Overview of INFORMS
- ERP 102 – INFORMS Navigation, Reporting and Online Help
- FIN 101 – Financials Fundamentals

Delivery Method

This course is intended to be delivered through Instructor-led Training.

Estimated Duration

The total duration of this course, when delivered through Instructor-led Training, is 3.5 hours.

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Module 1: Course Introduction

Topics

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes to the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations, Activities, and Exercises

Module 1: Course Introduction

Course Administration and Logistics

To get the most benefit from this course, participants should:

- Actively participate in class, and ask questions as needed
- Turn off cell phones, and refrain from the use of email and the Internet
- Take breaks as scheduled and return to the classroom promptly

Module 1: Course Introduction

Learning Objectives

At the conclusion of this course, participants will be able to:

- Enter and process the following Non-Purchase Order Accounts Payable transactions:
 - Payment Request (Formerly known as Direct Vouchers)
 - Single Payment Voucher (Formerly known as Special Services Refund)
 - Journal Voucher (Formerly known as Journal Entry in FAMIS)
- Understand the End-to-End Accounts Payable Process.
- Inquire Accounts Payable activity using different methods

Module 1: Course Introduction

Training Audience:

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

Roles and Responsibilities

- **Department AP Processor:** The Department AP Processor is responsible for entering, researching, and deleting Journal Voucher and Single Payment Voucher for special service invoices.
- **Department Payment Requestor:** The Department Payment Request Processor is responsible for entering, researching, deleting, and correcting Payment Request.
- **Central AP Processor:** The Central AP Processor is responsible for processing AP vouchers for county departments.
- **AP Retainage Administrator:** The AP Retainage Administrator has the ability to transact on the custom retainage supplier page. The AP Retainage Administrator can initiate adjustment vouchers from the supplier page.

Module 1: Course Introduction

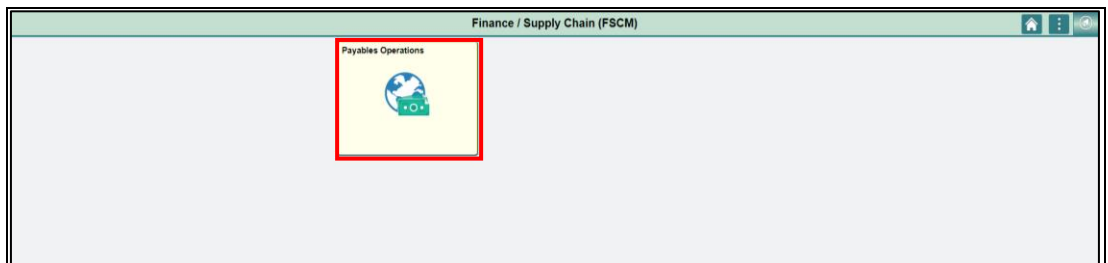
Navigation

Below are the steps to navigate to the Accounts Payable, which will be used for navigation in the rest of this course:

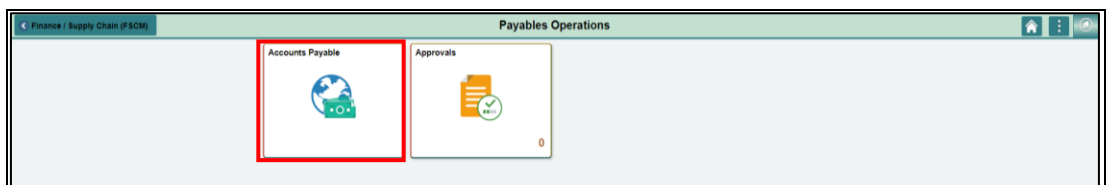
- Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



- Select **Payables Operations**.



- Select the **Accounts Payable**.



Module 1: Course Introduction

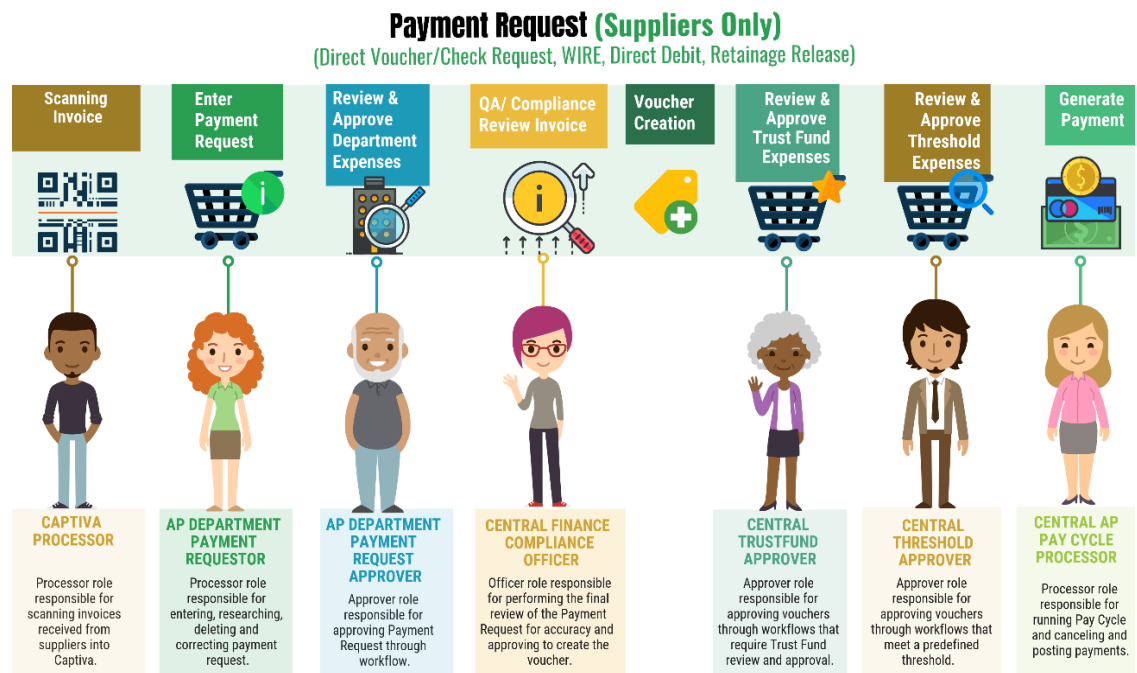
Key Changes to the Business Process

The purpose and benefits of the Accounts Payables – Create and Process Non-Purchase Order (PO) Transactions (Payment Request/Vouchers) business process include:

1. One source system – IWA/FAMIS/ADPICS will now be replaced by INFORMS.
2. Invoices will be:
 - Received centrally (Finance Shared Services) for all departments
 - Scanned invoices will be used to create a shell voucher (invoice will be attached to voucher transaction) in INFORMS
 - Reviewed and approved in INFORMS Approval Workflow Engine (AWE) as IWA will no longer be used to route invoice
 - Supporting documentation attachment requirement is as follows:
 - For Goods – Attachment is always required
 - For Services – Attachment requirement is based on AP's current policy (ex. Temporary Employees and exterminating services invoices require an attachment)
3. There are many types of Accounts Payable No-PO transactions generated.
 - Payment request (Formerly known as Direct Vouchers)
 - When a department incurs an expense through an outside vendor, that is not under contract with the County. Examples include: Utilities, municipalities, Courier services, credit cards, cable, memberships, etc.
 - Single Payment Vouchers (formerly known as Special Service Refund)
 - Journal Voucher – (formerly known as Alternate Accounting – and/or Journal Entry); thus, the Journal Voucher will be the transaction to use to reclassify voucher expense entries.
4. PayCycle
 - Processing (ACH, AP Control, Checks) and check printing will be performed in-house by the AP Central Finance.
 - Option for Payment E-mail Notification to all Suppliers (Currently Offered to ACH suppliers)
5. Supplier portal:
 - Invoice/Payment Information (VPI will be retired)
 - PO Information
 - Self-service

Module 1: Course Introduction

The End-to-End Business Process

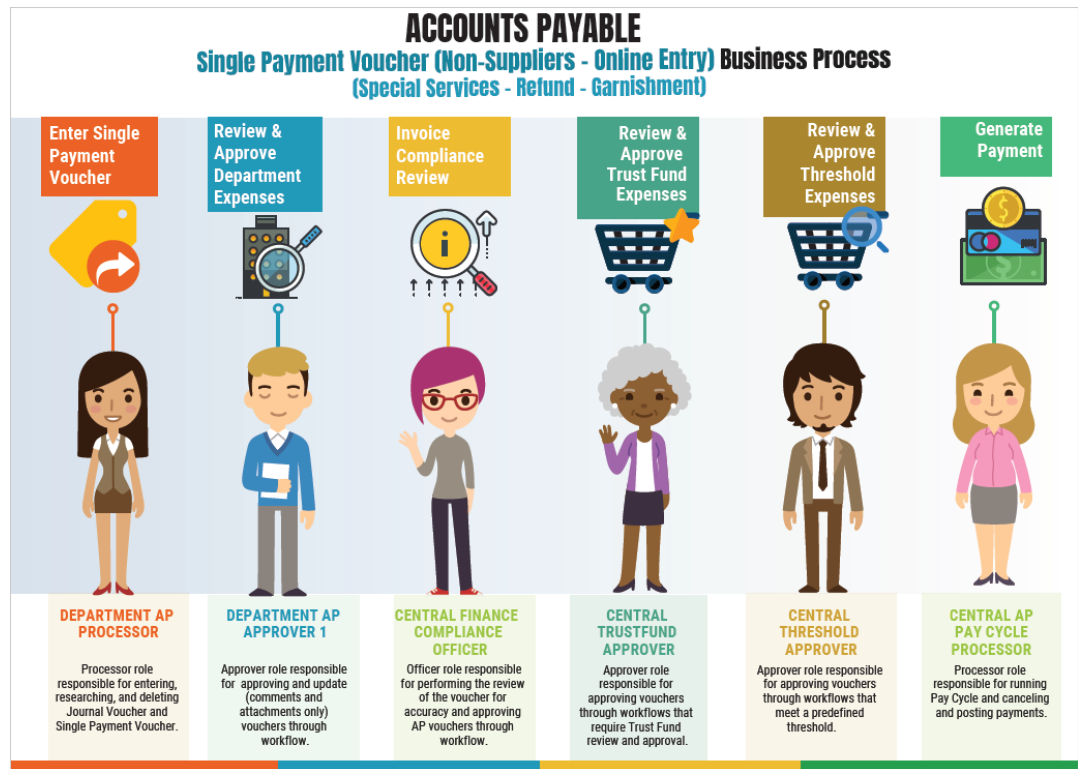


Payment Request (County Registered Suppliers Only) Business Process:

- Non-PO Transactions to individuals, employees, suppliers, and departments are entered into INFORMS as Payment Request via the invoice scan. This type of transaction is approved for voucher build and post. Posted vouchers are then processed for payment.
- Invoices will be scanned by Central Finance for Payment Request.
- The scanning process will generate the Payment Request using supplier information and relevant documents to create an Accounts Payable transaction.
- Budget Checking: Using the ChartFields, systematic budget checking will occur (voucher amounts against appropriate budget amounts).
- Transaction Approval: All Payment Request will go through an approval path resulting in generation of a voucher. If the Voucher meets additional criteria, the Trust Fund (ChartField 'TF' is identified) and/or Threshold (25K), the voucher will go through an additional approval path prior to Voucher posting.
- Create Payments: PayCycle will create payments (disbursement) for posted voucher.

Module 1: Course Introduction

The End-to-End Business Process



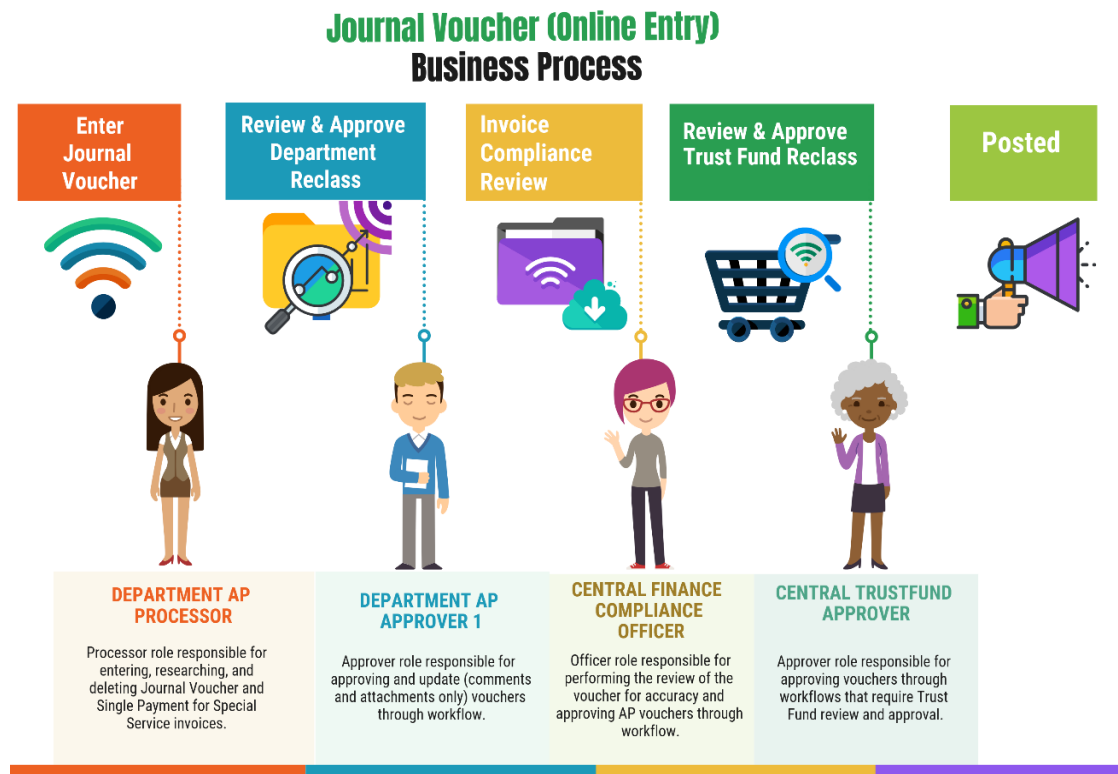
Single Payment Voucher (Non-County Registered Suppliers – Online Entry) Business Process:

- The department will generate the Single Payment Voucher using the supplier information and relevant/supporting documentation (must be attached) to create an Accounts Payable transaction.
- Budget Checking: Using the ChartFields, systematic budget checking will occur (voucher amounts against appropriate budget amounts).
- Transaction Approval: All Single Payment Vouchers at the Department and AP Compliance. If the Voucher meets additional criteria, the Trust Fund (ChartField 'TF' is identified) and/or Threshold (25K), the voucher will go through an additional approval path prior to Voucher posting
- Create Payments: PayCycle will create payments (disbursement) for posted voucher.

*Interface for this type of vouchers, for departments with high volume, is available as approved by Central Finance.

Module 1: Course Introduction

The End to End Business Process



Journal Voucher (Online Entry) Business Process

- Journal Voucher is used to reclassify expenses processed via Accounts Payable. Journal Vouchers impact the General Ledger and the original voucher's accounting entries.
 - Journal Voucher can be initiated in INFORMS without a scanned document by Central Finance
 - The user will create the Journal Voucher using referencing voucher information and relevant documents to support this transaction.
- Budget Checking: Using the ChartFields, systematic budget checking will occur (voucher amounts against appropriate budget amounts).
- Voucher Approval: All Single Payment Vouchers at the Department and AP Compliance. If the Voucher meets additional criteria, the Trust Fund (ChartField 'TF' is identified) and/or Threshold (25K), the voucher will go through an additional approval path prior to Voucher posting.
- Journal Vouchers do not create any impact to the supplier or supplier payment.

Module 1: Course Introduction

Introduction to Demonstrations Activities, and Exercises

Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities, and Training Exercises. The definitions and descriptions of each are below.

Instructor Demonstrations



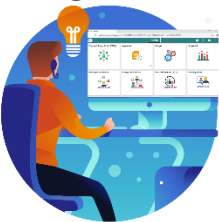
Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. Instructors will demonstrate how to perform these activities while users follow along.

Training Activities



Users will perform tasks and processes in the INFORMS training environment by using the Training Activity and Data Sheet provided, and by using this training guide as a reference.

Training Exercises



The Instructor will ask questions related to the lecture content and training activities, which are used to check users' knowledge and understanding of course content.

Module 1: Course Introduction

Module 1: Course Introduction Summary

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes to the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations, Activities, and Exercises

The following key concepts are covered in this module:

- The goal of an effective voucher process is to pay in a timely manner and to accurately show a document representing the payment to an external entity.
- Introduction to the new AP non-po transaction process
- Identify the payee and the amount to be disbursed
- Allocate the expense to the proper accounting ChartField string
- Document the authorization and due diligence process to ensure appropriate use of department funds

Module 2: Accounts Payables – Create and Process Non-PO Vouchers

Lessons

This module includes the following lessons:

- Payment Requests
- Single Payment Vouchers
- Journal Vouchers
- Accounts Payable Inquiry

Lesson 1: Payment Requests

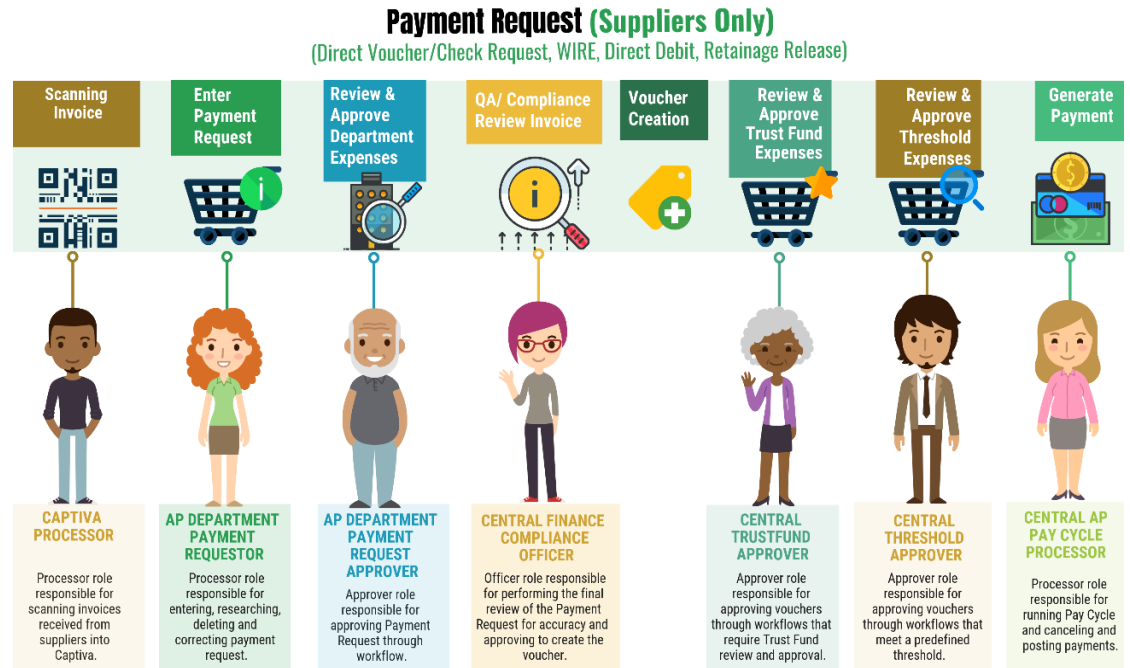
Lesson 1: Overview

At the conclusion of this lesson, users will be able to:

- Describe the Payment Request Process
- Describe when to use the Payment Request Process
- Process a Payment Request
- Understand the scanning solution of the process Captiva/Documentum

Lesson 1: Payment Requests

Lesson 1: Introduction



The Miami-Dade County Payment Request process begins with the County established scanning and document repository solution (Captiva/Documentum). The County has centralized receipt of invoices to be processed by the Finance Department, Accounts Payable. The Captiva solution is used to scan the invoices using Optical Character Recognition (OCR), and extracts specific invoice fields such as: Invoice number, Invoice date, Supplier, Business Unit, Gross Amount, PO, Invoice received date, Packing slip (when available), and essentially creates through a Documentum integration a shell of a Payment Request in INFORMS.

The County will use the Approval Workflow Engine (AWE) built into INFORMS, to process non-PO and PO invoices for approval.

Once the Invoice has been received in INFORMS, the Department Payment Requestor will be able to see all invoices ready for payment to their specific Business Unit. They will select the invoice, which will be pre-populated, and once they enter the line details and ChartField Information, they will be able to submit the payment request for approval.

Lesson 1: Payment Requests

Lesson 1: Introduction

The Payment Request page will walk users through entering basic invoice, supplier, and accounting information as well as submitting the payment request for approval. From there, the Department and Central Finance Approvers will see the payment request in the Payment Request Center. The Approvers will go through the same screens, verifying and correcting the information before approving the payment request for voucher build.

After voucher build, the standard voucher processing occurs. This includes budget check, approval (if the voucher meets the criteria), voucher posting, and payment generation and posting.

- Payment Request Transactions to individuals, employees, suppliers, and departments are entered into INFORMS as vouchers via the invoice scan. This type of transaction is approved for voucher build and post. Posted vouchers are then processed for payment.
- Payment Request Transactions will be the method used to Release Retainage.

Lesson 1: Payment Requests

Key Terms

The following key terms are used in this Lesson:



Term	Definition
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
Chart of Accounts	A collection of one or more types of codes used to classify financial and budgetary transactions
ChartField Editing	A process required in INFORMS which edits the ChartField combination rules set up for each department. This process is automatically done when saving a voucher.
Combination Editing	A process required in INFORMS which edits the ChartField combination rules set up for each department. This process is automatically done when saving a voucher.
Invoice lines	Additional information about items included in the invoice. Invoice lines generally contain item, description, quantity, unity of measure, unit price, and total price information on each line.
Payment Request ID	A system generated number that identifies the payment request
Supplier	Any entity (person or company) with which Miami-Dade County does business with.
Supplier Location	Location setup for different supplier addresses such as remit to, ordering, invoicing to, ship to, and payment method.
Retainage	Retainage is a percent of gross invoice amount withheld by the County from a supplier invoice payment, based on the contract.

Lesson 1: Payment Requests

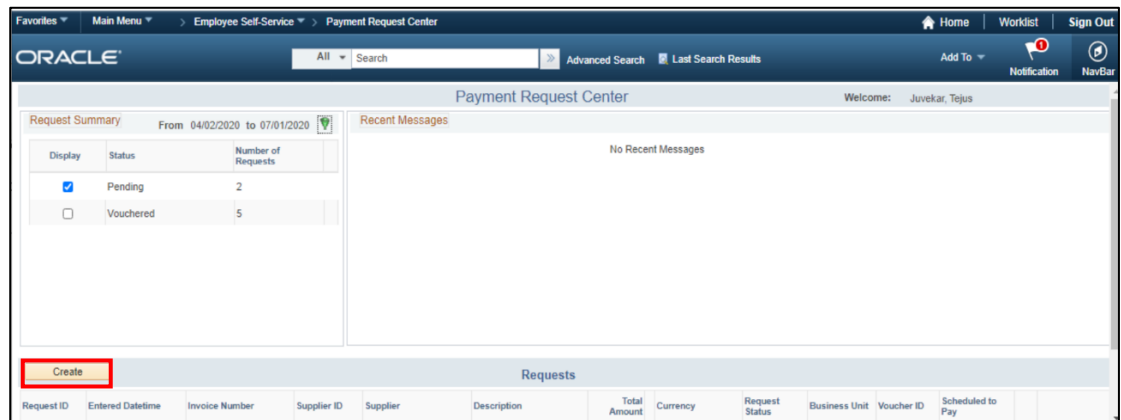
Lecture 1: Payment Requests to include Retainage Release

The INFORMS **Payment Request Center** main page includes an overall summary of the user's payment requests and the status of those requests. This is a hub for all information related to payment requests.

The **Payment Request Center** is a centralized page where users can view and filter their payment requests; add, edit, and cancel payment requests; as well as answer payment inquiries.

Navigation to **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Payments > Pay Request Center**

The **Payment Request Center** page is shown below:

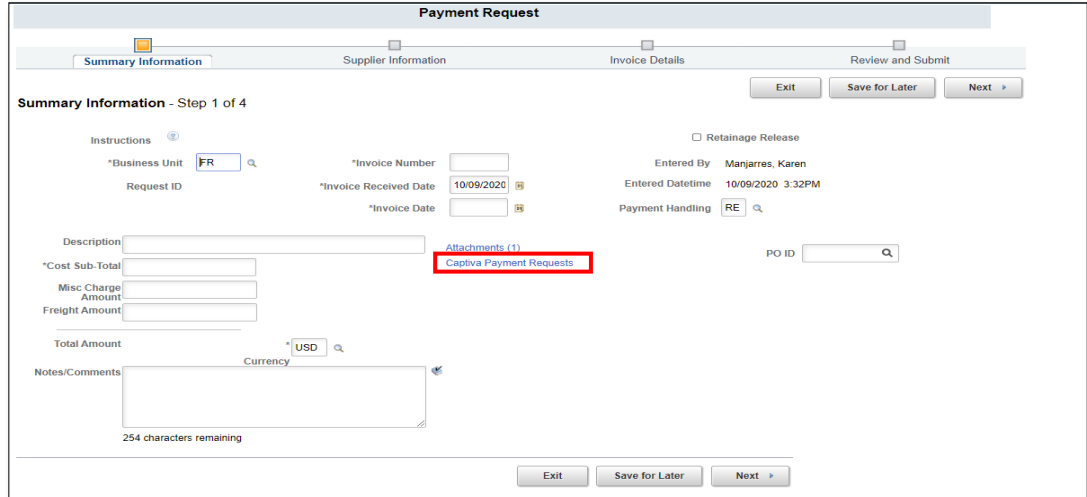


The screenshot displays the Oracle Payment Request Center interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Employee Self-Service', and 'Payment Request Center'. The main content area is titled 'Payment Request Center' and shows a 'Request Summary' table with columns for 'Display', 'Status', and 'Number of Requests'. The table lists 'Pending' (2) and 'Vouchered' (5) requests. A 'Recent Messages' section shows 'No Recent Messages'. At the bottom, there is a 'Create' button highlighted with a red box, and a 'Requests' table with columns for Request ID, Entered Datetime, Invoice Number, Supplier ID, Supplier, Description, Total Amount, Currency, Request Status, Business Unit, Voucher ID, and Scheduled to Pay.

1. Select the **Create** button to generate a Payment Request.

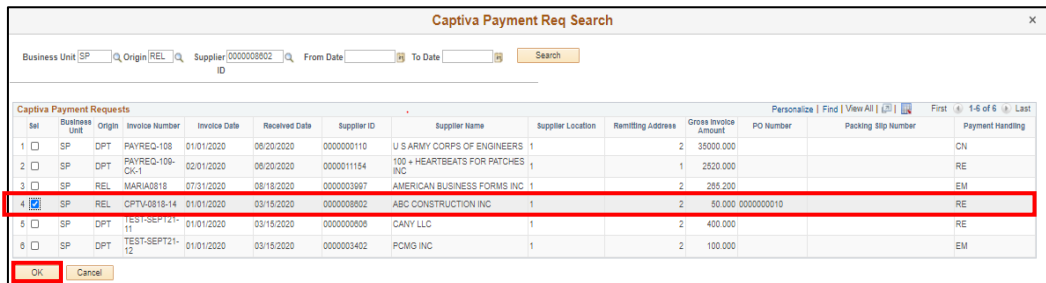
Lesson 1: Payment Requests

Lecture 1: Payment Requests to include Retainage Release



The screenshot shows the 'Payment Request' form with the 'Summary Information' tab selected. The form is titled 'Summary Information - Step 1 of 4'. It includes fields for Business Unit (FR), Invoice Number, Invoice Received Date (10/09/2020), Invoice Date, Entered By (Manjarres, Karen), Entered Datetime (10/09/2020 3:32PM), Payment Handling (RE), and PO ID. There are also fields for Description, *Cost Sub-Total, Misc Charge Amount, Freight Amount, Total Amount, and Currency (USD). A red box highlights the 'Attachments (1)' section, which contains the link 'Captive Payment Requests'. At the bottom, there are buttons for 'Exit', 'Save for Later', and 'Next'.

2. Select the **Captive Payment Requests** hyperlink to view all invoices ready for payment for the specific business unit.



The screenshot shows the 'Captive Payment Req Search' window. It has search filters for Business Unit (SP), Origin (REL), Supplier (0000008802), From Date, and To Date. Below the filters is a table of payment requests. A red box highlights the fourth row of the table, which is selected. At the bottom, there are 'OK' and 'Cancel' buttons.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	<input type="checkbox"/>	SP	DPT	PAYREQ-108	01/01/2020	06/20/2020	0000000110	U S ARMY CORPS OF ENGINEERS	1			2	35000.000						CN
2	<input type="checkbox"/>	SP	DPT	PAYREQ-109-OK-1	02/01/2020	06/20/2020	0000011154	100 + HEARTBEATS FOR PATCHES INC	1			1	2520.000						RE
3	<input type="checkbox"/>	SP	REL	MARIA0818	07/31/2020	08/18/2020	0000003997	AMERICAN BUSINESS FORMS INC	1			2	285.200						EM
4	<input checked="" type="checkbox"/>	SP	REL	CPTV0818-14	01/01/2020	03/15/2020	0000008802	ABC CONSTRUCTION INC	1			2	50.000	0000000010					RE
5	<input type="checkbox"/>	SP	DPT	TEST-SEPT21-11	01/01/2020	03/15/2020	0000000608	CANY LLC	1			2	400.000						RE
6	<input type="checkbox"/>	SP	DPT	TEST-SEPT21-12	01/01/2020	03/15/2020	0000003402	PCMG INC	1			2	100.000						EM

3. Select the invoice to pay and select **OK**.

Lesson 1: Payment Requests

Lecture 1: Payment Requests to include Retainage Release

The Payment Request process occurs through a “train stop” comprising of four pages, from creating a request to submitting it. The four pages are:

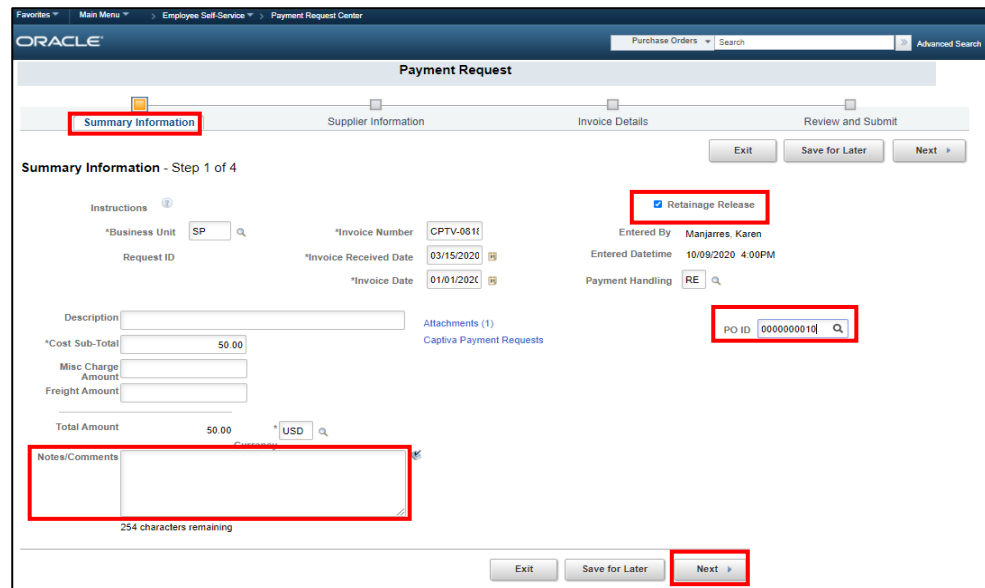
- Summary Information
- Supplier Information
- Invoice Details
- Review and Submit

NOTE: Specific invoice fields such as: Invoice number, Invoice date, Supplier, Business Unit, Gross Amount, and Invoice received date, packing slip (when present) are uploaded from the Captiva/Documentum scanning process. Payment Handling Code for Retainage Release will be populated and must be (REA) or (REN).

The **Summary Information** train stop for Creating a Payment Request contains invoice information. The invoice information on this page will be auto populated from the scanned invoice by Captiva and Documentum.

Retainage is a percent of gross invoice amount withheld by the County from a supplier invoice payment, based on the contract.

The **Retainage Release** checkbox is selected with the associated **PO ID** when the payment request is serving the purpose of a Retainage Release. The **Retainage Release** checkbox can be modified as needed.



The screenshot displays the Oracle Payment Request Center interface. At the top, the breadcrumb trail shows: Favorites > Main Menu > Employee Self-Service > Payment Request Center. The page title is "Payment Request". Below the title, there are four tabs: Summary Information (highlighted with a red box), Supplier Information, Invoice Details, and Review and Submit. The Summary Information tab is active, showing "Summary Information - Step 1 of 4". The page contains several input fields and buttons. The "Retainage Release" checkbox is checked and highlighted with a red box. The "PO ID" field contains the value "0000000010" and is also highlighted with a red box. The "Next" button at the bottom right is highlighted with a red box. The "Notes/Comments" section is highlighted with a red box, showing a text area with "254 characters remaining".

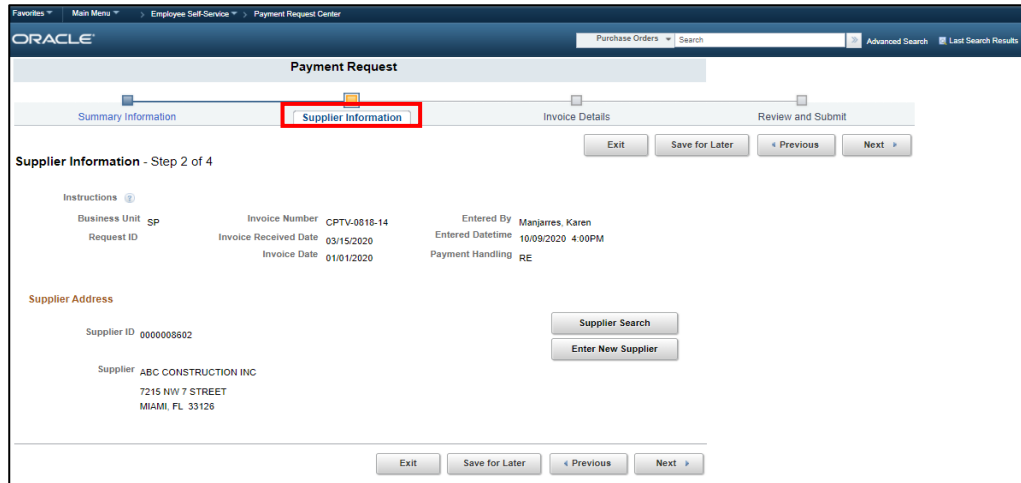
NOTE: Place notations in the Notes/Comments section. These comments will transfer to the comment/link area of the voucher.

4. Select **Next** to review the **Supplier Information** page.

Lesson 1: Payment Requests

Lecture 1: Payment Requests to include Retainage Release

The **Supplier Information** train stop also contains information populated from the scanned invoice by Captiva and Documentum.



The screenshot shows the Oracle Payment Request Center interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Employee Self-Service', and 'Payment Request Center'. A search bar is present with 'Purchase Orders' and a search button. The main content area is titled 'Payment Request' and has four tabs: 'Summary Information', 'Supplier Information' (highlighted with a red box), 'Invoice Details', and 'Review and Submit'. Below the tabs, the 'Supplier Information - Step 2 of 4' section is displayed. It includes a table of information:

Instructions			
Business Unit	sp	Invoice Number	CPTV-0818-14
Request ID		Invoice Received Date	03/15/2020
		Invoice Date	01/01/2020
Entered By	Manjares, Karen	Entered Datetime	10/09/2020 4:00PM
		Payment Handling	RE

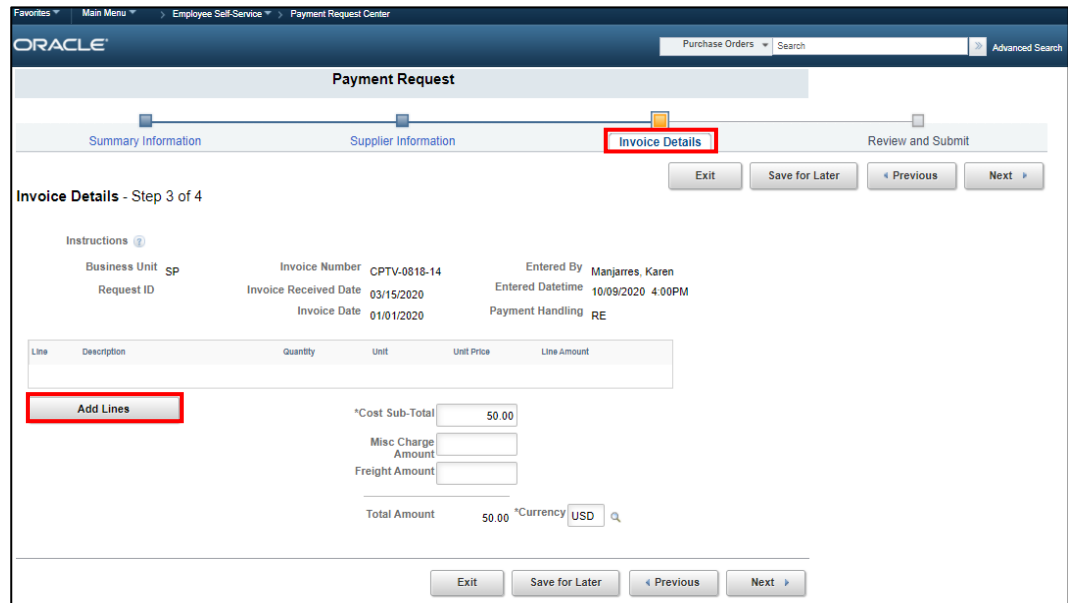
Below the table, the 'Supplier Address' section shows the Supplier ID '0000008602' and the Supplier 'ABC CONSTRUCTION INC' with address '7215 NW 7 STREET, MIAMI, FL 33126'. To the right of this information are buttons for 'Supplier Search' and 'Enter New Supplier'. At the bottom of the page are navigation buttons: 'Exit', 'Save for Later', 'Previous', and 'Next'.

5. Select **Next** to review the **Invoice Details** page.

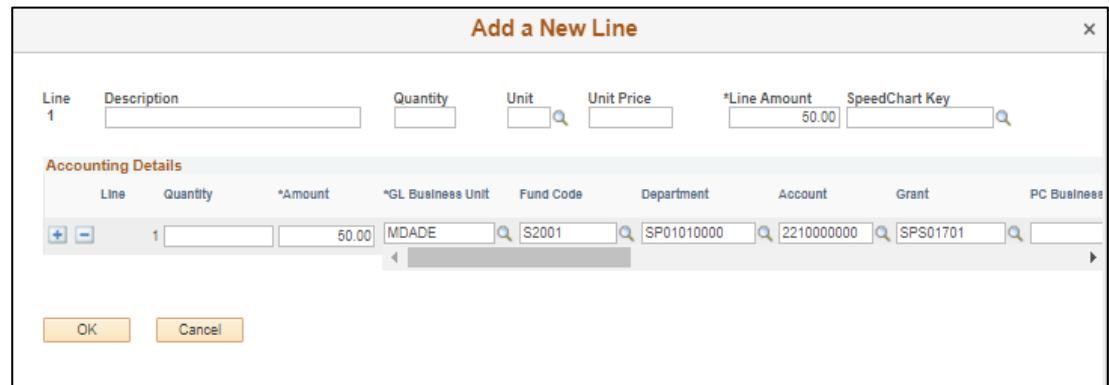
Lesson 1: Payment Requests

Lecture 1: Payment Requests to include Retainage Release

The **Invoice Details** train stop for Creating a Payment Request contains additional required invoice information. Here is where the user must enter the detail lines. The Department Payment Requestor will add specific ChartField information by adding lines within the **Add A New Line** page.



6. Select **Add Lines** tab to enter specific fields for the line item in the **Add a New Line** page.



NOTE: Make sure detail lines add up to the total invoice amount.

NOTE: For Retainage release payment requests, the ChartField string entered must match that of the voucher associated with the Release. It is important that users enter the correct line detail.

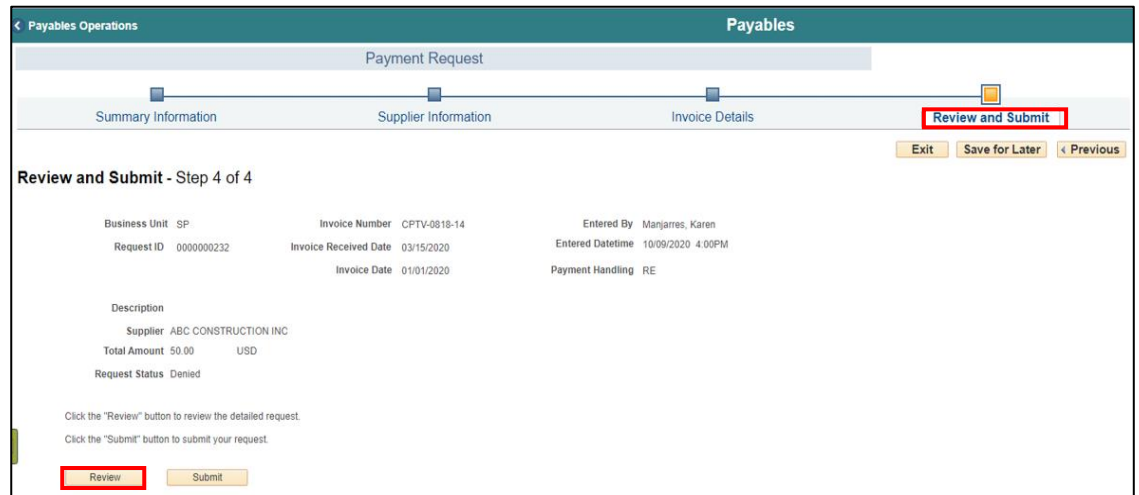
7. Select **Next** to review the **Review and Submit Information** page.

Lesson 1: Payment Requests

Lecture 1: Payment Requests to include Retainage Release

The **Review and Submit** train stop for Creating a Payment Request is used for final review of the details and submit the Payment Request. This Submittal will initial the Approval path of this transaction.

8. On the **Review and Submit** train stop, select the **Review** button.



The screenshot shows the 'Payables Operations' interface with the 'Payment Request' workflow. The 'Review and Submit' step is highlighted in the top navigation bar. Below the navigation bar, the 'Review and Submit - Step 4 of 4' section displays transaction details:

Business Unit	SP	Invoice Number	CPTV-0818-14	Entered By	Manjares, Karen
Request ID	0000000232	Invoice Received Date	03/15/2020	Entered Datetime	10/09/2020 4:00PM
		Invoice Date	01/01/2020	Payment Handling	RE

Additional details shown:

- Description: Supplier ABC CONSTRUCTION INC
- Total Amount: 50.00 USD
- Request Status: Denied

Instructions at the bottom:

- Click the "Review" button to review the detailed request.
- Click the "Submit" button to submit your request.

Buttons at the bottom: **Review** (highlighted with a red box) and **Submit**.

Lesson 1: Payment Requests

Lecture 1: Payment Requests to include Retainage Release

The **Review Page** will be displayed to show a condensed version of all the previous pages and the information that was populated and entered for the users to summarize before selecting submit.

Review Page

Summary Information

Request ID		Request Status New
Entered By	Manjarres, Karen	
Entered Datetime	10/09/2020 4:00PM	Attachments (1)
Business Unit	SP	
Invoice Number	CPTV-0818-14	
Invoice Received Date	03/15/2020	
Description		
Total Amount	50.00	USD
Notes/Comments		

Supplier Information

Supplier ID	0000008802
Supplier	ABC CONSTRUCTION INC 7215 NW 7 STREET MIAMI, FL 33126

Invoice Details

Line	Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key
1					50.00	

Accounting Details

Line	Quantity	Amount	GL Business Unit	Fund Code	Department	Account	Grant	PC Busine
1		50.00	MDADE	S2001	SP01010000	2210000000	SPS01701	

Cost Sub-Total 50.00

Misc Charge Amount

Freight Amount

Total Amount 50.00 USD

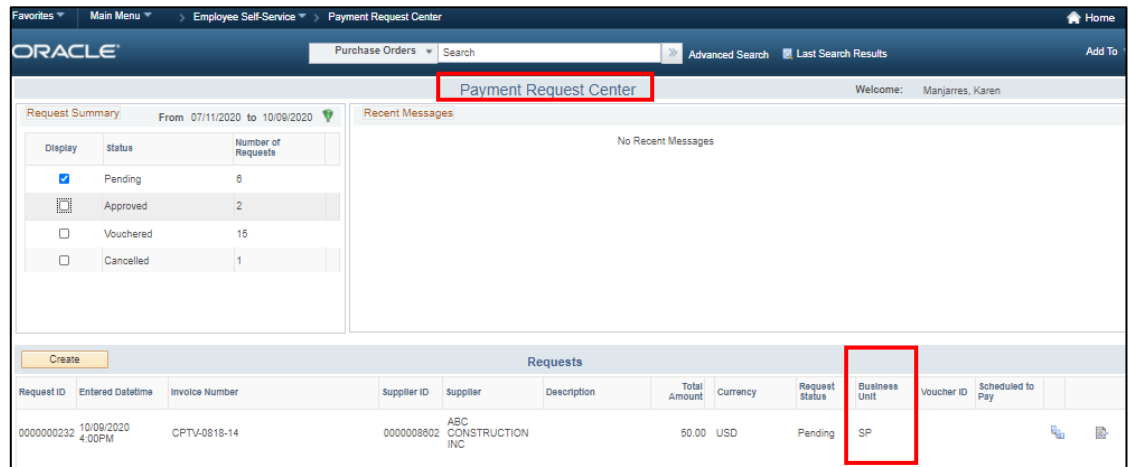
Return

9. Select the **Return** button to return to the **Review and Submit** page and select the **Submit** button.

Lesson 1: Payment Requests

Lecture 1: Payment Requests to include Retainage Release

Once the **Submit** button is selected, the **Payment Request Center** page is once again loaded, the user will note that the Request has been generated and is in Pending status.



Payment Request Center

Welcome: Manjares, Karen

Request Summary From 07/11/2020 to 10/09/2020

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	Pending	6
<input type="checkbox"/>	Approved	2
<input type="checkbox"/>	Vouchered	15
<input type="checkbox"/>	Cancelled	1

Recent Messages

No Recent Messages

Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
0000000232	10/09/2020 4:00PM	CPTV-0818-14	0000008802	ABC CONSTRUCTION INC		50.00	USD	Pending	SP		

The payment is now pending approval from the Department Payment Request Approver and Central Finance Compliance Office. They must review and submit it for further approval before the payment request can become a voucher for payment issuance.

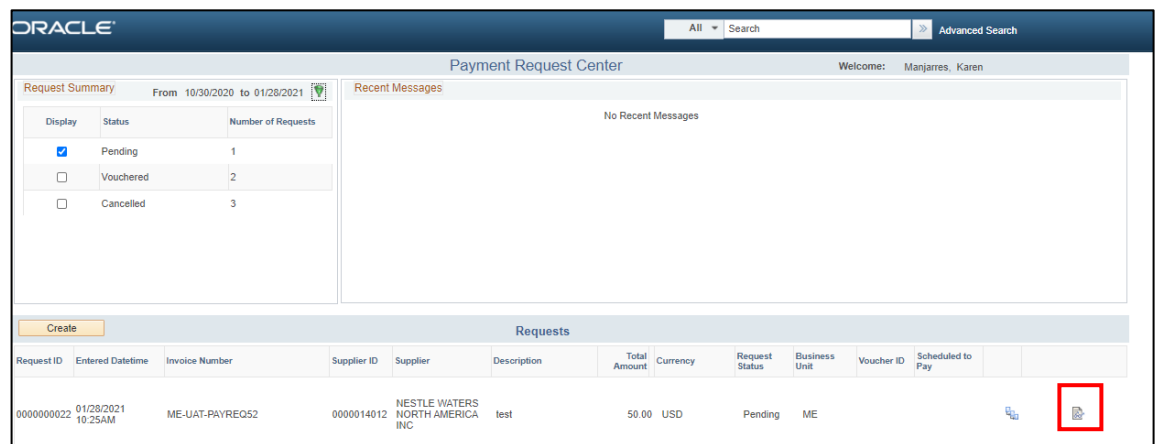
Lesson 1: Payment Requests

Lecture 2: Ad Hoc Process

The Ad Hoc process is designed to add additional levels of approval for receipt/payment acknowledgement via the Ad-Hoc Approver. Adding additional approvers may extend the invoice approval process as well as the processing time, causing possible payment delay. The invoice will move forward and does not return to the user that added the Ad Hoc approver(s) to the invoice approval path (workflow). Thus, this Ad Hoc process should be used only when the user has completed their full review and approve the invoice to move forward for payment approval. Be advised that this process should only be used when needed.

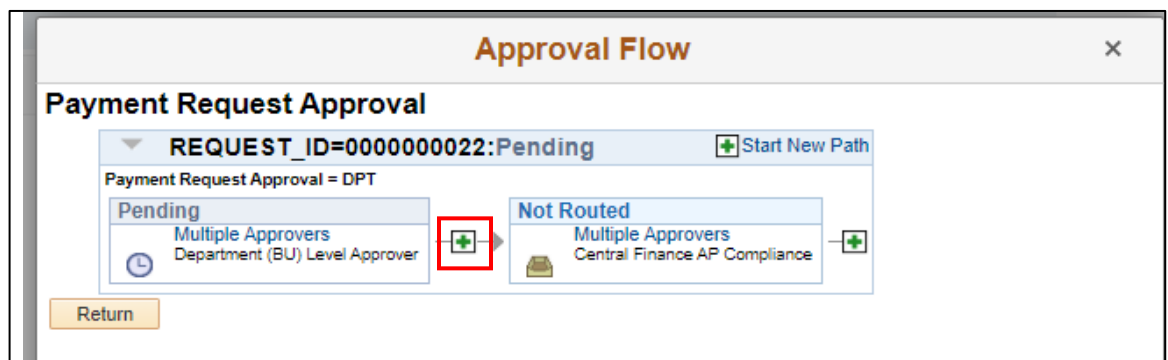
Navigation to **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Payments > Pay Request Center**

1. Select the View Approval Workflow icon.



Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
0000000022	01/28/2021 10:25AM	ME-UAT-PAYREQ52	0000014012	NESTLE WATERS NORTH AMERICA INC	test	50.00	USD	Pending	ME		

2. On the Approval Workflow page select the + sign to add an Ad-Hoc Approver.



Approval Flow

Payment Request Approval

REQUEST_ID=0000000022:Pending [Start New Path]

Payment Request Approval = DPT

```

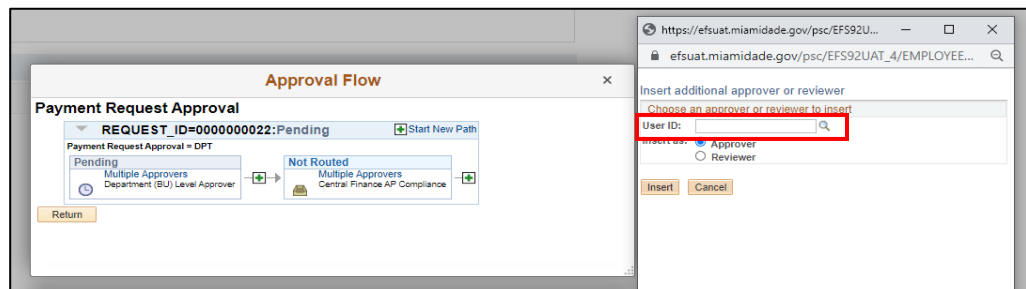
graph LR
    A["Pending  
Multiple Approvers  
Department (BU) Level Approver"] -- "+" --> B["Not Routed  
Multiple Approvers  
Central Finance AP Compliance"]
  
```

Return

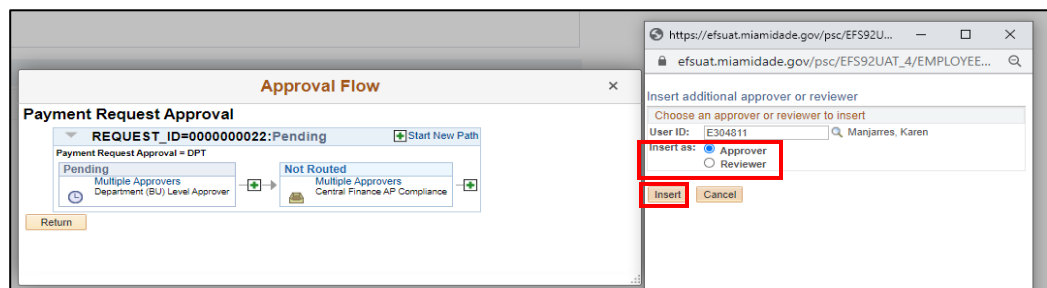
Lesson 1: Payment Requests

Lecture 2: Ad Hoc Process

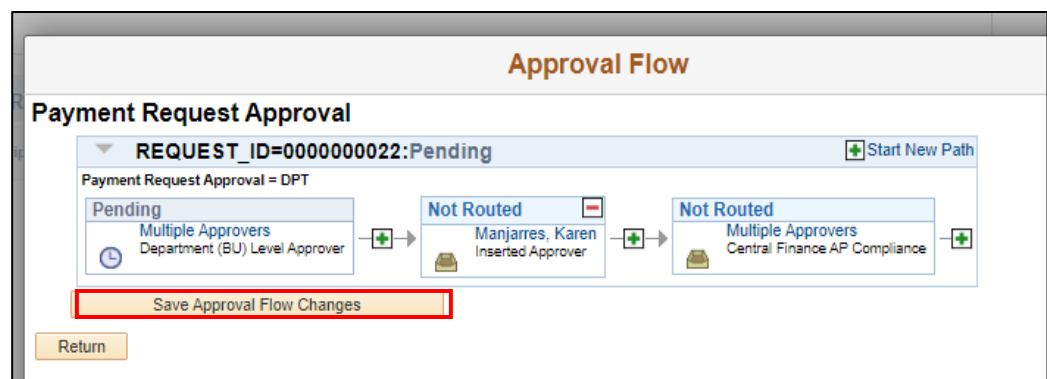
- On the pop up window, enter the **User ID or Name** of the Ad-Hoc Approver or Reviewer you wish to add.



- Select the **Approver or Reviewer** role for this user and select **Insert**.



- The Approval Workflow is updated to include the newly added Ad-Hoc Approver, select **Save Approval Flow Changes**.



Lesson 1: Payment Requests

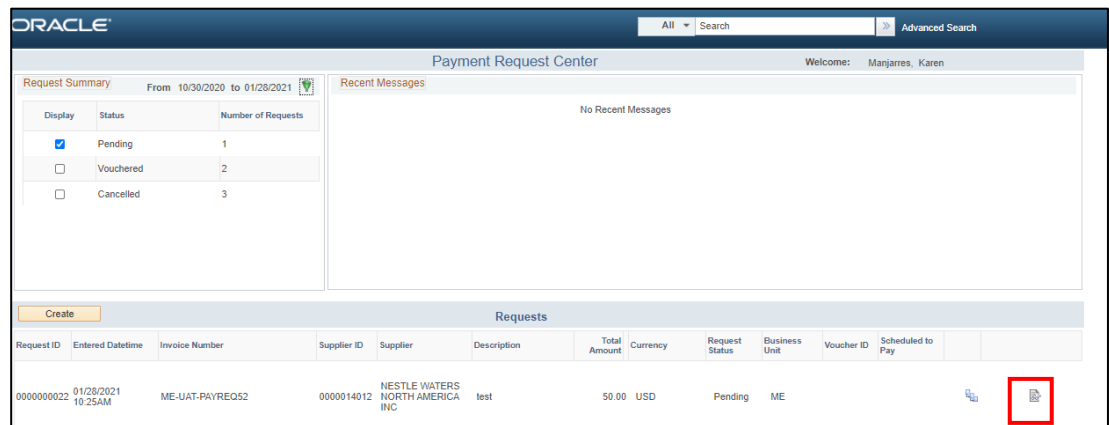
Lecture 2: Ad Hoc Process

Starting a New Path

The Ad Hoc process is designed to add additional levels of approval for receipt/payment acknowledgement via Start a New Path. This process will extend the invoice approval process and may extend the processing time, causing possible payment delay. Adding an Ad Hoc Approver(s), via Start New Path, to the invoice approval path (workflow) will create a new additional approval path for the invoice forward. Users who create this new path may or may not wait for this new added path to be complete prior to approving the transaction. This process should only be used when needed. This action does not affect and/or change the approval path that is already defined for the type of transaction.

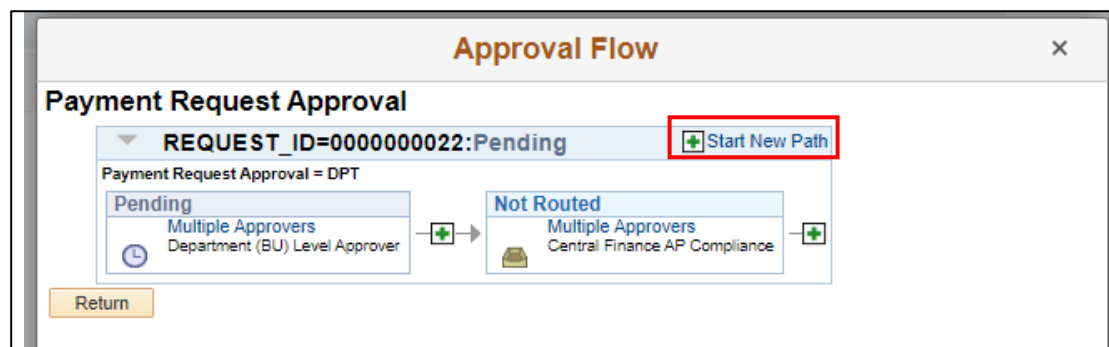
Navigation to **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Payments > Pay Request Center**

1. Click on **View Approval Workflow** icon



Request ID	Entered Date/Time	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay
0000000022	01/28/2021 10:25AM	ME-UAT-PAYREQ52	0000014012	NESTLE WATERS NORTH AMERICA INC	test	50.00	USD	Pending	ME		

2. On the **Approval Workflow** page, select the **+ Start a New Path**.



Approval Flow

Payment Request Approval

REQUEST_ID=0000000022:Pending **+ Start New Path**

Payment Request Approval = DPT

```

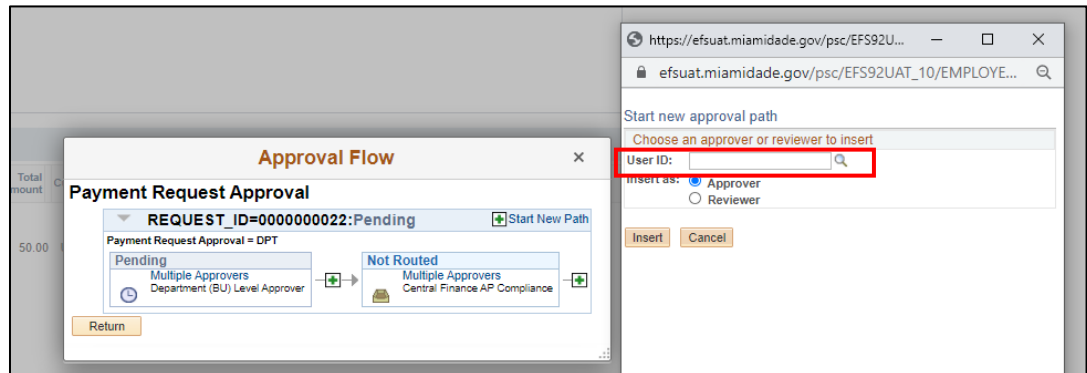
graph LR
    A["Pending  
Multiple Approvers  
Department (BU) Level Approver"] --> B["Not Routed  
Multiple Approvers  
Central Finance AP Compliance"]
  
```

Return

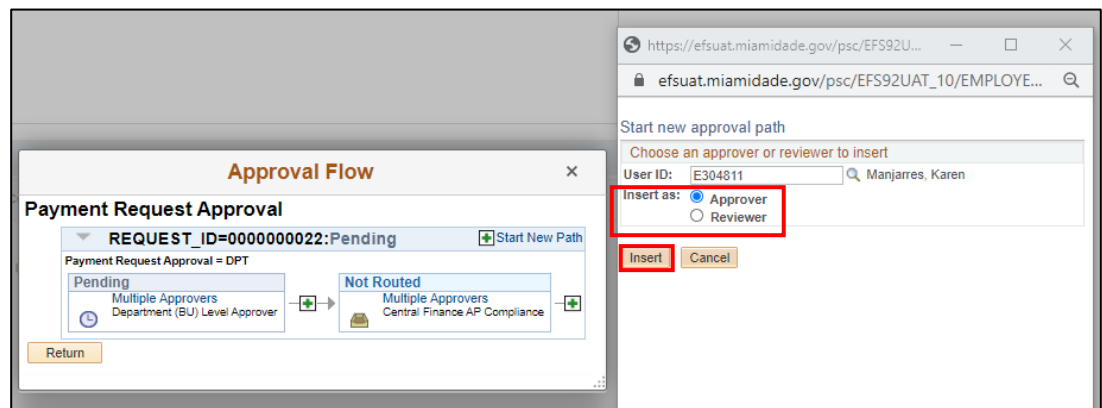
Lesson 1: Payment Requests

Lecture 2: Ad Hoc Process

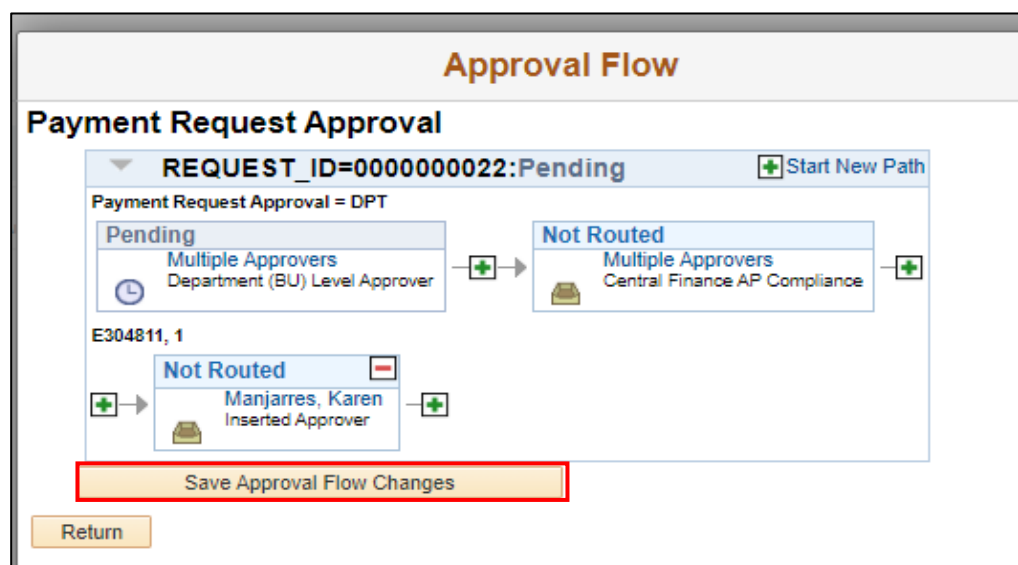
3. In the **User ID** field enter the **User ID or Name of the Approver** within the **Start New Approval Path** pop up window.



4. Select the **Approver or Reviewer** role for this user and then select **Insert**.



5. The Approval Workflow is now updated to include the New Path, select **Save Approval Flow Changes**.



Lesson 1: Training Exercise

Debrief



1. Why would a user go through the Payment Request Approval process as opposed to a regular voucher process?

2. What is the name of the page where users can access all the relevant pages for direct payment requests?

3. True or False: A Payment Request can be used to process Direct Vouchers, Check Requests, WIRES, Direct Debits, and Retainage Releases.

4. True or False: A Payment Request can be used to pay a County non-registered supplier.

Lesson 1: Training Exercise

Debrief



1. Yes or No: Can a user with the Retainage Inquiry role initiate a retainage adjustment?

2. Yes or No: Does Retainage apply only to Construction Contract Vouchers?

Lesson 1: Lesson Summary

Lesson Summary



Having completed the Payment Requests lesson, users should be able to:

- Describe why users would go through the Payment Request Approval Process.
- Describe the Payment Request Approval Process elements.

In Summary:

Payment Request (County Registered Suppliers Only) are transactions to individuals, employees, suppliers, and departments entered into INFORMS as vouchers via the invoice scan. This type of transaction is approved for voucher build and post. Posted vouchers are then processed for payment.

- Invoices will be scanned by Central Finance for Payment Request.
- The scanning process will generate the Payment Request using supplier information and relevant documents to create an Accounts Payable transaction.
- Budget Checking: Using the ChartFields, systematic budget checking will occur (voucher amounts against appropriate budget amounts).
- Transaction Approval: All Payment Request will go through an approval path resulting in generation of a voucher. If the Voucher meets additional criteria, the voucher will go through an additional approval path prior to Voucher posting.
- Create Payments: PayCycle will create payments (disbursement) for posted voucher.

Lesson 2: Single Payment Vouchers

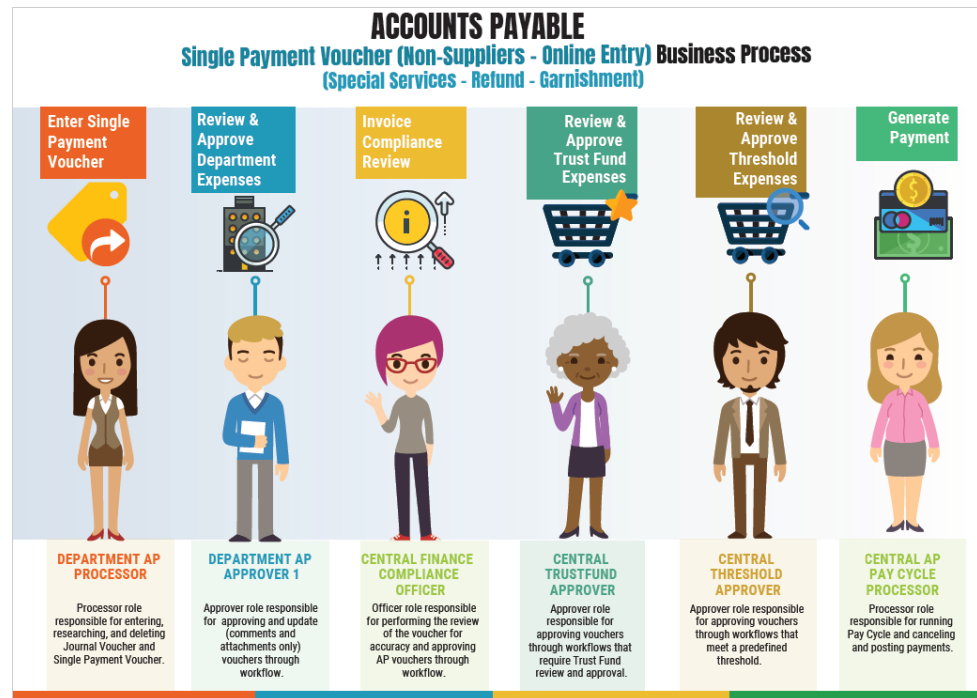
Lesson 2: Overview

At the conclusion of this lesson, users will be able to:

- Describe the Single Payment Voucher Process
- Describe when to use the Single Payment Voucher Process.
- Process a Single Payment Voucher
- Understand the scanning solution of the process Captiva/Documentum
- Disbursement type for Single Payment Vouchers is Only Checks

Lesson 2: Single Payment Vouchers

Lesson 2 Introduction



Single Payment Voucher (Non-County Registered Suppliers – Online Entry) Business Process:

- The department will generate the Single Payment Voucher using the supplier information and relevant/supporting documentation (must be attached) to create an Accounts Payable transaction.
- Budget Checking: Using the ChartFields, systematic budget checking will occur (voucher amounts against appropriate budget amounts).
- Voucher Approval: All Single Payment Vouchers will go through an approval path resulting in posting of the voucher. Approval path includes:
 - Department
 - Central Finance Compliance
 - Trust Fund (ChartField Fund 'TF')
 - Threshold (currently 25K)
 - Create Payments: PayCycle will create payments (disbursement) for posted voucher.

*Interface for this type of vouchers, for departments with high volume, is available as approved by Central Finance.

Lesson 2: Single Payment Vouchers

Key Terms

The following key terms are used in this Lesson:



Term	Definition
Voucher - Single Payment Supplier	Create a voucher for a payment to a one-time supplier, such as a rebate or refund recipient, without having to create and store the supplier in the system.
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
Chart of Accounts	A collection of one or more types of codes used to classify financial and budgetary transactions
ChartField Editing	A process required in INFORMS which edits the ChartField combination rules set up for each department. This process is automatically done when saving a voucher.
Combination Editing	Combination edits prevent errors in the combination of ChartFields values in INFORMS. They validate the accounting string prior to processing and return errors for invalid combinations.
Supplier	Any person or company with which the Miami Dade County does business.
Voucher	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.

Lesson 2: Single Payment Vouchers

Lesson 2: Single Payment Vouchers

This lesson will review Single Payment Vouchers

- Complete the single payment voucher and submit for approval.
- Enter supplier information for a single payment voucher.
- Enter ChartFields to record the expense.

Lesson 2: Single Payment Vouchers

Lesson 2: Single Payment Vouchers

Single payment supplier vouchers have some restrictions:

- No prepayment.
- No receivables/payables netting.
- No copying from a source.
- No withholding.
- No matching.
- No document tolerance checking.
- Only one payment schedule per voucher.
- Amount must be positive.
- No late charge calculation
- No discount evaluation is supported.
- A scan must always initiate this transaction.
- Checks are the only payment method available.

Lesson 2: Single Payment Vouchers

Lesson 2: Single Payment Vouchers

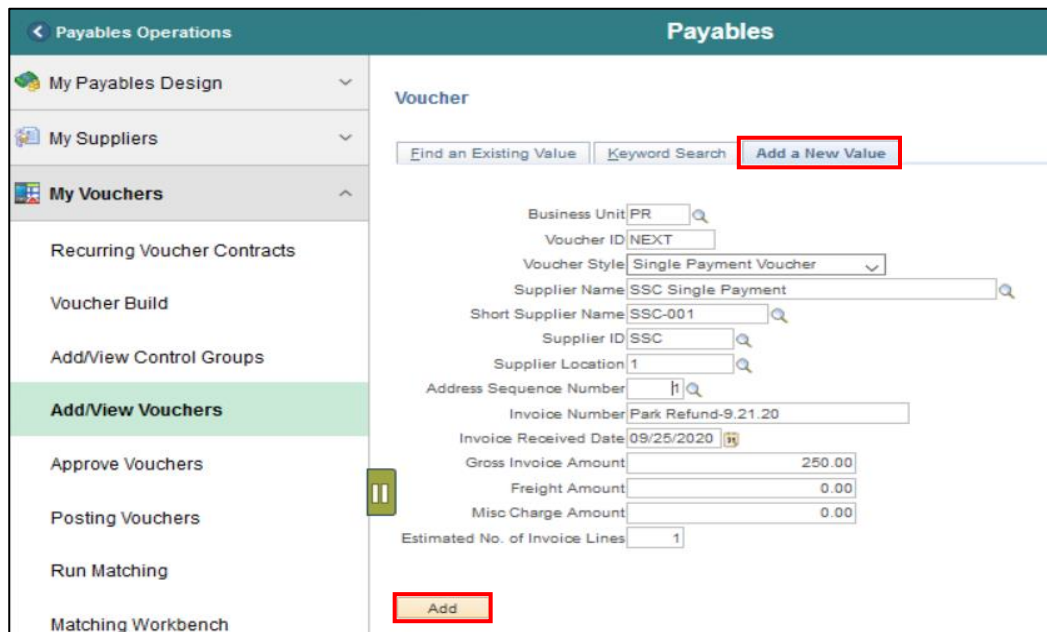
The Payment Requestor will use the following Voucher -Single Payment Supplier page (VCHR_VNDR_INFO) to create a voucher for a payment to a one-time supplier, such as a rebate or refund recipient, without having to create and store the supplier in the system.

Navigation to **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Vouchers > Add/View Vouchers**

1. To add a new Single Payment Voucher, select the **Add a New Value** tab.
2. Enter the applicable Voucher attributes: **Business Unit, Voucher Style, Supplier Name and/or Supplier ID, Invoice Number, Invoice Received Date, Gross Invoice Amount.**

NOTE: On the Voucher Style field users must select Single Payment Voucher and select SSC (Special Services) on the Supplier ID field.

3. On the **Voucher Style** field select **Single Payment Voucher**.
4. On the **Supplier ID** field select **SSC Single Payment** and any additional invoice details.



The screenshot displays the 'Payables Operations' interface. On the left, a navigation pane shows 'My Vouchers' expanded, with 'Add/View Vouchers' highlighted. The main area is titled 'Payables' and contains a 'Voucher' form. At the top of the form, there are three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value' (which is selected and highlighted with a red box). The form fields are as follows:

- Business Unit: PR
- Voucher ID: NEXT
- Voucher Style: Single Payment Voucher (dropdown menu)
- Supplier Name: SSC Single Payment
- Short Supplier Name: SSC-001
- Supplier ID: SSC
- Supplier Location: 1
- Address Sequence Number: 1
- Invoice Number: Park Refund-9,21.20
- Invoice Received Date: 09/25/2020
- Gross Invoice Amount: 250.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- Estimated No. of Invoice Lines: 1

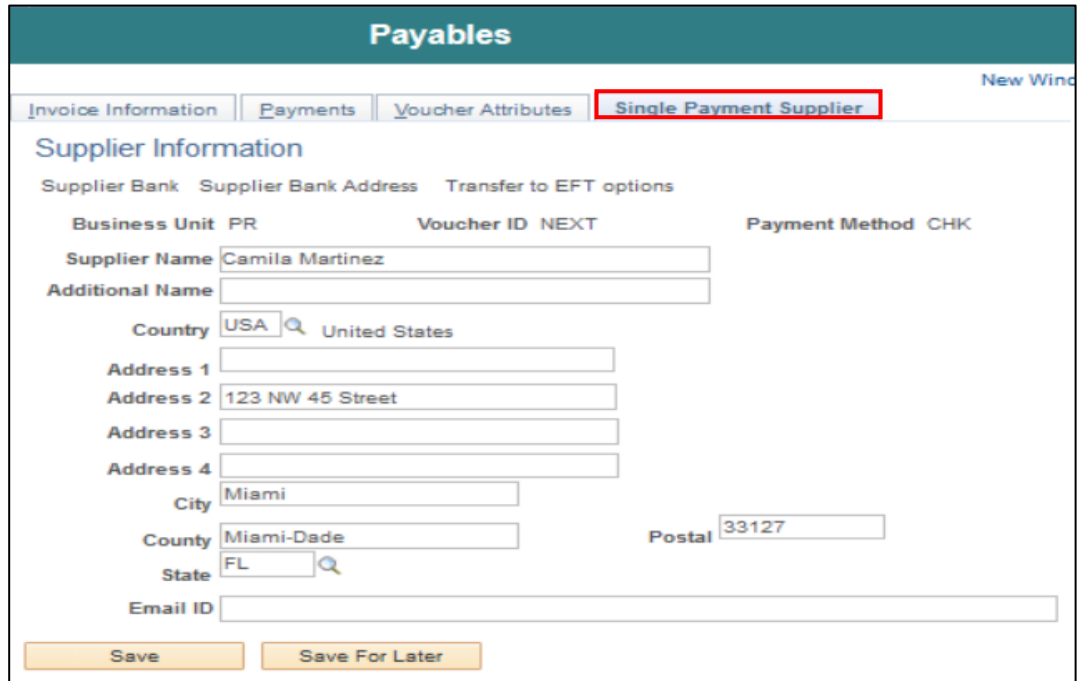
At the bottom of the form, there is an 'Add' button highlighted with a red box.

5. Select the **Add** button.

Lesson 2: Single Payment Vouchers

Lesson 2: Single Payment Vouchers

On **Single Payment Supplier** tab enter the Supplier's Information: **Supplier Name, Address, City, County, Zip Code and State**



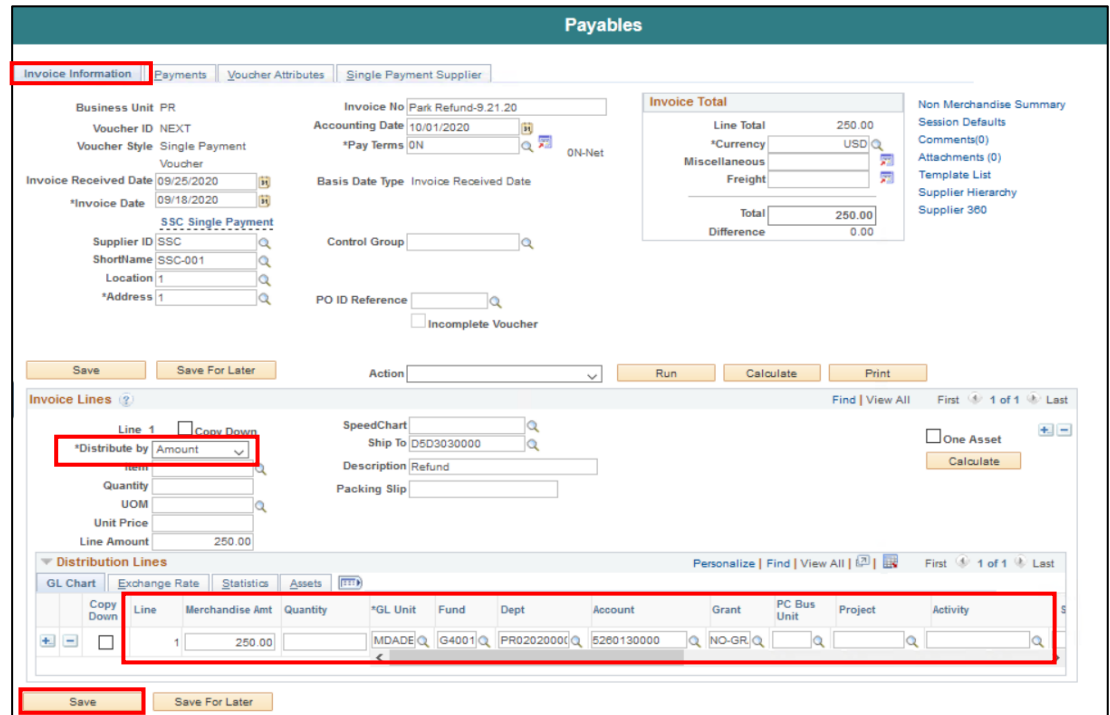
The screenshot displays the 'Payables' system interface. At the top, there is a teal header bar with the word 'Payables' in white. Below this, a navigation bar contains four tabs: 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Single Payment Supplier'. The 'Single Payment Supplier' tab is highlighted with a red rectangular border. Below the tabs, the 'Supplier Information' section is visible. It includes several input fields and labels: 'Supplier Bank', 'Supplier Bank Address', 'Transfer to EFT options', 'Business Unit' (with a dropdown menu showing 'PR'), 'Voucher ID' (with a dropdown menu showing 'NEXT'), 'Payment Method' (with a dropdown menu showing 'CHK'), 'Supplier Name' (text field with 'Camila Martinez'), 'Additional Name' (text field), 'Country' (dropdown menu showing 'USA' with a search icon and 'United States'), 'Address 1' (text field), 'Address 2' (text field with '123 NW 45 Street'), 'Address 3' (text field), 'Address 4' (text field), 'City' (text field with 'Miami'), 'County' (text field with 'Miami-Dade'), 'State' (dropdown menu showing 'FL' with a search icon), 'Postal' (text field with '33127'), and 'Email ID' (text field). At the bottom of the form, there are two buttons: 'Save' and 'Save For Later'.

To complete the voucher users must access the **Invoice Information** page.

Lesson 2: Single Payment Vouchers

Lesson 2: Single Payment Vouchers

6. Select the **Invoice Information** tab to enter the Voucher Header attributes. This page operates just as they do for regular vouchers, within the restrictions described.
7. On the Voucher Header Section, ***Invoice Date** select the invoice date.
8. On the Invoice Line Section, ***Distribute by** field select Amount.
9. On the **Distribution Lines** Section, enter the **ChartFields** and **Voucher Amount**



Payables

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

Business Unit PR Invoice No Park Refund-9.21.20
 Voucher ID NEXT Accounting Date 10/01/2020
 Voucher Style Single Payment *Pay Terms ON ON-Net
 Invoice Received Date 09/25/2020 Basis Date Type Invoice Received Date
 *Invoice Date 09/18/2020
 SSC Single Payment
 Supplier ID SSC Control Group
 ShortName SSC-001
 Location 1
 *Address 1
 PO ID Reference
☐ Incomplete Voucher

Invoice Total

Line Total	250.00
*Currency	USD
Miscellaneous	
Freight	
Total	250.00
Difference	0.00

Non Merchandise Summary

Session Defaults
 Comments(0)
 Attachments(0)
 Template List
 Supplier Hierarchy
 Supplier 360

Save Save For Later Action Run Calculate Print

Invoice Lines Find View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 250.00

SpeedChart
 Ship To DSD3030000
 Description Refund
 Packing Slip

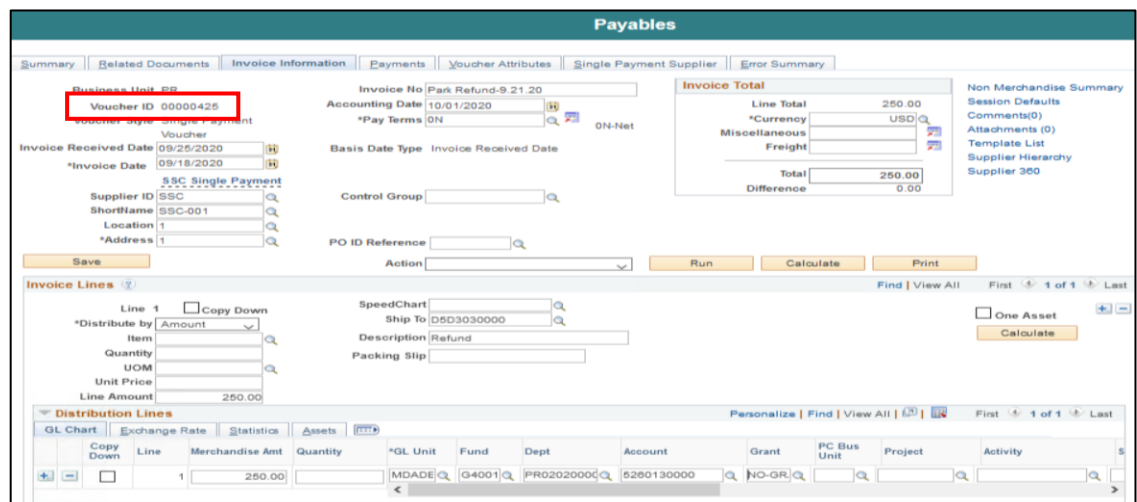
☐ One Asset Calculate

Distribution Lines Personalize Find View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity
				1	250.00		MDADE	G4001	PR0202000	5260130000	NO-GR			

Save Save For Later

10. Select **Save**



Payables

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Single Payment Supplier | Error Summary

Business Unit PR Invoice No Park Refund-9.21.20
 Voucher ID 00000425 Accounting Date 10/01/2020
 Voucher Style Single Payment *Pay Terms ON ON-Net
 Invoice Received Date 09/25/2020 Basis Date Type Invoice Received Date
 *Invoice Date 09/18/2020
 SSC Single Payment
 Supplier ID SSC Control Group
 ShortName SSC-001
 Location 1
 *Address 1
 PO ID Reference

Invoice Total

Line Total	250.00
*Currency	USD
Miscellaneous	
Freight	
Total	250.00
Difference	0.00

Non Merchandise Summary

Session Defaults
 Comments(0)
 Attachments(0)
 Template List
 Supplier Hierarchy
 Supplier 360

Save Action Run Calculate Print

Invoice Lines Find View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 250.00

SpeedChart
 Ship To DSD3030000
 Description Refund
 Packing Slip

☐ One Asset Calculate

Distribution Lines Personalize Find View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity
				1	250.00		MDADE	G4001	PR0202000	5260130000	NO-GR			

11. Make a note of the **Voucher ID** Assigned.

Lesson 2: Single Payment Vouchers

Lesson 2: Single Payment Vouchers

12. Select the **Summary** tab to review the Single Payment Voucher and the Approval Status

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Single Payment Supplier	Error Summary
Business Unit PR Voucher ID 00000425 Voucher Style SinglePay Supplier Name SSC Single Payment		Invoice Received Date 09/25/2020 Invoice No Park Refund-9.21.20 Invoice Total 250.00 USD				
Entry Status Postable Match Status No Match Approval Status Pending Post Status Unposted		Retainage Release: <input type="checkbox"/> Pay Terms 0N-Net Voucher Source Online Origin DPT Created On 10/01/2020 9:54PM Created By AMONTER Last Update 10/01/2020 10:06PM Modified By AMONTER ERS Type Not Applicable Close Status Open				
Budget Status Not Chk'd Budget Misc Status Valid *View Related <input type="text" value="Payment Inquiry"/> Go						
Notify Refresh		Add Update/Display				

Lesson 2: Training Activity 2

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 2 on the FIN 201 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

Users will perform the activity by following the FIN 201 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if users have questions.

Lesson 2: Training Exercise

Debrief



1. A Single Payment Voucher can be used to process Special Services Refunds.

2. Yes or No: Can a Single Payment Voucher be used to pay a registered County supplier?

Lesson 2: Lesson Summary

Lesson Summary



Having completed the Single Payment Vouchers lesson, users should be able to:

- Complete the single payment voucher and submit for approval.
- Enter supplier information for a single payment voucher.
- Enter ChartFields to record the expense.

Lesson 3: Journal Vouchers

Lesson 3: Overview

At the conclusion of this lesson, users will be able to:

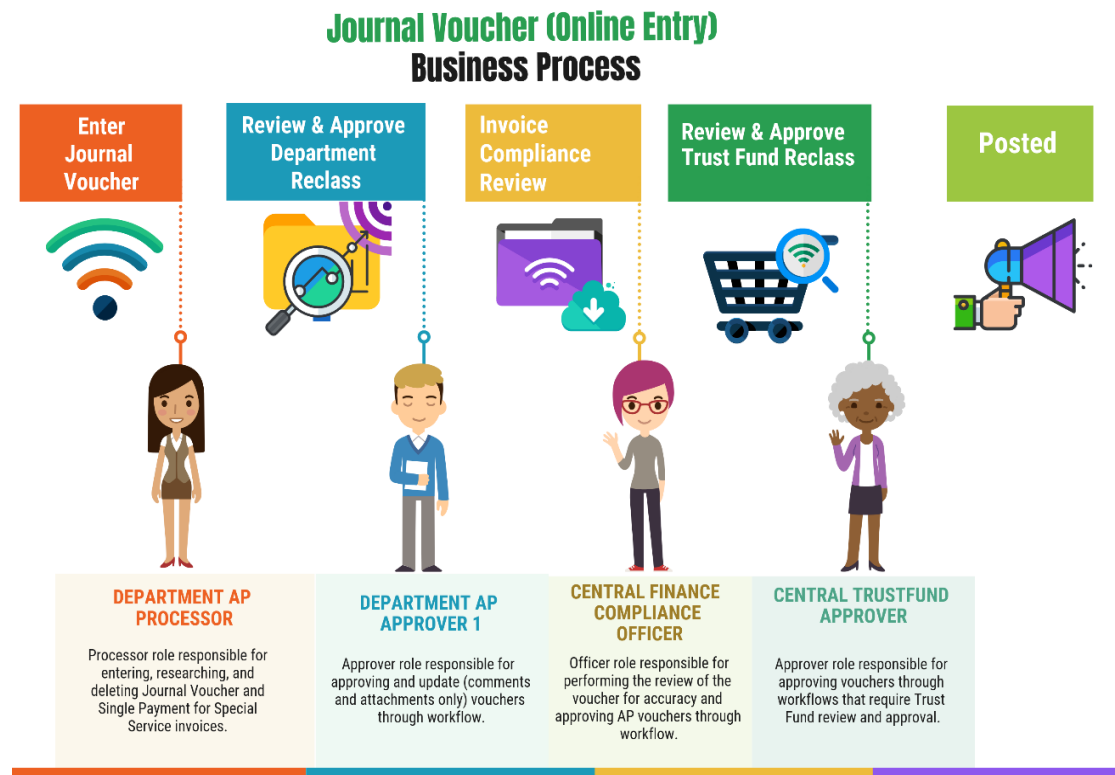
- Describe the Journal Voucher Process
- Describe when to use the Journal Voucher Process
- Process a Journal Voucher

Lesson 3: Journal Vouchers

Lesson 3: Introduction

At the conclusion of this lesson, users will be able to:

- Reclassify an Accounts Payable expense in the Accounts Payable Module



The purpose of a Journal Voucher is to reclassify expenses processed via an AP transaction using the incorrect chart of accounts. Users can reclass an expense from one ChartField string to another. Journal Vouchers always result in a net \$0 impact. Journal Vouchers do not impact the payment to the supplier. Using Journal Vouchers in AP to correct voucher issues in the source module makes it more transparent and easier to associate to the original entry.

- Current state is alternate accounting which is used when the PO has one accounting distribution, but user can change accounting distribution on the voucher. This will no longer be allowed.
- Adjust Retainage needs to be initiated through the Custom Retainage Tracking Table. Adjust Retainage enables a JV to be created to liquidate Retainage balance or reclassify to other associated line within the PO; ultimately reclassifying or reducing liabilities & expense.

Lesson 3: Journal Vouchers

Key Terms

The following key terms are used in this Lesson:



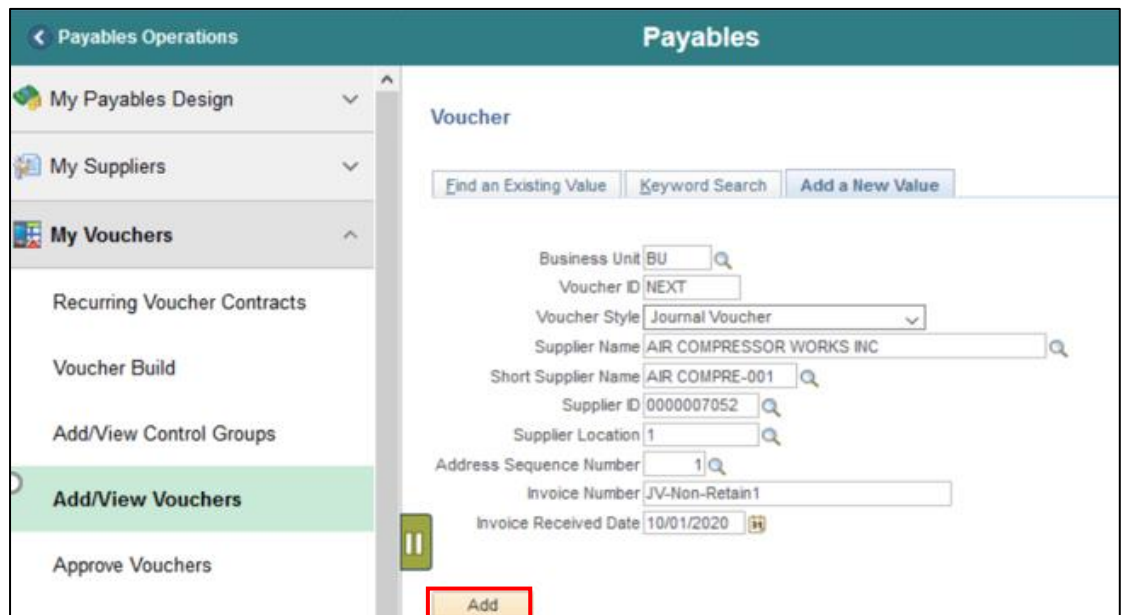
Term	Definition
Journal Vouchers	Are used to adjust accounting entries for vouchers that have been posted, regardless of payment status.
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
Chart of Accounts	A collection of one or more types of codes used to classify financial and budgetary transactions
ChartField Combination Editing	Combinations of ChartField values can be edited to determine such things as which accounts are valid with which departments, funds, or operating units. Use ChartField combination editing to maintain discipline over accounting entries and eliminate as much as possible additional account analysis and reconciliation. This editing process enforces criteria for filtering out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values. ChartField combination editing is in addition to ChartField validation editing. ChartField combination editing is also available for commitment control budget entries.
Supplier	Any person or company with which the Miami Dade County does business.
Supplier Location	Location setup for different supplier addresses such as remit to, ordering, invoicing to, ship to, and payment method.
Voucher	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.

Lesson 3: Journal Vouchers

Lecture 1: This lesson will review Entering a Journal Voucher (Non-Retainage).
Entering Journal Vouchers To create a Journal Voucher:

Navigate to **Finance/ Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Vouchers> Add/View Vouchers**

1. Select **Add a New Value** tab.
2. On the **Voucher Style** field select **Journal Voucher**.
3. Enter the applicable Journal Voucher attributes (***Business Unit, Supplier ID or Name, Invoice Number, Invoice Received Date***)



4. Select the **Add** button to view the Journal Voucher Component.

Lesson 3: Journal Vouchers

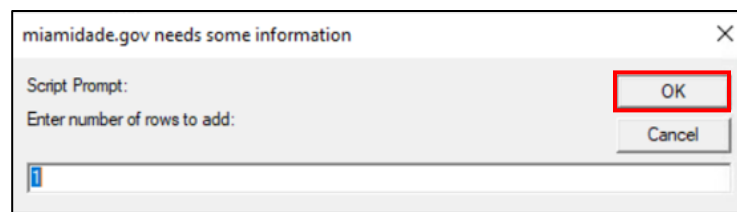
Lecture 1: Entering Journal Vouchers

- On the **Invoice Information** page under the **Invoice Lines** section select **Amount** in the ***Distribution by** field. Make sure the **Line Amount** field is at zero.

NOTE: Do not change the amount for the Journal Voucher header. The amount should always be zero.

RECOMMENDED: (Optional) To link this voucher to the voucher being adjusted, enter a Voucher ID in the Related Voucher field in the Invoice Information page header. Use the Related Voucher field to associate the journal voucher with the voucher for which accounting entries were entered incorrectly.

- On the Invoice Line section, add a description next on the **Description** field.
- Enter **Distribution Line 2** information. To facilitate entry, user can copy Invoice Line 1 by selecting the **Copy Down** box on **Distribution Line 1** and select the **+** button.
- A Script Prompt will appear, enter the number of lines (rows) to add and select **OK**.



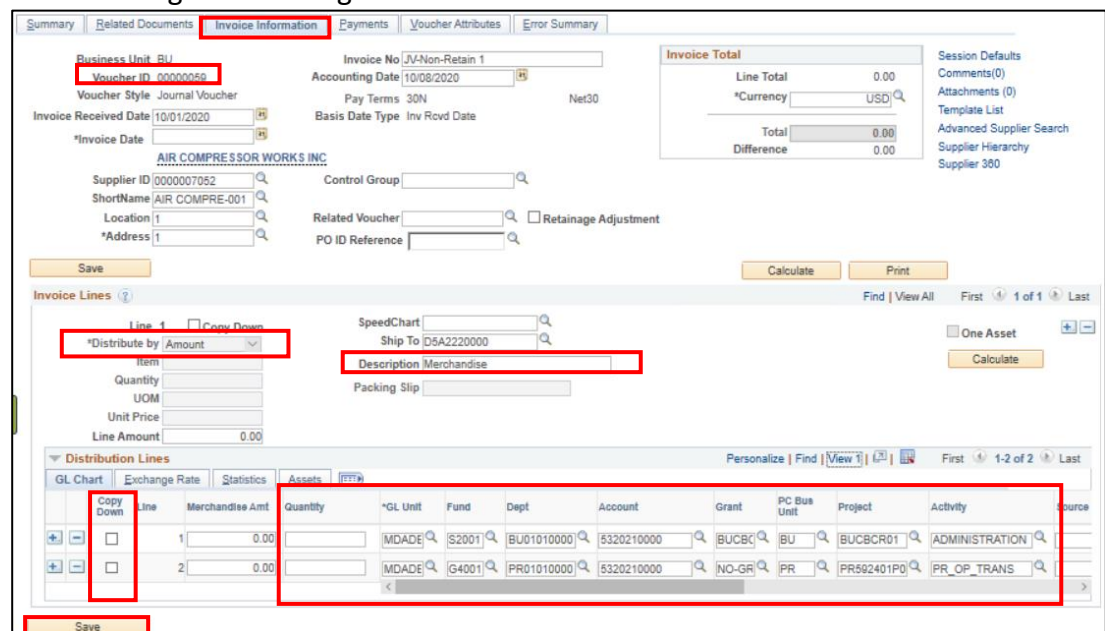
Script Prompt:

Enter number of rows to add:

1

OK Cancel

- Enter/modify **Distribution Line 2** as needed. **NOTE:** Line 2 may need to be a negative amount to ensure the Journal Voucher is balanced and the proper accounting entries are generated.



The screenshot shows the 'Invoice Information' page with various fields and sections. Key elements include:

- Business Unit:** BU
- Invoice No:** JV-Non-Retain 1
- Accounting Date:** 10/08/2020
- Pay Terms:** 30N
- Net30**
- Invoice Received Date:** 10/01/2020
- *Invoice Date:** 10/01/2020
- Supplier ID:** 000007052
- ShortName:** AIR COMPRE-001
- Location:** 1
- *Address:** 1
- Control Group:**
- Related Voucher:**
- PO ID Reference:**
- Retainage Adjustment:** (checkbox)
- Invoice Total:** Line Total 0.00, *Currency USD, Total 0.00, Difference 0.00
- Session Defaults:** Comments(0), Attachments(0), Template List, Advanced Supplier Search, Supplier Hierarchy, Supplier 380
- Buttons:** Save, Calculate, Print
- Invoice Lines:** Line 1, Copy Down, *Distribute by: Amount, Ship To D5A2220000, Description Merchandise, Packing Slip
- Distribution Lines:** Table with columns: GL Chart, Exchange Rate, Statistics, Assets, RPT, Line, Merchandise Amt, Quantity, *GL Unit, Fund, Dept, Account, Grant, PC Bus Unit, Project, Activity, Source. Rows 1 and 2 are shown, both with Line Amount 0.00.
- Buttons:** Copy Down, Save

- Select **Save** and notice the **Voucher ID** gets an assigned Voucher ID Number.

Lesson 3: Journal Vouchers

Lecture 1: Enter Journal Vouchers

Viewing the Journal Voucher's Summary.

11. Select the **Summary** tab to view the Voucher summary. Here users will see the Voucher information such as:

- Status
- Create and Modify Date
- Create and Modify by (Specific Username)

Notice that the **Approval Status** is **Pending** approval.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit BU		Invoice Received Date 10/01/2020			
Voucher ID 00000059		Invoice No JV-Non-Retain 1			
Voucher Style Journal		Invoice Total 0.00 USD			
Supplier Name AIR COMPRESSOR WORKS INC					
1956 W 9TH STREET					
RIVIERA BEACH, FL 33404		Retainage Release: <input type="checkbox"/>			
Entry Status Postable		Pay Terms Net30			
Match Status No Match		Voucher Source Online			
Approval Status Pending		Origin DPT			
Post Status Unposted		Created On 10/08/2020 9:32AM			
		Created By MD_AP_DPT_PRCR			
		Last Update 10/08/2020 9:42AM			
		Modified By MD_AP_DPT_PRCR			
		ERS Type Not Applicable			
		Close Status Open			
Budget Status Not Chk'd					
Budget Misc Status Valid					
*View Related Payment Inquiry		Go			

Lecture 2: Journal Voucher Retainage Adjustment

Navigate to **Finance/ Supply Chain (FSCM) > Payables Operations > Accounts Payable Work Center > Retainage Tracking by Supplier**

1. Select applicable Business Unit (BU) and select **Search**.
2. Find the specific row to adjust retainage via Journal voucher and select the **Adjust Retainage** button on the far right of the screen.

[illegible]

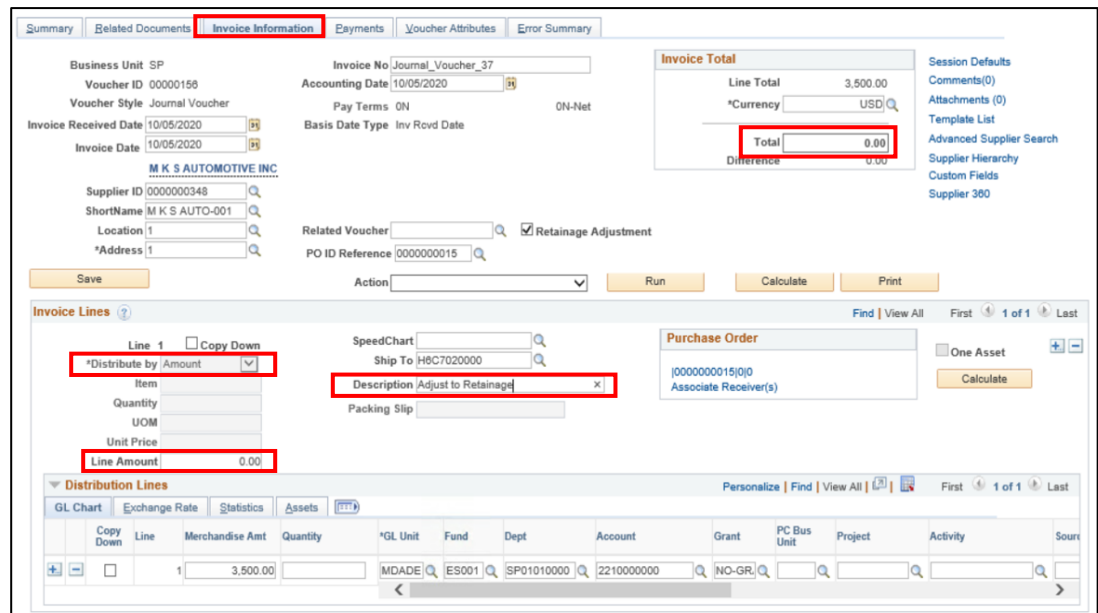
Lesson 3: Journal Vouchers

Lecture 2: Journal Voucher Retainage Adjustment

The **Summary Page** will appear once the user has selected the Journal Voucher.

3. Select the **Invoice Information** tab to enter applicable voucher attributes.
4. On the Voucher Header (**Invoice Total Field**) change the Total Amount. Amount should be zero.
5. In the **Invoice Lines** section, change **Total** Amount to zero and enter the description in the **Description** field.

NOTE: Amount is populated on Journal Voucher (Invoice Total and Line Amount), so it needs to be updated. Amount should be zero.



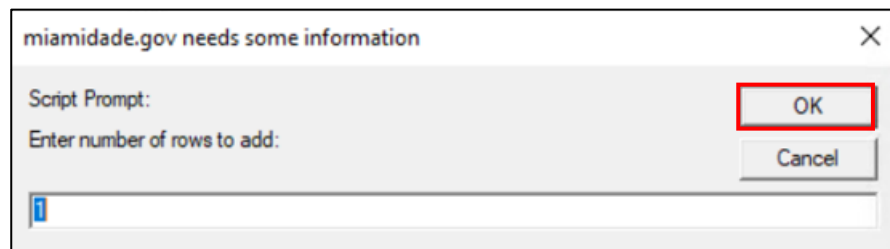
The screenshot displays the 'Summary' page for a Journal Voucher. The 'Invoice Information' tab is active, showing fields for Business Unit (SP), Voucher ID (00000156), Voucher Style (Journal Voucher), Invoice Received Date (10/05/2020), Invoice Date (10/05/2020), Supplier ID (0000000348), ShortName (M K S AUTO-001), Location (1), and Address (1). The 'Invoice Total' section shows Line Total (3,500.00), *Currency (USD), and Total (0.00). The 'Invoice Lines' section shows Line 1 with a description 'Adjust to Retainage' and a Line Amount of 0.00. The 'Distribution Lines' table at the bottom shows a single line with a Merchandise Amt of 3,500.00.

GL Chart	Exchange Rate	Statistics	Assets
Copy Down	Line	Merchandise Amt	Quantity
	1	3,500.00	

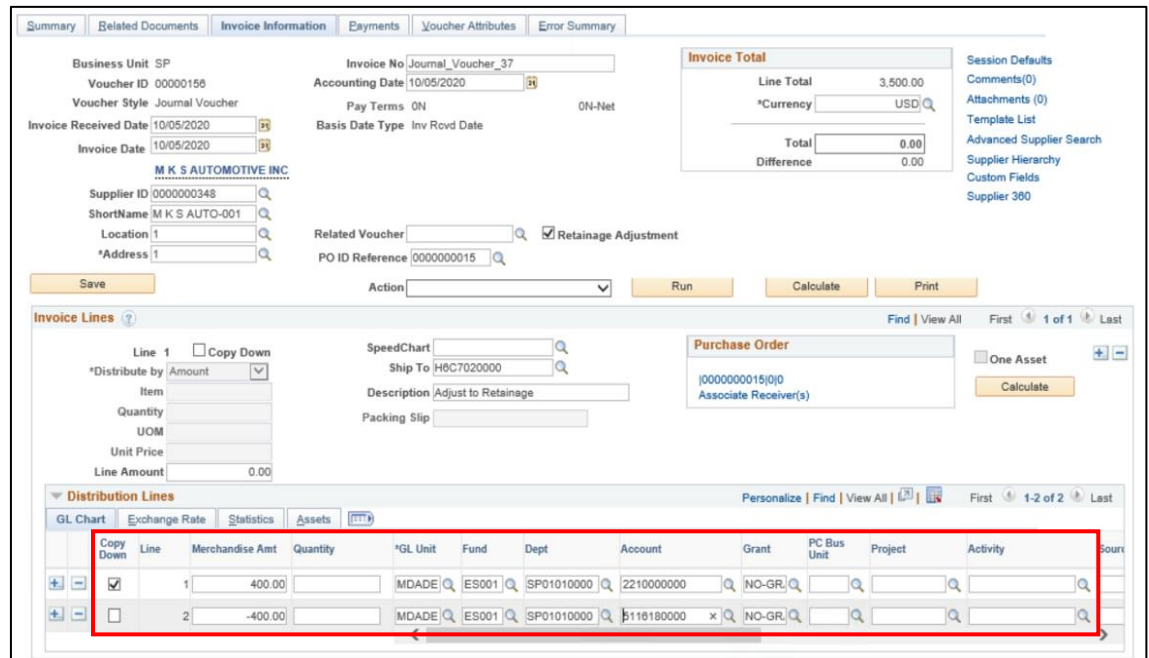
Lesson 3: Journal Vouchers

Lecture 2: Journal Voucher Retainage Adjustment

- On **Distribution Lines** section, do not change any of the ChartFields for the Journal Voucher.
- The **Merchandise Amount** of the **Distribution Lines 1** should be modified to the adjustment amount.
 - Enter **Distribution Line 2** information. To facilitate entry, user can copy Invoice Line 1 by selecting the **Copy Down** box on **Distribution Line 1** and select the **+** button.
 - A Script Prompt will appear, enter the number of lines (rows) to add and select **OK**.



- Enter/modify **Distribution Line 2** as needed. **Note:** Line 2 may need to be a negative amount to ensure the Journal Voucher is balanced and the proper accounting entries are generated.



The screenshot shows the 'Distribution Lines' section of the Journal Voucher form. The table below is a representation of the data shown in the image:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity
<input checked="" type="checkbox"/>	1	400.00		MDADE	ES001	SP01010000	2210000000	NO-GR			
<input type="checkbox"/>	2	-400.00		MDADE	ES001	SP01010000	1118180000	NO-GR			

- Select **Save**.

Lesson 3: Training Activity 3

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 3 on the FIN 201 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

Users will perform the activity by following the FIN 201 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if users have questions.

Lesson 3: Training Exercise

Debrief



1. True or False: A Journal Voucher must have a gross amount of 0.

2. Does the Journal Voucher impact the supplier payment?

Lesson 3: Lesson Summary

Lesson Summary



Having completed the Journal Vouchers lesson, users should be able to:

- Reclassify expenses originally processed via AP
- Initiate and submit a Journal Voucher for approval
- View Journals generated in the subledger

Lesson 4: Accounts Payable Inquiry

Lesson 4: Overview

At the conclusion of this lesson, users will be able to:

- Conduct Account Payable Inquiries using the proper fields
- View and complete Voucher Inquiry
- View and complete Retainage Inquiry
- View and complete Payment Inquiry

Lesson 4: Accounts Payable Inquiry

Lesson 4: Introduction

At the conclusion of this lesson, users will be able to:

There are various methods to inquire an accounts payable transaction. A wide range of search criteria is available to obtain the invoice/payment details and status. In this lesson user will review how to complete the following.

- Conduct Account Payable Inquiries
- Voucher inquiry
- Retainage inquiry
- Payment inquiry

Lesson 4: Accounts Payable Inquiry

Key Terms

The following key terms are used in this Lesson:



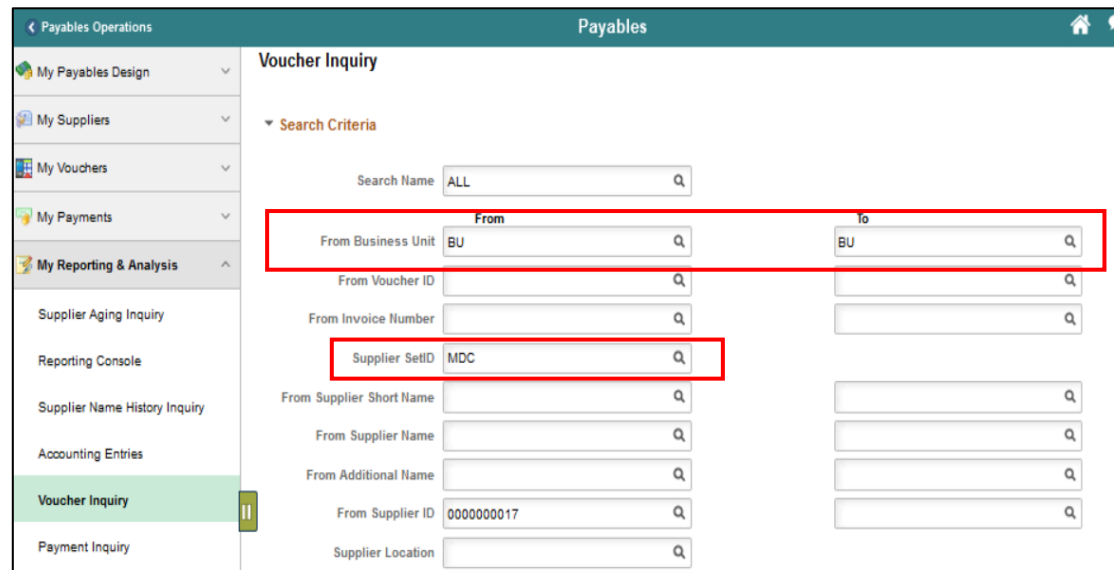
Term	Definition
Payment Reference ID	This ID number will be the payment number sent to the bank (Check # ACH #, AP Control #, etc.)
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
Chart of Accounts	A collection of one or more types of codes used to classify financial and budgetary transactions
Supplier	Any person or company with which the Miami Dade County does business.
Voucher	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.
Retainage	Retainage is a percent of gross invoice amount withheld by the County from a supplier invoice payment, based on the contract.

Lesson 4: Accounts Payable Inquiry

Lecture 1: Voucher Inquiry

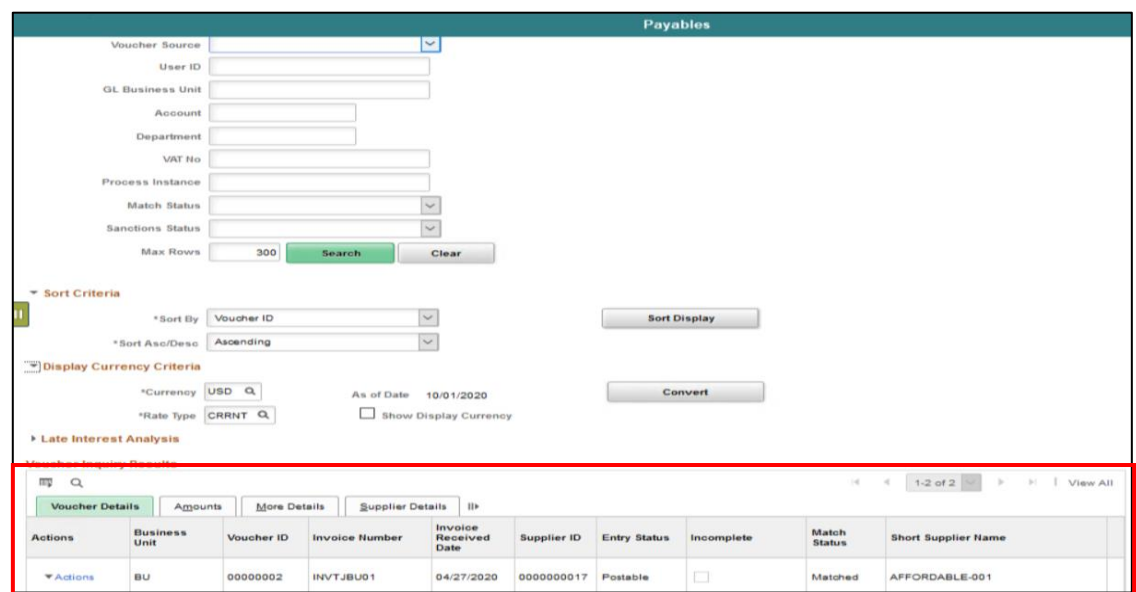
Perform Inquiry on Vouchers using the Run Voucher Inquiry

Navigate to **Finance/ Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Reporting & Analysis> Voucher Inquiry**



Select the Business Unit From and To, the Supplier ID and/or any other criteria and select **Search**.

Under the **Voucher Inquiry Results** section notice the **Voucher ID**, **Invoice Number**, **Supplier ID**, and **Short Supplier Name** for the voucher. It is essential to input a detailed search criteria to obtain more specific results, due to the County's record volume.



Actions	Business Unit	Voucher ID	Invoice Number	Invoice Received Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	BU	00000002	INVTJBU01	04/27/2020	0000000017	Postable	<input type="checkbox"/>	Matched	AFFORDABLE-001

Lesson 4: Accounts Payable Inquiry

Lecture 1: Voucher Inquiry

Select the **More Details** tab and notice the **Budget Header Status**.

Sort Criteria

*Sort By: Voucher ID

*Sort Asc/Dsc: Ascending

Display Currency Criteria

Late Interest Analysis

Voucher Inquiry Results

1-2 of 2 | View All

Voucher Details | Accounts | **More Details** | Supplier Details

Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
▼ Actions	BU	00000002	Regular Voucher	1	Posted	Approved	Approval History	Open	ONL	05/27/2020	04/27/2020	04/27/2020	04/27/2020	Valid	Valid Budget Check
▼ Actions	BU	00000047	Regular Voucher	1	Posted	Approved	Approval History	Open	ACF	09/30/2020	08/31/2020	08/31/2020	09/02/2020	Valid	Valid Budget Check

Select the **Clear** button to clear the Search Criteria and Search Results again if needed.

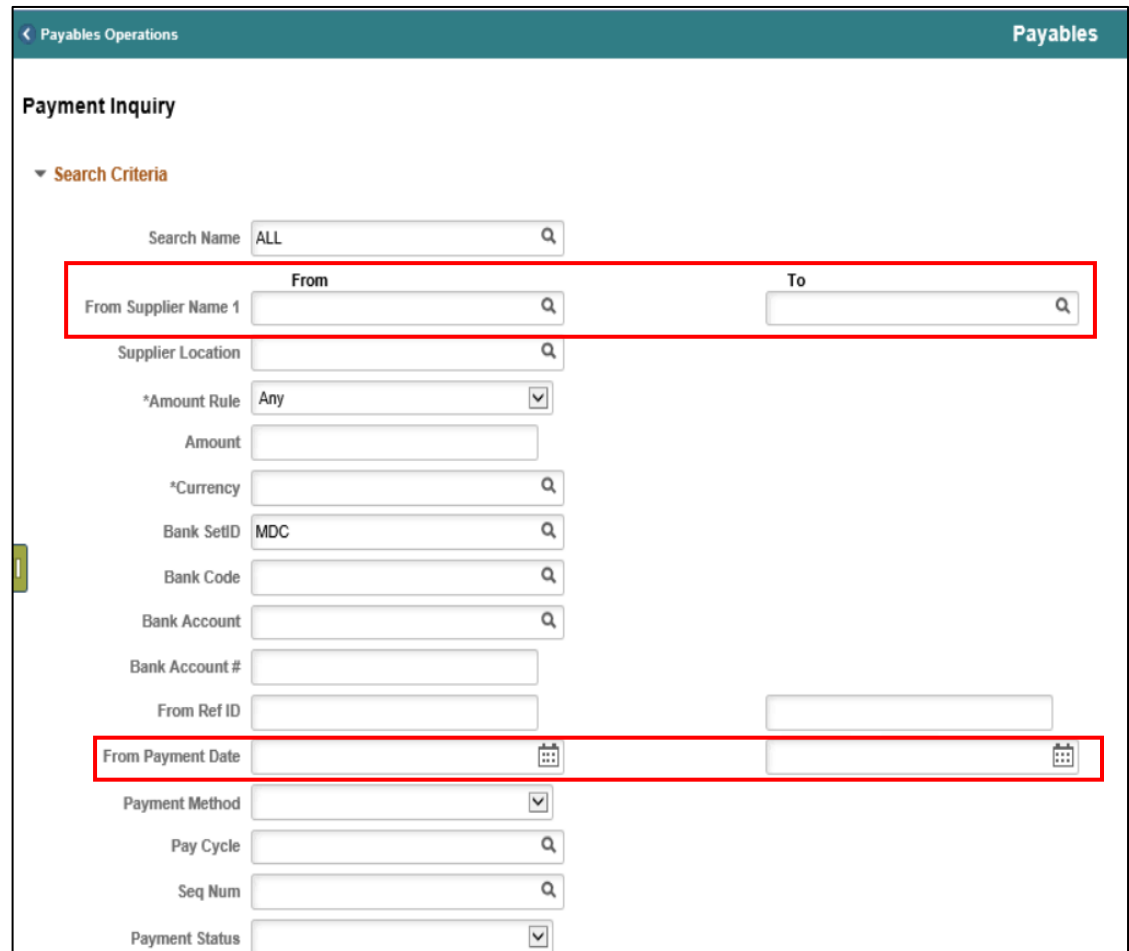
Notice in the screen shot above the voucher details to include the Voucher **Budget Header Status** and the approval history which can be viewed by clicking on the link. Results will include links to view additional details, if needed.

Lesson 4: Accounts Payable Inquiry

Lecture 3: Payment Inquiry

Perform Inquiry on Payments using the Payment Inquiry page.

Navigate to **Finance/ Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Reporting & Analysis > Payment Inquiry**



The screenshot shows the 'Payment Inquiry' form within the 'Payables Operations' section. The form has a header bar with a back arrow and 'Payables Operations' on the left, and 'Payables' on the right. Below the header, the title 'Payment Inquiry' is displayed. A section titled 'Search Criteria' is expanded, showing various input fields. Two red boxes highlight specific fields: the 'From Supplier Name 1' field and the 'From Payment Date' field. The 'From Supplier Name 1' field is part of a range search with 'From' and 'To' labels. The 'From Payment Date' field is also part of a range search with calendar icons. Other fields include 'Search Name' (set to 'ALL'), 'Supplier Location', '*Amount Rule' (set to 'Any'), 'Amount', '*Currency', 'Bank SetID' (set to 'MDC'), 'Bank Code', 'Bank Account', 'Bank Account #', 'From Ref ID', 'Payment Method', 'Pay Cycle', 'Seq Num', and 'Payment Status'.

Add search criteria details applicable only for Payment Information inquiry by **From Supplier Name 1** field or **From Payment Date** field. It is essential to input a detailed search criteria in order to obtain more specific results, due to the County's record volume.

Select **Search** and review the results.

Results will include links to view additional, if needed.

Lesson 4: Accounts Payable Inquiry

Lecture 3: Payment Inquiry

Listed below is an example of a Payment Inquiry Result and review **Payment Request ID 000000277**.

Payables										
Payment Inquiry Result										
<div> <div> <div></div> <div>Q</div> </div> <div>1-50 of 133</div> <div>View 100</div> </div> <div> <div>Payment Details</div> <div>Additional Info</div> <div>Supplier Details</div> <div>Financial Gateway</div> <div> </div> </div>										
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date ⁺	Payment Status	Reconciliation Status ⁺	Reconcile Date
▼ Actions	VCHR	00000277	System Check	1.00	USD	09/17/2020	09/17/2020	Replaced	Reconciled	
▼ Actions	VCHR	00000361	System Check	8,388,301.92	USD	09/30/2020	09/30/2020	Void	Reconciled	
▼ Actions	VCHR	00000105	System Check	340.00	USD	05/27/2020	09/30/2020	Escrowed Check	Reconciled	
▼ Actions	VCHR	00000019	Electronic Funds Transfer	30.00	USD	07/30/2020	09/07/2020	Paid	Unreconciled	
▼ Actions	VCHR	00000276	System Check	5.00	USD	09/10/2020	09/10/2020	Paid	Unreconciled	
▼ Actions	VCHR	00000279	System Check	8,975.00	USD	09/17/2020	09/10/2020	Paid	Unreconciled	
▼ Actions	VCHR	00000009	Electronic Funds Transfer	90.00	USD	05/20/2020	09/12/2020	Paid	Unreconciled	
▼ Actions	VCHR	00000008	Electronic Funds Transfer	5,080.26	USD	05/20/2020	09/12/2020	Paid	Unreconciled	
▼ Actions	VCHR	00000020	Electronic Funds Transfer	30.00	USD	07/30/2020	09/14/2020	Paid	Unreconciled	
▼ Actions	VCHR	00000021	Electronic Funds Transfer	20.00	USD	07/30/2020	09/14/2020	Paid	Unreconciled	
▼ Actions	VCHR	00000022	Electronic Funds Transfer	50.00	USD	09/14/2020	09/14/2020	Paid	Unreconciled	
▼ Actions	VCHR	00000278	System Check	1.00	USD	09/17/2020	09/17/2020	Paid	Unreconciled	

Lesson 4: Accounts Payable Inquiry

Lecture 3: Payment Inquiry

Select the **Addition Info** tab for more details about the payment.

Payables												
Payment Inquiry Result												
<div> <div> <div></div> <div>Q</div> </div> <div>1-50 of 133</div> </div>												
<div> <div>Payment Details</div> <div>Additional Info</div> <div>Supplier Details</div> <div>Financial Gateway</div> </div>												
Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR	00000277	Not Applied	No Cancel Action				XPC013	2	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000361	Posted	Do Not Reissue/Close Liability	09/30/2020			CHK	190	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000105	Posted	Escheated	08/29/2020			CHK	23	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000019	Posted	No Cancel Action				APCTRL	29	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000276	Posted	No Cancel Action				CHK	137	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000279	Posted	No Cancel Action				CHK	138	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000009	Posted	No Cancel Action				APCTRL	14	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000008	Posted	No Cancel Action				APCTRL	14	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000020	Posted	No Cancel Action				APCTRL	30	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000021	Posted	No Cancel Action				APCTRL	30	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000022	Posted	No Cancel Action				APCTRL	34	W001	*****0000	Wells Fargo
▼ Actions	VCHR	00000278	Posted	No Cancel Action				RST004	1	W001	*****0000	Wells Fargo

Lesson 4: Accounts Payable Inquiry

Lecture 3: Payment Inquiry

Select the **Payment Reference ID 00000277** to get a detail view.

Payables												
Payment Inquiry Result												
<div> <div>Payment Details</div> <div>Additional Info</div> <div>Supplier Details</div> <div>Financial Gateway</div> </div>												
Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR	00000277	Not Applied	No Cancel Action				XPC013	2	W001	*****0688	Wells Fargo
▼ Actions	VCHR	00000361	Posted	Do Not Reissue/Close Liability	09/30/2020			CHK	190	W001	*****0688	Wells Fargo

Below is the detailed view for **Payment Reference ID 00000277**. Notice some of the details such as the **Supplier Name, Supplier Address, Payment Amount, Payment Method, Business Unit, Voucher ID, and Invoice Number**.

Payables Operations				Payables			
Vouchers For a Payment							
Bank Name: Wells Fargo Bank Account #: *****0688 Pay Cycle: XPC013 Seq Num: 2 Supplier Name: Ramesh Test1 Address: 1444 Biscayne Blvd #144 Miami, FL 33132, USA Payment Amount: 1.00 USD Payment Method: CHK Description:				Back To Payment Inquiry Payment Ref ID: 00000277 Accounting Date: 09/17/2020 Payment Date: 09/17/2020 Days Outstanding: Payment Clear Date: 09/17/2020 Reconcile Date: Value Date: 09/17/2020			
Details							
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency
T	00000673	1	09/17/2020	CMFIN-IS001484-TEST1	1.00	1.00	USD

Lesson 4: Accounts Payable Inquiry

Lecture 3: Payment Inquiry

Select on the **Supplier Details** tab to see payment Supplier details.

Select the last icon after the tabs to expand and view all of the details associated to the payment.

Payables										
Payment Inquiry Result										
<div> <div> <div> <div> <div></div> <div>Q</div> </div> </div> <div> <div>1-50 of 133</div> <div>View 100</div> </div> </div> </div>										
<div> <div>Payment Details</div> <div>Additional Info</div> <div>Supplier Details</div> <div>Financial Gateway</div> <div>10</div> </div>										
Actions	Source	Payment Reference ID	Supplier Name	Supplier ID	Supplier Location	Address	City	State	Postal	
▼ Actions	VCHR	00000277	Ramesh Test1	SUPPLIER01	1	1444 Biscayne Blvd #144	Miami	FL	33132	^
▼ Actions	VCHR	00000361	M K S AUTOMOTIVE INC	0000000348	1	1811 SW 67 AVE	CORAL GABLES	FL	33155	
▼ Actions	VCHR	00000105	Bank of America NA	0000000010	1	PO Box 15731	Wilmington	DE	19886	
▼ Actions	VCHR	00000019	GLOBAL TECHNOLOGY SYSTEMS INC	0000000322	1	PO BOX 844064	BOSTON	MA	02284-4064	
▼ Actions	VCHR	00000276	MIAMI DADE WINDOWS AND DOORS	0000000606	1	19505 SW 134 AVENUE	MIAMI	FL	33177	
▼ Actions	VCHR	00000279	GIT CONSULTING LLC	0000009939	1	2665 SOUTH BAYSHORE DR #220	COCONUT GROVE	FL	33133	
▼ Actions	VCHR	00000009	Bank of America NA	0000000010	1	PO Box 15731	Wilmington	DE	19886	
▼ Actions	VCHR	00000008	Bank of America NA	0000000010	1	PO Box 15731	Wilmington	DE	19886	

Lesson 4: Training Activity 3

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions Please refer to Activity 3 on the FIN 201 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their workstation using the INFORMS training environment. Instructors will explain how to log into INFORMS.

Users will perform the activity by following the FIN 201 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if users have questions.

Lesson 4: Training Exercise

Debrief



1. True or False: Voucher Inquiry results will only list posted voucher.

2. Will payment inquiry results list all vouchers included in the supplier payment Reference ID?

Lesson 4: Lesson Summary

Lesson Summary



Having completed the Accounts Payable Inquiry Lesson, users should be able to:

- Conduct Account Payable Inquiries
- Voucher inquiry using numerous criteria fields
- Payment inquiry using numerous criteria fields
- Retainage inquiry using numerous criteria fields

Module 3: Course Summary

Course Summary The Course Summary module covers three topics:



- Course Content Summary
- Additional Training and Job Aids
- Course Evaluation

Module 3: Course Summary

Objectives Achieved



Congratulations! You have completed the Accounts Payables – Create and Process non-PO Vouchers course. You now should be able to:

- Understand the End-to-End Accounts Payable Process and Chart of Accounts
- Identify the Impact of Processing Vouchers to other Modules.
- Send a Payment Request for Approval
- Process Single Payment Vouchers
- Process Journal Vouchers to Reclassifying Expenses
- Understand the different transactions and the new Business Process and workflow (Approval Path) for Non-PO Accounts Payable transactions.
- How the transaction is initiated
- How the transaction Processed in INFORMS
- Accounts Payable Inquiry

Module 3: Course Summary

Additional Training and Job Aids

Users may be eligible to take the following training courses based on their INFORMS roles:

- FIN 212 – Accounts Payables: Department Approvals

Users also have the following resources available:

User Productivity Kits

- Creating Payment Requests
- Entering Single Payment Vouchers
- Entering Journal Vouchers

For additional Information, be sure to visit:

- Miamiidade.gov/informs

Module 3: Course Summary

Key Terms

A glossary of key terms is provided for participant reference. These terms have already been introduced at each module.



Term	Definition
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
Chart of Accounts	A collection of one or more types of codes used to classify financial and budgetary transactions
ChartField Editing	A process required in INFORMS which edits the ChartField combination rules set up for each department. This process is automatically done when saving a voucher.
Combination Editing	A process required in INFORMS which edits the ChartField combination rules set up for each department. This process is automatically done when saving a voucher.
Invoice lines	Additional information about items included in the invoice. Invoice lines generally contain item, description, quantity, unity of measure, unit price, and total price information on each line.
Payment Reference ID	This ID number will be the payment number sent to the bank (Check # ACH #, AP Control #, etc.)
Payment Request ID	A system generated number that identifies the payment request
Retainage	Retainage is a percent of gross invoice amount withheld by the County from a supplier invoice payment, based on the contract.
Supplier Location	Location setup for different supplier addresses such as remit to, ordering, invoicing to, ship to, and payment method.
Supplier	Any entity (person or company) with which Miami-Dade County does business with.
Voucher - Single Payment Supplier	Create a voucher for a payment to a one-time supplier, such as a rebate or refund recipient, without having to create and store the supplier in the system.
Voucher	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.