
End-User Training Guide

Course Code: FIN 212

**Course Title: Accounts Payables – Department
Approvals**

Course Overview

Course Description

This course provides a comprehensive review of the Accounts Payables – Department Approvals processes.

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Accounts Payables – Department Approvals
- Module 3: Course Summary

Training Audiences

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

- Central AP Approver 1
- Central AP Threshold Approver
- Central AP Trust Fund Approver
- Department AP Approver 1
- Department Payment Request Approver
- Department Buyer

Prerequisites

Participants are required to complete the following End-User Training courses before 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 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
- Please 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:

- Understand the Approval Process for Payment Requests
- Understand the Approval Process for Single Payment Vouchers
- Understand the Approval Process for PO Vouchers
- Understand the Approval Process for Journal Vouchers
- Understand the Ad-Hoc Approval Process

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

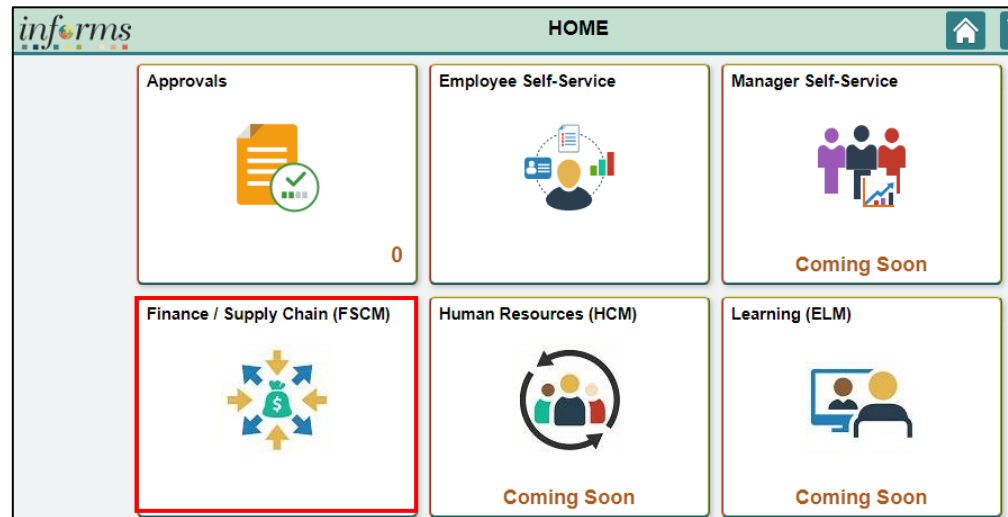
- **Central AP Approver 1 :** The Central AP Approver 1 role is responsible for approving vouchers through workflow once the voucher been approved by the Department AP Approver 1 in the workflow approval process.
- **Central AP Threshold Approver 1:** The Central Finance AP Threshold Approver is responsible for approving vouchers through workflows that meet a predefined threshold.
- **Central AP Trust Fund Approver:** The Central AP Trust Fund Approver is responsible for approving vouchers through workflows that require Trust Fund review and approval.
- **Department AP Approver 1:** The Department AP Approver 1 is responsible for approving vouchers through workflow.
- **Department Payment Request Approver:** The Department Payment Request Approver is responsible for approving Payment Request through workflow.
- **Department Buyer:** The Department Buyer has the ability to create and update Purchase Orders (PO), Change Orders enter PO or source a PO from requisition, or change orders and dispatch.

Module 1: Course Introduction

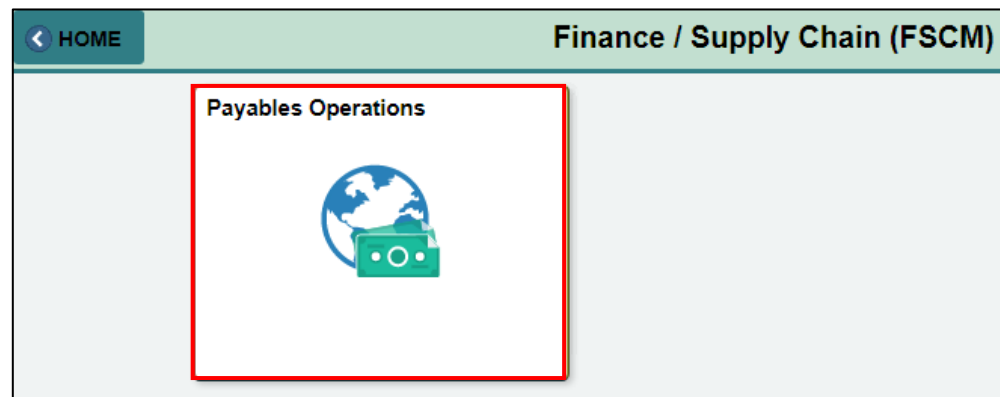
Navigation

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

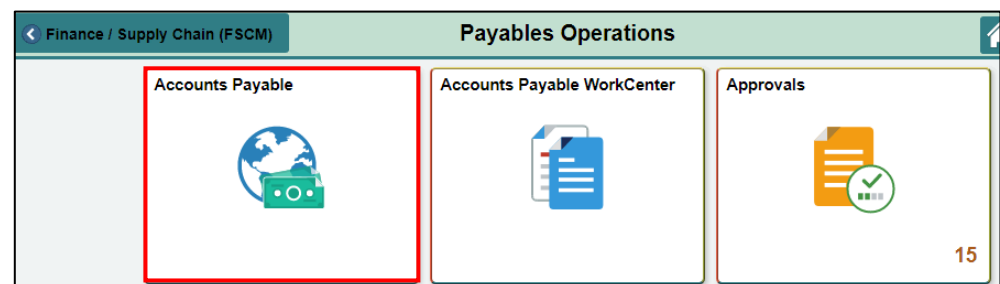
1. Login to INFORMS and select **Finance / Supply Chain (FSCM)** from the home landing page below:



2. Select the **Payables Operations** tile.



3. Select the **Accounts Payable** tile.



Module 1: Course Introduction

Key Changes to the Business Process

The key changes to the Accounts Payables – Department Approvals business process include:

PO Invoice

- One source system - IWA/FAMIS/ADPICS will now be INFORMS
- Invoices will be
 - Received centrally (Finance Shared Services) for all departments
 - Scanned and used to create a shell voucher (invoice will be attached to voucher transaction) in INFORMS
 - Reviewed and approved in INFORMS AWE as IWA will no longer be used to route invoice
- Journal Voucher - Alternate Accounting will not be allowed when processing a voucher
- Pay cycle processing and check to print will be performed in-house by the AP Central Finance.
- Supplier portal
 - Invoice/Payment Information (VPI will be retired)
 - PO Information
 - Self-service

Matching

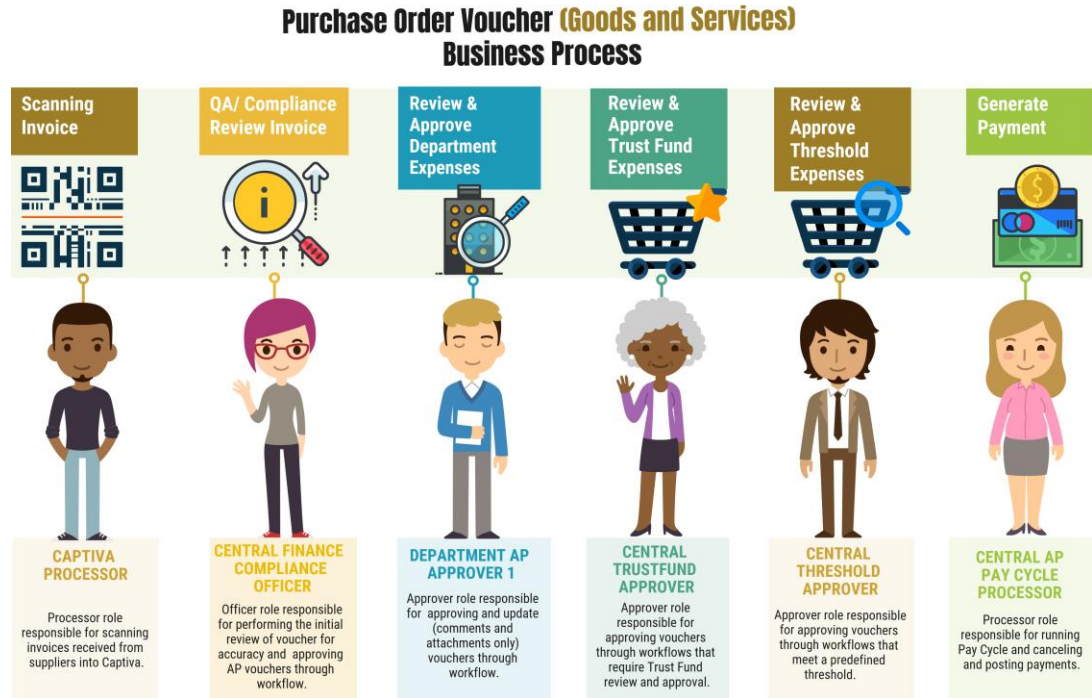
- 3way - PO, Receipt transaction and Invoice
- 4way - PO, Receipt transaction, Invoice, Inspection (Based on Commodity)

PO Invoices will require a Receipt transaction in INFORMS

- Goods – Attachment is always required
- Services – Attachment requirement is based on AP's current policy

Module 1: Course Introduction

The End-to-End Business Process



Module 1: Course Introduction

Introduction to Demonstrations Activities, and Exercises

The user 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. The instructor will show how to perform these activities while users follow along.

Training Activities



The user 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 a user's knowledge and understanding of course content.

Module 1: Course Introduction

- Module 1:** This module covers the following topics:
Course
Introduction
Summary
- Course Administration and Logistics
 - Learning Objectives
 - Roles and Responsibilities
 - Navigation
 - Purpose and Benefits of the Business Process
 - The End-to-End Business Process
 - Introduction to Demonstrations, Activities, and Exercises

Module 2: Accounts Payables – Department Approvals

Lessons

This module includes the following lessons:

- PO Vouchers
- Payment Requests
- Single Payment Vouchers
- Journal Vouchers
- Ad-Hoc Approvers

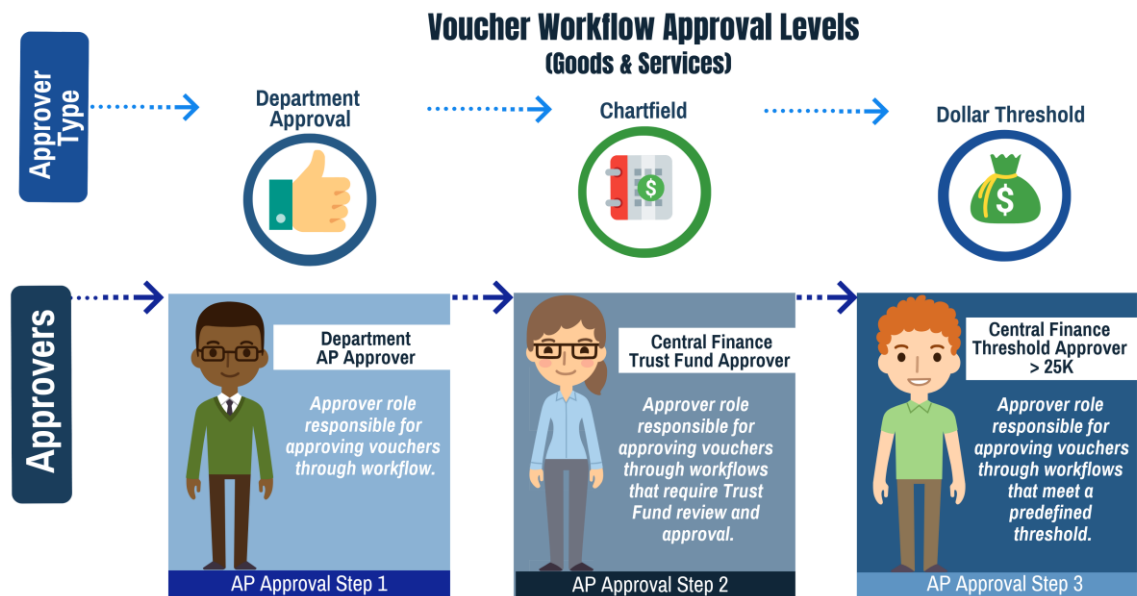
Lesson 1: PO Vouchers

Lesson 1: Overview

- At the conclusion of this lesson, the user will be able to:
- Understand the Approval Process for PO Vouchers

Lesson 1: PO Vouchers

Lesson 1: Introduction



When a supplier's invoice for an expense or service is received and it does not have an associated purchase order, the voucher must be manually created in County before the supplier can be paid. Often referred to as Direct Payment Vouchers, non-purchase order vouchers are typically used for one-time expenses below a given dollar threshold and other various types of scenarios. Since a non-purchase order voucher does not have the previously approved purchase order, an approval process is required before the payment. Refer to the State Procurement Manual for prerequisites for entering direct pay vouchers.

Once the supplier invoice has gone through department-specific pre-processing, and it is verified that the supplier is in the supplier table, the Department Accounts Payable Processor will need to enter the voucher online. Afterward, supporting documentation will be added and the voucher will be budget checked so the voucher can be approved.

Lesson 1: PO Vouchers

Key Terms

The following key terms are used in this Lesson:



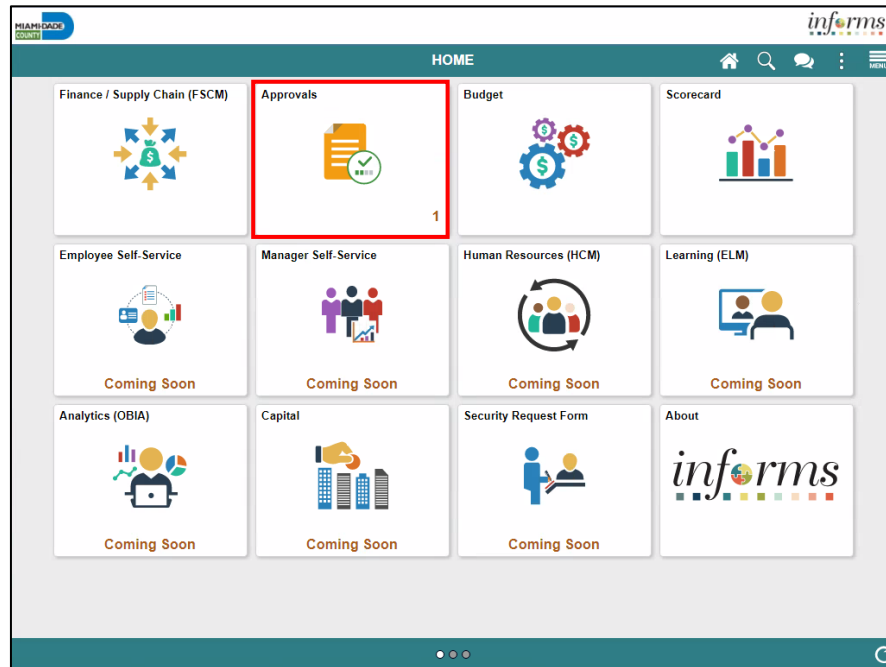
Term	Definition
ChartField	A term to represent the chart of accounts. Sometimes the term is used by the INFORMS team to reference a specific field within the chart of accounts (i.e., Fund, Account, Dept ID).
Invoice Lines	Additional information about items included in the voucher or invoice. Invoice or Voucher lines generally contain the item, description, quantity, unity of measure, unit price, and total price information on each line.
Journal Voucher	Journal Vouchers are used to adjust accounting entries for vouchers that have been posted, regardless of payment status.
Matching	An automated process of comparing values found in different business documents: Voucher, Purchase Order, Receiver, if applicable, and inspection (if applicable) prior to approving a Voucher for payment. This process provides assurance that the products listed on a supplier invoice were requested and received at the appropriate price and in the appropriate quantity.
PO Voucher	A record that represents an invoice from a Supplier submitted for payment which is associated with a Purchase Order. In INFORMS Accounts Payables, PO Vouchers are created by 'Copying Source Documents'
Template Voucher	Create a voucher that can be used as a template for generating regular vouchers that share voucher data.

Lesson 1: PO Vouchers

Lecture 1: Approving PO Vouchers

Approvals will be done through the Approval Tile or the Mass Voucher Approval navigation.

1. Select the **Approvals** tile.



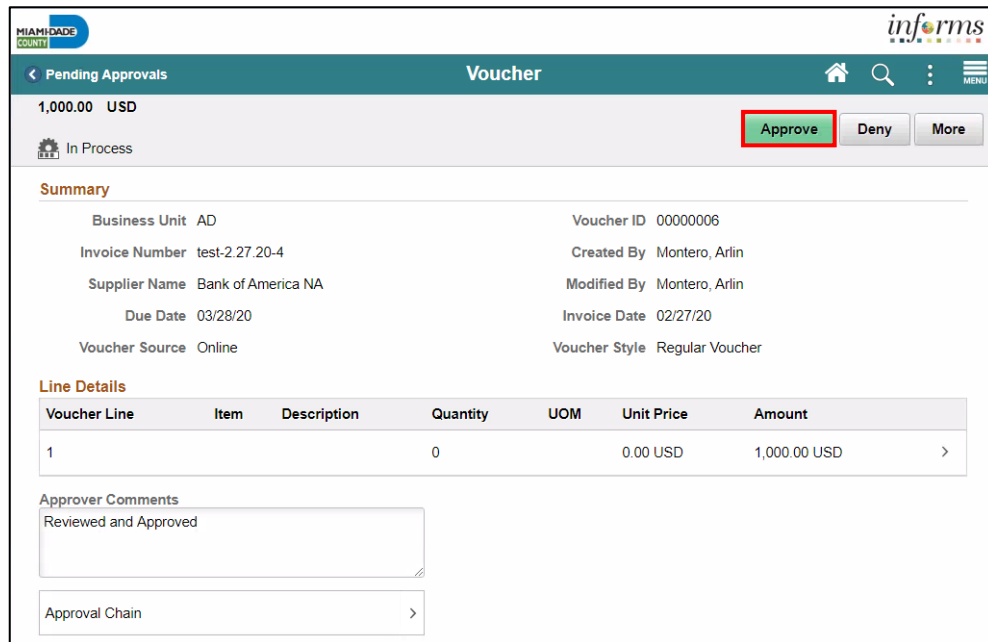
2. The user will select **voucher** to view vouchers submitted for approval.

Payables Operations		Pending Approvals		
View By	Type			
All	23			
Voucher	23			
All		23 rows		
Voucher	1,000.00 USD	AD / 00000006 / test-2.27.20-4 Montero, Arlin	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	10.00 USD	IT / 00000049 / po copy Cromartie, Mario	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	0.00 USD	IT / 00000131 / 1015 Manjarres, Karen	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	7,000.00 USD	IT / 00000238 / 458 Manjarres, Karen	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	85.00 USD	IT / 00000402 / 900KM Manjarres, Karen	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	80.00 USD	IT / 00000369 / KM857 Manjarres, Karen	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	80.00 USD	IT / 00000370 / KM868 Manjarres, Karen	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	85.00 USD	IT / 00000383 / KM12 Manjarres, Karen	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	100.00 USD	IT / 00000401 / 01KM Manjarres, Karen	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	85.00 USD	IT / 00000375 / KM1 Manjarres, Karen	Routed	>
		⚠ Medium Priority	07/10/2020	
Voucher	1,500.00 USD	IT / 00000609 / UAP-GAS16-DEBITPO-PS-2	Routed	>
		⚠ Medium Priority	07/24/2020	

Lesson 1: PO Vouchers

Lecture 1: Approving PO Vouchers

3. Confirm voucher is ready to approve, then select **Approve** and **Submit**. Status of the voucher will change to Approved.



Pending Approvals **Voucher**

1,000.00 USD **Approve** **Deny** **More**

In Process

Summary

Business Unit	AD	Voucher ID	00000006
Invoice Number	test-2.27.20-4	Created By	Montero, Arlin
Supplier Name	Bank of America NA	Modified By	Montero, Arlin
Due Date	03/28/20	Invoice Date	02/27/20
Voucher Source	Online	Voucher Style	Regular Voucher

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1			0		0.00 USD	1,000.00 USD

Approver Comments
Reviewed and Approved

Approval Chain >

Lesson 1: Training Activity 1

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

Instructions Please refer to Activity 1 on the FIN 212 Training Activity and Data Sheet.

This activity will be performed individually; the user must complete it on a classroom workstation using the INFORMS training environment. The Instructor will tell how to log into INFORMS.

The user will perform the activity by following the FIN 212 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available for questions.

Lesson 1: Training Exercise

Debrief



1. Will the department be required to enter a Receipt transaction to complete the automated three-way match in INFORMS?

2. Will a user ALWAYS be required to attach supporting documentation for a receipt transaction?

3. What is the threshold amount that requires additional approval of the voucher?

Lesson 1: Lesson Summary

Lesson Summary

Having completed the PO Vouchers lesson, the user should be able to:

- Understand the Approval Process for PO Vouchers



Lesson 2: Payment Requests

Lesson 2:

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

Introduction

- Understand the Approval Process for Payment Requests
- Be able to approve a Payment Request via Approval tiles and the Payment Request approval page

Lesson 2: Payment Requests

Lesson 2: Introduction

The Payment Request pages will walk the user through entering a basic invoice, supplier, and accounting information and submitting the Payment Request. From there, the Department Accounts Payable Processor will see the Payment Request in their Payment Request Center. The Processor will go through the same screens, verifying and correcting the information before submitting the Payment Request.

Once the Payment Request Processor submits the Payment Request for approval, the following approvals will be required:

- Department Payment Request Approver
- Central Finance AP Compliance Officer

Once fully approved, the Payment Request will be picked up for the voucher build. After this, the voucher will go through the approval framework. The voucher may require the following approvals before payment:

- Central AP Trust Fund Approver
- Central AP Threshold Approver

Lesson 2: Payment Requests

Key Terms

The following key terms are used in this Lesson:

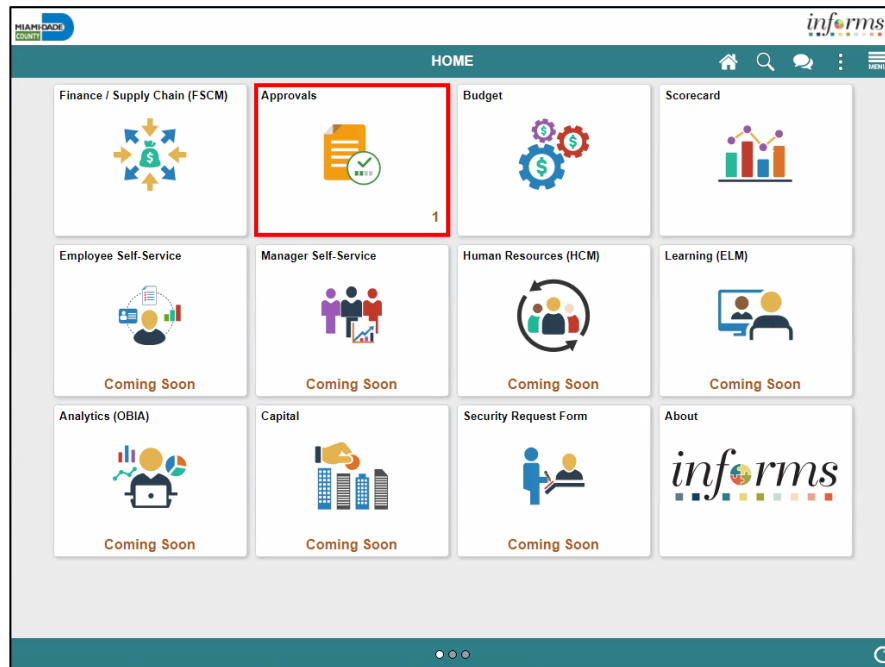


Term	Definition
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
Invoice lines	Additional information about items included in the voucher or invoice. Invoice or Voucher lines generally contain the item, description, quantity, unity of measure, unit price, and total price information on each line.
Supplier	Organizations that are actively doing business or have done business in the past with the County, or otherwise receiving payments from the County. Supplier data is used in the following transactions: Sourcing Opportunities (RFPs, RFQs, etc.), contracts, requisition, purchase order entry, receiving/returning goods, voucher entry, payments for goods/services purchased.



Lesson 2: Payment Requests

Lecture 1: Approving Payment Requests

1. Select the on the **Approvals** tile.



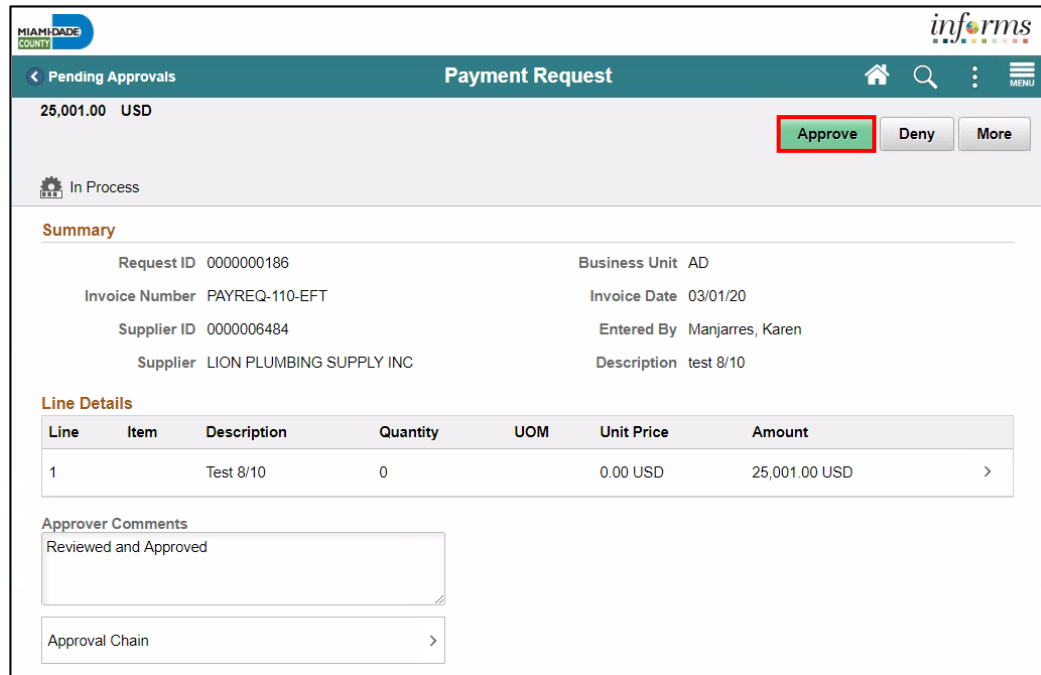
2. Select **Payment Request** to sort approvals. Users may **Approve** or **Deny** the Payment Request. The Approval Process is set through workflow criteria that is based on the County's requirement. Users will be able to see their department's specific Payment Requests that need approval.

Payables Operations		Pending Approvals		
View By	Type			
	All	1		
	Payment Request	1		
		<div> <div>All</div> <div> <div>Payment Request</div> <div>25,001.00 USD</div> </div> <div>0000000186 / AD / PAYREQ-110-EFT Manjarres, Karen</div> <div>Routed 08/10/2020</div> <div>></div> </div>		
		1 row		

Lesson 2: Payment Requests

Lecture 1: Approving Payment Requests

- When a user selects a specific Payment Request, additional details of the Payment Request will be shown. If the information on the Payment Request is verified, the user will select the green button to approve, and the Payment Request will no longer be seen from the approvals tile.



Payment Request

25,001.00 USD

Approve **Deny** **More**

In Process

Summary

Request ID 0000000186 Business Unit AD
 Invoice Number PAYREQ-110-EFT Invoice Date 03/01/20
 Supplier ID 0000006484 Entered By Manjarres, Karen
 Supplier LION PLUMBING SUPPLY INC Description test 8/10

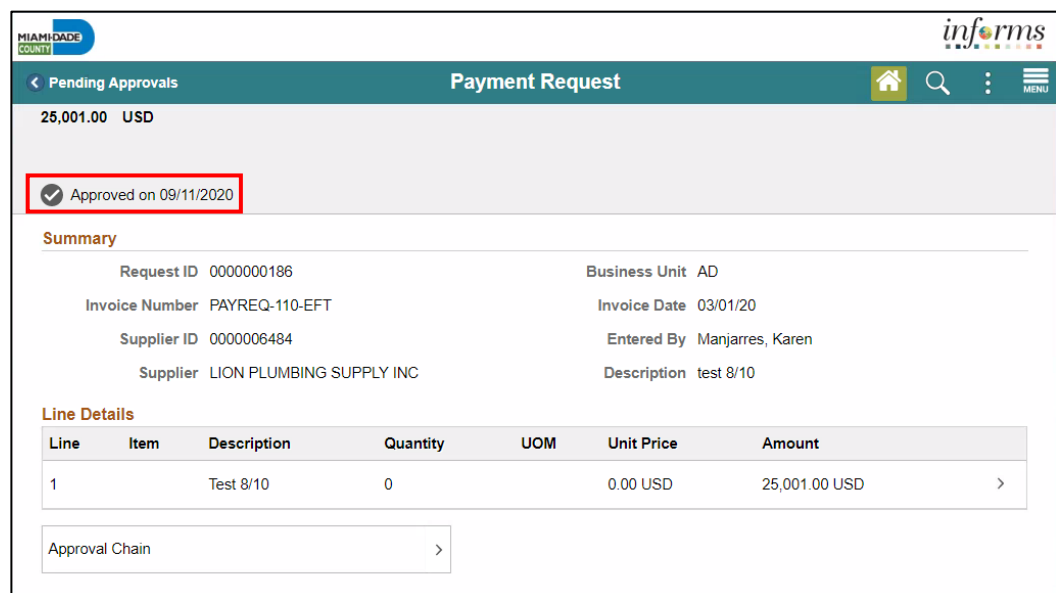
Line Details

Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		Test 8/10	0		0.00 USD	25,001.00 USD

Approver Comments
 Reviewed and Approved

Approval Chain

- Once the voucher has been approved, the status of the Payment Request will be updated from pending to approved.



Payment Request

25,001.00 USD

Approved on 09/11/2020

Summary

Request ID 0000000186 Business Unit AD
 Invoice Number PAYREQ-110-EFT Invoice Date 03/01/20
 Supplier ID 0000006484 Entered By Manjarres, Karen
 Supplier LION PLUMBING SUPPLY INC Description test 8/10

Line Details

Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		Test 8/10	0		0.00 USD	25,001.00 USD

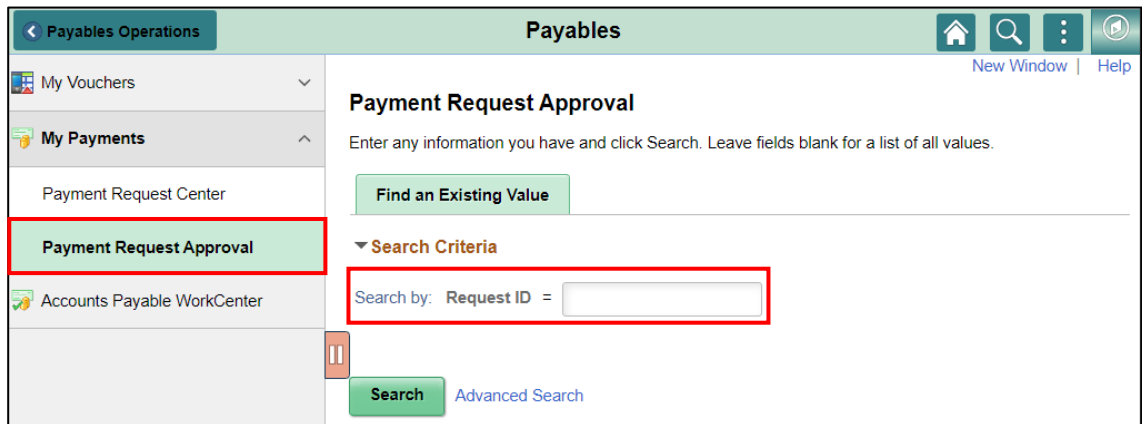
Approval Chain

Lesson 2: Payment Requests

Lecture 1: Approving Payment Requests

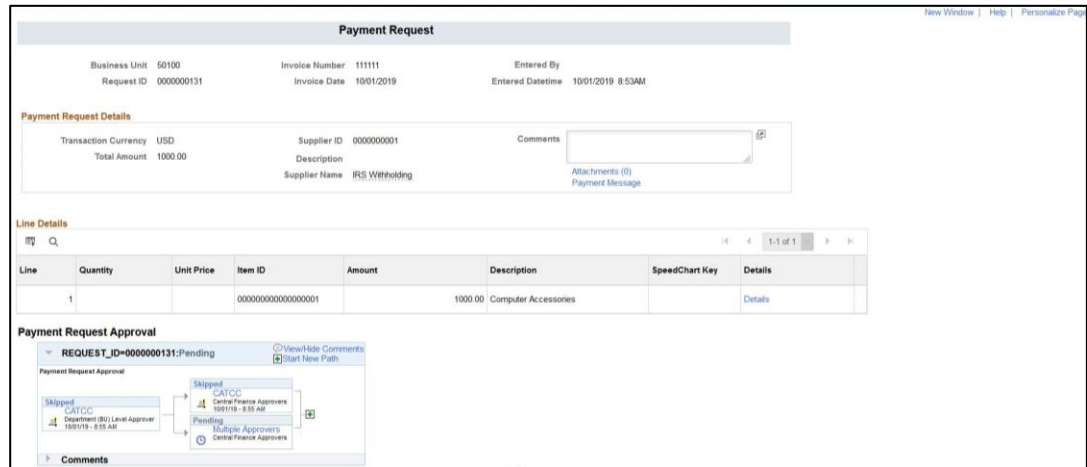
In addition to using the Approval Tile, the Department Payment Request Approver will be able to approve Payment Requests by accessing the **Payment Request Approval** page:

5. **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payables > My Payments > Payment Request Approval**
6. Enter in a **Request ID**.



The screenshot shows the 'Payment Request Approval' page. The left navigation pane has 'Payment Request Approval' highlighted. The main content area has a search bar with the text 'Search by: Request ID =' and a 'Search' button. There is also an 'Advanced Search' link.

7. The user will be able to see the Payment Request details as well as the approval path for that Payment Request.



The screenshot shows the 'Payment Request' details page. It includes fields for Business Unit, Invoice Number, Request ID, Invoice Date, Entered By, and Entered Datetime. Below this is the 'Payment Request Details' section with Transaction Currency, Total Amount, Supplier ID, Description, Supplier Name, and Comments. The 'Line Details' section shows a table with columns: Line, Quantity, Unit Price, Item ID, Amount, Description, SpeedChart Key, and Details. The 'Payment Request Approval' section shows a flow diagram with steps: Skipped (CATCC), Department (BU) Level Approver, Pending, Multiple Approvers, and Skipped (CATCC).

Lesson 2: Training Activity 1

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 212 Training Activity and Data Sheet.

This activity will be performed individually; the user must complete it on a classroom workstation using the INFORMS training environment. The Instructor will tell how to log into INFORMS.

The user will perform the activity by following the FIN 212 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available for questions.

Lesson 2: Training Exercise

Debrief



1. True or false? Payment requests can only be used for registered suppliers.

2. True or false? Entry of ChartFields are required to complete a payment request.

3. True false? Payment requests are only for non-Po invoices (Direct Payments).

Lesson 2: Lesson Summary

Lesson Summary



Having completed the Payment Request lesson, the user should be able to:

- Understand the Approval Process for Payment Request
- Understand how to navigate by using the approval tiles for Payment Requests

Lesson 3: Single Payment Vouchers

Lesson 3: Overview

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

- Understand the Approval Process for Single Payment Vouchers

Lesson 3: Single Payment Vouchers

Lesson 3: Introduction

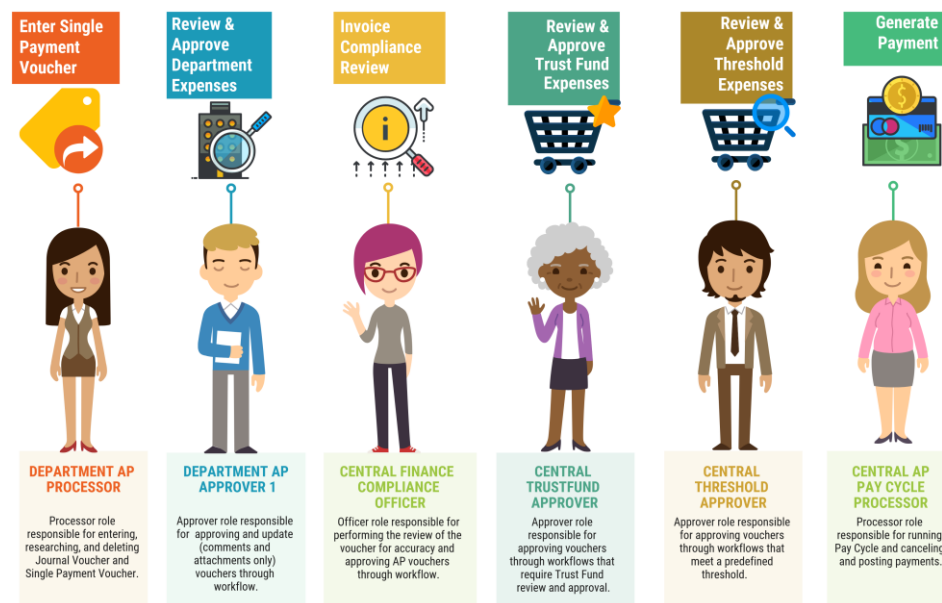
Single Payment Vouchers are used when users must make a payment for a one-time supplier without having to create and store the supplier in the system. For example, when users want to pay a rebate or refund, they can create a single payment supplier voucher.

The system uses the settings that a user establishes for the single payment supplier to supply default information such as payment terms and taxes onto the voucher.

Single Payment supplier vouchers have some restrictions:

1. No prepayment
2. No receivables/payables netting
3. No copying from a source
4. No withholding
5. No matching
6. No document tolerance checking
7. Only one payment schedule per voucher
8. The amount must be positive
9. No late charge calculation but the discount evaluation is supported
10. Users cannot apply single payment supplier vouchers to manual payment using the manual payment worksheet but can use the Voucher component to record a manual payment to single payment supplier

Single Payment Voucher (Non-Suppliers - Online Entry) Business Process (Special Services - Refund - Garnishment)



Lesson 3: Single Payment Vouchers

Key Terms

The following key terms are used in this Lesson:



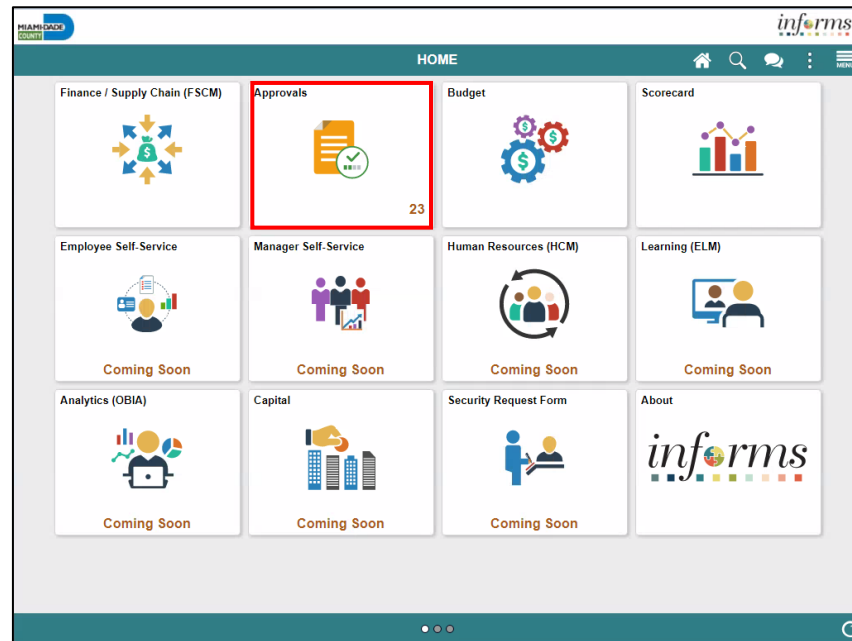
Term	Definition
Single Payment Voucher	Enter a voucher for a one-time supplier without having to define the supplier in the system.
Supplier	Organizations that are actively doing business or have done business in the past with the County, or otherwise receiving payments from the County. Supplier data is used in the following transactions: Sourcing Opportunities (RFPs, RFQs, etc.), contracts, requisition, purchase order entry, receiving/returning goods, voucher entry, payments for goods/services purchased.
Voucher	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.

Lesson 3: Single Payment Vouchers

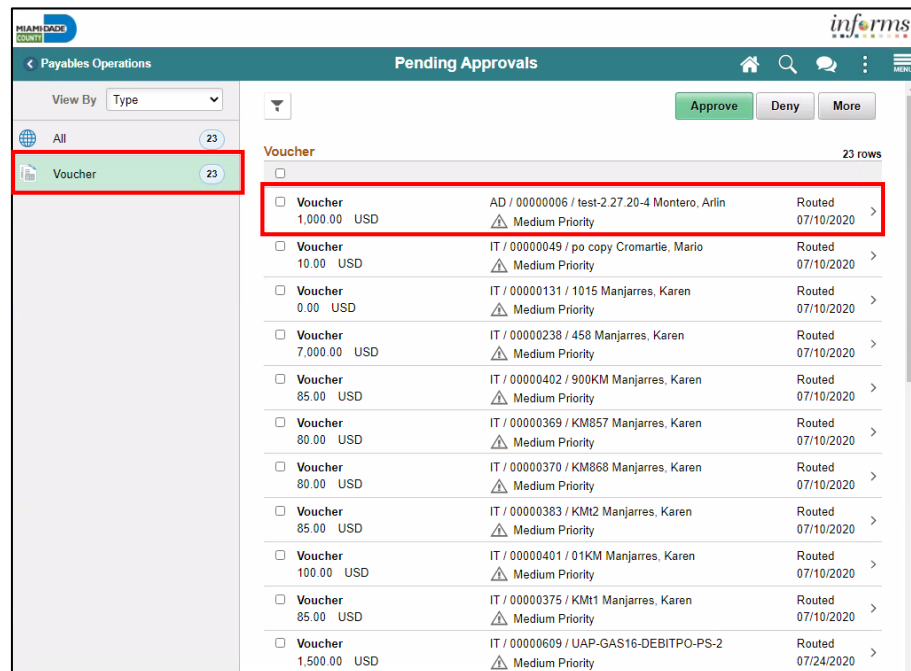
Lecture 1: Approving Single Payment Vouchers

For Single Payment Voucher Approvals, the steps are very similar to that of the Payment Request.

1. Select the **Approvals** tile.



2. Sort type by **Voucher** and select the specific voucher to be approved.

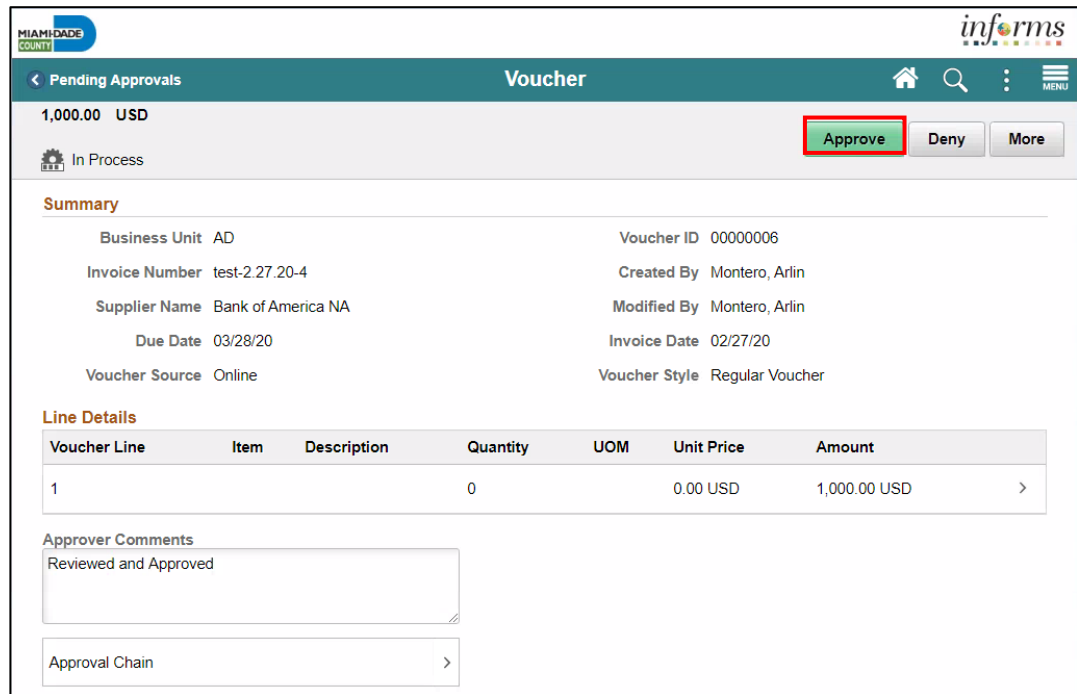


Pending Approvals			
View By: Type			
All 23			
Voucher 23			
<input type="checkbox"/>	Voucher 1,000.00 USD	AD / 00000006 / test-2.27.20-4 Montero, Arlin ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 10.00 USD	IT / 00000049 / po copy Cromartie, Mario ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 0.00 USD	IT / 00000131 / 1015 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 7,000.00 USD	IT / 00000238 / 458 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 85.00 USD	IT / 00000402 / 900KM Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 80.00 USD	IT / 00000369 / KM857 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 80.00 USD	IT / 00000370 / KM868 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 85.00 USD	IT / 00000383 / KM12 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 100.00 USD	IT / 00000401 / 01KM Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 85.00 USD	IT / 00000375 / KMt1 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 1,500.00 USD	IT / 00000609 / UAP-GAS16-DEBITPO-PS-2 ⚠ Medium Priority	Routed 07/24/2020 >

Lesson 3: Single Payment Vouchers

Lecture 1: Approving Single Payment Vouchers

- Once a user loads up the voucher on that page, the approver will be able to see the specific voucher details. Once verified, the approver can select **Approve** and **Submit**.



MIAMI-DADE COUNTY informatics

< Pending Approvals Voucher Home Search Menu

1,000.00 USD **Approve** Deny More

In Process

Summary

Business Unit	AD	Voucher ID	00000006
Invoice Number	test-2.27.20-4	Created By	Montero, Arlin
Supplier Name	Bank of America NA	Modified By	Montero, Arlin
Due Date	03/28/20	Invoice Date	02/27/20
Voucher Source	Online	Voucher Style	Regular Voucher

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1			0		0.00 USD	1,000.00 USD

Approver Comments
Reviewed and Approved

Approval Chain >

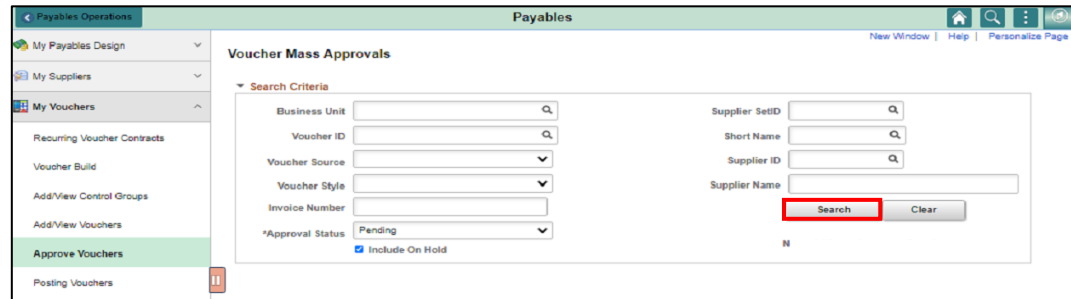
- Once the voucher has been approved it will be removed from the approval tile list. The status of the voucher will change from unapproved to approved.

Lesson 3: Single Payment Vouchers

Lecture 2: Mass Approve Vouchers

Additionally, the approver will also be able to mass approve vouchers:

1. Navigate to: **Finance/ Supply Chain (FSCM) > Payables Operation > Accounts Payable > My Vouchers > Approve Vouchers > Voucher Mass Approvals.**
2. Edit the Criteria, select **Search**, and select the voucher to be approved.



3. Once the voucher has been approved it will be removed from the approval tile list, and the status of the voucher will change from unapproved to approved.

Lesson 3: Training Activity 1

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 212 Training Activity and Data Sheet.

This activity will be performed individually; the user must complete it on a classroom workstation using the INFORMS training environment. The Instructor will tell how to log into INFORMS.

The user will perform the activity by following the FIN 212 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available for questions.

Lesson 3: Training Exercise

Debrief



1. True or false? Single payment vouchers can be used to pay registered County vendors.

2. True or false? To issue a refund to a customer (non-County vendor), the single payment voucher is used.

Lesson 3: Lesson Summary

Lesson Summary



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

- Understand the Approval Process for Single Payment Vouchers through the approval tiles and Mass Voucher Approval page.

Lesson 4: Journal Vouchers

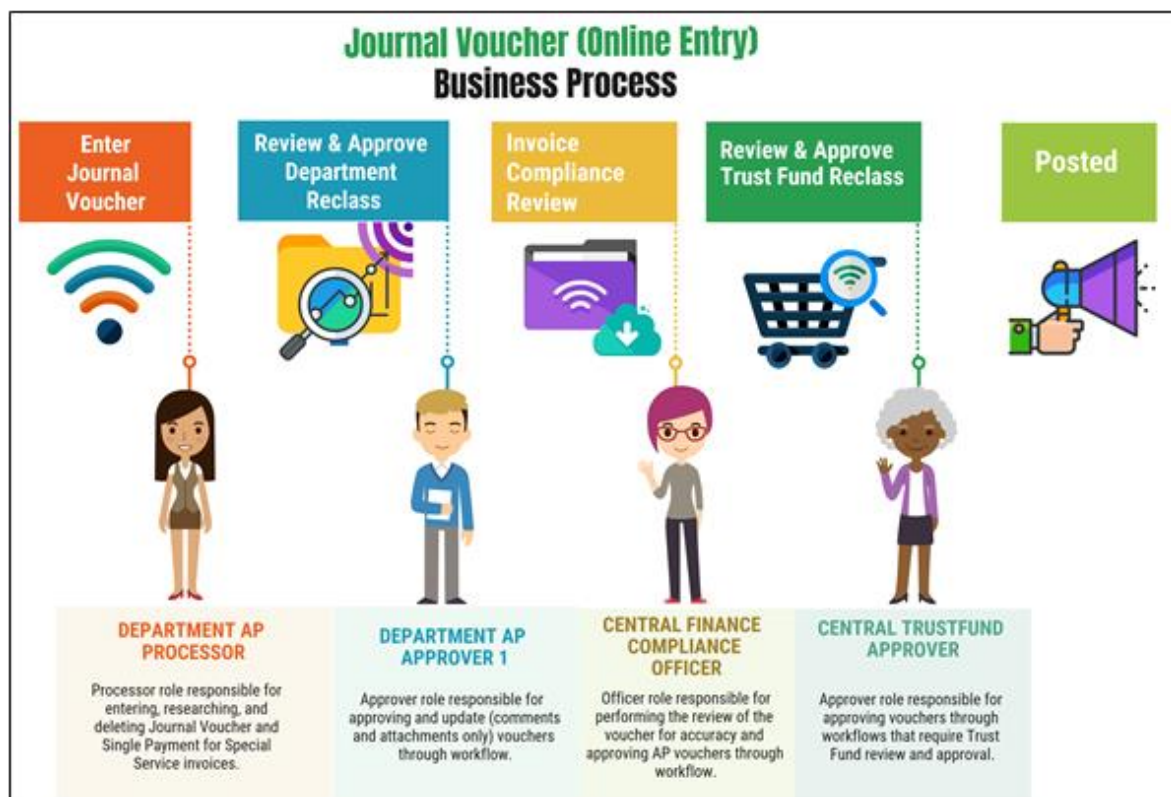
Lesson 4: At the conclusion of this lesson, the user will be able to:

Introduction

- Understand the Approval Process for Journal Vouchers

Lesson 4: Journal Vouchers

Lesson 4: Introduction



Lesson 4: Journal Vouchers

Key Terms

The following key terms are used in this Lesson:

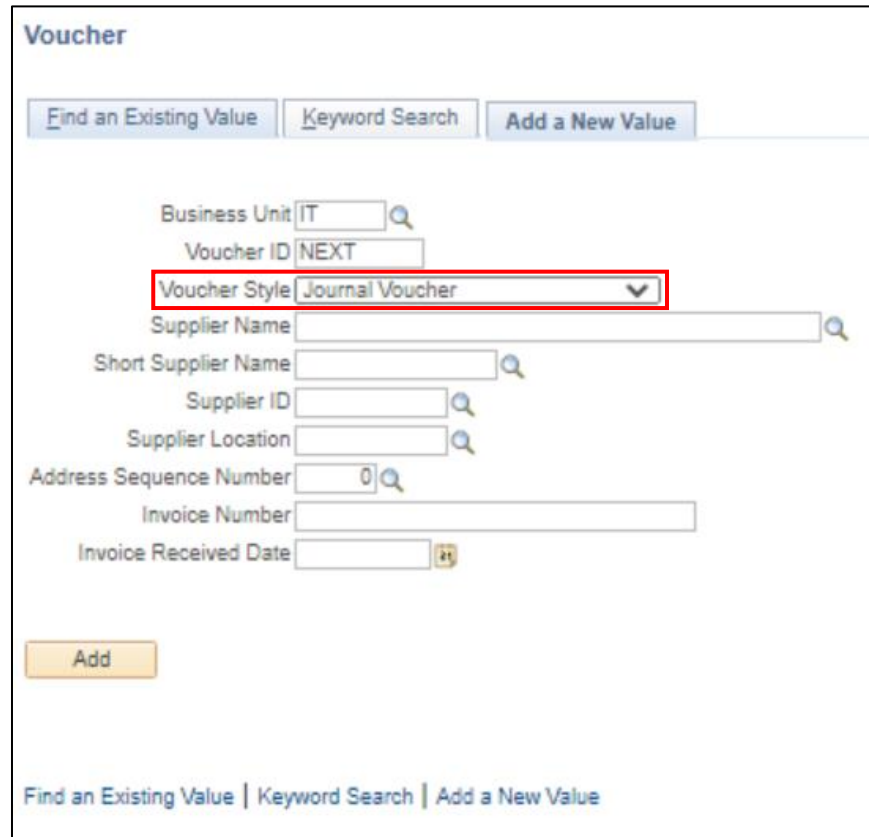


Term	Definition
Journal Voucher	Journal Vouchers are used to adjust accounting entries for vouchers that have been posted, regardless of payment status.

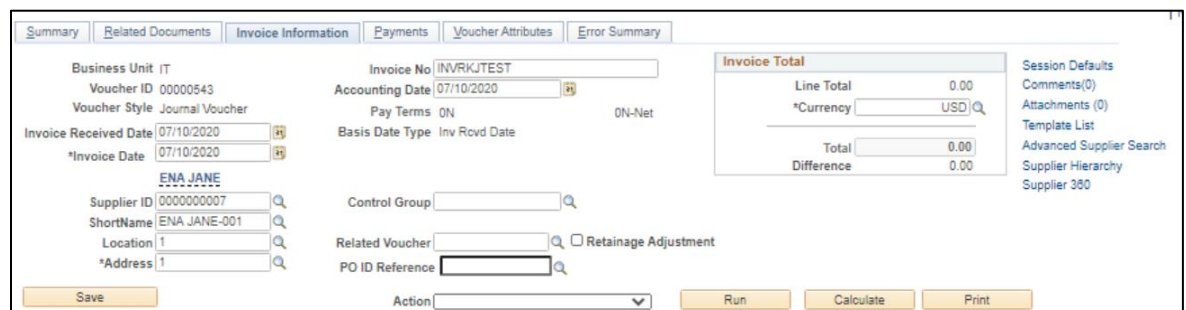
Lesson 4: Journal Vouchers

Lecture 1: Approving Journal Vouchers

1. Navigate to: **Finance/ Supply Chain (FSCM) > Payables Operation > Accounts Payable > My Vouchers > Add/View Vouchers**
2. Change the Voucher Style to **Journal Voucher**.



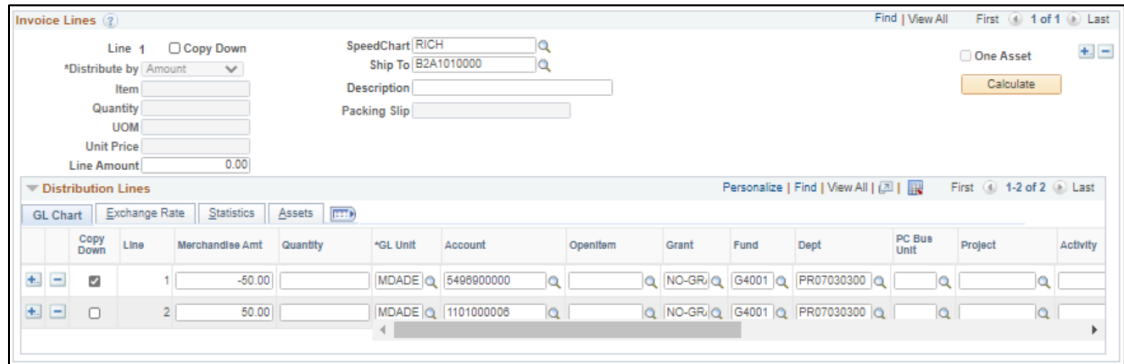
3. For a Journal Voucher, the **Invoice Total** must be zero.
4. Fill in the remaining values to match the adjusted voucher.



Lesson 4: Journal Vouchers

Lecture 1: Approving Journal Vouchers

5. Scroll to the **Invoice Lines** section and create two distribution lines.
6. The first line represents the subtraction of **Merchandise Amount** from the incorrect account filed for a voucher.
7. The second line represents the redistribution of that amount to the correct account.



The screenshot displays the 'Invoice Lines' window. At the top, there are fields for 'Line 1', 'Copy Down', 'SpeedChart' (set to RICH), 'Ship To' (B2A1010000), 'Description', and 'Packing Slip'. A 'Calculate' button is visible on the right. Below these fields is the 'Distribution Lines' section, which contains a table with two lines:

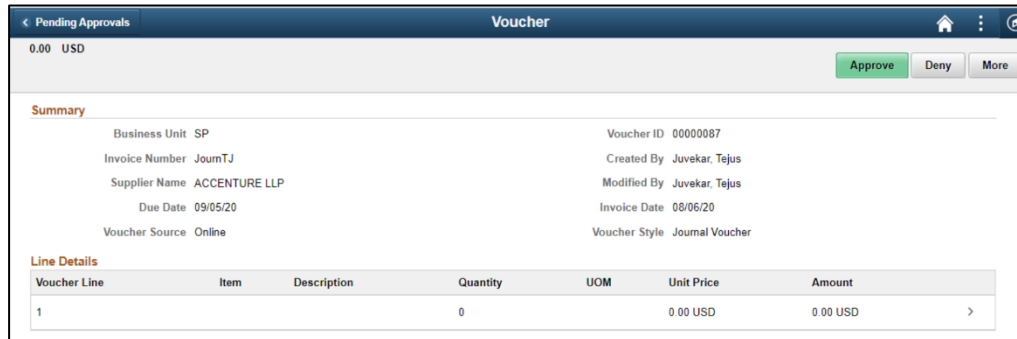
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Grant	Fund	Dept	PC Bus Unit	Project	Activity
<input checked="" type="checkbox"/>	1	-50.00		MDADE	5498900000		NO-GR	G4001	PR07030300			
<input type="checkbox"/>	2	50.00		MDADE	1101000006		NO-GR	G4001	PR07030300			

Lesson 4: Journal Vouchers

Lecture 1: Approving Journal Vouchers

For Journal Voucher approvals, the steps are very similar to that from our previous vouchers. The Department Approver will log on and navigate to the approvals tile, sort type by Voucher, and select the specific voucher to be approved.

1. Navigate to: **Finance/ Supply Chain (FSCM) > Approvals> Vouchers**
2. Select **voucher** to view vouchers submitted for approval.



Voucher						
0.00 USD						
<div>Approve Deny More</div>						
Summary						
Business Unit: SP			Voucher ID: 00000087			
Invoice Number: JournTJ			Created By: Juvekar, Tejus			
Supplier Name: ACCENTURE LLP			Modified By: Juvekar, Tejus			
Due Date: 09/05/20			Invoice Date: 08/06/20			
Voucher Source: Online			Voucher Style: Journal Voucher			
Line Details						
Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1			0		0.00 USD	0.00 USD

The voucher status will be shown as approved once the approver has selected approve and submit.

Lesson 4: Training Exercise

Debrief



1. True or false? A journal voucher can be reused to reclass an expense to a new financial structure (ChartField combination).

2. True or false? The invoice amount on a journal voucher is always \$0.

Lesson 4: Lesson Summary

Lesson Summary



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

- Understand the Approval Process for Journal Vouchers
- Understand the Invoice amount being \$0.00

Lesson 5: Ad-Hoc Approvers

Lesson 5: At the conclusion of this lesson, the user will be able to:

Introduction

- Understand how to add an ad-hoc approver
- Understand how to start a new path

Lesson 5: Ad-Hoc Approvers

Lecture 1: Adding Ad- Hoc Approvers

The ad-hoc process is designed to add additional level(s) of approval for receipt/payment acknowledgement via Ad-Hoc Approver. This process will extend the invoice approval process and may extend the processing time, causing possible payment delay.

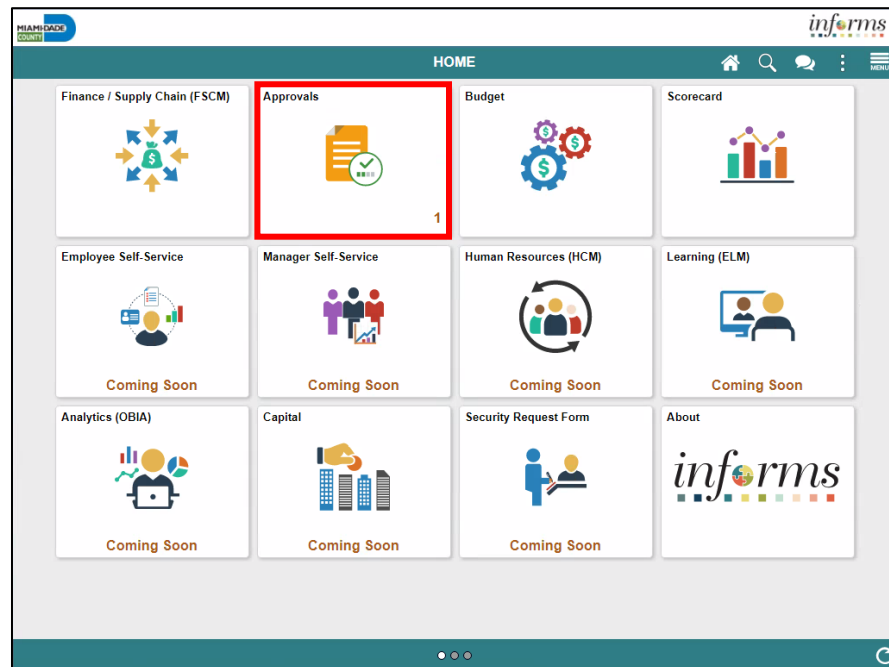
Adding an Ad-hoc Approver to the invoice approval path (workflow) will move the invoice forward and the invoice does not return to the user that added this ad-hoc approver(s). Thus, this ad-hoc process should be used only when the user is complete with their review and approve the invoice to move forward for payment approval.

This process should only be used when needed.

Lesson 5: Ad-Hoc Approvers

Lecture 1: Adding Ad-Hoc Approvers

1. Select the **Approvals** tile.



2. Identify and select the **transaction** to approve.

View By	Type	Payment Request	Amount	Description	Status
All	45	<input type="checkbox"/> Payment Request	500.00 USD	000000108 / PR / CYCLES KM MD_AP_DPT_PAYMENT_REQUESTOR	Routed 07/06/2020
		<input type="checkbox"/> Payment Request	25,901.00 USD	000000169 / CR / UAP-MORDPT DEBIT-CK-2 Saripall, Ramesh	Routed 07/30/2020
		<input type="checkbox"/> Payment Request	25,001.00 USD	000000170 / CR / UAP-DPT21 DEBIT-CK Saripall, Ramesh	Routed 07/31/2020
		<input type="checkbox"/> Payment Request	36,790.00 USD	000000094 / CR / 180M04 MD_AP_DPT_PAYMENT_REQUESTOR	Routed 08/12/2020
		<input type="checkbox"/> Payment Request	500.00 USD	0000000200 / CL / MDC-0813-07 MD_AP_DPT_PAYMENT_REQUESTOR	Routed 08/31/2020
		<input type="checkbox"/> Payment Request	26,500.00 USD	0000000201 / CR / CPTV-0818-11 Manjares, Karen	Routed 08/31/2020

3. Select the **Approval Chain** button.

Summary

Request ID: 000000252
 Invoice Number: FRTST-08252020-2
 Supplier ID: 000011423
 Supplier: RED HAWK FIRE & SECURITY LLC

Business Unit: FR
 Invoice Received Date: 08/15/20
 Entered By: Saripall, Ramesh
 Description: restat

Line Details

Line	Item	Description	Quantity	UOM	Unit Price	Amount
1			0		0.00 USD	28,000.00 USD

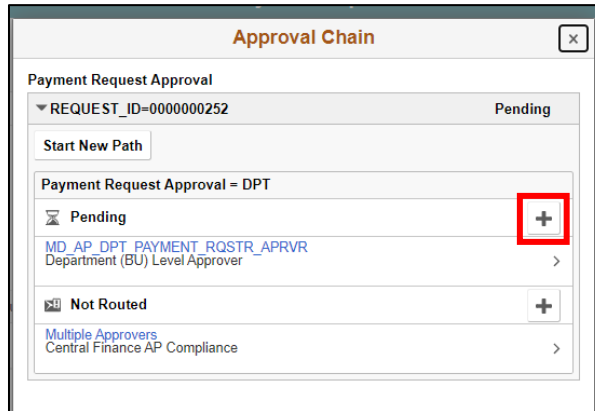
Approver Comments:

Approval Chain

Lesson 5: Ad-Hoc Approvers

Lecture 1: Adding Ad-Hoc Approvers

4. Approval Chain is displayed. Click on the **plus (+)** button to add an Ad-Hoc Approver.



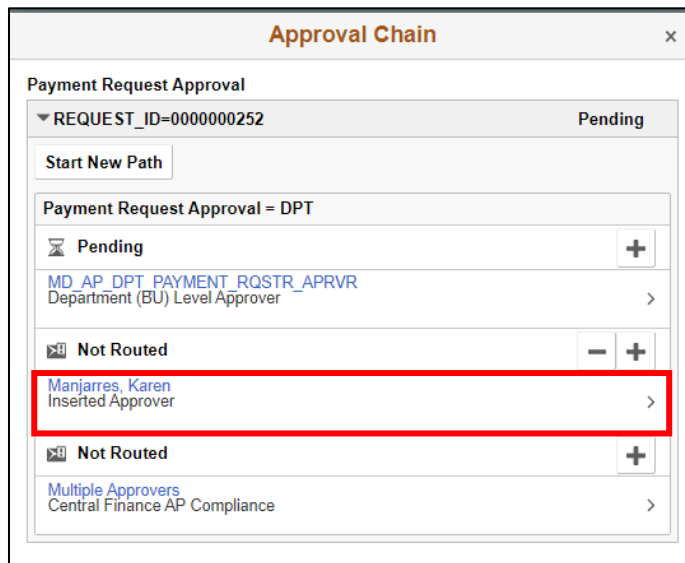
The screenshot shows the 'Approval Chain' window for a 'Payment Request Approval'. The request ID is 0000000252 and the status is 'Pending'. The current path is 'Payment Request Approval = DPT'. A red box highlights the 'Pending' status, and a plus (+) button is visible to its right. Below this, there is a link for 'MD_AP_DPT_PAYMENT_RQSTR_APRVR' (Department (BU) Level Approver) and a 'Not Routed' status with a plus (+) button.

5. In the User ID field, enter the **User ID** of the Approver or Reviewer you wish to add and select **Insert**.



The screenshot shows the 'Insert additional approver or reviewer' dialog box. The 'User ID' field contains 'E304811'. The 'Approver' radio button is selected, and the 'Insert' button is highlighted with a red box.

6. The Approval Workflow is updated to include the newly added Ad-Hoc Approver.



The screenshot shows the updated 'Approval Chain' window. The 'Not Routed' status is highlighted with a red box, and the newly added approver 'Manjarres, Karen' is listed below it. The 'Insert' button is also highlighted with a red box.

Lesson 5: Ad-Hoc Approvers

Lecture 2: Starting a New Path

The ad-hoc process is designed to add additional level(s) of approval for receipt/payment acknowledgement via 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 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 have the option of waiting for path to be complete or not prior to approving the transaction.

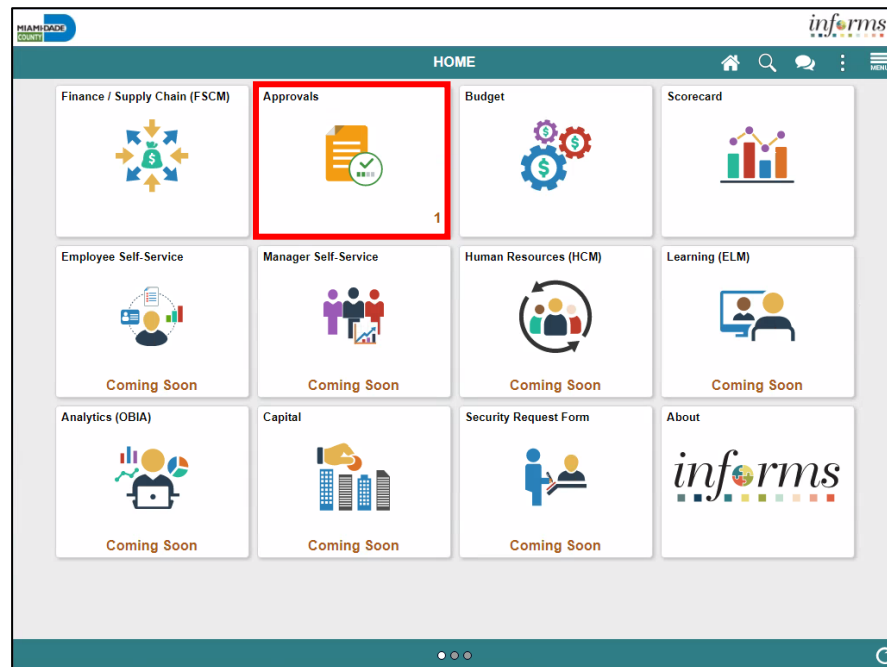
This action does not Affect and/or Change the approval path that is already defined for the type of transaction

This process should only be used when needed.

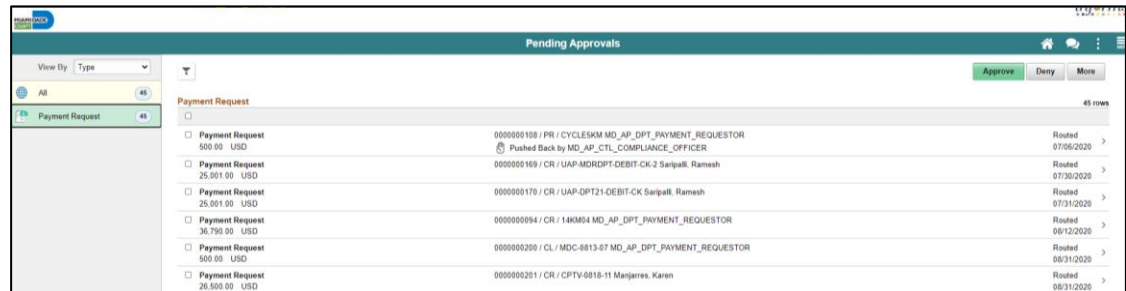
Lesson 5: Ad-Hoc Approvers

Lecture 2: Starting a New Path

1. Select the **Approvals** tile.

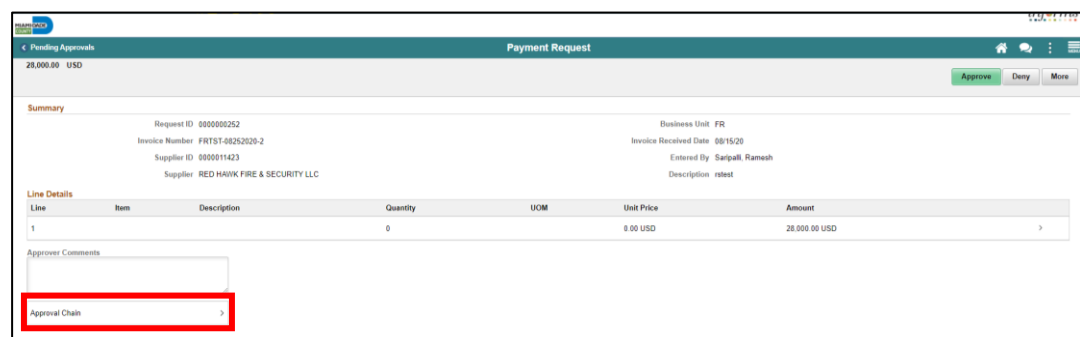


2. Identify and select the **transaction** to approve.



View By	Type	Filter	Approve	Deny	More
All	45				
Payment Request	45				
Payment Request					
<input type="checkbox"/>	Payment Request 500.00 USD	000000108 / PR / CYCLESKM MD_AP_DPT_PAYMENT_REQUESTOR Pushed Back by MD_AP_CTL_COMPLIANCE_OFFICER			Routed 07/06/2020
<input type="checkbox"/>	Payment Request 25,501.00 USD	000000169 / CR / UAP-MDRDPT-DEBIT-CK-2 Saripalli, Ramesh			Routed 07/30/2020
<input type="checkbox"/>	Payment Request 25,501.00 USD	000000170 / CR / UAP-DPT21-DEBIT-CK Saripalli, Ramesh			Routed 07/31/2020
<input type="checkbox"/>	Payment Request 36,790.00 USD	000000094 / CR / 140M04 MD_AP_DPT_PAYMENT_REQUESTOR			Routed 08/12/2020
<input type="checkbox"/>	Payment Request 500.00 USD	000000020 / CL / MDC-0813-07 MD_AP_DPT_PAYMENT_REQUESTOR			Routed 08/31/2020
<input type="checkbox"/>	Payment Request 26,500.00 USD	000000021 / CR / CPTV-0818-11 Manjares, Karen			Routed 08/31/2020

3. Select the **Approval Chain** button.



Payment Request

Summary

Request ID: 000000252
Invoice Number: FRTST-08252020-2
Supplier ID: 000011423
Supplier: RED HAWK FIRE & SECURITY LLC

Business Unit: FR
Invoice Received Date: 08/15/20
Entered By: Saripalli, Ramesh
Description: restat

Line Details

Line	Item	Description	Quantity	UOM	Unit Price	Amount
1			0		0.00 USD	28,000.00 USD

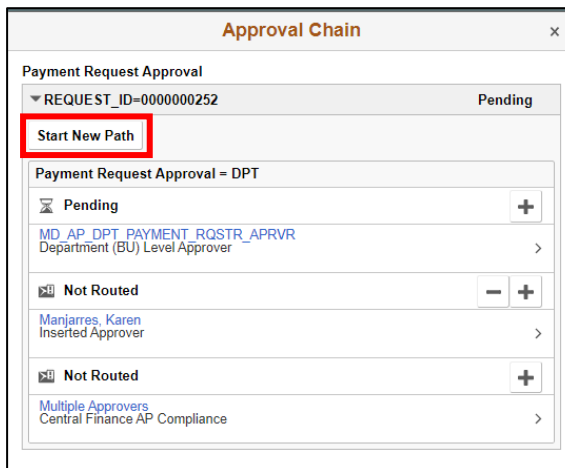
Approver Comments

Approval Chain

Lesson 5: Ad-Hoc Approvers

Lecture 2: Starting a New Path

- Approval Chain is displayed. Click on the **Start New Path** button to Update the Approval Chain.



The screenshot shows the 'Approval Chain' window for a 'Payment Request Approval' with REQUEST_ID=0000000252. The status is 'Pending'. A red box highlights the 'Start New Path' button. Below this, the current approval path is listed: 'Payment Request Approval = DPT' with a 'Pending' status and a '+' button. The path includes 'MD_AP_DPT_PAYMENT_RQSTR_APRVR' (Department (BU) Level Approver) and 'Manjarres, Karen' (Inserted Approver). There are also 'Not Routed' items with '-' and '+' buttons.

- In the User ID field, enter the **User ID** of the Approver or Reviewer you wish to add and select **Insert**.



The screenshot shows the 'Start new approval path' window. A red box highlights the 'User ID' field containing 'E304811'. Below the field, there are radio buttons for 'Approver' (selected) and 'Reviewer'. A red box also highlights the 'Insert' button.

- Approval Chain is updated to include the new path.



The screenshot shows the 'Approval Chain' window after the new path has been added. The 'Start New Path' button is now visible. The updated path is shown: 'Payment Request Approval = DPT' with a 'Pending' status and a '+' button. The path includes 'MD_AP_DPT_PAYMENT_RQSTR_APRVR' (Department (BU) Level Approver) and 'Manjarres, Karen' (Inserted Approver). A red box highlights the new 'Ad hoc path added by MD_AP_DPT_PAYMENT_RQSTR_APRVR, 1' with a 'Pending' status and a '+' button.

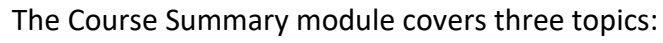
Lesson 5: Lesson Summary



Having completed the Ad-Hoc Approvers lesson, the user should be able to:

- Understand how to add an ad-hoc approver
- Understand how to start a new path

Course Summary



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Module 3: Course Summary

Objectives Achieved



Congratulations! You have completed the Accounts Payables – Department Approvals course. You now should be able to:

- Understand the Approval Process for Payment Request
- Understand the Approval Process for Single Payment Voucher
- Understand the Approval Process for PO Vouchers
- Understand the Approval Process for Journal Vouchers
- Understand the Ad-Hoc Approval Process

Module 3: Course Summary

Additional Training and Job Aids

Users also have the following resources available:

User Productivity Kits

- Approving Payment Requests
- Approving Vouchers (Journal, PO, and Single Payment)

Job Aids

- N/A

For additional information, be sure to visit:

- Miamiidade.gov/informs

Module 3: Course Summary

Key Terms

The following key terms are used in this course:



Term	Definition
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
ChartField	A term to represent the chart of accounts. Sometimes the term is used by the INFORMS team to reference a specific field within the chart of accounts (i.e., Fund, Account, Dept ID).
Invoice Lines	Additional information about items included in the voucher or invoice. Invoice or Voucher lines generally contain the item, description, quantity, unity of measure, unit price, and total price information on each line.
Journal Voucher	Journal Vouchers are used to adjust accounting entries for vouchers that have been posted, regardless of payment status.
Matching	An automated process of comparing values found in different business documents: Voucher, Purchase Order, Receiver, if applicable, and inspection (if applicable) before approving a Voucher for payment. This process provides assurance that the products listed on a supplier invoice were requested and received at the appropriate price and in the appropriate quantity.
PO Voucher	A record that represents an invoice from a Supplier submitted for payment which is associated with a Purchase Order. In INFORMS Accounts Payables, PO Vouchers are created by 'Copying Source Documents'
Single Payment Voucher	Enter a voucher for a one-time supplier without having to define the supplier in the system.
Supplier	Organizations that are actively doing business or have done business in the past with the County, or otherwise receiving payments from the County. Supplier data is used in the following transactions: Sourcing Opportunities (RFPs, RFQs, etc.), contracts, requisition, purchase order entry, receiving/returning goods, voucher entry, payments for goods/services purchased.
Template Voucher	Create a voucher that can be used as a template for generating regular vouchers that share voucher data.

Voucher	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.
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