Miami-Dade County

INFORMS

End-User Training Guide

Course Code: SCM 101
Course: Supply Chain Management (SCM) Fundamentals

Course Overview

Course Description	This course provides a comprehensive review of the Supply Chain Management (SCM) Fundamentals processes.
	This course consists of the following modules:
	• Module 1: Course Introduction
	• Module 2: Supply Chain Management(SCM) Fundamentals
	• Module 3: SCM End-to-End Processes
	• Module 4: Integration Points Between SCM and Finance INFORMS Modules
	• Module 5: 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:
	• All INFORMS users with Supply Chain Management related roles
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
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 1.5 hours.

Table of Contents

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
- 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 fundamentals of INFORMS Supply Chain Management (SCM)
- Understand the SCM end-to-end processes
- Understand the Integration points between SCM and Finance INFORMS modules

Module 1: Course Introduction

Training Audience:

Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:
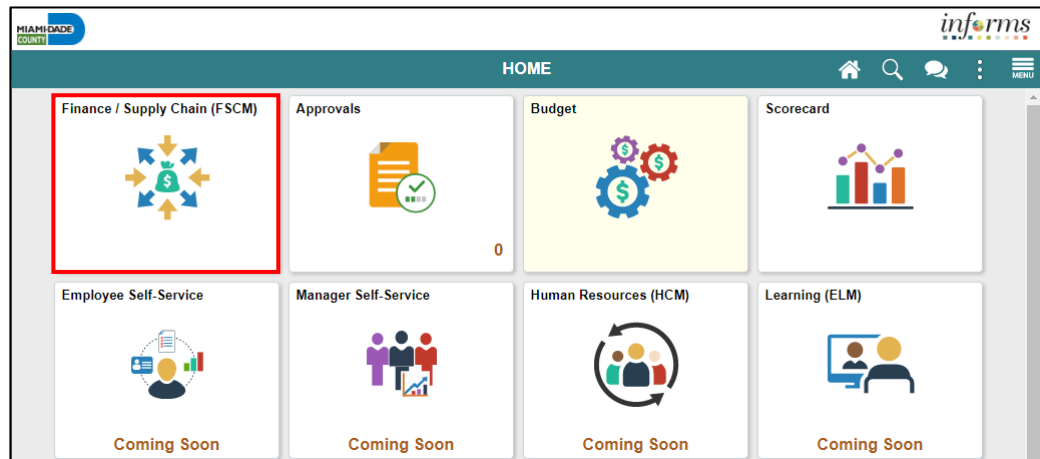
- All INFORMS end-users with SCM related roles

Module 1: Course Introduction

Navigation

Below are the steps to navigate to the SCM area, 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 **Supply Chain Operations**.

Module 1: Course Introduction

Key Changes to the Business Process

The key changes to the SCM Business Process(es) include:

- Providing the ability to manage the lifecycle of capital projects and the procurement of goods and services
- Providing the functionality to request, solicit, contract, procure, receive, and pay for goods, services

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

Module 1: Course Introduction

Module 1:
Course
Introduction
Summary

The following key concepts were covered in this module:

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

Module 2: Supply Chain Management Fundamentals

Lessons   This module includes the following lesson:

- INFORMS SCM Fundamentals

Lesson 1: INFORMS SCM Fundamentals
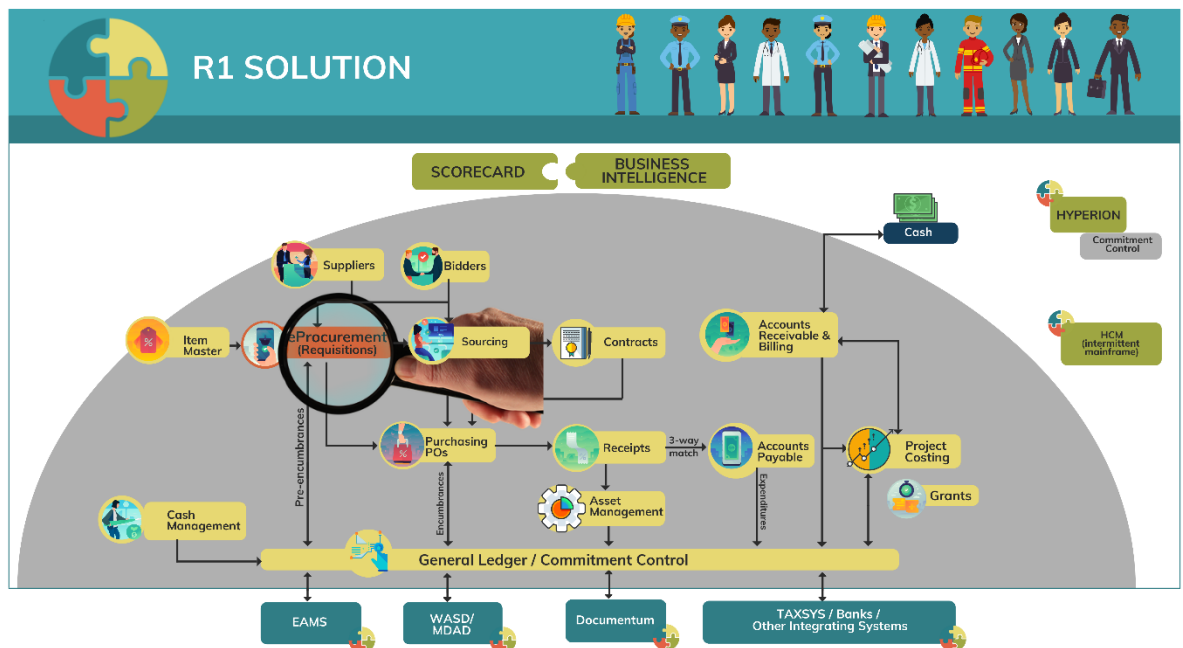
Lesson 1: Introduction

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

- Understand INFORMS SCM Fundamentals

Lesson 1: INFORMS SCM Fundamentals

Lesson 1:
INFORMS SCM
Fundamentals

INFORMS is a modern software program that will replace the 120+ aging and stand-alone systems that are currently in use throughout the County departments. INFORMS SCM will benefit the Miami-Dade County in many ways. In addition to modernizing the software used, INFORMS gives the County the ability to track and report on the goods and services purchased from County contracts across all departments. All County assets and expenditures will be tracked and maintained in one central system.

INFORMS SCM has five main business processes that will be used to procure goods and services for user departments. For an overview of the SCM business processes, let's take a brief look at each of the five SCM modules and their respective business processes.

Lesson 1: INFORMS SCM Fundamentals

Lesson 1:
INFORMS SCM
Fundamentals

eProcurement: This module initiates the procure-to-pay business process by providing the functionality to request goods and services for purchase. In this module user will create and maintain requisitions to include, integrating with the County's e-catalog to select items and process the items through the INFORMS requisition.

- Manage Items and Catalogs
- Manage Requisitions

Supplier Contract Management: This module provides robust document management authoring capabilities to create and manage written contracts, sourcing events, purchase orders, and ad hoc documents using Microsoft Word. The module also provides a structured method to develop and manage a contract clause library and the document management life cycle.

- Create Supplier Contracts
- Negotiate Supplier Contracts
- Approve Supplier Contracts
- Execute Supplier Contracts
- Manage Contract Deliverables
- Amend Supplier Contracts
- Manage Supplier Contract Standards

Purchasing: This module is the center of the procure-to-pay process. It will streamline the purchasing process through the creation of Procurement contracts, purchase orders, and receipts.

- Manage and Record Purchase Orders
- Record Receipt of Goods & Services

Strategic Sourcing: This module facilitates collaboration between procurement professionals in user departments and the suppliers of the goods and services. Users will use the Strategic Sourcing module to manage and execute the bidding process.

- Manage Bidders
- Manage Sourcing

Lesson 1: INFORMS SCM Fundamentals

Lesson 1:
INFORMS SCM
Fundamentals

SCM Integration Across Business Processes

The SCM modules integrate information across business processes to complete the procure-to-pay life cycle which provides real-time visibility and transparency to data throughout the County. Let's begin by taking a look at how each of the SCM modules integrate with each other and some of the Finance modules in the INFORMS system.

	ePro	PO	SS	SC
eProcurement (ePro)		X	X	
Purchasing (PO)	X		X	X
Strategic Sourcing (SS)	X	X		X
Supplier Contract Management (SC)		X	X	

The table summarizes which SCM modules integrate with each other.

Lesson 1: Lesson Summary

Lesson
Summary

Having completed the INFORMS SCM Fundamentals lesson, user should be able to:

- Understand the basics of the SCM modules, and how they integrate with one another

Module 3: SCM End-to-End Processes

Lessons   This module includes the following lesson:

- SCM End-to-End Processes

Lesson 1: SCM End-to-End Processes

Lesson 1: Introduction

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

- Understand the details of the SCM modules' end-to-end Processes

Lesson 1: SCM End-to-End Processes

Lesson 1: Introduction

The SCM modules support the business process of procuring goods and services from suppliers in order to continue business operations. Business processes include actions involving requisitions, purchase orders, change orders, receipts, procurement contract, sourcing events and creating supplier contract management documents.

Lesson 1: SCM End-to-End Processes

Key
Terms

The following key terms are used in this lesson:

Term	Definition
Agreements	Agreements, also called deliverables, provide a mechanism to define and manage internal and external agreements for the contract.
Bid	A submission of a response to an event.
Bidder	Organizations that are interested in doing business with the county and interested in responding to solicitations. Bidders are stored separately from Suppliers. Bidder tables act as a holding place until the bidder is awarded an event. Once an event is awarded to a registered bidder, they become a Supplier. Previously known as Vendor.
Bind Variable	Variable definitions that enable a user to map source transactional values, such as a purchase order number to content within clauses, sections, and Microsoft Word templates. Enables a user to retrieve actual field values from a transaction's record or wizard response when the system processes the rule during document generation.
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Business Intelligence	Provides a full range of business intelligence capabilities that allows the user to collect up-to-date data from their organization, present the data in an easy-to-understand formats, such as tables and graphs, and deliver data in a timely fashion to the employees
Buyer	A user that manages purchase orders and relationships with suppliers. All users with the Department Buyer role will have defaults established to streamline PO data entry as it defines the default information that appears on a PO for a Buyer.
Category Contact	Enable a user to create a contract based on a category (NIGP code) of items. Category contracts are typically used to set up a percentage-off list price that applies to any item within the category. Using category contracts, user can also define items that can be excluded.

Lesson 1: SCM End-to-End Processes

Key Terms   The following key terms are used in this lesson:

Term	Definition
Collaboration	Collaboration is an optional function that may be used when creating contract documents to share and track edits to documents across internal and external collaborators.
Contract Document	A textual document created in INFORMS Supplier Contract Management that user can associate with a procurement contract, solicitation or a purchase order. Contract documents are signed agreements that bind buyers and suppliers to specific terms and conditions.
Database	A systematized collection of data that can be accessed immediately and manipulated by a data-processing system for a specific purpose
Document Clause	The basic building block for a document, clauses can include the wording for contract terms and conditions that user store, update, and reuse within a document.
Event Buyer	County/Department end-user that will have the ability to create, analyze, and award sourcing events.
Fixed Item Contract	Enable a user to create a contract based on specific items referenced on the contract. User can also establish multiple contracts for the same item and supplier combination, as long as the beginning dates of the contracts do not overlap.
INFORMS Inquiry	INFORMS pages within each module that allow the user to review (lookup) existing information
INFORMS Query	Run pre-defined specific queries to extract precise information
Inspection	Purchasing transaction entered into the system to denote that received goods have been examined (inspected) to determine conformance to the purchase specifications.
Item	An Item represents a good that is purchased from the supplier. Unique identifiers may be established in the Item Master table for an item to reduce redundant data entry during requisition and purchase order processing.
Item Catalog	Facilitates selection of goods and services maintained in the Item Master table from a catalog during the creation of a requisition.

Lesson 1: SCM End-to-End Processes

Key Terms   The following key terms are used in this lesson:

Term	Definition
Open Item Contract	Enable a user to create a contract which applies to any goods/services that are purchased from the supplier while the contract is in effect. Open-item contracts are typically used to set up a percentage-off list price that applies to any good/service that is purchased from the supplier. Both fixed items and open items can be established on an open item contract.
PO Close	The PO Close process occurs at the end of the INFORMS Purchasing transaction life cycle. The PO Close process will be run manually to close POs that have been fully liquidated or will no longer be used.
PO Dispatch	The PO Dispatch process sends purchase orders and change orders to suppliers. Options include print, email and phone. Purchase orders that are created from requisitions that were created with items from the County catalog.
Punch Out	The process of leaving a requisition to access the County catalog to pull the items into a requisition for processing and sourcing to a purchase order.
Requestor	A user that needs to procure goods or services.
Requisitioner	A user that enters a requisition into INFORMS. Users with this role can create a requisition for themselves or on behalf of another Requestor within their department.
Report Manager	Provides a single place where the user can view previously run reports.
Return to Vendor (RTV)	Purchasing transaction entered into the system to denote details for goods being returned to the supplier as a result of being damaged, wrong goods received, etc.
RFx Event	RFIs, Simplified Bids, RFBs and RFPs are referred as an "RFx" in INFORMS.

Lesson 1: SCM End-to-End Processes

Key Terms

The following key terms are used in this lesson:

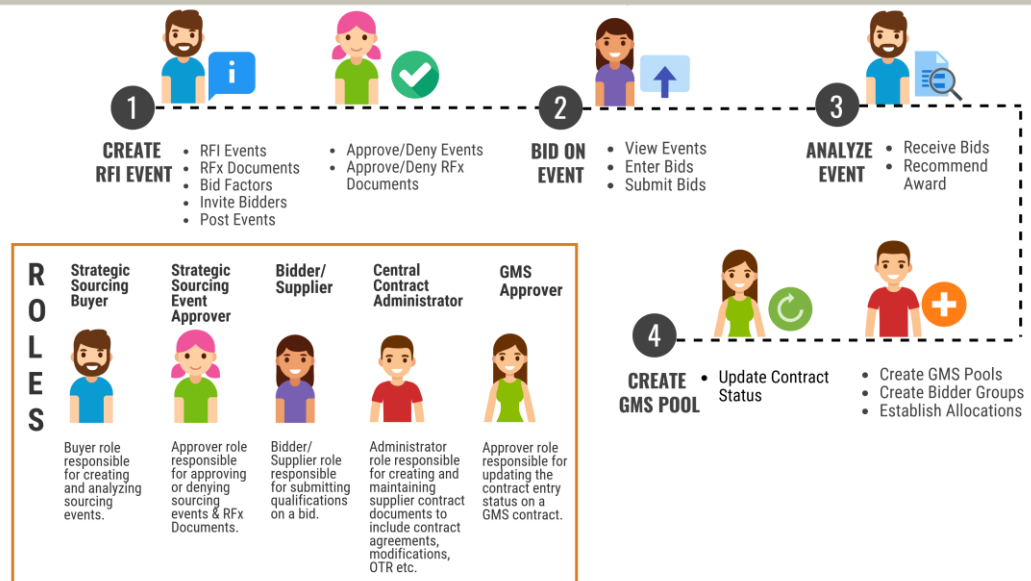| Term	Definition
Run Control ID	A database record that provides values for report settings. Instead of entering the same values each time the user runs a report, they create and save a run control with those settings. The next time they run the report, they select the run control, and the system fills in the settings.
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 1: SCM End-to-End Processes

Lecture 1:
Strategic
Sourcing
Module End-
to-End
Process

Strategic Sourcing facilitates collaboration between procurement professionals and suppliers of goods and services by gathering competitive pricing, analyzing bids, and awarding to the most qualified bidders. Strategic Sourcing will assist in standardizing the Request for Information, Simplified Bid, Request for Bid, and Request for Proposal business processes. Request for Bids and Request for Proposals are required to be entered in INFORMS while Simplified Bids are optional but recommended.
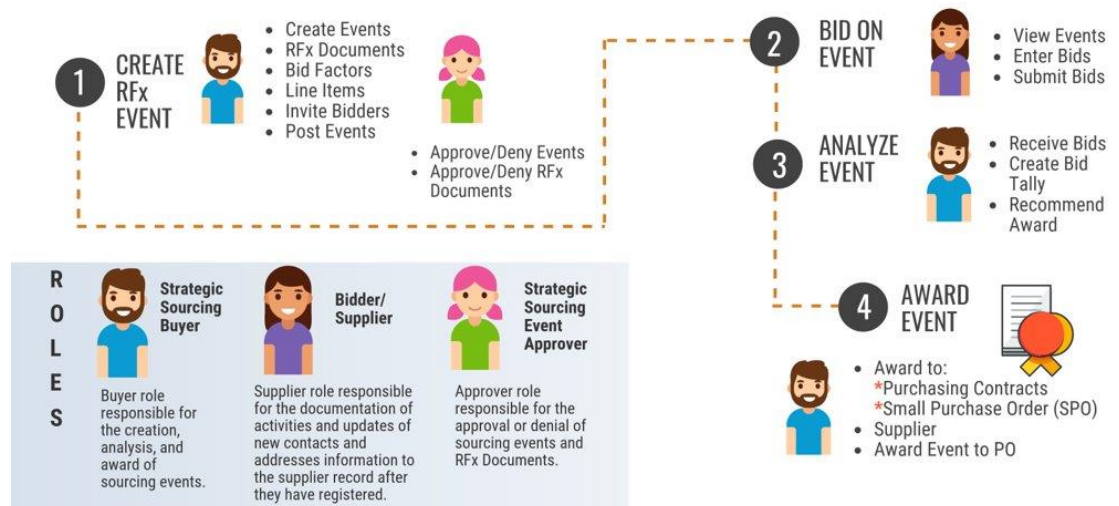
Lesson 1: SCM End-to-End Processes

Lecture 2:
Supplier
Contract
Management
Module End-
to-End
Process

Supplier Contract documents will be created and managed in INFORMS through a streamlined process using standardized templates. SCM provides a process to standardize documents by providing robust document management authoring capabilities to create written contracts, solicitations, purchase orders, and ad-hoc documents using Microsoft Word. It also provides a structured method to develop and manage the contract document life cycle from creation to execution.
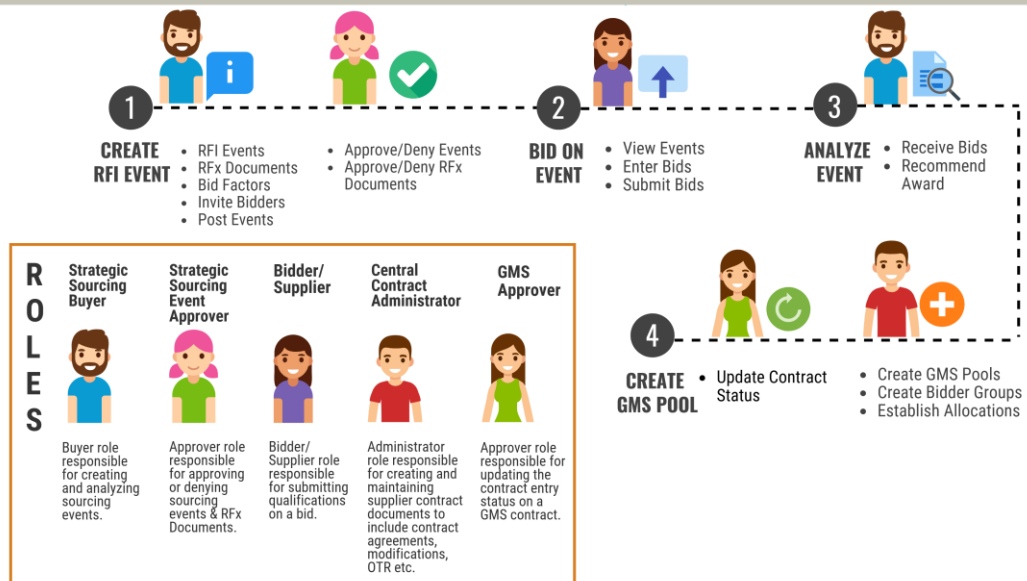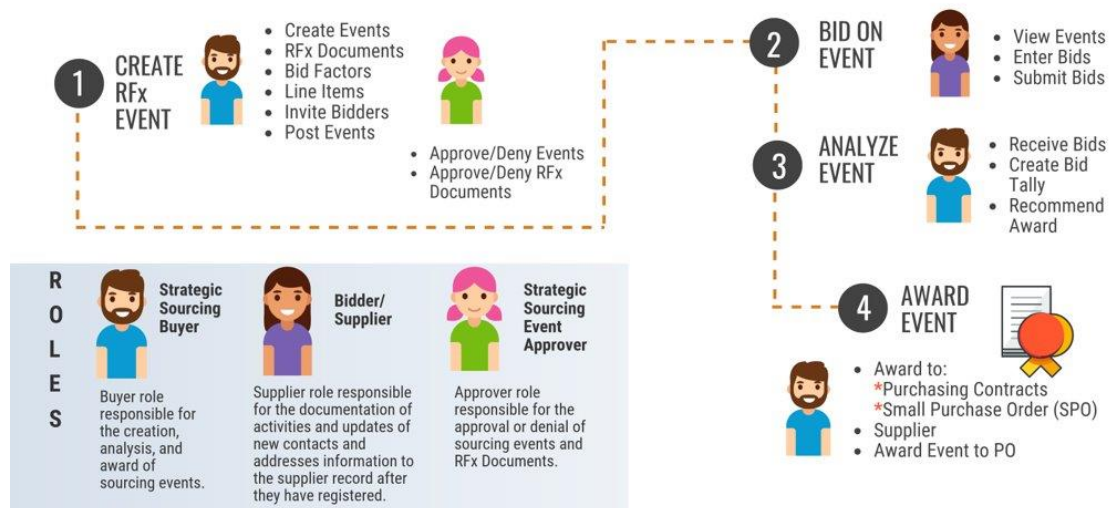
Lesson 1: SCM End-to-End Processes

Lecture 2:
Supplier
Contract
Management
Module End-
to-End
Process

One key feature of the INFORMS Supplier Contract module is the allocation process used by the County for distributing dollar amount limits for each department's procurement activities.

Previously the process was fulfilled by ADPICS using the Strategic Procurement Division (SPD) of the Internal Services Department which is the County's Procurement Authority. SPD would create contracts in ADPICS, establishing the total spending amount and active vendors for each County contract. County contracts could be awarded to multiple vendors and include allocations for several departments.

Countywide Contracts in the INFORMS Supplier Contract module will be created as Group Multi Supplier (GMS or parent) contracts (currently the ADPICS contract header screen 2323). Using this structure allows for multiple business unit (department) allocations under one contract to allow multiple business units to effect purchases from one or many suppliers using the allocations. The contract allocations and categories (commodities) associated with the contract will be defined on the INFORMS Allocations page, which will also reference the Bidder Group (pre-qualified vendors) in a pre-qualification pool.

Lesson 1: SCM End-to-End Processes

Lecture 3: eProcurement Module End-to-End Process

A critical step in any procurement business process is to define what is needed, when it is needed, and in what quantity. This is done by a requisitioner creating a requisition. Requisitions show user intent to request the purchase of goods and services. The requisition contains the information to define the goods or services that are being requested.

There are several ways for which a requester can select goods or services to be included on a requisition. Items can be selected from an internal Miami-Dade County catalog, from a vendor maintained catalog linked to the requisition entry page for specifically contract suppliers called punch-out, or for an item that is not included in either catalogs user can enter a special request which will allow user to specify the type of item requested and tailor the fields to match the needs for the item. As part of this process all items available for requisitioning will be maintained and updated for all purchasing activities

Lesson 1: SCM End-to-End Processes

Lecture 3:
eProcurement
Module End-
to-End
Process

Having entered, budget checked and submitted a requisition, it will be routed for approval(s) and then sourced to a purchase order in the INFORMS Purchasing module. The purchase order is then dispatched to the supplier who fulfills the order by shipping the requested items.
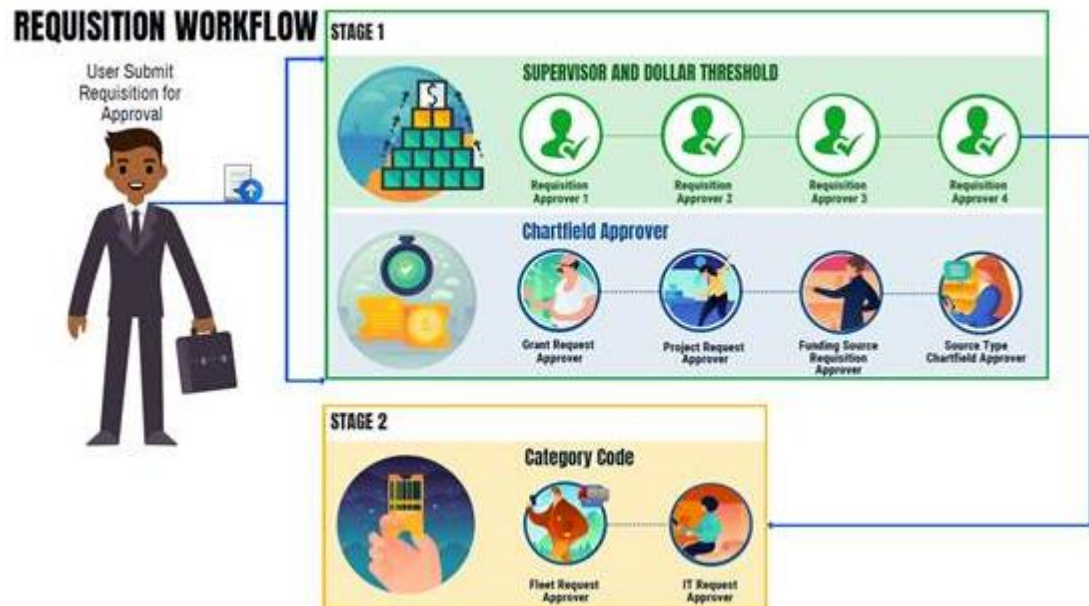
In INFORMS, Purchasing users will have the ability to create Purchase Orders directly online either with or without a requisition having been created prior. Purchase Orders consist of four key sections which include the header, line, schedule, or and distribution. The user can create multiple purchase order lines, and shipping schedules to identify to suppliers when and where to ship goods. Users will also have the ability to create multiple distribution lines as necessary, for example, if one has to share the cost of the purchase between departments or divisions. In addition, users can add comments and attachments, and enter P-Card and contract information to the Purchase Orders. The users can then submit the Purchase Order for approval or place it on hold, which prevents any further processing until the hold is removed.
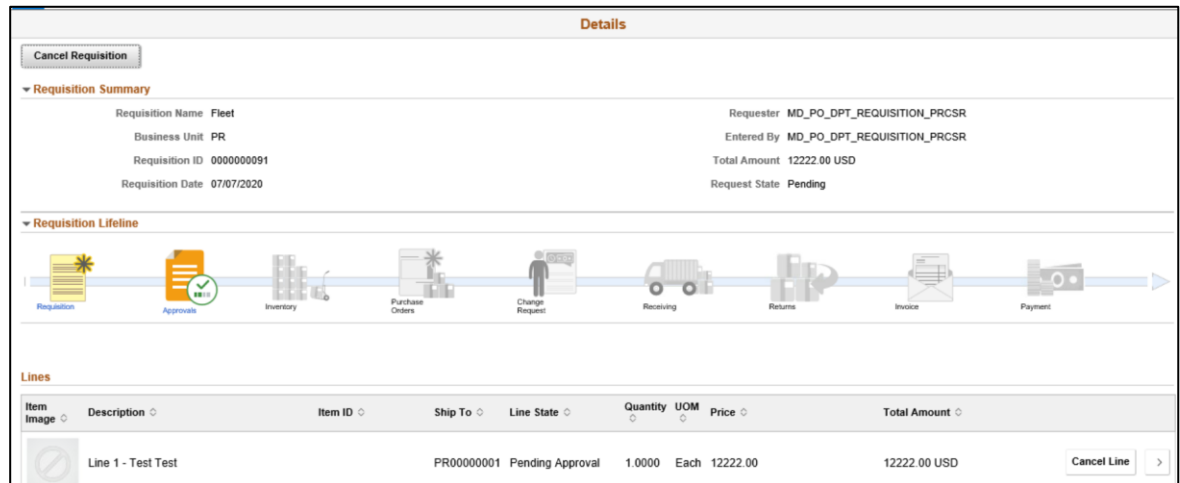
Lesson 1: SCM End-to-End Processes

Lecture 4: Procurement Reporting

In addition to putting data into the system, a real advantage of using INFORMS is that the user can get data out of the system to assist in daily tasks and decision making in real time. All the reports within INFORMS use real-time data. Procurement professionals will use both INFORMS and Business Intelligence (BI) reports; however, BI reports are based on the past days' INFORMS transaction data.

Within the INFORMS there are both Inquiry pages and standard reports that utilize the operational data for day-to-day operations.

Inquiry Pages

Inquiry pages will allow user to generate data based on desired search parameters as well as exports the operational data to an Excel spreadsheet so user can work with the data.

Lesson 1: SCM End-to-End Processes

Lecture 4:
Procurement
Reporting

Standard Reports

The standard reports within each module will only allow user to view, print, or save the data in the report format. When running an INFORMS report, user will be able to define some of the parameters for the report before running it. To save the settings, user can create a Run Control ID. A Run Control ID is equivalent to doing a "Save As "of the report settings and serves as the look-up ID for the report going forward. The settings available will vary by report.

Reports

Expediting Report
Provides purchase order details such as late days and due date sorted by buyer, supplier, or due dates.

PO Listing Report
Provides purchase order information sorted by purchase order date, supplier, buyer, or status.

PO Status Listings
Provides purchase order status information sorted by supplier or item.

PO Detail Listings
Provides detailed purchase order information sorted by purchase order date, supplier, or buyer.

PO Schedule Listings
Provides purchase order schedule information such as ship to and due date sorted by purchase order date, supplier, or buyer.

PO To Requisition Xref
Provides a cross reference between requisitions and the purchase orders created from those requisitions.

PO Item Category Usage
Provides purchase order item usage information by catalog or supplier.

Requisition To PO Xref
Provides information about selected requisitions and the purchase orders that were created from them.

Requisition Costing Summary
Provides GL business unit, account and department information summarized by requisition.

Requisition Cost Distribution Detail
Provides requisition cost distribution detail by business unit and date range.

Catalog Item Usage
Provides requisition item usage information for the specified catalog.
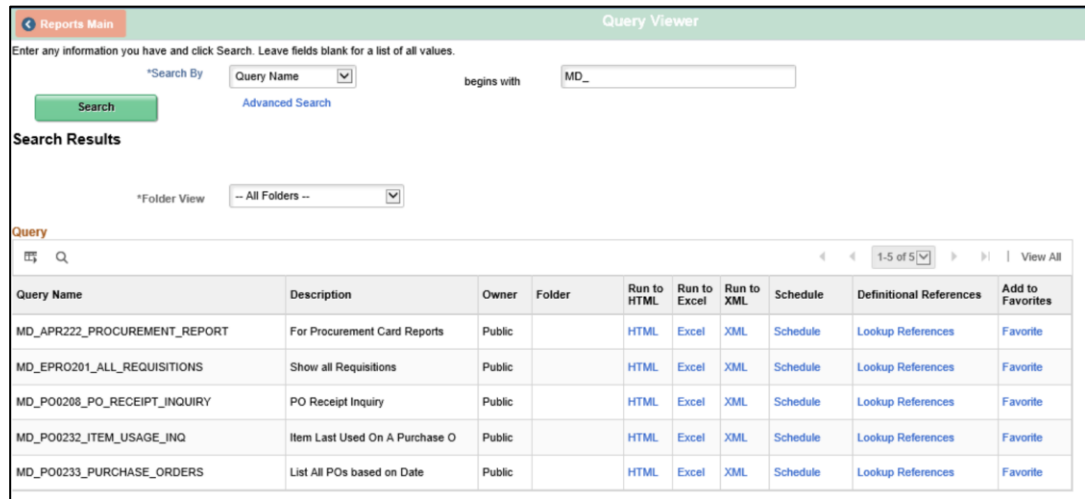
Lesson 1: SCM End-to-End Processes

Lecture 4:
Procurement
Reporting

Queries

In addition to the standard INFORMS reports, end-users can utilize Queries. A Query is a reporting tool that allows users to extract precise information using visual representations of the data in the INFORMS database. This means that users with the appropriate security can create a report tailored to the County's business needs using the data.

The Queries will be created by designated report writers who can publish them for user departments to run themselves or schedule them to be pushed out to the appropriate end-users through email or the Report Manager.

Lesson 1: Training Exercise

Debrief

1. Which of the following methods can be used to add items to a requisition?
   a. Punch out
   b. Select from an Item Master catalog
   c. Use a Special Request of goods or services
   d. All of the above

2. Which of the following is the correct order for completing the Supply Chain process in INFORMS from beginning to end?
   a. Sourcing > Requisition > Supplier Contract > Purchase Order > Receipts
   b. Requisition > Purchase Order > Supplier Contracts > Receipts > Sourcing
   c. Sourcing > Purchase Orders > Receipts > Supplier Contract > Requisition
   d. Requisition > Sourcing > Supplier Contract > Purchase Orders > Receipts

3. Between Purchase Order creation and Purchase Order dispatch, what two steps are required to take place before a Purchase Order can be dispatched to a Supplier?

4. Which of the following report types will be used by procurement?
   a. Business Intelligence
   b. Query
   c. Inquiry Pages
   d. All of the above

Lesson 1: Lesson Summary

Lesson
Summary

Having completed the SCM End-to-End Process lesson, user should be able to:

- Understand the SCM end-to-end process

Module 4: Integration Points Between SCM and Finance INFORMS Modules

Lessons   This module includes the following lesson:

- Integration Points Between SCM and Finance INFORMS Modules

Lesson 1: Integration Points Between SCM and Finance INFORMS Modules

Lesson 1:
Introduction

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

- Understand the integration points between SCM and Finance INFORMS modules within Commitment Control, Asset Management, and Project Costing

- Understand the matching process

Lesson 1: Integration Points Between SCM and Finance INFORMS Modules

Lesson 1:
Introduction

Some of the other Supply Chain modules also integrate with Finance modules. With this integration, the time spent reconciling data from all of the different department systems will no longer be needed. Instead, enterprise-wide reporting will be timely, accurate, and efficient.
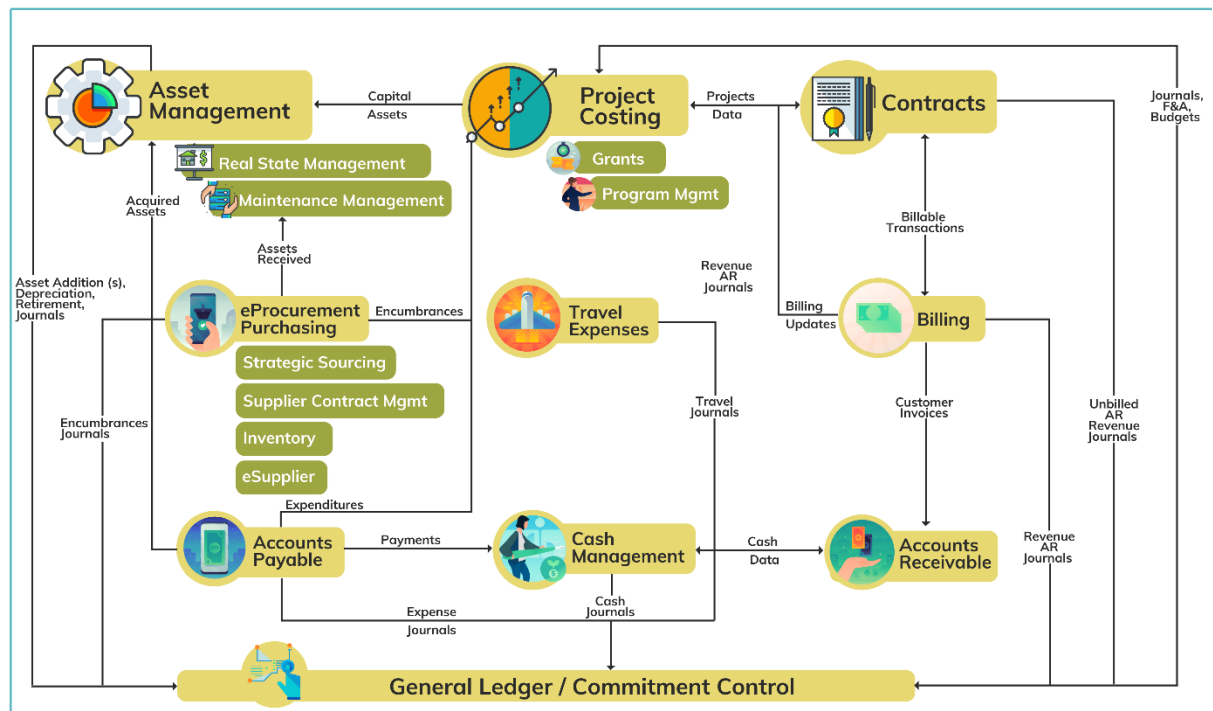
The main integration between Purchasing and Finance occurs in the Accounts Payable module. Once purchase orders have been dispatched and received, the invoice will be processed through the Accounts Payable module in the form of a voucher.

	ePro	PO	INV	SS	SCM
Asset Management		X			
Accounts Payable		X			
Commitment Control	X	X			
Project Costing		X			

Lesson 1: Integration Points Between SCM and Finance INFORMS Modules

Lesson 1:
Introduction

Once entered, vouchers will be "matched" with purchase orders and receipt information to ensure the invoice is being paid for the appropriate order.

There are three options for the matching process:
1. A 2-way match will match the purchase order to the voucher
2. A 3-way match will match the purchase order and receipt to the voucher
3. A 4-way match will match the purchase order, receipt and inspection to the voucher

After matching, vouchers are approved and budget checked, posted and paid.

The Matching Process

2-Way
- Matches the purchase order to the voucher

3-Way
- Matches the purchase order and receipt to the voucher

4-Way
- Matches the purchase order, receipt, and inspection to the voucher
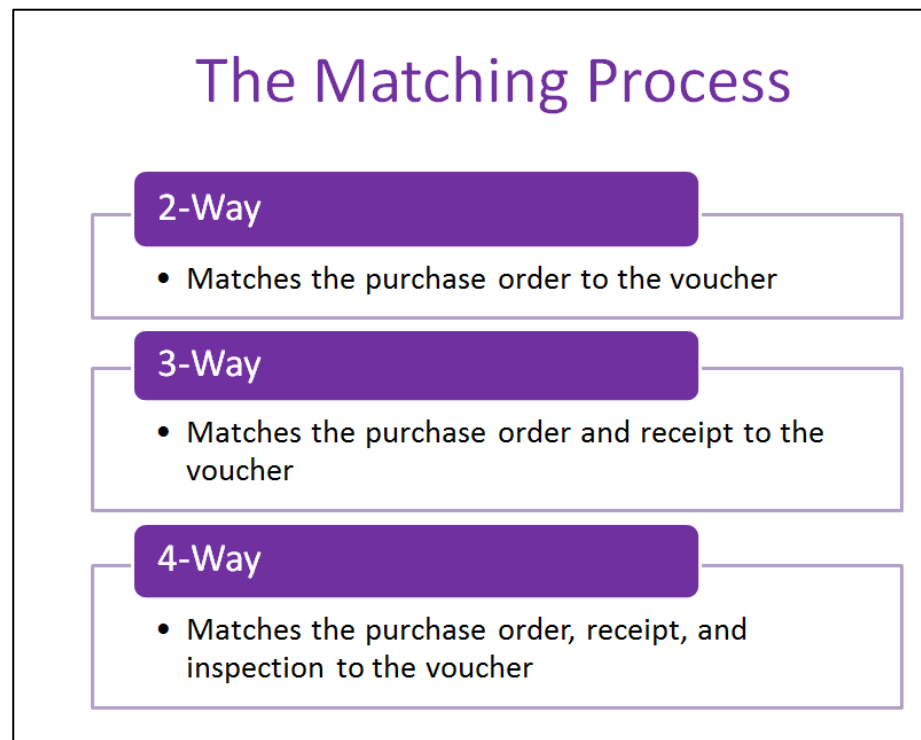
Lesson 1: Integration Points Between SCM and Finance INFORMS Modules

Key Terms   The following key terms are used in this Lesson:

Term	Definition
Commitment Control	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
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.
2-Way Matching	Two-way matching compares vouchers and purchase orders if the Receiving Required option for the purchase order is *Do Not Receive* or *Optional.*
3-Way Matching	Three-way matching compares vouchers, purchase orders, and receipts if the Receiving Required option is *Required* and the Inspection Required option is not selected for the receiver.
4-Way Matching	Four-way matching compares vouchers, purchase orders, receivers, and inspections if receiving is required and inspection is required.

Lesson 1: Lesson Summary

Lesson
Summary

Having completed the Integration Points Between SCM and Finance INFORMS Modules lesson, user should be able to:

- Understand the integration points between SCM and Finance INFORMS modules within Commitment Control, Asset Management, and Project Costing

- Understand the matching process

Module 5: Course Summary

Course
Summary

The Course Summary module covers three topics:
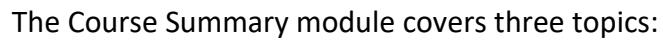
- Course Content Summary
- Additional Training and Job Aids
- Course Evaluation

Module 5: Course Summary

Objectives
Achieved

Congratulations! You have completed the Miami-Dade Supply Chain Management Fundamentals course. You now should be able to:

- Understand the fundamentals of INFORMS Supply Chain Management (SCM) objectives
- Understand the SCM end-to-end processes
- Understand the integration points between SCM and Finance INFORMS modules

Module 5: Course Summary

Additional Training and Job Aids

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

- SCM 201 – Manage and Record Requisitions
- SCM 202 – Manage and Record Purchase Orders
- SCM 203 – Record Receipt of Goods and Services
- SCM 205 – Departmental Supplier Contract Management
- SCM 206 – Grantor Management
- SCM 301 – Central Supplier Contract Management
- FIN 303 – Central Supplier Management

Users also have the following resources available:

User Productivity Kits

- N/A

Job Aids

- N/A

For additional Information, be sure to visit:

- Miamidade.gov/informs

Module 5: Course Summary

Key Terms

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Budget Check	Budget Checking enables a user to control encumbrances and expenditures automatically by checking them against predefined, authorized budgets. All procure-to-pay transactions must be budget checked.
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Module 5: Course Summary

Key Terms

The following key terms are used in this Lesson:

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Collaboration	Collaboration is an optional function that may be used when creating contract documents to share and track edits to documents across internal and external collaborators.
Commitment Control	Budgeting process to enforce spending limits. There are multiple ledgers, annual appropriations and multiyear Capital Projects and GO Bonds.
Contract Document	A textual document created in INFORMS Supplier Contract Management that a user can associate with a procurement contract, solicitation or a purchase order. Contract documents are signed agreements that bind buyers and suppliers to specific terms and conditions.
Database	A systematized collection of data that can be accessed immediately and manipulated by a data-processing system for a specific purpose
Document Clause	The basic building block for a document, clauses can include the wording for contract terms and conditions stored, update, and reuse within a document.
Event Buyer	County/Department end-user that will have the ability to create, analyze, and award sourcing events.
Fixed Item Contract	Enable a user to create a contract based on specific items referenced on the contract. User can also establish multiple contracts for the same item and supplier combination, as long as the beginning dates of the contracts do not overlap.
INFORMS Inquiry	INFORMS pages within each module that allow the user to review (lookup) existing information
INFORMS Query	Run pre-defined specific queries to extract precise information
Inspection	Purchasing transaction entered into the system to denote that received goods have been examined (inspected) to determine conformance to the purchase specifications.
Item	An Item represents a good that is purchased from the supplier. Unique identifiers may be established in the Item Master table for an item to reduce redundant data entry during requisition and purchase order processing.

Module 5: Course Summary

Key Terms

The following key terms are used in this Lesson:

Term	Definition
Item Catalog	Facilitates selection of goods and services maintained in the Item Master table from a catalog during the creation of a requisition.
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.
2-Way Matching	Two-way matching compares vouchers and purchase orders if the Receiving Required option for the purchase order is *Do Not Receive* or *Optional.*
3-Way Matching	Three-way matching compares vouchers, purchase orders, and receipts if the Receiving Required option is *Required* and the Inspection Required option is not selected for the receiver.
4-Way Matching	Four-way matching compares vouchers, purchase orders, receivers, and inspections if receiving is required and inspection is required.
Open Item Contract	Enable a user to create a contract which applies to any goods/services that are purchased from the supplier while the contract is in effect. Open-item contracts are typically used to set up a percentage-off list price that applies to any good/service that is purchased from the supplier. Both fixed items and open items can be established on an open item contract.
PO Close	The PO Close process occurs at the end of the INFORMS Purchasing transaction life cycle. The PO Close process will be run manually close POs that have been fully liquidated or will no longer be used.
PO Dispatch	The PO Dispatch process sends purchase orders and change orders to suppliers. Options include print, email and phone. Purchase orders that are created from requisitions that were created with items from the County catalog.

Module 5: Course Summary

Key Terms

The following key terms are used in this Lesson:

Term	Definition
Punch Out	The process of leaving a requisition to access the County catalog to pull the items into a requisition for processing and Strategic Sourcing to a purchase order.
Report Manager	Provides a single place where the user can view previously run reports.
Requestor	A user that needs to procure goods or services.
Requisitioner	A user that enters a requisition into INFORMS. Users with this role can create a requisition for themselves or on behalf of another Requestor within their department.
Return to Vendor (RTV)	Purchasing transaction entered into the system to denote details for goods being returned to the supplier as a result of being damaged, wrong goods received, etc.
RFx Event	RFIs, Simplified Bids, RFBs and RFPs are referred as an "RFx" in INFORMS.
Run Control ID	A database record that provides values for report settings. Instead of entering the same values each time the user runs a report, they create and save a run control with those settings. The next time they run the report, they select the run control, and the system fills in the settings.
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.