Miami-Dade County



End User Training Resource Guide

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

Updated 06-02-2025



Guide Overview

GuideThis guide provides a comprehensive review of the Supply Chain Management (SCM)Descriptionprocesses.

This guide consists of the following modules:

- Module 1: Course Introduction
- Module 2: Supply Chain Management (SCM) Fundamentals
- Module 3: Course Summary

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Topics This module covers the following topics:

- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits
- The End-to-End Business Process

Module 1: Introduction Learning At the conclusion of this guide, participants will be able to: . Objectives . Understand the fundamentals of INFORMS Supply Chain Management (SCM) . Understand the SCM end-to-end processes

• Understand the Integration points between SCM Procurement and Finance modules within INFORMS

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

Responsibilities

• All INFORMS end users with SCM related roles



Navigation

Below are the steps to navigate to Supply Chain Management (SCM) Fundamentals, which will be used for navigation in the rest of this guide:

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



2. Select Supply Chain Operations.

Finance / Supply Chain (FSCM)							
Finance & Accounting	Finance & Accounting My Supplier Evaluations		Customer Contracts				
			2				
	0 New and In Process						
Supplier Administration	Supply Chain Operations	Project Management	Cash Management				
Credit to Cash Operations	Asset Tracking	Payables Operations	Supplier Scorecard				
			 ⊙-⊙-∅				



Purpose andThe key changes to the Supply Chain Management (SCM) Fundamentals, businessBenefitsprocess include:

- Providing the ability to manage the lifecycle of capital projects and the procurement of goods and services
- Providing the functionality to create purchase requisitions, solicitations, suppliers' contracts, purchase orders, and receipts.

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Module 1: Introduction





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Module 1: IntroductionModule 1:IntroductionSummary• Roles and Responsibilities• Navigation

- Purpose and Benefits
- The End-to-End Business Process



Module 2: Supply Chain Management (SCM) Fundamentals

Lessons

• INFORMS SCM Fundamentals

This module includes the following lessons:

- SCM End-to-End Process
- Integration points between SCM and Finance INFORMS modules



Lesson 1: At the conclusion of this lesson, you will be able to:

Overview

• Understand INFORMS Supply Chain Management (SCM) Fundamentals



Lesson 1: Introduction INFORMS SCM has many benefits. INFORMS enables comprehensive tracking and reporting on the goods and services purchased from contracts. All 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.





Key Terms

BA

Term	Definition
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
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 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
Business Intelligence (BI)	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
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.



Key Terms



Term	Definition
Contract	A textual agreement document created in INFORMS Supplier Contract Management between the County and the Supplier that establishes an obligation to perform—or refrain from performing—a specific duty
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.
ltem	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



Key Terms



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	A systematized collection of data that can be accessed immediately and manipulated by a data-processing system for a specific purpose
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	County/Department end-user that will have the ability to create, analyze, and award sourcing events
Requestor	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
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

The following key terms are used in this lesson:



Lesson 1: INFORMS SCM Fundamentals

Key Terms

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Term Definition A database record that provides values for report settings. Instead of entering the same values each time the user runs a report, they **Run Control** create and save a run control with those settings. The next time ID they run the report, they select the run control, and the system fills in the settings 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 **Supplier** transactions: Sourcing Opportunities (RFPs, RFQs, etc.), contracts, requisition, purchase order entry, receiving/returning goods, voucher entry, payments for goods/services purchased

Lecture 1: INFORMS SCM Fundamentals <u>eProcurement</u>: 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 Center: 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
- Approve Supplier Contracts
- Execute Supplier Contracts
- Manage Contract Deliverables
- Amend Supplier Contracts
- Manage Supplier Contract Standards

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

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

<u>Contract/Sourcing</u>: This module facilitates collaboration between procurement professionals in user departments and the suppliers of the goods and services. Users are able to use the Strategic Sourcing module to manage and execute the bidding process.

- Manage Bidders
- Manage Sourcing

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Lecture 1: SCM Integration Across Business Processes **INFORMS SCM Fundamentals**

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. the chart below summarizes how each of the SCM modules integrate with each other and some of the Finance modules in the INFORMS system.

	ePro	Buyer	SS	SC
eProcurement (ePro)		х	x	
Buyer	х		х	х
Contract/Strategic Sourcing (SS)	х	Х		х
Supplier Contract Center (SC)		Х	х	

Lesson 1: Lesson Summary

Lesson Summary

- Now that you have completed the <Lesson Name> lesson, you should be able to:
- Understand INFORMS SCM Fundamentals



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Lesson 2: At the conclusion of this lesson, you will be able to:

Overview

• Understand the details of the SCM modules' end to end processes



Lesson 2: 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.







Lecture 1: 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 information to define the goods or services that are being requested.

An End 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 requisition will be maintained and updated for all purchasing activities

Key features of eProcurement

- One system of recording requisitions
- Master Catalog (Shopping Cart):
 - o NIGP Categories
 - o NIGP Item Master
 - o ITEM and Supplier Relationship
 - o Item and Contract Relationship (Displayed on catalog)
- Special Request
 - o Request new items
 - o Suggesting new supplier
 - o Attachment functionality
 - Approval Workflow
- Budget Checking (No pre-encumbrance)

Associated sub-process review:



Lesson 2: SCM End-to-End Process

Lecture 2: eProcurement Module End-to-End Process

Manage and Record POs

Once a requisition is approved it may be directly sourced to a Purchase Order. Purchase Orders, also referred to as POs, can be generated from requisitions or directly entered by a department in emergency circumstances. In addition, there will be certain departments that will interface requisitions from external systems to INFORMS.

The PO transforms the intent to purchase (the requisition) into a commitment to purchase goods or services from a supplier. The purchase order conveys the item description, quantity, price, due date, ship-to location, and accounting information. Once created, Purchase orders will need to be approved, and budget checked before they are dispatched. All POs are required to route through workflow for approval. Once approved, the PO will be budget checked which will encumber the funds. Lastly, the PO is dispatched to the supplier. Dispatch methods within the system include print, email and phone.

It will be the responsibility of the purchasing agents, also known as the Department Buyer, to maintain the purchase order; including updating purchase order details and dispatching the PO to the supplier if it is a printed PO.

Receiving Goods and Services

Receiving Goods and Services allows user to document when goods and services are received from suppliers. Correct accounting of goods and services, along with the date received, is needed to confirm that what was ordered was received. The delivery of requested goods or services marks a transition in the Procure-to-Pay process from a purchasing activity to a payable's activity. In fact, the date of receipt of goods or services along with the invoice receipt date drives the payment date to the supplier. Received items may be staged for inspection or deployed for immediate use.

If during inspection goods are found to be damaged or the wrong goods were received, they will need to be returned to the vendor.



Lecture 1: 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.



Lecture 1: 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 information to define the goods or services that are being requested.

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 - o Request new items
 - o Suggesting new supplier
 - o Attachment functionality
- Approval Workflow
- Budget Checking (No pre-encumbrance)



Lecture 2:Associated sub-process review.StrategicBidders vs. SuppliersSourcing ModuleThe INFORMS system makes a dEnd-to-Endthey relate to Miami-Dade CountProcessthat has not previously done but

The INFORMS system makes a distinction between the term "bidder" and "supplier" as they relate to Miami-Dade County. A bidder is an entity that desires to bid on an event that has not previously done business with the County and has never been awarded a contract.

A supplier is an entity that has gone through the vendor services supplier registration process. In the specific case of a bidder, once a bidder has been recommended to be awarded an event, they will receive notification to run through the vendor services supplier registration. They will receive a supplier ID and will be considered a supplier going forward.

Each bidder must complete a simple registration process which will enable them to see and bid on events. Once registered, bidders will receive email notifications for Miami-Dade County solicitation or sourcing event requesting a response. Bidders that are registered will submit their bid responses electronically in INFORMS.

Manage Strategic Sourcing Overview

The Event Buyer will create the sourcing event. A sourcing event can be created by copying from a requisition, existing purchase order, sourcing template, a delimited file, or another event. When the Event Buyer finishes defining the event and configuring the line items, the Event Buyer can search and select bidders to invite to bid on the event and then post the event. If required, posting the event sends the event for approval. If approved, notifications will be sent to the invited bidders.

Once the bid period is closed, the submitted bid responses will be analyzed and evaluated, and the event will be awarded to the qualified bidder or bidders. Event Buyers can choose to award the lowest by group, lowest by line, or lowest in the aggregate. The buyer posts the award into a child contract or a purchase order.



Lecture 2: 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 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 into INFORMS while Simplified Bids are optional but recommended.





Associated sub-process review:



Lesson 2: SCM End-to-End Process

Lecture 3: Supplier Contract Management Module End-to-End Process

<u>Manage Contracts</u> In many instances before a purchase order is created, a contract is established with a supplier via an awarded sourcing event. In such a case, a Procurement contract is created in the system to capture the contract details to include supplier, start/end dates, contract description, line-item descriptions and pricing. The contract can then be referred to as a requisition or a purchase order to associate the purchase directly to a supplier's items or service. The procurement contract will also be associated with the physically signed contract document that is created in Supplier Contract Management. All Procurement contracts will be created and maintained in INFORMS to provide a centralized tracking tool for all contracts.

- All Procurement contracts will follow a standard contract naming convention based on whether it is a County-wide contract, a capital contract, Constitutional Office contract, or a department contract.
- A contract can be established as a corporate contract that can be utilized by all department's enterprise-wide, or a department-specific contract that can only be utilized by one or more departments or the Constitutional Offices.
- Contracts can also be identified as fixed-item or open item. In fixed item contracts, the contract line items must be defined on the contract. Whereas in open item contracts, the contract does not need to reference specific line items. A Procurement contract can have multiple versions. However, only one version may be approved and be active at one time.
- Once a contract is no longer in effect, the status will be changed to Closed. To close, there cannot be any active transactions referencing the contract.

Manage Supplier Contract Standards

Before Supplier Contracts can be created, the supplier contract standards must be established. This includes setting up approval types, defining contract clauses, and bind variable mapping just to mention a few. This has already been completed by the Project team based on the information provided by the County departments / Constitutional Offices.

Create Supplier Contracts

Once the contract standards are set you can begin to create Supplier contract documents. Because SCM works in conjunction with the procurement contract, purchase order, and Strategic Sourcing functionality, SCM allows you to pull information into the Supplier Contract documents from the existing transactions.

Negotiations

Lecture 3:

Supplier

Contract

Management

Module End-to-End Process

After the supplier contract is created, when applicable, the supplier and department will enter a negotiation phase where departments review and negotiate the terms of the contract document with both internal and external stakeholders.

Approve Supplier Contracts

Once the negotiations are complete, the supplier contract document will need to be approved. Once the contract has been approved, it is ready to be used.

Execute Supplier Contracts

This means the system can now begin executing transactions against the approved contract.

Amend Supplier Contracts

If updates are required after a Supplier Contract has been executed, the contract can be amended. Amendments may result from changes to source transactions or modifications to the contract terms. To process an amendment, a new version of the contract must be created.

Manage Contract Deliverables

Once the contract has been executed, the deliverables should be monitored and reviewed by the contract specialist or administrator to ensure supplier compliance. Contracts can be recorded and tracked through the transactional purchase order.

Call out Create Supplier Contracts

Once contract standards are established, you can begin creating Supplier Contract documents. Since Supply Chain Management (SCM) integrates with procurement contracts, purchase orders, and Strategic Sourcing, it enables you to pull relevant information from existing transactions directly into the Supplier Contract documents.



Lecture 3: 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.







One key feature of the INFORMS Supplier Contract module is the allocation process used Lecture 3: by the County for distributing dollar amount limits for each department's procurement **Supplier** activities. County contracts could be awarded to multiple vendors and include allocations Contract for several departments. Management Countywide Contracts in the INFORMS Supplier Contract module will be created as Group Module End-to-Multi Supplier (GMS or parent) contracts. Using this structure allows for multiple business End Process unit (department) allocations under one contract which allows 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.



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

	Details		
Cancel Requisition			
✓ Requisition Summary			
Requisition Name Fleet		Requester MD_PO_DPT_REC	QUISITION_PRCSR
Business Unit PR		Entered By MD_PO_DPT_REC	QUISITION_PRCSR
Requisition ID 000000091		Total Amount 12222.00 USD	
Requisition Date 07/07/2020		Request State Pending	
Requisition Lifeline Requisition Lifeline Requirements Re	artana dars Charge Report	Reting Retains	Pyrest
ltem Image ◊ Description ◊ Item ID ◊	Ship To \Diamond Line State \Diamond	Quantity UOM Price O	Total Amount 🛇
Line 1 - Test Test	PR00000001 Pending Approval	1.0000 Each 12222.00	12222.00 USD Cancel Line

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



Lecture 4: Standard Reports

Procurement Reporting The standard reports within each module will only allow users to view, print, or save the data in the report format. When running an INFORMS report, the user will be able to define some of the parameters for the report before running it. To save the settings, the 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.



Lecture 4: Queries

Procurement Reporting

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.

C Reports Main			Qı	Jery Vie	wer				
Enter any information you have and click Search. Leave	e fields blank for a list of all values.								
*Search By Query Na	me 💌 t	begins with	MD_						
Search Advance	d Search								
Search Results									
*Folder View All Fold	ers 🔽								
Query									
œ, Q							4	1-5 of 5 💌 🕨	View All
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
MD_APR222_PROCUREMENT_REPORT For Procurement Card Reports		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MD_EPR0201_ALL_REQUISITIONS Show all Requisitions		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MD_P00208_PO_RECEIPT_INQUIRY PO Receipt Inquiry				HTML	Excel	XML	Schedule	Lookup References	Favorite
MD_P00232_ITEM_USAGE_INQ Item Last Used On A Purchase O		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
MD_P00233_PURCHASE_ORDERS List All POs based on Date		Public		нтм	Even	VAR	Schedula	Lookup Deferences	Envorito



Lesson 2: Lesson Summary

Now that you have completed the SCM End-to-End Process lesson, you should be able Lesson to: Summary



• Understand the details of the SCM modules' end to end processes



Lesson 1: At the conclusion of this lesson, you will be able to:

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



Lesson 3: Associated sub-process review:

Introduction <u>Commitment Control</u>

The Commitment Control module integrates with SCM through the budget checking process which is performed against requisition and purchase order transactions.

The Budget Checking process is run to confirm that the ChartField coding entered on transactions reflects a valid budget and that sufficient funds exist to make the purchase. When a voucher is budget checked that references a purchase order, the respective encumbrance balance is liquidated, and the expenditure amount is tracked.

Commitment Control will also identify budget check errors to reflect when the ChartField coding is invalid or budget balances are insufficient to process the respective transaction.

Asset Management

If the item ordered is related to an asset, then the Receipt information and Accounts Payable information would be integrated, too, and available in the Asset Management module.

Project Costing

If the goods or services were part of a project or grant, then the procurement transaction information is also fed to the Project Costing module.



Lesson 3: 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 a receipt has been created, the invoice will be processed through the Accounts Payable module in the form of a voucher.



Lesson 3: 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. If applicable, 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.





Key Terms

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Term	Definition
2-Way Matching	Two-way matching compares vouchers and purchase orders if the Receiving Required option for the purchase order is <i>Do Not Receive</i> or <i>Optional</i> .
3-Way Matching	Three-way matching compares vouchers, purchase orders, and receipts if the Receiving Required option is <i>Required</i> 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.
Commitment Control	Ensure journal entries are tracked or controlled against the appropriation and departmental budget.
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.



Lesson 3: Lesson Summary

Lesson Summary



- Now that you have completed the Integration Points Between SCM and Finance INFORMS Modules lesson, you 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 3: Guide Summary

Guide Summary The Guide Summary module covers two topics:

- Content Summary
- Additional Training and Job Aids



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Module 3: Guide Summary

Guide Summary The Guide Summary module covers two topics:



- 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 3: Guide Summary

Additional Training and Job Aids



You have completed the Supply Chain Management (SCM) Fundamentals guide. You now should be able to:

- 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

You also have the following resources available to you:

• Job Aids

For additional information, be sure to visit:

•Miamidade.gov/informs

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Module 3: Guide Summary

Key Terms

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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.
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.



Module 3: Guide Summary

Key Terms



Term	Definition
Return to Vendor (RTV)	Purchasing transaction entered into the system to denote details of 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.
2-Way Matching	Two-way matching compares vouchers and purchase orders if the Receiving Required option for the purchase order is <i>Do Not Receive</i> or <i>Optional</i> .
3-Way Matching	Three-way matching compares vouchers, purchase orders, and receipts if the Receiving Required option is <i>Required</i> 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.