Miami-Dade County

Accounts Payable – Departmental & Central Construction Job Aid

Version 1.1

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PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in managing INFORMS Accounts Payables transactions. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Description

The key activities involved in processing Accounts Payable transaction for wire transfer, ACH debit payment requests, construction payments and liquidated damages. This document also demonstrates the Accounts Payable – WorkCenter key activities.

Website	Links
INFORMS	www.miamidade.gov/informs
Informs Training Material	https://www.miamidade.gov/global/humanresources/training/informs.page
FIN 201 AP Create and Process non-PO Vouchers	fin-201-accounts-payables-create-process-non-po-vouchers.pdf (miamidade.gov)
FIN 212 AP Department Approvals	fin-212-accounts-payables-department-approvals.pdf (miamidade.gov)
PeopleSoft Books	Home: PeopleSoft Financials and Supply Chain Management 9.2 (oracle.com)

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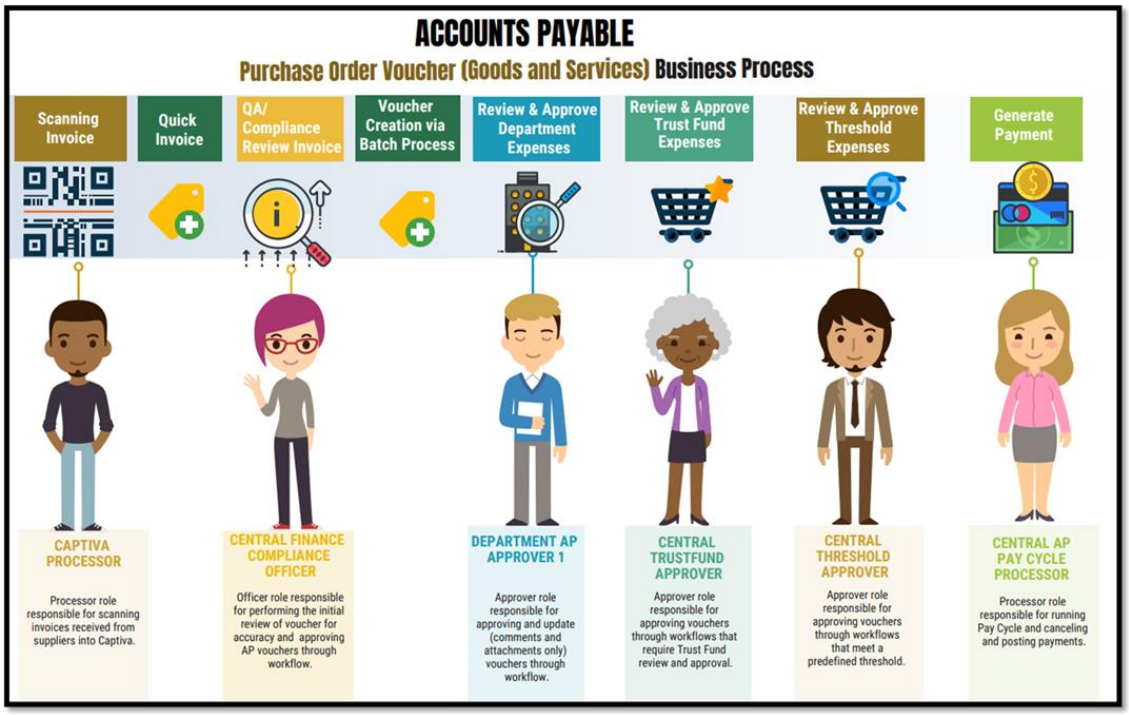
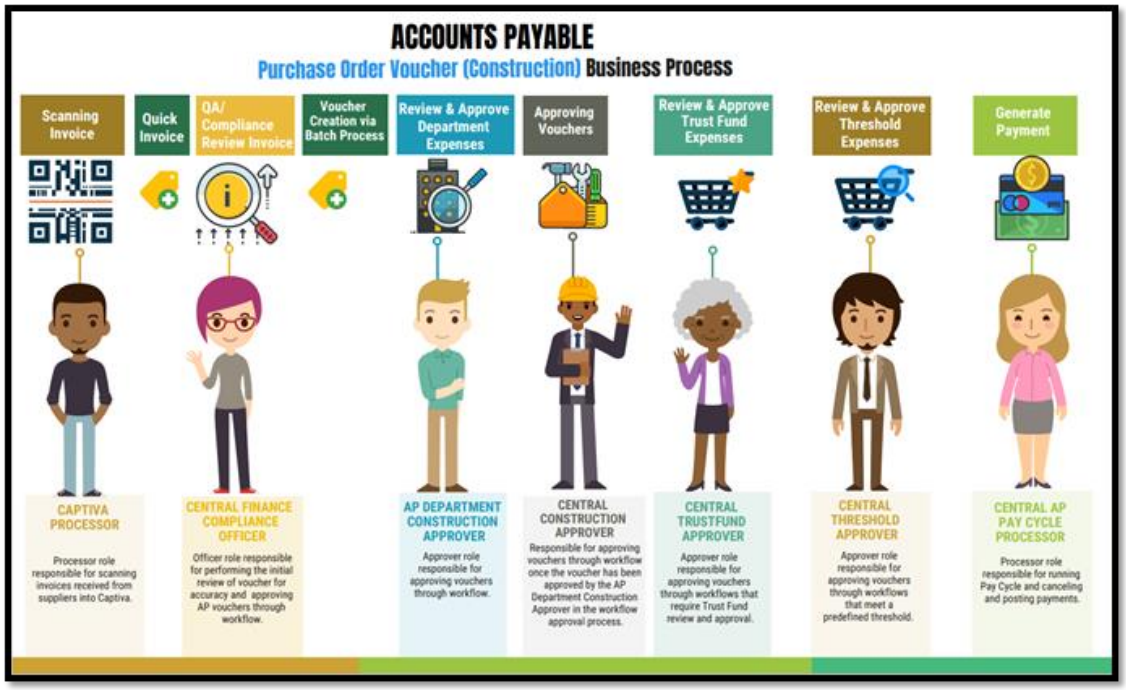
Chartfield Crosswalk

https://secure.miamidade.gov/employee/informs/finance.page


ACCOUNTS PAYABLE
Purchase Order Voucher (Goods and Services) Business Process
Scanning Invoice
Quick Invoice
QA/ Compliance Review Invoice
Voucher Creation via Batch Process
Review & Approve Department Expenses
Review & Approve Trust Fund Expenses
Review & Approve Threshold Expenses
Generate Payment
CAPTIVA PROCESSOR
Processor role responsible for scanning invoices received from suppliers into Captiva.
CENTRAL FINANCE COMPLIANCE OFFICER
Officer role responsible for performing the initial review of voucher for accuracy and approving AP vouchers through workflow.
DEPARTMENT AP APPROVER 1
Approver role responsible for approving and update (comments and attachments only) vouchers through workflow.
CENTRAL TRUSTFUND APPROVER
Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.
CENTRAL THRESHOLD APPROVER
Approver role responsible for approving vouchers through workflows that meet a predefined threshold.
CENTRAL AP PAY CYCLE PROCESSOR
Processor role responsible for running Pay Cycle and canceling and posting payments.


ACCOUNTS PAYABLE
Purchase Order Voucher (Construction) Business Process
Scanning Invoice
Quick Invoice
QA/ Compliance Review Invoice
Voucher Creation via Batch Process
Review & Approve Department Expenses
Approving Vouchers
Review & Approve Trust Fund Expenses
Review & Approve Threshold Expenses
Generate Payment
CAPTIVA PROCESSOR
Processor role responsible for scanning invoices received from suppliers into Captiva.
CENTRAL FINANCE COMPLIANCE OFFICER
Officer role responsible for performing the initial review of voucher for accuracy and approving AP vouchers through workflow.
AP DEPARTMENT CONSTRUCTION APPROVER
Approver role responsible for approving vouchers through workflow.
CENTRAL CONSTRUCTION APPROVER
Responsible for approving vouchers through workflow once the voucher has been approved by the AP Department Construction Approver in the workflow approval process.
CENTRAL TRUSTFUND APPROVER
Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.
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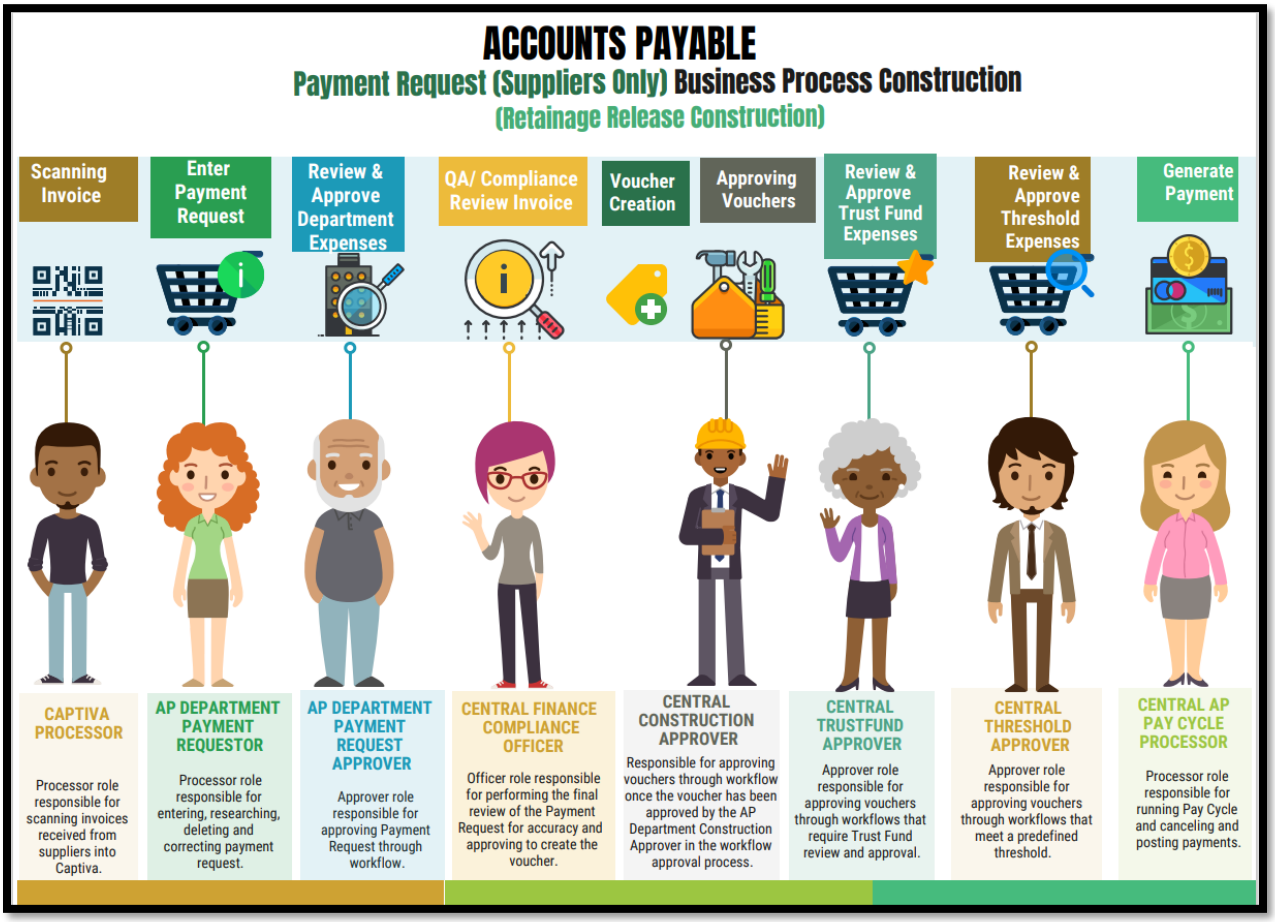
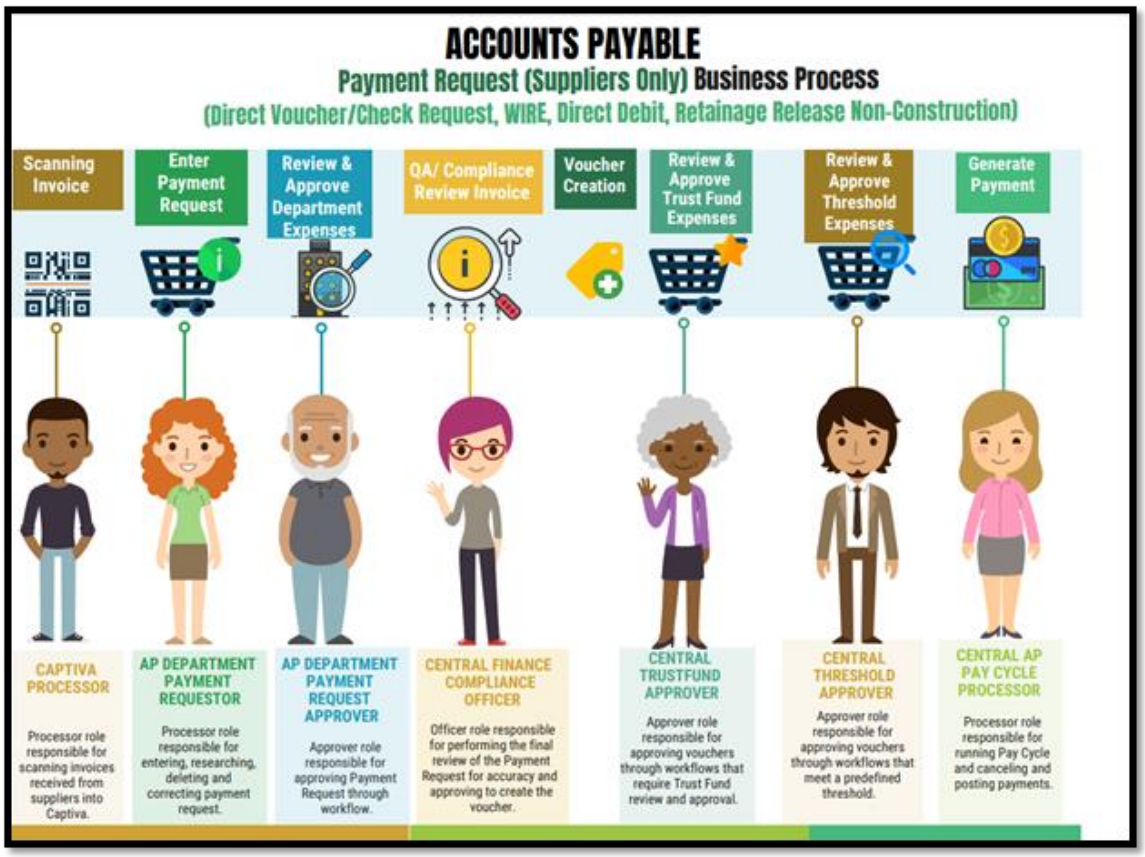
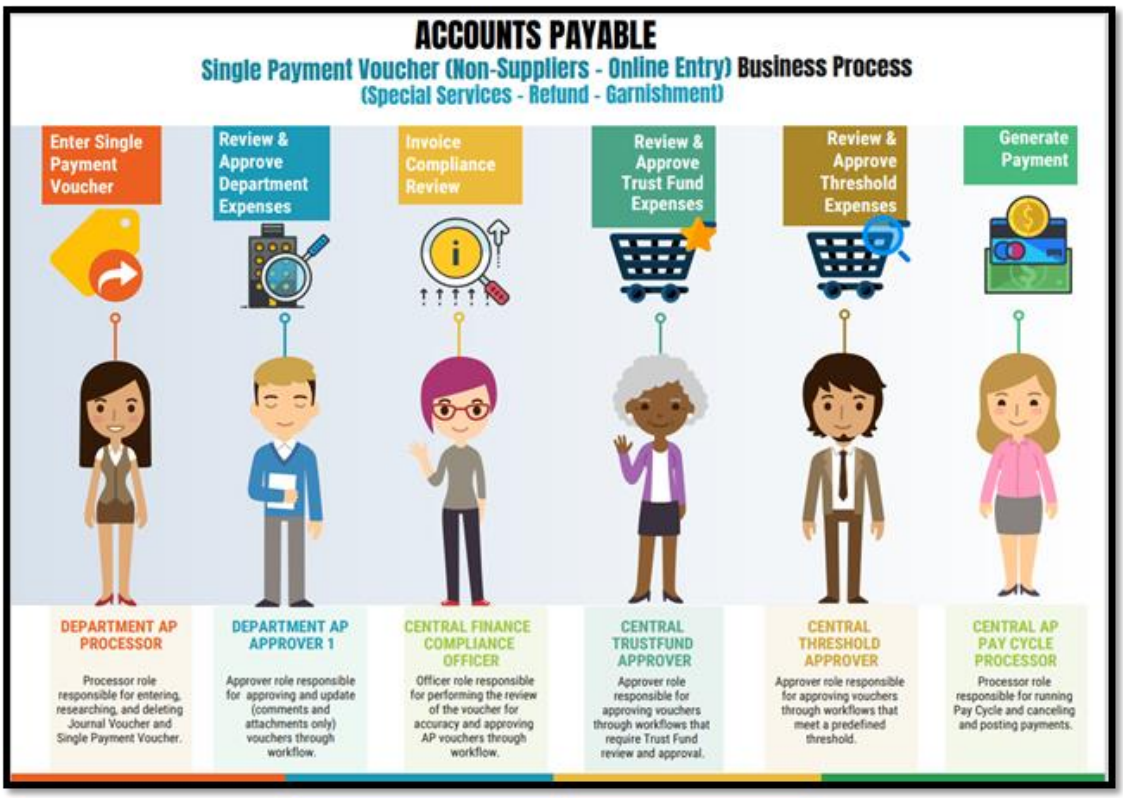
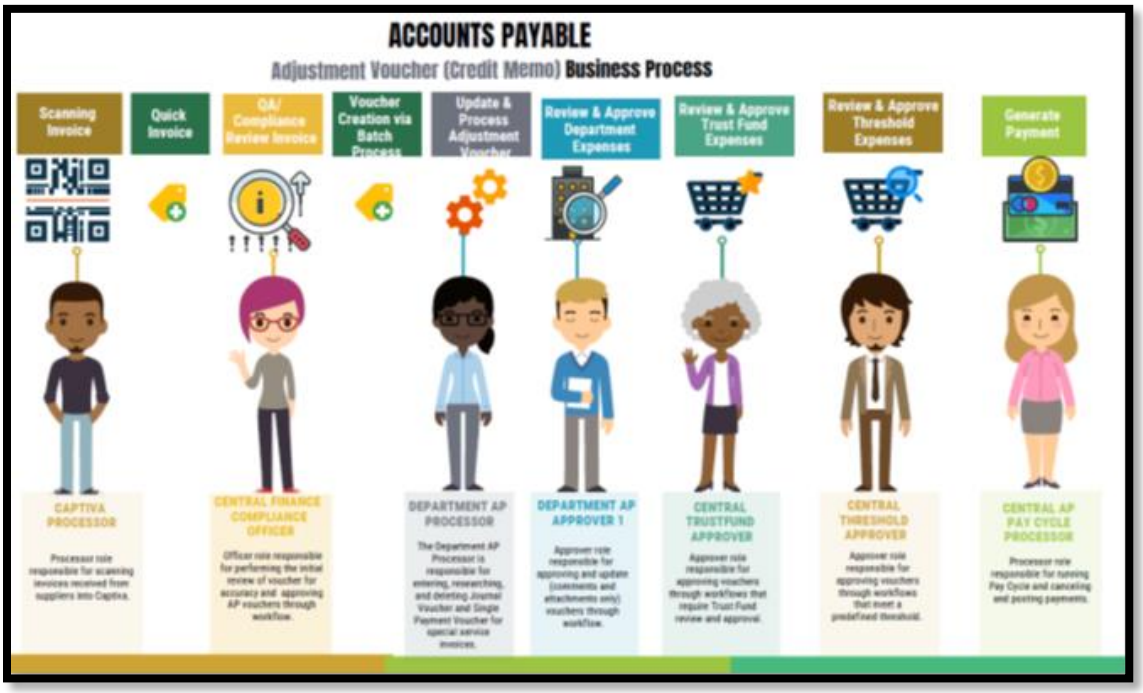
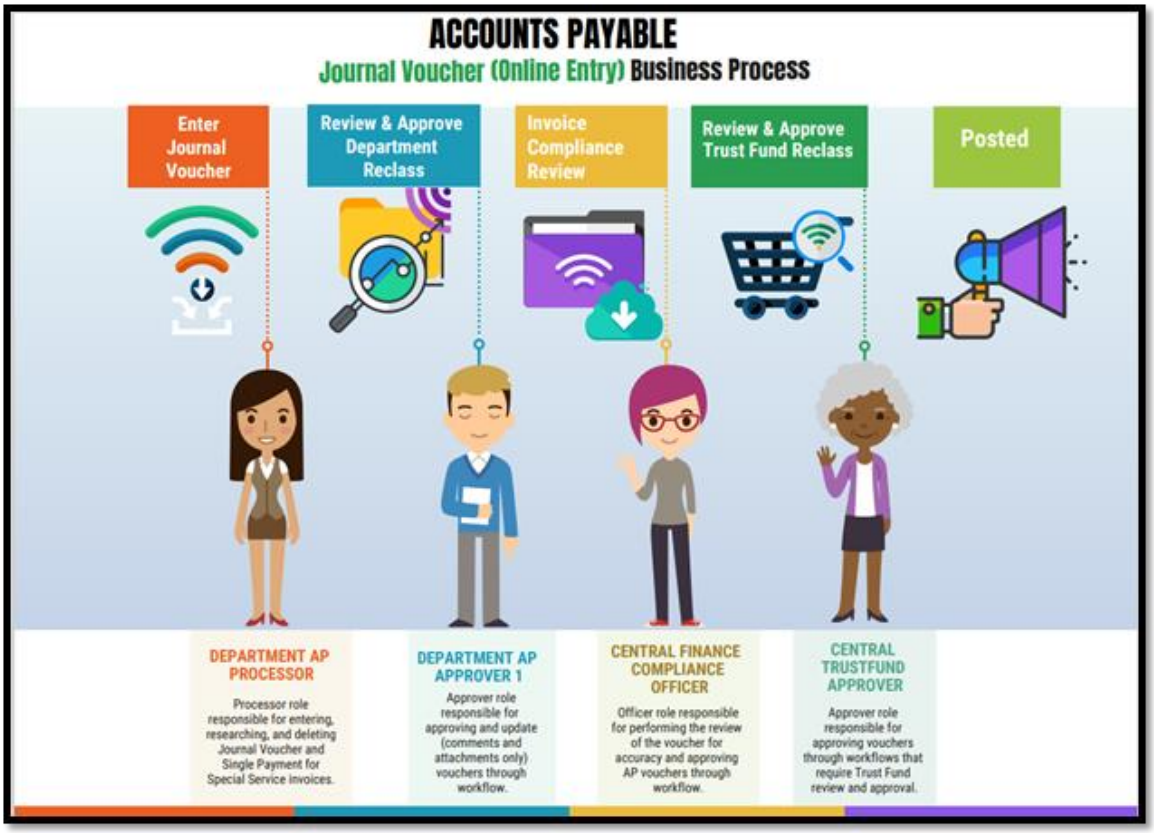
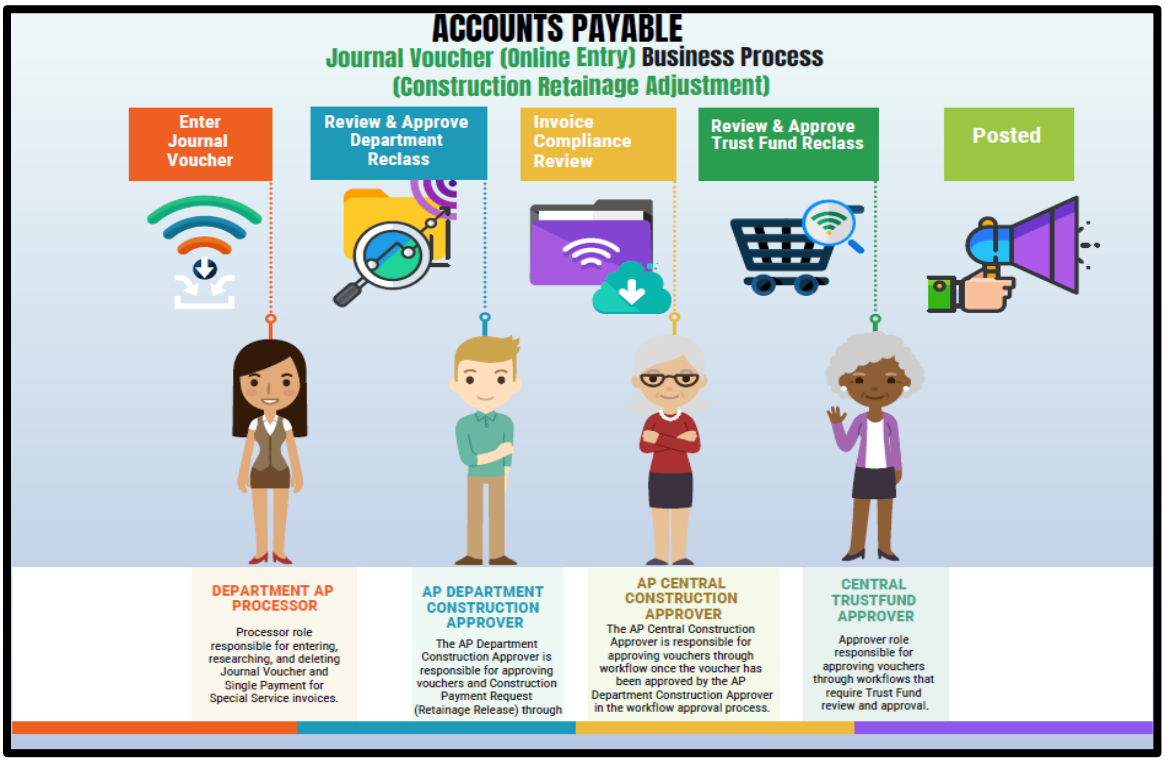

ACCOUNTS PAYABLE
Payment Request (Suppliers Only) Business Process Construction
(Retainage Release Construction)
Scanning Invoice
Enter Payment Request
Review & Approve Department Expenses
QA/ Compliance Review Invoice
Voucher Creation
Approving Vouchers
Review & Approve Trust Fund Expenses
Review & Approve Threshold Expenses
Generate Payment
CAPTIVA PROCESSOR
Processor role responsible for scanning invoices received from suppliers into Captiva.
AP DEPARTMENT PAYMENT REQUESTOR
Processor role responsible for entering, researching, deleting and correcting payment request.
AP DEPARTMENT PAYMENT REQUEST APPROVER
Approver role responsible for approving Payment Request through workflow.
CENTRAL FINANCE COMPLIANCE OFFICER
Officer role responsible for performing the final review of the Payment Request for accuracy and approving to create the voucher.
CENTRAL CONSTRUCTION APPROVER
Responsible for approving vouchers through workflow once the voucher has been approved by the AP Department Construction Approver in the workflow approval process.
CENTRAL TRUSTFUND APPROVER
Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.
CENTRAL THRESHOLD APPROVER
Approver role responsible for approving vouchers through workflows that meet a predefined threshold.
CENTRAL AP PAY CYCLE PROCESSOR
Processor role responsible for running Pay Cycle and canceling and posting payments.


ACCOUNTS PAYABLE
Payment Request (Suppliers Only) Business Process
(Direct Voucher/Check Request, WIRE, Direct Debit, Retainage Release Non-Construction)
Scanning Invoice
Enter Payment Request
Review & Approve Department Expenses
QA/ Compliance Review Invoice
Voucher Creation
Review & Approve Trust Fund Expenses
Review & Approve Threshold Expenses
Generate Payment
CAPTIVA PROCESSOR
Processor role responsible for scanning invoices received from suppliers into Captiva.
AP DEPARTMENT PAYMENT REQUESTOR
Processor role responsible for entering, researching, deleting and correcting payment request.
AP DEPARTMENT PAYMENT REQUEST APPROVER
Approver role responsible for approving Payment Request through workflow.
CENTRAL FINANCE COMPLIANCE OFFICER
Officer role responsible for performing the final review of the Payment Request for accuracy and approving to create the voucher.
CENTRAL TRUSTFUND APPROVER
Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.
CENTRAL THRESHOLD APPROVER
Approver role responsible for approving vouchers through workflows that meet a predefined threshold.
CENTRAL AP PAY CYCLE PROCESSOR
Processor role responsible for running Pay Cycle and canceling and posting payments.


ACCOUNTS PAYABLE
Single Payment Voucher (Non-Suppliers - Online Entry) Business Process
(Special Services - Refund - Garnishment)
Enter Single Payment Voucher
Review & Approve Department Expenses
Invoice Compliance Review
Review & Approve Trust Fund Expenses
Review & Approve Threshold Expenses
Generate Payment
DEPARTMENT AP PROCESSOR
Processor role responsible for entering, researching, and deleting Journal Voucher and Single Payment Voucher.
DEPARTMENT AP APPROVER 1
Approver role responsible for approving and update (comments and attachments only) vouchers through workflow.
CENTRAL FINANCE COMPLIANCE OFFICER
Officer role responsible for performing the review of the voucher for accuracy and approving AP vouchers through workflow.
CENTRAL TRUSTFUND APPROVER
Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.
CENTRAL THRESHOLD APPROVER
Approver role responsible for approving vouchers through workflows that meet a predefined threshold.
CENTRAL AP PAY CYCLE PROCESSOR
Processor role responsible for running Pay Cycle and canceling and posting payments.


ACCOUNTS PAYABLE
Adjustment Voucher (Credit Memo) Business Process
Scanning Invoice
Quick Invoice
QA/ Compliance Review Invoice
Voucher Creation via Batch Process
Update & Process Adjustment Voucher
Review & Approve Department Expenses
Review & Approve Trust Fund Expenses
Review & Approve Threshold Expenses
Generate Payment
CAPTIVA PROCESSOR
Processor role responsible for scanning invoices received from suppliers into Captiva.
CENTRAL FINANCE COMPLIANCE OFFICER
Officer role responsible for performing the initial review of voucher for accuracy and approving AP vouchers through workflow.
DEPARTMENT AP PROCESSOR
The Department AP Processor is responsible for entering, researching, and deleting Journal Voucher and Single Payment Voucher for special service invoices.
DEPARTMENT AP APPROVER 1
Approver role responsible for approving and update (comments and attachments only) vouchers through workflow.
CENTRAL TRUSTFUND APPROVER
Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.
CENTRAL THRESHOLD APPROVER
Approver role responsible for approving vouchers through workflows that meet a predefined threshold.
CENTRAL AP PAY CYCLE PROCESSOR
Processor role responsible for running Pay Cycle and canceling and posting payments.


ACCOUNTS PAYABLE
Journal Voucher (Online Entry) Business Process
Enter Journal Voucher
Review & Approve Department Reclass
Invoice Compliance Review
Review & Approve Trust Fund Reclass
Posted
DEPARTMENT AP PROCESSOR
Processor role responsible for entering, researching, and deleting Journal Voucher and Single Payment for Special Service invoices.
DEPARTMENT AP APPROVER 1
Approver role responsible for approving and update (comments and attachments only) vouchers through workflow.
CENTRAL FINANCE COMPLIANCE OFFICER
Officer role responsible for performing the review of the voucher for accuracy and approving AP vouchers through workflow.
CENTRAL TRUSTFUND APPROVER
Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.


ACCOUNTS PAYABLE
Journal Voucher (Online Entry) Business Process
(Construction Retainage Adjustment)
Enter Journal Voucher
Review & Approve Department Reclass
Invoice Compliance Review
Review & Approve Trust Fund Reclass
Posted
DEPARTMENT AP PROCESSOR
Processor role responsible for entering, researching, and deleting Journal Voucher and Single Payment for Special Service invoices.
AP DEPARTMENT CONSTRUCTION APPROVER
The AP Department Construction Approver is responsible for approving vouchers and Construction Payment Request (Retainage Release) through
AP CENTRAL CONSTRUCTION APPROVER
The AP Central Construction Approver is responsible for approving vouchers through workflow once the voucher has been approved by the AP Department Construction Approver in the workflow approval process.
CENTRAL TRUSTFUND APPROVER
Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.

PAYMENT HANDLING CODES	
EM	Emergency Payment
ES	Emergency Payment - Single
EU	Emergency Payment - Pick-up
PU	Pick-Up Payment
RE	Regular Payment
RF	Refund (Interface only)
SP	Single Payment
SU	Single Payment - Pick-up

Voucher Style	Name Description
ADJ	Adjustments
JRNL	Journal Voucher
REG	Regular Voucher

ORIGIN	DESCRIPTION
DPT	Payment Request (Direct Voucher)
CON	Construction
GAS	Good and Services
ONL	Online / Interface
REL	Retainage Release (Construction)
REN	Retainage Release (Non-Construction)

PAYMENT REQUEST – EDITABLE FIELDS	
OPEN FIELDS	**CLOSED FIELDS**
Description	Business Unit
Miscellaneous Charge	Invoice Number
Freight Amount	Invoice Date
Comments	Invoice Received Date
Retainage Release Flag	Sub-Total
PO ID (If processing a Retainage Release)	PO ID (If Retainage Release Flag is not checked)
Payment Handling	Supplier ID
Supplier Address and Location	Supplier Name
Invoice Detail Lines	
Invoice Date	
Invoice Received Date	
Payment Message	

VOUCHER STATUS DESCIPTIONS

Entry Status	Entry Status Description
Postable	Overall voucher status
Recycle	Voucher is incomplete or has errors. Voucher can be modified.
Deleted	Removes voucher from system irreversibly (permanently). Record available for audit purposed only. No accessible online.

Approval Status	Approval Status Description
Pending	Voucher pending Approval
Approved	Voucher has been approved
Denied	Voucher not approved and sent back to initiator.

Match Status	Match Status Description
Ready	Voucher is ready to be match to a receipt – This will be done via Batch Process
Matched	Voucher match (PO, Receipt, Invoice) successful
Exceptions	Matching errors exist
No Match	No match needed

Post Status	Post Status Description
Unposted	Voucher is not posted. Accounting entries not made or reversed. Voucher can be modified. Voucher is not ready for payment.
Posted	Voucher is posted and all accounting entries created - Voucher is ready for payment.

Budget Check Status	Budget Check Status Description
Not Checked (Not Chk'd)	Budget check has not occurred – This process is done via Batch Process
Valid	Budget check successful
Exception (Error)	Budget errors exist

Closed Status	Close Status Description
Open	Voucher is in good standing to be paid.
Closed	Creates reverse entry for the liability on a voucher. Voucher will not be paid.

VOUCHERS APPROVED AND "POSTED STATUS" ARE ELIGIBLE FOR PAYMENT ISSUANCE

CAPTIVA STATUS DESCIPTIONS

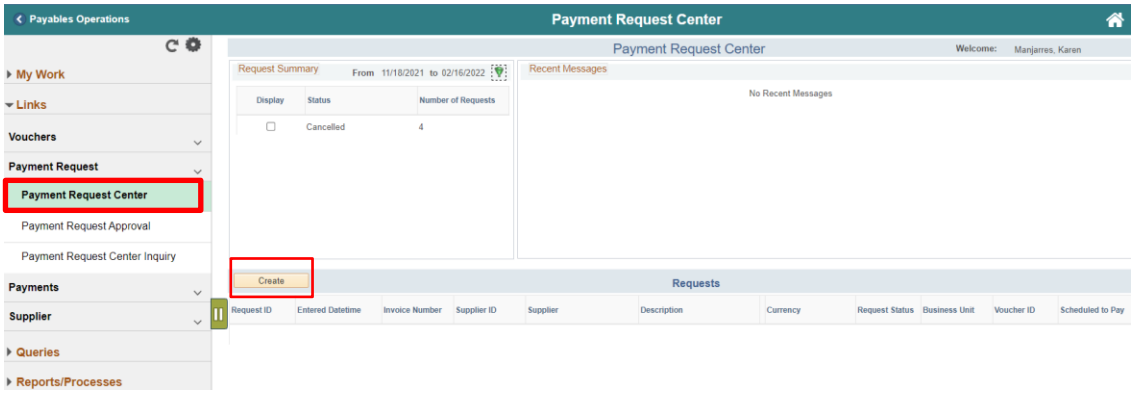
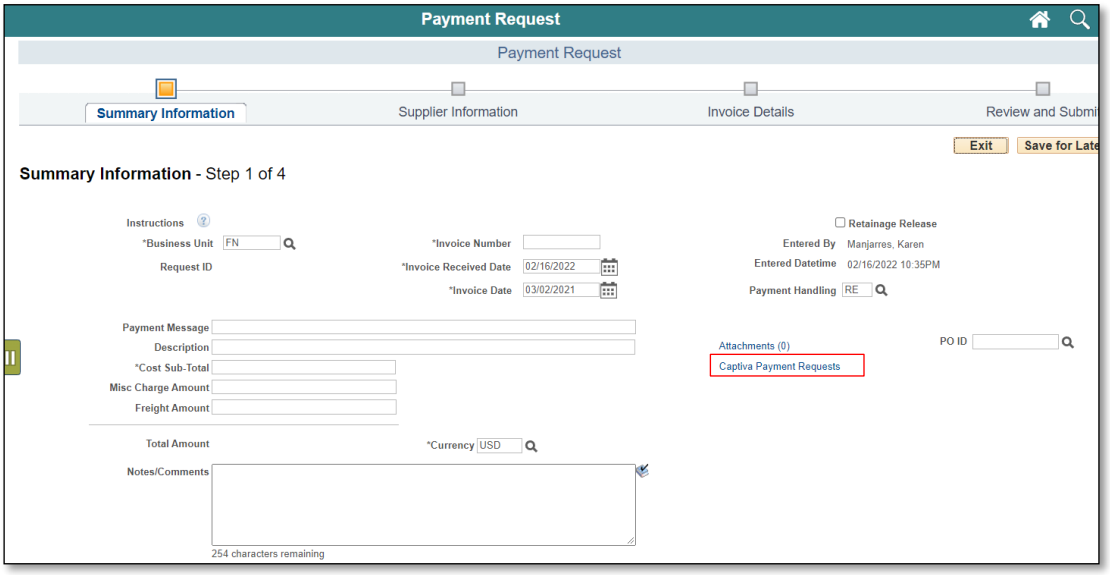
Captiva Status	Captiva Status Description
Success	Invoice was successfully imported to INFORMS.
Failure	Invoice did not make it into INFORMS due to an error (Duplicates, etc.)
Deleted	Invoice was deleted from INFORMS. (No longer needed, miscoding, etc.)

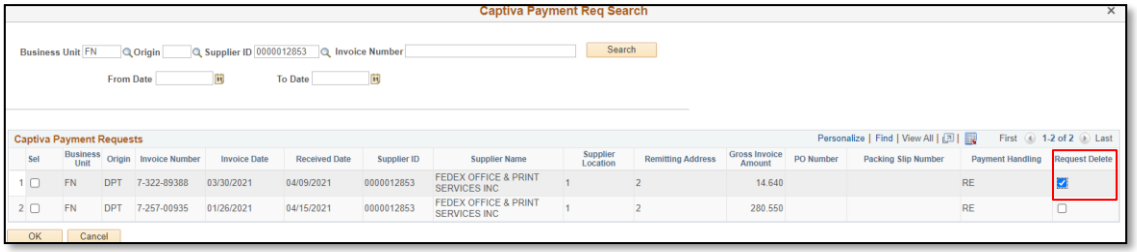
PAYMENT REQUEST STATUS DESCIPTIONS

Payment Request Status	
Payment Request Status	**Payment Request Status Description**
New	Payment Request was created but not submitted for approval.
Pending	Payment Request entry is complete and submitted to the approval path.
Vouchered	Payment Request fully Approved and Voucher was created.
Denied	Payment Request was rejected by Approver.
Cancelled	Payment Request was accepted by a user but release back into the queue for other Payment Requestor to view and complete.
Deleted	Payment Request was deleted. No further action can be taken on this entry. No accessible online.

HOW TO UPDATE/DELETE PAYMENT REQUEST

The request to Update or Delete a Payment Request must be initiated at the Department level by Payment Request Processor. Only request to Update when the change is for any of the fields not editable by the Department. (*Refer to page 9 for a list of editable fields*)

Step	Action
1.	Navigate to Payment Request Center **Finance Supply Chain>Payable Operations>AP WorkCenter>Links>Payment>Payment Request Center** • Select Create 
2.	Select Captiva Payment Request link and Search for the Invoice(s) to be deleted. The invoice(s) must be on the Captiva Payment Request queue available for processing 

3.	Once the invoice(s) are displayed. Select Box “Request to Delete” 
4.	Click Ok and Exit
5.	Send email to Invoice Resolution Team and request to Update or Delete invoice. Invoice Resolution: FIN-IWAIR@Miamidade.gov

WIRE TRANSFER

This new process is effective 04/01/2021. Any WIRES submitted via the old process between 03/31/2021 and 04/02/2021 will be transmitted through the bank. Departments are responsible for recording these WIRES via INFORMS on 04/05/2021 (following the process below).

Note: In order to process WIRES, you will need to have the role of Department Payment Requestor and Department Payment Request Approver.

The wire process is as follows:

1. The **Departmental Payment Requestor** will create a payment request with the Supplier and their Location in INFORMS that is setup for processing WIRES. The Location for WIRES is called "WIRES" in INFORMS. If your supplier does not have a WIRE location, it will need to be setup prior to initiating the WIRE in INFORMS. Please reach to the Central AP Supplier Maintenance Team (German.Posada@miamidade.gov, Darlene.Daniels@miamidade.gov) for the creation of the additional location.
    a. Payment Requestor will need to upload the WIRE support
    b. The WIRE support needs to include the WIRE cover letter. **The letter must include the wires instructions.**
    c. Supporting documentation needs to be scanned at a high resolution and be easy to read. Having bad supporting documentation will cause the voucher to be rejected.
    d. Once done, they will approve.
    e. Please Note: The Invoice number can not contain the following characters "/" or "\", as this characters are not allowed in Documentum.
2. The **Departmental Payment Request Approver** will approve the payment request created for this WIRE.
    a. This person is responsible for verifying the above as well as approving the WIRE for processing.
    b. Once Done, they will approve or reject.
3. The **AP Compliance Officer** will review and Approve the WIRE for pay cycle processing.
4. The **Pay Cycle Process** will run and someone from Cash Management will finalize the WIRE for transmission via our bank's portal (CEO).

The main difference between new process and the old process is that you **will not be submitting these requests to the INPUT/OUTPUT team. All WIRES will be initiated in INFORMS directly.**

ACH DEBIT

Please note to process ACH DEBITS, you will need to have the role of Department Payment Requestor and Department Payment Request Approver.

1. The **Departmental Payment Requestor** will create a payment request with the Supplier and their Location in INFORMS that is setup for processing ACH DEBITS. The Location for ACH DEBITS is called "ACH DEBIT" in INFORMS. If your supplier does not have an ACH DEBIT location, it will need to be setup prior to initiating the ACH DEBIT in INFORMS. Please reach to the Central AP Supplier Maintenance Team (German.Posada@miamidade.gov, Darlene.Daniels@miamidade.gov) for the creation of the additional location.
    a. Payment Requestor will need to upload the ACH DEBIT support
    b. The ACH DEBIT support needs to include the documentation showing the payment was made and the reason for the payment.
    c. Supporting documentation needs to be scanned at a high resolution and be easy to read. Having bad supporting documentation will cause the voucher to be rejected.
    d. Please have your invoice number begin with "ACHDEBIT-" and begin your description with "ACHDEBIT" to help us identify the ACHDEBIT for expedited processing. Please Note: The Invoice number can not contain the following characters "/" or "\", as this characters are not allowed in Documentum.
    e. Once done, they will approve.
2. The **Departmental Payment Request Approver** will approve the payment request created for this ACH DEBIT
    a. This person is responsible for verifying the above as well as approving the WIRE for processing.
    b. Once Done, they will approve or reject.
3. The **AP Compliance Officer** will review and Approve the ACH DEBIT for final posting.

Documentation attached to the ACH DEBIT has to be complete and the scanned documents must be high quality.
The main difference between this process and the current process is that you **will not be submitting these requests to the INPUT/OUTPUT team. All ACH DEBITS will be initiated in INFORMS directly.**

PAYMENT REQUEST – MANUAL ENTRY (WIRE AND ACH DEBIT)

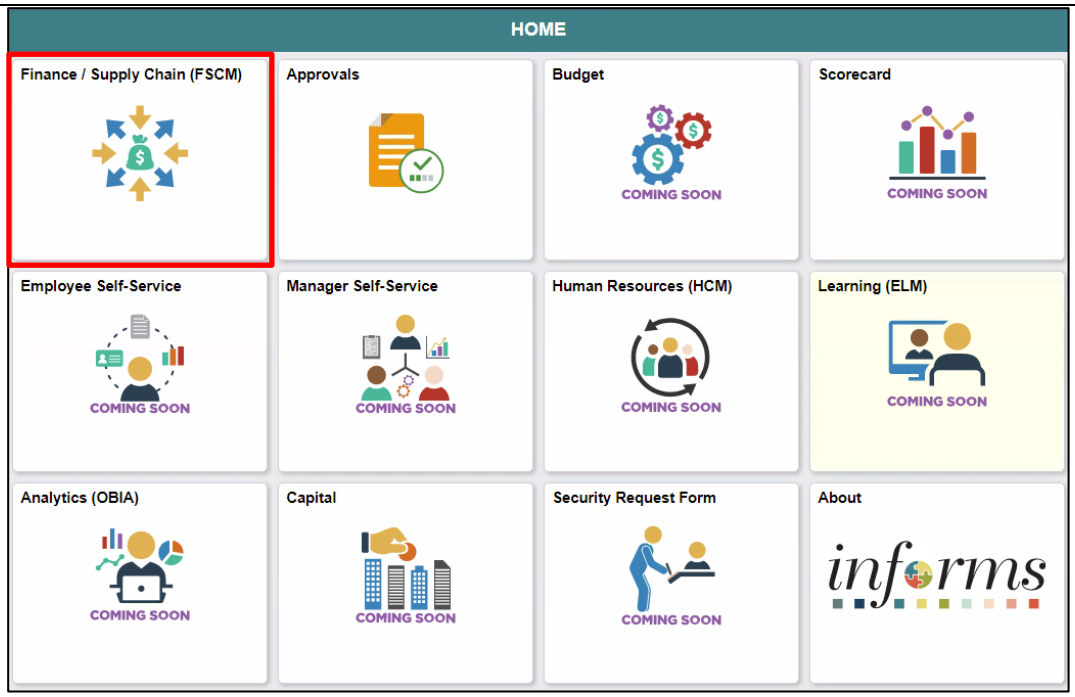
Step	Step Description	Input Data
1.	Log in to INFORMS.	
2.	Navigate to: Finance/Supply Chain (FSCM)> Payable Operations> Accounts Payable> My Payments> Payment Request Center	
3.	Click "Create"	
4.	Summary Information - Step 1 of 4 Enter required Invoice Criteria Click Save for Later Click Next	**For Manual Entry** **BU:** **Invoice #:** **Invoice Date:** **Invoice Receipt Date:** **Description:** **Cost Sub-Total: $** **Miscellaneous:** **Freight:**
5.	Supplier Information - Step 2 of 4 Enter Supplier Information. Click Next	**Supplier ID:** **Supplier Name:**
6.	Invoice Details - Step 3 of 4 Click "Add Lines" Input the required fields	**Line 1** **Description:** **Line Amount:** **Accounting Details** **Amount:** **GL Unit: MDADE** **Fund:** **Department:** **Account:** **Grant: No Grant**
7.	Review and Submit - Step 4 of 4 Review Payment Request information. Click "Review" Note fields and verify all information is accurate	
8.	Select 'Submit"	**Request ID:**
9.	Log out of INFORMS.	

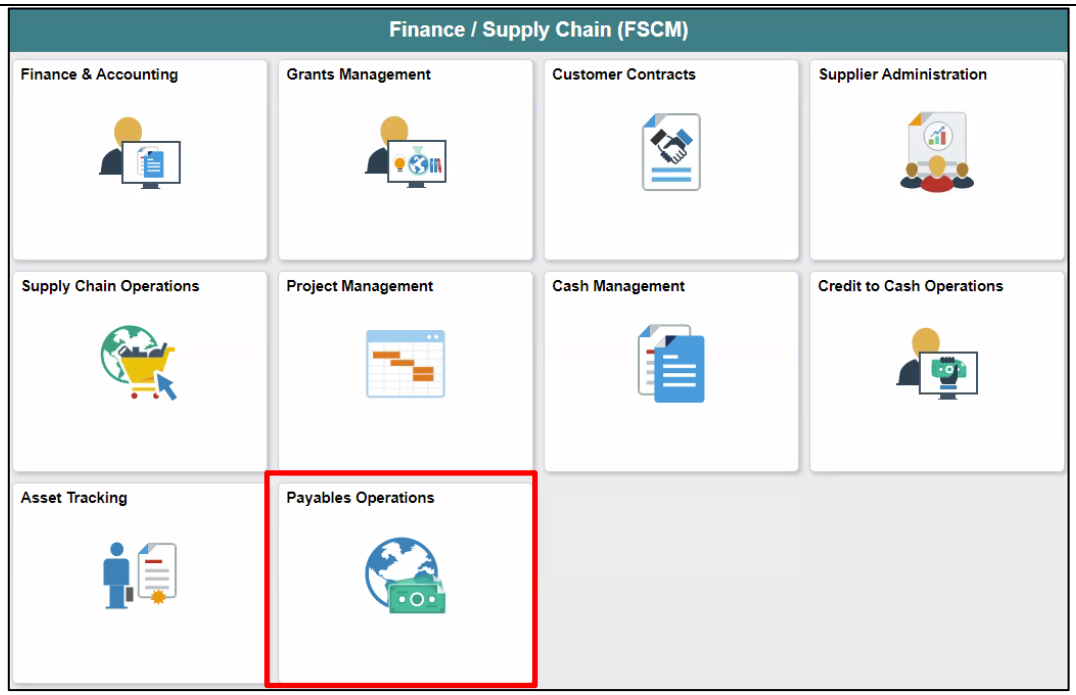
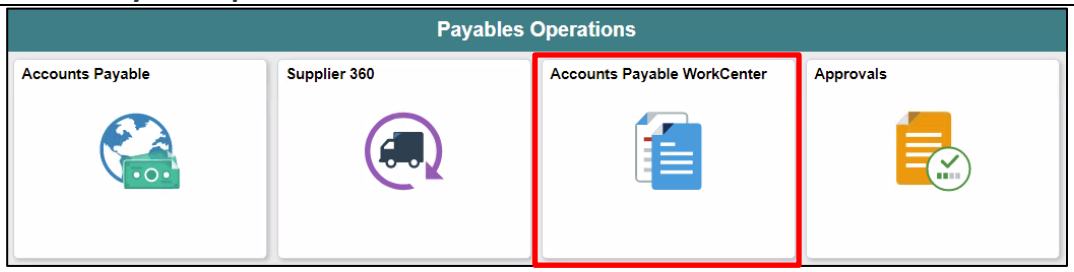
CONSTRUCTION PAYMENTS AND LIQUIDATED DAMAGES

- Vouchers for Construction payments with Liquidated Damages will be completed in a single transaction
- Please note that when **Departments** create the receipt in INFORMS (refer to INFORMS SCM 203 Training guide), it needs to be created for the **net amount**.
- Liquidated Damages will be applied within the Construction voucher transaction.
- Retainage Tracking by Supplier will be available from **Links** section in WorkCenter.

ACCOUNTS PAYABLE - WORKCENTER

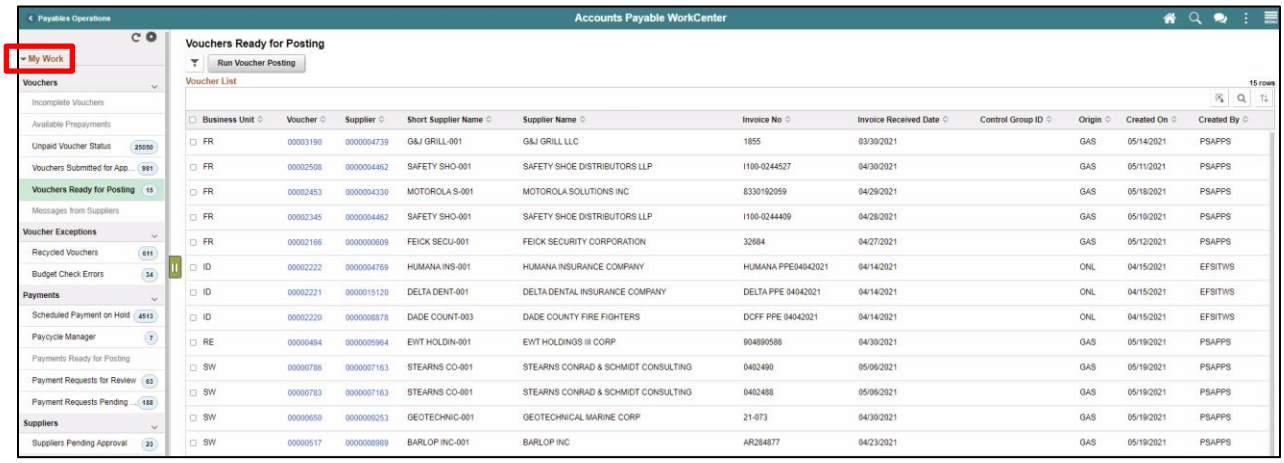
- AP WorkCenter is a **One-Stop Shop** designed to provide a central area for users to access key components within INFORMS.
- It allows users access to their most commonly use pages and to perform daily tasks in a single location.
- From the WorkCenter page users will have the following pagelets available:
    - My Work
    - Links
    - Queries
    - Report/Processes

Step	Action
1.	Log into INFORMS.
2.	 • Select **Finance / Supply Chain (FSCM)**.

3.	 • Select **Payable Operations**.
4.	 • Select **Accounts Payable WorkCenter**.

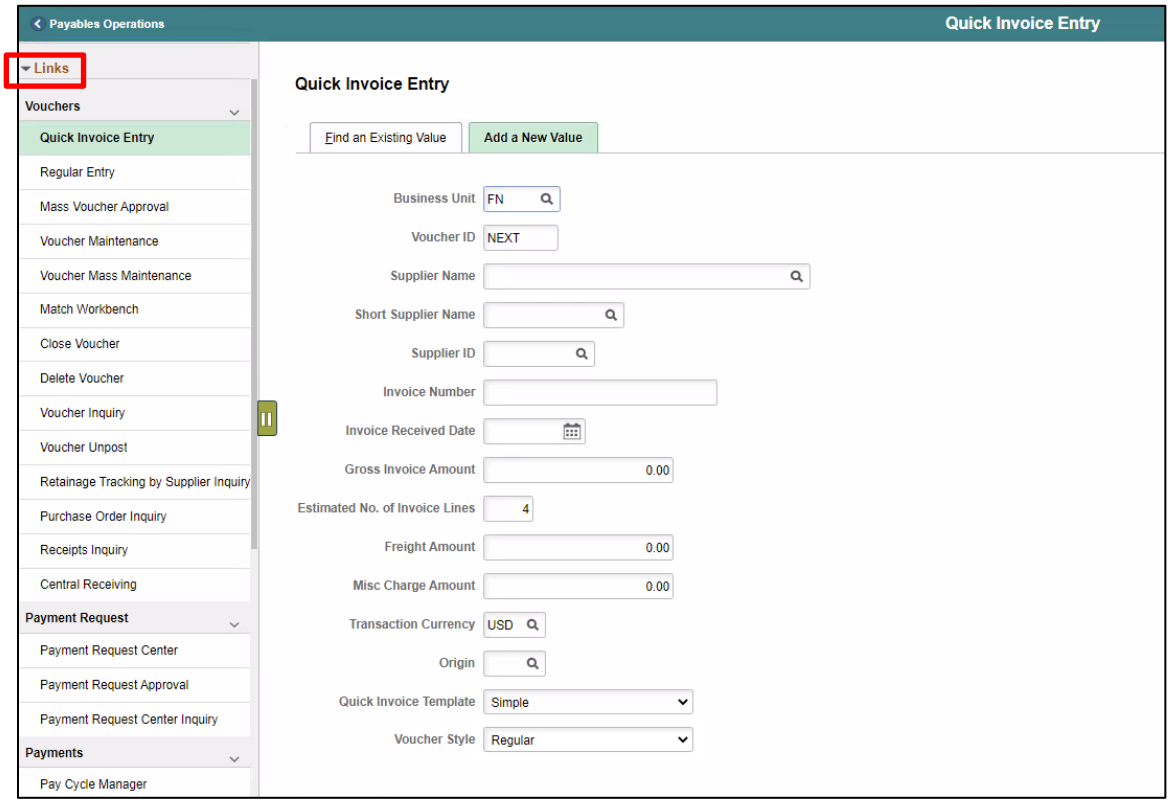
My Work

Under **My Work** users will find several delivered reports (System created) that can provide a count of transactions available for review or pending work. These reports are automatically created by the system as transactions are created.



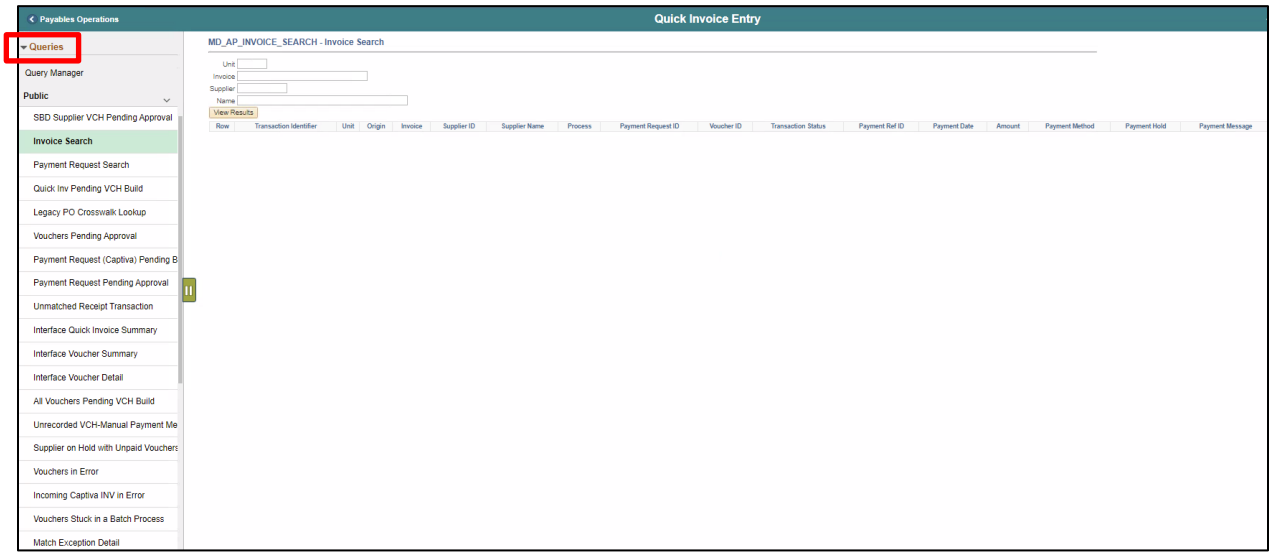
Links

Links are shortcuts to specific pages. It reduces the navigation time through the different menus and components.



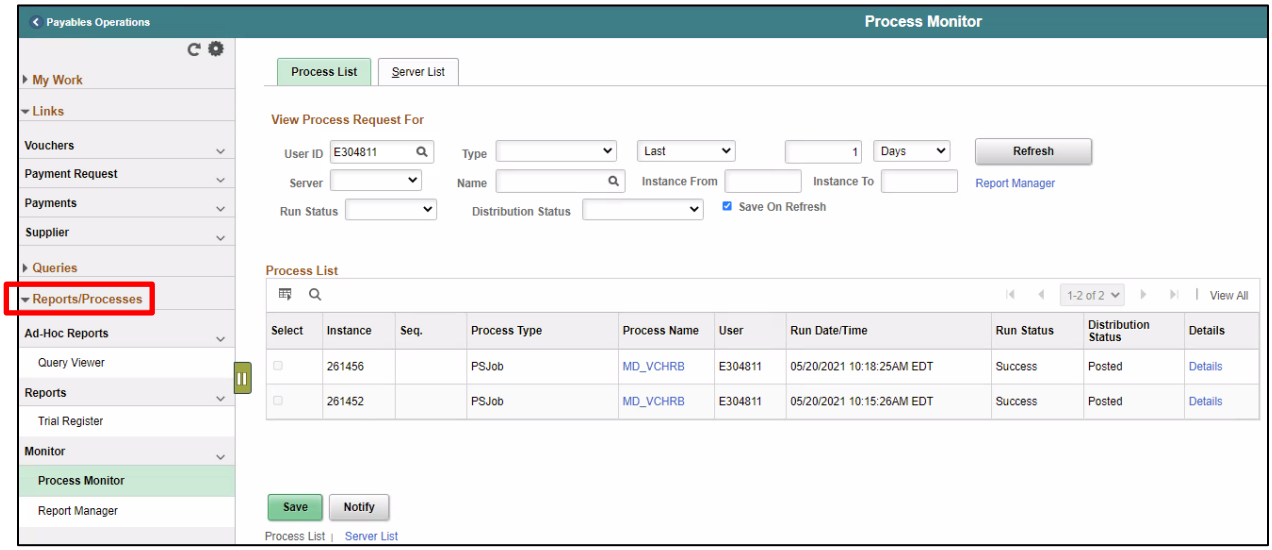
Queries

Queries are custom made reports created for users to help them perform everyday task. Queries can be exported to Excel to be filtered based on specific needs.



Report/Processes

This pagelet contains Reports and Process Monitors pages that will help you monitor the status of submitted process request.



CONSTRUCTION COVER SHEET AND PAYMENT REQUEST COVER SHEET

PDF version of Construction Cover Sheet and Payment Request Cover Sheet

MIAMI-DADE COUNTY

MIAMI -DADE COUNTY
PAYMENT REQUEST

Comments for Departmental use (EX. Hold or Emergency):

PAYABLE TO: _____
SUPPLIER NAME/DBA AS REFLECTED IN INFORMS

ADDRESS: _____

BUSINESS UNIT/DIVISION: _____

CONTACT PERSON: _____ DATE: _____

INVOICE NUMBER MUST BE ASSIGNED PURSUANT AP INVOICE FORMAT AND MUST NOT BE A DUPLICATE (MUST BE ASSIGNED BY REQUESTOR)	
RESOLUTION NUMBER (PO IF APPLICABLE):	
SUPPLIER ID	LOCATION
REQUESTED AMOUNT	0.00

PLEASE SUBMIT COMPLETED FORM TO INVSUBP@MIAMIDADE.GOV FOR PROCESSING IN INFORMS

LINE NUMBER		CHARTFIELD	TRANSACTION AMOUNT	GL UNIT	FUND	DEPT	ACCOUNT	GRANT	PC BUSINES UNIT	PROJECT	ACTIVITY	SOURCE TYPE
1												
	DESCRIPTION (25 CHARACTERS)											
2												
	DESCRIPTION (25 CHARACTERS)											
3												
	DESCRIPTION (25 CHARACTERS)											
4												
	DESCRIPTION (25 CHARACTERS)											
5												
	DESCRIPTION (25 CHARACTERS)											
		TOTAL	-									

AUTHORIZED SIGNER _____ DATE _____

I CERTIFY THAT THE ABOVE PAYMENT IS NECESSARY TO PROPERLY CONDUCT THE ACTIVITIES OF THIS DEPARTMENT (BUSINESS UNIT)

UPDATED 03/24/2022

MIAMI DADE COUNTY

CONSTRUCTION UNIT INVOICE COVER SHEET FOR INFORMS

BUSINESS UNIT: _____
SUPPLIER NAME: _____
DBA: _____
SUPPLIER ID: _____
PROJECT NUMBER: _____
PROJECT NAME: _____
CONTRACT NUMBER: _____

INVOICE NUMBER: _____
REQUEST/ INVOICE DATE: _____
PAY REQUEST NUMBER: _____
INVOICE AMOUNT: _____
ORIGIN: _____
INVOICE DESCRIPTION: _____
DATE INVOICE RCVD BY DEPT: _____
PACKING SLIP/RECEIPT NUMBER: _____

DEPARTMENT CONTACT LIAISON:

NAME _____ SIGNATURE _____ TITLE _____ DATE _____

COMMENTS:

ITEMIZATION OF CHARGES FOR FINANCE USE ONLY

PURCHASE ORDER INFORMATION

Line Number	Purchase Order	GL Unit	Fund	Dept	Account	Grant	PC Business Unit	Project	Activity	Source Type	Purchase Order Amount	Previously Paid
							Amount Due this Requisition				$ -	$ -

PAYMENT INFORMATION

Line Number	This Request Gross Amount	Retainage Withheld	Retainage Release	Other	Amount Due
	$ -	$ -	$ -	$ -	$ -

FINANCE CONSTRUCTION UNIT:

CONSTRUCTION INVOICE: _____
RETAINAGE: _____
DIR PAYMENT (CREDIT): _____
CREDIT MEMO: _____

FINANCE CONSTRUCTION REVIEWER SIGNATURE