

Miami-Dade County

Accounts Payable – Departmental & Central Construction Job Aid

Version 1.1



TABLE OF CONTENTS

TABLE OF CONTENTS	2
PURPOSE AND DESCRIPTION	2
Purpose	2
Description	2
HOW TO UPDATE/DELETE PAYMENT REQUEST12	2
WIRE TRANSFER	
ACH DEBIT	5
ACH DEBIT	5
ACH DEBIT	5 7
ACH DEBIT	5 5 7 7

PURPOSE AND DESCRIPTION

<u>Purpose</u>

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	fin-201-accounts-payables-create-process-non-po-vouchers.pdf
Process non-PO Vouchers	(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)

Contact Name	Support Area
Dania Diaz	Finance Department, Assistant Controller
Gloria Hurtado	Finance Department, Finance Section Manager
Luis Jimenez	Finance Department, Finance Section Assistant Manager
Yamilka Quintas	Finance Department, Finance Section Assistant Manager
Patricia Hernandez-Blanco	Finance Department, Assistant Manager (Construction)
Frank Garcia	Finance Department, Accountant 1 (Construction)
Laura Caceres	Finance Department, Finance Section Manager (Construction)
Jack Bello	INFORMS, Financial Lead (includes Supplier and AP)
Madeline Rizzo	INFORMS, Financial Lead
Arlin Montero	INFORMS, AP and Supplier Lead
Saudie Feliz	INFORMS, PC & Grants Lead
Nieves Del Rio	INFORMS, Supplier Subject Mater Expert (SME)
Karen Manjarres	INFORMS, Business Analyst
Yesenia Perez	INFORMS, Business Analyst
Marilyn Crucet	INFORMS, Business Analyst

Chartfield Crosswalk

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























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

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)

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

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									
	Navigate to Payment Request Center									
	Finance Supply Chain>Payable Operations>AP WorkCenter>Links>Payment>Payment									
	Request Center									
	• Select Create									
	CO Payment Request Center (Marianes, Karen									
	My Work Request Summary From 11/18/28/21 to 02/16/28/22 III Recent Messages									
1.	✓ Links Display Status Number of Requests No Recent Messages									
	Vouchers Cancelled 4									
	Payment Request									
	Payment Request Center									
	Payment Request Approval									
	Payments Create Requests									
	Supplier Description Currency Request Status Business Unit. Voucher ID Scheduled to Pay									
	▶ Queries									
	▶ Reports/Processes									
	Select Captiva Payment Request link and Search for the Invoice(s) to be deleted. The									
	invoice/s) must be on the Cantiva Dayment Request queue available for processing									
	involce(s) must be on the captiva Payment Request queue available for processing									
	Payment Request A C									
	Payment Request									
	Supplier Information Invoice Details Review and Submit									
	Exit Save for Late									
	Summary Information - Step 1 of 4									
2.	*Business Unit FN Q *Invoice Number Entered By Manjarres, Karen									
	Request ID Invoice Received Date 02/16/2022 E Entered Datetime 02/16/2022 10.35PM									
	Payment Message Attachments (i) PO ID Q									
	*Cost Sub-Total Captiva Payment Requests									
	Freight Amount									
	Total Amount *Currency USD Q									
	Notes/Comments									
	254 characters remaining									



	Once the invoice(s) are displayed. Select Box "Request to Delete"											
	Captiva Payment Req Search ×											
3.	Business Unit FN Q.Origin Q. Supplier ID 0000012853 Q. Involce Number Search From Date B To Date B											
	Captiva Payment Requests Personalize Find View Al [21] 🔤 Finst 🚯 1.2 of 2 🔞 Last											
	Sel Business Orgin Invoice Number Invoice Date Received Date Supplier ID Supplier Name Codation Amount Invoice Number Packing Sig Number Pagment Handling Request Delete											
	1 FN DPT 7-322-89388 03/30/2021 04/09/2021 0000012653 FCDEX 0FPICE & PRINT 1 2 14.640 RE											
	2 FN DPT 7-257-09935 01/26/2021 04/15/2021 0000012663 FPDPX 0FPICE & POPMIT 1 2 260.550 RE											
	OK Cancel											
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:

- 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. <u>The letter must include the</u> <u>wires instructions.</u>
 - 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.

- 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 (<u>German.Posada@miamidade.gov</u>, <u>Darlene.Daniels@miamidade.gov</u>) 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.	
	Navigate to:	
2.	Finance/Supply Chain (FSCM)> Payable Operations> Accounts	
	Payable> My Payments> Payment Request Center	
3.	Click "Create"	
	Summary Information - Step 1 of 4	For Manual Entry
	Enter required Invoice Criteria	BU:
	Click Save for Later	Invoice #:
	Click Next	Invoice Date:
4.		Invoice Receipt Date:
		Description:
		Cost Sub-Total: \$
		Miscellaneous:
		Freight:
	Supplier Information - Step 2 of 4	Supplier ID:
5	Enter Supplier Information.	Supplier Name:
5.	Click Next	
	Invoice Details - Step 3 of 4	Line 1
		Description:
		Line Amount:
	Click "Add Lines"	
	Input the required fields	Accounting Details
6.		Amount:
		GL Unit: MDADE
		Fund:
		Department:
		Account:
		Grant: No Grant
	Review and Submit - Step 4 of 4	
7.	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
 - o Links
 - o Queries
 - Report/Processes

Step			Act	tion		
1.	Log	g into INFORMS.				
2.		Finance / Supply Chain (FSCM)	Approvals Expression Manager Self-Service Analysis Coming Soon Capital Capital Coming Soon	ME Budget COMING SOON Human Resources (HCM) COMING SOON Security Request Form	Scorecard COMING SOON Learning (ELM) COMING SOON About About	
	•	Select Finance / Sur	oply Chain (FSCM).			I



			Finance / Supp	ly Chain (FSCM)	
		Finance & Accounting	Grants Management	Customer Contracts	Supplier Administration
3.		Supply Chain Operations	Project Management	Cash Management	Credit to Cash Operations
		Asset Tracking	Payables Operations		
	•	Select Payable Oper	ations.		
			Payables C	Operations	
		Accounts Payable	Supplier 360	Accounts Payable WorkCenter	Approvals
4.					
	•	Select Accounts Pay	able 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.

< Payables Operations							Accounts Payable WorkCent	ter				*	Q 🔍	: .
(0	1	ouchers Ready f	or Posting										
- My Work			Run Voucher P	osting										
Vouchers	~	1	oucher List											15 rows
Incomplete Vouchers													$\mathbb{P}_{\mathbf{k}}$	Q 11
Available Prepayments			Business Unit 0	Voucher O	Supplier O	Short Supplier Name O	Supplier Name O	Invoice No 0	Invoice Received Date O	Control Group ID 0	Origin O	Created On O	Created	By O
Unpaid Voucher Status	25050		ER ER	00003190	0000004739	G&J GRILL-001	G&J GRILL LLC	1855	03/30/2021		GAS	05/14/2021	PSAPPS	8
Vouchers Submitted for App	981		o FR	00002508	0000004462	SAFETY SHO-001	SAFETY SHOE DISTRIBUTORS LLP	1100-0244527	04/30/2021		GAS	05/11/2021	PSAPPS	s
Vouchers Ready for Posting	15		D FR	00002453	0000004330	MOTOROLA S-001	MOTOROLA SOLUTIONS INC	8330192059	04/29/2021		GAS	05/18/2021	PSAPPS	s
Messages from Suppliers			FR	00002345	0000004462	SAFETY SHO-001	SAFETY SHOE DISTRIBUTORS LLP	1100-0244409	04/28/2021		GAS	05/10/2021	PSAPPS	s
Voucher Exceptions			n FR	00002165	0000000600	FEICK SECULION	FEICK SECURITY CORPORATION	32684	04/27/2021		GAS	05/12/2021	PSAPPI	
Recycled Vouchers	611		0.00	00002.100	000000000			01.001			0110	CONTRACT.		
Budget Check Errors	34		o ID	00002222	0000004769	HUMANA INS-001	HUMANA INSURANCE COMPANY	HUMANA PPE04042021	04/14/2021		ONL	04/15/2021	EFSITW	/S
Payments	~		D ID	00002221	0000015120	DELTA DENT-001	DELTA DENTAL INSURANCE COMPANY	DELTA PPE 04042021	04/14/2021		ONL	04/15/2021	EFSITW	/S
Scheduled Payment on Hold	4513		o 10	00002220	0000008878	DADE COUNT-003	DADE COUNTY FIRE FIGHTERS	DCFF PPE 04042021	04/14/2021		ONL	04/15/2021	EFSITW	/S
Paycycle Manager			RE	00000494	0000005964	EWT HOLDIN-001	EWT HOLDINGS III CORP	904890586	04/30/2021		GAS	05/19/2021	PSAPPS	8
Payments Ready for Posting			n sw	00000786	000007163	STEARNS CO-001	STEARNS CONRAD & SCHMIDT CONSULTING	0402490	05/06/2021		GAS	05/19/2021	PSAPPS	8
Payment Requests for Review	63													
Payment Requests Pending	188		⊔ sw	00000783	000007163	STEARNS CO-001	STEARNS CONRAD & SCHMIDT CONSULTING	0402488	05/05/2021		GAS	05/19/2021	PSAPPS	\$
Suppliers	~		sw sw	00000650	000009253	GEOTECHNIC-001	GEOTECHNICAL MARINE CORP	21-073	04/30/2021		GAS	05/19/2021	PSAPPS	ð
Suppliers Pending Approval	23		SW SW	00000517	0000008989	BARLOP INC-001	BARLOP INC	AR284877	04/23/2021		GAS	05/19/2021	PSAPPS	9

Links

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

Payables Operations			Quick Invoice Entry
✓ Links	Out-Interview Freter		
Vouchers 🗸	QUICK INVOICE Entry		
Quick Invoice Entry	Eind an Existing Value	Add a New Value	
Regular Entry			
Mass Voucher Approval	Business Unit	FN Q	
Voucher Maintenance	Voucher ID	NEXT	
Voucher Mass Maintenance	Supplier Name	C	L.
Match Workbench	Short Supplier Name	٩	
Close Voucher	Supplier ID	Q	
Delete Voucher	Invoice Number		
Voucher Inquiry	Invoice Received Date		
Voucher Unpost			
Retainage Tracking by Supplier Inquiry	Gross Invoice Amount	0.00	
Purchase Order Inquiry	Estimated No. of Invoice Lines	4	
Receipts Inquiry	Freight Amount	0.00	
Central Receiving	Misc Charge Amount	0.00	
Payment Request 🗸 🗸	Transaction Currency	USD Q	
Payment Request Center	Origin	Q	
Payment Request Approval	Quick Invoice Template	Simple V	
Payment Request Center Inquiry	Voucher Style	Perular ¥	
Payments v	voucher style	Negurai	
Pay Cycle Manager			



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.

	Payables Operations	Quick Invoice Entry
-	• Queries	MD_AP_INVOICE_SEARCH - Invoice Search
ļ	Query Manager	
	SBD Supplier VCH Pending Approval	Termin
	Invoice Search	ная паказальные что беря токае адрига адригание токах тертельцием водина и наказальная тертельне портельне портельной тертельной тертельной тертельной портельной порте
	Payment Request Search	
	Quick Inv Pending VCH Build	
	Legacy PO Crosswalk Lookup	
	Vouchers Pending Approval	
	Payment Request (Captiva) Pending B	
	Payment Request Pending Approval	
	Unmatched Receipt Transaction	r
	Interface Quick Invoice Summary	
	Interface Voucher Summary	
	Interface Voucher Detail	
	All Vouchers Pending VCH Build	
	Unrecorded VCH-Manual Payment Me	
	Supplier on Hold with Unpaid Vouchers	
	Vouchers in Error	
	Incoming Captiva INV in Error	
	Vouchers Stuck in a Batch Process	
	Match Exception Detail	

Report/Processes

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

Payables Operations								Process Monito	or		
C My Work	C ()	Proce	ss List	Server List							
✓ Links		View Pro	cess Reque	st For							
Vouchers	~	User ID	E304811	Q,	Туре	Last	~	1 Days 🗸	Refresh		
Payment Request	~	Server		~	Name	Instance Fro	m	Instance To	Report Manager		
Payments	~	Run Stat	tus	~	Distribution Status	~	Save On	n Refresh			
Supplier	~										
Queries		Process L	ist								
✓ Reports/Processes		₽ Q								I-2 of 2 🗸 🕨	View All
Ad-Hoc Reports	~	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
Query Viewer			261456		PSJob	MD_VCHRB	E304811	05/20/2021 10:18:25AM EDT	Success	Posted	Details
Reports	~		261452		PSJob	MD_VCHRB	E304811	05/20/2021 10:15:26AM EDT	Success	Posted	Details
Trial Register											
Monitor	~										
Process Monitor											
Report Manager		Save	Notify								
		Process List	t Server Lis	st							





CONSTRUCTION COVER SHEET AND PAYMENT REQUEST COVER SHEET

PDF version of Construction Cover Sheet and Payment Request Cover Sheet

NDORESS:							Comments for Departmental use (EX. Hold or Emergency):					
ADORESS:		SUPPLIER NAMIL/DEA AS REFLICTED IN INFORMS						INVOICE NUMBER MUST BE ASSIGNED PURSUANT AP INVOICE FOR AND MUST NOT BE A DUPLICATE (MUST B ASSIGNED BY REQUESTOR)				
						RESOLUTION NUMBER (PO IF APPLICABLE):						
						SUPPLIER ID			LOCATION			
BUSINESS UNIT/DIVISION:												
CONTACT PERSON:			DATE			REQUESTED AMOUNT		0.00				
		PLEASE SUBMI	T COMPLETED FORM TO	D INVSUBP@MI	AMIDADE.GOV	FOR PROCE	SSING IN INFO	RMS				
une	044575710		61 Jan 1	8.00			64117	PC BUSINES	-			
	Countrato	TRANSING TRANSCORT	UK UMIT	- Point		ALCONT.	unon)	Unit .	PROTECT		BOOM IT I	
1 DESCI	RIPTION (25 CHARACTERS)											
2												
DESCR	RIPTION (25 CHARACTERS)											
3												
DESCR	RIPTION (25 CHARACTERS)				1							
4												
DESCR	AF IN (2) CHARACTERS/											
5 DESC	RIPTION (25 CHARACTERS)		1			1						
	TOTAL	-										
NUTHORIZED SIGNER	I CERTIFY THAT THE ABOVE	PAYMENT IS NECESSARY TO PROPERLY CON	NOUCT THE ACTIVITIES OF THIS DEP	ARTMENT (BUSINESS U	(Takit)		DATE				UPDA720-00/34/3023	



MIAMI DADE COUNTY														
CONSTRUCTION UNIT INVOICE COVER SHEET FOR INFORMS														
BUSINESS UND							NVORCE NUMB							
SUPPLIER NAM							REQUEST/ INVOKE DATE:							
DETTLIER NOW							PAV REGIST NUMBER							
CORR UND							AT REQUEST?	N.T.						
PROJECT NUM							INVOKE AMOUNTI ORIGINI							
PROJECT NAME	1:						NVORCE DESCR	UPTION:						
CONTRACT NU	MINER						DATE INVOKE RCVD BY DEPT							
						PACKING SLIP/RECIPT NUMBER:								
DEPARTMENT CONTACT LIAISON														
	NAME				SIGNATURE		_		TITLE			DATE		
COMMENTS:														
ITEMIZATION OF CHARGES FOR FIXANCE UNLOSE V														
				PURCI	HASE ORDER INFORM	AATION								
Line Number	Purchase Order	GL Unit	Fund	Dept	Account	Grant	PC Business Unit	Project	Activity	Source Type	Purchase Order Amount	Previously Paid		
							1	All Barris						
Amount Due this Requisition 5 - 5 -														
PAYMENT INFORMATION								FINAN	CE CONST	RUCTION U	INIT:			
Line Number	This Request Gross Amount	Retainage Withheld	Retainage Release	Other	Amount Due									
							CONSTRUCTION INVOKE:							
							RETAINAGE:							
							DIR PAYMENT (CREDIT)							
						1	CREDIT MEMO:							
						1								
									ENANCES	ONSTRUCTO	N REVIEWER	SKINATURE		
	3				3 ·	1								