

Miami-Dade County

Accounts Payable – Inquiries Job Aid

Version 1.0



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PURPOSE AND DESCRIPTION

<u>Purpose</u>

This document explains the key activities involved in managing INFORMS Inquiries. 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 for performing a Retainage Inquiry, Supplier Inquiry, Voucher Inquiry, and Payment Inquiry.



RETAINAGE INQUIRY

Step	Action									
1.	Log into INFORMS.									
2.	Navigate to the Voucher Inquiry page: Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable WorkCenter > Links > Vouchers > Retainage Tracking by									
	Supplier Inquiry									
3.	Cetalanage Tracker Component Vertilitation Vertilitation Suppler ID Suppler ID									
4.										



SUPPLIER INQUIRY

Step	Action
1.	Log into INFORMS.
2.	Navigate to the Voucher Inquiry page: Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable WorkCenter > Links > Supplier > Supplier Inquiry
3.	Payment Sequeta </th
4.	Search Results H Image: Control of the second
5.	Maintain Supplier Maintain Supplier Conversation Review Supplier Contact • Select the appropriate option ti view additional Supplier information.
6.	End of process.



VOUCHER INQUIRY

Step	Action										
1.	Log into INFORMS.										
2.	Navigate to the Voucher Inquiry page: Finance / Supply Chai (FSCM) > Payables Operations > Accounts Payable WorkCenter > Links > Vouchers > Voucher Inquiry										
	Z Pavables Operations			Vo	ucher Inquiry						
	C Ö			40							
	My Work	Voucher Inquiry									
	▼ Links	Search Criteria									
	Vouchers	• Search Chteria									
	Quick Invoice Entry	Search Name	ALL	۹							
	Regular Entry	From Business Unit	From FN	Q	To FN Q						
	Mass Voucher Approval	From Voucher ID		۹	۹						
	Voucher Maintenance	From Invoice Number		۹	٩						
	Voucher Mass Maintenance	Supplier SetID	MDC	٩							
	Match Workbench	II From Supplier Short Name		۹	٩						
3.	Close Voucher	From Supplier Name		Q	٩						
	Delete Voucher	From Additional Name		Q	۹						
	Voucher Inquiry	From Supplier ID		٩	٩						
	Voucher Unpost	Supplier Location		Q							
	Retainage Tracking by Supplier Inquiry	Entry Status		~							
	Purchase Order Inquiry	Incomplete Voucher		~							
	Receipts Inquiry	From Accounting Date									
		From Invoice Date			/						
	Enter Business	Unit From, Busin	ess Unit To, Supplie	r SetiD, and,	for any other						
	criteria.										
	• Select Search.										
	Note: It is importar	it to input as mu	ch search criteria as	possible to	obtain more specific						
	results. There is a v	ery high volume	of records in the sy	stem.							



	Voucher Inqu	ry Results										1 100 05 200	N N 1 1500 100
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	Actions	Business Unit	Voucher ID	Invoice Number	1	Invoice Received Date	Supplier ID	Entry Status	Incomplete	Match 5	Status	Short Supplier Name	
	■ ▼Actions	BU	0000034	12.20-21-MOTI-A		03/30/2021	000002837	Postable		Not App	licable	MOTIVATION-001	*
	▼ Actions	BU	0000035	01.21-21-MOTI-A		03/30/2021	0000002837	Postable		Not App	licable	MOTIVATION-001	
	▼Actions	BU	00000036	02.21-21-MOTI-A		04/01/2021	0000002837	Postable		Not App	licable	MOTIVATION-001	
4.	▼ Actions	BU	00000037	10.20-21-HOLY-A		04/14/2021	0000011993	Postable		Not App	licable	HOLY TEMPL-001	
	▼ Actions	BU	0000038	01.21-21-HOLY-A		04/14/2021	0000011993	Postable		Not App	licable	HOLY TEMPL-001	
	▼Actions	BU	0000039	03.21-21-LASA-A		04/16/2021	0000002815	Postable		Not App	licable	LATINOS SA-001	
	▼Actions	BU	00000040	03.21-21-MUJE-A		04/08/2021	0000011150	Postable		Not App	licable	MUJERES UN-001	
	● In	the Vo	oucher	Inquiry I	Result	s section	notice	e the V	ouch	er ID, l	nvoi	ce Numbe	er,
	Su	pplier	ID, and	l Short S	upplie	er Name f	or the	e vouc	her.	- ,			- ,
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	▼ Actions B	000000	36 Regular Voucher	1 Posted	Approved	Approval History	Open ONL	05/01/2021	04/01/2021	04/20/2021 04/2	0/2021 Valid	Budget 0000001316 Check	· · · · · ·
	▼ Actions BI	000000	37 Regular Voucher	1 Posted	Approved	Approval History	Open ONL	05/14/2021	04/14/2021	04/20/2021 04/2	10/2021 Valid	Budget 0000001323 Check	
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	ne	eded.											
6.	End of	Proce	ess										



PAYMENT INQUIRY

Step						Actio	n							
7.	Log int	o INF(ORMS.											
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	Create Expr	ress Payment		Amount	t									
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9.	Check Repr	int		Bank SetID	MDC			9						
	Mass Paym	ent Cancellati	on 💾	Bank Code	* t [Q						
	Manual Pos	itive Payment	(Emergency C	Bank Account #	<i>‡</i>									
	Payment In	quiry		From Ref ID										
	Supplier		~	From Payment Date										
	Queries			Payment Method										
	Reports/Processes Pay Cycle Q													
	Add applicable search criteria and select Search.													
	Note: I	t is im	portant t	o input as m	uch	search	criteria	as pos	sible	to obtain	more specific			
	results	. Ther	e is a very	/ high volum	e of	records	in the	systen	n.					
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	 Actions 	VCHR	00900003	Wire Transfer	12,970.48	USD	04/09/2021	04/09/2021	Paid	Reconciled	05/10/2021			
	▼ Actions	VCHR	00900004	Wire Transfer	798,519.57	USD	04/09/2021	04/09/2021	Paid	Reconciled	05/10/2021			
10	▼ Actions	VCHR	00900005	Wire Transfer	8,829.12	USD	04/09/2021	04/09/2021	Paid	Reconciled	05/10/2021			
10.	▼ Actions	VCHR	00900006	Wire 3, Transfer 3,	106,574.67	USD	04/09/2021	04/09/2021	Paid	Reconciled	05/10/2021			
	▼ Actions	VCHR	00900007	Wire Transfer	17,181.42	USD	04/09/2021	04/09/2021	Paid	Reconciled	05/10/2021			
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