



Miami-Dade County

Accounts Payable – Inquiries Job Aid

Version 1.0

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PURPOSE AND DESCRIPTION

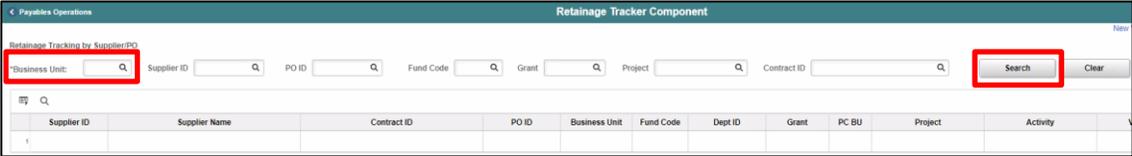
Purpose

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.

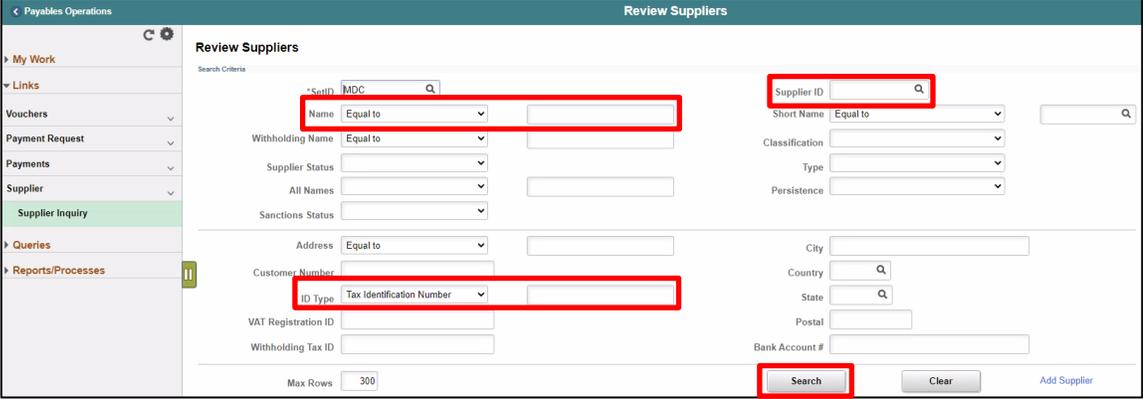
Description

The key activities for performing a Retainage Inquiry, Supplier Inquiry, Voucher Inquiry, and Payment Inquiry.

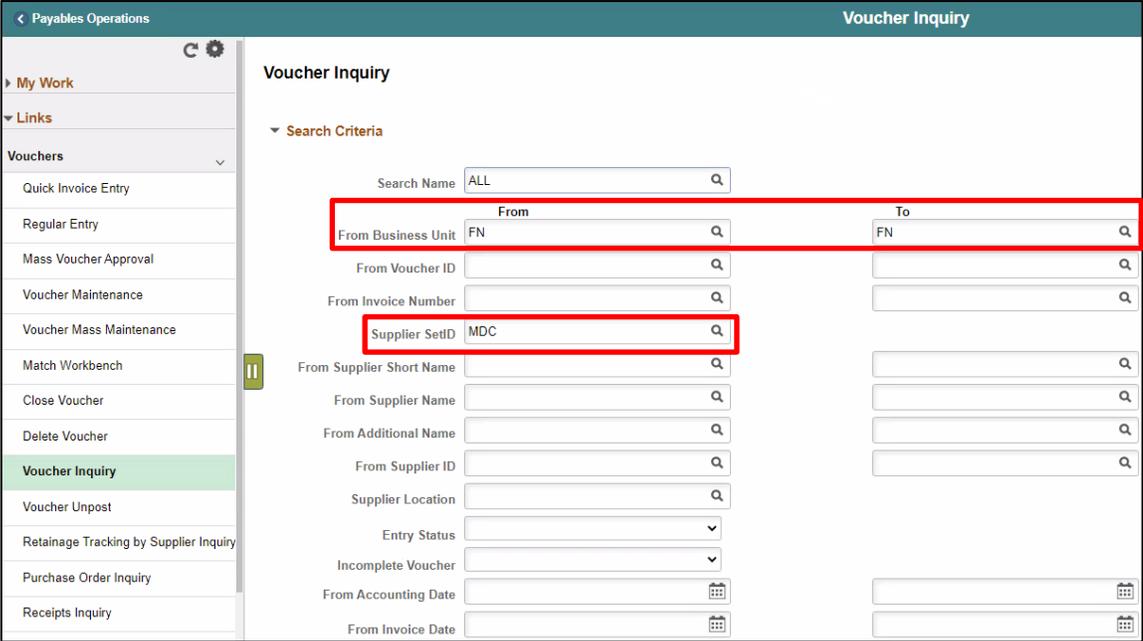
RETAINAGE INQUIRY

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.	 <ul style="list-style-type: none"> • Select applicable Business Unit (BU) and/or any other search criteria. • Select Search.
4.	 <ul style="list-style-type: none"> • Inquiry/Inquiries will be populated with retainage details and balances.

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.	 <ul style="list-style-type: none"> • Enter information in any of the Search Criteria fields. • The most common fields are: <ul style="list-style-type: none"> ○ Name ○ Supplier ID ○ ID Type – Tax Identification Number • Select Search.
4.	 <ul style="list-style-type: none"> • Select the Actions dropdown for the desired Supplier Address.
5.	 <ul style="list-style-type: none"> • Select the appropriate option to 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 Chain (FSCM) > Payables Operations > Accounts Payable WorkCenter > Links > Vouchers > Voucher Inquiry
3.	 <ul style="list-style-type: none"> • Enter Business Unit From, Business Unit To, Supplier SetID, and/or any other criteria. • Select Search. <p>Note: It is important to input as much search criteria as possible to obtain more specific results. There is a very high volume of records in the system.</p>

4.

Voucher Inquiry Results

Max Rows: 300 Search Clear | 1-100 of 300 | View 100

Voucher Details Accounts More Details Supplier Details

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Received Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
▼ Actions	BU	00000034	12.20-21-MOTI-A	03/30/2021	0000002837	Postable		Not Applicable	MOTIVATION-001
▼ Actions	BU	00000035	01.21-21-MOTI-A	03/30/2021	0000002837	Postable		Not Applicable	MOTIVATION-001
▼ Actions	BU	00000036	02.21-21-MOTI-A	04/01/2021	0000002837	Postable		Not Applicable	MOTIVATION-001
▼ Actions	BU	00000037	10.20-21-HOLY-A	04/14/2021	0000011993	Postable		Not Applicable	HOLY TEMPL-001
▼ Actions	BU	00000038	01.21-21-HOLY-A	04/14/2021	0000011993	Postable		Not Applicable	HOLY TEMPL-001
▼ Actions	BU	00000039	03.21-21-LASA-A	04/16/2021	0000002815	Postable		Not Applicable	LATINOS SA-001
▼ Actions	BU	00000040	03.21-21-MUJE-A	04/08/2021	0000011150	Postable		Not Applicable	MUJERES UN-001

- In the Voucher Inquiry Results section notice the Voucher ID, Invoice Number, Supplier ID, and Short Supplier Name for the voucher.
- Select the More Details tab.

5.

Max Rows: 300 Search Clear | 1-100 of 300 | View 100

Sort Criteria: *Sort By: Voucher ID *Sort Asc/Desc: Ascending Sort Display

Display Currency Criteria
Late Interest Analysis

Voucher Inquiry Results

Voucher Details Accounts More Details Supplier Details

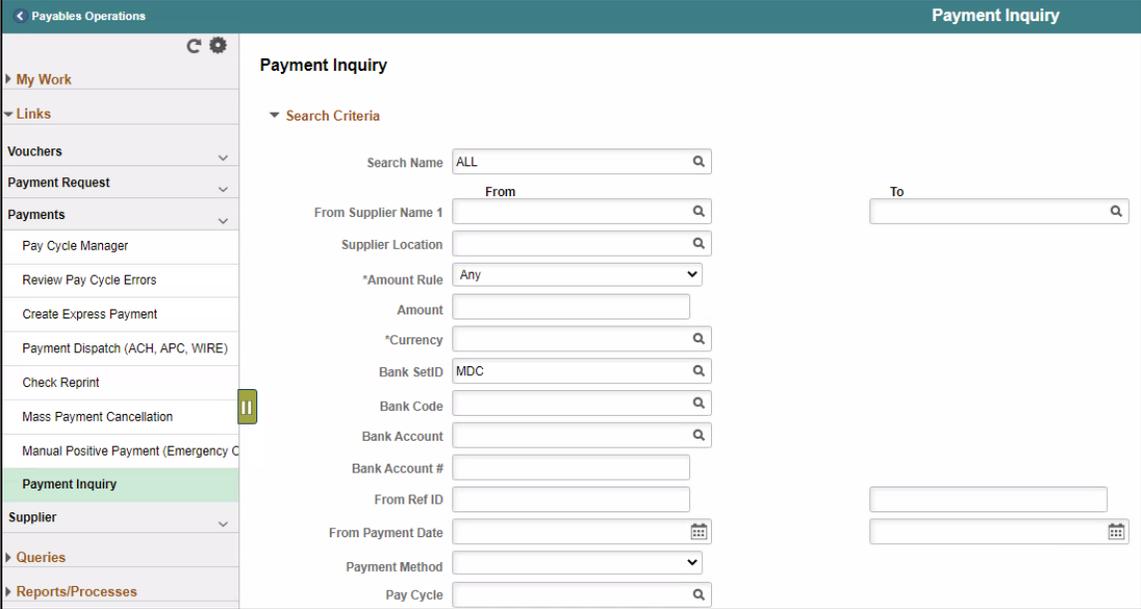
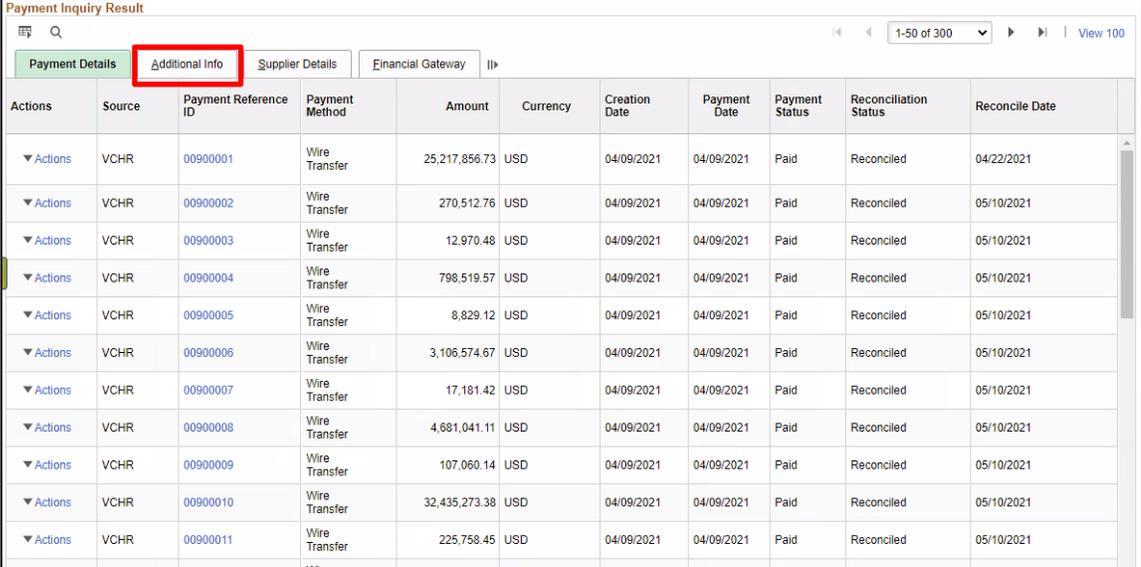
Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status	Request ID
▼ Actions	BU	00000034	Regular Voucher	1	Posted	Approved	Approval History	Open	ONL	04/29/2021	03/30/2021	04/20/2021	04/20/2021	Valid	Valid Budget Check	0000001310
▼ Actions	BU	00000035	Regular Voucher	1	Posted	Approved	Approval History	Open	ONL	04/29/2021	03/30/2021	04/20/2021	04/20/2021	Valid	Valid Budget Check	0000001313
▼ Actions	BU	00000036	Regular Voucher	1	Posted	Approved	Approval History	Open	ONL	05/01/2021	04/01/2021	04/20/2021	04/20/2021	Valid	Valid Budget Check	0000001316
▼ Actions	BU	00000037	Regular Voucher	1	Posted	Approved	Approval History	Open	ONL	05/14/2021	04/14/2021	04/20/2021	04/20/2021	Valid	Valid Budget Check	0000001323
▼ Actions	BU	00000038	Regular Voucher	1	Posted	Approved	Approval History	Open	ONL	05/14/2021	04/14/2021	04/20/2021	04/20/2021	Valid	Valid Budget Check	0000001326

- Note the Budget Header Status.
- Approval History can also be viewed by selecting the link.
- Select the Clear button to clear all search criteria. Search for results again as needed.

6. End of Process

6

PAYMENT INQUIRY

Step	Action
7.	Log into INFORMS.
8.	Navigate to the Voucher Inquiry page: Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable WorkCenter > Links > Payments > Payment Inquiry
9.	 <ul style="list-style-type: none"> • Add applicable search criteria and select Search. <p>Note: It is important to input as much search criteria as possible to obtain more specific results. There is a very high volume of records in the system.</p>
10.	 <ul style="list-style-type: none"> • Payment Inquiry results will populate. • Select the Additional Info tab for more details about the payment.

11.

Payment Inquiry Result												
Payment Details		Additional Info		Supplier Details		Financial Gateway					IT	
Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR	00900001	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900002	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900003	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900004	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900005	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900006	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900007	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900008	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900009	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900010	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900011	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo

- Select the Payment Reference ID hyperlink to get a detailed view.

12.

Vouchers For a Payment												
Business Unit		Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source	
HR	00000019	1		04/07/2021	WIRE-IRSS41-PPE 04 04 2021	25,217,856.73	25,217,856.73	USD			Accounts Payable Vouchers	

- Select the Back to Payment Inquiry hyperlink.

13.

Payment Inquiry Result												
Payment Details		Additional Info		Supplier Details		Financial Gateway					IT	
Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description	Pay Cycle	Seq Num	Bank Account	Bank Account Number	Description
▼ Actions	VCHR	00900001	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900002	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900003	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900004	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900005	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900006	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900007	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900008	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900009	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900010	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo
▼ Actions	VCHR	00900011	Posted	No Cancel Action				WIRE	4	W001	*****6688	Wells Fargo

Select the Supplier Details tab to see payment supplier details.
 Note: Select the last icon (▢) to expand and view all the details associated to the payment.

14. End of process.