



## Miami-Dade County

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Accounts Payable – Retainage Adjustment and Release

**Version 1.0**

## TABLE OF CONTENTS

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<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>PURPOSE AND DESCRIPTION .....</b>	<b>2</b>
<i>Purpose .....</i>	<i>2</i>
<i>Description .....</i>	<i>2</i>
<b>RETAINAGE ADJUSTMENT .....</b>	<b>3</b>
<b>RETAINAGE RELEASE .....</b>	<b>5</b>

## PURPOSE AND DESCRIPTION

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### **Purpose**

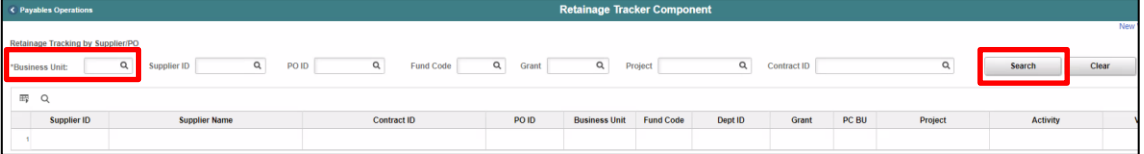
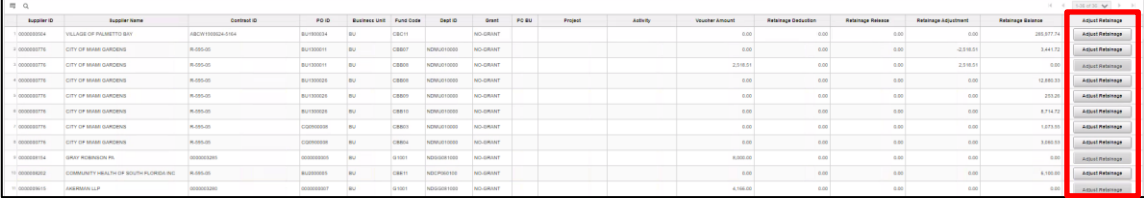
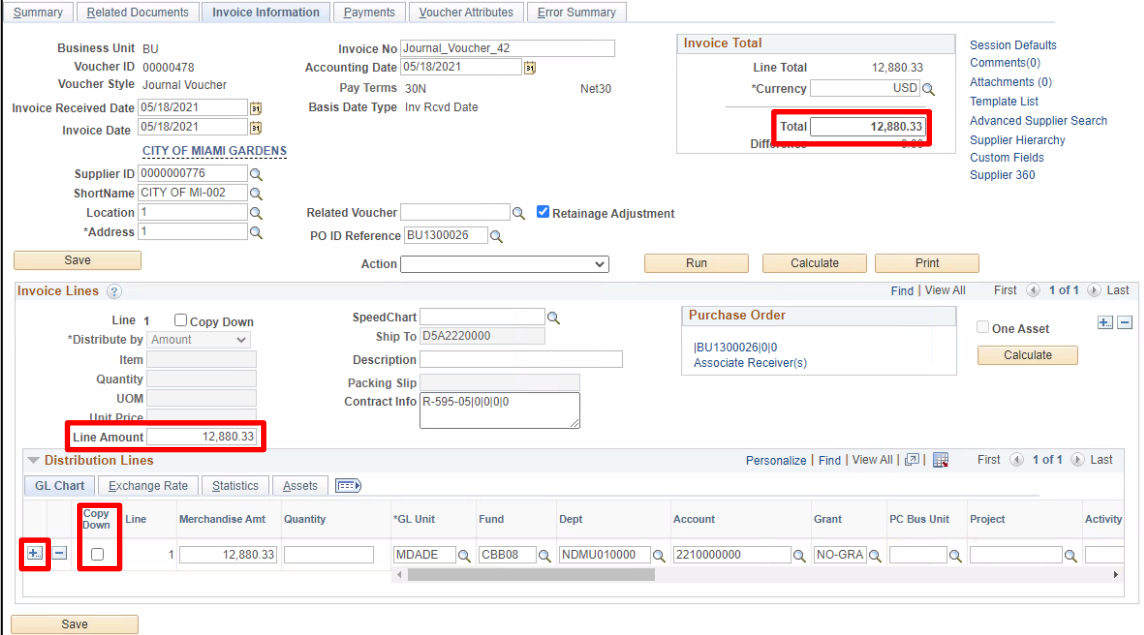
This document explains the key activities involved in managing INFORMS Retainages. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

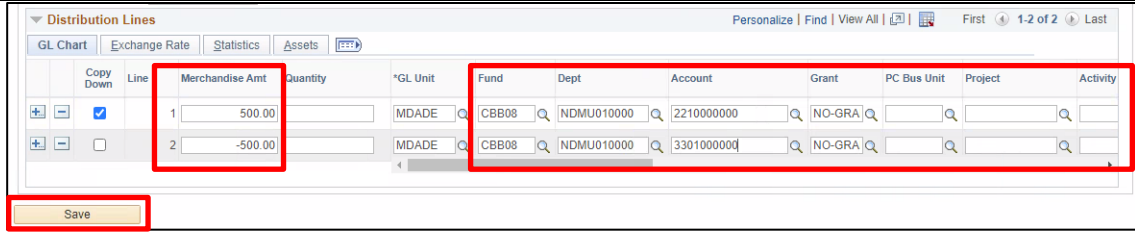
### **Description**

The key activities for performing a Retainage Inquiry, Retainage Adjustment and Retainage Release.

## RETAINAGE ADJUSTMENT

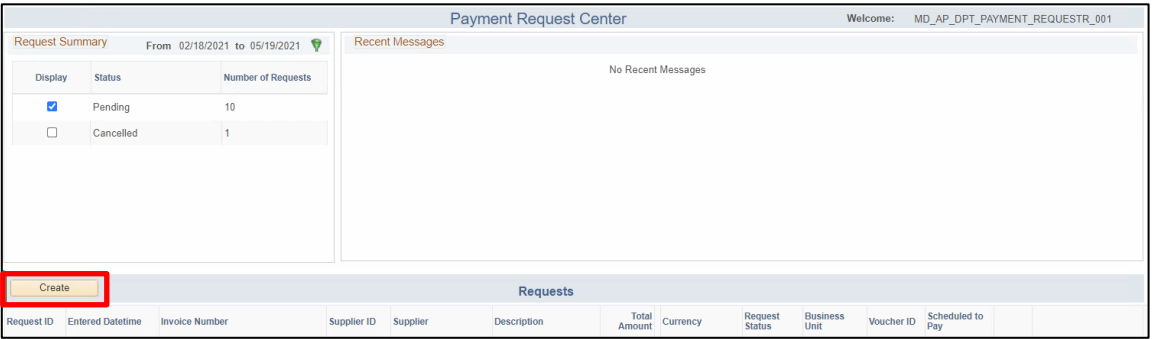
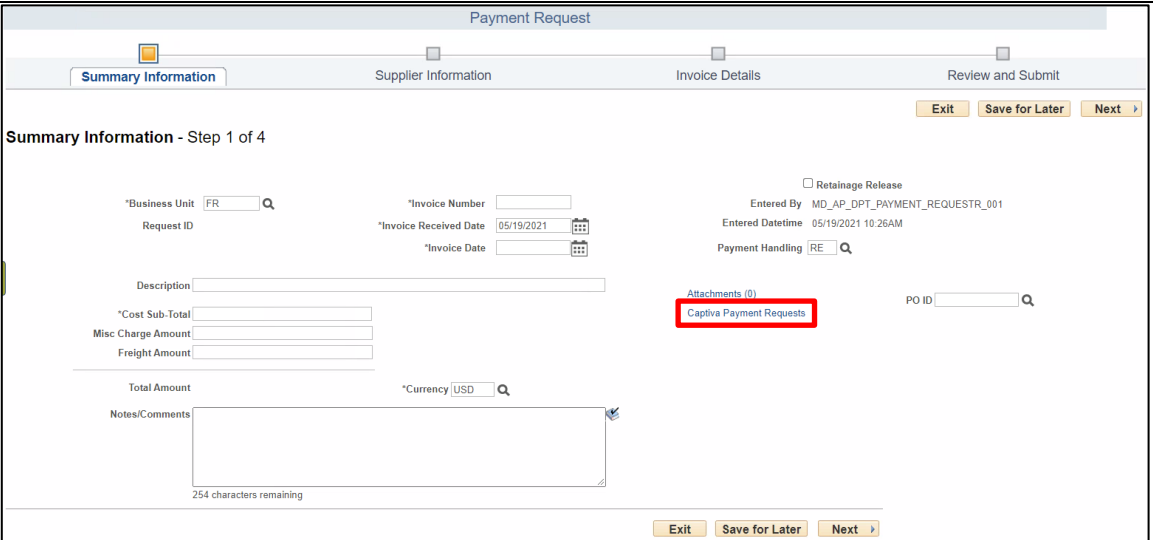
**NOTE:** Only users with the Retainage Administrator role can process Retainage Adjustments.

Step	Action
1.	Log into INFORMS.
2.	Navigate to the <b>Voucher Inquiry</b> page: <b>Finance / Supply Chain (FSCM) &gt; Payables Operations &gt; Accounts Payable WorkCenter &gt; Links &gt; Vouchers &gt; Retainage Tracking by Supplier Inquiry</b>
3.	 <ul style="list-style-type: none"> <li>Select applicable <b>Business Unit (BU)</b> and/or any other search criteria.</li> <li>Select <b>Search</b>.</li> </ul>
4.	 <ul style="list-style-type: none"> <li>Inquiry/Inquiries will be populated with retainage details and balances.</li> <li>Select <b>Adjust Retainage</b> for the desired entry.</li> </ul>
5.	 <p>Retainage adjustment is process via Journal Voucher. A portion or the total balance can be adjusted by making the necessary changes in the Chartfield Distribution.</p> <ul style="list-style-type: none"> <li>Change the <b>Total</b> to <b>Zero</b>.</li> <li>Change the <b>Line Amount</b> to <b>Zero</b>.</li> </ul>

	<ul style="list-style-type: none"> <li>Select the <b>Copy Down</b> check box.</li> <li>Select the <b>Add Row</b> button.</li> </ul>
6.	<div data-bbox="305 310 836 525"> <p>efsstg.miamidade.gov says</p> <p>Enter number of rows to add:</p> <input type="text" value="1"/> <p><b>OK</b> Cancel</p> </div> <ul style="list-style-type: none"> <li>Enter the desired number of rows to add.</li> <li>Select <b>OK</b>.</li> </ul>
7.	<div data-bbox="305 594 1433 823">  </div> <ul style="list-style-type: none"> <li>Change the value in the Line 1 <b>Merchandise Amt</b> field.</li> <li>Enter the value in the Line 2 <b>Merchandise Amt</b> field. <ul style="list-style-type: none"> <li>This value must be a negative number.</li> <li><b>NOTE:</b> The two values must equal net zero</li> </ul> </li> <li>Change the Line 2 <b>Fund</b>, <b>Dept</b>, or <b>Account</b> field code as appropriate.</li> <li>Select <b>Save</b>.</li> </ul>
8.	End of process.

## RETAINAGE RELEASE

Retaining Release Invoices must be received by the Finance Construction Unit. The Finance Construction Unit will forward for scanning by Central Finance Shared Services.

Step	Action
1.	Log into INFORMS.
2.	Navigate to the <b>Voucher Inquiry</b> page: <b>Finance / Supply Chain (FSCM) &gt; Payables Operations &gt; Accounts Payable WorkCenter &gt; Links &gt; Payment Request &gt; Payment Request Center</b>
3.	 <ul style="list-style-type: none"> <li>• <b>Select Create.</b></li> </ul>
4.	 <ul style="list-style-type: none"> <li>• <b>Select Captiva Payment Requests.</b></li> </ul>

5.

**Captiva Payment Req Search**

Business Unit  Origin  Supplier ID  Invoice Number

From Date  To Date

**Captiva Payment Requests**

Set	Business Unit	Origin	Invoice Number	Invoice Date	Received Date	Supplier ID	Supplier Name	Supplier Location	Remitting Address	Gross Invoice Amount	PO Number	Packing Slip Number	Payment Handling	Request Delete
1	<input type="checkbox"/>	TP												<input type="checkbox"/>

- Leave the **Origin**, **Supplier ID**, and **Invoice Number** Fields blank to display all invoices for your Business Unit.
- Complete the **Supplier ID** to display results for that Supplier.
- Select **Search**.

6.

**Captiva Payment Req Search**

Business Unit  Origin  Supplier ID  Invoice Number

From Date  To Date

**Captiva Payment Requests**

Set	Business Unit	Origin	Invoice Number	Invoice Date	Received Date	Supplier ID	Supplier Name	Supplier Location	Remitting Address	Gross Invoice Amount	PO Number	Packing Slip Number	Payment Handling	Request Delete	
1	<input type="checkbox"/>	TP	DP	47110000-03.21	03/25/2021	03/29/2021	0000009979	CITY OF HIALEAH	1	2	18.000		RE	<input type="checkbox"/>	
2	<input type="checkbox"/>	TP	DP	8874236844-03.29	04/02/2020	04/01/2021	0000009996	MIAMI DADE COUNTY	ACH	32	139.110		RE	<input type="checkbox"/>	
3	<input type="checkbox"/>	TP	REL	INV001-2837	02/28/2021	04/02/2021	0000010141	RIVER NORTH TRANSIT LLC	1	2	8608.050	MT200374	RE	<input type="checkbox"/>	
4	<input checked="" type="checkbox"/>	TP	REL	MGCH202103	03/31/2021	04/03/2021	0000011290	CHI ADA CORPORATION	1	2	4177.970	MT2002363	RE	<input type="checkbox"/>	
5	<input type="checkbox"/>	TP	DP	05136034	03/11/2021	04/05/2021	0000006012	OUTFRONT MEDIA INC	1	4	98500.000	05136034	RE	<input type="checkbox"/>	
6	<input type="checkbox"/>	TP	DP	21452390	04/01/2021	04/05/2021	0000009996	MIAMI DADE COUNTY	1	6	57094.130	21452390	RE	<input type="checkbox"/>	
7	<input type="checkbox"/>	TP	DP	05138298	03/18/2021	04/05/2021	0000006012	OUTFRONT MEDIA INC	ACH	4	57500.000	05138298	RE	<input type="checkbox"/>	
8	<input type="checkbox"/>	TP	DP	3583315544-03.21	03/31/2021	04/07/2021	0000000910	AMERICAN EXPRESS TRAVEL RELATED SERVICES	1	1	798.340	3583315544-03.21	RE	<input type="checkbox"/>	
9	<input type="checkbox"/>	TP	DP	032721-95COVID	04/01/2021	04/05/2021	0000011745	SAFEGUARD AMERICA INC	1	2	11071.050	TP2101215	032721-95COVID	RE	<input type="checkbox"/>
10	<input type="checkbox"/>	TP	DP	032021-39COVID	03/25/2021	04/05/2021	0000011745	SAFEGUARD AMERICA INC	1	2	7969.010	MT2101215	032021-39COVID	RE	<input type="checkbox"/>

- Select the appropriate invoice.
- Select **OK**.

7.

**Payment Request**

Summary Information    Supplier Information    Invoice Details    Review and Submit

**Summary Information - Step 1 of 4**

Instructions ⓘ

\*Business Unit  \*Invoice Number  ☒ Retainage Release

Request ID  \*Invoice Received Date  Entered By  Entered Datetime

\*Invoice Date  Payment Handling

Description

Attachments (1)

\*Cost Sub-Total  Captiva Payment Requests

Misc Charge Amount

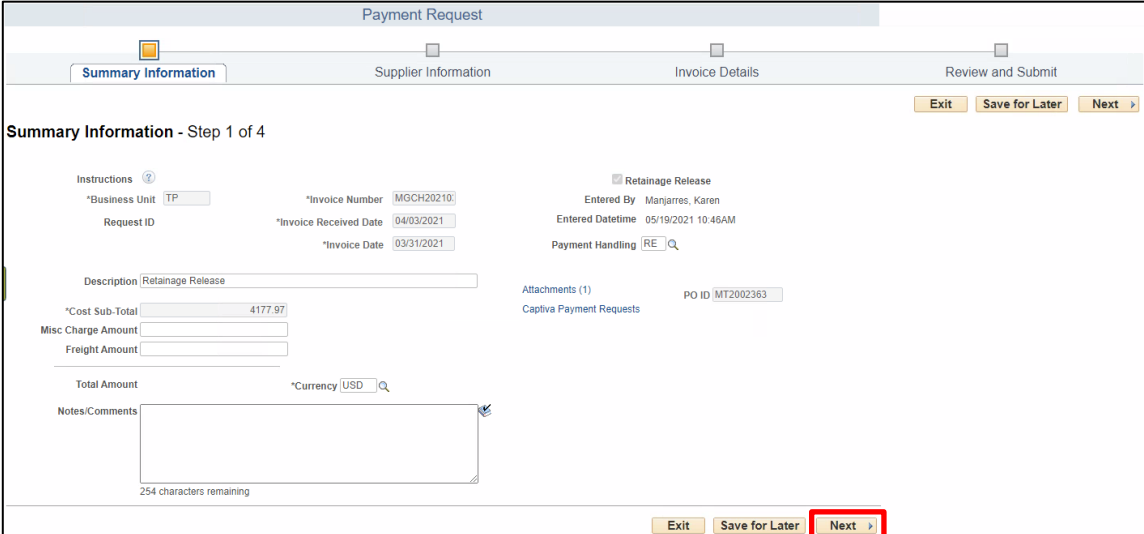
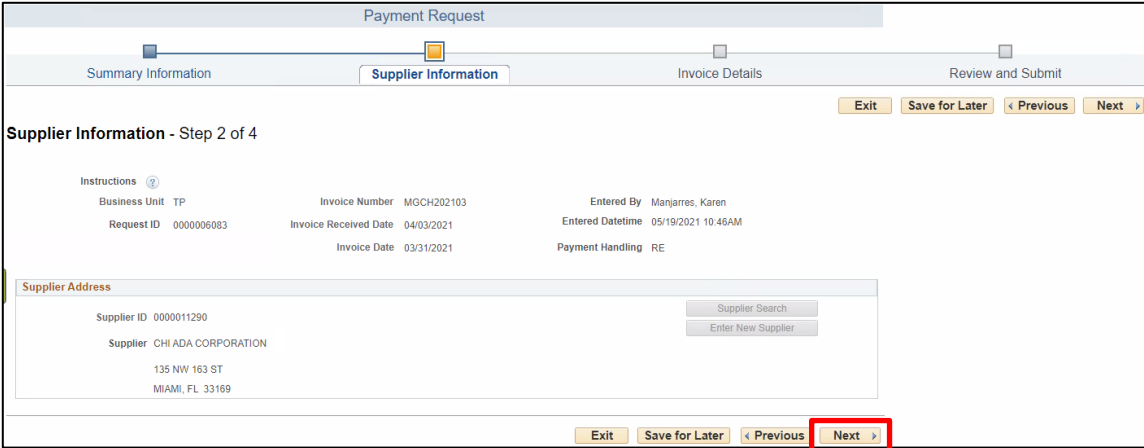
Freight Amount

Total Amount  \*Currency

Notes/Comments

254 characters remaining

- Ensure the **Retainage Release** box is checked.
- Ensure the **PO ID** field is completed.
- Enter the **Description**.
- Select the **Save for Later**.

8.	<p>Payment Request saved successfully. The Payment Request ID is 0000006083 (7060,25)</p> <p><input type="button" value="OK"/></p>
9.	<p><b>Select <b>OK</b>.</b></p>  <p><b>Select <b>Next</b>.</b></p>
10.	 <p><b>Verify the <b>Supplier</b> name and address.</b></p> <p><b>Select <b>Next</b>.</b></p>

11.

Payment Request

Summary Information    Supplier Information    **Invoice Details**    Review and Submit

Exit    Save for Later    < Previous    Next >

**Invoice Details - Step 3 of 4**

Instructions ⓘ

Business Unit TP    Invoice Number MGCH202103    Entered By Manjarres, Karen  
Request ID 0000006083    Invoice Received Date 04/03/2021    Entered Datetime 05/19/2021 10:46AM  
Invoice Date 03/31/2021    Payment Handling RE

Line	Description	Quantity	Unit	Unit Price	Line Amount
<p>Add Lines</p> <p>*Cost Sub-Total 4177.97 Misc Charge Amount Freight Amount Total Amount    *Currency USD</p>					

Exit    Save for Later    < Previous    Next >

- Select **Add Lines**.

12.

**Add a New Line**

Line 1    Description (Test Release)    Quantity    Unit    Unit Price    \*Line Amount (4177.97)    SpeedChart Key

**Accounting Details**

Line	Quantity	*Amount	*GL Business Unit	Fund Code	Department	Account	Grant	PC
1		4177.97	MDADE	G1001	TP01020000	2210000000	NO-GRANT	

OK    Cancel

- Complete the following fields.
  - **Description**
  - **LINE Amount**
  - **Amount**
  - **Fund Code** (This must match the Retainage Table)
  - **Department** (This must match the Retainage Table)
  - **Account** (This must be 2210000000)
  - **Grant** (This must match the Retainage Table)
  - **PC Business Unit:** (If applicable, this must match the Retainage Table)
  - **Project:** (If applicable, this must match the Retainage Table)
  - **Activity:** (If applicable, this must match the Retainage Table)
  - Select **OK**.



13.

**Payment Request**

Summary Information    Supplier Information    **Invoice Details**    Review and Submit

Exit   Save for Later   < Previous   Next >

**Invoice Details - Step 3 of 4**

Business Unit TP    Invoice Number MGCH202103    Entered By Manjarres, Karen  
 Request ID 0000006083    Invoice Received Date 04/03/2021    Entered Datetime 05/19/2021 10:46AM  
 Invoice Date 03/31/2021    Payment Handling RE

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	Test Release				4177.97

Add Lines

\*Cost Sub-Total 4177.97  
 Misc Charge Amount  
 Freight Amount

Total Amount 4177.97    \*Currency USD

Exit   Save for Later   < Previous   **Next >**

- **Select Next.**

14.

**Payment Request**

Summary Information    Supplier Information    Invoice Details    **Review and Submit**

Exit   Save for Later   < Previous

**Review and Submit - Step 4 of 4**

Business Unit TP    Invoice Number MGCH202103    Entered By Manjarres, Karen  
 Request ID 0000006083    Invoice Received Date 04/03/2021    Entered Datetime 05/19/2021 10:46AM  
 Invoice Date 03/31/2021    Payment Handling RE

Description Retainage Release  
 Supplier CHI ADA CORPORATION  
 Total Amount 4177.97    USD  
 Request Status New

Click the "Review" button to review the detailed request.  
 Click the "Submit" button to submit your request.

**Review**   Submit

- **Select Review.**

15.	<div data-bbox="313 243 1429 1272"> <div>Review Page</div> <div>Summary Information</div> <table> <tr> <td>Request ID</td> <td>0000006410</td> <td>Request Status</td> <td>New</td> </tr> <tr> <td>Entered By</td> <td colspan="3">Manjarres, Karen</td> </tr> <tr> <td>Entered Datetime</td> <td>05/20/2021 9:20AM</td> <td colspan="2">Attachments (1)</td> </tr> <tr> <td>Business Unit</td> <td colspan="3">TP</td> </tr> <tr> <td>Invoice Number</td> <td colspan="3">MGCH202103</td> </tr> <tr> <td>Invoice Received Date</td> <td colspan="3">04/03/2021</td> </tr> <tr> <td>Description</td> <td colspan="3"></td> </tr> <tr> <td>Total Amount</td> <td>4177.97</td> <td>USD</td> <td></td> </tr> <tr> <td>Notes/Comments</td> <td colspan="3"></td> </tr> </table> <div>Supplier Information</div> <table> <tr> <td>Supplier ID</td> <td>0000011290</td> </tr> <tr> <td>Supplier</td> <td>CHI ADA CORPORATION 135 NW 163 ST MIAMI, FL 33169</td> </tr> </table> <div>Invoice Details</div> <table> <tr> <th>Line</th> <th>Description</th> <th>Quantity</th> <th>Unit</th> <th>Unit Price</th> <th>Line Amount</th> <th>SpeedChart Key</th> </tr> <tr> <td>1</td> <td>Test Release</td> <td></td> <td></td> <td></td> <td>4177.97</td> <td></td> </tr> </table> <div>Accounting Details</div> <table> <tr> <th>Line</th> <th>Quantity</th> <th>Amount</th> <th>GL Business Unit</th> <th>Fund Code</th> <th>Department</th> <th>Account</th> <th>Grant</th> <th>PC Busine:</th> </tr> <tr> <td>1</td> <td></td> <td>4177.97</td> <td>MDADE</td> <td>G1001</td> <td>TP01020000</td> <td>2210000000</td> <td>NO-GRANT</td> <td></td> </tr> </table> <table> <tr> <td>Cost Sub-Total</td> <td>4177.97</td> </tr> <tr> <td>Misc Charge Amount</td> <td></td> </tr> <tr> <td>Freight Amount</td> <td></td> </tr> <tr> <td><b>Total Amount</b></td> <td><b>4177.97 USD</b></td> </tr> </table> <div>Return</div> </div> <ul style="list-style-type: none"> <li>Review the information for accuracy.</li> <li>Select <b>Return</b>.</li> </ul>	Request ID	0000006410	Request Status	New	Entered By	Manjarres, Karen			Entered Datetime	05/20/2021 9:20AM	Attachments (1)		Business Unit	TP			Invoice Number	MGCH202103			Invoice Received Date	04/03/2021			Description				Total Amount	4177.97	USD		Notes/Comments				Supplier ID	0000011290	Supplier	CHI ADA CORPORATION 135 NW 163 ST MIAMI, FL 33169	Line	Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key	1	Test Release				4177.97		Line	Quantity	Amount	GL Business Unit	Fund Code	Department	Account	Grant	PC Busine:	1		4177.97	MDADE	G1001	TP01020000	2210000000	NO-GRANT		Cost Sub-Total	4177.97	Misc Charge Amount		Freight Amount		<b>Total Amount</b>	<b>4177.97 USD</b>
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