

Course ID: FIN 201  
Course: Accounts Payables – Create and  
Process non-PO Vouchers

# Course Overview

<b>Course Description</b>	<p>This course provides a comprehensive review of the Create and Process non-PO Vouchers – Accounts Payables processes</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none"><li>• Module 1: Course Introduction</li><li>• Module 2: Accounts Payables – Create and Process non-PO Vouchers</li><li>• Module 3: Course Summary</li></ul>
<b>Training Audiences</b>	<ul style="list-style-type: none"><li>• Department AP Processor</li><li>• Department Payment Requestor</li><li>• Central AP Processor</li><li>• AP Retainage Administrator</li></ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"><li>• ERP 101 – Overview of INFORMS</li><li>• ERP 102 – INFORMS Navigation, Reporting and Online Help</li><li>• FIN 101 – Financials Fundamentals</li></ul>
<b>Estimated Duration</b>	<ul style="list-style-type: none"><li>• 3.5 Hours</li></ul>

# Course Outline

## Content

Module 1: Course Introduction

Module 2: Accounts Payables – Create and Process Non-PO Vouchers

- Lesson 1: Payment Request
  - Lecture 1 Payment Requests to include Retainage Release
- Lesson 2: Single Payment Vouchers
- Lesson 3: Journal Vouchers
  - Lecture 1: Entering Journal Vouchers
  - Lecture 2: Journal Voucher Retainage Adjustment
- Lesson 4: Accounts Payable Inquiry
  - Lecture 1: Voucher Inquiry
  - Lecture 2: Retainage Inquiry
  - Lecture 3: Payment Inquiry

Module 3: Course Summary

# Module 1: Course Introduction

## Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Key Changes to the Business Process

Navigation

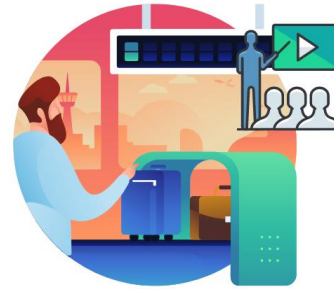
The End-to-End Business Process Transactions List

Introduction to Demonstrations, Activities, and Exercises

# Course Administration and Logistics



To receive credit for completing this course, you must record your attendance at the beginning and end of class



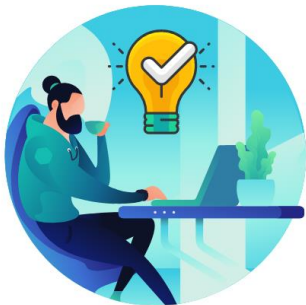
Please turn off cell your phones and refrain from checking email and the Internet while in class



Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

# Learning Objectives

At the conclusion of this course, participants will be able to:

- Enter and process the following Non-Purchase Order Accounts Payable transactions:
  - Payment Request (Formerly known as Direct Vouchers)
  - Single Payment Voucher (Formerly known as Special Services Refund)
  - Journal Voucher (Formerly known as Journal Entry in FAMIS)
- Understand the End-to-End Accounts Payable Process
- Inquire Accounts Payable activity using different methods

# Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

Role	Responsibilities
<b>Department AP Processor</b>	The Department AP Processor is responsible for entering, researching, and deleting Journal Voucher and Single Payment Voucher for special service invoices.
<b>Department Payment Requestor</b>	The Department Payment Request Processor is responsible for entering, researching, deleting, and correcting Payment Request.
<b>Central AP Processor</b>	The Central AP Processor is responsible for processing AP vouchers for county departments.
<b>AP Retainage Administrator</b>	The AP Retainage Administrator has the ability to transact on the custom retainage supplier page. The AP Retainage Administrator can initiate adjustment vouchers from the supplier page.

# Key Changes to the Business Process

- One source system – IWA/FAMIS/ADPICS will now be replaced by INFORMS.
- Invoices will be:
  - Received centrally (Finance Shared Services) for all departments
  - Scanned invoices will be used to create a shell voucher (invoice will be attached to voucher transaction) in INFORMS
  - Reviewed and approved in INFORMS Approval Workflow Engine (AWE) as IWA will no longer be used to route invoice
  - Supporting documentation attachment requirement is as follows:
    - For Goods – Attachment is always required
    - For Services – Attachment requirement is based on AP's current policy



# Key Changes to the Business Process

- Payment request (Formerly known as Direct Vouchers)
  - When a department incurs an expense through an outside vendor, that is not under contract with the County. Examples include: Utilities, municipalities, Courier services, credit cards, cable, memberships, etc.
- Single Payment Vouchers (formerly known as Special Service Refund)
- Journal Voucher – (formerly known as Alternate Accounting – and/or Journal Entry); thus, the Journal Voucher will be the transaction to use to reclassify voucher expense entries.

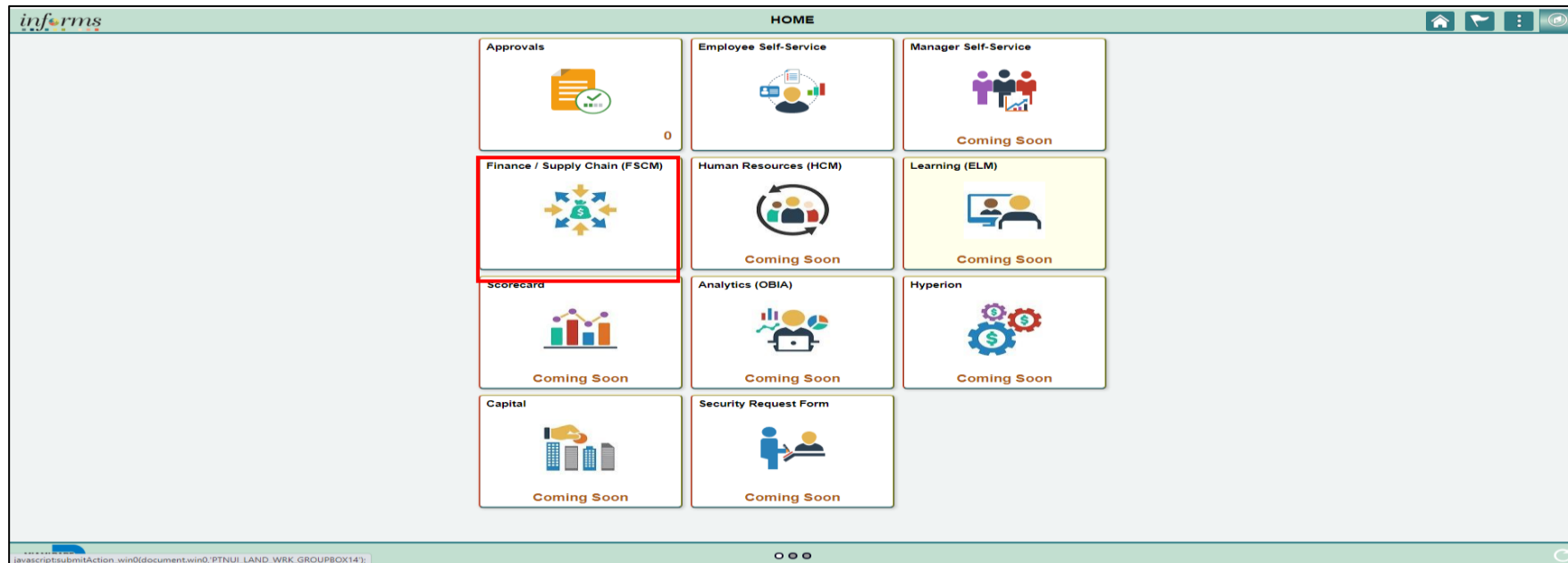
# Key Changes to the Business Process

- PayCycle
  - Processing (ACH, AP Control, Checks) and check printing will be performed in-house by the AP Central Finance.
  - Option for Payment E-mail Notification to all Suppliers (Currently Offered to ACH suppliers)
- Supplier portal:
  - Invoice/Payment Information (VPI will be retired)
  - PO Information
  - Self-service

# Navigation

## Steps to navigate to the Accounts Payable

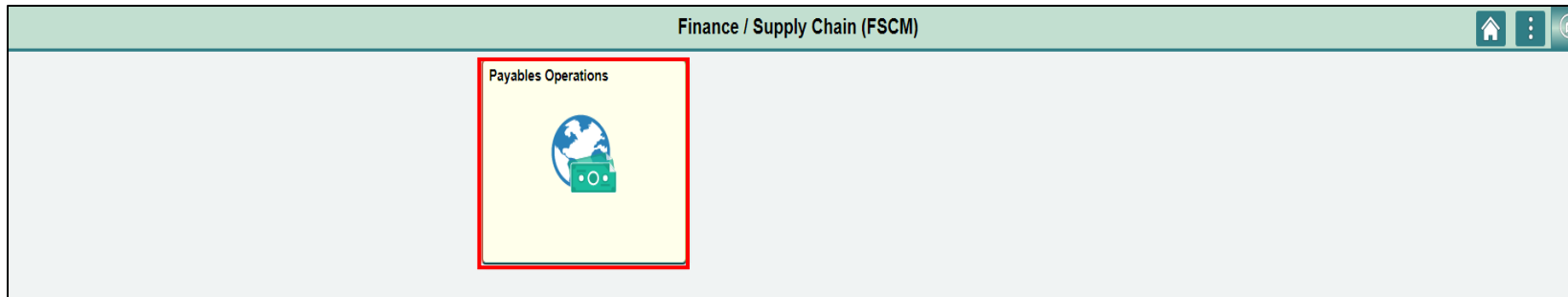
Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



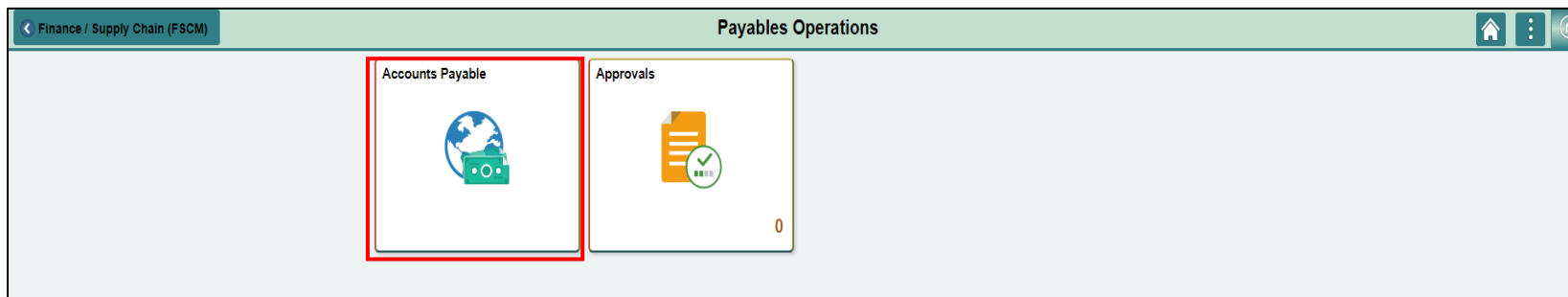
# Navigation

Steps to navigate to the Accounts Payable

Select **Payables Operations**



Select the **Accounts Payable**.



# End-To-End Process Transaction List

1. Payment Request (Direct Voucher)
2. Single Payment Vouchers (SSC Refund)
3. Journal Vouchers
4. Accounts Payable Inquiry

# Introduction to Demonstrations, Activities, and Exercises

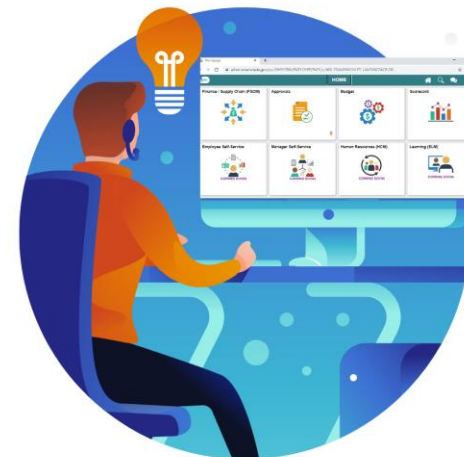
Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities, and Training Exercises.



Instructor  
Demonstrations



Training  
Activities



Training  
Activities

# Module 1: Course Introduction Summary

## Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Purpose and Benefits of the Business Process

The End-to-End Business Process Transactions List

Introduction to Demonstrations and Exercises

# Module 2: Accounts Payables – Create and Process Non-PO Vouchers

## Module Topics

Module Introduction

Lesson 1: Payment Request

Lesson 2: Single Payment Vouchers

Lesson 3: Journal Vouchers

Lesson 4: Accounts Payable Inquiry

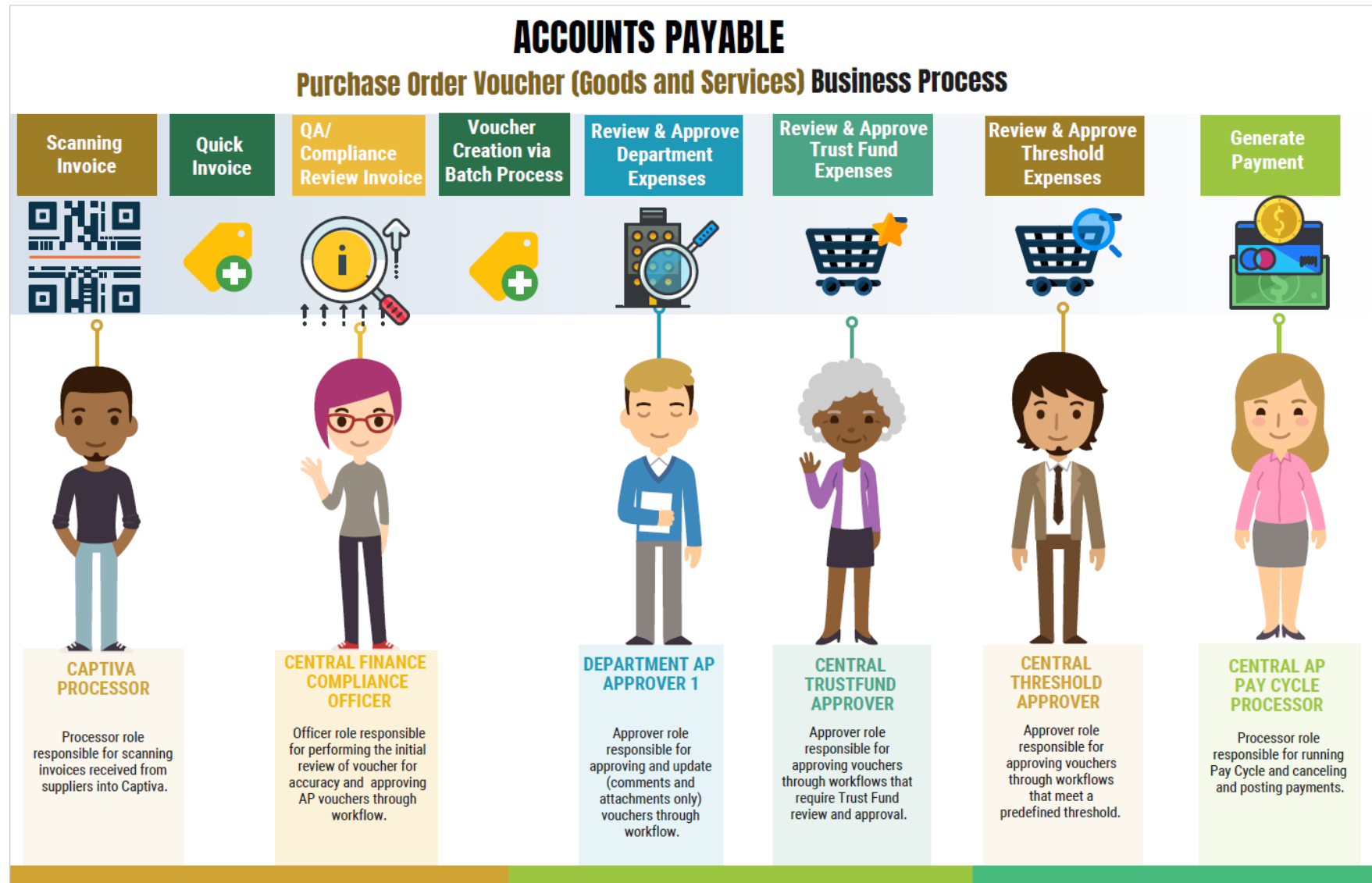


# Lesson 1: Payment Request

At the conclusion of this lesson, users will be able to:

- Describe the Payment Request Process
- Describe when to use the Payment Request Process.
- Process a Payment Request
- Understand the scanning solution of the process  
Captiva/Documentum

# Lesson 1: Payment Request



# Lesson 1: Payment Request

## Payment Request (County Registered Suppliers Only) Business Process:

- Non-PO Transactions to individuals, employees, suppliers, and departments are entered into INFORMS as Payment Request via the invoice scan. This type of transaction is approved for voucher build and post. Posted vouchers are then processed for payment.
- Invoices will be scanned by Central Finance for Payment Request.
- Budget Checking: Using the ChartFields, systematic budget checking will occur (voucher amounts against appropriate budget amounts).
- Transaction Approval: All Payment Request will go through an approval path resulting in generation of a voucher. If the Voucher meets additional criteria, the Trust Fund (ChartField 'TF' is identified) and/or Threshold (25K), the voucher will go through an additional approval path prior to Voucher posting
- Create Payments: PayCycle will create payments (disbursement) for posted voucher.

# Lesson 1: Key Terms

Term	Definition
<b>Business Unit</b>	The INFORMS field that identifies the processing department.
<b>Chart of Accounts</b>	A collection of one or more types of codes used to classify financial and budgetary transactions
<b>ChartField Editing</b>	A process required in INFORMS which edits the ChartField combination rules set up for each department. This process is automatically done when saving a voucher.
<b>Combination Editing</b>	Combination edits prevent errors in the combination of ChartFields values in INFORMS. They validate the accounting string prior to processing and return errors for invalid combinations.
<b>Invoice Lines</b>	Additional information about items included in the invoice. Invoice lines generally contain item, description, quantity, unity of measure, unit price, and total price information on each line.

# Lesson 1: Key Terms

Term	Definition
Payment Request ID	A system generated number that identifies the payment request.
Supplier	Any entity (person or company) with which Miami-Dade County does business with.
Supplier Location	Location setup for different supplier addresses such as remit to, ordering, invoicing to, ship to, and payment method.
Retainage	Retainage is a percent of gross invoice amount withheld by the County from a supplier invoice payment, based on the contract.

# Lecture 1: Payment Request

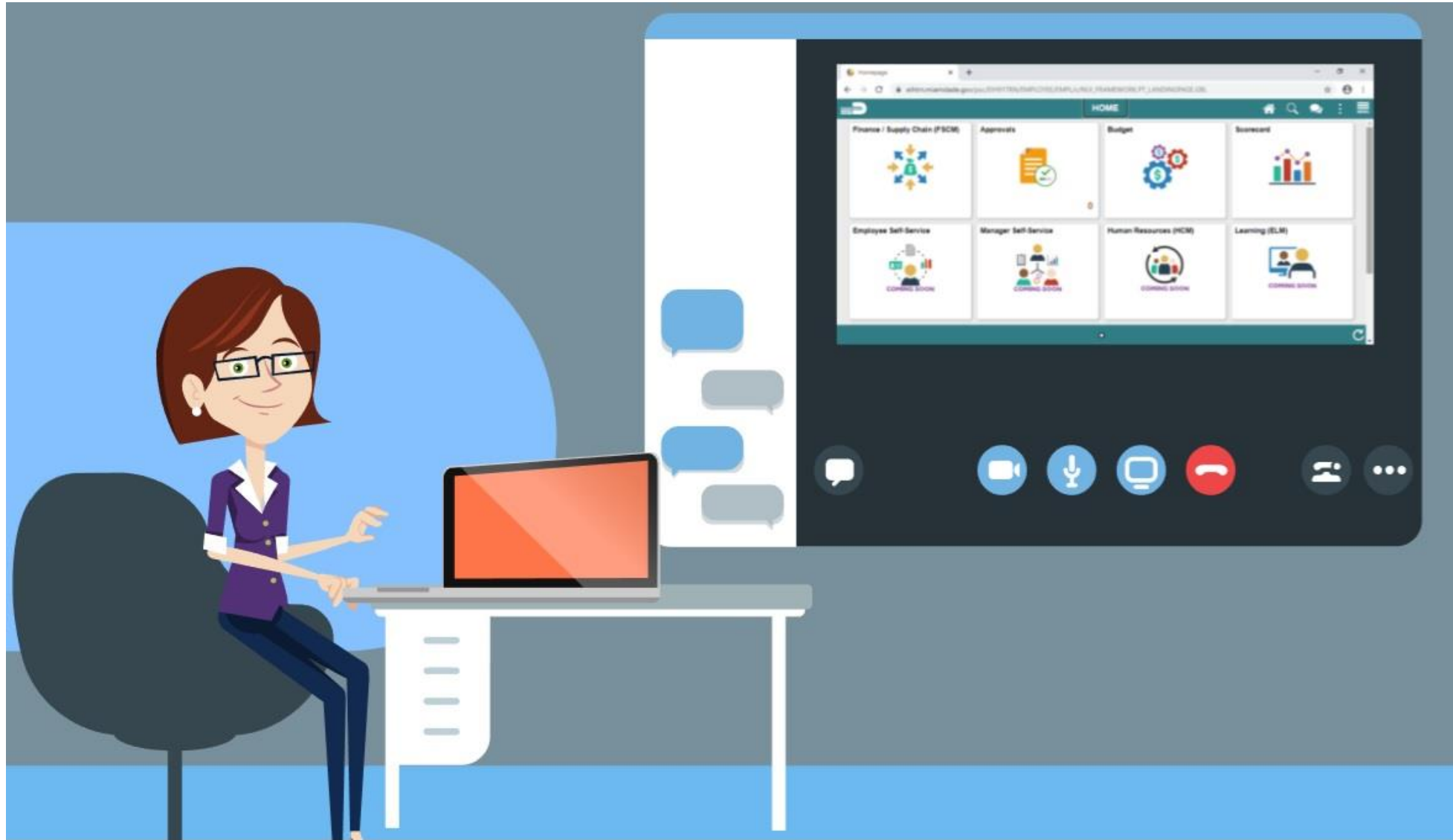
- The **INFORMS Payment Request Center** main page includes an overall summary of the user's payment requests and the status of those requests. This is a hub for all information related to payment requests.
- The **Payment Request Center** is a centralized page where users can view and filter their payment requests; add, edit, and cancel payment requests.

# Lesson 1: Payment Requests

The Payment Request occurs through a “train stop” comprising of four pages, from creating a request to submitting it. The four pages are:

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

# Lesson 1: Activities and Exercises





# Lesson 1: Payment Requestor

Having completed the Payment Requests lesson, users should be able to:

- Describe why users would go through the Payment Request Process.
- Describe the Payment Request Approval Process elements.

# Lecture 1: Payment Requestor

Payment Request (County Registered Suppliers Only) are transactions to individuals, employees, suppliers, and departments entered into INFORMS as vouchers via the invoice scan. This type of transaction is approved for voucher build and post. Posted vouchers are then processed for payment.

- Invoices will be scanned by Central Finance for Payment Request.
- The scanning process will generate the Payment Request using supplier information and relevant documents to create an Accounts Payable transaction.
- Budget Checking: Using the ChartFields, systematic budget checking will occur (voucher amounts against appropriate budget amounts).

# Lecture 1: Payment Requestor

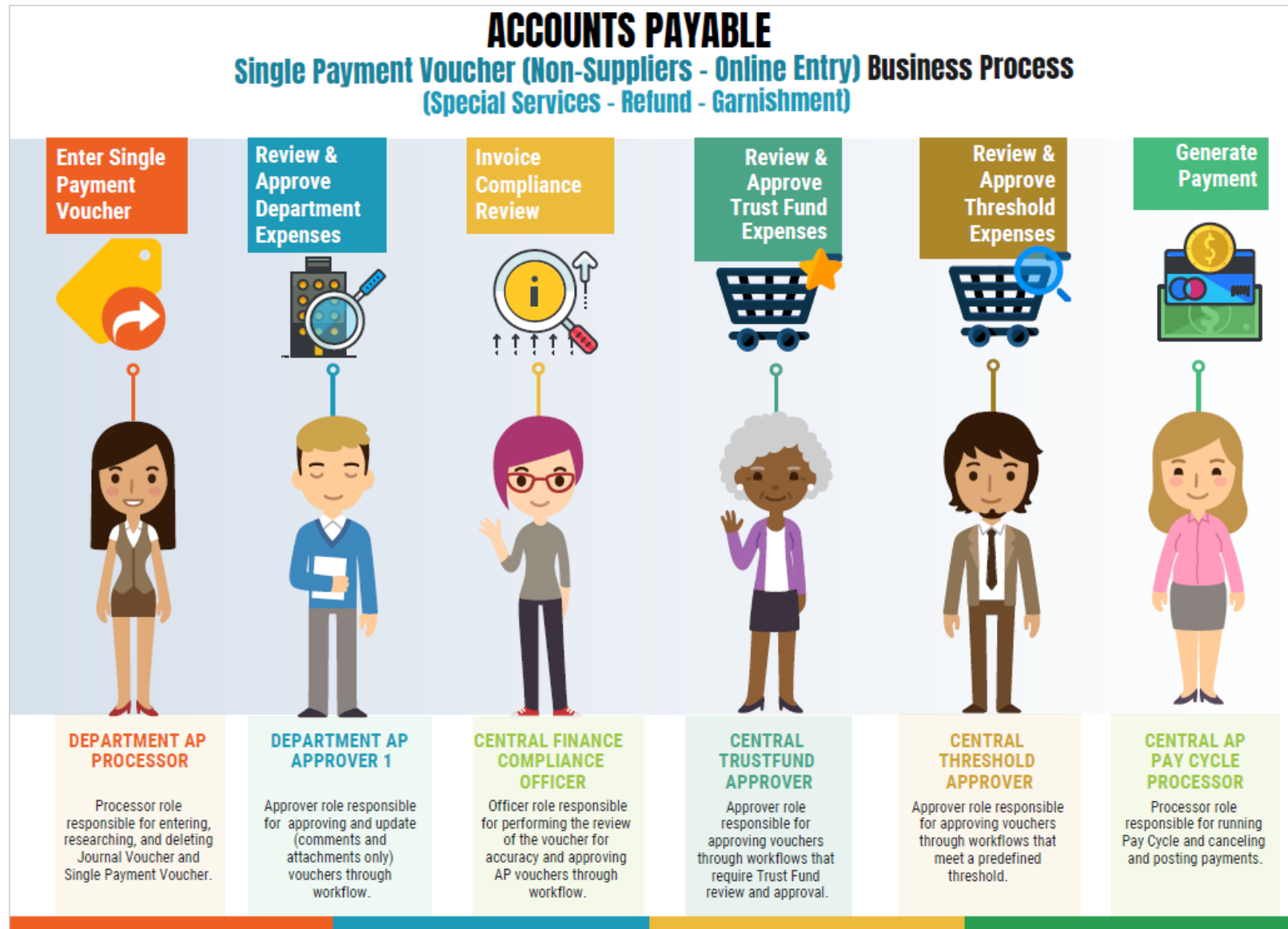
- Transaction Approval: All Payment Request will go through an approval path resulting in generation of a voucher. If the Voucher meets additional criteria, the voucher will go through an additional approval path prior to Voucher posting.
- Create Payments: PayCycle will create payments (disbursement) for posted voucher

# Lesson 2: Single Payment Vouchers

At the conclusion of this lesson, you will be able to:

- Describe the Single Payment Voucher Process
- Describe when to use the Single Payment Voucher Process.
- Process a Single Payment Voucher
- Understand the scanning solution of the process  
Captiva/Documentum
- Disbursement type for Single Payment Vouchers is Only Checks

# Lesson 2: Single Payment Vouchers



# Lesson 2: Single Payment Vouchers

## Single Payment Voucher (Non-County Registered Suppliers – Online Entry) Business Process:

- ~~Single Payment Vouchers are entered into INFORMS as vouchers via the invoice scan. These vouchers are then processed for payment.~~
- ~~The Central Finance scan process will generate the Single Payment Voucher using the supplier information and relevant documents to create an Accounts Payable transaction.~~
- The department will generate the Single Payment Voucher using the supplier information and relevant/supporting documentation (must be attached) to create an Accounts Payable transaction
- Budget Checking: Using the ChartFields, systematic budget checking will occur (voucher amounts against appropriate budget amounts).

# Lesson 2: Single Payment Vouchers

- Voucher Approval: All Single Payment Vouchers will go through an approval path resulting in posting of the voucher. Approval path includes:
    - Department approval
    - Central Finance Approval
    - Compliance
    - Trust fund (ChartField Fund 'TF')
    - Threshold (currently 25K)
    - Create Payments: PayCycle will create payments (disbursement) for posted voucher.
- \*Interface for this type of vouchers, for departments with high volume, is available as approved by Central Finance.

# Lesson 2: Key Terms

Term	Definition
<b>Voucher - Single Payment Supplier</b>	Create a voucher for a payment to a one-time supplier, such as a rebate or refund recipient, without having to create and store the supplier in the system.
<b>Business Unit</b>	The INFORMS field that identifies each department.
<b>Chart of Accounts</b>	A collection of one or more types of codes used to classify financial and budgetary transactions
<b>ChartField Editing</b>	A process required in INFORMS which edits the ChartField combination rules set up for each department. This process is automatically done when saving a voucher.



# Lesson 2: Key Terms

Term	Definition
<b>Combination Editing</b>	Combination edits prevent errors in the combination of ChartFields values in INFORMS. They validate the accounting string prior to processing and return errors for invalid combinations.
<b>Supplier</b>	Any person or company with which the Miami Dade County does business.
<b>Supplier Payment Supplier</b>	Specific Payee details, Name to whom check will be issued and the address where the check will be remitted.
<b>Voucher</b>	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.

# Lesson 2: Single Payment Vouchers

Single payment supplier vouchers have some restrictions:

- No prepayment.
- No receivables/payables netting.
- No copying from a source.
- No withholding.
- No matching.
- No document tolerance checking.
- Only one payment schedule per voucher.
- Amount must be positive.
- No late charge calculation
- No discount evaluation is supported.
- ~~A scan must always initiate this transaction.~~
- Checks are the only payment method available.

# Lesson 2: Single Payment Vouchers

Navigate to: **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Vouchers > Add/View Vouchers**

**Payables Operations** **Payables**

**My Payables Design** **My Suppliers** **My Vouchers**

Recurring Voucher Contracts  
Voucher Build  
Add/View Control Groups  
**Add/View Vouchers**  
Approve Vouchers  
Posting Vouchers  
Run Matching  
Matching Workbench

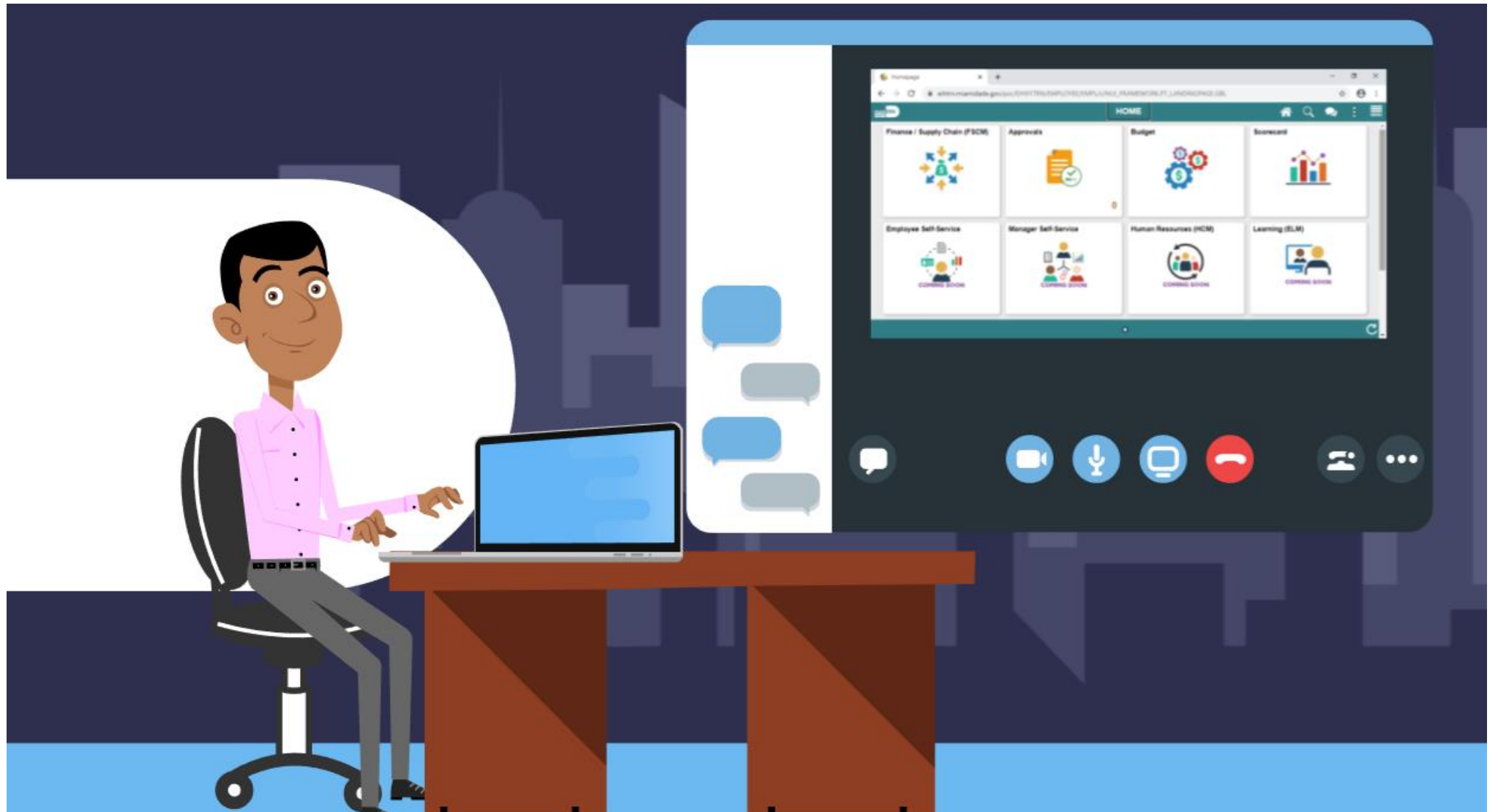
**Voucher**

Find an Existing Value | Keyword Search | **Add a New Value**

Business Unit: PR  
Voucher ID: NEXT  
Voucher Style: Single Payment Voucher  
Supplier Name: SSC Single Payment  
Short Supplier Name: SSC-001  
Supplier ID: SSC  
Supplier Location: 1  
Address Sequence Number: 1  
Invoice Number: Park Refund-9.21.20  
Invoice Received Date: 09/25/2020  
Gross Invoice Amount: 250.00  
Freight Amount: 0.00  
Misc Charge Amount: 0.00  
Estimated No. of Invoice Lines: 1

**Add**

# Lesson 2: Activities and Exercises

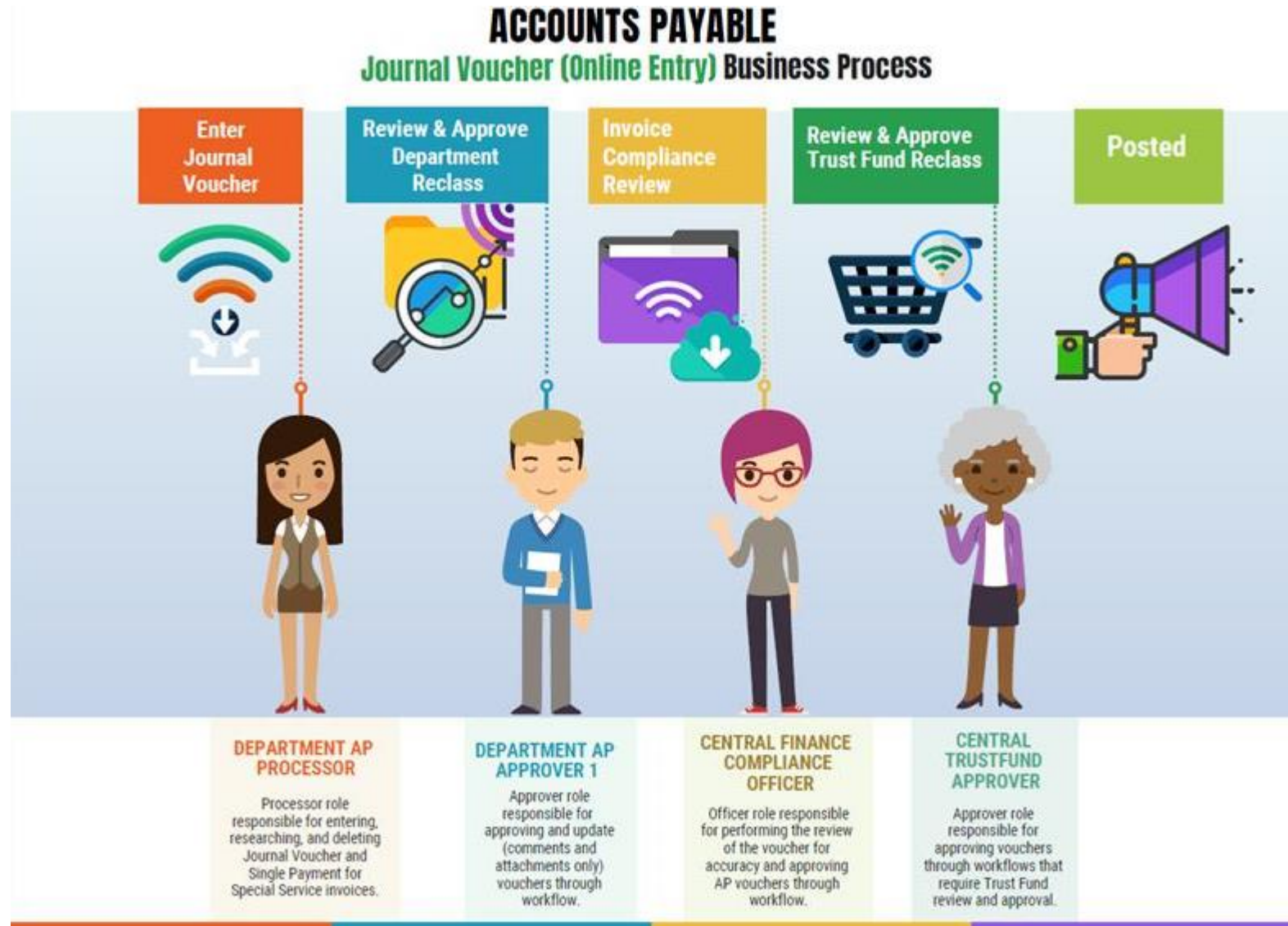


# Lesson 3: Journal Vouchers

At the conclusion of this lesson, users will be able to:

- Describe the Journal Voucher Process
- Describe when to use the Journal Voucher Process
- Process a Journal Voucher

# Lesson 3: Journal Vouchers



# Lesson 3: Journal Vouchers

The purpose of a Journal Voucher is to reclassify expenses processed via an AP transaction using the incorrect chart of accounts. Users can reclass an expense from one string to another.

## Journal Voucher:

- Always result in a net \$0 impact.
- Does not impact the payment to the supplier.
- Used in AP to correct voucher issues in the source module makes it more transparent and easier to associate to the original entry.

# Lesson 3: Journal Vouchers

- Current state is alternate accounting. The PO may have one accounting distribution but can change accounting distribution on the voucher.
- Also, manually journal entry is used to correct the AP transaction after the voucher has been paid.
- Adjust Retainage needs to be initiated through the Custom Retainage Tracking Table. Adjust Retainage enables a JV to be created to liquidate Retainage balance or reclassify to other associated line within the PO; ultimately reclassifying or reducing liabilities & expense.



# Lesson 3: Key Terms

Term	Definition
<b>Journal Vouchers</b>	Are used to adjust accounting entries for vouchers that have been posted, regardless of payment status.
<b>Business Unit</b>	The INFORMS field that identifies each department.
<b>Chart of Accounts</b>	A collection of one or more types of codes used to classify financial and budgetary transactions
<b>ChartField Editing</b>	A process required in INFORMS which edits the ChartField combination rules set up for each department. This process is automatically done when saving a voucher.
<b>Combination Editing</b>	Combination edits prevent errors in the combination of ChartFields values in INFORMS. They validate the accounting string prior to processing and return errors for invalid combinations.

# Lesson 3: Key Terms

Term	Definition
<b>Supplier</b>	Any person or company with which the Miami Dade County does business.
<b>Supplier Location</b>	Location setup for different supplier addresses such as remit to, ordering, invoicing to, ship to, and payment method.
<b>Voucher</b>	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.

# Lesson 3: Journal Vouchers

Navigate to Enter a Journal Voucher (Non-Retainage):  
**Finance/ Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Vouchers> Add/View Vouchers**

**Payables Operations** **Payables**

**Voucher**

Find an Existing Value | Keyword Search | Add a New Value

Business Unit: BU

Voucher ID: NEXT

Voucher Style: Journal Voucher

Supplier Name: AIR COMPRESSOR WORKS INC

Short Supplier Name: AIR COMPRE-001

Supplier ID: 0000007052

Supplier Location: 1

Address Sequence Number: 1

Invoice Number: JV-Non-Retain1

Invoice Received Date: 10/01/2020

**Add**

# Lesson 3: Journal Vouchers

Navigate to Journal Voucher for Retainage Adjustment:

**Finance/ Supply Chain (FSCM) > Payables Operations > Accounts Payable Work Center > Retainage Tracking by Supplier**

The screenshot displays the 'Retainage Tracker Component' within the 'Payables Operations' module. The left-hand navigation pane includes sections for 'My Work' (Vouchers, Voucher Exceptions, Payments, Suppliers), 'Links' (Vouchers, AP Retainage Balance, Retainage Tracking by Supplier), 'Queries' (Public, Pivot Grids), and 'Reports/Processes' (Ad-Hoc Reports). The 'Retainage Tracking by Supplier' option is highlighted with a red box. The main content area features a search bar with fields for \*Business Unit, Supplier ID, PO ID, Fund Code, Grant, Project, and Contract ID, accompanied by 'Search' and 'Clear' buttons. Below the search bar is a table with the following columns: Supplier ID, Supplier Name, Contract ID, PO ID, Business Unit, Fund Code, Dept ID, Grant, PC BU, Project, Activity, and Voucher Amount. The table currently contains one data row with a value '1' in the Supplier ID column.

Supplier ID	Supplier Name	Contract ID	PO ID	Business Unit	Fund Code	Dept ID	Grant	PC BU	Project	Activity	Voucher Amount
1											

# Lesson 3: Activities and Exercises



# Lesson 4: Accounts Payable Inquiry

At the conclusion of this lesson, users will be able to:

- Conduct Account Payable Inquiries using the proper fields
- View and complete Voucher Inquiry
- View and Complete Retainage Inquiry
- View and complete Payment Inquiry

# Lesson 4: Key Terms

Term	Definition
<b>Payment Reference ID</b>	This ID number will be the payment number sent to the bank (Check # ACH #, AP Control #, etc.)
<b>Business Unit</b>	The INFORMS field that identifies each department.
<b>Chart of Accounts</b>	A collection of one or more types of codes used to classify financial and budgetary transactions
<b>Supplier</b>	Any person or company with which the Miami Dade County does business.
<b>Voucher</b>	Records created to process supplier invoices or adjustments and can either be entered manually, uploaded via spreadsheet or uploaded via interface.
<b>Retainage</b>	Retainage is a percent of gross invoice amount withheld by the County from a supplier invoice payment, based on the contract.

# Lesson 4: Accounts Payable Inquiry

Navigate to Voucher Inquiry:

**Finance/ Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Reporting & Analysis> Voucher Inquiry**

The screenshot displays the 'Voucher Inquiry' screen within the 'Payables Operations' module. The left sidebar contains a navigation menu with the following items: 'My Payables Design', 'My Suppliers', 'My Vouchers', 'My Payments', 'My Reporting & Analysis' (which is expanded), 'Supplier Aging Inquiry', 'Reporting Console', 'Supplier Name History Inquiry', 'Accounting Entries', 'Voucher Inquiry' (highlighted in green), and 'Payment Inquiry'. The main content area is titled 'Voucher Inquiry' and features a 'Search Criteria' section. This section includes a 'Search Name' dropdown set to 'ALL'. Below this, there are two columns of search criteria: 'From' and 'To'. The 'From' column contains fields for 'From Business Unit' (set to 'BU'), 'From Voucher ID', 'From Invoice Number', 'Supplier SetID' (set to 'MDC'), 'From Supplier Short Name', 'From Supplier Name', 'From Additional Name', 'From Supplier ID' (set to '0000000017'), and 'Supplier Location'. The 'To' column contains corresponding empty search fields. A red rectangular box highlights the 'From Business Unit' and 'To' fields, and another red box highlights the 'Supplier SetID' field.

From	To
From Business Unit: BU	BU
From Voucher ID	
From Invoice Number	
Supplier SetID: MDC	
From Supplier Short Name	
From Supplier Name	
From Additional Name	
From Supplier ID: 0000000017	
Supplier Location	



Navigate to the custom Retainage Tracking Table:  
**Finance/ Supply Chain (FSCM) > Payables Operations > Accounts Payable > Extensions > Retainage Tracking by Supplier**

MIAMI-DADE  
COUNTY

# Lesson 4: Accounts Payable Inquiry

Navigate to Voucher Inquiry:

**Finance/ Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Reporting & Analysis> Voucher Inquiry**

The screenshot displays the 'Voucher Inquiry' screen within the 'Payables Operations' module. The left sidebar contains a navigation menu with the following items: 'My Payables Design', 'My Suppliers', 'My Vouchers', 'My Payments', 'My Reporting & Analysis' (expanded), 'Supplier Aging Inquiry', 'Reporting Console', 'Supplier Name History Inquiry', 'Accounting Entries', 'Voucher Inquiry' (highlighted), and 'Payment Inquiry'. The main content area is titled 'Voucher Inquiry' and features a 'Search Criteria' section. This section includes a 'Search Name' dropdown set to 'ALL'. Below this, there are two columns of search criteria, each with a 'From' and 'To' header. The 'From' column contains: 'From Business Unit' (set to 'BU'), 'From Voucher ID', 'From Invoice Number', 'Supplier SetID' (set to 'MDC'), 'From Supplier Short Name', 'From Supplier Name', 'From Additional Name', 'From Supplier ID' (set to '0000000017'), and 'Supplier Location'. The 'To' column contains: 'BU', an empty field, an empty field, an empty field, an empty field, an empty field, an empty field, an empty field, and an empty field. Red boxes highlight the 'From Business Unit' and 'Supplier SetID' fields in the 'From' column, and the 'BU' field in the 'To' column.

From	To
From Business Unit	BU
From Voucher ID	
From Invoice Number	
Supplier SetID	
From Supplier Short Name	
From Supplier Name	
From Additional Name	
From Supplier ID	
Supplier Location	

# Lesson 4: Activities and Exercises



# Module 3: Course Summary

## Module Topics

Course Content Summary

Additional Training and Job Aids

Course Summary

# Course Content Summary

Congratulations! You have completed the Accounts Payables – Create and Process Non-PO Vouchers course. Users now should be able to:

- Understand the End-to-End Accounts Payable Process and Chart of Accounts
- Identify the Impact of Processing Vouchers to other Modules.
- Send a Payment Request for Approval
- Process Single Payment Vouchers
- Process Journal Vouchers to Reclassifying Expenses

# Course Content Summary

- Understand the different transactions and the new Business Process and workflow (Approval Path) for Non-PO Accounts Payable transactions.
- How the transaction is initiated
- How the transaction Processed in INFORMS
- Accounts Payable Inquiry

# Additional Training and Job Aids

## User Productivity Kits (UPKs)

- Ad Hoc Approval Path
- AP Payment Inquiry
- AP Payment Inquiry (Vendor Payment Method)
- AP Retainage Inquiry
- AP Voucher Inquiry
- Create Journal Vouchers (Non-Retainage)
- Create Payment Request
- Create Single Payment Voucher
- Journal Voucher Retainage Adjustment

For more information, be sure to visit:

- [Miamidade.gov/informs](https://miamidade.gov/informs)



You have successfully completed the *Accounts Payables – Create and Process non-PO Vouchers* course!

**FIN 201 – Accounts Payables – Create and Process non-PO Vouchers**