

Course ID: FIN 212

Course Name: Accounts Payables – Department  
Approvals

# Ground Rules



Be on time



Attendance



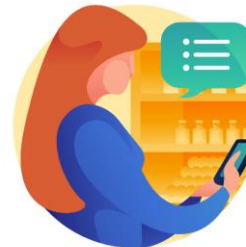
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

# Course Overview

<b>Course Description</b>	<p>This course provides a comprehensive review of the Accounts Payables – Department Approvals 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 – Department Approvals</li><li>• Module 3: Course Summary</li></ul>
<b>Training Audiences</b>	<ul style="list-style-type: none"><li>• Central AP Approver 1</li><li>• Central Finance AP Compliance Officer</li><li>• Central Finance AP Threshold Approver</li><li>• Central Finance AP Trust Fund Approver</li><li>• Department AP Approver 1</li><li>• Department Payment Request Approver</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 Hours</li></ul>

# Course Outline

## Content

Module 1: Course Introduction

Module 2: Accounts Payables – Department Approvals

- Lesson 1: PO Vouchers
  - Lecture 1: Approving PO Vouchers
- Lesson 2: Payment Requests
  - Lecture 1: Approve Payment Requests
- Lesson 3: Single Payment Vouchers
  - Lecture 1: Approving Single Payment Vouchers
  - Lecture 2: Mass Approve Vouchers
- Lesson 4: Journal Vouchers
  - Lecture 1: Approving Journal Vouchers
- Lesson 5: Ad-Hoc Approvers
  - Lecture 1: Adding Ad-Hoc Approvers
  - Lecture 2: Starting a New Path

Module 3: Course Summary

# Module 1: Course Introduction

## Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Key Changes to the Business Process

The End-to-End Business Process

Introduction to Demonstrations, Activities and Exercises

# Course Administration and Logistics



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



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



Actively participate in class



Take Breaks at scheduled times



Ask questions to learn



Be back from Breaks on time

# Learning Objectives

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

- Understand the Approval Process for Payment Request
- Understand the Approval Process for Single Payment Voucher
- Understand the Approval Process for PO Vouchers
- Understand the Approval Process for Journal Vouchers
- Understand the Ad-Hoc Approval Process

# 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>Central AP Approver 1</b>	The Central AP Approver 1 role is responsible for approving vouchers through workflow once the voucher been approved by the Department AP Approver 1 in the workflow approval process.
<b>Central Finance AP Compliance Officer</b>	The Central Finance AP Compliance Officer is responsible for approving AP vouchers through workflow.
<b>Central Finance AP Threshold Approver</b>	The Central Finance AP Threshold Approver is responsible for approving vouchers through workflows that meet a predefined threshold.
<b>Central Finance AP Trust Fund Approver</b>	The Central AP Trust Fund Approver is responsible for approving vouchers through workflows that require Trust Fund review and approval.



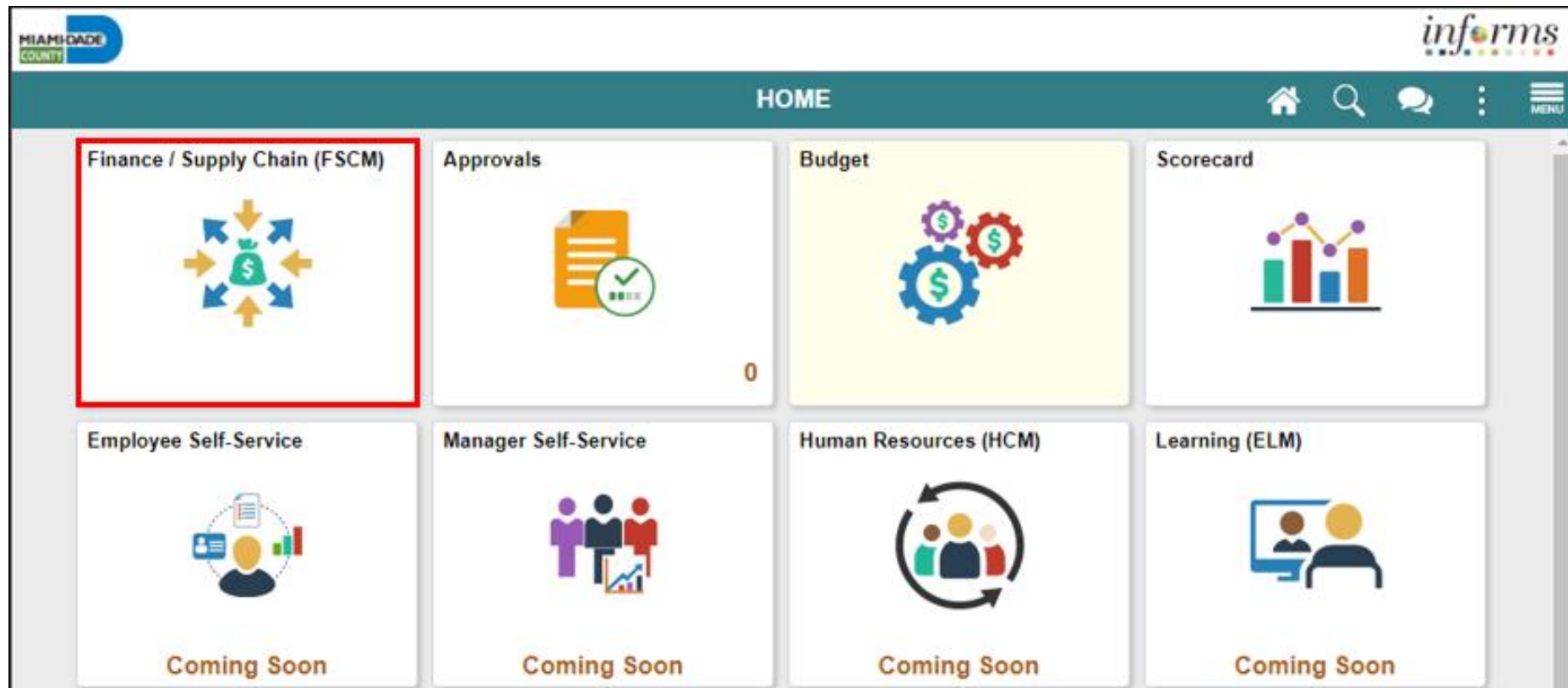
# Roles and Responsibilities

Role	Responsibilities
<b>Department AP Approver 1</b>	The Department AP Approver 1 is responsible for approving vouchers through workflow.
<b>Department Payment Request Approver</b>	The Department Payment Request Approver is responsible for approving Payment Request through workflow.

# Navigation

Below are the steps to navigate to Account Payables, which will be used for navigation in the rest of this course:

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

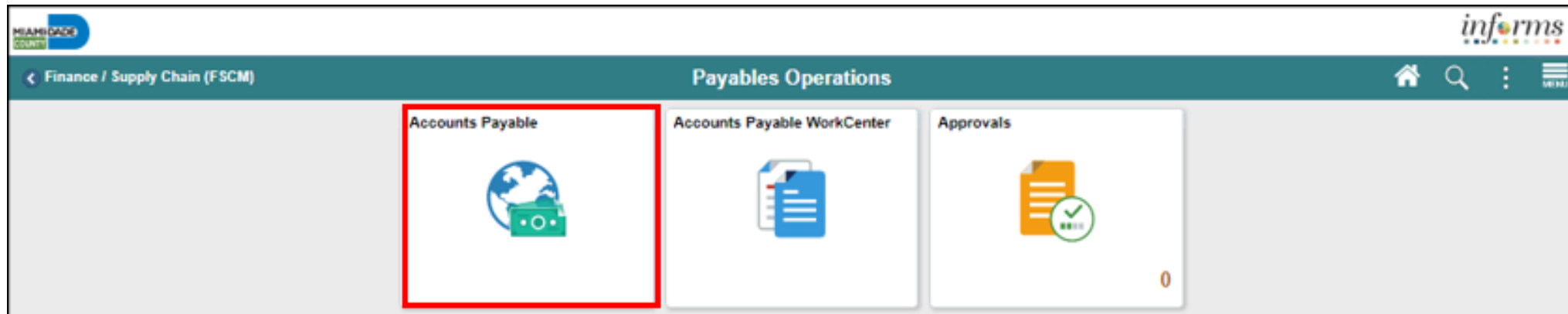


# Navigation

## 2. Select **Payables Operations**



## 3. Select the **Accounts Payable**



# Key Changes to the Business Process

The key changes to the Accounts Payables – Department Approvals Business Processes include:

## PO Invoice

- One source system - IWA/FAMIS/ADPICS will now be INFORMS
- Invoices will be
  - Received centrally (Finance Shared Services) for all departments
  - Scanned and used to create a shell voucher (invoice will be attached to voucher transaction) in INFORMS
  - Reviewed and approved in INFORMS AWE as IWA will no longer be used to route invoice
- Journal Voucher - Alternate Accounting will not be allowed when processing a voucher
- Pay cycle processing and check to print will be performed in-house by the AP Central Finance.

# Key Changes to the Business Process

## PO Invoice

- Supplier portal
  - Invoice/Payment Information (VPI will be retired)
  - PO Information
  - Self-service

## Matching

- 3way - PO, Receipt transaction and Invoice
- 4way - PO, Receipt transaction, Invoice, Inspection (Based on Commodity)

PO Invoices will require a Receipt transaction in INFORMS

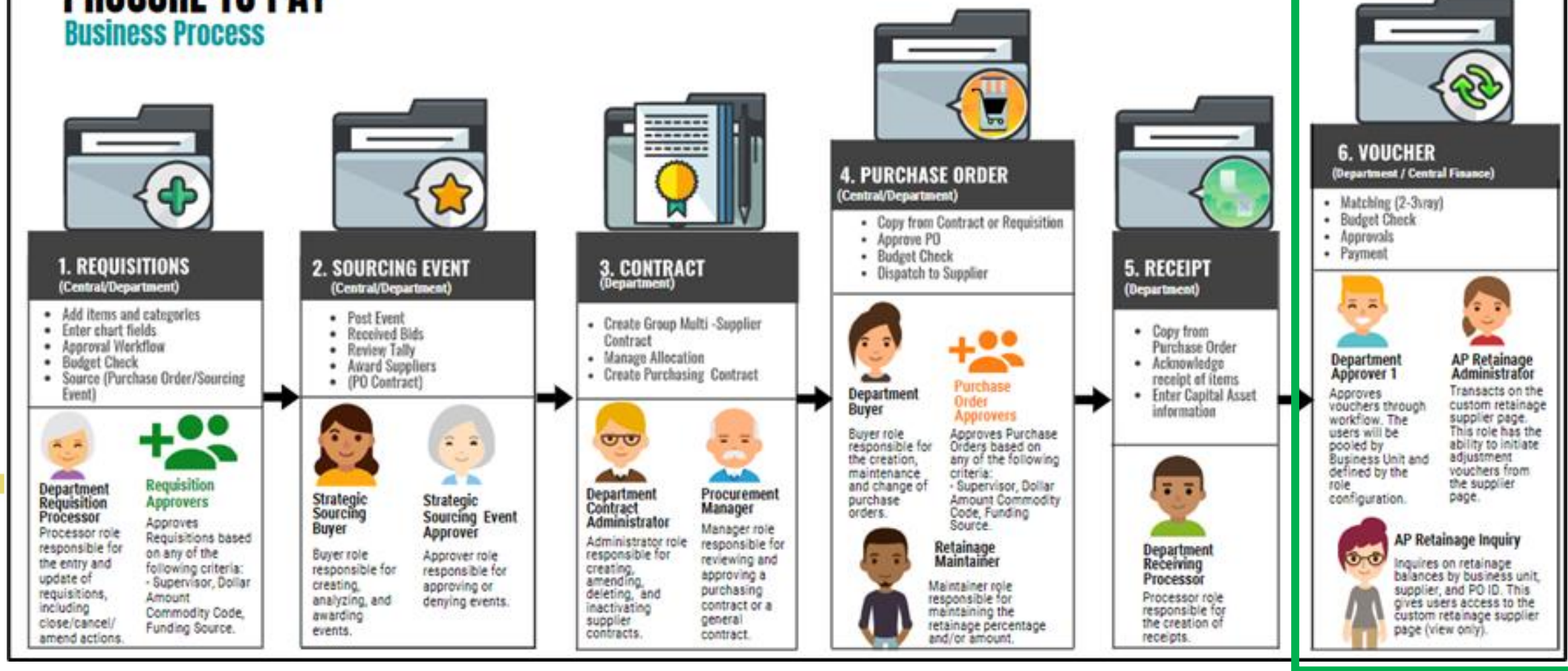
- Goods – Attachment is always required
- Services – Attachment requirement is based on AP's current policy

# Accounts Payable Terminology

FAMIS Terminology	INFORMS Terminology
Vendor	Bidder/Supplier
Vendor ID: FEIN / TIN	Vendor ID: System autogenerated number
AP Invoice	AP Voucher
Direct Voucher/Wire/ACH Debit	Payment Request
SSC Refund	Single Payment Voucher
Departments	Business Unit (Processing Department)
Purchase Order	Purchase Order
Budget Allotment Control	Commitment Control
Financial Structure	ChartFields
Index Code	None
Object/Sub-object/GL	Account
Fund/Subfund/Detailed Fund Structure	Fund
Organization	Department
Grant	Grant ChartField / Award Profile

# PROCURE TO PAY

## Business Process





# Introduction to Activities and Exercises

- You will take part in two types of hands-on learning throughout this course



Training  
Activities



Training  
Exercises



# Module 1: Course Introduction Summary

## Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Key Changes to the Business Process

The End-to-End Business Process

Introduction to Demonstrations, Activities and Exercises

# Module 2: Accounts Payables – Department Approvals

## Module Topics

Module Introduction

Lesson 1: PO Vouchers

Lesson 2: Payment Requests

Lesson 3: Single Payment Vouchers

Lesson 4: Journal Vouchers

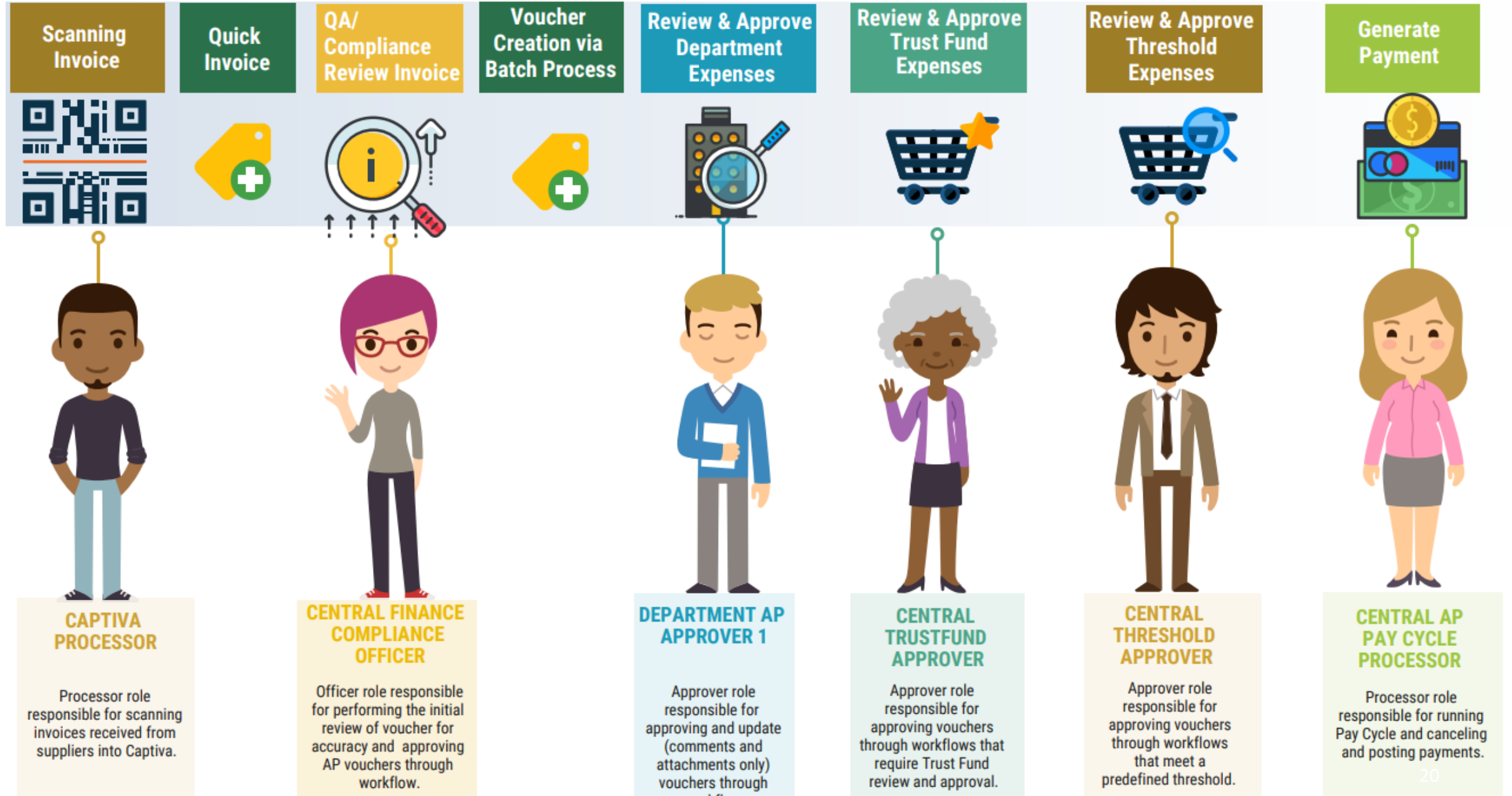
Lesson 5: Ad-Hoc Approvers

# Lesson 1: PO Vouchers Overview

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

- Understand the Approval Process for PO Vouchers
- Describe the process for the PO Voucher approval through the Approval tiles

# Purchase Order Voucher (Goods and Services) Business Process



# Lecture 1: Approving PO Vouchers

Navigation: **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Vouchers > Add/View Vouchers** (Source: Quick Invoice)

- This Lecture covers PO Vouchers

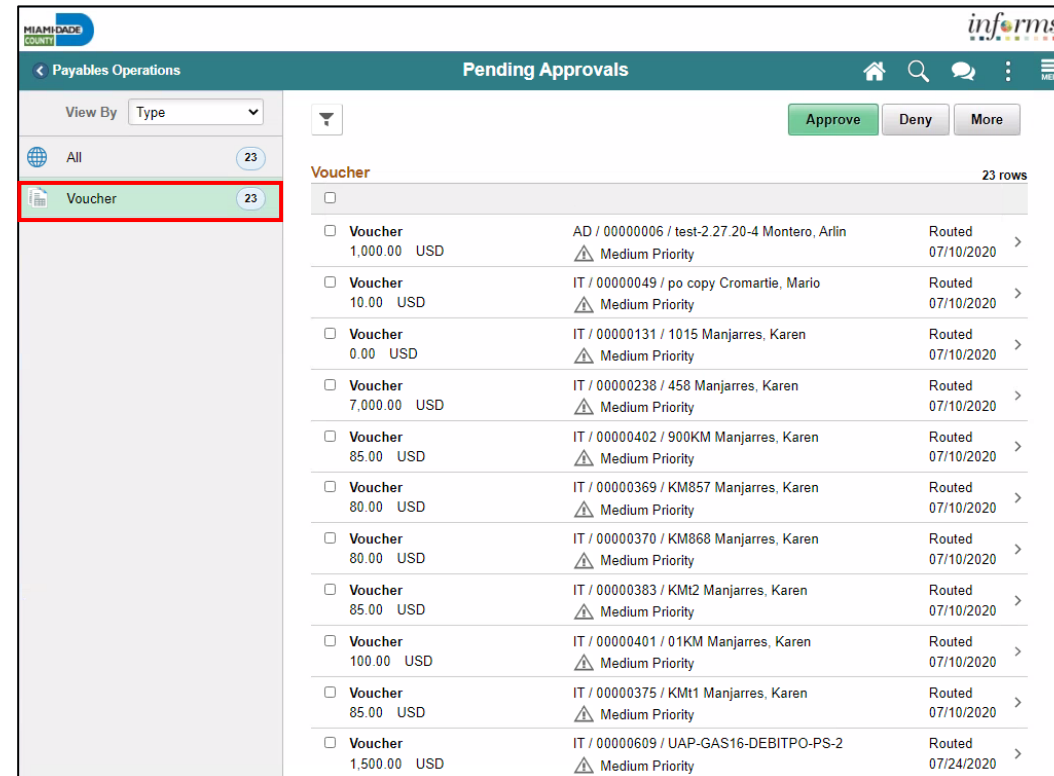
The screenshot displays the SAP PO Voucher interface. At the top, there are tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main content area is divided into two columns. The left column contains fields for Business Unit (AD), Voucher ID (00000242), Voucher Style (Regular), Supplier Name (FOLDING WALLS OF MIAMI INC, 4041 WOODRIDGE RD., MIAMI, FL 33133-6617), Entry Status (Postable), Match Status (Matched), Approval Status (Pending), Post Status (Unposted), Budget Status (Valid), and Budget Misc Status (Valid). The right column contains fields for Invoice Received Date (01/25/2021), Invoice No (AD-UAT-POVCHR1), Invoice Total (100.00 USD), Retainage Release (checkbox), Pay Terms (Net30), Voucher Source (Quick Invoice), Origin (GAS), Created On (01/26/2021 9:21PM), Created By (E323454), Last Update (01/26/2021 9:31PM), Modified By (EFSITWS), ERS Type (Not Applicable), and Close Status (Open). A button labeled 'Approval History' is located between the two columns. At the bottom, there is a dropdown menu for '\*View Related' with 'Payment Inquiry' selected, and a 'Go' button. Below the dropdown are buttons for 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', and 'Add'. At the very bottom, there is a navigation bar with links for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary.

Field	Value
Business Unit	AD
Voucher ID	00000242
Voucher Style	Regular
Supplier Name	FOLDING WALLS OF MIAMI INC 4041 WOODRIDGE RD. MIAMI, FL 33133-6617
Entry Status	Postable
Match Status	Matched
Approval Status	Pending
Post Status	Unposted
Budget Status	Valid
Budget Misc Status	Valid
Invoice Received Date	01/25/2021
Invoice No	AD-UAT-POVCHR1
Invoice Total	100.00 USD
Retainage Release	<input type="checkbox"/>
Pay Terms	Net30
Voucher Source	Quick Invoice
Origin	GAS
Created On	01/26/2021 9:21PM
Created By	E323454
Last Update	01/26/2021 9:31PM
Modified By	EFSITWS
ERS Type	Not Applicable
Close Status	Open

# Lecture 1: Approving PO Vouchers

Navigation: **Approvals > Sort by Voucher**

- For PO Voucher Approvals



The screenshot displays the 'Pending Approvals' section of the inform system. The left sidebar, under 'Payables Operations', has 'Voucher' selected. The main area shows a table of 23 rows of vouchers. Each row includes a checkbox, a voucher number, amount, currency, a description, a status, and a date. The status for all listed vouchers is 'Routed'.

	Voucher	Amount	Currency	Description	Status	Date
<input type="checkbox"/>	Voucher	1,000.00	USD	AD / 00000006 / test-2.27.20-4 Montero, Arlin	Routed	07/10/2020
<input type="checkbox"/>	Voucher	10.00	USD	IT / 00000049 / po copy Cromartie, Mario	Routed	07/10/2020
<input type="checkbox"/>	Voucher	0.00	USD	IT / 00000131 / 1015 Manjarres, Karen	Routed	07/10/2020
<input type="checkbox"/>	Voucher	7,000.00	USD	IT / 00000238 / 458 Manjarres, Karen	Routed	07/10/2020
<input type="checkbox"/>	Voucher	85.00	USD	IT / 00000402 / 900KM Manjarres, Karen	Routed	07/10/2020
<input type="checkbox"/>	Voucher	80.00	USD	IT / 00000369 / KM857 Manjarres, Karen	Routed	07/10/2020
<input type="checkbox"/>	Voucher	80.00	USD	IT / 00000370 / KM868 Manjarres, Karen	Routed	07/10/2020
<input type="checkbox"/>	Voucher	85.00	USD	IT / 00000383 / Kmt2 Manjarres, Karen	Routed	07/10/2020
<input type="checkbox"/>	Voucher	100.00	USD	IT / 00000401 / 01KM Manjarres, Karen	Routed	07/10/2020
<input type="checkbox"/>	Voucher	85.00	USD	IT / 00000375 / Kmt1 Manjarres, Karen	Routed	07/10/2020
<input type="checkbox"/>	Voucher	1,500.00	USD	IT / 00000609 / UAP-GAS16-DEBITPO-PS-2	Routed	07/24/2020

# Lecture 1: Approving PO Vouchers

Navigation: **Approvals > Sort by Voucher**

- Voucher Approvals – View attachment(s) and complete approval chain

Voucher

100.00 USD

ApproveDenyMore

Summary

Business Unit AU

Invoice Number AU-UAT-POVCHR5

Supplier Name FOLDING WALLS OF MIAMI INC

Due Date 02/24/21

Voucher Source Quick Invoice

Voucher ID 00000001

Created By Saripalli, Ramesh

Modified By MD EFS IBM Workload Scheduler

Invoice Received Date 01/25/21

Voucher Style Regular Voucher

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		Services	1	LOT	100.00 USD	100.00 USD

More Information

View Attachments (1)

Approver Comments

Approval Chain

# Lecture 1: Approving PO Vouchers

Navigation: **Approvals > Sort by Voucher**

- For PO Voucher Approvals – **Distribution Detail**

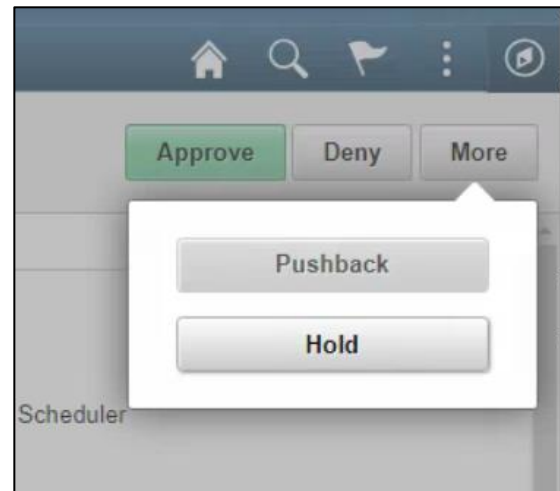
Distributions											
Fluid Approval Distribution											
Line 1											
Description Services											
Merchandise Amt 100.00 USD											
Quantity 1.0000 LOT											
Distribution Line	Quantity	GL Business Unit	Merchandise Amount	Currency	Fund Code	Department	*Account	Grant	PC Business Unit	Project	Activity
1	1.0000	MDADE	100.00	USD	G1001	AU01010000	5320210000	NO-GRANT			



# Lecture 1: Approving PO Vouchers

Other Actions – Deny, Hold, and Pushback. These actions perform the same for all AP transactions (Voucher/Payment Request) in workflow.

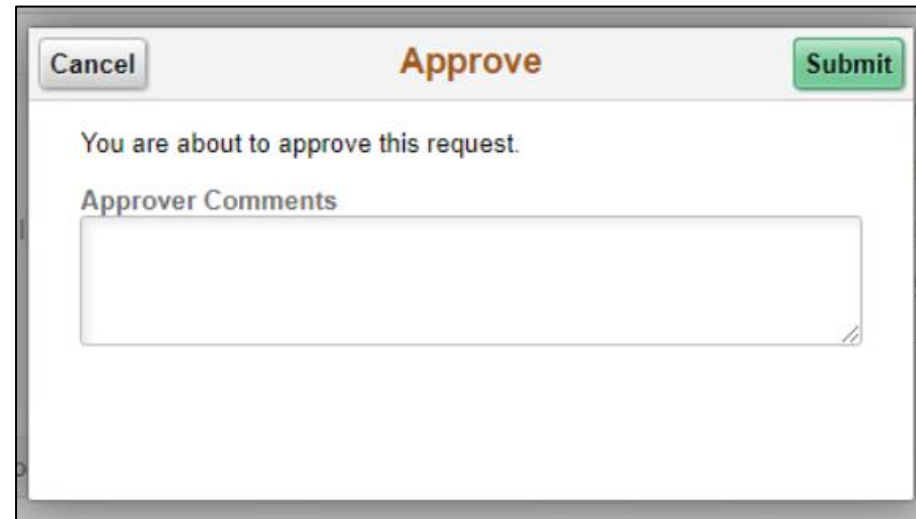
Actions	Description
<b>Approve</b>	Approve the AP Transaction
<b>Deny</b>	Denies the AP Transaction
<b>Hold</b>	Place the AP Transaction on hold within the approves queue
<b>Pushback</b>	Push back the AP Transaction to the requestor for rework



# Lecture 1: Approving PO Vouchers

Navigation: **Approvals > Sort by Voucher**

- Enter **APPROVER COMMENTS**. These comments will be visible to the next approver and the voucher processor.
- Select the **SUBMIT** button. This action will route the back voucher header page.



The screenshot shows a modal dialog box titled "Approve". At the top left is a "Cancel" button, and at the top right is a green "Submit" button. The main content area contains the text "You are about to approve this request." followed by a label "Approver Comments" and a large, empty text input field for entering comments.

# Lesson 1: Activities and Exercises



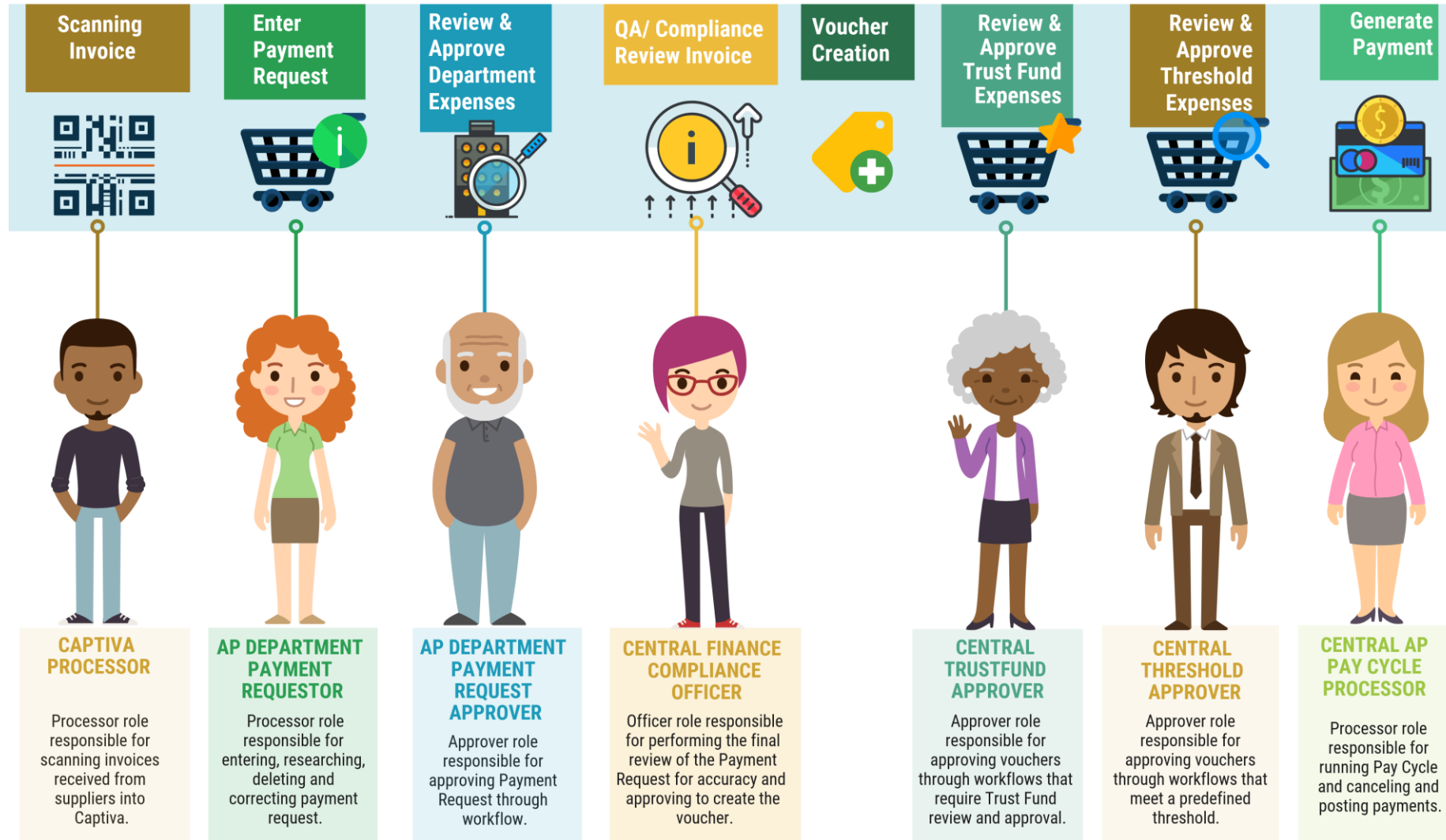
# Lesson 2: Payment Request Overview

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

- Understand the Approval Process for Payment Request
- Describe the process for the Payment Request approval through the Approval tiles.
- Show the Payment Request pending approval, and status change to approved once the process is complete.

# Payment Request (Suppliers Only) Business Process

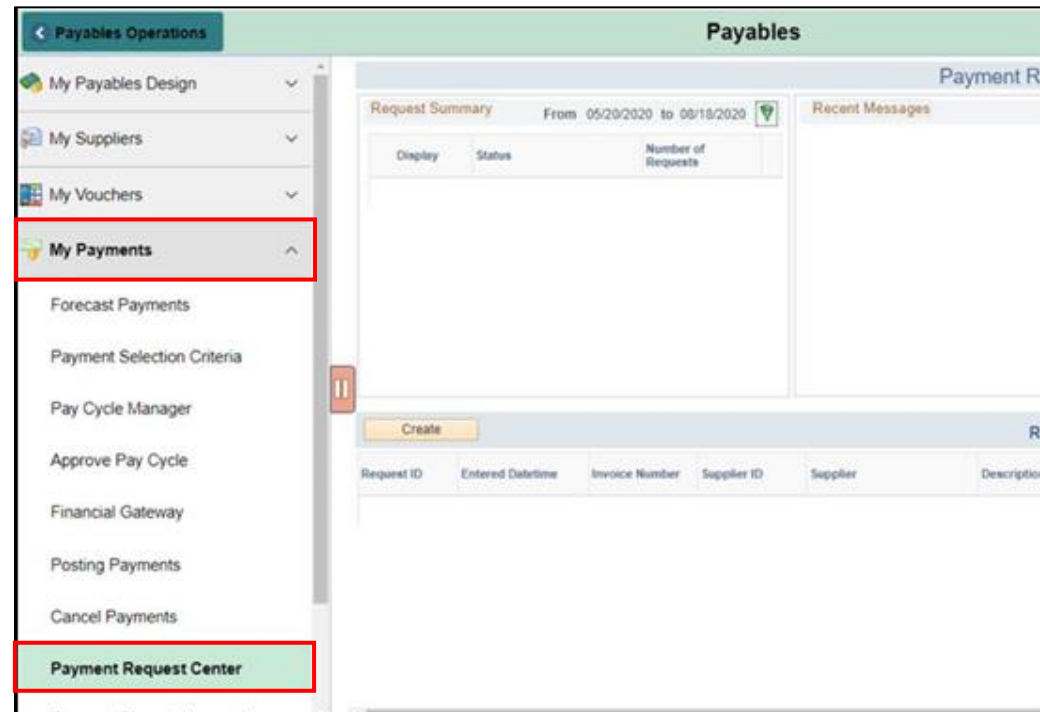
(Direct Voucher/Check Request, WIRE, Direct Debit, Retainage Release)



# Lecture 1: Approve Payment Requests

Navigation: **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Payments > Payment Request Center**

- The **Payment Request Center** is a centralized page where users can manage their Payment Requests.



# Lecture 1: Approve Payment Requests

Navigation: **Approvals > Sort by Voucher**

- For Payment Requests – Approval steps are the same as PO Voucher

The screenshot displays the 'Pending Approvals' interface. On the left, a sidebar lists various request types with counts: All (238), Asset Adjustment (4), Asset Disposal (15), Asset Transfer (3), Budget Journal (28), Field Request (3), Journal Entry (4), **Payment Request (47)**, Purchase Order (34), Requisition (7), Structure Request (1), Supplier (15), and Supplier Change Request (14). The 'Payment Request' item is highlighted with a red box. The main area shows a table of pending payment requests, with the title 'Payment Request' and a count of '47 rows'. The table columns include a checkbox, description, amount, currency, voucher number, requester, status, and date. The status for all listed requests is 'Routed'.

Payment Request	47 rows
<input type="checkbox"/> Payment Request 50.00 USD	0000000004 / IT / test3 Rabor, Glaiza Routed 02/03/2020
<input type="checkbox"/> Payment Request 1.00 USD	0000000007 / IT / TEST1 Raagas, Ryan Routed 02/03/2020
<input type="checkbox"/> Payment Request 32.18 USD	0000000063 / PR / BPWC01 Majarres, Karen Routed 05/08/2020
<input type="checkbox"/> Payment Request 50.00 USD	0000000080 / IT / INVTJPR11 Juvekar, Tejus Routed 05/29/2020
<input type="checkbox"/> Payment Request 120.00 USD	0000000082 / PR / 12KM4 Manjarres, Karen Routed 06/04/2020
<input type="checkbox"/> Payment Request 12,535.00 USD	0000000083 / IT / 13KM4 Manjarres, Karen Routed 06/04/2020
<input type="checkbox"/> Payment Request 36,790.00 USD	0000000084 / CR / 14KM4 Manjarres, Karen Routed 06/04/2020
<input type="checkbox"/> Payment Request 40.00 USD	0000000085 / IT / 15KM4 Manjarres, Karen Routed 06/04/2020
<input type="checkbox"/> Payment Request 0.01 USD	0000000086 / IT / IS000709 Delos Santos, Arjan Routed 06/05/2020
<input type="checkbox"/> Payment Request 20.00 USD	0000000089 / IT / 12A MD_AP_DPT_PAYMENT_REQUESTOR Routed 06/15/2020

# Lecture 1: Approve Payment Requests

Navigation: **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable > My Payments > Payment Request Center**

- The **Payment Request Center** tracks the status of your payment request

Payment Request Center

Welcome: Cromartie, Mario

Request Summary

From 11/04/2020 to 02/02/2021

Display	Status	Number of Requests
<input checked="" type="checkbox"/>	New	2
<input checked="" type="checkbox"/>	Denied	1
<input checked="" type="checkbox"/>	Pending	1
<input type="checkbox"/>	Vouchered	1

Recent Messages

No Recent Messages

Create

Requests

Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scheduled to Pay				
0000000482	12/18/2020 11:12AM	TEST-SEPT30-04	0000010529	MIRANDA JOHNSON		25,000.00	USD	Pending	PR						
0000000432	12/09/2020 3:29PM	ERP-DEC08-04	0000010126	EAC CONSULTING INC	TEST MJC	50.00	USD	Denied	IT						
0000000433	12/09/2020 3:32PM	TEST-SEPT30-03	0000000100	DEEP TREKKER INC		0.00	USD	New	PR						
0000000396	11/09/2020 12:48PM	FR-REL-3	0000008385	CARIBBEAN PAINT CO INC		0.00	USD	New	FR						



# Lesson 2: Activities and Exercises

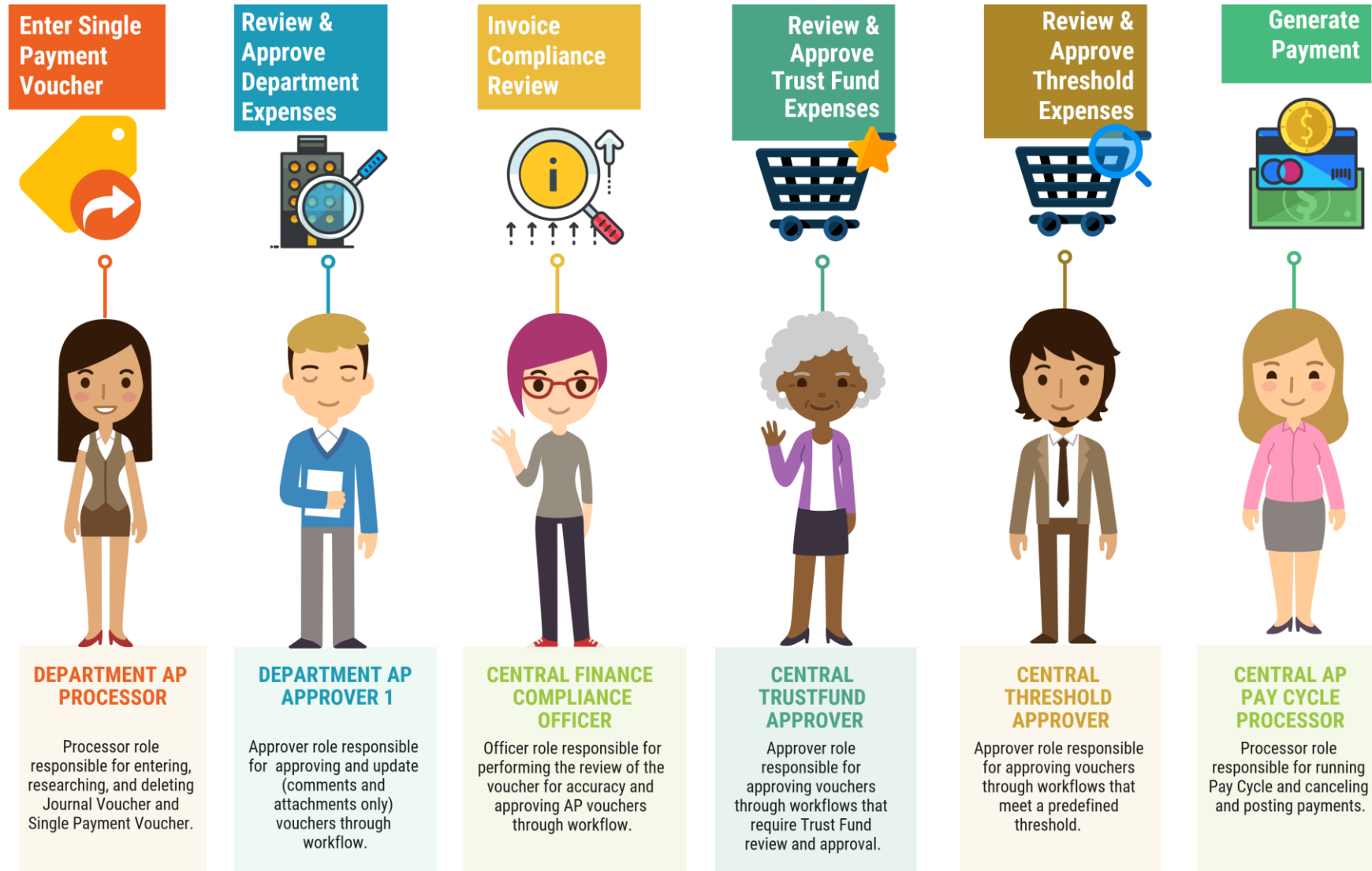


# Lesson 3: Single Payments Voucher Overview

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

- Understand the Approval Process for Single Payment Vouchers
- Describe the process for the Single Payment Vouchers approval through Mass Voucher Approval

# Single Payment Voucher (Non-Suppliers - Online Entry) Business Process (Special Services - Refund - Garnishment)



# Lecture 1: Approving Single Payment Vouchers

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

- This Lecture covers Single Payment Vouchers

The screenshot shows the 'Payables' voucher entry form. The header bar includes 'Payables Operations' and 'Payables' with navigation icons. Below the header, there are buttons for 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The form fields are as follows:

Business Unit	IT
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	
Invoice Received Date	
Gross Invoice Amount	0.00
Freight Amount	0.00
Misc Charge Amount	0.00
Estimated No. of Invoice Lines	1

An 'Add' button is located at the bottom left of the form.

# Lecture 2: Mass Approve Vouchers

Navigation: **Finance / Supply Chain (FSCM) > Payable Operations > Accounts Payable > My Vouchers > Approve Vouchers > Voucher Mass Approval**

- Approvers may also use the Mass Voucher Approval page

**Payables Operations** **Payables** [New Window](#) | [Help](#) | [Personalize Page](#)

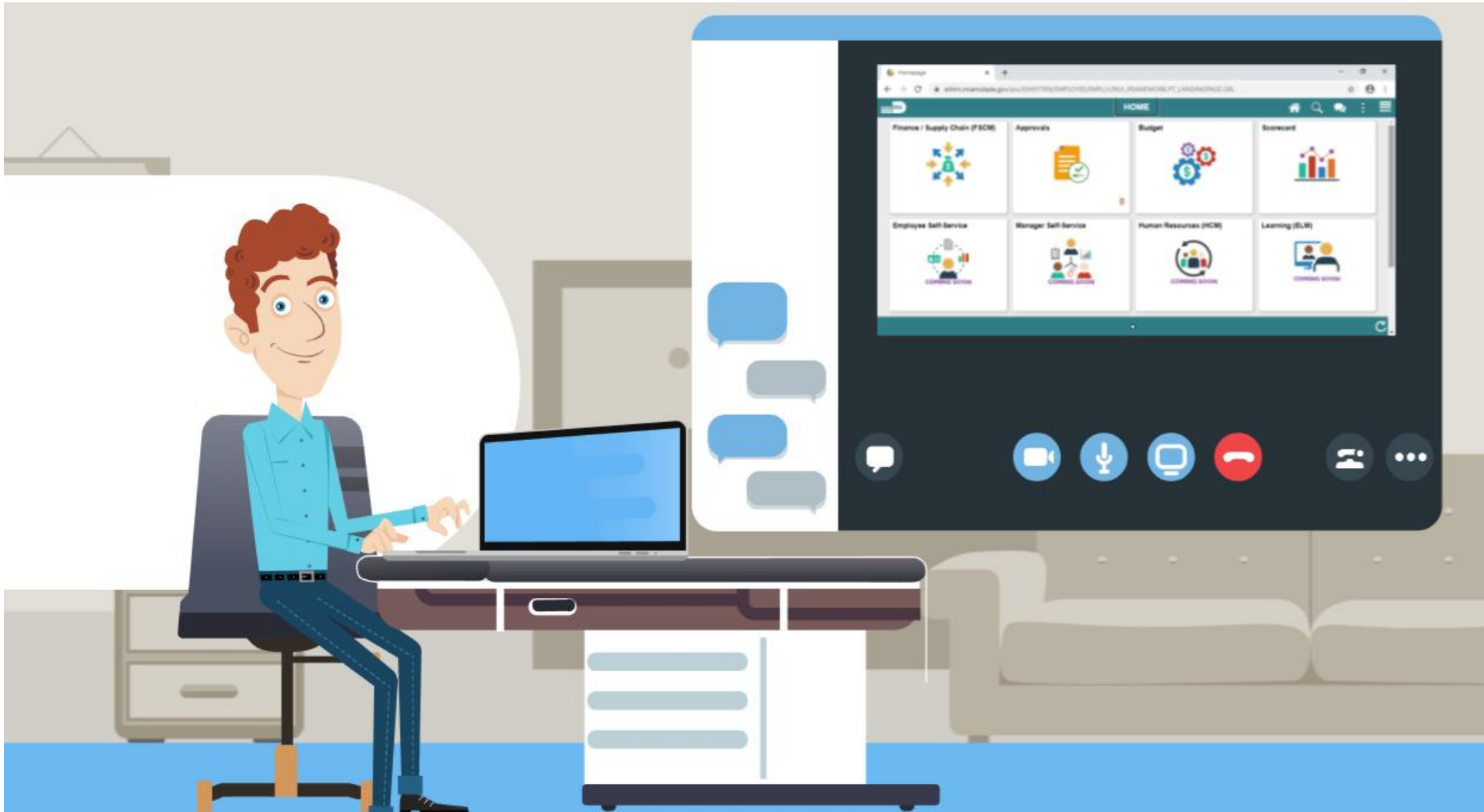
**Voucher Mass Approvals**

**Search Criteria**

Business Unit	<input type="text"/>	Supplier SetID	<input type="text"/>
Voucher ID	<input type="text"/>	Short Name	<input type="text"/>
Voucher Source	<input type="text"/>	Supplier ID	<input type="text"/>
Voucher Style	<input type="text"/>	Supplier Name	<input type="text"/>
Invoice Number	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>	
*Approval Status	<input type="text" value="Pending"/>	No matching values were found.	

☒ Include On Hold

# Lesson 3: Activities and Exercises

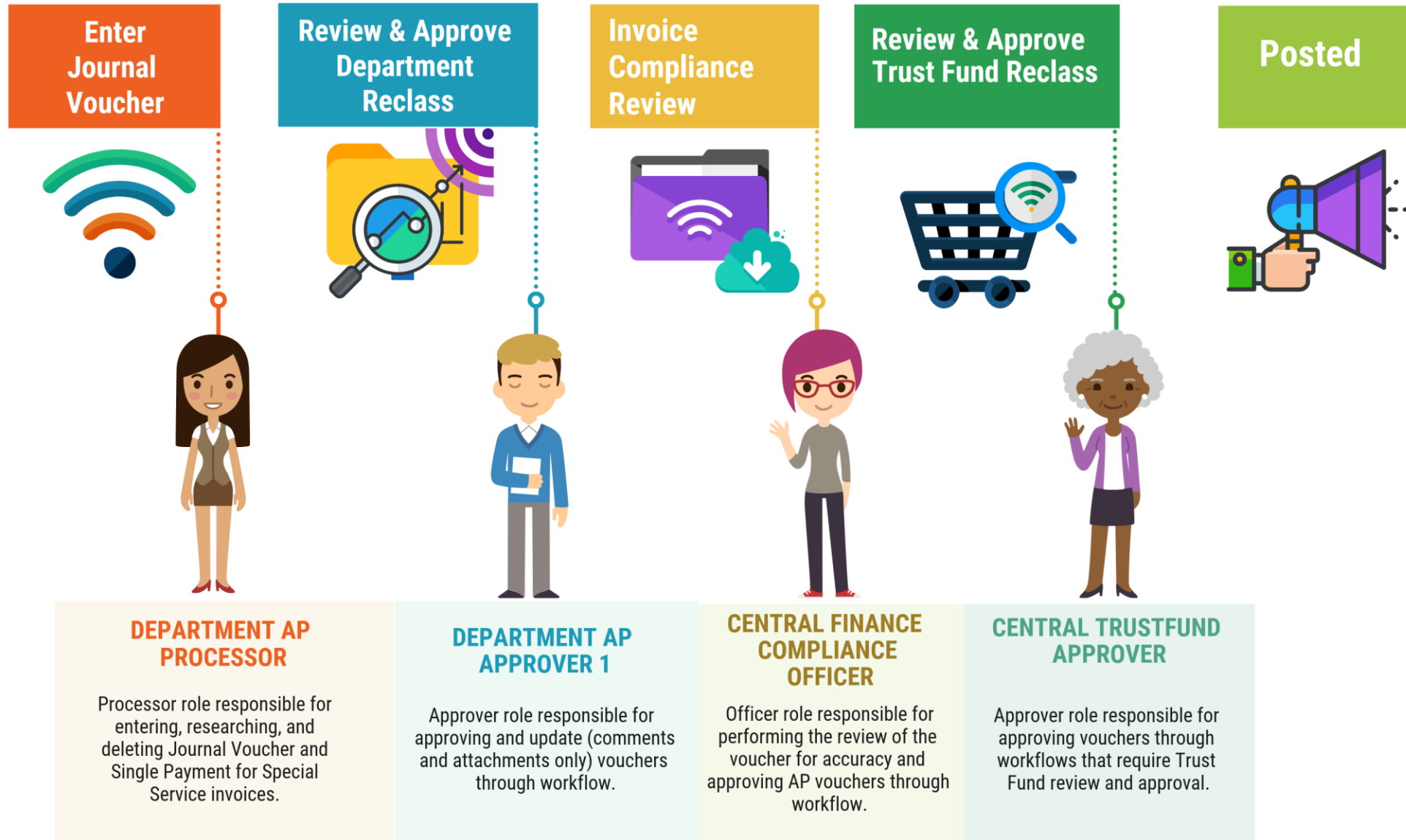


# Lesson 4: Journal Vouchers Overview

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

- Understand the Approval Process for Journal Vouchers
- Describe the process for the Journal Vouchers approval through the Approval tiles

# Journal Voucher (Online Entry) Business Process

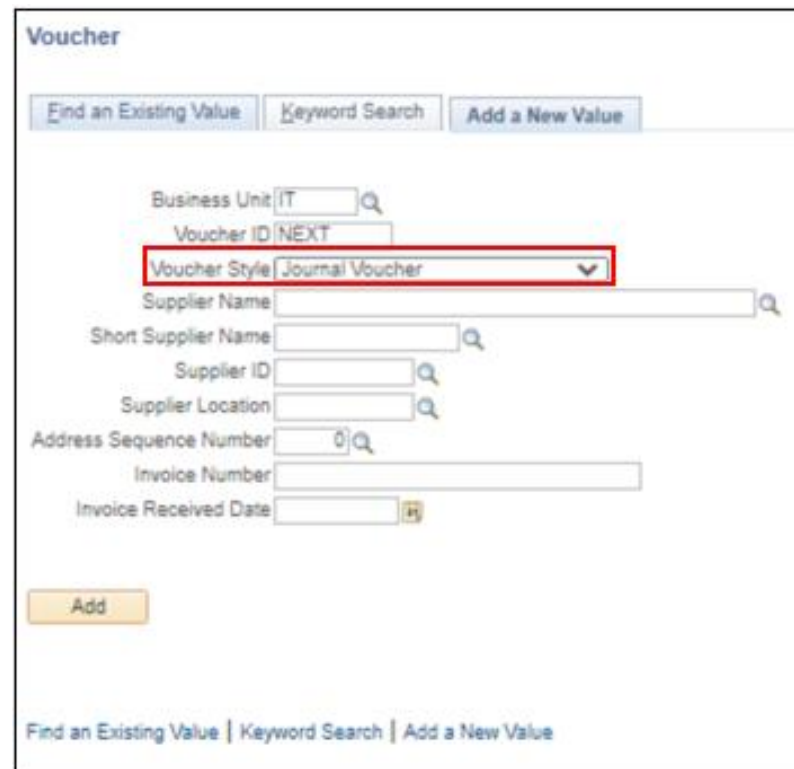




# Lecture 1: Approving Journal Vouchers

Navigation: **Finance / Supply Chain (FSCM) > Payables Operation > Accounts Payable > My Vouchers > Add/View Vouchers**

- This Lecture covers how to Approve Journal Vouchers

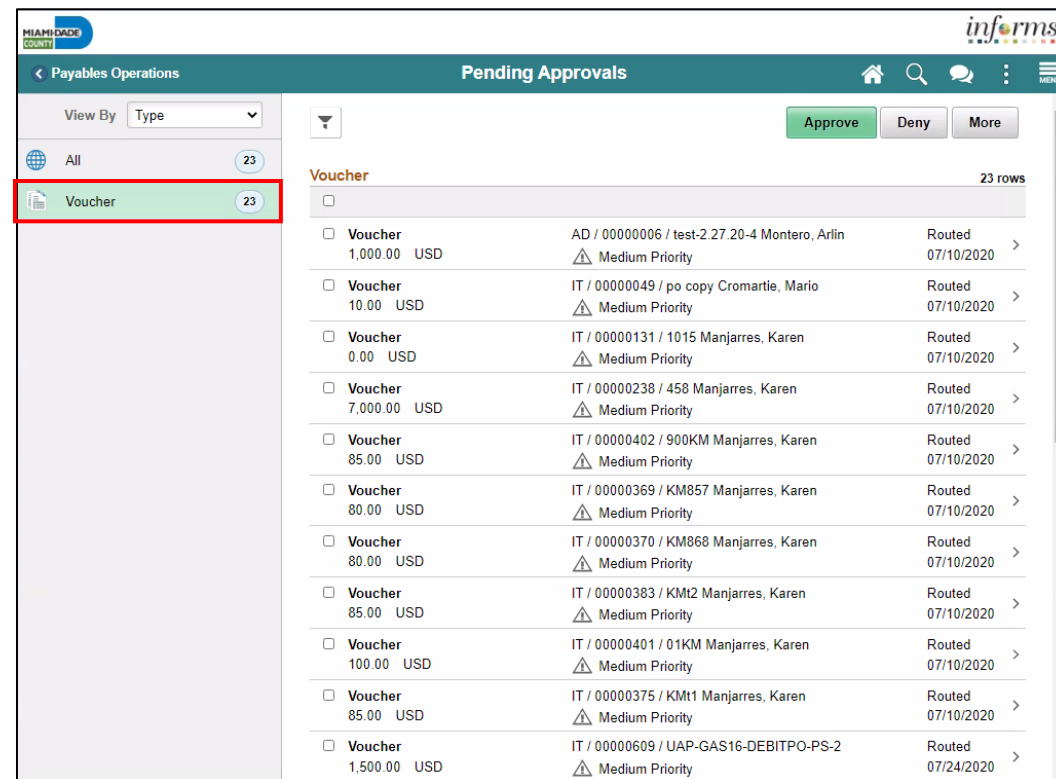


The screenshot shows the 'Voucher' form in SAP. At the top, there are three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. Below these, the form contains several input fields: 'Business Unit' with the value 'IT', 'Voucher ID' with the value 'NEXT', 'Voucher Style' with a dropdown menu showing 'Journal Voucher' (this field is highlighted with a red rectangle), 'Supplier Name', 'Short Supplier Name', 'Supplier ID', 'Supplier Location', 'Address Sequence Number', 'Invoice Number', and 'Invoice Received Date'. At the bottom left of the form is an 'Add' button. At the bottom of the form, there are three links: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'.

# Lecture 1: Approving Journal Vouchers

Navigation: **Approvals > Vouchers**

- For Journal Voucher approvals, the steps are very similar to that from our previous vouchers.



MIAMI-DADE COUNTY		informs	
Payables Operations		Pending Approvals	
View By	Type		
All	23		
Voucher	23		
<b>Voucher</b> 23 rows			
<input type="checkbox"/>			
<input type="checkbox"/>	Voucher 1,000.00 USD	AD / 00000006 / test-2.27.20-4 Montero, Arlin ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 10.00 USD	IT / 00000049 / po copy Cromartie, Mario ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 0.00 USD	IT / 00000131 / 1015 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 7,000.00 USD	IT / 00000238 / 458 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 85.00 USD	IT / 00000402 / 900KM Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 80.00 USD	IT / 00000369 / KM857 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 80.00 USD	IT / 00000370 / KM868 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 85.00 USD	IT / 00000383 / KM12 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 100.00 USD	IT / 00000401 / 01KM Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 85.00 USD	IT / 00000375 / KM11 Manjarres, Karen ⚠ Medium Priority	Routed 07/10/2020 >
<input type="checkbox"/>	Voucher 1,500.00 USD	IT / 00000609 / UAP-GAS16-DEBITPO-PS-2 ⚠ Medium Priority	Routed 07/24/2020 >

# Lesson 4: Activities and Exercises



# Lesson 5: Ad-Hoc Approvers Overview

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

- Describe the process for adding ad-hoc approvers through the Approval tiles

# Lecture 1: Adding Ad-Hoc Approvers

Navigation: **Approvals > Sort by Voucher**

- Voucher Approvals – View Approval Chain

The screenshot shows the 'Payment Request' interface in the Miami-Dade County system. At the top, there's a header with the Miami-Dade County logo and a 'Pending Approvals' breadcrumb. The main title is 'Payment Request'. Below this, the amount '28,000.00 USD' is displayed. On the right, there are buttons for 'Approve', 'Deny', and 'More'. The 'Summary' section contains details: Request ID 000000252, Invoice Number FRTST-08252020-2, Supplier ID 000011423, Supplier RED HAWK FIRE & SECURITY LLC, Business Unit FR, Invoice Received Date 08/15/20, Entered By Saripalli, Ramesh, and Description rtest. The 'Line Details' section shows a table with one line item: Line 1, Quantity 0, Unit Price 0.00 USD, and Amount 28,000.00 USD. Below the table is an 'Approver Comments' text area. At the bottom, there is a red-bordered box containing the text 'Approval Chain' and a right-pointing arrow.

**Payment Request**

28,000.00 USD

[Approve](#) [Deny](#) [More](#)

**Summary**

Request ID 000000252 Business Unit FR  
Invoice Number FRTST-08252020-2 Invoice Received Date 08/15/20  
Supplier ID 000011423 Entered By Saripalli, Ramesh  
Supplier RED HAWK FIRE & SECURITY LLC Description rtest

**Line Details**

Line	Item	Description	Quantity	UOM	Unit Price	Amount
1			0		0.00 USD	28,000.00 USD

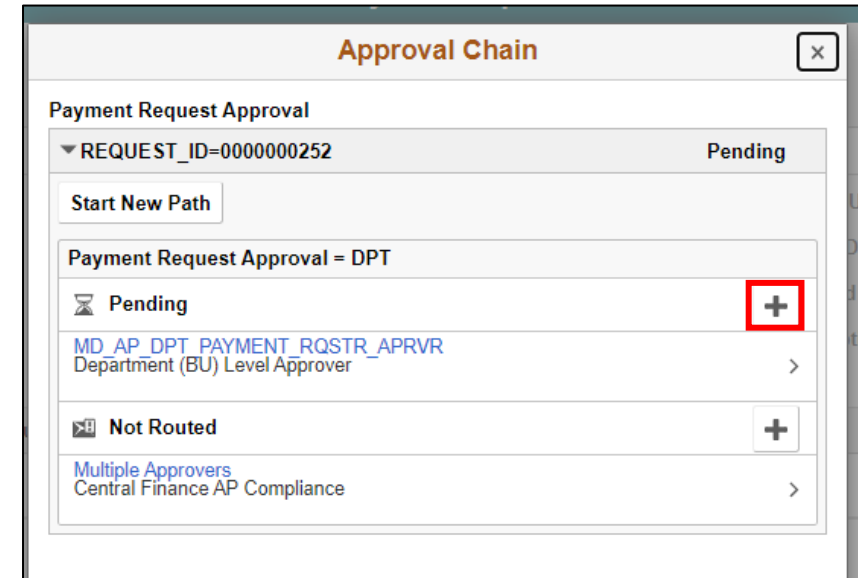
Approver Comments

Approval Chain >

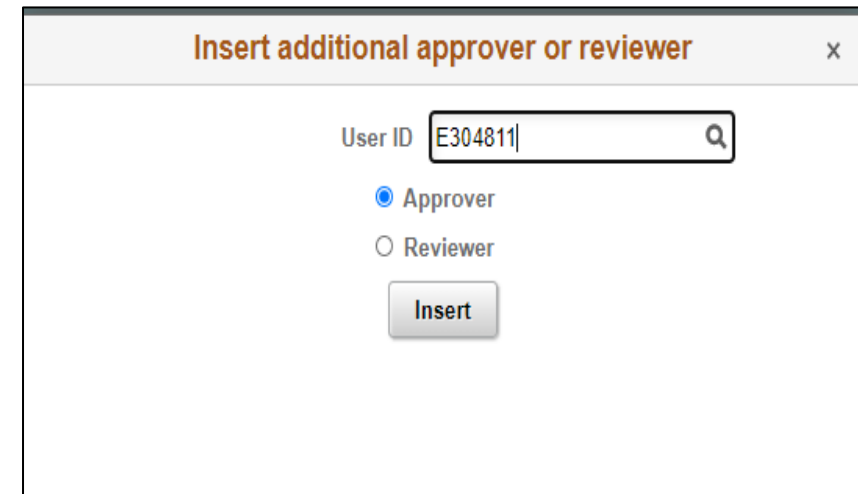
# Lecture 1: Adding Ad-Hoc Approvers

Add Ad-Hoc Approver to Approval Chain

1. Click on the **plus (+) sign** to add an Ad-Hoc Approver
2. Enter the **User ID** or Name of the Ad-Hoc Approver or Reviewer to add
3. Select **Insert**



The screenshot shows a window titled "Approval Chain" with a close button. Inside, it displays "Payment Request Approval" for "REQUEST\_ID=0000000252" in a "Pending" state. There is a "Start New Path" button. Below, it shows "Payment Request Approval = DPT" with a "Pending" status and a red box around a plus sign. Below that, it shows "MD\_AP\_DPT\_PAYMENT\_RQSTR\_APRVR" (Department (BU) Level Approver) and "Not Routed" (Multiple Approvers Central Finance AP Compliance). Both have plus signs to add more approvers.



The screenshot shows a window titled "Insert additional approver or reviewer" with a close button. It contains a "User ID" field with the value "E304811" and a search icon. Below the field are two radio buttons: "Approver" (selected) and "Reviewer". At the bottom is an "Insert" button.

# Lecture 1: Adding Ad-Hoc Approvers

The Approval Workflow is updated to include the newly added Ad-Hoc Approver

The screenshot shows a web application window titled "Approval Chain" with a close button (X) in the top right corner. The main content area is titled "Payment Request Approval" and displays a workflow for "REQUEST\_ID=0000000252" which is currently "Pending".

Below the header, there is a "Start New Path" button. The workflow steps are as follows:

- Payment Request Approval = DPT**
  - Pending** (with a plus icon to the right)
  - [MD\\_AP\\_DPT\\_PAYMENT\\_RQSTR\\_APRVR](#)  
Department (BU) Level Approver (with a right arrow)
  - Not Routed** (with minus and plus icons to the right)
  - [Manjarres, Karen](#)  
Inserted Approver (with a right arrow)
  - Not Routed** (with a plus icon to the right)
  - [Multiple Approvers](#)  
Central Finance AP Compliance (with a right arrow)

A red rectangular box highlights the "Not Routed" section for "Manjarres, Karen", including the "Not Routed" label, the minus and plus icons, and the approver's name and role.

# Lecture 2: Starting a New Path

Navigation: **Approvals > Sort by Voucher**

- Voucher Approvals – View Approval Chain

**Payment Request**

28,000.00 USD

[Approve](#) [Deny](#) [More](#)

**Summary**

Request ID 0000000252 Business Unit FR  
Invoice Number FRTST-08252020-2 Invoice Received Date 08/15/20  
Supplier ID 0000011423 Entered By Saripalli, Ramesh  
Supplier RED HAWK FIRE & SECURITY LLC Description rtest

**Line Details**

Line	Item	Description	Quantity	UOM	Unit Price	Amount
1			0		0.00 USD	28,000.00 USD >

Approver Comments

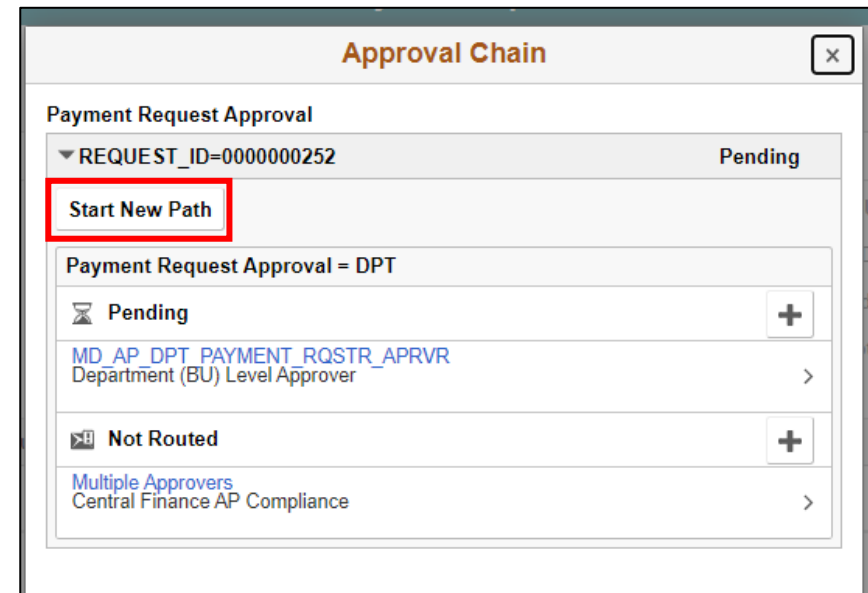
Approval Chain >



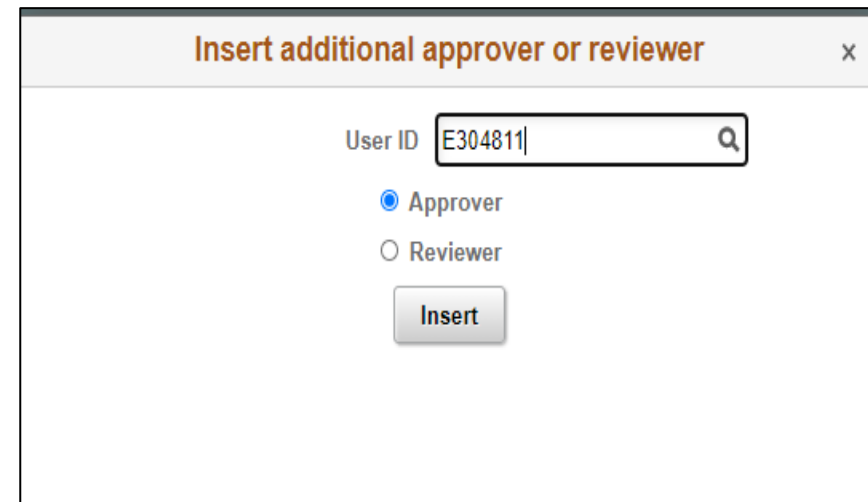
# Lecture 2: Starting a New Path

Start new approval path

1. Click on the **Start New Path**
2. Enter the User ID or Name of the Ad-Hoc Approver or Reviewer to add
3. Select Insert



The screenshot shows a window titled "Approval Chain" with a close button (X) in the top right corner. Below the title bar, it says "Payment Request Approval". Underneath, there is a dropdown menu showing "REQUEST\_ID=0000000252" and the status "Pending". A red rectangular box highlights the "Start New Path" button. Below this, it says "Payment Request Approval = DPT". There are two expandable sections: "Pending" with a plus icon and a link "MD\_AP\_DPT\_PAYMENT\_RQSTR\_APPRVR" (Department (BU) Level Approver), and "Not Routed" with a plus icon and a link "Multiple Approvers" (Central Finance AP Compliance).



The screenshot shows a window titled "Insert additional approver or reviewer" with a close button (X) in the top right corner. It contains a "User ID" field with the text "E304811" and a search icon. Below the field are two radio buttons: "Approver" (which is selected) and "Reviewer". At the bottom is an "Insert" button.

# Lecture 2: Starting a New Path

The Approval Workflow is updated to include the newly added Ad-Hoc Approver within the new Approval Path

**Approval Chain** [X]

**Payment Request Approval**

▼ REQUEST\_ID=0000000252 **Pending**

**Start New Path**

**Payment Request Approval = DPT**

**Pending**

[MD\\_AP\\_DPT\\_PAYMENT\\_RQSTR\\_APRVR](#)  
Department (BU) Level Approver >

**Not Routed**

[Multiple Approvers](#)  
Central Finance AP Compliance >

**Ad hoc path added by MD\_AP\_DPT\_PAYMENT\_RQSTR\_APRVR, 1**

**Pending**

[Manjarres, Karen](#)  
Inserted Approver >

# Module 2: Accounts Payables – Department Approvals Summary

## Module Topics

Module Introduction

Lesson 1: Payment Requests

Lesson 2: Single Payment Vouchers

Lesson 3: PO Vouchers

Lesson 4: Journal Vouchers

Lesson 5: Ad-Hoc Approvers

# Module 3: Course Summary

## Module Topics

Course Content Summary

Additional Training and Job Aids

Course Summary

# Knowledge Check



# Course Content Summary

Congratulations! Participants have completed the Accounts Payables – Department Approvals course. Participants now should:

- Understand the Approval Process for Payment Request
- Understand the Approval Process for Single Payment Voucher
- Understand the Approval Process for PO Vouchers
- Understand the Approval Process for Journal Vouchers
- Understand the Ad-Hoc Approval Process for AP Transactions (Vouchers/Payment Requests)

# Additional Training and Job Aids

Users also have the following resources available:

## **User Productivity Kits**

- Approving Payment Requests
- Approving Vouchers (Journal, PO, and Single Payment)

For additional information, be sure to visit:

- [MiamiDade.gov/informs](http://MiamiDade.gov/informs)



Congratulations on successfully completing the *Accounts Payables – Department Approvals* course!

**FIN 212 – Accounts Payables – Department Approvals**