Course ID: FIN 212
Course Name: Accounts Payables – Department Approvals

Ground Rules
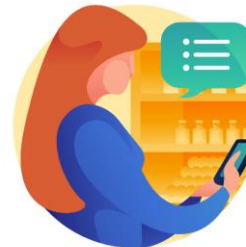
Be on time

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

Course Description	This course provides a comprehensive review of the Accounts Payables – Department Approvals processes. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Accounts Payables – Department Approvals • Module 3: Course Summary
Training Audiences	• Central AP Approver 1 • Central Finance AP Compliance Officer • Central Finance AP Threshold Approver • Central Finance AP Trust Fund Approver • Department AP Approver 1 • Department Payment Request Approver
Prerequisites	• ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation, Reporting and Online Help • FIN 101 – Financials Fundamentals
Estimated Duration	• 3 Hours

Course Outline

Content
Module 1: Course Introduction
Module 2: Accounts Payables – Department Approvals
• Lesson 1: PO Vouchers
o Lecture 1: Approving PO Vouchers
• Lesson 2: Payment Requests
o Lecture 1: Approve Payment Requests
• Lesson 3: Single Payment Vouchers
o Lecture 1: Approving Single Payment Vouchers
o Lecture 2: Mass Approve Vouchers
• Lesson 4: Journal Vouchers
o Lecture 1: Approving Journal Vouchers
• Lesson 5: Ad-Hoc Approvers
o Lecture 1: Adding Ad-Hoc Approvers
o 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 <u>and</u> 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

MIAMI-DADE COUNTY

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
Central AP Approver 1	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.
Central Finance AP Compliance Officer	The Central Finance AP Compliance Officer is responsible for approving AP vouchers through workflow.
Central Finance AP Threshold Approver	The Central Finance AP Threshold Approver is responsible for approving vouchers through workflows that meet a predefined threshold.
Central Finance AP Trust Fund Approver	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
Department AP Approver 1	The Department AP Approver 1 is responsible for approving vouchers through workflow.
Department Payment Request Approver	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:
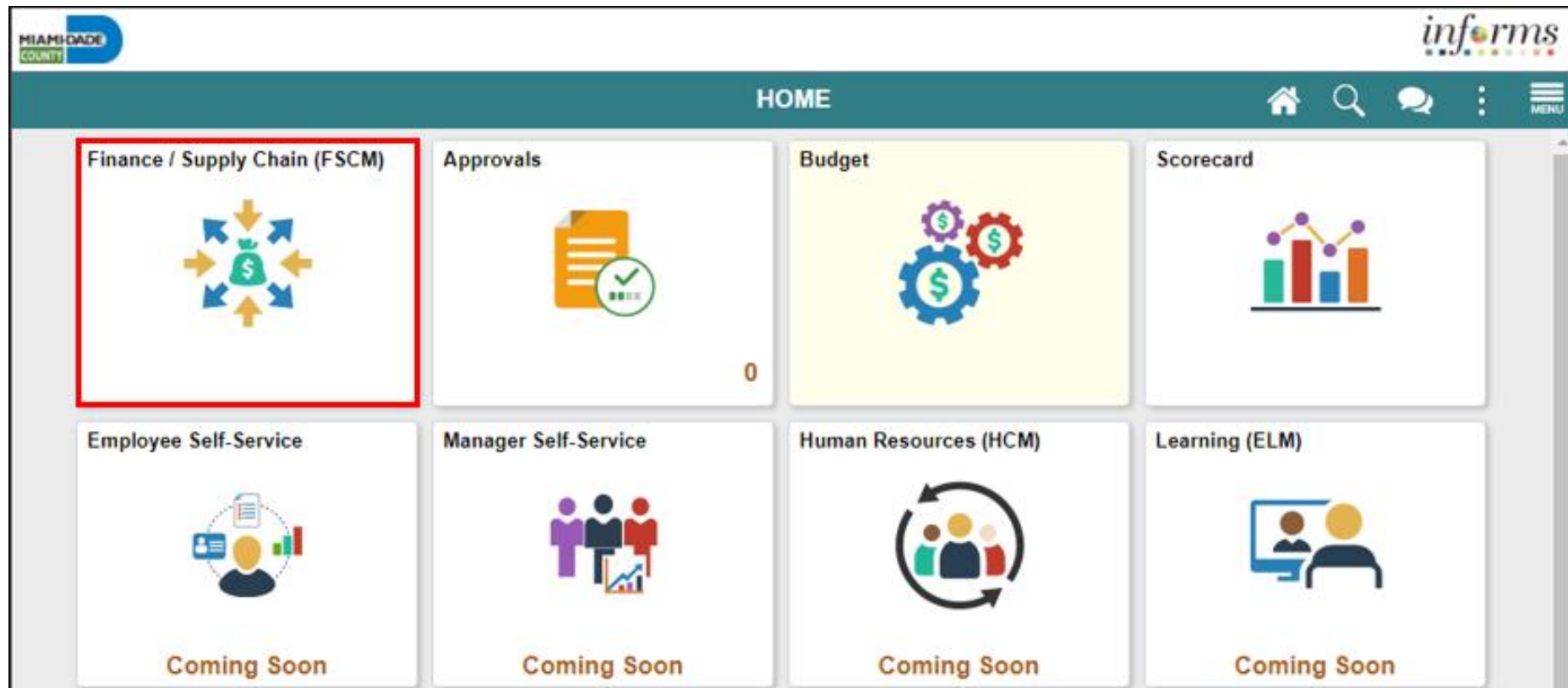
Navigation

2. Select **Payables Operations**

3. Select the **Accounts Payable**
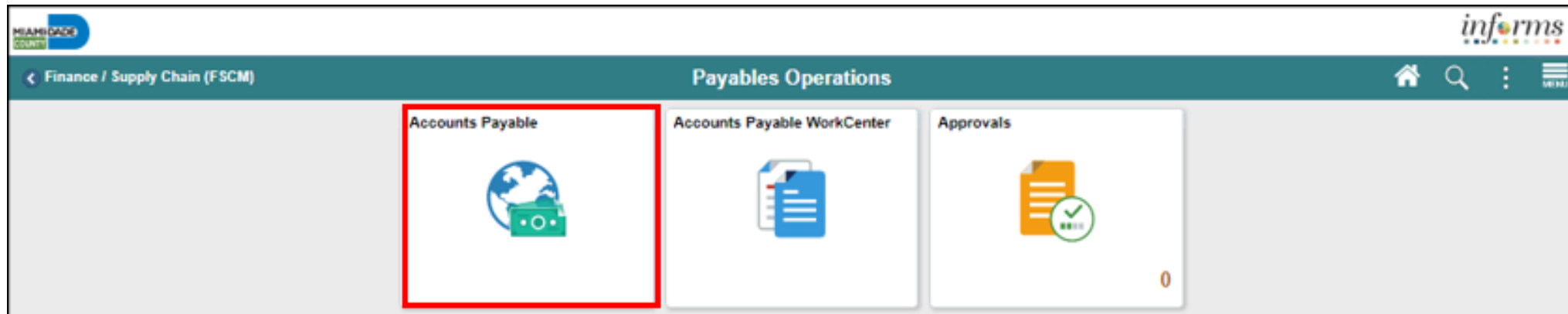
Key Changes to the Business Process

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

1. REQUISITIONS
(Central/Department)

- Add items and categories
- Enter chart fields
- Approval Workflow
- Budget Check
- Source (Purchase Order/Sourcing Event)

Department Requisition Processor

Processor role responsible for the entry and update of requisitions, including close/cancel/amend actions.

Requisition Approvers

Approves Requisitions based on any of the following criteria: - Supervisor, Dollar Amount Commodity Code, Funding Source.

2. SOURCING EVENT
(Central/Department)

- Post Event
- Received Bids
- Review Tally
- Award Suppliers
- (PO Contract)

Strategic Sourcing Buyer

Buyer role responsible for creating, analyzing, and awarding events.

Strategic Sourcing Event Approver

Approver role responsible for approving or denying events.

3. CONTRACT
(Department)

- Create Group Multi-Supplier Contract
- Manage Allocation
- Create Purchasing Contract

Department Contract Administrator

Administrator role responsible for creating, amending, deleting, and inactivating supplier contracts.

Procurement Manager

Manager role responsible for reviewing and approving a purchasing contract or a general contract.

4. PURCHASE ORDER
(Central/Department)

- Copy from Contract or Requisition
- Approve PO
- Budget Check
- Dispatch to Supplier

Department Buyer

Buyer role responsible for the creation, maintenance and change of purchase orders.

Purchase Order Approvers

Approves Purchase Orders based on any of the following criteria: - Supervisor, Dollar Amount Commodity Code, Funding Source.

Retainage Maintainer

Maintainer role responsible for maintaining the retainage percentage and/or amount.

5. RECEIPT
(Department)

- Copy from Purchase Order
- Acknowledge receipt of items
- Enter Capital Asset information

Department Receiving Processor

Processor role responsible for the creation of receipts.

6. VOUCHER
(Department / Central Finance)

- Matching (2-3way)
- Budget Check
- Approvals
- Payment

Department Approver 1

Approves vouchers through workflow. The users will be pooled by Business Unit and defined by the role configuration.

AP Retainage Administrator

Transacts on the custom retainage supplier page. This role has the ability to initiate adjustment vouchers from the supplier page.

AP Retainage Inquiry

Inquires on retainage balances by business unit, supplier, and PO ID. This gives users access to the custom retainage supplier page (view only).

MIAMI-DADE COUNTY

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

Scanning Invoice	Quick Invoice	QA/ Compliance Review Invoice	Voucher Creation via Batch Process	Review & Approve Department Expenses	Review & Approve Trust Fund Expenses	Review & Approve Threshold Expenses	Generate Payment

CAPTIVA PROCESSOR

Processor role responsible for scanning invoices received from suppliers into Captiva.

CENTRAL FINANCE COMPLIANCE OFFICER

Officer role responsible for performing the initial review of voucher for accuracy and approving AP vouchers through workflow.

DEPARTMENT AP APPROVER 1

Approver role responsible for approving and update (comments and attachments only) vouchers through

CENTRAL TRUSTFUND APPROVER

Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.

CENTRAL THRESHOLD APPROVER

Approver role responsible for approving vouchers through workflows that meet a predefined threshold.

CENTRAL AP PAY CYCLE PROCESSOR

Processor role responsible for running Pay Cycle and canceling and posting payments.

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

Lecture 1: Approving PO Vouchers

Navigation: **Approvals > Sort by Voucher**

- For PO Voucher Approvals

Lecture 1: Approving PO Vouchers

Navigation: **Approvals > Sort by Voucher**

- Voucher Approvals – View attachment(s) and complete 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	S Ty
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.
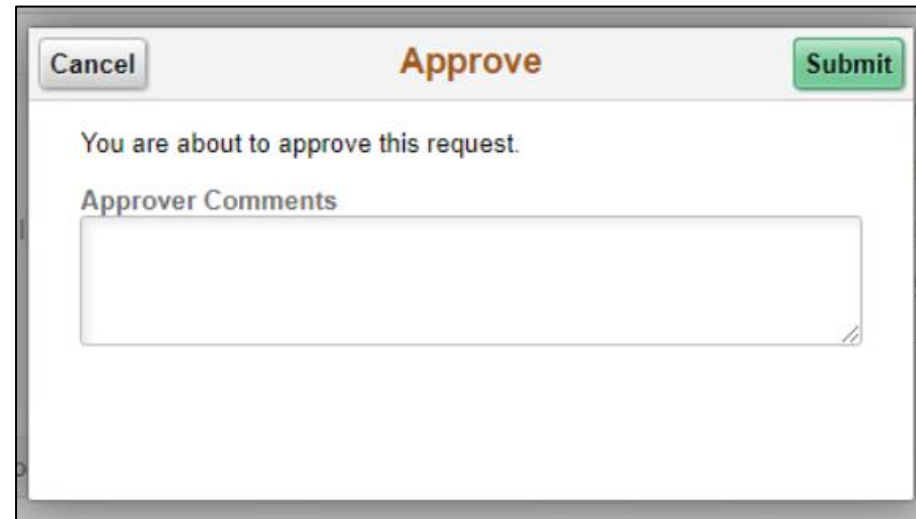
Actions	Description
Approve	Approve the AP Transaction
Deny	Denies the AP Transaction
Hold	Place the AP Transaction on hold within the approves queue
Pushback	Push back the AP Transaction to the requestor for rework
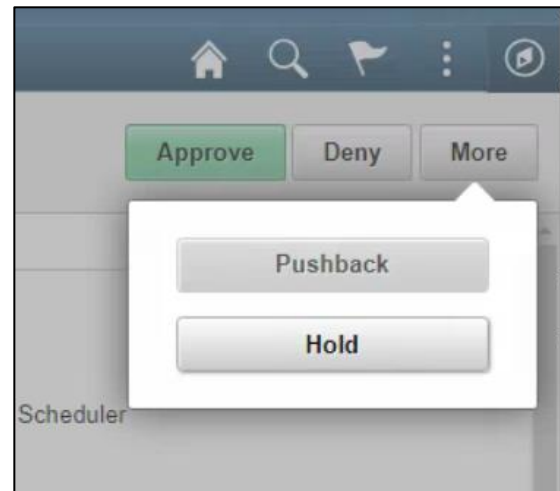
Lecture 1: Approving PO Vouchers

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.
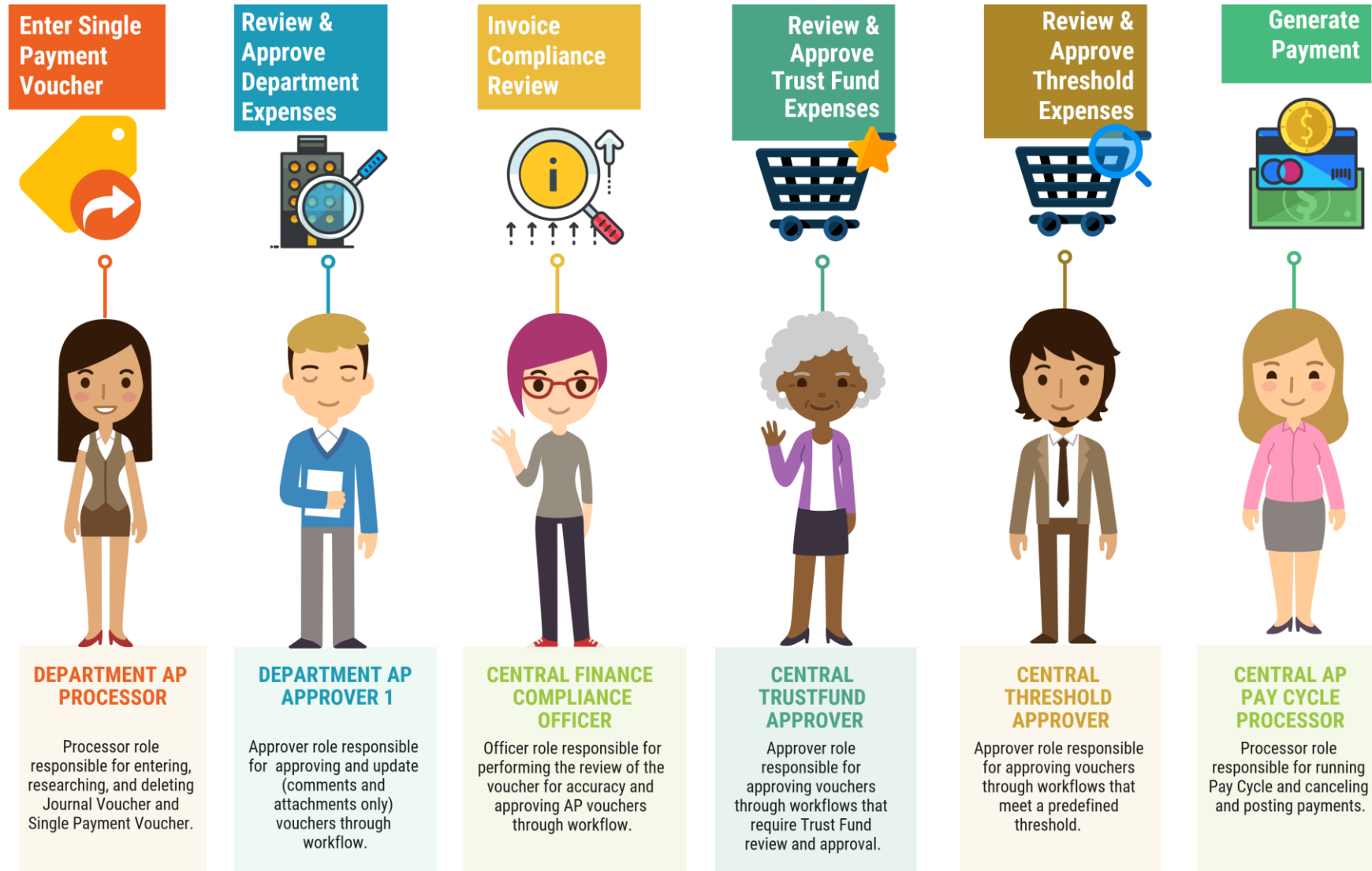
Lesson 1: Activities and Exercises

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)

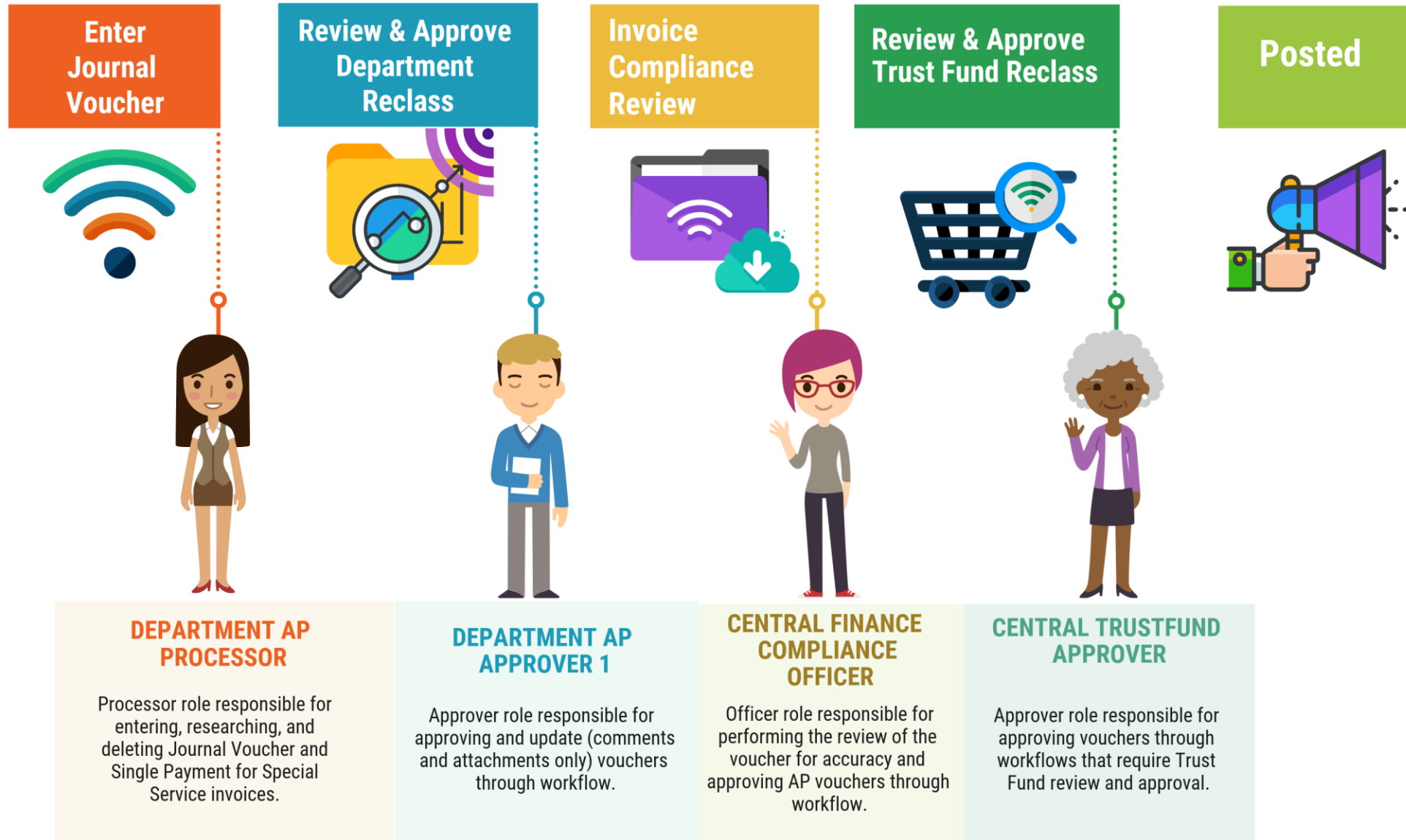| Scanning Invoice	Enter Payment Request	Review & Approve Department Expenses	QA/ Compliance Review Invoice	Voucher Creation	Review & Approve Trust Fund Expenses	Review & Approve Threshold Expenses	Generate Payment

CAPTIVA PROCESSOR	**AP DEPARTMENT PAYMENT REQUESTOR**	**AP DEPARTMENT PAYMENT REQUEST APPROVER**	**CENTRAL FINANCE COMPLIANCE OFFICER**	**CENTRAL TRUSTFUND APPROVER**	**CENTRAL THRESHOLD APPROVER**	**CENTRAL AP PAY CYCLE PROCESSOR**
Processor role responsible for scanning invoices received from suppliers into Captiva.	Processor role responsible for entering, researching, deleting and correcting payment request.	Approver role responsible for approving Payment Request through workflow.	Officer role responsible for performing the final review of the Payment Request for accuracy and approving to create the voucher.	Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.	Approver role responsible for approving vouchers through workflows that meet a predefined threshold.	Processor role responsible for running Pay Cycle and canceling and posting payments.

MIAMI-DADE COUNTY

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.
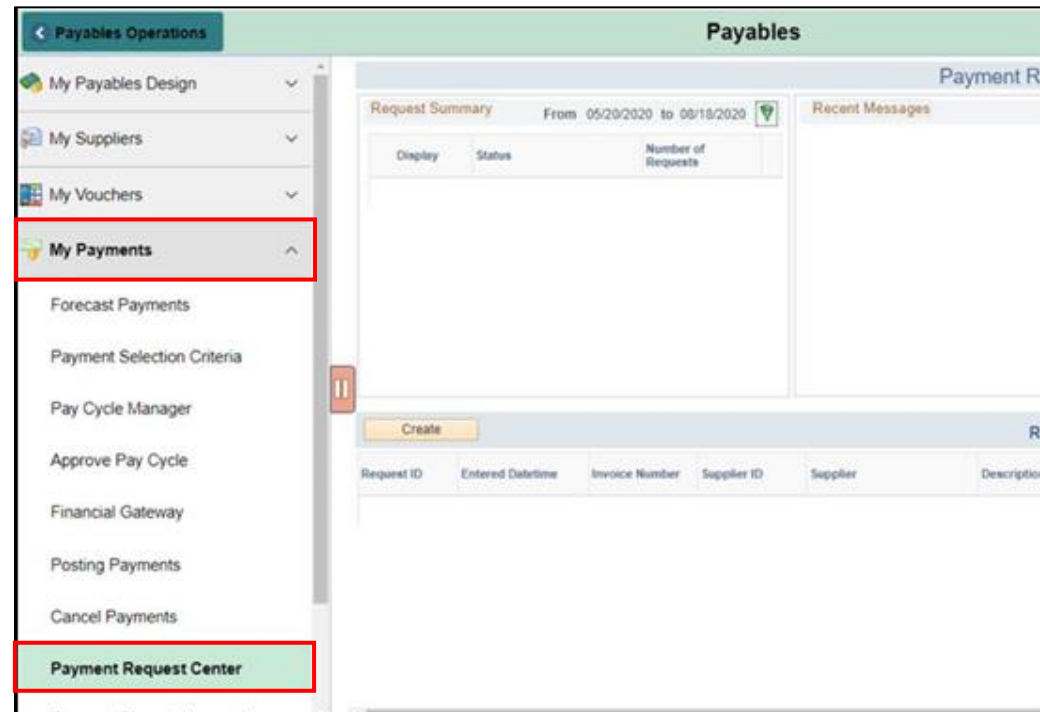
Lecture 1: Approve Payment Requests

Navigation: **Approvals > Sort by Voucher**

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

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

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)

Enter Single Payment Voucher	Review & Approve Department Expenses	Invoice Compliance Review	Review & Approve Trust Fund Expenses	Review & Approve Threshold Expenses	Generate Payment
DEPARTMENT AP PROCESSOR	**DEPARTMENT AP APPROVER 1**	**CENTRAL FINANCE COMPLIANCE OFFICER**	**CENTRAL TRUSTFUND APPROVER**	**CENTRAL THRESHOLD APPROVER**	**CENTRAL AP PAY CYCLE PROCESSOR**
Processor role responsible for entering, researching, and deleting Journal Voucher and Single Payment Voucher.	Approver role responsible for approving and update (comments and attachments only) vouchers through workflow.	Officer role responsible for performing the review of the voucher for accuracy and approving AP vouchers through workflow.	Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.	Approver role responsible for approving vouchers through workflows that meet a predefined threshold.	Processor role responsible for running Pay Cycle and canceling and posting payments.

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

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

Lesson 3: Activities and Exercises
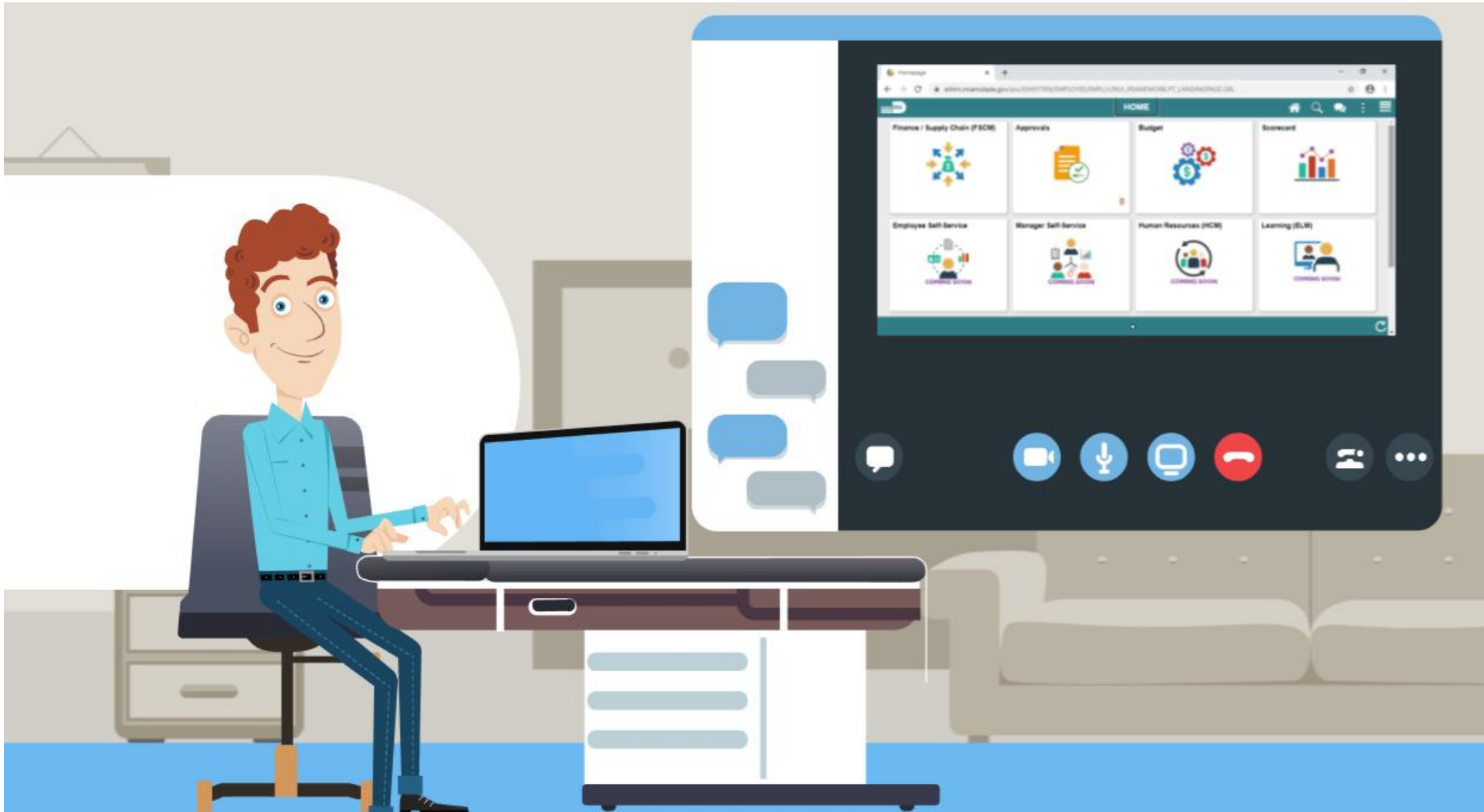
Lesson 4: Journal Vouchers Overview

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

Enter Journal Voucher	Review & Approve Department Reclass	Invoice Compliance Review	Review & Approve Trust Fund Reclass	Posted

DEPARTMENT AP PROCESSOR

Processor role responsible for entering, researching, and deleting Journal Voucher and Single Payment for Special Service invoices.

DEPARTMENT AP APPROVER 1

Approver role responsible for approving and update (comments and attachments only) vouchers through workflow.

CENTRAL FINANCE COMPLIANCE OFFICER

Officer role responsible for performing the review of the voucher for accuracy and approving AP vouchers through workflow.

CENTRAL TRUSTFUND APPROVER

Approver role responsible for approving vouchers through workflows that require Trust Fund review and approval.

MIAMI-DADE COUNTY

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

Lecture 1: Approving Journal Vouchers

Navigation: **Approvals > Vouchers**

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

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

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**

Lecture 1: Adding Ad-Hoc Approvers

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

Lecture 2: Starting a New Path

Navigation: **Approvals > Sort by Voucher**
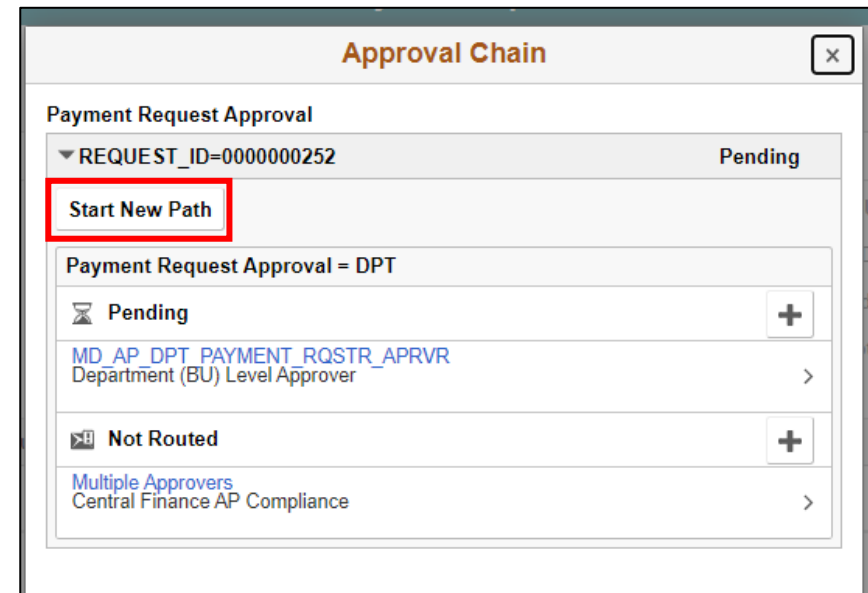
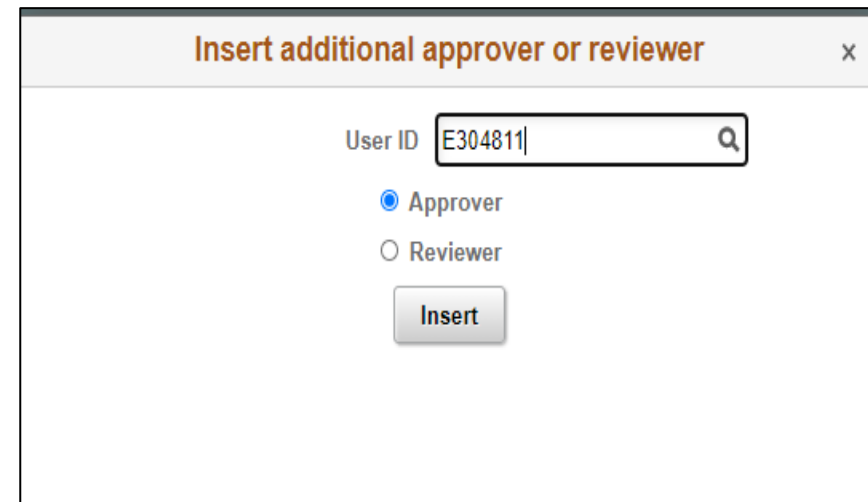- Voucher Approvals – View Approval Chain

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

Lecture 2: Starting a New Path

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

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

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

FIN 212 – Accounts Payables – Department Approvals