QUESTIONS RELATED TO THE PRESENTATION AND Q&A DOCUMENT

1. Will the presentation be sent out or available somewhere? How soon can we get a copy of the presentation?

   Answer: The PowerPoint presentation was attached to the Outlook meeting invite as well as to the Teams meeting under 'Files' and will also be available on the Finance Intranet Year-End site
   https://www.miamidade.gov/global/finance/year-end.page

2. Will all the information and contacts for each area be included in the Q&A?

   Answer: Please see contact information for each area below:

   - Construction – (FIN) Construction Payment Capital Reporting - fin-cpcr@miamidade.gov
   - Goods & Services – (FIN) AP Exception Handling - fin-apeh@miamidade.gov
   - Payment requests – (FIN) AP Compliance Resolution - fin-apcr@miamidade.gov
   - Captiva – (FIN) IWA Invoice Resolution - fin-iwair@miamidade.gov
   - Special Services – (FIN) SSC Group – fin-sscg@miamidade.gov
   - Travel – (FIN) Travel Group – fin-tg@miamidade.gov
   - P-Card – (FIN) P-CardAdmin – fin-pcadmin@miamidade.gov
   - Payment Inquiries – (FIN) Unclaimed Group – fin-ug@miamidade.gov
   - Supplier Maintenance – (FIN) AP Supplier Maintenance – fin-apsm@miamidade.gov

QUESTIONS RELATED TO DEADLINES

3. What about October invoices that are for September service dates?

   Answer: Any invoices received by October 3rd, related to September will be processed accordingly. Any invoices that do not meet the cut-off should be accrued via a GL journal entry. Please see slide #17 for more information related to AP accruals.

QUESTIONS RELATED TO CONSTRUCTION

4. How do you flag a PO in construction, I didn't understand that part?

   Answer: Construction purchase orders don't need to be flagged. On construction POs, it is not necessary to create the Asset Profile ID at the PO level either. The accounting chartfields utilized in Construction POs contain the capital project and the activity, which will drive the transactions processed against the PO to the Project Costing Module, where the Construction in Progress (CIP) asset is going to be manually created as indicated in Job Aid FIN 209B Capital Projects – Creating and Approving a CIP Asset through Project Costing and the Capital Project transactions will be related to the CIP asset.

   Capital assets, also referred to as fixed assets, are significant pieces of property such as land, buildings, building improvements, machinery and equipment, infrastructure improvements, collectibles, and pieces of art, etc. These properties have a projected useful life longer than a year, are not intended for sale in the regular course of County's business operations and exceed the dollar value definition (capitalization threshold). Examples of Miami-Dade County capital asset acquisitions include purchases of land, buildings, vehicles, software and art and historical collections (paintings, sculptures). For County financial reporting purposes, all tangible personal property (most frequent capital asset acquisition) purchases with a value or cost of $5,000 or more must be capitalized (asset needs to be created/flag purchase). The Capital Asset acquisitions that require to be flagged

are purchases made via direct payment and PO purchases not related to capital projects. If these transactions are identified properly, the system will populate the assets in the asset management module.

Other type of capital assets acquisitions such as buildings and infrastructure improvements (improvements of roads, bridges, sidewalks, and canals) are typically accomplished through construction projects.

In conclusion, all capital asset acquisitions that meet the above threshold, except for construction purchase orders (CIP projects), must be flagged at the PO level.

Asset Management (AM) Q A Session.pp

5. I think INFORMS should create and send out a Job Aid specific to flagging POs.

Answer: A Job Aid specific to flagging POs is forthcoming. In the meantime, please use the below training materials, note and PO screenshot below as a reference.

Submodule Interface to AM.pptx


Asset Management (AM) Q A Session.pp
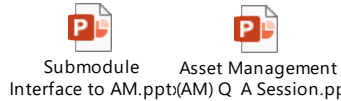
A Buyer can enter the **AM BUSINESS UNIT** (e.g., LB) and select the **PROFILE ID** value located on the PO DISTRIB LINE (Asset Information Tab) when the buyer knows the item is a capital acquisition/purchase that will need to be tracked in the asset management module. It is suggested that buyers or employee creating the purchase order communicate with their department Fixed Assets Manager or Finance Section before finalizing the transaction to ensure the correct **PROFILE ID** is selected. Populating the fields in question will activate the asset management link at the receipt level enabling the Receiver to add the additional asset attributes (e.g., Tag ID) before finalizing the receipt.

QUESTIONS RELATED TO PO ROLLOVER

6. How will/ do we know which POs expire in 2022 versus those that extend into 2023?

Answer: Technically, only capital projects purchase orders should cross fiscal years since their budget usually run for multiple years. All other operating purchase orders should terminate at the end of each fiscal. Please see the linked 'FYE 2022 Procure-to-Pay Workshop' Presentation and 'Q&A' Documents for more detailed information.

FYE 2022 Procure-To-Pay Wor

FYE 2022 - Procure-to-pay - Q_a
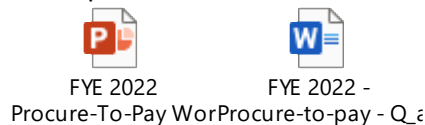
QUESTIONS RELATED TO P-CARD

7. Question regarding P-Card accruals .. Will Yamilka go over this again?

   Answer: All transactions posted on p-cards between September 5th – September 30th will be part of the October 4th statement, and therefore corresponding expenses will post to fiscal period 01/2023. To correctly reflect expenses in the current year, a GL Journal entry need to be recorded. This GL Journal entry should be reversed in the new year.

8. When is the last date to reconcile P-card transactions made in September?

   Answer: September 21, 2022 is the last day for departments to update transactions to 'verified' status. Please note that transactions posted in September, but on the October statement date (transaction dates September 5th – September 30th) will post to fiscal period 01/2023. This means that they will have a budget exception until the FY23 budget is loaded, and that they need to be reviewed for accrual in FY22. Please see slide #34 of the presentation for more details.

QUESTIONS RELATED TO TRAVEL

9. Are Travel Checks still going to be held, or are they going to be mailed to the traveler's home address?
   Answer: During this closing period the Travel Unit will ask Travelers to choose if they want to pick up their checks or if they want them mailed to the address on file.

   After the year end closing, the Travel Unit will send notification to all travel liaisons advising that going forward all travel checks will be mailed to the traveler's address in INFORMS. Checks will **only** be held for pickup if previously requested by the traveler.

QUESTIONS RELATED TO GENERAL ACCOUNTS PAYABLE

10. That is a great idea to get a report that includes every invoice outstanding regarding of the status. For invoices with a status of recycled, please include the PO number. This would be very helpful specially when we need to review the POs that need to be liquidated.

    Answer: A comprehensive report is being prepared to cover most open items. We will include PO numbers and other key information to facilitate clean-up if possible.

11. Why do invoices in a status of recycled show up in other reports as type adj . Please keep consistent headings on report so the department staff don't have to go into different reports/modules searching for information.

    Answer: A voucher with 'recycle' status refers to any voucher type which is incomplete or has errors. 'ADJ' is the voucher type and refers to adjustments which we use to process credit memos. This invoice type and status are consistent across all queries and workflows.

12. How is this going to affect our SBE bills for suppliers?

    Answer: The ability to identify SBE related invoice is no longer available within Captiva. FY23 Invoices that cannot wait until October 11th to be processed (for SBE's or any emergency) can be submitted to Captiva by the Department. The e-mail must include in the subject "EMERGENCY – FY 2023" to alert all users that invoice must be processed as a Fiscal Year 2023 invoice. Invoice(s) will be manually walked through the entire AP process (matching/budget check/posting (where applicable)) to make sure that accounting and budget dates remain as intended and the payment is processed timely.

13. What about transactions that are currently in Error status and have not been resolved by INFORMS?

Answer: We will begin weekly follow-ups on outstanding items within the AP Workcenter. See presentation slide #17. If assistance is needed, please reply to our e-mail with your specific questions/comments, and we will assist you in clearing these items.

QUESTIONS RELATED TO SALES TAX EXEMPTION

14. Where can we get an updated Sales Tax Exemption Certificate and the laminated cards?

15. Current tax exemption certificate expires 9/30/2022. If the new one can be provided as soon as possible, that would be appreciated.

16. Would like a PDF version of the tax exemption certificate as well. Purchases use that a lot.

17. Can you give us the link for Tax exemption 2023

    Answer for questions 14-17: The Sales Tax Exemption Certificate has been renewed. PDF copies are being provided to individuals as needed. Please contact Central Finance at fin-apcs@miamidade.gov. Wallet size certificates have been ordered and will be distributed as soon as they are available.

18. What phone number is attached to the tax exemption certificate? I have been asked in the past.

    Answer: Please see below information snipped from the Tax Exemption Certificate

    If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.