

Course ID: CO 101

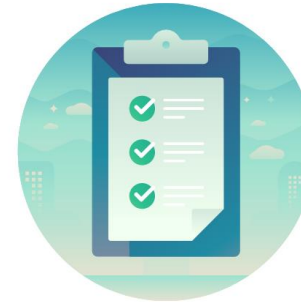
Course: Procure to Pay

September 30th, 2024

Ground Rules



Be on time



Attendance



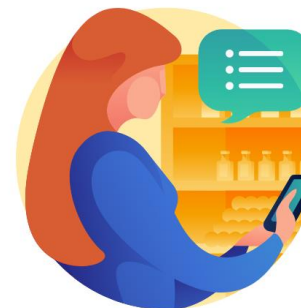
Turn off your cell phones
when in class



Take breaks as needed



Participate actively in class;
refrain from email and
internet use



Feel free to ask questions

Course Overview

Course Description	<p>This course provides a comprehensive overview of how the establishment of five Constitutional Offices to be separate entities within INFORMS will impact procure-to-pay processes. This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Welcome & Introduction• Module 2: Impacted Business Process• Module 3: Additional Training & Job Aids
Training Audiences	All INFORMS COCO users with Procure to Pay related roles
Prerequisites	None
Estimated Duration	2 Hours and 30 Minutes

Course Outline

Content

Module 1: Welcome and Introduction

- Lesson 1: COCO Overview

Module 2: Impacted Business Process

- Lesson 1: Supplier Contracts
- Lesson 2: Purchasing Card (P-Card)
- Lesson 3: Accounts Payable
- Lesson 4: Reports

Module 3: Additional Training & Job Aids

Module 1: Welcome and Introduction

Module Topics

Course Administration and Logistics

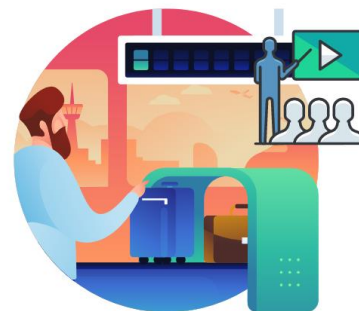
Learning Objectives

Lesson 1: Continuity of County Operations INFORMS Overview

Course Administration and Logistics



To receive credit for completing this course, attendance must be recorded 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:

- Describe how the establishment of five Constitutional Offices (COs) to be separate entities within INFORMS will impact roles and processes
- Understand the changes due to COCO for the Procure to Pay process
- Where to find additional INFORMS COCO training

Lesson 1: Continuity of County Operations

INFORMS Overview

- Scope: Establishment of five (5) Constitutional Offices (COs) to be separate entities within INFORMS FSCM (Financial Supply Chain Management), HCM (Human Capital Management) and Hyperion applications for Financial and Regulatory reporting purposes.
- Implementation Approach:
 - What is **NOT** Changing
 - Chart of Account values, with exception of new General Funds for COs where needed
 - Master Data (ex. Suppliers, Customers, Locations, etc.)
 - Majority of the Workflow Approval Processes
 - What is Changing
 - New GL Business Unit for each Constitutional Offices
 - New Bank Accounts for Constitutional Offices
 - Some Workflow Approval Processes
 - Security Access for GL Business Units and Bank Accounts
 - Reports – Flexibility to run multiple GL BUs, Historical Access for CO MDADE data, etc.
 - Separate instance of Batch Processes and Interface where applicable

Module 2: Impacted Business Process

Module Topics

Lesson 1: Supplier Contracts

- Supplier Contract Roles
- Constitutional Office Supplier Contract Administration Process – Parent Contract
- Constitutional Office Supplier Contract Administration Process – Child Contract
- Key Changes – Supplier Contract

Lesson 2: Purchasing Card (P-Card)

- Purchasing Card (P-Card) Roles
- PCard Business Process
- Key Changes – Purchasing Card (P-Card)

Module 2: Impacted Business Process

Module Topics

Lesson 3: Accounts Payable

- Accounts Payable Roles
- Accounts Payable – Payment Requests Business Process
- Accounts Payable – Generate Payment Business Process
- Key Changes – Accounts Payable

Lesson 4: Reports

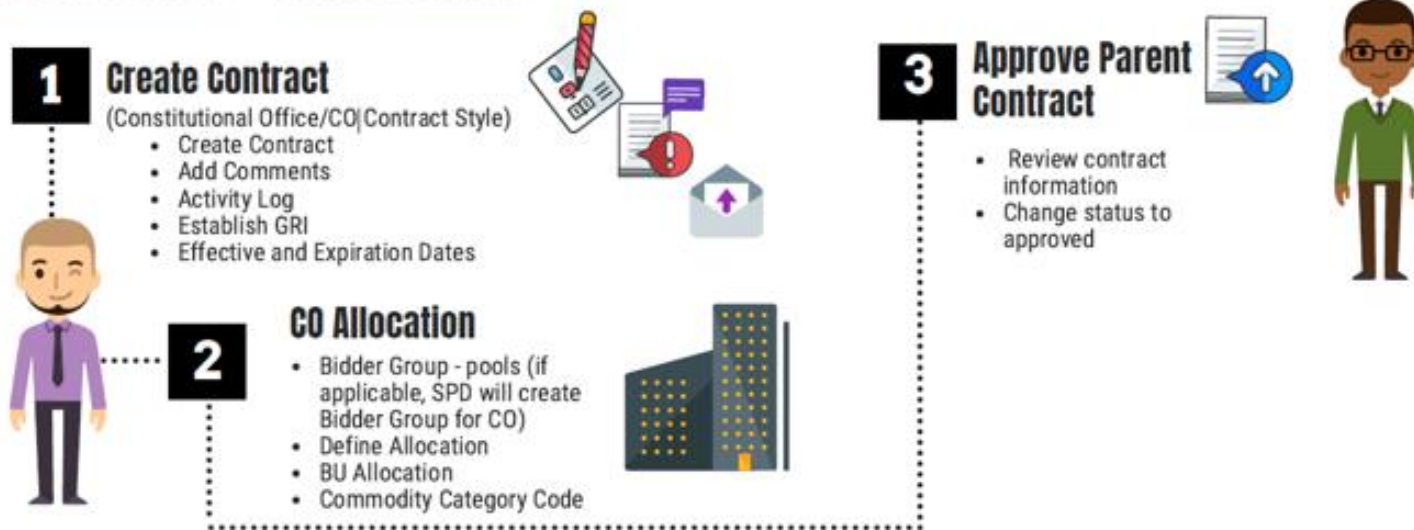
- Key Changes – Reports

Lesson 1: Supplier Contract Roles

Domain	Role Identification	INFORMS End User Role	Description
COCO	Departmental	CO GMS Approver	The CO GMS Approver has the ability to change the contract entry status field on the GMS Contract with contract style EL to any value on the dropdown menu: Approved, Canceled, Closed, On-hold and Open.
COCO	Departmental	CO Contract Administrator	The CO Contract Admin creates, amends, delete, inactivate all supplier contract documents created in the Document Management module to include contract and ad-hoc documents, etc. It has the authority to utilize all Contract Process Options and create all document types within Document Management.
COCO	Departmental	CO Procurement Manager	This is an Approver role. This role allows a user to review and approve child contracts. This role has the ability to change the contract entry status field drop-down menu to: Approved, Canceled, Closed, On-hold and Open.

Lesson 1: Constitutional Office Supplier Contract Administration Process

CONSTITUTIONAL OFFICE SUPPLIER CONTRACT ADMINISTRATION Business Process - Parent Contract



ROLES



CO Contract Administrator

Administrator role responsible for creating and amendment, of parent and child contracts.

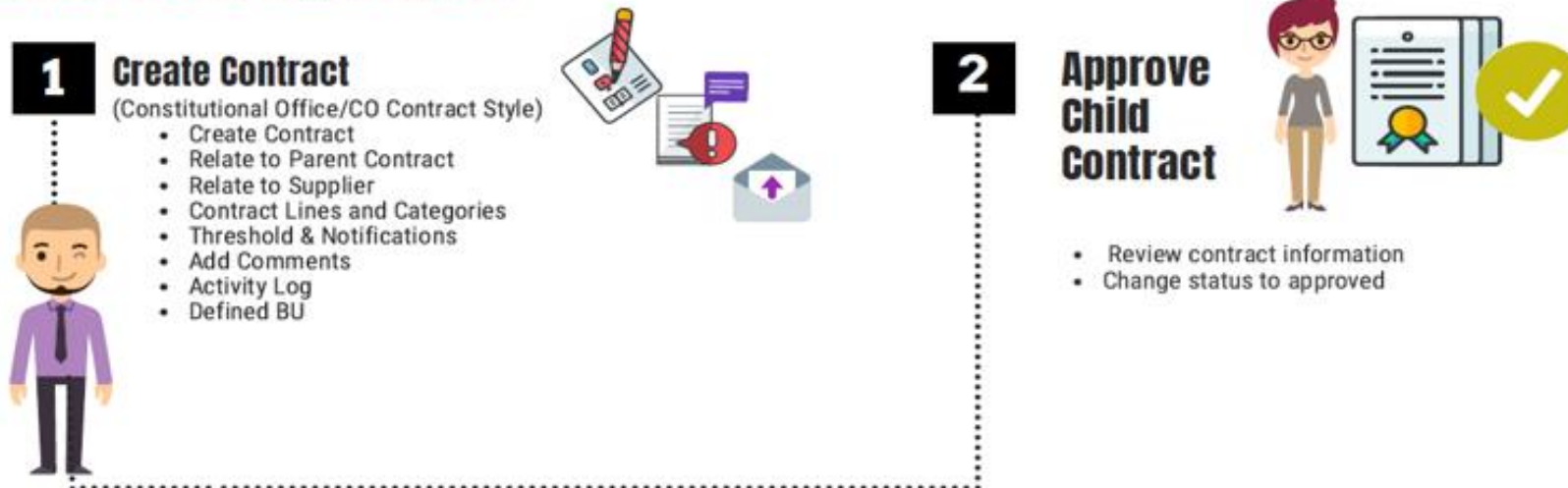


CO GMS Approver

Approver role responsible for approving parent contracts

Lesson 1: Constitutional Office Supplier Contract Administration Process

CONSTITUTIONAL OFFICE SUPPLIER CONTRACT ADMINISTRATION Business Process - Child Contract



ROLES



CO Contract Administrator

Administrator role responsible for creating and amendment, of parent and child contracts.



CO Procurement Manager

Approver role responsible for approving child contracts

Lesson 1: Key Changes – Supplier Contract

- New Parent Contracts for COs
 - New parent contracts will be created with new Contract Style for each CO
 - Allocation from existing County parent contract will be transferred to new CO parent contracts
 - Starting on 10/01/2024, CO can update allocation on their own CO parent contracts. However, CO parent contract update will be reviewed and approved by SPD
 - Starting on 01/07/2025, CO will be able to manage their own CO parent contracts including approval
 - IG/UAP remains if contract was established by Miami Dade County and converted.

Lesson 2: Purchasing Card (P-Card) Roles

Domain	Role Identification	INFORMS End User Role	Description
INFORMS	Departmental	Department P-Card Reconciler	The Reconciler is responsible for reconciling, disputing, updating information, and attaching supporting documentation in their PCard transactions.
INFORMS	Departmental	Department P-Card Approver	Department PCard Approver is responsible for reviewing transactions reconciled by the employees and approves them.
INFORMS	Central	Central P-Card Compliance Office	The Central Finance PCard Compliance Officer is responsible for reviewing Department approved PCard transactions and approving transactions for payout.

Lesson 2: PCard Business Process

Department P-Card Reconciler



Department P-Card Reconciler

The Reconciler is responsible for reconciling, disputing, and updating information and attaching supporting documentation in their PCard transactions.

Department P-Card Approver



Department P-Card Approver

Department PCard Approver is responsible for reviewing transactions reconciled by the employees and approves them.

Central P-Card Compliance Officer



Central P-Card Compliance Officer

Central Finance PCard Officer reviews the department approved PCard transactions and verifies them for completion and approves transactions for payout.

Lesson 2: Changes – Purchasing Card (P-Card)

- **Effective October 1st**
 - Finance will order New cards to be issued under the new CO account
 - Finance will close the current cards issued under MDC, they will provide a close date for the MDC cards as cards are reconciled

Lesson 3: Accounts Payable Roles

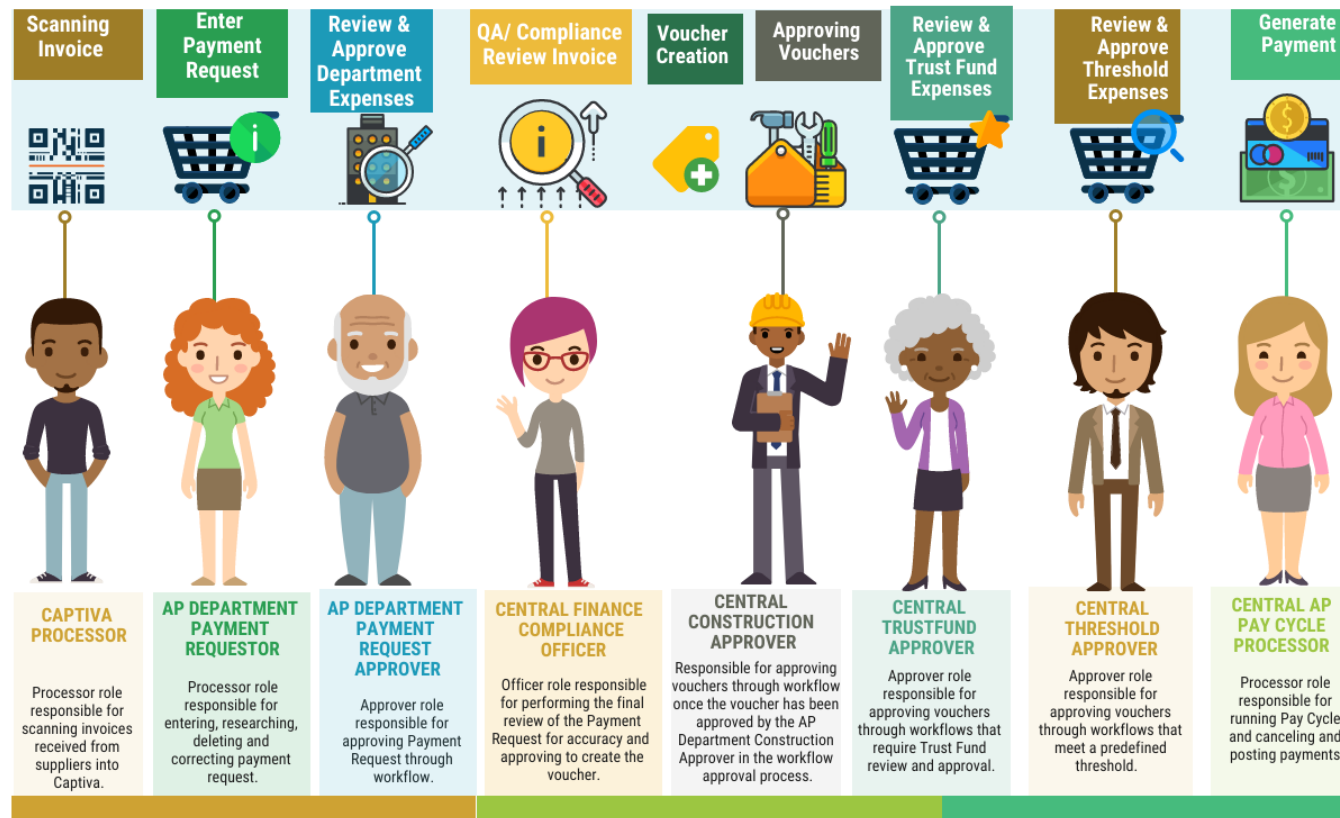
Domain	Role Identification	INFORMS End User Role	Description
COCO	Departmental	ND Accounts Payable Approver	The ND AP Approver is responsible for approving vouchers through workflow.
INFORMS	Departmental	Dept AP Compliance Officer	The Department AP Compliance Officer will be responsible updating Quick Invoices and associating Receipts and POs to the Quick Invoices
INFORMS	Departmental	AP Inquiry	The AP Inquiry role has the ability to inquire Accounts Payable transactions to include Payment Request, Voucher, Payment, and Retainage (This gives users (view only)access to the custom retainage supplier page). This gives users access to the custom retainage supplier page (view only).
INFORMS	Departmental	AP Ad-Hoc Approver	The AP Ad-Hoc Approver is responsible for approving vouchers through workflow, when they are added by a user in the defined AP workflow.
INFORMS	Departmental	Department Voucher Upload	The Department Voucher Upload is responsible for uploading vouchers using the Excel to CI template

Lesson 3: Accounts Payable Roles

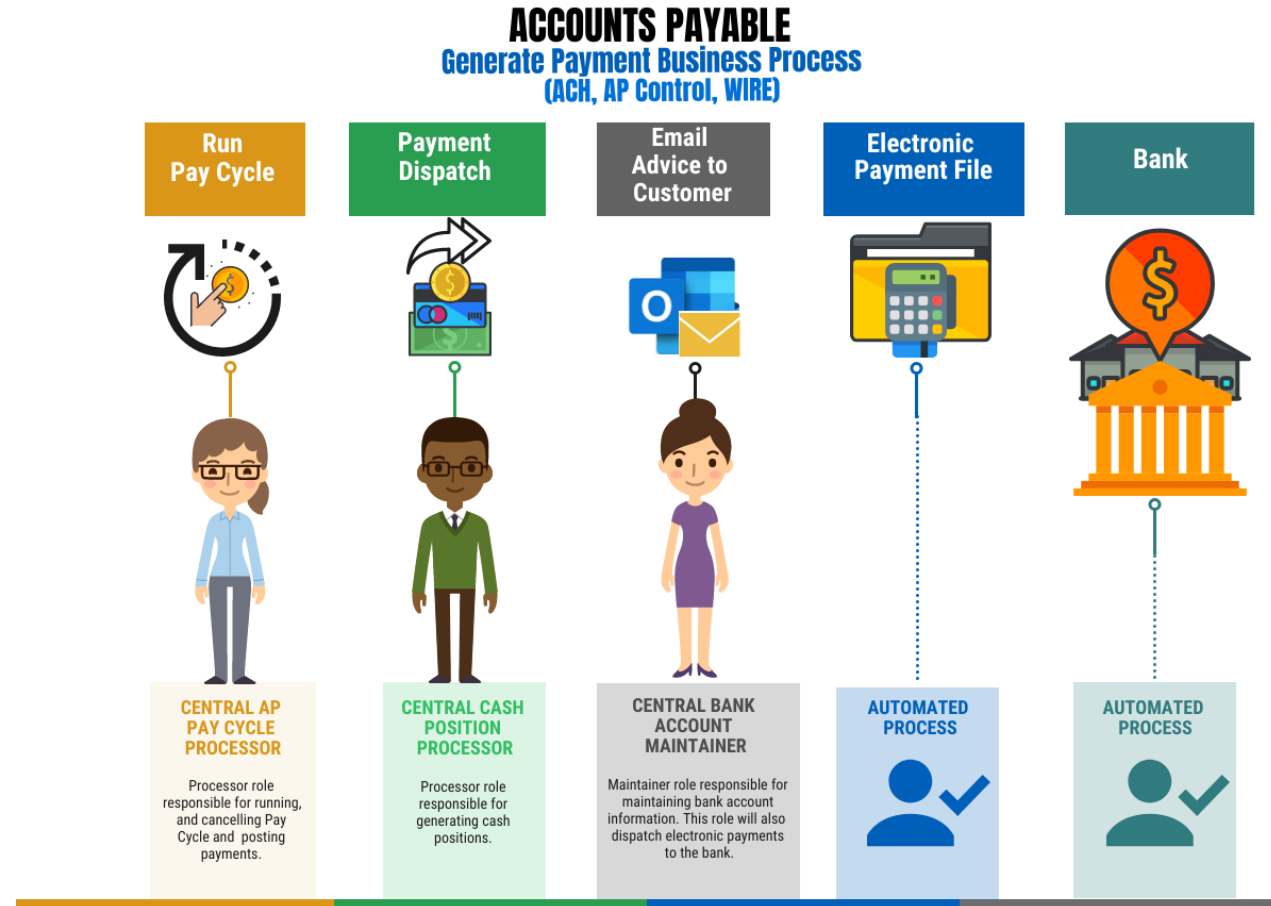
Domain	Role Identification	INFORMS End User Role	Description
INFORMS	Departmental	Department AP Approver 1	The Department AP Approver 1 is responsible for approving vouchers through workflow.
INFORMS	Departmental	Department AP Processor	The Department AP Processor is responsible for entering, researching, and deleting Journal Voucher and Single Payment Voucher for special service invoices.
INFORMS	Departmental	Department Payment Requestor	The Department Payment Request Processor is responsible for entering, researching, deleting, and correcting Payment Request.
INFORMS	Departmental	Department Payment Request Approver	The Department Payment Request Approver is responsible for approving Payment Request through workflow.
INFORMS	Departmental	AP Department Construction Approver	The AP Department Construction Approver is responsible for approving vouchers and Construction Payment Request (Retainage Release) through workflow.
INFORMS	Departmental	AP Retainage Administrator	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.

Lesson 3: Accounts Payable – Payment Requests Business Process

ACCOUNTS PAYABLE Payment Request (Suppliers Only) Business Process Construction (Retainage Release Construction)



Lesson 3: Accounts Payable – Generate Payment Business Process



Lesson 3: Key Changes – Accounts Payable

- **New GLBU**
 - All Constitutional Offices will be associated to a new GLBU (field will be defaulted)
- **New Bank Accounts**
 - All Constitutional Offices will be associated to new Bank Account numbers (applicable accounts will be defaulted)
- **Retainage**
 - Retainage Balances that are tied to designated CO Funds will remain as is
 - Retainage Balances that are tied to existing CO General Funds will be updated to a New CO General Fund
 - Retainage Balances that are tied to General Operating Bonds (GOB) Funds will be updated to Business Unit 'BU', and the Department ID will be updated to an OMB Department value

Lesson 4: Key Changes – Reports

- Constitutional Offices will be **able to see their historical data** under the MDADE GLBU
- Constitutional Offices will be able **run reports for new data** under their new GLBU
- Some reports will be **updated to contain more prompts** that must be completed prior to running the report
- For select reports, **Finance will have the option to select multiple BUs**. A list of those reports will be provided during training.

Course Content Summary

Participants have completed the Constitutional Office Procure to Pay Overview course, participants now should:

- Understand how the establishment of five Constitutional Offices (COs) to be separate entities within INFORMS will impact roles and processes
- Understand the changes due to COCO for the Procure to Pay process
- Where to find additional INFORMS COCO training

Module 3: Additional Training & Job Aids

Module Topics

Additional Training and Job Aids

Additional Training and Job Aids

For additional information, be sure to visit:

- **Courses**

- FIN 201 - Accounts Payables: Create and Process non-PO Vouchers
- FIN 212 - Accounts Payables: Department Approvals
- FIN 213 - Reconcile and Approve P-Card Transactions Student
- SCM 205 - Departmental Supplier Contract Management

- **Job Aids**

- FIN 201 - Accounts Payable: Departmental & Central Construction Job Aid
- FIN 201 - Accounts Payable: Adjustment Voucher Job Aid
- FIN 201 - Accounts Payable: Inquiries Job Aid
- FIN 201 - Accounts Payable: Queries Job Aid
- FIN 201 - Accounts Payable: Retainage Adjustment & Release Job Aid
- FIN 212 - Accounts Payables: Department Approvals Job Aid
- FIN 212 - Accounts Payable - Inquiries Job Aid
- FIN 212 - Accounts Payable - Queries Job Aid
- SCM 205 - Create a GMS Parent Contract
- SCM 205 - Create a Child Contract

- **For additional information, be sure to visit**

- MiamiDade.gov/informs



CONGRATULATIONS

Congratulation on successfully completing this course!

CO 101 – Procure to Pay