



Comptroller Finance Operations Department Year-End Presentation FY 2026

Accounts Payable & Construction

August 20th, 2026

Disclaimer: Please note that the audio and other information sent during the webinar will **not** be recorded. Please refrain from hitting the record button if you are a participant.

Agenda

- Introduction
- Construction Payable
- Accounts Payable
- Special Services
- Travel & Expenses
- P-Cards

- Questions
 - Enter questions in the chatbox
 - FAQ document will be distributed along with the presentation and will be posted on our website.

The Management Team

Madelin Rizzo, Deputy Director

Erica Olson, Division Director, Comptroller Accounts Payable Division

Accounts Payable Workflow: Captiva, Matching Exceptions, Supplier Maintenance

- Luis Jimenez, Manager
- Richard Pounall, Assistant Manager

Accounts Payable Operations: Direct Payments, Wires, ACH Debits, Pay Cycles

- Gloria Hurtado, Manager
- Maria De Renzis, Assistant Manager

Non-Trade Payables: Special Services, Check Re-issues, Employee Reimbursements, P-Card

- Yamilka Quintas, Manager
- Barbara Knox, Assistant Manager

Madelin Rizzo, Deputy Director

Leany Perez, Assistant Director, County Accounting and Reporting Division

Maria Hernandez, Assistant Division Director

Construction Payables

- Patricia Hernandez-Blanco, Manager
- Michelle Pimentel, Assistant Manager

Capital Construction Payables

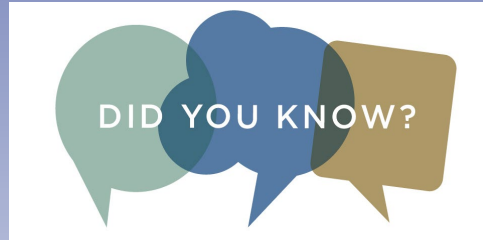


Capital Construction Team

The Capital Construction Section Team Contact Information is as follows:

- **David.Bayles@miamidadeclerk.gov** – Phone: 305-375-5968
- **Jasira.Gonzalez@miamidadeclerk.gov** - Phone: 305-375-3443
- **Jeannette.Fresnedo@miamidadeclerk.gov** - Phone: 305-375-3368 Cell: 305-323-4759
- **Patricia.Hernandez-Blanco@miamidadeclerk.gov** - Phone: 305-375-4582 Cell: 305-962-3995

Capital Construction Payment Update



The Construction Cover Sheet was updated yesterday, 8/19/26. The changes consisted of the addition of the Supplier Location, the Address Sequence Number and the Supplier Remit to Address. These items will help ensure the correct supplier remit to address is identified properly.

Please see the example below:

CLERK OF THE COURTS AND COMPTROLLER OF MIAMI DADE COUNTY									
FINANCE OPERATIONS DEPARTMENT - INFORMS CONSTRUCTION INVOICE COVER SHEET									
BUSINESS UNIT:				INVOICE NUMBER:					
SUPPLIER NAME:				PAY REQUEST/INVOICE DATE:					
DBA:				PAY REQUEST NUMBER:					
SUPPLIER ID:				INVOICE AMOUNT:					
SUPPLIER LOCATION & ADDRESS : LOCATION #:				ORIGIN:					
SUPPLIER REMIT ADDRESS:				INVOICE DESCRIPTION:					
PROJECT NAME:				DATE INVOICE RCVD BY DEPT:					
PROJECT NUMBER:				PACKING SLIP NUMBER/ PK SLIP NO:					
CONTRACT NUMBER:									

Capital Construction Payment Reminder

The process for Submitting Construction Invoices implemented on April 14th, 2025 remains unchanged.

- All Construction invoices must be sent to the **"Construction Invoices (COC)" mailbox, email: Constructioninvoices@miamidadeclerk.gov**
- Please use the following format when submitting Construction Invoice packages:
 - The subject line **must** begin with the word **"Invoice"**.
 - Only one invoice per email.**
 - The body of the email must include the following information in the exact format and order:
 - Department Name:**
 - Request Type:**
 - Supplier Name:**
 - Invoice Number:**
 - Invoice Amount:**
 - Invoice Date:**
 - The department/constitutional office name is the two characters representing the business unit. For example, People & Internal Operations Department is "ID".
 - The request type is either **Emergency, Expedite, SBE, or Regular**.
 - It is crucial that each field is completed accurately, and the **colon (:) is included** after each category.

Should you have any questions or require further clarification, please feel free to reach out to our team.

Other Important Construction Reminders

- **The deadline to submit construction invoices for fiscal year 2026 is Friday, September 25th at Noon.**
- Please submit any invoice revisions within the same business day of notification by the Capital Construction staff.
- If submitting invoices for services rendered in fiscal year 2026, please remember that purchase orders must be in “Dispatched Status” prior to the invoice submission.
- To ensure expenses are recorded in the current fiscal year and to minimize accounts payable accruals, please prioritize vouchers pending approval in your approval path. Please run report **MD_AP_VCHR_PENDING_APPROVAL - Vouchers Pending Approval** from the Accounts Payable WorkCenter, daily, to monitor the vouchers pending approval.
- The Office of Management & Budget and the COC Finance Capital Construction team will reach out to the departments that incurred expenses in the future financing funds, for example **Fund C9999**, for the reclassification of expenses to the appropriate fund, as soon as new capital bonds are issued. All A/P journal vouchers for the reclassification of those expenses must be approved by the business unit no later than **Wednesday, October 7th at 5:00pm.**

Accounts Payable



Accounts Payable Section Email Addresses

Erica Olson, Div Dir

FIN-APMAN@miamidade.gov

**Gloria Hurtado, Mgr
Maria De Renzis, Asst Mgr**

**Yamilka Quintas, Mgr
Barbara Knox, Asst Mgr**

**Luis Jimenez, Mgr
Richard Pounall, Asst Mgr**

AP Compliance- Payment Requests
FIN-APCR@miamidade.gov

Payments-Checks -ACH
FIN-APCS@miamidade.gov

Wire Requests
FIN-APWIRES@miamidade.gov

Pcard
Inquires/Overrides (COs ONLY)
COC-PCADMIN@miamidadeclerk.gov
Inquires/Overrides (MDC Departments)
ICD-PCADMIN@miamidade.gov
Reconciliations
FIN-PCARDRECON@miamidade.gov

Travel & Employee Reimbursements
FIN-TG@miamidade.gov

SSC- Refunds/Reimbursements
FIN-SSCG@miamidade.gov

Unclaimed - Lost Checks/Affidavits
FIN-UG@miamidade.gov

Captiva -Scanning
Invsubp@miamidade.gov

Captiva- Expedite Invoice
FIN-FSSVC@miamidade.gov

Captiva- Emergency
FIN-IWAEG@miamidade.gov

Captiva Resolution
FIN-IWAIR@miamidade.gov

Exception Handling- PO Invoices
FIN-APEH@miamidade.gov

Supplier Maintenance
FIN-APSM@miamidade.gov

Operational Reminders

- Finance is located on the 26th Floor at SPCC
- Cashiering Services: Daily, 8:00AM – 5:00PM
- Payment Runs
 - MDC-ACH: MON – FRI
 - TC & PD ACH: TUES/THURS
 - CL ACH: MON/WED/FRI
 - CHECKS GOA: TUES & THUR
 - CHECKS SSC: WED
 - TRAVEL ADVANCES & REIMBURSEMENTS: MON

Delinquent Registry Reminder

The Delinquent Account Registry is maintained in INFORMS. In accordance with [\(AO 3-29\)](#) , all contractors who meet the established criteria must be added to the Delinquent Registry and reported on a monthly basis. Please remember to identify and select all delinquent items that require reporting through the **Delinquent Contractor Register** and **Delinquent Contractor Register History** tabs.

To add items to the registry, users must have the AR Item Processor role assigned.

For additional guidance on maintaining delinquent accounts, please refer to the following Training Manual - [\(fin-205-customer-setup-credit-collections.pdf\)](#) [\(miamidade.gov\)](#) (Lesson 3, Page 60).

Annual Forms

2027 Forms are due Monday, September 21, 2026

(One Form per PDF)

Forms are located at: <http://intra.miamidade.gov/finance/forms.asp>

- Accounts Payable Wire Transfer Authorized Signatures Form
- Accounts Payable Travel Authorized Signatures Form
- Accounts Payable Liaisons Form
- Accounts Payable Purchasing and Travel Card Liaisons Form
- Accounts Payable Travel Liaisons Form
- Accounts Payable Director Delegation – Mileage Reimbursements

*All Individuals listed on Authorized Signature Forms must read through AP Procedure 606 prior to signing.

Department Deadlines

- **Friday, Aug 28** – PO review, liquidations, and exceptions due
- **Friday, Sept 11** – Stop Payments/Cancellations, Affidavits & documentation submission to AP Special Services team
- **Monday, Sept 14** – Approve Petty Cash reimbursements in INFORMS
- **Friday, Sept 18** – Approve Expense Reports
- **Friday, Sept 18** - 'Verify' p-card transactions charged up to September 4th
- **Monday, September 21** - Approve Single Payment Vouchers including reissues need to be fully approved at department level
- **Monday, September 21** - Submit annual forms to Finance
- **Wednesday, Sept 23** – Submit FY26 AP interface files. FY27 files can be submitted beginning Monday, Oct 5th
- **Friday, Sept 25** Noon – Construction invoices to be sent to FIN Construction group
- **Tuesday, Sept 29** 5PM – Request to establish new Finance Only suppliers
- **Wednesday, Sept 30** Noon – Submit ALL FY 2026 invoices to invsubp@miamidade.gov *no need to hold submission of invoices after cut-off **Suppliers should be submitting invoices directly**
- **Thursday, Oct 1** 5 PM – Create receipts (STOP receipt creation until Monday 10/5)
- **Friday, Oct 2** Noon – Approve Payment Requests, PO invoices, Adjustment Vouchers, Wires, and ACH Debits
- **Monday, Oct 5** – AP Module FY 2027 is open
- **Tuesday, Oct 6** 5 PM – Approve FY26 Journal Vouchers
- **Wednesday, Oct 9** 9 PM – Submit GL Journal Entries for Accruals

See County Accounting and Reporting Support EOY Presentation for additional dates

Fiscal Year-End Purchase Order Review

- This process is overseen by the County's Strategic Procurement Department (SPD) and the Comptroller Finance Operations INFORMS team.
- **Request:** Review all outstanding Purchase Orders (POs) and confirm they are still valid and necessary.
- Only POs associated with capital projects will be rolled over into the new fiscal year. All other POs **must** be liquidated.
- **Your department's action:**
 - Review all open prior fiscal year POs using the PO Dashboard.
 - Liquidate POs that are no longer needed.
- **Identify exceptions:**
 - Capital project POs may remain open when goods or services are still pending.
 - For a non-capital PO that must remain open, **submit a consolidated list via Remedy by August 28th, with written justification for each PO**
 - Example of exceptions are the copier lease POs, which some departments have already reached out about.
- **Report issues:** If you are unable to liquidate a PO, **submit a Remedy ticket under INFORMS Year End Support by August 28, 2026.**
- **IMPORTANT: Non-capital POs that remain open without a submitted justification will be force-closed beginning August 31, 2026.**
- **Why it matters:** Timely PO cleanup supports accurate financial reporting, effective budgetary control, and appropriate fund balance and bond covenant reporting.
- **Contacts:** If you need assistance with this process, please contact Yuly Chaux-Ramirez at Yuly.Chaux-Ramirez@miamidadeclerk.gov or Zuleika Davidson at Zuleika.Davidson@miamidade.gov.

Indicating Old vs New Year

- From October 1 – 2, Departments should **only process invoices for the current year (2026)** to avoid having to process accruals.
- Finance Shared Services will be processing all invoices that meet the September 30th deadline. Invoices received after the cutoff will be held until AP closes FY 2026 on October 3rd.
- Departments must identify any emergency invoice that must be processed for FY 2027 from October 1-2.
 - Indicate in the Comments in addition to emails to appropriate groups.
 - At the end of the Invoice Description add the fiscal year – FY 2027
- AP will be changing the Accounting Date for FY26 invoices between October 1 – 2.
- FY 26 invoices that are not submitted by September 30th or approved by the department by October 2nd at noon, must be accrued.
- To facilitate the PO Rollover Process: PO Vouchers (GAS, CON, & REL), adjustment vouchers, receipts and quick invoices not approved by the department by October 2nd will be DELETED. This includes vouchers in error. Once the PO Rollover takes place, previously deleted vouchers will be re-triggered.

Indicating Old vs New Year

Payment Request

Payment Request

Summary Information

Supplier Information

Invoice Details

Review and

Exit

Save t

Summary Information - Step 1 of 4

Instructions ?

Business Unit

Request ID

Invoice Number

Invoice Received Date 07/21/2025

Invoice Date 03/02/2021

Entered By

Entered Datetime 07/21/2025 2:12PM

Payment Handling RE

☐ Retainage Release

Attachments (0)

[Captiva Payment Requests](#)

PO ID

Payment Message

Description

Cost Sub-Total

Misc Charge Amount

Freight Amount

Total Amount

Currency USD

Notes/Comments

254 characters remaining

Exit

Save for Later

Next >

Accounts Payable Accruals

- The deadline to submit AP Accruals via GL Journal entry is **Friday, October 9th**. Please attach any report used to determine the accruals and indicate which invoices are being accrued for as support for the GL Journal Entries.

When preparing GL journals for accruals: INFORMS has a reversal option for journal entries located in the header tab, by selecting the “Reversal: Do Not Generate Reversal” link, which will reverse an accrual entry. Please select “On Date Specified By User” and select 10/1/2026

- For accrual purposes, the ‘AP Open Payable Report’ from the AP Workcenter will be provided to all departments after AP closes FY26. This report lists potential AP Liabilities to be analyzed for accrual.
 - PO Vouchers (GAS, CON, REL & REN) and adjustment vouchers not approved by the department by the deadline will be DELETED. Therefore, they will not appear in queries beginning 10/6/2026 until they are re-triggered after the PO Rollover.
 - Note this report is a good tool to view all invoices by Business Unit and has been updated to include aging.
- The Captiva Power BI Report that is emailed daily ‘Open Items Report’ should be reviewed to decide if any of the invoices in that report should be accrued.
- Un-matched receipts should also be considered when analyzing for accruals.

AP Journal Vouchers

**Departments must approve AP Journal Vouchers by Tuesday
10/6, 5PM**

- Starting Monday October 1, JVs will have an October date when they are created.
- Comptroller Finance will manually run jobs to build voucher, backdate to September, and push to department approvers a couple of times a day.

AP Wires

Wires sent in Wells Fargo dated 10/1 to 10/2 (New Year) cannot be recorded in INFORMS until Monday Oct 5th.

Special Services

- The Special Services section processes all type of refunds that may occur for numerous reasons such as: tax overpayments, refundable deposits for reservations at Parks & Recreation facilities, witness fees, non-employee travel reimbursements or any other miscellaneous refunds and payments such as the Save Our Senior checks.
- Special Services refund payments can only be issued via check. They are processed in INFORMS as Single Payment Vouchers.
- Single Payment Vouchers online INFORMS training: FIN201 – Accounts Payables: Create and Process non-PO Vouchers Guide, Lesson 2.
<https://www.miamidade.gov/global/humanresources/training/informs.page>

Special Services – Important Dates

- Stop Payments/Cancellations, Affidavits & documentation need to be submitted to Special Services by **Friday, September 11th**.
- SSC Vouchers including reissues need to be fully approved at department level by **Monday, September 21nd**.
- Please email all supporting documentation to: **(FIN) SSC Group**
 - fin-ssc@miamidade.gov

Travel & Expenses

- INFORMS Training Recording and PowerPoint Presentation
 - <https://secure.miamidade.gov/employee/informs/business-process-workshop-rollout-2.page>
- Training Materials
 - FIN 214 – Travel and Expenses: Travel Authorization
 - FIN 215 – Travel and Expense Report
 - <https://www.miamidade.gov/global/humanresources/training/informs.page>
- The Travel Policy was updated (August 11, 2025) and emailed to the travel Liaisons. The Policy can be found at:
<https://www.miamidade.gov/global/management/county-employee-travel.page>
- For travel related inquiry/request, email (FIN) Travel Group at FIN-TG@miamidade.gov
- Travel trainings are scheduled annually – if you would like to be notified of upcoming trainings and any other communication, please have your department list you in the 'AP Travel Liaison Form'.

Travel & Expense – Updates

- Effective February 18, 2026 - All employees must use the INFORMS Travel and Expense module to submit all employee reimbursements via expense reports.
- **Additional Travel and Expense Types** – Effective May 26, 2026 – Additional expense types are available when creating expense reports. This update facilitates improved GL expense account recording.
 - A separate account was established for Local Mileage and Travel Mileage.
 - Travel Mileage - For any travel associated with a Travel Authorization (TA), where the employee uses their personal vehicle, the expense type “Travel Mileage” must be selected.
 - Local Mileage - For travel occurring within the vicinity of Miami-Dade County, the expense type “Local Mileage” should be used.
- **Non-employee travel:** Effective June 2026 must be processed through (SSC) as (SPVs)

Travel & Expense – Important Dates

- **All Fiscal Year 2026 Expense Reports (ERs) need to be fully approved by Friday, September 18, 2026.**
- Please ensure all INFORMS (ERs) are fully approved at the Department Level, and their related supporting documentation is attached to the request.
- Non-employee travel is currently processed through Special Services (SSC) using Single Payment Vouchers (SPVs). Detailed instructions including required documentation were emailed to Travel Liaisons in early June 2026.
 - Travel SPVs must be fully approved at the department level by Monday, September 21, 2026.
 - For SPVs missed by this deadline—or for travel ending after September 21—expenses must be accrued via journal entry prior to the journal entries deadline to post to FY26.
- Travels in FY26 where Expense Reports were not finalized should be reviewed to determine if any accruals are needed. Note that the only expenses to accrue would be those paid for by the traveler, where they are due a reimbursement.

Purchasing Cards (P-Cards)

- INFORMS Training Recording and PowerPoint Presentation
 - <https://secure.miamidade.gov/employee/informs/business-process-workshop-rollout-2.page>
- Training Materials - FIN 213 – Reconcile and Approve P-Card Transactions
 - <https://www.miamidade.gov/global/humanresources/training/materials-rollout-2.page>
- P-card trainings are scheduled annually – if you would like to be notified of upcoming trainings and any other communication, please have your department list you in the 'Travel and Purchasing Card Liaison Form'.

Purchasing Card (P-Card) Training - Constitutional Offices - 8/31/2026

Purchasing Card (P-Card) Training – MDC - 9/1/26

P-Card Important Updates

As of October 1, 2025 the Administration portion of the P-Card program is managed by the Internal Compliance Department, except for Constitutional Offices, which is still managed by Comptroller Finance.

P-Card Email groups:

- Policy related inquiries, account requests, cancellations, INFOMRS roles, proxy assignation requests and overrides:
 - MDC cardholders: (ICD) P-CardAdmin at icd-pcadmin@miamidade.gov
 - Constitutional Offices: (COC) P-CardAdmin at pcadmin@miamidadeclerk.gov
- For **reconciliation related inquiries** please email (FIN) P-Card Reconciliations at fin-pcardrecon@miamidade.gov for ALL offices.

P-Card Important Dates

- The last statement posted to INFORMS for FY26 is the September 4, 2026 statement.
- **September 18, 2026** – deadline for departments to update transactions to 'verified' status.
- **October 6, 5:00PM** - deadline for departments to approve Journal Vouchers (JVs).
- **Unreconciled transactions dated 9/4 and prior**, (Transactions that are rejected and not re-verified or are in 'initial' or 'staged' status) should be accrued to the respective department and fund and reversed in FY 27.
 - Debit the department expense chartfields, and CREDIT the below structure:

MIAMI DADE COUNTY:

GLBU: MDADE Fund: G3088 Dept: NDFN010000 Account:5330520000 Grant: NO-GRANT

CLERK OF THE COURT:

GLBU: CL Fund: G3011 Dept: CL01010000 Account:5330520000 Grant: NO-GRANT

MIAMI DADE SHERIFF'S OFFICE:

GLBU: SH Fund: G1008 Dept: PD01010100 Account:5330520000 Grant: NO-GRANT

- **ALL Transactions dated 9/5 – 9/30** should be accrued via GL Journal entry by **October 9th, 9:00PM**. All accruals must be reversed in FY27.
 - Transactions on the October statement (posted 9/5-9/30) should be accrued using the 2202000000 account and the department structure for the credit side of the journal.
- October 5th, 2026 is the first statement of the new FY and includes transactions dated September 5th through October 4th. These transactions will be closed and posted via the p-card module after FY26 is closed.



Conclusion