

Accounts Payable Data Management – Best Practices

The Department of Financial Services, Division of Accounting and Auditing (A&A) has combined efforts with the Florida PALM Agency Advisory Council to collect information to develop guidance and best practices for agencies to analyze and manage legacy data in preparation for implementation into Florida PALM. The information contained in this list discusses the best practices identified by multiple agency subject matter experts for accounts payable and data management.

Things to consider:

- Accounts payable are recorded in the ACFR to reflect the State of Florida's liabilities. Accounts payable records should always be reviewed for accuracy and completeness as they pertain to financial reporting.
- Accounts payables should always be reviewed during dual-year processing to ensure the agency's liabilities are accurately being reported.
- Frequently monitor accounts payable subsidiary records to identify: incorrect vendor IDs, inactive or incorrect data codes, invalid or incorrect funding information, accounts payable general ledger is correct, the age of payable, if the payable still necessary, and if it is a duplicate record. Never assume data is completely clean or correct.
- Always compare accounts payable subsidiary balances to the total balance reported for the general ledger.
- For discrepancies between the subsidiary records and the general ledger balance, identify if any TR10s were processed directly to the general ledger in lieu of modifying the account payable.
- Always double-check payable for accuracy and completeness prior to processing an invoice against it. The total amount of an accounts payable record cannot be increased once an invoice has been processed (overnight processing) against it.
- During the Carry Forward period (July 1st – September 30th), accounts payable used for end of year activities should be monitored daily.
- Accounts payable that are only used for year-end activities should be liquidated at the end of the Carry Forward period.
- Accounts payable that remain on the subsidiary file from the prior fiscal year that are no longer necessary should be deleted or reduced to zero during the 13th month and completed prior to closing the agencies books for the year. It is important to consider using the Prior Period Indicator of "Y" for prior year accounts payable.
- For assistance in processing and cleaning up accounts payable records, please refer to the [Accounts Payable Records](#) and the [Carry Forward Reminders & Tips](#) job aids.