I.30.3.A Process Vouchers

Department of Financial Services

Date: _____11/08/2019_

Revision: _____DRAFT_____

Florida PALM

Planning, Accounting, and Ledger Management

Revision History

Version	Date	Revision Notes

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Business Process Overview

The Process Vouchers interim business process encompasses all activities that are required to capture disbursement requests, which entails generating vouchers, performing edits, budget checking, and posting vouchers for Wave organizations. The process also includes Wave organization transfer of funds for payments of goods and services, expenditure refunds and moves, and transfers to Pilot organizations. Reconciliation is required between Departmental FLAIR and Florida PALM to confirm that both systems remain in balance.

Dependencies and Constraints

- External inputs (Title Value and Supplier ID) must be in sync with Florida PALM required field values.
- The State's Purchasing Card system interfaces with Florida PALM.
- The State's procurement system MyFloridaMarketPlace (MFMP) interfaces with Florida PALM.
- The Statewide Travel Management System (STMS) interfaces with Florida PALM.
- All reports are available to Wave organizations in Florida PALM and/or the Information Warehouse.
- The invoice date entered in Departmental FLAIR is used as the basis date in Florida PALM to calculate prompt payment.
- Errors are corrected in the source system.

Business Process Flow Details

Table 1: Process Steps Included on Interim Business Process Model Flow

I.30.3A Process Vouchers		
Swim Lanes – Definition	**Wave Organization AP Processor:** Wave organization role responsible for entering invoices and voucher corrections, and issuing and maintaining disbursements	
Process Step ID	**Process Step Title**	**Description of Process**
1	Enter Invoice/Voucher	The Wave Organization AP Processor enters disbursement transactions into Departmental FLAIR. Any updates/corrections to vouchers are entered as new disbursement requests and the original transaction is removed.
2	Create Voucher	Departmental FLAIR creates vouchers for payments entered manually and through the agency business systems.
3	Departmental FLAIR Voucher Data	Departmental FLAIR voucher data is interfaced to Florida PALM.
4	ABS Voucher Data	An interface is established with an agency business system (MFMP, State Travel Management System, Works, or other systems) and Departmental FLAIR to obtain disbursement data.

Process Step ID	Process Step Title	Description of Process
5	Add Accounting Entries	Voucher data received from agency business systems (MFMP) is used to create accounting entries within Departmental FLAIR.
6	Voucher Created	Files containing voucher data received from agency business systems and Departmental FLAIR, including Wave to Pilot JT voucher data, load into the Accounts Payable (AP) module. The voucher data loads into staging tables and the data goes through a pre-edit process where certain fields are validated, such as supplier, supplier location, supplier address, invoice ID, invoice date, voucher lines, and accounting information. Vouchers that do not fail the pre-edits move on to Voucher Build. Voucher Build performs a voucher edit, which determines the default values to populate in the voucher tables. Voucher Build also performs balancing edits for the voucher header, voucher line, and voucher distribution line and also calculates the payment due date. An individual voucher is created for each invoice that is submitted on the Departmental FLAIR voucher.
7	Run Budget Check	Budget Check validates the applicable budget against ChartField values entered in the voucher distribution. This step consumes the budget and creates an expenditure entry within commitment control.
8	Review Voucher Errors Report	The Wave Organization AP Processor reviews the Voucher Errors report to determine the action needed. Vouchers with budget errors are handled in the Budget Execution and Management interim business process.
9	Apply Audit Sampling Criteria	Florida PALM runs audit sampling for vouchers subject to sampling, to determine vouchers selected for audit. Not all voucher types are sampled; certain voucher types are subject to post audit.
10	Review Voucher Status Report	Voucher data is used to create the Voucher Status report. The Wave Organization AP Processor reviews the report to determine if a voucher has been selected for audit by DFS.
11	Create/Send Voucher Package	Wave organizations put together voucher packages for vouchers selected for audit and submit the voucher packages to DFS, which run through the Audit Vouchers interim business process.
12	Stage Voucher for Payment	If the voucher has passed budget check and is not selected for audit, the Post Voucher process runs and the voucher is staged for payment. Vouchers subject to audit are staged for payment upon completion of required audit approvals. Vouchers are scheduled for payments based on payment

Process Step ID	Process Step Title	Description of Process
		terms from the supplier profile within the Process Pay Cycle interim business process.
		Certain vouchers are pre-approved in Florida PALM and do not go through the approval process (employee payroll, direct loads, and purchasing card payments).

Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Voucher Errors – a report listing all vouchers errors, including budget errors	Periodic	DFS, Organizations
R2	Voucher Status – a report listing the status of each voucher (selected for audit, approved, deleted, paid)	Periodic	DFS, Organizations