CW.30.3 Enter and Process Vouchers

Department of Financial Services

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Revision: DRAFT

Florida PALM

Planning, Accounting, and Ledger Management

Revision History

Version	Date	Revision Notes

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06/30/2020

Business Process Overview

The Central Wave Enter and Process Vouchers business process encompasses all activities that are required for creating and processing vouchers for disbursement requests, the voucher sampling and audit process, and error management. Agencies use Florida PALM reports to manage transaction exceptions. In Central Wave, agencies continue using Departmental FLAIR to initiate vouchers and DFS uses Florida PALM to record voucher approvals. Agencies use Florida PALM to review and manage voucher exceptions.

The business subprocesses included are:
- 30.3.1 Process Vouchers
- 30.3.3 Review and Approve Vouchers

Dependencies and Constraints

- Agencies enter vouchers in Departmental FLAIR and create voucher packages for sampled vouchers, as identified in Departmental FLAIR.
- Voucher packages are provided to Department of Financial Services (DFS) for audit.
- DFS records voucher approval and denials (e.g., returns) in Florida PALM.
- Agencies use Florida PALM reports to manage voucher exceptions, and may update or delete vouchers in Florida PALM, as applicable.
- Vouchers selected for DFS audit are not eligible for deletion by agencies.
- Florida PALM provides a file of deleted vouchers to Departmental FLAIR to create the required accounting entries (TR58). Agencies create new vouchers to replace the deleted vouchers.
- Agencies make updates in Departmental FLAIR for edits made to vouchers in Florida PALM.
- The State's Purchasing Card system (WORKS) continues to interface with Departmental FLAIR to create vouchers.
- The State's procurement system MyFloridaMarketPlace (MFMP) continues to interface with Departmental FLAIR to create vouchers.
- The Statewide Travel Management System (STMS) continues to interface with Departmental FLAIR to create vouchers.
- The invoice date entered in Departmental FLAIR is used as the basis date in Florida PALM to calculate prompt payment.

Business Process Flow Details

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

CW.30.3.1 Process Vouchers	
Swim Lanes – Definition	**Agency AP Maintainer:** Agency role responsible for managing voucher exceptions
	DFS AP Maintainer: DFS role responsible for managing voucher exceptions

Process Step ID	Process Step Title	Description of Process
1	Departmental FLAIR Voucher Data	The AP Processor enters disbursement transactions into Departmental FLAIR. Departmental FLAIR also creates vouchers for transactions initiated through MFMP, STMS, and WORKS. An interface is established between Departmental FLAIR and Florida PALM to load vouchers. Journal Transfer (JT) vouchers entered in Departmental FLAIR are managed as journal entries in Florida PALM as described in the Enter and Process Journal Entries business process.
2	ABS Voucher Data	An interface is established between Agency Business Systems (ABS) and Florida PALM for interfacing voucher data for direct loads, as approved by DFS.
3	Load Inbound Voucher Data	Florida PALM loads voucher data received from Departmental FLAIR and ABS. 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.
4	Voucher Build	The Voucher Build Process creates vouchers in Florida PALM which includes performing an edit process that determines default values to populate in the voucher tables; balancing voucher header, lines, and distribution lines; and calculating payment due date. Vouchers that fail the voucher edit process are set to a "Recycle" status. Vouchers that pass the edit process are set to a "Postable" status. A Voucher ID is also assigned to vouchers that pass the edit process.
5	Manage Pre-edit Errors	If load errors have occurred that prevent the Voucher Build process from creating the voucher, the transaction will result in a "Pre-Edit" error. A Pre-Edit error is caused when key information required to build the voucher is incorrect or missing. In this case the system reserves a Voucher ID and provides error details, which the Agency AP Maintainer can view using the Voucher Build Error Detail page. If the error is due to data that needs to be corrected within Florida PALM, the Agency AP Maintainer communicates with DFS to correct the data. Once corrected, the Agency AP Maintainer sets the Pre-Edit status to "To Build" which allows the voucher to successfully build during the next Voucher Build process run. For example, if the Pre-Edit error is the result of an inactive or unapproved supplier, the DFS Supplier Approver activates or approves the supplier, then the Agency AP Exceptions Processor updates the Pre-Edit error status to "To Build".

Process Step ID	Process Step Title	Description of Process
		However, if the Pre-Edit error is due to incorrect data in the inbound file, the Agency AP Maintainer updates the Pre-Edit error status to "To Delete". This removes the voucher from the staging tables during the next Voucher Build process run, requiring the transaction to be resent with the corrected data in a subsequent file. The original transaction must be deleted in Departmental FLAIR and re-entered with the corrected entry.
6	Manage Recycle Errors	Vouchers that are successfully created during the Voucher Build process may result in a "Recycle" error due to incorrect data that is required to allow the voucher to post. For example, the voucher may reference an invalid ChartField or the voucher gross amount and total line amount(s) are out of balance. The Agency AP Maintainer reviews vouchers in Recycle error from the Voucher Regular Entry page. If the Recycle error is due to incorrect data in Florida PALM (e.g., inactive ChartField that should be active), the Agency AP Maintainer communicates with DFS to correct the data. Once corrected, the transaction continues processing through to posting. However, if the incorrect data is due to invalid data from the inbound file, the Agency AP Maintainer will delete the voucher, requiring the transaction to be resent with the corrected data in a subsequent file. The original transaction must be deleted in Departmental FLAIR and re-entered with the corrected entry. All valid vouchers are loaded and uniquely identified with a Voucher ID and ready for 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 as noted in the Budget Execution and Management business process.
7	Review Budget Check Exceptions	The Agency AP Maintainer reviews the Voucher Errors report for any vouchers with budget exceptions. Vouchers with budget errors are addressed in the Budget Execution and Management business process.
8	Run Voucher Post	If the voucher has passed budget check, the Post Voucher process runs and the voucher is staged for payment. Vouchers are scheduled for immediate payment and included in daily payment processing during the Central Wave.

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Process Step ID	Process Step Title	Description of Process
9	Update/Close Voucher	The Agency AP Maintainer has the option to close the voucher if the budget exception is not resolved.

Table 2: Process Steps Included on CW Business Process Model Flow

CW.30.3.3 Review and Approve Vouchers		
Swim Lanes – Definition	**DFS AP Approver:** DFS role responsible for voucher approval **Agency AP Maintainer:** agency role that interacts with Florida PALM to manage exceptions	
Process Step ID	**Process Step Title**	**Description of Process**
1	Create/Send Voucher Package	If the voucher is selected for audit, the Agency AP Maintainer submits the voucher package to the Department of Financial Services (DFS) for review.
2	Receive / Review Voucher Package	The DFS AP Approver receives and reviews the hardcopy voucher to review the invoice and confirm that the appropriate authority was in place prior to the purchase, correct funding codes were used, and required attachments were included.
3	Approve Voucher	If the voucher package is complete and accurate, the DFS AP Approver approves the voucher in Florida PALM. Once the voucher has been approved, the Post Voucher process runs and the vouchers is staged for payment. Vouchers are scheduled for immediate payment and included in daily payment processing during the Central Wave.
4	Deny Voucher	The DFS AP Approver denies the voucher if the audit exception requires a correction on the voucher or if necessary documentation is not provided. The DFS AP Approver must deny the voucher prior to the voucher being deleted.
5	Manage Audit Exceptions	The Agency AP Maintainer accesses Florida PALM to review denied vouchers and to manage exceptions. The Agency AP Maintainer may delete the voucher in Florida PALM, which is communicated to Departmental FLAIR. The Agency AP Maintainer may update the voucher in Florida PALM to address an error, and then manually makes adjustments in Departmental FLAIR.
6	Provide Additional Documentation	The Agency AP Maintainer responds to DFS requests for additional information and provides it to the DFS AP Approver so the audit process may continue.
7	Delete Voucher	If the voucher is not approved and not corrected within the established timeframe, the DFS AP Approver deletes the voucher from Florida PALM.

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Process Step ID	Process Step Title	Description of Process
8	Outbound Disbursement Vouchers Deleted	Florida PALM provides an interface file to Departmental FLAIR for deleted and closed vouchers. Departmental FLAIR creates the TR 58s for the accounting in Departmental FLAIR.
9	Reverse Original Transaction	Transactions deleted in Florida PALM are reversed in Departmental FLAIR. The Agency AP Processor must initiate a new transaction in Departmental FLAIR, if appropriate.
10	Review Reports	The Agency AP Processer reviews the Vouchers Deleted Report to identify vouchers deleted by DFS to ensure the transactions were reversed in Departmental FLAIR. The Agency AP Maintainer reconciles the TR 58 transactions for deleted vouchers and verifies that Departmental FLAIR and Florida PALM are in balance.

The Voucher Status report is used to monitor whether vouchers have been approved and scheduled for payment. |

Ledger Impacts

Table 3: Ledger Impacts Included on CW Business Process Model Flow

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Actuals Ledger – Post Voucher	Increases Expenditure
Increases Liability
LI2	Budget Ledger – Delete / Close Voucher	Increases Available Budget Balance
Decreases Expenditure

Reports

Table 4: Reports Included on CW Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Budget Exceptions – a listing of vouchers with budget exceptions	Periodic	DFS, Agencies
R2	Posted Vouchers – a listing of vouchers posted with totals for the applicable journal entries. This report can be	Periodic	DFS, Agencies

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Report Number	Report Description	Report Frequency	Audience
	filtered for certain types of posted vouchers, such as employees as suppliers, foreign suppliers		
R3	Outstanding Vouchers – a report listing all unposted vouchers	Periodic	DFS, Agencies
R4	Vouchers Deleted – a listing of vouchers deleted due to errors	Periodic	DFS, Agencies
R5	Voucher Status – a report listing the status of each voucher (i.e. selected for audit, approved, deleted, paid, etc.)	Periodic	DFS, Agencies