

30.3 Enter and Process Vouchers

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Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	04/29/2021	Accepted Departmental Version
3.0	08/29/2023	Updates for Financials Wave
3.1	09/07/2023	Removed Inbound Voucher Web Service API028
3.2	11/13/2023	Added Appendix B and C

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Business Process Overview

The Enter and Process Vouchers business process is within the Disbursement Management (DM) business process grouping. DM includes a collection of business processes that:

- Manage supplier information, including demographic and payment information for tax withholding and reporting purposes.
- Support the disbursement process for State obligations from encumbrance through payment request, payment creation, and escheatment; and
- Perform month-end and year-end closing activities.

The Enter and Process Vouchers business process encompasses all activities that are required to capture disbursement requests which entail generating vouchers, attaching related documents, performing editing, submitting approvals, budget checking, and voucher posting.

This process includes the following business subprocesses: Process Vouchers, Voucher Matching, Review and Approve Vouchers, Prompt Payment Interest, Process Carry Forward, and Enterprise Process Voucher. Included are vouchers loaded from various Enterprise Systems interfaces (MyFloridaMarketPlace (MFMP), Purchasing Card (PCard), Travel, etc.) and other agency business systems.

The business subprocess included are:

- 30.3.1 – Process Vouchers
- 30.3.2 – Voucher Matching
- 30.3.3 – Review and Approve Vouchers
- 30.3.4 – Process Travel Reimbursements (incorporated into 30.3.1 subprocess)
- 30.3.5 – Enterprise Process Vouchers
- 30.3.6 – Run Prompt Payment Interest Calculation
- 30.3.7 – Process Carry Forward (subprocess details will be added as part of Design Segment IV)

There are several types of vouchers included within the process:

- Regular Voucher are the most common voucher type which is used when making a standard invoice payment. This includes encumbered (PO) and unencumbered vouchers.
 - An Adjustment Voucher is used to modify a Regular Voucher that has been posted. Adjustment Vouchers are created independent of the original voucher. The original voucher is referenced on the adjustment voucher and accounting entries are generated for redistributions, corrections, or other purposes, for vouchers that have been posted, or posted and paid. The gross amount of the adjustment voucher must be zero to balance the transaction. Use of the Adjustment Voucher supports reporting since it links the original transaction to the adjustment or correction for that transaction.
- Template Vouchers serve as a framework for generating regular vouchers that share common voucher data and are used on a recurring basis. Examples of items that template vouchers could be used for are utilities, phones, and rent.
- Single Payment Vouchers are for a one-time supplier and do not require defining/creating the supplier in the system. The Single Payment Voucher can only be used for non 1099 payments that will result in a warrant payment and may not be used for payments requiring

an ACH/EFT. Single Payment Vouchers may be submitted via interface. Use of Single Payment Vouchers requires DFS review and approval of the underlying agency processes and controls for these transactions.

Definitions for terminology used within this business process can be found in the [Terms and Definitions Catalog](#)¹.

Dependencies and Constraints

Dependencies and Constraints describe any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

- Supplier setup must be completed before vouchers can be created, with the exception of Single Payment Vouchers.
- Voucher workflow is required.
- Matching rules compare the voucher to the related PO/Encumbrance.
- An accounting template and inheritance rules are required to specify how, and which accounting entries are generated after a voucher is created.
- Florida PALM will meet record retention requirements for transactions processed in the system. Agencies should retain the supporting documentation for the transactions, even if it is attached as support for Florida PALM transactions.
- Agencies are responsible for managing errors and keeping business systems in sync with Florida PALM.
- Inter/Intra Unit invoice payments follow a separate business process and will not follow the voucher process. Transfers or payments to other agencies or within an agency are addressed as part of the 110.1 Inter/Intra Unit Transaction Processing business process.

Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process. Florida PALM screenshots are included within the sections to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or within Department of Financial Services (DFS), and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

This information should be read in conjunction with the Business Process Flow Diagrams.

¹ <https://app.smartsheet.com/b/publish?EQBCT=0145b968d515454e9753d4943702576a>.

30.3.1 – Process Vouchers

Table 1: Process Vouchers

30.3.1 – Process Vouchers		
Module	Accounts Payable	
Related Module(S)	Commitment Control Purchasing	
Swim Lane – Definition	Agency AP Processor: agency role responsible for entering invoices, voucher corrections and issuing and maintaining disbursements in Florida PALM Agency AP Spreadsheet Processor: agency role responsible for uploading Inbound Voucher Spreadsheets (role not shown as a swim lane on flow diagram)	
Process Step ID	Process Step Title	Description of Process
1	Inbound Voucher Load (API002)	<p>An interface is established with select agency business systems (as appropriate) and Florida PALM to obtain voucher data.</p> <p>The Document Number field may be used to capture an agency assigned identifier. The Origin Field identifies where or what system the transaction originated from, for example PCard.</p>
2	Inbound Voucher Spreadsheet Upload (API041)	<p>The Agency AP Spreadsheet Processor can use the Inbound Voucher Spreadsheet Upload interface to prepare and enter vouchers for import into Florida PALM.</p> <p>A SpeedKey may be used in the Voucher Spreadsheet Upload to populate the voucher distribution lines with ChartField values. Agencies will have the opportunity to define their own SpeedKeys.</p> <p>The Document Number field may be used to capture an agency assigned identifier.</p>
3	Perform Interface Error Checking	<p>Edit validations are performed on each interface before the data is allowed to load to the Accounts Payable staging tables. If the file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved.</p> <p>If the file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing in the Accounts Payable module. Additional edits will be performed during the transaction life cycle.</p> <p>Rejected transactions are managed through the 120.1 Interface Error Handling Process.</p> <p>Edit Validations include:</p> <ul style="list-style-type: none"> • ChartField Validation • ChartField Combination Edits

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Process Step ID	Process Step Title	Description of Process
		<ul style="list-style-type: none"> • Amount Validation • Open Period Validation • Supplier Validation • The edit check process includes the Budgetary Value combination edit check, which checks Fund, BE, & Cat combinations for a BU, the transaction will fail if this combination is inaccurate. • In addition, there are interface specific edits that pertain to AP data elements and fields.
4	Load Inbound Voucher Data	Data passing the initial edits is interfaced into the Accounts Payable (AP) module. This step retrieves the voucher data sent from the source system and loads the voucher data into staging tables.
5	Run Voucher Build Process	<p>The Voucher Build process is used to build vouchers in batch from various source transactions, including transactions originating from third-party systems. The Voucher Build process comprises two subprocesses, pre-edit and voucher edit.</p> <p>Run Voucher Build performs the Voucher Edit checks that determine default values to populate in the voucher tables; balancing voucher header, lines, and distribution lines; and calculating payment due date.</p> <p>Next the pre-edit subprocess builds skeleton voucher record sets from limited information that you enter online, or that it retrieves from other sources. After the pre-edit subprocess builds voucher record sets successfully, it calls the voucher edit subprocess to complete these record sets.</p> <p>A voucher ID is assigned by the system to vouchers that pass the edit checks</p>
6	Resolve Pre-Edit Errors	<p>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 Processor can view using the Voucher Build Error Detail page.</p> <p>Pre-Edit Errors Include:</p> <ul style="list-style-type: none"> • Invalid Business Unit • Invalid Vendor • Missing/Invalid Location

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Process Step ID	Process Step Title	Description of Process
		<ul style="list-style-type: none"> • Blank Invoice ID • Invalid Voucher Origin • Missing Voucher Line Information • Missing PO/Encumbrance Information <p>If the error can be corrected within Florida PALM, the Agency AP Processor evaluates action needed to resolve and communicates to appropriate resources within agency and/or DFS.</p> <p>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. Once corrected, the Agency AP Processor sets the Pre-Edit status to "To Build" which allows the voucher to successfully build during the next Voucher Build process run.</p> <p>However, if the Pre-Edit error is due to incorrect ChartField data in the inbound file, and the file is from an Agency Business System (ABS), the Agency AP Processor has the option based on your agency policy to update the transaction within Florida PALM on the Quick Invoice Page or change the Pre-Edit error status to "To Delete".</p> <p>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. If the correction is made in Florida PALM your ABS will also need to be updated with the correct information.</p>
7	Voucher Created	<p>All valid vouchers are loaded, assigned a unique Voucher ID by Florida PALM, and are ready for approval, if applicable. Vouchers that pass the Pre-Edit error process are set to a "postable" status.</p>
8	Resolve Recycle Errors	<p>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.</p> <p>Any voucher validation set up to reject at the Enterprise level will put a voucher in recycle status. For example, duplicate invoice checking. Other examples include: the voucher may reference an invalid ChartField combination, or the voucher gross amount and total line amount(s) are out of balance. The Agency AP Processor</p>

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Process Step ID	Process Step Title	Description of Process
		<p>reviews vouchers in Recycle error from the Voucher Regular Entry page.</p> <p>If the Recycle error is due to inactive data in Florida PALM (e.g., inactive ChartField that should be active), the Agency AP Processor evaluates action needed to resolve and communicates to appropriate resources within agency and/or DFS to correct the data. Once corrected, the transaction continues processing through to posting.</p> <p>If the error can be corrected within Florida PALM, the Agency AP Processor</p> <p>However, if the Recycle error is due to incorrect or missing Invoice or ChartField data in the inbound file, and the file is from an ABS the Agency AP Processor has the option based on your agency policy to update the Voucher within Florida PALM or to delete the voucher, requiring the transaction to be resent with the corrected data in a subsequent file. If the correction is made in Florida PALM, your ABS will also need to be updated with the correct information.</p>
9	Enter/Update Voucher	<p>Agencies can create a voucher online in Florida PALM and make corrections/updates to vouchers created through interfaces or spreadsheet uploads.</p> <p>Invoices are received by the Agency AP Processor authorized by the responsible program manager for payment according to current rules, statutes, and agency policies. The approval by applicable program managers indicates that the goods or services have been received and met the applicable minimum requirements and expectations required to authorize payment.</p> <p>An Agency AP Processor enters or updates information from the supplier invoice, enters the ChartField values (including project, grant, and/or contract) in the voucher distribution and enters the encumbrance number, if applicable, as shown in Figure 1 Process Voucher Entry Page.</p> <p>A SpeedKey may be used as a shortcut to enter ChartField information. Values entered with the SpeedKey can be overridden, if needed, and additional ChartField values not included in the SpeedKey can be added.</p>

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Process Step ID	Process Step Title	Description of Process
		<p>The Agency AP Processor records the three dates from the three date stamp, the system will select the latest of the three dates to calculate the Basis Date for the Prompt Payment Calculation. APR024 The Prompt Payment Report assists the Agency AP Processor in monitoring for compliance. Any supporting documents are attached to the voucher.</p> <p>Assets may be acquired through Agency Business Systems, or directly through the Florida PALM, Accounts Payable (AP) module. Florida PALM AP and Asset Management (AM) modules are integrated to create asset records in AM based on asset-related vouchers processed in the AP module.</p> <p>The voucher must include an AM BU, Asset Profile ID, Quantity, and Acquisition Merchandise Amount (Cost) to establish an asset record in AM via AP integration.</p> <p>The supplier record includes the applicable payment method and terms. The Agency AP Processor selects the supplier profile with the appropriate terms and payment method (i.e., warrant, EFT, or wire). Each supplier is set up with payment defaults on the Supplier Location tab. The Supplier Location is a default set of rules that defines how business is conducted with a supplier. The payment method is an example of this. The supplier EFT information is also set up on this tab. The payment method for the posted voucher is shown below in Figure 3 Vouchers Payment Page, Payments Tab.</p> <p>However, the Agency AP Processor may change the payment method on the voucher when entering the invoice information.</p> <p>The Agency AP Processor may check the Hold Payment option on the voucher if the decision has been made to hold the payment temporarily.</p>
10	Run Edit Check	<p>The Edit Check validations will trigger on save for online vouchers. This will validate ChartField values are active, validate combination edit rules, including Budgetary value combinations applicable to the transaction (i.e., does transaction reflect an accurate Budget Entity to State Program correlation), and validate that accounting period is open. If edit errors are identified it will prevent the transaction from saving.</p>
11	Resolve Errors	<p>Edit errors must be resolved prior to the transaction proceeding. Processors should confirm the validity of the</p>

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Process Step ID	Process Step Title	Description of Process
		<p>ChartField values and the ChartField string used on the transaction and make necessary updates. The Agency AP Processor should confirm that date of transaction falls within an open period.</p> <p>If error persists after making updates, and a SpeedKey is being used, The Agency AP Processor should consult with Agency COA Maintainer to determine if SpeedKey was established inaccurately.</p> <p>The Agency AP Processor may resolve by deleting the transaction if needed. When no errors exist, the transaction will proceed with processing, and voucher will be created.</p>
12	Voucher Created	<p>All valid vouchers are created, assigned a unique Voucher ID by Florida PALM. Vouchers will go through the Match Process if related to a PO/Encumbrance, and are ready for approval, if applicable.</p>
13	Initiate Voucher Workflow (APW001)	<p>Upon voucher creation the system determines if matching is required. Matching compares the PO information for the encumbrance to the voucher information. If a match is successful, Approval Workflow is initiated for vouchers selected for DFS Audit Approval. Any Match errors must be resolved, refer to the Voucher Matching Business Subprocess.</p> <p>All vouchers that are not pre-approved require one or more workflow approvals using the Review/Approve Vouchers business subprocess. The Review/Approve Vouchers business subprocess allows for a workflow approval for vouchers requiring approval prior to the voucher being ready for posting. Voucher Approval can be viewed as shown below in Figure 2 Voucher Summary Page, Summary Tab.</p> <p>Backup documents may be attached to the voucher and sent through workflow to assist with the audit process.</p> <p>Unposted Vouchers returned from DFS Audit have five days to be updated or the system will automatically delete them. Vouchers pending approval are monitored on the APR010 Voucher Approval Aging Report.</p>

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Process Step ID	Process Step Title	Description of Process
14	Run Budget Check	<p>All approved/pre-approved vouchers run through the Budget Check process that validates the amount for the ChartField values entered in the voucher distribution.</p> <p>This step consumes the budget and creates an expenditure entry within Commitment Control as noted in the 20.2 Budget Execution and Management business process.</p> <p>This step liquidates any encumbrance that is associated with the voucher and creates an expenditure entry within commitment control.</p>
15	Review Allotment Warning	<p>Agency established allotment balances will be checked by the budget check process. If the transaction amount is less than the available allotment balance, the transaction will continue processing. If the transaction exceeds the available allotment balance, a warning message will display noting that the transaction has passed allotment budget checking but with warnings.</p> <p>Transaction can proceed with a warning. Internal agency policy should guide Processor regarding transaction processing when a warning is returned.</p> <p>Please see 20.2 Budget Execution and Management for more information on managing warnings and the resulting negative allotment balances created.</p>
16	Manage Budget Exceptions	<p>If transaction exceeds the available Appropriations (includes appropriations and releases) balance, the transaction will fail Budget Check.</p> <p>If an ABS transaction fails budget check, it's the agency's decision on how to proceed. The Agency AP Processor can update the amount and/or ChartField string or cancel/delete the transaction to resolve the error or contact the Agency KK Budget Maintainers. The source system would also need to be updated.</p> <p>The Agency AP Processor has the option based on your agency policy to update the Voucher within Florida PALM or to delete the voucher, requiring the transaction to be resent with the corrected data in a subsequent file. If the correction is made in Florida PALM, your ABS will also need to be updated with the correct information.</p> <p>Please see 20.2 Budget Execution and Management for more information. Transactions that fail budget check do not consume appropriations. Budget check exceptions</p>

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Process Step ID	Process Step Title	Description of Process
17	Post Voucher	<p>continue to be systematically checked until they are resolved.</p> <p>The Post Voucher step indicates that the voucher completed the required steps and is approved for payment at the scheduled date.</p> <p>When the voucher is posted, an accounting entry is generated to recognize an account payable (i.e., a liability) to the supplier, and to recognize the associated expense/expenditure accrual.</p> <p>The posted voucher identifies the scheduled payment date, which is used for selection to the applicable Pay Cycle to generate the warrant or electronic payment, as applicable.</p> <p>Several reports are available for managing vouchers: APR009 Voucher Register, APR003 Outstanding Vouchers, APR091 AP Holds by Hold Type, and APR008 AP Staff Productivity Report.</p>
18	Delete Voucher	<p>Agencies may decide to delete vouchers for several reasons:</p> <ul style="list-style-type: none"> • Pre-edit Error • Recycle Error • Match error • Allotment Exception • Budget Exception <p>Once a voucher is posted it cannot be deleted. Instead, it must be corrected. Vouchers can only be deleted if it has not been posted, selected for payment, or paid. If an error is found or an update is needed on the voucher after it has posted, an Adjustment Voucher will be required. Use of the Adjustment Voucher supports reporting since it links the original transaction to the adjustment or correction for that transaction.</p> <p>Adjustment Vouchers are created independent of original voucher, the original voucher is referenced on the adjustment voucher and accounting entries are generated for redistributions, corrections, or other purposes, for vouchers that have been posted, or posted and paid. The gross amount of the adjustment voucher must be zero to balance the transaction.</p> <p>Voucher close is available for vouchers in posted status, that have not been selected for payment, or not fully</p>

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Process Step ID	Process Step Title	Description of Process
		<p>paid. This process is normally used when a voucher has a remaining liability that will not be paid. Closing the voucher restores the budget for the unused amount on the voucher.</p> <p>A voucher that is denied during the approval workflow is reviewed by the Agency AP Processor to review the rejection reason. As needed, the Agency AP Processor obtains and attaches the additional documentation to the transaction or corrects the transaction. Upon review, if it is determined that the transaction is no longer required, then the entered voucher is deleted by the Agency AP Processor.</p> <p>Vouchers returned from DFS Accounting have five days to be updated or the system will automatically delete them.</p>
19	Outbound Voucher and Payment Extract (API031)	An Outbound interface flat file containing voucher accounting, voucher status and payment information is available for agency business systems, source systems, and transparency sites.
20	Generate GL Journals	Journal Generator (JGEN) processes post accounting entry data from the Florida PALM source modules, summarize the data, and create journals in the General Ledger. The Journal Generator process will edit check, budget check, and post the journal entries created during the process. Please see 10.2, Enter and Process Journals for more information on source module journal entries.

Invoice Information | Payments | Voucher Attributes

Business Unit: US001
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date: 11/01/2021
 Invoice Received:
 Supplier ID: 0000000044
 ShortName: EMELS-02-001
 Location: ACH
 *Address: 1

Invoice No: [] Payment Terms: []
 Accounting Date: 11/01/2021
 *Pay Terms: 30 Net 30
 Basis Date Type: Inv Date
 Tax Exempt
 Control Group: []
 Incomplete Voucher

Invoice Total

Line Total	10.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	10.00
Difference	0.00

Save | Save For Later | Action: [] | Run | Calculate | Print

Copy From Source Document

Invoice Lines | Find | View All | First | 1 of 1 | Last

Line 1 Copy Down
 *Distribute by: Amount
 Item: []
 Quantity: []
 UOM: []
 Unit Price: []
 Line Amount: 10.00

SpeedChart: []
 Ship To: US001
 Description: []
 Packing Slip: []

One Asset
 Work Order
 Calculate

Distribution Lines | Personalize | Find | View All | First | 1 of 1 | Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Openitem	Oper Unit	Fund	Dept	Program	Class
<input type="checkbox"/>	1	10.00		US001							

Save | Save For Later

Figure 1: Process Voucher Entry Page, Invoice Information Tab

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: 43000
 Voucher ID: 00000252
 Voucher Style: Regular
 Supplier Name: XXXXXXXX
 X
 5, AK
 Entry Status: Postable
 Match Status: No Match
 Approval Status: Pending
 Post Status: Unposted
 Budget Status: Valid
 Budget Misc Status: Valid
 *View Related: Payment Inquiry [] Go

Invoice Date: 10/18/2019
 Invoice No: INV1234
 Invoice Total: 200.00 USD
 Pay Terms: Net 30
 Voucher Source: Online
 Origin: ONL
 Created On: 10/22/2019 8:07PM
 Created By: Agency_AP_Processor
 Last Update: 10/22/2019 8:26PM
 Modified By: Agency_AP_Processor
 ERS Type: Not Applicable
 Close Status: Open
 Audit Logs

[Preview Approval](#)

Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Figure 2: Voucher Summary Page, Summary Tab

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Figure 3: Voucher Payments Page, Payments Tab

30.3.2 – Voucher Matching

Table 2: Voucher Matching

30.3.2 – Voucher Matching		
Module	Accounts Payable	
Related Module(s)	Commitment Control Purchasing	
Swim Lanes – Definition	Agency AP Processor: agency role responsible for entering invoices, voucher corrections and issuing and maintaining disbursements in Florida PALM	
Process Step ID	Process Step Title	Description of Process
1	Run Matching Process	Prior to initiating voucher approval, if the voucher is subject to matching, the match edit compares the voucher to the PO/Encumbrance information and verifies that payment is made only for the goods and services that were requested. Figure 4 Voucher Matching, Summary Tab shown below provides the status of the Voucher Match. Match rules specify transaction characteristics that are being matched (supplier, amount) and users must delete or correct the exception to move forward with voucher processing. Vouchers with match exceptions are listed on the APR004 Voucher Match Exceptions Report. The match exceptions must be

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Process Step ID	Process Step Title	Description of Process
		resolved, or the invoice be returned to the supplier for correction.
2	Resolve Voucher Match Error	<p>To update a voucher, return to Enter/Update Vouchers. The Agency AP Processor may resolve vouchers that failed the voucher match edit. The voucher may be updated in the Enter/Update Voucher step if the voucher source was Florida PALM.</p> <p>If the match exception is due to an error on the voucher from data in the inbound file, and the file is from an Agency Business System (ABS), the Agency AP Processor has the option based on your agency policy to update the Voucher within Florida PALM or to delete the voucher, requiring the transaction to be sent again with the corrected data in a subsequent file. If the correction is made in Florida PALM, your ABS will also need to be updated with the correct information. Agencies are responsible for managing errors and keeping their business systems reconciled with Florida PALM for financial information.</p> <p>If it is from an enterprise system (MFMP, Works, STMS) any changes to vouchers for enterprise systems should be deleted and changes should be made in source system, and transactions resent back to Florida PALM with the corrected data in a subsequent file.</p> <p>If a voucher error cannot be resolved, it may be necessary to delete the voucher in the Delete Voucher step on the Process Vouchers business subprocess.</p>
3	Notify Program for Dispute Resolution	<p>The Agency AP Processor may notify the responsible program manager to dispute the invoice with the supplier. For example, a corrected invoice may be required. If a corrected invoice is received the Agency AP Processor returns to Receive Approved Invoice with Three Date Stamp and updates the voucher. If the dispute cannot be resolved the Agency AP Processor may choose to delete the voucher.</p>

FloridaPALM

Summary | Related Documents | Invoice Information | Payments | **Voucher Attributes** | Error Summary

Business Unit 43000 Invoice Date 10/18/2019
 Voucher ID 00000252 Invoice No INV1234
 Voucher Style Regular Invoice Total 200.000 USD
 Supplier Name XXXXXXXX
 X
 5, AK
 Entry Status Postable Pay Terms Net 30
 Match Status No Match **Preview Approval** Voucher Source Online
 Approval Status Pending Origin ONL
 Post Status Unposted Created On 10/22/2019 8:07PM
 Created By Agency_AP_Processor
 Last Update 10/22/2019 8:26PM
 Modified By Agency_AP_Processor
 ERS Type Not Applicable
 Close Status Open
 Budget Status Valid
 Budget Misc Status Valid
 *View Related [Audit Logs](#)

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Figure 4: Reporting, Summary Tab

30.3.3 – Review and Approve Vouchers

Table 3: Review and Approve Vouchers

30.3.3 – Review and Approve Vouchers		
Module	Accounts Payable	
Related Module(s)	Commitment Control Purchasing	
Swim Lanes – Definition	Agency AP Approver: agency role responsible for authorizing approval of vouchers Agency AP Finance & Accounting (FA) Approver: agency role responsible for final editing and approval of invoice transactions before DFS audit criteria is applied DFS AP Approver: DFS role responsible for audit approval of vouchers	
Process Step ID	Process Step Title	Description of Process
1	Review Voucher (APW001)	An Agency AP Approver uses the WorkCenter to review vouchers pending approval coming from Initiate Approval Workflow step on the Process Vouchers subprocess. The primary purpose of this step is to review the invoice to ensure the appropriate authority was in place for the purchase, that correct funding codes were used, and required attachments were included. The Voucher Approval Aging Schedule report provides the approver with a means to evaluate how long a

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Process Step ID	Process Step Title	Description of Process
		<p>voucher has been waiting to be approved and as a tool to manage the review process.</p> <p>Agency personnel and the DFS Division of Accounting and Auditing (A&A) review and approve some invoices outside of Florida PALM in the source system, such as those originating in MFMP, PCard Works, and State Travel Management System (STMS).</p>
2	Approve Voucher	<p>This step allows approval of the voucher by assigned and authorized users, based on workflow rules. Each agency will require at least one level of approval. The second level of approval is optional.</p> <p>Once the voucher is approved, it is stepped to the next level of approval. Certain vouchers are pre-approved and do not go through the approval process (e.g., MFMP, STMS and PCard payments).</p> <p>The Agency AP Approver monitors vouchers pending approval via the APR020 Voucher Approval Aging Report.</p> <p>The Agency AP Approver and the DFS AP Approver use the APR008 AP Staff Productivity Report to manage staff performance.</p>
3	Deny Voucher	<p>Vouchers that are denied by the Agency AP Approver are sent back to the Agency AP Processor for correction/deletion using the Enter/Update or Delete Voucher process.</p> <p>Reason Codes are used to indicate the reason for the return/denial of the voucher. DFS and agencies use this information to manage the audit process.</p>
4	Review Voucher	<p>The Agency AP F&A Approver uses the AP WorkCenter to review vouchers pending approval work flowed from the Agency AP Approver. The primary purpose of this step is to review the invoice to ensure the appropriate authority was in place prior to the purchase, that correct funding codes were used, and required attachments were included.</p> <p>The secondary approval role is considered optional, agencies may choose to have two different approvers or choose to assign both roles to one person. This offers agencies some flexibility for the approval process.</p> <p>The APR010 Voucher Approval Aging Report provides the approver with a means to evaluate how long a</p>

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Process Step ID	Process Step Title	Description of Process
		<p>voucher has been waiting to be approved as a tool to manage the review process.</p> <p>Agency personnel review and approve some invoices outside Florida PALM, such as those originating in MFMP, PCard Works, and STMS. A&A personnel review vouchers created in Florida PALM within the Florida PALM voucher workflow.</p>
5	Approve Voucher	<p>This step allows approval of the voucher by assigned and authorized users, based on workflow rules. Once the voucher is approved, it is stepped to the next level of approval. Agencies have the ability to add additional authorized approvers into the workflow.</p> <p>The Agency AP F&A Approver monitors vouchers pending approval via the APR010 Voucher Approval Aging Report.</p>
6	Deny Voucher	<p>Vouchers that are denied by the Agency AP F&A Approver are returned via workflow to the Agency AP Processor for correction/deletion using the Delete/Update Voucher process.</p> <p>Reason Codes are used to indicate the reason for the return/denial of the voucher and use this information for managing the audit process.</p>
7	Review Voucher (APW001)	<p>The DFS AP Approver uses the WorkCenter to review vouchers approved by the Agency AP F&A Approver that meet audit criteria established by DFS. The primary purpose of this step is to review the invoice to ensure the appropriate authority was in place prior to the purchase, that correct funding codes were used and required attachments were included.</p> <p>The APR010 Voucher Approval Aging Report provides the approver with a means to evaluate how long a voucher has been waiting to be approved as a tool to manage the review process.</p> <p>The APR096 Single Payment Voucher Report provides a listing of all vouchers that include a single payment supplier. Approvers will monitor the report to ensure the single payment supplier is used appropriately on a voucher.</p>
8	Approve Voucher	<p>This step allows approval of the voucher by assigned and authorized users, based on workflow rules. Once the voucher has obtained all approvals, the payment is processed and sent to Post Voucher.</p>

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Process Step ID	Process Step Title	Description of Process
		The DFS AP Approver monitors vouchers pending approval via the APR010 Voucher Approval Aging Report.
9	Deny Voucher	<p>Vouchers that are denied by the DFS AP Approver are sent back to the Agency AP Processor for correction/deletion using the Delete/Update Voucher process.</p> <p>The DFS AP Approver uses a Reason Code to indicate the reason for the return/denial of the voucher and use this information for managing the audit process.</p>

30.3.5 – Enterprise Process Vouchers

Table 4: Enterprise Process Vouchers

30.3.5 – Enterprise Process Vouchers		
Module	Accounts Payable	
Related Module(s)	Commitment Control	
Swim Lanes – Definition	<p>Agency AP Processor: agency role responsible for monitoring and managing MyFloridaMarketPlace, STMS, and PCard payment errors.</p> <p>DFS AP Payment Processor: enterprise role responsible for managing and issuing disbursements of warrants/EFT/ACH payments across all agencies and loading MyFloridaMarketPlace, STMS and PCard information into Florida PALM for all agencies</p>	
Process Step ID	Process Step Title	Description of Process
1	Inbound PCard Disbursement (API058)	Purchasing Card (PCard) Works approvals are handled within the State Purchasing Card system Works and the expenditure data is interfaced with Florida PALM.
2	Inbound Voucher Load (API002)	<p>MyFloridaMarketPlace (MFMP) approvals are handled within MFMP, and the expenditure and encumbrance data are interfaced with Florida PALM.</p> <p>State travel approvals are handled within the State Travel Management System (STMS) and the expenditure data is interfaced with Florida PALM.</p> <p>PCard approvals are handled in the Works system.</p> <p>PCard and STMS may be post audited.</p> <p>Agencies not using STMS or an agency business system to interface travel vouchers may enter travel reimbursement requests as a Regular voucher in 30.3.1 Enter and Process Vouchers.</p>

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Process Step ID	Process Step Title	Description of Process
3	Perform Interface Error Checking	<p>Edit validations are performed on each interface before the data is allowed to load to the Accounts Payable tables. If the file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved.</p> <p>If the file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing in the Accounts Payable module. Additional edits will be performed during the transaction life cycle.</p> <p>Rejected transactions are managed through the 120.1 Interface Error Handling Process.</p> <p>Edit Validations include:</p> <ul style="list-style-type: none"> • ChartField Validation • ChartField Combination Edits • Amount Validation • Open Period Validation • Supplier Validation • The edit check process includes the Budgetary Value combination edit check, which checks Fund, BE, & Cat combinations for a BU, the transaction will fail if this combination is inaccurate. • In addition, there are interface specific edits that pertain to AP data elements and fields.
4	Load Inbound Voucher Data	This step retrieves the voucher data from STMS, Works and MFMP and loads the expenditure data into staging tables.
5	Run Voucher Build	Run Voucher Build performs the Voucher Pre-Edit checks that determine default values to populate in the voucher tables; balancing voucher header, lines, and distribution lines; and calculating payment due date status. A voucher ID is also assigned to vouchers that pass the edit checks. Vouchers that fail pre-edit will be deleted.
6	Create Voucher	Data passing pre-edit and voucher edit checks create a voucher in Florida PALM. Vouchers that contain errors and are not “postable” are set to a “recycle” status. Vouchers that pass the edit process are set to a “postable”
7	Run Budget Check	<p>Budget Check validates the ChartField values entered in the expenditure distribution against the budget for each voucher.</p> <p>Budget check process will run at the designated interval. Budget checks will confirm sufficient budget balances exist in the budget ledgers. Vouchers with Budget exceptions will be deleted.</p>

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Process Step ID	Process Step Title	Description of Process
8	Delete Voucher	<p>If a STMS, MFMP, or PCard Works voucher did not pass the pre-edit check, or the voucher is in “recycle” status the voucher will be deleted.</p> <p>If the voucher did not pass budget check due to a budget error, or if the transaction exceeds the available Appropriations (includes appropriations and releases) balance, the transaction will be deleted. Transactions that fail budget check do not consume appropriations.</p>
9	Manage Deleted Voucher Errors	Updates for deleted vouchers are completed in the source system, brought into Florida PALM with the next interface and processed through the Enterprise Process Vouchers business subprocess. The Agency AP Processor uses the APR092 Vouchers Deleted Report to monitor vouchers that have been deleted.
10	Post Voucher	<p>The Post Voucher step indicates that the voucher completed the required steps and is approved for payment at the scheduled date.</p> <p>When the voucher is posted, an accounting entry is generated to recognize an account payable (i.e., a liability) to the supplier, and to recognize the associated expense/expenditure accrual.</p>
11	Outbound Voucher and Payment Extract (API031)	An Outbound interface flat file containing voucher accounting, voucher status and payment information is available for agency business systems, source systems, and transparency sites.
12	Generate GL Journals	Journal Generator (JGEN) processes posted accounting entry data from the Florida PALM source modules, summarizes the data, and creates journals in the General Ledger. The Journal Generator process will edit check, budget check, and post the journal entries created during the process. Please see 10.2, Enter and Process Journals for more information on source module journal entries.

30.3.6 – Run Prompt Payment Interest Calculation

Table 5: Run Prompt Payment Interest Calculation

30.3.6 – Run Prompt Payment Interest Calculation	
Module	Accounts Payable
Related Module(s)	Commitment Control
Swim Lanes – Definition	<p>Agency AP Processor: agency role responsible for managing and issuing Prompt Payment Interest payments</p> <p>DFS AP Maintainer: DFS role responsible for deleting or updating Prompt Payment Interest Vouchers</p>

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Process Step ID	Process Step Title	Description of Process
1	Run Prompt Payment Calculation	A voucher is created in Florida PALM and the date the invoice was received, the date the goods and services were received, and the date the goods and services were approved is recorded on the voucher. These dates are required on the voucher for reporting prompt payment compliance and calculating interest due to suppliers, when applicable.
2	Generate Interest Vouchers	Once the Payment Creation Process is complete the system will use the later of the three dates as the Basis Date. The Basis Date is used to automatically calculate Prompt Payment interest due. An interest voucher is generated if interest is due. Based on 215.422 F. S interest accrues after 35 days for any non-paid invoices for health-related services and 40 days for all other invoices. Florida PALM uses the Account ChartField values to determine if a voucher is health related.
3	Review interest Vouchers	The Agency AP Processor reviews the Interest Voucher and the Prompt Pay Compliance Report to verify interest is due. Occasionally dates have been entered incorrectly and the interest calculation is incorrect.
4	Delete Interest Voucher	Interest vouchers that are incorrect may be deleted by the DFS AP Maintainer. The Agency AP Processor may request the DFS auditing team to delete the interest voucher. The Agency AP Processor may be asked to provide supporting documentation to the DFS auditing team.
5	Update Interest Voucher Line Distribution	Interest vouchers that require a change in the Distribution Line may be updated by the Agency AP Processor. The Agency AP Processor may not delete the voucher or update an incorrect date. The Agency AP Processor may request the DFS AP Maintainer to delete the voucher and to correct a date.
6	Recalculate Basis Date	If a date was added incorrectly and the Basis date should be re-calculated the Agency AP Processor may request the DFS AP Maintainer to delete the interest voucher and update the incorrect date on the initial voucher. Once the date is corrected the system will re-calculate the Basis date and create a new interest voucher.
7	Approve Interest Vouchers	The Agency AP Processor approves interest vouchers that are due to the supplier.
8	Run Budget Check	Budget Check is run and validates the current budget for each voucher against ChartField values entered in the expenditure distribution. If the interest voucher passes budget check the voucher is posted.
9	Post Interest Vouchers	The Post Voucher step indicates that the interest voucher completed the required steps and is approved for payment.

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Process Step ID	Process Step Title	Description of Process
		When the voucher is posted, an accounting entry is generated to recognize an account payable (i.e., a liability) to the supplier, and to recognize the associated expense/expenditure accrual.
10	Outbound Voucher and Payment Extract File (API031)	An Outbound interface flat file containing voucher accounting, voucher status and payment information is available for agency business systems, source systems, and transparency sites.
11	Manage Budget Exceptions	<p>Internal agency policy should guide the Agency AP Processor regarding transaction processing when a budget error is returned. Depending on your agency policy the Agency AP Processor can update the ChartField string or contact the Agency KK Budget Maintainers.</p> <p>Please see 20.2 Budget Execution and Management for more information.</p> <p>Transactions that fail budget check do not consume appropriations. Budget check exceptions continue to be systematically checked until they are resolved. Budget Check is re-run after updates have been made to the voucher.</p>
12	Generate GL Journals	Journal Generator (JGEN) processes posted accounting entry data from the Florida PALM source modules, summarizes the data, and creates journals in the General Ledger. The Journal Generator process will edit check, budget check, and post the journal entries created during the process. Please see 10.2, Enter and Process Journals for more information on source module journal entries.

Accounting Events

Accounting events originate during transaction processing in the applicable source module. The accounting events impact the source module, Commitment Control ledgers, and the General ledger (Actuals).

- Source Module accounting entries require user input (U) of the primary line (i.e., expenditure, revenues) with an automated system (S) offsetting line (i.e., payable, receivable) during transaction entry. The source model transaction must pass Edit Check, Budget Check, and Cash Check (on applicable entries) prior to posting the transaction.
- The Run Budget Check (Commitment Control) process automatically affects balances in the appropriate budget ledger (i.e., appropriation, spendable cash) if the transaction passes the budget check process.
- After the transaction is posted in the source module, an automated system process summarizes and posts the entries in the General Ledger module to the Actuals Ledger.

Table 6: Accounting Events Included on Business Process Flow Diagrams

Acct Event ID	Accounting Event	Source Module Accounting Entry	Commitment Control Ledger(s) Impact	General Ledger (Actuals) Entry
KK01	Encumbered Voucher Budget Check	No Entry	Liquidates encumbrance and reduces Release Balance	No Entry
KK02	Unencumbered Voucher Budget Check	No Entry	Reduces Available Appropriation, Allotment, and Release balances	No Entry
AP01	Encumbered Voucher Post	Debit: Expenditures (U) Credit: Accounts Payable (S)	No Entry	Debit: Expenditures Credit: Accounts Payable
AP02	Unencumbered Voucher Post	Debit: Expenditures (U) Credit: Accounts Payable (S)	No Entry	Debit: Expenditures Credit: Accounts Payable

Key Reports

Key Reports are displayed as icons with the Report Number on the Business Process Flow Diagrams. The table below provides the reports identified to be produced at a particular process step or is used to support the completion of a process step.

Table 7: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	APR024	Prompt Payment Report – a report listing invoices approaching Prompt Payment processing deadlines	Peoplesoft	Daily, Monthly	Agency, DFS
R2	APR001	Prompt Payment Compliance Report – a report that measures the time elapsed between receipt of invoice, receipt of goods and services, approval of goods and services, and payment date by Business Unit	Peoplesoft	Daily, Monthly	Agency, DFS
R3	KKR058	Budget and Cash Checking Exceptions Report – a report that lists budget and cash exceptions along with balances	Peoplesoft	Daily, Monthly	Agency, DFS
R4	APR010	Voucher Approval Aging Report – an aging schedule of vouchers pending approval	Peoplesoft	Daily, Monthly	Agency, DFS
R5	APR009	Voucher Register – a report that lists posted vouchers, to include totals, that can be filtered by various criteria	Data Warehouse	Daily, Monthly	Agency, DFS
R6	APR003	Outstanding Vouchers Report – a report listing all unposted vouchers	Peoplesoft	Daily, Monthly	Agency, DFS
R7	APR008	AP Staff Productivity Report – a voucher activity count by username	Peoplesoft	Daily, Monthly	Agency
R8	APR091	AP Holds by Hold Type Report – a list of all vouchers on hold including the hold reason	Peoplesoft	Daily, Monthly	Agency
R9	APR092	Vouchers Deleted Report – a listing of vouchers deleted due to errors	Peoplesoft	Daily, Monthly	Agency, DFS
R10	APR004	Voucher Match Exceptions Report – a listing of vouchers with match exceptions	Peoplesoft	Daily, Monthly	Agency
R11	APR096	Single Payment Vouchers Report – a listing of all vouchers processed using a single payment supplier. If any single payment voucher with a 1099 Object Code was approved and processed, it is included on this report.	Peoplesoft	Daily, Monthly	Agency, DFS

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Note: A complete list of reports may be found in the [Reports Catalog](#)².

Conversions

The table below identifies the Conversions related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 8: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
APC001	Suppliers – Active suppliers/payees from the Statewide Vendor File (SWVF), to include EFT information from the FLAIR EFT File.	FLAIR, MFMP, FRS
APC003	Employee Data – Interface for employee data from HCM to AP to convert employees to suppliers for use in AP for payments. Active employee data from People First and Agencies, to include EFT information from the FLAIR EFT File.	FLAIR, People First, LEG, DMA

Note: A complete list of conversions may be found in the [Conversions Catalog](#)³.

Interfaces

The table below provides the Interface IDs for each interface identified on the Business Process Flow Diagrams.

Table 9: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
API002	Inbound Voucher Load – Inbound interface containing invoice data from external systems to load regular, single payment, and manual payment vouchers for select agencies	Daily	Agency Business Systems	Florida PALM
API031	Outbound Voucher and Payment Extract – Outbound interface containing voucher accounting, voucher status and payment	Daily	Florida PALM	Agency Business Systems, MFMP, STMS, Works

² <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

³ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Interface Number	Interface Description	Interface Frequency	Source	Target
	information to source systems, transparency sites and Vendor History			
API041	Inbound Voucher Spreadsheet Upload – Inbound interface to load voucher information via spreadsheet (Excel) upload	Daily	Agency Business Systems	Florida PALM
API058	Inbound PCard Disbursement – Inbound interface containing PCard Disbursement transactions from the Purchasing Card bank and a return file containing load errors	Daily	Works	Florida PALM

Note: A complete list of interfaces may be found in the [Interface Catalog](#)⁴.

Forms

The table below provides the Form Numbers for any forms identified on the Business Process Flow Diagrams.

Table 10: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Audience
N/A		

Workflows

The table below provides the Workflow Numbers for any workflows identified on the Business Process Flow Diagrams.

Table 11: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Audience
APW001	Voucher Workflow – Workflow that routes vouchers to DFS auditors for approval based on sampling rules	Agency, A&A

⁴ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Agency Configurations

The table below identifies the Agency Configurations related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 12: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A		

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Appendix

Appendix A – Revolving Fund Reimbursements

Revolving funds are approved for agency use on a case-by-case scenario. An external bank account is sometimes needed to meet agency operating needs. Upon DFS approval, agencies are authorized to establish the revolving fund and external bank account and is given an authorized amount of funds to support its use. Agencies make expenditures and then seek replenishment on a recurring basis. DFS analyzes and audits agency use of revolving funds and the transactions through separate processes than is used for regular vouchers.

Agencies will use a Regular voucher to support replenishment of the revolving fund. Agencies may be asked to record transaction details, such as expenditure purpose, as part of the replenishment request. A Supplier Location will be established for each agency revolving funds with a payment method of EFT/ACH, or warrant. This supplier location will be entered on the voucher and will reimburse the revolving fund. The Merchant Field within the distribution line will be used to record the description of the goods/services that were purchased. The payment method may be updated on the voucher.

Agencies are responsible for managing tax reporting responsibilities for any payments made using a revolving fund. Agencies should work with DFS for tax reporting expectations.

Appendix B – Budget Period and Budget Date

Budget Period:

- Represents the State of Florida's fiscal year (FY) that runs from July 1 through June 30, i.e., appropriations year.
- Four-digit value that is the last year of the designated fiscal year, i.e., FY 23/24 will be budget period 2024.
- Will remain open to enable Carry Forward, Fixed Capital Outlay and Continuing Appropriations transactions to process using prior years' appropriations.
- The budget period field is in the Commitment Control Module.
- Used only on budget journal transactions (i.e., appropriations load, agency allotment budget journals, Enterprise manual budget adjustments).

Budget Date:

- Represents a calendar date field on module transactions.
- Budget date will default to the current date when a new transaction is created in Florida PALM.
 - Agencies using current fiscal year appropriations, the budget date does not need to be changed, as it defaults to the current date.
 - Agencies using Fixed Capital Outlay and/or Continuing Appropriations, the budget date should be changed to 06/30/XXXX, where XXXX is the budget period (i.e., 06/30/2022 = budget period 2022 = FY 21/22).
- Based on the budget date entered, budget checking functionality checks the transaction against the appropriate budget period (i.e., FY).

Example of Budget Date field on Voucher line:

Agencies using Fixed Capital Outlay and/or Continuing Appropriations, the budget date should be 06/30/XXXX, where XXXX is the budget period (i.e., 06/30/2022 = budget period 2022 = FY 21/22).

Budget Period	From Date	To Date	Budget Date
2020	7/1/2019	6/30/2020	Agencies using current fiscal year appropriations, the budget date does not need to be changed, as it defaults to the current date.
2021	7/1/2020	6/30/2021	
2022	7/1/2021	6/30/2022	
2023	7/1/2022	6/30/2023	
2024	7/1/2023	6/30/2024	

Based on the Budget Date entered, budget checking functionality checks the transaction against the appropriate Budget Period (i.e., FY).

Figure 5: Budget Period and Budget Date

Appendix C – Disbursement Accounting Date Concepts

Accounting Date:

The accounting date is applicable to all transactions in Accounts Payable. The accounting date determines the operational accounting period to which the transaction will be posted or recognized. Users can only select dates that fall within an open period in the ledger to which users are posting. Operational accounting periods represent one-month timeframes within the fiscal year. For the State of Florida our period 1 represents the month of July, period 2 represents the month of August, etc.

The accounting date is represented by the Accounting Date field on all account's payable transaction.

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Business Unit 37000 Invoice No 0001
 Voucher ID 00000001 Accounting Date 05/15/2023
 Voucher Style Regular Voucher *Pay Terms 0 Due Now
 Invoice Date 05/15/2023 Basis Date Type Inv Date
 Invoice Received Tax Exempt
 Supplier Joannes Bakery
 Supplier ID 000000002
 ShortName JOANNES-001
 Location MAIN EFT
 *Address 1

Invoice Total

Line Total	1,000.000
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Entered VAT	
Use Tax	0.000
VAT NonInv	0.000
Total	1,000.000
Difference	0.000

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<input type="checkbox"/>	1	1,000.000		37000		790001	67500	37200100	040000	1602000000	05/15/2023

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Figure 6: Accounting Date on AP voucher header