

# 30.5 Manage Payments

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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	11/13/2023	Updates for Financials Wave
3.1	12/22/2023	Updates per Financials Wave BPM Workshops to include Updates to steps within 30.5.1, Periodic frequency within Key Reports Section and added Appendix C

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## Business Process Overview

The Process Payments business process is within the Disbursements 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 Manage Payments business process addresses processes for recording manual payments made outside Florida PALM, managing Automated Clearing House/Electronic Funds Transfer (ACH/EFT) notifications from the bank for returns and prenote validations, managing stale payments, and the cancellation and reissuance of payments.

The business subprocess included are:

- 30.5.1 – Record Manual Payments
- 30.5.2 – Manage ACH/EFT Notifications (Segment III - TBD)
- 30.5.3 – Manage Stale Payments
- 30.5.4 – Cancel and Reissue Payments

The Record Manual Payments business subprocess identifies the steps to record the accounting for payments issued outside Florida PALM. The Manage ACH/EFT Notifications business subprocess describes the steps to manage ACH/EFT notifications for prenote validation and the status of electronic payments. The Manage Stale Payments business subprocess describes the steps to manage stale payments and transfer of funds to Unclaimed Property, or as applicable, the originating fund. The Cancel and Reissue Payments business subprocess describes the steps to cancel and/or reissue payments issued from or recorded within Florida PALM.

Definitions for terminology used within this business process can be found at [Terms and Definitions Catalog](#)<sup>1</sup>

## 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).

- Banking information must be recorded on the supplier record to be sent to the bank for validation.
- Manual payment dates must be entered correctly to calculate stale date(s).
- Only payments issued or recorded in Florida PALM can be cancelled in Florida PALM.
- For all payment cancellations, the bank is notified via interface files.

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

- For urgent payment cancellations, the party responsible for the banking relationship (i.e., either the agency or Treasury) also notifies the bank, as applicable.

## 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.

### 30.5.1 – Record Manual Payments

Table 1: Record Manual Payments

30.5.1 – Record Manual Payments		
Module	Accounts Payable	
Related Module(S)	Commitment Control; Cash Management	
Swim Lane – Definition	<b>Agency AP Processor:</b> agency role responsible for entering invoices, voucher corrections and issuing and maintaining disbursements in Florida PALM <b>DFS AP Processor:</b> DFS role responsible for recording payments issued by DFS outside of Florida PALM	
Process Step ID	Process Step Title	Description of Process
1	Inbound Voucher Load (API002)	Manual Payment Vouchers are loaded into Florida PALM from agency business systems using the Inbound Voucher Load interface to record payments made outside of Florida PALM.  For vouchers where Manual Payment Method is selected, the Check Number for the payment issued outside of Florida PALM must be included within the Payment Reference field in the API002 Inbound Voucher Load interface. This is a required field when the Manual Payment Method is selected.
2	Inbound Voucher Spreadsheet Upload (API041)	Agencies use the Inbound Voucher Spreadsheet Upload to load Manual Payment Vouchers into Florida PALM when an agency business system is not available to handle the connection to record payments made outside of Florida PALM.

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Process Step ID	Process Step Title	Description of Process
		<p>For vouchers where the Manual Payment Method is selected, the Check Number for the payment issued outside of Florida PALM must be included within the Payment Reference field in the API041 Inbound Voucher Spreadsheet Upload. This is a required field when the Manual Payment Method is selected.</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 file is rejected, all transactions in the file are rejected and the file must be resubmitted once issue is resolved.</p> <p>If 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"> <li>• ChartField Validation</li> <li>• ChartField Combination Edits</li> <li>• Amount Validation</li> <li>• Open Period Validation</li> <li>• Supplier Validation</li> <li>• The edit check process includes the Budgetary Value combination edit check, which checks Fund, BE, &amp; Cat combinations for a BU, the transaction will fail if this combination is inaccurate.</li> </ul> <p>In addition, there are interface specific edits that pertain to AP data elements and fields.</p>
4	Issue Warrant(s) Outside of Florida PALM	<p>A warrant is issued outside of Florida PALM by the agency.</p>
5	Record Manual Payment Voucher	<p>The Agency AP Processor enters a manual warrant payment made outside of Florida PALM as a Regular Voucher in Florida PALM, and selects the Payment Method 'Manual'. By selecting the Manual Payment Method, Florida PALM records the payment and handles the appropriate accounting entries, but does not issue a payment to the supplier.</p> <p>For vouchers where the Manual Payment Method is selected, the Check Number for the payment issued outside of Florida PALM must be included within the</p>

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Process Step ID	Process Step Title	Description of Process
		Payment Reference field. This is a required field when the Manual Payment Method is selected.
6	Issue Warrant(s) Outside of Florida PALM	A warrant is issued outside of Florida PALM by DFS.
7	Record Manual Payment Voucher	<p>The DFS AP Processor enters a manual warrant payment made outside of Florida PALM as a Regular Voucher in Florida PALM, and selects the Payment Method 'Manual'. By selecting the Manual Payment Method, Florida PALM records the payment and handles the appropriate accounting entries, but does not issue a payment to the supplier.</p> <p>For vouchers where the Manual Payment Method is selected, the Check Number for the payment issued outside of Florida PALM must be included within the Payment Reference field. This is a required field when the Manual Payment Method is selected.</p>
8	Run Edit Check	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.
9	Resolve Errors	<p>Edit errors must be resolved prior to the transaction proceeding. Processors should confirm the validity of the ChartField values and the ChartField string used on the transaction and make necessary updates. The Agency AP Processor should confirm that the date of the transaction falls within an open period.</p> <p>If the error persists after making updates, and a SpeedKey is being used, The Agency AP Processor should consult with an Agency COA Maintainer to determine if the SpeedKey was established inaccurately.</p>
10	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>Upon successful Budget Check, the budget is consumed and an expenditure entry is created within Commitment Control as noted in the 20.2 Budget Execution and Management business process.</p>

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Process Step ID	Process Step Title	Description of Process
		<p>This step liquidates any encumbrance that is associated with the voucher and creates an expenditure entry within commitment control.</p> <p>Upon failure of Budget Check, the budget will not be consumed, and the Budget Exception needs to be corrected within the following steps to proceed forward with the transaction.</p>
11	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>
12	Manage Budget Exceptions	<p>If the 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 continue to be systematically checked until they are resolved.</p>

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Process Step ID	Process Step Title	Description of Process
13	Voucher Post	<p>The Voucher Post 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 accounts 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. Voucher related reports are listed in the Key Reports section of the 30.3 Enter and Process Vouchers Business Process.</p>
14	Run Cash Check	<p>The Cash Check process will run at the designated interval. Cash Check validates transactions to spendable cash and confirms use of valid ChartField strings. Spendable cash represents the remaining available fund cash balance reflected in the Cash Ledger.</p> <p>If the transaction exceeds the spendable cash balance, the transaction will fail. Transactions with errors stop at the Cash Checking stage and do not proceed until the error is corrected, adjusted, or cancelled.</p>
15	Manage Cash Checking Errors	<p>The Agency AP Processor can update the amount and/or ChartField strings, or cancel the transaction to resolve the error or contact the Agency KK Cash Maintainer for guidance. Please see 20.2.2 Manage Cash Checking and D66 - Chart of Account Design for more information regarding spendable cash balances. Transactions that fail cash check do not consume spendable cash. Cash Check errors continue to be systematically checked until they are resolved.</p> <p>When the transaction passes Cash Check with no exceptions, the transaction will proceed with its lifecycle.</p> <p>Spendable cash balance is reduced by the amount of the transaction upon passing Cash Check.</p>
16	Payment Post	<p>Payment Post creates accounting entries from payment-related transactions, such as manual payments, System Checks (warrants), ACH/EFT</p>

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Process Step ID	Process Step Title	Description of Process
		<p>payments, and cancelled payments. These accounting entries are stored in the General Ledger.</p> <p>Multiple payment-related reports are available within Florida PALM to assist users in managing the payment process. Payment related reports can be found within the Key Reports section of the 30.4 Process Payments Business Process.</p> <p>The Journal Generator (JGEN) process runs following Payment Post to process 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, 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.</p> <p>Following Payment Post, automatic bank reconciliation is initiated within the 70.2 Manage and Reconcile Bank Statements Business Process.</p>
17	Outbound Voucher and Payment Extract (API031)	The Outbound Voucher and Payment Extract interface is a flat file that provides voucher and payment detail information to FFMS and agency business systems, as well as internally and externally managed transparency websites and source data systems, including: State of Florida Transparency Portal, and Vendor Payment History.

### 30.5.2 – Manage ACH/EFT Notifications (Segment III – TBD)

Table 2: Manage ACH/EFT Notifications

30.5.2 – Manage ACH/EFT Notifications		
Module		
Related Module(s)		
Swim Lanes – Definition		
Process Step ID	Process Step Title	Description of Process
1		
2		
3		

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### 30.5.3 – Manage Stale Payments

Table 3: Manage Stale Payments

30.5.3 – Manage Stale Payments		
Module	Accounts Payable	
Related Module(s)	N/A	
Swim Lanes – Definition	<b>Agency AP Reporter:</b> agency role responsible for reviewing reports in Florida PALM <b>DFS AP Stale Payment Processor:</b> DFS role responsible for managing the stale payment process	
Process Step ID	Process Step Title	Description of Process
1	Manage Stale Payments	The DFS AP Stale Payment Processor manually enters warrants for transfer to Unclaimed Property, if needed for an exception to the automatic process.
2	Process Stale Payments	<p>Florida PALM transfers applicable payments to the Unclaimed Property Trust Fund for administration by the Unclaimed Property Processor on a scheduled basis.</p> <p>Any cancelled warrants that contain federal dollars or other funds exempt from transfer to Unclaimed Property are cancelled and the funds revert to the originating fund. The agency accounts for the federal funds or other funds which cannot be transferred. Federal funds are returned to the applicable trust fund and are considered in future grant drawdowns.</p> <p>Cancelled warrants that are not federal dollars nor exempt from transfer to Unclaimed Property are included within the Outbound Stale Payments File to Unclaimed Property.</p> <p>The Journal Generator (JGEN) process runs following custom Fund Based Escheatment process to process 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, 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.</p> <p>The Funds Transferred to Unclaimed Property and Funds Exempt from Transfer to Unclaimed Property Report lists all payments transferred to Unclaimed</p>

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Process Step ID	Process Step Title	Description of Process
		Property and all payments exempt from transfer to Unclaimed Property due to a stale date.
3	Review Funds Transferred to Unclaimed Property and Funds Exempt from Transfer to Unclaimed Property Report	The Funds Transferred to Unclaimed Property and Funds Exempt from Transfer to Unclaimed Property report is available for agencies to monitor and review to ensure the appropriate transactions were sent to or exempt from transfer to Unclaimed Property.
4	Outbound Stale Payments File to Unclaimed Property (API023)	Florida PALM generates the Outbound Stale Payments File to Unclaimed Property which consists of stale payments to identify the payee information for use by Unclaimed Property.
5	Receive Stale Payments File in UPMIS	The Division of Unclaimed Property loads the unclaimed property records from the Outbound Stale Payments File into the Unclaimed Property Management Information System (UPMIS).
6	Generate Outstanding Warrants Report	Florida PALM generates the Outstanding Warrants report to identify warrants issued but not presented to the bank for over three months from the payment issuance date.
7	Review Outstanding Warrants Report	The Agency AP Reporter reviews the Outstanding Warrants report, which lists the warrant and electronic payment details and statuses to identify outstanding payments.
8	Contact Suppliers	The Agency AP Reporter (or other agency personnel) contacts suppliers whose payments are outstanding, to encourage them to present the warrant to the bank.

### 30.5.4 – Cancel and Reissue Payments

Table 4: Cancel and Reissue Payments

30.5.4 – Cancel and Reissue Payments	
<b>Module</b>	<b>Accounts Payable</b>
<b>Related Module(s)</b>	N/A
<b>Swim Lanes – Definition</b>	<p><b>Agency AP Payment Cancellation Approver:</b> agency role responsible for reviewing and approving payment cancellations</p> <p><b>Agency AP Payment Cancellation Processor:</b> agency role responsible for identifying and initiating payment cancellations</p> <p><b>DFS AP Payment Cancellation Processor:</b> DFS role responsible for identifying, initiating, and processing payment cancellations</p> <p><b>DFS Payroll AP Payment Cancellation Approver:</b> BOSP role responsible for reviewing and approving payroll payment cancellations</p> <p><b>DFS Payroll AP Payment Cancellation Processor:</b> BOSP role responsible for identifying, initiating, and processing payroll payment cancellations</p>

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Process Step ID	Process Step Title	Description of Process
1	Inbound Payment Cancellation (API006)	The Inbound Payment Cancellation interface is a flat file containing payments for cancellation.
2	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"> <li>• File validations</li> <li>• Requesting BU valid</li> <li>• Request BU matches Payment BU</li> <li>• Request Description field not blank</li> <li>• Payment Reference field is not blank and is valid and eligible for cancellation or duplicate</li> <li>• Agency Requester Name field not blank and valid</li> <li>• Cancel Action specified and valid</li> <li>• Cancel Reason Code specified and valid</li> <li>• ACH validation (ineligible for payment cancellation if sent to the bank)</li> </ul> <p>If Hold Reason populated, valid value must be provided</p>
3	Identify Payment for Cancellation	<p>The Agency AP Payment Cancellation Processor/DFS Payroll AP Payment Cancellation Processor identifies the need to cancel a payment based on applicable business events.</p> <p><i>Below Figure 1 provides an example of the Payment Cancellation Request Search page where the agency user can search to see if a Payment Cancellation Request already exists.</i></p>
4	Enter Payment Cancellation Request	The Agency AP Payment Cancellation Processor/DFS Payroll AP Payment Cancellation Processor enters a payment cancellation on the Payment Cancellation page in Florida PALM to request a payment cancellation for any payment specific to the users Business Unit recorded in Florida PALM.

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Process Step ID	Process Step Title	Description of Process
		<p>If the payment cancellation has been denied or more information is requested by the approver, the Agency Payment Cancellation Processor/DFS Payroll Payment Cancellation Processor updates the payment cancellation, as necessary, or cancels the payment cancellation request if the payment is not eligible for cancellation.</p> <p>The Payment Detail Report lists warrant and electronic payment detail and cleared or outstanding status. This information is used to determine whether the payment is eligible for cancellation.</p> <p><i>Below Figure 2 provides an example of the Payment Cancellation Request page where the agency user enters and submits a Payment Cancellation Request for review and approval.</i></p>
5	Review Payment Cancellation Request (APW002)	<p>The Agency AP Payment Cancellation Approver/DFS Payroll AP Payment Cancellation Approver reviews the Payment Cancellation Request for approval or denial via Payment Cancellation Workflow.</p> <p>If the request is denied, the Agency AP Payment Cancellation Processor/DFS Payroll AP Payment Cancellation Processor is notified to update or cancel the request, as necessary.</p>
6	Identify Payment for Cancellation	<p>The DFS AP Payment Cancellation Processor identifies the need to cancel a payment based on applicable business events.</p> <p><i>Below Figure 1 provides an example of the Payment Cancellation Request Search page where the DFS user can search to see if a Payment Cancellation Request already exists.</i></p>
7	Enter Payment Cancellation Request	<p>The DFS AP Payment Cancellation Processor enters the Payment Cancellation on the Payment Cancellation page in Florida PALM to request a payment cancellation.</p> <p>The Payment Detail Report lists warrant and electronic payment detail and cleared or outstanding status. This information is used to determine whether the payment is eligible for cancellation.</p> <p><i>Below Figure 2 provides an example of the Payment Cancellation Request page where the DFS user enters and submits a Payment Cancellation Request for review and approval.</i></p>

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Process Step ID	Process Step Title	Description of Process
8	Review Payment Cancellation Request (APW002)	<p>A different user with the DFS AP Payment Cancellation Processor role, reviews the payment cancellation request and approves or denies the request via Payment Cancellation Workflow.</p> <p>If the request is denied, the DFS AP Payment Cancellation Processor user that entered the request is notified to update or cancel the request, as necessary.</p>
9	Reissue Payment	<p>Upon approval of the Payment Cancellation request, if the payment is to be reissued, the original voucher is used to reissue the payment with a new Payment Reference and Payment Date. If the original voucher needs to be updated to reissue the payment, the voucher is subject to re-review through Voucher Workflow. If there are no updates needed to the original voucher, the voucher is routed for inclusion in the applicable Pay Cycle within the 30.4.1 Process Pay Cycle Business Subprocess.</p>
10	Payment Post	<p>Payment Post following the reissuance of a payment generates the AP payment cancellation accounting entries.</p> <p>The Journal Generator (JGEN) process runs following Payment Post to process 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, 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.</p>
11	Cancel Payment/Close Liability	<p>Upon approval of the payment cancellation request, if the payment does not need to be reissued, the payment is cancelled and updated to 'Void' Payment Status.</p> <p>The Payment Detail and Payment Cancellation reports are available for review.</p>
12	Payment Post	<p>The Payment Post process following the cancel payment and close liability generates the AP payment cancellation accounting entries.</p> <p>The Journal Generator (JGEN) process runs following Payment Post to process 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, budget check and post the journal entries created during the</p>

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Process Step ID	Process Step Title	Description of Process
		process. Please see 10.2, Enter and Process Journals for more information on source module journal entries.
13	Voucher Post	<p>When the Voucher Post process runs for payment cancellations, Florida PALM generates the AP payment cancellation accounting entries for the voucher and closes the associated voucher.</p> <p>The Journal Generator (JGEN) process runs following Voucher Post to process 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, 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.</p>
14	Outbound Voucher and Payment Extract (API031)	The Outbound Voucher and Payment Extract interface is a flat file that provides voucher and payment detail information to FFMIS and agency business systems, as well as internally and externally managed transparency websites and source data systems, including: State of Florida Transparency Portal, and Vendor Payment History.

Figure 1: Payment Cancellation Request Search Page

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**Payment Cancellation Request**

\*Request Description  Request ID NEXT  
 Created By SAJAL.SAURABH Created On 7/3/2023  
 Approval Status Initial

**Payment Cancellation Details**

\*Requesting BU  \*Agency Requester Name   
 \*Payment Reference   
 Supplier ID: Payment Method :  
 Supplier Name : Bank Code :  
 Payment Date : Bank Account :  
 Payment Amount :

Cancel Action  Re-Open Voucher(s)/Re-Issue  
 Re-Open Voucher(s)/Put on Hold Hold Reason   
 Do Not Reissue/Close Liability \*Cancel Reason Code   
 Reason for Request

[Related Vouchers](#) [Attachments](#) [Comments](#)

Figure 2: Payment Cancellation Request Page

## 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.

The table below provides the most common accounting events applicable to this business process.

*Table 5: 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
AP01	Creating an Encumbered Voucher	Debit: Expenditures (U) Credit: Accounts Payable (S)	Liquidates encumbrance and reduces Release Balance	Debit: Expenditures Credit: Accounts Payable
AP02	Creating an Unencumbered Voucher	Debit: Expenditures (U) Credit: Accounts Payable (S)	Reduces Available Appropriation, Allotment, and Release balances	Debit: Expenditures Credit: Accounts Payable
AP03	Payment Issuance	Debit: Accounts Payable (U) Credit: Agency Fund Cash (S)	Reduces spendable cash balance	Debit: Accounts Payable Credit: Agency Fund Cash
AP04	Stale Payments - Exempt	TBD	TBD	TBD
AP05	Stale Payments - Escheat	TBD	TBD	TBD
AP06	Current Year Payment Cancellations (Payment)	TBD	TBD	TBD

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Acct Event ID	Accounting Event	Source Module Accounting Entry	Commitment Control Ledger(s) Impact	General Ledger (Actuals) Entry
AP07	Prior Year Payment Cancellation (Payment)	TBD	TBD	TBD

## 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 6: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	KKR058	<b>Budget and Cash Checking Exceptions Report</b> – a listing of budget and cash check exceptions along with balances	PeopleSoft	Periodic	Agency, DFS
R2		30.5.2 Manage ACH/EFT Notifications to be released with Segment III Business Process Models			
R3		30.5.2 Manage ACH/EFT Notifications to be released with Segment III Business Process Models			
R4	APR140	<b>Funds Transferred to Unclaimed Property and Funds Exempt from Transfer to Unclaimed Property Report</b> - a report that lists payment information for funds transferred to the Unclaimed Property Trust Fund or those that are exempt from Transfer to Unclaimed Property, pursuant to Sections 17.26 and 717.117, Florida Statutes, and payment information for funds returned to the original source	Data Warehouse	Periodic, Monthly	Agency, DFS
R5	APR018	<b>Outstanding Warrants Report</b> – a report that lists State Dated Warrants that are outstanding, expired, or about to expire by specified date range to include warrant type, chart of account	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS

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Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
		ChartFields, payment transaction data and business unit			
R6	APR032	<b>Payment Detail Report</b> – a listing of payment details and statuses for all payments, electronic and warrant.	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS
R7	APR050	<b>Payment Cancellation Report</b> – a report that lists all cancelled payments and the number of days outstanding at the point of cancellation	PeopleSoft	Periodic, Daily	Agency, DFS

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

## 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 7: Data Converted from External System to Florida PALM*

Conversion Number	Conversion Description	Source
N/A		

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

## Interfaces

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

*Table 8: Interfaces Included on Business Process Flow Diagrams*

Interface Number	Interface Description	Interface Frequency	Source	Target
API002	<b>Inbound Voucher Load</b> – inbound interface containing invoice data from	Daily	Agency Business Systems	Florida PALM

<sup>2</sup> <https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5>

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

Interface Number	Interface Description	Interface Frequency	Source	Target
	external systems to load regular, single payment, and adjustment vouchers			
API006	<b>Inbound Payment Cancellation</b> – inbound interface containing payments for cancellation	Daily	Agency Business Systems	Florida PALM
API023	<b>Outbound Stale Payments File to Unclaimed Property</b> – outbound interface containing expired payments to be turned over to Unclaimed Property	Monthly	Florida PALM	UPMIS
CMI001	<b>Inbound ACH/EFT Return Payment</b> – inbound interface containing detailed information for ACH/EFT payments returned by the bank	Daily	JPM Chase	Florida PALM
CMI006	<b>Inbound ACH/EFT Acknowledgement</b> – inbound interface file acknowledging the bank received and processed the outbound ACH/EFT file	Daily	JPM Chase	Florida PALM

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

## Forms

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

*Table 9: Forms Included on Business Process Flow Diagrams*

Form Number	Form Description	Audience
N/A		

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

## Workflows

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

*Table 10: Workflows Included on Business Process Flow Diagrams*

Workflow Number	Workflow Description	Audience
APW002	<b>Payment Cancellation Workflow</b> – routes payment cancellations entered in Florida PALM by agency or enterprise (including Bureau of State Payrolls) users through approval workflow	Agency, DFS

## 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 11: Configurations Defined and/or Maintained by Agencies*

Configuration Number	Configuration Description	Configuration Maintainer
N/A		

## Appendix

- Appendix A – 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).

<b>Budget Period</b>	<b>From Date</b> _ <b>To Date</b>	<b>Budget Date</b>
Represents the fiscal year (FY) that runs from July 1 through June 30, i.e., appropriations year.	2020	7/1/2019 - 6/30/2020
	2021	7/1/2020 - 6/30/2021
	2022	7/1/2021 - 6/30/2022
	2023	7/1/2022 - 6/30/2023
Four-digit value that is the last year of the designated fiscal year, i.e., FY 23/24 will be budget period 2024.	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 3: Budget Period and Budget Date

- Appendix B – AP Payment Cancellation Accounting Events
  - Accounting Events for Stale Dated Payments
    - Outstanding (unpaid) System Check (warrant) payments that are 12 months old are identified and cancelled within the monthly stale date process outlined in the 30.5.3 Manage Stale Payments Business Subprocess. The custom Fund Based Escheatment process in Florida PALM identifies stale dated payments as Escheatable or Exempt from Escheatment based on the Fund and Budget Entity ChartField combination.
    - The funds for payments identified as Escheatable are transferred to the Unclaimed Property Trust Fund.
    - The funds for the payments identified as Exempt from Escheatment are transferred to the originating fund.
    - The associated accounting entries for stale dated payments are generated through the custom process to credit the revenue account and move the cash.

This document is a draft and subject to change

- The original accounting entries for which the payments relate are not altered or adjusted as a result of cancelling the payment and moving funds either to Unclaimed Property or the originating fund.
- These accounting events occur within the 30.5.3 Manage Stale Payments Business Subprocess and are represented on the Accounting Events table.
- Accounting Events for Current and Prior Year Payment Cancellations
  - Current year payment cancellation accounting entries are generated through the delivered cancellation process in Florida PALM. The cash and budget are restored upon cancellation.
  - Prior year payment cancellation accounting entries are generated through the custom AP Payment Cancellation process in Florida PALM to credit the revenue account instead of the original expense account so that the cash is restored, but budget is not restored.
  - These accounting events occur within the 30.5.4 Cancel and Reissue Payments Business Subprocess and are represented on the Accounting Events table.
- Appendix C – Record Manual Payments using the Manual Payment Method
  - This appendix is in reference to the 30.5.1 Record Manual Payments Business Subprocess
    - This model outlines the process in Florida PALM to record the accounting associated to a payment that has been issued outside of Florida PALM.
    - This model was originally created for recording revolving fund transactions within Florida PALM. A different solution has been identified to record revolving fund transactions in Florida PALM.
    - No specific agency process has been identified to record manual payments in Florida PALM, however, the functionality exists if the need arises.
    - When the Manual Payment Method is selected on the Voucher, whether using the interface (API002 or API041) or entering the Voucher online, the Payment Reference field is required to be populated with the Check Number for the payment issued outside of Florida PALM. This allows the ability to tie the transaction in Florida PALM to the bank transaction for reconciliation purposes.