

# Florida **PALM**

Planning, Accounting, and Ledger Management





# Transforming the Future Together

**FloridaPALM**  
Planning, Accounting, and Ledger Management



# SEGMENT I DESIGN WORKSHOPS

OCTOBER 4, 2023



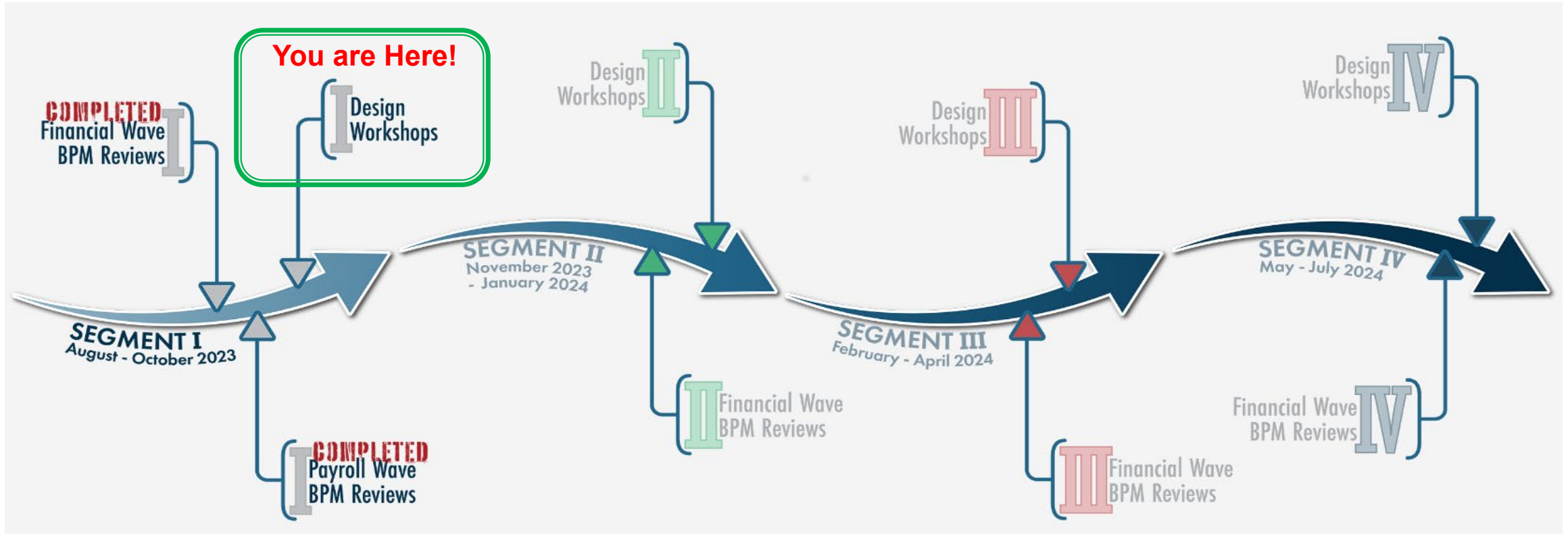
# Solution Design Workshops

## Agenda

- ▶ Welcome and Introductions
  - Housekeeping
- ▶ Design Phase Overview
- ▶ COA Overview
- ▶ Disbursements Management
- ▶ Wrap Up



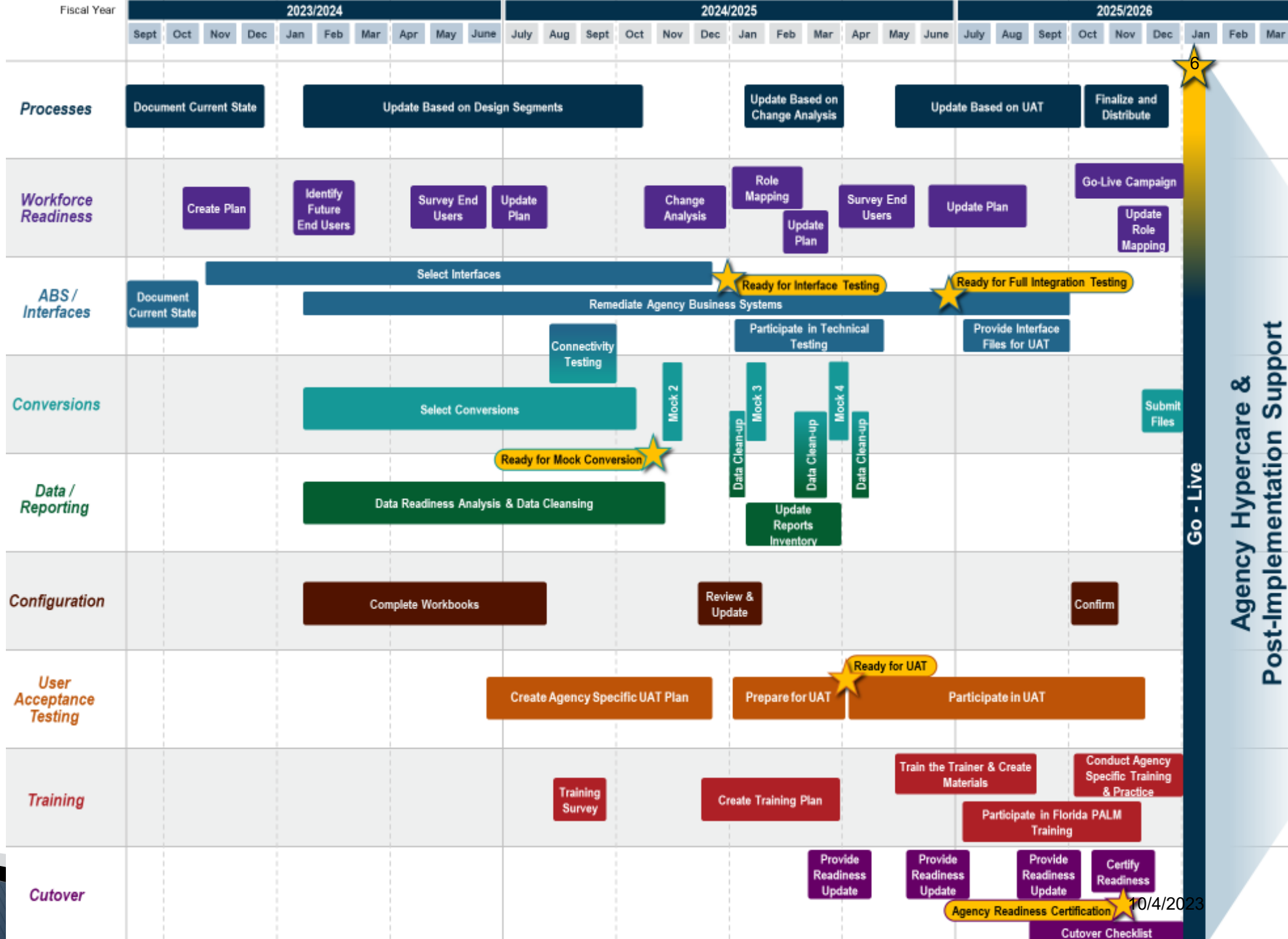
# Design Phase Overview



For more information, listen to [Episode #11: The Design Phase](#)



# Agency Implementation Roadmap



Go - Live

Agency Hypercare & Post-Implementation Support

6

Agency Readiness Certification 10/4/2023



# SET UP AND MAINTAIN CHART OF ACCOUNTS

COA OVERVIEW



# Chart of Accounts Overview

## Terminology

- ▶ ChartField Structure Request
- ▶ Fund Questionnaire
- ▶ Workflow
- ▶ Budgetary, Transactional, and Control
- ▶ Attributes
- ▶ Trees
- ▶ ChartField Combination Edits
- ▶ SpeedKeys





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- ▶ Chart of Accounts Design
  - ChartField Structure
  - ChartField Details

# Chart of Accounts Overview

## ChartField Value Review

Florida PALM ChartFields	
GL Business Unit	Other Accumulator 2 (OA2)
Budget Entity	Grant* (Segment 2)
Category	Contract* (Segment 2)
State Program	Project* (Segment 4)
Fund	Activity*
Account	PC Source Type*
Organization	PC Project Category*
Other Accumulator 1 (OA1)	PC Subcategory*

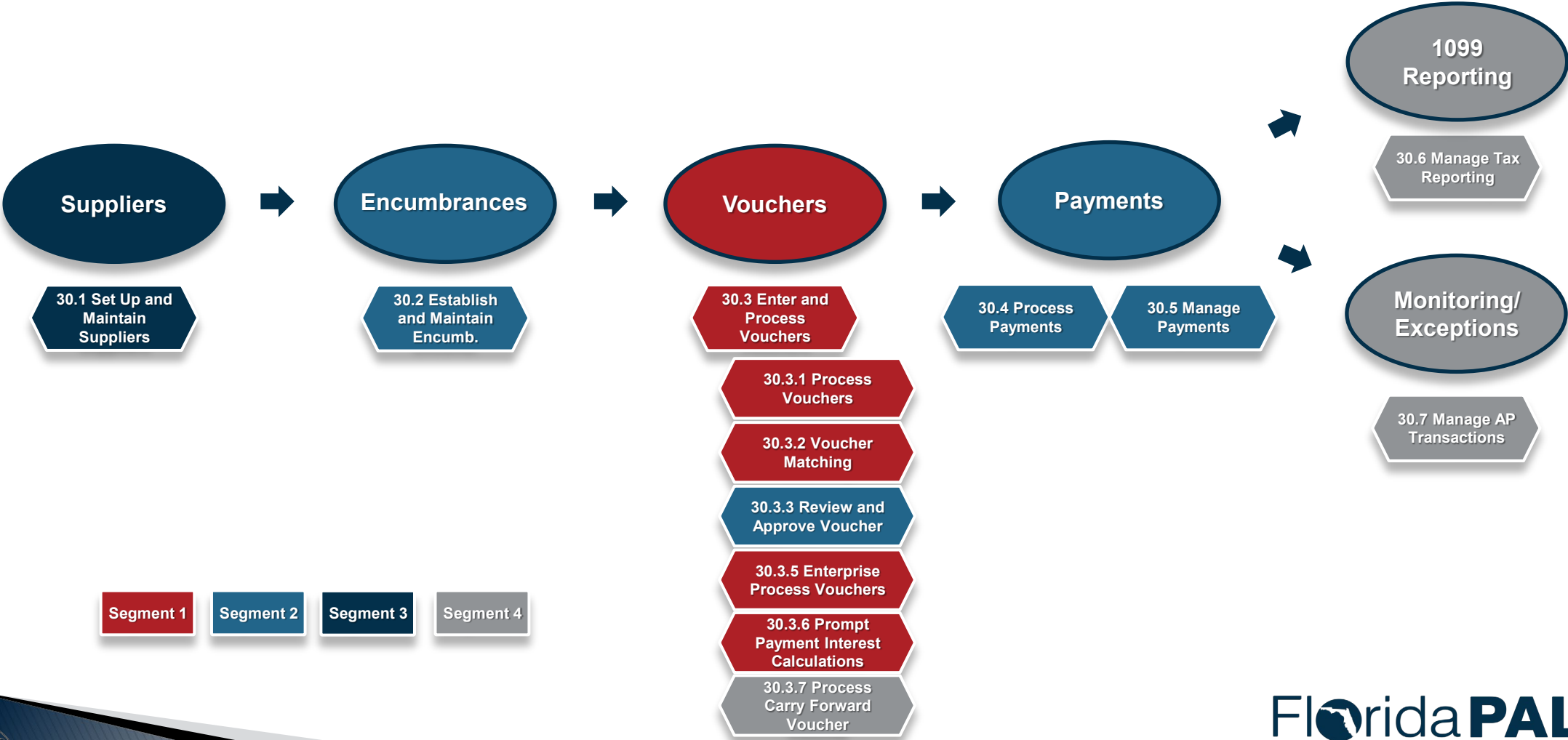
\*ChartField values set up and configured differently



# DISBURSEMENTS MANAGEMENT



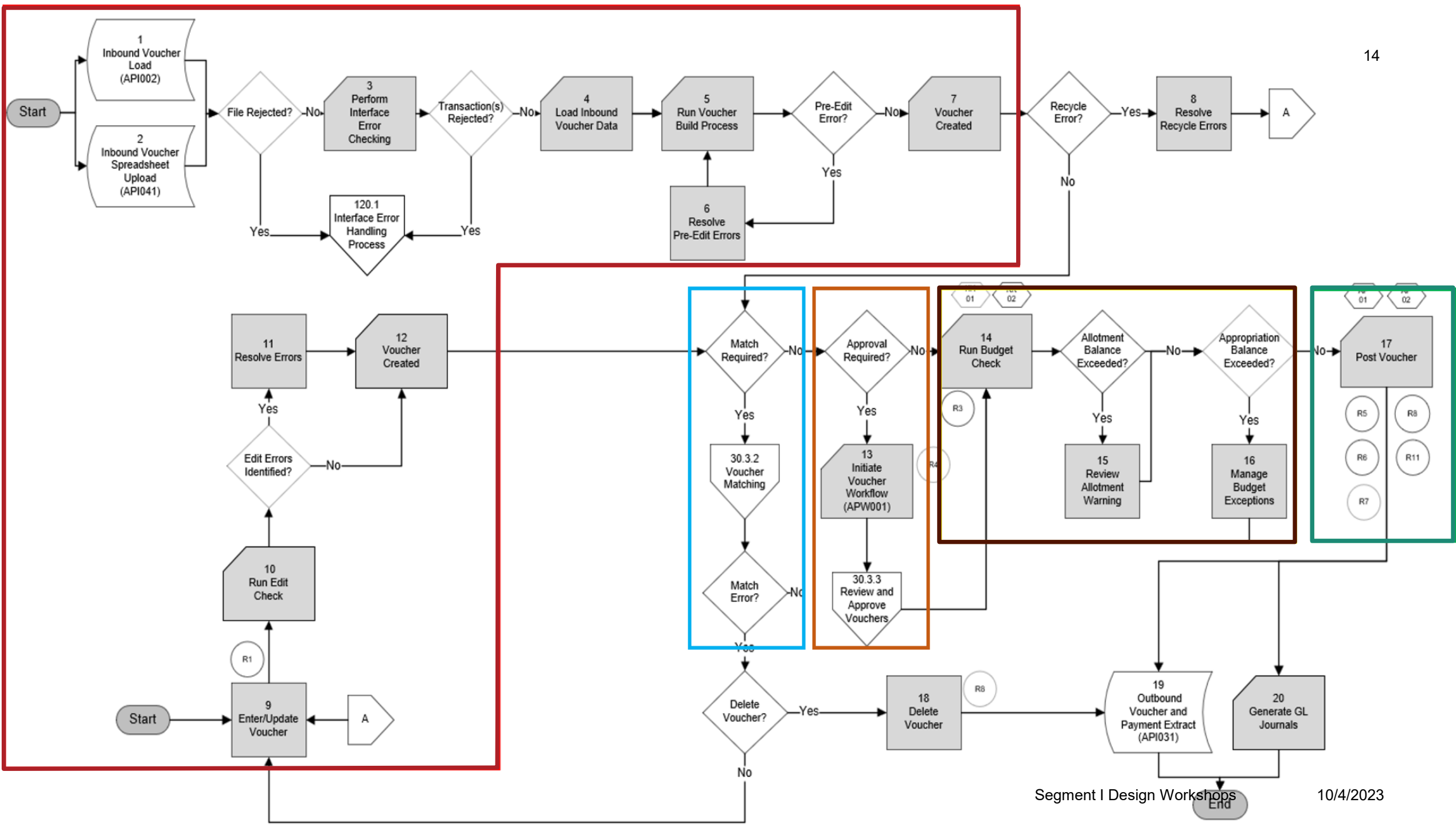
# Disbursements Management Process





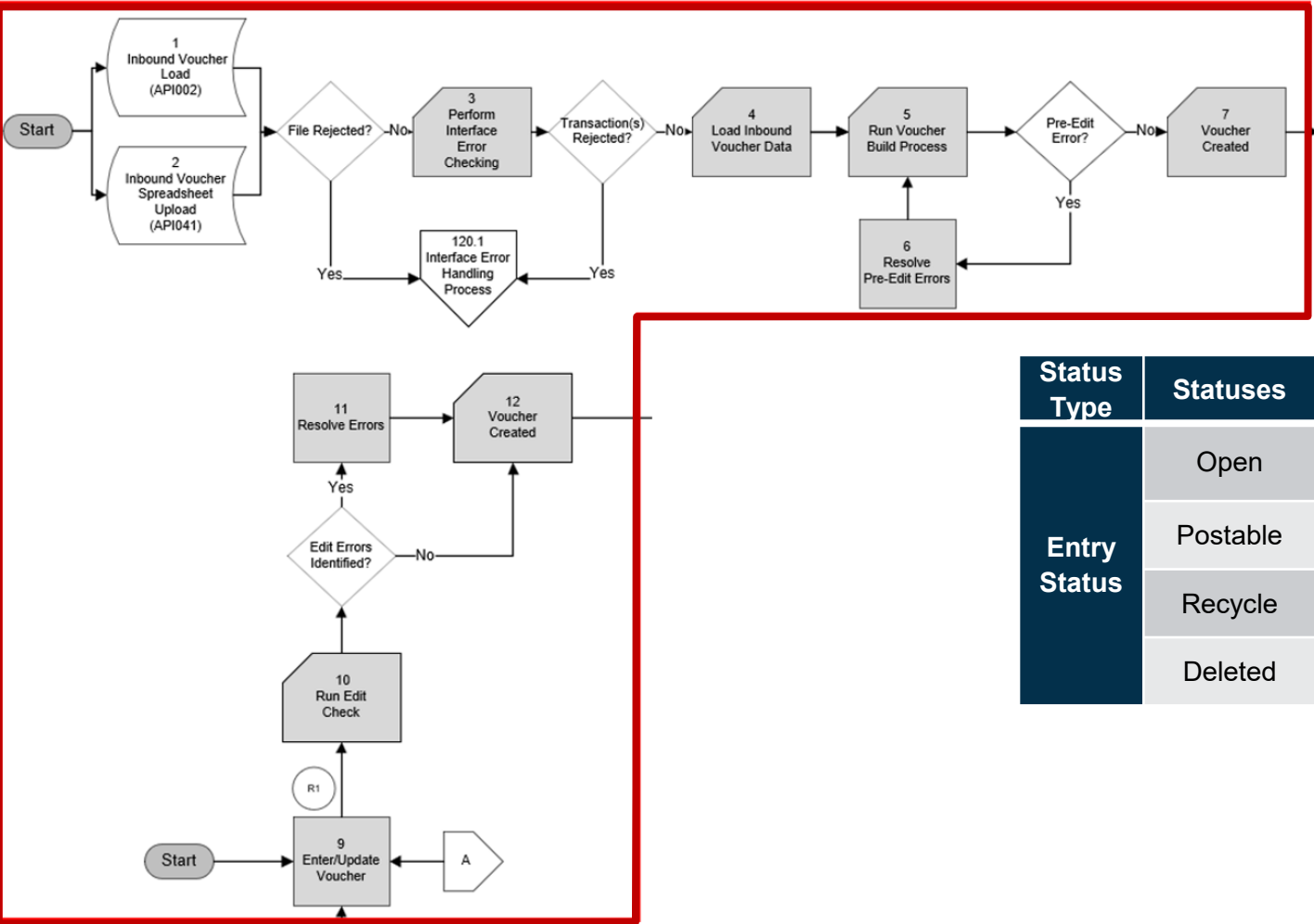
# Voucher Lifecycle





# Disbursements Management

## Voucher Lifecycle – Voucher Creation/Build



Status Type	Statuses	Translate Values	Action
Entry Status	Open	O	When you first enter a voucher, it has an entry status of Open.
	Postable	P	If the voucher passes all validations, it goes into a Postable status.
	Recycle	R	If voucher fails validations, it goes to Recycle status.
	Deleted	X	If a voucher is deleted, it goes to Delete status.



# Disbursements Management

## Voucher Lifecycle – Voucher Creation/Build

Status Type	Statuses	Translate Values	Action
Entry Status	Open	O	When you first enter a voucher, it has an entry status of Open.
	Postable	P	If the voucher passes all validations, it goes into a Postable status.
	Recycle	R	If voucher fails validations, it goes to Recycle status.
	Deleted	X	If a voucher is deleted, it goes to Delete status.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

**ORACLE**

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit** BUY01 **Invoice Date** 01/28/2010  
**Voucher ID** R91DD09 **Invoice No** R91DD09  
**Voucher Style** Regular **Invoice Total** 75,050.00 USD  
**Supplier Name** Books4U and Me  
 588 Owens Drive  
 Pleasanton, CA 94560

**Entry Status** Postable **Pay Terms** End Nxt Mt  
**Match Status** No Match **Voucher Source** Online  
**Approval Status** Pending **Origin** ONL  
**Post Status** Unposted **Created On** 07/10/2012 7:43AM  
**Created By** SAMPLE  
**Last Update** 04/24/2012 9:59AM  
**Modified By** SAMPLE  
**ERS Type** Not Applicable  
**Close Status** Open

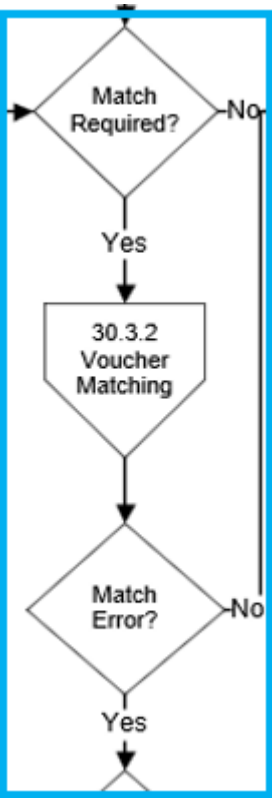
**Budget Status** Valid **Go**  
**Budget Misc Status** Valid **Audit Logs**  
**View Related** Payment Inquiry





# Disbursements Management

## Voucher Lifecycle – Matching



Status Type	Statuses	Translate Values	Action
Match Status	No Match	N	If the voucher is not PO associated, the voucher is in No Match state.
	Ready (To be Matched)	T	When we save a voucher associated with a PO, its initial status is in Ready state.
	Matched	M	If vouchers match successfully against the PO, the system sets the status of these vouchers to Matched and the voucher is available for payment.
	Exception	E	If vouchers do not pass the Matching process, the system flags them as Exceptions.

Oracle Voucher Management System Screenshot:

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

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

**Business Unit** BUY01      **Invoice Date** 01/28/2010  
**Voucher ID** R91DD09      **Invoice No** R91DD09  
**Voucher Style** Regular      **Invoice Total** 75,050.00    USD  
**Supplier Name** Books4U and Me  
 588 Owens Drive  
 Pleasanton, CA 94560

**Entry Status** Postable  
**Match Status** No Match  
**Approval Status** Pending  
**Post Status** Unposted

**Budget Status** Valid  
**Budget Misc Status** Valid  
**View Related** Payment Inquiry

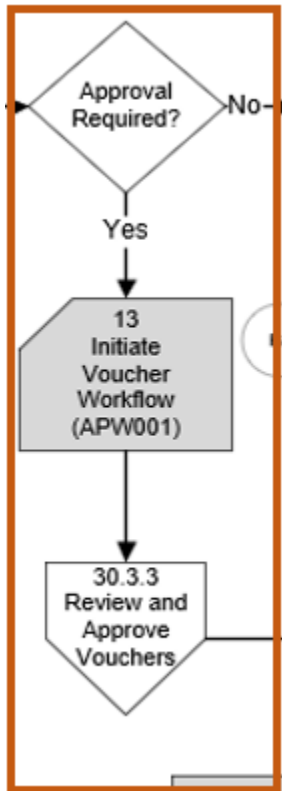
**Pay Terms** End Nxt Mt  
**Voucher Source** Online  
**Origin** ONL  
**Created On** 07/10/2012 7:43AM  
**Created By** SAMPLE  
**Last Update** 04/24/2012 9:59AM  
**Modified By** SAMPLE  
**ERS Type** Not Applicable  
**Close Status** Open

Go      Audit Logs



# Disbursements Management

## Voucher Lifecycle – Approval



Status Type	Statuses	Translate Values	Action
Voucher Approval Status	Pending	P	Until a voucher has been reviewed for approval, or unless it is preapproved, it has an approval status of Pending.
	Approved	A	When the voucher is approved through workflow or is pre-approved, it goes into Approved state.
	Denied	D	When the voucher is denied through workflow, it goes into Denied state.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

**ORACLE**

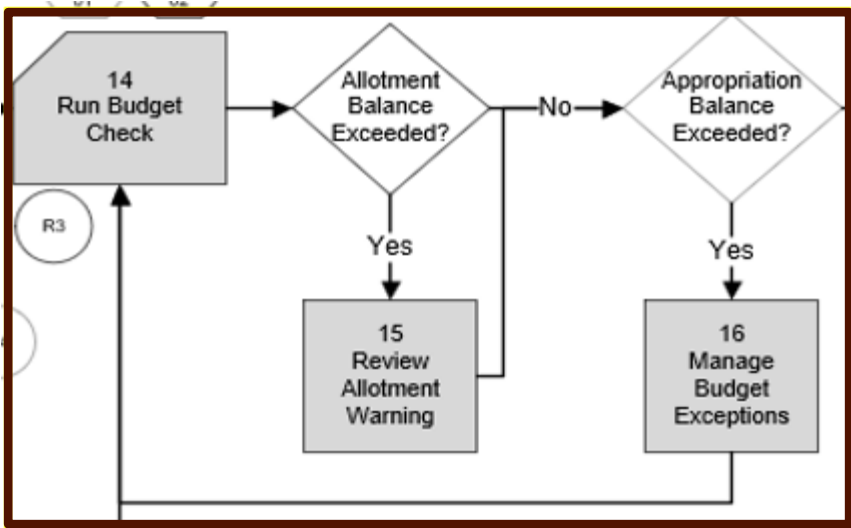
[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

<b>Business Unit</b> BUY01	<b>Invoice Date</b> 01/28/2010
<b>Voucher ID</b> R91DD09	<b>Invoice No</b> R91DD09
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 75,050.00 USD
<b>Supplier Name</b> Books4U and Me 588 Owens Drive Pleasanton, CA 94560	
<b>Entry Status</b> Postable	<b>Pay Terms</b> End Nxt Mt
<b>Match Status</b> No Match	<b>Voucher Source</b> Online
<b>Approval Status</b> Pending	<b>Origin</b> ONL
<b>Post Status</b> Unposted	<b>Created On</b> 07/10/2012 7:43AM
	<b>Created By</b> SAMPLE
	<b>Last Update</b> 04/24/2012 9:59AM
	<b>Modified By</b> SAMPLE
	<b>ERS Type</b> Not Applicable
	<b>Close Status</b> Open
<b>Budget Status</b> Valid	<b>Audit Logs</b>
<b>Budget Misc Status</b> Valid	
<b>View Related</b> Payment Inquiry	<a href="#">Go</a>



# Disbursements Management

## Voucher Lifecycle – Budget Check



Status Type	Statuses	Translate Values	Action
Budget Status	Not Checked	N	If the voucher has not already been budget-checked or if fields on the voucher that affect budget-checking have been changed, it goes into Not Checked (Not Chk'd) state.
	Valid	V	The status is Valid if the voucher has already been budget-checked successfully by running budget check process.
	Error (Budget Exceptions)	E	If the voucher has been budget-checked and failed, it goes into Error (Budget Exceptions) state.



# Disbursements Management

## Voucher Lifecycle – Budget Check

Status Type	Statuses	Translate Values	Action
Budget Status	Not Checked	N	If the voucher has not already been budget-checked or if fields on the voucher that affect budget-checking have been changed, it goes into Not Checked (Not Chk'd) state.
	Valid	V	The status is Valid if the voucher has already been budget-checked successfully by running budget check process.
	Error (Budget Exceptions)	E	If the voucher has been budget-checked and failed, it goes into Error (Budget Exceptions) state.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

**ORACLE**

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit** BUY01 **Invoice Date** 01/28/2010  
**Voucher ID** R91DD09 **Invoice No** R91DD09  
**Voucher Style** Regular **Invoice Total** 75,050.00 USD  
**Supplier Name** Books4U and Me  
 588 Owens Drive  
 Pleasanton, CA 94560  
**Entry Status** Postable **Pay Terms** End Nxt Mt  
**Match Status** No Match **Voucher Source** Online  
**Approval Status** Pending **Origin** ONL  
**Post Status** Unposted **Created On** 07/10/2012 7:43AM  
**Created By** SAMPLE  
**Last Update** 04/24/2012 9:59AM  
**Modified By** SAMPLE  
**ERS Type** Not Applicable  
**Close Status** Open

**Budget Status** Valid

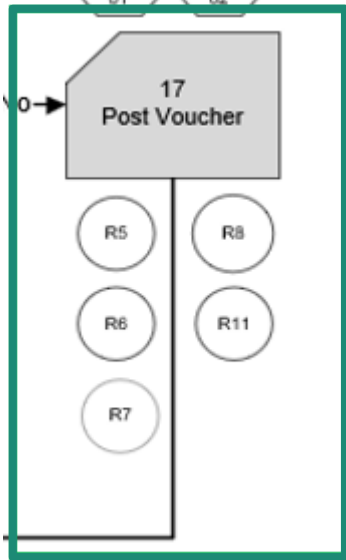
**Budget Misc Status** Valid Go  
[View Related](#) Payment Inquiry Audit Logs





# Disbursements Management

## Voucher Lifecycle – Voucher Post



Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

ORACLE

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

<b>Business Unit</b> BUY01	<b>Invoice Date</b> 01/28/2010
<b>Voucher ID</b> R91DD09	<b>Invoice No</b> R91DD09
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 75,050.00 USD
<b>Supplier Name</b> Books4U and Me 588 Owens Drive Pleasanton, CA 94560	
<b>Entry Status</b> Postable	<b>Pay Terms</b> End Nxt Mt
<b>Match Status</b> No Match	<b>Voucher Source</b> Online
<b>Approval Status</b> Pending	<b>Origin</b> ONL
<b>Post Status</b> Unposted	<b>Created On</b> 07/10/2012 7:43AM
	<b>Created By</b> SAMPLE
	<b>Last Update</b> 04/24/2012 9:59AM
	<b>Modified By</b> SAMPLE
	<b>ERS Type</b> Not Applicable
	<b>Close Status</b> Open
<b>Budget Status</b> Valid	<b>Audit Logs</b>
<b>Budget Misc Status</b> Valid	
<b>View Related</b> Payment Inquiry	<b>Go</b>

Status Type	Statuses	Translate Values	Action
Voucher Post Status	Unposted	U	Until the voucher is posted , its status is Unposted.
	Posted	P	When you post a voucher in PeopleSoft Payables, the system creates balanced accounting entries to record the liability and sets the post status to Posted.



# Disbursements Management

## Voucher Lifecycle – Close Status

Status Type	Statuses	Translate Values	Action
Voucher Close Status	Open	O	When the voucher is initially saved, its status is Open.
	Closed	C	When the voucher is paid and posted, it will update to a Closed status.

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

**ORACLE**

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

**Business Unit** BUY02 **Invoice Date** 11/03/2001  
**Voucher ID** 00000043 **Invoice No** 2000000-004  
**Voucher Style** Regular **Invoice Total** 123,654.00 USD  
**Supplier Name** Freids Furniture  
 577 Fremont Street  
 San Jose, CA 95132  
**Entry Status** Postable **Pay Terms** Due Now  
**Match Status** No Match **Voucher Source** Online  
**Approval Status** Approved **Origin** ONL  
**Post Status** Unposted **Created On** 07/10/2012 7:43AM  
**Created By** SAMPLE  
**Last Update** 04/24/2012 9:59AM  
**Modified By** SAMPLE  
**ERS Type** Not Applicable  
**Close Status** Open  
**Budget Status** Valid **Audit Logs**  
**Budget Misc Status** Valid  
**View Related** Payment Inquiry Go

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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



# Disbursements Management

## Voucher Lifecycle – Payment Status

**Florida PALM** All Search >> Advanced Search Last Search Results

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

Business Unit 43000 Invoice No SAMPLE\_INV05  
 Voucher ID 00000500 Invoice Date 07/05/2023  
 Voucher Style Regular Voucher  
 Supplier ID 0000000057

Payment Details Personalize | Find | View All | First 1 of 1 Last

Actions	Details	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Supplier	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
Actions		Paid	07/05/2023	0000000019	STATE	0000000057		1 CHK	70.00	70.00	USD

Status Type	Statuses	Translate Values	Action
Payment Status	Paid	P	When the voucher is paid through Pay cycle, payment status is changed to Paid.
	Void	V	If a payment is cancelled, the payment status is set to Void.



# Disbursements Management

## Voucher Lifecycle – Statuses

### Initial Voucher Creation

Status Type	Entry Status	Match Status	Approval Status	Budget Status	Post Status	Close Status	Payment Status
Status	Open	Ready to be Matched					
	Recycle	No Match	Pending	Not Checked			<None>
	Deleted	Exception	Denied	Error	Unposted	Open	Void
	Postable	Matched	Approved	Valid	Posted	Close	Paid

### Voucher Complete

Status Type	Entry Status	Match Status	Approval Status	Budget Status	Post Status	Close Status	Payment Status
Status	Open	Ready to be Matched					
	Recycle	No Match	Pending	Not Checked			<None>
	Deleted	Exception	Denied	Error	Unposted	Open	Void
	Postable	Matched	Approved	Valid	Posted	Close	Paid



# DISBURSEMENTS MANAGEMENT

## VOUCHERS



# Enter and Process Vouchers

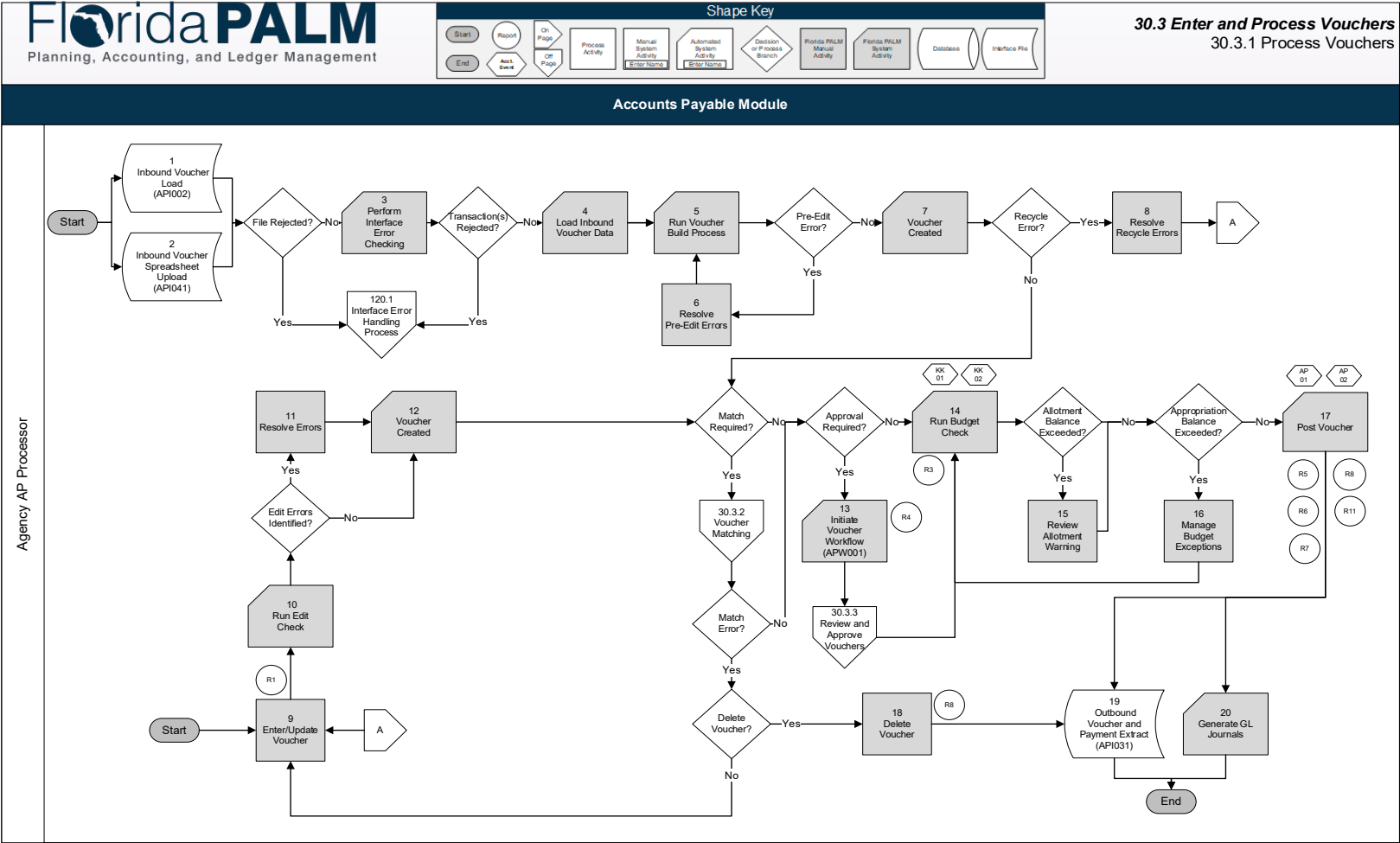
## Business Process Model Updates

- ▶ Process Vouchers
  - Removed Build Error
  - Removed A and B on pages, added Box 12 Voucher Created and linked it to Match Required
- ▶ Enterprise Process Vouchers
  - Removed API028 Inbound Voucher Web Service

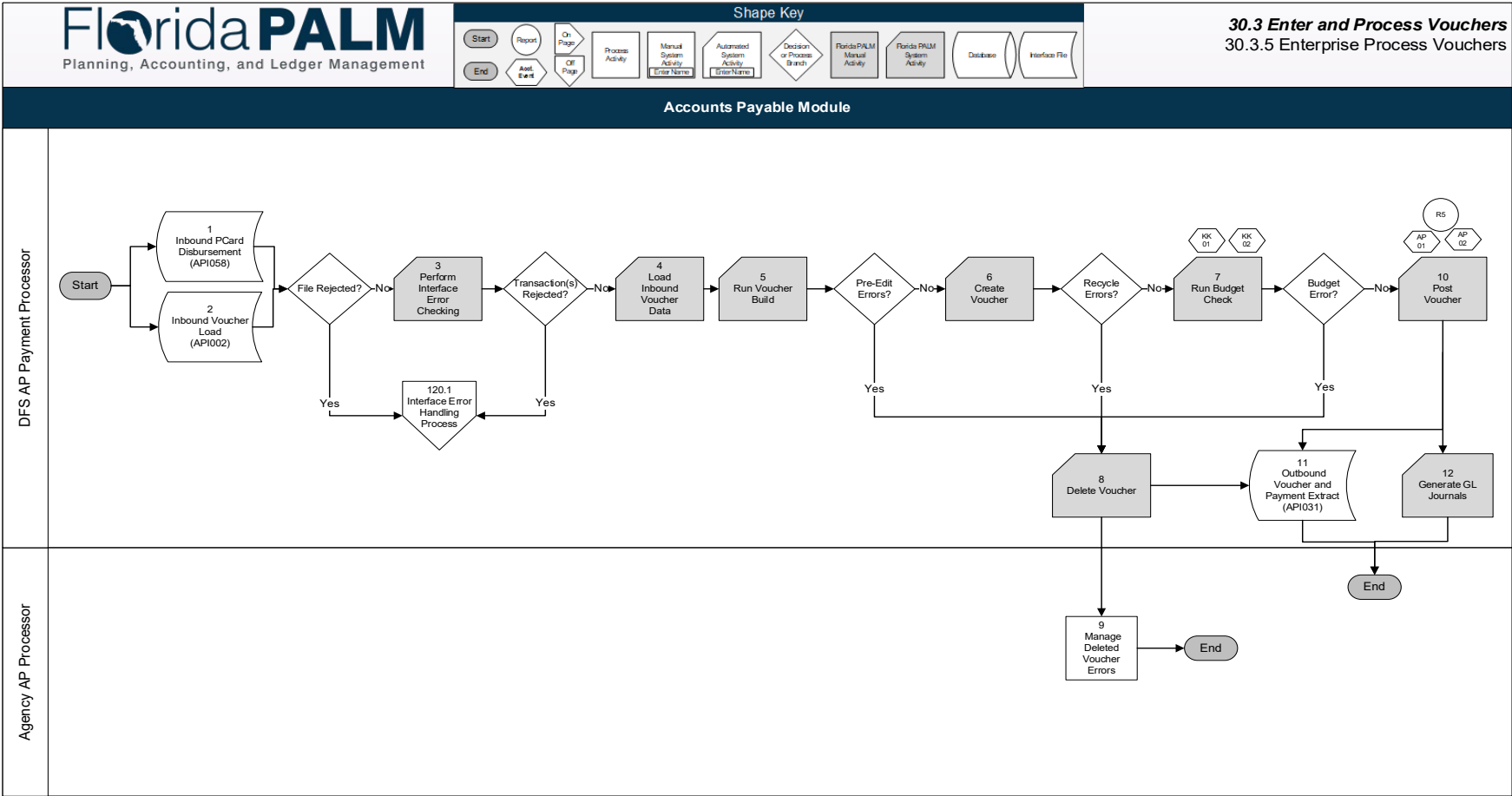




# 30.3.1 Process Vouchers



# 30.3.5 Enterprise Process Vouchers



Accounts Payable ▾

Regular Entry



ORACLE  
PEOPLESOFT



Accounts Payable ▾



To create a regular entry journal, navigate to  
 NavBar  
 > Menu  
 > Accounts Payable  
 > Vouchers  
 > Add/Update  
 > Regular Entry

30

Menu > Accounts Payable > Vouchers

---

**Add/Update**

- Close Voucher
- Complete Register Voucher
- Delete Voucher
- Quick Invoice Entry
- Regular Entry**
- Summary Invoice Entry
- UnPost Voucher
- Update Open Item
- Voucher Search

- Accounts Payable
- Recently Visited
- Favorites
- Menu**
- General Ledger
- Create Requisition
- Asset Management

## Voucher

\*Business Unit

\*Voucher ID

\*Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Add

[Find an Existing Value](#) | [Add a New Value](#)

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit 43000 Invoice No 258976413

Voucher ID NEXT Accounting Date 09/27/2023

Voucher Style Regular Voucher \*Pay Terms 00 Due Now

Invoice Date 09/11/2023 Basis Date Type Inv Date

Invoice Received 09/15/2023

Staples Inc

Supplier ID 0000000059 Control Group

ShortName STAPLES-002

Location MAIN

\*Address 1

Invoice Total	
Line Total	500.00
*Currency	USD
Miscellaneous	
Freight	
Total	500.00
Difference	0.00

- Non Merchandise Summary
- Session Defaults
  - Comments(0)
  - Attachments (0)
  - Template List
  - View Audit Logs
  - Advanced Supplier Search
  - Supplier Hierarchy
  - Supplier 360

Save Calculate Print

### Copy From Source Document

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

Line 1  Copy Down Ship To 43000\_DFS

\*Distribute by Amount Description paper

Item Quantity UOM Packing Slip

Unit Price Accounting Tag

Line Amount 500.00

One Asset Calculate

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

GL Chart	Exchange Rate	Statistics	Assets									
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	State Program	PC E	
<input type="checkbox"/>	1	500.00		43000		341018	02106	43200300	040000			

Save Notify Refresh Add Update/Display



Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit 43000  
 Voucher ID NEXT  
 Voucher Style Regular Voucher  
 Invoice Date 09/11/2023  
 Invoice Received 09/15/2023  
Staples Inc  
 Supplier ID 0000000059  
 ShortName STAPLES-002  
 Location MAIN  
 \*Address 1

Invoice No 258976413  
 Accounting Date 09/27/2023  
 \*Pay Terms 00 Due Now  
 Basis Date Type Inv Date  
 Control Group

Invoice Total	
Line Total	500.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>500.00</b>
Difference	0.00

Non Merchandise Summary  
 Session Defaults  
 Comments(0)  
 Attachments (0)  
 Template List  
 View Audit Logs  
 Advanced Supplier Search  
 Supplier Hierarchy  
 Supplier 360

Save 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 500.00

Ship To 43000\_DFS  
 Description paper  
 Packing Slip  
 SpeedKey

One Asset  
 Calculate

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

GL Chart	Exchange Rate	Statistics	Assets								
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	State Program	PC E
<input type="checkbox"/>	1	500.00		43000		341018	02106	43200300	040000		

Save



All Search Advanced Search

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit 43000
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 09/11/2023
Invoice Received 09/15/2023
Supplier ID 0000000059
ShortName STAPLES-002
Location MAIN
\*Address 1

Invoice No 258976413
Accounting Date 09/27/2023
\*Pay Terms 00 Due Now
Basis Date Type Inv Date
Control Group

Invoice Total table with rows: Line Total (500.00), \*Currency (USD), Miscellaneous, Freight, Total (500.00), Difference (0.00)

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
View Audit Logs
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 details: Copy Down, \*Distribute by Amount, Item, Quantity, UOM, Unit Price, Line Amount 500.00, Ship To 43000\_DFS, Description paper, Accounting Tag, One Asset checkbox, Calculate button

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

Table with columns: Copy Down, Line, Merchandise Amt, Quantity, \*GL Unit, Organization, Account, Fund, Budget Entity, Category, State Program, PC E. Row 1: 1, 500.00, 43000, 341018, 02106, 43200300, 040000

Save

Notify Refresh

Add Update/Display

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit 43000  
**Voucher ID 00000592**  
 Voucher Style Regular Voucher  
 Invoice Date 09/11/2023  
 Invoice Received 09/15/2023  
Staples Inc  
 Supplier ID 0000000059  
 ShortName STAPLES-002  
 Location MAIN  
 \*Address 1

Invoice No 258976413  
 Accounting Date 09/27/2023  
 \*Pay Terms 00 Due Now  
 Basis Date Type Inv Date  
 Control Group

Invoice Total	
Line Total	500.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>500.00</b>
Difference	0.00

- Non Merchandise Summary
- Session Defaults
- Comments(0)
- Attachments (0)
- Template List
- View Audit Logs
- Advanced Supplier Search
- Supplier Hierarchy
- Supplier 360

Save 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 500.00

Ship To 43000\_DFS  
 Description paper  
 Packing Slip  
 Accounting Tag

One Asset Calculate

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

GL Chart	Exchange Rate	Statistics	Assets									
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	State Program	PC E	
<input type="checkbox"/>	1	500.00		43000		341018	02106	43200300	040000			

Save Add Update/Display

Notify Refresh

# Voucher Styles

- ▶ Regular Voucher
- ▶ Adjustment Voucher
- ▶ Single Pay Voucher



# Regular Voucher – Invoice Information

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry



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

**Business Unit** 43000  
**Voucher ID** 00000540  
**Voucher Style** Regular Voucher  
**Invoice Date** 08/21/2023  
**Invoice Received** 08/21/2023

**Invoice No** TEST789  
**Accounting Date** 08/21/2023  
**\*Pay Terms** 0 Due Now  
**Basis Date Type** Inv Date

**3M Company**  
**Supplier ID** 000000004  
**ShortName** 3MCO-001-001  
**Location** MAIN  
**\*Address** 1

Invoice Total	
Line Total	85.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>85.00</b>
Difference	0.00

- Non Merchandise Summary
- Session Defaults
- Comments(0)
- Attachments (0)
- Withholding
- Template List
- View Audit Logs
- Advanced Supplier Search
- Approval History
- Supplier Hierarchy
- Supplier 360

Copy From Source Document

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

**Line 1**  Copy Down  One Asset  
**\*Distribute by** Amount   
**Item**   
**Quantity** 1.0000  
**UOM** EA  
**Unit Price** 85.00000  
**Line Amount** 85.00

**Ship To** 43000\_DFS  
**Description**   
**Packing Slip**   
**Accounting Tag**

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

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	State Program	PC Bus Unit	Project
<input type="checkbox"/>	1	85.00	1.0000	43000		702002	00081	43010300	040000			



# Florida PALM Mockup of Additional Voucher Fields

The screenshot displays the Florida PALM software interface for a voucher entry. The top navigation bar includes 'Main Menu', 'My Homepage', and 'Regular Entry'. The main content area is divided into several sections:

- Invoice Information:** Fields for Business Unit (43000), Voucher ID (00000346), Voucher Style (Regular Voucher), Invoice Date (01/29/2020), Invoice Received (01/31/2020), Supplier ID (0000000057), ShortName (STAPLES-001), Location (MAIN), and Address 1.
- Invoice Total:** Summary of Line Total (100,000), Currency (USD), Miscellaneous, Freight, Total (100,000), and Difference (0,000).
- Non-Merchandise Summary:** Includes Session Defaults, Comments (0), Attachments (0), Basis Date Calculation, Template List, Advanced Supplier Search, Approval History, Supplier Hierarchy, Custom Fields, and Supplier 360.
- Invoice Lines:** A table with columns for Line, Copy Down, Distribute by, Item, Quantity, UOM, Unit Price, and Line Amount. Line 1 is highlighted with a quantity of 1,000 and a line amount of 100,000. A 'Merchant Traveler' field is highlighted.
- Distribution Lines:** A table with columns for Copy Down, Line, PD Percent, Percent, Merchandise Amt, Quantity, \*GL Unit, Account, Fund, Dept, Program, Budget Entity, and Approp Category. Line 1 is highlighted with a merchandise amount of 25,000.00 and a quantity of 1,000. An 'Asset ID Reference' field is highlighted.

Additional fields and buttons are visible, including 'Service From Date', 'Service To Date', 'Source System User ID', 'Purchase Order', and 'Calculate' buttons.





# Regular Voucher - Summary

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry



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

<b>Business Unit</b> 43000	<b>Invoice Date</b> 08/21/2023
<b>Voucher ID</b> 00000540	<b>Invoice No</b> TEST789
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 85.00 USD
<b>Supplier Name</b> XX XXXXXXXX XX XXXXXX XXXXXXXXXX XXX-XX-XX Rochester, MN 44677	
<b>Entry Status</b> Postable	<b>Pay Terms</b> Due Now
<b>Match Status</b> No Match	<b>Voucher Source</b> Online
<b>Approval Status</b> Approved	<b>Origin</b> ONL
<b>Post Status</b> Posted	<b>Created On</b> 08/21/2023 10:35AM
	<b>Created By</b> RYAN.RAAGAS
	<b>Last Update</b> 08/21/2023 10:38AM
	<b>Modified By</b> RYAN.RAAGAS
	<b>ERS Type</b> Not Applicable
	<b>Close Status</b> Open
<b>Budget Status</b> Valid	<a href="#">Audit Logs</a>
<b>Budget Misc Status</b> Valid	
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>	

[Return to Search](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

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



# Adjustment Voucher – Invoice Information

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

**FloridaPALM**

[Summary](#) | [Related Documents](#) | **[Invoice Information](#)** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit** 43000  
**Voucher ID** 00000541  
**Voucher Style** Adjustments  
**Invoice Date** 08/21/2023  
**Invoice Received**   
**Supplier ID** 0000000004  
**ShortName** 3MCO-001-001  
**Location** MAIN  
**\*Address** 1

**Invoice No** TEST789  
**Accounting Date** 08/21/2023  
**\*Pay Terms** 0 Due Now  
**Basis Date Type** Inv Date  
**Control Group**

**Invoice Total**

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>0.00</b>
Difference	0.00

[Non Merchandise Summary](#)  
[Comments\(0\)](#)  
[Attachments \(0\)](#)  
[Withholding](#)  
[View Audit Logs](#)  
[Preview Approval](#)  
[Supplier Hierarchy](#)  
[Supplier 360](#)

Save Calculate Print Submit Approval

▶ [Copy From Source Document](#)

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

**Line 1**      **Ship To** 43000\_DFS  
**\*Distribute by** Amount  
**Item**   
**Quantity** 1.0000  
**UOM** EA  
**Unit Price**   
**Line Amount** 0.00

**Description**   
**Related Voucher** 00000540  
**Packing Slip**   
**Accounting Tag**

One Asset Calculate

**Distribution Lines** Personalize | Find | View 1 | 1-2 of 2 Last

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	st Matched Values	*GL Unit	Organization	Account	Fund	Budget Entity	Category	State Program
				1	85.00	1.0000		43000		702002	00081	43010300	040000	
				2	-85.00	1.0000		43000		702002	00080	43010300	040000	



# Single Pay Voucher – Invoice Information

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Single Payment Supplier
Error Summary

**Business Unit** 43000

**Voucher ID** 00000495

**Voucher Style** Single Payment Voucher

**Invoice Date** 06/22/2023

**Invoice Received** 06/22/2023

**Supplier ID** 0000000032

**ShortName** SINGLEPAY-001

**Location** 1

**\*Address** 1

**Invoice No** SPI001

**Accounting Date** 06/22/2023

**\*Pay Terms** 0 Due Now

**Basis Date Type** Inv Date

**Invoice Total**

Line Total 110.00

\*Currency USD

Miscellaneous

Freight

---

Total 110.00

Difference 0.00

Non Merchandise Summary

Session Defaults

Comments(0)

Attachments (0)

Template List

View Audit Logs

Supplier Hierarchy

Supplier 360

Save

Calculate

Print

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

Line 1  Copy Down

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 110.00

Ship To 43000\_DFS

Description

Packing Slip

Accounting Tag

One Asset

Calculate

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

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	State Program	PC B
<input type="checkbox"/>	1	110.00		43000		742000	00001	21350100	000103		



# DISBURSEMENTS MANAGEMENT

PROMPT PAYMENT



# Prompt Payment

- ▶ What is prompt payment?



# Prompt Payment

- ▶ What is prompt payment?
  - Statutory Compliance
    - 215.422, F.S.
      - In Florida PALM, specific Account values are used to systematically determine the appropriate timeline
        - 35 day for medical or 40 day for non-medical
    - 55.03, F.S.
      - In Florida PALM the established interest rates are configured





# Prompt Payment

- ▶ What is prompt payment?
  - Florida PALM Requirements

Req #	Requirement Text
30.0086	Provide ability to produce online and printable report of agency noncompliance with Florida Prompt Payment statutory requirements and interest penalties paid.
30.0089	Provide ability to produce online and printable report and notify agency staff when the time elapsed on a proper invoice is approaching Prompt Payment processing deadlines.
30.0157	Provide ability to track agencies for prompt payment compliance.
30.0217	Provide ability to automatically calculate prompt pay due date based the later of the date goods or services are received, the date goods or services are approved, or the date a valid invoice is received.
30.0254	Provide ability for a user to review, update, and approve prompt payment interest due to a supplier before the interest is paid.
30.0337	Provide the ability to calculate prompt payment interest within the system by utilizing the following fields: Invoice Received Date, Goods or Services Received Date and Invoice approved for Payment Date.



# Prompt Payment

- ▶ What is prompt payment?
  - Business Process Models
    - 30.3 Enter and Process Vouchers
      - 30.3.1 Process Vouchers
      - 30.3.6 Run Prompt Payment Interest Calculation
    - RICEFW Items
    - Functional Designs and Layouts



# Prompt Payment

- ▶ Prompt Payment Date Fields
  - Invoice Received Date (user entered)
  - G/S Received Date (user entered)
  - G/S Approved Date (user entered)
  - Basis Date (system calculated)
    - G/S = Goods and Services



# Prompt Payment

- ▶ Enter Prompt Payment dates on the voucher Add a New Value page

OR

**Voucher**

Find an Existing Value    Keyword Search    **Add a New Value**

\*Business Unit

\*Voucher ID

\*Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Sales Tax Amount

Misc Charge Amount

PO Business Unit

PO Number

**Tax Exempt Flag**

Estimated No. of Invoice Lines

Invoice Received Date

G/S Received Date

G/S Approved Date

Add



# Prompt Payment

- ▶ Enter Prompt Payment dates on the voucher Regular Entry page using the Basis Date Calculation Link

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

**Florida PALM**

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit 43000  
 Voucher ID 00204253  
 Voucher Style Regular Voucher  
 Invoice Date 05/21/2023  
 Invoice Received  
 SupplierName 117  
 Supplier ID 0000000034  
 ShortName SUPP\_117-001  
 Location MAIN1  
 \*Address 1

Invoice No test\_0523\_2  
 Accounting Date 05/21/2023  
 \*Pay Terms 0 Due Now  
 Basis Date Type Acct Date

Confidential

[Save](#)

Invoice Total	
Line Total	200.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>200.00</b>
Difference	0.00

[Non Merchandise Summary](#)  
[Session Defaults](#)  
[Comments\(0\)](#)  
[Attachments \(0\)](#)  
[Basis Date Calculation](#)  
[Template List](#)  
[View Audit Logs](#)  
[Advanced Supplier Search](#)  
[Supplier Hierarchy](#)  
[Supplier 360](#)

[Calculate](#) [Print](#)

Date Calculation

Invoice Received Date  
 G/S Received Date  
 G/S Approved Date  
 Basis Date

[OK](#) [Cancel](#) [Refresh](#)



# Prompt Payment

- ▶ Prompt Payment date fields are also included within the following interfaces to create vouchers:
  - API002 Inbound Voucher Load
  - API041 Inbound Voucher Spreadsheet Upload





# Prompt Payment

- ▶ Prompt Payment Reports
  - Segment I Prompt Payment Reports
    - APR024 Prompt Payment Report
  - Future Segment Prompt Payment Reports
    - APR001 Prompt Payment Compliance Report
    - APR002 Prompt Pay Interest Paid Report



# Prompt Payment

- ▶ Interest Vouchers
  - Identified by Voucher Origin = INT and Invoice No. Prefix = INT

The screenshot displays the Florida PALM system interface for a voucher. The 'Summary' tab is active, showing the following details:

<b>Business Unit</b>	43000	<b>Invoice Date</b>	08/21/2023
<b>Voucher ID</b>	00000540	<b>Invoice No</b>	INT0000050
<b>Voucher Style</b>	Regular	<b>Invoice Total</b>	85.00 USD
<b>Supplier Name</b>	XX XXXXXXXX XX XXXXXXX XXXXXXXXXX XXX-XX-XX Rochester, MN 44677	<b>Pay Terms</b>	Due Now
<b>Entry Status</b>	Postable	<b>Voucher Source</b>	Online
<b>Match Status</b>	No Match	<b>Origin</b>	INT
<b>Approval Status</b>	Approved	<b>Created On</b>	08/21/2023 10:35AM
<b>Post Status</b>	Posted	<b>Created By</b>	RYAN.RAAGAS
<b>Budget Status</b>	Valid	<b>Last Update</b>	08/21/2023 10:38AM
<b>Budget Misc Status</b>	Valid	<b>Modified By</b>	RYAN.RAAGAS
<b>*View Related</b>	Payment Inquiry	<b>ERS Type</b>	Not Applicable
		<b>Close Status</b>	Open

Additional interface elements include a 'Go' button next to the dropdown menu, an 'Audit Logs' link, and navigation buttons at the bottom: 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.





# Prompt Payment





## ▶ Interest Vouchers




Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

**Florida PALM**




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

**Business Unit** 43000  
**Voucher ID** 00204253  
**Voucher Style** Regular Voucher  
**Invoice Date** 05/21/2023   
**Invoice Received** 

**SupplierName\_117**  
**Supplier ID** 0000000034   
**ShortName** SUPP\_117-001   
**Location** MAIN1   
**\*Address** 1 

**Invoice No** INT00204000  
**Accounting Date** 05/21/2023   
**\*Pay Terms** 0   Due Now  
**Basis Date Type** Acct Date

Confidential

**Invoice Total**  
 Line Total 200.00  
 \*Currency USD   
 Miscellaneous   
 Freight   

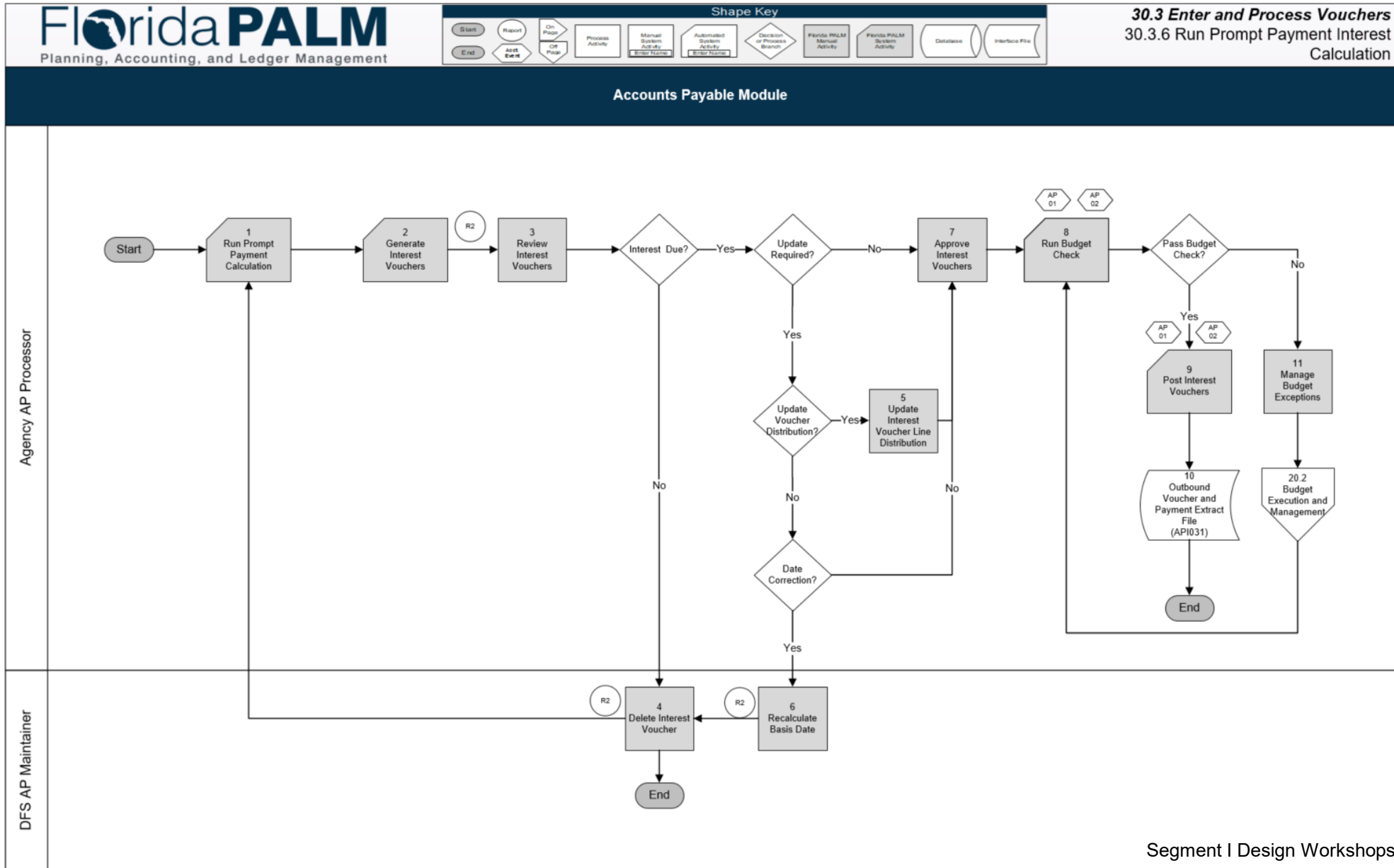

---

 Total 200.00  
 Difference 0.00

Save Calculate Print



# Prompt Payment



# Prompt Payment

- ▶ Prompt Payment Interest Vouchers
  - Created systematically based on Basis Date
  - Prompt payment reports assist agencies in verifying if interest is due
  - Agencies work with A&A to update incorrect dates or delete interest vouchers
  - Agencies approve interest vouchers for payment
  - Agencies monitor and manage budget exceptions for interest vouchers
  - API031 Outbound Voucher and Payment Extract File is available
  - Voucher reports are available



# DISBURSEMENTS MANAGEMENT

INTERFACE LAYOUT REVIEW





# Disbursements Management Interface Layout Overview

- ▶ [How to Read a Flat File Interface Video](#)
- ▶ [Florida PALM Resources \(SmartSheet\)](#)
- ▶ API002 Inbound Voucher Load
- ▶ API031 Outbound Voucher and Payment Extract

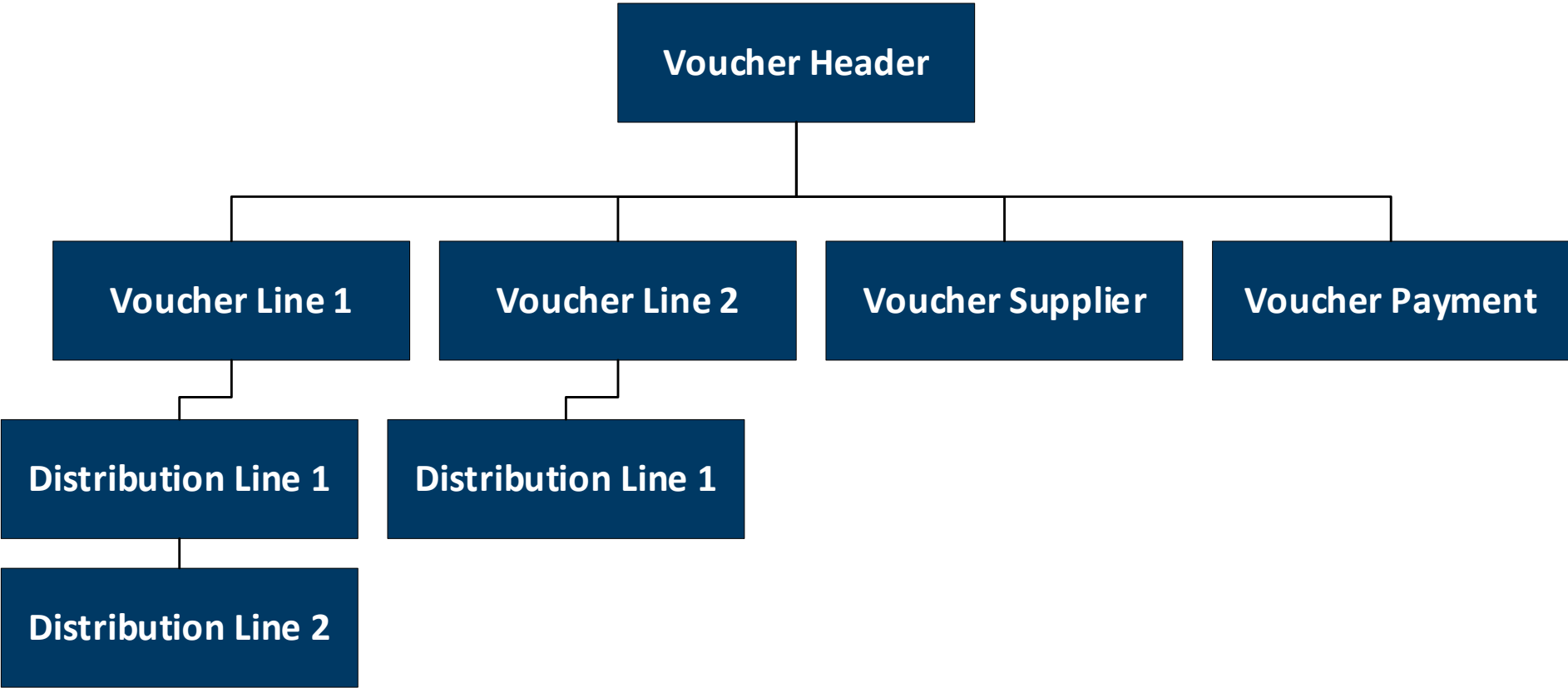
[https://players.brightcove.net/913730540001/default\\_default/index.html?videoid=6337161945112](https://players.brightcove.net/913730540001/default_default/index.html?videoid=6337161945112)

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



# Disbursements Management

## Interface Layout Overview – Voucher Structure



# DISBURSEMENTS MANAGEMENT

EXCEPTION HANDLING



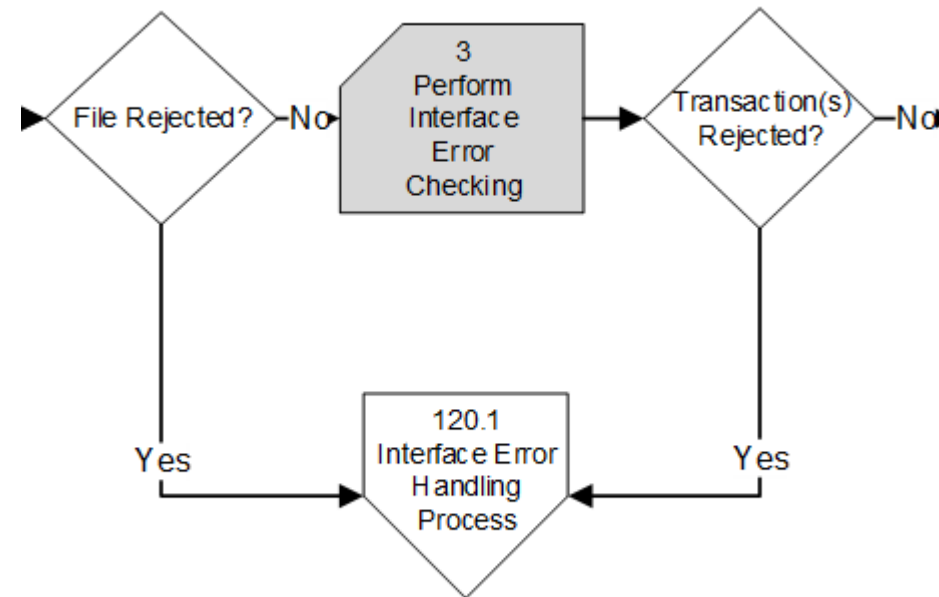
# Voucher Exception Handling

- ▶ Enterprise Process Voucher Interfaces:
  - MyFloridaMarketPlace
  - STMS
  - PCard Works
- ▶ Agency Business System Voucher Interfaces
- ▶ Agency Voucher Spreadsheet Uploads
- ▶ Vouchers entered directly in Florida PALM



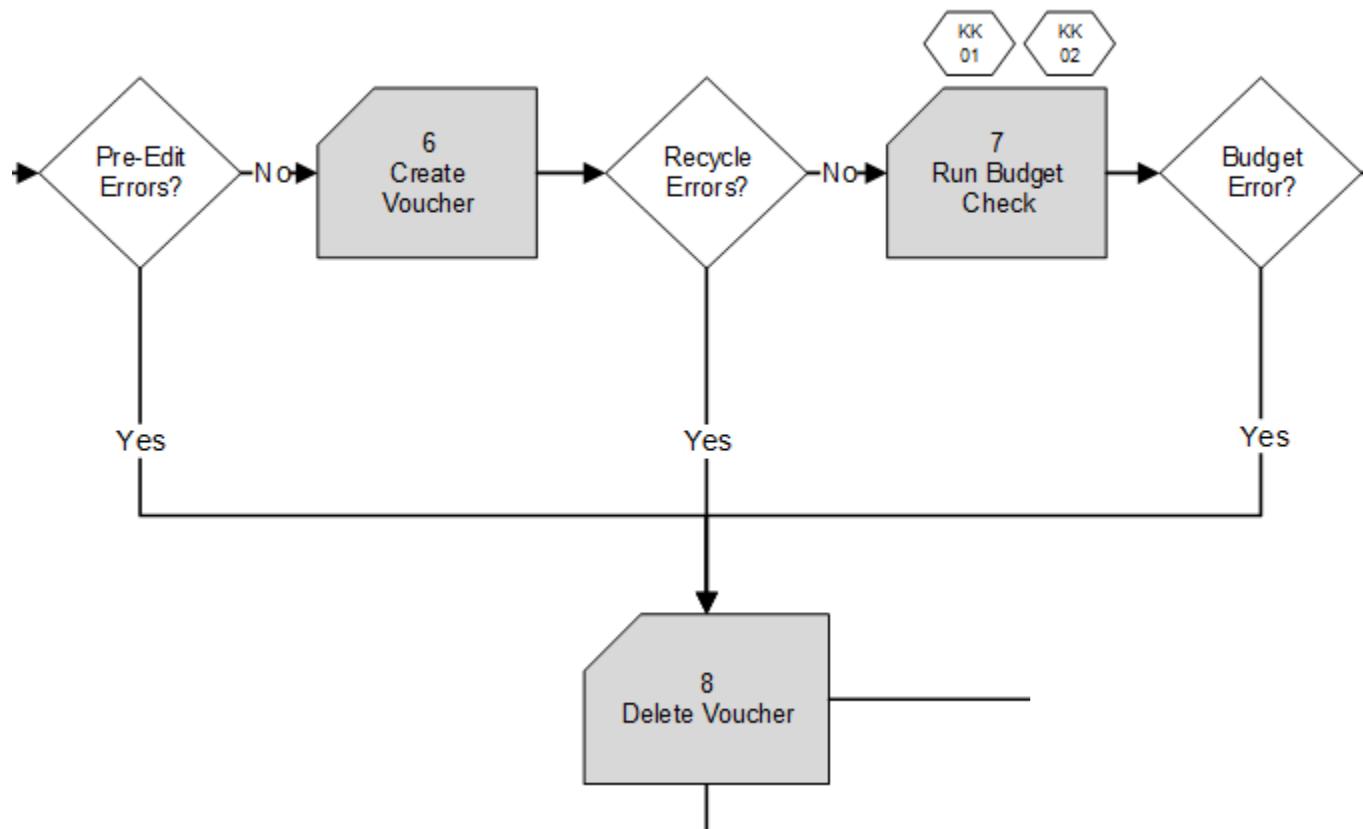
# Enterprise Process Voucher Interfaces

- ▶ Load Errors
- ▶ Interface Validations (SDE009 custom page)



# Enterprise Process Voucher Interfaces

- ▶ Pre-edit Errors
- ▶ Re-cycle Errors
- ▶ Match Errors
- ▶ Budget Exception





# Agency Business System Voucher Interfaces

- ▶ Load Errors
- ▶ Interface Validations (SDE009 custom page)
- ▶ Interface Specific Validations
- ▶ Pre-Edit Errors: Quick Invoice Page
- ▶ Recycle Errors: Edit Voucher
- ▶ Match Error
- ▶ Budget Error



# Quick Invoice

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > Quick Invoice Entry

Search

Quick Invoice

Business Unit 43000  
 Voucher NEXT  
 Voucher Style Regular

\*Invoice Number   
 Invoice Date    
 Accounting Date    
 Prepaid Ref   Auto Apply  
 Invoice Received

Supplier    
 Location

Invoice Address    
 Remitting Addr

[Attachments \(0\)](#)  
[Comments\(0\)](#)

Line Amount 0.00  
 Misc Amt 0.00  
 Freight 0.00  
 Total 0.00

Control Group    
 Terms    
 Currency USD

[Payments](#)  
[Session Defaults](#)  
[Override Session Default](#)

Difference 0.00

Invoice Lines Personalize | Find |  |  | First 1-4 of 4 Last

	Copy Down	Line	Amount	GL Unit	Description	Organization	Account	Fund	Budget Entity
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	1	0.00	43000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	2	0.00	43000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	3	0.00	43000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="checkbox"/>	4	0.00	43000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Regular Invoice with Re-cycle Error

[Summary](#) | [Related Documents](#) | **[Invoice Information](#)** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit** 43000  
**Voucher ID** 00000312  
**Voucher Style** Regular Voucher  
**Invoice Date** 09/29/2023  
**Invoice Received** 09/29/2023  
**Supplier ID** 0000000057  
**ShortName** STAPLES-001  
**Location** MAIN  
**\*Address** 1

**Invoice No** Test Pre-Edit  
**Accounting Date** 09/29/2023  
**\*Pay Terms** 0 Due Now  
**Basis Date Type** Inv Date

Invoice Total	
Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
<b>Total</b>	<b>100.00</b>
Difference	0.00

- [Non Merchandise Summary](#)
- [Session Defaults](#)
- [Comments\(0\)](#)
- [Attachments \(0\)](#)
- [Template List](#)
- [View Audit Logs](#)
- [Advanced Supplier Search](#)
- [Supplier Hierarchy](#)
- [Supplier 360](#)

Save Calculate Print

**Copy From Source Document**

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

**Line 1**  Copy Down **Ship To** 43000\_DFS  
**\*Distribute by** Quantity **Description**  
**Item** **Packing Slip**  
**Quantity** **Accounting Tag**  
**UOM** EA  
**Unit Price** 1.00000  
**Line Amount** 100.00

One Asset  
Calculate

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	State Program
				<input type="checkbox"/>	1	100.00	100.0000	43000						

Save

[Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

# Voucher Deletion

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Delete Voucher 🔍



All ▾ Search >>

Advanced Search 🔍 Last Search R

Delete Voucher

Voucher Details

Business Unit 43000

Voucher 00000592

### Supplier

Supplier 0000000059 Staples Inc

Short Name STAPLES-002

### Voucher Information

Invoice 258976413

Origin ONL

Header Budget Status Not Chk'd

Date 09/11/2023

Group

Non-Prorated Budget Status Valid

Gross Amount 500.00 USD

Entry Status Postable

Related Voucher

Delete

Return to Search 🔍

Previous in List ⏪

Next in List ⏩

Notify 📧

# Agency Voucher Spreadsheet Uploads

- ▶ Load Errors
- ▶ Interface Validations (SDE009 custom page)
- ▶ Pre-Edit Errors: Quick Invoice Page
- ▶ Recycle Errors: Edit Voucher
- ▶ Match Error
- ▶ Budget Error



# Vouchers Entered Directly in Florida PALM

- ▶ Any vouchers directly entered in Florida PALM will be checked for errors during creation of the voucher when the voucher is saved. If a required field is missing or the voucher fails a system edit the system will not allow you to save the voucher until the error is corrected.
- ▶ Match errors and Budget exceptions must also be resolved before the transaction can continue through the posting process.





# REPORTING

## REPORTING SOLUTION SEGMENT I – AP REPORTS

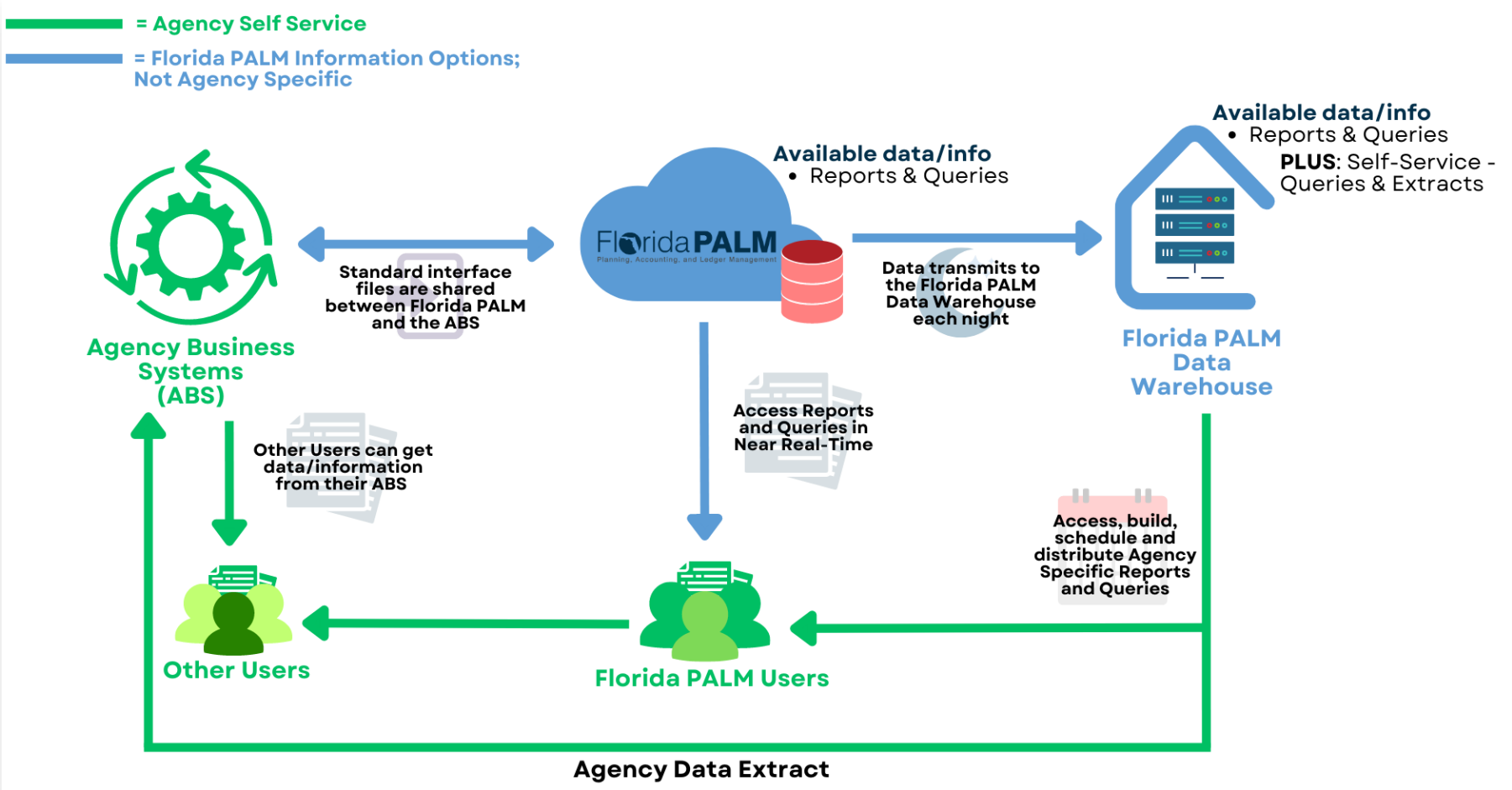


# Reporting Approach

- ▶ Florida PALM
  - Information needed for same day decisions or error handling, used by selected users
  - Agency Query Writer(s) can develop queries to include additional fields as needed.
- ▶ Data Warehouse
  - General source for information (reports, queries, and data extracts) for most users
  - Provides Florida PALM data & archived FLAIR data
  - Includes Menu of Reports & Queries
  - Provides Report Tools
  - Support Agency Self-Service
    - Agencies have greater control to create Data Extracts to support periodic or tailored information needs (in lieu of standard interface)



# Data Availability





# Florida PALM

Planning, Accounting, and Ledger Management

Reports Catalog

The Reports Catalog is a resource for users to identify and understand the planned reports for Florida PALM. The Catalog identifies reports implemented as part of CMS Wave and reports planned for Financials Wave. Additional reports and samples will be added as design activities are completed.

Overview

Overview provides guidance for using the Reports Catalog.

Topics

Topics categorizes the reports by subject.

Acronyms

Acronyms define the abbreviations used within the Reports Catalog.

Public Queries

Public Queries are a list of production queries available to agencies.

Change Log

Change Log documents the update history made to the Reports Catalog.



# Reports Catalog - Accounts Payable Reports

	Item Number	Change Date	Implementation Wave	Report Topics	Report Audience	Module	Report ID	Report Name	Report Description
	 2	08/31/23	Financials	Encumbrances & Vouchers	Agency Enterprise	AP	APR003	Outstanding Vouchers Report	Aging schedule of vouchers that have either not been approved or paid.
	 3	08/31/23	Financials	Payments	Agency Enterprise	AP	APR007	Scheduled Payments Report	A report that lists payments scheduled to be made as part of the payment cycle.
	 4	08/31/23	Financials	Encumbrances & Vouchers	Agency Enterprise	AP	APR013	Voucher Activity Report	A listing of voucher activity that identifies all actions taken on Vouchers for a specific date range.
	 5	08/31/23	Financials	Payments	Agency Enterprise	AP	APR024	Prompt Payment Report	Report that lists approaching Prompt Payment processing deadlines.
	 6	08/31/23	Financials	Payments	Enterprise	AP	APR112	Supplier Authorized Banks Exception and Updates Report	A report that lists supplier banks in Florida PALM not listed on the Authorized Bank Titles File.
	 15	08/31/23	CMS	Payments	Agency Enterprise	AP	APR136	Outstanding Payments by COA	Report that shows the total amount and number of outstanding AP Payments by type for selected COA fields. This report is used to identify the liability for issued Payments that have not yet cleared the bank (unreconciled) for selected COA values.



# APR003 – Outstanding Voucher Report

## What

information is available?



Aging schedule of outstanding vouchers and status as the vouchers moves throughout the voucher life cycle.

## Why

do I need this report?



Report is used to monitor vouchers through the lifecycle of voucher entry to voucher posting to identify if action need to be taken.

## Who

runs and uses this information?



- Agency AP Processor
- Agency AP Approver
- DFS AP Approver

## When

should I run this report?



Should be reviewed daily to monitor the status of vouchers.

## Which

report(s) were previously used?



Voucher Aging

# APR003 – Outstanding Voucher Report

## Key Considerations

- Report will contain all outstanding vouchers and parameters can be used to focus on key data fields.
- Manage vouchers during key stages of the voucher life cycle and contains chart of account fields.
- Confidentiality does apply to this report.

Parameter	Description	Required/Optional
Business Unit	Field prompt. User can select specific BU's. % or actual value as per BU security	Optional
Voucher Origin	User can select a specific Voucher Origin from a prompt	Optional
Accounting Date From	User can select accounting date from	Optional
Accounting Date To	User can select accounting date to	Optional
Aging Bucket	Field Prompt. User can select specific range of days (0-30 days, 31-60 Days, 61-90 days, over 90)	Optional
Voucher Gross Amount From	Field Prompt. Voucher Gross Amount	Optional
Voucher Gross Amount To	Field Prompt. Voucher Gross Amount	Optional





# APR013 – Voucher Activity Report

## What

information is available?



List of vouchers that identifies all actions take for a specified date range.

## Why

do I need this report?



Report is used to monitory daily activity of vouchers entered by the data entry user.

## Who

runs and uses this information?



AP Reporter

## When

should I run this report?



Should be reviewed daily to monitor entered vouchers.

## Which

report(s) were previously used?



- Voucher Summary Report
- Daily Detail Report

# APR013 – Voucher Activity Report

## Key Considerations

- Manage vouchers during key stages of the voucher life cycle and is sorted by business unit, voucher origin, and age
- Confidentiality does apply to this report

Parameter	Description	Required/Optional
Entered Date From	Voucher Entered Date	Required
Entered Date To	Voucher Entered Date	Required
Business Unit	User can select specific BU from a prompt or use the wildcard.	Optional
Entered By	User can select a specific OPRID from a prompt.	Optional
Supplier ID	User can select specific Supplier ID from a prompt	Optional
Entry Status	Translate Value of delivered Entry Statuses.	Optional
Approval Status	Translate Value of delivered Approval Statuses.	Optional
Budget Status	Translate Value of delivered Budget Statuses.	Optional
Posting Status	Translate Value of delivered Posting Statuses.	Optional
Voucher Origin	User can select a specific Voucher Origin from a prompt.	Optional
Voucher Style	Translate Value of delivered Voucher Style.	Optional



# APR024 – Prompt Payment Report

## What

information is available?



Report that lists approaching Prompt Payment processing deadlines including interest vouchers.

## Why

do I need this report?



Report is used to monitor vouchers that are approaching prompt payment processing deadline. The report also lists interest vouchers for payments that did not meet prompt payment requirement.

## Who

runs and uses this information?



- Agency AP Processor
- Agency AP Approver
- DFS AP Approver

## When

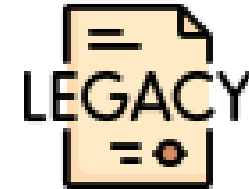
should I run this report?



Should be reviewed daily to monitor payments that are approaching prompt payment deadline.

## Which

report(s) were previously used?



Prompt Payment Summary

# APR024 – Prompt Payment Report

## Key Considerations

- Vouchers have to be at least 10 days old to appear on the report
- Conditional formatting is included to show when a payment is past the deadline
- Does not contain P-card, payroll, retirement, or payments that have a DOR or IRS levy against them

Parameter	Description	Required/Optional
Business Unit	Field prompt. User can select specific BU's. % or actual value as per BU security	Optional
Voucher Creation Date From	Field prompt. User can select specific dates	Optional
Voucher Creation Date To	Field prompt. User can select specific dates	Optional



# WRAP UP



# Agency Data Activities

- ▶ Information from business systems needed to transact going forward will be converted using **Conversion Files**
  - Examples:
    - Opening Balances for the General Ledger
    - Suppliers & Employees
    - Subsidiary Records (Detail Ledgers)
  - Sources:
    - From FLAIR (Managed by Project)
    - From Agency Business Systems (Provided by Agencies)

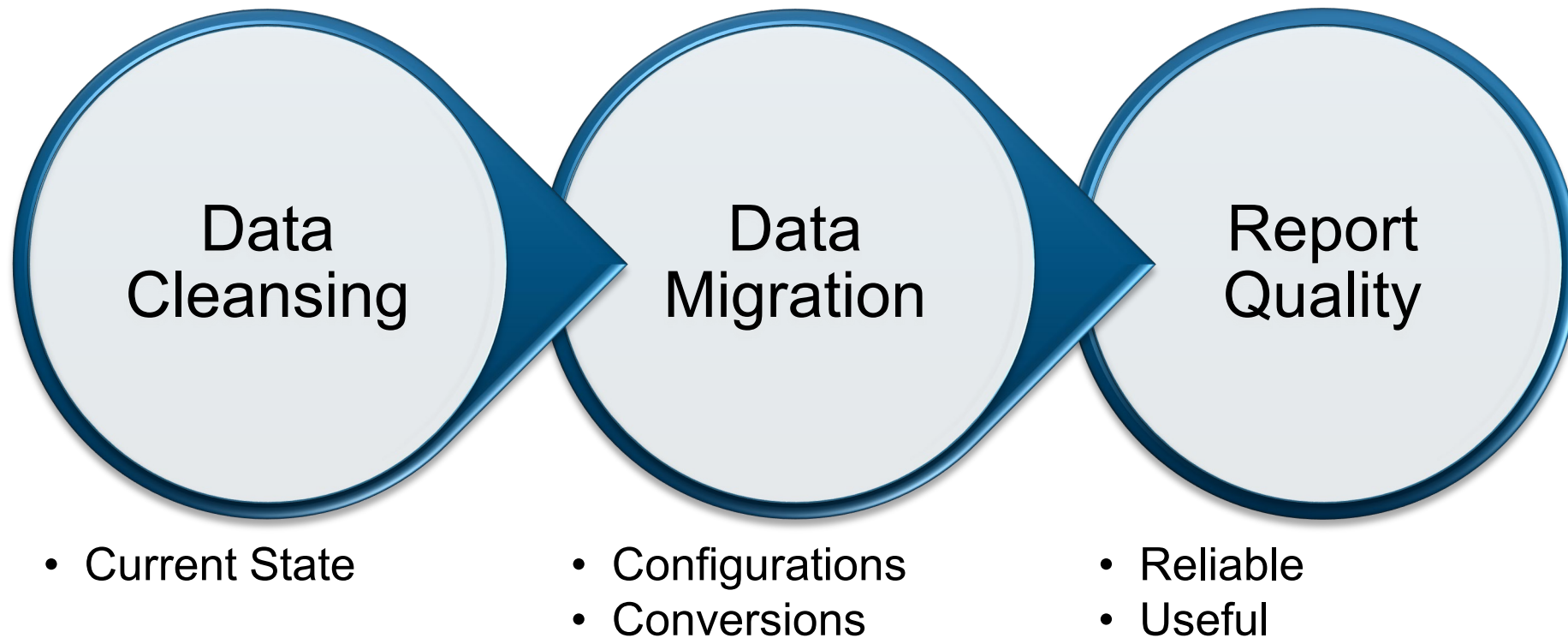
- ▶ System values and agency specific titles are configured based on information collected in **Configuration Workbooks**
  - Examples:
    - Transaction Statuses
    - Agency Budget Entities
  - Types:
    - General/System Values (Managed by Project)
    - Agency Specific Values (Provided by Agencies)

Conversions

Configurations

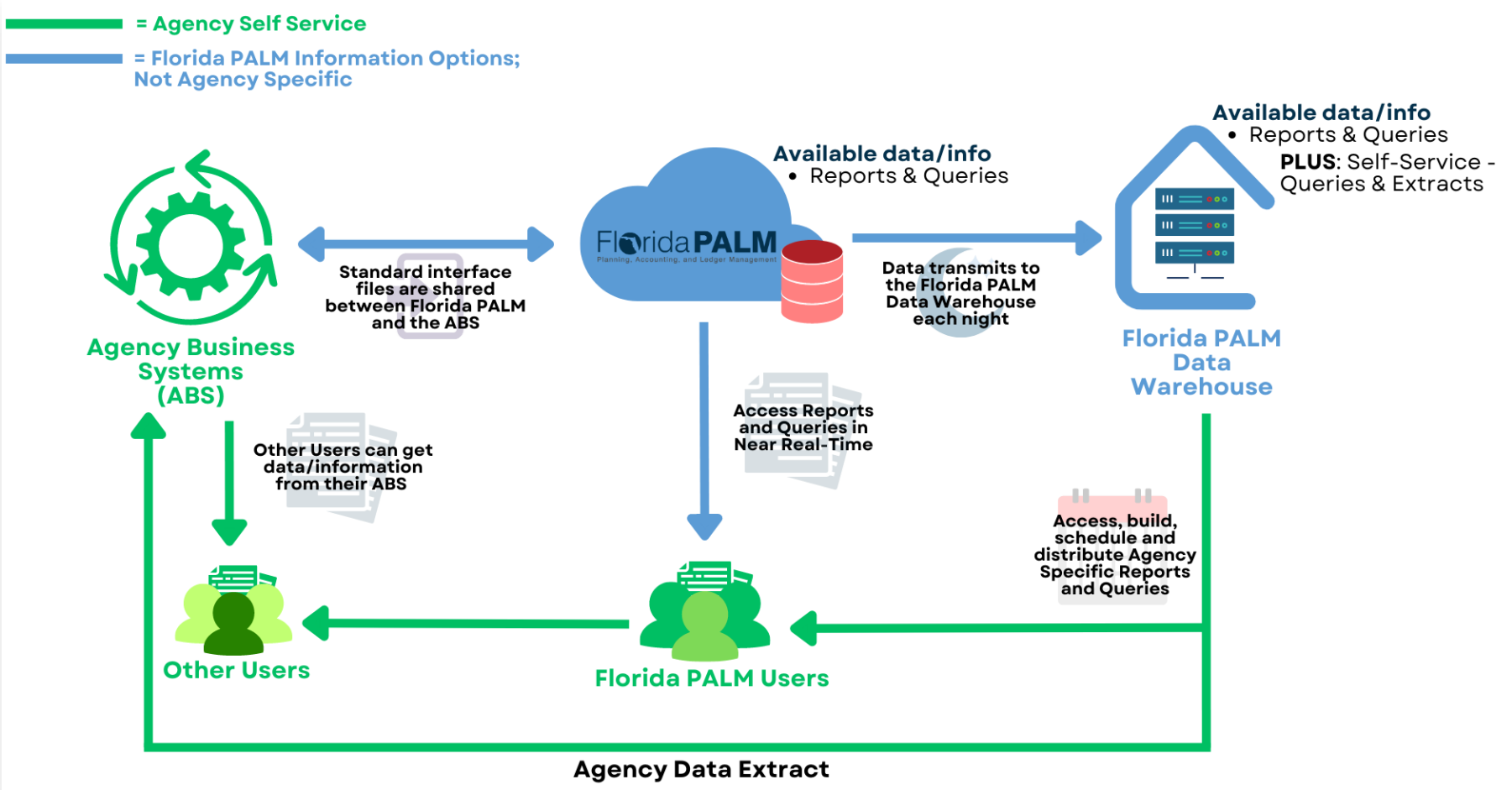


# Agency Data Activities





# Data Availability



# Key Things to Know - Interfaces

- ▶ Support integration between agency business systems and Florida PALM
  - Configuration Values (e.g., COA, SpeedKey)
  - Module Specific Setup (e.g., Assets, Customers, Suppliers)
  - Transactional (e.g., payments, deposits)
- ▶ Not intended to replicate current FLAIR interfaces (e.g., TR2 daily transaction file)
- ▶ Standard Pipe Delimited File Format (with some exceptions)
- ▶ Interface files exchanged via MFT
- ▶ Processed according to batch schedule
- ▶ Web service usage very limited for Financials Wave (only where needed to support enterprise business integrations) and where it makes business and technical sense
- ▶ Layouts and sample data will be published to Interface Catalog at the conclusion of each Design Segment



# Picking the Right Interface

- ▶ How should we choose the right interface layout and approach?
  1. Analyze and document current agency business systems and their interactions with FLAIR (e.g., batch file load, scripting)
  2. Participate in the Design Workshops to understand how future-state processes will work, the available interfaces, and the intended use
  3. Collaborate with functional and technical SMEs and select the Florida PALM interface(s) to support business system transactional processing
  4. Plan to develop agency-unique extracts using the Florida PALM Data Warehouse for data needs that cannot be met with standard interfaces



# Design Workshops

		Segment I September - October 2023	Segment II December 2023 - January 2024	Segment III March - April 2024	Segment IV June - July 2024
Business Process Groupings	Business Processes				
<b>Account Management and Financial Reporting</b> <sup>1</sup>	<b>10.1</b> Set Up and Maintain Chart of Accounts	X			
	<b>10.2</b> Enter and Process Journals		X		
	<b>10.3</b> Analyze and Reconcile Accounts			X	
	<b>10.4</b> Close General Ledger and Consolidate Results				X
<b>Budget Management and Cash Control</b> <sup>1</sup>	<b>20.1</b> Enter and Process Budget Journals	X			
	<b>20.2</b> Budget Execution and Management				X
	<b>20.3</b> Perform Budget Close				X
<b>Disbursements Management</b>	<b>30.1</b> Set Up and Maintain Suppliers			X	
	<b>30.2</b> Establish and Maintain Encumbrances		X		
	<b>30.3</b> Enter and Process Vouchers	X			
	<b>30.4</b> Process Payments		X		
	<b>30.5</b> Manage Payments			X	
	<b>30.6</b> Manage Tax Reporting <sup>2</sup>				X
	<b>30.7</b> Manage Accounts Payable Reporting				X

<sup>1</sup>Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

<sup>2</sup>Enterprise Business Process



# Design Workshops

		Segment I September - October 2023	Segment II December 2023 - January 2024	Segment III March - April 2024	Segment IV June - July 2024
Business Process Groupings	Business Processes				
<b>Asset Accounting and Management</b>	<b>40.1</b> Acquire and Set Up Assets		X		
	<b>40.2</b> Deploy and Maintain Assets			X	
	<b>40.3</b> Set Up and Maintain Asset Controls		X		
	<b>40.4</b> Asset Management Period Close				X
<b>Revenue Accounting</b>	<b>50.1</b> Set Up and Maintain Customer			X	
<b>Accounts Receivables</b>	<b>60.1</b> Enter and Maintain Receivables			X	
	<b>60.2</b> Deposit and Apply Receipts		X		
	<b>60.2.2</b> AR Deposits			X	
<b>Banking</b>	<b>70.1</b> Manage Banking Relationships				X
	<b>70.2</b> Manage and Reconcile Bank Statements <sup>2</sup>				X
	<b>70.4</b> Process Bank Cash Transfers <sup>2</sup>				X
	<b>70.5</b> Reconcile Book to Bank Balances <sup>2</sup>				X

<sup>1</sup>Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

<sup>2</sup>Enterprise Business Process



# Design Workshops

		Segment I September - October 2023	Segment II December 2023 - January 2024	Segment III March - April 2024	Segment IV June - July 2024
Business Process Groupings	Business Processes				
Projects Management	90.1 Create and Maintain Projects				X
Grants Management	90.2 Create and Maintain Grants		X		
	90.2.4 Monitor CMIA			X	
Contracts Management	90.3 Create and Maintain Contracts		X		
Payroll Management	100.1 Set Up and Maintain Positions				X
	100.2 Set Up and Maintain Employees				X
	100.3 On Cycle Payroll Run				X
	100.4 Off Cycle Payroll Run				X
	100.5 Ad Hoc Payroll				X
	100.6 Payroll Adjustments				X
	100.7 Payroll Accounting Distributions				X
	100.8 End of Period Processing				X
Inter/IntraUnit Transactions <sup>1</sup>	110.1 Inter/IntraUnit Transaction Processing				X
System Access and Controls	120.1 Interface Error Handling Process		X		

<sup>1</sup>Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

<sup>2</sup>Enterprise Business Process



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