Florida PALM Planning, Accounting, and Ledger Management



Transforming the Future Together



SEGMENT I DESIGN WORKSHOPS

OCTOBER 4, 2023





Solution Design Workshops Agenda

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



10/4/2023

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Design Phase Overview





Agency Implementation Roadmap

Set Up and Maintain Chart of Accounts

COA OVERVIEW



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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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Trees1	0
ChartField Inheritance1	0
ChartField Structure Request1	0
Securing Access To ChartFields1	0
ChartField Details1	1
Legacy FLAIR Data Elements Met by Other Solution Functionality	2
GL Business Unit	3
Budget Entity1	5
Category1	6
State Program1	6
Fund1	7
Account1	9
Organization2	1
Grant2	2
Contract	3
Other Accumulator 1 & 2 (OA1 & OA2)2	3
Project	4
Project-Related ChartFields	5

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	2)				
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





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Disbursements Management Process



Voucher Lifecycle







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Voucher Lifecycle – Voucher Creation/Build





Voucher Lifecycle – Voucher Creation/Build

Status Type	Statuses	Translate Values	Action
	Open	0	When you first enter a voucher, it has an entry status of Open.
Entry Status	Postable	Р	If the voucher passes all validations, it goes into a Postable status.
	Recycle	R	If voucher fails validations, it goes to Recycle status.
	Deleted	х	If a voucher is deleted, it goes to Delete status.

Favorites 🔻 Main	Menu Accounts Payable	> Vouchers	s ▼ > Add/Update ▼ > Regular Entry
	*		
Summary Relate	ed Documents Invoice Information	Payments	Voucher Attributes Error Summary
Business Uni	f BUY01		Invoice Date 01/28/2010
Voucher I	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
Budget Status	s Valid		Modified By SAMPLE
			ERS Type Not Applicable
Budget Misc Status	s Valid		Close Status Open
View Related	l Payment Inquiry	Go	Audit Logs





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Voucher Lifecycle – Matching

					Favorites 🔻	Main Menu 🔻 🛛 >	Accounts Payable 🔻	> Voucher	s 🔻 > 🛛 Add/Update 🤊	 Regular Entry
	Status Type	Statuses	Translate Values	Action	ORAC	ILE'				
Match No.		No Match	N	If the voucher is not PO associated,						
Required?				the voucher is in No Match state.						
		D I (T I	_		Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Ύ		Ready (To be	I	When we save a voucher					Inclusion Data access	
Yes		Matched)		associated with a PO, its initial	Busine	ess Unit BUY01			Invoice Date 01/2	8/2010
↓				status is in Ready state.	Vou	ucher ID R91DD09			Invoice No R91	DD09
20.2.2	Match	Matched	Μ	If vouchers match successfully	Vouch	ner Style Regular			Invoice Total 75,	,050.00 USD
Voucher	Status			against the PO, the system sets the	Supplie	er Name Books4U and	Ме			
Matching				status of these vouchers to Matched		588 Owens D	rive			
				and the voucher is available for		Pleasanton, C	A 94560			
Ý				payment.	Entry	y Status Postable			Pay Terms End	d Nxt Mt
↓ I		Exception	E	If vouchers do not pass the	Match	h Status No Match			Voucher Source On	line
				Matching process, the system flags	Approva	al Status Pending			Origin ON	IL
				them as Exceptions.	Pos	t Status Unposted			Created On 07/	(10/2012 7:43AM
Error?									Created By SA	MPLE
									Last Update 04/	24/2012 9:59AM
\rightarrow					Budge	t Status Valid			Modified By SA	
Yes									ERS Type Not	t Applicable
¥					Budget Mise	c Status Valid			Close Status Op	en
					View	Related Payment Inqui	iry	Go	Aud	lit Logs



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Disbursements Management Voucher Lifecycle – Approval

Americal	Status Type	Statuses	Translate Values	Action	Favorites 🔻	Main Menu 🔻 >	Accounts Payable 🔻	> Vouchers	Add/Update	Regular I	Entry
Required? No-		Pending	Ρ	Until a voucher has been reviewed for approval, or unless it is preapproved, it has an approval status of Pending			Invoice Information	Paumanta	Vouchor Attributor	Error Summor	
13 Initiate Voucher	Voucher Approval	Approved	A	When the voucher is approved through workflow or is pre- approved, it goes into Approved state.	Busin Voi Vouch	ess Unit BUY01 ucher ID R91DD09 her Style Regular		rayments	Invoice Date 01/28 Invoice No R91 Invoice Total 75,	2/2010 DD09 050.00 USD	, ,
Workflow (APW001)	Status	Denied	D	When the voucher is denied through workflow, it goes into Denied state.	Supplie	er Name Books4U and 588 Owens D Pleasanton, C	Me Drive CA 94560				
30.3.3 Review and Approve					Matcl Approva Pos	h Status Postable No Match al Status Pending st Status Unposted			Pay Terms End Voucher Source Onl Origin ON Created On 07/	1 Nxt Mt ine L 10/2012 7:43AM	Л
Vouchers					Budge	et Status Valid			Created By SAI Last Update 04// Modified By SAI ERS Type Not	MPLE 24/2012 9:59AN MPLE : Applicable	1
					Budget Mis View	c Status Valid Related Payment Inqu	iry	Go	Close Status Ope Audi	en it Logs	



Segment I Design Workshops

Disbursements Management Voucher Lifecycle – Budget Check



Status Type	Statuses	Translate Values	Action		
Budgot	Not Checked	Ν	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.		
Budget Status	Valid	V	The status is Valid if the voucher has already been budget-checked successfully by running budget check process.		
	Error (Budget Exceptions)		If the voucher has been budget-checked and failed, it goes into Error (Budget Exceptions) state.		



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Disbursements Management Voucher Lifecycle – Budget Check

В

				ORACLE	
tatus Гуре	Statuses	Translate Values	Action	Summary Related Documents Invoice Informati	on
	Not Checked	Ν	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.	Business Unit BUY01 Voucher ID R91DD09 Voucher Style Regular	
udget tatus	Valid	Valid V been budget-checked successfully budget check process.		Supplier Name Books4U and Me 588 Owens Drive Pleasanton, CA 94560	
	Error (Budget Exceptions)	Е	If the voucher has been budget-checked and failed, it goes into Error (Budget Exceptions) state.	Entry Status Postable Match Status No Match Approval Status Pending	
				Post Status Unposted	
				Budget Status Valid	

View Related Payment Inquiry

Florida PALM

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Audit Logs

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Go

Voucher Lifecycle – Voucher Post



Status Type	Statuses	Translate Values	Action
	Unposted	U	Until the voucher is posted , its status is Unposted.
Voucher Post Status	Posted	Ρ	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.

avorites 🔻 🛛 Main I	Menu 🔻 🛛 > Accounts Payable	▼ > Vouchers ▼ > Add/Update ▼ > Regular Entry
DRACLE		
Summary Relate	d Documents	n <u>P</u> ayments <u>V</u> oucher Attributes <u>E</u> rror Summary
Rusiness Unit		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 Nyt 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
Budget Status	Valid	Modified By SAMPLE
		ERS Type Not Applicable
Budget Misc Status	Valid	Close Status Open
View Related	Payment Inquiry	Go Audit Logs



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Voucher Lifecycle – Close Status

Status Type	Statuses	Translate Values	Action
Voucher	Open	0	When the voucher is initially saved, its status is Open.
Close Status	Closed	С	When the voucher is paid and posted, it will update to a Closed status.

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Business Unit	BUY02		Invoice Date 1	1/03/2001			
Voucher ID	00000043		Invoice No 2	200000-004			
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			
Budget Status	Valid		Modified By	SAMPLE			
			ERS Type	Not Applicable			
Budget Misc Status	Valid		Close Status	Open			
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Voucher Lifecycle – Payment Status

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Summary F	Related Docun	Invoice Information	Payments Vouche	er Attributes	Error Summa	ary					
Bu	Voucher ID Voucher ID Supplier ID	43000 00000500 Regular Voucher 0000000057	Invoi Invoi	ce Date 07/05/	LE_INV05 2023						
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	000000019	STATE	000000057		1 CHK	70.00	70.0	0 USD

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





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Voucher Lifecycle – Statuses

Initial Voucher Creation

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





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DISBURSEMENTS MANAGEMENT

VOUCHERS



Segment I Design Workshops

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



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30.3.1 Process Vouchers



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30.3.5 Enterprise Process Vouchers



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*Voucher Style Regular Voucher	
Supplier Name	

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PO Number

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

Voucher Styles

- Regular Voucher
- Adjustment Voucher
- Single Pay Voucher





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Regular Voucher – Invoice Information

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 00000540 Voucher Style Regular Voucher Invoice Date 08/21/2023 Invoice Received 08/21/2023 Supplier ID 000000004 ShortName 3MCO-001-001 Location MAIN *Address 1 Save	Invoice No TEST789 Accounting Date 08/21/2023 *Pay Terms 0 Basis Date Type Inv Date	Due Now	Invoice Total Line *Cur Miscella F Diffe	Total 85 rency US neous reight Total 85 rence 0	Non S.00 Sess Com Mithol Sol Sol Sol Sol Sol Sol Sol S	Merchandise Summary ion Defaults ments(0) chments (0) holding blate List Audit Logs inced Supplier Search oval History blier Hierarchy blier 360	
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Florida PALM Mockup of Additional Voucher Fields

	y nagata tray				
Mida PALM			Al + Sea	rth	Advanced Search
mmary Belated Documents Invoice Information	dion Payments Youcher Attributes	Error Summary			
Business Unit 43000 Voucher ID 0000346 Voucher Style Regular Voucher Invoice Date 01/29/2020 Invoice Received 01/31/2020	Involce No. 45578001 Accounting Data (01/31/2020 "Pay Terma (0210 Basis Data Type Inv Data	0, 2110_NET30	Invoice Total Line Tot "Currens Miscellaneon Preig	tal 100.000 cy USD m m	Non Merchandise Summary Session Defaults Commeth(6) 34 Affacthreadth (7) 35 Basin Date Calculation Template List Advanced Suppler Search
Supplier ID 000000057 ShortName STAPLES-001 Location MARI		Source Sy	stem User I	D 0.000	Approval Hatlory Suppler Hierarchy Custom Fields
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Segment I Design Workshops

Regular Voucher - Summary

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Flor	ida	PA	LM							
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Busin Vor Vouch Suppli	ess Unit ucher ID ner Style er Name	43000 00000540 Regular XX XXXXXXX	(Y YY	Invoice Date (Invoice No Invoice Total	08/21/2023 TEST789 85.00 USD				
		Rochester, M	N 44677	A-AA						
Entr	y Status	Postable			Pay Terms	Due Now				
Matc	h Status	No Match	Appr	oval History	Voucher Source	Online				
Approva	al Status	Approved			Origin	ONL				
Pos	st Status	Posted			Created On	08/21/2023 10:35AM				
Budge	et Status	Valid			Created By Last Update Modified By ERS Type	RYAN.RAAGAS 08/21/2023 10:38AM RYAN.RAAGAS Not Applicable				
Budget Mis	c Status	Valid			Close Status	Open				
*View	Related	Payment Inqu	iry	Ƴ Go		Audit Logs				
Return t	o Search	Notify	Refresh	monto I Vouchor		Add	週 Update/Display			
Summary Re	erated D00	uments INVO	ce mornation Pay	ments voucner/	Aunoules Error SUM	inialy	P			

Florida PALM Planning, Accounting, and Ledger Management

Segment I Design Workshops

Adjustment Voucher – Invoice Information

mary Related Documents Invoice Information	Payments Vouc	cher Attributes	Error Summary					
Business Unit 43000 Voucher ID 00000541 Voucher Style Adjustments Invoice Date 08/21/2023 (3) Invoice Received (3) <u>3M Company</u> Supplier ID 000000004 ShortName 3MCC-001-001 Location MAIN (2) *Address 1	Invoice No TES Accounting Date 08/2 *Pay Terms 0 Basis Date Type Inv Control Group	ST789 21/2023 / Date	Due Now	Invoice T M	otal Line Total *Currency iscellaneous Freight Total Difference	0.00 USD 0.00 0.00	Non Merc Comment Attachmen Withholdin View Audi Preview A Supplier 3	handise Summary s(0) hts (0) hg t Logs ,pproval dierarchy 60
Save					Calcu	Ilate F	Print Subr	nit Approval
Save Copy From Source Document					Calcu	ilate F	Print Subr	mit Approval
Save Copy From Source Document voice Lines Line 1 *Distribute by Amount Utem Quantity 1.0000 UOM EA Unit Price Line Amount 0.00	Ship To 43 Description Related Voucher Packing Slip Accounting Tag	3000_DFS 0000540	Q		Calcu	Ilate F Find	Print Subr	1 of 1 🕢
Save Copy From Source Document voice Lines Line 1 *Distribute by Amount UoM EA Quantity 1.0000 UOM EA Unit Price Line Amount 0.00 Distribution Lines GL Chart Exchange Rate Statistics Assets	Ship To 43 Description Related Voucher Packing Slip Accounting Tag	3000_DFS	Q		Calcu Personalize	Find View 1 [2]	Print Subr	nit Approval (1) of 1 (2) Asset Iculate 1-2 of 2 (2) La
Save Copy From Source Document voice Lines Line 1 *Distribute by Amount UM EA Unit Price Line Amount 0.00 Distribution Lines GL Chart Exchange Rate Statistics Assets Line Merchandise Amt Quantity	Ship To 43 Description Related Voucher Packing Slip Accounting Tag st Matched Values 40	3000_DFS 00000540 GL Unit	Organization	Account	Calcu Personalize Fund	Find View 1 [27]	Print Subr	nit Approval (1) of 1 (2) Asset Iculate 1-2 of 2 (2) La: State Program



Single Pay Voucher – Invoice Information

<u>S</u> ummary	<u>R</u> el	ated Documen	ts Invoice Info	rmation Paymer	ts Voucher Att	tributes Single Paymen	t Supplier	Erro	or Summary				
	Busin	ess Unit 4300	00	Inv	Dice No SPI001			Inv	oice Total			Non Merchandise Sum	mary
In	Vouch Vouch Invo Ivoice R Su Sho L	ucher ID 0000 ner Style Sing ice Date 06/2: Received 06/2: pplier ID 0000 ortName SINC Location 1 Address 1	00 10495 1e Payment Vouche 2/2023 31 31 31 31 31 31 31 31 31 3	Accounti er *Pay Basis Da	ng Date 06/22/202 v Terms 0 te Type Inv Date	23 <u> </u> Du	e Now		Line *Curr Miscellan Fr	Total ency eous eight Total ence	110.00 USD Q	Session Defaults Comments(0) Attachments (0) Template List View Audit Logs Supplier Hierarchy Supplier 360	
Invoice	*Distr	Line 1 ibute by Amo Item	Copy Down	De Pac Accour	Ship To 43000_1 scription king Slip nting Tag	DFS Q				Calculate	Print Find View All	First (1) of 1 One Asset Calculate	🕑 Last
The second secon	Ui Line stributi Chart	nit Price Amount ion Lines Exchange Ra	110.00 te <u>S</u> tatistics	Assets					Perso	nalize Find View /	All 🕘 📑	First 🕢 1 of 1 🕑	Last
	Cop Dov	vn Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account		Fund	Budget Entity	Category	State Program	PC B
H] 1	110.00		43000	Q	742000	٩	00001	21350100	000103	۹ 🗌	2

DISBURSEMENTS MANAGEMENT

PROMPT PAYMENT





Segment I Design Workshops

10/4/2023

• What is prompt payment?





Segment I Design Workshops

- 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



Segment I Design Workshops

10/4/2023

- 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.



Segment I Design Workshops

- 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 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



Segment I Design Workshops

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

OR

Eind an Existing Value	Keyword Search	Add a New Value	
*Business	Unit Q		
*Vouche	r ID NEXT		
*Voucher S	Style Regular Vouche	er 🗸	
Supplier N	ame		Q
Short Supplier N	ame	Q	
Supplie	er ID	Q	
Supplier Loca	tion	Q	
Address Sequence Nun	nber 0 Q		
Invoice Nun	nber		
Invoice [Date)	
Gross Invoice Am	ount	0.000	
Freight Am	ount	0.000	
Sales Tax Am	ount	0.000	
Misc Charge Am	ount	0.000	
PO Business	Unit 🔍		
PO Nun	nber	Q	
Tax Exempt F	Flag 🗌		
Estimated No. of Invoice L	ines 1	-	
Invoice Received Da	ate 🛛 🕅		
G/S Received Da	ate 🛛	1	
G/S Approved Da	ate		

Florida PALM Planning, Accounting, and Ledger Management

10/4/2023

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

Summary Related Documents Invoice Information Payments Youcher ID Voucher ID Voucher Style Regular Voucher Invoice Date 05/217/2023 10 Pay Terms 0 Due Now Basis Date 105/217/2023 10 Non Merchandise Summary Supplier No	Favorites Main Menu Accounts Payable Vouch	hers 🔻 > Add/Update 🔻 > Regular Entry				
Summary Related Documents Invoice Information Payments Youcher Attributes Error Summary Business Unit 43000 Voucher JD 00204253 Invoice No [test_0523_2] Invoice No [test_0523_2] Invoice Total Non Merchandise Summary Voucher JD 00204253 Accounting Date [05/21/2023] Image: Contract of the state of the	Fl o rida PALM				Date Calculation	
Confidential OK Cancel Refresh	Summary Related Documents Invoice Information Payment Business Unit 43000 Invoice Information Payment Voucher ID 00204253 Account Voucher Style Regular Voucher "P Invoice Date 05/21/2023 Basis I Invoice Received Image: Supplier ID Basis I Supplier ID 0000000034 Q ShortName SUPP_117-001 Q Address 1 Q	Invoice No Test_0523_2 Ining Date 05/21/2023 Pay Terms 0 Due Now Date Type Acct Date	Invoice Total Line Total 200.0 "Currency USE Miscellaneous Freight Total 200.0 Difference 0.0	Non Merchandise Summary Session Defaults Comments(0) Attachments (0) Basis Date Calculation Template List View Audit Logs Advanced Supplier Search Supplier Hierarchy Supplier 360	Invoice Received Date G/S Received Date G/S Approved Date Basis Date OK Cancel Refresh	





- 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 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





10/4/2023

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Interest Vouchers

Identified by Voucher Origin = INT and Invoice No. Prefix = INT

Florida	PAL	M	
Summary Relate	d Documents	Invoice Information Payments	s <u>V</u> oucher Attributes <u>E</u> rror Summary
Business Unit Voucher ID Voucher Style Supplier Name	43000 00000540 Regular XX XXXXXXX		Invoice Date 08/21/2023 Invoice No INT0000050 Invoice Total 85.00 USD
	XX XXXXXX X Rochester, MN	XXXXXXX XXX-XX-XX 44677	
Entry Status	Postable		Pay Terms Due Now
Match Status	No Match	Approval History	Voucher Source Online
Approval Status	Approved		Origin INT
Post Status	Posted		Created On 08/21/2023 10:35AM
Budget Status	Valid		Created By RYAN.RAAGAS Last Update 08/21/2023 10:38AM Modified By RYAN.RAAGAS ERS Type Not Applicable
Budget Misc Status	Valid		Close Status Open
*View Related	Payment Inquir	y v Go	Audit Logs
Return to Search	🔛 Notify	C Refresh	📑 Add 🖉 Update/Display



10/4/2023



Interest Vouchers

Favorites 🔻	Main Menu 🔻	> Accounts Payable	> Vouchers 🕶 > Add/Update 🕶 > Regular Entry	
Flor	ida P /			
Summary	Related Documer	Invoice Information	Payments Voucher Attributes Error Summary	
	Business Unit Voucher ID Voucher Style Invoice Date Invoice Received	43000 00204253 Regular Voucher 05/21/2023	Invoice No INT00204000 Accounting Date 05/21/2023 *Pay Terms 0 Q Due Now Basis Date Type Acct Date	Invoice Total Line Total 200.00 *Currency USD Miscellaneous Freight
	Supplier ID ShortName Location *Address	SupplierName_117 0000000034 Q SUPP_117-001 Q MAIN1 Q 1 Q		Total200.00Difference0.00
	L.		□ Confidential	
	Save			Calculate Print





- 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



10/4/2023

DISBURSEMENTS MANAGEMENT

INTERFACE LAYOUT REVIEW





Segment I Design Workshops

10/4/2023

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





Segment I Design Workshops

Disbursements Management

Interface Layout Overview – Voucher Structure



DISBURSEMENTS MANAGEMENT

EXCEPTION HANDLING





Segment I Design Workshops

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)





Segment I Design Workshops

10/4/2023

Enterprise Process Voucher Interfaces

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





Segment I Design Workshops

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



Segment I Design Workshops

Quick Invoice

Main Menu •	> Accounts Payable > Vouchers >	 > Add/Update ▼ > Search 	Quick Invoice Entry	Advanced Search 🧕 Last Search Results		
Quick Invoice						
Business Unit 43000	*Invoice Number			Calculate		
Voucher NEXT	Invoice Date	B1		Print Invoice		
Voucher Style Regular	Accounting Date	31		Edit Combinations		
	Prepaid Ref		Auto Apply			
	Invoice Received	31				
Supplier	C Invoice Address	٩				
				Attachments (0)		
				Comments(U)		
Line Amount	0.00 Control Group	Q		Payments		
Misc Amt	0.00 Terms	Q		Session Defaults		
Freight	0.00 Currency	USD Q		Override Session Default		
Total	0.00					

Inv	nvoice Lines						Personalize Find 🔄				
		Copy Down	Line	Amount	GL Unit	Description	Organization	Account	Fund	Budget Entity	
+			1	0.00	43000						
+	-		2	0.00	43000] [
+	-		3	0.00	43000						
+	_		4	0.00	43000						
					4) F	





Regular Invoice with Re-cycle Error

Business Unit 43000 Invoice No Test Pre-Edit Invoice Total Voucher ID 00000312 Accounting Date 09/29/2023 Image: Constraint of the second o	00 2 Q 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0	Non Mercha Session Def Comments((indise Summa iaults			
Voucher ID 000000312 Accounting Date 09/29/2023 iii 100. Voucher Style Regular Voucher *Pay Terms 0 100. *Currency Using Invoice Date 09/29/2023 iii Basis Date Type Invoice Miscellaneous 100. Invoice Received 09/29/2023 iii Basis Date Type Invoice Total 100. Supplier ID 0000000057 Image: Stappen	00 2 Q 	Session Def Comments(0	faults			
Voucher Style Regular Voucher *Pay Terms 0 Pay Due Now *Currency US Invoice Date 09/29/2023 Basis Date Type Inv Date Miscellaneous Freight Invoice Received 09/29/2023 Staples Total 100. Supplier ID 000000057 O Difference 0		Comments(
Invoice Date 09/29/2023 is Basis Date Type Inv Date Miscellaneous Freight Freight Total 100.	, T		Comments(0)			
Invoice Received 09/29/2023 Freight Staples Total 100.0 Supplier ID 000000057 O Difference 0.0	F	Attachments (0)				
Staples Total 100.	_	Template Lis	st			
Supplier ID 000000057 Q Difference 0.0		View Audit L	.ogs			
	00	Supplier Hierarchy				
ShortName STAPLES-001		Supplier 360				
Location MAIN Q						
*Address 1						
Save	Print					
Copy From Source Document						
pice Lines 👔 Find	View A	All First 🤅	動 1 of 1 🛞			
Line 1 Conv Down Ship To 43000 DFS		•	E			
*Distribute by Quantity V Description		4	0			
Item Q Packing Slip						
Quantity Accounting Tag		Calcu	ulate			
Unit Price 1.00000						
Line Amount 100.00						
Distribution Lines Personalize Find View All	2	First 🕚	1 of 1 🕟 La			
SL Chart Exchange Rate Statistics Assets						
Copy Down Line Merchandise Amt Quantity *GL Unit Organization Account Fund Budget Entity	Cate	tegory	State Program			
		0				

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

Voucher Deletion

Favorites 🔻	Main Menu 🔻	> Accounts	Payable 🔻 >	Vouchers	; 🔻 >	Add/Update	- >	Delete Voucher	<u>a</u>				
Flor	ida P A	LM		1	All 👻	Search			_	» ,	Advanced Sea	arch 🧧	Last Search F
Delete Vouc	ther Voucher De	tails											
Bu	isiness Unit 43000) Vouc	her 00000592	2									
Supplier													
	Supplier 00000	000059 Staple	es Inc										
	Short Name STAP	LES-002											
Voucher I	nformation												
	Invoice	258976413		(Drigin	ONL			Hea	ader Bu	dget Status	Not Chk	'd
	Date	09/11/2023		C	Group			No	on-Prora	ated Bu	dget Status	Valid	
	Gross Amount Related Voucher		500.00 USI)						E	intry Status	Postable)
			Delete]									
Return t	o Search	revious in List	↓ Next in	List] Notify	у							
Delete Vouche	er Voucher Details									Segmen	t I Design Works	shops	10/4/2023

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



10/4/2023

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.





Segment I Design Workshops



REPORTING SOLUTION SEGMENT I – AP REPORTS



Segment I Design Workshops

10/4/2023

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 <u>Data Extracts</u> to support periodic or tailored information needs (in lieu of standard interface)



Segment I Design Workshops

Data Availability





Segment I Design Workshops



Planning, Accounting, and Ledger Management






Reports Catalog - Accounts Payable Reports

		Item Number	Change Date	Implementation Wave	Report Topics	Report Audience	Module	Report ID	Report Name	Report Description
	0						∇			
	0	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	0	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.
	0	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	0	5	08/31/23	Financials	Payments	Agency Enterprise	AP	APR024	Prompt Payment Report	Report that lists approaching Prompt Payment processing deadlines.
6	0	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	0	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



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/Optiରnal
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



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



Segment I Design Workshops

C1Ct/db2023023

APR024 – Prompt Payment Report



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



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WRAP UP





Segment I Design Workshops

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



Segment I Design Workshops

Agency Data Activities





Segment I Design Workshops

Data Availability





Segment I Design Workshops

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



10/4/2023

Segment I Design Workshops

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



Segment I Design Workshops

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

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





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

¹ Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings ² Enterprise Business Process



Segment I Design Workshops

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

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

²Enterprise Business Process



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Segment I Design Workshops

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