Transforming the Future Together

Florida PALM
Planning, Accounting, and Ledger Management
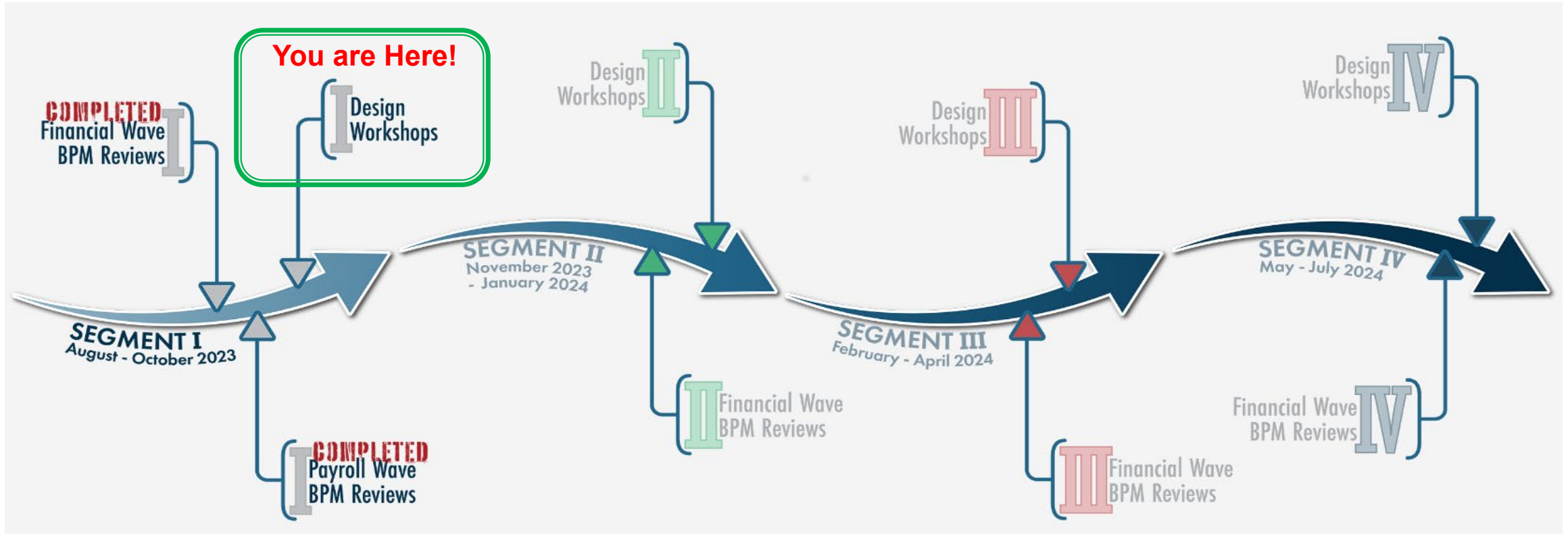
Segment I Design Workshops

October 4, 2023

Solution Design Workshops
Agenda

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

Design Phase Overview

**You are Here!**

COMPLETED
Financial Wave BPM Reviews I

I Design Workshops

Design Workshops II

Design Workshops III

Design Workshops IV

SEGMENT I
August - October 2023

SEGMENT II
November 2023 - January 2024

SEGMENT III
February - April 2024

SEGMENT IV
May - July 2024

COMPLETED
Payroll Wave BPM Reviews I

II Financial Wave BPM Reviews

III Financial Wave BPM Reviews

Financial Wave BPM Reviews IV

For more information, listen to
Episode #11: The Design Phase

PALMcast

FloridaPALM
Planning, Accounting, and Ledger Management

Agency Implementation Roadmap
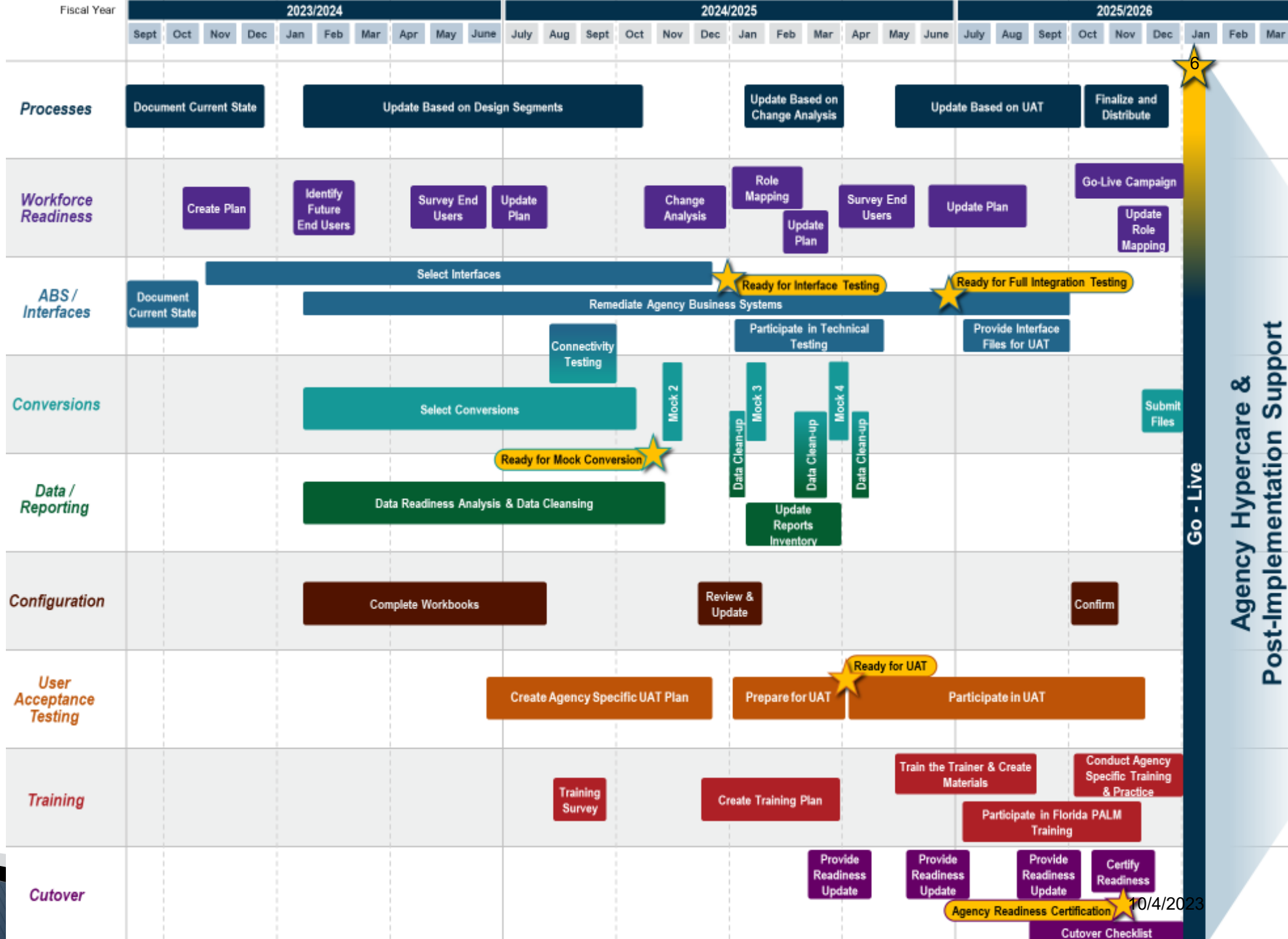
Set Up and Maintain Chart of Accounts

COA Overview

Florida PALM
Planning, Accounting, and Ledger Management

Chart of Accounts Overview
Terminology

▸ ChartField Structure Request

▸ Fund Questionnaire

▸ Workflow

▸ Budgetary, Transactional, and Control

▸ Attributes

▸ Trees

▸ ChartField Combination Edits

▸ SpeedKeys

Florida PALM
Planning, Accounting, and Ledger Management

FloridaPALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Chart of Accounts Design

Table of Contents

▸ ## Chart of Accounts Design

- ◦ ChartField Structure
- ◦ ChartField Details

FloridaPALM
Planning, Accounting, and Ledger Management

Chart of Accounts Overview
ChartField Value Review

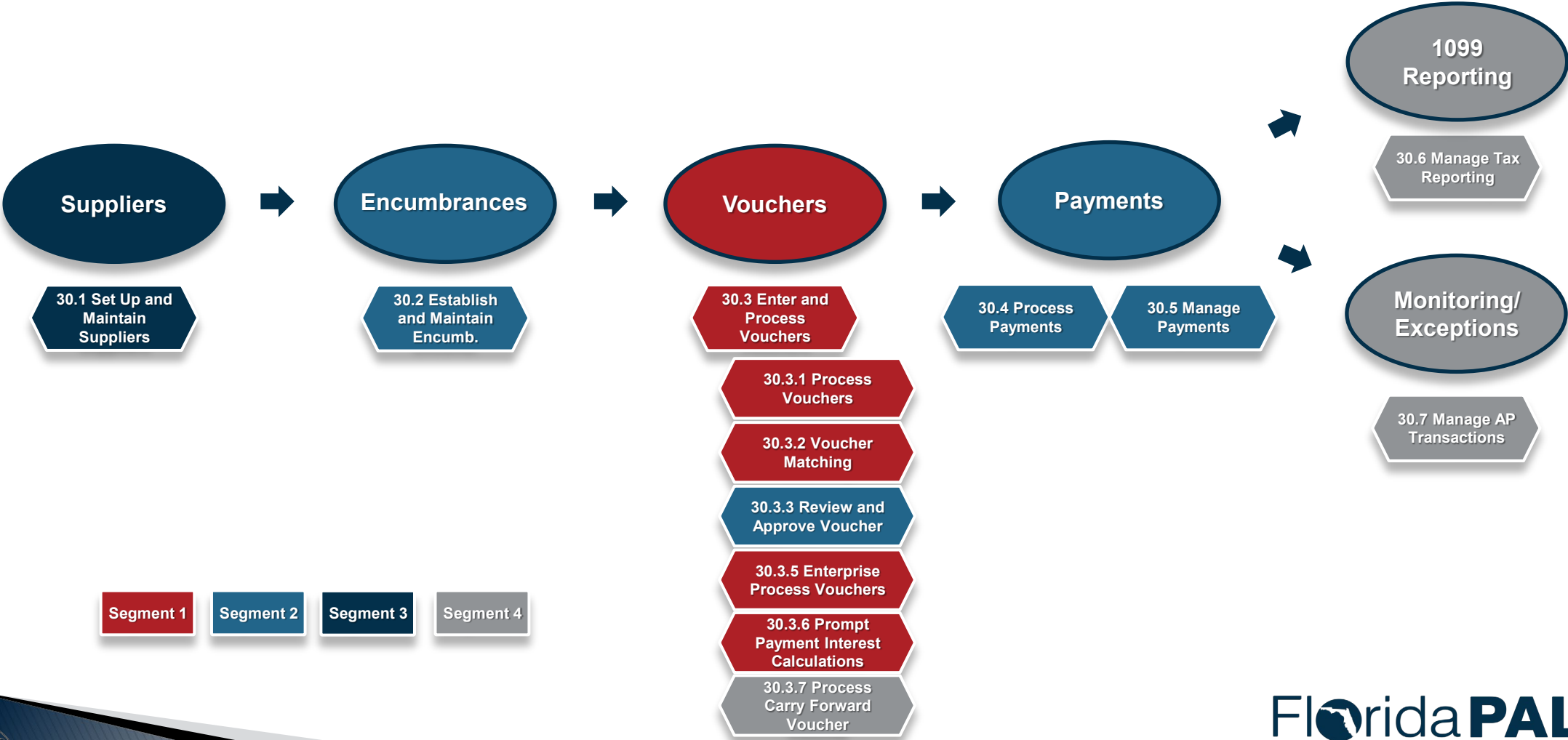| Florida PALM ChartFields	
GL Business Unit	Other Accumulator 2 (OA2)
Budget Entity	Grant* (Segment 2)
Category	Contract* (Segment 2)
State Program	Project* (Segment 4)
Fund	Activity*
Account	PC Source Type*
Organization	PC Project Category*
Other Accumulator 1 (OA1)	PC Subcategory*

*ChartField values set up and configured differently
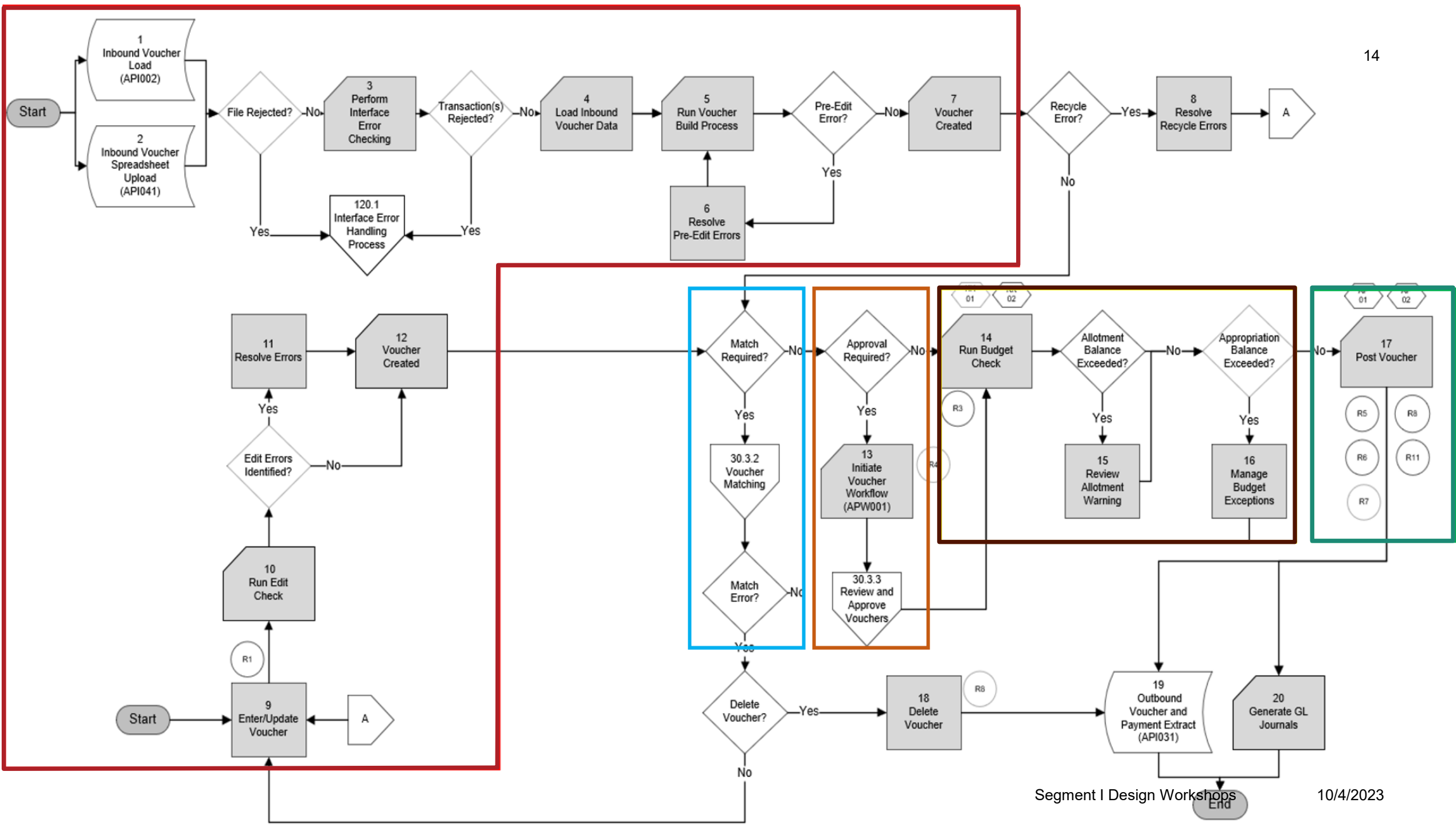
DISBURSEMENTS MANAGEMENT
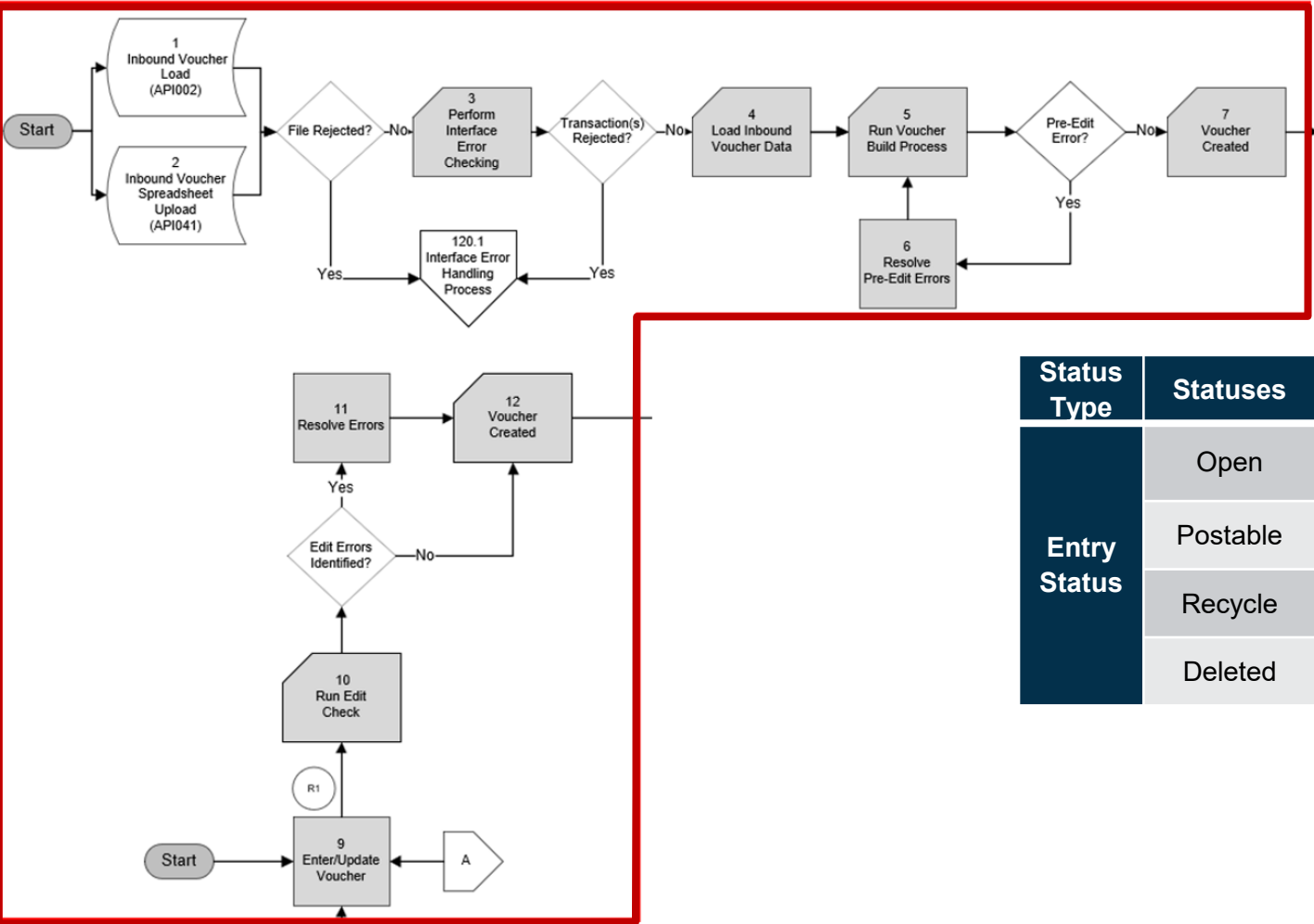
Disbursements Management Process

1099 Reporting

30.6 Manage Tax Reporting

Suppliers → **Encumbrances** → **Vouchers** → **Payments**

Monitoring/ Exceptions

30.1 Set Up and Maintain Suppliers

30.2 Establish and Maintain Encumb.

30.3 Enter and Process Vouchers

30.4 Process Payments

30.5 Manage Payments

30.7 Manage AP Transactions

30.3.1 Process Vouchers

30.3.2 Voucher Matching

30.3.3 Review and Approve Voucher

30.3.5 Enterprise Process Vouchers

30.3.6 Prompt Payment Interest Calculations

30.3.7 Process Carry Forward Voucher

Segment 1 | Segment 2 | Segment 3 | Segment 4

Florida PALM
Planning, Accounting, and Ledger Management

Voucher Lifecycle

Voucher Creation / Build → Matching (PO) → Approval → Budget Check → Voucher Post

Start

1
Inbound Voucher Load
(API002)

2
Inbound Voucher Spreadsheet Upload
(API041)

File Rejected? —No→

3
Perform Interface Error Checking

Transaction(s) Rejected? —No→

4
Load Inbound Voucher Data

5
Run Voucher Build Process

Pre-Edit Error? —No→

7
Voucher Created

Recycle Error? —Yes→

8
Resolve Recycle Errors

A

Yes

120.1
Interface Error Handling Process

Yes

Yes

6
Resolve Pre-Edit Errors

No

11
Resolve Errors

12
Voucher Created

Match Required? —No→

Approval Required? —No→

R3

14
Run Budget Check

Allotment Balance Exceeded? —No→

Appropriation Balance Exceeded? —No→

17
Post Voucher

R01 R02

R01 R02

Yes

Yes

Yes

Yes

Edit Errors Identified?

Yes

No

30.3.2
Voucher Matching

13
Initiate Voucher Workflow
(APW001)

R4

15
Review Allotment Warning

16
Manage Budget Exceptions

R5 R8

R6 R11

R7

10
Run Edit Check

Match Error? —No→

30.3.3
Review and Approve Vouchers

R1

Yes

Start

9
Enter/Update Voucher

A

Delete Voucher? —Yes→

18
Delete Voucher

R8

19
Outbound Voucher and Payment Extract
(API031)

20
Generate GL Journals

No

End

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
Voucher ID R91DD09
Voucher Style Regular
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

Invoice Date 01/28/2010
Invoice No R91DD09
Invoice Total 75,050.00 USD

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
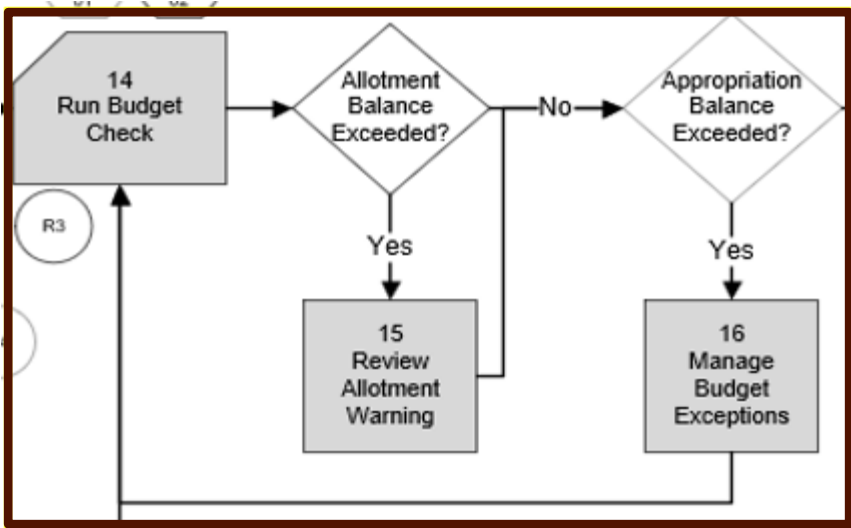ERS Type Not Applicable
Close Status Open

Go

Audit Logs

Florida **PALM**
Planning, Accounting, and Ledger Management

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.

Flowchart:
- Match Required? — No
- Yes
- 30.3.2 Voucher Matching
- Match Error? — No
- Yes

Oracle Screen:

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

ORACLE

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

Business Unit BUY01
Voucher ID R91DD09
Voucher Style Regular
Supplier Name Books4U and Me
588 Owens Drive
Pleasanton, CA 94560

Invoice Date 01/28/2010
Invoice No R91DD09
Invoice Total 75,050.00   USD

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

Pay Terms End Nxt Mt
Voucher Source Online
Origin ONL
Created On 07/10/2012 7:43AM

Budget Status Valid

Created By SAMPLE
Last Update 04/24/2012 9:59AM
Modified By SAMPLE
ERS Type Not Applicable

Budget Misc Status Valid
View Related Payment Inquiry   Go

Close Status Open

Audit Logs

Florida PALM
Planning, Accounting, and Ledger Management

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.

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.

Segment I Design Workshops   10/4/2023

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
Budget Status	Valid	Modified By	SAMPLE
		ERS Type	Not Applicable
Budget Misc Status	Valid	Close Status	Open
View Related	Payment Inquiry	Go	Audit Logs

Florida PALM
Planning, Accounting, and Ledger Management

Disbursements Management
Voucher Lifecycle – Voucher Post

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
Voucher ID 00000043
Voucher Style Regular
Supplier Name Freids Furniture
577 Fremont Street
San Jose, CA 95132
Entry Status Postable
Match Status No Match
Approval Status Approved
Post Status Unposted

Budget Status Valid

Budget Misc Status Valid
View Related Payment Inquiry

Invoice Date 11/03/2001
Invoice No 2000000-004
Invoice Total 123,654.00 USD

Pay Terms Due Now
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
Audit Logs

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

Florida **PALM**
Planning, Accounting, and Ledger Management

Disbursements Management
Voucher Lifecycle – Payment Status

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
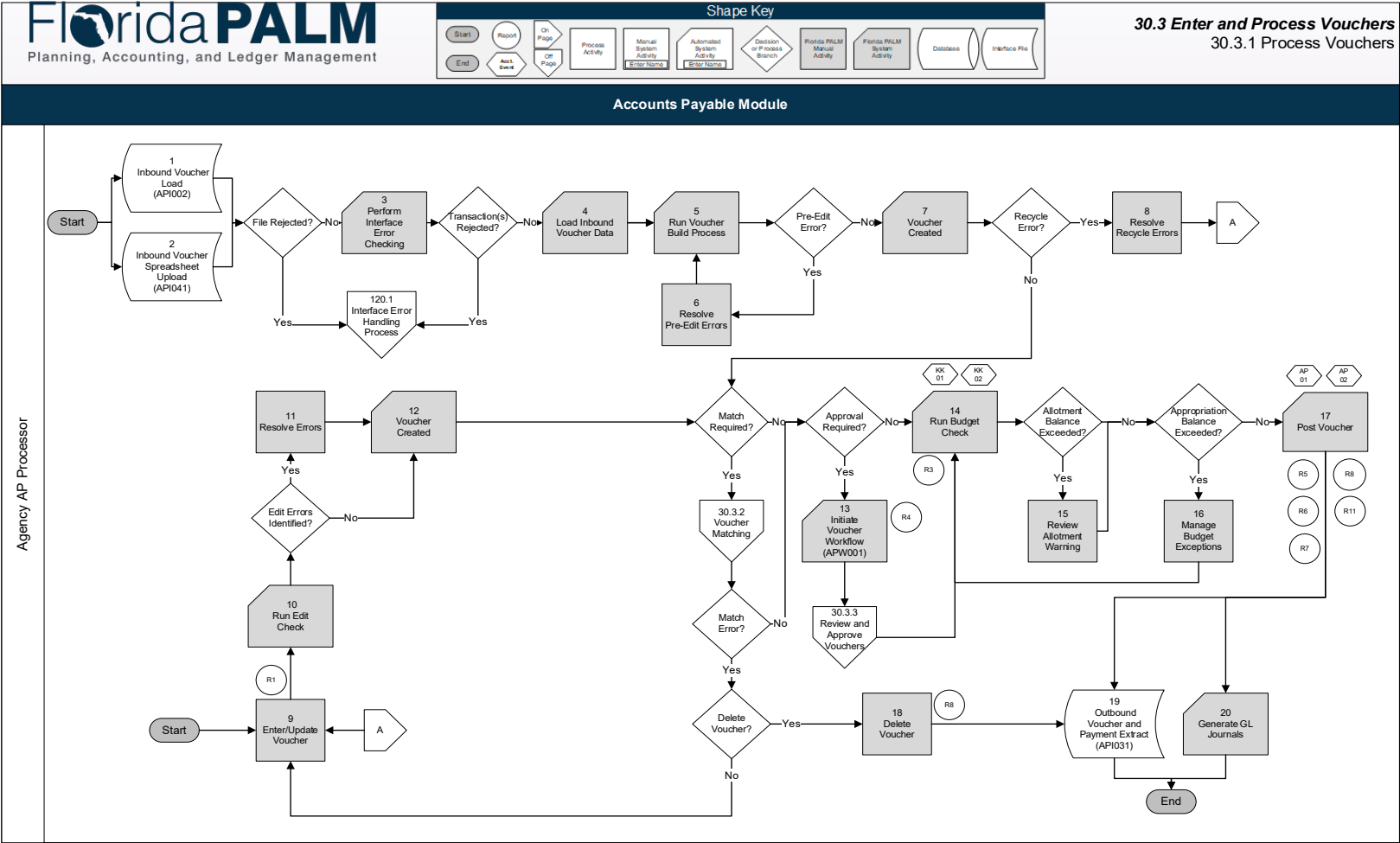
30.3.5 Enterprise Process Vouchers

All

Search in All Content

Regular Entry
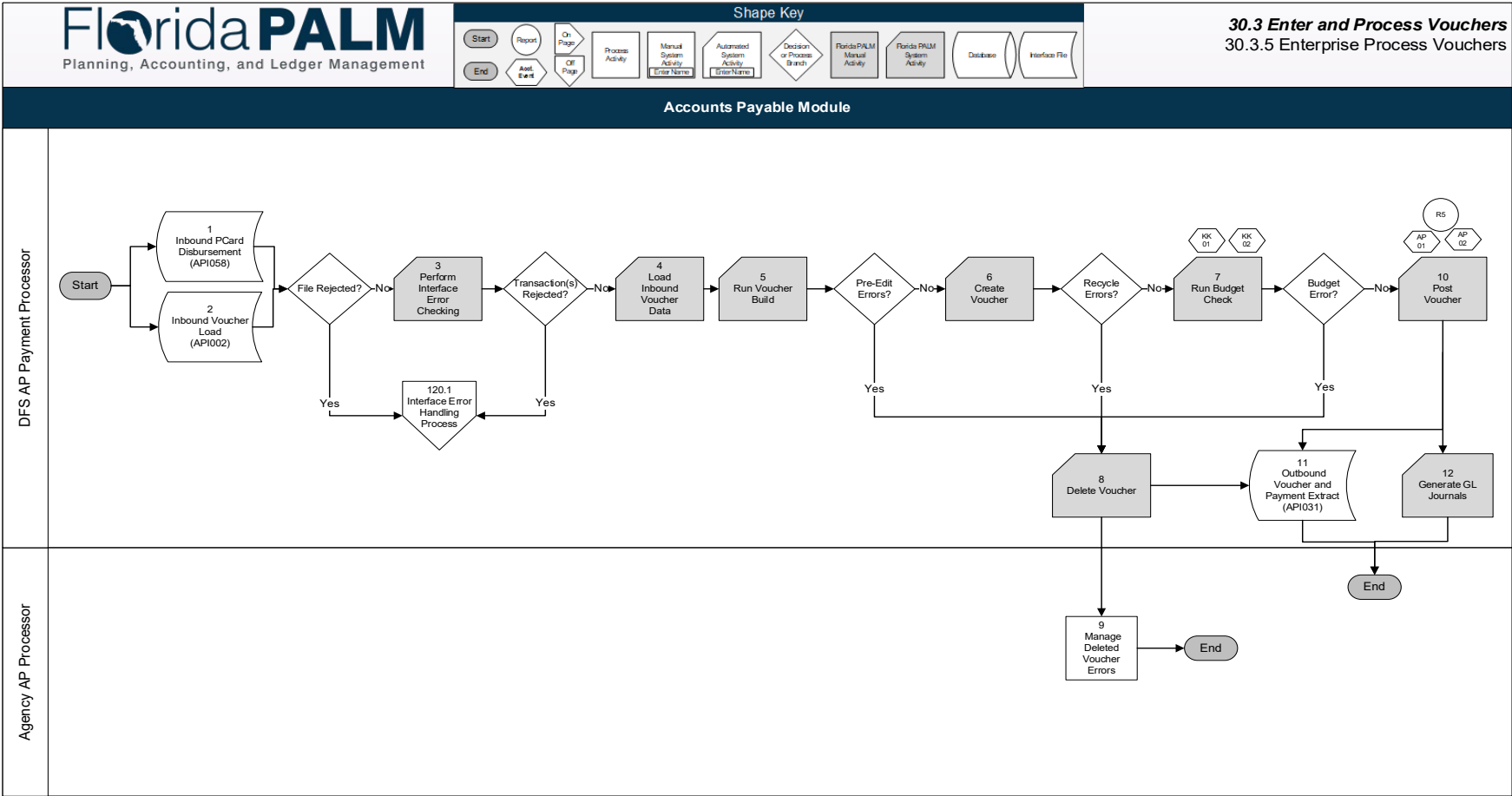
ORACLE
PEOPLESOFT

Accounts Payable ▼

Regular Entry

ORACLE
PEOPLESOFT

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

NavBar: Menu ⚙

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

All ▼   Search in All Content

Florida**PALM**

All ▼ | Search | » | Advanced Search

Add To ▼

🔔 Notification

⊘ NavBar

New Window | Help

Voucher

Find an Existing Value | **Add a New Value**

*Business Unit 43000 🔍
*Voucher ID NEXT
*Voucher Style Regular Voucher ▼
Supplier Name [_____] 🔍
Short Supplier Name [_____] 🔍
Supplier ID [_____] 🔍
Supplier Location [_____] 🔍
Address Sequence Number 0 🔍
Invoice Number [_____]
Invoice Date [_____] 📅
Gross Invoice Amount 0.00
Freight Amount 0.00
Misc Charge Amount 0.00
PO Business Unit [_____] 🔍
PO Number [_____] 🔍
Estimated No. of Invoice Lines 1

Add

Find an Existing Value | Add a New Value

Florida PALM

All ▼ | Search | 》 | Advanced Search

Add To ▼ | Notification | NavBar

Home | Sign Out

| New Window | Help | Personalize Page

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 259976413

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

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

*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 B
➕ ➖	☐	1	500.00		43000		341018	02106	43200300	040000		

Save

🔲 Notify   🔄 Refresh   📗 Add   📄 Update/Display

Florida PALM

All ▾ | Search | » | Advanced Search

Add To ▾   🔔 Notification   ⊘ NavBar

New Window | Help | Personalize Page

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

Business Unit 43000
Voucher ID NEXT
Voucher Style Regular Voucher

Invoice No 258976413
Accounting Date 09/27/2023 📅 📠
*Pay Terms 00 🔍 📠   Due Now
Basis Date Type Inv Date

Invoice Date 09/11/2023 📅
Invoice Received 09/15/2023 📅

Staples Inc
Supplier ID 0000000059 🔍
ShortName STAPLES-002 🔍
Location MAIN 🔍
*Address 1 🔍

Control Group [   ] 🔍

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
*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 B
➕ ➖	☐	1	500.00		43000 🔍	🔍	341018 🔍	02106 🔍	43200300 🔍	040000 🔍	🔍	

[Save]

📧 Notify   🔄 Refresh

[📋 Add]   [📄 Update/Display]

Segment I Design Workshops   10/4/2023

Florida PALM

All ▾ | Search | ≫ | Advanced Search

Add To ▾ | 🔔 Notification | ⊘ NavBar

| New Window | Help | Personalize Page

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 📅

Invoice No 258976413
Accounting Date 09/27/2023 📅 📲
*Pay Terms 00 🔍 Due Now
Basis Date Type Inv Date

Staples Inc
Supplier ID 0000000059 🔍
ShortName STAPLES-002 🔍
Location MAIN 🔍
*Address 1 🔍

Control Group 🔍

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
*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
➕ ➖	☐	1	500.00		43000 🔍	🔍	341018 🔍	02106 🔍	43200300 🔍	040000 🔍	🔍	▶

Save

📧 Notify | 🔄 Refresh

📋 Add | 📲 Update/Display

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

Segment I Design Workshops   10/4/2023

FloridaPALM

All ▼ | Search | » | Advanced Search

Add To ▼ | 🔔 Notification | ⊘ NavBar

New Window | Help | Personalize Page

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

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
*Distribute by Amount ▼
Item
Quantity
UOM
Unit Price
Line Amount   500.00

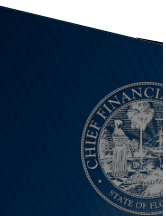Ship To 43000_DFS
Description paper
Packing Slip
Accounting Tag

☐ 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
➕ ➖	☐	1	500.00		43000		341018	02106	43200300	040000		

Save

📧 Notify | 🔄 Refresh   📥 Add | 📝 Update/Display

Voucher Styles

▸ Regular Voucher

▸ Adjustment Voucher

▸ Single Pay Voucher

Regular Voucher – Invoice Information

Florida PALM Mockup of Additional Voucher Fields

Regular Voucher - Summary

Adjustment Voucher – Invoice Information

Single Pay Voucher – Invoice Information

DISBURSEMENTS MANAGEMENT

PROMPT PAYMENT

Prompt Payment

▸ What is prompt payment?

Florida PALM
Planning, Accounting, and Ledger Management

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

Prompt Payment

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

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

Prompt Payment

▸ Interest Vouchers

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

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Disbursements Management
Interface Layout Overview – Voucher Structure
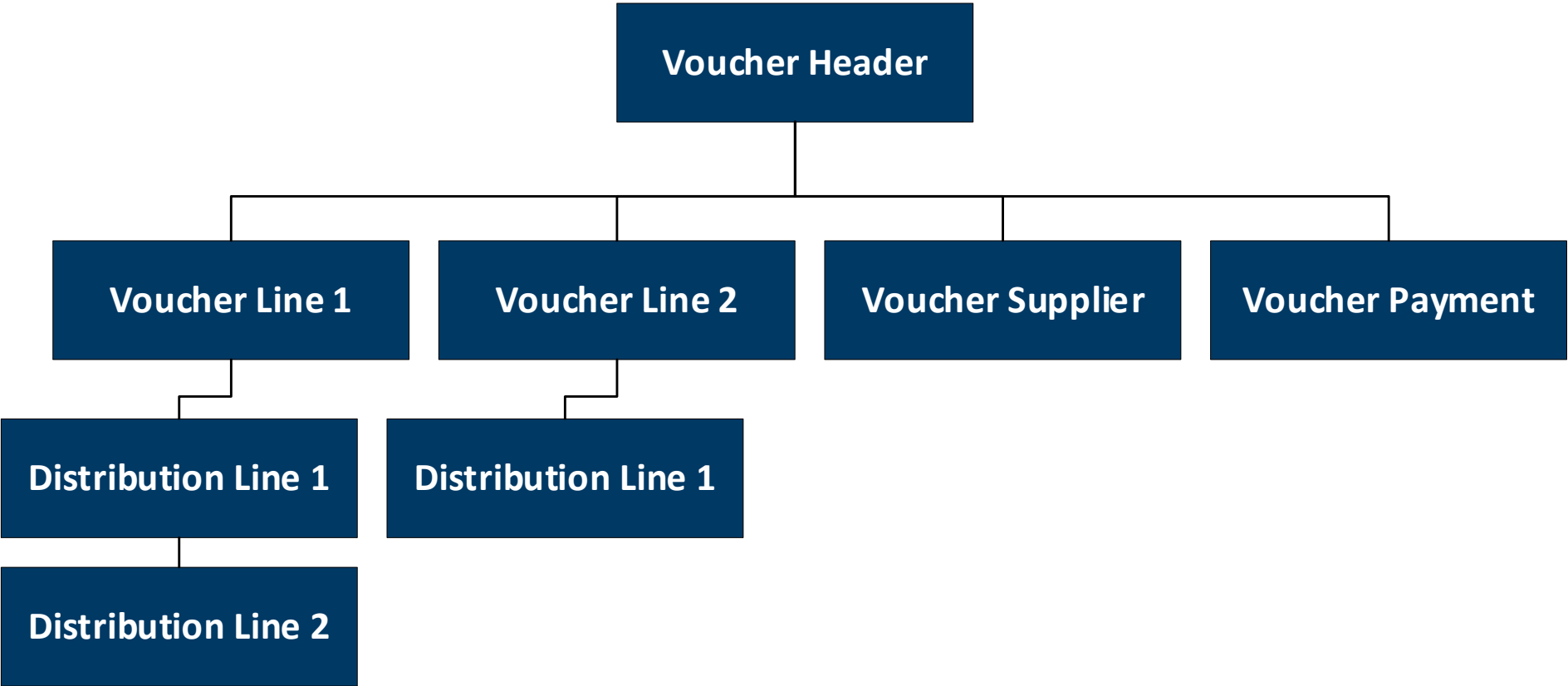
DISBURSEMENTS MANAGEMENT

EXCEPTION HANDLING

Florida **PALM**
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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)
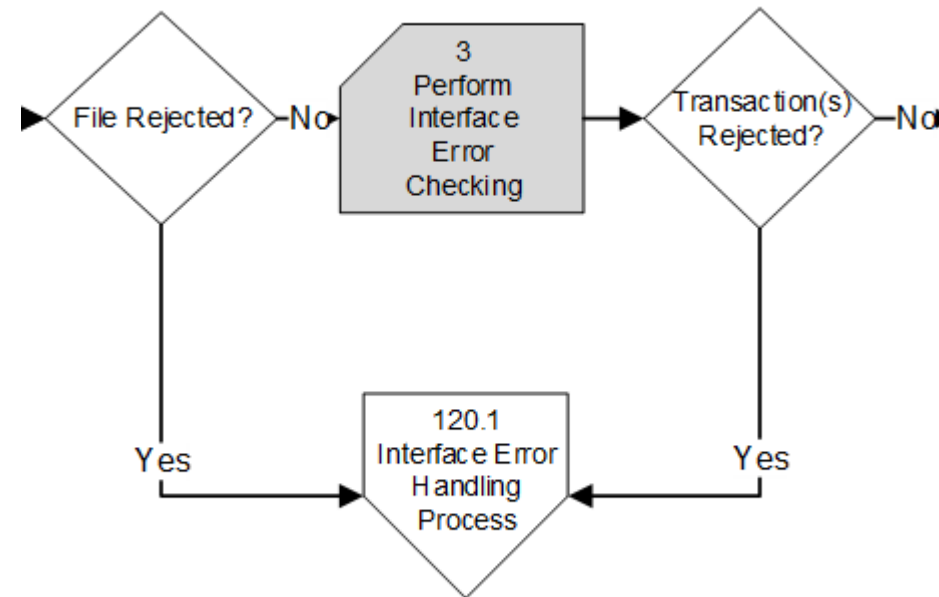
Enterprise Process Voucher Interfaces

- ▸ Pre-edit Errors
- ▸ Re-cycle Errors
- ▸ Match Errors
- ▸ Budget Exception
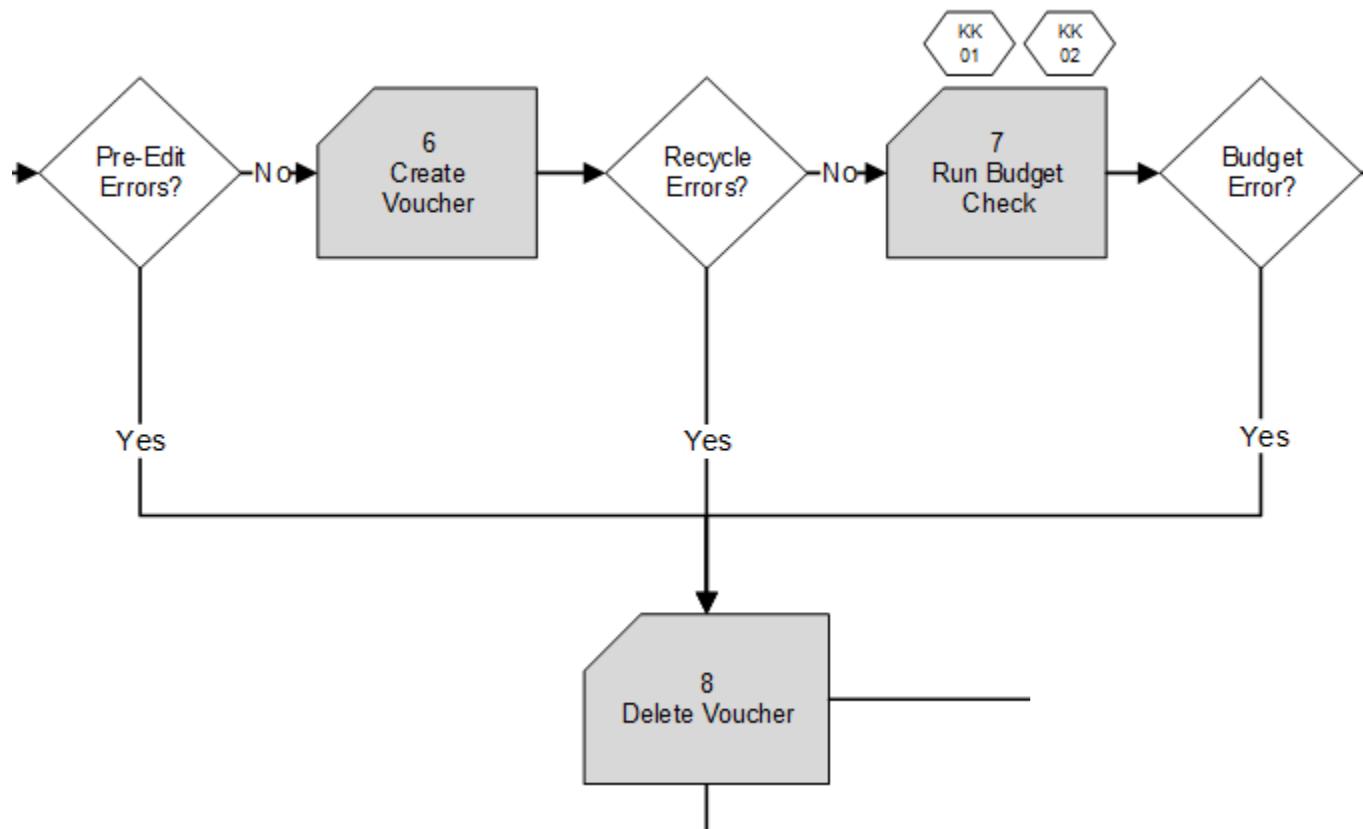
Agency Business System Voucher Interfaces

▸ 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

Regular Invoice with Re-cycle Error

Voucher Deletion

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

Florida PALM | 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

Delete Voucher | Voucher Details

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

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Planning, Accounting, and Ledger Management

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)

Data Availability
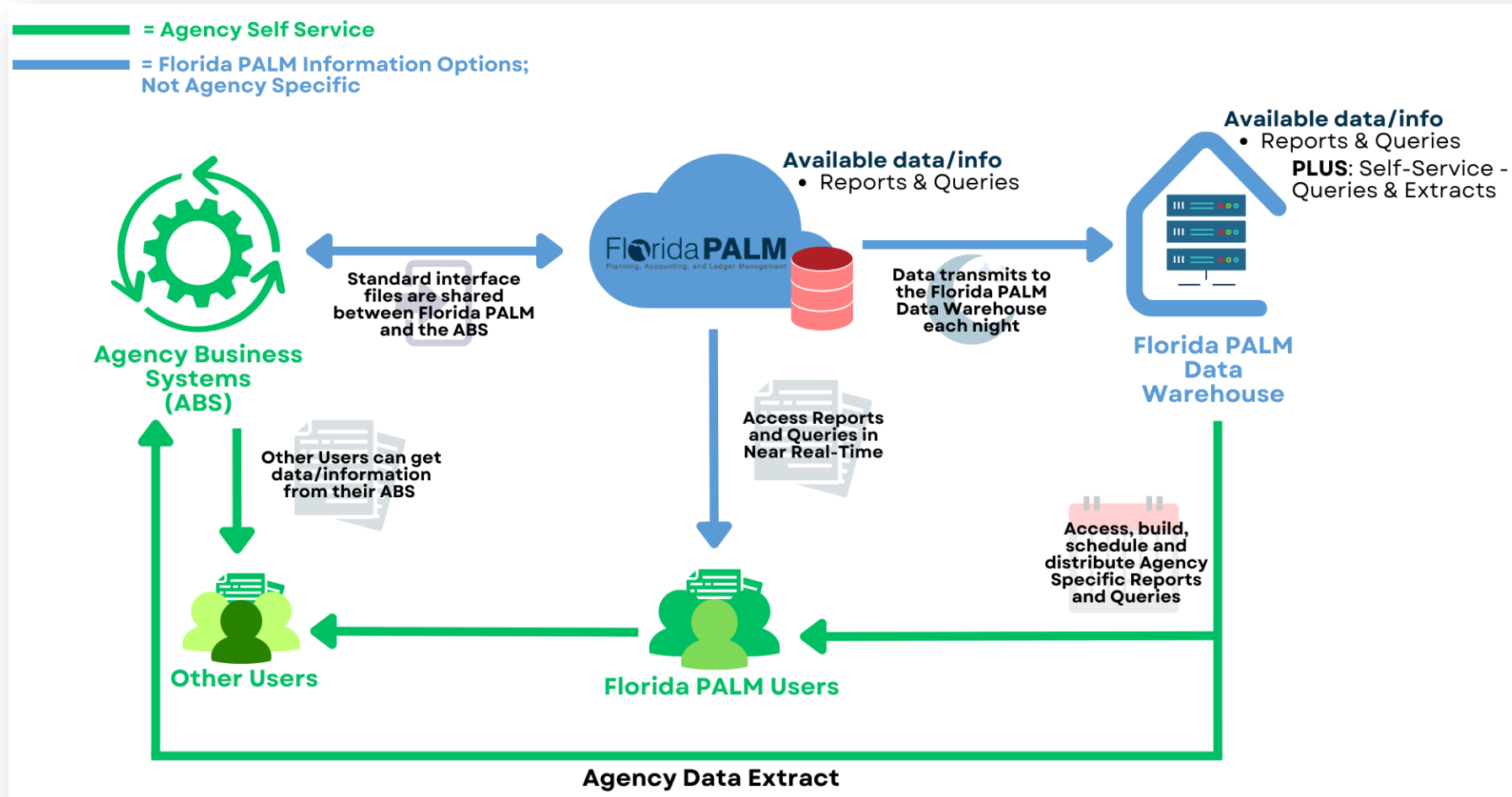
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| Reports Catalog | The Reports Catalog is a resource for users to identify and understand the planned reports for Florida PALM. The Catalog identifies reports implemented as part of CMS Wave and reports planned for Financials Wave. Additional reports 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	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	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	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	5	08/31/23	Financials	Payments	Agency Enterprise	AP	APR024	Prompt Payment Report	Report that lists approaching Prompt Payment processing deadlines.
6	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	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

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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?
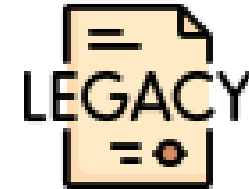
Prompt Payment Summary

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

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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 Cleansing

- Current State

Data Migration

- Configurations
- Conversions

Report Quality

- Reliable
- Useful
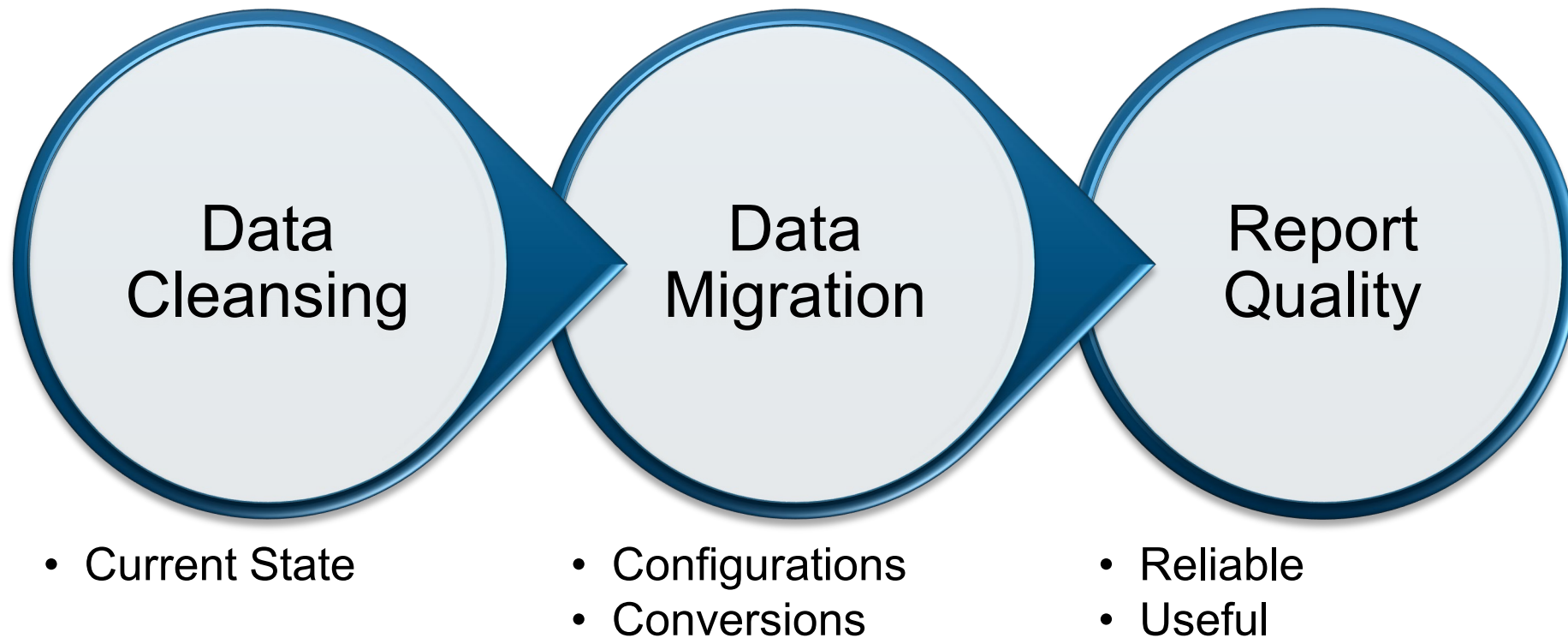
Data Availability
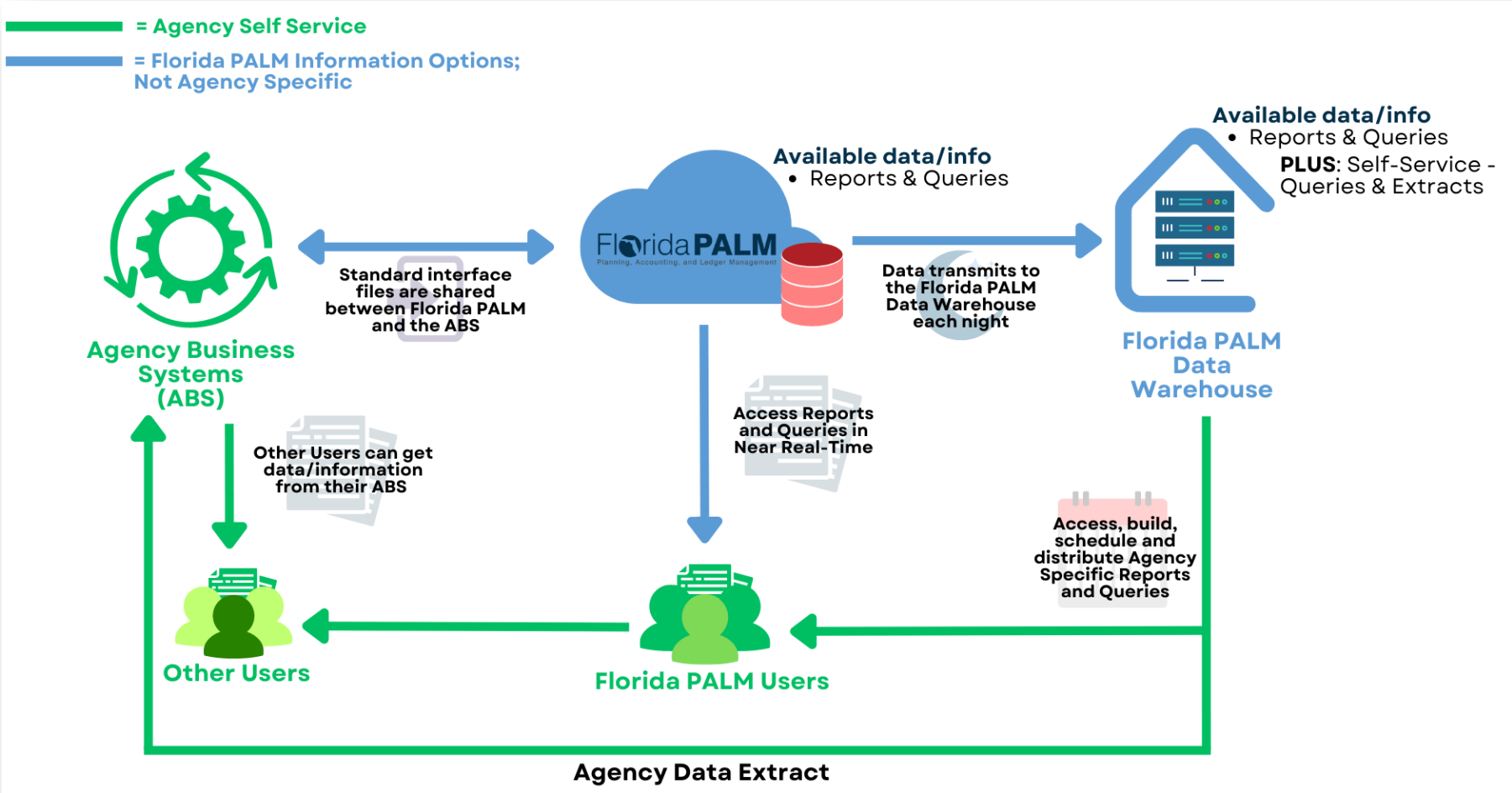
Key Things to Know - Interfaces

▸ 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

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

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

[2] Enterprise Business Process

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Design Workshops

Business Process Groupings	Business Processes	Segment I September - October 2023	Segment II December 2023 - January 2024	Segment III March - April 2024	Segment IV June - July 2024
Asset Accounting and Management	**40.1** Acquire and Set Up Assets		X		
	40.2 Deploy and Maintain Assets			X	
	40.3 Set Up and Maintain Asset Controls		X		
	40.4 Asset Management Period Close				X
Revenue Accounting	**50.1** Set Up and Maintain Customer			X	
Accounts Receivables	**60.1** Enter and Maintain Receivables			X	
	60.2 Deposit and Apply Receipts		X		
	60.2.2 AR Deposits			X	
Banking	**70.1** Manage Banking Relationships				X
	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

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Design Workshops

Business Process Groupings	Business Processes	Segment I September – October 2023	Segment II December 2023 – January 2024	Segment III March – April 2024	Segment IV June – July 2024
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 [1]	110.1 Inter/IntraUnit Transaction Processing				X
System Access and Controls	120.1 Interface Error Handling Process		X		

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

[2] Enterprise Business Process

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