

Florida PALM

Planning, Accounting, and Ledger Management



SEGMENT II DESIGN WORKSHOPS

JANUARY 10, 2024



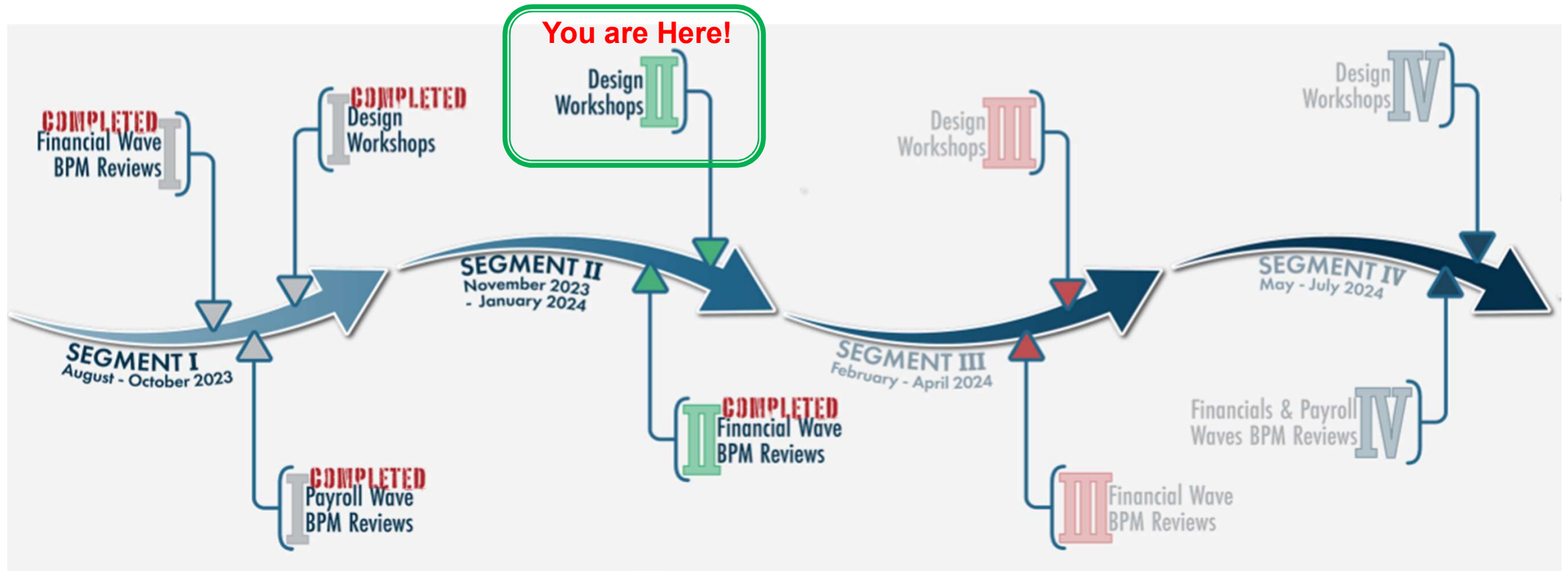
Solution Design Workshops

Agenda

- ▶ Welcome and Introductions
 - Housekeeping
- ▶ Design Phase Overview
- ▶ Disbursements Management
 - Voucher Workflow Approval
 - Payments
- ▶ Business Process Model Updates
- ▶ Interface Layout Review
- ▶ Reporting
- ▶ Wrap Up



Design Phase Overview



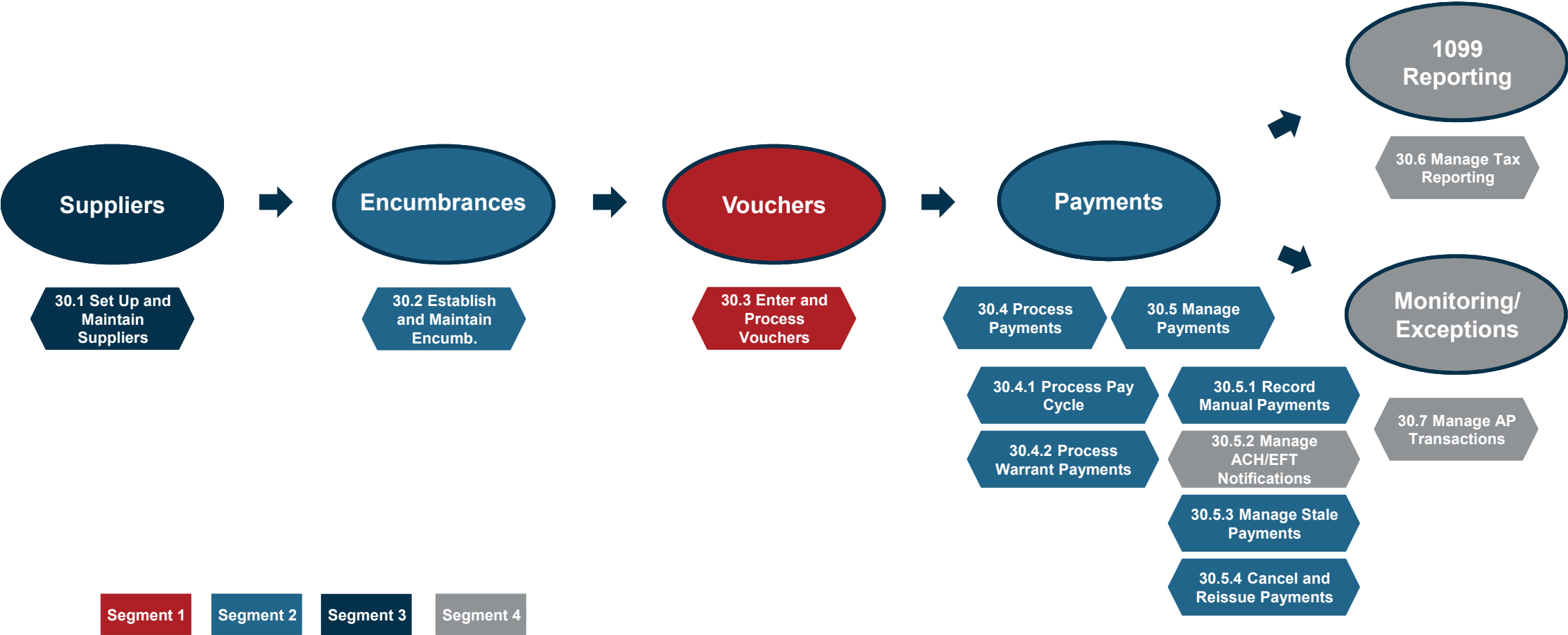
For more information, listen to [Episode #11: The Design Phase](#)



DISBURSEMENTS MANAGEMENT



Disbursements Management Process



Voucher Lifecycle



VOUCHER WORKFLOW APPROVAL



Approval Worklist

Employee Self Service Pending Approvals

View By Type

- All 34
- Asset Disposal 5
- Asset Inter Unit Transfer 5
- Asset Transfer 1
- Bidder Registration 1
- Payment Request 14
- Purchase Order 2
- Voucher 6

Approve Deny More

6 rows

<input type="checkbox"/>	Voucher			
<input type="checkbox"/>	Voucher	43000 / 00000373 / TestInv	Routed	11/19/2021
	100.00 USD	⚠ Medium Priority		
<input type="checkbox"/>	Voucher	43000 / 00000310 / ctx3	Routed	03/04/2022
	10.00 USD	⚠ Medium Priority		
<input type="checkbox"/>	Voucher	43000 / 00000394 / test inv 2	Routed	09/07/2023
	2,000.00 USD	⚠ Medium Priority		
<input type="checkbox"/>	Voucher	43000 / 00000614 / Test_1019_3	Routed	10/19/2023
	5,000.00 USD	⚠ Medium Priority		
<input type="checkbox"/>	Voucher	43000 / 00000624 / Test_1101_3	Routed	11/01/2023
	10,000.00 USD	⚠ Medium Priority		
<input type="checkbox"/>	Voucher	43000 / 00000625 / Test_1101_4	Routed	11/01/2023
	10,000.00 USD	⚠ Medium Priority		

Approver Comments



Approval Details

< Pending Approvals Voucher 🏠 🔍 🔔 ⋮ ⚙️

10,000.00 USD Approve **Deny** More

Summary

Business Unit	43000	Voucher ID	00000625
Invoice Number	Test_1101_4	Created By	
Supplier Name	AESG 1	Modified By	
Due Date	11/01/23	Invoice Date	11/01/23
Voucher Source	Online	Voucher Style	Regular Voucher

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount	
1			1	EA	10,000.00 USD	10,000.00 USD	>

Approver Comments

Approval Chain >



Original Voucher

Favorites ▾ Main Menu ▾ > Employee Self Service > Regular Entry 🔍

FloridaPALM All Search >> Advanced

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

Business Unit 43000	Invoice Date 11/01/2023
Voucher ID 00000625	Invoice No Test_1101_4
Voucher Style Regular	Invoice Total 10,000.00 USD
Supplier Name XXXX X XXXXXXXXXX XXXXXXXXX LANSING LANSING, MI	
Entry Status Postable	Pay Terms Due Now
Match Status No Match	Voucher Source Online
Approval Status Pending	Origin ONL
Post Status Unposted	Created On 11/01/2023 9:15AM
	Created By SAJAL.SAURABH
	Last Update 11/01/2023 9:16AM
	Modified By SAJAL.SAURABH
	ERS Type Not Applicable
	Close Status Open

Budget Status Valid

Budget Misc Status Valid

*View Related Go

[Approval History](#)

[Audit Logs](#)

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

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



Approval History

The screenshot displays the FloridaPALM Employee Self Service interface. The breadcrumb trail is: Favorites > Main Menu > Employee Self Service > Regular Entry. The page title is "FloridaPALM". A search bar contains "All" and "Search". Navigation tabs include Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The main content area shows voucher details: Business Unit 43000, Voucher ID 00000625, Voucher Style Regular, Supplier Name XXXX X, Invoice Date 11/01/2023, Invoice No Test_1101_4, Invoice Total 10,000.00 USD, Entry Status Postable, Match Status No Match, Approval Status Pending, Post Status Unposted, Budget Status Valid, and Budget Misc Status Valid. A pop-up window titled "Approval History" is open, showing the same voucher details and a section for "Voucher Approval Stage 1". Under this section, a dropdown menu is open, showing "BUSINESS_UNIT=43000, VOUCHER_ID=00000625:Pending" and a "Default path for Vouchers" list with "Pending" selected. The "Pending" option has a sub-menu with "Multiple Approvers" and "Supervisor by UserID". A red box highlights the "Pending" option and its sub-menu. At the bottom of the pop-up is a "Return" button. The main page has buttons for "Return to Search", "Notify", "Refresh", "Add", and "Update/Display".



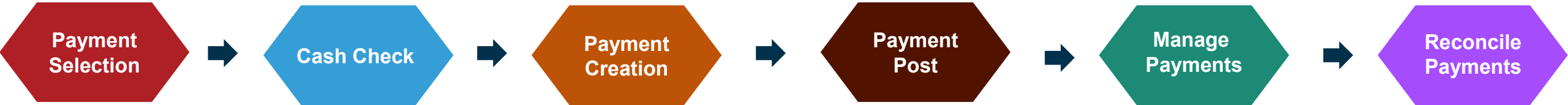
Q&A

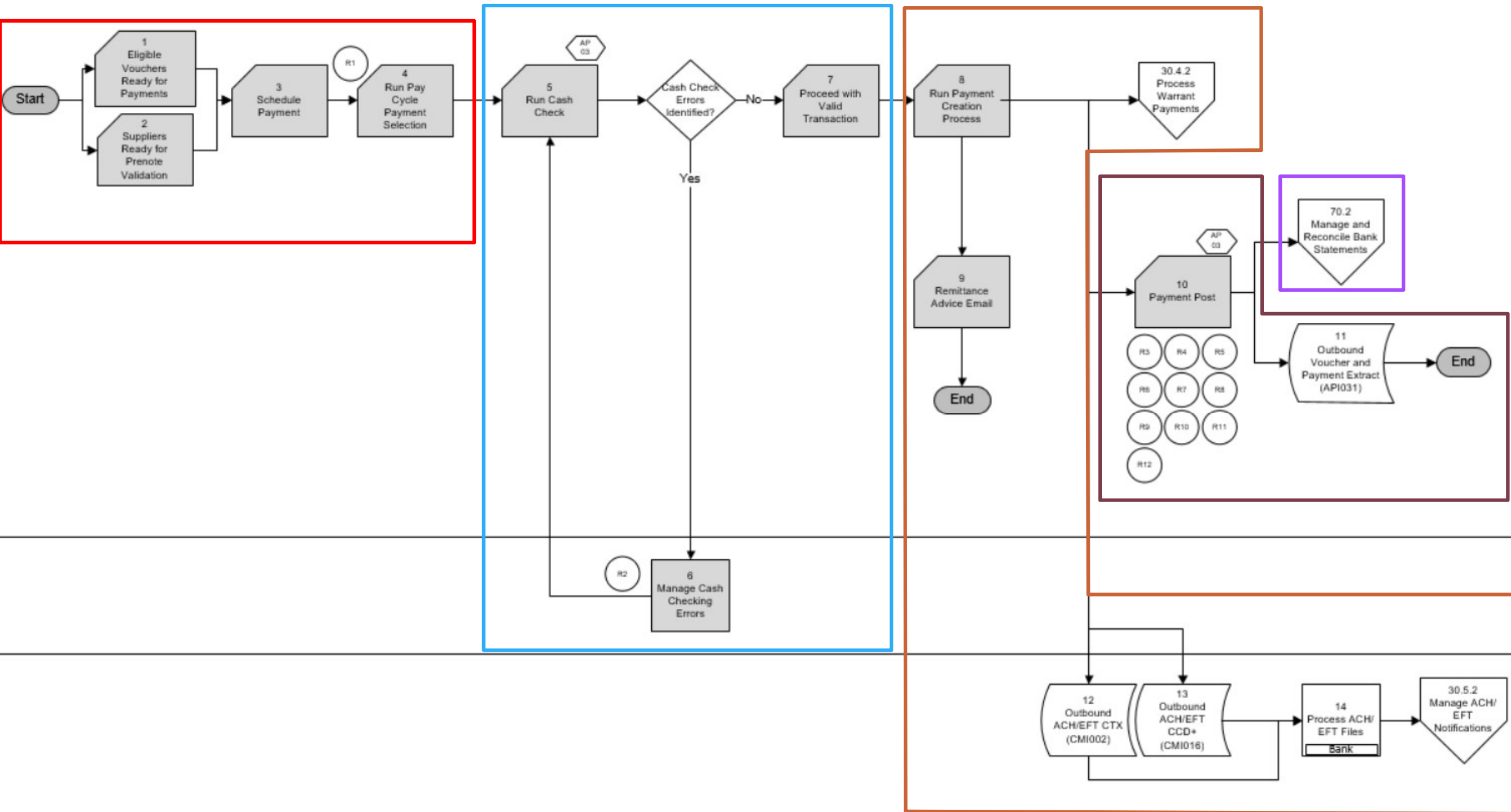


PAYMENTS



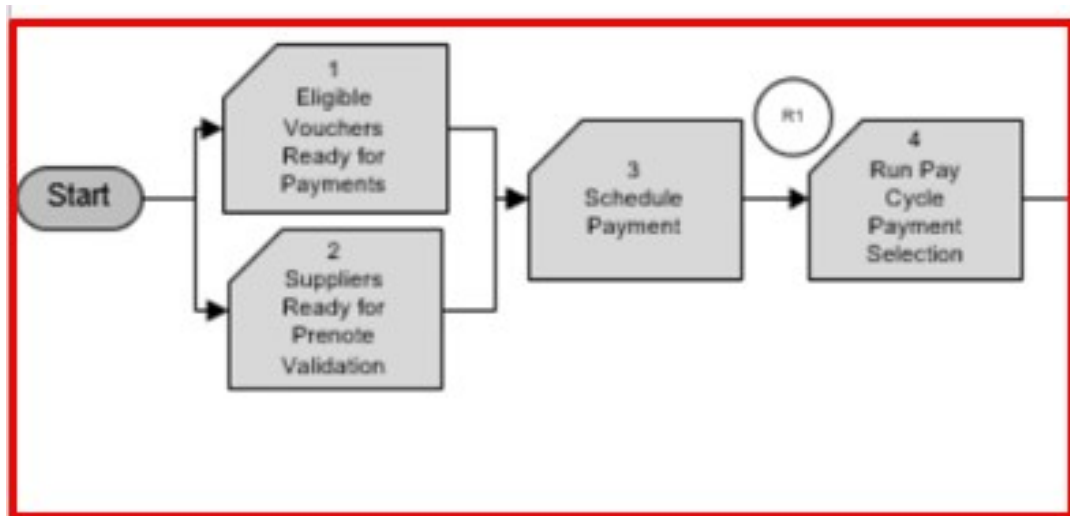
Voucher Lifecycle - Payment





Disbursements Management

Voucher Lifecycle – Payment Selection



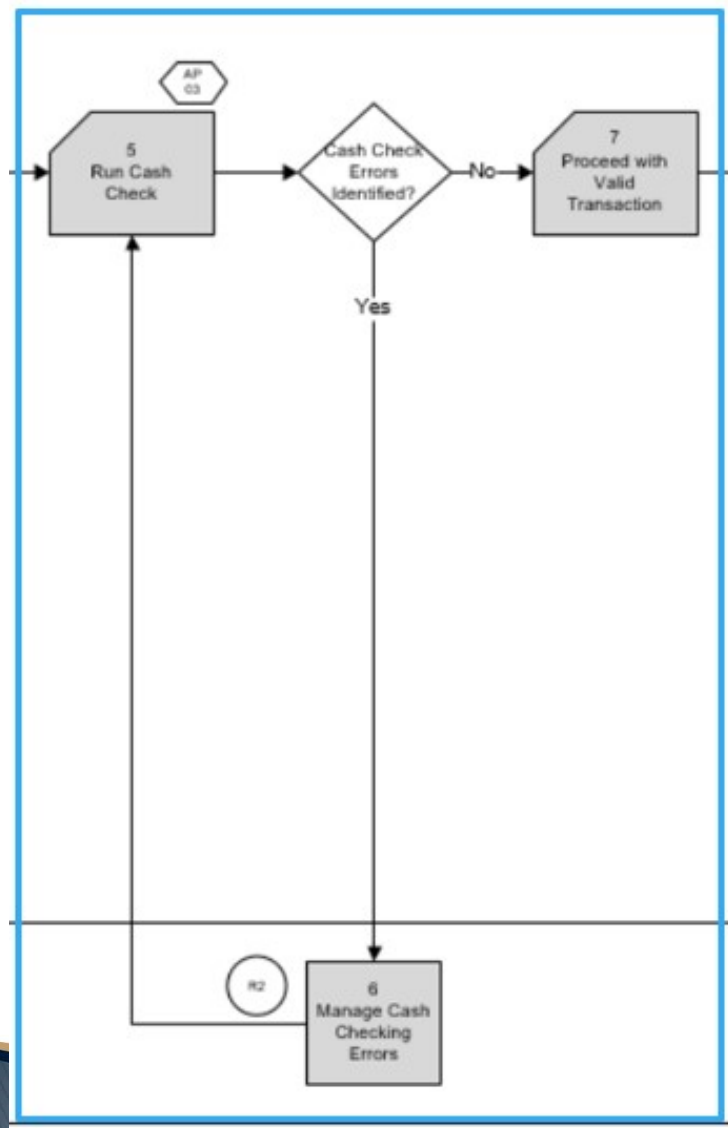
Status Type	Statuses	Translate Values	Action
Voucher Post Status	Unposted	U	Until the voucher is posted , its status is Unposted.
	Posted	P	When you post a voucher in PeopleSoft Payables, the system creates balanced accounting entries to record the liability and sets the post status to Posted.

Status Type	Statuses	Translate Values	Action
Payment Selection Status	Not Selected for Payment	N	Once the voucher is posted, payment selection is waiting for selection criteria to be met to pick the payment up in the next eligible Pay Cycle.
	Requested for Payment	R	Once the payment has been selected by Pay Cycle.
	Paid	P	Once the payment has been paid.
	Canceled	X	If the payment is canceled, the Payment Selection Status is updated.
	Closed	C	If the voucher is closed the Payment Selection Status is also updated to Closed



Disbursements Management

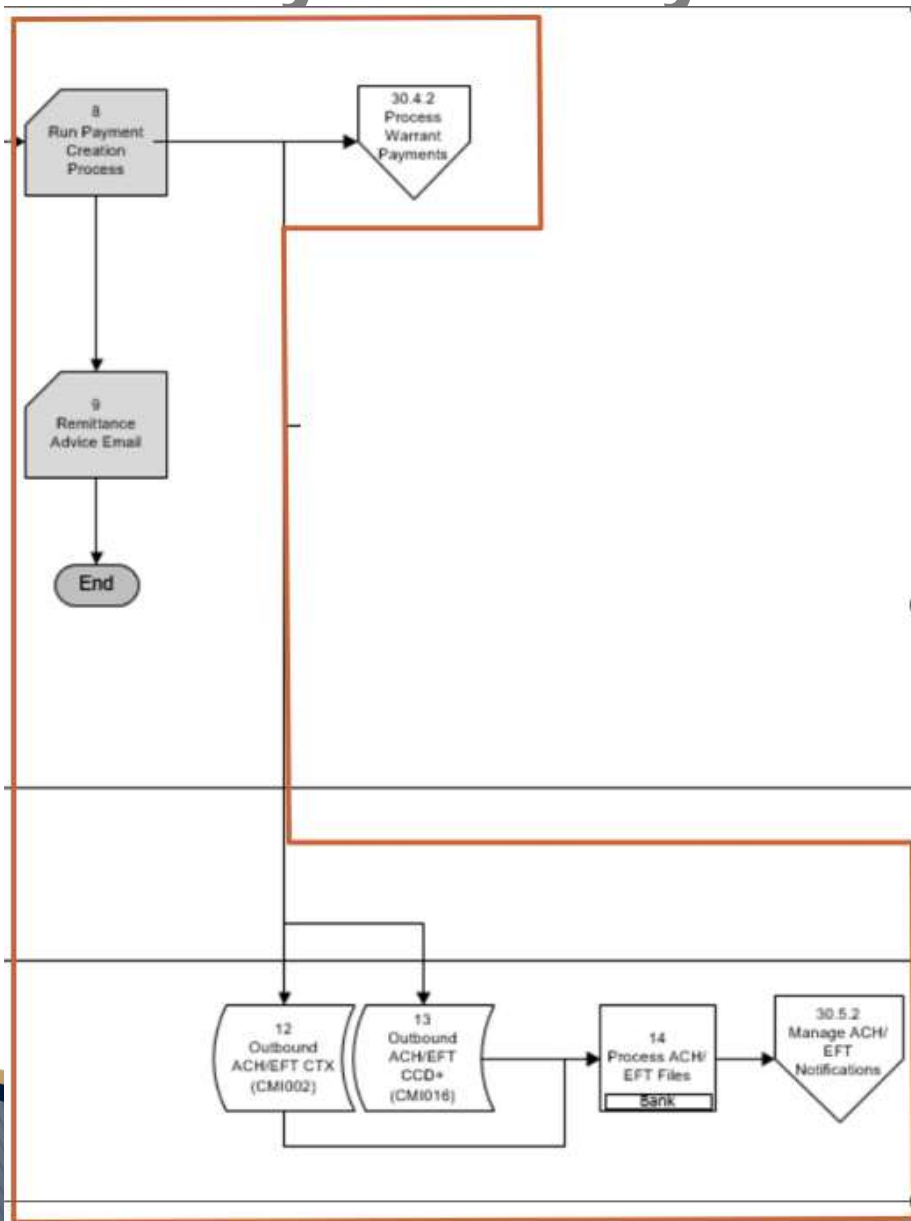
Voucher Lifecycle – Cash Check – Segment III Design



More details about the Cash Check process and related statuses will be reviewed during Segment III Workshops

Disbursements Management

Voucher Lifecycle – Payment Creation



Status Type	Statuses	Translate Values	Action
Payment Status	Paid	P	Once the Payment Creation process runs and the payment has been generated, the Payment Status is updated to Paid.
	Void	V	If the payment has been canceled, once the Payment Creation process runs, the Payment Status is updated to Void.



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



Disbursements Management

Voucher Lifecycle – Payment Status

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

Business Unit 43000 Invoice No WIPTEST01 Invoice Date 12/18/2023 Action [] Run Schedule Payments

Voucher ID 00000636 Voucher Style Regular Voucher *Pay Terms 00 Due Now

Total Amount 40,000.00 Supplier Name AESG VEN557

Payment Information Find | View All First 1 of 1 Last

Payment 1

*Remit to 0000000089 Location MAIN *Address 1

Gross Amount 40,000.00 USD Scheduled Due 12/19/2023
 Discount 0.00 USD Net Due 12/18/2023
 Discount Due

Payment Inquiry
 Express Payment
 Payment Note(0)

Payment Inquiry Result 1-1 of 1 View All

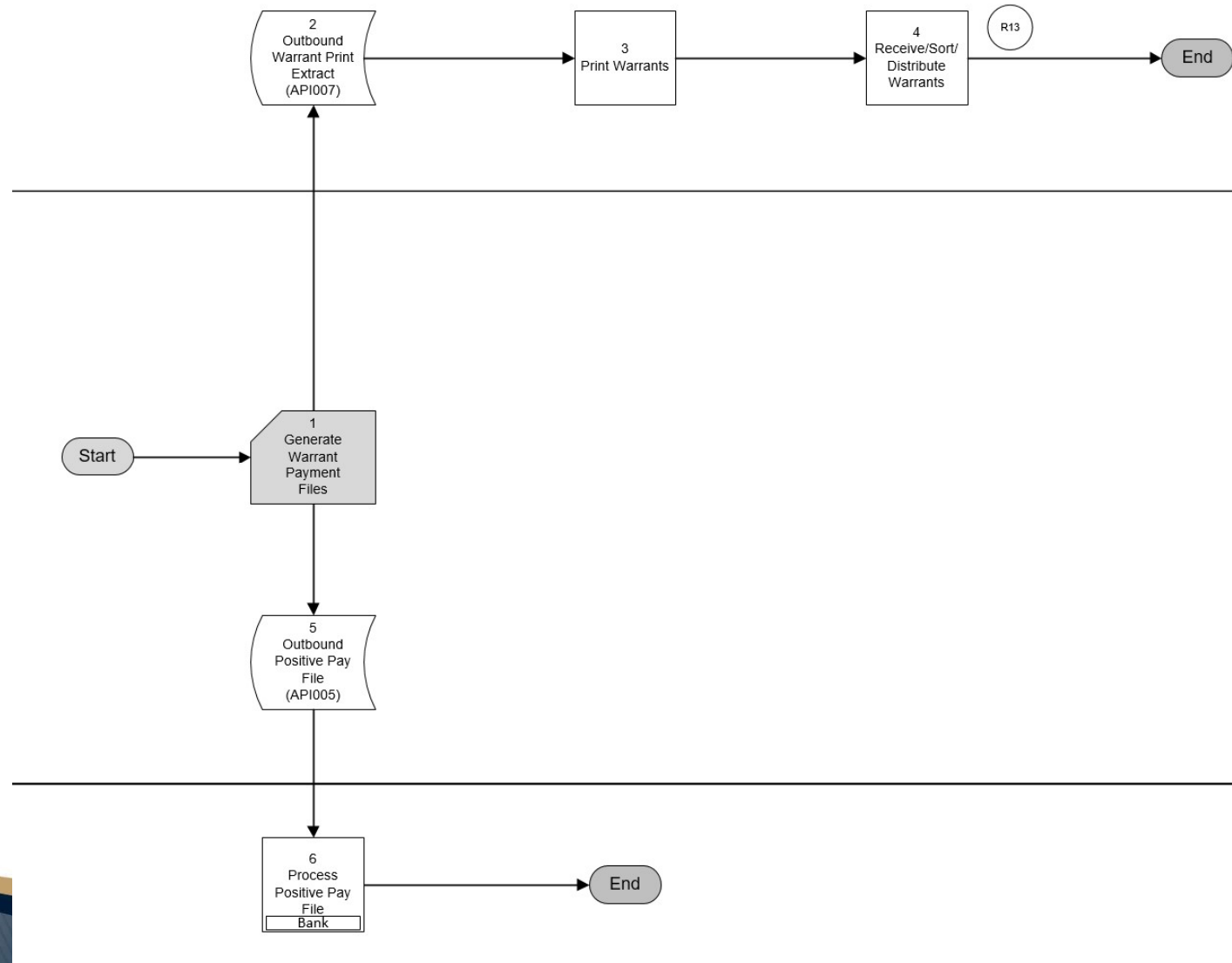
Payment Details | Additional Info | Supplier Details | Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	4803593570	Manual Check	19,824,780.95	USD	12/27/2023	12/29/2023	Paid	Unreconciled	



Disbursements Management

Voucher Lifecycle – Payment Creation – Warrant Payments



Disbursements Management

Voucher Lifecycle – Payment Creation – Warrant Payments

STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES PAYMENT ADVICE					
Business Unit	Supplier Name	Payment Handling Code	Payment Handling Description	Warrant Number	Warrant Date
Dept Of Financial Services	SUPPLIER ONE	00	DFS - DISBURSEMENTS	009060	9/27/2023
Voucher ID	Invoice ID	Invoice Date	Payment Date	Payment Amount	Payment Message
00000001	INV1	9/26/2023	9/27/2023	\$ 100.00	PLEASE DIRECT QUESTIONS TO: (850) 413-2118 DFS DISBURSEMENTS
00000002	INV2	9/26/2023	9/27/2023	\$ 150.00	
00000003	INV3	9/26/2023	9/27/2023	\$ 200.00	
Warrant Number	Warrant Date				Total Payment Amount
009060	9/27/2023				\$ 450.00



Disbursements Management

Voucher Lifecycle – Payment Creation – Warrant Payments

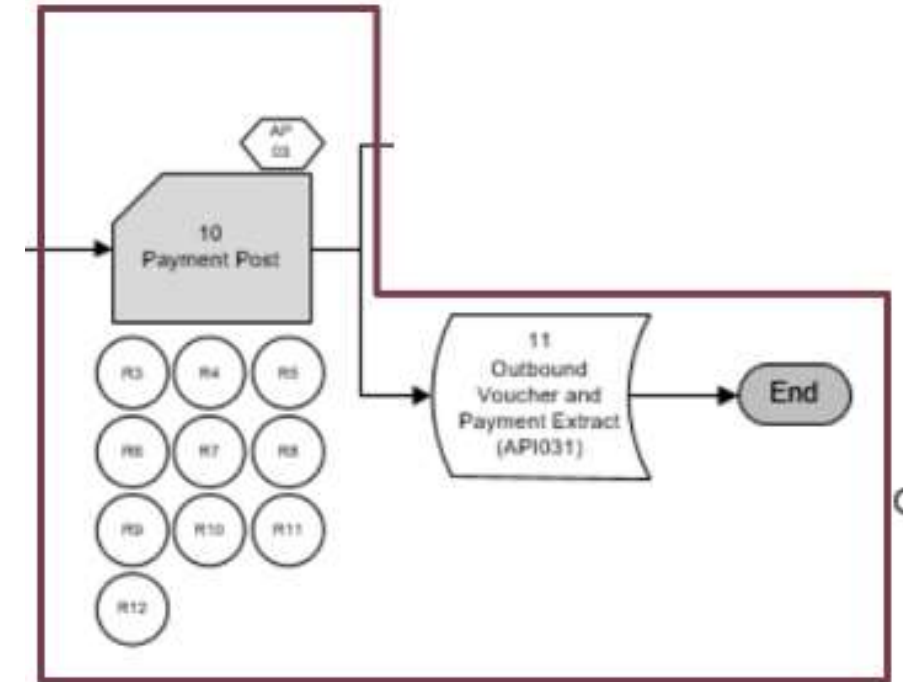
<LOGO>	Dept Of Financial Services	00 DFS - DISBURSEMENTS	Warrant Date: 9/27/2023	Warrant Number: 009060
STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES			<CHECK STOCK NUMBER>	
PAY FOUR HUNDRED FIFTY & 00/100 DOLLARS			AMOUNT \$*****450.00	
TO THE ORDER OF	SUPPLIER ONE 444 BUILDING 1 PO BOX 123456 TALLAHASSEE FL, 32399			EXPENSE WARRANT
				TO: DIVISION OF TREASURY TALLAHASSEE
<SIGNATURE>				
<NAME>, Chief Financial Officer				



Disbursements Management

Voucher Lifecycle – Payment Post

Status Type	Statuses	Translate Values	Action
Post Status	Unposted	U	Default status upon Payment Creation prior to the Payment Post process running
	Posted	P	Once Payment Post process runs and the payment AP accounting entries have been generated.



Payment Inquiry Result

Payment Inquiry Result						
Payment Details		Additional Info		Supplier Details		Financial Gateway
Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason
▼ Actions	VCHR	4803593570	Posted	No Cancel Action		



Disbursements Management

Voucher Lifecycle – Manage Payments

- ▶ Manage Payments – 30.5 Business Subprocesses
 - 30.5.1 Record Manual Payments
 - 30.5.2 Manage ACH/EFT Notifications – Segment IV
 - 30.5.3 Manage Stale Payments
 - 30.5.4 Cancel and Reissue Payments



Disbursements Management

Voucher Lifecycle – Manage Payments

▶ 30.5.3 Manage Stale Payments

The screenshot displays the 'Voucher Line' interface. At the top, there are fields for 'SpeedChart', 'Ship To' (43000_DFS), 'Description', 'Document Number', 'Merchant', and 'Traveler'. A 'Calculate' button is visible on the right. Below this is the 'Distribution Lines' section, which includes a table with columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Organization, Account, Fund, Budget Entity, Category, and Stale Date Status. Two rows are shown in the table, with the 'Line' and 'Account' cells highlighted by black boxes. An arrow points to the 'Line' box, and another arrow points to the 'Account' box. Below the table, there is a 'Save' button and the text 'Multiple Distributions'. At the bottom right, there is a note: 'Escheatable and Non-Escheatable Fund and Budget Entity Combinations'.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	Stale Date Status
<input type="checkbox"/>	1	4,000.00		43000		682100	14148	43010100	101641	Stale Date - Escheat
<input type="checkbox"/>	2	6,000.00		43000		682100	00079	43010200	101641	Stale Date - Exempt

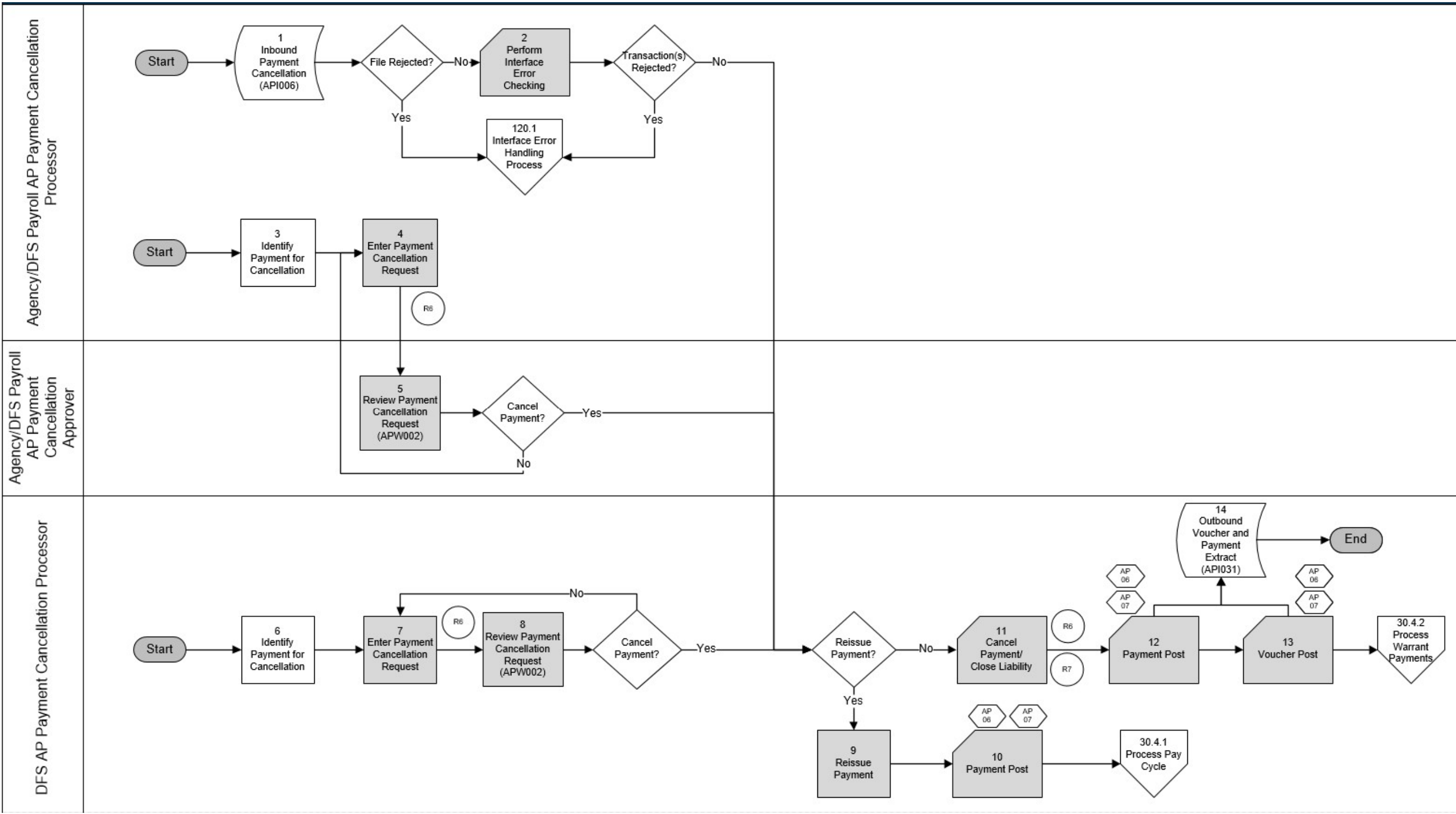


Disbursements Management

Voucher Lifecycle – Manage Payments

- ▶ 30.5.4 Cancel and Reissue Payments
 - Payment Cancellation Request Page
 - APW002 Payment Cancellation Workflow
 - API006 Inbound Payment Cancellation

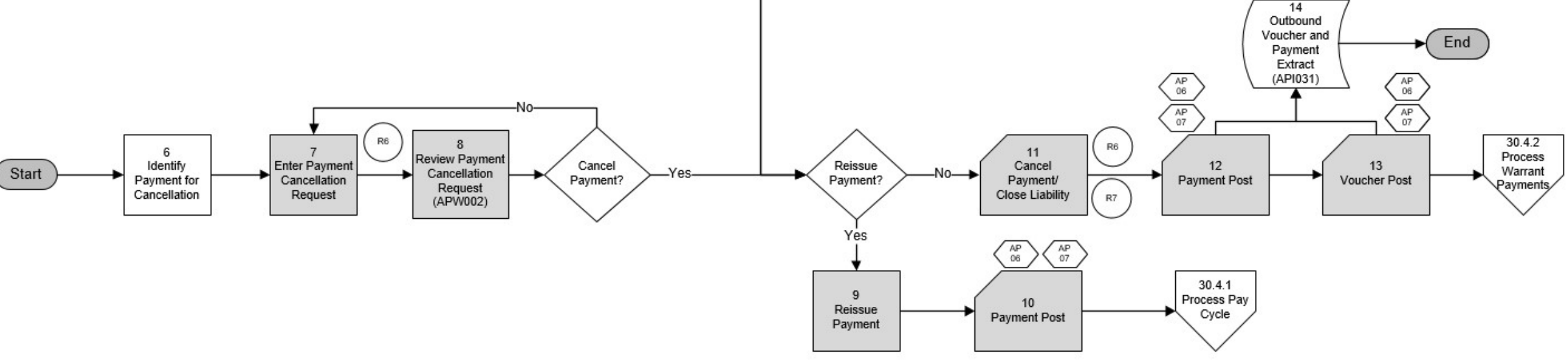
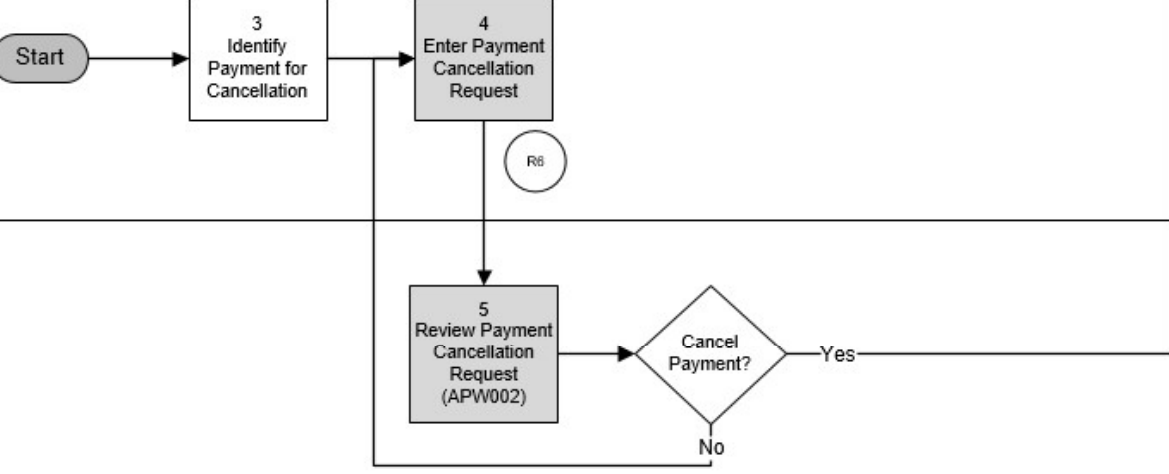
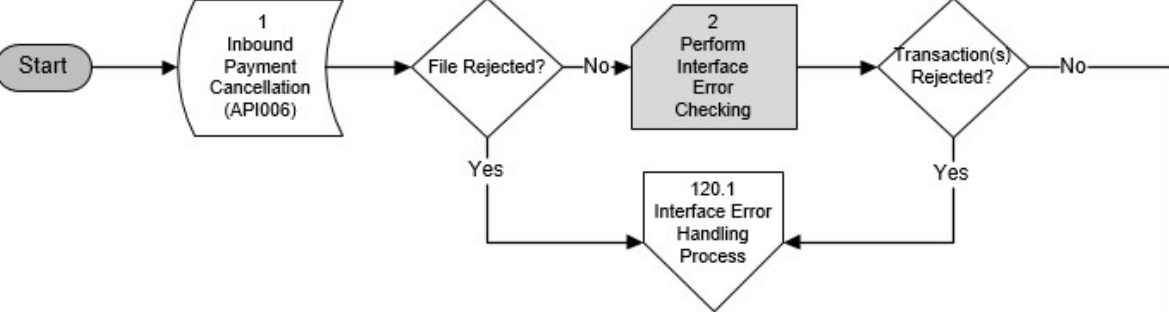




Agency/DFS Payroll AP Payment Cancellation Processor

Agency/DFS Payroll AP Payment Cancellation Approver

DFS AP Payment Cancellation Processor



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

- ▶ Payment Cancellation Request Mock-up



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Favorites ▾ Main Menu ▾ > Florida PALM ▾ > Extensions ▾ > Accounts Payable ▾ > Payment Cancellation Request

FloridaPALM All ▾ Search >> Advanced Search

Payment Cancellation Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

▼ Search Criteria

Request ID	begins with ▾	<input type="text"/>	🔍
Requesting BU	begins with ▾	<input type="text"/>	🔍
Agency Requester	begins with ▾	<input type="text"/>	🔍
Payment Reference ID	begins with ▾	<input type="text"/>	🔍
Supplier ID	begins with ▾	<input type="text"/>	🔍
Payment Amount	begins with ▾	<input type="text"/>	

[Search](#) [Advanced Search](#)

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



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Favorites ▾ Main Menu ▾ > Florida PALM ▾ > Extensions ▾ > Accounts Payable ▾ > Payment Cancellation Request

FloridaPALM All ▾ Search [] >> Advanced Search

Payment Cancellation Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

Request ID

Requesting BU 🔍

[Add](#)

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



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Florida PALM

Payment Cancellation Request

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

Payment Cancellation Details

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

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

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

Payment Hold Reasons
Accounting in Dispute
Agency Location Code
Amount in Dispute
Contract Retention
EFT Incomplete or Not Prenoted
Financial Sanctions
Goods in Dispute
Other
Quantity in Dispute
Withholding Hold



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Cancel Reason Code	Description
1	Deceased Payee
2	Incorrect Pymnt Amt
3	Other
4	Reissue Payment
5	Incorrect Supplier
6	Incorrect Chart of Account
7	Payment not Received



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Related Vouchers to Payment Reference ✕

'Payment Reference ID: **SAMPLE** Help

▼ **Related Vouchers**
Personalize | Find | View All | | First 1-3 of 3 Last

	Business Unit	Voucher ID	Voucher Style	Supplier Name	Invoice ID	Invoice Date	Gross Amt	Currency
1	43000	00000003	Regular Voucher	3MCO-001-001	Net Test 02	02/22/2023	8,000.00	USD
2	43000	00000004	Regular Voucher	NABI-001-001	Test3	05/07/2023	30,000.00	USD
3	43000	00000043	Regular Voucher	FLBAR-001	Lawyer Fee 1	02/22/2023	367.52	USD

OK



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Details

Grid icons | Search icon | Navigation: < < 1-1 of 1 > > | View All

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp	
View	<input checked="" type="checkbox"/>					<input type="text" value="-"/>

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Attachments containing confidential data should use a file name beginning with CFD (Confidential Document).

By checking this box, I confirm files attached containing confidential data have a file name beginning with CFD.



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Comments Find | View All First ◀ 1 of 1 ▶ Last

+

User	Date/Time Stamp

OK Cancel



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Florida PALM

Payment Cancellation Request

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

Payment Cancellation Details

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

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

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



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Favorites Main Menu > Florida PALM > Extensions > Accounts Payable > Payment Cancellation Request

FloridaPALM All Search Advanced Search

Payment Cancellation Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Request ID begins with [] []

Requesting BU begins with [] []

Agency Requester begins with [] []

Payment Reference ID begins with [] []

Supplier ID begins with [] []

Payment Amount begins with [] []

Search Advanced Search

Find an Existing Value | Add a New Value

Favorites Main Menu > Florida PALM > Extensions > Accounts Payable > Payment Cancellation Request

FloridaPALM All Search Advanced Search

Payment Cancellation Request

*Request Description [] Request ID NEXT
Created By SAJAL.SAURABH Created On 7/3/2023
Approval Status Initial [Submit] [Cancel]

Payment Cancellation Details

*Requesting BU [] *Agency Requester Name []

*Payment Reference []

Supplier ID: Payment Method :
Supplier Name : Bank Code :
Payment Date : Bank Account :
Payment Amount :

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

Related Vouchers Attachments Comments

Save Return to Search Notify Add



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

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

Business Unit 43000 Invoice No VCHRPOCHK_C3_SP
Voucher ID 00000079 Invoice Date 10/04/2018
Voucher Style Regular Voucher
Supplier ID 0000000003

Payment Details Personalize | Find | View All | First 1-2 of 2 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	10/04/2018	000016	STATE	0000000003		1 CHK	500.00	500.00	USD
▼ Actions		Canceled	10/04/2018	000007	STATE	0000000003		1 CHK	500.00	500.00	USD

Save



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

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

Business Unit 43000 Invoice No WIPTTEST01
Voucher ID 00000636 Invoice Date 12/18/2023 Action [v] Run
Voucher Style Regular Voucher
Total Amount 40,000.00 *Pay Terms 00 Due Now Schedule Payments
Supplier Name AESG VEN557

Payment Information Find | View All **First** 1 of 2 **Last** + -

Payment 1

*Remit to 0000000003	Gross Amount 500.00 USD	Scheduled Due 10/04/2018	Payment Inquiry Express Payment Payment Note(0) Holiday/Currency
Location MAIN	Discount 0.00 USD	Net Due 10/04/2018	
*Address 1		Discount Due	

Accounting Date 10/08/2018

Florida Bar
651 E. Jefferson Street
Tallahassee, FL 32399

Payment Options

*Bank BOA	Pay Group SB	*Netting Not Applicable	Supplier Bank Messages
*Account DISB	*Handling Regular Payment	L/C ID	<input type="checkbox"/> Hold Payment
*Method CHK Check	Hold Reason	▼ Actions	<input type="checkbox"/> Separate Payment

Message will appear on remittance advice.

Schedule Payment

Action Cancelled	Payment Date 10/08/2018
Pay	Reference 000007



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Payment Inquiry Result Personalize | Find | View All | First 1 of 1 Last

Payment Details | Additional Info | Supplier Details | Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	000007	System Check	1,620.00	USD	10/08/2018	10/08/2018	Void	Reconciled	

Payment Inquiry Result

Payment Details | **Additional Info** | Supplier Details | Financial Gateway

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description
▼ Actions	VCHR	000007	Posted	Re-Open Voucher(s)/Re-Issue	10/09/2018		



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Payment Information Find | View All First 2 of 2 Last

Payment 2 + -

*Remit to 0000000003	Gross Amount 500.00 USD	Scheduled Due 10/04/2018	Payment Inquiry Express Payment Payment Note(0) Holiday/Currency
Location MAIN	Discount 0.00 USD	Net Due 10/04/2018	
*Address 1		Discount Due	
		Accounting Date 10/16/2018	

Florida Bar
651 E. Jefferson Street
Tallahassee, FL 32399

Payment Options

*Bank BOA	Pay Group SB	*Netting Not Applicable	Supplier Bank Messages
*Account DISB	*Handling Regular Payment	L/C ID	<input type="checkbox"/> Hold Payment
*Method CHK Check	Hold Reason	Actions	<input type="checkbox"/> Separate Payment
Message			

Message will appear on remittance advice.

Schedule Payment

Action Schedule Payment	Payment Date 10/16/2018
Pay	Reference 000016



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Payment Inquiry Result Personalize | Find | View All | [?] | [] First 1 of 1 Last

Payment Details | Additional Info | Supplier Details | Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	000016	System Check	640.00	USD	10/16/2018	10/16/2018	Paid	Unreconciled	

Payment Inquiry Result

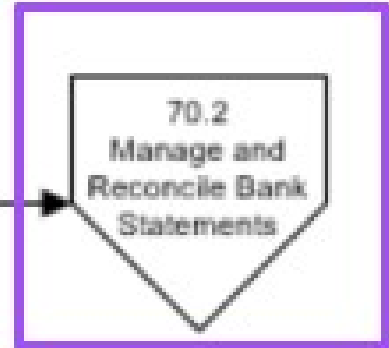
Payment Details | **Additional Info** | Supplier Details | Financial Gateway

Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason	Description
▼ Actions	VCHR	000016	Posted	No Cancel Action			



Disbursements Management

Voucher Lifecycle – Reconcile Payments



Status Type	Statuses	Translate Values	Action
Reconciliation Status	Unreconciled	U	The status is Unreconciled if payment has not yet been reconciled to bank statements, which means the payment has not yet cleared the bank. If the status is Unreconciled, the Reconciled Date field will be blank.
	Reconciled	R	The status is Reconciled if the payment has been reconciled to bank statements, which means the payment has cleared the bank. If the status is Reconciled, the Reconciled Date will also be populated with the date reconciled date.

Payment Inquiry Result

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
▼ Actions	VCHR	4803593570	Manual Check	19,824,780.95	USD	12/27/2023	12/29/2023	Paid	Unreconciled	



Q&A



BUSINESS PROCESS MODEL UPDATES



Business Process Model Updates

- ▶ 30.4 Process Pay Cycle
 - Added Periodic frequency to Key Reports section

30.4 Process Payments

Key Reports

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

Table 4: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	APR007	Scheduled Payments Report – a listing of vouchers scheduled for payment	PeopleSoft	Periodic, Daily, Monthly	Agency, DFS
R2	KKR058	Budget and Cash Checking Exceptions Report – a listing of budget and cash check exceptions along with balances, vouchers with errors and budget exceptions, and vouchers where an override was applied	PeopleSoft	Periodic	Agency, DFS
R3	APR001	Prompt Payment Compliance Report – a report that measure the time elapsed between the receipt of invoice, receipt of goods and services, approval of goods and services and payment date, by Business Unit.	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS



Business Process Model Updates

- ▶ 30.5 Manage Payments
 - Added Periodic frequency to Key Reports section

Key Reports

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

Table 6: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	KKR058	Budget and Cash Checking Exceptions Report – a listing of budget and cash check exceptions along with balances	PeopleSoft	Periodic	Agency, DFS
R2		30.5.2 Manage ACH/EFT Notifications to be released with Segment III Business Process Models			
R3		30.5.2 Manage ACH/EFT Notifications to be released with Segment III Business Process Models			
R4	APR140	Funds Transferred to Unclaimed Property and Funds Exempt from Transfer to Unclaimed	Data Warehouse	Periodic, Monthly	Agency, DFS



Business Process Model Updates

- ▶ 30.5 Manage Payments
 - Updated steps within 30.5.1 Record Manual Payments to add detail about Payment Reference field

7	Record Manual Payment Voucher	<p>The DFS AP Processor enters a manual warrant payment made outside of Florida PALM as a Regular Voucher in Florida PALM, and selects the Payment Method 'Manual'. By selecting the Manual Payment Method, Florida PALM records the payment and handles the appropriate accounting entries, but does not issue a payment to the supplier.</p> <p>For vouchers where the Manual Payment Method is selected, the Check Number for the payment issued outside of Florida PALM must be included within the Payment Reference field. This is a required field when the Manual Payment Method is selected.</p>
8	Dup Edit Check	The Edit Check validation will trigger an error for



Business Process Model Updates

▶ 30.5 Manage Payments

- Added Appendix C – Record Manual Payments using Manual Payment Method

- Appendix C – Record Manual Payments using the Manual Payment Method
 - This appendix is in reference to the 30.5.1 Record Manual Payments Business Subprocess
 - This model outlines the process in Florida PALM to record the accounting associated to a payment that has been issued outside of Florida PALM.
 - This model was originally created for recording revolving fund transactions within Florida PALM. A different solution has been identified to record revolving fund transactions in Florida PALM.
 - No specific agency process has been identified to record manual payments in Florida PALM, however, the functionality exists if the need arises.
 - When the Manual Payment Method is selected on the Voucher, whether using the interface (API002 or API041) or entering the Voucher online, the Payment Reference field is required to be populated with the Check Number for the payment issued outside of Florida PALM. This allows the ability to tie the transaction in Florida PALM to the bank transaction for reconciliation purposes.



Q&A



INTERFACE LAYOUT REVIEW



Interface Layout Review

- ▶ [How to Read a Flat File Interface Video](#)
- ▶ [Florida PALM Resources \(SmartSheet\)](#)
- ▶ API006 Inbound Payment Cancellation
- ▶ 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>



API006 – Inbound Payment Cancellation

What

information is transmitted ?



This interface will process payment cancellation from external agency business systems to cancel or reissue AP payments associated to related Business unit.

Why

do I need this?



This is needed to cancel AP payments via Agency Business System.

Who

runs ?



Automatic Batch Scheduler

When

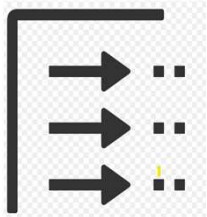
should this interface file be sent ?



- Daily
- As needed (Adhoc)

Which

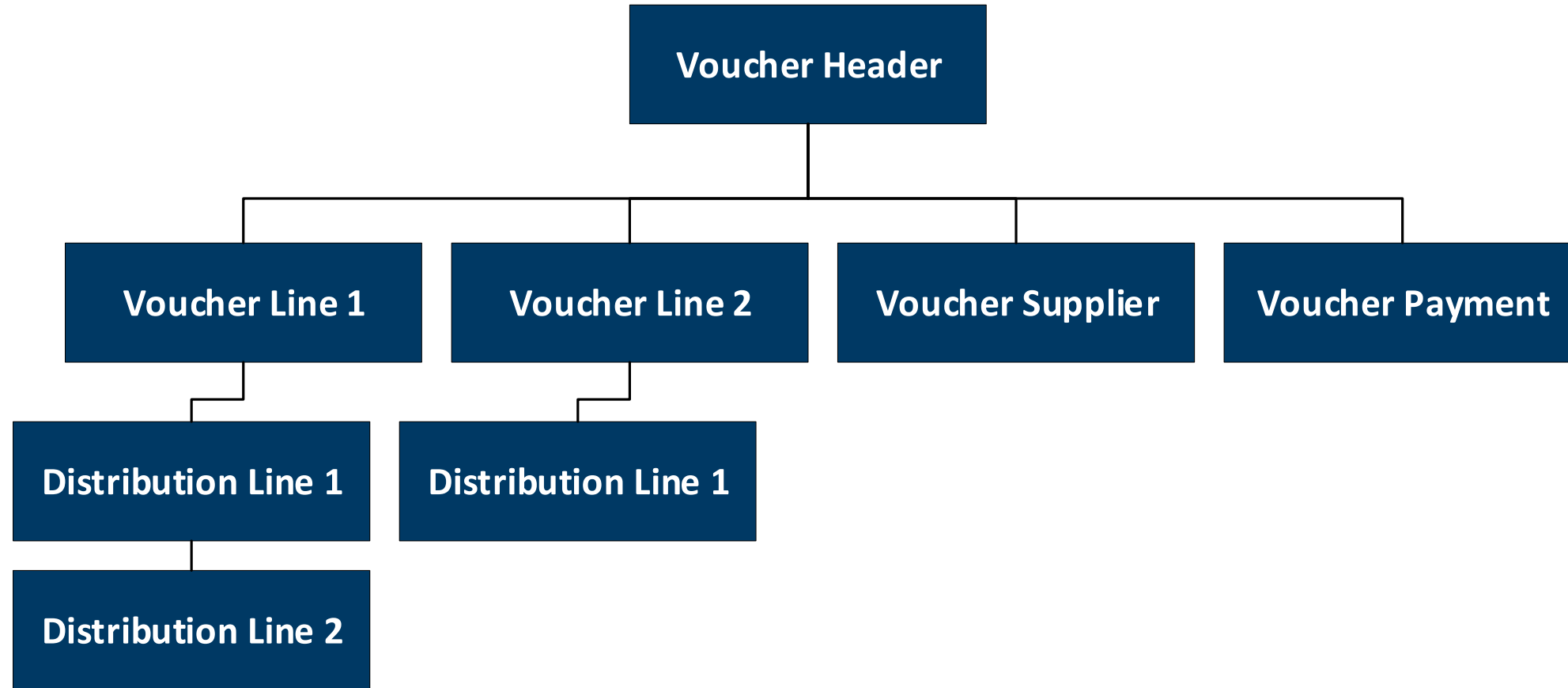
run control parameters are used ?



N/A

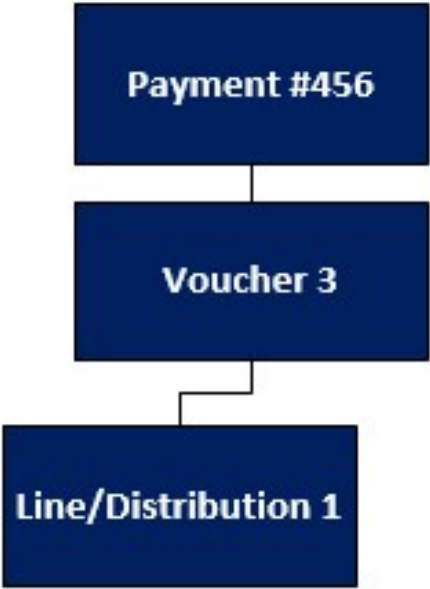
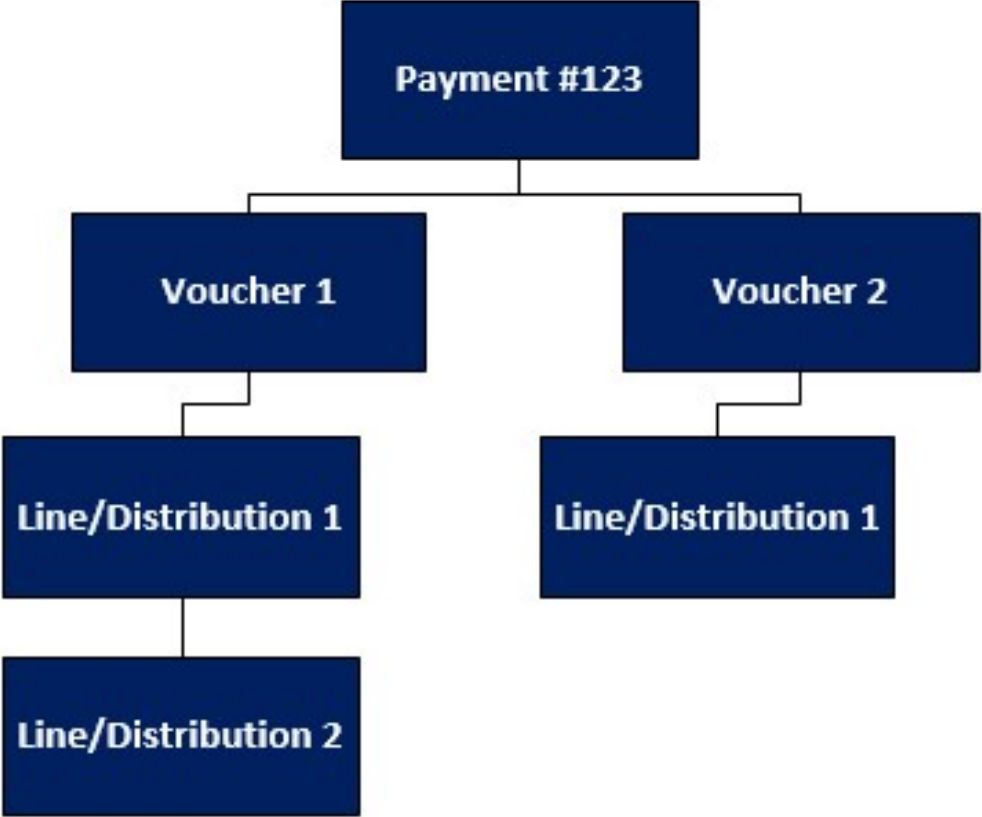
Interface Layout Review

Voucher Structure



Interface Layout Review

Payment Structure



Q&A



REPORTING



Segment I – EPA Report Updates

- ▶ Added Budget Date field to Segment I Reports
 - APR007 – Scheduled Payments Reports
 - APR003 – Outstanding Voucher Report





FloridaPALM

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.



APR014 – Voucher Workflow Status Report

What

information is available?



A report that lists the status of each voucher (i.e. posted, selected or audit, deleted).

Why

do I need this report?



Report is used to monitor the voucher approval workflow.

Who

runs and uses this information?



- AP Reporter

When

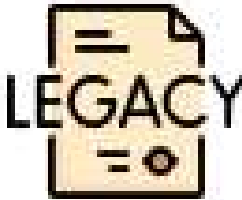
should I run this report?



Daily Ad-Hoc

Which

report(s) were previously used?



N/A

APR014 – Voucher Workflow Status Report

Key Considerations

- Confidentiality applies to this report.
- Report will be available in Payables WorkCenter
- Approved, Closed, Deleted, Recycled and Paid vouchers will not be available in this report. A Voucher Activity Report, (APR013) can be used to evaluate transactions with these voucher statuses.

Parameter	Description	Required/Optional
Business Unit	Field prompt. User can select specific BU's. % or actual value as per BU security	Optional
Voucher Origin	Prompt (Default - '%')	Optional
Supplier ID	Prompt	Optional
Voucher ID From	Prompt	Optional
Voucher ID To	Prompt	Optional
Accounting Date From	Prompt	Required
Accounting Date to	Prompt	Required
Voucher Approval Status	Drop Down	



APR007 – Scheduled Payments Report

What

information is available?



A report that lists scheduled payments to be made as part of the payment cycle.

Why

do I need this report?



Report is used to monitor payments that have completed post voucher cycle process and are ready to be picked up in for pay cycle. The report can be used to evaluate the completion of cash check, and planned disbursements.

Who

runs and uses this information?



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

When

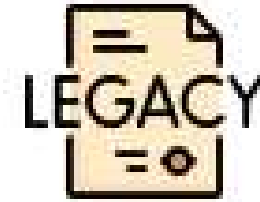
should I run this report?



Daily

Which

report(s) were previously used?



Not Applicable

APR007 – Scheduled Payments Report

Key Considerations

- The report will include vouchers that have successfully completed the voucher life cycle: Voucher Entry Status, Match Status, Approval Status, Budget Status, Post Status, but has not been selected by Pay Cycle.
- Report can be used to calculate disbursements by Fund, to help agencies project cash balance.

Parameter	Description	Required/Optional
Business Unit	Field prompt. User can select specific BU's. % or actual value as per BU security	Optional
Scheduled Due Date From	Field prompt. User can select specific dates	Optional
Scheduled Due Date To	Field prompt. User can select specific dates	Optional
Supplier ID	Field Prompt. User can select specific Supplier ID.	Optional
Supplier Name	Field prompt. User can select specific Supplier.	Optional
Fund	Field prompt. User can select specific Fund.	Optional



APR033 – Warrant Printing Report

What
information is
available?



A report that lists warrants printed for distribution.

Why
do I need this
report?



For DFS Enterprise to reconcile warrants printed. A separate tab is created by business unit, for agencies to sign confirming the number of warrants received.

Who
runs and uses this
information?



- DFS Payment Viewer

When
should I run this
report?



Daily
Ad-Hoc

Which
report(s) were previously
used?



Warrant Printing
Report

APR033 – Warrant Printing Report

Key Considerations

- Intended for DFS Enterprise.
- Includes multiple tabs: Summary, and by Business Unit to assist with warrant pick-up process.

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



APR050 – Payment Cancellation Report

What

information is available?



A report that lists all cancelled payments and the number of days outstanding at the point of cancellation.

Why

do I need this report?



This report can be used by agencies to monitor that warrants have been cancelled, and to help research any warrants that have been cancelled.

Who

runs and uses this information?



- AP Reporter
- AP Viewer

When

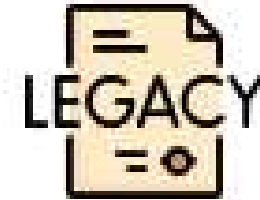
should I run this report?



Daily
Ad-Hoc

Which

report(s) were previously used?



Warrant
Cancellation Report

APR050 – Payment Cancellation Report

Key Considerations

- Confidentiality applies to this report.
- Does not include Stale Dated Warrants (escheated). APR140 Report – in a future segment.
- Payments that are in “void” status.
- Tip – Run after Payment Posting Process for most recent cancellations.

Parameter	Description	Required/Optional
Business Unit	Field prompt. User can select specific BU's. % or actual value as per BU security	Optional
Supplier ID	Displays list of Supplier ID's and names.	Optional
Voucher Origin	Displays list of all Voucher Origins.	Optional
Payment Reference From	Displays list of voided payment references	Optional
Payment Reference To	and voided payment references	Optional
Payment Method	Drop Down lists different Payment Methods. Defaulted to 'All Payment Methods'.	Optional
Payment Date From	Delivered Date Option	Optional
Payment Date To	Delivered Date Option	Optional



30.4 Process Payments Additional Reports

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
		payment terms and payments made that were not in accordance with supplier payment terms.			
R9	APR049	Project and Contract Expense Summary Report – project and contract payment information by month, quarter, fiscal and calendar year, inception date, or time period	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS
R10	APR052	Unencumbered Disbursements Report – a listing of payments made that are not associated with an encumbrance	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS
R11	APR053	Encumbered Disbursements Report – a listing of payments made that are associated with an encumbrance	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS
R12	APR098	Post Audit Sampling Report – a listing of payments subject to post audit sampling	Data Warehouse	Periodic, Daily	Agency, DFS
R13	APR033	Warrant Printing Report – a listing of warrants printed for distribution	PeopleSoft	Periodic, Daily	DFS



30.4 Process Payments Additional Reports

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	APR007	Scheduled Payments Report – a listing of vouchers scheduled for payment	PeopleSoft	Periodic, Daily, Monthly	Agency, DFS
R2	KKR058	Budget and Cash Checking Exceptions Report – a listing of budget and cash check exceptions along with balances, vouchers with errors and budget exceptions, and vouchers where an override was applied	PeopleSoft	Periodic	Agency, DFS
R3	APR001	Prompt Payment Compliance Report – a report that measure the time elapsed between the receipt of invoice, receipt of goods and services, approval of goods and services and payment date, by Business Unit.	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS
R4	APR006	Supplier Payments Report – a report that summarizes payments by supplier and other key data elements	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS
R5	APR021	Payment Register Report – a listing of electronic, warrant or manual (recorded) payments made as part of the Pay Cycle	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS
R6	APR027	Payment Summary – a report used to compute the number and dollar amount of payments made by warrant and/or ACH run by day, per month, or other user-defined time-period	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS
R7	APR032	Payment Detail Report – a listing of payment details and statuses for all payments, electronic and warrant.	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS
R8	APR034	Payment Discounts and Discounts Lost Report – a listing of discounts received for payments made in compliance with supplier	Data Warehouse	Periodic, Daily, Monthly	Agency, DFS



Q&A



WRAP UP



CONTACT INFORMATION

FLORIDAPALM@MYFLORIDACFO.COM

MYFLORIDACFO.COM/FLORIDAPALM

