

FloridaPALM

Planning, Accounting, and Ledger Management



SEGMENT IV DESIGN WORKSHOPS

JULY 25, 2024



Solution Design Workshops

Agenda

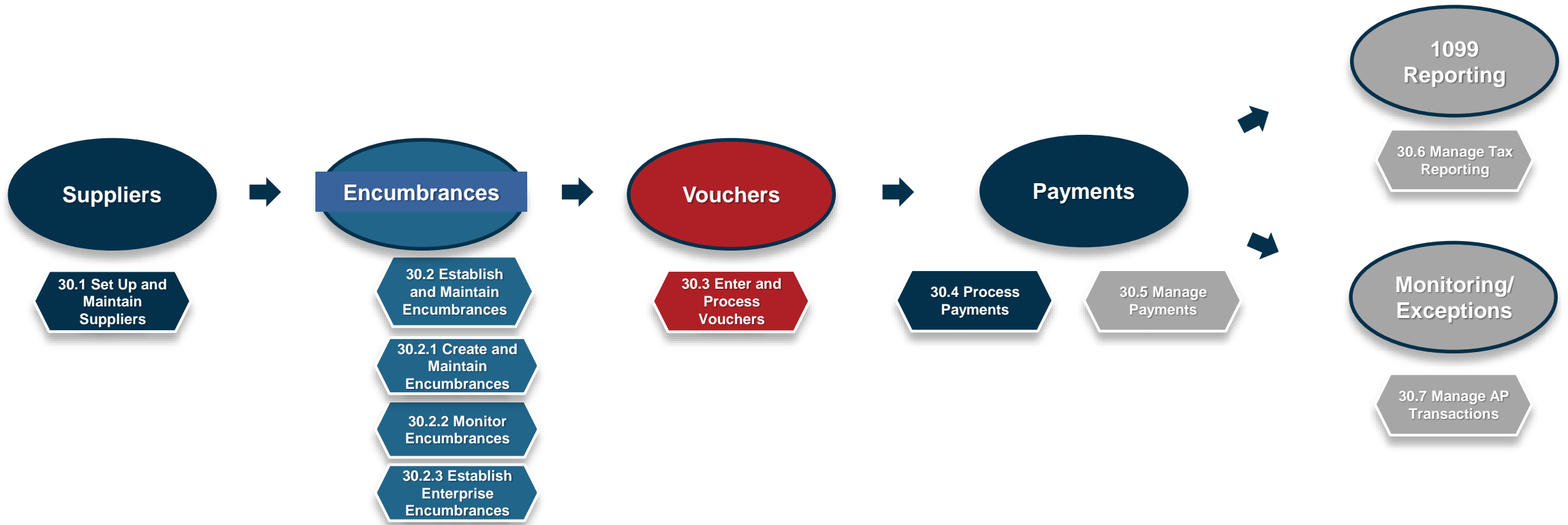
- ▶ Welcome and Introductions
 - Housekeeping
- ▶ High level review of steps within the Business Process Models, key statuses, fields, and updates to flow, narrative, reports, and interfaces
 - 30.1 Set Up and Maintain Suppliers
 - Review of API020
 - 30.2 Set Up and Maintain Encumbrances
 - 30.3 Enter and Process Vouchers
 - Review of API002
 - 30.4 Process Payments
 - 30.5 Manage Payments
 - Review of API031
 - 30.7 Manage AP/PO Transactions
- ▶ Wrap Up



DISBURSEMENT MANAGEMENT



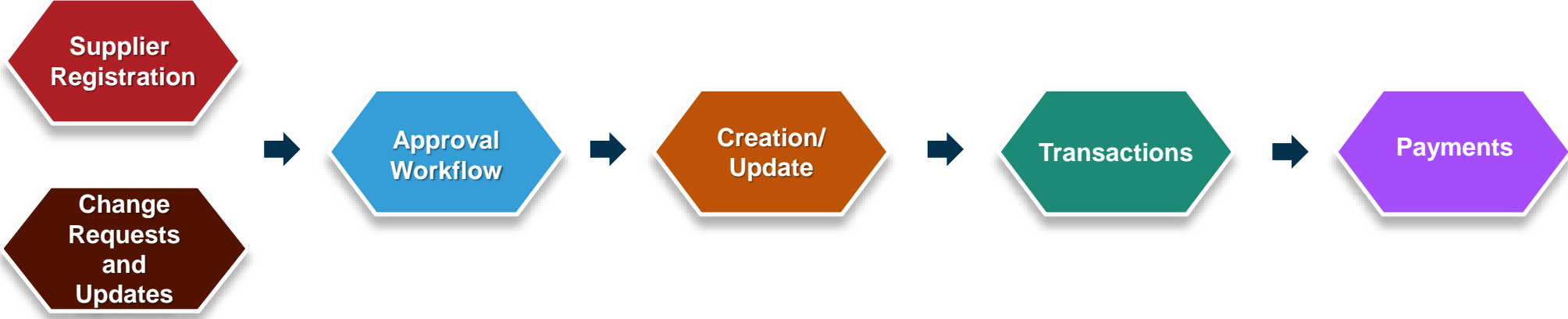
Disbursements Management Process

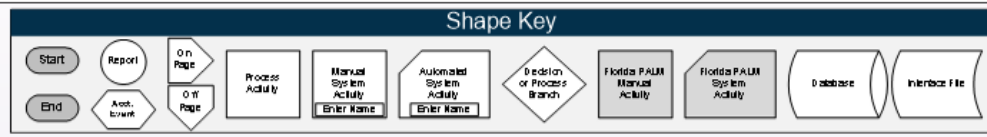


SUPPLIERS

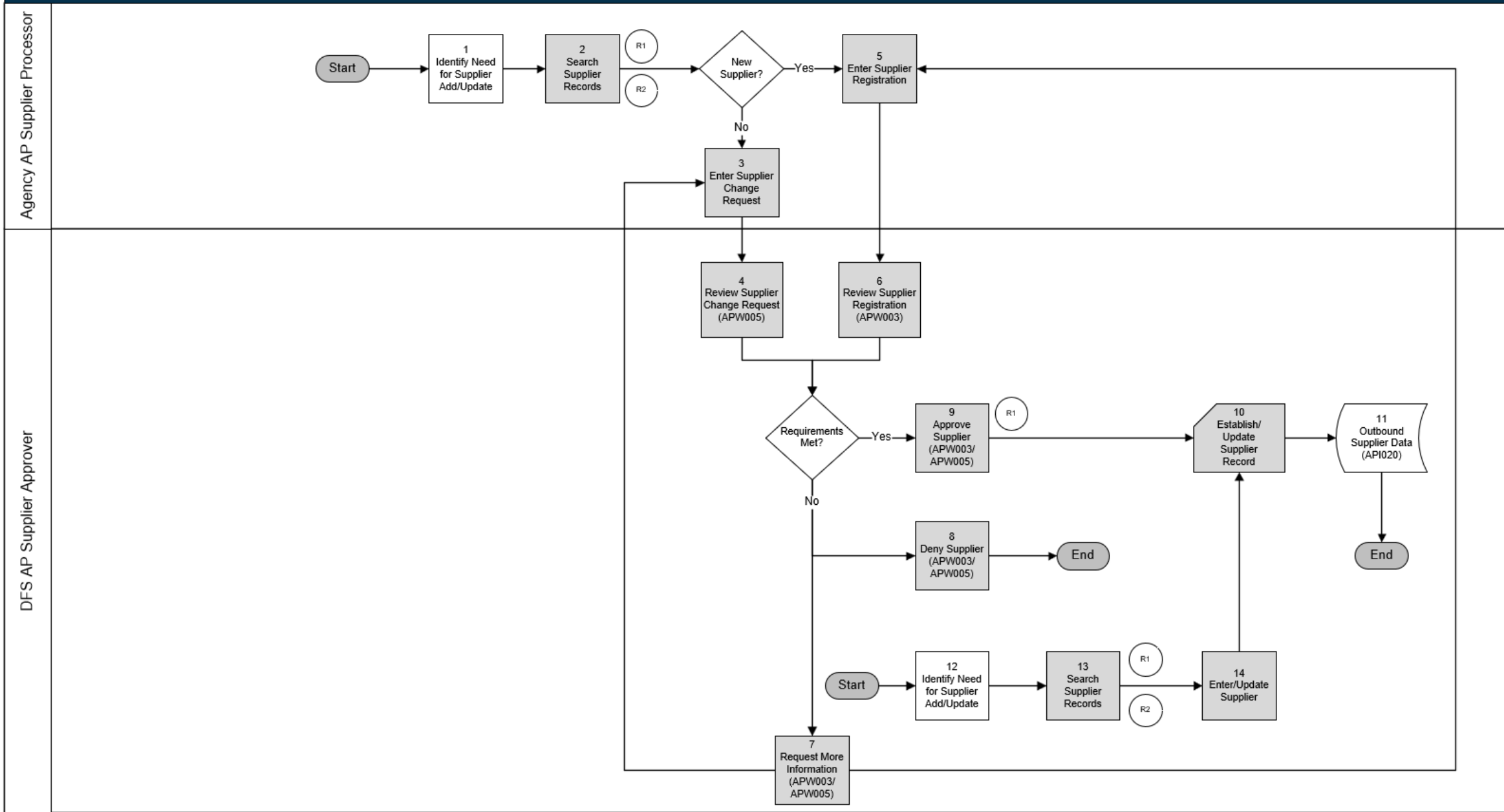


Supplier Lifecycle





Accounts Payable Module

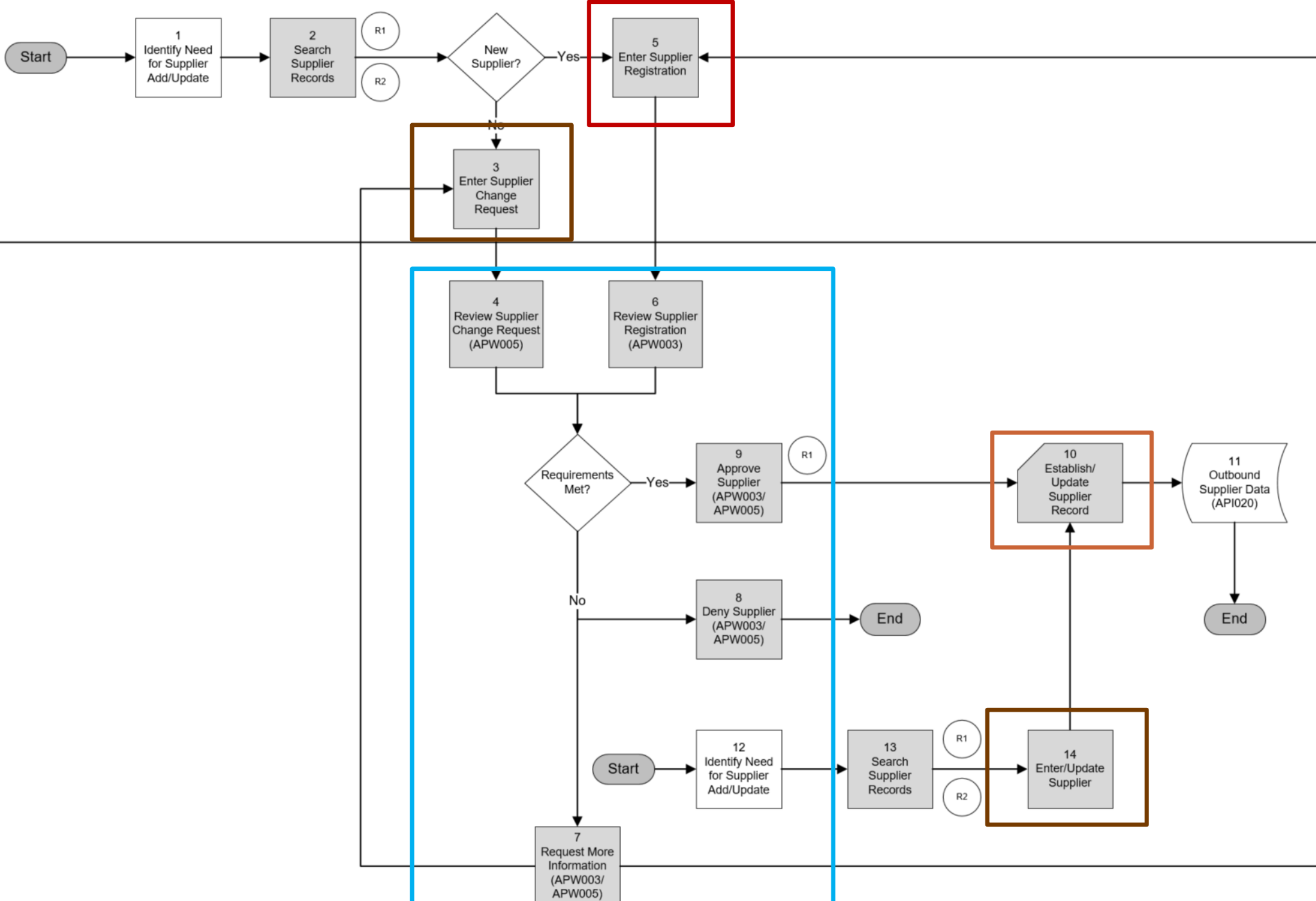


Disbursements Management

Supplier Business Process Model Updates – 30.1

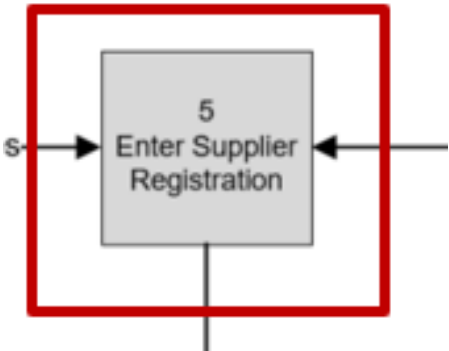
- ▶ Confidential and employee supplier information added
- ▶ Role Updates
- ▶ Interface Title and Description Updates
- ▶ Report Title and Description Updates





Disbursements Management

Supplier Lifecycle – Registration

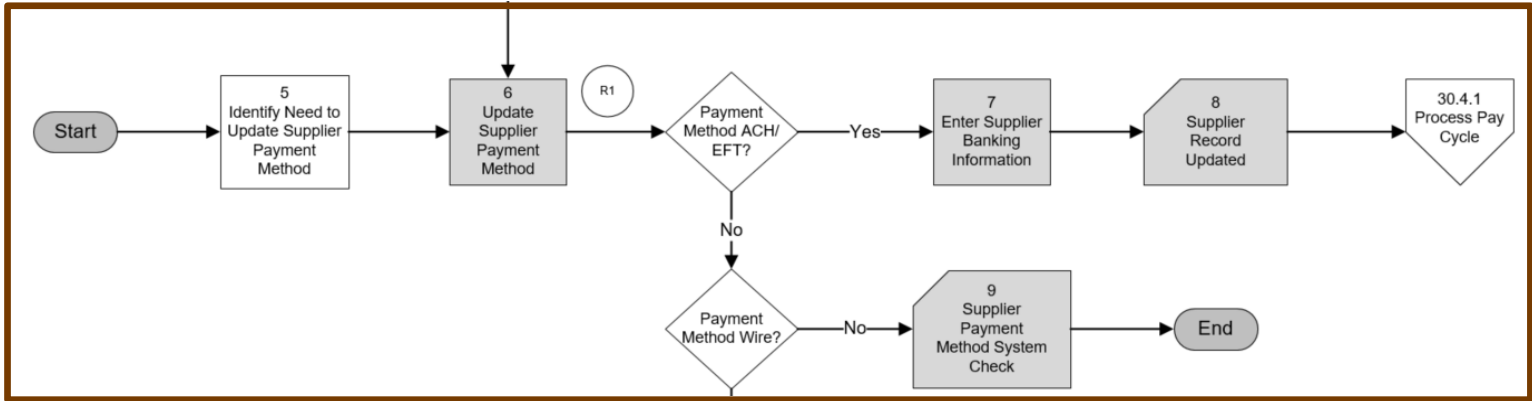
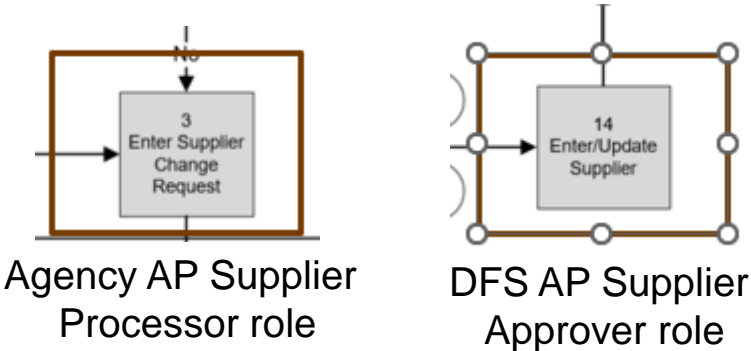


| Supplier Registration | Status | Action |
|-----------------------|--------------------------|-------------------------------------------------------------------------------------------------|
| | Draft | Registration started, but not yet submitted |
| | Pending Review/ Approval | Registration has been submitted but not yet reviewed by the Approver |
| | Request More Information | Approver has reviewed the Registration and responded back to the requestor for more information |
| | Rejected | Approver has reviewed and denied the Registration |
| | Approved | Approver has reviewed and approved the Registration |



Disbursements Management

Supplier Lifecycle – Change Requests and Updates

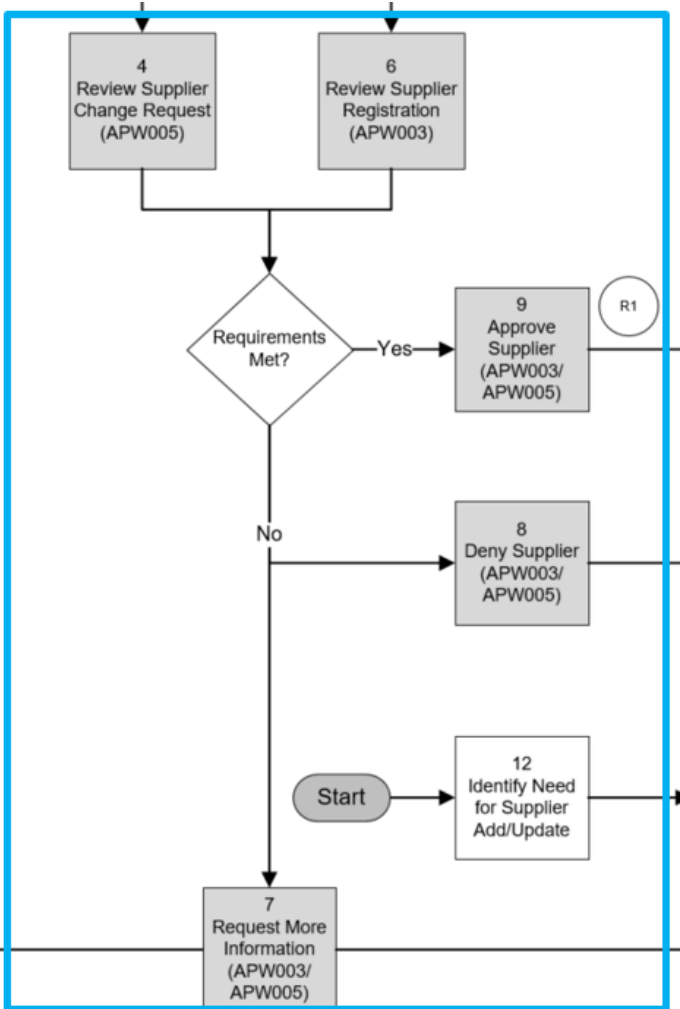


DFS AP Supplier Banking Processor role

| Status | Action |
|--------------------------------|---------------------------------------------------------------------------------------------------|
| Save for Later | Change Request started, but not yet submitted |
| Withdrawn | Change request is withdrawn by the requester prior to approval |
| Pending Approval | Submitted by requester and awaiting review by the approver |
| Request Additional Information | Approver has reviewed the Change Request and responded back to the requestor for more information |
| Rejected | Approver has reviewed and denied the Change Request |
| Approved | Approver has reviewed and approved the Change Request |

Disbursements Management

Supplier Lifecycle – Approval Workflow

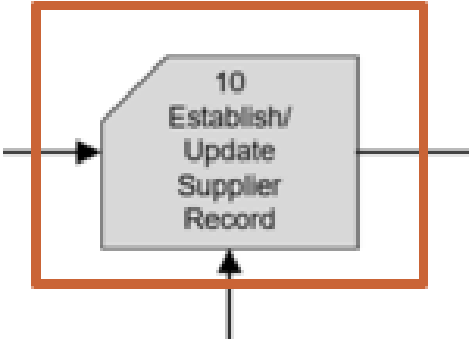


| | Status | Action |
|-----------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------|
| Supplier Approval Workflow | Pending Approval | Registration or Change Request has been submitted but not yet reviewed by the Approver |
| | Request More Information | Approver has reviewed the Registration or Change Request and responded back to the requestor for more information |
| | Rejected | Approver has reviewed and denied the Registration or Change Request |
| | Approved | Approver has reviewed and approved the Registration or Change Request |

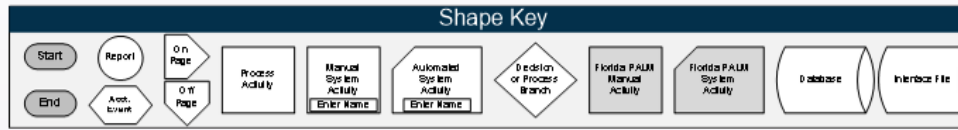


Disbursements Management

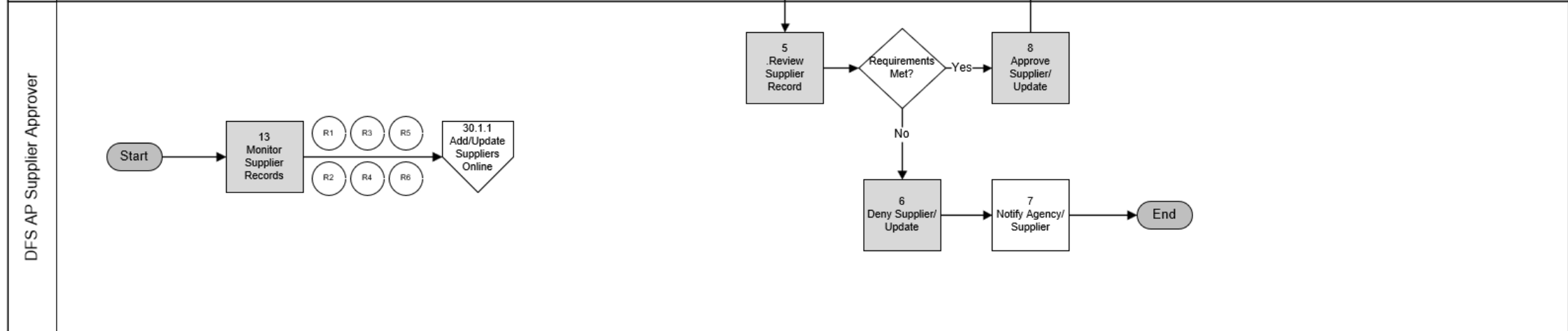
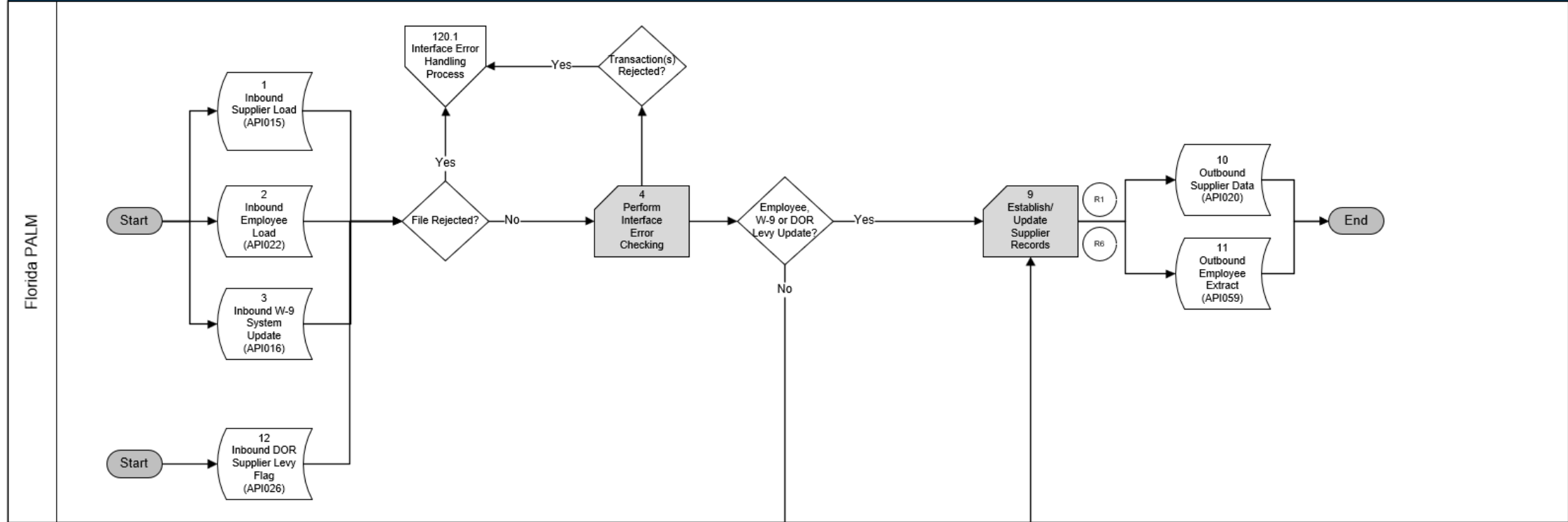
Supplier Lifecycle – Creation/Update



| Supplier Status | Status | Action |
|-----------------|----------------|-------------------------------------|
| | Approved | Supplier is available for use |
| | Denied | Supplier is not available for use |
| | Inactive | Supplier is not available for use |
| | To Be Archived | Not expected during Financials Wave |
| | Unapproved | Supplier is not available for use |



Accounts Payable Module



Disbursements Management

Supplier Business Process Model Updates – 30.1

- ▶ Confidential and employee supplier information added
- ▶ Role Updates
- ▶ Interface Title and Description Updates
- ▶ Report Title and Description Updates



Vendor Payment Registration Portal

- ▶ Will replace the DFS W-9 website
- ▶ Eliminate manual processes and mitigate fraud
- ▶ Vendors will only register when they are to receive payment
- ▶ The purpose is to collect information for payment not for procurement
- ▶ Vendors will provide information for 1099 reporting (W-9), remittance information (EFT or Warrant) and other information for the supplier file
- ▶ Automatic validation of information submitted
- ▶ Vendor information will systematically interface with PALM
- ▶ Goal to implement before PALM goes live



Disbursements Management

Supplier Record

- ▶ Summary Tab
- ▶ Identifying Information Tab
- ▶ Address Tab
- ▶ Contacts Tab
- ▶ Location Tab



Disbursements Management

Supplier Record

- ▶ Summary Tab
 - Provides summary level information for the supplier record. Information is not entered within this tab, just displayed from other tabs within the supplier record.

[Favorites](#) > [Main Menu](#) > [Suppliers](#) > [Supplier Information](#) > [Add/Update](#) > [Supplier](#)

Florida PALM

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)

SetID STATE
Supplier ID 0000001016
Supplier Short Name TD BANK NA TD BANK NA-001
Supplier Name TD Bank NA

Order TD BANK NA-001
 PO BOX 1377
 Lewiston, ME 42431

Remit To TD BANK NA-001
 PO BOX 1377
 Lewiston, ME 42431

Status Approved **Last Modified By** HEATHER.CLEARY
Persistence Regular **Last modified date** 03/01/2022 9:25AM
Classification Supplier **Created By** HEATHER.CLEARY
HCM Class **Created Date/time** 02/25/2022 11:44AM
Open for Ordering Yes **Last Activity Date** 03/01/2022
Withholding No
VAT No

[Save](#) | [Return to Search](#) | [Notify](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Summary](#) | [Identifying Information](#) | [Address](#) | [Contacts](#) | [Location](#) | [Custom](#)



Disbursements Management Supplier Record

▶ Identifying Information Tab

◦ Header Record Type

- Set ID
- Supplier ID
- Supplier Name, Short Name, Additional Name
- Classification
- HCM Class (for Payroll Deduction Suppliers)
- Persistence
- Status
- Business Designation
- Designation Effective Date
- Withholding Identifier
- Unique Entity Identifier
- TIN Match Status
- TIN Match Date

The screenshot shows the 'Identifying Information' tab of a supplier record in the Florida PALM system. The record is for 'North American Business Industries' with Supplier ID 000000002. The 'Business Designation' is 'C Corporation' and the 'Designation Effective Date' is 07/17/2020. Other fields include Supplier Short Name (NABI-001), Classification (Outside Party), HCM Class, Persistence (Regular), and Supplier Status (Approved). There are also checkboxes for Withholding, Open For Ordering, and VAT Registration, and a dropdown for Supplier Audit (Default).



Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Additional Reporting Elements
 - Type of Contractor
 - Revenue Type
 - Supplier Flags
 - DOR Levy and DOR Levy Amount
 - IRS Levy
 - Supplier Flag
 - JLAC Flag

Favorites Main Menu > My Homepage > Supplier

Florida PALM

Suppliers

Summary **Identifying Information** Address Contacts Location Custom

SetID STATE *Supplier Name TD Bank NA
Supplier ID 000001016 Additional Name
*Supplier Short Name TD BANK NA TD BANK NA-001
*Classification Supplier Check for Duplicate
HCM Class
*Persistence Regular
*Supplier Status Approved
Supplier Audit
 Withholding
 Open For Ordering
 VAT Registration
*Supplier Audit Default
 Supplier Audit

Expand All Collapse All Attachments (0) Profile Questions

Supplier Relationships

Corporate Supplier
Corporate SetID STATE
Corporate Supplier ID 000001016
TD Bank NA
 InterUnit Supplier
InterUnit Supplier ID
Supplier Hierarchy Supplier 360

Create Bill-To Customer

Create Bill To Customer

▶ Supplier Rating
▶ Supplier Logo
▶ Additional ID Numbers
▶ Duplicate Invoice Settings
▶ Government Classifications
▶ Standard Industry Codes

Additional Reporting Elements

Common Parent's TIN
Type of Contractor
SDB Program
Other Preference Programs
Ethnicity
DOR Levy Amount
HUBZone Program
Size of Small Business
VOSB
 DOR Levy Flag
 IRS Levy Flag
 Supplier Flag
 JLAC Flag

▶ Comments

Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Confidential Information
 - Confidential Suppliers

Summary **Identifying Information** Address Contacts Location Cu

SetID STATE

Supplier ID 0000000002

*Supplier Short Name NABI-001 NABI-001-00

*Classification Supplier

HCM Class

*Persistence Regular

*Supplier Status Approved

▼ Confidential Information

Confidential Flag

1-2 of 2 View 1

| | Business Unit | | |
|---|----------------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| 1 | AUS01 <input type="text"/> | <input data-bbox="1778 1082 1837 1115" type="button" value="+"/> | <input data-bbox="1939 1082 1997 1115" type="button" value="-"/> |
| 2 | US001 <input type="text"/> | <input data-bbox="1778 1168 1837 1200" type="button" value="+"/> | <input data-bbox="1939 1168 1997 1200" type="button" value="-"/> |



Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Confidential Information
 - Employee Suppliers

Summary **Identifying Information** Address Contacts Location Cust

SetID STATE

Supplier ID 0000000002

*Supplier Short Name NABI-001 NABI-001-001

*Classification Employee

HCM Class

*Persistence Regular

*Supplier Status Approved

▼ Confidential Information

- Protected Identity
- Restricted Employee
- Restricted Relative
- Sworn Certified

1-2 of 2

| | Business Unit | | |
|---|----------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| 1 | AUS01 <input type="text"/> | <input style="width: 30px; height: 30px;" type="button" value="+"/> | <input style="width: 30px; height: 30px;" type="button" value="-"/> |
| 2 | US001 <input type="text"/> | <input style="width: 30px; height: 30px;" type="button" value="+"/> | <input style="width: 30px; height: 30px;" type="button" value="-"/> |



Disbursements Management

Supplier Record

- ▶ Identifying Information Tab
 - Header Record Type

| API020 - Outbound Supplier Data - File format : (Pipe ()) Delimited TXT. | | | | | | | |
|---------------------------------------------------------------------------|-------------|------------|--------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Field Name | Record Type | Field Type | Field Length | Required Field (Florida PALM) Yes (Y), No (N), Conditional (C) | Description | Valid Values/Defaults | Processing Rules |
| Record Code | Header | Character | 1 | Y | Record Code identifying the information on the record. | H - Header | This is a required field. Record Code 'H' will be populated for Header details. |
| Supplier ID | Header | Character | 10 | Y | This field will contain a valid Florida PALM Supplier ID for the Supplier SetID provided. | Example: 0000000004 | This is a required field. Supplier ID will be extracted as per the value available in system. |
| Supplier Name 1 | Header | Character | 40 | Y | This field will contain Supplier name. | Example: JOES PLUMBING (Supplier) | This is an optional field. Supplier Name 1 will be extracted as per the value available in system. |
| Supplier Name 2 | Header | Character | 40 | N | This field is an additional space for Supplier name. | Example: PLUMBING | This is an optional field. Supplier Name 2 will be extracted as per the value available in system. |
| Supplier Classification | Header | Character | 1 | Y | Indicates the supplier classification. | E - Employee F - Foreign H - HCM R - Retiree S - Supplier A - State of Florida Agency D - FRS Supplier P - Payroll Beneficiary | This is a required field. Supplier Classification will be extracted as per the value available in system. |
| Supplier Status | Header | Character | 1 | N | Indicates Supplier status. | A - Approved; I - Inactive | This is an optional field. Supplier Status will be extracted as per the value available in system. |
| Default Location | Header | Character | 10 | N | Indicates the default Location to be used by the supplier. | MAIN | This is an optional field. Information will be based on PS_VENDOR.DEFAULT_LOC. |
| Business Designation | Header | Character | 30 | Y | This is the Business Designation that comes from the W9 system. | Example: Sole Proprietor | This is a mandatory field. This will be populated in Florida PALM via API016 and will default to N/A if there is no TIN. |



Disbursements Management Supplier Record

▶ Updates

- Additional ID Numbers
 - Additional ID Record Type added to API020 and API059
 - Source System Supplier ID for use by API015 only
 - Unique Entity Identifier added to this Record Type
- Additional ID Type
 - TIN
 - SSN
 - SID
 - UEI

Florida PALM

Summary **Identifying Information** Address Contacts Location Custom

SetID STATE *Supplier Name TD Bank NA
 Supplier ID 0000001016 Additional Name
 *Supplier Short Name TD BANK NA TD BANK NA-001
 *Classification Supplier
 HCM Class
 *Persistence Regular
 *Supplier Status Approved

Withholding
 Open For Ordering
 VAT Registration
 *Supplier Audit Default
 Supplier Audit

Attachments (0) Profile Qu

Supplier Relationships

Corporate Supplier
 Corporate SetID STATE
 Corporate Supplier ID 0000001016
 TD Bank NA
 InterUnit Supplier
 InterUnit Supplier ID
 Supplier Hierarchy Supplier

Create Bill-To Customer

Create Bill To Customer

▶ **Supplier Rating**

▶ **Supplier Logo**

▼ **Additional ID Numbers**

Customer SetID STATE Customer ID Our Customer Number

ID Numbers Personalize | Find | View All | First 1 of 1 Last ISO and SEPA Information

| Type | SetID | ID Number | DUNS Number |
|------|-------|-----------|-------------|
| TIN | STATE | 010137770 | |



Disbursements Management

Supplier Record

▶ Additional ID Record Type

| API020 - Outbound Supplier Data - File format : (Pipe ()) Delimited TXT. | | | | | | | |
|---------------------------------------------------------------------------|---------------|------------|--------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Name | Record Type | Field Type | Field Length | Required Field (Florida PALM) Yes (Y), No (N), Conditional (C) | Description | Valid Values/Defaults | Processing Rules |
| Record Code | Additional ID | Character | 1 | Y | Record Code identifying the information on the record. | I - Addition IDs | This is a required field. Record Code 'I' will be populated for Additional IDs. |
| Supplier ID | Additional ID | Character | 10 | Y | This field will contain a valid Florida PALM Supplier ID for the Supplier SetID provided. | Example: 0000000004 | This is a required field. Supplier ID will be extracted as per the value available in system. |
| Additional ID Type | Additional ID | Character | 3 | N | Used to capture specific Supplier identification qualifier numbers such as the TIN/SSN/Source System Supplier ID/Unique Entity Identifier. | TIN, SSN, SID, UEI | <p>All suppliers will have TIN except for those whose not Withholding applicable.</p> <p>Suppliers will have SSN for those known to use their SSN as TIN and for all Employee Supplier records.</p> <p>SID (Source System Supplier ID) external Supplier ID populated by enterprise systems.</p> <p>UEI (Unique Entity Identifier) is an ID used to identify businesses eligible for federal grants, awards and contracts from the Federal Government. Originally DUNS.</p> |
| Additional ID Number | Additional ID | Character | 35 | N | Used to capture the actual Supplier identification numbers corresponding to the Additional ID Type. | Example: 555555555 | This is an optional field. Tax ID Number will be fetched if Additional ID Type = TIN; Social Security Number will be fetched if Additional ID Type is SSN. This will be extracted as per the value available in system. |



Disbursements Management

Supplier Record

Update

- Government Classifications (CBE Codes)
 - Government Classification Record Type added to API020
 - MBE has been updated to CBE

FloridaP^AL^M

Summary Identifying Information Address Contacts Location Custom

SetID STATE
 Supplier ID 0000001016
 *Supplier Short Name TD BANK NA TD BANK NA-001
 *Classification Supplier
 HCM Class
 *Persistence Regular
 *Supplier Status Approved

Supplier Relationships
 Corporate Supplier
 Corporate SetID STATE
 Corporate Supplier ID 0000001016
 TD Bank NA

Create Bill-To Customer
 Create Bill To Customer

Supplier Rating
 Supplier Logo

Additional ID Numbers
 Duplicate Invoice Settings

Government Classifications

EEO Certification Date

Government Sources
 *Certification Source MBE Minority Business Entities

Government Classifications Find | View All First 1 of 1

Effective Date 02/25/2022
 Certificate Begin Date
 Government Classification A Non-Minority
 Certification Number
 Certificate Expiration

Look Up Government Classification

Government Classification begins with
 Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-29 of 29 Last

| SetID | Government Classification | Description |
|-------------|---------------------------|-------------------------------------------|
| STATE A | | Non-Minority |
| STATE B | | State of FL Small Business Designation |
| STATE C | | Federal "8(a)" Designated Business |
| STATE D | | Minority Business, Federal |
| STATE E | | Not Selected |
| STATE F | | Non-Profit Organizations |
| STATE G | | Not Selected |
| STATE H | | African-American, Certified |
| STATE I | | Hispanic, Certified |
| STATE J | | Asian-American business, Certified |
| STATE K | | Native American, Certified |
| STATE L | | Not Selected |
| STATE M | | Non-Minority (White) Woman, Certified |
| STATE M,W | | Minority, Woman Business |
| STATE N | | African-American, Non Certified |
| STATE O | | Hispanic, Non Certified |
| STATE P | | Asian-American business, Non Certified |
| STATE Q | | Native American, Non Certified |
| STATE R | | Non-Minority (White) Woman, Non Certified |
| STATE S | | Non-Profit, Minority Board |
| STATE S,M | | Small, Minority Business |
| STATE S,M,W | | Small, Minority, Woman Business |
| STATE S,W | | Small, Woman Business |
| STATE T | | Non-Profit, Minority Employees |
| STATE U | | Non-Profit, Minority Community Served |
| STATE V | | Other Non-Profit |
| STATE W | | Florida Veteran, Certified |
| STATE Y | | Florida Veteran, Non Certified |
| STATE Z | | Not Selected |



Disbursements Management

Supplier Record

▶ Government Classifications Record Type

| API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT). | | | | | | | |
|---------------------------------------------------------------------------|---------------------------|------------|--------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------|
| Field Name | Record Type | Field Type | Field Length | Required Field (Florida PALM) Yes (Y), No (N), Conditional (C) | Description | Valid Values/Defaults | Processing Rules |
| Record Code | Government Classification | Character | 1 | Y | Record Code identifying the information on the record. | G - Government Classification | This is a required field. Record Code 'G' will be populated for Government Classification. |
| Supplier ID | Government Classification | Character | 10 | Y | This field will contain a valid Florida PALM Supplier ID for the Supplier SetID provided. | Example: 0000000004 | This is a required field. Supplier ID will be extracted as per the value available in system. |
| Certification Source | Government Classification | Character | 10 | N | Indication for CBE codes associated to the supplier. | CBE | This is an optional field. This will only be populated for suppliers that have an CBE code. |
| Government Certifications | Government Classification | Character | 10 | C | The actual CBE codes associated to the supplier. | A - Non-Minority | This is an optional field. This will only be populated for suppliers that have an CBE code. |
| Certification Source | Government Classification | Character | 10 | N | Indication for CBE codes associated to the supplier. | CBE | This is an optional field. This will only be populated for suppliers that have an CBE code. |



Disbursements Management

Supplier Record

- ▶ Address Tab
 - Address Record Type
 - Supplier Address
 - Details
 - Payment/Withholding Alt Names
 - Phone Information

The screenshot shows the Florida PALM system interface for a Supplier Record. The 'Address' tab is selected and highlighted with a red box. The page displays various fields for supplier information, including SetID, Supplier ID, Supplier Address Search, Short Supplier Name, and Supplier. Below this, the 'Supplier Address' section shows details for Address ID 1, Description MAIN, Effective Date 02/25/2022, and Effective Status Active. The address fields include Country (USA), Address 1 (PO BOX 1377), City (Lewiston), County, State (ME), and Postal (42431). There are also sections for 'Payment/Withholding Alt Names' and 'Phone Information'.

Florida PALM Suppliers Search

Summary | Identifying Information | **Address** | Contacts | Location | Custom

SetID STATE Supplier Address Search
Supplier ID 0000001016 Short Supplier Name TD BANK NA-001 Supplier TD Bank NA

Supplier Address Find | View 1 First 1-3 of 3 Last

Address ID 1 Description MAIN

Details Find | View All First 1 of 1 Last

Effective Date 02/25/2022 Effective Status Active

Country USA United States
Address 1 PO BOX 1377
Address 2
Address 3
City Lewiston
County Postal 42431
State ME Maine
Email ID

Payment/Withholding Alt Names

Payment Alternate name
Name 1
Name 2

Withholding Alternate name
Withholding Name 1
Withholding Name 2

Phone Information Personalize | Find | View All | First 1 of 1 Last

| *Type | Location | Prefix | Telephone | Extension |
|----------------|----------|--------|-----------|-----------|
| Business Phone | | | | |



Disbursements Management

Supplier Record

- ▶ Address Tab
 - Address Record Type

| API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT). | | | | | | | |
|---------------------------------------------------------------------------|-------------|------------|--------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Field Name | Record Type | Field Type | Field Length | Required Field (Florida PALM) Yes (Y), No (N), Conditional (C) | Description | Valid Values/Defaults | Processing Rules |
| Record Code | Address | Character | 1 | Y | Record Code identifying the information on the record. | A - Address | This is a required field. Record Code 'A' will be populated for Line details. |
| Supplier ID | Address | Character | 10 | Y | This field will contain a valid Florida PALM Supplier ID for the Supplier SetID provided. | Example: 000000004 | This is a required field. Supplier ID will be extracted as per the value available in system. |
| Address Sequence No. | Address | Character | 5 | Y | Indicates supplier address sequence number. | 1 | This is mandatory field. The Address Sequence No. will be extracted as per the value available in system. |
| Effective Date | Address | Date | 10 | Y | Date when the Address is usable by. | Example: 01/01/1901 | This is an mandatory field. Value will be expected if there are updates on the supplier. |
| Status as of Effective Date | Address | Character | 1 | Y | Status of the address as of the effective date. | A - Active I - Inactive | This is an required field field. Value will be expected if there are updates on the supplier. |
| Payment Alternate Name 1 | Address | Character | 40 | N | Alternative name to be printed on payments. | | This is an optional field. Not all suppliers will have alternate names. |
| Payment Alternate Name 2 | Address | Character | 40 | N | Alternative name to be printed on payments. | | This is an optional field. Not all suppliers will have alternate names. |
| Email ID | Address | Character | 70 | N | Supplier Email for communications. | Example: Sample.Sample@sample.gov. | This is an optional field. |
| Country | Address | Character | 3 | N | Country Code | Example: USA | This is an optional field. |
| Address 1 | Address | Character | 55 | N | Designates the Supplier's address. | Example: 210 Avenue | This is an optional field. Remitting Address 1 will be extracted as per the value available in system. |
| Address 2 | Address | Character | 55 | N | Designates the Supplier's address. | Example: Building 1 | This is an required field field. Value will be expected if there are updates on the supplier. |



Disbursements Management

Supplier Record

- ▶ Contacts Tab
 - Contact Record Type
 - Supplier Contact
 - Details
 - Phone Information

The screenshot displays the Florida PALM web application interface for a Supplier Record. The 'Contacts' tab is highlighted with a red box. The interface includes a navigation bar with tabs for Summary, Identifying Information, Address, Contacts, Location, and Custom. Below the navigation bar, the 'Supplier Contact' section is active, showing fields for Contact ID (1), Description, and User ID. The 'Details' section contains fields for Effective Date (03/16/2024), Effective Status (Active), Type, Name, Title, and Address. The 'Phone Information' section at the bottom features a table with columns for *Type, Prefix, Telephone, and Extension, with a 'Business Phone' entry.

Florida PALM

Summary | Identifying Information | Address | **Contacts** | Location | Custom

SetID STATE
Supplier ID 0000001016 Short Supplier Name TD BANK NA-001 Supplier TD Bank NA

Supplier Contact Find | View All First 1 of 1 Last

Contact ID 1
Description
User ID Description

Details Find | View All First 1 of 1 Last

Effective Date 03/16/2024
Effective Status Active
Type
Name
Title
Address

Internet http:// View Internet Address
Email ID

Phone Information Personalize | Find | First 1 of 1 Last

| *Type | Prefix | Telephone | Extension |
|----------------|--------|-----------|-----------|
| Business Phone | | | |



Disbursements Management

Supplier Record

- ▶ Contacts Tab
 - Contact Record Type

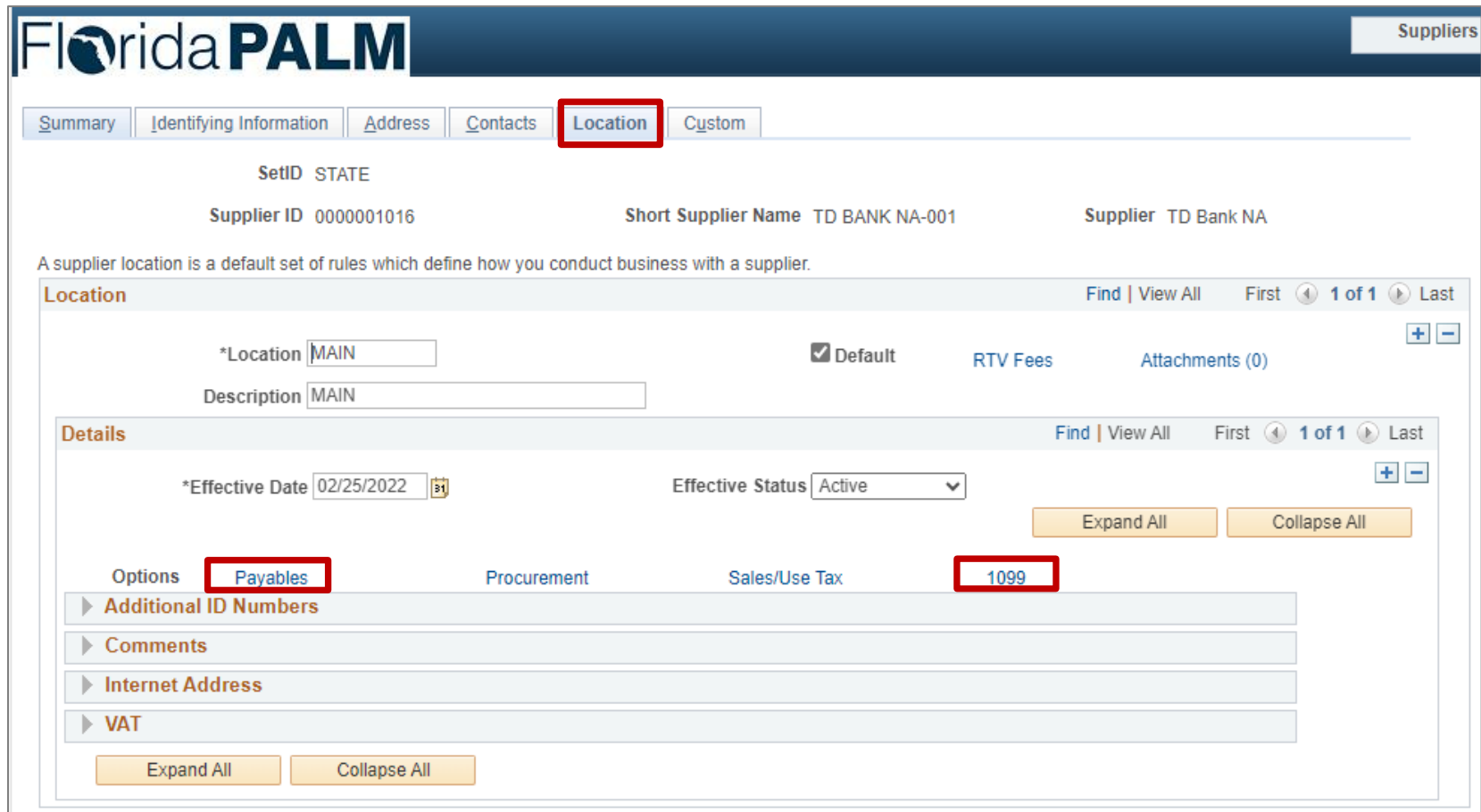
| API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT). | | | | | | | |
|---------------------------------------------------------------------------|-------------|------------|--------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------|
| Field Name | Record Type | Field Type | Field Length | Required Field (Florida PALM) Yes (Y), No (N), Conditional (C) | Description | Valid Values/Defaults | Processing Rules |
| Record Code | Contact | Character | 1 | Y | Record Code identifying the information on the record. | C - Contact | This is a required field. Record Code 'C' will be populated for Line details. |
| Supplier ID | Contact | Character | 10 | Y | This field will contain a valid Florida PALM Supplier ID for the Supplier SetID provided. | Example: 0000000004 | This is a required field. Supplier ID will be extracted as per the value available in system. |
| Contact Sequence Number | Contact | Number | 5 | N | Indicates supplier contact sequence number. | 1 | This is an optional field. Not all suppliers will have contacts. |
| Effective Date | Contact | Date | 10 | N | Date when the Contact takes effect in the system. | Example: 01/01/1901 | This is an optional field. Not all suppliers will have contacts. |
| Address Sequence Number | Contact | Number | 5 | N | Unique address identifier. | 1 | This is an optional field. Not all suppliers will have contacts. |
| Status as of Effective Date | Contact | Character | 1 | N | Status as of the date when the contact takes effect in the system. | A - Active I - Inactive | This is an optional field. Not all suppliers will have contacts. |
| Contact Name | Contact | Character | 50 | N | Contact Name | | This is an optional field. Not all suppliers will have contacts. |
| Email ID | Contact | Character | 70 | N | Email ID | Example: Sample.Sample@sample.gov. | This is an optional field. Not all suppliers will have contacts. |
| Phone Type | Contact | Character | 4 | N | System identifier what type of phone number this is. | BUSN/HOME | This is an optional field. Not all suppliers will have contacts. |
| International Prefix | Contact | Character | 3 | N | International Prefix | Example: 911 | This is an optional field. Not all suppliers will have contacts. |
| Telephone | Contact | Character | 24 | N | Telephone | Example: 9845677345 | This is an optional field. Not all suppliers will have contacts. |
| Phone Extension | Contact | Character | 6 | N | Phone Extension | Example: 654783 | This is an optional field. Not all suppliers will have contacts. |



Disbursements Management

Supplier Record

- ▶ Location Tab
 - Location Record Type
 - Details
 - Payables link
 - Remitting Address
 - 1099 link



The screenshot shows the FloridaPALM interface for a Supplier Record. The 'Location' tab is selected and highlighted with a red box. The page displays the following information:

- Supplier ID:** 0000001016
- Short Supplier Name:** TD BANK NA-001
- Supplier:** TD Bank NA

A description states: "A supplier location is a default set of rules which define how you conduct business with a supplier."

Location Details:

- *Location: MAIN
- Description: MAIN
- Default
- RTV Fees
- Attachments (0)

Details:

- *Effective Date: 02/25/2022
- Effective Status: Active
- Buttons: Expand All, Collapse All

Options:

- Payables (highlighted with a red box)
- Procurement
- Sales/Use Tax
- 1099 (highlighted with a red box)

Additional sections include: Additional ID Numbers, Comments, Internet Address, and VAT. Each section has an expand/collapse button.





SetID STATE

Location MAIN

Supplier ID 0000001016

Description MAIN

Short Supplier Name TD BANK NA TD BANK NA-001

Supplier Name TD Bank NA

Expand All

Collapse All

Invoicing

| | | |
|----------|--------------------------------|--------------------|
| Supplier | 0000001016 | TD Bank NA |
| Address | <input type="text" value="1"/> | MAIN |
| | Search | PO BOX 1377 |
| | | Lewiston, ME 42431 |
| Location | MAIN | MAIN |

Remitting

| | | | |
|-----------|-----------------------------------------|--|--------------------|
| *Supplier | <input type="text" value="0000001016"/> | | TD Bank NA |
| *Address | <input type="text" value="1"/> | | MAIN |
| | Search | | PO BOX 1377 |
| | | | Lewiston, ME 42431 |
| *Location | <input type="text" value="MAIN"/> | | MAIN |

▶ **Additional Payables Options**

▶ **Matching/Approval Options**

▶ **Electronic File Options**

▶ **Self-Billed Invoice Options**

▶ **Supplier Bank Account Options**

Payables Options

*Address [] MAIN
Search PO BOX 1377
Lewiston, ME 42431
*Location MAIN [] MAIN

▶ Additional Payables Options

▶ Matching/Approval Options

▶ Electronic File Options

▶ Self-Billed Invoice Options

▶ Supplier Bank Account Options

▶ Supplier Type Options

▶ HIPAA Information

▶ Debit Memo Options

▼ Payment Notification

Enable Email Payment Advice

Enable FG Remittance Advice

Email ID []

Payment Method Selection Personalize | Find | View All | [] First [] 1 of 1 [] Last

| Payment Method | | |
|----------------|-----|-----|
| 1 [] | [+] | [-] |

Expand All Collapse All

OK Cancel

Disbursements Management

Supplier Record

- ▶ Location Tab
 - Location Record Type

| API020 - Outbound Supplier Data - File format : (Pipe () Delimited TXT). | | | | | | | |
|---------------------------------------------------------------------------|-------------|------------|--------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Field Name | Record Type | Field Type | Field Length | Required Field (Florida PALM) Yes (Y), No (N), Conditional (C) | Description | Valid Values/Defaults | Processing Rules |
| Record Code | Location | Character | 1 | Y | Record Code identifying the information on the record. | L - Location | This is a required field. Record Code 'L' will be populated for Location details. |
| Supplier ID | Location | Character | 10 | Y | This field will contain a valid Florida PALM Supplier ID for the Supplier SetID provided. | Example: 0000000004 | This is a required field. Supplier ID will be extracted as per the value available in system. |
| Supplier Location | Location | Character | 10 | N | This field will contain a valid Supplier location for the Supplier ID provided above. | Example: MAIN | This is an optional field. Supplier ID Location will be extracted as per the value available in system. |
| Effective Date | Location | Date | 10 | N | Identifies the effective date of the supplier location. | Example: 10/21/2023 | The date format is MM/DD/YYYY. This is an optional field. Effective Date will be extracted as per the value available in system. |
| Effective Status | Location | Character | 1 | N | The effective status of the supplier Location. | A - Active I - Inactive | This is an optional field. Effective Status will be extracted as per the value available in system. |
| Location Name | Location | Character | 10 | N | Name and primary identifier for a given Supplier Location. | Example: Main | This is an optional field. Location Name will be extracted as per the value available in system. |
| Remit to Address Sequence | Location | Character | 5 | Y | Indicates supplier address sequence number used for remittance. | 1 | This is mandatory field. The Address Sequence No. will be extracted as per the value available in system. |
| Payment Method | Location | Character | 3 | Y | Type of payment that will be defaulted when using the location in transactions. | ACH/CHK/WIR | This is mandatory field. The Payment Method will be extracted as per the value available in system. |



Disbursements Management

Supplier Record

- ▶ Searching for Suppliers

Favorites ▾ Main Menu ▾ > My Homepage > **Supplier**

FloridaPALM Suppliers ▾ Search

Supplier Information

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

Find an Existing Value Keyword Search Add a New Value

▼ Search Criteria

*SetID = ▾ STATE 🔍

Supplier ID begins with ▾ 🔍

Persistence = ▾ 🔍

Short Supplier Name begins with ▾ 🔍

Our Customer Number begins with ▾ 🔍

Supplier Name begins with ▾ 🔍

Include History Correct History Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria



Disbursements Management Supplier Record

▶ Searching for Suppliers

Favorites ▾ Main Menu ▾ > My Homepage > Supplier

Florida PALM Suppliers

Supplier Information

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

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

Note: Keyword Search will return results last updated 37 days ago (02/14/2024 3:07:09PM) [Search Tips](#)

▼ Search Criteria

Keywords

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

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

Florida PALM Suppliers Search >> Advanced Search

Supplier Information

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

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

Note: Keyword Search will return results last updated 36 days ago (02/14/2024 3:07:09PM) [Search Tips](#)

▼ Search Criteria

Keywords

*SetID = ▾ STATE

Supplier ID contains ▾

Persistence = ▾

Short Supplier Name contains ▾

Our Customer Number contains ▾

Supplier Name contains ▾

Additional Name: contains ▾

Supplier Status: contains ▾

Supplier Classification: contains ▾

Supplier City: contains ▾

Supplier State: contains ▾

Supplier Postal: contains ▾

Supplier Country: contains ▾

Supplier County: contains ▾

Supplier Phone: contains ▾

Supplier Location ID: contains ▾

Supplier Location Description: contains ▾

Supplier Contact: contains ▾

Supplier Contact Description: contains ▾

Supplier Contact Phone: contains ▾

Additional Supplier ID Number: contains ▾

Taxpayer Identification Number: contains ▾

OFAC Status: contains ▾

Open For Ordering: contains ▾

VAT Registration: contains ▾

Withholding: contains ▾

Corporate Supplier: contains ▾

Invoice Supplier: contains ▾

Remit Supplier: contains ▾

Created Date: = ▾

Last Modified Date: = ▾

Last Activity Date: = ▾

Entered by: contains ▾

Any Supplier Name: contains ▾

Any Supplier Address: contains ▾

Procurement Comments: contains ▾

Include History Correct History

[Search](#) [Clear](#) [Keyword Only](#) [Basic Search](#)



Disbursements Management

Supplier Record

Supplier Prompts

[Favorites](#) | [Main Menu](#) | [My Homepage](#) | [Regular Entry](#)

Florida PALM | All | Search

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

*Business Unit

*Voucher ID

*Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Look Up Supplier Name

SetID STATE

Supplier Name

Short Supplier Name

Supplier ID

Classification

Persistence

Basic Lookup

Search Results

View 100 | First | 1-109 of 109 | Last

| Supplier Name | Short Supplier Name | Supplier ID | Classification | Persistence |
|----------------|---------------------|-------------|----------------|-------------|
| 3M Company | 3MCO-001-001 | 000000004 | Outside | Regular |
| ABC Consulting | ABC-002 | 000000045 | Outside | Regular |
| AESG 1 | AESG-002 | 000000060 | Outside | Regular |
| AESG 12 | AESG12-001 | 000000070 | Outside | Regular |
| AESG 1550 | AESG1550-001 | 000000074 | Outside | Regular |
| AESG 4 | AESG4-001 | 000000063 | Outside | Regular |
| AESG 9 | AESG9-001 | 000000068 | Outside | Regular |
| AESG 9 | AESG9-002 | 000000075 | Outside | Regular |
| AESG VEN447 | AESG VEN44-004 | 000000081 | Outside | Regular |
| AESG VEN557 | AESG VEN55-001 | 000000089 | Employee | Regular |
| AESG VEN558 | AESG VEN55-002 | 000000090 | Employee | Regular |
| AESG VEN558 | AESG VEN55-004 | 000000092 | Employee | Regular |
| AESG VEN657 | AESG VEN65-001 | 000000093 | Employee | Regular |
| AESG VEN658 | AESG VEN65-002 | 000000094 | Employee | Regular |

Disbursements Management

Supplier Lifecycle – Payments – Related Documents Tab

FloridaPALM All ▾ Search

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

Business Unit 43000 Invoice No INV111
 Voucher ID 00000699 Invoice Date 02/15/2024
 Voucher Style Adjustments
 Supplier ID 000000007

Action

▼ **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 | 02/15/2024 | 0000000034 | STATE | 0000000007 | | 1 CHK | | | USD |

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



Disbursements Management

Supplier Lifecycle – Transactions – Voucher

Florida**PALM**
All Search » [Advanced Search](#)

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit 43000

Voucher ID 00000699

Voucher Style Adjustments

Invoice Date 02/15/2024

Invoice Received 02/15/2024

[Zeus Construction Company](#)

Supplier ID 0000000007

ShortName ZCC-001

Location MAIN

***Address** 1

Invoice No INV111

Accounting Date 02/15/2024

***Pay Terms** 0 Due Now

Basis Date Type Inv Date

Tax Exempt

Invoice Total

| | |
|---------------|------|
| Line Total | 0.00 |
| *Currency | USD |
| Miscellaneous | |
| Freight | |
| Sales Tax | |
| Entered VAT | |
| Use Tax | 0.00 |
| VAT NonInv | 0.00 |
| | |
| Total | 0.00 |
| Difference | 0.00 |

[Sales/Use Tax Summary](#)

[VAT Summary](#)

[Non Merchandise Summary](#)

[Comments\(0\)](#)

[Attachments \(0\)](#)

[Withholding](#)

[View Audit Logs](#)

[Supplier Hierarchy](#)

[Supplier 360](#)

Save
Action ▼
Run
Calculate
Print



Disbursements Management

Supplier Lifecycle – Payments – Payments Tab

FloridaPALM All Search

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

Business Unit 43000 Invoice No INV111
Voucher ID 00000699 Invoice Date 02/15/2024 Action [] Run
Voucher Style Adjustments
Total Amount 0.00 *Pay Terms 0 Due Now Schedule Payments
Supplier Name Zeus Construction Company

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000000007
Location MAIN
*Address 1
Zeus Construction Company
8910 ABC Street
Huntsville, AL 54606

Gross Amount 0.00 USD Scheduled Due 02/15/2024
Discount 0.00 USD Net Due 02/15/2024
Discount Due
Accounting Date 02/15/2024

Payment Inquiry
Express Payment
Payment Note(0)
Holiday/Currency

Payment Options
*Bank CHASE Pay Group
*Account 3136 *Handling Central Mail
*Method **CHK** Check Hold Reason
Message
Message will appear on remittance advice.

Schedule Payment
*Action Schedule Payment Payment Date 02/15/2024
Pay Pay Reference 0000000034



Disbursements Management

Supplier Lifecycle – Payments – Payment Inquiry

Payment Inquiry

▶ Search Criteria

▶ Sorting Criteria

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 | 0000000034 | System Check | 0.00 | USD | 02/15/2024 | 02/15/2024 | Paid | Reconciled | |



Disbursements Management

Supplier Lifecycle – Payments – Payment Inquiry

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

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

| Actions | Source | Payment Reference ID | Post Status | Cancel Action | Cancel Date | Cancel Reason | Description | Pay Cycle | Seq Num | Bank Account | Bank Account Number | Description |
|-----------|--------|----------------------|-------------|------------------|-------------|---------------|-------------|-----------|---------|--------------|---------------------|-----------------|
| ▼ Actions | VCHR | 0000000034 | Posted | No Cancel Action | | | | CHECK | 58 | 3136 | *****DISB | JP Morgan Chase |

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 | Supplier Name | Supplier ID | Supplier Location | Address | City | State | Postal |
|-----------|--------|----------------------|---------------------------|-------------|-------------------|-----------------|------------|-------|--------|
| ▼ Actions | VCHR | 0000000034 | Zeus Construction Company | 0000000007 | MAIN | 8910 ABC Street | Huntsville | AL | 54606 |



Disbursements Management

Supplier Lifecycle – Payments – Printed Remittance

| 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

Supplier Lifecycle – Payments – System Check (Warrant)

| | | | | | |
|-------------------------------------------------------------|--------------------------------------------------------------------------|------------------------|-----------------------------------------|------------------------|----------------------|
| <LOGO> | Dept Of Financial Services | 00 DFS - DISBURSEMENTS | Warrant Date: 9/27/2023 | Warrant Number: 009060 | 56-1544 441 |
| STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES | | | | VOID AFTER 12 MONTHS | <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 | | TO: DIVISION OF TREASURY TALLAHASSEE | | |
| <SIGNATURE> | | | | | |
| JIMMY PATRONIS, CHIEF FINANCIAL OFFICER | | | | | |



Disbursements Management

Supplier Lifecycle – Transactions – Encumbrance (PO)

Navigation: Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update POs

Florida PALM | Purchase Orders | Search | Advanced Search | Last Search Results

Maintain Purchase Order

Purchase Order

Business Unit 43000 | PO ID 0000000126 | PO Status Dispatched | Budget Status Valid

Copy From [] | Hold From Further Processing

Header

| | | |
|--------------|--------------|------------------------------------|
| *PO Date | 08/15/2023 | Supplier Search |
| *Supplier | NABI-001-001 | Supplier Details |
| *Supplier ID | 0000000002 | North American Business Industries |
| *Buyer | Agency_Buyer | Agency Buyer |

PO Reference []

Backorder Status: Not Backordered | Create BackOrder

Receipt Status: Received | Dispatch

*Dispatch Method: Print

Amount Summary

| | | |
|----------------------------|----------|-----|
| Merchandise | 1,000.00 | |
| Freight/Tax/Misc. | 0.00 | |
| Total Amount | 1,000.00 | USD |
| Encumbrance Balance | 500.00 | USD |

Buttons: Calculate

PO Reference Actions: Header Details, PO Defaults, PO Activities, Requisitions, Activity Summary, Add Comments, Add ShipTo Comments, Document Status, Actions



Disbursements Management

Supplier Lifecycle – Transactions – Encumbrance (PO)

The screenshot displays the Florida PALM software interface for maintaining a purchase order. The breadcrumb trail at the top reads: Favorites > Main Menu > Purchasing > Purchase Orders > Add/Update POs. The left sidebar contains the 'Florida PALM' logo and a navigation menu with options: Maintain Purchase Order, Purchase Order, Business Unit 43000, PO ID 0000000126, Copy From, Header, *PO Date 08/15/2023, *Supplier NABI-001-001, *Supplier ID 0000000002, *Buyer Agency_Buyer, PO Reference, Header Details, PO Defaults, PO Activities, Requisitions, Actions, Add Items From, Catalog, and Purchasing Kit. The main window is titled 'PO Supplier Information' and 'Maintain Purchase Order'. It shows 'Supplier Details -- North American Business Industries' with fields for Business Unit (43000), PO ID (0000000126), and Supplier (NABI-001-001). Below these are search fields for *Location (MAIN), *Address (1), *Contact (1), and Salesperson, each with a 'Show Details' button. To the right, there are fields for Terms (00, Due Immediately) and Basis Date Type (Inv Date). A 'Supplier Details Message' section is present but empty. At the bottom, fields for Country (USA United States), Address 1 (123 Updated Address), City (Aniston), County, State (AL Alabama), and Postal (36207) are visible. The interface concludes with OK, Cancel, and Refresh buttons.



API020 – Outbound Supplier Data

What

information is transmitted ?



This interface will extract new and updated supplier records within Florida PALM. This interface excludes Supplier Classification 'Employee', 'Retiree' and 'HCM'

Why

do I need this?



This is needed to allow enterprise and agency business systems to stay in sync

Who

runs ?



Batch Scheduler

When

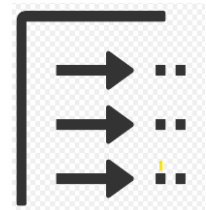
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- Date From *(optional)*
- Include Confidential *(optional)*
- Business Unit*



API020 Outbound Supplier Data Updates

- ▶ Full and Delta Extract available for batch run
- ▶ Supplier ID added to all Record Types
- ▶ Additional ID Type updated to include UEI, Unique Entity Identifier
- ▶ Supplier Classification Valid Values updated
- ▶ Default Location field added within the Header Record Type



API059 – Outbound Employee Extract

What

information is transmitted ?



This interface will extract new and updated supplier records that contain the Supplier Classification 'Employee' within the AP module in Florida PALM

Why

do I need this?



This is needed to allow enterprise and agency business systems to stay in sync

Who

runs ?



Batch Scheduler

When

should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- Business Unit *(required)*
- Employee Date From *(required)*
- Employee Date To *(required)*

API059 Outbound Employee Extract Updates

- ▶ Full and Delta Extract available for batch run
- ▶ Supplier ID added to all Record Types
- ▶ Default Location field added within the Header Record Type



Q&A



MyFloridaMarketPlace PALM Design Workshop



PALM Update



AOD integration with Florida PALM is last scheduled release of the [Next Generation MFMP project](#). The MFMP and DFS/Florida PALM teams continue to meet to discuss design.

Design Discussion Finalized*

- Combo Edit Check” webservice (GLI012)
- Accounting integration (GLI001/GLI017/SDI008)
- Payment Integration (API031)
- Supplier integration (API015/API020)

Currently Assessing

- Clarifying open items

What’s Next

- Conversion planning discussions
- Establish an MFMP-PALM Change Network



*The design phase is iterative; a design discussion can be considered “final,” but if future design decisions impact previous design decisions, they may need to be revisited.



MFMP-PALM Change Network

The MFMP Team will be contacting system administrators, directors, and liaisons soon to establish a change network specific to MFMP-PALM efforts.

Goals

- Establish MFMP contacts specifically for the Florida PALM efforts.
- Ensure the right customers receive information from MFMP.
- Look to directors, liaisons, and system administrators to cascade important information.

When

- August 2024

What's Next

- Customer Round Table, August 6, 2024, 10:00 a.m. – 11:30 a.m.

CREATING ENCUMBRANCES IN FLORIDA PALM

ENCUMBRANCES

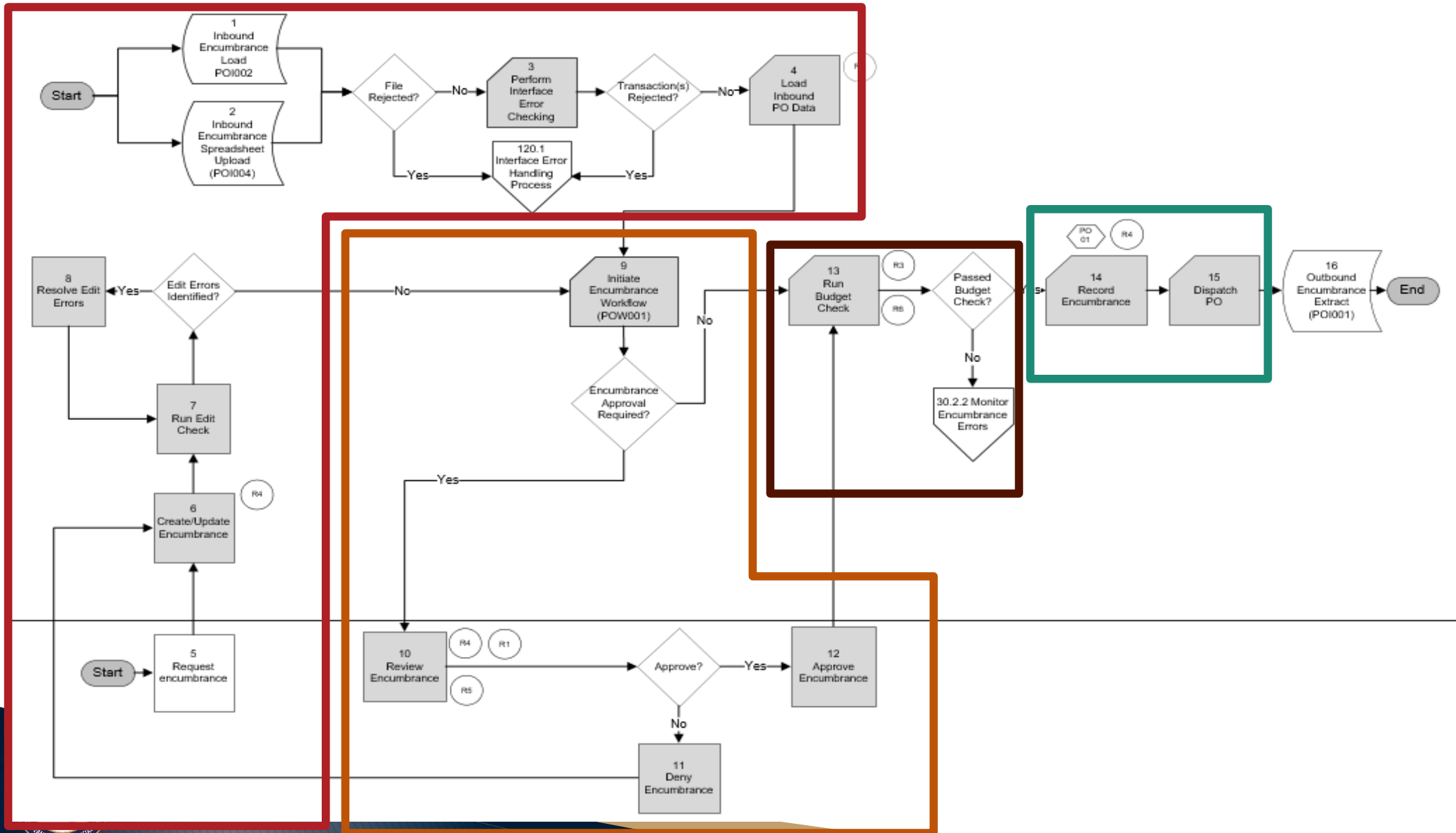


Encumbrance Creation



Disbursements Management

Encumbrance Creation – 30.2. Create and Maintain Encumbrances



Encumbrance Status

PO Status and Budget Header Status

| Status Type | Statuses | Translate Values | Action |
|-------------|------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PO Status | Open | O | When you first enter the PO/Encumbrance, it has a PO status of Open. |
| | Pending Approval | PA | If the PO/Encumbrance passes all the initial validations, is loaded into the system, and is required to pass through the approvals, it has a Pending Approval status. |
| | Approved | A | When the PO/Encumbrance is approved, it has an Approved status. |
| | Denied | DA | When the PO/Encumbrance is denied approval, it has a Denied status. |
| | Complete | C | When the PO/Encumbrance is closed, it has a Complete status. |
| | Dispatched | D | When the PO/Encumbrance is finally processed systematically and is ready to voucher against. |
| | Pending Cancel | PX | When the PO/Encumbrance that was dispatched before, is canceled, it has a Pending Canceled status. Once the Dispatch Process is run again (systematically in Batch), it goes to Canceled status. |
| | Canceled | X | When the PO/Encumbrance that was dispatched before, is canceled, it has a Pending Canceled status. Once the Dispatch Process is run again (systematically in Batch), it goes to Canceled status. |

| Status Type | Statuses | Translate Values | Action |
|----------------------|------------------------|------------------|-----------------------------------------------------------------------------------------------|
| Budget Header Status | Not Budget Checked | N | When you first enter an Encumbrance, it has a Budget Header Status of Not Budget Checked (N). |
| | Document in Processing | I | During the Budget Check process, the status will show as I. |
| | Error in Budget Check | E | If the Encumbrance fails Budget Check, it goes to Error status. |
| | Valid | V | If the Encumbrance successfully passes budget check, the shows a status of Valid. |



Encumbrance Transaction Entry Page

The screenshot shows the Florida PALM Purchase Order entry interface. The top header includes the Florida PALM logo and a close button. The main content area is titled 'Purchase Order' and contains the following elements:

- Business Unit:** 43000
- PO ID:** 0000004125
- Copy From:** A dropdown menu.
- PO Status:** Open (highlighted with a red box).
- Hold From Further Processing:** A checkbox (highlighted with a red box).
- Header Section:** Includes fields for *PO Date (08/30/2021), *Supplier (COCA COLA-001), *Buyer (VP1 - highlighted with a red box), and Receipt Status (Not Recvd).
- Amount Summary:** A table showing Merchandise (1,000.000), Freight/Tax/Misc. (0.00), and Total Amount (1,000.000 USD).
- Buttons:** Header Details, Add Comments, and Calculate.
- Footer:** Includes 'Add Items From' (Catalog, Purchasing Kit), 'Lines' section with a table, and navigation buttons like Save, Notify, Refresh, Add, and Update/Display.

| Line | Item | Description | PO Qty | *UOM | Category | Price | Merchandise Amount | Status |
|------|------|-------------|---------|------|----------|-----------|--------------------|----------|
| 1 | | supplies | 10.0000 | EA | SUPPLIES | 100.00000 | 1,000.000 | Approved |



Encumbrance Distribution Entry Page

Distributions for Schedule 1

Unit 43000 Supplier AESG-002
PO ID 0000000159 Item Test
Line 1
Schedule 1 Status Active

*Distribute By Schedule Qty 1.0000

 Multi- SpeedKey Doc. Base Amount 10,000.00 USD

Distribution Personalize | Find | View All | | First 1-2 of 2 Last

Chartfields Details/Tax Asset Information Req Detail Statuses Budget Information

| Dist | Status | Percent | Organization | *Account | Fund | Budget Entity | Category | State Program | | |
|------|--------|--------------------------------------|----------------------|-------------------------------------|------------------------------------|---------------------------------------|-------------------------------------|----------------------|--|--|
| 1 | Open | <input type="text" value="50.0000"/> | <input type="text"/> | <input type="text" value="700000"/> | <input type="text" value="81110"/> | <input type="text" value="11110000"/> | <input type="text" value="000101"/> | <input type="text"/> | | |
| 2 | Open | <input type="text" value="50.0000"/> | <input type="text"/> | <input type="text" value="700001"/> | <input type="text" value="80001"/> | <input type="text" value="11110000"/> | <input type="text" value="000101"/> | <input type="text"/> | | |

OK Cancel Refresh



SpeedKeys Refresh in AP/PO Module

- ▶ Agencies have two methods to use SpeedKeys
 - Online
 - Spreadsheet Upload (API041)
- ▶ Online Single and Multiple lines are available
- ▶ SpeedKeys can be updated (AP/PO) – **NEW**
- ▶ MFMP will offer Single Line SpeedKeys
- ▶ WORKS will offer Single Line SpeedKeys specific to WORKS
- ▶ STMS plans to offer both Multi and Single Line SpeedKeys



10.1.6 Set Up and Maintain SpeedKeys

Set Up Multi-Line SpeedKey

FloridaPALM

SetID 43000 *Description AP Multiline SpeedKey Payroll Indicator PCard Indicator

SpeedKey SPEEDKEY1 Line Type Multiple Line Module AP/PO Approval Status None Attachments (0)

Effective Date 01/01/1901 Total Percent 100.00

*Status Active Total Distribution Lines 4

ChartField Distributions

| | Percent | GL Unit | Organization | Account | Fund | Budget Entity | Category | State Program | Grant | Contract |
|---|---------|---------|--------------|---------|-------|---------------|----------|---------------|-------|----------|
| 1 | 25.00 | 43000 | 4310000000 | 702113 | 10000 | 43100200 | 100001 | 1202000000 | | |
| 2 | 25.00 | 43000 | 4321000000 | 702027 | 40100 | 43900530 | 100001 | 1202000000 | | |
| 3 | 25.00 | 43000 | 4326000000 | 740015 | 51013 | 43010400 | 100001 | 1202000000 | | |
| 4 | 25.00 | 43000 | 4321000000 | 740000 | 05807 | 41300107 | 100001 | 1202000000 | | |

Save Notify Add Update/Display Include History Correct History



30.2 Create and Maintain Encumbrances

Adding a Multi Line SpeedKey

The screenshot shows the FloridaPALM software interface. A 'Look Up SpeedChart' dialog box is open, displaying search results. The dialog box has a 'SpeedKey' field with a dropdown menu set to 'begins with'. Below this, there are 'Look Up', 'Clear', and 'Cancel' buttons. The search results table shows the following data:

| SpeedChart Key | Description |
|------------------|------------------------|
| AP TEST 2 | AP Test 2 |
| COMP | (blank) |
| EXAMPLE | Example for State Team |
| EXAMPLE 2 | Example |
| ORC1 | (blank) |
| SPEEDKEY1 | Multi Line |
| TEST | (blank) |

The 'SPEEDKEY1 Multi Line' entry is highlighted with a red box. In the background, the 'Distributions for Schedule 1' table is visible, showing a distribution table with columns for Dist, Status, Percent, PO Qty, and Merchandis Amount.



30.2 Create and Maintain Encumbrances

Adding a Multi Line SpeedKey

Unit 43000 Supplier STAPLES-001 PO Status Open
PO ID 0000000275

Unit 43000 Supplier STAPLES-001
PO ID 0000000275 Item 000000000000000006 Hardware 0001
Line 1 Schedule 1 Status Active

*Distribute By Quantity

SpeedKey: Multi-SpeedCharts

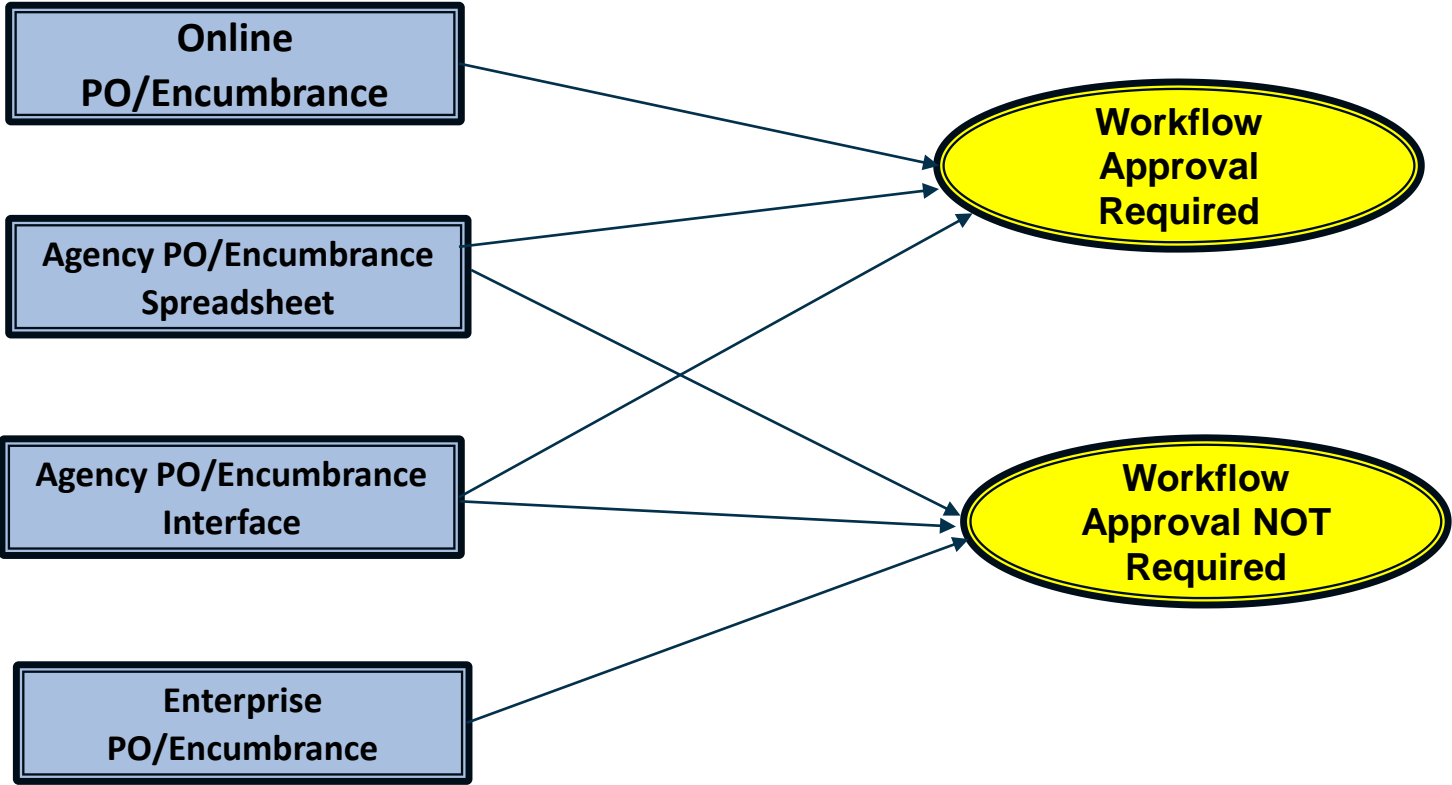
Schedule Qty 1.0000
Merchandise Amount 1,000.00 USD
Doc. Base Amount 1,000.00 USD

| Dist | Status | Percent | PO Qty | Merchandise Amount | Currency | *GL Unit | Organization | *Account | Fund | Budget Entity | Category |
|------|--------|---------|--------|--------------------|----------|----------|--------------|----------|-------|---------------|----------|
| 1 | Open | 25.0000 | 0.2500 | 250.00 | USD | 43000 | 431000000 | 702113 | 10000 | 43100200 | 10000 |
| 2 | Open | 25.0000 | 0.2500 | 250.00 | USD | 43000 | 432100000 | 702027 | 40100 | 43900530 | 10000 |
| 3 | Open | 25.0000 | 0.2500 | 250.00 | USD | 43000 | 432600000 | 740015 | 51013 | 43010400 | 10000 |
| 4 | Open | 25.0000 | 0.2500 | 250.00 | USD | 43000 | 432100000 | 740000 | 05807 | 41300107 | 10000 |

OK Cancel Refresh



PO/Encumbrance Approval Workflow



Encumbrance Budget Information Tab

Distributions for Schedule 1 Help

Unit 43000 Supplier AESG-002
PO ID 0000000160 Item Test
Line 1
Schedule 1 Status Active

*Distribute By Quantity Schedule Qty 1.0000
Merchandise Amount 10,000.00 USD
Doc. Base Amount 10,000.00 USD

SpeedChart Multi-SpeedCharts

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

Chartfields Details/Tax Asset Information Req Detail Statuses **Budget Information**

| Dist | Status | Percent | Budget Status | Budg Dt | Encumbrance Balance | Currency | Encumbered Base Balance | Base Currency | Expensed To Date | Commitment Control Close Flag | |
|------|--------|--------------------------------------|------------------------------------|------------|---------------------|----------|-------------------------|---------------|------------------|-------------------------------|--|
| 1 | Open | <input type="text" value="100.000"/> | <input type="text" value="Valid"/> | 10/23/2023 | 0.00 | USD | 0.00 | USD | 10,000.00 | <input type="checkbox"/> | |



BUSINESS PROCESS MODEL UPDATES

ENCUMBRANCES



30.2 Establish and Maintain Encumbrances

Business Process Model Updates

- ▶ Updated Report Descriptions
- ▶ Added Reporter Roles
- ▶ Removed References to Links
- ▶ Updated Accounting Events



Questions



PROCESSING VOUCHERS IN FLORIDA PALM

ACCOUNTS PAYABLE

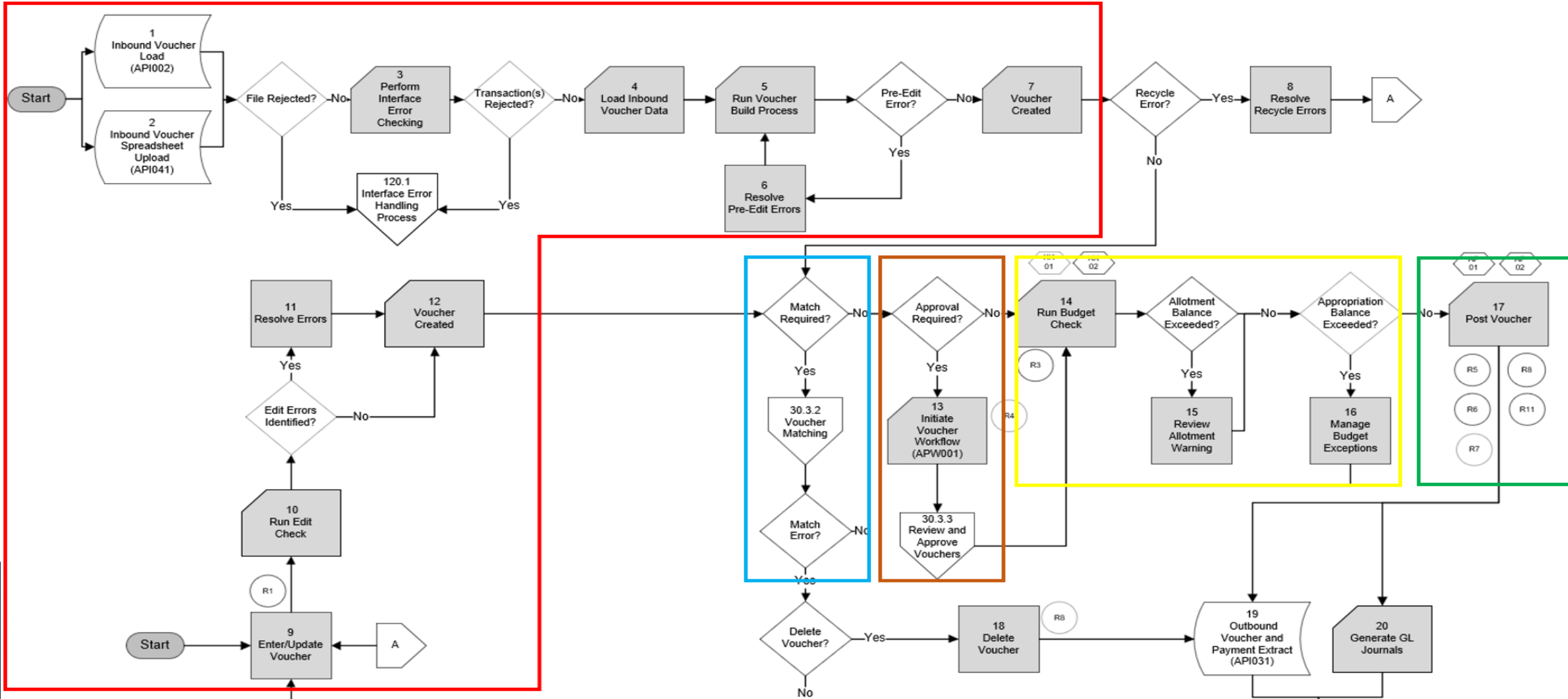


Voucher Lifecycle



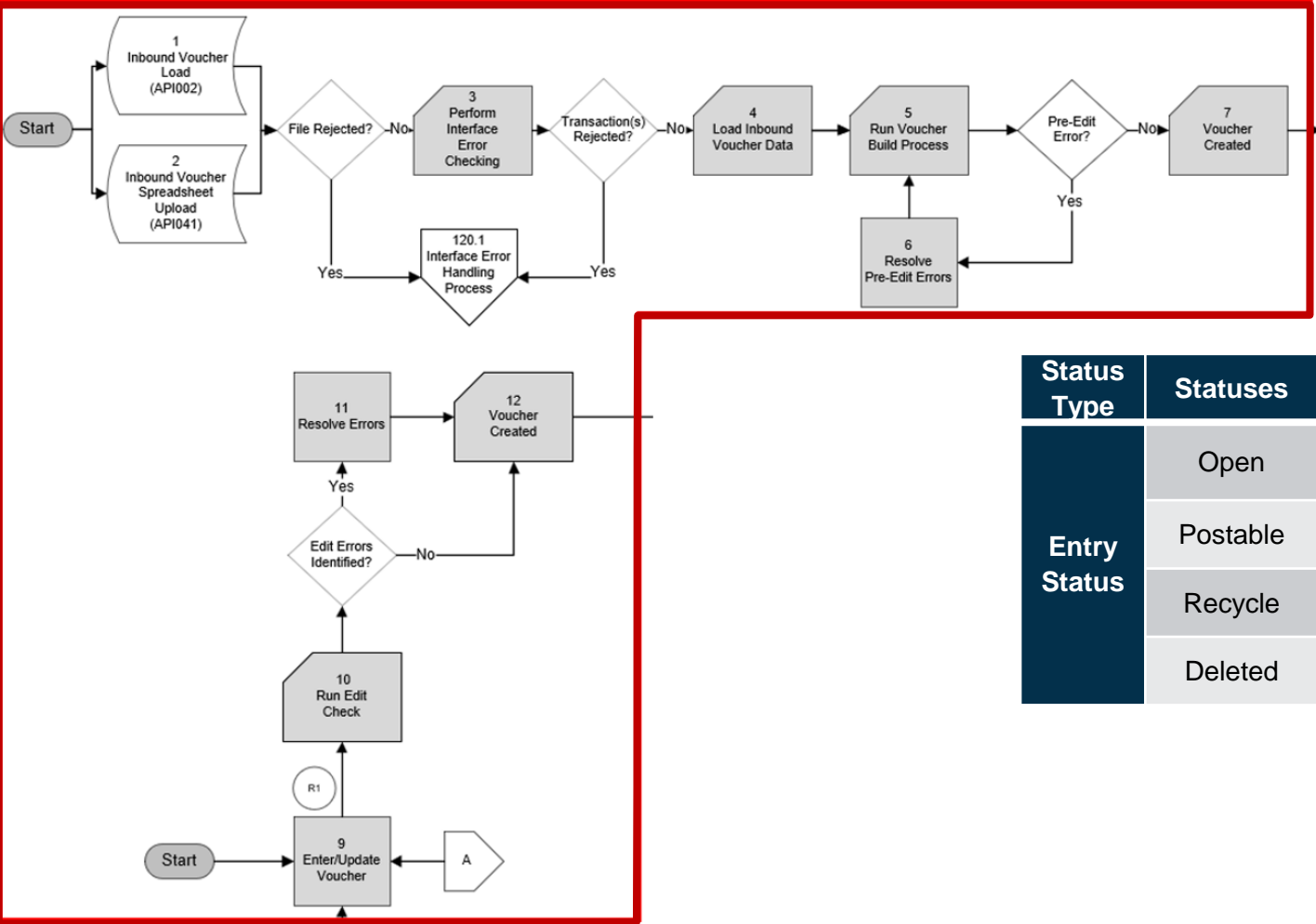
Disbursements Management

Voucher Lifecycle – 30.3.1 Process Voucher – Creation/Build



Disbursements Management

Voucher Lifecycle – 30.3.1 Process 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. |



Voucher Styles

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



Disbursements Management

Voucher Lifecycle – 30.3.1 Process Voucher – Creation/Build

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

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

ORACLE

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

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

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

Budget Status Valid **Go** [Audit Logs](#)
Budget Misc Status Valid

[View Related](#) Payment Inquiry



Voucher

Find an Existing Value

Add a New Value

*Business Unit

*Voucher ID

*Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Add

Find an Existing Value | Add a New Value



| | | | | | | | |
|--------------------|-----------------|-----------------|------------|----------------------|--------|--------------------------------|--|
| Business Unit | 43000 | Invoice No | 258976413 | Invoice Total | | Non Merchandise Summary | |
| Voucher ID | NEXT | Accounting Date | 09/27/2023 | Line Total | 500.00 | Session Defaults | |
| Voucher Style | Regular Voucher | *Pay Terms | 00 Due Now | *Currency | USD | Comments(0) | |
| Invoice Date | 09/11/2023 | Basis Date Type | Inv Date | Miscellaneous | | Attachments (0) | |
| Invoice Received | 09/15/2023 | | | Freight | | Template List | |
| <u>Staples Inc</u> | | | | Total | 500.00 | View Audit Logs | |
| Supplier ID | 0000000059 | Control Group | | Difference | 0.00 | Advanced Supplier Search | |
| ShortName | STAPLES-002 | | | | | Supplier Hierarchy | |
| Location | MAIN | | | | | Supplier 360 | |
| *Address | 1 | | | | | | |

Save Calculate Print

Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

| | | | | |
|----------------|------------------------------------|-----------------|-----------|------------------------------------|
| Line 1 | <input type="checkbox"/> Copy Down | Ship To | 43000_DFS | <input type="checkbox"/> One Asset |
| *Distribute by | Amount | Description | paper | Calculate |
| Item | | Packing Slip | | |
| Quantity | | Accounting Tag | | |
| UOM | | SpeedKey | | |
| Unit Price | | | | |
| Line Amount | 500.00 | | | |

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

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

Save

Florida PALM Mockup of Additional Voucher Fields

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

The screenshot displays the Florida PALM software interface for adding or updating a voucher. The interface is divided into several sections:

- Summary:** Contains fields for Business Unit (43000), Voucher ID (00000340), Voucher Style (Regular Voucher), Invoice Date (11/29/2025), Invoice Received (11/31/2025), Supplier ID (0000000057), Short Name (STAPLES-001), and Location (MAIN).
- Invoice Information:** Includes Invoice No. (45678901), Accounting Date (11/31/2025), *Pay Terms (0210), Basis Date Type (Inv Date), and 310_NET30.
- Invoice Total:** Shows Line Total (100,000), *Currency (USD), Miscellaneous, Freight, Total (100,000), and Difference (0.000).
- Non-Merchandise Summary:** Includes Session Defaults, Comments(0), Attachments(0), Basis Date Calculation, and Template List.
- Approval History:** A section for tracking approvals.
- Invoice Lines:**
 - Line 1: *Distribute by (Quantity), Item, Quantity (1.0000), UOM (EACH EA), Unit Price (100.00000), Line Amount (100.000).
 - SpeedChart, Ship To (43000), Description (office supplies), Packing Slip.
 - Merchant Traveler (highlighted).
 - Purchase Order: 4300000000011611 (Associate Receivable), Force Price.
- Distribution Lines:**
 - GL Chart, Exchange Rate, Statistics, Assets.
 - Table with columns: Copy Down, Line, Merchandise Amt, Quantity, Asset ID Reference, Asset, Business Unit, Profile ID, Asset ID.
 - Table data:

| Copy Down | Line | Merchandise Amt | Quantity | Asset ID Reference | Asset | Business Unit | Profile ID | Asset ID |
|--------------------------|------|-----------------|----------|--------------------|-------------------------------------|---------------|------------|----------|
| <input type="checkbox"/> | 1 | 25,000.00 | 1.0000 | | <input checked="" type="checkbox"/> | 43000 | 540300 | NEXT |



Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit 43000
 Voucher ID NEXT
 Voucher Style Regular Voucher
 Invoice Date 09/11/2023
 Invoice Received 09/15/2023

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

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

| Invoice Total | |
|---------------|---------------|
| Line Total | 500.00 |
| *Currency | USD |
| Miscellaneous | |
| Freight | |
| 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 E |
|----------|---------------|------------|--------|--------------------------|------|-----------------|----------|----------|--------------|---------|-------|---------------|----------|---------------|------|
| | | | | <input type="checkbox"/> | 1 | 500.00 | | 43000 | | 341018 | 02106 | 43200300 | 040000 | | |

Save Notify Refresh Add Update/Display

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

FloridaPALM

All ▾ Search [] >> Advanced Search [] Last Search Results [] Add To []

Invoice Information | Payments | Voucher Attributes

Business Unit 43000 Invoice No INVOICE123
 Voucher ID NEXT Accounting Date 07/17/2024
 Voucher Style Regular Voucher *Pay Terms 0 Due Now
 Invoice Date 07/17/2024 Basis Date Type Inv Date
 Invoice Received 07/17/2024

Supplier ID 000000015 Control Group []
 ShortName GC-001
 Location 2
 *Address 1

Goodwill Constructions

Invoice Total
 Line Total 0.00
 *Currency USD
 Miscellaneous []
 Freight []
 Total 1,000.00
 Difference 0.00

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

Save Save For Later Action [] Run Calculate Print

Copy From Source Document

Invoice Lines [?] SpeedKey [] Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item []
 Quantity []
 UOM []
 Unit Price []
 Line Amount 1,000.00

SpeedChart SPEEDKEY1
 Ship to 43000_DFS
 Description []
 Packing Slip []

One Asset
 Work Order
 Calculate

▼ Distribution Lines Personalize | Find | View 1 | First 1-4 of 4 Last

| GL Chart | Exchange Rate | Statistics | Assets | Line | Merchandise Amt | Quantity | *GL Unit | Organization | Account | Fund | Budget Entity | Category | State Program | Gran |
|----------|---------------|--------------------------|--------|------|-----------------|----------|----------|--------------|---------|-------|---------------|----------|---------------|------|
| [+] | [+] | <input type="checkbox"/> | | 1 | 250.00 | | 43000 | 4310000000 | 702113 | 1000 | 43100200 | 100001 | 1202000000 | |
| [+] | [+] | <input type="checkbox"/> | | 2 | 250.00 | | 43000 | 4321000000 | 702027 | 40100 | 43900530 | 100001 | 1202000000 | |
| [+] | [+] | <input type="checkbox"/> | | 3 | 250.00 | | 43000 | 4326000000 | 740015 | 51013 | 43010400 | 100001 | 1202000000 | |
| [+] | [+] | <input type="checkbox"/> | | 4 | 250.00 | | 43000 | 4321000000 | 740000 | 05807 | 41300107 | 100001 | 1202000000 | |

Save Save For Later



30.3 Enter and Process Vouchers

Adding a Multi Line SpeedKey

Florida PALM

Purchase Orders Search Advanced Search Last Search Results

Maintain Purchase Order Schedules

Unit 43000 Supplier STAPLES-001 PO Status Open

PO ID 0000000275

Distributions for Schedule 1

Unit 43000 PO ID 0000000275 Line 1 Schedule 1

*Distribute By Quantity

SpeedKey

Look Up SpeedChart

SetID 43000

SpeedKey begins with

Look Up Clear Cancel Basic Lookup

Search Results

| SpeedChart Key | Description |
|------------------|------------------------|
| AP TEST 2 | AP Test 2 |
| COMP | (blank) |
| EXAMPLE | Example for State Team |
| EXAMPLE 2 | Example |
| ORG1 | (blank) |
| SPEEDKEY1 | Multi Line |
| TEST | (blank) |

| Dist | Status | Percent | PO Qty | Merchandise Amount |
|------|--------|---------|--------|--------------------|
| 1 | Open | 25.0000 | 0.2500 | 250.0 |
| 2 | Open | 25.0000 | 0.2500 | 250.0 |
| 3 | Open | 25.0000 | 0.2500 | 250.0 |
| 4 | Open | 25.0000 | 0.2500 | 250.0 |



30.3 Enter and Process Vouchers

Adding a Multi Line SpeedKey

Unit 43000 Supplier STAPLES-001 PO Status Open

PO ID 0000000275

Unit 43000 Supplier STAPLES-001 Item 000000000000000000 Hardware 0001

Line 1 Schedule 1 Status Active

*Distribute By Quantity Multi- SpeedKey

Schedule Qty 1.0000
Merchandise Amount 1,000.00 USD
Doc. Base Amount 1,000.00 USD

SpeedKey

| Dist | Status | Percent | PO Qty | Merchandise Amount | Currency | *GL Unit | Organization | *Account | Fund | Budget Entity | Category |
|------|--------|---------|--------|--------------------|----------|----------|--------------|----------|-------|---------------|----------|
| 1 | Open | 25.0000 | 0.2500 | 250.00 | USD | 43000 | 431000000 | 702113 | 10000 | 43100200 | 10000 |
| 2 | Open | 25.0000 | 0.2500 | 250.00 | USD | 43000 | 432100000 | 702027 | 40100 | 43900530 | 10000 |
| 3 | Open | 25.0000 | 0.2500 | 250.00 | USD | 43000 | 432600000 | 740015 | 51013 | 43010400 | 10000 |
| 4 | Open | 25.0000 | 0.2500 | 250.00 | USD | 43000 | 432100000 | 740000 | 05807 | 41300107 | 10000 |

OK Cancel Refresh



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

SpeedKey

One Asset

Calculate

Distribution Lines Personalize Find View All First 1 of 1 Last

GL Chart Exchange Rate Statistics Assets

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

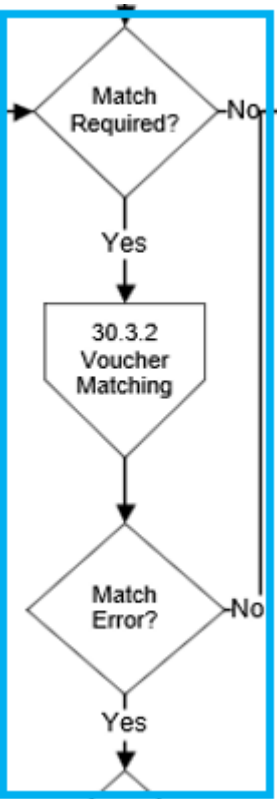
Save

Notify Refresh

Add Update/Display

Disbursements Management

Voucher Lifecycle – 30.3.1 Process Vouchers – 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. |

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
Match Status No Match
 Approval Status Pending
 Post Status Unposted

Budget Status Valid

Budget Misc Status Valid

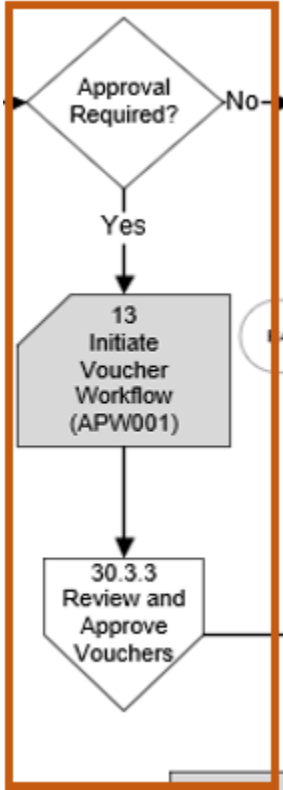
View Related Payment Inquiry Go

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
 Audit Logs



Disbursements Management

Voucher Lifecycle – 30.3.1 Process Vouchers – Approval



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

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

ORACLE

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

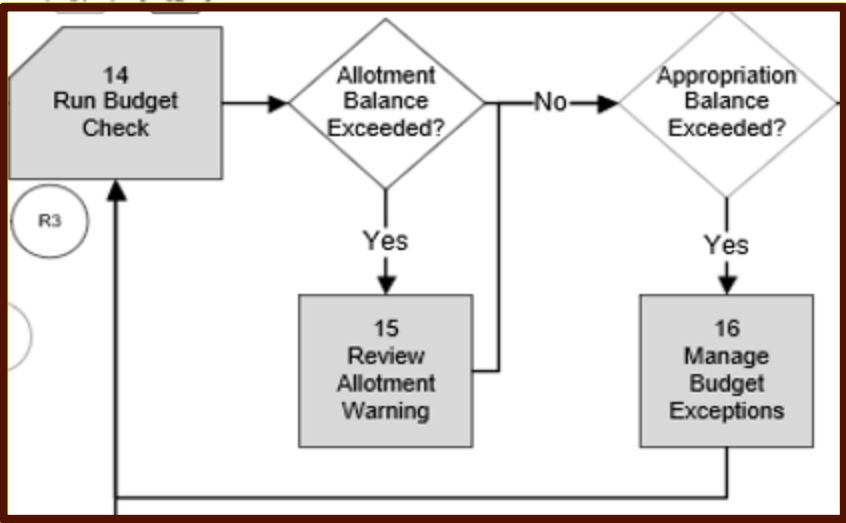
| | |
|--------------------------------------------------------------------------------|--------------------------------------|
| Business Unit BUY01 | Invoice Date 01/28/2010 |
| Voucher ID R91DD09 | Invoice No R91DD09 |
| Voucher Style Regular | Invoice Total 75,050.00 USD |
| Supplier Name Books4U 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 |
| Budget Status Valid | Created By SAMPLE |
| | Last Update 04/24/2012 9:59AM |
| | Modified By SAMPLE |
| | ERS Type Not Applicable |
| Budget Misc Status Valid | Close Status Open |
| View Related Payment Inquiry | Audit Logs |

[Go](#)



Disbursements Management

Voucher Lifecycle – 30.3.1 Process Vouchers – Budget Check



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



Disbursements Management

Voucher Lifecycle – 30.3.1 Process Vouchers – Budget Check

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

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

ORACLE

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

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

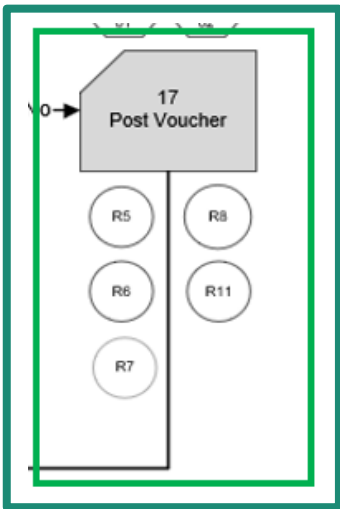
Budget Status Valid

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



Disbursements Management

Voucher Lifecycle – 30.3.1 Process Vouchers – Voucher Post



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

ORACLE

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

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

| 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 – 30.3.1 Process Vouchers – Close Status

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

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

ORACLE

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

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

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

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



Disbursements Management

Voucher Lifecycle – 30.3.1 Process Vouchers – 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 |

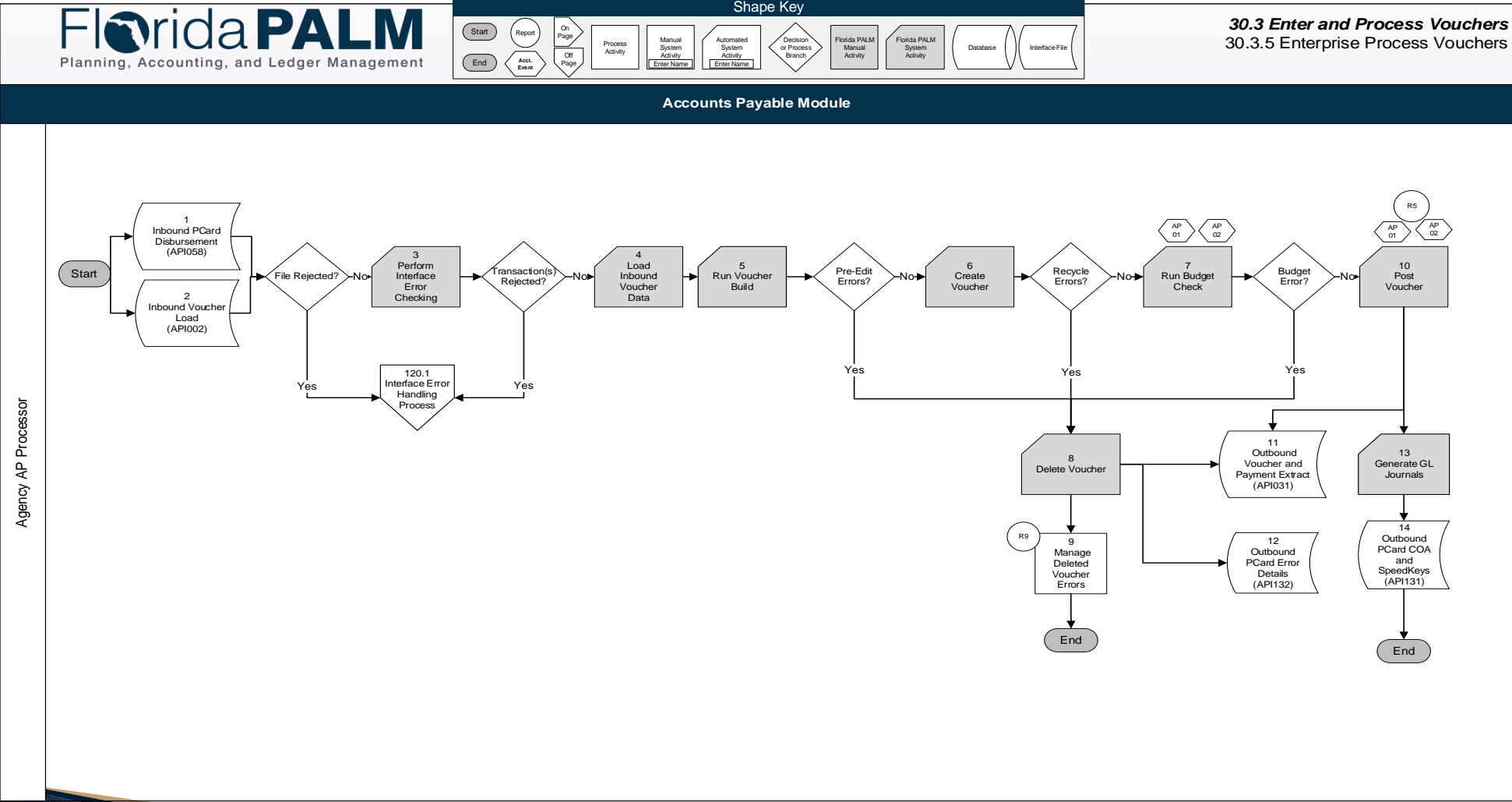


BUSINESS PROCESS MODEL UPDATES

ACCOUNTS PAYABLE



Updates to 30.3.5 Enterprise Process Vouchers



WORKs SpeedKeys

- ▶ Agency Configuration WorkbookTask - upcoming
 - SpeedKeys will be identified as PCard specific
 - Create Single line WORKs PCard SpeedKeys
 - SpeedKeys will be Agency specific
 - Speedkeys will be available in a drop down in WORKs
 - 10 characters Alpha and Numeric
 - PCard specific SpeedKeys can be used in Florida PALM and Enterprise Systems



WORKs GL Segments

| Segments | Name | Sample Description |
|-----------|--------------|-------------------------------------------------------------------------------------------------------------------|
| Segment 1 | SpeedKey | Speedkey with Fund, Budget Entity, Category, and State Program PCD0000001-00005-00000008-000006-0000000010 |
| Segment 2 | Organization | Organization |
| Segment 3 | Account | Account |
| Segment 4 | Grant | Grant |
| Segment 5 | Contract | Contract |
| Segment 6 | OA1 | OA1 |
| Segment 7 | OA2 | OA2 |
| Segment 8 | Project | Project Chartfields: PC Business Unit, Project, and Activity |
| Segment 9 | Budget Date | Budget Date |



Questions



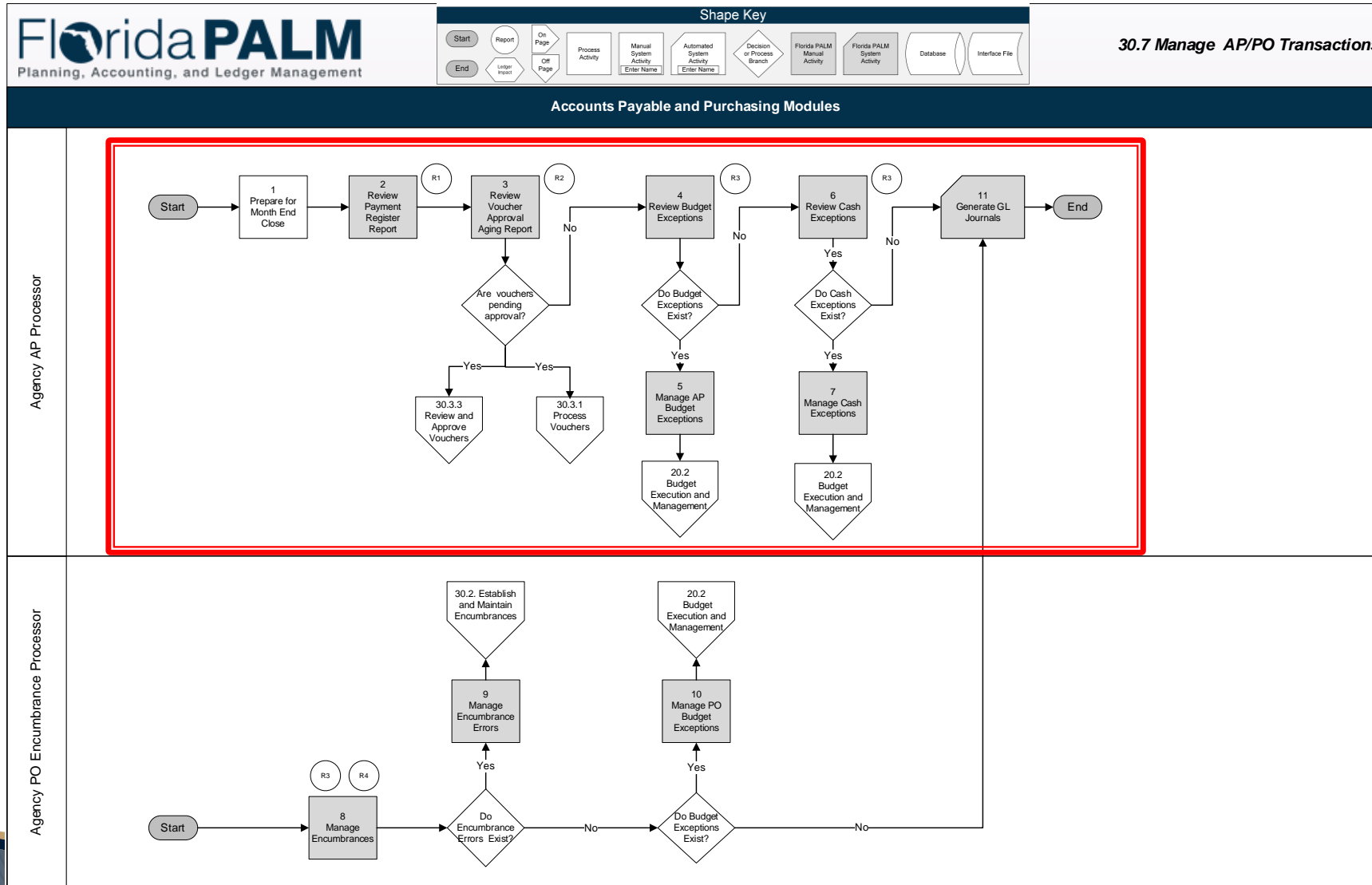
BUSINESS PROCESS MODULES

SEGMENT IV

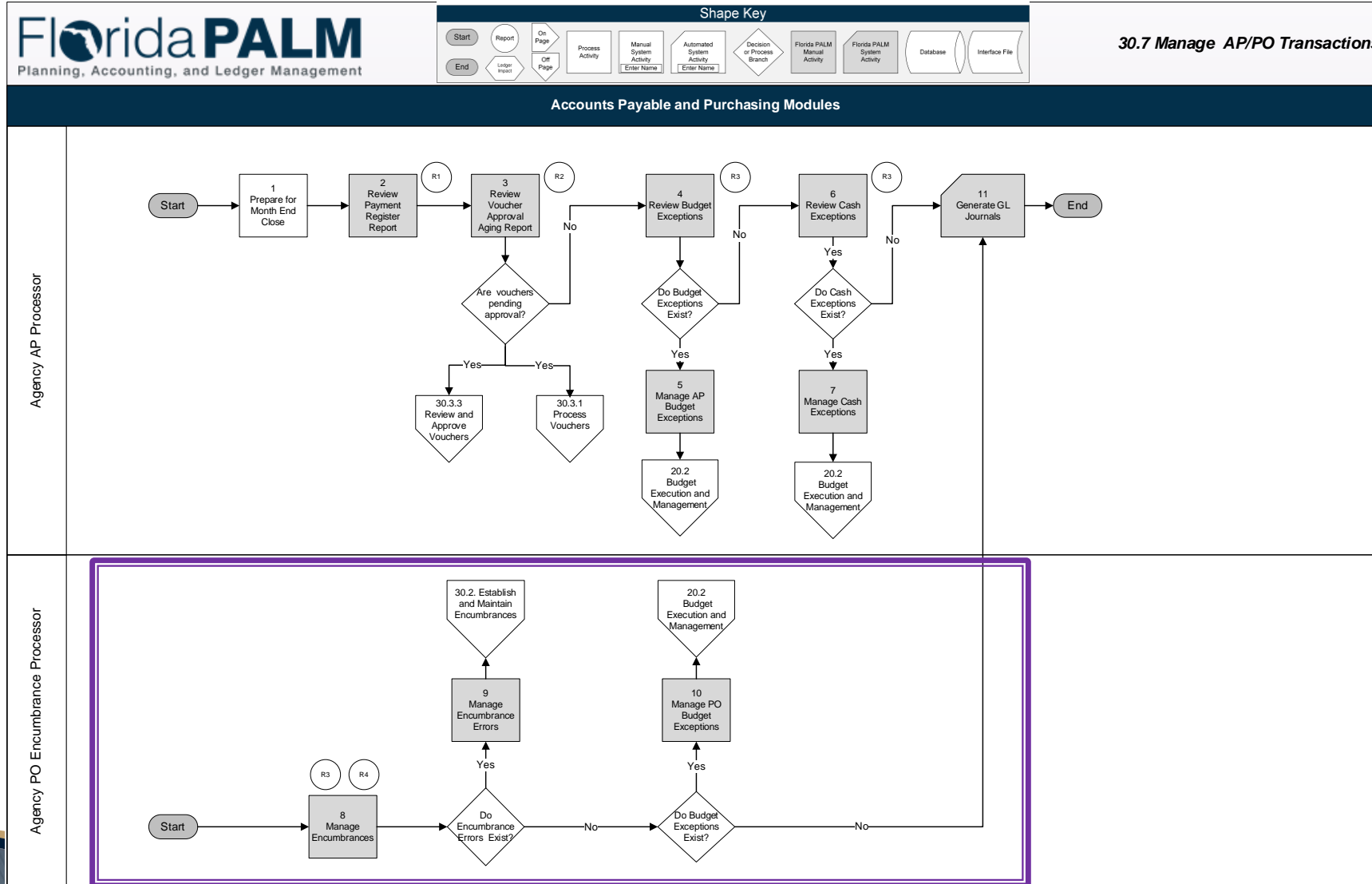
ACCOUNTS PAYABLE



30.7 Manage AP/PO Transactions



30.7 Manage AP/PO Transactions



Questions



API002 – Inbound Voucher Load

What

information is transmitted ?



Inbound interface containing invoice data from external systems to load regular, single payment, adjustment and manual payment vouchers

Why

do I need this?



This is needed for agencies to submit vouchers from their Agency Business Systems

Who

runs ?



Batch Scheduler

When

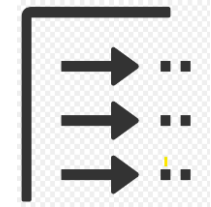
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- N/A

API002 - Inbound Voucher Load

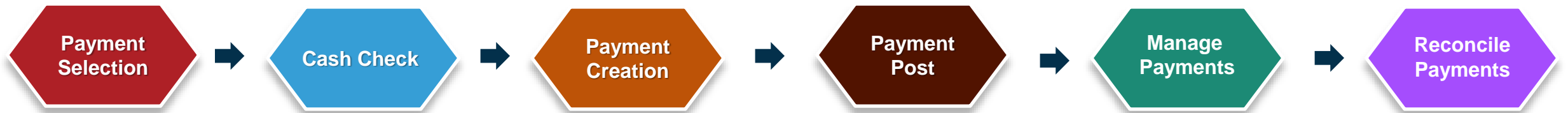
- ▶ Added Asset ID Reference
- ▶ Added Receipt fields for capturing Carry Forward Payables
- ▶ No Generic Supplier
- ▶ Default Supplier Location and Sequence Number
- ▶ Payment Reference ID
- ▶ Added Address Line four
- ▶ Added Final Payment Indicator
- ▶ Org security

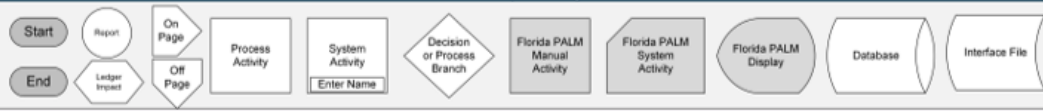


PAYMENTS

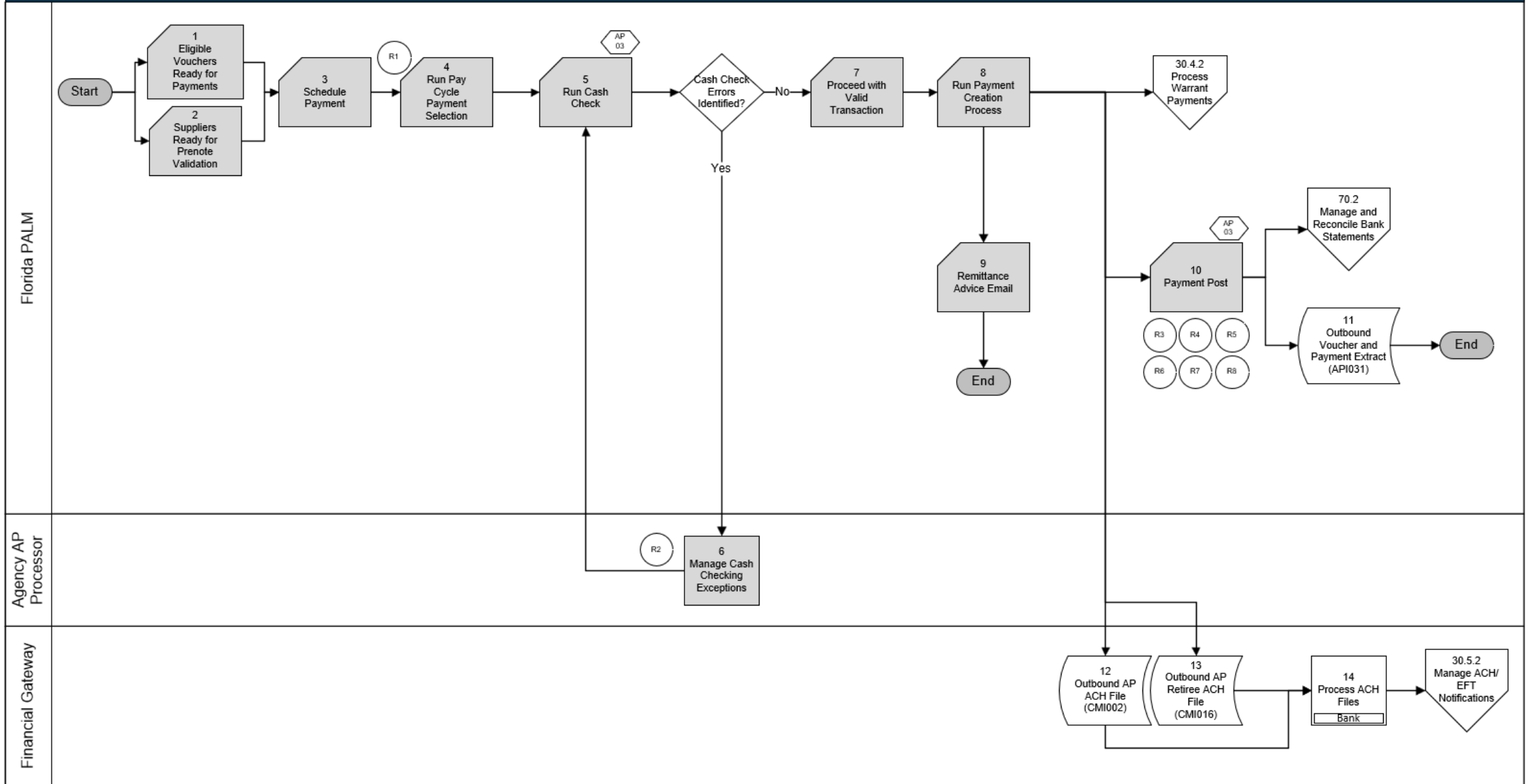


Voucher Lifecycle - Payment





Accounts Payable Module

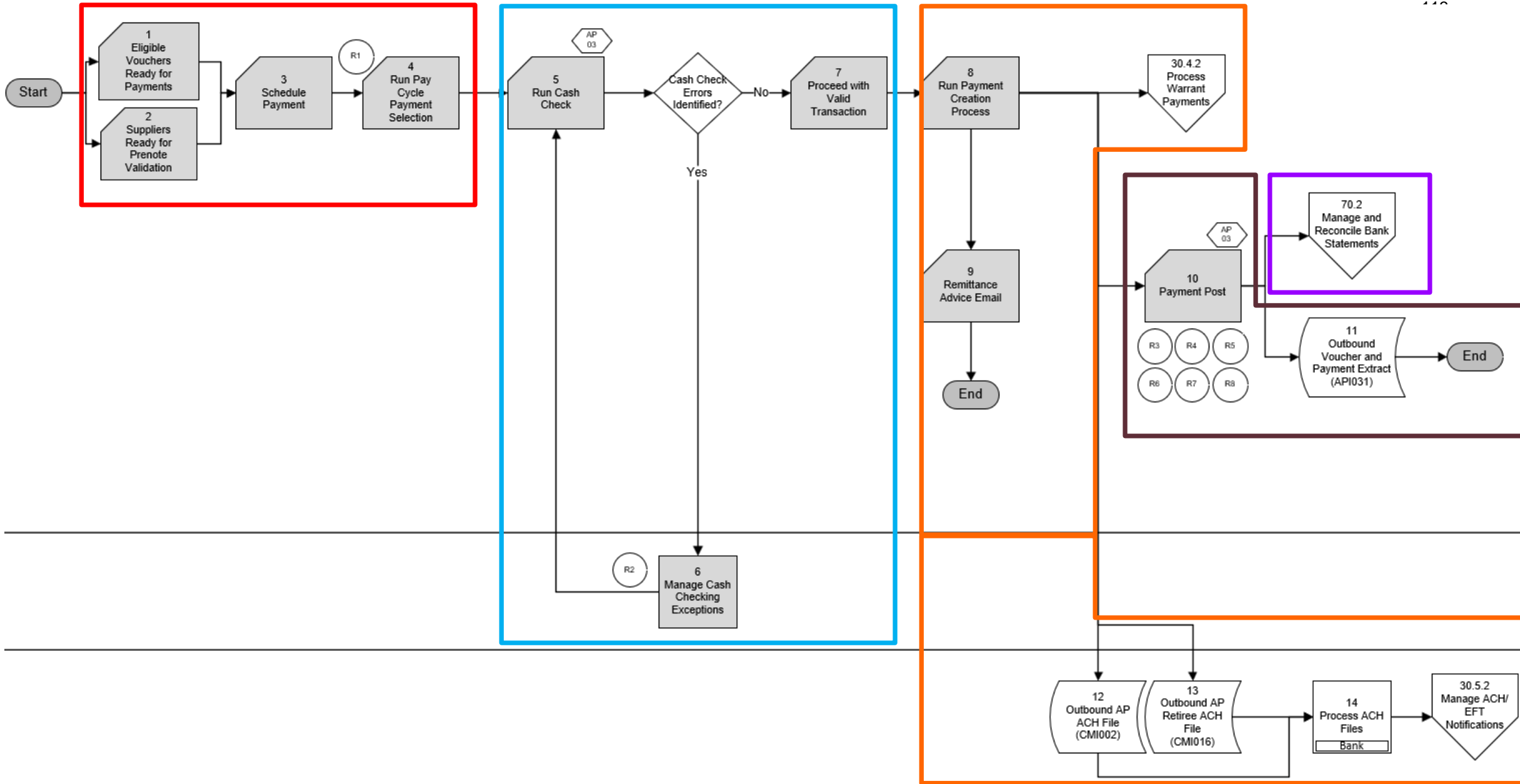


Disbursements Management

Payment Business Process Model Updates – 30.4.1

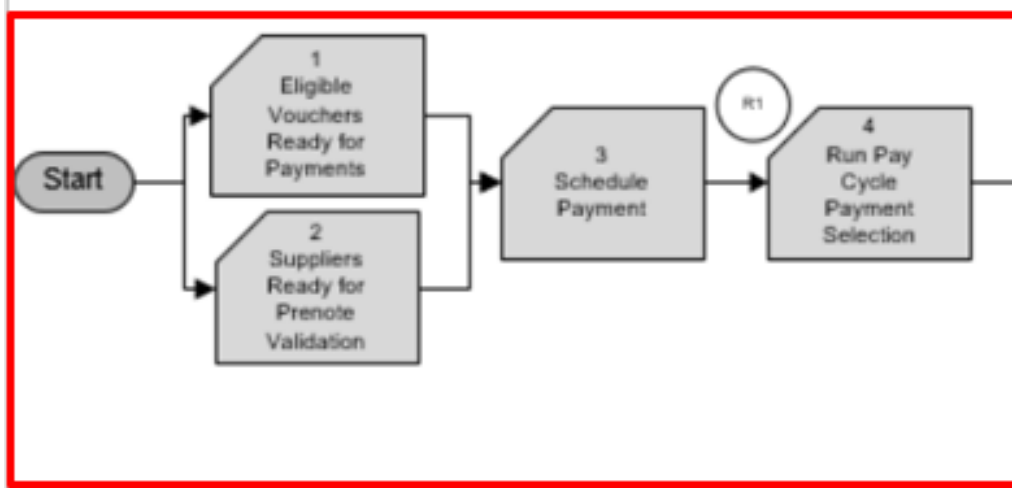
- ▶ Scheduled Payment Date/Payment Date = cash checking/cash consumption date
 - System Check/Warrant payment issue date is Payment Date +1
 - ACH payment issue date is Payment Date +2
- ▶ Confidential Payments are identified by associated vouchers
- ▶ Cash Checking verbiage
- ▶ Role Updates in Narrative
 - AP Reporter
 - Confidential AP Viewer





Disbursements Management

Voucher Lifecycle – Payment Selection



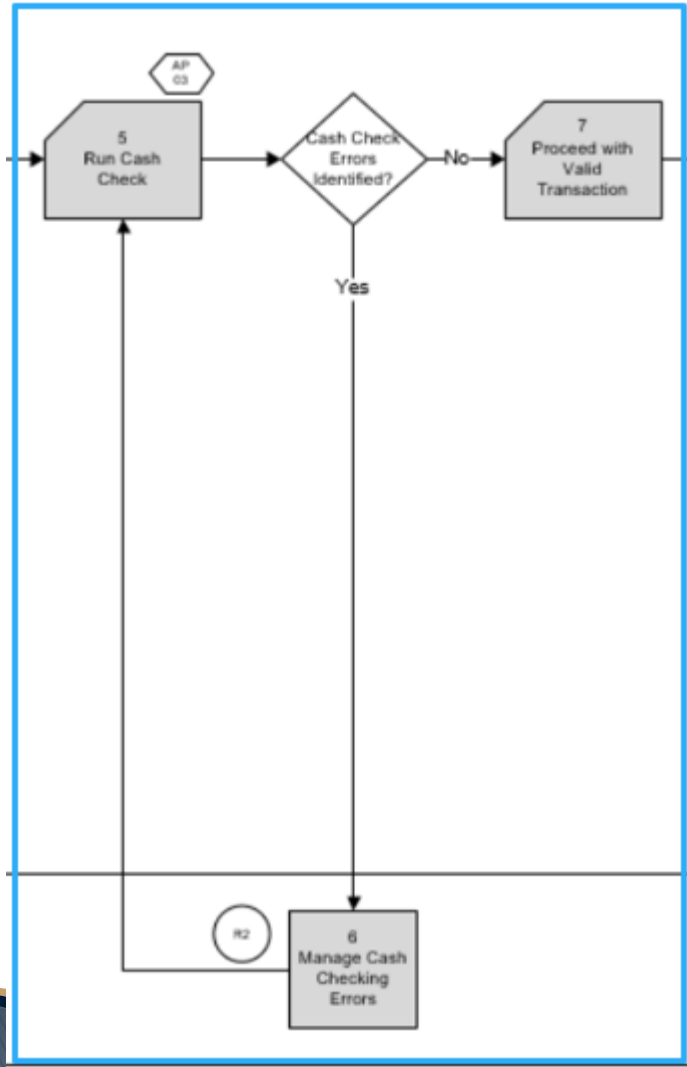
| Status Type | Statuses | Translate Values | Action |
|---------------------|----------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Voucher Post Status | Unposted | 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



| Status Type | Statuses | Action |
|-------------------|-------------|-------------------------------------------------------------|
| Cash Check Status | Not Checked | Vouchers that have not been processed through Cash Checking |
| | Valid | Vouchers that pass Cash Checking |
| | Exceptions | Vouchers that fail Cash Checking |
| | Overridden | Vouchers where Cash Check exceptions were overridden |



Disbursements Management

Voucher Lifecycle – Cash Check

Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry

FloridaPALM

Summary Related Documents Voucher Attributes Error Summary

| | | | |
|--------------------------|-----------------------------------------------------------|------------------|----------------------------------|
| Business Unit | 43000 | Invoice Date | 10/23/2019 |
| Voucher ID | 00000255 | Invoice No | INV10 |
| Voucher Style | Regular | Invoice Total | 250,000 USD |
| Supplier Name | XXXXXXXXXXXXXXXXXXXX XX XXXX XXXXXX Miami, FL 33301 | | |
| Entry Status | Postable | Pay Terms | Net 30 |
| Match Status | No Match | Approval History | Voucher Source Online |
| Approval Status | Approved | | Origin ONL |
| Post Status | Unposted | | Created On 10/23/2019 3:30PM |
| Cash Check Status | Exceptions | | Created By Agency_AP_Processor |
| | | | Last Update 10/23/2019 3:34PM |
| Budget Status | Valid | | Modified By Agency_AP_Approver_1 |
| | | | ERS Type Not Applicable |
| Budget Misc Status | Valid | | Close Status Open |

*View Related Go

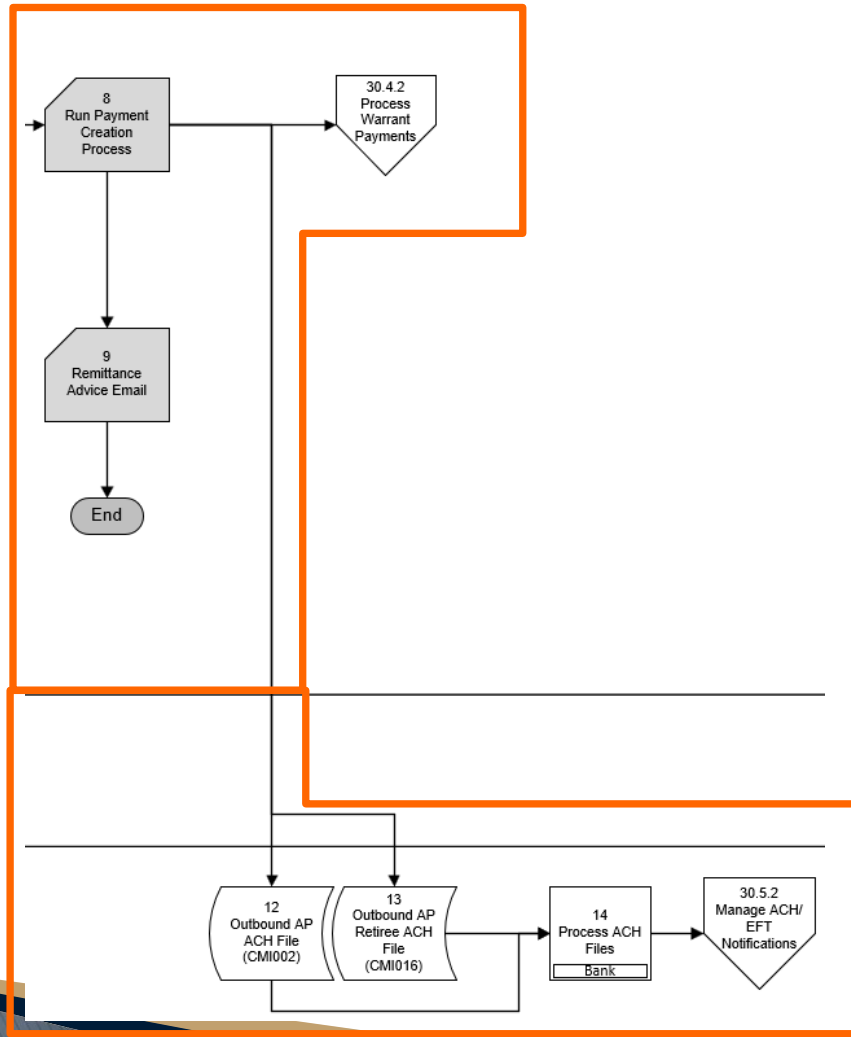
Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Summary | Related Documents | Voucher Attributes | Error Summary



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
 Voucher ID 00000636 Invoice Date 12/18/2023
 Voucher Style Regular Voucher
 Total Amount 40,000.00 *Pay Terms 00 Due Now
 Supplier Name AESG VEN557

Action: [Dropdown] [Run] [Schedule Payments]

Payment Information Find | View All First 1 of 1 Last

Payment 1
 *Remit to 0000000089 Gross Amount 40,000.00 USD Scheduled Due 12/19/2023
 Location MAIN Discount 0.00 USD Net Due 12/18/2023
 *Address 1 Discount Due [Field]

Payment Inquiry
 Express Payment
 Payment Note(0)

Payment Inquiry Result

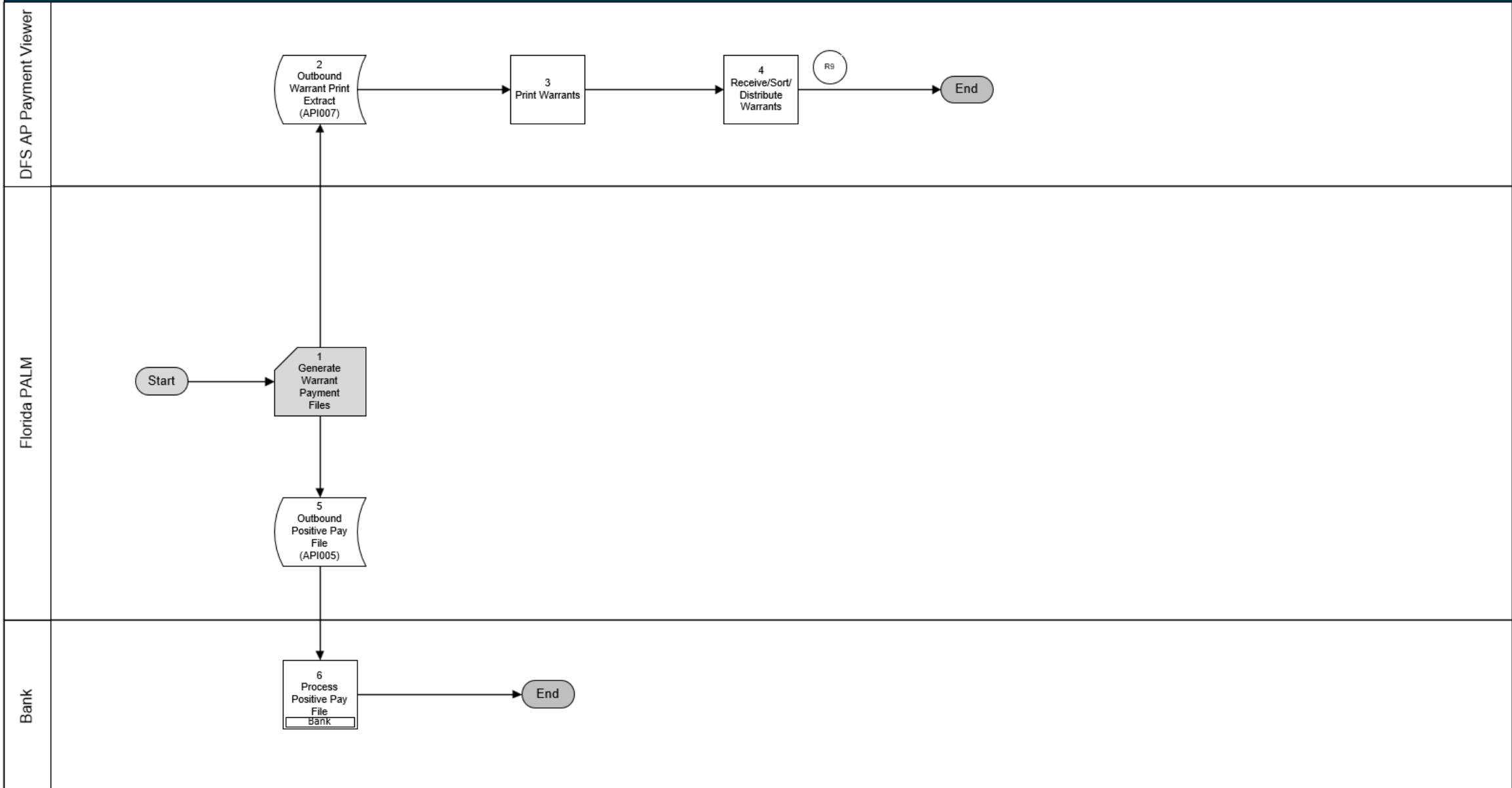
Payment Details | Additional Info | Supplier Details | Financial Gateway

| 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 | |





Accounts Payable Module



Disbursements Management

Payment Business Process Model Updates – 30.4.2

- ▶ Clarifying language within the Narrative
- ▶ Scheduled Payment Date/Payment Date = cash checking/cash consumption date
 - System Check/Warrant payment issue date is Payment Date +1
 - ACH payment issue date is Payment Date +2
- ▶ Confidential Payments are identified by associated vouchers
- ▶ Role Update



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 | PLEASE DIRECT QUESTIONS TO: (850) 413-2118 DFS DISBURSEMENTS |
| 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

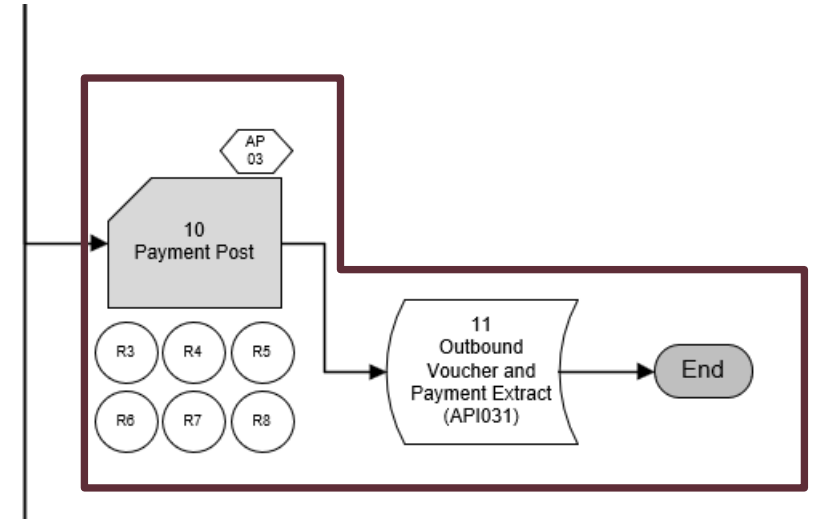
| | | | | |
|-------------------------------------------------------------|--------------------------------------------------------------------------|------------------------|-------------------------|-----------------------------------------------------------------------|
| <LOGO> | Dept Of Financial 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. |

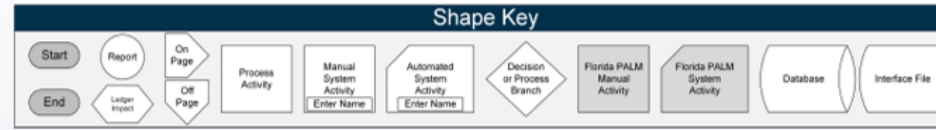


Payment Inquiry Result

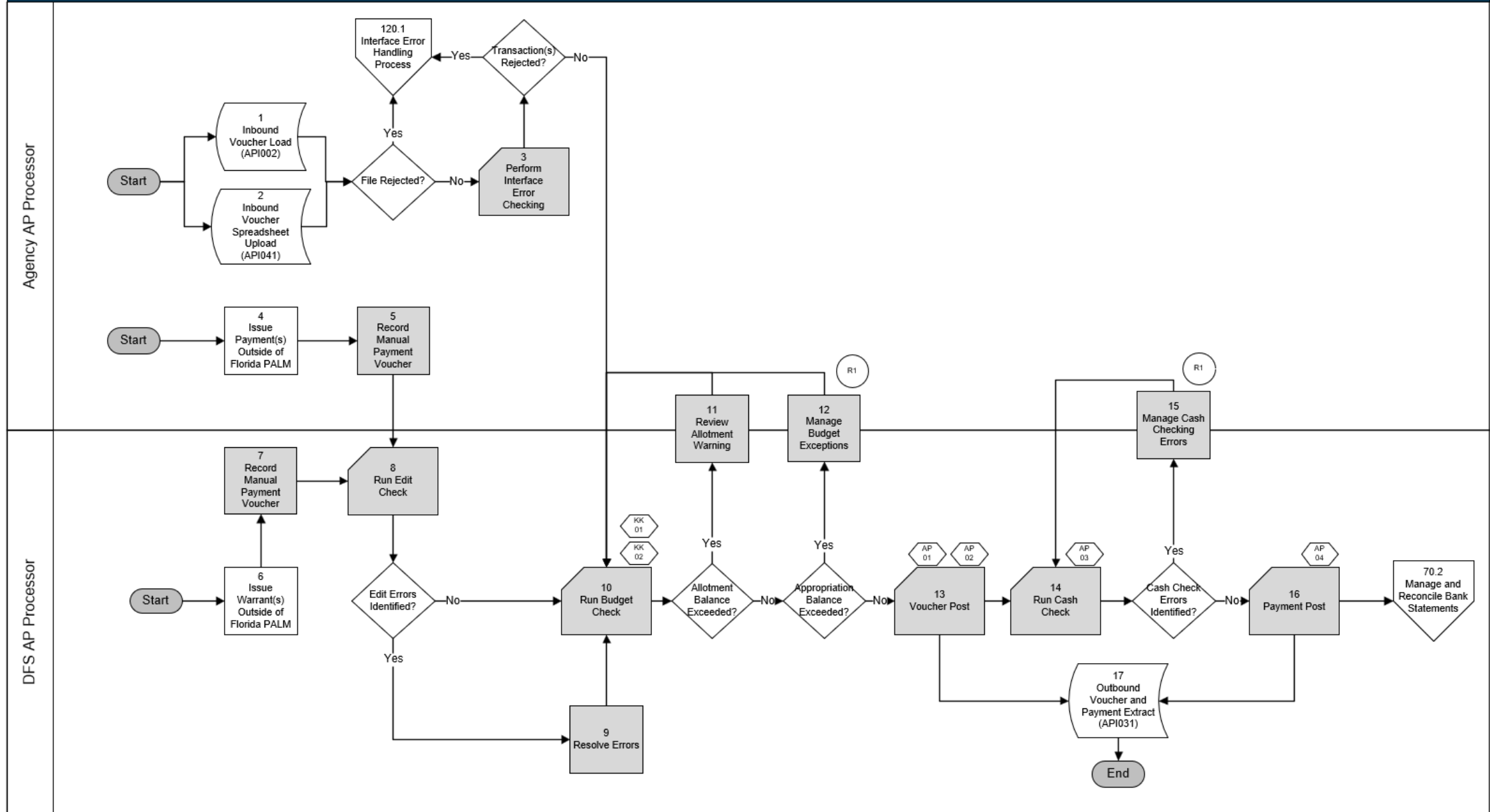
Payment Details | **Additional Info** | Supplier Details | Financial Gateway ||>

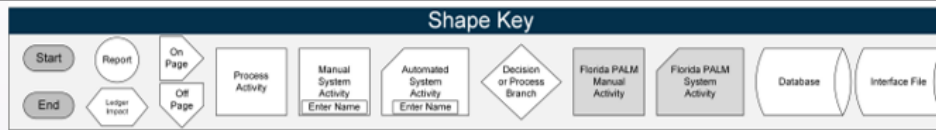
| Actions | Source | Payment Reference ID | Post Status | Cancel Action | Cancel Date | Cancel Reason |
|-----------|--------|----------------------|-------------|------------------|-------------|---------------|
| ▼ Actions | VCHR | 4803593570 | Posted | No Cancel Action | | |



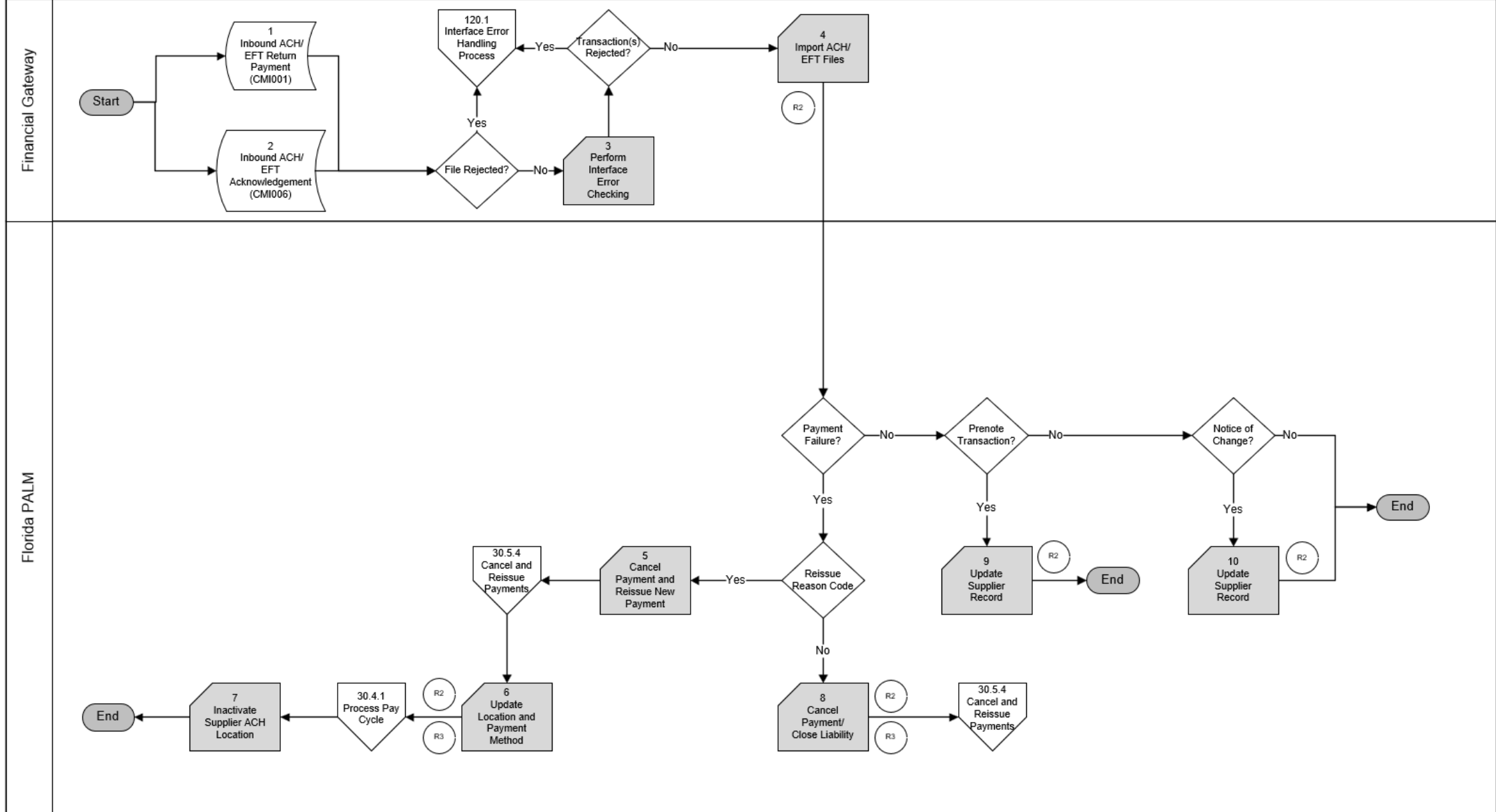


Accounts Payable Module





Accounts Payable Module



Disbursements Management

Payment Business Process Model Updates – 30.5.2

- ▶ Cancel Action based on ACH Return Reason Code
- ▶ Supplier ACH Location marked Inactive based on ACH Return Reason Code
- ▶ All Payroll AP ACH Returns are cancelled and reissued
- ▶ All FRS AP ACH Returns are cancelled and closed
- ▶ Notice of Change Updates Supplier ACH Location
- ▶ Report Updates
- ▶ Role Updates



APR102 – AP ACH Returns and Reissued Warrants

What

information is available?



A report that lists AP related ACH Returns and systematic payment cancel action and supplier action

Why

do I need this report?



Report is used to monitor the ACH Returns process

Who

runs and uses this information?



- AP Reporter

*Confidential AP Viewer role to see confidential data in reports

When

should I run this report?



Daily
Ad hoc

Which

report(s) were previously used?



N/A

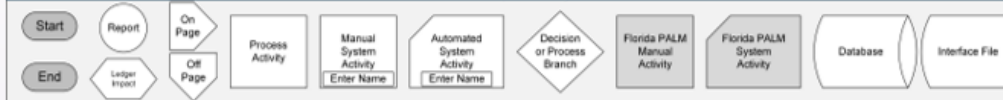
Disbursements Management

Voucher Lifecycle – Manage Payments

- ▶ Manage ACH/EFT Notifications
 - Updated Business Model
 - APR102 AP ACH Returns and Reissued Warrants

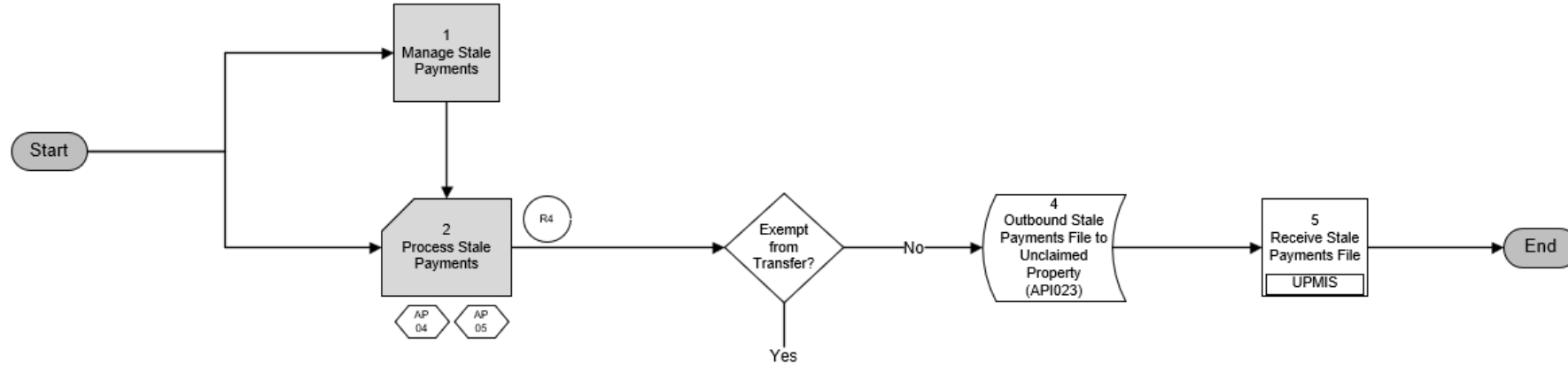
| Business Unit | Voucher Origin | Voucher ID | Invoice ID | Invoice Date | Accounting Date | Supplier SetID | Supplier ID | Supplier Name | Supplier Location | Supplier Location Status | Supplier Classification | Payment Reference ID | Payment Amount | Schedule Pay Date | Cancel Action | Confidential Indicator | Error Message | Error Code | Payment File ID | Acknowledgment File ID | Bank Send Date |
|---------------|----------------|------------|-------------|--------------|-----------------|----------------|-------------|---------------|-------------------|--------------------------|-------------------------|----------------------|----------------|-------------------|---------------------------------|------------------------|-----------------------------------------------------------------------------|------------|-----------------|------------------------|----------------|
| 43000 | ONL | 00000012 | QDN12345566 | 12/12/2023 | 12/12/2023 | STATE | 0000012345 | Confidential | ACH | Inactive | Supplier | 1267890980 | 1000.00 | 12/12/2023 | Re-Open Vouchers(s)/Re-Issue | Y | Account Frozen. | R16 | 00000056 | 000000000055 | 3/5/2024 |
| 43000 | DFS | 00001013 | INH6545 | 12/13/2023 | 12/13/2023 | STATE | 0000000765 | ABC Corp. | ACH | Active | Employee | 1267890999 | 250.00 | 12/13/2023 | Re-Open Vouchers(s)/Re-Issue | N | Account Closed. | R02 | 00000059 | 000000000053 | 3/5/2024 |
| 64000 | ONL | 00001564 | ABC43567 | 11/12/2023 | 11/12/2023 | STATE | 0000000766 | DEF Inc. | ACH | Inactive | Supplier | 1267891000 | 560.00 | 11/12/2023 | Do not Reissue/ Close Liability | N | No Account or Unable to Locate the Account. | R03 | 00000055 | 000000000051 | 3/5/2024 |
| 64000 | DOH | 00001678 | PNI9877 | 12/13/2023 | 12/13/2023 | STATE | 0000000766 | UK Ltd. | ACH | Inactive | Supplier | 1267891888 | 45.45 | 12/13/2023 | Re-Open Vouchers(s)/Re-Issue | N | Invalid Account Number. | R04 | 00000032 | 000000000049 | 3/7/2024 |
| 64000 | DMS | 00002316 | OPI0900000 | 9/12/2023 | 9/12/2023 | STATE | 0000012345 | Confidential | ACH | Inactive | Supplier | 1267892000 | 10000.00 | 9/12/2023 | Re-Open Vouchers(s)/Re-Issue | Y | Payment Stopped or Stop Payment on Item. | R08 | 00000012 | 000000000047 | 3/5/2024 |
| FRS01 | ONL | 00002400 | INV435677 | 9/12/2023 | 9/12/2023 | FRS01 | 0000022222 | ABC Corp. | ACH | Active | Retiree | 1267892345 | 1234.56 | 9/12/2023 | Do not Reissue/ Close Liability | N | Beneficiary or Account Holder (Other Than a Representative Payee) Deceased. | R15 | 00000045 | 000000000045 | 3/7/2024 |



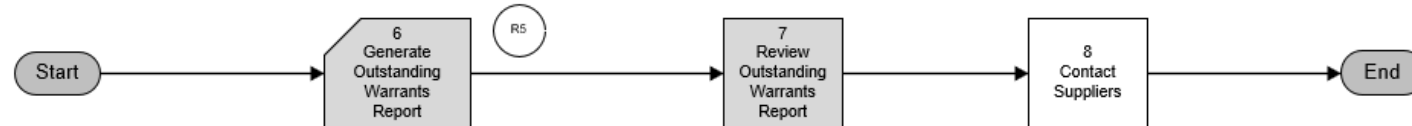


Accounts Payable Module

DFS AP Processor



AP Reporter



Disbursements Management

Payment Business Process Model Updates – 30.5.3

- ▶ Clarification of language in Narrative
- ▶ Role Updates
- ▶ Stale Date Status Screenshot added
 - Valid Values
 - Stale Date – Escheat
 - Stale Date – Exempt



Disbursements Management

Voucher Lifecycle – Manage Payments

▶ 30.5.3 Manage Stale Payments

Invoice Lines ? **Voucher Line** Find | View All First 1 of 1 Last

Line 1 Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 10,000.00

SpeedChart
Ship To 43000_DFS
Description
Document
Number
Merchant
Traveler

One Asset
Calculate

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

| 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 |

Save Multiple Distributions

Escheatable and Non-Escheatable Fund and Budget Entity Combinations



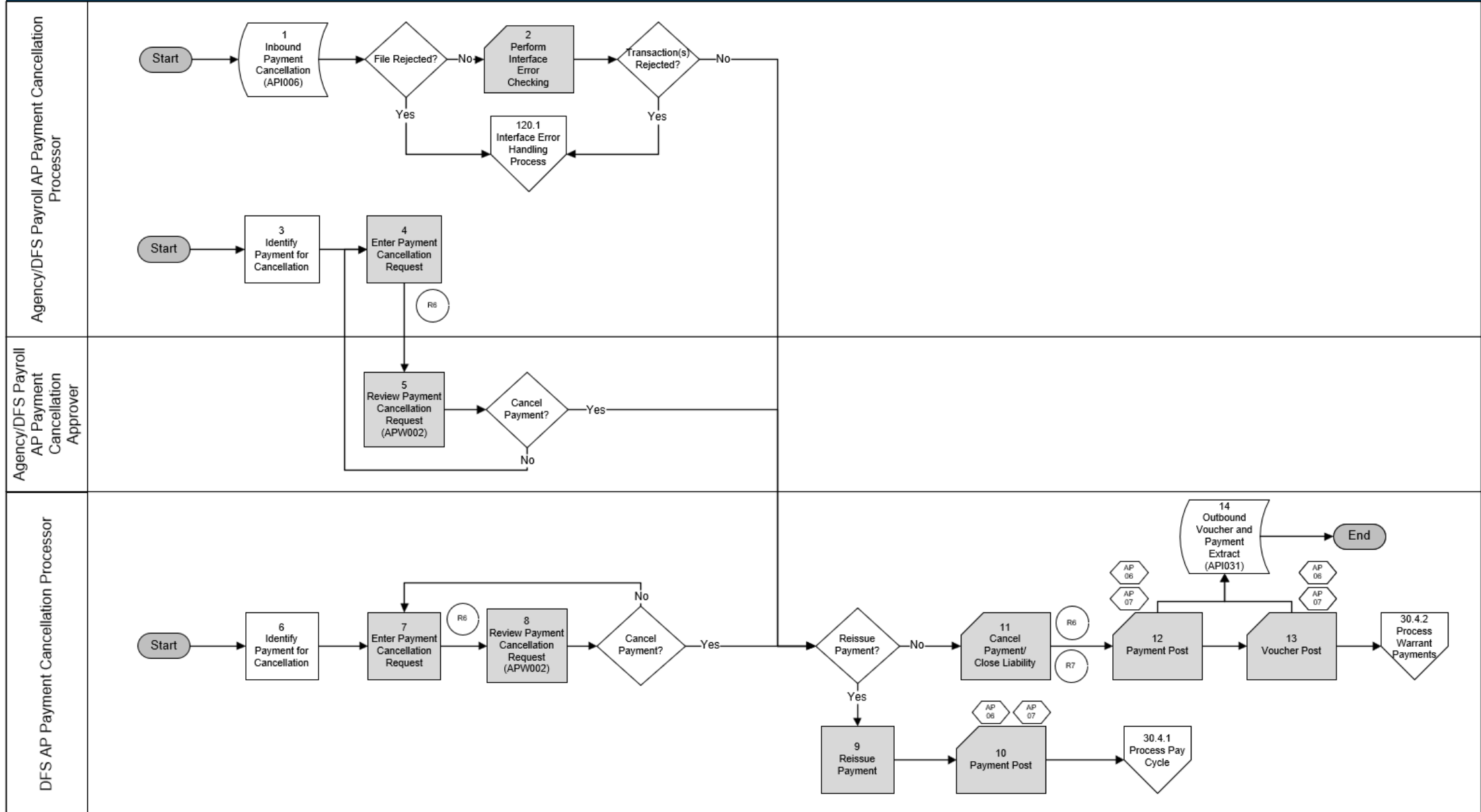
Disbursements Management

Voucher Lifecycle – Manage Payments

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



Accounts Payable Module



Disbursements Management

Payment Business Process Model Updates – 30.5.4

- ▶ Role Updates



API006 Inbound Payment Cancellation Updates

- ▶ Agency Requester Name is not a required field
 - If left blank the interface defaults batch user
- ▶ Record Code fields added
- ▶ Payment Reference ID when generated by Florida PALM is a 10-digit number. The Payment Reference ID field is a 20-character field that allows for alphanumeric values up to 20 characters for Manual Payment Method



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](#)



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
 Do Not Reissue/Close Liability

Hold Reason
 *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 | [?] | [Grid] 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

< < 1-1 of 1 > > | [View All](#)

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

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.

Add Attachment

OK...

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 | <input type="text"/> | <input type="button" value="Search"/> |
| Requesting BU | begins with | <input type="text"/> | <input type="button" value="Search"/> |
| Agency Requester | begins with | <input type="text"/> | <input type="button" value="Search"/> |
| Payment Reference ID | begins with | <input type="text"/> | <input type="button" value="Search"/> |
| Supplier ID | begins with | <input type="text"/> | <input type="button" value="Search"/> |
| Payment Amount | begins with | <input type="text"/> | <input type="button" value="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

Payment Cancellation Details

| | |
|-----------------------------------------|---------------------------------------------|
| *Requesting BU <input type="text"/> | *Agency Requester Name <input type="text"/> |
| *Payment Reference <input type="text"/> | |
| 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
 Do Not Reissue/Close Liability

Hold Reason

*Cancel Reason Code

Reason for Request

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



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 | [Print] | [Calendar] 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 WIPTEST01
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
Location MAIN
*Address 1
Florida Bar
651 E. Jefferson Street
Tallahassee, FL 32399

Gross Amount 500.00 USD Scheduled Due 10/04/2018
Discount 0.00 USD Net Due 10/04/2018
Discount Due
Accounting Date 10/08/2018

Payment Inquiry
Express Payment
Payment Note(0)
Holiday/Currency

Payment Options

*Bank BOA Pay Group SB *Netting Not Applicable
*Account DISB *Handling Regular Payment L/C ID
*Method CHK Check Hold Reason
Message
Message will appear on remittance advice.

Supplier Bank Messages
 Hold Payment
 Separate Payment

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
Location MAIN
*Address 1

Gross Amount 500.00 USD
Discount 0.00 USD

Scheduled Due 10/04/2018
Net Due 10/04/2018
Discount Due
Accounting Date 10/16/2018

Payment Inquiry
Express Payment
Payment Note(0)
Holiday/Currency

Florida Bar
651 E. Jefferson Street
Tallahassee, FL 32399

Payment Options

*Bank BOA
*Account DISB
*Method CHK Check

Pay Group SB
*Handling Regular Payment
Hold Reason

*Netting Not Applicable
L/C ID

Supplier Bank Messages
 Hold Payment
 Separate Payment

Message

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Payment
Pay

Payment Date 10/16/2018
Reference 000016



Disbursements Management

Voucher Lifecycle – Manage Payments - Cancel

Payment Inquiry Result Personalize | Find | View All | [Print] | [Grid] First ◀ 1 of 1 ▶ Last

Payment Details | Additional Info | Supplier Details | Financial Gateway [Menu]

| 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

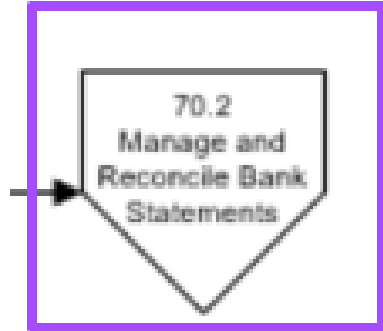
Payment Details | **Additional Info** | Supplier Details | Financial Gateway [Menu]

| 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

☰ 🔍
◀ ◀ 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 | |



API031 – Outbound Voucher and Payment Extract

What

information is transmitted ?



Outbound interface containing voucher accounting, status and payment information to source systems, transparency sites and Vendor History.

Why

do I need this?



This is needed to provide agencies with an update of voucher and payment information including what posted, what was denied.

Who

runs ?



Batch Scheduler

When

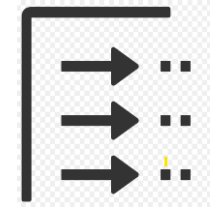
should this interface file be sent ?



- Daily

Which

run control parameters are used ?



- Business Unit
- Voucher Origin
- Voucher Accounting From/To
- Confidential
- PO Origin
- Payroll Moving Expenses
- SPIA Payments

API031 – Outbound Voucher and Payment Extract

- ▶ Added fields for capturing Carry Forward
- ▶ Payment Reference ID
- ▶ Added Journal ID
- ▶ Added Reconciliation Status and Date
- ▶ ACH return Codes
- ▶ Payment Sequence
- ▶ Added Approvers and Processors
- ▶ Added Field to capture Single Payment Payee
- ▶ Added Cash Check Status
- ▶ Added a SPIA Run control
- ▶ Choice of Full or Delta extract



Q&A



CONTACT US

FLORIDAPALM@MYFLORIDACFO.COM

PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO)

