

# 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

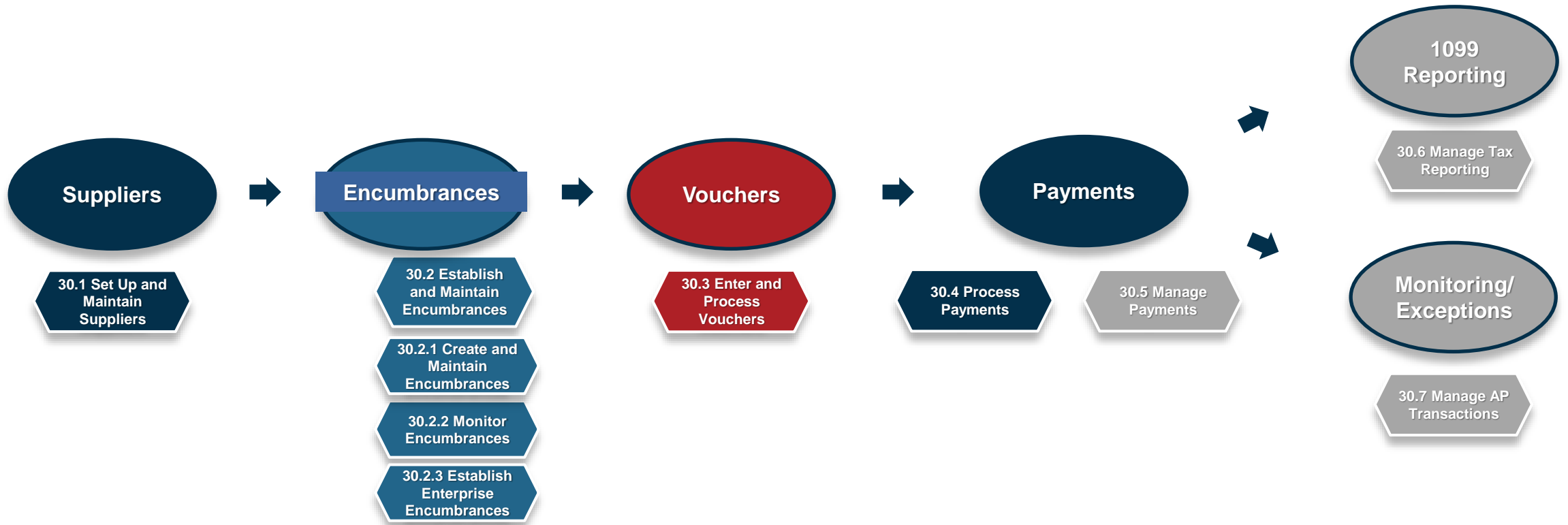


# DISBURSEMENT MANAGEMENT





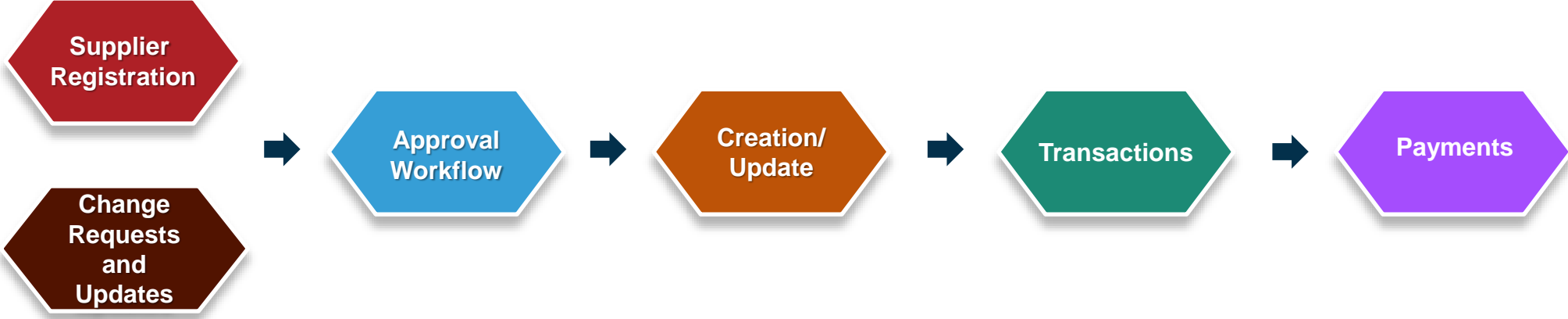
# Disbursements Management Process

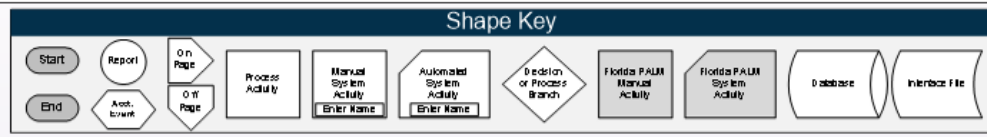


# SUPPLIERS

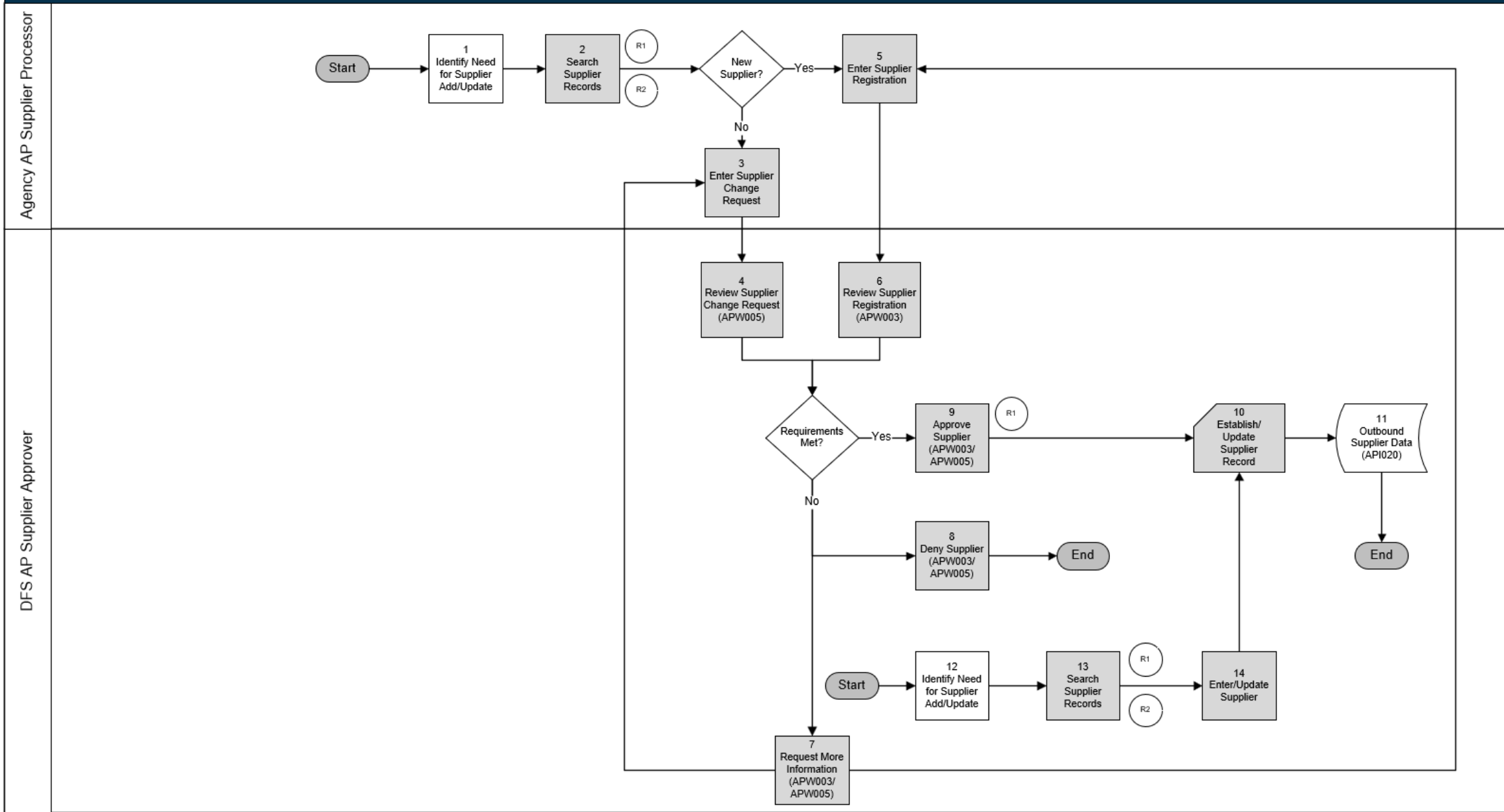


# Supplier Lifecycle





**Accounts Payable Module**

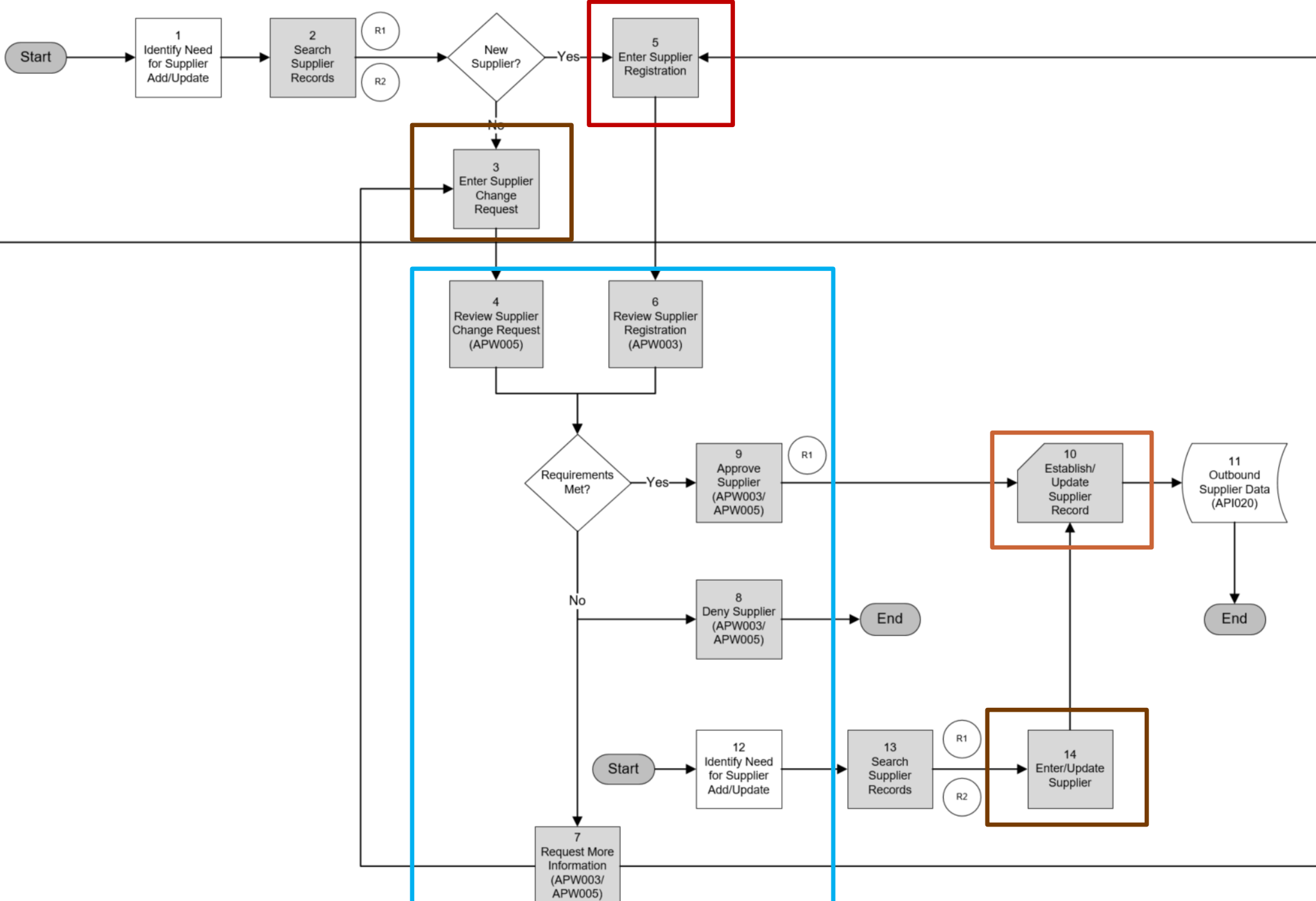


# Disbursements Management

## Supplier Business Process Model Updates – 30.1

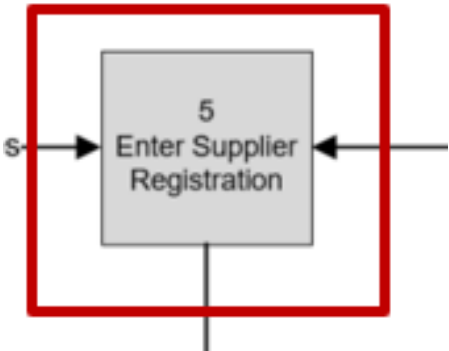
- ▶ Confidential and employee supplier information added
- ▶ Role Updates
- ▶ Interface Title and Description Updates
- ▶ Report Title and Description Updates





# Disbursements Management

## Supplier Lifecycle – Registration

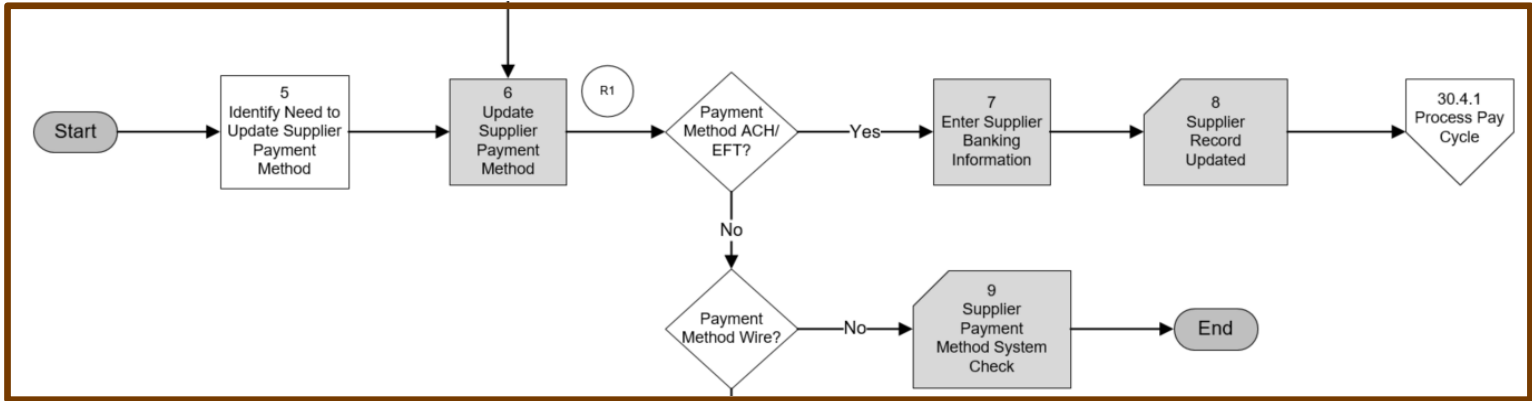
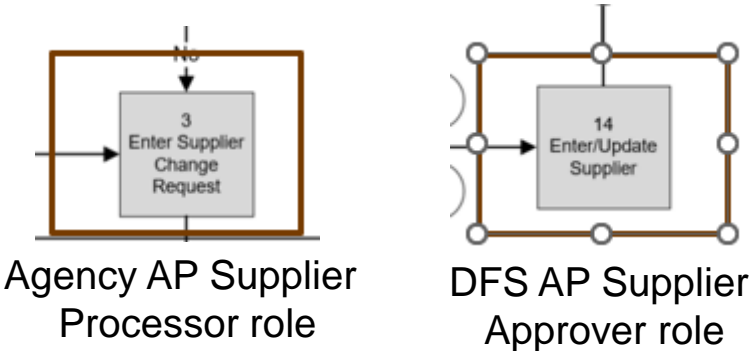


Supplier Registration	Status	Action
	Draft	Registration started, but not yet submitted
	Pending Review/ Approval	Registration has been submitted but not yet reviewed by the Approver
	Request More Information	Approver has reviewed the Registration and responded back to the requestor for more information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



# Disbursements Management

## Supplier Lifecycle – Change Requests and Updates



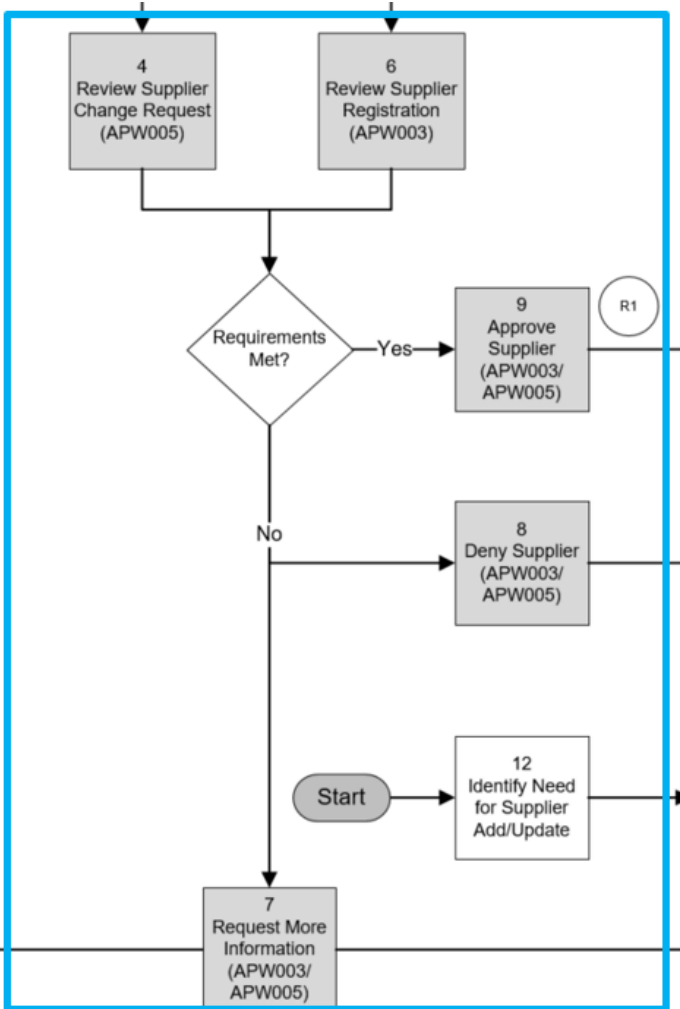
DFS AP Supplier Banking Processor role

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

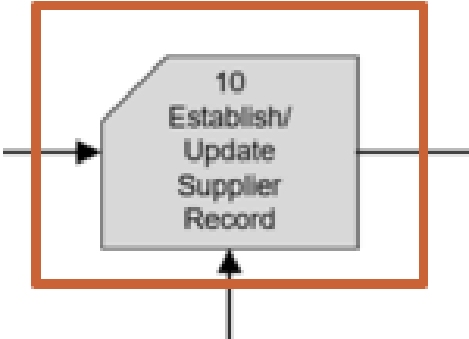


	Status	Action
<b>Supplier Approval Workflow</b>	Pending Approval	Registration or Change Request has been submitted but not yet reviewed by the Approver
	Request More Information	Approver has reviewed the Registration or Change Request and responded back to the requestor for more information
	Rejected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

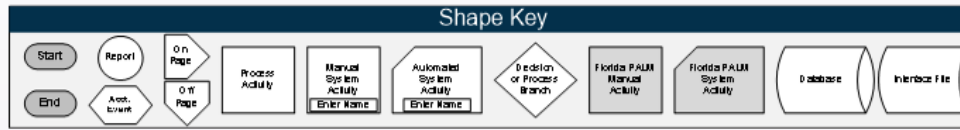


# Disbursements Management

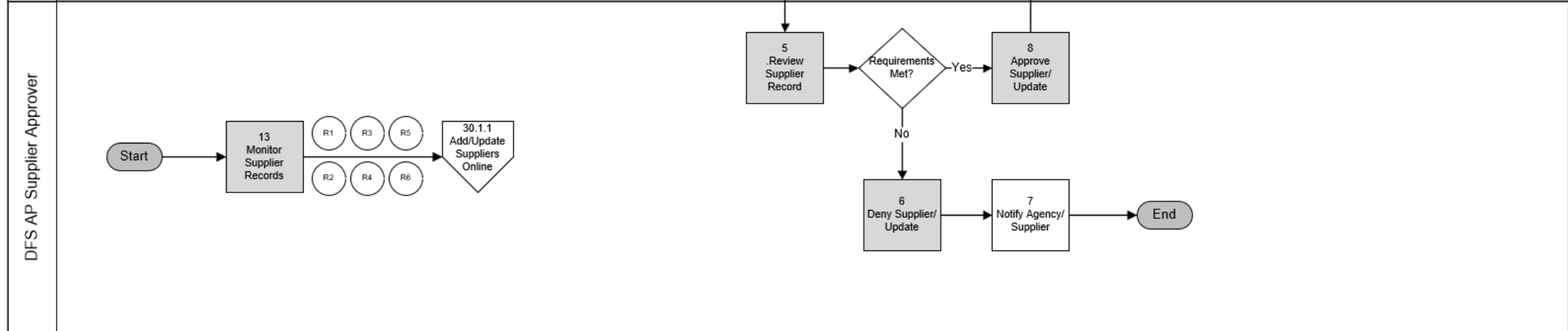
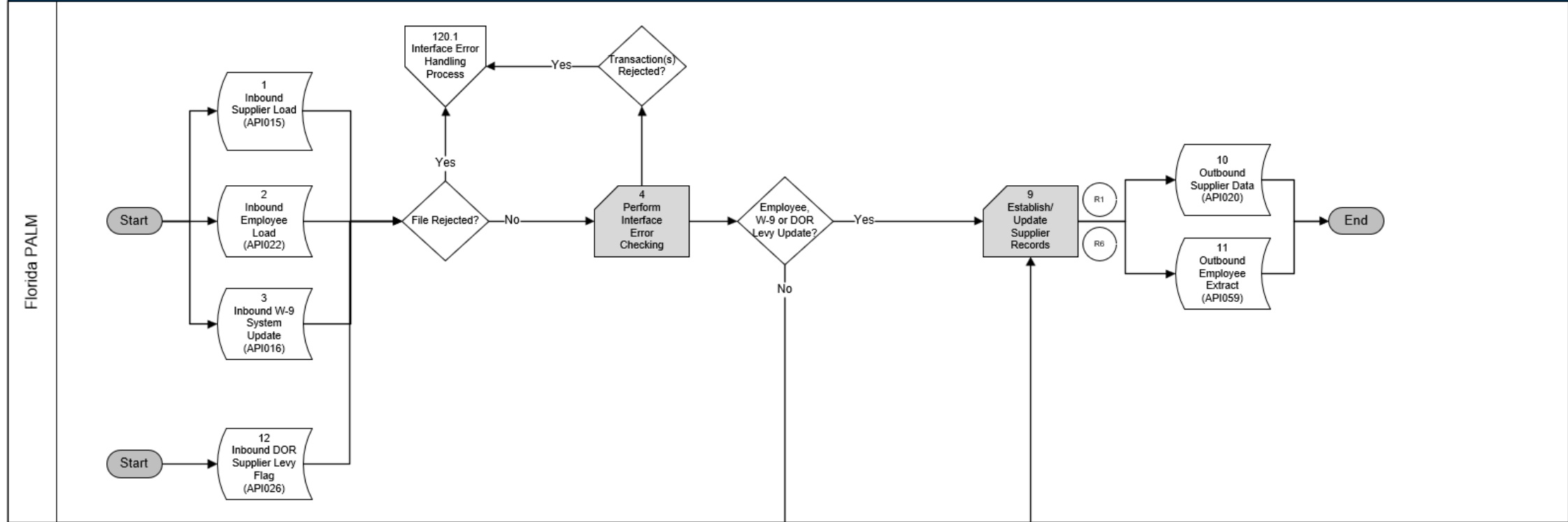
## Supplier Lifecycle – Creation/Update



	Status	Action
<b>Supplier Status</b>	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). The 'Supplier Relationships' section shows it is a Corporate Supplier with Corporate SetID STATE and Corporate Supplier ID 000000002.





# 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

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 View 1

	Business Unit		
1	AUS01 <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
2	US001 <input type="text"/>	<input type="button" value="+"/> <input 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

The screenshot displays the Florida PALM Supplier Record interface. The 'Identifying Information' tab is selected and highlighted with a red box. The form contains the following fields:

- SetID: STATE
- Supplier ID: 0000001016
- \*Supplier Short Name: TD BANK NA (with sub-field TD BANK NA-001)
- \*Classification: Supplier
- HCM Class: [Dropdown]
- \*Persistence: Regular
- \*Supplier Status: Approved
- \*Supplier Name: TD Bank NA
- Additional Name: [Empty]
- Withholding:
- Open For Ordering:
- VAT Registration:
- \*Supplier Audit: Default
- Supplier Audit:

Buttons for 'Check for Duplicate', 'Expand All', and 'Collapse All' are present. Below the main form are sections for 'Supplier Relationships', 'Create Bill-To Customer', 'Supplier Rating', and 'Supplier Logo'. The 'Additional ID Numbers' section is highlighted with a red box and contains:

- Customer SetID: STATE
- Customer ID: [Empty]
- Our Customer Number: [Empty]

A table titled 'ID Numbers' is shown with the following data:

Type	SetID	ID Number	DUNS Number
TIN		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<sup>A</sup>L<sup>M</sup>

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

**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

**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

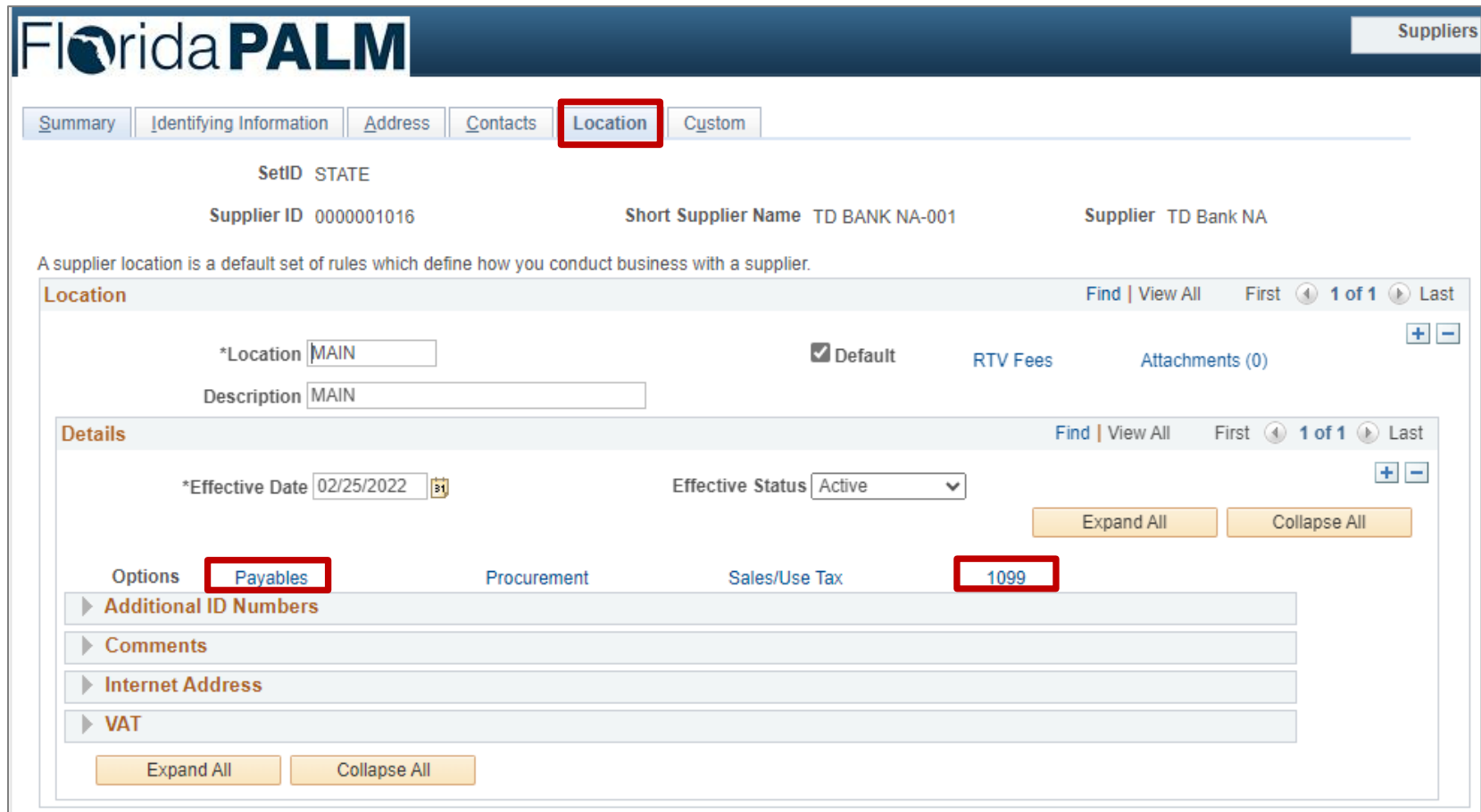
API020 - Outbound Supplier Data - File format : (Pipe ( ) Delimited TXT).							
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N), Conditional (C)	Description	Valid Values/Defaults	Processing Rules
Record Code	Contact	Character	1	Y	Record Code identifying the 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 note 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

**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. Expand All and Collapse All buttons are present at the bottom of the details section.



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  MAIN  
 Search PO BOX 1377  
 Lewiston, ME 42431  
 Location MAIN MAIN

**Remitting**

\*Supplier   TD Bank NA  
 \*Address  MAIN  
 Search PO BOX 1377  
 Lewiston, ME 42431  
 \*Location   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

The screenshot shows the 'Supplier Information' search page in the FloridaPALM system. At the top, a navigation bar includes 'Favorites', 'Main Menu', 'My Homepage', and 'Supplier'. The main header features the 'FloridaPALM' logo and a 'Suppliers Search' button. Below the header, the page title 'Supplier Information' is followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. A 'Search Criteria' section is expanded, showing several search fields: '\*SetID' (dropdown), 'Supplier ID' (dropdown), 'Persistence' (dropdown), 'Short Supplier Name' (dropdown), 'Our Customer Number' (dropdown), and 'Supplier Name' (dropdown). Each dropdown is followed by a search icon. Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and '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

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

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.

\*Netting Not Applicable  
L/C ID  
Supplier Bank Messages  
Hold Payment  
Separate Payment

**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

<b>STATE OF FLORIDA</b> <b>DEPARTMENT OF FINANCIAL SERVICES</b> <b>PAYMENT ADVICE</b>					
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
<b>STATE OF FLORIDA</b> DEPARTMENT OF FINANCIAL SERVICES				VOID AFTER 12 MONTHS	
PAY FOUR HUNDRED FIFTY & 00/100 DOLLARS				AMOUNT <span style="border: 1px solid black; padding: 2px;">\$*****450.00</span>	
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	Backorder Status	Not Backordered	Create BackOrder
*Supplier	NABI-001-001	Supplier Details	Receipt Status	Received	Dispatch
*Supplier ID	0000000002	North American Business Industries	*Dispatch Method	Print	Dispatch
*Buyer	Agency_Buyer	Agency Buyer	<b>Amount Summary</b>		

PO Reference [ ]

Merchandise	1,000.00	
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	<b>1,000.00</b>	USD
<b>Encumbrance Balance</b>	<b>500.00</b>	USD

Buttons: Calculate

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



# 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 currently empty. At the bottom, there are fields for Country (USA United States), Address 1 (123 Updated Address), Address 2, Address 3, City (Aniston), County, State (AL Alabama), and Postal (36207). There are also fields for Prefix, Fax, and Phone. At the bottom of the main window are buttons for OK, Cancel, and Refresh. The Florida PALM logo is also present in the bottom right corner of the interface.



# 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

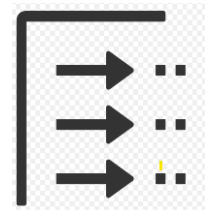
should this interface file be sent ?



- 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**

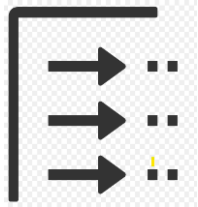
should this interface file be sent ?



- 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

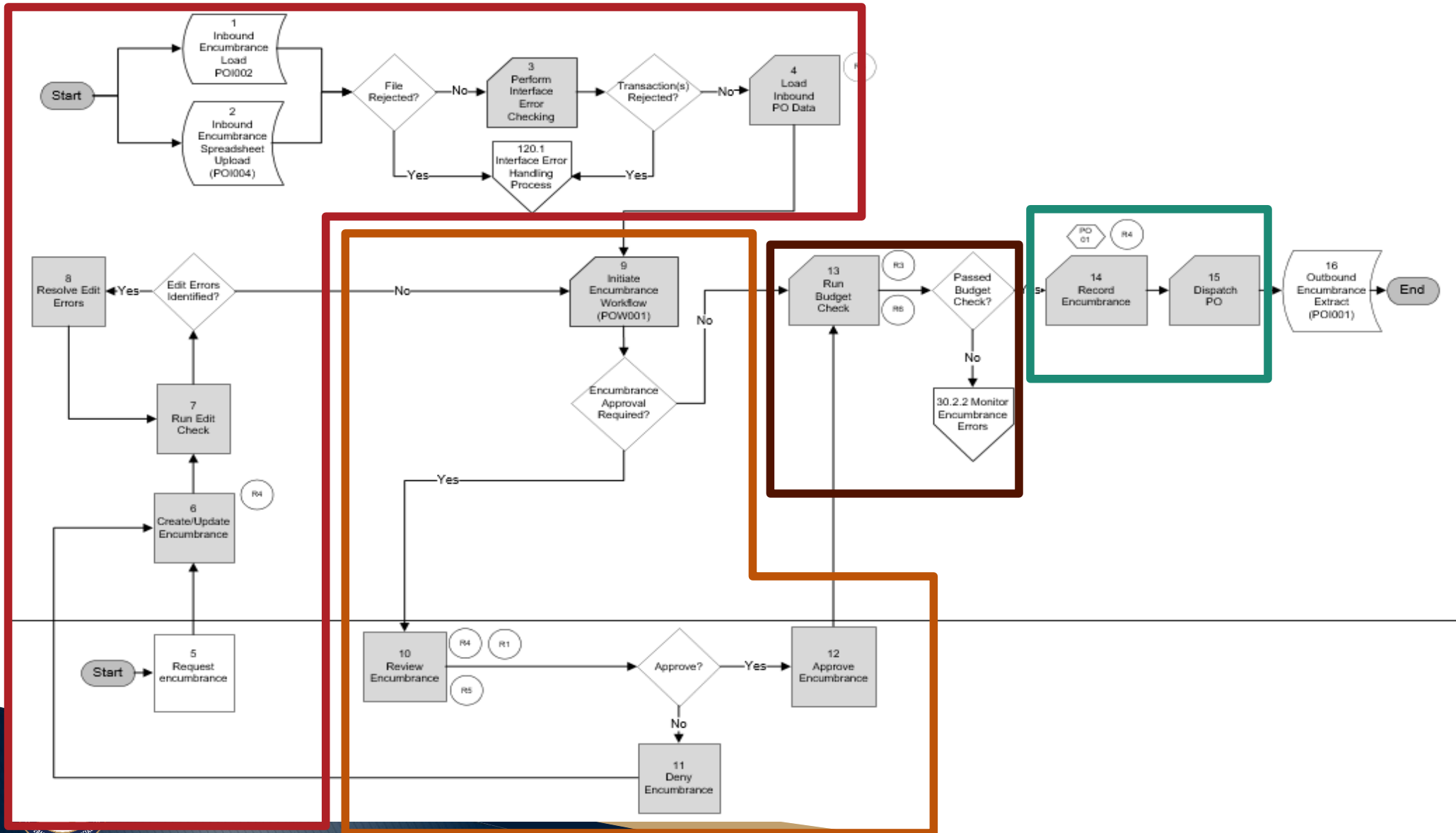


# Encumbrance Creation



# 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 page. The header includes the business unit '43000' and PO ID '000004125'. The PO status is 'Open'. The supplier is 'COCA COLA INC' and the buyer is 'VP1'. The amount summary shows a total amount of 1,000.00 USD. The 'Lines' table contains one line item for 'supplies' with a quantity of 10.0000 and a price of 100.00000. Red boxes highlight the 'PO Status Open', 'Hold From Further Processing' checkbox, 'Buyer VP1', 'Header Details' button, 'Add Comments' button, 'Category SUPPLIES', and a print icon.

**Florida PALM**

Maintain Purchase Order

### Purchase Order

Business Unit 43000  
PO ID 000004125  
Copy From [dropdown]

**PO Status Open** [check] [print] [close]

Hold From Further Processing

**Header** [help]

\*PO Date 08/30/2021 [calendar] Supplier Search  
\*Supplier COCA COLA-001 [search] Supplier Details  
\*Supplier 0000000100 COCA COLA INC  
\*Buyer VP1 [search] Kenneth Schumacher

Receipt Status Not Recvd  
\*Dispatch Method Print [dropdown] Dispatch

**Amount Summary** [help]

Merchandise	1,000.000	
Freight/Tax/Misc.	0.00	Calculate
<b>Total Amount</b>	<b>1,000.000</b>	<b>USD</b>

PO Reference [input]  
Header Details [button] Activity Summary [button]  
PO Defaults [button] Add Comments [button]  
PO Activities [button] Add Ship to Comments [button]  
Actions [dropdown]

**Add Items From** [help]

Catalog [input] Item Search [input]  
Purchasing Kit [input]

**Lines** [help] Personalize | Find | View All | [print] [refresh] First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status		
1	[input]	supplies	10.0000	EA	SUPPLIES	100.00000	1,000.000	Approved	[comment]	[print]

View Printable Version [button] Close Short All Lines [button] \*Go to ... More ... [dropdown]

Save [button] Notify [button] Refresh [button] Add [button] Update/Display [button]



# 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 for maintaining a purchase order. A 'Look Up SpeedChart' dialog box is open, displaying search results for a SpeedKey. 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, along with a 'Basic Lookup' link. 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)
<b>SPEEDKEY1</b>	<b>Multi Line</b>
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 with a 'SpeedKey' field highlighted by a red box.



# 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

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

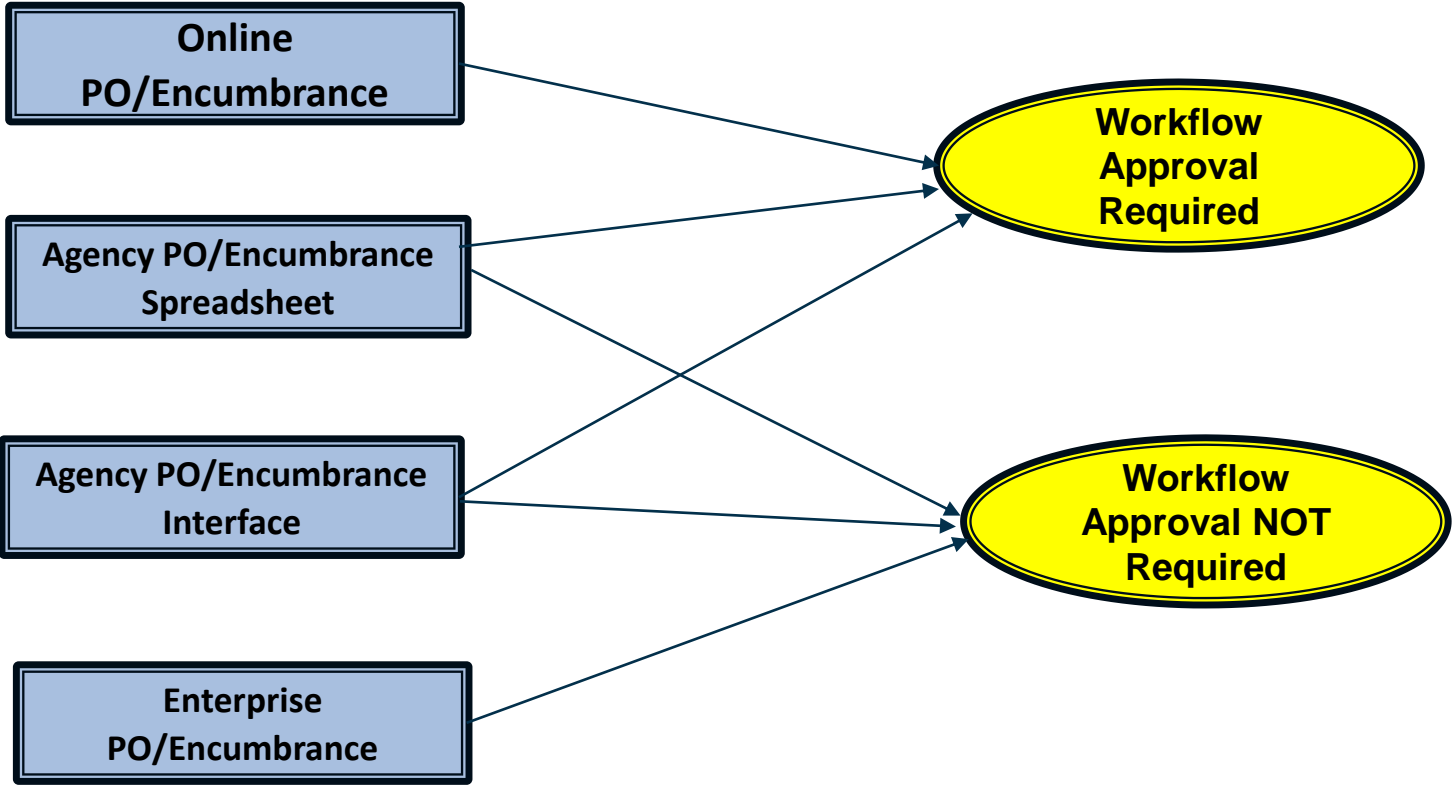
SpeedKey:  Multi-SpeedCharts

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"/>	

OK Cancel Refresh





# 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

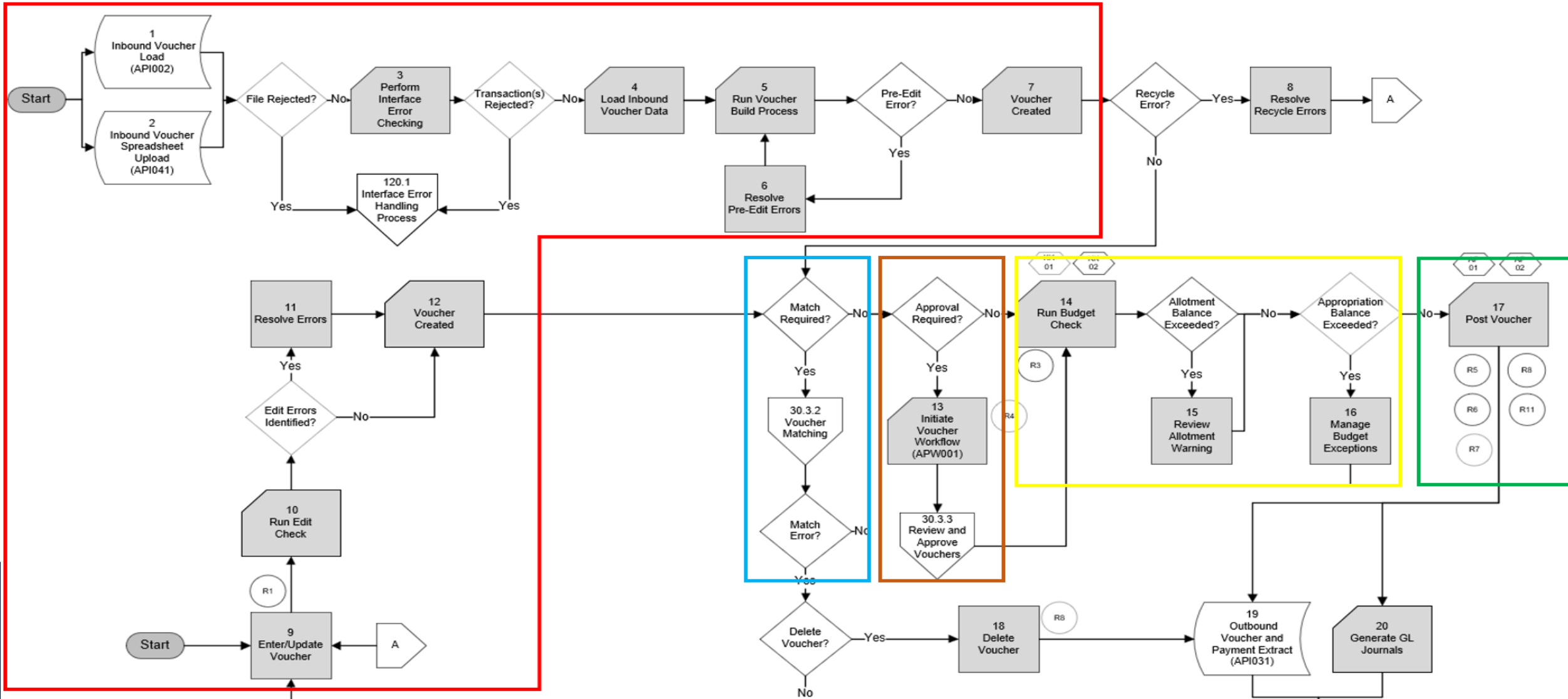


# Voucher Lifecycle



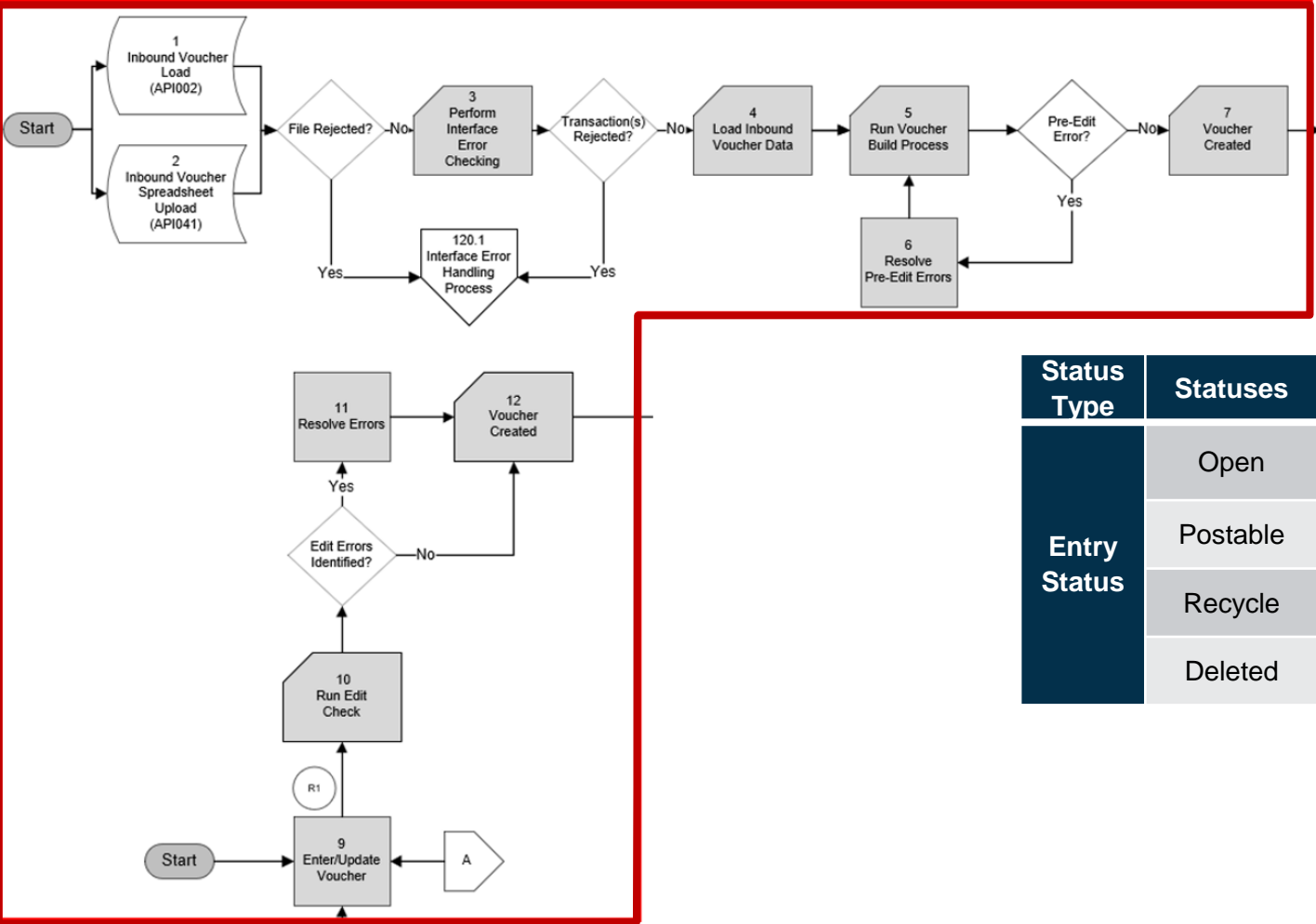
# Disbursements Management

## 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**  
**Budget Misc Status** Valid **Audit Logs**  
**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	<b>Invoice Total</b>		<b>Non Merchandise Summary</b>	
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		<b>SpeedKey</b>		
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 Basis (210\_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, Attachments, 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 (SCM 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 (highlighted), Asset, Business Unit, Profile ID, Asset ID.
  - Table data: Line 1, Merchandise Amt 25,000.00, Quantity 1.0000, Asset ID Reference, Asset (checkbox), Business Unit (43000), Profile ID (540300), Asset ID (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

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

Supplier: [Staples Inc](#)

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

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

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

Save Calculate Print

Copy From Source Document

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

Line 1  Copy Down  
 \*Distribute by Amount  
 Item  
 Quantity  
 UOM  
 Unit Price  
 Line Amount 500.00

Ship To 43000\_DFS  
 Description paper  
 Packing Slip  
 SpeedKey

One Asset Calculate

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

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

Save 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	Copy Down	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)
<b>SPEEDKEY1</b>	<b>Multi Line</b>
TEST	(blank)

Dist	Status	Percent	PO Qty	Merchandis 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

OK Cancel Refresh



# 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

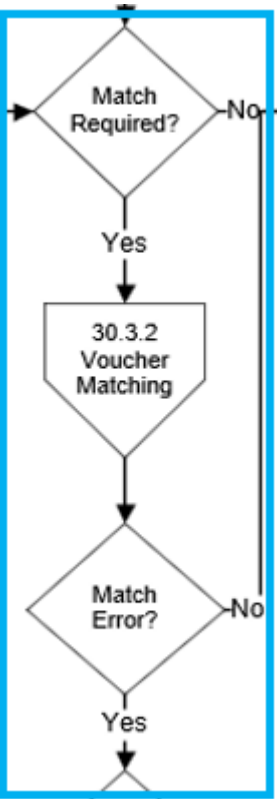
Distribution Lines Personalize Find View All First 1 of 1 Last

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 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

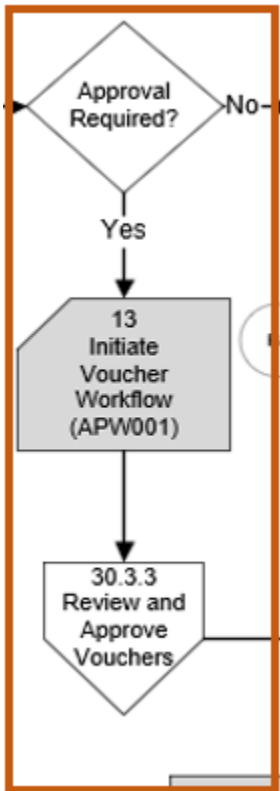
View Related Payment Inquiry Go

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](#)

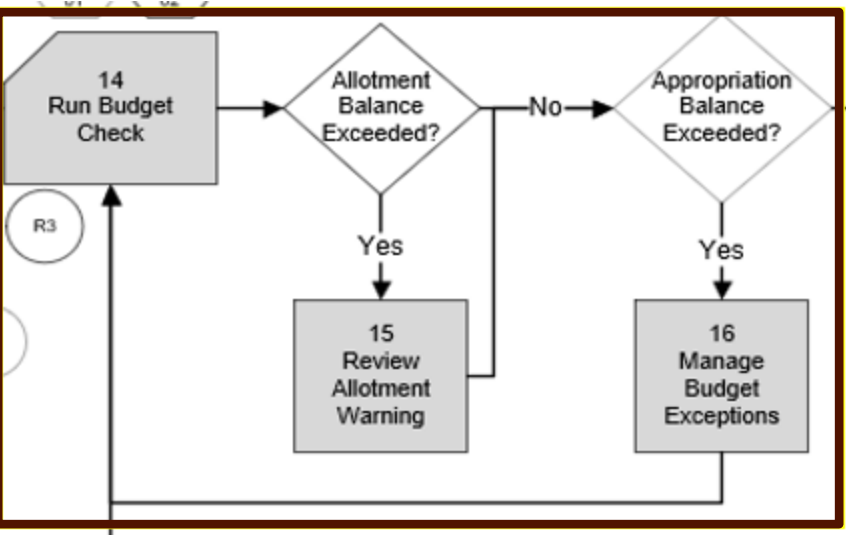
<b>Business Unit</b> BUY01	<b>Invoice Date</b> 01/28/2010
<b>Voucher ID</b> R91DD09	<b>Invoice No</b> R91DD09
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 75,050.00 USD
<b>Supplier Name</b> Books4U and Me 588 Owens Drive Pleasanton, CA 94560	
<b>Entry Status</b> Postable	<b>Pay Terms</b> End Nxt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

[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  
[Audit Logs](#)

**Budget Status** Valid

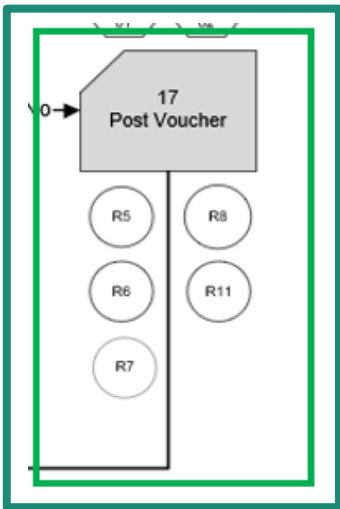
**Budget Misc Status** Valid

[View Related](#) Payment Inquiry [Go](#)



# 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

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

The screenshot shows the Oracle Financials interface for a Voucher. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The Oracle logo is at the top. Below the breadcrumb, there are tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes (selected), and Error Summary. The main content area displays various voucher attributes:

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

At the bottom, there are navigation buttons: Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. A summary bar at the very bottom repeats the tabs: 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



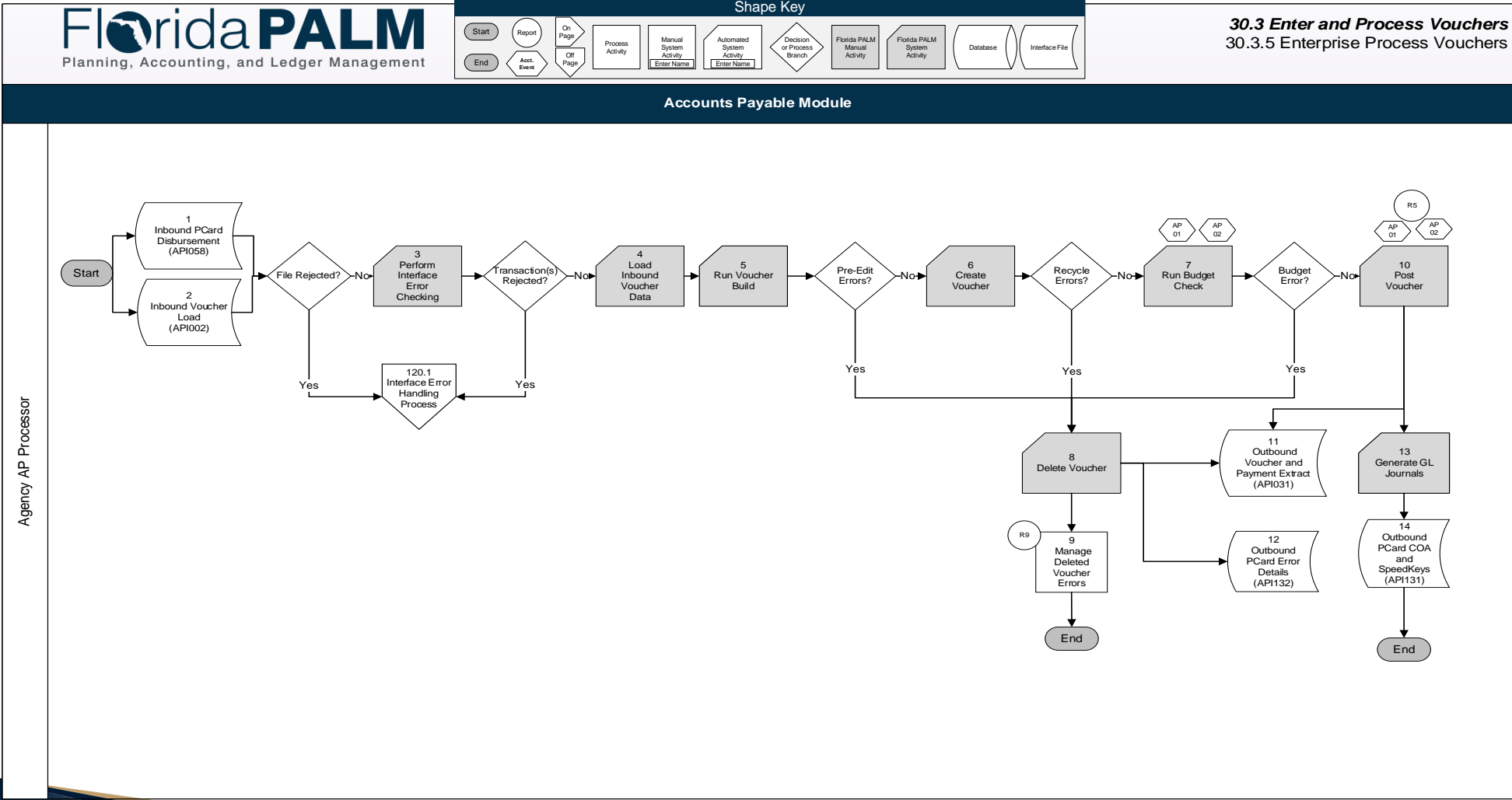


# BUSINESS PROCESS MODEL UPDATES

## 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



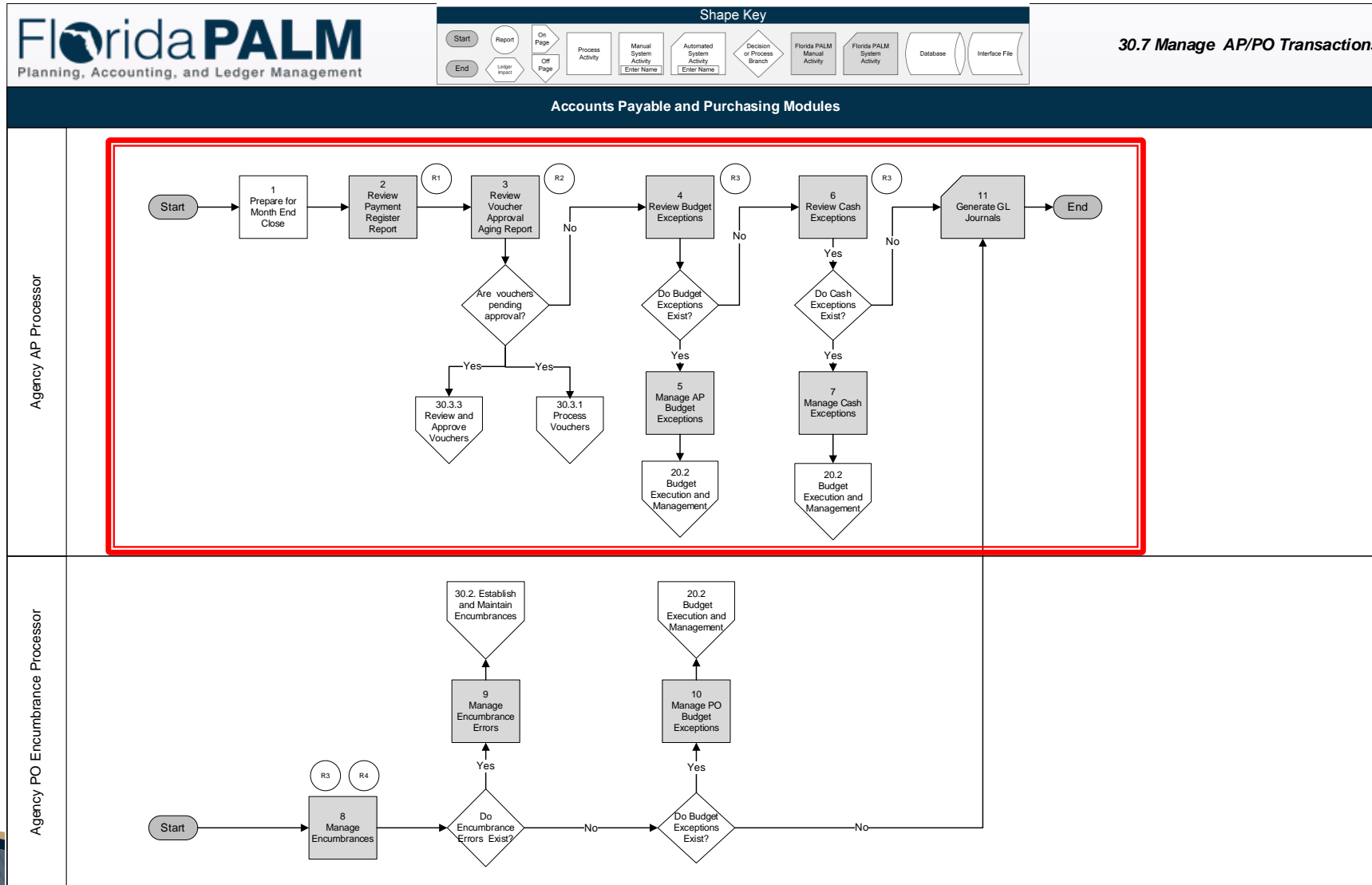
# BUSINESS PROCESS MODULES

## SEGMENT IV

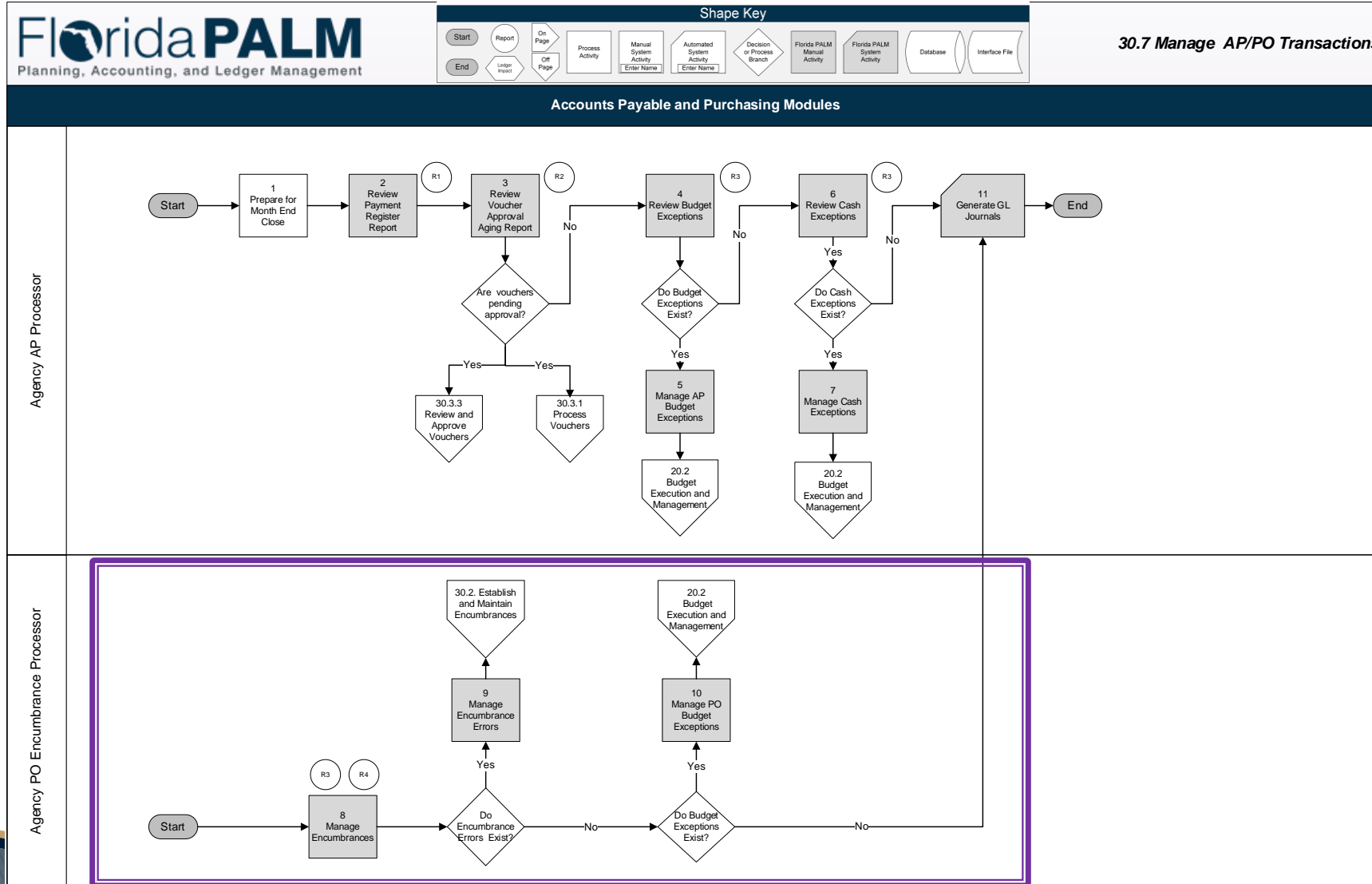
ACCOUNTS PAYABLE



# 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

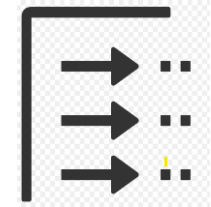
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

## Which

run control parameters are used ?



- N/A

# API002 - Inbound Voucher Load

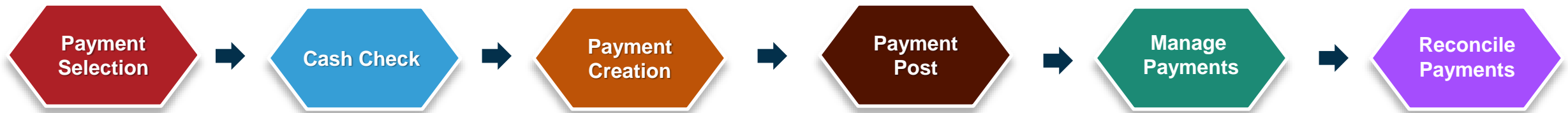
- ▶ Added Asset ID Reference
- ▶ Added Receipt fields for capturing Carry Forward Payables
- ▶ No Generic Supplier
- ▶ Default Supplier Location and Sequence Number
- ▶ Payment Reference ID
- ▶ Added Address Line four
- ▶ Added Final Payment Indicator
- ▶ Org security

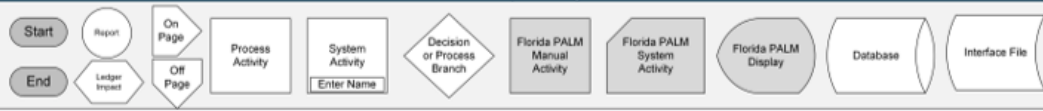


# PAYMENTS

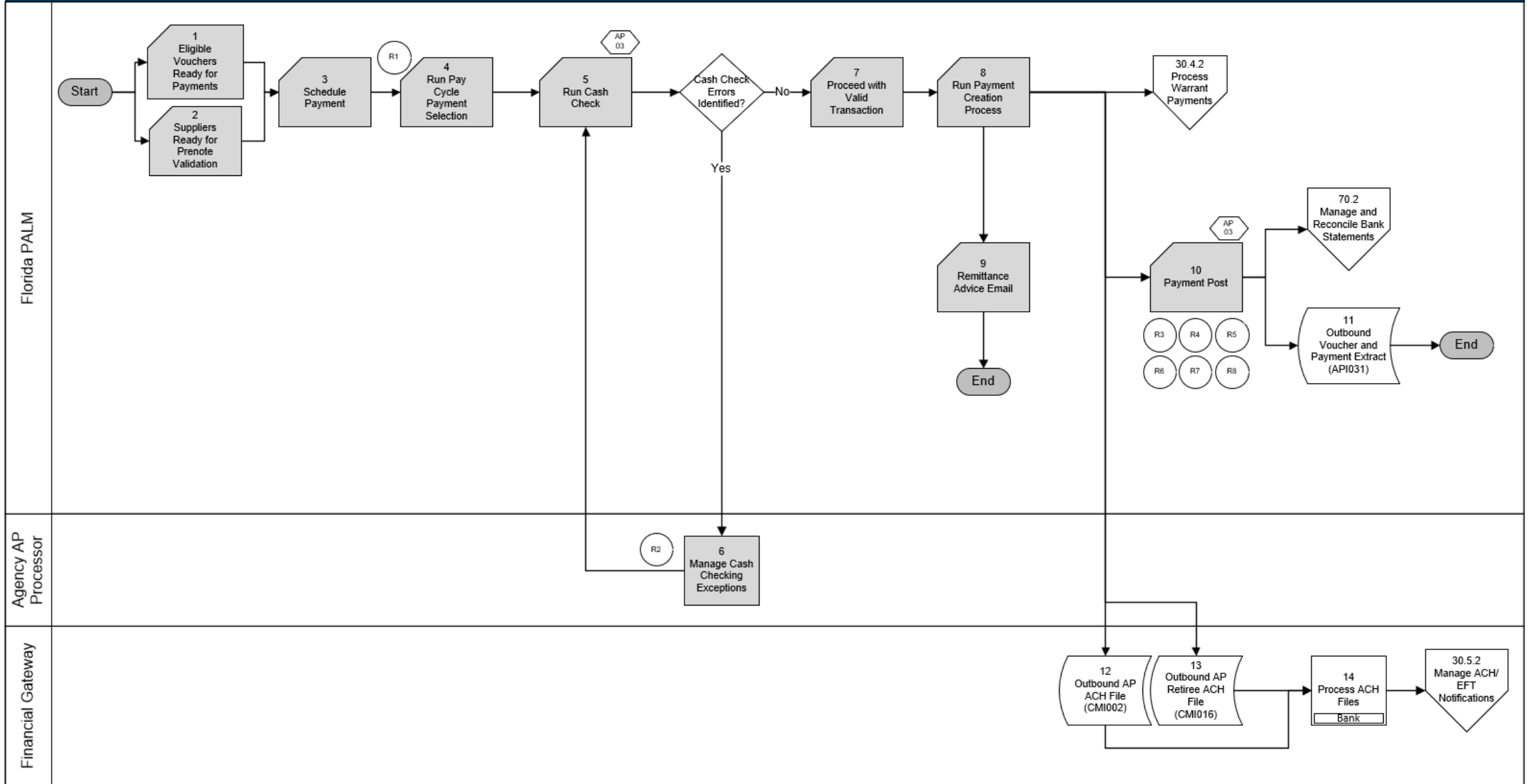


# Voucher Lifecycle - Payment





**Accounts Payable Module**

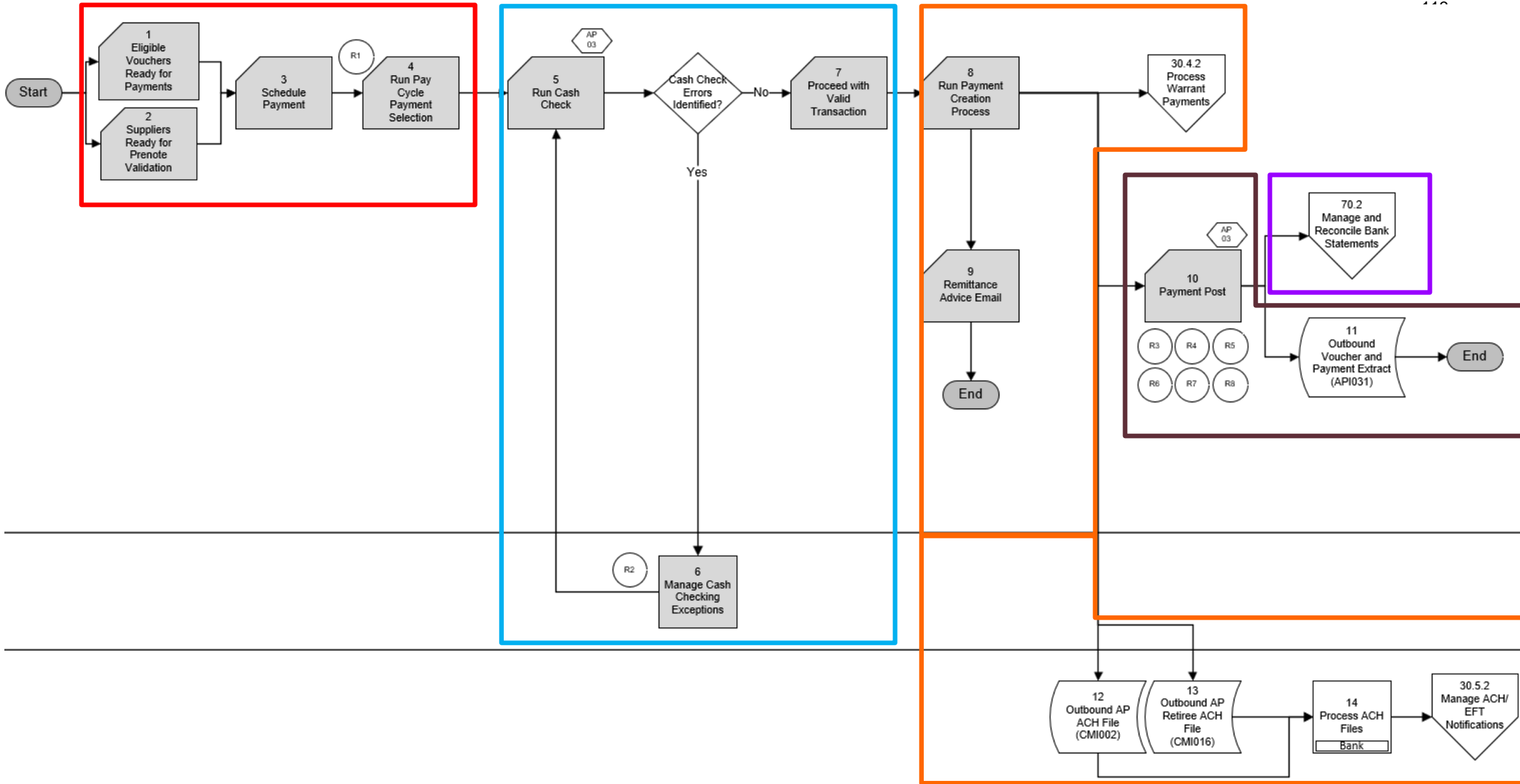


# Disbursements Management

## 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

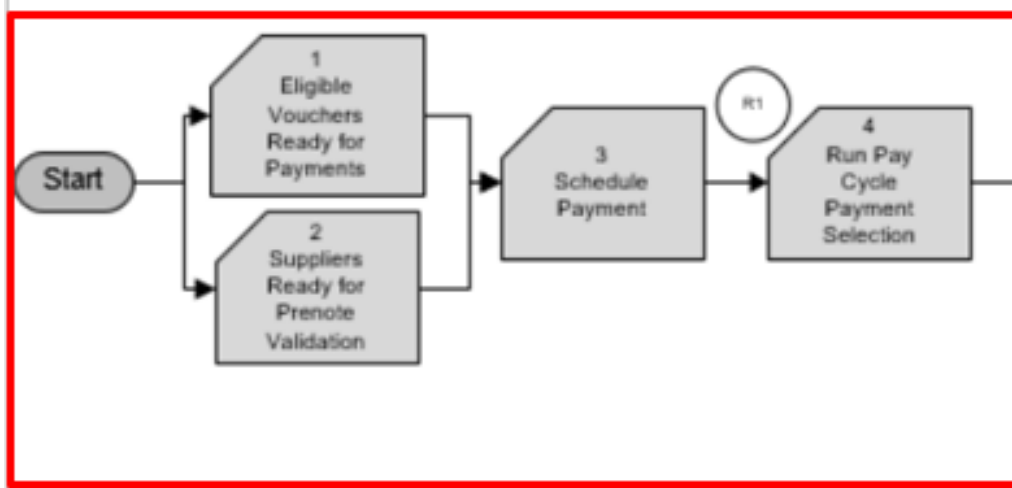






# Disbursements Management

## Voucher Lifecycle – Payment Selection



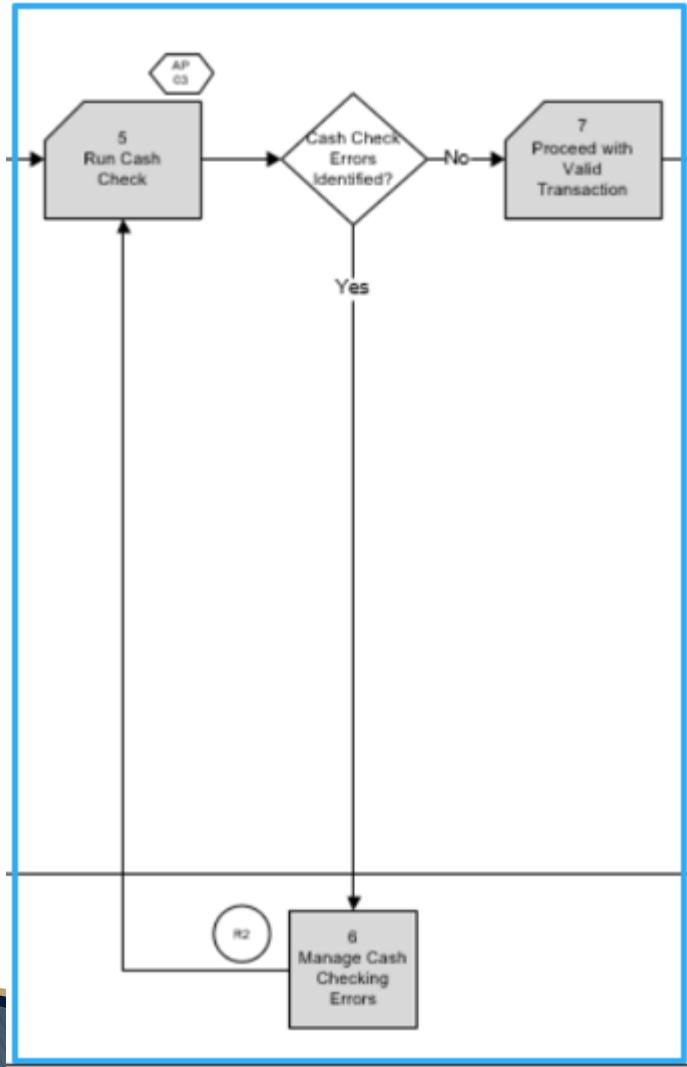
Status Type	Statuses	Translate Values	Action
Voucher Post Status	Unposted	U	Until the voucher is posted , its status is Unposted.
	Posted	P	When you post a voucher in PeopleSoft Payables, the system creates balanced accounting entries to record the liability and sets the post status to Posted.

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	<a href="#">Approval History</a>
Approval Status	Approved	Voucher Source	Online
Post Status	Unposted	Origin	ONL
<b>Cash Check Status</b>	<a href="#">Exceptions</a>	Created On	10/23/2019 3:30PM
Budget Status	Valid	Created By	Agency_AP_Processor
Budget Misc Status	Valid	Last Update	10/23/2019 3:34PM
		Modified By	Agency_AP_Approver_1
		ERS Type	Not Applicable
		Close Status	Open

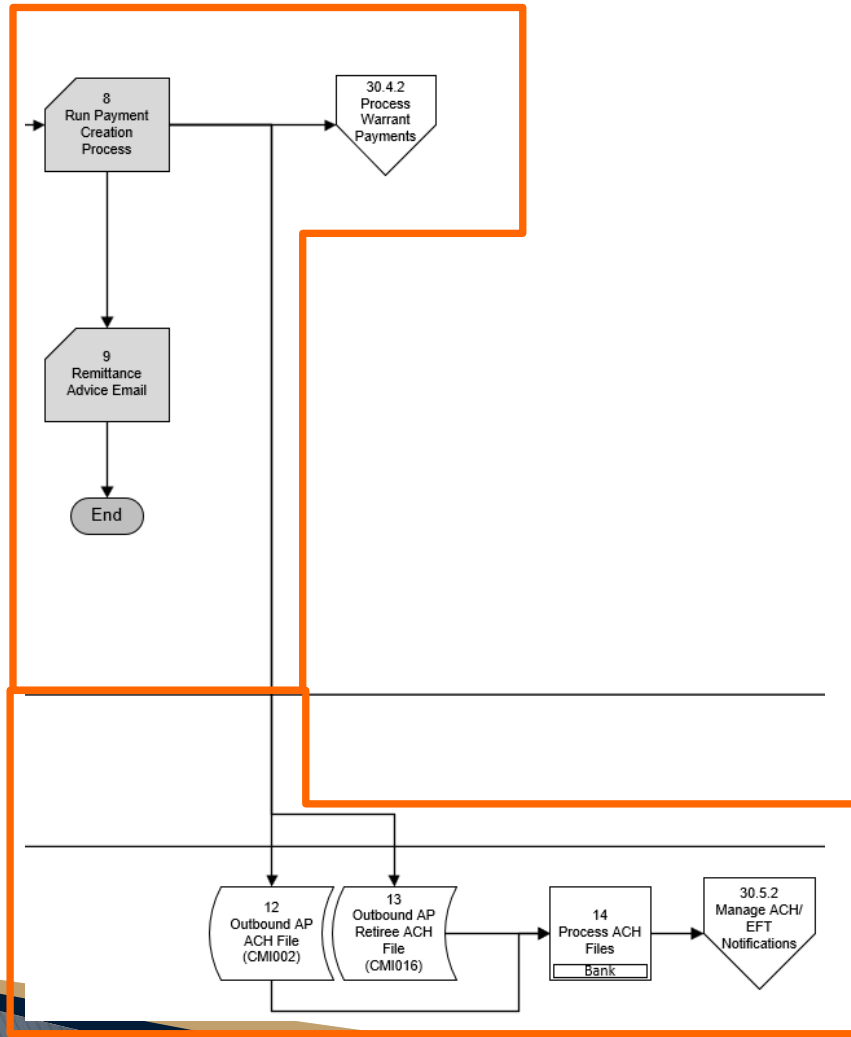
\*View Related

[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 WIPTTEST01  
 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  
 [Payment Inquiry] Express Payment Payment Note(0)

**Payment Inquiry Result**

[List Icon] [Search Icon] 1-1 of 1 View All

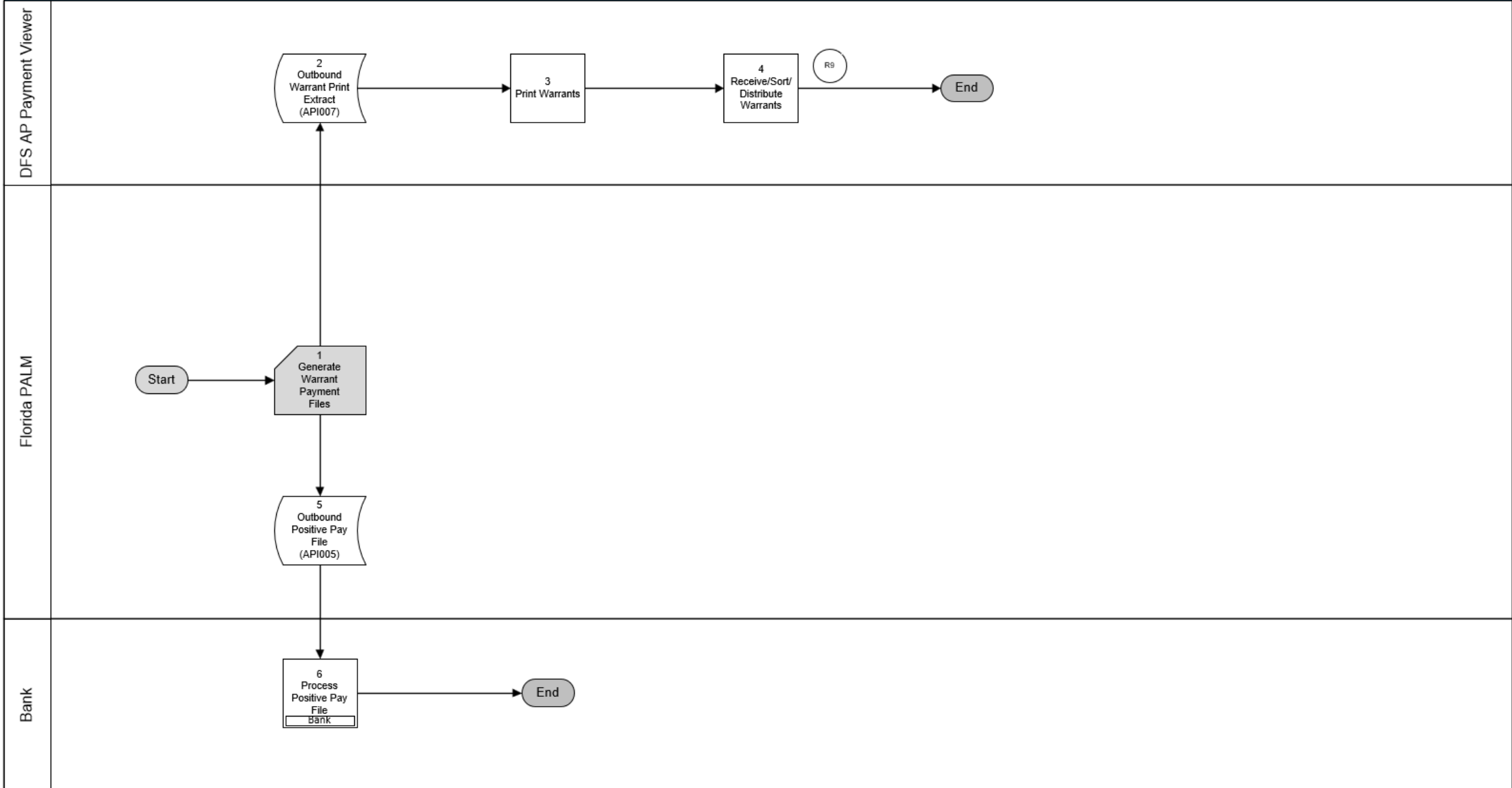
Payment Details | Additional Info | Supplier Details | Financial Gateway

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	





**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

<b>STATE OF FLORIDA</b> <b>DEPARTMENT OF FINANCIAL SERVICES</b> <b>PAYMENT ADVICE</b>					
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

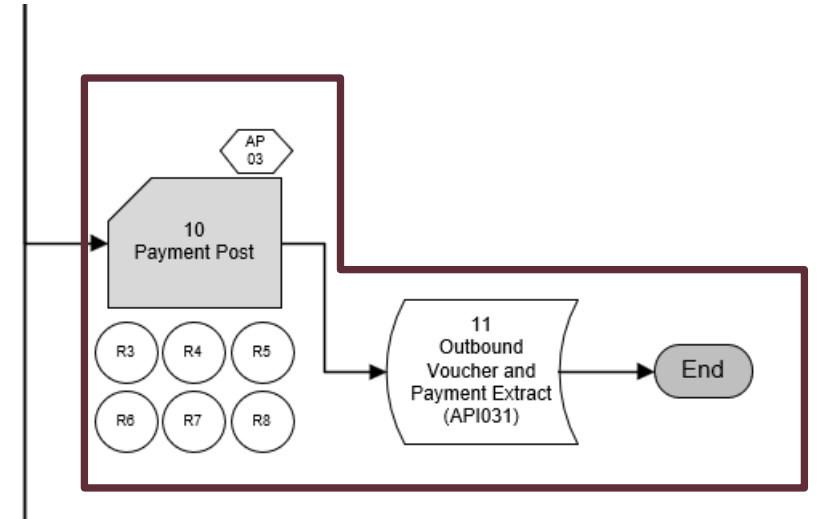
<LOGO>	Dept Of Financial Services	00 DFS - DISBURSEMENTS	Warrant Date: 9/27/2023	Warrant Number: 009060
<b>STATE OF FLORIDA</b> DEPARTMENT OF FINANCIAL SERVICES			<CHECK STOCK NUMBER>	
PAY FOUR HUNDRED FIFTY & 00/100 DOLLARS			AMOUNT \$*****450.00	
TO THE ORDER OF	SUPPLIER ONE 444 BUILDING 1 PO BOX 123456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

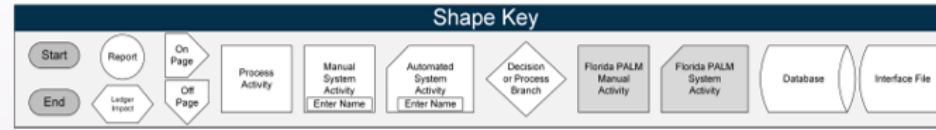


**Payment Inquiry Result**

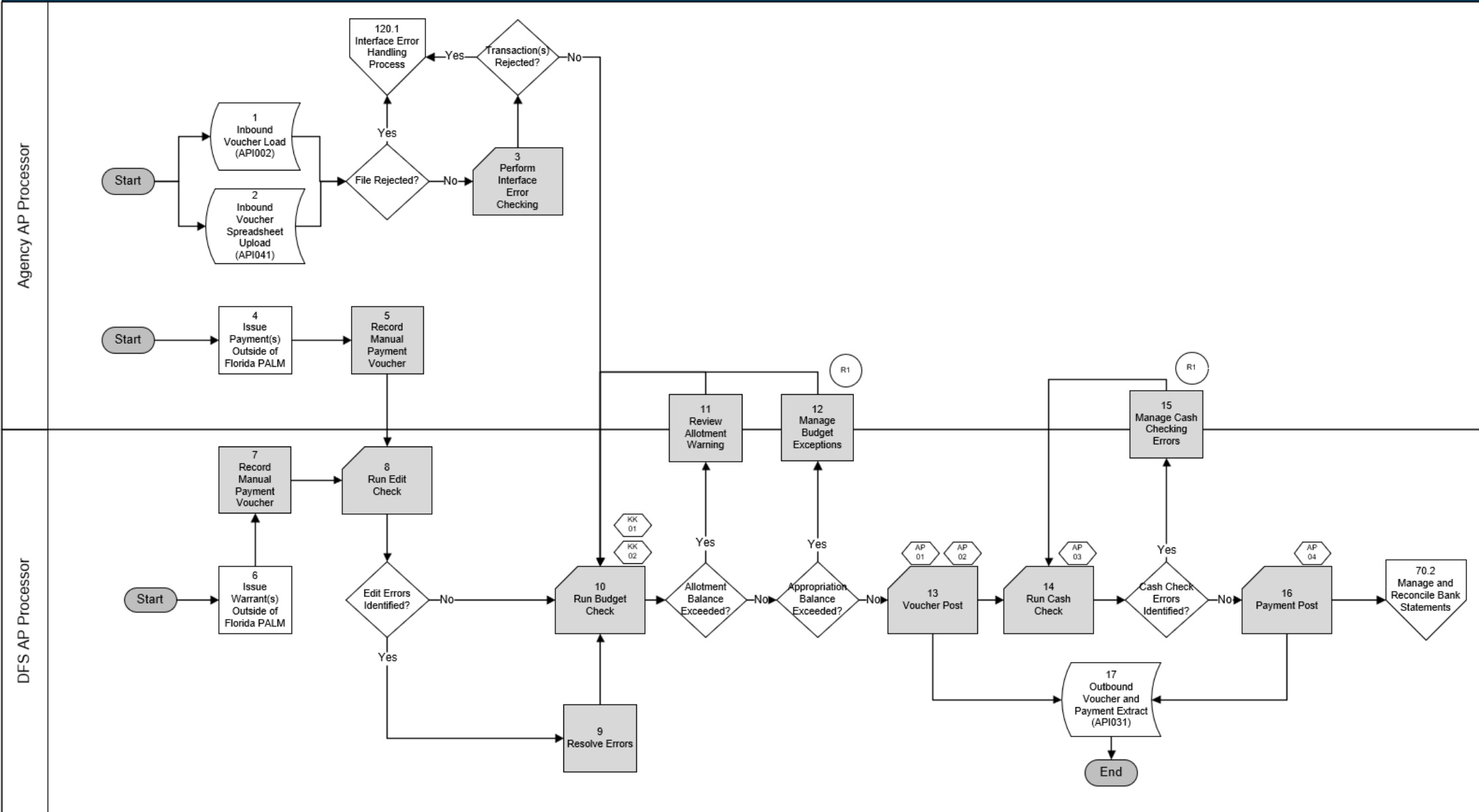
Payment Details | **Additional Info** | Supplier Details | Financial Gateway ||>

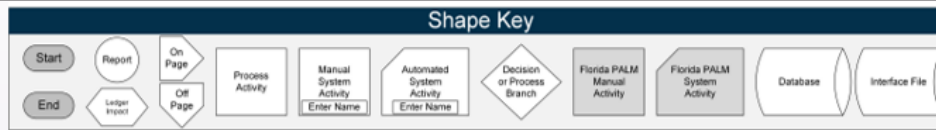
Actions	Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Cancel Reason
▼ Actions	VCHR	4803593570	Posted	No Cancel Action		



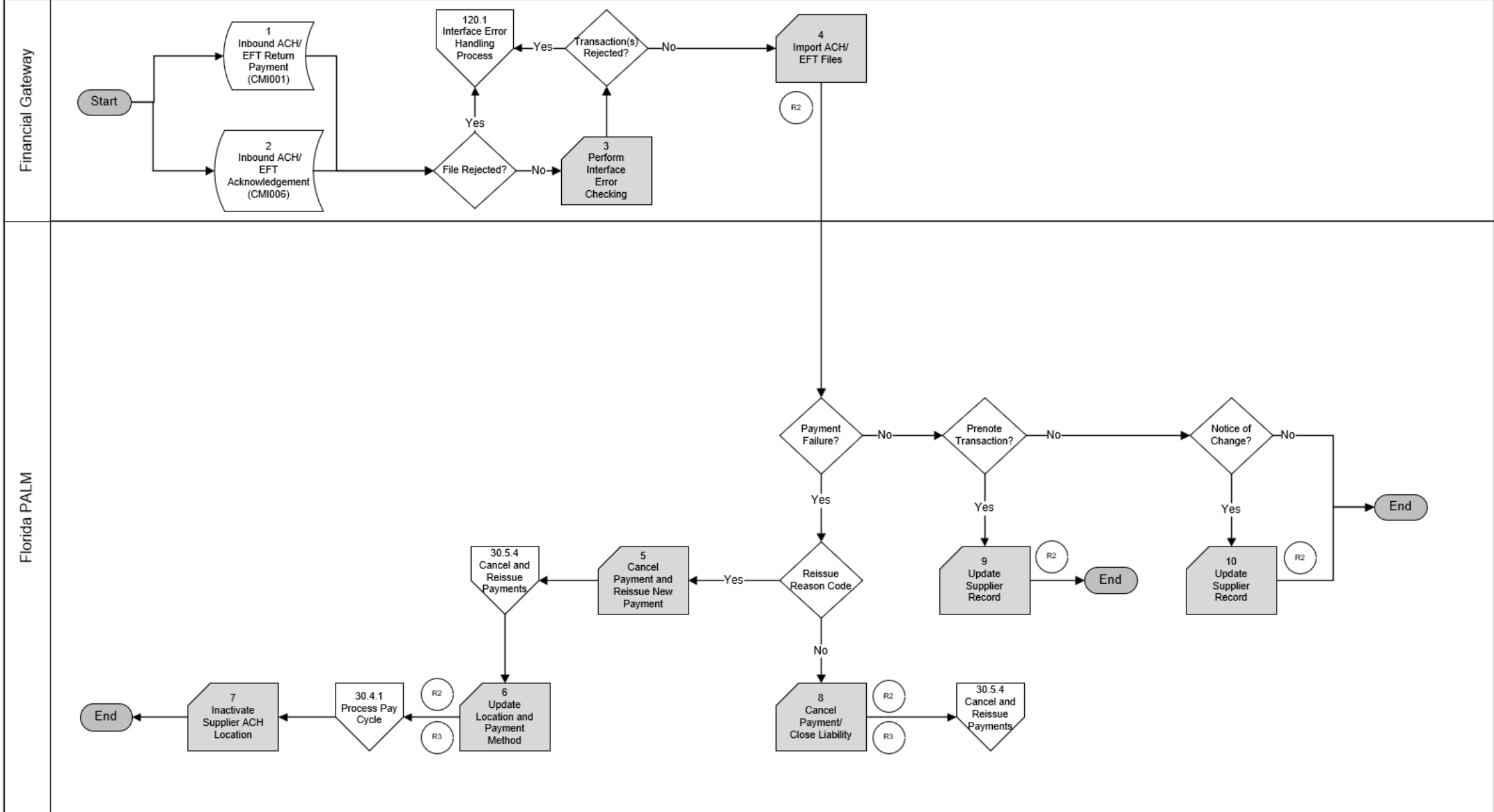


Accounts Payable Module





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	PNH9877	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

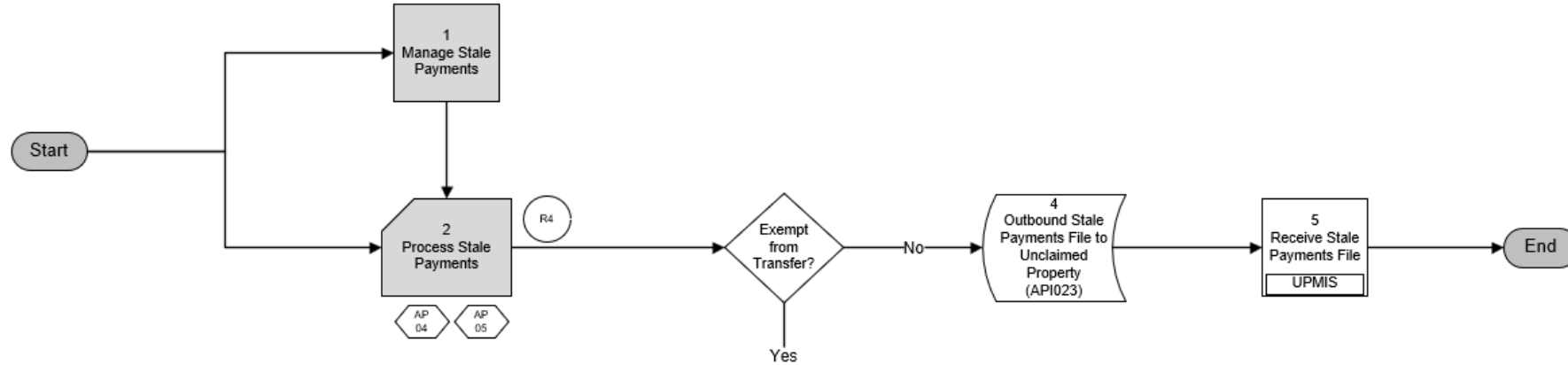




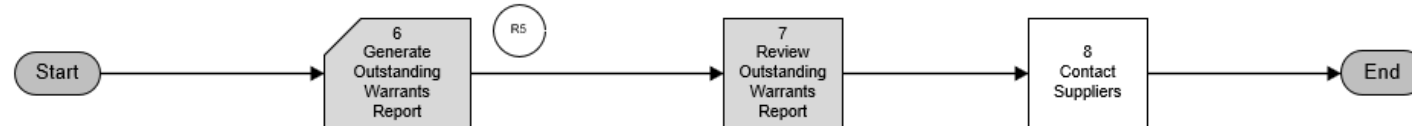


**Accounts Payable Module**

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



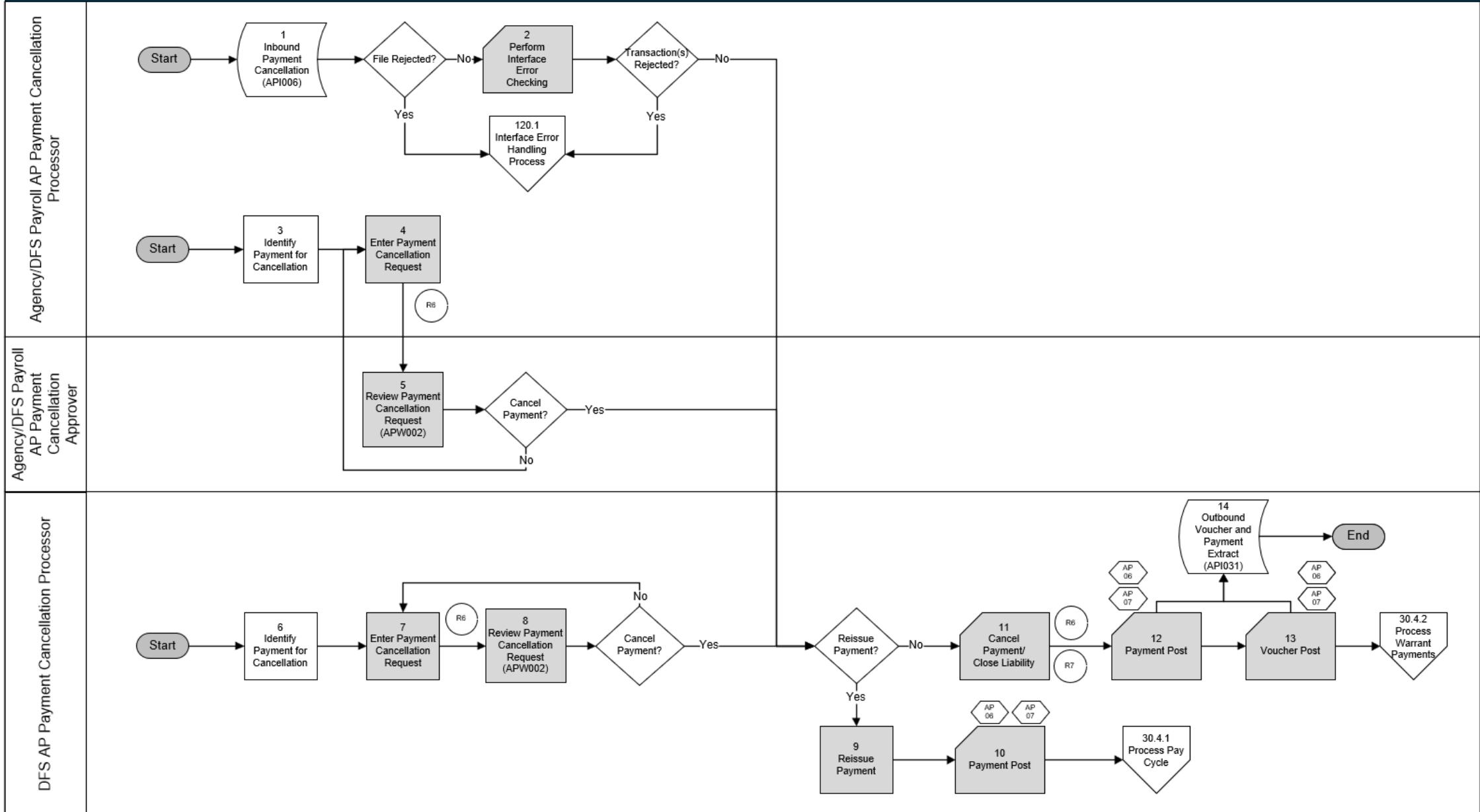
# Disbursements Management

## 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**

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

[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  
Pay  
Payment Date 10/08/2018  
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**

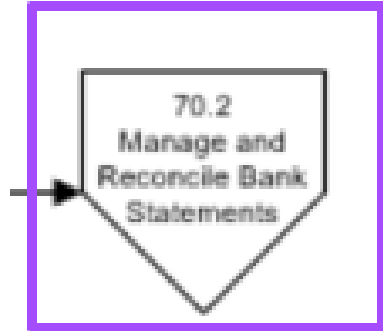
Payment Details | **Additional Info** | Supplier Details | Financial Gateway [Menu]

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

Payment Inquiry Result										
<span>Payment Details</span>   <span>Additional Info</span>   <span>Supplier Details</span>   <span>Financial Gateway</span>										
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

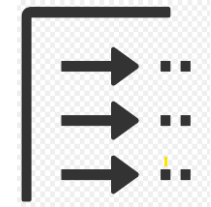
should this interface file be sent ?



- 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



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