CW.30.7 Manage Accounts Payable Transactions

Revision History

Version	Date	Revision Notes
1.0	*10/19/2020*	*Accepted Version*

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Business Process Overview

The Manage Accounts Payable (AP) Transactions business process highlights the activities to complete to resolve transaction errors and ensure that transactions are executed in the correct period. The AP Exceptions Processor oversees the completion of the following accounts payable tasks: reviewing and taking appropriate action for vouchers submitted to Florida PALM that have not been paid and determining appropriate action needed to resolve budget, cash, and accounting exceptions needed to keep Departmental FLAIR to Florida PALM in balance.

Dependencies and Constraints

- Payments are issued and cancelled in Florida PALM.
- Agencies use inquiry access in Florida PALM to monitor reports for transaction errors.
- Agencies review Florida PALM reports to manage AP transaction errors or delays (i.e., pending DFS voucher approvals).
- AP transaction errors may be resolved in Florida PALM through completion of activities in other modules, closing or deleting the voucher, or updating the accounting on a voucher.
- Florida PALM provides a file of deleted vouchers to Departmental FLAIR for the creation of automated entries (TR58s) in Departmental FLAIR.
- Agencies monitor the accounting entries in Departmental FLAIR for vouchers deleted in Florida PALM.
- Agencies must update Departmental FLAIR for changes made to vouchers in in Florida PALM to resolve errors.
- Manage Accounts Payable Transactions Business Process is dependent on transaction processing in the normal course of business and resolution of failed transactions in the appropriate period.

Business Process Flow Details

Table 1: Process Steps Included on CW Business Process Model Flow

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Swim Lanes – Definition	**Agency AP Maintainer:** Agency role responsible for managing accounts payable transactions	
Process Step ID	**Process Step Title**	**Description of Process**
1	Review Payment Register Report	Review the Payment Register report in Florida PALM to identify electronic, warrant, or manual payments that have been issued.
2	Review Accounts Payable Aging Report	Review the Accounts Payable Aging report in Florida PALM to identify vouchers that are pending approval.
3	Review Budget Exceptions	Review the Budget Exceptions Inquiry Page in Florida PALM to identify vouchers with budget exceptions.
4	Review Cash Exceptions	Review the Cash Exceptions Inquiry Page in Florida PALM to identify vouchers with cash exceptions.

Process Step ID	Process Step Title	Description of Process
5	Resolve Exceptions	The Agency AP Maintainer uses the information provided in the reports to determine appropriate actions needed to resolve budget, cash, and accounting exceptions needed to reconcile to Florida PALM, which is the book of record. Refer to the Process Vouchers, the Budget Execution and Management, and the Manage Cash Checking Central Wave business processes for information on resolving exceptions. The Agency AP Maintainer may close a voucher to resolve an error.

Ledger Impacts

Table 2: Ledger Impacts Included on CW Business Process Model Flow

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Actuals Ledger – Close Voucher	Deceases Expenditure Decreases Liability

Reports

Table 3: Reports Included on CW Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Payment Register – a listing of electronic, warrant, or manual payments made as part of the payment cycle, and any offsets applied to those payments	Periodic, Monthly	Organizations
R2	Accounts Payable Aging – an aging schedule of vouchers that have been posted, but not paid	Periodic, Monthly	Organizations