



Accounts Payable Records



Accounts Payable Subsidiary Ledger (8S)

Accounts Payable are defined as liability accounts reflecting unpaid amounts owed to an entity or private person for goods, services, claims, or benefits. Payables are often recorded when a good or service has been received, or are expected within a short timeframe, but the disbursement will not take place immediately.

The Accounts Payable Subsidiary Ledger (8S) contains detailed transaction information for individual payables. 8S records are created by a TR80 (Unencumbered Payables) or TR81 (Encumbered Payables) entry. They are liquidated through a disbursement voucher or journal transfer as a TR53 (Payable Disbursement) or TR54 (Revolving Fund Payable Encumbered Disbursement).

Things to Consider

- Payables that have multiple lines that net to zero may need to be deleted.
- Some records may reflect lingering balances for final payments made without a Final Payment Indicator.
- When reviewing reports, look for:
 - atypical balances,
 - records with unusually low balances,
 - negative amounts, or
 - records created in a previous fiscal year.
- The sum of all records on the 8S File should reconcile to the balance of accounts payable General Ledgers.
- Validate whether the subsidiary records match outstanding obligations.

TOOLS

FLAIR Reports
DAPR01

IW Reports
Payable Balances
Payable Detail
ACCPAY Table

Monitoring Records on the Accounts Payable Subsidiary Ledger (8S)

1. Using a report listed in the Tools box, identify existing accounts payable records and balances.
2. Use the following questions to determine if action is needed:



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Is the record valid?

- Are there records with atypical balances?
- Have you disbursed the funds and not released the payable balance?

Is the record complete?

- Are all the fields on the record complete?
- Is the description clearly recorded?

Is the record accurate?

- Has the correct accounts payable GL been assigned?
- Is the liability established in the correct fund, year and amount?

3. If you answered no to any of the questions above, action needs to be taken. You may need to:
- Delete a record** – For invalid records, items should be deleted from the 8S File. This will create accounting entries that may require further correction. For guidance on how to delete a payable record, please see Section 207.12.3 of the FLAIR Procedures Manual.
 - Update information** – For incomplete or inaccurate records, updates to the 8S File may be necessary. See Section 207.12.3 of the FLAIR Procedures Manual for instructions to update accounts payable records.

For more information on how to manage Agency data, please see the Data Management Project website at <https://myfloridacfo.com/division/aa/state-agencies/data-management-project>