



The slide features a white background with a dark blue gradient at the bottom left. At the top right, there are two circular icons: a blue one with a document and dollar sign labeled 'Accounts Payable', and an orange one with a document and dollar sign labeled 'Purchasing'. Below these icons is a small number '1'. The main title 'ACCOUNTS PAYABLE & PURCHASING' is centered in a large, bold, dark blue font. Below the title, 'WRAP-UP' is written in a smaller, grey font. In the bottom right corner, the FloridaPALM logo is displayed, including the text 'FloridaPALM Planning, Accounting, and Ledger Management' and 'AP and PO November 10, 2021'. A small seal is visible in the bottom left corner of the slide.

**NOTES:**

House Keeping and GoToWebinar Logistics

- Question Box
- Recording session to be posted on the website

**RECORDING TIME:** 02:15 – 04:13

## Accounts Payable & Purchasing Wrap-Up Agenda



- ▶ Workgroup Summary
- ▶ Future Face
- ▶ Points to Remember
- ▶ Questions
- ▶ Next Steps



### NOTES:

- Workgroup Summary – Summary of the business process modules, key benefits and process changes, and pending policy decisions
- Future Face – Discussion of what Florida PALM will look like in the future
- Points to Remember – Key concepts to remember and available resources
- Questions – Discussion of questions asked during Workgroup Sessions and where the consolidated log is posted
- Next Steps – Activities the Project and agencies will continue to work on to prepare for the transformation to the Financials Wave

**RECORDING TIME:** 04:14 – 04:49

## Accounts Payable & Purchasing Workgroup Goals



- ▶ Relationship between Business Process Models and Florida PALM Modules
- ▶ Evaluate Agency Business Systems, Interfaces, Processes and Procedures



### NOTES:

- Identify the relationship between the Business Process Models and the Florida PALM Modules
- Highlight the importance of agency evaluation of internal business systems, interfaces, and agency processes and procedures to prepare for transition to Florida PALM

**RECORDING TIME:** 04:50 – 05:15

## Accounts Payable & Purchasing Key Benefits



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- ▶ Florida PALM provides the following benefits:
  - Multiple funding sources on one voucher
  - Duplicate invoice checking
  - Document attachment
  - Voucher workflow allows for multiple levels of approval
  - Vouchers can be updated in Florida PALM
  - Payment posting creates accounting entries for enterprise and agencies simultaneously



### NOTES:

- Pay on one voucher from multiple funds
- Check for duplicate invoices
- Provide feature to attach supporting documents
- Establish workflow criteria for approvals
- Updates to vouchers will be made in Florida PALM
- Payment posting creates accounting entries for both enterprise and agencies at the same time

**RECORDING TIME:** 05:16 – 06:31

## Accounts Payable & Purchasing Workgroup Summary



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### ▶ AP/PO Module Business Processes

- 30.1 Set up and Maintain Suppliers
- 30.2 Establish and Maintain Encumbrances
- 30.3 Enter and Process Vouchers
- 80.2 Monitor and Manage Fund Cash
- 30.4 Process Payments
- 30.5 Manage Payments
- 30.7 Manage AP Transactions



### NOTES:

- Set up and Maintain Suppliers
  - Add/Modify Agency specific ChartField values
  - Request Statewide level ChartField values through DFS
- Establish and Maintain Encumbrances
  - Creating transactional journals
  - Automated workflow approval process; budget and cash checked prior to posting
  - Florida specific transactions accommodated through use of GL journals
- Enter and Process Vouchers
  - Monitoring of balances, reconciliations, and corrections
- Monitor and Manage Fund Cash
  - Year-end close process
  - Final reconciliations and adjustments
  - Support generation of the Annual Consolidated Financial Report (formerly CAFR)
- Process Payments
- Manage Payments
- Manage AP Transactions

**RECORDING TIME:** 06:32 – 06:43

## Accounts Payable & Purchasing Workgroup Session 1



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- ▶ 30.1 Set up and Maintain Suppliers
  - 30.1.1 Add and Update Suppliers Online
  - 30.1.2 Import Suppliers
  - 30.1.3 Perform TIN Match
  - 30.1.4 Manage Supplier Flags and Holds
  - 30.1.5 Manage Supplier Banks
- ▶ 30.2 Establish and Maintain Encumbrances
  - 30.2.1 Create and Maintain Encumbrances
  - 30.2.2 Monitor Encumbrances



### NOTES:

- Recap of 30.1 Setting up and Maintaining Suppliers
  - Multiple ways to create supplier records (online and limited interface)
  - Using an Electronic form for supplier updates, requesting a flag on a supplier record, and placing suppliers on hold
  - Supplier Approval Workflow for new
  - Interfaces with multiple systems
- Recap of 30.2 Establishing and Maintaining Encumbrances
  - Created using interfaces or online entry
  - Must be budget checked and the approval consumes budget
  - Budget checking and exceptions are managed
  - Resolved exceptions establish and encumbrance
  - The Purchasing, or PO, Module is only used in Florida PALM to establish encumbrances
  - Does not replace MFMP functionality

**RECORDING TIME:** 06:44 – 09:17

## Accounts Payable & Purchasing Workgroup Session 2



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- ▶ 30.3 Enter and Process Vouchers
  - 30.3.1 Process Vouchers
  - 30.3.2 Voucher Matching
  - 30.3.3 Review and Approve Vouchers
  - 30.3.4 Process Travel Reimbursement
- ▶ 80.2 Monitor and Manage Fund Cash
  - 80.2.5 Process GR Service Charge
  - 80.2.6 Manage Fund Loans



### NOTES:

- Recap of Entering and Processing Vouchers
  - Process vouchers – various ways to enter a voucher through interfaces, spreadsheet upload or online entry
  - Perform voucher matching – 2-way match process
  - Review and approve vouchers – various levels of approval, including DFS audit
  - Travel reimbursements will be interfaced from STMS
- Recap of Monitoring and Managing Fund Cash
  - GR Service Charge
  - Fund Loan transactions

**RECORDING TIME:** 09:18 – 10:25

## Accounts Payable & Purchasing Workgroup Session 3



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- ▶ 30.4 Process Payments
  - 30.4.1 Process Pay Cycle
  - 30.4.2 Process Warrant Payments
- ▶ 30.5 Manage Payments
  - 30.5.1 Record Manual Payments
  - 30.5.2 Manage ACH/EFT Notifications
  - 30.5.3 Manage Stale Payments
  - 30.5.4 Cancel and Reissue Payments
- ▶ 30.7 Manage AP/PO Transactions



### NOTES:

- Recap processing payments
  - Managing cash checking exceptions (when applicable)
  - Various payment methods, such as warrants and ACH/EFT, and processes
- Recap of managing payments
  - Manual payment vouchers
  - Notifications from the bank
  - Stale payments
  - Options for cancelling and reissuing payments
- Recap of Managing AP/PO transactions
  - Closeout activities (month end and year end) for outstanding transactions and exceptions

**RECORDING TIME:** 10:26 – 13:34



## Accounts Payable & Purchasing Workgroup Summary



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### ▶ Key Process Items of Interest

- Suppliers
- Encumbrances
- Florida PALM will **NOT** replace MFMP functionality
- Single Payment Voucher vs Regular Voucher
- Payments
- AP/PO Standardized Business Process Models




### NOTES:

- Suppliers
  - MFMP will continue and suppliers will register in MFMP and information will be interfaced to Florida PALM
  - Various interfaces and conversions
- Encumbrances
  - Established in the Purchasing Module
  - Consume Budget
  - One supplier for each encumbrance
  - Cannot exceed appropriation
  - Certified Forward will continue
- Voucher
  - Regular Vouchers – Supplier record is required, may be entered online
  - Single Payment Voucher – Limited use, no online entry
- Payments
  - Payment Reference ID – key for searching payment detail
  - Payment Terms – supplier default, may update on vouchers, only configured payment terms will be available for use
- AP/PO Models
  - Updates have been made as a result of Module Workgroup sessions
  - Finalized models will be posted on Florida PALM Website


**RECORDING TIME:** 13:35 – 19:09

## Accounts Payable & Purchasing Future Face of Florida PALM

- ▶ Suppliers
- ▶ Encumbrances
- ▶ Vouchers





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**NOTES:**

- Highlighted areas with significant changes and what FloridaPALM will look like in the future

**Recording Time:** 19:10 – 19:25

## Accounts Payable & Purchasing

### Future Face of Florida PALM

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► Suppliers

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**NOTES:**

- Shared examples of supplier screenshots for Identifying Information page and Location page

**Recording Time:** 19:26 – 21:10

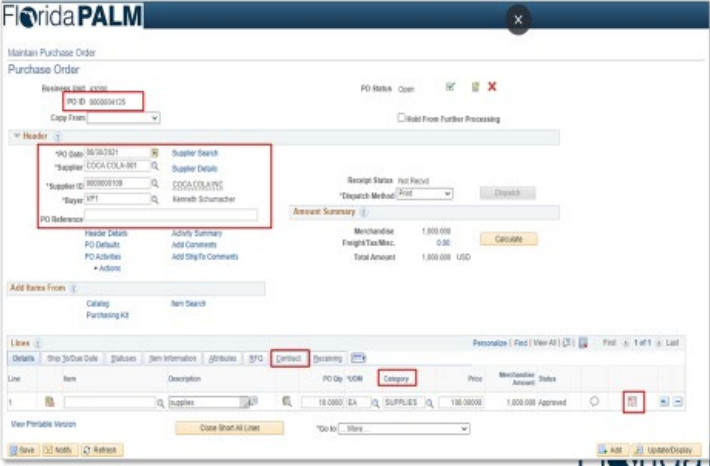
## Accounts Payable & Purchasing Future Face of Florida PALM

► Encumbrances

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The screenshot shows the 'Maintain Purchase Order' interface in Florida PALM. Key elements include:
 


- Header Section:** PO ID: 000004125, PO Status: Open, PO Date: 10/10/2021, Supplier: COCA COLA BEV, Buyer: SP1.
- Amount Summary:** Merchandise: 1,000.000, Freight Tax Merc: 0.00, Total Amount: 1,000.000 USD.
- Lines Section:** A table with columns for Line, Item, Description, PO Qty, Unit, Category, Price, and Merchandise Amount. Line 1 is visible with a quantity of 18,000 and category SUPPLIES.

**NOTES:**


- Shared an example of an Encumbrance Screenshot, Purchase Order entry page

**Recording Time:** 21:11 – 22:18

## Accounts Payable & Purchasing Future Face of Florida PALM



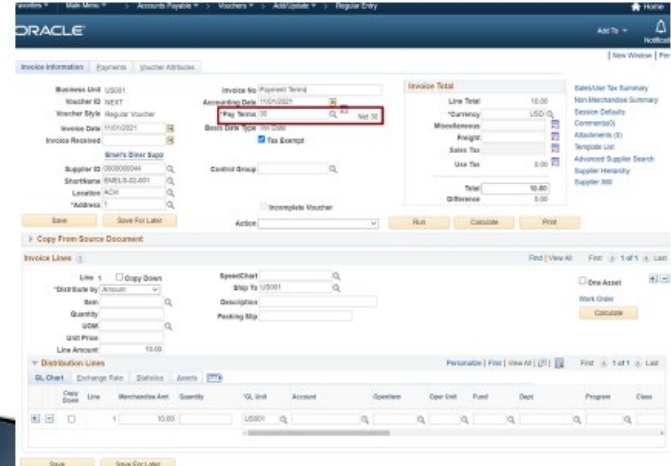
Accounts Payable

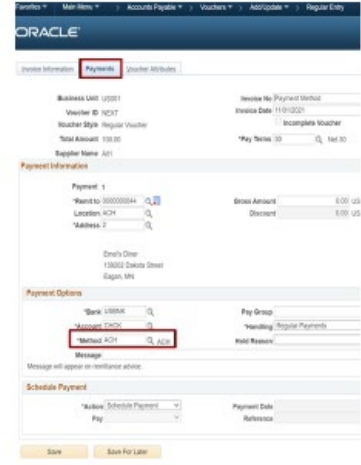



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► Vouchers







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**NOTES:**

- Shared an example of the Invoice Information and the Voucher Payments pages

**Recording Time: 22:19 – 23:53**

**Accounts Payable & Purchasing**  
**Points to Remember**

Accounts Payable Purchasing 15

  
Study Guide

  
Pathfinder

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**NOTES:**

- Review of points to remember and available resources:
- Pathfinder
- Study Guide
  - Tools
  - Review questions to prepare for transition to Florida PALM

**Recording Time:** 23:54 – 25:06

**Accounts Payable & Purchasing  
Follow-up Questions**

Accounts Payable Purchasing <sup>16</sup>



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**NOTES:**

- A consolidated list of questions asked from Workgroup Sessions may be found on the Florida PALM Website under the Financials Wave tab, Business Processes and Modules link, Module Workgroups section

**RECORDING TIME:** 25:07 – 25:41

## Accounts Payable & Purchasing Follow-up Questions



Accounts Payable



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- ▶ Can agencies print the remittance advice and send it to those suppliers via regular mail if there is not a valid email address within the supplier record?
- ▶ The amounts on the voucher will reflect the discount anticipated, or should we enter the full amount and PALM will reduce the cash sent and update the ledgers accordingly?
- ▶ Will there be a file size limit for the attachments to vouchers like there are in Works? Is there a limit to the number of files that can be attached to a voucher?



### NOTES:

- Discussion around themes to provide additional information about:
  - Remittance
  - Payment Discounts
  - Attachments

**RECORDING TIME:** 25:42 - 27:16



## Accounts Payable & Purchasing Follow-up Questions



Accounts  
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- ▶ What are the various ledgers within Florida PALM?
- ▶ Are ledger definitions consistent or is there capability to establish ledger definitions specific to BU?
- ▶ Will Contract ID from FACTS be entered in Florida PALM when processing the voucher?
- ▶ What ChartField combinations replace the functionality of the 29-digit account code? What interface provides the ChartField combinations?



### NOTES:

- Discussion around themes to provide additional information about:
  - Remittance
  - Payment Discounts
  - Attachments

**RECORDING TIME:** 27:17 – 29:03

## Accounts Payable & Purchasing Follow-up Questions



Accounts Payable



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- ▶ Can you review pre-encumbrances vs encumbrance functionality and the validations for pre-encumbrance?
- ▶ Project ID is referenced in GL, AP, PC, and GM modules. Does project information need to be entered in all modules?
- ▶ Is Project associated to a single Grant only?



### NOTES:

- Discussion around themes to provide additional information about:
  - Pre-encumbrances vs. Encumbrances
  - Project IDs
  - Projects associated to single Grants

**RECORDING TIME:** 29:04 – 30:25

## Accounts Payable & Purchasing Next Steps



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- ▶ Project
  - Standardized BPMs
  - Functional Design
  - Build
- ▶ Agency
  - Continue Reviewing BPMs
  - Discuss necessary business transformation
  - Complete RW Tasks



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**NOTES:**


- Reviewed the steps the Project will take to prepare for Functional Design and Build of Florida PALM and discussed activities agencies should complete as they analyze their internal processes, procedures, interfaces, and systems

**Recording Time:** 30:26 – 31:26


## Accounts Payable & Purchasing Wrap-up

- ▶ What we did
- ▶ What is coming
- ▶ Where we're going

**Design, Build, and Test**





Accounts Payable



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**NOTES:**

- Recap of review of why Module Workgroup sessions were held and the desired outcome
- Discussion of upcoming activities for both the Project and Agencies
- Review of Design, Build, and Test activities

**Recording Time:** 31:27 – 1:34:17

## CONTACT INFORMATION

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**Recording Time:** 1:34:18 – 1:41:38