

30.3 Enter and Process Vouchers

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Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	04/29/2021	Accepted Departmental Version
2.1	01/24/2022	Updates per Financials Wave Module Workgroup Sessions

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General Information

This document describes and depicts the process steps and supporting information for the identified State of Florida financial management business process. This information should be read in conjunction with the Business Process Flow Diagrams.

The Dependencies and Constraints section describes any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

The Business Process Overview section summarizes the business process and provides context for understanding the objectives and desired outcomes of the described business process.

Within the Business Process Flow Details section, included for each process step are:

- **Process Step ID** – A unique number assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Process Step Title** – A short description assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Description of Process** – A detailed narrative description of the process step, which provides additional information and context for understanding the process step

Florida PALM screenshots are included within the sections following the Business Process Flow Diagrams to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

Also described below are the Ledger Impacts, Interfaces and Key Reports, which are displayed as icons on the Business Process Flow Diagrams. Ledger impacts describe where there is an update to one of the ledgers used to track activity for accounting, budget management, or financial reporting purposes. Key Reports describe where a report is identified to be produced at a particular process step or is used to support the completion of a process step. Interface ID's are provided for each interface identified on the Business Process Flow Diagrams.

Tables are included to identify the Conversions, Forms, Workflows, and Stakeholder Configurations related to this Business Process. These items may not be included within the Business Flow Diagrams, however, these items are important elements of each Business Process as a whole.

Finally, included in the Terminology section are definitions of terms to help the reader to better understand the document. These are terms that are used within this document that may be new or that require a description for common understanding.

Dependencies and Constraints

- Supplier setup must be completed before vouchers can be created.
- Voucher workflow is required.
- Matching rules are required.
- An accounting template and inheritance rules are required to specify how, and which accounting entries are generated after a voucher is created.
- Florida PALM will meet record retention requirements.
- Errors are reported to the source system.

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- Errors are corrected in the source system.

Business Process Overview

The Enter and Process Vouchers business process is within the Disbursement Management (DM) business process grouping. DM includes a collection of business processes that:

- Manage supplier information, including demographic and payment information for tax withholding and reporting purposes.
- Support the disbursement process for State obligations from encumbrance through payment request, payment creation, and escheatment; and
- Perform month-end and year-end closing activities.

The Enter and Process Vouchers business process encompasses all activities that are required to capture disbursement requests which entail generating vouchers, attaching related documents, performing editing, submitting approvals, budget checking, and voucher posting.

This process includes the following business subprocesses: Process Vouchers, Voucher Matching, Review and Approve Vouchers, and Process Travel Reimbursements. Included are vouchers loaded from various Department of Financial Services (DFS) interfaces (Purchasing Card (PCard), Payroll, etc.,) and other agency business systems.

The business subprocess included are:

- 30.3.1 – Process Vouchers
- 30.3.2 – Voucher Matching
- 30.3.3 – Review and Approve Vouchers
- 30.3.4 – Process Travel Reimbursements

There are several types of vouchers, journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid, and for vouchers for which payments have also been posted. The Template Voucher serves as a template for generating regular vouchers that share common voucher data. The Single Payment Voucher is for a one-time supplier and does not require defining the supplier in the system. The Prepaid Voucher is used when entering advances for a supplier, and may include down payments, progress payments, or deposits. Adjustment vouchers are used to adjust existing vouchers, for example to increase or reduce a voucher line. The most common voucher type is a Regular Voucher which is used when making a standard invoice payment.

Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or within Department of Financial Services (DFS), and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

30.3.1 – Process Vouchers

Table 1: Process Vouchers

30.3.1 – Process Vouchers		
Module	Accounts Payable	
Related Module(S)	Commitment Control	
Swim Lane – Definition	Agency AP Processor: agency role responsible for entering invoices, voucher corrections and issuing and maintaining disbursements in Florida PALM	
Process Step ID	Process Step Title	Description of Process
1	Inbound Voucher Load	An interface is established with select agency business systems (as appropriate) and Florida PALM to obtain voucher data. EFT payments are processed and paid through pay cycle, while warrant payments are recorded as manual payments that are paid outside of Florida PALM. A Web Service is available to MyFloridaMarketPlace (MFMP), select agencies, and Florida PALM to obtain invoice data.
2	Inbound PCard Disbursement	An interface is established with PCard system and Florida PALM to obtain PCard related data.
3	Inbound Voucher Spreadsheet Upload	The Agency AP Processor can use the spreadsheet voucher upload interface to prepare and enter vouchers for import into Florida PALM.
4	Receive Inbound Voucher Data	Files containing voucher data are received from business systems and are interfaced into the Accounts Payable (AP) module, Load to Accounts Payable. Warrants issued outside of Florida PALM for revolving fund, Payroll warrants, and DFS manual payments may be interfaced into Florida PALM to record the accounting entries.

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Process Step ID	Process Step Title	Description of Process
5	Load Inbound Voucher Data	This step retrieves the voucher data from the source system and loads the voucher data into staging tables. The data goes through pre-edit checks where certain fields are validated, such as direct load, supplier, supplier location, supplier address, invoice ID, invoice date, voucher lines, and accounting information. Vouchers that do not fail the pre-edits move on to the Voucher Build step.
6	Run Voucher Build Process	Run Voucher Build performs the Voucher Edit checks that determine default values to populate in the voucher tables; balancing voucher header, lines, and distribution lines; and calculating payment due date. Vouchers that fail the voucher edit process are set to a "recycle" status. Vouchers that pass the edit process are set to a "postable" status. A voucher ID is also assigned to vouchers that pass the edit checks.
7	Manage Pre-Edit Errors	<p>If load errors have occurred that prevent the Voucher Build process from creating the voucher, the transaction will result in a "Pre-Edit" error. Vouchers in "Pre-Edit" status can be corrected within the Quick Invoice panels. A Pre-Edit error is caused when key information required to build the voucher is incorrect or missing. In this case the system reserves a Voucher ID and provides error details, which the Agency AP Processor can view using the Voucher Build Error Detail page.</p> <p>If the error is due to data that needs to be corrected within Florida PALM, the Agency AP Processor communicates with DFS to correct the data. Once corrected, the Agency AP Processor sets the Pre-Edit status to "To Build" which allows the voucher to successfully build during the next Voucher Build process run. For example, if the Pre-Edit error is the result of an inactive or unapproved supplier, the DFS Supplier Approver activates or approves the supplier, then the Agency AP Processor updates the Pre-Edit error status to "To Build".</p> <p>However, if the Pre-Edit error is due to incorrect data in the inbound file, the Agency AP Processor updates the Pre-Edit error status to "To Delete". This removes the voucher from the staging tables during the next Voucher Build process run, requiring the transaction to be resent with the corrected data in a subsequent file.</p>
8	Voucher Created	All valid vouchers are loaded and uniquely identified with a voucher ID and ready for approval if applicable.

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Process Step ID	Process Step Title	Description of Process
9	Manage Recycle Errors	<p>Vouchers that are successfully created during the Voucher Build process may result in a "Recycle" error due to incorrect data that is required to allow the voucher to post. For example, the voucher may reference an invalid ChartField, or the voucher gross amount and total line amount(s) are out of balance. The Agency AP Processor reviews vouchers in Recycle error from the Voucher Regular Entry page.</p> <p>If the Recycle error is due to incorrect data in Florida PALM (e.g., inactive ChartField that should be active), the Agency AP Processor communicates with DFS to correct the data. Once corrected, the transaction continues processing through to posting.</p> <p>However, if the incorrect data is due to invalid data from the inbound file, the Agency AP Processor will delete the voucher, requiring the transaction to be resent with the corrected data in a subsequent file. If the voucher is updated in Florida PALM, the source file will need to be updated.</p>
10	Receive Approved Invoice with Three Date Stamp	<p>Invoices are received by the Agency AP Processor authorized by the responsible program manager for payment according to current rules, statutes, and agency policies. The approval by applicable program managers indicates that the goods or services have been received and met the applicable minimum requirements and expectations required to authorize payment.</p> <p>The date the invoice was received, the date the goods and services were received, and the date the goods and services were approved is recorded on the invoice. These dates are required on the voucher for reporting prompt payment compliance and calculating interest due to suppliers, when applicable. The system will enter the later of the three dates as the Basis Date. The Basis Date is used to automatically calculate Prompt Payment interest due.</p>
11	Enter/Update Voucher	<p>To create a voucher in Florida PALM, an Agency AP Processor enters or updates information from the supplier invoice, enters the ChartField values in the voucher distribution, enters the encumbrance number, project/grant number, contract number, and/or prepaid (advance) voucher number, as applicable.</p> <p>A SpeedChart may be used to enter ChartField information, SpeedCharts are shortcuts for</p>

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Process Step ID	Process Step Title	Description of Process
		<p>combinations of ChartFields that are used frequently. Agencies will have the opportunity to define their own SpeedCharts.</p> <p>Any supporting documents are attached to the voucher.</p> <p>The supplier profile includes the applicable payment method and terms. The Agency AP Processor selects the supplier profile with the appropriate terms and payment method. Each supplier is set up with payment defaults on the Supplier Location tab. The Supplier Location is a default set of rules that defines how business is conducted with a supplier. The payment method is an example of this.</p> <p>The supplier EFT information is also set up on this tab. However, the Agency AP Processor may change the payment method on the voucher when entering the invoice information. The Agency AP Processor selects the bank to pay from and may also check the Hold Payment option if the decision has been made to hold the payment temporarily.</p> <p>When creating a voucher manually, the Agency AP Processor records the three dates from the three-date stamp and selects the latest of these three dates, the system calculates the Basis Date for the Prompt Payment Calculation. The Prompt Payment Warning report and the Prompt Payment Compliance report assist the Agency Processor in monitoring for compliance.</p> <p>The Prepaid Vouchers report is used to monitor advance payments made to suppliers, the initial advance amount, and any invoices submitted towards the advance that reduces the advance.</p> <p>The Process Vouchers business subprocess is applicable for voucher updates, deletions, or closures required to resolve exceptions, such as voucher match errors, cash, or budget check errors, closing a liability for a cancelled payment, or tax reporting edits.</p>
12	Initiate Voucher Workflow	<p>Upon voucher creation the system determines if matching is required. Matching compares the PO information for the encumbrance to the voucher information. If match is successful Approval Workflow is initiated for vouchers selected for Department of</p>

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Process Step ID	Process Step Title	Description of Process
		<p>Financial Services Audit Approval. All vouchers that are not pre-approved require one or more workflow approval using the Review/Approve Vouchers business subprocess.</p> <p>The Review/Approve Vouchers business subprocess allows for a workflow approval for vouchers requiring approval prior to the voucher being ready for posting.</p> <p>Vouchers pending approval are monitored on the Voucher Aging Schedule report.</p>
13	Run Budget Check	<p>All approved/pre-approved vouchers run through the Budget Check process that validates the applicable budget against ChartField values entered in the voucher distribution.</p> <p>This step consumes the budget and creates an expenditure entry within Commitment Control as noted in the Budget Execution and Management business process.</p> <p>This step liquidates any encumbrance that is associated with the voucher and creates an expenditure entry within commitment control.</p> <p>Errors found during Budget Check are corrected, and Budget Check is re-run. Review Budget Check Exception Warnings represents the corrected transaction leaving/returning to the Process Vouchers business subprocess. If the voucher is not corrected and has not posted it may be deleted.</p> <p>The Agency AP Processor uses the Budget Exceptions page to follow up on necessary voucher corrections.</p>
14	Post Voucher	<p>The Post Voucher step indicates that the voucher completed the required steps and is approved for payment at the scheduled date.</p> <p>When the voucher is posted, an accounting entry is generated to recognize an account payable (i.e., a liability) to the supplier, and to recognize the associated expense/expenditure accrual. The accounting entry is recorded in the Actuals Ledger (i.e., the General Ledger).</p> <p>The posted voucher identifies the scheduled payment date, which is used for selection to the applicable Pay</p>

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Process Step ID	Process Step Title	Description of Process
		<p>Cycle to generate the warrant or electronic payment, as applicable.</p> <p>If an error is found or an update is needed on the voucher after it has posted the voucher will need to be unposted prior to updating or closing the voucher.</p> <p>Several reports are available for managing vouchers: d Voucher Register, Outstanding Vouchers, AP Holds by Hold Type, AP Staff Productivity Report, and Prepaid Vouchers.</p>
15	Outbound Voucher	<p>Outbound interface flat file containing voucher accounting information to source systems.</p> <p>In addition, an outbound web service that provides voucher accounting information to agency business systems is available by request.</p>
16	Outbound Voucher Status	A file is produced to interface approved vouchers and voucher error data to source systems including: MFMP and agency business systems.
17	Delete/Update Voucher	A voucher that is denied during the approval workflow is reviewed by the Agency AP Processor to review the rejection reason. As needed, the Agency AP Processor obtains and attaches the additional documentation to the transaction or corrects the transaction. Upon review, if it is determined that the transaction is no longer required, then the entered voucher is deleted by the Agency AP Processor. The Vouchers Deleted Report is used by the Agency AP Processor to identify the vouchers that were deleted.
18	Inbound Voucher Delete Web Service	A web service is provided for select agencies to request a voucher be deleted prior to voucher posting.

Invoice Information | Payments | Voucher Attributes

Business Unit: US001
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date: 11/01/2021
 Invoice Received:
 Supplier: Emel's Diner Supz
 Supplier ID: 0000000044
 ShortName: EMELS-02-001
 Location: ACH
 *Address: 1

Invoice No: Payment Terms:
 Accounting Date: 11/01/2021
 *Pay Terms: 30 Net 30
 Basis Date Type: Inv Date
 Tax Exempt
 Control Group:
 Incomplete Voucher

Invoice Total

Line Total	10.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	10.00
Difference	0.00

Save | Save For Later | Action: | Run | Calculate | Print

Copy From Source Document

Invoice Lines

Line 1 Copy Down
 *Distribute by: Amount
 Quantity:
 UOM:
 Unit Price:
 Line Amount: 10.00

SpeedChart:
 Ship To: US001
 Description:
 Packing Slip:

One Asset
 Work Order
 Calculate

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Openitem	Oper Unit	Fund	Dept	Program	Class
<input type="checkbox"/>	1	10.00		US001							

Save | Save For Later

Figure 1: Process Voucher Entry Page, Invoice Information Tab

Florida PALM

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

Business Unit: 43000
 Voucher ID: 00000252
 Voucher Style: Regular
 Supplier Name: XXXXXXXX
 X
 5, AK
 Entry Status: Postable
 Match Status: No Match
 Approval Status: Pending
 Post Status: Unposted

Invoice Date: 10/18/2019
 Invoice No: INV1234
 Invoice Total: 200.00 USD

Pay Terms: Net 30
 Voucher Source: Online
 Origin: ONL
 Created On: 10/22/2019 8:07PM
 Created By: Agency_AP_Processor
 Last Update: 10/22/2019 8:26PM
 Modified By: Agency_AP_Processor
 ERS Type: Not Applicable
 Close Status: Open

Budget Status: Valid
 Budget Misc Status: Valid
 *View Related: Payment Inquiry

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

Figure 2: Voucher Summary Page, Summary Tab

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Figure 3: Voucher Payments Page, Payments Tab

30.3.2 – Voucher Matching

Table 2: Voucher Matching

30.3.2 – Voucher Matching		
Module	Accounts Payable	
Related Module(s)	Commitment Control	
Swim Lanes – Definition	Agency AP Processor: agency role responsible for entering invoices, voucher corrections and issuing and maintaining disbursements in Florida PALM	
Process Step ID	Process Step Title	Description of Process
1	Run Matching Process	Prior to initiate voucher approval if the voucher is subject to matching the match edit compares the voucher to the PO/Encumbrance information and verifies that payment is made only for the goods and services that were requested. Match rules specify transaction characteristics that are being matched (price, quantity) and delete or correct the exception vouchers to issue payment. To update a voucher, return to Enter/Update Vouchers.

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Process Step ID	Process Step Title	Description of Process
		Vouchers with match exceptions are listed on the Match Exceptions report. The match exceptions must be resolved or the invoice be returned to the supplier for correction.
2	Resolve Voucher Match Error	The Agency AP Processor may resolve vouchers that failed the voucher match edit. The voucher may be updated in the Enter/Update Voucher step. If a voucher error cannot be resolved it may be necessary to delete the voucher in the Delete Voucher step on the Process Vouchers business subprocess.
3	Notify Program for Dispute Resolution	The Agency AP Processor may notify the responsible program manager to dispute the invoice with the supplier. For example, a corrected invoice may be required. If a corrected invoice is received the Agency AP Processor returns to Receive Approved Invoice with Three Date Stamp and update the voucher. If the dispute cannot be resolved the Agency AP Processor may choose to return to delete the voucher.

FloridaPALM

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

Business Unit 43000 Invoice Date 10/18/2019
 Voucher ID 00000252 Invoice No INV1234
 Voucher Style Regular Invoice Total 200.000 USD
 Supplier Name XXXXXXXX
 X
 5, AK
 Entry Status Postable Pay Terms Net 30
 Match Status No Match [Preview Approval](#) Voucher Source Online
 Approval Status Pending Origin ONL
 Post Status Unposted Created On 10/22/2019 8:07PM
 Created By Agency_AP_Processor
 Last Update 10/22/2019 8:26PM
 Modified By Agency_AP_Processor
 ERS Type Not Applicable
 Close Status Open
 Budget Status Valid
 Budget Misc Status Valid
 *View Related Go [Audit Logs](#)

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

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

Figure 4: Voucher Matching, Summary Tab

30.3.3 – Review and Approve Vouchers

Table 3: Review and Approve Vouchers

30.3.3 – Review and Approve Vouchers		
Module	Accounts Payable	
Related Module(s)	Commitment Control	
Swim Lanes – Definition	<p>Agency AP Approver: agency role responsible for authorizing approval of vouchers</p> <p>Agency AP F&A Approver: agency role responsible for final editing and approval of invoice transactions before DFS audit criteria is applied</p> <p>DFS AP Approver: DFS role responsible for audit approval of vouchers and travel reimbursements</p>	
Process Step ID	Process Step Title	Description of Process
1	Review Voucher	<p>An Agency AP Approver uses the WorkCenter to review vouchers pending approval coming from Initiate Approval Workflow. The primary purpose of this step is to review the invoice to ensure the appropriate authority was in place prior to the purchase, that correct funding codes were used, and required attachments were included.</p> <p>The Voucher Approval Aging Schedule report provides the approver with a means to evaluate how long a voucher has been waiting to be approved as a tool to manage the review process.</p> <p>Agency personnel review and approve some invoices outside Florida PALM, such as those originating in MFMP, PCard Works, and State Travel Management System (STMS). A&A personnel review all vouchers in Florida PALM.</p>
2	Approve Voucher	<p>This step allows approval of the voucher by assigned and authorized users, based on workflow rules. Once the voucher is approved, it is stepped to the next level of approval. Certain vouchers are pre-approved and do not go through the approval process (e.g., employee payroll and PCard payments).</p> <p>The Agency AP Approver monitors vouchers pending approval via the Voucher Approval Aging Report.</p> <p>The Agency AP Approver and the DFS AP Approver use the AP Staff Productivity Report to manage staff performance.</p>
3	Deny Voucher	<p>Vouchers that are denied by the Agency AP Approver are sent back to the Agency AP Processor for correction/deletion using the Delete/Update Voucher process.</p>
4	Review Voucher	<p>The Agency AP F&A Approver uses the WorkCenter to review vouchers pending approval coming from Initiate Approval Workflow. The primary purpose of this step is to review the invoice to ensure the appropriate authority was in place prior to the purchase, that correct funding codes were used, and required attachments were included.</p>

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Process Step ID	Process Step Title	Description of Process
		<p>The Voucher Approval Aging Report provides the approver with a means to evaluate how long a voucher has been waiting to be approved as a tool to manage the review process.</p> <p>Agency personnel review and approve some invoices outside Florida PALM, such as those originating in MFMP, PCard Works, and STMS. A&A personnel reviews all vouchers in Florida PALM.</p>
5	Approve Voucher	<p>This step allows approval of the voucher by assigned and authorized users, based on workflow rules. Once the voucher is approved, it is stepped to the next level of approval. Certain vouchers are pre-approved and do not go through the approval process (e.g., employee payroll and PCard payments).</p> <p>The Agency AP F&A Approver monitors vouchers pending approval via the Voucher Approval Report.</p>
6	Deny Voucher	<p>Vouchers that are denied by the Agency AP F&A Approver are returned via workflow to the Agency AP Processor for correction/deletion using the Delete/Update Voucher process.</p> <p>The DFS AP Approver uses a Reason Code to indicate the reason for the return/denial of the voucher and use this information for managing the audit process.</p>
7	Review Voucher	<p>The DFS AP Approver uses the WorkCenter to review vouchers pending approval coming from Initiate Approval Workflow. The primary purpose of this step is to review the invoice to ensure the appropriate authority was in place prior to the purchase, that correct funding codes were used and required attachments were included. Vouchers are added to the DFS AP Approver's WorkCenter based on the criteria set by DFS.</p> <p>The Voucher Approval Aging Report provides the approver with a means to evaluate how long a voucher has been waiting to be approved as a tool to manage the review process.</p> <p>The Single Payment Voucher Report provides a listing of all vouchers that include a single payment supplier. Approvers will monitor the report to ensure the single payment supplier is used appropriately on a voucher.</p> <p>Agency personnel review and approve some invoices outside Florida PALM, such as those originating in MFMP, PCard Works, and STMS. A&A personnel reviews all vouchers in Florida PALM.</p>
8	Approve Voucher	<p>This step allows approval of the voucher by assigned and authorized users, based on workflow rules. Once the voucher</p>

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Process Step ID	Process Step Title	Description of Process
		has obtained all approvals, the payment is processed and sent to Post Voucher. Certain vouchers are pre-approved and do not go through the approval process (e.g., employee payroll and PCard payments). The DFS AP Approver monitors vouchers pending approval via the Voucher Approval Aging Report.
9	Deny Voucher	Vouchers that are denied by the DFS AP Approver are sent back to the Agency AP Processor for correction/deletion using the Delete/Update Voucher process. The DFS AP Approver uses a Reason Code to indicate the reason for the return/denial of the voucher and use this information for managing the audit process.

30.3.4 – Process Travel Reimbursements

Table 4: Process Travel Reimbursements

30.3.4 – Process Travel Reimbursements		
Module	Accounts Payable	
Related Module(s)	Commitment Control	
Swim Lanes – Definition	Agency AP Travel Processor: agency role responsible for monitoring and managing travel payment errors. DFS AP Payment Processor: enterprise role responsible for managing and issuing disbursements of warrants/EFT/ACH payments across all agencies and loading STMS information into Florida PALM for all agencies	
Process Step ID	Process Step Title	Description of Process
1	Inbound Voucher Load	State travel approvals are handled within the State Travel Management System (STMS) and the expenditure data is interfaced with Florida PALM. A Web Service is available to select agencies, and Florida PALM to obtain voucher data. Agencies not using STMS or an agency business system to interface travel vouchers may enter travel reimbursement requests as a Regular voucher in 30.3.1 Process Vouchers Step 10.
2	Receive Inbound Travel Data	A file containing travel data is received from STMS
3	Load Inbound Travel Data	This step retrieves the voucher data from the STMS and loads the expenditure data into staging tables. The data goes through pre-edits where certain fields are validated, such as: supplier, invoice ID, invoice date, accounting information, and amount.

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Process Step ID	Process Step Title	Description of Process
4	Create Voucher	Travel data passing pre-edit create a voucher in Florida PALM.
5	Run Budget Check	Budget Check validates the current budget against ChartField values entered in the expenditure distribution. If errors found during Budget Check are corrected, Budget Check is re-run. If the voucher is not corrected and the voucher is not posted it may be deleted.
6	Post Voucher	<p>The Post Voucher step indicates that the voucher completed the required steps and is approved for payment at the scheduled date.</p> <p>When the voucher is posted, an accounting entry is generated to recognize an account payable (i.e., a liability) to the supplier, and to recognize the associated expense/expenditure accrual.</p>
7	Monitor/Manage Budget Error Resolution	<p>If the STMS voucher did not pass budget check due to a budget error, then the transaction is monitored and/or managed through budget error resolution represented on the Budget Execution and Management business subprocess.</p> <p>The Agency AP Travel Processor manages the unresolved STMS payments using the Outstanding STMS Errors report. Vouchers with outstanding budget exceptions are managed using the Budget Exceptions Inquiry Page.</p>
8	Resolve Voucher Errors	If the transaction did not pass budget check due to a voucher error, then the transaction is monitored and/or managed through voucher error resolution in the Enter/Update Voucher step.
9	Update Travel Voucher in STMS	STMS must be updated with changes made during the error resolution. Updates completed in STMS are brought into Florida PALM with the next interface and processed through the Process Travel Reimbursement business subprocess.

Ledger Impacts

Table 5: Ledger Impacts Included on Business Process Flow Diagrams

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Budget Ledger – Budget Check Voucher Related to Encumbrance	Increases Expenditure Decreases Encumbrance This does not apply if voucher failed budget check.
LI2	Budget Ledger – Budget Check Voucher Not Related to Encumbrance	Increases Expenditure Decreases Available Budget Balance This does not apply if voucher failed budget check.
LI3	Actuals Ledger – Post Voucher & Schedule Payment	Increases Expenditure Increases Liability
LI4	Actuals Ledger – Delete Voucher	No Impact because the voucher was not posted to the Actuals Ledger
LI5	Budget Ledger – Delete Voucher	Increases Encumbrance Increases Available Budget Balance Decreases Expenditure This does not apply if voucher failed budget check.

Key Reports

Table 6: Key Reports Included on Business Process Flow Diagrams

Report Number	Report Description	Report Frequency	Audience
R1	APR024 - Prompt Payment Report – a report listing invoices approaching Prompt Payment processing deadlines	Periodic, Monthly	Agency
R2	APR001 - Prompt Payment Compliance Report – OBIEE report that measures the time elapsed between receipt of invoice, receipt of goods and services, approval of goods and services, and payment date by Business Unit	Periodic, Monthly	Agency, DFS
R3	APR088 - Prepaid Vouchers Report – a listing of all advance payments made, the initial advance amount, and any invoices submitted towards the advance that reduces the advance	Periodic, Monthly	Agency
R4	KKR058 - Budget and Cash Checking Exceptions Report – a report that lists budget and cash exceptions along with balances	Periodic, Monthly	Agency, DFS

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Report Number	Report Description	Report Frequency	Audience
R5	APR010 - Voucher Approval Aging Report – an aging schedule of vouchers pending approval	Periodic, Monthly	Agency, DFS
R6	APR009 - Voucher Register – report that lists posted vouchers, to include totals, that can be filtered by various criteria	Periodic	Agency, DFS
R7	APR003 - Outstanding Vouchers Report – a report listing all unposted vouchers	Periodic, Monthly	Agency, DFS
R8	APR008 - AP Staff Productivity Report – a voucher activity count by username	Periodic	Agency
R9	APR091 - AP Holds by Hold Type Report – a list of all vouchers on hold including the hold reason	Periodic, Monthly	Agency
R10	APR092 - Vouchers Deleted Report – a listing of vouchers deleted due to errors	Periodic, Monthly	Agency, DFS
R11	APR004 – Voucher Match Exceptions Report – a listing of vouchers with match exceptions	Periodic, Monthly	Agency, DFS
R12	APR095 - Outstanding STMS Voucher Errors Report – a report listing unresolved STMS payments due to budget exceptions on the voucher	Periodic, Monthly	Agency
R13	APR096 - Single Payment Vouchers Report – a listing of all vouchers processed using a single payment supplier. If any single payment voucher with a 1099 Object Code was approved and processed, it is included on this report.	Periodic, Monthly	Agency, DFS
R14	APR066 - Foreign Suppliers Transaction Report – a listing of transactions where special tax reporting rules were applied for travel reimbursements to employees who are classified as non-resident aliens.	Periodic, Monthly	Agency, DFS
R15	APR047 - Employee Suppliers Report – a listing of employees doing business with the State as a supplier	Periodic, Monthly	Agency, DFS

This document is a draft and subject to change

Note: A complete list of reports may be found in the [Reports Catalog](#)¹.

Conversions

Table 7: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Conversion Frequency	Source
N/A			

Note: A complete list of conversions may be found in the Catalog of Conversion². This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Interfaces

Table 8: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
API002	Inbound Voucher Load – Inbound interface containing invoice data from external systems to load regular, single payment, and manual payment vouchers for select agencies	Periodic	Agency Business Systems	Florida PALM
API024	Outbound Voucher Status – Outbound interface containing voucher statuses, including sampled, in audit, deleted, etc., information provided to agencies	Periodic	Florida PALM	Agency Business Systems
API027	Inbound Voucher Delete Web Service – Inbound web service interface to delete vouchers from external systems	Periodic	Agency Business Systems	Florida PALM
API028	Inbound Voucher Web Service – Inbound web service containing voucher data to create regular vouchers from external systems	Periodic	MFMP, Agency Business Systems	Florida PALM
API031	Outbound Voucher – Outbound interface containing voucher accounting information to source systems	Periodic	Florida PALM	MFMP, Agency Business Systems
API041	Inbound Voucher Spreadsheet Upload – Inbound interface to load voucher information via spreadsheet (Excel) upload	Periodic	Agency Business Systems	Florida PALM

¹ <https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5>

² <https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQGjh4wvP676gf2h4mf57hP1>

Interface Number	Interface Description	Interface Frequency	Source	Target
API058	Inbound PCard Disbursement – Inbound interface containing PCard Disbursement transactions from the Purchasing Card bank and a return file containing load errors	Periodic	Purchasing Card	Florida PALM
API123	Outbound Voucher Accounting Detail Web Service – Outbound web service that provides voucher accounting information to agency business systems by request	Periodic	Florida PALM	Agency Business Systems
API124	Inbound SpeedChart – Inbound interface to load new and existing SpeedCharts from agencies	Periodic	Agency Business Systems	Florida PALM
API125	Outbound SpeedChart – Outbound interface containing added or modified SpeedChart values to FFMS partners and agency business systems	Periodic	Florida PALM	MFMP, Agency Business Systems

Note: A complete list of interfaces may be found in the [Catalog of Interface Offerings](#)³. This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Forms

Table 9: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Frequency	Audience
N/A			

Workflows

Table 10: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Frequency	Audience
APW001	Voucher Workflow – Workflow that routes vouchers to DFS auditors for approval based on sampling rules	As Needed	Florida PALM

³ <https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQGjh4wvP676gf2h4mf57hP1>

Agency Configurations

Table 11: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Frequency
C1	SpeedCharts – Shortcut key established to populate ChartField values on encumbrances and vouchers.	As Needed

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Terminology

Adjustment Voucher – a mechanism used to adjust existing vouchers or to relate vouchers to each other, including capturing credits or changes to the initial amount.

Basis Date – a date field in Florida PALM used to calculate compliance with the prompt pay criteria and to calculate any interest due to suppliers for late payments.

Budget Check – compares the transaction to available spending authority. If there is available spending authority, the transaction continues processing. If there is not available spending authority, then the transaction stops. Budget Check exceptions are resolved via the Budget Execution and Management business process.

Direct Load Vouchers – vouchers which are interfaced into Florida PALM via flat file import or excel uploads.

Encumbrance – amount of budget committed for the payment of goods and/or services.

Journal Voucher – used to adjust accounting entries for vouchers that have been posted and paid and for vouchers for which payments have also been posted.

Payment – an exchange of funds to compensate or discharge an obligation.

Pre-paid Voucher – a mechanism used to make a payment to a supplier in advance of products or services received or an employee for travel expenses prior to travel being conducted.

Single Payment Voucher – a mechanism used to make a single payment to a supplier that does not require a supplier record or is not 1099 applicable.

Supplier – all individuals or entities receiving a payment are referred to as suppliers in Florida PALM.

Supplier Location – defines how to conduct business with a supplier. Supplier location contains information such as procurement payment terms, withholding configuration, payment method, and bank account details.

Template Voucher – a mechanism for generating regular vouchers that share common voucher data.

Voucher – a digital record created within Florida PALM to make a payment to an external entity such as a supplier.

Workflow – orchestrated and repeatable patterns of business activity enabled by the systematic organization of resources into processes with specific approvals that transform materials, provide services, or process transactional information.