



## Agenda

- ▶ Welcome
- ▶ Disbursements Management (DM) Open Forum
- ▶ Asset Accounting and Management (AAM) Open Forum
- ▶ Wrap Up



# WELCOME



## Welcome

- ▶ Housekeeping
  - Facilities Logistics
  - Cell Phone on Silent
  - Participant Questions
  - Public Meeting with Published Meeting Minutes
- ▶ Today's Schedule



## DM OPEN FORUM



## DM Open Forum

7

### Parking Lot Items

- ▶ *Can there be joint payees on payments? How will 1099 be handled for both parties?*
  - *Yes. Florida PALM can issue one payment to two entities. The 1099 would be issued to only one of the two entities, or through an adjustment process to report against both suppliers.*
- ▶ *Will spreadsheet upload be available for encumbrances?*
  - *No. Encumbrances can be loaded via a standardized interface from agency business systems or created manually in Florida PALM.*



## DM Open Forum

8

### Parking Lot Items

- ▶ *What are the advance payment capabilities?*
  - *Advances are paid using a Pre-paid Voucher. Any subsequent payments against that pre-payment must be manually associated with that Pre-paid Voucher.*
  - *Journal vouchers can be used to redistribute costs.*
- ▶ *Does the source of the transaction affect the supplier?*
  - *No. The source of the supplier record does not have planned processing rules as to how the supplier is used or available for use. The process for creating supplier records from an external source is described in 30.1.2 Import Suppliers subprocess.*



## DM Open Forum

9

### Parking Lot Items

- ▶ *Will there be an option to change the supplier information at the payment level?*
  - *Yes. Supplier information, such as payment terms, existing supplier address or location, can be changed during the voucher process, prior to payment.*
  - *Updates to the supplier record require review and approval, as described in subprocess 30.1.1 Add and Update Suppliers.*
- ▶ *Are fields available to enter service dates when processing invoices in Accounts Payable?*
  - *Yes. When entering a voucher, the performance start and end date fields are available for use and agencies can track and report on these fields.*



**Florida PALM**  
Planning, Accounting, and Ledger Management

AAC Session 2 Confirmation Working Meeting

05/22/2019

## DM Open Forum

10

### Parking Lot Items

- ▶ *How will budget amendments be handled for budget checking?*
  - *The original budget, as loaded per the GAA, in addition to amendments to appropriation, release, or reserve throughout the year will update the budget balances which are used to perform budget checking.*
- ▶ *FRS warrants to retirees currently bypass Unclaimed Property. Has this been considered?*
  - *Yes. This is a configuration item to exclude applicable funds from transfer to Unclaimed Property.*



**Florida PALM**  
Planning, Accounting, and Ledger Management

AAC Session 2 Confirmation Working Meeting

05/22/2019

## DM Open Forum

11

### 30.5 Manage Payments

- ▶ Description of Business Subprocesses
  - 30.5.4 Cancel and Reissue Payments
    - Agencies identify the need for cancellations
    - DFS manages cancellation requests
    - Treasury manages CRA cancellations requests
- ▶ *Now Available:* Florida PALM Website



**Florida PALM**  
Planning, Accounting, and Ledger Management

AAC Session 2 Confirmation Working Meeting

05/22/2019

## DM Open Forum

12

### InterUnit Transactions

- ▶ The following are scenarios when two agencies or two funds are included in a transaction that results in an exchange of cash:
  - A – Payment for goods or services when service entity produces billing in Florida PALM
  - B – Payment for goods or services when service entity produces billing and paying entity reviews billing prior to finalizing in Florida PALM
  - C – Payment for goods or services when service entity does not produce billing or record an accounts receivable in Florida PALM
  - D – Payment for goods or services when service entity does not produce billing but does record an accounts receivable in Florida PALM
  - E – Transfers of cash between agencies or between funds within the same agency
  - F – Revenue redistribution between two funds within the same agency



**Florida PALM**  
Planning, Accounting, and Ledger Management

AAC Session 2 Confirmation Working Meeting

05/22/2019

# DM Open Forum

## InterUnit Transactions

13

Scenario	Transaction Characteristics	Entity 1 (Billing Entity / Good or Service Provider)	Entity 2 (Paying Entity / Good or Service Receiver)
A - Payment for goods or services when service entity produces billing in Florida PALM	<ul style="list-style-type: none"> <li>Budget and cash are checked</li> <li>Uses operating budget authority</li> <li>Records revenue and expenditure</li> <li>Subject to DFS audit and sampling criteria</li> </ul>	(1) Produce billing per 50.2.1 Customer Billing subprocess  (3) Receive payment per 60.2.2 AR Deposits	(2) Create voucher per 30.3.1 Process Vouchers subprocess



# DM Open Forum

## InterUnit Transactions

14

Scenario	Transaction Characteristics	Entity 1 (Billing Entity / Good or Service Provider)	Entity 2 (Paying Entity / Good or Service Receiver)
B - Payment for goods or services when service entity produces billing and paying entity reviews billing prior to finalizing in Florida PALM	<ul style="list-style-type: none"> <li>Budget and cash are checked</li> <li>Uses operating budget authority</li> <li>Records revenue and expenditure</li> <li>Agreement between entities prior to completing billing</li> <li>Voucher originated by the system upon approval of the billing</li> <li>Subject to DFS audit and sampling criteria</li> </ul>	(1) Initiate billing per 50.2.3 InterUnit Billing subprocess  (4) Receive payment per 60.2.2 AR Deposits	(2) Review and approve billing per 50.2.3 InterUnit Billing subprocess  (3) Review and approve voucher per 30.3.1 Process Vouchers subprocess



## DM Open Forum InterUnit Transactions

15

Scenario	Transaction Characteristics	Entity 1 (Billing Entity / Good or Service Provider)	Entity 2 (Paying Entity / Good or Service Receiver)
C - Payment for goods or services when service entity does not produce billing or record an accounts receivable in Florida PALM	<ul style="list-style-type: none"> <li>Budget and cash are checked</li> <li>Uses operating budget authority</li> <li>Records revenue and expenditure</li> <li>Subject to DFS audit and sampling criteria</li> </ul>	(1) Send billing / request for payment outside of Florida PALM  (3) Receive payment per 60.2.1 Direct Journal Deposits	(2) Create voucher per 30.3.1 Process Vouchers subprocess

## DM Open Forum InterUnit Transactions

16

Scenario	Transaction Characteristics	Entity 1 (Billing Entity / Good or Service Provider)	Entity 2 (Paying Entity / Good or Service Receiver)
D - Payment for goods or services when service entity does not produce billing but does record an accounts receivable in Florida PALM	<ul style="list-style-type: none"> <li>Budget and cash are checked</li> <li>Uses operating budget authority</li> <li>Records revenue and expenditure</li> <li>Subject to DFS audit and sampling criteria</li> </ul>	(1) Send billing / request for payment outside of Florida PALM  (2) Create accounts receivable per 60.1.1 Record Accounts Receivables  (4) Receive payment per 60.2.2 AR Deposits	(3) Create voucher per 30.3.1 Process Vouchers subprocess



## DM Open Forum InterUnit Transactions

17

Scenario	Transaction Characteristics	Entity 1 (Sending Entity)	Entity 2 (Receiving Entity)
E – Transfers of cash between agencies or between two funds within the same agency	<ul style="list-style-type: none"> <li>Budget and cash are checked</li> <li>May use operating or non-operating budget authority</li> <li>Transfer In and Transfer Out must balance across entities</li> <li>Subject to DFS audit and sampling criteria</li> </ul>	(1) Sending entity initiates transfer per 80.2.4 Process InterUnit Cash Transfer subprocess	(2) Receiving entity reviews and approves per 80.2.4 Process InterUnit Cash Transfer subprocess



## DM Open Forum InterUnit Transactions

18

Scenario	Transaction Characteristics	Agency
F – Revenue redistribution between two funds within the same agency	<ul style="list-style-type: none"> <li>Budget is not checked</li> <li>Cash is checked</li> <li>Revenue budget amounts updated</li> <li>Between two revenue accounts within the same agency</li> <li>Results in a \$0 transaction</li> </ul>	Agency initiates redistribution per 60.2.1 Direct Journal Deposits subprocess



# DM Open Forum

## Participant Questions

19



**FloridaPALM**  
Planning, Accounting, and Ledger Management

AAC Session 2 Confirmation Working Meeting

05/22/2019

20

# AAM OPEN FORUM



**FloridaPALM**  
Planning, Accounting, and Ledger Management

AAC Session 2 Confirmation Working Meeting

05/22/2019

# AAM Open Forum Participant Questions

21



**FloridaPALM**  
Planning, Accounting, and Ledger Management

AAC Session 2 Confirmation Working Meeting

05/22/2019

22

# WRAP UP



**FloridaPALM**  
Planning, Accounting, and Ledger Management

AAC Session 2 Confirmation Working Meeting

05/22/2019

# Wrap Up

23

## AAC Session Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
5/6	5/7 Session 1 (9am-4pm)	5/8 Session 2 (9am-4pm)	5/9 Session 3 (9am-4pm)	5/10 Clarification Working Meeting Week 1 (10-11am) (via phone)
5/13	5/14 Session 3 (9am-4pm)	5/15 Session 1 (9am-4pm)	5/16 Session 2 (9am-4pm)	5/17 Clarification Working Meeting for Week 2 (10-11am) (via phone)
5/20	5/21 Clarification Working Meeting for Session 1 Topics (1:30-3:30pm) (in person)	5/22 Clarification Working Meeting for Session 2 Topics (1:30-3:30pm) (in person)	5/23 Clarification Working Meeting for Session 3 Topics (1:30-3:30pm) (in person)	5/24
5/27	5/28	5/29 Clarification Working Meeting All Sessions (10-11am) (via phone)	5/30 Clarification Working Meeting All Sessions (10-11am) (via phone)	5/31 <b>Feedback Form Due</b>



AAC Session 2 Confirmation Working Meeting

05/22/2019

# CONTACT INFORMATION

CONTACT US

[FLORIDAPALM@MYFLORIDACFO.COM](mailto:FLORIDAPALM@MYFLORIDACFO.COM)

PROJECT WEBSITE

[WWW.MYFLORIDACFO.COM/FLORIDAPALM/](http://WWW.MYFLORIDACFO.COM/FLORIDAPALM/)

