30.3 Enter and Process Vouchers

Department of Financial Services

Florida PALM
Planning, Accounting, and Ledger Management

Date: _____ 03/05/2019 _____
Revision: _____ DRAFT _____

Table of Contents

Disbursements Management

General Information

This document describes and depicts the process steps and supporting information for the identified State business process. Within the *Subprocess Flow Details* section, included for each process step are:

- **Process Step ID** – A unique number assigned to each process step
- **Process Step Title** – A short description assigned to each process step
- **Description of Process** – A detailed narrative description of the process step
- **Ledger Impacts ID** – The number assigned to the documented accounting entry associated with the step

Also described below are the *Ledger Impacts* and *Reports*, which are displayed as icons on the *Business Process Flow Diagrams*. Finally, included in the *Terminology* section are definitions of terms to help the reader to better understand the document.

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.

Business Process Overview

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 subprocesses: Process Vouchers, Voucher Matching, and Review and Approve Vouchers. Included are vouchers loaded from various Department of Financial Services (DFS) interfaces (Purchasing Card (PCard), Payroll, etc.,) and other Agency Business Systems (ABS).

Subprocess Flow Details

The table below describes steps in the business subprocess as reflected on the Business Process Flow Diagrams. The table also reflects 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 either an agency or an enterprise role. 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 Business Process Flow Diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

30.3.1 – Process Vouchers	
Swim Lane – Definition	**Agency AP Processor:** agency role responsible for entering invoices into Florida PALM

Process Step ID	Process Step Title	Description of Process
1	Agency Business Systems	An interface is established with an ABS (as appropriate) and Florida PALM to obtain invoice data. At a minimum, data is transferred nightly from an ABS into Florida PALM. Policy and internal controls allow vouchers from ABS to load as pre-approved and bypass voucher approval workflow.
2	Excel Upload	The Agency AP Processor can use the spreadsheet voucher upload interface to prepare and enter vouchers and then import them into Florida PALM. Vouchers loaded from Excel are subject to voucher approval workflow.
3	MyFloridaMarket Place	An interface is established with MyFloridaMarketplace (MFMP) and Florida PALM to obtain invoice data. At a minimum, data is transferred nightly from MFMP into Florida PALM. Policy and internal controls allow vouchers from MFMP to load as pre-approved and bypass voucher approval workflow.
4	Purchasing Card	An interface is established with PCard system and Florida PALM to obtain PCard related data. At a minimum, data is transferred nightly from the PCard system into Florida PALM.
5	Payroll	An interface is established with People First and Florida PALM to obtain employee payroll disbursement information.
6	Receive Inbound Voucher Data	Files containing voucher data are received from business systems and the InterUnit Billing process and are interfaced into the Accounts Payable (AP) module.
7	Load Inbound Voucher Data	This step retrieves the invoice data from the source system and loads the voucher data into staging tables. The data goes through a pre-edit process where certain fields are validated, such as: business unit, 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 Process.
8	Run Voucher Build Process	This process performs the Voucher Edit Process that determines 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 process.

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Process Step ID	Process Step Title	Description of Process
9	Review/Correct Quick Invoice	This step corrects voucher errors in a "recycle" status using the Quick Invoice panels. The Voucher Build Error Detail page is used to review the Voucher Build Process errors. This page displays header errors, miscellaneous charge errors, invoice line errors, and scheduled payment errors. Once the errors are corrected online by the Voucher Build Process, the voucher is then ready for Budget Check and approval.
10	Voucher Created	All valid vouchers are loaded and uniquely identified with a Voucher ID and ready for Budget Check.
11	Receive Approved Invoice with Three Date Stamp	Invoices are received by the Agency AP Processor authorized for payment according to current rules, statutes, and agency policies. 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. Invoices are ready for entry into Florida PALM.
12	Enter/Update Voucher	An Agency AP Processor enters or updates information from the supplier invoicesupplier profile and Encumbrance PO number and adds any applicable comments or attachments to create a voucher in Florida PALM. The Agency AP Processor records the three dates from the three-date stamp and selects the latest of these three dates, entering that date as the Basis Date for the prompt pay calculation. Various processes enter through this step: 30.3.2-1 Dispute Voucher, 30.4.2-3 Void/Stop Payments, 30.4.3-3 Import ACH/EFT NOC, 30.5-2 Process 1099.
13	Run Budget Check	The Budget Check Process validates the current budget against ChartField values entered in the voucher distribution. The process liquidates any encumbrance that is associated with the voucher and creates an expense entry within commitment control. Errors found during the Budget Check Process are corrected, and the Budget Check Process is re-run.
14	Initiate Approval Workflow	Budget Check initiates the appropriate Florida PALM approval workflow for the entered vouchers. All vouchers that are not pre-approved require one or more workflow approval.
15	Post Voucher	The Posting Process generates the accounting entries that move to the General Ledger. These include entries for expenses, offsets, taxes, and other non-merchandise expenses. AP information is loaded into the Asset Management module for vouchers that contain asset ChartField accounting information. The voucher is ready for Payment Processing.
16	Delete 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 using the Voucher Add\Update

Process Step ID	Process Step Title	Description of Process
		Component. Upon review, if it is determined that the transaction is no longer required, then the entered voucher is deleted by the Agency AP Processor.

30.3.2 – Voucher Matching	
Swim Lanes – Definition	**Agency AP Processor:** agency role responsible for entering invoices into Florida PALM **Agency AP Supervisor:** agency role responsible for overriding match errors

Process Step ID	Process Step Title	Description of Process
1	Run Matching Process	The Match Process compares the voucher to any related POs and receives documents to verify payment only for the goods and services that were requested and received. Match rules specify transaction characteristics that are being matched (price, quantity). Delete, correct, or match override disputed vouchers to issue payment.
2	Override Match Error	The Agency AP Supervisor has appropriate security controls to override match exceptions.
3	Notify Program for Dispute Resolution	An Agency AP Processor notifies the responsible program contact person for dispute resolution. For example, a corrected invoice may be required.

30.3.3 – Review and Approve Vouchers	
Swim Lanes – Definition	**Agency AP Approver:** agency role responsible for authorizing approval of vouchers **Agency F&A Approver:** agency role responsible for final editing and approval of invoice transactions before DFS sampling criteria is applied **DFS Approver:** enterprise role responsible for sample audit approval of vouchers

Process Step ID	Process Step Title	Description of Process
1	Review Voucher	An Approver uses a worklist/email request to review vouchers pending approval. 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.

Process Step ID	Process Step Title	Description of Process
2	Approve Voucher	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 next level of the approval. Once the voucher has obtained all approvals, the payment is processed. Certain vouchers are pre-approved and do not go through the approval process (e.g. employee payroll and PCard payments).
3	Deny Voucher	Vouchers that are denied by an Approver are sent back to an Agency AP Processor for correction/deletion.

Ledger Impacts

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Budget Check	Encumbered voucher: increase expense and decrease encumbrance Unencumbered voucher: increase expense and decrease available appropriation
LI2	Post Voucher	Increases expense and accounts payable

Reports

Report Number	Report Description	Report Frequency	Audience
R1	Voucher Load Errors	Periodic	Agency, DFS
R2	Voucher Build Errors	Periodic	Agency, DFS
R3	Budget Exceptions	Periodic	Agency, DFS
R4	Vouchers Pending Approval	Periodic	Agency, DFS
R5	Vouchers Posted	Periodic	Agency, DFS
R6	Matching Exceptions	Periodic	Agency, DFS

Terminology

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 process.

Business Unit – an operational subset of an organization, which enables to track specific business information for reporting and other data consolidation.

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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.

Encumbrance PO – the mechanism used to create an encumbrance in Florida PALM.

General Ledger – a master set of accounts in which an entity's financial transactions are recorded in detail or in summary form. Serves as a central repository for accounting data transferred from all sub-ledgers or process areas.

Interunit Billing – customer agency creates a payable to the billing agency using the vendor invoice functionality, and processes the payment run to settle the bill.

Ledger – permanent summary of amounts entered in supporting journals, which list individual transactions by date.

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

Manual Payment – the process to record payments issued to suppliers outside of Florida PALM.

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

Supplier – all payees are referred to as suppliers in Florida PALM.

Voucher – an internal document used to make a payment to an external entity such as a supplier. A voucher is created when Florida PALM receives an invoice from 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.

Business Process Flow Diagrams

Please see *30.3 – Enter and Process Vouchers* located in the D54 Standardized Business Processes > Working > Workstream B folder.