

## I.30.3.B Audit Vouchers

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## Revision History

Version	Date	Revision Notes

DRAFT

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## Business Process Overview

The Voucher Audit interim business process encompasses all activities that are required for vouchers selected for audit during the sampling process and the responsibilities required of the Wave organization.

## Dependencies and Constraints

- Sampling of vouchers for auditing occurs in Florida PALM.
- Wave organizations use a report to identify vouchers selected for DFS audit.
- Wave organizations create voucher packages for sampled vouchers and deliver them to DFS.
- Vouchers deleted due to an audit must be re-entered in Departmental FLAIR.
- All reports are available to Wave organizations in Florida PALM and/or the Information Warehouse.

## Business Process Flow Details

Table 1: Process Steps Included on Interim Business Process Model Flow

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Swim Lanes – Definition	<b>DFS AP Approver:</b> DFS role responsible for voucher approval <b>Wave Organization AP Processor:</b> Wave organization role that interacts with Florida PALM during Pilot to manage denied vouchers	
Process Step ID	Process Step Title	Description of Process
1	Receive/Review Voucher	<p>If the voucher passes budget check and is selected for audit in the Process Vouchers interim business process, the Wave Organization AP Processor submits the voucher package to the Department of Financial Services (DFS) for review.</p> <p>The primary purpose of this step is to review the invoice and confirm that the appropriate authority was in place prior to the purchase, correct funding codes were used, and required attachments were included. The DFS AP Approver may approve or deny the voucher.</p>
2	Approve Voucher	If the voucher package is complete and accurate, the DFS AP Approver approves the voucher.
3	Stage Voucher for Payment	<p>Once the voucher has been approved, it is sent to Post Voucher and the voucher is staged for payment. Vouchers are scheduled for payment based on the payment terms from the supplier profile and/or the voucher header.</p> <p>Certain vouchers are pre-approved and do not go through the approval process (employee payroll, direct load, and Purchase Card payments).</p>
4	Hold Voucher	If the voucher package is incomplete, the voucher is placed in a hold status in Florida PALM and the DFS AP Approver

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Process Step ID	Process Step Title	Description of Process
		contacts the Wave organization for additional information. DFS policy determines the length of time a voucher is held before it is deleted from Florida PALM.
5	Request Additional Documentation	DFS AP Approver requests additional information from the Wave organization to complete voucher package.
6	Provide Additional Documentation	Information is provided to the DFS AP Approver and the voucher is reviewed for approval for payment.
7	Deny Voucher	If the voucher package is incomplete or the audit criteria are not met, the DFS AP Approver denies the voucher. The voucher status is updated for the reason it was denied. The DFS AP Approver must deny the voucher prior to the voucher being deleted.
8	Delete Voucher	The DFS AP Approver deletes the voucher from Florida PALM.
9	Deleted Voucher File	The Auto 58 file for deleted vouchers is created and sent to Departmental FLAIR.
10	Reverse Original Transaction	Transactions deleted in Florida PALM are reversed in Departmental FLAIR and a new transaction is entered if appropriate.
11	Review Voucher Status Report	<p>Voucher status data is used to create the Voucher Status report. The Wave Organization AP Processor reviews the Voucher Status report to review vouchers deleted by DFS and determines the appropriate action. The report is also used to monitor whether vouchers have been approved and scheduled for payment.</p> <p>The Wave Organization AP Processor reconciles the Auto 58 transactions for deleted vouchers and verifies that Departmental FLAIR and Florida PALM are in balance.</p> <p>If appropriate, the Wave organization reverses the original transaction and enters a new disbursement request.</p>

## Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Voucher Status – a report listing the status of each voucher (selected for audit, approved, deleted, paid)	Periodic	DFS, Organizations

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