

# I.30.7 Accounts Payable Period Close

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## Revision History

Version	Date	Revision Notes

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## Business Process Overview

The Accounts Payable Period Close interim business process highlights the activities to complete in preparation to close Departmental FLAIR and reconcile balances to the Accounts Payable (AP) Module. The Accounts Payable Period Close interim business process is applicable to both the month end and year end close. The Wave Organization AP Processor oversees the completion of the following accounts payable tasks: reconciling payments made in Florida PALM to payments requested in Departmental FLAIR, reviewing and taking appropriate action for vouchers submitted to Florida PALM that have not been paid, and determining appropriate action needed to resolve budget, cash, and accounting exceptions needed to reconcile Departmental FLAIR to Florida PALM.

## Dependencies and Constraints

- Errors are corrected in the source system.
- All reports are available to Wave organizations in Florida PALM and/or the Information Warehouse.
- Accounts Payable Period Close business process must be completed in Florida PALM after reconciling accounts payable data with Departmental FLAIR.
- Wave organizations use inquiry access in Florida PALM to monitor for encumbrance errors and budget overrides.

## Business Process Flow Details

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

I.30.7 Accounts Payable Period Close		
Swim Lanes – Definition	<b>DFS AP Processor:</b> DFS role responsible for completing the accounts payable period close <b>Wave Organization AP Processor:</b> Wave organization role responsible for managing the accounts payable period close	
Process Step ID	Process Step Title	Description of Process
1	Run Payment Register Report	Run the Payment Register report in Florida PALM to identify electronic, warrant, or manual payments that have been issued.
2	Run Voucher Aging Schedule Report	Run the Voucher Aging Schedule report in Florida PALM to identify vouchers that are pending approval.
3	Run Budget Exceptions Report	Run the Budget Exceptions report in Florida PALM to identify vouchers with budget exceptions.
4	Run Cash Exceptions Report	Run the Cash Exceptions report in Florida PALM to identify vouchers with cash exceptions.
5	Review Reports	The following reports in Florida PALM are used by the Wave Organization AP Processor to reconcile Departmental FLAIR to the AP Module in Florida PALM: <ul style="list-style-type: none"> <li>• Payment Register</li> <li>• Voucher Aging Schedule</li> <li>• Budget Exceptions</li> </ul>

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Process Step ID	Process Step Title	Description of Process
		<ul style="list-style-type: none"> <li>Cash Exceptions</li> </ul>
6	Reconcile Payment Data	The Wave Organization AP Processor uses the Payment Register to reconcile Payments made in Florida PALM to payments requested in Departmental FLAIR.
7	Review Vouchers Pending Approval	The Wave Organization AP Processor uses the Voucher Aging Schedule to review and take appropriate action for vouchers submitted to Florida PALM that have not been paid.
8	Resolve Exceptions	<p>The Wave Organization AP Processor uses the information provided in the reports to determine appropriate actions needed to resolve budget, cash, and accounting exceptions needed to reconcile to Florida PALM, which is the book of record.</p> <p>Refer to the Process Vouchers interim business process, the Budget Execution and Management interim business process, and the Cash Checking interim business process for information on resolving exceptions.</p>
9	Perform Monthly Close	Once reconciliation is complete and all exceptions have been addressed, Wave organizations close the period in Departmental FLAIR.
10	Run Accounts Payable Period Close	The Accounts Payable (AP) Period Close interim business process is completed in Florida PALM as scheduled.

## Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Payment Register – a listing of electronic, warrant, or manual payments made as part of the pay cycle, and any offsets applied to those payments	Periodic, Monthly	Organizations
R2	Voucher Aging Schedule – an aging schedule of vouchers pending approval	Periodic, Monthly	Organizations
R3	Budget Exceptions – a listing of vouchers with budget exceptions	Periodic, Monthly	Organizations
R4	Cash Exceptions – a listing of payments with cash exceptions	Periodic, Monthly	Organizations