

# PALM Updates for STMS

## May 2025 Update

### May Webinars for STMS Updates:

The STMS May PALM Stakeholder Engagement Sessions (webinars) will focus on Vouchers. These sessions aim to provide a platform for open dialogue and gather valuable feedback from subject matter experts.

- **Who should attend:** STMS Subject Matter Experts, Agency Administrators, PALM Project Managers, PALM Training and Testing Liaisons
- For your convenience, two one-hour sessions are scheduled this month.

Please register for your preferred webinar date and time:

- Tuesday, May 13<sup>th</sup> at 10:00 a.m. <https://attendee.gotowebinar.com/register/2032249778499816792>
- Wednesday, May 14<sup>th</sup> at 1:00 p.m. <https://attendee.gotowebinar.com/register/4598556097217379420>

If you are unable to attend, a summary will be emailed to all invitees after the session on 5/14/2025.

### Agenda:

- Website for PALM Updates
- April Questions
- PALM Updates for STMS
  - Voucher Process - Cancellation
  - Voucher Mockup

The screenshot displays the 'Approval History' section of the STMS system, specifically the 'Voucher' form. The form is titled 'TRIP FORM : [redacted]' and includes a table with columns for TRAVELER NAME, RECORD TYPE DISPLAY (Authorization), STATUS, DEPARTURE DATE AND TIME, RETURN DATE AND TIME, DESTINATION, PREPARER NAME, TOTAL TRIP COST, and AMOUNT DUE TO TRAVELER. Below the table is the 'Trip Forms Detail' section, which includes a 'Trip Form' header and a navigation menu with options like CHATTER FEED, DETAILS, EXPENSE LINE ITEMS, TRIP FORMS, ATTACHMENTS, FORM TRANSACTIONS, and VOUCHER. The 'VOUCHER' section is expanded, showing a 'VOUCHER HEADER' with various input fields: VOUCHER ID, SUPPLIER ID, INVOICE ID, INVOICE DATE, ACCOUNTING DATE, SERVICE FROM DATE, SERVICE TO DATE, SOURCE SYSTEM USER ID, DFS AUDIT? (checkbox), VOUCHER STATUS, VOUCHER POST STATUS, AUDIT STATUS, CONFIDENTIAL TRANSACTION FLAG, and GROSS AMOUNT.

- Schedule Updates for User Acceptance Testing (UAT) and Training
- Cases