

Eric
Fund Cash Processor

Agency end user who enters Trust Fund disinvestment GL journals in Florida PALM

Source Module: Cash Management

Work Goals: Efficiently and effectively create disinvestment journals

Business Subprocess: 80.2.1 Monitor Trust Fund Cash Balance



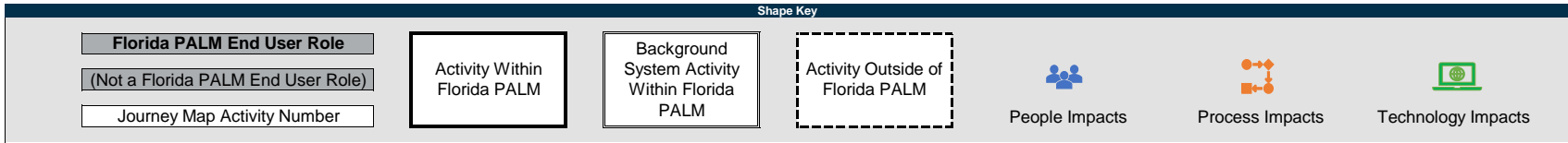
Responsibilities

I will be responsible for reviewing the fund cash and creating disinvestment journal entries when liquidation is needed. I will also be responsible for redistributing investments at the sub-fund level.

What Is In It For Me?

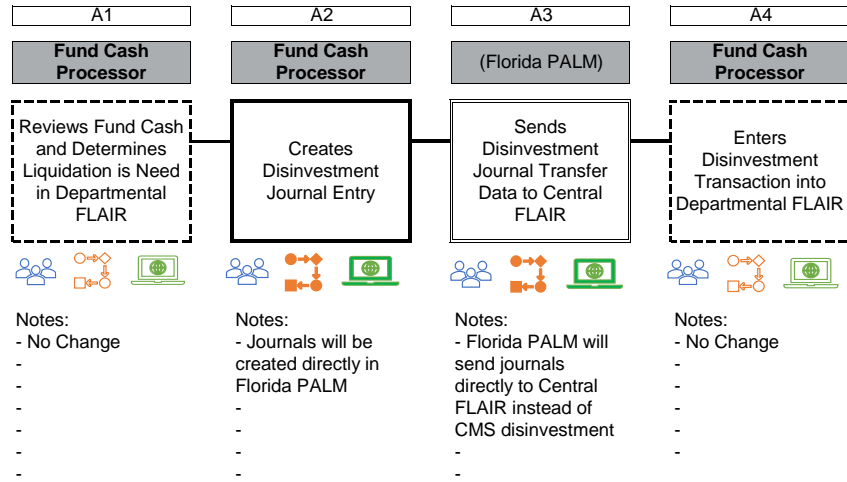
Need to easily and efficiently create a corresponding journal entry.

“
I’m sure that the process for creating disinvestments in Florida PALM will be efficient and easy.
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CMS Wave
Journey Maps
CMSW.80.2.1 -
Monitor Trust
Fund Cash
Balances

Journey Map: Liquidate



EXERCISE

Florida PALM Business Process Area: Cash Management (CM)				 People	 Process	 Technology	 Communication
CMS Wave Business Process	CMS Wave Business Sub-Process	Persona	Journey Map Step	<ul style="list-style-type: none"> How will this step affect my agency's end users? Who will be affected? How will their roles and responsibilities change? Is there currently someone who is responsible for this step or will someone need to take on this responsibility? Are there additional roles that are not part of our current process? Is there another role unique to our agency that needs to be included in the process (i.e., Manager or Supervisor)? 	<ul style="list-style-type: none"> What changes to our business processes are needed? Is this a new, same, or modified step in your agency's process? Is there a process specific to your agency that needs to happen before or after this step? Does your agency need to send a notification or communication outside of the documented process? Will your timing or frequency of completing an activity, reviewing information, or running reports change? What changes to our forms and materials are needed? What changes to our reports are needed? 	<ul style="list-style-type: none"> What changes are needed to our agency business systems? Do any of our business systems need an interface to Florida PALM? Is a current manual step for our agency becoming automated? Is an interface being added or removed? Is a report being added or removed? Is a form being added or removed? Has the system we currently enter information into changed? 	<ul style="list-style-type: none"> Who needs to know these changes? How and when will they know? Which external stakeholders do we need to inform (how/when)?
80.2 - Monitoring and Manage Fund Cash	CMSW.80.2.1 - Monitor Trust Fund Cash Balances	Fund Cash Processor	A1	<ul style="list-style-type: none"> No change Role and responsibilities currently exist in Agency Kay Tom and Jerry have currently be assigned these responsibilities 	<ul style="list-style-type: none"> No change Will still review fund cash in Departmental FLAIR similar to what Agency Kay does today 	<ul style="list-style-type: none"> No change The system used to review fund cash has not changed 	<ul style="list-style-type: none"> Not applicable
80.2 - Monitoring and Manage Fund Cash	CMSW.80.2.1 - Monitor Trust Fund Cash Balances	Fund Cash Processor	A2	<ul style="list-style-type: none"> No change Role and responsibilities currently exist in Agency Kay Tom and Jerry have currently be assigned these responsibilities 	<ul style="list-style-type: none"> Disinvestment journals will now be created directly in Florida PALM Fund Cash Processor will need to email their manager when creating a disinvestment journal. This notification will be an extra step in the process for Agency Kay This is a modified step for Agency Kay Internal business processes and procedure documents will need to be updated to show that the Fund Cash Processor will need to enter the journal in Florida PALM 	<ul style="list-style-type: none"> Disinvestment journals will be created in Florida PALM The system used to enter disinvestment journals has changed Internal business processes and procedures will need to be updated to show change in system 	<ul style="list-style-type: none"> Tom and Jerry will need to know that their current process for entering in disinvestment journals has changed There manager/supervisor will let them know as part of internal agency discussions prior as part of the Leading Change Workshops and prior to end user training Internal business processes and procedures will be updated as a reference Internal training materials will be updated to show that disinvestments will be created in Florida PALM
80.2 - Monitoring and Manage Fund Cash	CMSW.80.2.1 - Monitor Trust Fund Cash Balances	(Florida PALM)	A3	<ul style="list-style-type: none"> No change Background process so will not affect Agency Kay's end users 	<ul style="list-style-type: none"> Florida PALM will send journals directly to Central FLAIR Currently the CMS disinvestment application sends journals to Central FLAIR This is a modified step for Agency Kay Internal business process and procedure documents will need to be updated to show that Florida PALM will send journals to Central FLAIR 	<ul style="list-style-type: none"> Florida PALM will send journals directly to Central FLAIR instead of CMS disinvestment application The system that will be sending journals to Central FLAIR has changed Internal business processes and procedures will need to be updated to show change in system 	<ul style="list-style-type: none"> Tom and Jerry will need to know that their current process for entering in disinvestment journals has changed There manager/supervisor will let them know as part of internal agency discussions prior as part of the Leading Change Workshops and prior to end user training Internal business processes and procedures will be updated as a reference Internal training materials will be updated to show Florida PALM sending data to Central FLAIR
80.2 - Monitoring and Manage Fund Cash	CMSW.80.2.1 - Monitor Trust Fund Cash Balances	Fund Cash Processor	A4	<ul style="list-style-type: none"> No change Role and responsibilities currently exist in Agency Kay Tom and Jerry have currently be assigned these responsibilities 	<ul style="list-style-type: none"> No change Will still need to enter disinvestment transactions in Departmental FLAIR 	<ul style="list-style-type: none"> No change Still need to enter disinvestment transactions into Department FLAIR 	<ul style="list-style-type: none"> Not applicable