# Florida PALM Planning, Accounting, and Ledger Management



## **CMS WAVE OFFICE HOURS**

April 1-2 & 7-8, 2020





**Overview** 

Purpose – to answer functional questions related to Cash Management Systems (CMS) Wave Business Process Models, interfaces, and configuration items that impact agencies





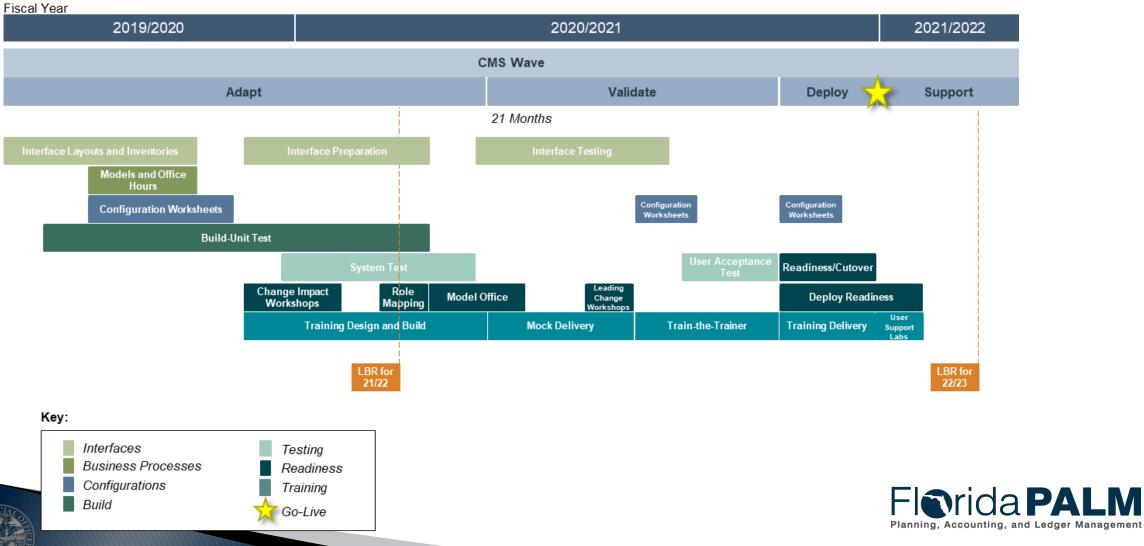
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#### **Overview**

- CMS Wave Business Processes include:
  - Enterprise functionality performed by the Department of Financial Services, and Divisions of Treasury (Treasury) and Accounting and Auditing (A&A)
  - Agency functionality for processes performed today in Treasury's CMS applications
  - Interface functionality between Central FLAIR, Departmental FLAIR, and Florida PALM
- Business Process Model Variations
  - Wave Specific a model that shows processes applicable to the deployment of a wave
  - Standardized Model model is not anticipated to change in later waves for Phase 1



#### **CMS Wave Agency Activities**



#### **Overview**

- Master Readiness Workplan Tasks:
  - Business Process Models
    - Review models MRW Task FUNC27 (due 04/15/2020)
    - Available on Florida PALM website
  - Interfaces
    - Review initial layouts MRW Task TECH70 (due 04/24/2020)
    - Complete Connection Inventory MRW Task TECH71 (due 04/24/2020)
    - Interface technical questions schedule an agency-specific meeting with Florida PALM through your Agency Liaison
  - Configuration Items
    - Submit Configuration Workbooks MRW Task FUNC29 (due 05/27/2020)



#### **Overview**

- Business Processes Grouped into two sessions:
  - Depositing and Bank Accounts processes including Consolidated Revolving Account (CRA)
    - 04/01/2020 9 am to 12 pm
    - 04/07/2020 1 pm to 4 pm
  - Trust Fund Investment/Disinvestment
    - 04/02/2020 9 am to 12 pm
    - 04/08/2020 1 pm to 4 pm



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## SESSION 1 – DEPOSITING AND BANK ACCOUNT PROCESSES (INCLUDING CRA)

April 1, 2020 April 7, 2020





#### Depositing and Bank Accounts (including CRA) CMS Wave Applicable Business Processes

Business Process/Subprocess	Related Agency Interfaces	Related Agency Configuration
60.2.4 Manage Electronic Receipts Data	Outbound ACH NOC Data	N/A
60.2.5 Process FLAIR Deposits	Inbound Deposit Data	N/A
60.2.6 Treasury Receipts, Adjustments, and Returned Items	Outbound Returned Items Data	N/A
70.1.1 Maintain Bank Accounts	N/A	Banking Information
70.1.2 Manage Treasury Correspondence	N/A	N/A
70.2 Manage and Reconcile Bank Statements	Outbound BAI Bank Statement Outbound Bank Deposit Transactions Inbound External Transactions	N/A
70.4 Process Bank Cash Transfers	N/A	N/A
80.2.6 Manage Revolving Funds	Outbound BAI Bank Statement	N/A





#### **Depositing and Bank Accounts (including CRA)** 60.2.4 Manage Electronic Receipts Data

- Key Process Changes
  - Agencies will obtain the ACH Notifications of Change interface and report from Florida PALM





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CMS Wave Office Hours

#### **Depositing and Bank Accounts (including CRA)** 60.2.4 Manage Electronic Receipts Data

- Agency Interfaces
  - Outbound ACH NOC Data provides changes to the banking information details related to customer drafts. The interface will be similar to what is received today.
- Agency Configuration
  - None





## **Depositing and Bank Accounts (including CRA)** 60.2.4 Manage Electronic Receipts Data

Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Standardized Model	Standardized Model	Standardized Model	Standardized Model

 The CMS Wave process will be the standardized model as there are no anticipated changes to the model in future waves





## **Depositing and Bank Accounts (including CRA) 60.2.5 Process FLAIR Deposits**

#### Key Process Changes

- Agencies will continue to record deposits in Departmental FLAIR which will be interfaced to both Central FLAIR and Florida PALM
- Agencies will access Florida PALM to run and review deposit reports and request Treasury assistance (e.g., deposit assistance and same day verification)
- The Department of Revenue (DOR) will create deposits on behalf of agencies in Florida PALM. Departmental FLAIR-only entries will either be:
  - Interfaced from DOR on the agency's behalf, or
  - Entered directly by the agency; Florida PALM interfaces DOR deposits to Central FLAIR to update cash and revenue balances





## Depositing and Bank Accounts (including CRA) 60.2.5 Process FLAIR Deposits

- Agency Interfaces
  - Inbound Deposit Data is used to record deposits directly into Florida PALM. This interface will only be used by DOR for recording deposits processed for other agencies in the CMS Wave. It will be available to all agencies in the Departmental Wave.
- Agency Configuration
  - None





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## Depositing and Bank Accounts (including CRA) 60.2.5 Process FLAIR Deposits

Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific	Wave Specific	Wave Specific (no change from Central)	Standardized Model 60.2.1; 60.2.2

- The Central Wave process model will no longer have the Central FLAIR interfaces; Florida PALM will become the book of record for spendable cash balances
- The Payroll Wave process model will be the same as the Central Wave model
- For the Departmental Wave, standardized business processes 60.2.1 and 60.2.2 will be created to show deposits entered directly in Florida PALM. Business process 60.2.5 will be retired





Depositing and Bank Accounts (including CRA) 60.2.6 Treasury Receipts, Adjustments, and Returned Items

- Key Process Changes
  - Treasury Receipts, Adjustments, and Returned Items are initially recorded in Florida PALM as deposits
  - Once posted in Florida PALM, deposits are interfaced to Central FLAIR to update cash and revenue balances
  - Agencies will access Florida PALM to run and review deposit reports to assist in identifying and recording Departmental FLAIR-only transactions
  - Agencies will obtain the Returned Items report and interface from Florida PALM



Depositing and Bank Accounts (including CRA) 60.2.6 Treasury Receipts, Adjustments, and Returned Items

- Agency Interfaces
  - Outbound Returned Items Data provides returned item data including images to agencies
- Agency Configuration
  - None



#### Depositing and Bank Accounts (including CRA) 60.2.6 Treasury Receipts, Adjustments, and Returned Items

#### Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific	Wave Specific	Wave Specific (no change from Central)	Standardized Model 60.2.1; 60.2.3

- The Central Wave process model will no longer have the Central FLAIR interfaces; Florida PALM will become the book of record for spendable cash balances
- The Payroll Wave process model will be the same as the Central Wave model
- For the Departmental Wave, standardized business processes 60.2.1 and 60.2.3 will be created to show deposits and returned items entered directly in Florida PALM. Business process 60.2.6 will be retired





## Depositing and Bank Accounts (including CRA)

#### **70.1.1 Maintain Bank Accounts**

- Key Process Changes
  - Bank accounts are configured in Florida PALM
  - Agencies access Florida PALM for EPS and banking service requests
  - Treasury approval and responses route through form workflows





- Agency Interfaces
  - None





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#### Agency Configuration

 Bank Information – establishes banks and branch information to serve as a record of all State of Florida banks in Florida PALM

Bank Information										
Bank Name* (Full Legal Name of Bank)	Branch Name*	QPD Status* (Y/N)	Bank Routing Number for ACH/EFT* (9 digits)	Bank Routing Number for Wire* (9 digits)	Address 1*	Address 2	City*	State*	Zip code*	Comments
Wells Fargo	Wells Fargo of Florida	Y	111111111	222222222	123 Main St.		Tallahasse	FL	32311	
Wells Fargo	Wells Fargo of Tallahassee	Y	111111111	222222222	567 Tennessee St.	Suite 5B	Tallahasse	FL	32301	





- Agency Configuration (continued)
  - Bank Accounts establishes bank accounts and related information to serve as a record of all State of Florida bank accounts and to use in processing transactions in Florida PALM

	Bank Accounts											
Bank Name*	Bank Account Number* (Full Bank Account Number as displayed on the BAI2 File)	7 Digit Location Code (if applicable. If not applicable, enter "N/A")	Description of the Sub Account for this bank account* (max 27 characters)	010	Preferred Bank Account Description* (Description used to identify between bank accounts. Maximum 30 characters. Ex: Custodial Investment Account, Revolving Account #1, Consolidated Revolving Account)	Account Type* (Select from the drop down list. If multiple types, select other and enter the types in the comments)	Reimbursing Fund/Funding Source (GAAFR Fund, SF, FID)	Authorized Arnount	<b>Signatories</b> (Full Name, limit amount. Separate signatories using semi-colon)	Contact Person 1 (Last Name, First Name; Title; Phone Number, Email)	Contact Person 2 (Last Name, First Name; Title; Phone Number, Email)	Comments
Wells Fargo	123456789	4300111	Division of Treasury	430000	Revolving Acct #1	Agency Revolving Account	20-2-261009			Doe, Jane; Treasury; 850-123-4567; Jane.Doe@Treasury.co m	Mouse, Mickey; Disney Bank; 789-456-1239; Mickey.Mouse@Disney. com	



Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific	Standardized Model	Standardized Model	Standardized Model

- The Central Wave adds functionality for agencies to request a local fund and associated bank account within Florida PALM
- The Central Wave process will be the standardized model as there are no anticipated changes to the model in the future waves





#### **Depositing and Bank Accounts (including CRA)** 70.1.2 Manage Treasury Correspondence

- Key Process Changes
  - Agencies access Florida PALM Treasury Correspondence Form to request assistance and to order bank supplies





## **Depositing and Bank Accounts (including CRA)** 70.1.2 Manage Treasury Correspondence

- Agency Interfaces
  - None
- Agency Configuration
  None





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## **Depositing and Bank Accounts (including CRA)** 70.1.2 Manage Treasury Correspondence

Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Standardized Model	Standardized Model	Standardized Model	Standardized Model

 The CMS Wave process will be the standardized model as there are no anticipated changes to the model in future waves





# Depositing and Bank Accounts (including CRA)

70.2 Manage and Reconcile Bank Statements

- Key Process Changes
  - Agency bank statement report and bank statement interface will be provided by Florida PALM
  - CD investment principal purchases are interfaced to Florida PALM for bank reconciliation
  - Agencies and Treasury may need to collaborate to resolve exceptions within Florida PALM and/or FLAIR





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# Depositing and Bank Accounts (including CRA)

#### **70.2 Manage and Reconcile Bank Statements**

#### Agency Interfaces

- Outbound BAI Bank Statement provides bank transaction information for use by DOR and DFS agency business systems
- Outbound Bank Deposit Transactions provides bank deposit transactions by bank account to agency business systems
- Inbound External Transactions is used to record external payments in Florida PALM. This interface will only be used by DFS for recording of CD investment principal purchases
- Agency Configuration
  - None



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## Depositing and Bank Accounts (including CRA) 70.2 Manage and Reconcile Bank Statements

Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific	Wave Specific	Standardized Model	Standardized Model

- During the Central Wave, warrants issued (including payroll) and status are maintained and reconciled in Florida PALM
- During the Payroll Wave, the Payroll data is interfaced to Florida PALM for reconciliation
- The Payroll Wave process will be the standardized model as there are no anticipated changes to the model in the Departmental Wave



#### **Depositing and Bank Accounts (including CRA)** 70.4 Process Bank Cash Transfers

- Key Process Changes
  - Agencies will request bank to bank transfers within Florida PALM. This only applies to the Department of Economic Opportunity during the CMS Wave for reemployment assistance bank accounts





## Depositing and Bank Accounts (including CRA) 70.4 Process Bank Cash Transfers

- Agency Interfaces
  - None
- Agency Configuration
  None





## Depositing and Bank Accounts (including CRA) 70.4 Process Bank Cash Transfers

Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific	Standardized Model	Standardized Model	Standardized Model

- During the Central Wave, supplier payments can be made by wire upon Treasury's approval
- During the Central Wave, Florida PALM dispatches ACH/EFT payments to suppliers
- The Central Wave process will be the standardized model as there are no anticipated changes to the model in the future waves



### **Depositing and Bank Accounts (including CRA)** 80.2.6 Manage Revolving Funds

- Key Process Changes
  - Agency CRA balances will be maintained to support the calculation of interest apportionment
  - Agency CRA Statement Report and bank statement interface will be provided by Florida PALM to support their CRA bank account reconciliation
  - Agencies will complete the CRA Stop Payment Form to request cancellation of CRA payments through Florida PALM
  - Treasury will manage CRA Stop Payment requests through Florida PALM, but will work with the banking partner, as they do today



## **Depositing and Bank Accounts (including CRA)** 80.2.6 Manage Revolving Funds

- Agency Interfaces
  - Outbound BAI Bank Statement provides CRA bank transaction information for use by DFS agency business system
- Agency Configuration
  - None



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## Depositing and Bank Accounts (including CRA) 80.2.6 Manage Revolving Funds

#### Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific	Wave Specific	Wave Specific (no change from Central)	Standardized Model

- During the Central Wave, agency replenishments will interface to Florida PALM from Department FLAIR and generate the ACH replenishment
- The Payroll Wave process model will be the same as the Central Wave model
- During the Departmental Wave, agencies will record payment and deposit information for replenishment directly in Florida PALM
- During the Departmental Wave, agencies will have the ability to manage non-CRA accounts in Florida PALM





## Session 2 – Trust Fund Investment/Disinvest Processes

April 2, 2020 April 8, 2020





## **Trust Fund Investment/Disinvestment** CMS Wave Applicable Business Processes

<b>Business Process/Subprocess</b>	Related Agency Interfaces	Related Agency Configuration
10.1.3 Add or Modify Fund Values	Outbound COA Crosswalk Extract	Fund
10.2.1 Create and Approve Journals	Inbound Journal Entry	N/A
10.2.2 Edit Check	N/A	N/A
70.7.2 Distribute Interest Apportionment	Outbound Interest Apportionment	N/A
80.1.2 Invested Cash Checking	N/A	N/A
80.2.1 Monitor Trust Fund Cash Balance	N/A	N/A





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## **10.1.3 Add or Modify Fund Values**

#### Key Process Changes

- Transactional fund ChartField values will be established in Florida PALM by DFS to support investment/disinvestment and cash balance reconciliation
- Local funds and FIDs will continue to be set up in Departmental and Central FLAIR
- Transactional funds will be set up in Florida PALM and mapped to the FID in the COA crosswalk
- Agencies will manually prepare one unified Fund Questionnaire Form for review by A&A and Treasury
- A Crosswalk Values Report will be available to agencies listing all statewide FLAIR values and the corresponding Florida PALM values



## **10.1.3 Add or Modify Fund Values**

- Agency Interfaces
  - Outbound COA Crosswalk Extract Outbound interface containing the 29digit FLAIR account code crosswalked from the Florida PALM Chart of Accounts.
- Agency Configuration
  - Fund establishes transactional funds in Florida PALM that will map to a GAAFR Fund, State Fund, IBI, and Fund Identifier combination in FLAIR





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## **Trust Fund Investment/Disinvestment** 10.1.3 Add or Modify Fund Values

#### Configuration – continued

	Fund Configuration Values							Ageney/ Bespense				
	FLAIR Data Elements Florida PALM Values							Agency Response				
				<b>-</b>			Attribute		bute			
GAAF	R Fund	Fund Identifier	Fund Identifier Description	IBI	Budgetary Fund	Transactional Fund	Long Description	Short Description	GAAFR	State Fund	Fund Type	Comment
10	1	000281	GENERAL REVENUE-OFFICE OF DISABILITY DETERMIN	00	10000	00125	DOH/ODD GEN REV	GR-ODD/LES	10	1	Governmental	
10	1	000314	HEALTH SERVICES GENERAL REVENUE	00	10000	00129	DOH/HLTH SVC GEN REV	HEALTH SVC	10	1	Governmental	





#### **10.1.3 Add or Modify Fund Values**

#### Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific	Wave Specific	Wave Specific (no change from Central)	Standardized Model

- Fund Questionnaire will be an electronic form in Florida PALM in the Central Wave and routed using system workflow rules
- The Payroll Wave process will be the same as the Central Wave
- Departmental Wave will provide agencies the opportunity to add SpeedTypes/SpeedCharts



## **10.2.1 Create and Approve Journals**

- Key Process Changes
  - Agencies will create journals for disinvestment of funds directly in Florida PALM
  - Workflow will be used to route disinvestment journals for approval within an agency
  - Journals for investment / disinvestment of funds created in Florida PALM will go through an investment balance cash checking process; this process will increase the cash investment balance in the Cash Ledger for investments and decrease for disinvestments



## **10.2.1 Create and Approve Journals**

#### Agency Interfaces

- Inbound Journal Entry standard interface providing transactions that create journal entries in Florida PALM. This interface will only be used by DFS in the CMS Wave for redistributions to sub funds from the Collateral Administration Program (CAP) application.
- Agency Configuration
  - None





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#### **10.2.1 Create and Approve Journals**

Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific Model	Wave Specific Model	Wave Specific Model	Standardized Model

- Remaining waves will introduce additional uses for journal entries
- DFS A&A will be integrated into the journal entry process by way of an approval workflow starting with the Central Wave





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# Trust Fund Investment/Disinvestment 10.2.2 Edit Check

- Key Process Changes
  - Transactions are validated within Florida PALM to ensure accounting entry integrity prior to posting entries to the Actuals Ledger
  - Agencies will have the option to trigger edit check manually or use the predetermined batch processing logic





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# Trust Fund Investment/Disinvestment 10.2.2 Edit Check

- Agency Interfaces
  - None
- Agency Configuration
  None





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# Trust Fund Investment/Disinvestment 10.2.2 Edit Check

Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Standardized Model	Standardized Model	Standardized Model	Standardized Model

 The CMS Wave process will be the standardized model as the process deployed during the CMS Wave to validate that journal entries meet predetermined criteria is not anticipated to change in future waves





**70.7.2 Distribute Interest Apportionment** 

- Key Process Changes
  - Agencies will access Florida PALM to run and review interest apportionment reports, as the basis for recording transactions in Departmental FLAIR
  - Interest apportionment amounts are interfaced to agency business systems





## **70.7.2 Distribute Interest Apportionment**

- Agency Interfaces
  - Outbound Interest Apportionment provides the interest apportionment and fees to agency business systems
- Agency Configuration
  - None



## **Trust Fund Investment/Disinvestment** 70.7.2 Distribute Interest Apportionment

#### Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific	Wave Specific (no change from CMS)	Wave Specific (no change from CMS)	Standardized Model

- The Central Wave and Payroll Wave process models will be the same as the CMS Wave model
- During the Departmental Wave, Florida PALM will automatically create the interest apportionment and administrative fee journal entries for each agency and participant



## 80.1.2 Invested Cash Checking

- Key Process Changes
  - Agencies access Florida PALM to view the Invested Balance Exceptions Report and to manage exceptions





#### **80.1.2 Invested Cash Checking**

- Agency Interfaces
  - None
- Agency Configuration
  None





## 80.1.2 Invested Cash Checking

Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Standardized Model	Standardized Model	Standardized Model	Standardized Model

 The CMS Wave process will be the standardized model as there are no anticipated changes to the model in future waves





## **80.2.1 Monitor Trust Fund Cash Balance**

#### Key Process Changes

- Disinvestment journals will be recorded by agencies in Florida PALM and sent to Central FLAIR; Agencies will record entries into Departmental FLAIR to match the disinvested balances
- All next-day investment requests will originate in Departmental FLAIR, and the corresponding Central FLAIR entry is then interfaced into Florida PALM to update Treasury investment balances
- For same day investment requests, agencies will continue to request a manual voucher; the investment will originate in Central FLAIR and interface to Florida PALM to update Treasury investment balances
- Agencies who need to record investments lower than the fund (i.e., subfund level), will redistribute to the lower level within Florida PALM following the CMSW.10.2.1 Create and Approve Journals





## **Trust Fund Investment/Disinvestment** 80.2.1 Monitor Trust Fund Cash Balance

- Agency Interfaces
  - None
- Agency Configuration
  o None





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## **Trust Fund Investment/Disinvestment** 80.2.1 Monitor Trust Fund Cash Balance

#### Future Wave Process Changes

CMS Wave	Central Wave	Payroll Wave	Departmental Wave
Wave Specific	Wave Specific	Wave Specific (no change from Central)	Standardized Model

- During the Central Wave, agencies will record investments and disinvestments in Florida PALM and continue to record entries in Departmental FLAIR
- During the Central Wave, agencies can monitor fund cash balances within Florida PALM
- The Payroll Wave process will be the same as the Central Wave
- During the Departmental Wave, all investment and disinvestment activity will be solely in Florida PALM





# Embrace the Journey

, Accounting, and Ledger Managemen

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