

I.80.1 Cash Checking

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Revision History

Version	Date	Revision Notes

DRAFT

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Business Process Overview

The Cash Checking interim business process accounts for the control and movement of all cash in and out of Florida PALM generated by Wave organizations. The system provides a real-time cash balance for allowing or disallowing cash outflow transactions. Cash is controlled at the Chart of Accounts level using a hierarchy of ChartField values (e.g., Business Unit, Fund, and Organizational Code). The inflow and outflow of cash is updated online in real time or through interfaces from Departmental FLAIR. Cash balances and cash check exceptions are continuously monitored at the Fund level and overriding system controls for outflows at the Fund level are managed by the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A).

Dependencies and Constraints

- Departmental FLAIR exports cash transactions to load into Florida PALM.
- Wave organizations access Florida PALM to view the Cash Checking Exceptions Report and manage cash checking exceptions.
- A&A can delete cash checking exceptions on behalf of the Wave organizations.
- A&A can override cash checking exceptions on behalf of the Wave organizations.
- Wave organizations continue to record correcting transactions in Departmental FLAIR to maintain the cash balances.

Business Process Flow Details

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

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Swim Lanes – Definition	DFS Override Processor: DFS role responsible for overriding transactions at the Fund level Wave Organization Exception Transaction Processor: Wave organization role responsible for reviewing and resolving exceptions to Cash Checking Wave Organization Fund Cash Manager: Wave organization role responsible for monitoring and managing Fund cash	
Process Step ID	Process Step Title	Description of Process
1	Run Cash Checking	Cash Checking compares the transaction in the following interim business processes to the available Fund cash: <ul style="list-style-type: none"> • I.10.2 Enter and Process Inter/Intraunit Journals • I.30.4 Process Pay Cycle • I.60.2.B Returned Items • I.60.2.C Wave to Wave Revenue Reclass • I.80.2.E Pilot InterUnit Payment or Transfer If there is cash available and no cash check errors exist, the transaction continues processing in the applicable interim business process.
2	Manage Cash Checking Errors	If cash check errors exist, the transaction fails Cash Check and the Wave Organization Exception Transaction Processor works to resolve the Cash Check exception.

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Process Step ID	Process Step Title	Description of Process
3	Update Source Transaction	If the transaction account coding is incorrect or needs updating, the source transaction is updated in Florida PALM when appropriate.
4	Enter Correcting Transaction	The Wave organization enters a correcting transaction in Departmental FLAIR.
5	Hold Transaction Until Cash is Available	If the source transaction has the correct accounting, the Wave Organization Fund Cash Manager reviews and holds the transaction for a future deposit or until the cash shortage is funded through another method (e.g., disinvest, expenditure reclassification and Fund loan). Cash check automatically reviews the transaction each time it runs and passes Cash Checking when sufficient cash is available.
6	Delete	If the Wave organization is unable to update accounting or determines the transaction is invalid, the organization may contact DFS to request a deletion of the transaction.
7	Override	If the Wave organization determines the source accounting is correct and decides to request an override, DFS overrides the cash checking for the transaction, if appropriate, and the transaction continues to follow the applicable interim business process.

Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Cash Checking Exceptions – displays cash check exceptions, including reasons for exceptions, and the length of time outstanding	Periodic	DFS, Organizations
R2	Cash Check Override – all transactions for which cash check has been overridden	Periodic	DFS