

I.80.2.E Pilot InterUnit Payments or Transfers

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Revision History

Version	Date	Revision Notes

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Business Process Overview

The Pilot InterUnit Payments or Transfers interim business process describes how Pilot organizations transfer cash to Wave organizations. This business process includes the audit and approval from the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A).

Dependencies and Constraints

- During the Interim period, the voucher is used for all payments and transfers from a Pilot organization to a Wave organization.
- Wave organizations access Florida PALM to run InterUnit voucher and deposit reports.
- Wave organizations continue to enter Departmental FLAIR only transactions to record journal transfer (JT) receipts and reconcile to Florida PALM cash balances.
- A Wave organization deposit is automatically created once a Pilot organization InterUnit payment is sent to a Wave organization.
- Wave organizations access Florida PALM to update the accounting of the deposit.

Business Process Flow Details

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

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Swim Lanes – Definition	DFS AP Approver: DFS role responsible for voucher approval Pilot Organization AP Processor: Pilot organization role responsible for entering invoices, correcting vouchers, and issuing and maintaining disbursements in Florida PALM Wave Organization Deposit Processor: Wave organization role responsible for updating deposits in Florida PALM	
Process Step ID	Process Step Title	Description of Process
1	30.3.1 Process Vouchers	The Pilot Organization AP Processor creates an InterUnit voucher for payment of goods or services, or cash transfer to a Wave organization following the 30.3.1 Process Vouchers standardized business process.
2	30.4.1 Process Pay Cycle	The transaction follows the 30.4.1 Process Pay Cycle standardized business process to transmit the payment to the receiving organization.
3	Create Deposit	Florida PALM automatically creates a deposit for the receiving Wave organization.
4	Create Direct Journal Accounting Entries	If the Wave organization chooses to manually create accounting entries, the Wave Organization Deposit Processor creates Direct Journal accounting entries in Florida PALM to record revenue and cash received.
5	Spreadsheet Accounting Entries	If the Wave Organization Agency Deposit Processor receives a request to create a large volume of deposits, the spreadsheet may be used to upload the direct journal information.

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Process Step ID	Process Step Title	Description of Process
6	Import Accounting Entries	An automatic process loads the accounting entries from the spreadsheet.
7	Update Direct Journal Deposit	If the deposit is for an expenditure refund, it is routed to A&A for review and approval. If the expenditure refund is not approved by the DFS Audit Approver, it is returned to the Wave Organization Deposit Processor for correction. The Direct Journal accounting is updated by the Wave Organization Deposit Processor as required and resubmitted for approval.
8	Run AR Update	Deposits and approved expenditure refunds automatically post. The AR Update process posts accounting entries and records verified cash.
9	Run InterUnit Deposit Report	The Wave organization runs and reviews the InterUnit Deposit Report to identify InterUnit cash received.
10	Enter JT Receipt	The Wave organization enters the receipts into Departmental FLAIR to update the cash balances.

Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	InterUnit Deposit Report – provides a listing of all InterUnit Deposits recorded in Florida PALM for a designated period	Periodic	Wave Organization