

# **INTERIM BUSINESS PROCESS MODELS**

## **DIVISION AND OFFICE PREVIEW**

TUESDAY, NOVEMBER 5, 2019



**FloridaPALM**  
Planning, Accounting, and Ledger Management

# Agenda

- ▶ Introduction and Background
- ▶ Overview of Interim Business Processes
  - Disbursements Management
  - Asset Accounting and Management
  - Accounts Receivable
  - Cash Management
  - Account Management and Financial Reporting
  - Budget Management
- ▶ Wrap Up and Next Steps



# INTRODUCTION AND BACKGROUND



# Introduction and Background

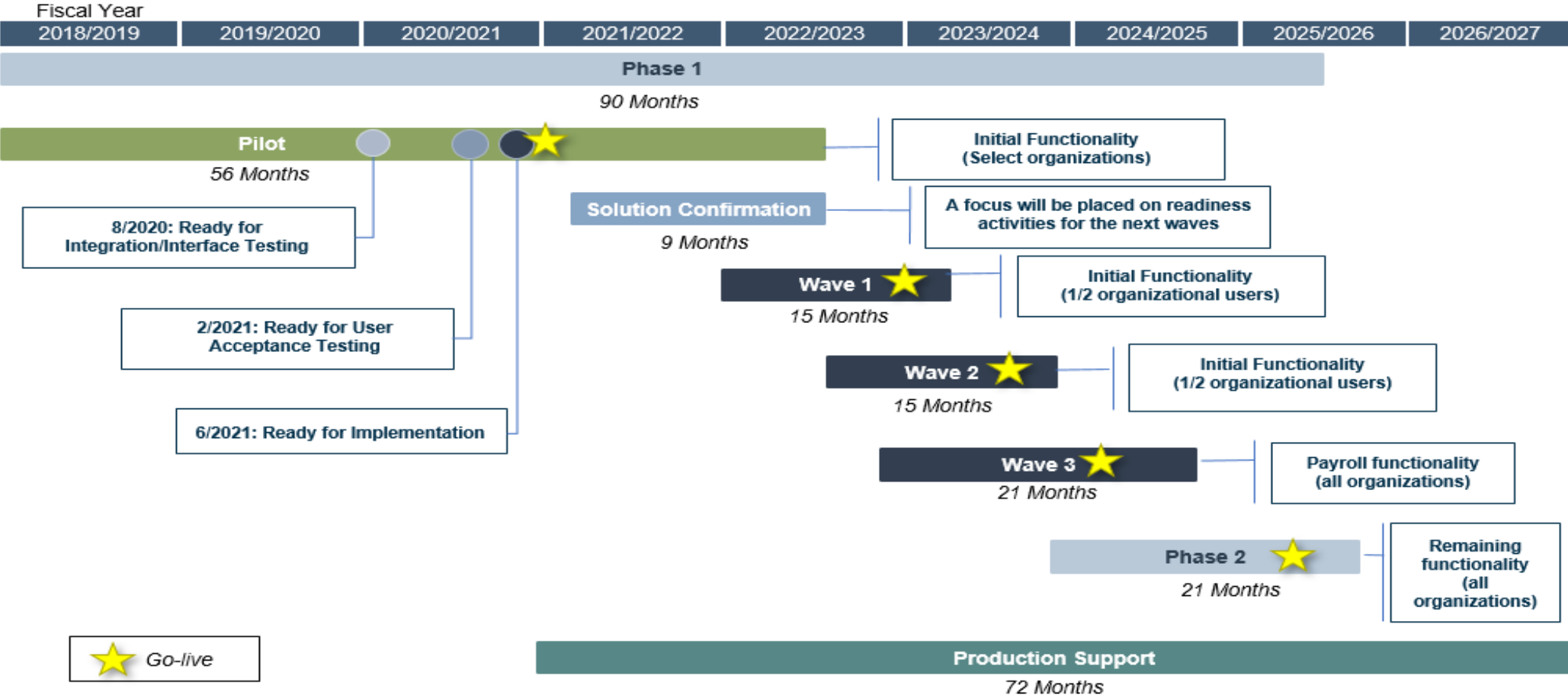
## Welcome

- ▶ Housekeeping
  - Facilities logistics
  - Cell phone on silent
  - Participant questions
  - Public meeting with published minutes
- ▶ Introductions of Florida PALM Team and DFS Divisions/Office



# Introduction and Background

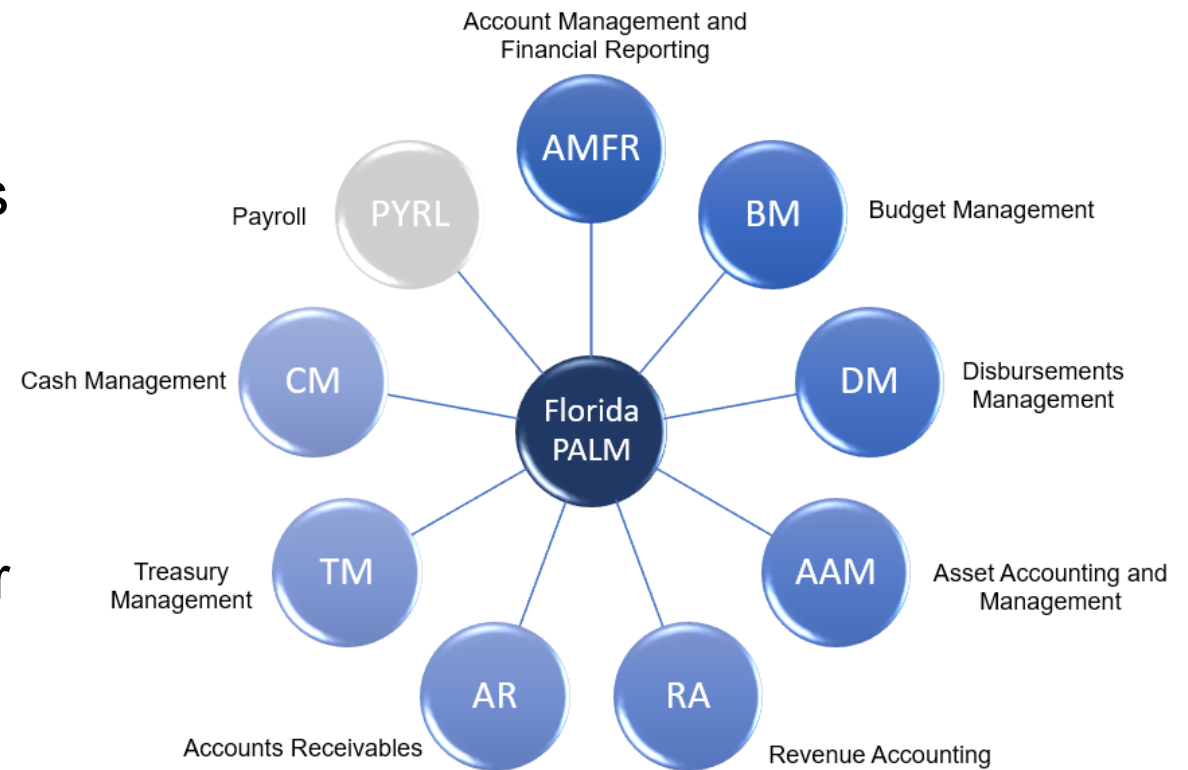
## Overview



# Introduction and Background

## Overview

- ▶ Standardized Business Process Models:
  - Organized into eight Business Process Groupings representing collections of business processes
  - Include flow diagrams and supporting narratives
  - Represent the Florida PALM design for all organizations at the conclusion of Wave 2
  - Obtained ESC approval on July 24<sup>th</sup>



# Introduction and Background

## Overview



All State organizations will transition to Florida PALM in **July 2021** for functions currently conducted using Central FLAIR and the Treasury Cash Management Systems (CMS).

The transition to Florida PALM from Central FLAIR and CMS may impact various activities within your organization. For example:



After finalizing the design of Florida PALM, the Florida PALM Team will be working with organizations to review interface impacts and to support business process changes and training needs.

Questions? Contact the Team at [FloridaPALM@MyFloridaCFO.com](mailto:FloridaPALM@MyFloridaCFO.com)

**Florida PALM**  
Planning, Accounting, and Ledger Management

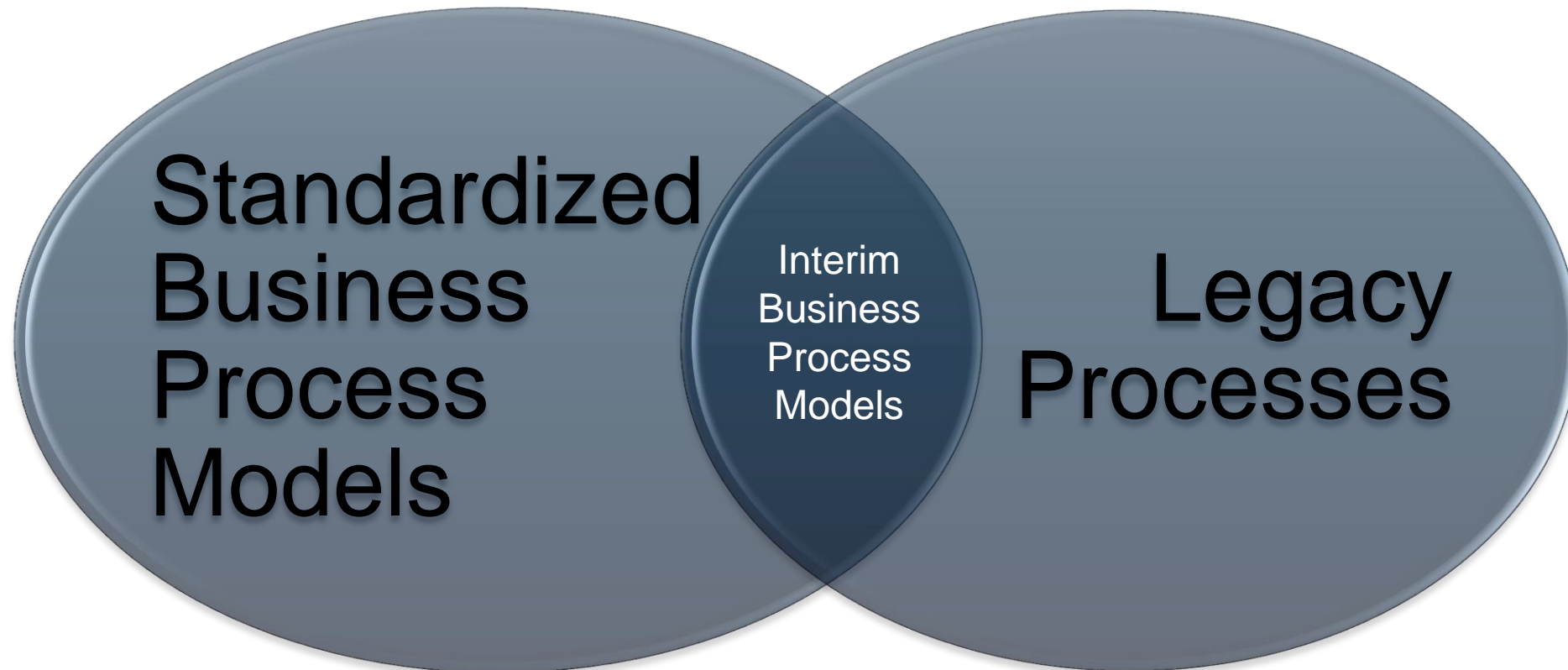




# Introduction and Background

## Overview

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# Introduction and Background

## Overview

- ▶ The purpose of the Interim Business Process Models is to document, at Pilot, process variations:
  - that Wave Organizations will employ from legacy processes until transition to Florida PALM
  - that Pilot Organizations will employ from the Standardized Business Process Models until Wave 2
- ▶ Interim Business Process Model creation engagement includes:
  - DFS Divisions / Office
  - FFMIS Partners
  - All Organizations



# Introduction and Background

## Overview

- ▶ Assumptions considered in creating Interim Business Process Models were:
  - Revision of Departmental FLAIR will be minimized
  - Central FLAIR functions in Departmental will not be available
  - Wave organization users will be enabled to use Florida PALM, as appropriate
  - Revision of Florida PALM for Interim processes will be minimized
  - Florida PALM will support a crosswalk of COA values for data translation



# Introduction and Background

## Overview

- ▶ Interim Business Process Models:
  - align with Standardized Business Process Model numbering of Business Process Groupings and Business Processes
  - begin with an “I” and then the number of the corresponding Standardized Business Process
  - provide a lower level of detail than the Standardized Business Process Models
  - include interfaces between Departmental FLAIR and Florida PALM

Standardized Business Process Model	Interim Business Process Model
30.3 – Enter and Process Vouchers	I.30.3.A – Process Vouchers I.30.3.B – Audit Vouchers



# Introduction and Background

## Overview

- ▶ At pilot, Wave organizations will have access to Florida PALM for reporting for functions performed previously by Central and CMS
- ▶ Data for Wave organizations will be translated and sent to the Information Warehouse
- ▶ Information from PYRL will continue to be sent to the Information Warehouse for all organizations
- ▶ The approach for historical and enterprise reporting is under discussion



# Introduction and Background

## Chart of Accounts

- ▶ The Chart of Accounts (COA) Design:
  - includes structures, definitions, and individual design components of ChartFields and the Budget Structures by which budgetary and financial controls will be managed
  - has been supported by workshops and working meetings with all organizations
  - is a Major Project Deliverable that will be reviewed and approved by the Executive Steering Committee (ESC) in January and February 2020
- ▶ The minimum amount of COA values will be configured for all organizations at Pilot Go Live



# Introduction and Background

## Chart of Accounts

- ▶ A COA Crosswalk will be available, which will be a tool that supports bi-directional cross walking of values between Florida PALM ChartFields and FLAIR data elements
- ▶ As a replacement for the function of Central FLAIR, the 29-Digit Account Code will be set-up and maintained within the tool
- ▶ The tool will provide support for interfacing between Florida PALM and legacy systems for the extract of data in legacy-like formats



# Introduction and Background

## Interim Models by Business Process Grouping

Business Process Grouping	# of Flows and Narratives	Impacted Party
10 - Account Management and Financial Reporting	3	Wave; Pilot; A&A
20 - Budget Management	2	Wave; A&A
30 - Disbursements Management	8	Wave; A&A
40 - Asset Accounting and Management	2	Wave; Pilot; A&A
50 - Revenue Accounting	0	N/A
60 - Accounts Receivables	3	Wave; A&A; Treasury
70 - Treasury Management	0	N/A
80 - Cash Management	7	Wave; Pilot; A&A; Treasury





# Introduction and Background

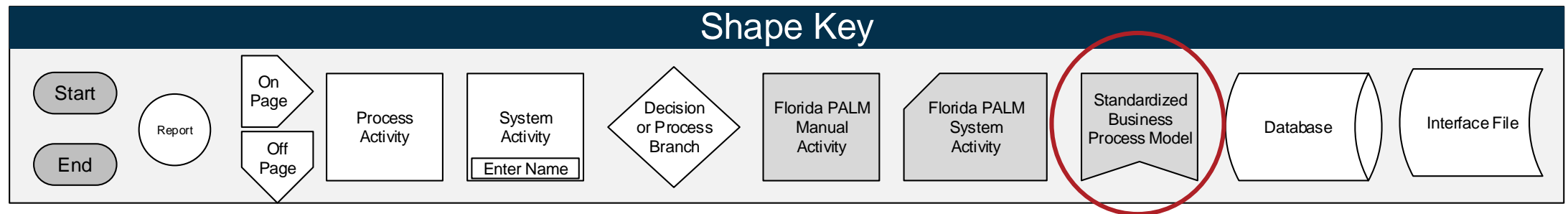
## Interim Flows and Narrative

### ► Flows:

- Include designation for “Wave” organization role
- New icon to show connection back to Standardized flows

### ► Narratives:

- Business Process Overview
- Dependencies and Constraints
- Business Process Flow Details
- Interim Reports



# Introduction and Background

## Interim Overview

- ▶ Start at Business Process Grouping level with an overview
- ▶ Overlay how the Interims apply
- ▶ Deeper dive into each new Business Process
  - Overview
  - Roles
  - Key Concepts
  - Variance from Standardized and from Current Processes
  - Reports – Includes the type of data provided to IW
  - Relationship to Other Business Processes



# OVERVIEW OF BUSINESS PROCESS GROUPING

## Disbursements Management (DM)

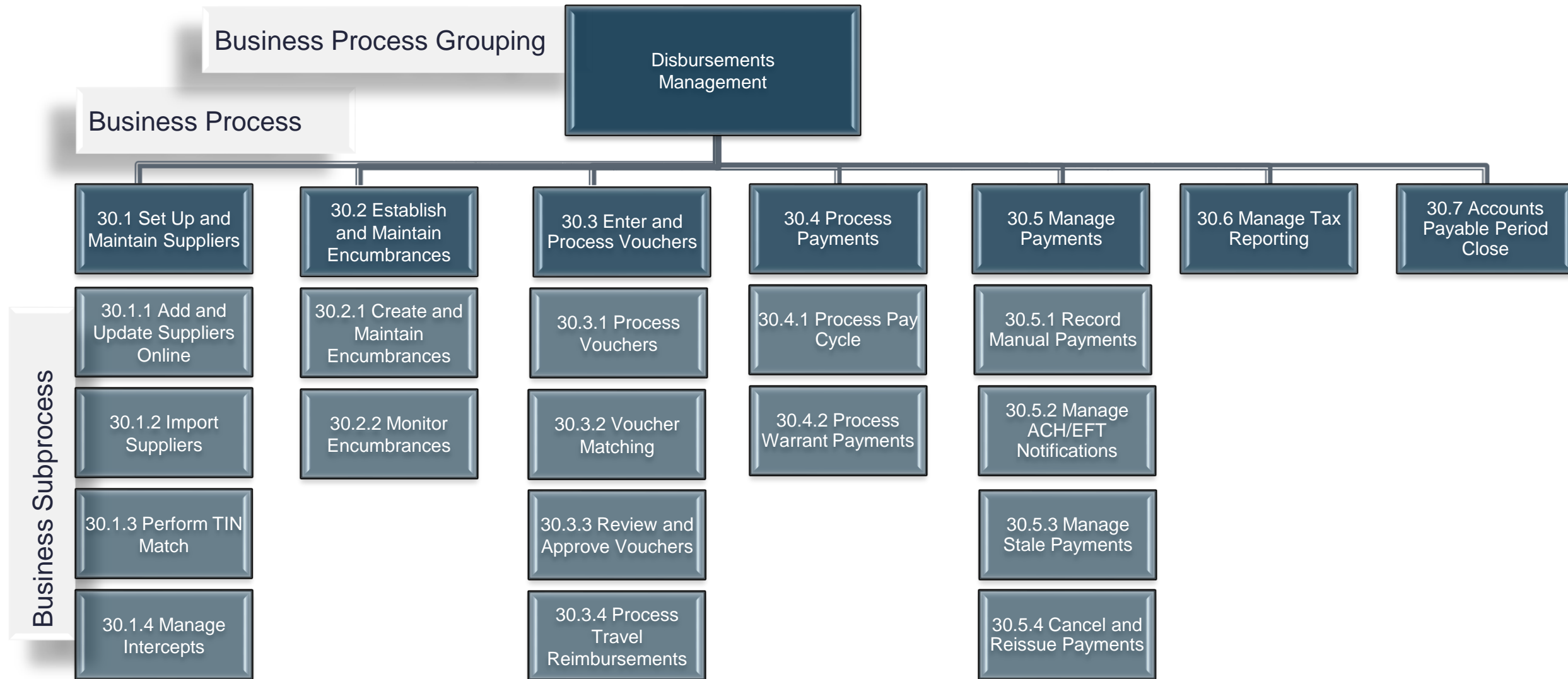


# Overview of Business Process Grouping

## DM Overview

- ▶ DM includes a collection of business processes that:
  - manage supplier information, including demographic and payment information for tax withholding and reporting purposes
  - support the disbursement process for State obligations from encumbrance through payment request, payment creation, and escheatment
  - perform month-end and year-end closing activities





## Business Process Grouping

Disbursements  
Management

## Standardized Business Process

30.1 Set Up and  
Maintain Suppliers30.2 Establish  
and Maintain  
Encumbrances30.3 Enter and  
Process Vouchers30.4 Process  
Payments30.5 Manage  
Payments30.6 Manage Tax  
Reporting30.7 Accounts  
Payable Period  
CloseI.30.1 Set Up and  
Maintain SuppliersI.30.3.A Process  
VouchersI.30.4 Process Pay  
CycleI.30.5.A Manage  
Stale PaymentsI.30.6 Manage Tax  
ReportingI.30.7 Accounts  
Payable Period  
CloseI.30.3.B Audit  
VouchersI.30.5.B Cancel  
Payments

Interim Business Process



# I.30.1 SET UP AND MAINTAIN SUPPLIERS





# Overview of Interim Business Process

## I.30.1 Set Up and Maintain Suppliers

- ▶ Description of Interim Business Process
  - Encompasses all activities that are required to set up and use a supplier profile including adding a new supplier profile, requesting updates to an existing supplier profile, validating a supplier Tax Identification Number (TIN), marking a supplier as confidential, and intercepting a supplier payment for various business events.
- ▶ Roles
  - DFS Supplier Approver
  - DFS Supplier Processor
  - Wave Organization Supplier Processor



# Overview of Interim Business Process

## I.30.1 Set Up and Maintain Suppliers

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations use Florida PALM for all supplier add and update requests	Wave
Florida PALM sends a file to Departmental FLAIR to update the Statewide Vendor File (SWVF) and the EFT File	Wave



# Overview of Interim Business Process

## I.30.1 Set Up and Maintain Suppliers

- ▶ Variances from Standardized Business Processes
  - The SWVF and EFT files in Departmental FLAIR are updated with supplier adds/updates in Florida PALM
- ▶ Variances from Current Processes
  - Florida PALM is used to search for supplier records
  - Florida PALM has an electronic form to request supplier updates
  - Supplier adds/updates are subject to A&A approval



# Overview of Interim Business Process

## I.30.1 Set Up and Maintain Suppliers

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
None Identified	N/A

### ► Relationship with Other Business Processes

- 30.1 Set Up and Maintain Suppliers



# I.30.3.A PROCESS VOUCHERS



# Overview of Interim Business Process

## I.30.3.A Process Vouchers

- ▶ Description of Interim Business Process
  - Encompasses all activities that are required to capture the disbursement requests which entail generating vouchers, performing editing, budget checking, and voucher posting for Wave organizations during interim.
- ▶ Roles
  - Wave Organization AP Processor



# Overview of Interim Business Process

## I.30.3.A Process Vouchers

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations continue to process transactions in Departmental FLAIR	Wave
Departmental FLAIR provides a file to Florida PALM to create vouchers	Wave
Each invoice is a separate voucher in Florida PALM	Wave
Vouchers are budget checked in Florida PALM upon voucher creation	Wave
Florida PALM provides inquiry access to Wave organizations to view the Voucher Status report	Wave
Florida PALM allows users with proper access to correct or delete a voucher for budget or cash errors. Vouchers deleted or updated in Florida PALM require the Wave organization to update Departmental FLAIR	A&A Wave
Florida PALM provides a file of failed transactions to Departmental FLAIR	Wave





# Overview of Interim Business Process

## I.30.3.A Process Vouchers

- ▶ Variances from Standardized Business Processes
  - Interfaces from Departmental FLAIR for disbursements are sent to Florida PALM
  - The documentation and audit process occurs in the source system for MFMP, STMS, and Works. DFS performs audits in Florida PALM for all other voucher types
- ▶ Variances from Current Processes
  - Reports available in today's reporting system are available in Florida PALM
  - Budget check and cash check occur separately



# Overview of Interim Business Process

## I.30.3.A Process Vouchers

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Voucher Errors – a report listing all vouchers errors, including budget errors	Voucher Status Information
Voucher Status – a report listing the status of each voucher (i.e., selected for audit, approved, deleted, paid)	Voucher Status Information

### ► Relationship with Other Business Processes

- I.20.2 Manage Budget Check Errors
- I.30.3.B Audit Vouchers
- I.30.4 Process Pay Cycle



# I.30.3.B AUDIT VOUCHERS



# Overview of Interim Business Process

## I.30.3.B Audit Vouchers

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Vouchers entered in MFMP, STMS, and Works are audited in the source system	A&A
Florida PALM provides inquiry access to Wave organizations to view the Voucher Errors report	Wave



# Overview of Interim Business Process

## I.30.3.B Audit Vouchers

- ▶ Variances from Standardized Business Processes
  - The documentation and audit process occurs in the source system for MFMP, STMS, and Works. DFS performs audits in Florida PALM for all other voucher types
- ▶ Variances from Current Processes
  - Reports available in today's reporting system are available in Florida PALM
  - Wave organizations review the Voucher Status report to determine if documentation is required by DFS



# Overview of Interim Business Process

## I.30.3.B Audit Vouchers

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Voucher Status – a report listing the status of each voucher (i.e., selected for audit, approved, deleted, paid)	Voucher Status Information

### ► Relationship with Other Business Processes

- I.30.3.A Process Vouchers
- I.30.4 Process Pay Cycle



# I.30.4 PROCESS PAY CYCLE





# Overview of Interim Business Process

## I.30.4 Process Pay Cycle

- ▶ Description of Interim Business Process
  - Includes processing a pay cycle by selecting vouchers scheduled for payment, creating electronic and warrant payments, and verifying sufficient cash is available for creating the payments.
- ▶ Roles
  - DFS Payment Processor
  - Wave Organization AP Processor



# Overview of Interim Business Process

## I.30.4 Process Pay Cycle

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations may access Florida PALM to run and review the Voucher Status report	Wave
Wave organizations receive/distribute the warrants generated from a pay cycle	Wave
Florida PALM allows users with proper access to correct or delete a voucher for budget or cash errors. Vouchers deleted or updated in Florida PALM requires the Wave organization to update Departmental FLAIR	Wave; A&A



# Overview of Interim Business Process

## I.30.4 Process Pay Cycle

- ▶ Variances from Standardized Business Processes
  - Wave organizations make corrections for cash errors in Florida PALM and in Departmental FLAIR
- ▶ Variances from Current Processes
  - Wave organizations may access Florida PALM to run and review the Voucher Status report



# Overview of Interim Business Process

## I.30.4 Process Pay Cycle

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Voucher Status – a report listing the status of each voucher (i.e., selected for audit, approved, deleted, paid)	Voucher Status Information

### ► Relationship with Other Business Processes

- 30.4.1 Process Pay Cycle
- I.80.1 Cash Checking



# I.30.5.A MANAGE STALE PAYMENTS



# Overview of Interim Business Process

## I.30.5.A Manage Stale Payments

- ▶ Description of Interim Business Process
  - Addresses the methods for managing the transfer of stale payments to Unclaimed Property, or if applicable, the originating fund.
- ▶ Roles
  - DFS Stale Payment Processor
  - Unclaimed Property Processor
  - Wave Organization AP Processor



# Overview of Interim Business Process

## I.30.5.A Manage Stale Payments

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations may access Florida PALM to review the Outstanding Warrants report and contact suppliers as necessary	Wave
Wave organizations may access Florida PALM to review the Canceled Payments report and manage funds exempt from transfer in Departmental FLAIR as necessary	Wave



# Overview of Interim Business Process

## I.30.5.A Manage Stale Payments

- ▶ Variances from Standardized Business Processes
  - Wave organizations may review reports for stale payments in Florida PALM
  - Wave organizations manage funds exempt from transfer to Unclaimed Property in Departmental FLAIR
- ▶ Variances from Current Processes
  - Wave organizations may access Florida PALM for reports
  - Stale payments are processed in Florida PALM





# Overview of Interim Business Process

## I.30.5.A Manage Stale Payments

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Outstanding Warrants - a report that lists the stale-date of all outstanding warrants not cleared by the Bank	Payment Information
Payment Status – a report of warrant and electronic payment detail and status (cleared, outstanding, canceled, or reissued)	Payment Information
Canceled Payments – a report that lists all canceled payments and the number of days outstanding at the point of cancellation	Payment Information



# I.30.5.B CANCEL PAYMENTS



# Overview of Interim Business Process

## I.30.5.B Cancel Payments

- ▶ Description of Interim Business Process
  - Addresses the cancellation and reissuance of payments, which includes the methods to stop, cancel, and void payments made within Florida PALM.
- ▶ Roles
  - DFS Payment Cancellation Processor
  - Treasury Payment Cancellation Processor
  - Wave Organization Payment Cancellation Processor



# Overview of Interim Business Process

## I.30.5.B Cancel Payments

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
All payment cancellations are processed in Florida PALM	Wave
Florida PALM sends a payment cancellations file to Departmental FLAIR	Wave



# Overview of Interim Business Process

## I.30.5.B Cancel Payments

- ▶ Variances from Standardized Business Processes
  - Wave organization approval to initiate a payment cancellation occurs outside Florida PALM
  - Florida PALM sends a payment cancellation file to Departmental FLAIR
- ▶ Variances from Current Processes
  - Payment cancellations are processed in Florida PALM
  - Florida PALM sends a payment cancellation file to Departmental FLAIR



# Overview of Interim Business Process

## I.30.5.B Cancel Payments

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Payment Status – a report of warrant and electronic payment detail and status (cleared, outstanding, canceled, or reissued)	Payment Information
Canceled Payments – a report that lists all canceled payments and the number of days outstanding at the point of cancellation	Payment Information

### ► Relationship with Other Business Processes

- 30.5.4 Cancel and Reissue Payments
- I.30.3.A Process Vouchers



# I.30.6 MANAGE TAX REPORTING



# Overview of Interim Business Process

## I.30.6 Manage Tax Reporting

- ▶ Description of Interim Business Process
  - Addresses how tax reporting and withholding are handled for supplier and non-payroll payments. Florida PALM is used to report taxable payments to the IRS, the State of Florida, and the applicable suppliers. It is also used to withhold federal and state taxes from payments as required by federal and state laws. As part of the Set Up and Maintain Suppliers standardized business process, the 1099 information is collected and configured within Florida PALM.
- ▶ Roles
  - DFS 1099 Processor
  - Wave Organization AP Processor





# Overview of Interim Business Process

## I.30.6 Manage Tax Reporting

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations access Florida PALM to review the Withhold 1099 IRS report to determine if corrections are needed to either the voucher coding or supplier configuration	Wave
Wave organizations make corrections in Florida PALM, as needed	Wave



# Overview of Interim Business Process

## I.30.6 Manage Tax Reporting

- ▶ Variances from Standardized Business Processes
  - N/A
- ▶ Variances from Current Processes
  - Organizations review 1099 reports in Florida PALM for accuracy



# Overview of Interim Business Process

## I.30.6 Manage Tax Reporting

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Withhold 1099 IRS Report – a report of all 1099s generated using transactional data and the specific configuration of the supplier profile	N/A

### ► Relationship with Other Business Processes

- 30.6 Manage Tax Reporting



# I.30.7 ACCOUNTS PAYABLE PERIOD CLOSE



# Overview of Interim Business Process

## I.30.7 Accounts Payable Period Close

- ▶ Description of Interim Business Process
  - Activities to be completed in preparation to close the period for Wave organizations during interim.
- ▶ Roles
  - DFS AP Processor
  - Wave Organization AP Processor



# Overview of Interim Business Process

## I.30.7 Accounts Payable Period Close

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Accounts Payable Period Close interim business process must be completed in Florida PALM by Wave organizations after reconciling accounts payable data with Departmental FLAIR	Wave
Wave organizations use inquiry access in Florida PALM to monitor for failed transactions	Wave
Florida PALM provides inquiry access to Wave organizations to view standard reports needed for reconciling Departmental FLAIR to Florida PALM	Wave



# Overview of Interim Business Process

## I.30.7 Accounts Payable Period Close

- ▶ Variances from Standardized Business Processes
  - Wave organizations reconcile Florida PALM data to Departmental FLAIR data as part of the closing process
- ▶ Variances from Current Processes
  - Reports available in today's reporting system are available in Florida PALM



# Overview of Interim Business Process

## I.30.7 Accounts Payable Period Close

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Payment Register – a listing of electronic, warrant, or manual payments made as part of the pay cycle, and any offsets applied to those payments	Payment Information
Voucher Aging Schedule – an aging schedule of vouchers pending approval	N/A
Budget Exceptions – a listing of vouchers with budget exceptions	Voucher Status Information
Cash Exceptions – a listing of payments with cash exceptions	Voucher Status Information



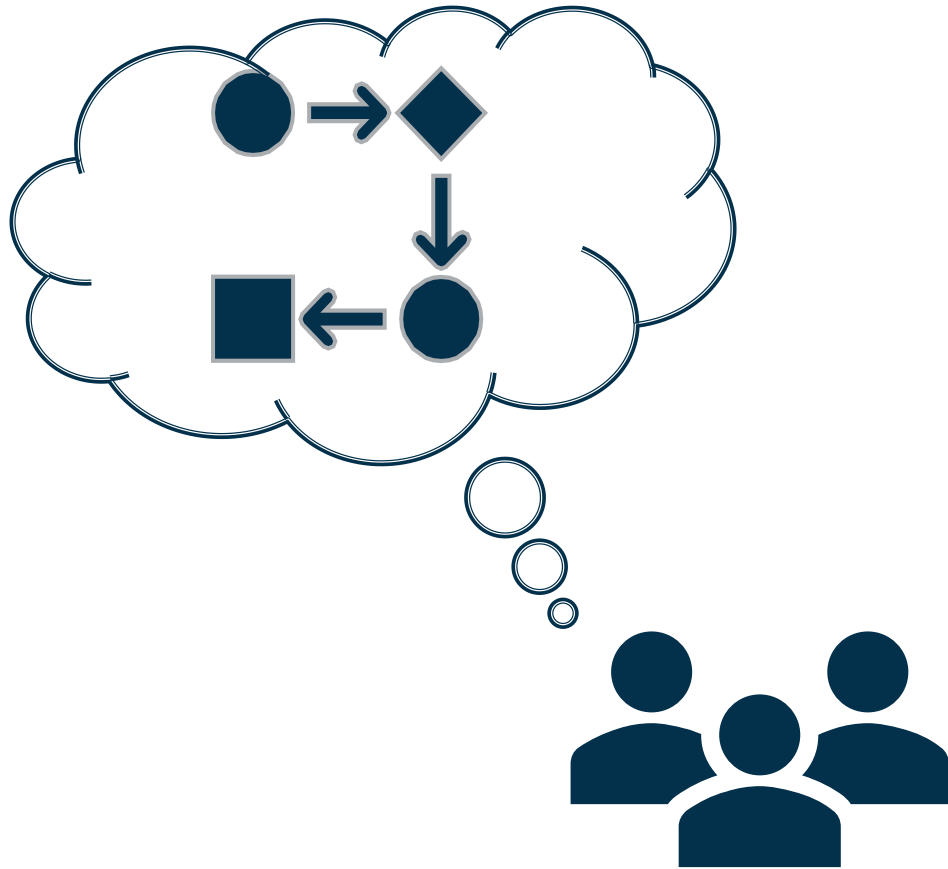


# Overview of Interim Business Process

## I.30.7 Accounts Payable Period Close

- ▶ Relationship with Other Business Processes
  - I.20.2 Budget Execution and Management
  - I.30.3.B Audit Vouchers
  - I.80.1 Cash Checking





# QUESTIONS ABOUT THE INTERIM BUSINESS PROCESS MODELS

Disbursements  
Management (DM)



# OVERVIEW OF BUSINESS PROCESS GROUPING

Asset Accounting and Management (AAM)

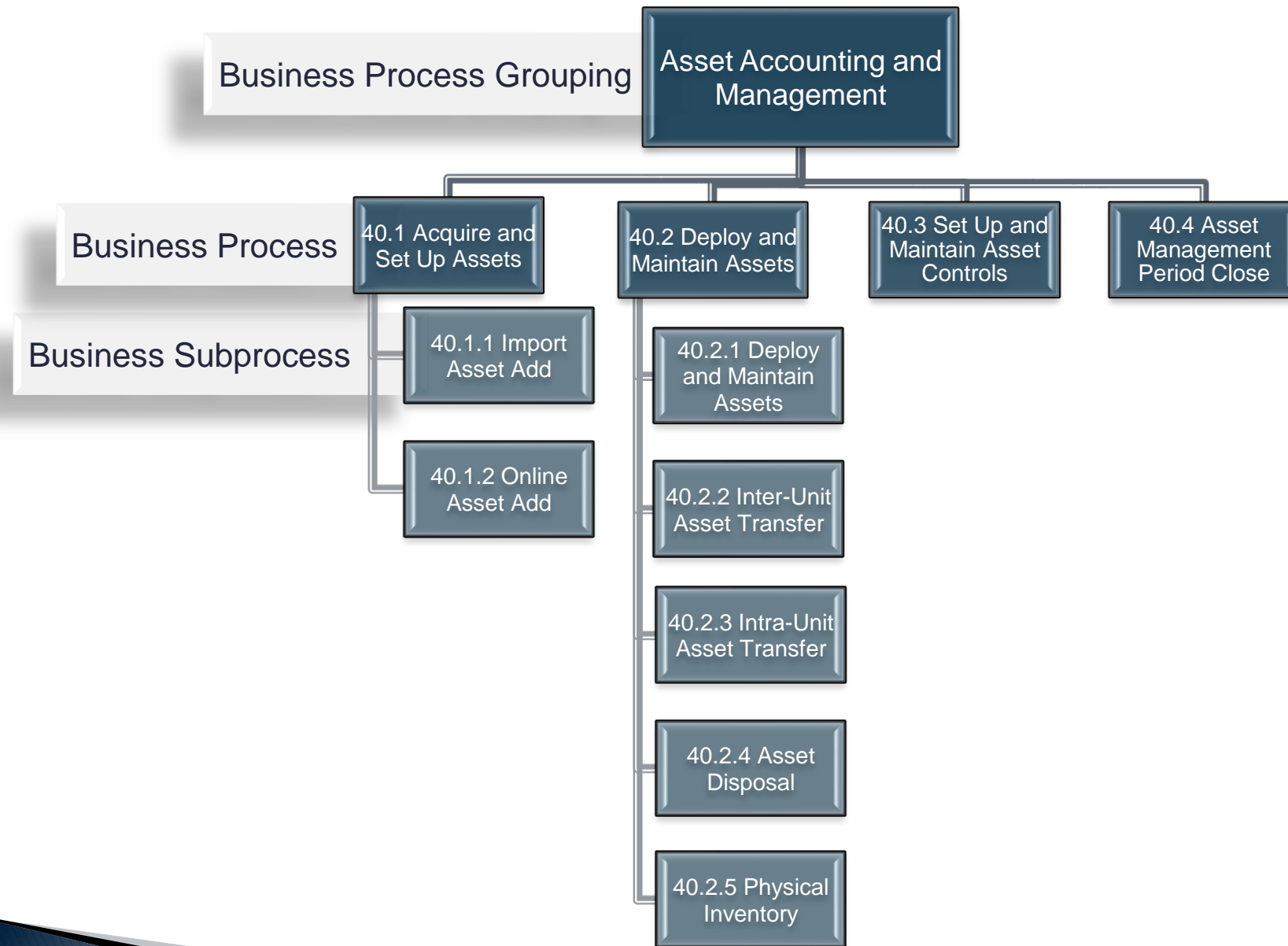


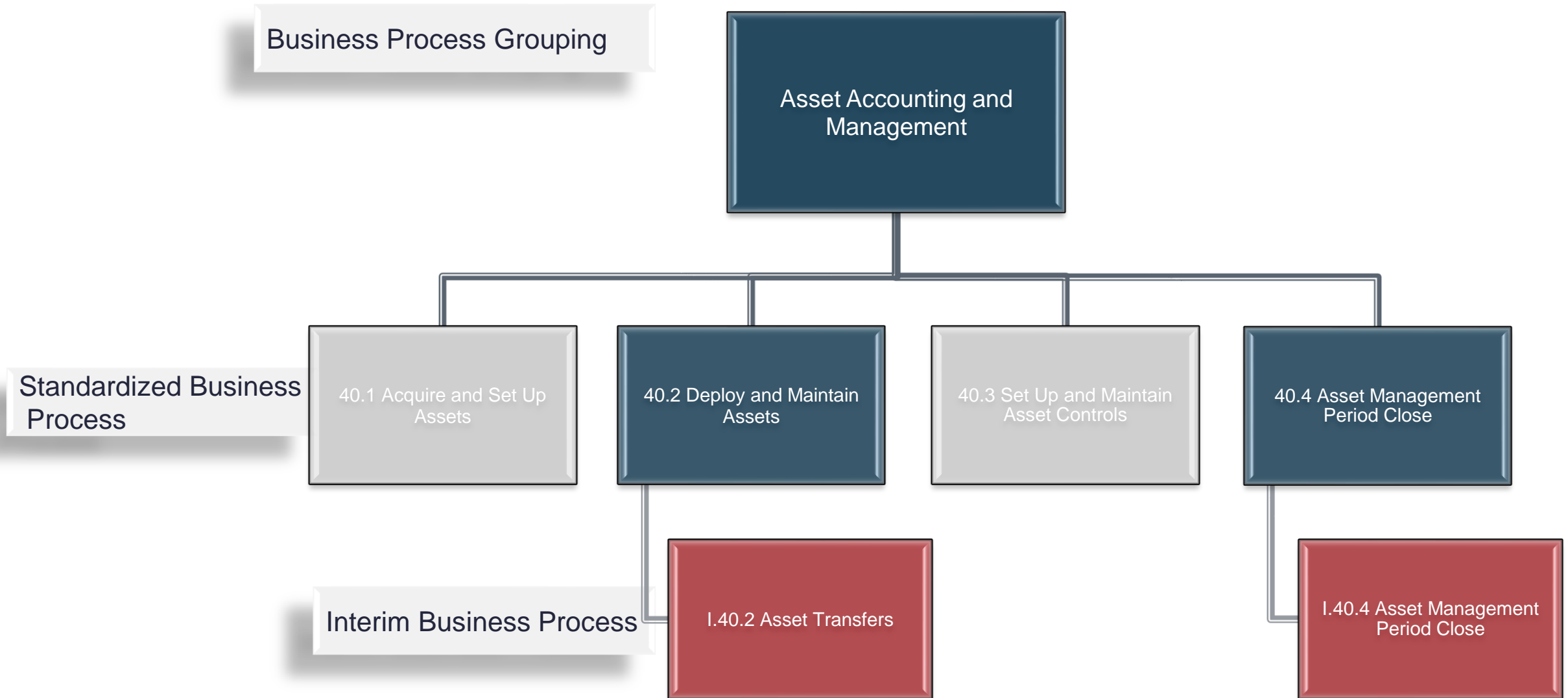
# Overview of Business Process Grouping

## AAM Overview

- ▶ AAM includes a collection of business processes that:
  - manage the records of agency property that supports State operations including financial and custodial information
  - establish the controls that ensure the integrity of statewide financial reporting
  - perform month-end and year-end closing activities







# I.40.2 ASSET TRANSFERS



# Overview of Interim Business Process

## I.40.2 Asset Transfers

- ▶ Description of Interim Business Process
  - Transfers of assets between Pilot organizations and Wave organizations require separate independent transactions in Florida PALM and Departmental FLAIR. Assets are retired in one system and created in the other system.
- ▶ Roles
  - Pilot Organization Asset Processor
  - Wave Organization Asset Processor





# Overview of Interim Business Process

## I.40.2 Asset Transfers

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
The Pilot organization retires the asset or creates the asset record in Florida PALM	Pilot
The Wave organization retires the asset or creates the asset record in Departmental FLAIR	Wave
The initiating organization sends detailed asset information (asset description, acquisition date, original cost, accumulated depreciation) to the receiving organization	Pilot Wave



# Overview of Interim Business Process

## I.40.2 Asset Transfers

- ▶ Variances from Standardized Business Processes
  - No system to system transfer between the initiating organization and the receiving organization
  - Transfers between Pilot and Wave organizations require the use of 'retire' instead of 'transfer'
  - Asset details are communicated outside of the system
  - Asset records for Wave organizations are managed in Departmental FLAIR
- ▶ Variances from Current Processes
  - Transfers between Pilot and Wave organizations require the use of 'retire' instead of 'transfer'



# Overview of Interim Business Process

## I.40.2 Asset Transfers

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Transferred Asset Report – a report of assets acquired or disposed of through transfer	N/A

### ► Relationship with Other Business Processes

- 40.2.2 InterUnit Asset Transfer



# I.40.4 ASSET MANAGEMENT PERIOD CLOSE



# Overview of Interim Business Process

## I.40.4 Asset Management Period Close

- ▶ Description of Interim Business Process
  - Activities to be completed in preparation to update asset records in Departmental FLAIR and balances are transmitted to the General Ledger (GL) in Florida PALM.
- ▶ Roles
  - DFS Asset Processor
  - Wave Organization Asset Processor



# Overview of Interim Business Process

## I.40.4 Asset Management Period Close

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
The Wave organization updates asset balances in Departmental FLAIR	Wave
Wave organizations transmit asset balances and depreciation from Departmental FLAIR to Florida PALM	Wave; A&A



# Overview of Interim Business Process

## I.40.4 Asset Management Period Close

- ▶ Variances from Standardized Business Processes
  - Wave organizations transmit asset balances and depreciation from Departmental FLAIR to Florida Palm
- ▶ Variances from Current Processes
  - The same concepts described above for current processes.



# Overview of Interim Business Process

## I.40.4 Asset Management Period Close

### ► Reports

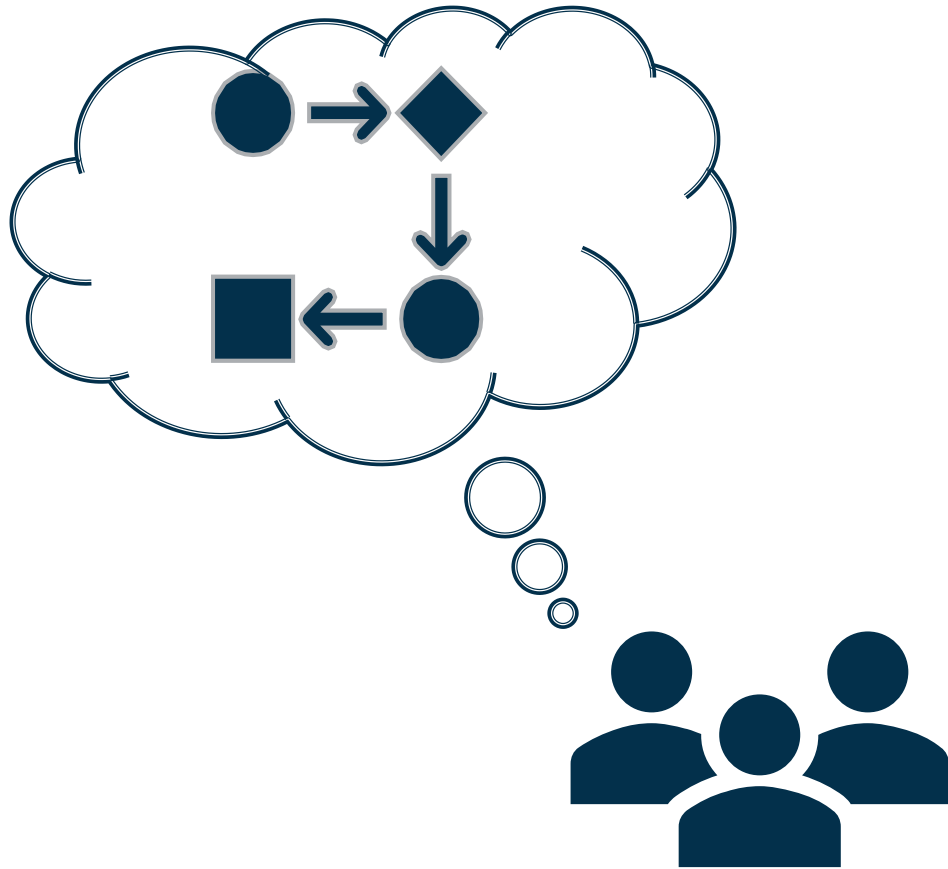
Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
None Identified	N/A

### ► Relationship with Other Business Processes

- I.10.3 Analyze, Reconcile and Close Accounts







# QUESTIONS ABOUT THE INTERIM BUSINESS PROCESS MODELS

Asset Accounting and  
Management (AAM)



# BREAK



# OVERVIEW OF BUSINESS PROCESS GROUPING

## Accounts Receivables (AR)



# Overview of Business Process Grouping

## AR Overview

- ▶ Revenue Accounting (RA) Business Process Grouping
  - Includes processes that manage customer and billing information
  - Processes occur in agency business systems or Departmental FLAIR today
  - Processes remain in agency business systems or Departmental FLAIR during interim period

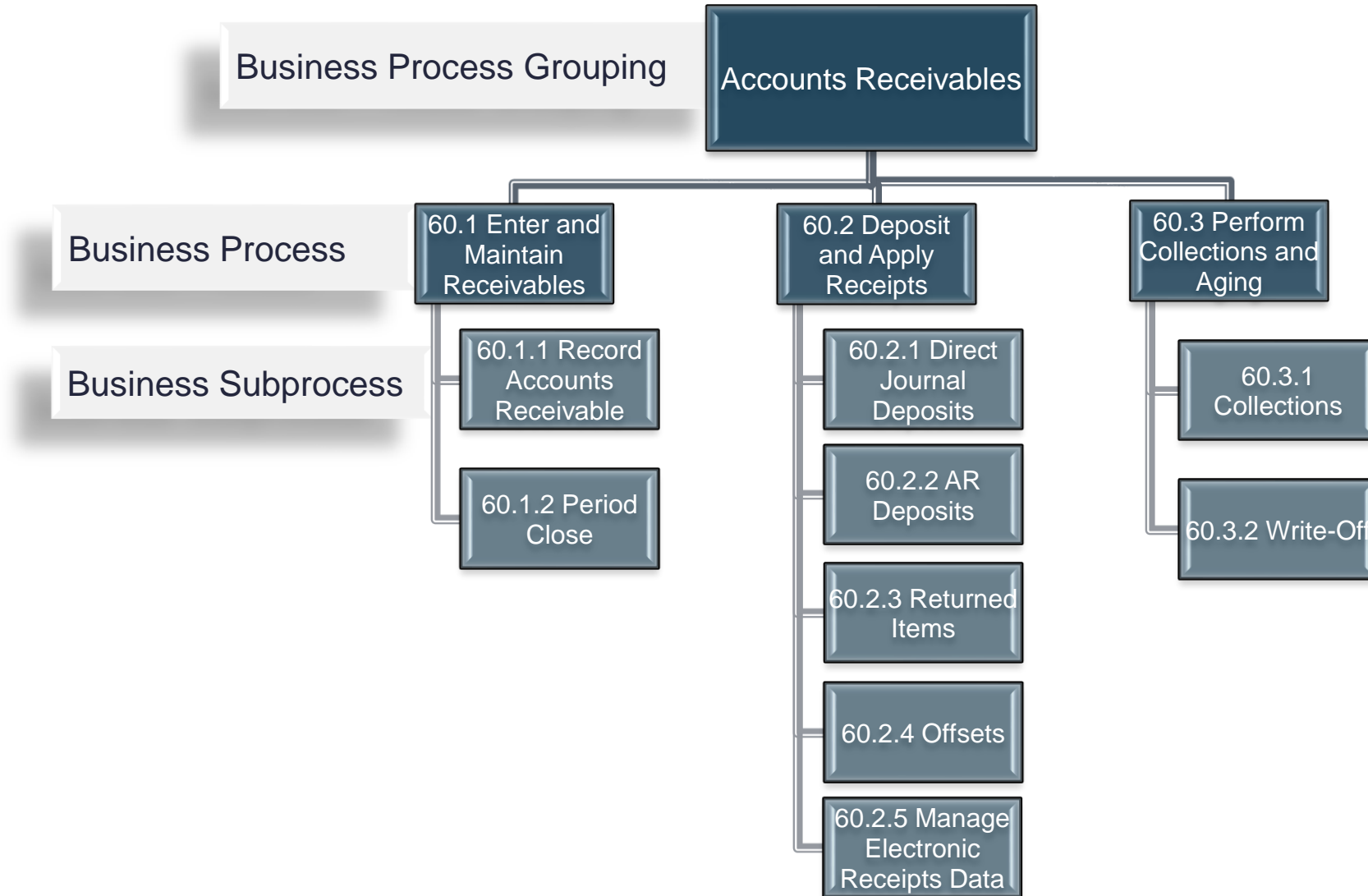


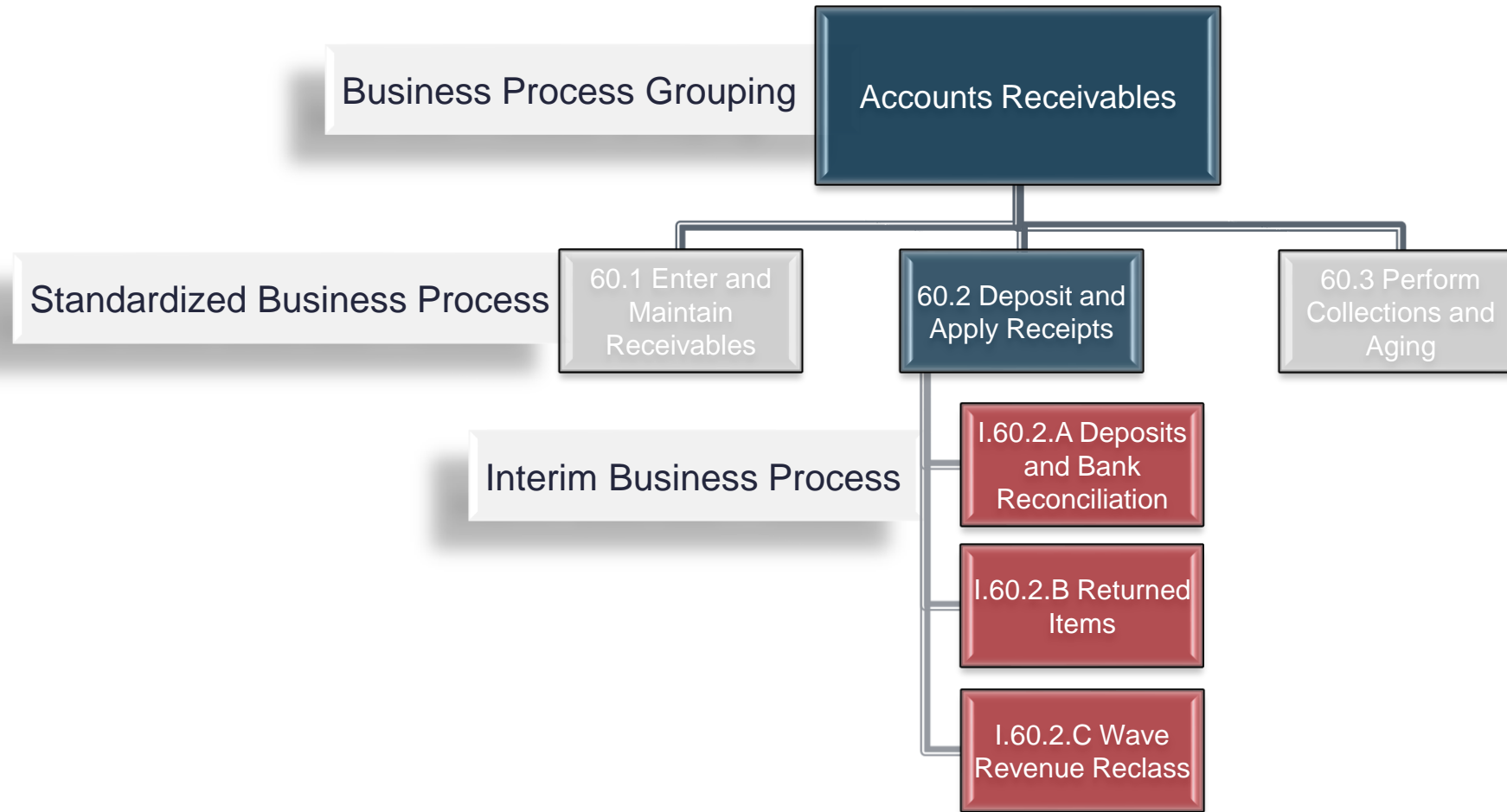
# Overview of Business Process Grouping

## AR Overview

- ▶ AR includes a collection of business processes that
  - manage accounting, reporting, and collection of outstanding State revenues
  - support the intake and accounting for cash receipts
  - ensure the write-off of outstanding debt is appropriately approved







# I.60.2.A DEPOSITS AND BANK RECONCILIATION





# Overview of Interim Business Process

## I.60.2.A Deposits and Bank Reconciliation

- ▶ Description of Interim Business Process
  - Addresses how Wave organizations record deposits in Departmental FLAIR and monitor reconciliation of bank data in Departmental FLAIR and Florida PALM.
- ▶ Roles
  - DFS Audit Approver
  - DFS Bank Reconciliation Processor
  - DOR Wave Organization Exception Processor
  - Wave Organization Exception Processor
  - Wave Organization Deposit Reporter



# Overview of Interim Business Process

## I.60.2.A Deposits and Bank Reconciliation

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Verified Departmental FLAIR deposits are interfaced to Florida PALM to create and record direct journal deposits	Wave
Wave organizations log into Florida PALM to run reports and request DFS Treasury assistance	Wave Treasury
Wave organizations log into Florida PALM to update accounting on expenditure refunds, if not approved by DFS A&A	Wave A&A
Deposits processed by DOR on behalf of other organizations are interfaced to Florida PALM and, if needed, updated by DOR in Florida PALM. Wave organizations enter Departmental FLAIR transactions for DOR deposits	Wave DOR
DFS Treasury logs into Departmental FLAIR to manually approve for same day deposit verification	Treasury



# Overview of Interim Business Process

## I.60.2.A Deposits and Bank Reconciliation

- ▶ Variances from Standardized Business Processes
  - Deposits are initiated in Departmental FLAIR and interfaced to Florida PALM for Wave organizations
- ▶ Variances from Current Processes
  - Wave organizations use Florida PALM reports and forms instead of CMS
  - DFS A&A audits expenditure refunds through the Florida PALM deposit workflow instead of the Central FLAIR audit process



# Overview of Interim Business Process

## I.60.2.A Deposits and Bank Reconciliation

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Unverified Deposits Report – provides a report of unverified deposits	N/A
Deposits Report – provides detailed information for deposits	Deposit Information

### ► Relationship with Other Business Processes

- Not applicable



# I.60.2.B RETURNED ITEMS



# Overview of Interim Business Process

## I.60.2.B Returned Items

- ▶ Description of Interim Business Process
  - Addresses how Wave organizations record and reclassify returned deposits.
- ▶ Roles
  - DFS Deposit Processor
  - Wave Organization Deposit Reporter



# Overview of Interim Business Process

## I.60.2.B Returned Items

► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations enter a Departmental FLAIR only transaction to record the returned items	Wave
Wave organizations log into Florida PALM to run reports and request DFS Treasury assistance	Wave Treasury



# Overview of Interim Business Process

## I.60.2.B Returned Items

- ▶ Variances from Standardized Business Processes
  - Wave organizations enter a Departmental FLAIR only transaction to reflect the returned item posted to Florida PALM
- ▶ Variances from Current Processes
  - Wave organizations use Florida PALM reports and forms instead of CMS





# Overview of Interim Business Process

## I.60.2.B Returned Items

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Deposits Report – provides detailed information for deposits	Deposit Information
Debit Memo – provides returned item information	N/A

### ► Relationship with Other Business Processes

- I.80.1 Cash Checking
- I.60.2.C Wave Revenue Reclass



# I.60.2.C WAVE REVENUE RECLASS



# Overview of Interim Business Process

## I.60.2.C Wave Revenue Reclass

- ▶ Description of Interim Business Process
  - Addresses the methods Wave organizations use to reclassify revenue (e.g., corrections, transfers) in Departmental FLAIR and Florida PALM between two organizations or within an organization.
- ▶ Roles
  - Wave Organization Deposit Reporter



# Overview of Interim Business Process

## I.60.2.C Wave Revenue Reclass

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations use a \$0 deposit in Departmental FLAIR to reclass revenue within an organization. Departmental FLAIR deposit data is interfaced to Florida PALM as a direct journal to keep the systems updated	Wave
Wave organizations log into Florida PALM to run the deposit report to confirm \$0 deposit entries are accurate in Florida PALM	Wave



# Overview of Interim Business Process

## I.60.2.C Wave Revenue Reclass

- ▶ Variances from Standardized Business Processes
  - \$0 Deposits are initiated in Departmental FLAIR and interfaced to Florida PALM
- ▶ Variances from Current Processes
  - Wave organizations use Florida PALM reports instead of CMS



# Overview of Interim Business Process

## I.60.2.C Wave Revenue Reclass

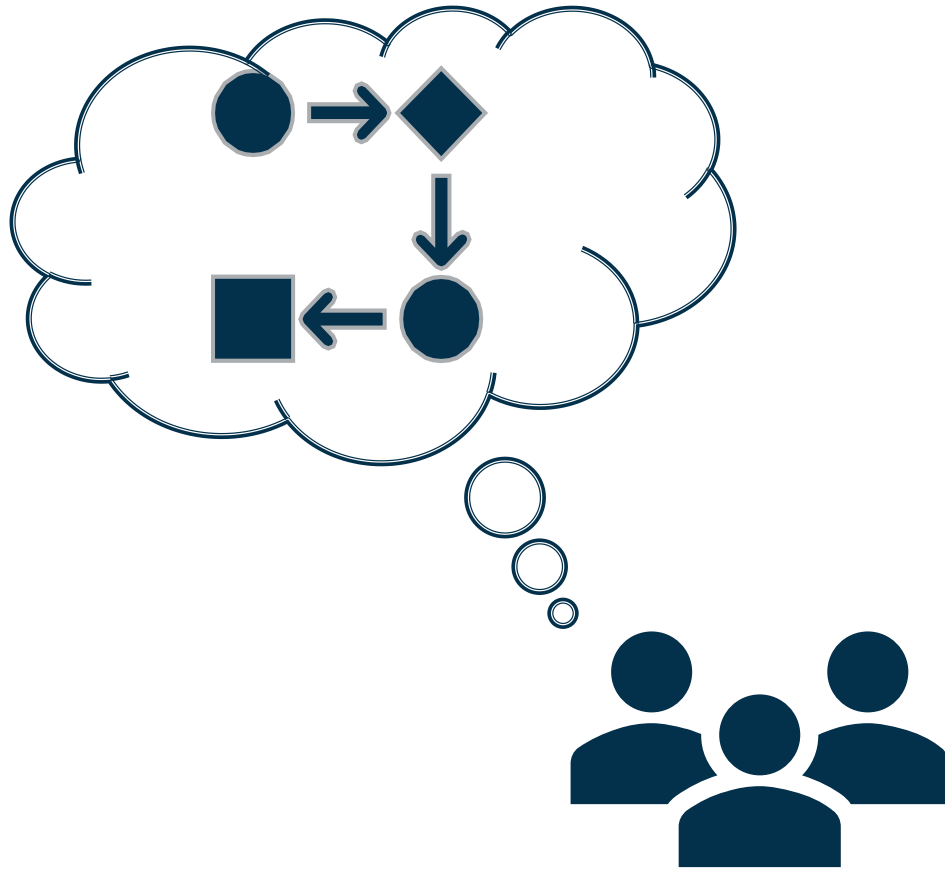
### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Deposits Report – provides detailed information for deposits	Deposit Information

### ► Relationship with Other Business Processes

- I.60.2.B Returned Items
- I.80.1 Cash Checking
- I.10.2 Enter and Process Inter/IntraUnit Journals





# QUESTIONS ABOUT THE INTERIM BUSINESS PROCESS MODELS

Accounts Receivable (AR)



# OVERVIEW OF BUSINESS PROCESS GROUPING

## Cash Management (CM)





# Overview of Business Process Grouping

## CM Overview

- ▶ Treasury Management (TM) Business Process Grouping:
  - Includes processes that manage banking relationships and reconciliation to bank transactions; manage investment securities and investment earnings apportionment; support cash transfers between bank accounts; and support organization requests of Treasury
  - Processes occur in CMS applications today that will be replaced by Florida PALM
  - Wave and Pilot organizations will use the TM standardized business processes at Pilot Go Live

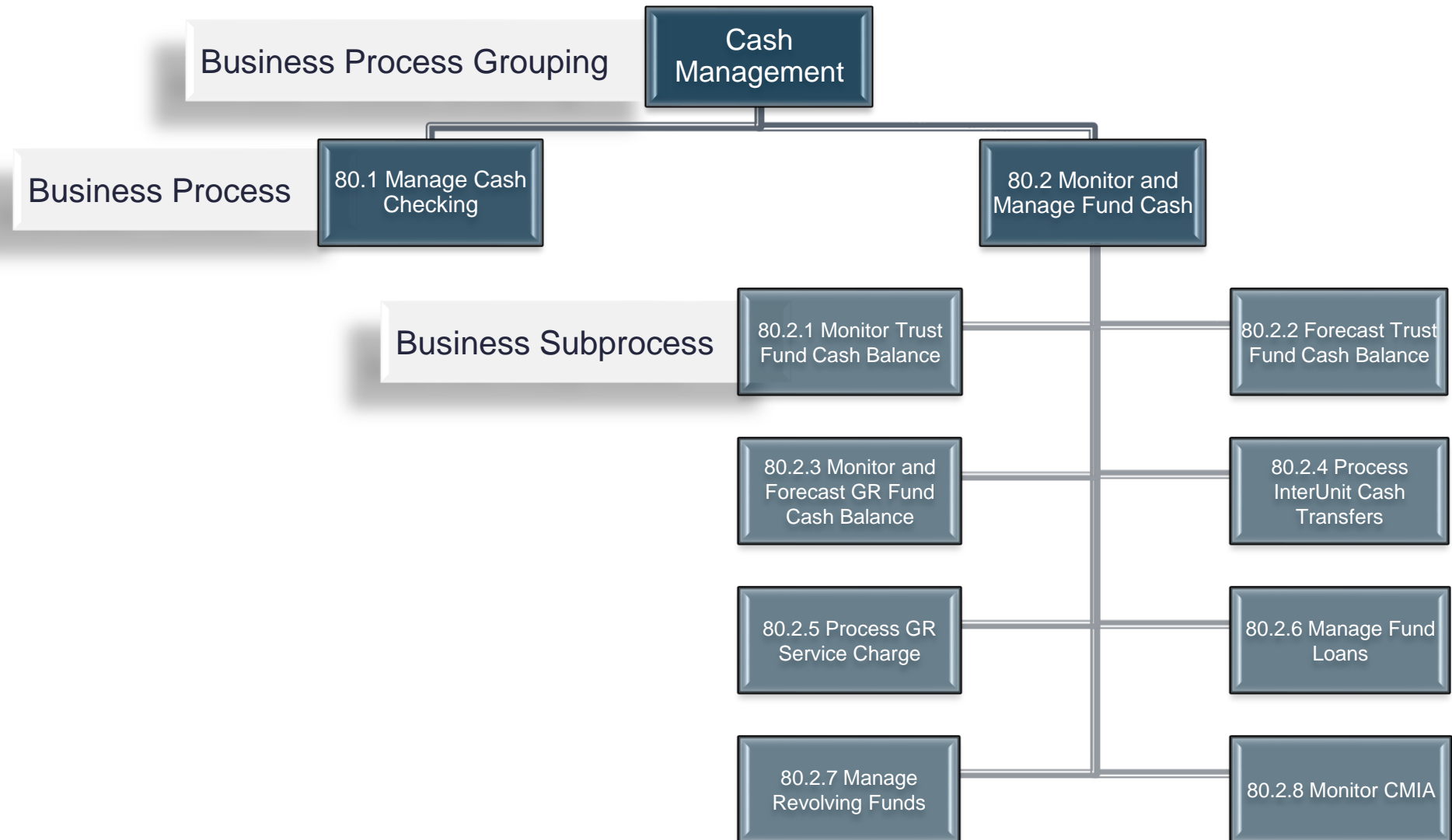


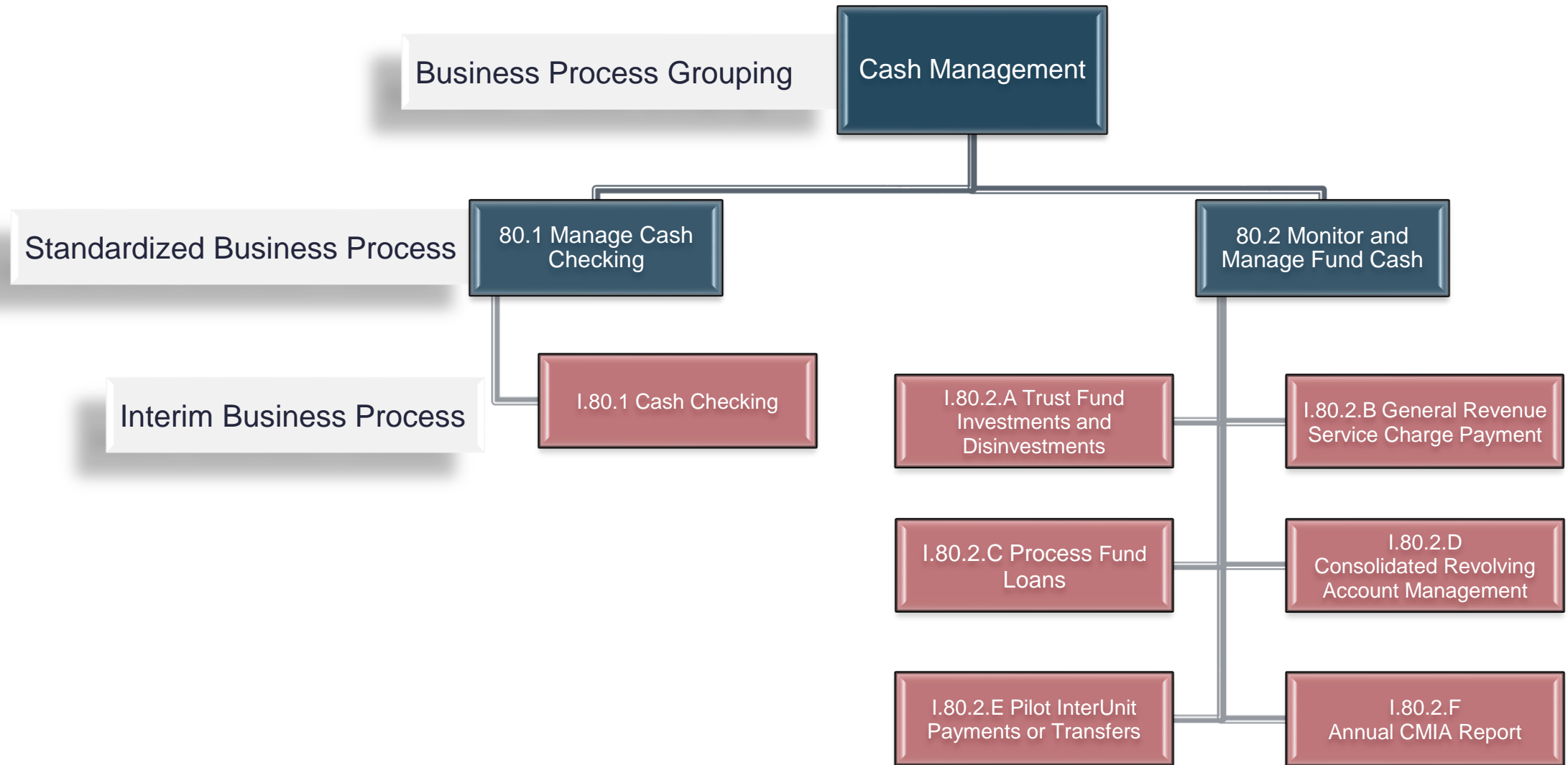
# Overview of Business Process Grouping

## CM Overview

- ▶ CM includes a collection of business processes that:
  - ensure adequate cash balances to support disbursements and alignment of State and federal cash management requirements;
  - support the forecast and management of cash balances within agency and general revenue funds, including managing fund loans; and
  - support the management for revolving funds located within and outside the State Treasury.







# I.80.1 CASH CHECKING



# Overview of Interim Business Process

## I.80.1 Cash Checking

- ▶ Description of Interim Business Process
  - Addresses how Wave organization transactions are checked against fund cash balances in Florida PALM.
- ▶ Roles
  - DFS Override Processor
  - Wave Organization Fund Cash Manager
  - Wave Organization Exception Transaction Processor



# Overview of Interim Business Process

## I.80.1 Cash Checking

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Departmental FLAIR transactions are interfaced to Florida PALM to validate there is sufficient spendable Fund cash	Wave
Wave organizations log into Florida PALM to review and manage the Cash Checking exceptions	Wave
Wave organizations decide whether to update the source transaction in Florida PALM if appropriate, hold the transaction until cash is available, or request DFS assistance to delete or override the transaction	Wave A&A



# Overview of Interim Business Process

## I.80.1 Cash Checking

- ▶ Variances from Standardized Business Processes
  - Cash impacting transactions originating in Departmental FLAIR are cash checked in Florida PALM
- ▶ Variances from Current Processes
  - Exceptions are managed in Florida PALM





# Overview of Interim Business Process

## I.80.1 Cash Checking

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Cash Checking Exception – displays cash check exceptions including reasons for exceptions, and the length of time outstanding	N/A
Cash Check Override – all transactions for which cash check has been overridden	N/A



# Overview of Interim Business Process

## I.80.1 Cash Checking

- ▶ Relationship with Other Business Processes
  - 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 Revenue Reclass
  - I.80.2.E Pilot InterUnit Payments or Transfers



# I.80.2.A TRUST FUND INVESTMENTS AND DISINVESTMENTS



# Overview of Interim Business Process

## I.80.2.A Trust Fund Investments and Disinvestments

- ▶ Description of Interim Business Process
  - Addresses how Wave organizations perform Trust Fund Investments and Disinvestments in Florida PALM, and how interest apportionment is recorded.
- ▶ Roles
  - DFS GL Journal Processor
  - Wave Organization GL Journal Processor



# Overview of Interim Business Process

## I.80.2.A Trust Fund Investments and Disinvestments

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations log into Florida PALM to review Cash and Investment balances	Wave
Wave organizations record journal entries in Florida PALM to invest and disinvest cash	Wave
Wave organizations enter Departmental FLAIR transactions for investments, disinvestments, apportioned interest, and administrative fees to reconcile with Florida PALM cash balances	Wave



# Overview of Interim Business Process

## I.80.2.A Trust Fund Investments and Disinvestments

- ▶ Variances from Standardized Business Processes
  - Investment, disinvestment, and apportionment transactions recorded in Florida PALM must be entered in Departmental FLAIR
- ▶ Variances from Current Processes
  - Investment, disinvestment, and apportionment transactions are initiated in Florida PALM instead of Departmental FLAIR and CMS-Disinvestments



# Overview of Interim Business Process

## I.80.2.A Trust Fund Investments and Disinvestments

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Cash Balance and Activity Report – cash balance and related cash transactions for requested combination ChartFields	Cash Balance and Transaction Information
Investment Activity Report – investment/disinvestment activity by requested combination of ChartFields	Investment Information
Apportionment Report – interest and administrative fee apportionment details by pool and participant	Investment Information



# Overview of Interim Business Process

## I.80.2.A Trust Fund Investments and Disinvestments

- ▶ Relationship with Other Business Processes
  - 70.7.2 Distribute Interest Apportionment
  - 10.2.1 Create and Approve Journals





# **I.80.2.B GENERAL REVENUE SERVICE CHARGE PAYMENT**



# Overview of Interim Business Process

## I.80.2.B General Revenue Service Charge Payment

- ▶ Description of Interim Business Process
  - Addresses how Wave organizations remit payment to the General Revenue Fund and access the GRSC Report. It also describes how A&A tracks outstanding GRSC balances for Wave organizations.
- ▶ Roles
  - DFS GL Journal Approver
  - Wave Organization Fund Cash Reporter



# Overview of Interim Business Process

## I.80.2.B General Revenue Service Charge Payment

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations log into Florida PALM to run and review the GRSC Report	Wave
A&A tracks outstanding GRSC payments for Wave organizations outside of Florida PALM	A&A
Departmental GRSC payments are interfaced to Florida PALM to create journal entries	Wave A&A



# Overview of Interim Business Process

## I.80.2.B General Revenue Service Charge Payment

- ▶ Variances from Standardized Business Processes
  - Outstanding GRSC payments are tracked externally instead of through the Florida PALM Customer Billing process
  - GRSC payments are recorded as journal entries instead of accounts payable vouchers
- ▶ Variances from Current Processes
  - GRSC Report will be generated from Florida PALM instead of RDS



# Overview of Interim Business Process

## I.80.2.B General Revenue Service Charge Payment

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
GR Service Charge Report – lists service charges by ChartField combination for each organization	N/A
InterUnit Journal Entry Report – provides a listing of all Inter/IntraUnit journal entries for a designated period recorded in Florida PALM	Journal Information



# Overview of Interim Business Process

## I.80.2.B General Revenue Service Charge Payment

- ▶ Relationship with Other Business Processes
  - 70.7.2 Distribute Interest Apportionment
  - 10.2.1 Create and Approve Journals



# I.80.2.C PROCESS FUND LOANS



# Overview of Interim Business Process

## I.80.2.C Process Fund Loans

- ▶ Description of Interim Business Process
  - Addresses how Wave organizations request, receive, and make payment on Fund loans. It also describes how A&A records and tracks outstanding Fund loan balances for Wave organizations.
- ▶ Roles
  - DFS GL Journal Processor
  - Wave Organization Fund Cash Reporter





# Overview of Interim Business Process

## I.80.2.C Process Fund Loans

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations log into Florida PALM to run and review the Cash Balance and Activity Report	Wave
A&A tracks outstanding Fund loans for Wave organizations outside of Florida PALM	A&A
Wave organizations enter Departmental FLAIR transactions for Fund loans received to reconcile with Florida PALM cash balances	Wave
Departmental Fund Loan payments are interfaced to Florida PALM to create journal entries	Wave A&A



# Overview of Interim Business Process

## I.80.2.C Process Fund Loans

- ▶ Variances from Standardized Business Processes
  - Outstanding Fund loan balances are tracked externally instead of through the Florida PALM Customer Billing process
  - Fund loan payments are recorded as a journal entry instead of an accounts payable voucher
- ▶ Variances from Current Processes
  - Cash Balance and Activity Report can be generated from Florida PALM



# Overview of Interim Business Process

## I.80.2.C Process Fund Loans

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Cash Balance and Activity Report – cash balance and related cash transactions for requested combination of ChartFields	Cash Balance and Transaction Information
InterUnit Journal Entry Report – provides a listing of all Inter/Intraunit journal entries for a designated period recorded in Florida PALM	Journal Information

### ► Relationship with Other Business Processes

- 10.2.1 Create and Approve Journals
- I.10.2 Enter and Process Inter/IntraUnit Journals



# **I.80.2.D CONSOLIDATED REVOLVING ACCOUNT MANAGEMENT**



# Overview of Interim Business Process

## I.80.2.D Consolidated Revolving Account Management

### ► Description of Interim Business Process

- Addresses how Wave organizations receive the CRA statements, reconcile activity, and manage reconciliation exceptions. This process also includes tracking CRA balances to support interest apportionment and the recording of CRA interest apportionment in Departmental FLAIR at the end of each month.

### ► Roles

- DFS Bank Reconciliation Processor
- Wave Organization CRA Reporter



# Overview of Interim Business Process

## I.80.2.D Consolidated Revolving Account Management

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
CRA Bank statements are imported into Florida PALM to facilitate Treasury accounting and interest apportionment	Treasury
Florida PALM interfaces CRA bank statement data to business systems	Wave
Wave organizations log into Florida PALM to run and review the CRA Statement Report	Wave
Wave organizations log into Florida PALM to run and review the Apportionment Report	Wave
Wave organizations manage and track CRA activity outside of Florida PALM	Wave
Wave organizations enter Departmental FLAIR transactions for apportioned interest and administrative fees to reconcile with Florida PALM cash balances	Wave



# Overview of Interim Business Process

## I.80.2.D Consolidated Revolving Account Management

- ▶ Variances from Standardized Business Processes
  - Bank reconciliation to reconcile bank transactions to payments recorded in AP and replenishments receipts recorded in AR occurs outside of Florida PALM
- ▶ Variances from Current Processes
  - Stop payments are requested in Florida PALM
  - Exceptions are managed through the Treasury Assistance Request Form in Florida PALM
  - Interest will be apportioned to the advancing fund



# Overview of Interim Business Process

## I.80.2.D Consolidated Revolving Account Management

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
CRA Bank Statement Report – provides the bank statement for sub accounts and CRA bank accounts	N/A
Apportionment Report – interest and administrative fee apportionment details by pool and participant	Investment Information
Wave Organization Revolving Fund Replenishment Report – details the amount due from the advancing fund to replenish the revolving fund activity	N/A





# Overview of Interim Business Process

## I.80.2.D Consolidated Revolving Account Management

- ▶ Relationship with Other Business Processes
  - 70.7.2 Distribute Interest Apportionment
  - 70.1.2 Manage Treasury Correspondence
  - 30.5.4 Cancel and Reissue Payments
  - I.30.3.A Process Vouchers



# I.80.2.E PILOT INTERUNIT PAYMENTS AND TRANSFERS



# Overview of Interim Business Process

## I.80.2.E Pilot InterUnit Payments and Transfers

- ▶ Description of Interim Business Process
  - Addresses how Pilot organizations transfer cash to Wave organizations. This interim business process includes A&A audit and approval.
- ▶ Roles
  - Pilot Organization AP Processor
  - Wave Organization Deposit Processor
  - DFS AP Approver



# Overview of Interim Business Process

## I.80.2.E Pilot InterUnit Payments and Transfers

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Pilot organizations create AP vouchers for payments or transfers to Wave organizations	Pilot Wave
Florida PALM automatically creates Wave organization deposits for vouchers received from Pilot organizations	Wave
Wave organizations log into Florida PALM to update and process the deposits received from Pilot organizations	Wave
Wave organizations log into Florida PALM to run and review the InterUnit Deposit Report	Wave
Wave organizations enter Departmental FLAIR transactions for vouchers received from Pilot organizations to reconcile with Florida PALM cash balances	Wave



# Overview of Interim Business Process

## I.80.2.E Pilot InterUnit Payments and Transfers

- ▶ Variances from Standardized Business Processes
  - Vouchers received from Pilot organizations must be entered in Departmental FLAIR for Wave organizations
- ▶ Variances from Current Processes
  - Wave organizations log into Florida PALM to record the accounting for deposits received from Pilot organizations



# Overview of Interim Business Process

## I.80.2.E Pilot InterUnit Payments and Transfers

### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
InterUnit Deposit Report – provides a listing of all InterUnit Deposits recorded in Florida PALM for a designated period	Deposit Information

### ► Relationship with Other Business Processes

- 30.3.1 Process Vouchers
- 30.4.1 Process Pay Cycle



# I.80.2.F ANNUAL CMIA REPORT



# Overview of Interim Business Process

## I.80.2.F Annual CMIA Report

- ▶ Description of Interim Business Process
  - Addresses how the CMIA grant data for Wave organizations is compiled and how the clearance pattern is calculated and reported in accordance with CMIA.
- ▶ Roles
  - DFS CMIA Processor
  - Wave Organization Grant Manager





# Overview of Interim Business Process

## I.80.2.F Annual CMIA Report

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
DFS Treasury gathers the Florida PALM COA coding for each CMIA grant from applicable organizations and uploads to Florida PALM	Treasury Wave
DFS Treasury generates the Wave Organization Clearance Pattern Report from Florida PALM	Treasury



# Overview of Interim Business Process

## I.80.2.F Annual CMIA Report

- ▶ Variances from Standardized Business Processes
  - Wave Organizations clearance pattern is calculated on voucher received date and not the payment schedule date
- ▶ Variances from Current Processes
  - Wave Organizations provide the Florida PALM COA coding for each CMIA grant instead of FLAIR coding
  - Florida PALM calculates the CMIA clearance pattern



# Overview of Interim Business Process

## I.80.2.F Annual CMIA Report

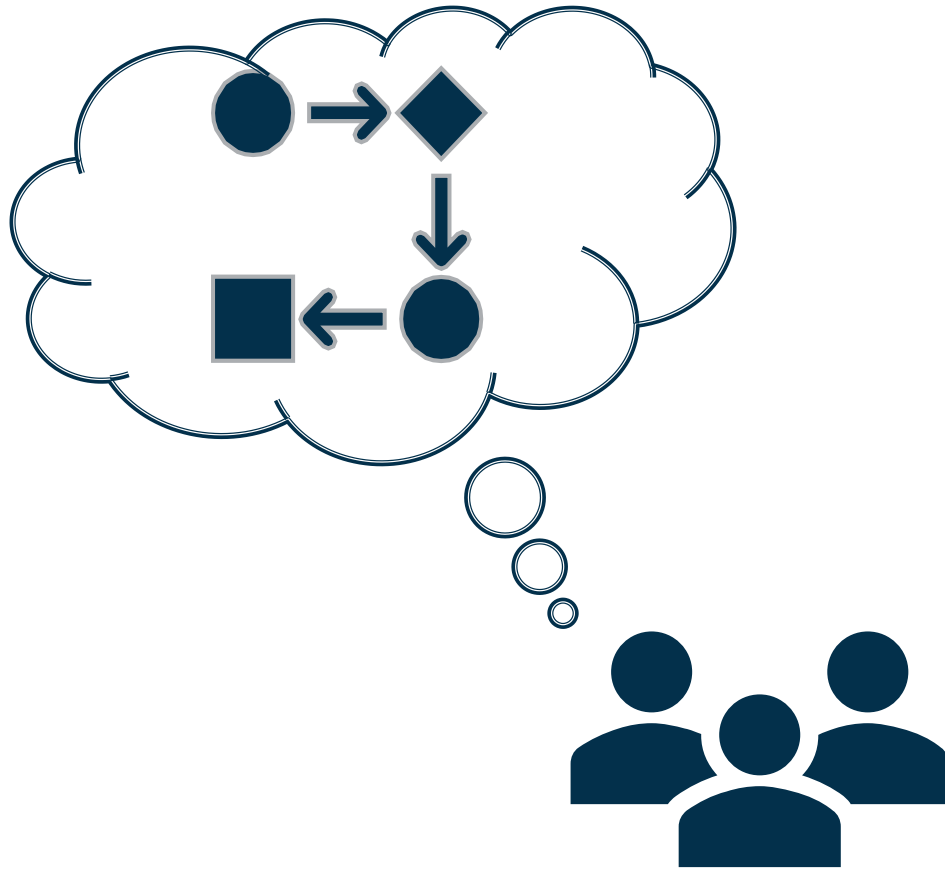
### ► Reports

Florida PALM Interim Report Name – Description	Type of Data Transferred to IW
Wave Organization Clearance Pattern Report – details the clearance pattern for designated CMIA grants	N/A

### ► Relationship with Other Business Processes

- 80.2.8 Monitor CMIA





# QUESTIONS ABOUT THE INTERIM BUSINESS PROCESS MODELS

## Cash Management (CM)



# OVERVIEW OF BUSINESS PROCESS GROUPING

Account Management and  
Financial Reporting (AMFR)

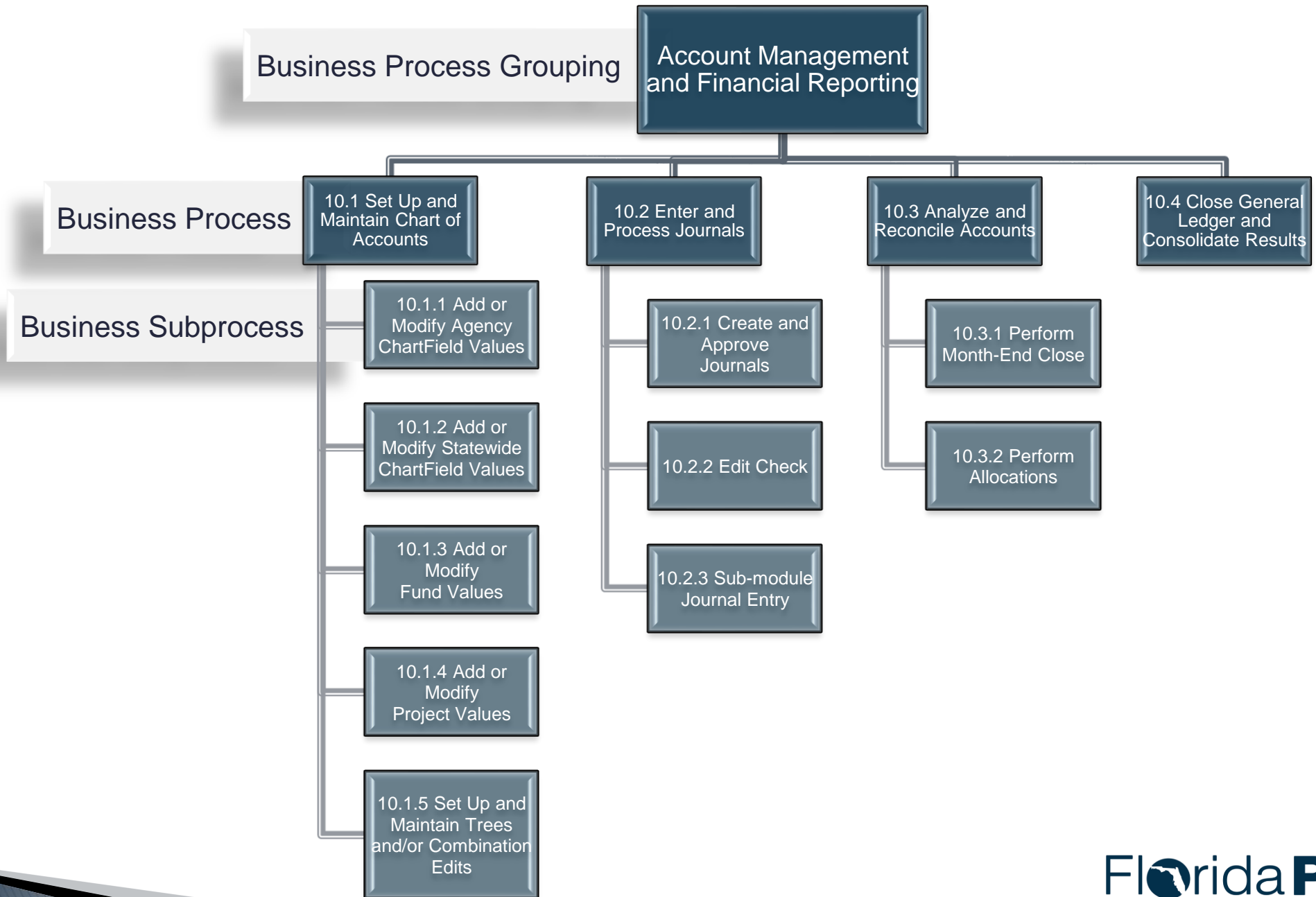


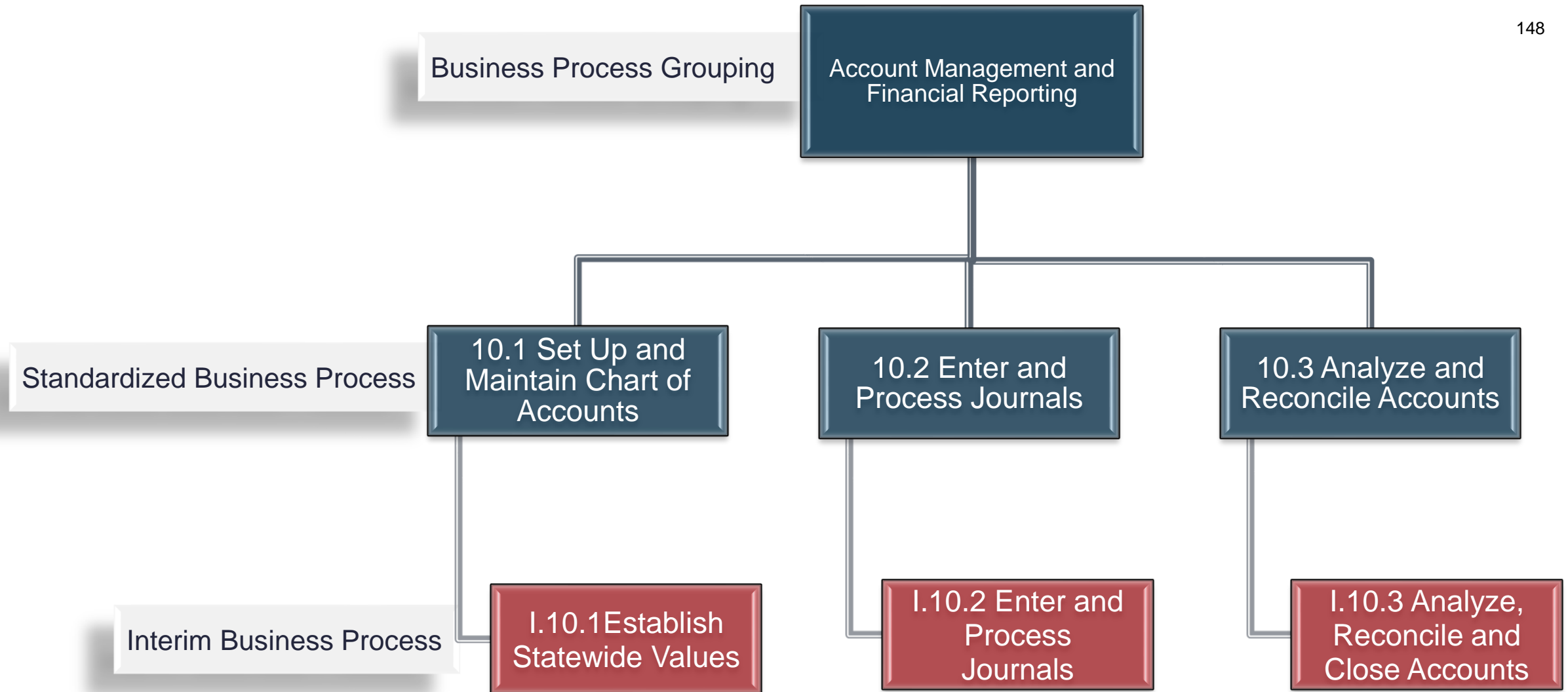
# Overview of Business Process Grouping

## AMFR Interim Overview

- ▶ AMFR includes a collection of business processes that:
  - establish the statewide accounting framework and provide for agency-specific accounting and reporting needs;
  - update to the general ledger and maintain the integrity of the financial activities; and
  - perform month-end and year-end closing and reporting activities.









# I.10.1 ESTABLISH STATEWIDE VALUES



# Overview of Interim Business Process

## I.10.1 Establish Statewide Values

- ▶ Description of Interim Business Process
  - Addresses how statewide values are added or modified in Departmental FLAIR and Florida PALM.
- ▶ Roles
  - Wave Organization COA Requester
  - DFS COA Maintainer



# Overview of Interim Business Process

## I.10.1 Establish Statewide Values

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations log into Florida PALM to submit the request and supporting documentation to have a statewide values created or modified	Wave
DFS A&A adds newly created or modified values to the Florida PALM COA crosswalk	DFS A&A
Wave organizations review and reconcile the Florida PALM COA crosswalk and communicate any reconciling items to DFS A&A for updates to the crosswalk	Wave DFS A&A
Wave organizations leverage the Florida PALM COA crosswalk extract for organization purposes (i.e., agency business systems, offline reconciliations)	Wave



# Overview of Interim Business Process

## I.10.1 Establish Statewide Values

- ▶ Variances from Standardized Business Processes
  - Bi-directional crosswalk of values between Florida PALM and Departmental FLAIR
- ▶ Variances from Current Processes
  - DFS A&A will title all new fund, general ledger, and object code values within Departmental FLAIR



# Overview of Interim Business Process

## I.10.1 Establish Statewide Values

### ► Reports

Florida PALM Interim Report Name - Description	Type of Data Transferred to IW?
New Budgetary Code Report – report listing of new budgetary codes loaded within Florida PALM	Title Information (FLAIR Titles)
Crosswalk Value Report – report listing all statewide FLAIR values and the corresponding Florida PALM values	N/A

### ► Relationship with Other Business Processes

- 10.1.3 – Add or Modify Fund Values
- 70.1 – Manage Banking Relationships



# I.10.2 ENTER AND PROCESS INTER/INTRAUNIT JOURNALS



# Overview of Interim Business Process

## I.10.2 Enter and Process Inter/IntraUnit Journals

- ▶ Description of Interim Business Process
  - Addresses how Wave organizations transfer funds for payments of goods and services, expenditure moves, and transfers. It also addresses how Pilot and Wave organizations perform revenue to revenue transfers.
- ▶ Roles
  - DFS GL Journal Approver
  - Initiating Wave Organization GL Journal Processor
  - Pilot Organization GL Journal Processor
  - Receiving Wave Organization Reporter



# Overview of Interim Business Process

## I.10.2 Enter and Process Inter/IntraUnit Journals

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations journal transfer vouchers are interfaced to create GL journal entries within Florida PALM	Wave
Wave organizations revenue to revenue transfers are interfaced to create GL journal entries within Florida PALM	Wave
Wave organizations log into Florida PALM to review and manage exceptions	Wave
DFS A&A review and approve/deny GL journal entries subject to audit	A&A
Wave organizations request deletion for journal entries denied by DFS audit	Wave





# Overview of Interim Business Process

## I.10.2 Enter and Process Inter/IntraUnit Journals

### ► Key Interim Business Process Concepts (cont.)

Process/Activity	Impacted Party
Wave and Pilot organizations log into Florida PALM to run and review the InterUnit Journal Entry Report	Wave Pilot
Wave organizations enter Departmental FLAIR transactions to reconcile with Florida PALM posted balances	Wave
Wave organizations enter Departmental FLAIR transactions to record a Revenue to Revenue transfer received from a Pilot or Wave organization	Wave



# Overview of Interim Business Process

## I.10.2 Enter and Process Inter/IntraUnit Journals

- ▶ Variances from Standardized Business Processes
  - Payment of goods/services and transfers requiring budget authority are recorded as GL journal entries instead of accounts payable vouchers
- ▶ Variances from Current Processes
  - Wave organizations log into Florida PALM to manage exceptions



# Overview of Interim Business Process

## I.10.2 Enter and Process Inter/IntraUnit Journals

### ► Reports

Florida PALM Interim Report Name - Description	Type of Data transferred to IW
Transactional Reports – listing of GL Journal Entries	FLAIR Account Balances
InterUnit Journal Entry Audit Report – provides a listing of all Inter/IntraUnit journal entries identified for audit review	Voucher Status Information
Ledger Inquiry Report – listing of all successfully posted journals including inter/intraunit journals	FLAIR Account Balances
Deleted Journals Report – listing of all journals that were deleted	Voucher Status Information



# Overview of Interim Business Process

## I.10.2 Enter and Process Inter/IntraUnit Journals

### ► Reports (cont.)

Florida PALM Interim Report Name - Description	Type of Data Transferred to IW
Edit Error Report – listing of journals that have failed edit check	N/A
InterUnit Journal Entry Report – provides a listing of all Inter/IntraUnit journal entries for a designated period recorded in Florida PALM	Voucher Information
InterUnit Journal Entry Reconciliation Report – assists in reconciling initiating and receiving agency Inter/IntraUnit journals	Voucher Information



# Overview of Interim Business Process

## I.10.2 Enter and Process Inter/IntraUnit Journals

- ▶ Relationship with Other Business Processes
  - 10.2.1 Create and Approve Journals
  - I.60.2.C Wave Revenue Reclass



# I.10.3 ANALYZE, RECONCILE, AND CLOSE ACCOUNTS



# Overview of Interim Business Process

## I.10.3 Analyze, Reconcile, and Close Accounts

- ▶ Description of Interim Business Process
  - Describes how Wave organizations approach reconciliations and year end close processing
- ▶ Roles
  - Wave Organization GL Close Processor
  - DFS Financial Statement Processor



# Overview of Interim Business Process

## I.10.3 Analyze, Reconcile, and Close Accounts

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations reconcile Departmental FLAIR and Florida PALM regularly	Wave
Wave organizations log into Florida PALM to manage reconciling items affecting Florida PALM balances	Wave
Wave organizations perform year end closing activities within Departmental FLAIR	Wave
DFS A&A perform year end closing activities in Florida PALM	DFS





# Overview of Interim Business Process

## I.10.3 Analyze, Reconcile, and Close Accounts

- ▶ Variances from Standardized Business Processes
  - Wave organization balances are interfaced from Departmental FLAIR into Florida PALM
- ▶ Variances from Current Processes
  - Wave organizations will log into Florida PALM in addition to Departmental FLAIR to perform reconciliation



# Overview of Interim Business Process

## I.10.3 Analyze, Reconcile, and Close Accounts

### ► Reports

Florida PALM Interim Report Name - Description	Types of Data Transferred to IW
Payment Register – a listing of electronic, warrant, or manual payments made as part of the pay cycle	Payment Information
Voucher Aging Schedule – an aging schedule of vouchers pending approval from DFS	Voucher Information
Budget Exceptions – displays budget exceptions and adequate reasons for the exceptions with the capability to drill into transactions	N/A
Cash Exceptions – a listing of payments with cash exceptions	N/A
Source Module Transactional Reports – detailed reports of successful posted transactions and exceptions	N/A



# Overview of Interim Business Process

## I.10.3 Analyze, Reconcile, and Close Accounts

### ► Reports (cont.)

Florida PALM Interim Report Name - Description	Types of Data Transferred to IW
Journal Inquiry – online display of requested journals	Voucher Information
GL Reconciliation Report – report to display reconciled and unreconciled balances by ChartField and source module	N/A
Florida PALM Accounts Payable Balance Report – report of the GL balance for accounts payable	FLAIR Account Balances
Florida PALM Accounts Receivable Report – report of GL balance for accounts receivable	FLAIR Account Balances
Cash Transfer Report – provides a listing of all Interunit Cash Transfers for a designated period recorded in Florida PALM	Voucher Information



# Overview of Interim Business Process

## I.10.3 Analyze, Reconcile, and Close Accounts

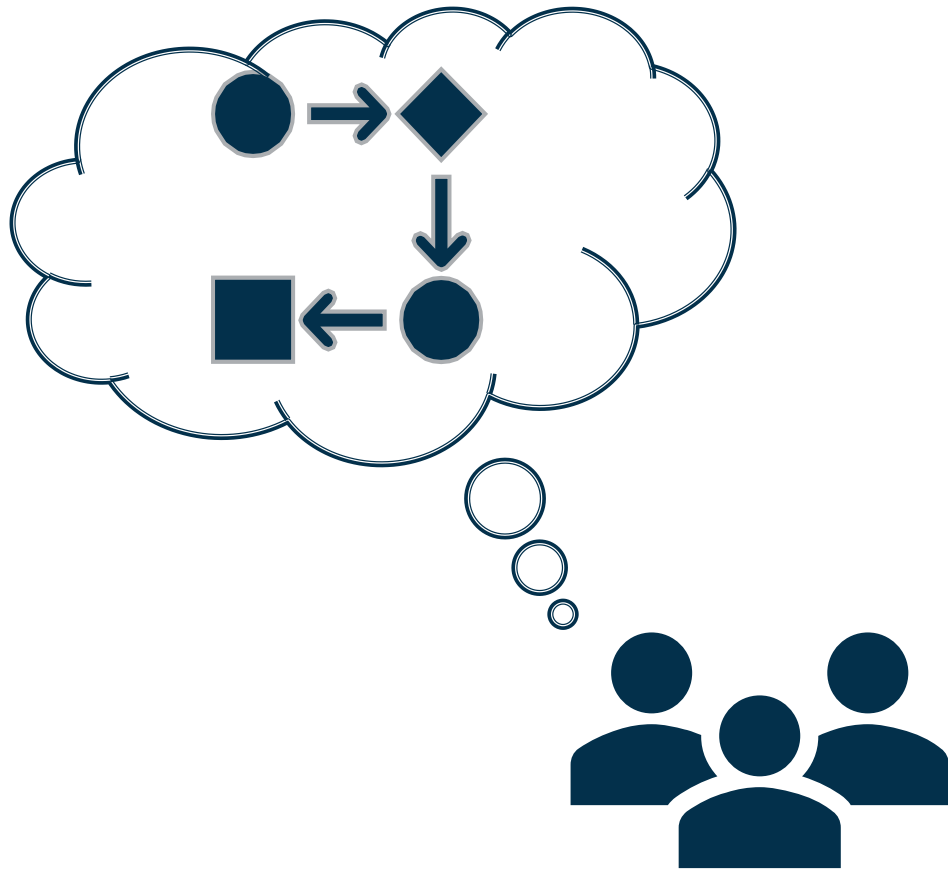
### ► Reports (cont.)

Florida PALM Interim Report Name - Description	Types of Data Transferred to IW
Cash Transfer Reconciliation Report – detailed list of initiating and receiving organization cash transfers	FLAIR Account Balances
Atypical Balance Report – provides atypical balances by account values, report could include additional ChartFields such as Business Unit and Fund	FLAIR Account Balances
Inconsistent Transfer Report – details journal entries containing transfer and non-transfer accounts	N/A

### ► Relationship with Other Business Processes

- 10.4 – Close General Ledger and Consolidate Results





# QUESTIONS ABOUT THE INTERIM BUSINESS PROCESS MODELS

Account Management and  
Financial Reporting (AMFR)



# OVERVIEW OF BUSINESS PROCESS GROUPING

## Budget Management (BM)



# Overview of Business Process Grouping

## BM Overview

- ▶ BM includes a collection of business processes that:
  - manage the tracking and reporting of appropriations, allotments, and revenue estimates, including the exchange of information between LAS/PBS and Florida PALM;
  - manage budget exceptions; and
  - support the close-out of appropriations



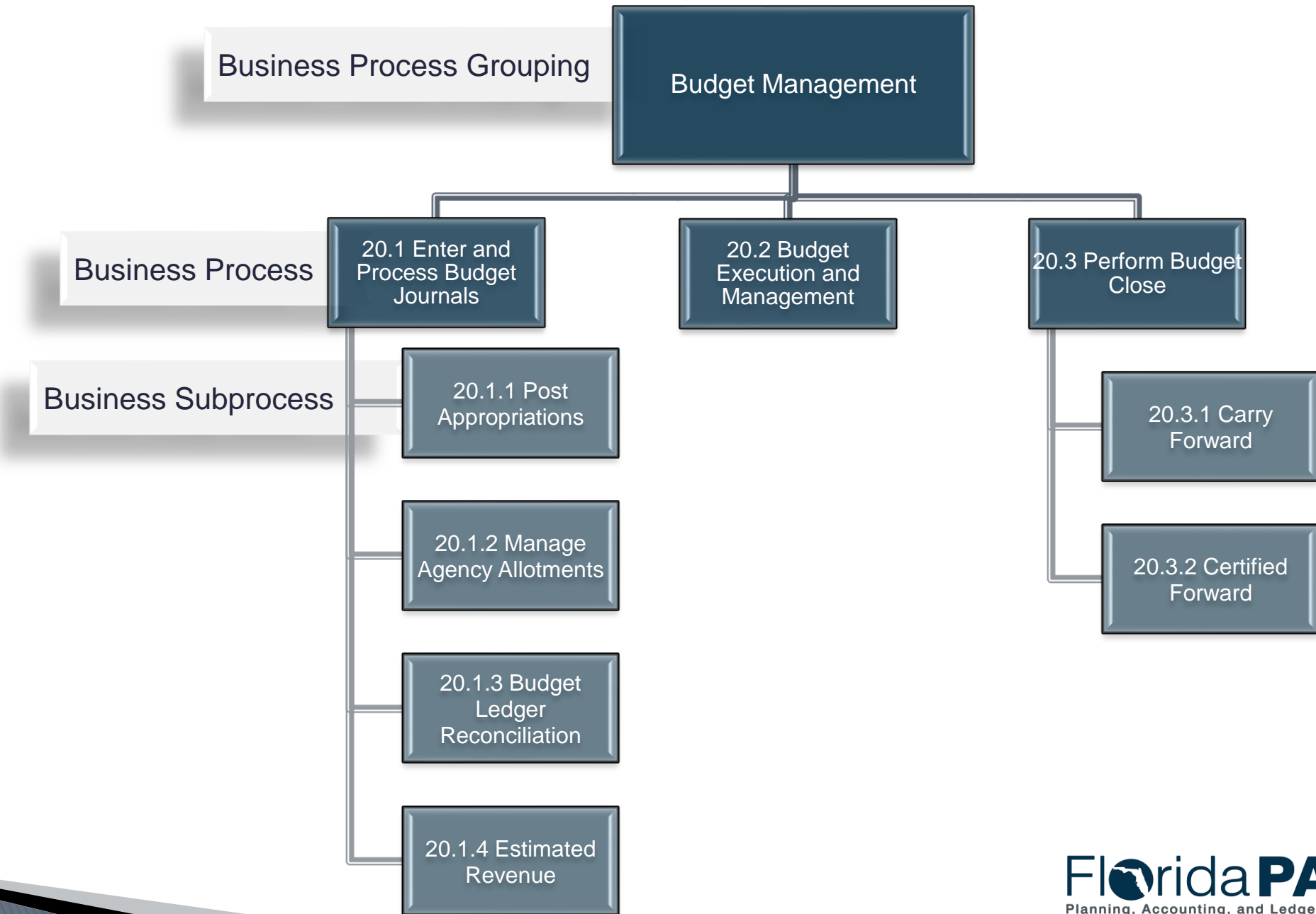
# Overview of Business Process Grouping

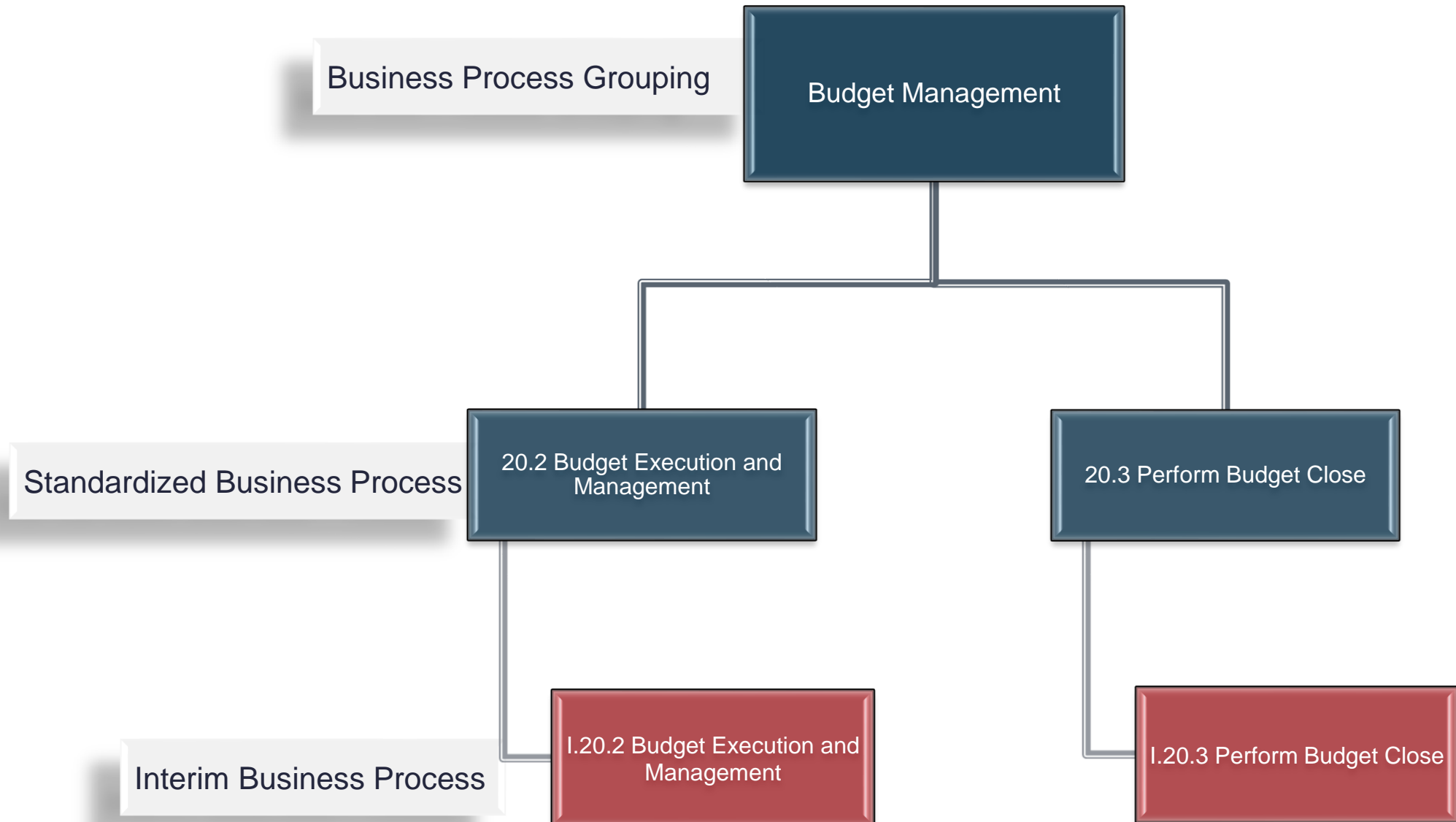
## BM Overview

- ▶ BM focuses on the functions of the Budget Ledger (also known as Commitment Control (KK) Ledger)
  - Tight integration with the General Ledger, but is used for budgetary control
  - Allows setup of structures and rules that define the budget checking process
  - Serves as a management tool to record and monitor activities (“actuals”) against budgeted targets
  - Provides details needed to produce reports on budgets and related activities









# I.20.2 BUDGET EXECUTION AND MANAGEMENT



# Overview of Interim Business Process

## I.20.2 Budget Execution and Management

- ▶ Description of Interim Business Process
  - Addresses how Wave organization transactions are budget checked in Florida PALM
- ▶ Roles
  - Wave Organization Exception Transaction Processor
  - Wave Organization Budget Office
  - DFS Budget Maintainer



# Overview of Interim Business Process

## I.20.2 Budget Execution and Management

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations validate the interfaced Departmental FLAIR transactions have sufficient appropriations (releases and reserves)	Wave
Wave organizations and DFS A&A review and manage Budget Checking exceptions in Florida PALM and Departmental FLAIR as appropriate	Wave DFS/A&A



# Overview of Interim Business Process

## I.20.2 Budget Execution and Management

- ▶ Variances from Standardized Business Processes
  - Wave organizations access Florida PALM to update or delete Budget Check exceptions
- ▶ Variances from Current Processes
  - Wave organizations may access Florida PALM's Budget Overview Screen to check available budget balance



# Overview of Interim Business Process

## I.20.2 Budget Execution and Management

### ► Reports

Florida PALM Interim Report Name - Description	Types of Data Transferred to IW
Budget Exceptions Report – displays budget exceptions and adequate reasons for the exceptions with the capability to drill into transactions	N/A

### ► Relationship with Other Business Processes

- 20.1.2 – Manage Agency Allotments
- 30.2 – Establish and Maintain Encumbrances



## 20.3 PERFORM BUDGET CLOSE





# Overview of Interim Business Process

## I.20.3 Perform Budget Close

- ▶ Description of Interim Business Process
  - Addresses how Wave organizations will close the fiscal year for the Carry Forward and Certified Forward processes.
- ▶ Roles
  - DFS GL Close Processor
  - Wave Organization Budget Processor



# Overview of Interim Business Process

## I.20.3 Perform Budget Close

### ► Key Interim Business Process Concepts

Process/Activity	Impacted Party
Wave organizations prepare for budget close and manage incurred obligations in Departmental FLAIR	Wave
Wave organizations and DFS A&A review and reconcile the Departmental FLAIR budget closing data interfaced to Florida PALM	Wave DFS/A&A
Wave organizations log into Florida PALM to review appropriations Carry Forward and Certified Forward balances and obligations	Wave



# Overview of Interim Business Process

## I.20.3 Perform Budget Close

- ▶ Variances from Standardized Business Processes
  - DFS/A&A and Wave organizations review and reconcile budget closing data interfaced to Florida PALM
- ▶ Variances from Current Processes
  - Wave organization reviews and reconciles the Florida PALM COA crosswalk and communicate any reconciling items to DFS A&A for updates to the crosswalk



# Overview of Interim Business Process

## I.20.3 Perform Budget Close

### ► Reports

Florida PALM Interim Report Name - Description	Types of Data Transferred to IW
Carry Forward Monitoring Report – provides organizations incurred obligations and balances	N/A
Carry Forward Balances Report – provides balances to be carried forward and not included in reversions process	FLAIR Carry Forward Account Balances
Crosswalk Value Report – Report listing all statewide Florida PALM values and the corresponding FLAIR values.	N/A
Carry Forward/Certified Forward Variance Reports – includes the Operating and FCO transactions not approved and any other necessary adjustments	FLAIR Account Balances
Continuing Appropriations Balances Report – configured annually to provide available balances per organizations to be rolled forward, as granted continuing appropriation, as defined under Section 216.011(1)(i), F.S.	FLAIR Account Balances

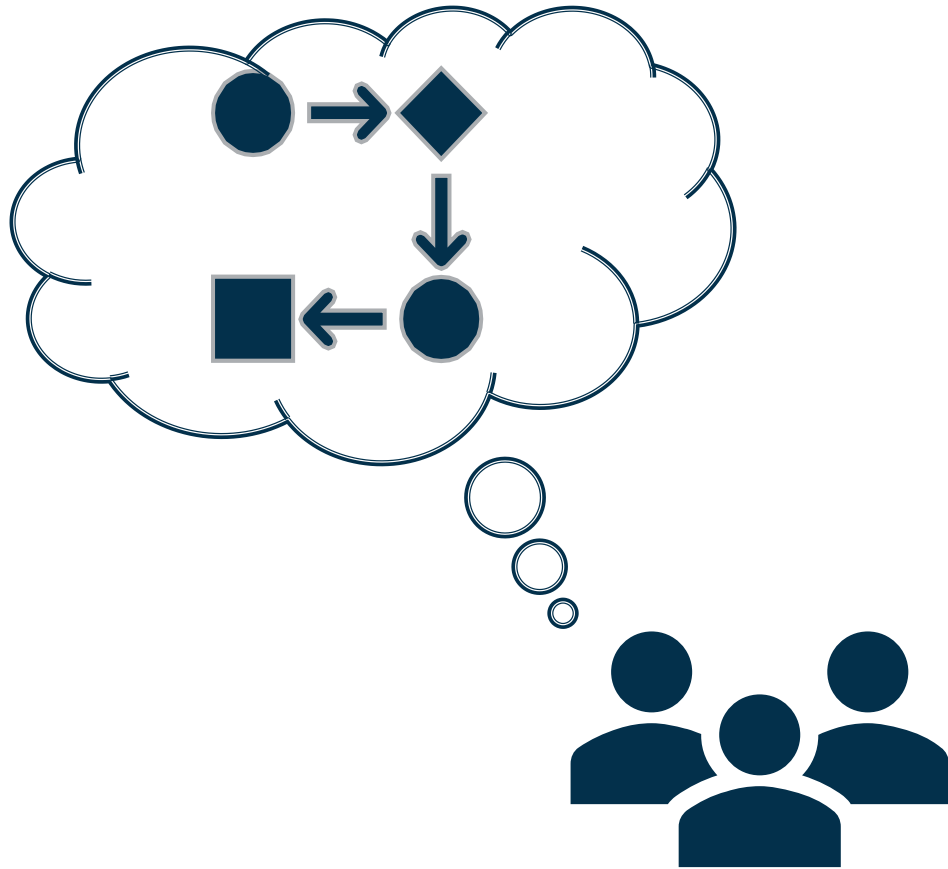


# Overview of Interim Business Process

## I.20.3 Perform Budget Close

- ▶ Relationship with Other Business Processes
  - 20.1 – Enter and Process Budget Journal:
  - 30.7 – Accounts Payable Period Close





# QUESTIONS ABOUT THE INTERIM BUSINESS PROCESS MODELS

Budget Management (BM)



# WRAP UP AND NEXT STEPS



# Wrap Up and Next Steps

## Interim Business Process Model Review

- ▶ Review the draft Interim Business Process Models
- ▶ Seek clarification through Office Hours by asking questions of the Project Team
- ▶ Contribute to your organization's collective feedback
  - One feedback form per organization from the designated point of contact for the organization
  - Word document organized by the Business Process Groupings, with space provided to include specific feedback by Interim Business Process





# Wrap Up and Next Steps

## Interim Business Process Model Review

Monday	Tuesday	Wednesday	Thursday	Friday
<b>11/11</b> Veterans Day	<b>11/12</b>	<b>11/13</b> Workshop Session 1 Day 1 (9 am -12 pm)	<b>11/14</b> Workshop Session 1 Day 2 (9 am -12 pm)	<b>11/15</b>
<b>11/18</b>	<b>11/19</b> Workshop Session 2 Day 1 (9 am -12 pm)	<b>11/20</b> Workshop Session 2 Day 1 (8:30 -11:30 am)	<b>11/21</b> Office Hours (9 -10 am) (via phone)	<b>11/22</b>
<b>11/25</b>	<b>11/26</b>	<b>11/27</b>	<b>11/28</b> Thanksgiving Day	<b>11/29</b> Thanksgiving Holiday
<b>12/2</b>	<b>12/3</b>	<b>12/4</b>	<b>12/5</b> Office Hours (9 -10 am) (via phone)	<b>12/6</b>
<b>12/9</b>	<b>12/10</b>	<b>12/11</b>	<b>12/12</b>	<b>12/13</b> <i>Organization Collective Feedback Due</i>





# QUESTIONS







# Embrace the Journey

Florida **PALM**

Planning, Accounting, and Ledger Management Interim Business Process Models Preview

November 2019



# CONTACT INFORMATION

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**FloridaPALM**  
Planning, Accounting, and Ledger Management