# Organization and Contact Information

|  |  |
| --- | --- |
| **Organization Name***(Please enter the name of the responding organization)* | |
|  | |
| **Organization Point of Contact Information** *(Please provide one point of contact)* | |
| Name |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

# Overview

Interim Business Process Models will apply to Wave and Pilot organizations, until Wave 2 implementation. Review each Interim Business Process Model to understand how they will apply to your organization:

* For Wave organizations, Interim Business Process Models can be applied as processes that will be employed until fully transitioning to Florida PALM; and
* For Pilot organizations, Interim Business Process Models can be applied as variations from the Standardized Business Process Models when transacting with Wave organizations.

While reviewing each model, determine if all major processes are documented and if needed reports and interfaces are included. Check the box in each process grouping if your organization has no comments related to the Interim Business Process Models.

* If your organization has feedback, provide general comments in the tables below each Business Process Grouping.
* If your organization would like to provide additional feedback by individual Interim Business Process, please use the table in Appendix A.

Please email the completed form to [FloridaPALM@myfloridacfo.com](mailto:FloridaPALM@myfloridacfo.com) **by** **December 13, 2019**. **Note: Please submit one feedback form per organization.**

# Organization Feedback by Business Process Grouping

| Account Management and Financial Reporting Business Process Grouping |
| --- |
| ☐ Check this box if your organization has no comments for this Business Process Grouping. |
| *Enter your organization’s feedback here, if applicable.* |

| Accounts Receivable Business Process Grouping |
| --- |
| ☐ Check this box if your organization has no comments for this Business Process Grouping. |
| *Enter your organization’s feedback here, if applicable.* |

| Asset Accounting and Management Business Process Grouping |
| --- |
| ☐ Check this box if your organization has no comments for this Business Process Grouping. |
| *Enter your organization’s feedback here, if applicable.* |

| Budget Management Business Process Grouping |
| --- |
| ☐ Check this box if your organization has no comments for this Business Process Grouping. |
| *Enter your organization’s feedback here, if applicable.* |

| Cash Management Business Process Grouping |
| --- |
| ☐ Check this box if your organization has no comments for this Business Process Grouping. |
| *Enter your organization’s feedback here, if applicable.* |

| Disbursements Management Business Process Grouping |
| --- |
| ☐ Check this box if your organization has no comments for this Business Process Grouping. |
| *Enter your organization’s feedback here, if applicable.* |

# Appendix A – Feedback by Interim Business Process

| Interim Business Process: | Additional Feedback by Business Process (Optional): |
| --- | --- |
| Account Management and Financial Reporting Process Grouping | |
| I.10.1 Establish Statewide Values |  |
| I.10.2 Enter and Process Inter/Intraunit Journals |  |
| I.10.3 Analyze, Reconcile and Close Accounts |  |
| Accounts Receivable Process Grouping | |
| I.60.2.A Deposits and Bank Reconciliation |  |
| I.60.2.B Returned Items |  |
| I.60.2.C Wave Revenue Reclass |  |
| Asset Accounting and Management Process Grouping | |
| I.40.2 Asset Transfers |  |
| I.40.4 Asset Management Period Close |  |
| Budget Management Process Grouping | |
| I.20.2 Budget Execution and Management |  |
| I.20.3 Perform Budget Close |  |
| Cash Management Process Grouping | |
| I.80.1 Cash Checking |  |
| I.80.2.A Trust Fund Investments and Disinvestments |  |
| I.80.2.B General Revenue Service Charge Payment |  |
| I.80.2.C Process Fund Loans |  |
| I.80.2.D Consolidated Revolving Account Management |  |
| I.80.2.E Pilot InterUnit Payments or Transfers |  |
| I.80.2.F Annual CMIA Report |  |
| Disbursements Management Process Grouping | |
| I.30.1 Set Up and Maintain Suppliers |  |
| I.30.3.A Process Vouchers |  |
| I.30.3.B Audit Vouchers |  |
| I.30.4 Process Pay Cycle |  |
| I.30.5.A Manage Stale Payments |  |
| I.30.5.B Cancel Payments |  |
| I.30.6 Manage Tax Reporting |  |
| I.30.7 Accounts Payable Period Close |  |

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