CMSW.80.1 Manage Cash Checking

Revision History

Version	Date	Revision Notes
0.1	05/27/2020	Accepted Submission

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Business Process Overview

Section 215.32, Florida Statutes (F.S.), requires all monies received by the State to be deposited in the GR Fund, agency Trust Funds, or the Budget Stabilization Fund, unless specifically provided otherwise by law. GR cash balances are controlled at a statewide level and are managed by Department of Financial Services (DFS) Division of Accounting and Auditing (A&A). Trust Fund cash balances are managed at the agency level and are controlled at the Fund level by A&A. Certain agencies are required by law to track and report cash at levels lower than the Fund level (e.g., entity, activity, and funding source).

This business process addresses how balances will be checked for transactions disbursing cash from Trust Funds or General Revenue (GR) as the disbursements are generated. This includes validating cash is sufficient for vouchers prior to the creation of payments or for journal entries prior to those entries posting to the General Ledger (GL). In addition, this business process addresses the checking and updating of invested cash balances as investments and disinvestments are recorded.

During the CMS Wave, fund cash balances are checked in Central FLAIR. The Invested Balance Checking business subprocess addresses how invested cash balances are checked and updated. Invested cash balances are updated as investments and disinvestments are made. The Invested Balance Checking process compares disinvestments to the available invested account balance. GL journal entries without an invested balance account type (i.e., equity, liability and revenue) are excluded from this process and proceed with the transaction lifecycle. When there is an insufficient invested balance, the transactions fail the Invested Balance Checking process and generate errors. Errors can be resolved via an update, or a request for override or deletion can be made to DFS.

Dependencies and Constraints

- Agencies access Florida PALM to view the Invested Balance Exceptions Report and to manage exceptions.

Business Process Flow Details

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

CMSW.80.1.2 Invested Balance Checking		
Swim Lanes – Definition	**DFS Override Processor:** DFS role responsible for overriding and deleting transactions **GL Journal Processor:** Agency or DFS role responsible for reviewing and resolving exceptions	
Process Step ID	**Process Step Title**	**Description of Process**
1	Run Invested Balance Checking	The Invested Balance Checking is an automated process or can be initiated on demand by the GL Journal Processor. GL journal entries without an invested balance account type (i.e., equity, liability and revenue) are excluded from this process and proceed with the transaction lifecycle as described in the CMSW.10.2.1 Create and Approve Journals.

Process Step ID	Process Step Title	Description of Process
2	Update Invested Balance	If the transaction meets the Invested Balance Checking criteria and does not generate an error, the transaction updates the invested balance and then proceeds with the disinvestment lifecycle via the CMSW.10.2.1 Create and Approve Journals.
3	Review Invested Balance Checking Errors	If a disinvestment transaction meets the Invested Balance Checking criteria but generates an error, the GL Journal Processor reviews the error to determine if the disinvestment needs to be updated, overridden, or deleted. If the disinvestment needs to be updated, the GL Journal Processor completes the update following the CMSW.10.2.1 Create and Approve Journals.
4	Override	If the disinvestment needs to be overridden, the GL Journal Processor makes a request to the DFS Override Processor. The DFS Override Processor reviews the disinvestment and overrides the transaction within Florida PALM.
5	Update Invested Balance	Once the disinvestment is overridden, the transaction updates the invested ledger cash balance and then posts to the GL following the CMSW.10.2.1 Create and Approve Journals.
6	Prepare to Delete	If the disinvestment needs to be deleted, the GL Journal Processor makes a request to the DFS Override Processor. The DFS Override Processor reviews and decides to delete the transaction in Florida PALM following the CMSW.10.2.1 Create and Approve Journals.

Ledger Impacts

Table 2: Ledger Impacts Included on CMSW Business Process Model Flow

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Actuals Ledger – Disinvestment Journal	Increases Spendable Cash Decreases Invested Cash
LI2	Invested Balance Ledger – Disinvestment Journal	Decreased Invested Cash
LI3	Actuals Ledger – Investment Journal	Decreases Spendable Cash Increases Invested Cash
LI4	Invested Balance Ledger – Investment Journal	Increases Invested Cash

Reports

Table 3: Reports Included on CMSW Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Invested Balance Exceptions – displays invested cash exceptions, including reasons for exceptions, and the length of time outstanding	Periodic	DFS, Agencies
R2	Invested Balance Override – all transactions for which the invested balance checking has been overridden	Periodic	DFS