Central Wave
Business Process Models
(D455)

Florida PALM
Planning, Accounting, and Ledger Management

Revision History

Version	Date	Revision Notes
1.0	10/19/2020	Accepted Version

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Introduction

The Central Wave Business Process Models deliverable's (D455) primary purpose is to document, through flow diagrams and supporting narratives, the processes that agencies and the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A), Division of Treasury (Treasury), and Office of Information Technology (OIT) will employ during the Central Wave of Florida PALM. The objective of the Central Wave is to move business processes currently supported by Central FLAIR to Florida PALM.

During the Central Wave, agencies will operate within the Payroll and Departmental FLAIR systems, while having access to Florida PALM to execute actions that were previously performed within Central FLAIR. During the Central Wave, the business process models will either be wave-specific or standardized. Wave-specific models will show processes applicable to the deployment of a wave; however, standardized models reflect the end-state solution and will not change in later waves for Phase 1. As the Project transitions to subsequent waves (e.g., Payroll and Departmental) the wave-specific models will be replaced with corresponding standardized models.

This document summarizes the activities performed to create the Central Wave Business Process Models, an overview of the Central Wave Process Models, and describes related deliverables to the Central Wave Business Process Models.

Approach

The Central Wave Business Process Models were developed by the Business Process Standardization (BPS) and Systems and Data Strategy (SDS) Teams with input from subject matter experts within A&A, Treasury, OIT, and agencies. The business process model development activities included functional and technical analysis to determine which Central Wave business processes were needed, discussion of the varying options and assumptions for implementing the Central business processes, and documenting and validating the final Central Wave business processes.

To document the Central Wave Business Process Models, the BPS Team developed a standard template which includes a Microsoft Word narrative and a Microsoft Visio flow diagram. The objective is to develop a solution for agencies to continue operations during the Central Wave. The assessment included discussions of the critical functionality needed during the Central Wave and the impact to users and business systems. Discussions were also held with A&A, Treasury, and OIT to determine the best options to meet Central Wave process needs.

The BPS Team used a standard template to document each Central Wave Business Process Model, including assumptions made in determining the specific process and to identify new interfaces or reports needed as a part of a Central Wave process. Additional interfaces and reports specific to the Central Wave were further documented in the RICEFW Inventory (D185).

Review and Validation

The Central Wave Business Process Models were updated and validated through a series of working meetings and office hours to confirm that the appropriate functionality was included, and the process met stakeholder needs. The Central Wave Business Process Models high-level

activities, depicted in Figure 1, were organized to provide multiple opportunities to discuss and refine Florida PALM and capture input and feedback.

| Project Team Drafts Central Wave Modesl | → | Working Meetings (A&A, Treasury, and OIT) | → | Office Hours (All Agencies) | → | Project Team Refines and Finalizes Central Wave Models |

Figure 1: Central Wave Business Process Models High-level Activities

The BPS Team planned and developed the Central Wave Business Process Models, and conducted working meetings with A&A, Treasury, and OIT. The business process models were refined based on the feedback from the working meetings and were posted to the Florida PALM website for agencies to review.

To support the agencies' review of the materials, the Project Team held six (6) Central Wave office hours via conference calls for all agencies, and followed up with each agency during scheduled Readiness Touchpoints. The office hours were a platform to answer functional questions related to the Central Wave business process models that will impact the agencies. The BPS Team presented summary information to more than 350 participants from 28 agencies. The office hours included a presentation, including the following topics:

- Overview of Central Wave Agency Activities;
- Overview of Central Wave business processes;
- Key process activities and the agency impact; and
- Overview of the Master Readiness Workplan tasks.

The Project Team leveraged feedback collected during the working meetings, office hours, and Readiness Touchpoints to update the Central Wave Business Process Models.

Overview of the Central Wave Business Process Models

The Central Wave Business Process Models were created for the business processes that will be used when the applications that make up Central FLAIR are retired at the Central Wave go-live. The goal of the Central Wave Business Process Models is to obtain a shared understanding with A&A, Treasury, OIT, and agencies about the business processes that will be used during the Central Wave. The Central Wave Business Process Model numbering of Business Process Groupings and Business Processes were aligned with the Standardized Business Process Model by adding "CW" to the number of the corresponding Standardized Business Process. Table 1 depicts how the numbering for the Central Wave Business Process Model and Standardized Business Process Model coincide.
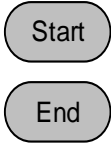
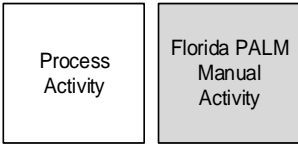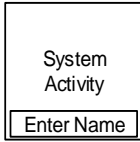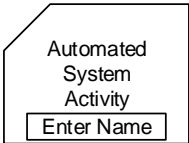*Table 1: Central Wave Business Process Model Numbering*

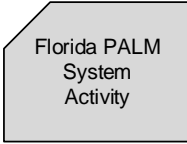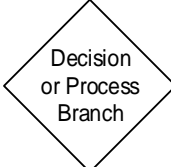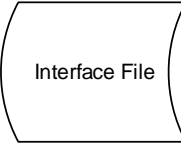| Standardized Business Process Model	Central Wave Business Process Model
10.1 Setup and Maintain Chart of Accounts	CW.10.1 Setup and Maintain Chart of Accounts
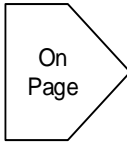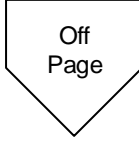
Each Central Wave Business Process Model contains flow diagrams and a supporting narrative document. Each narrative contains the following sections:

- Business Process Overview – summarizes the business process and provides context for understanding the objectives and desired outcomes;
- Dependencies and Constraints – describes any conditions or criteria that impact how or when the business process should be executed;
- Business Process Flow Details – narrates the detailed information for each step in the flow;
- Ledger Impacts – details the ledger impacts shown as icons on the flow, to track activity for accounting, budget management, or financial reporting purposes; and
- Reports – details the reports shown as icons on the flow.

Each flow diagram contains a standardized shape key and uses shaded shapes to indicate functions performed in Florida PALM and unshaded boxes to indicate activity performed outside of Florida PALM. Table 2 details the shapes used in the flow diagrams to document the business process steps.

Table 2: Flow Diagram Shapes

Shape	Denotation
Start / End	These shapes indicate the start and end points in a process. The start is used to depict a trigger action that sets the process in motion.
Process Activity / Florida PALM Manual Activity	These shapes indicate a process or action step being performed. If the process or action is performed in Florida PALM, the icon is shaded grey.
System Activity — Enter Name	This shape indicates a process or action step in a partner system. The title designates the system in which the process occurs.
Automated System Activity — Enter Name	This shape indicates a process or action step performed by a partner system including automatic jobs. The title designates the system in which the process occurs.

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Shape	Denotation
Florida PALM System Activity	This shape indicates a process performed by Florida PALM, including jobs scheduled to run automatically.
Decision or Process Branch	This shape indicates a decision point in the process flow. This icon is used in flow and will not carry a Process Step ID number. Discussion about the alternative path is included in the step preceding or succeeding this decision point.
Ledger Impact	This shape indicates that a business event results in a financial transaction captured in the ledger. These are not used as steps in the flow. Instead, they are shown next to the shape which triggered the ledger impact.
Database	This shape indicates the use of a database in the process flow.
Interface File	This shape indicates when an interface file is exchanged, to or from Florida PALM. The specific method of exchanging information may not be solely file based. The methods of exchanging information will be defined during the interface design and development activities.
Report	This shape indicates designated points in the process flow to identify when a report is generated, received, or used in completing a step of the process. These are not used as steps in the flow. Instead, they are shown next to the shape where the report is referenced.
On Page	This shape indicates a loop in the process flow linking to another step on the same page. Each shape will contain a letter that will link to the associated connector.
Off Page	This shape indicates continuation of the same flow on another page within a business process or the need to connect with a different business process.

The swim lanes in the flow diagrams document the roles that execute a business process. The role names designate roles to be fulfilled by authorized users or the role represents activity performed outside of Florida PALM (i.e., activity performed by a bank). Roles that include 'Agency' in the title designate agency roles. Roles that include 'DFS' in the title designate activity performed by DFS. Roles that do not include 'Agency' or 'DFS' are roles that can be performed by users by either agency, depending on other security attributes (e.g., Business Unit security, bank account security).

Business Process Groupings

The BPS Team is organized into four Workstreams. Each Workstream is responsible for two Business Process Groupings. The Business Process Groupings represent a collection of related Business Processes, connecting them together to document the State's future financial management processes. During the Central Wave, some of the Standardized Business Processes and Subprocesses will not be applicable until subsequent waves. Figure 2 depicts the relationship between the Workstreams, the Business Process Groupings, Business Processes, and the Business Subprocesses.
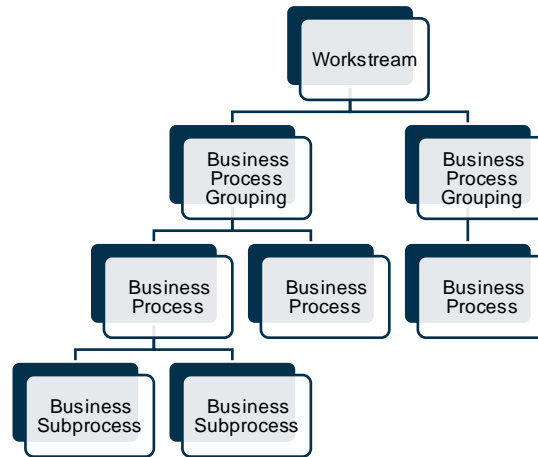

Figure 2: Workstream Hierarchy

The Business Process Groupings are identified by a specific number and the associated Business Processes are aligned under that Business Process Grouping number, as described below in Figure 3.
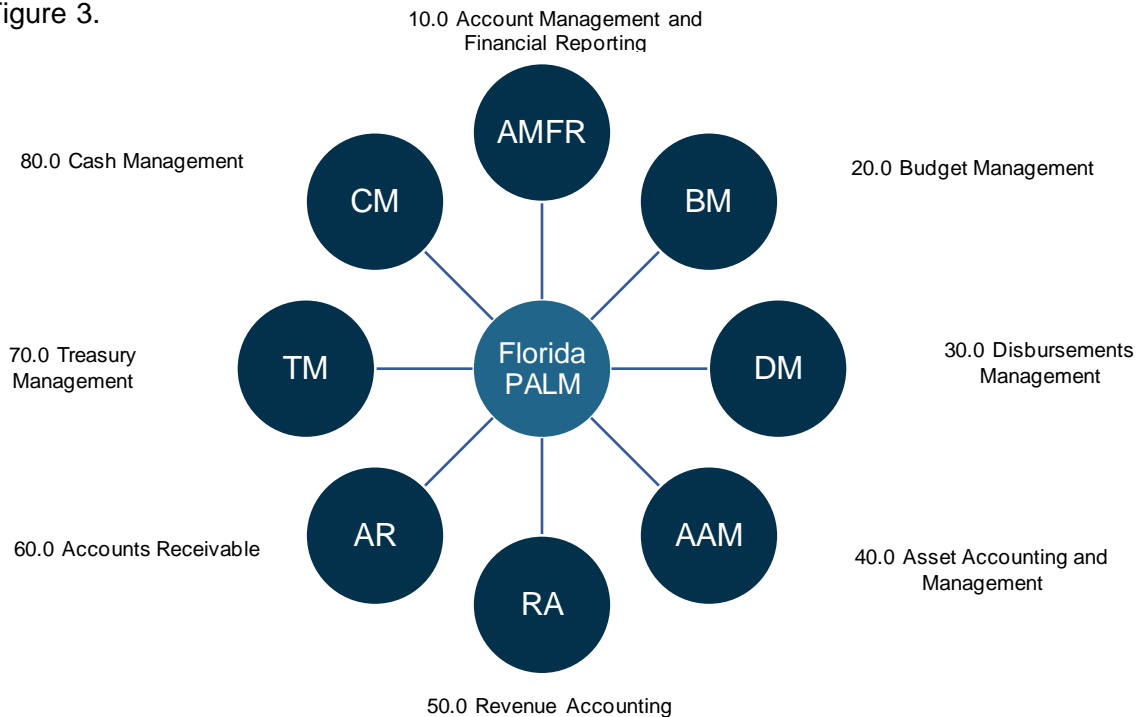

Figure 3: Business Process Groupings

Account Management and Financial Reporting

Account Management and Financial Reporting (AMFR) includes a collection of business processes which:

- 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.

Table 3 details AMFR Standardized Business Processes and Central Wave Business Processes.

Table 3: AMFR Standardized Business Processes and Central Wave Business Processes

Standardized Business Process	Central Wave Business Process	Central Wave Business Subprocess
10.1 Setup and Maintain Chart of Accounts	CW.10.1 Setup and Maintain Chart of Accounts	CW.10.1.2 Add or Modify Statewide ChartField Values
		CW.10.1.3 Add or Modify Fund Values
		CW.10.1.5 Set Up and Maintain Trees and Combination Edits
10.2 Enter and Process Journals	CW.10.2 Enter and Process Journals	CW.10.2.1 Create and Approve Journals
		CW.10.2.2 Edit Check
		CW.10.2.3 Source Module Journal Entry
10.3 Analyze and Reconcile Accounts	CW.10.3 Analyze and Reconcile Accounts	CW.10.3.1 Perform Month End Close
		CW.10.3.2 Perform Allocations
10.4 Close General Ledger and Consolidate Results	CW.10.4 Close General Ledger and Consolidate Results	N/A

The link below provides the narratives and flows for AMFR.
https://www.myfloridacfo.com/floridapalm/solution/

Budget Management

Budget Management (BM) includes a collection of business processes which:

- Manage the tracking and reporting of appropriations, allotments, and revenue estimates, including information exchange between Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) and Florida PALM;
- Manage budget exceptions; and
- Support the close-out of appropriations.

Table 4 details the BM Standardized Business Processes and Central Wave Business Processes.

Table 4: BM Standardized Business Processes and Central Wave Business Processes

Standardized Business Process	Central Wave Business Process	Central Wave Business Subprocess
20.1 Enter and Process Budget Journals	CW.20.1 Enter and Process Budget Journals	CW.20.1.1 Post Appropriations
		CW.20.1.3 Budget Ledger Reconciliation
		CW.20.1.5 Trust Fund Balance Transfer
		CW.20.1.6 Reallocation of Appropriations to Transactional Funds
20.2 Budget Execution and Management	CW.20.2 Budget Execution and Management	N/A
20.3 Perform Budget Close	CW.20.3 Perform Budget Close	CW.20.3.1 Carry Forward
		CW.20.3.2 Certified Forward

The link below provides the narratives and flows for BM.
https://www.myfloridacfo.com/floridapalm/solution/

Disbursements Management

Disbursements Management (DM) includes a collection of business processes which:

- 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; and
- Perform month-end and year-end closing activities.

Table 5 details the DM Standardized Business Processes and Central Wave Business Processes.

Table 5: DM Standardized Business Processes and Central Wave Business Processes

Standardized Business Process	Central Wave Business Process	Central Wave Business Subprocess
30.1 Set Up and Maintain Suppliers	CW.30.1 Set Up and Maintain Suppliers	CW.30.1.2 Import Suppliers
		CW.30.1.3 Process TIN Match
30.2 Establish and Maintain Encumbrances	N/A	N/A
30.3 Enter and Process Vouchers	CW.30.3 Enter and Process Vouchers	30.3.1 Process Vouchers
		30.3.3 Review and Approve Vouchers
30.4 Process Payments	CW.30.4 Process Payments	CW.30.4.1 Process PayCycle
		CW.30.4.2 Process Warrant Payments
30.5 Manage Payments	CW.30.5 Manage Payments	CW.30.5.1 Record Manual Payments

Standardized Business Process	Central Wave Business Process	Central Wave Business Subprocess
		CW.30.5.2 Manage ACH/EFT Notifications
		CW.30.5.3 Manage Stale Payments
		CW.30.5.4 Cancel and Reissue Payments
30.6 Manage Tax Reporting	CW.30.6 Manage Tax Reporting	N/A
30.7 Manage Accounts Payable Transactions	CW.30.7 Manage Accounts Payable Transactions	N/A
N/A	CW.30.9 Manage Payroll Payments	CW.30.9.1 Set Up and Maintain Employees and Payroll Suppliers
		CW.30.9.2 Process Payroll EFTs and Record Warrants
		CW.30.9.3 Process Payroll Cancellations

The link below provides the narratives and flows for DM.
https://www.myfloridacfo.com/floridapalm/solution/

Asset Accounting and Management

Asset Accounting and Management (AAM) includes a collection of business processes which:

- Manage the records of agency property that support State operations, including financial and custodial information;
- Establish the controls that ensure the integrity of stateside financial reporting; and
- Perform month-end and year-end closing activities.

Table 6 details the AAM Standardized Business Processes and Central Wave Business Processes.

Table 6: AAM Standardized Business Processes and Central Wave Business Processes

Standardized Business Process	Central Wave Business Process	Central Wave Business Subprocess
40.1 Acquire and Set Up Assets	N/A	N/A
40.2 Deploy and Maintain Assets	N/A	N/A
40.3 Set Up and Maintain Asset Controls	N/A	N/A
40.4 Asset Management Period Close	N/A	N/A

Revenue Accounting

Revenue Accounting (RA) includes a collection of business processes which:

- Manage customer information, including demographic and billing information; and
- Support the billing process for State revenues.

Table 7 details the RA Standardized Business Processes and Central Wave Business Processes.

Table 7: RA Standardized Business Processes and Central Wave Business Processes

Standardized Business Process	Central Wave Business Process	Central Wave Business Subprocess
50.1 Set Up and Maintain Customer	N/A	N/A
50.2 Enter and Maintain Bills	N/A	N/A

Accounts Receivable

Accounts Receivable (AR) includes a collection of business processes which:

- Manage accounting, reporting, and collection of outstanding State revenues;
- Support the intake and accounting for cash receipts; and
- Ensure that write-off of outstanding debt is approved.

Table 8 details AR Standardized Business Processes and Central Wave Business Processes.

Table 8: AR Standardized Business Processes and Central Wave Business Processes

Standardized Business Process	Central Wave Business Process	Central Wave Business Subprocess
60.1 Enter and Maintain Receivables	N/A	N/A
60.2 Deposit and Apply Receipts	CW.60.2 Deposit and Apply Receipts	CW.60.2.4 Manage Electronic Receipts Data
		CW.60.2.5 Process FLAIR Deposits
		CW.60.2.6 Treasury Receipts, Adjustments, and Returned Items
60.3 Perform Collections and Aging	N/A	N/A
60.4 Manage Accounts Receivable Transactions	CW.60.4 Manage Accounts Receivable Transactions	N/A

The link below provides the narratives and flows for AR.
https://www.myfloridacfo.com/floridapalm/solution/

Treasury Management

Treasury Management (TM) includes a collection of business processes which:

- Manage banking relationships;
- Manage investments and interest apportionment for agencies and external entities;

- Support reconciliation of the concentration bank account, agency sub-accounts, and the bank account balances to general ledger balances;
- Support the management of cash transfers between bank accounts; and
- Support agency requests of Treasury.

Table 9 details the TM Standardized Business Processes and Central Wave Business Processes.

Table 9: TM Standardized Business Processes and Central Wave Business Processes

Standardized Business Process	Central Wave Business Process	Central Wave Business Subprocess
70.1 Manage Banking Relationships	CW.70.1 Manage Banking Relationships	CW.70.1.1 Maintain Bank Accounts
		CW.70.1.2 Manage Treasury Correspondence
70.2 Manage and Reconcile Bank Statements	CW.70.2 Manage and Reconcile Bank Statements	N/A
70.3 Manage and Forecast Bank Cash Position	N/A	N/A
70.4 Process Bank Cash Transfers	CW.70.4 Process Bank Cash Transfers	N/A
70.5 Reconcile Book to Bank Balances	CW.70.5 Reconcile Book to Bank Balances	N/A
70.6 Create and Maintain Deals	CW.70.6 Create and Maintain Deals	N/A
70.7 Manage Investment Pools	CW.70.7 Manage Investment Pools	CW.70.7.1 Manage SPIA Balances
		CW.70.7.2 Distribute Interest Apportionment

The link below provides the narratives and flows for TM.
https://www.myfloridacfo.com/floridapalm/solution/

Cash Management

Cash Management (CM) includes a collection of business processes which:

- 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.

Table 10 details the CM Standardized Business Processes and Central Wave Business Processes.

Table 10: CM Standardized Business Processes and Central Wave Business Processes

Standardized Business Process	Central Wave Business Process	Central Wave Business Subprocess
80.1 Manage Cash Checking	CW.80.1 Manage Cash Checking	CW.80.1.1 Manage Cash Checking
		CW.80.1.2 Invested Balance Checking
80.2 Monitor and Manage Fund Cash	CW. 80.2 Monitor and Manage Fund Cash	CW.80.2.1 Monitor Trust Fund Cash Balance
		CW.80.2.3 Monitor and Forecast GR Service Charge
		CW.80.2.4 Process GR Service Charge
		CW.80.2.5 Manage Fund Loans
		CW.80.2.6 Manage Revolving Funds
		CW.80.2.7 Monitor CMIA

The link below provides the narratives and flows for CM.
https://www.myfloridacfo.com/floridapalm/solution/

Central Wave Process and Transaction Mapping

The Central Wave Process and Transaction Mapping provides a crosswalk from current legacy activities, processes, and transactions to Florida PALM Central Wave business activities, processes, and transactions. Content contained was created by the BPS Team in conjunction with the creation of the Central Wave Business Process Models. The information captured in this section begins with each Business Process Grouping followed by Departmental FLAIR transactions. Each section includes a subsection of activities or processes that document changes identified between current legacy processes of FLAIR/CMS and activities to Florida PALM Central Wave business processes and activities.

Account Management and Financial Reporting Activities or Processes

Table 11 highlights the transition of key activities or processes from legacy FLAIR to Central Wave.

Table 11: AMFR Activities or Processes

Activity / Process	FLAIR	Central Wave
Title State Standard Codes	State standard codes (e.g., Fund, Category, Budget Entity, Expenditure and Revenue Object Code) are managed by DFS and are established in FLAIR prior to use.	Agencies submit written requests and supporting documentation to DFS to title state standard codes within Florida PALM and Departmental FLAIR. New codes are added to the Florida PALM COA crosswalk which maps legacy values to Florida PALM values. (*Reference – CW.10.1 Set Up and Maintain Chart of Accounts*)

Activity / Process	FLAIR	Central Wave
Set Up New FLAIR Account Codes	FLAIR account codes are managed by DFS and are added to the FLAIR Account Description File directly by DFS or by agencies using the New Account or Agency Add functions. The FLAIR account code must be established in FLAIR prior to use.	Agencies submit written requests and supporting documentation required to DFS to establish new FLAIR account codes. DFS also references FLAIR reports to identify new account codes established by agencies during overnight processing. New account codes are added to the Florida PALM COA crosswalk which maps legacy values to Florida PALM values. (*Reference – CW.10.1 Set Up and Maintain Chart of Accounts*)
Account Description File	The Account Description File is a centralized file of all valid FLAIR Account Codes and their titles. FLAIR Account Codes, also commonly referred to as the "29-digit FLAIR Code," are maintained in Central FLAIR.	Florida PALM provides a bi-directional COA crosswalk between Florida PALM ChartFields and FLAIR data elements which will be used by Departmental FLAIR and agencies. The COA crosswalk will house the legacy FLAIR Account Codes and the corresponding Florida PALM ChartField string. (*Reference – CW.10.1 Establish Statewide Values*)
Prepare and Submit Fund Questionnaire	Separate request forms (paper) for Trust Funds and Local Funds are completed and emailed to DFS to set up Funds for appropriate usage in FLAIR and CMS.	One unified Fund Questionnaire form will be available to agencies and will workflow to DFS. (*Reference – CW.10.1 Set up and Maintain Chart of Accounts)*
Enter and Process Inter/Intraunit Journals	Agencies use a journal transfer (JT) voucher or revenue to revenue transaction to transfer funds, reallocate costs, and pay for goods or services provided and used from other agencies.	Agency JT vouchers and revenue to revenue transactions initiated within Departmental FLAIR are interfaced into Florida PALM to create journal entries. (*Reference – CW.10.2 Enter and Process Journals*)
Close Accounting Period	Agencies must close the previous month in Departmental FLAIR. Agencies have the ability to schedule their month end closing. However, if the agency does not close in a timely manner, DFS initiates a systematic close. Agencies can update/adjust	Agencies perform month end close within Departmental FLAIR. Agencies access Florida PALM to retrieve reconciliation reports to aide with reconciling Departmental balances with Florida PALM balances. Additionally, agencies retrieve journal status reports to

Activity / Process	FLAIR	Central Wave
	records for the month until the month end closing.	review and resolve exceptions affecting source modules and GL balances in Florida PALM. (*Reference – CW.10.3 Analyze and Reconcile Accounts*)

Budget Management Activities or Processes

Table 12 highlights the transition of key activities or processes from legacy FLAIR to Central Wave.

Table 12: BM Activities or Processes

Activity / Process	FLAIR	Central Wave
Reallocation of Appropriations	Agencies must comply with multiple FIDs at the point when appropriations are posted to Central FLAIR.	In Florida PALM, agencies who opt to further breakout Fund will submit a spreadsheet upload request to DFS for manual budget journals. (*Reference – CW.20.1 Enter and Process Budget Journals*)
Budget Checking	Budget Checking occurs in Departmental FLAIR at the time a transaction is entered and by Central FLAIR at the time of posting.	Departmental FLAIR transactions are budget checked based on Available Balance in Departmental FLAIR. Departmental FLAIR transactions are subsequently interfaced to Florida PALM and budget checked against appropriations and release. (*Reference – CW.20.2 Budget Execution & Management*)
Review Budget Exceptions Report	Agency vouchers with insufficient budget to support payment will appear in Negative "N" status in Central FLAIR.	Agencies log into Florida PALM to retrieve the Budget Exceptions Report. (*Reference – CW.20.2 Budget Execution & Management*)
Manage Budget Checking Errors	Agencies perform expenditure transfers and deletions of the problematic transaction.	Agencies log into Florida PALM to edit accounting entries, delete, hold pending additional appropriations, or request DFS to override a transaction. (*Reference – CW.20.2 Budget Execution & Management*)

Disbursement Management Activities or Processes

Table 13 highlights the transition of key activities or processes from legacy FLAIR to Central Wave.

Table 13: DM Activities or Processes

Activity / Process	FLAIR	Central Wave
Supplier Management	Supplier Adds/Updates are made in Departmental FLAIR Statewide Vendor File.	Agencies continue to Add/Update suppliers in Departmental FLAIR. Supplier information is interfaced to Florida PALM from the Statewide Vendor file, Vendor Employee File, and the EFT File. *(Reference – CW.30.1 Set Up and Maintain Suppliers)*
Voucher Budget Check	Budget and cash are checked in Departmental at the time the transaction is entered. Agency settings in Departmental FLAIR determine the level the budget and cash are checked. An accounting code edit is also performed in Departmental FLAIR at the time the transaction is entered. Budget and cash checking reoccurs in Central FLAIR at the time of posting.	Budget and cash are checked in Departmental at the time the transaction is entered. Departmental FLAIR sends a voucher file to Florida PALM to create vouchers. In Florida PALM, each invoice creates a separate voucher. Vouchers are budget checked in Florida PALM. Cash is checked during pay cycle to create the payment. *(Reference – CW.30.3 Enter and Process Vouchers)*
Voucher Status	Voucher Audit Summary (VA) provides agencies with inquiry capability on the status of vouchers and journal transfers. The VA function consists of a group of Central FLAIR screens accessed through Departmental FLAIR.	Agencies access Florida PALM to view the Voucher Status report. *(Reference – CW.30.3 Enter and Process Vouchers)*
Voucher Errors	Vouchers can only be corrected within the same day within Departmental FLAIR. Once vouchers have gone through the nightly update, a TR58 must be processed to delete the transaction within Departmental FLAIR and a new transaction must be entered in Departmental FLAIR.	Agencies review voucher errors in Florida PALM. Vouchers are not automatically deleted in Florida PALM. Agencies can update or delete the voucher, or request deletion. Florida PALM sends a file of voucher deletions for Departmental FLAIR to reverse the transactions with a TR58. Agencies enter a correcting transaction in Departmental FLAIR if the voucher was updated in Florida PALM.

Activity / Process	FLAIR	Central Wave
		(Reference – CW.30.3 Enter and Process Vouchers)
Stale Payment Processing	Stale payments are processed in Central FLAIR.	Stale payments are processed in Florida PALM. Agencies manage escheated funds exempt from transfer to Unclaimed Property in Departmental FLAIR. *(Reference – CW.30.5.3 Manage Stale Payments)*
Payment Cancellations	Payment cancellation requests are initiated in the Warrant Cancellation screen. Payment cancellations are processed by DFS in Central FLAIR which provides a file to the bank.	Payment cancellations are requested using an electronic form in Florida PALM. The request is processed by workflow in Florida PALM and provides a file to the bank. *(Reference – CW.30.5.4 Cancel and Reissue Payments)*

Asset Accounting and Management Activities or Processes

Activities or processes related to Asset Accounting and Management are not impacted during the Central Wave. Agencies will continue to perform all AAM activities and processes in FLAIR.

Table 14: AAM Activities or Processes

Activity / Process	FLAIR	Central Wave
N/A	N/A	N/A

Revenue Accounting Activities or Processes

Activities or processes related to Revenue Accounting are not impacted during the Central Wave. Agencies will continue to perform all RA activities and processes in FLAIR.

Table 15: RA Activities or Processes

Process / Activity	FLAIR	Central Wave
N/A	N/A	N/A

Accounts Receivable Activities or Processes

Table 16 highlights the transition of key activities or processes from legacy FLAIR to Central Wave.

Table 16: AR Activities or Processes

Activity / Process	FLAIR	Central Wave
Review ACH NOC Data	Agencies receive the ACH NOC interface and review the data in CMS.	Agencies receive the ACH NOC interface and review the data in Florida PALM. *(Reference – CW.60.2.4 Manage Electronic Receipts Data)*
Record Deposit of Receipts	Agencies record deposits in Departmental FLAIR and use CMS as a resource to assist with entries.	Agencies continue to record deposits in Departmental FLAIR. Departmental FLAIR interfaces deposit data into Florida PALM. Agencies utilize Florida PALM reports to assist with deposit entries, view deposit reports, and monitor reconciliation of bank data in Departmental FLAIR and Florida PALM. *(Reference – CW.60.2.5 Process FLAIR Deposits)*
Manual Deposit Verification	Agencies request same day deposit verification for large ACH or wire deposits. Treasury reviews requests and if approved, updates CMS to allow the deposit to verify in Departmental FLAIR.	Agencies request same day deposit verification for large ACH or wire deposits through the Treasury Correspondence Form in Florida PALM. Treasury reviews requests and changes the deposit status of the deposit record to a "V" in Departmental FLAIR to indicate the deposit is verified. *(Reference – CW.60.2.5 Process FLAIR Deposits; CW.70.1.2 Manage Treasury Correspondence)*
Request Treasury Deposit Reconciliation Assistance	Agencies view reports in the CMS application to identify unreconciled deposits and determine resolution. Agencies contact Treasury to change the status on the transaction in the Departmental FLAIR CP screen if the deposit entry needs correcting. Agencies contact Treasury to obtain a bank adjustment if the bank transaction is incorrect.	Agencies run the Reconciled/Unreconciled Deposit report within Florida PALM to identify reconciliation exceptions. Agencies submit the Treasury Correspondence Form in Florida PALM to request Treasury to change the status on the transaction in the Departmental FLAIR CP screen if the deposit entry needs correcting or to obtain a bank adjustment if the bank transaction is incorrect. *(Reference*

Activity / Process	FLAIR	Central Wave
		– *CW.60.2.5 Process FLAIR Deposits; CW.70.1.2 Manage Treasury Correspondence)*
Splitting Deposits Across Agencies	Deposits are not allowed to be recorded across agencies. Agencies provide details for split deposits to CMS. The CMS application is updated to modify the banking deposit information to reflect a split deposit. Each agency records separate deposits in FLAIR.	Agencies record a single deposit at the subaccount/deposit location where the cash was physically deposited at the bank. Agencies, with appropriate security, record accounting entries to specify the multiple agencies and ChartField values in Florida PALM. Departmental FLAIR only transactions are recorded to match Florida PALM. *(Reference – CW.60.2.5 Process FLAIR Deposits)*
Bank Deposit Consolidation	The Deposit Verification process requires the FLAIR deposit number to match the CMS application bank deposit number. Agencies enter requests into the CMS application to facilitate consolidating deposits in multiple subaccount/deposit locations into one deposit at a subaccount/deposit location. The CMS application is updated to modify the banking deposit information to reflect a consolidated deposit. This allows the Deposit Verification process to complete.	The Bank Statement Reconciliation process requires the subaccount/deposit location entered on each deposit to match the bank record. Florida PALM does not allow the bank records to be modified. Agencies record individual deposits in Departmental FLAIR to match the bank record. Agencies can utilize the Agency Bank Deposit Extract report in Florida PALM to assist with Departmental FLAIR entries. *(Reference – CW.60.2.5 Process FLAIR Deposits)*
Processing of Returned Items	Returned Items are interfaced into Central FLAIR to update cash in a default account code based on the agency subaccount/deposit location. Agencies enter a deposit in Departmental FLAIR to match the Central FLAIR record. If the default accounting code is incorrect, a zero dollar deposit is recorded in Departmental FLAIR to reclassify to the appropriate account code.	Florida PALM receives an interface for returned items and creates negative deposits to reduce cash in an agency's default fund. Agencies record Departmental FLAIR only transactions to reconcile to Florida PALM. Agencies utilize Florida PALM reports to support the agency's business process. If the default accounting code is incorrect, agencies record a zero dollar Deposit in Departmental FLAIR which is interfaced to

Activity / Process	FLAIR	Central Wave
		Florida PALM to reclassify to the appropriate account code. *(Reference – CW.60.2.6 Treasury Receipts, Adjustments, and Returned Items)*
Processing of Treasury Receipts and Deposit Adjustments	Treasury records monies received by Treasury and deposit adjustments in the CMS application. Treasury Receipts and deposit adjustments are included with returned items in an interface to Central FLAIR.	Treasury enters Direct Journal Deposits for Treasury Receipts and Deposit Adjustments in Florida PALM. *(Reference – CW.60.2.6 Treasury Receipts, Adjustments, and Returned Items)*
Claiming Unmatched Deposits	Agencies use the Request Deposit Assignment in the CMS application to notify Treasury that they are claiming an unidentified deposit. Treasury verifies and updates the CMS application to modify the banking deposit information to reflect the agency subaccount/deposit location. This allows the Deposit Verification process to complete.	Agencies request deposit assignment through the Treasury Correspondence Form. Treasury researches and if necessary, enters a Treasury Receipt in Florida PALM to reflect the appropriate agency and bank account. *(Reference – CW.70.1.2 Manage Treasury Correspondence; CW.60.2.6* Treasury Receipts, Adjustments, and Returned Items*)*

Treasury Management Activities or Processes

Table 17 highlights the transition of key activities or processes from legacy FLAIR to Central Wave.

Table 17: TM Activities or Processes

Activity / Process	FLAIR	Central Wave
Request for New Location / Subaccount	Agencies submit requests to Treasury for new Concentration bank subaccounts and locations in the CMS application.	Agencies access Florida PALM to submit the Banking Services Request Form. The form routes to Treasury via workflow for review and approval. *(Reference – CW.70.1.1 Maintain Bank Accounts)*
Request to Procure Banking Services	The Request to Procure Banking Services, a web-based form, is used to request approval for outside banking services from Treasury. All submitted web-based forms are sent to a Treasury email.	Agencies access Florida PALM to submit the Banking Services Request Form. The form routes to Treasury via workflow for review and approval. *(Reference – CW.70.1.1 Maintain Bank Accounts)*

Activity / Process	FLAIR	Central Wave
Request Electronic Payment Services (EPS)	Agencies download the Request for Approval to Utilize e-Payment Services Form from the Treasury website and email the completed form to Treasury for approval.	Agencies access Florida PALM to submit the EPS Form. The form routes to Treasury for review. *(Reference – CW.70.1.1 Maintain Bank Accounts)*
Request for Treasury Research	Agencies submit a research request in CMS that routes to Treasury for review and resolution.	Agencies access Florida PALM to submit the Treasury Correspondence Form. The form routes to Treasury for review. *(Reference – CW.70.1.2 Manage Treasury Correspondence)*
Request Bank Account Supplies	A Deposit Order is entered in CMS for Concentration subaccount/location supplies and a web-based form is used to request CRA location supplies.	Agencies access Florida PALM to submit the Treasury Correspondence Form to request bank supplies. The form routes to Treasury via workflow for review and approval. *(Reference – CW.70.1.2 Manage Treasury Correspondence)*
Reconciling Deposits	Agency deposits are verified in Departmental FLAIR. Verified deposits are interfaced to CMS for reconciliation.	Verified deposits are interfaced from Departmental FLAIR to Florida PALM. Bank statement reconciliation automatically matches deposits which cleared the bank to deposits in Florida PALM. *(Reference – CW.70.2 Manage and Reconcile Bank Statements; CW.60.2.5 Process FLAIR Deposits)*
Reconciling Outstanding Payments	The Warrant Processing application within CMS is used to reconcile outstanding payments issued through Central FLAIR to payments which cleared the bank.	Bank statement reconciliation automatically matches payments which cleared the bank to payments outstanding in Florida PALM. *(Reference – CW.70.2 Manage and Reconcile Bank Statements; CW.30.4.1 Process Pay Cycle)*
Manage Reconciliation Exceptions	Treasury reconciles bank transaction exceptions in various CMS applications to FLAIR and other CMS transactions using automated and manual processes.	Treasury runs the Reconciled/Unreconciled Items report within Florida PALM to identify reconciliation exceptions. If there is a discrepancy between the bank transaction and the Florida PALM transaction, Treasury determines whether the Florida

Activity / Process	FLAIR	Central Wave
		PALM transaction or the bank transaction needs correcting and takes the appropriate action. Treasury may need to coordinate with agencies to resolve exceptions. *(Reference – CW.70.2 Manage and Reconcile Bank Statements)*
Review Bank Statement Report	Agencies view their bank statement reports through either CMS application or the CRA application.	Agencies access Florida PALM to view their bank statement report. *(Reference – CW.70.2 Manage and Reconcile Bank Statements; 80.2.6 Manage Revolving Funds)*
Bank Cash Transfer Request	DEO submits a request to Treasury via the CMS application to transfer cash between agency bank accounts. Treasury manually enters wires in the banking portal and records in the CMS application.	DEO enters a cash transfer request in Florida PALM. This request flows through an electronic approval workflow to Treasury. Treasury wire transfers are initiated within Florida PALM. Treasury manually enters wires in the banking portal prior to finalizing the bank cash transfer in Florida PALM. *(Reference – CW.70.4 Process Bank Cash Transfer)*
Reconcile Bank Balance to System Balance	The Bank Accounts, State Accounts, and Fund Accounting applications are used by Treasury to reconcile bank balances to Central FLAIR balances.	The Book to Bank Reconciliation process performed by Treasury, reconciles month-end bank balances to month-end actuals ledger balances in Florida PALM. This process is part of month-end processing for each bank account. *(Reference – CW.70.5 Reconcile Book to Bank)*
Recording Daily Trade Information	Treasury's trade transactions are manually keyed daily into the Investment Accounting application within CMS by Treasury.	The Treasury Master Interface imports investment and rate information into Florida PALM which supports the recording of Treasury investments and calculation of investment values. *(Reference – CW.70.6 Create and Maintain Deals)*
Internal and External Manager Investment Tracking	Treasury executes internal trades in a third-party investment system and records details in the Investment Accounting application	Treasury's executes internal trades in a third-party investment system. Treasury's internal and external deals are interfaced daily via the

Activity / Process	FLAIR	Central Wave
	within CMS. Treasury's external manager investments are recorded in summary and accounted for manually at the end of the month in the Investment Accounting application within CMS.	Treasury Master interface and includes the detailed security information. *(Reference – CW.70.6 Create and Maintain Deals)*
Floating Rate Investment Tracking	Only specific floating rate investments are purchased by Treasury because the Investment Accounting application in CMS has limited ability to calculate earnings.	All types of floating rate investments purchased by Treasury are captured and calculated in Florida PALM. *(Reference – CW.70.6 Create and Maintain Deals)*
Amortizing Investments	Amortizing investments are only purchased by Treasury's external managers because the Investment Accounting application has no ability to calculate amortization.	Amortizing investments are calculated automatically in Florida PALM. *(Reference – CW.70.6 Create and Maintain Deals)*
SPIA Application Integration	Treasury's SPIA application sends the daily participant transactions to the Fund Accounting application in CMS. Fund Accounting sends the daily balances and monthly apportionment back to the SPIA application.	Treasury's SPIA application sends investment and disinvestment transactions daily to Florida PALM. Florida PALM calculates daily balances to facilitate the interest apportionment calculation. Florida PALM sends a monthly interest apportionment file back to the SPIA application. *(Reference – CW.70.7.1 Manage SPIA Balances; CW.70.7.2 Distribute Interest Apportionment)*
Interest and Administrative Fee Apportionment	Fund Accounting tracks the daily balances for Trust Funds and SPIA participants, including CRA. Monthly, interest and administrative fees apportionment are calculated and allocated to GR, Trust Funds, and SPIA participants. Agencies record Departmental FLAIR apportionment transactions.	Florida PALM calculates the interest and administrative fee apportionment and produces the Apportionment Report. Agencies record Departmental FLAIR apportionment transactions. *(Reference – CW.70.7.2 Distribute Interest Apportionment)*

Cash Management Activities or Processes

Table 18 highlights the transition of key activities or processes from legacy FLAIR to Central Wave.

Table 18: CM Activities or Processes

Activity / Process	FLAIR	Central Wave
Cash Checking	Central FLAIR validates that there is sufficient spendable cash for any disbursement or transfer from Funds. Agencies have the ability to validate sufficient spendable cash is available at Agency Code, Projects, Contracts, and Grants in Departmental FLAIR.	Applicable Departmental transactions are interfaced to Florida PALM to validate there is sufficient spendable Fund cash. Cash available balance checking will continue in Departmental FLAIR. *(Reference – CW.80.1.1 Manage Cash Checking)*
Review Cash Checking Exceptions Report	Agencies review Negative "N" status vouchers within Central FLAIR or via the FLAIR Voucher Status Report.	Agencies log into Florida PALM to run the Cash Checking Exceptions Report. (*Reference – CW.80.1.1 Manage Cash Checking*)
Manage Cash Checking Errors	Negative status vouchers cannot be updated. In order to resolve, either the fund cash balance must be increased, or the voucher must be deleted and re-entered to correct coding.	Agencies decide whether to delete, update, hold, or override a transaction. If an agency needs to update the coding or delete the transaction, they access Florida PALM to update the source transaction and enter a correcting transaction in Departmental FLAIR. Alternatively, agencies may hold the transaction until cash is available, or request a DFS override in limited cases. (*Reference – CW.80.1.1 Manage Cash Checking*)
Invested Balance Checking	The invested balance is checked in Treasury's Disinvestment application within CMS when an agency requests a disinvestment. The system prevents the transaction from processing if requested disinvestment exceeds invested balance.	Investment Balance checking in Florida PALM validates the disinvestment transaction is not greater than the investment balance. Agencies run the Invested Balance Exceptions report to view and manage exceptions. Agencies decide whether to delete, update, or override a transaction. If an agency needs to update the coding or delete the transaction, they access Florida PALM to update the source transaction and enter a correcting transaction in Departmental FLAIR. Alternatively, agencies may request a DFS

Activity / Process	FLAIR	Central Wave
		override in limited cases. (*Reference – CW.80.1.2 Invested Balance Checking*)
Review Trust Fund Cash Balances	Agencies review Trust Fund cash balances within Central FLAIR or via the FLAIR Central Cash Balance Report.	Agencies access Florida PALM to review the Trust Fund cash balances via the Cash Balance and Activity Report. (*Reference – CW.80.2.1 Monitor Trust Fund Cash Balance*)
Trust Fund Investing/ Disinvesting	Agencies record Trust Fund investment transactions in Departmental FLAIR or request a manual voucher in Central FLAIR. Investment transactions are interfaced to the CMS Fund Accounting application. Agencies record disinvestment transactions in Treasury's Disinvestments application within CMS and are interfaced to Central FLAIR to increase fund cash balances. Agencies record Departmental only transactions to update the cash balances in Departmental FLAIR. When investing/ disinvesting at a subfund level, agencies provide subfund details to Treasury.	Agencies enter journal entries for investment/disinvestment in Florida PALM to the fund or subfund level. The journal entries are routed via workflow rules to designated agency accounting staff for review. Agencies enter a matching Departmental FLAIR transaction to reconcile with Florida PALM cash balances. *(Reference – CW.10.2.1 Enter and Process Journals; CW.80.2.1 Monitor Trust Fund Cash Balance)*
Review Investment Activity Report	Agencies access the investment activity report via the Fund Accounting application within CMS.	Agencies log into Florida PALM to run the Investment Activity Report. (*Reference – CW.80.2.1 Monitor Trust Fund Cash Balance*)
Monitoring GR Fund Balance	DFS monitors the GR Fund cash balance in Central FLAIR daily and compiles data received from various sources (e.g., EDR, EOB/OPB, agencies) to prepare a forecast of the total expected receipts and disbursements impacting the GR Fund cash balance	DFS runs and reviews the following reports to assist with monitoring GR Fund Balance: Report of Transactions including Fund Receipts and Payments Report, Cash Balance and Activity Report, Cash Balances by Fund Type Report, and Schedule Payments Report. (*Reference CW.80.2.3 Monitor and Forecast GR Fund Balance*)
GR Fund Balance Checking	DFS monitors GR Fund cash balance and ensures there is	Applicable Departmental GR Fund transactions are interfaced to

Activity / Process	FLAIR	Central Wave
	adequate cash prior to disbursing GR Fund payments.	Florida PALM to validate there is sufficient spendable GR Fund cash. Cash available balance checking will continue in Departmental FLAIR. *(Reference CW.80.2.3 Monitor and Forecast GR Fund Balance)*
Manage GR Payment Schedules	In projecting the GR cash balance, DFS considers anticipated timing and amounts for large receipts (e.g., sales tax) and disbursements (e.g., State payrolls) to ensure posting will not negatively impact the GR Fund cash balance.	If an anticipated GR cash shortage is short-term, payment schedules for disbursements are modified to schedule the payment after the cash shortage is resolved. *(Reference CW.80.2.3 Monitor and Forecast GR Fund Balance; CW.30.4.1 Process Pay Cycle)*
GR Service Charge Report	Agencies run and review the GR Service Charge report in FLAIR-RDS.	Agencies run and review the GR Service Charge Report within Florida PALM. *(Reference – CW.80.2.4 Process GR Service Charge)*
Payment of General Revenue Service Charge	Agencies make GR Service Charge payments on demand as an unencumbered disbursement (TR51).	Agencies enter GR Service Charge payments in Departmental FLAIR (TR51). The payments are interfaced to Florida PALM to create journal entries to process the GR Service Charge payment. *(Reference – CW.80.2.4 Process GR Service Charge, and CW.10.2.1 Enter and Process Journals)*
Receipt of Fund Loans	Agencies record a Fund Loan receipt in Departmental FLAIR (TR96, TR30N) to reconcile to Central FLAIR posted balances.	Agencies run the Cash Balance and Activity Report in Florida PALM to determine a Fund Loan receipt. Agencies enter Fund Loan receipts in Departmental FLAIR to reconcile to Florida PALM posted balances. *(Reference – CW.80.2.5 Manage Fund Loans)*
Payment of Fund Loans	Agencies make Fund Loan payments on demand as an unencumbered disbursement (TR51).	Agencies run the Vouchers for Loan Report in Florida PALM to view payments made on the Fund Loan. Agencies enter Fund Loan payments in Departmental FLAIR (TR51). The payments are interfaced to Florida PALM to

Activity / Process	FLAIR	Central Wave
		create journal entries to process the loan repayments. *(Reference – CW.80.2.5 Manage Fund Loans; CW.10.2.1 Enter and Process Journals)*
Agency Access to Consolidated Revolving Account (CRA) Bank Statements	Agencies receive the CRA Bank Statements by either interface from CMS-CRA or download a report from the CMS-CRA application.	Agencies may either download a CRA bank statement report from Florida PALM, or receive the bank statement interface to their business system. *(Reference – CW.80.2.6 Manage Revolving Funds)*
CRA Interest Apportionment	Interest apportionment to CRA is received in the CRA bank account. Agencies write checks from the CRA and deposit interest to the advancing fund.	Interest apportionment for CRA balances is distributed directly to the advancing fund. Apportionment entries are interfaced to Central FLAIR. Agencies enter a matching Departmental FLAIR transaction to reconcile with Central FLAIR and Florida PALM cash balances. *(Reference – CW.80.2.6 Manage Revolving Funds; CW.70.7.2 Distribute Interest Apportionment)*
Revolving Fund Replenishment Report	Agencies manually calculate the amount due from the advancing fund to the CRA.	Agencies monitor the amount due from the advancing fund to the CRA through the CRA Revolving Fund Replenishment Report. *(Reference – CW.80.2.6 Manage Revolving Funds)*
Request Reconciliation Exception Assistance	Agencies submit the Reconciliation Exceptions Form on the Treasury website to assist with CRA account reconciliation exceptions. Submitted forms are sent to a Treasury email.	Agencies access Florida PALM to submit the Treasury Correspondence Form for reconciliation exceptions. The form routes to Treasury via workflow for review and approval. *(Reference – CW.70.1.2 Manage Treasury Correspondence; CW.80.2.6 Manage Revolving Funds)*
CRA Payment Cancellation	The Request for Stop Payment Consolidated Revolving Account Form, a web-based form, is used to request cancellation for CRA payment. All submitted web-based forms are sent to a Treasury email. Treasury works with the	Agencies access Florida PALM to submit the CRA Payment Cancellation Request Form which routes to Treasury via workflow. Treasury works with the banking partner to cancel the payment.

Activity / Process	FLAIR	Central Wave
	banking partner to cancel the payment.	*(Reference – CW.80.2.6 Manage Revolving Funds)*
CMIA Clearance Pattern Report	DFS Treasury gathers the 29-digit account code for each CMIA grant from applicable agencies. Treasury provides that coding to DFS OIT who produces Clearance Pattern Report from Central FLAIR.	DFS Treasury gathers the Florida PALM COA coding for each CMIA grant from applicable agencies and uploads to Florida PALM. Treasury and agencies generate the Clearance Pattern Report from Florida PALM. *(Reference – CW.80.2.7 Monitor CMIA)*

Transactions

Table 19 documents transactions that will be impacted during the Central Wave and maps legacy transactions to the related Central Wave Business Processes. During the Central Wave, Departmental FLAIR transactions listed in the table will be interfaced to Florida PALM or are needed to reconcile with Florida PALM posted balances. Transactions not shown are not interfaced with Florida PALM as they are not interfaced to Central FLAIR today.

Table 19: Transactions

Transactions	Departmental FLAIR Process	Central Wave Business Process
TR30 – Direct Deposit	Agencies use TR30s to record a deposit transaction not associated to an accounts receivable.	CW.60.2.5 Process FLAIR Deposits
TR33 – Accounts Receivable Receipt	Agencies use TR33s to record a deposit where an accounts receivable has been established in the subsidiary ledger.	CW.60.2.5 Process FLAIR Deposits
TR51 – Unencumbered Disbursement and Journal Transfer Correction	Agencies use TR51s to create a voucher / payment request when no encumbrance exists. Agencies also use a TR51 to create a JT voucher between agencies or correct previous transactions within an agency when the correction affects the account code.	CW.10.2 - Enter and Process Journals CW.30.3 – Enter and Process Vouchers
TR52 – Revolving Fund Unencumbered Disbursement	Agencies use TR52s to record replenishments to Revolving Funds. Paper warrants are issued and deposited in the Revolving Fund bank account.	CW.30.3 – Enter and Process Vouchers
TR53 – AP Disbursement	Agencies use TR53s to record an accounts payable disbursement	CW.30.3 – Enter and Process Vouchers

	and liquidate payables recorded by a TR80/81. MFMP sends a payment request file that generates TR53s in Departmental FLAIR to create an AP disbursement.	
TR54 – Revolving Fund Payable Disbursement	Agencies use TR54s to liquidate payables recorded by a TR80/81 in the Revolving Fund.	CW.30.3 – Enter and Process Vouchers
TR55 – Batch Unencumbered Disbursement	Agencies submit batch TR55s to create a voucher / payment request or journal transfer when no encumbrance exists.	CW.30.3 – Enter and Process Vouchers
TR57 – Tax Overpayment Refund	Agencies use TR57s to record the refund of overpayment of taxes to a taxpayer.	CW.30.3 – Enter and Process Vouchers
TR58 – Disbursement Correction	Agencies use TR58 to correct a previous disbursement recorded as a TR51/53/70 when the correction does not affect the account code.	CW.10.2 - Enter and Process Journals CW.30.3 – Enter and Process Vouchers
TR70 - Encumbered Disbursement	Agencies use TR70s to record vouchers / payment requests against an established encumbrance. MFMP sends a payment request file that generates TR70s in Departmental FLAIR to create a voucher / payment request.	CW.10.2 - Enter and Process Journals CW.30.3 – Enter and Process Vouchers
TR71 – Revolving Fund Encumbered Disbursement	Agencies use TR71s to record replenishments to Revolving Funds from the Advancing Funds against an established encumbrance.	CW.30.3 – Enter and Process Vouchers
TR79 – Automated Expense Refund	When agencies record expenditure refunds as TR30s, FLAIR automatically creates a TR79 to restore the spending authority.	CW.10.2 - Enter and Process Journals CW.60.2.5 – Process FLAIR Deposits
TR94 – Revenue to Revenue	Agencies use TR94s to record journal transfers for revenue reclassifications between account codes.	CW.10.2 - Enter and Process Journals
TR96 – Journal Transfer Receipts	Agencies use TR96s to record receiving agency journal	CW.10.2 - Enter and Process Journals

	transfers in Departmental FLAIR with a Journal Transfer Receipt.	
TR97 – Journal Transfer Accounts Receivable Receipt	Agencies use TR97s to record the receiving agency journal transfer in Departmental FLAIR and the outstanding accounts receivable is relieved.	CW.10.2 - Enter and Process Journals