

# Florida PALM Batch Schedule

**Revision History**

Version	Date	Revision Notes
1.0	03/29/2021	Original draft shared via RW Task FUNC45 Share and Review Batch Schedule
2.0	05/07/2021	<p>Overview</p> <ol style="list-style-type: none"> <li>1. Updated fourth bullet under <b>Inbound Interface Jobs (to Florida PALM)</b> section regarding after-hours support</li> </ol> <p>AMFR Batch Updates:</p> <ol style="list-style-type: none"> <li>1. Updated Outbound COA Crosswalk Extract completion time</li> <li>2. Updated Outbound Interest Apportionment completion time</li> <li>3. Added Allocations process</li> <li>4. Updated Interest Apportionment description and completion time</li> </ol> <p>DM Batch Updates:</p> <ol style="list-style-type: none"> <li>1. Added Cash Clearing process</li> <li>2. Updated Voucher Build completion time</li> <li>3. Updated Voucher Post completion time</li> <li>4. Updated Payment Post completion time</li> <li>5. Updated Journal Generator (AP) completion time</li> </ol> <p>AR Batch Updates:</p> <ol style="list-style-type: none"> <li>1. Updated Inbound ACH NOC Deposit Data job frequency</li> <li>2. Updated Inbound Deposit Data start time</li> <li>3. Updated Outbound Returned Items Data completion time</li> <li>4. Updated Budget Check (AR) completion time</li> <li>5. Updated Journal Generator (AR) completion time</li> </ol> <p>TM Batch Updates:</p> <ol style="list-style-type: none"> <li>1. Updated Mature Deals completion time</li> <li>2. Added Treasury Accounting process</li> <li>3. Updated Journal Generator (DM) completion time</li> </ol> <p>CM Batch Updates:</p> <ol style="list-style-type: none"> <li>1. Updated Inbound Previous Day Bank Statement File start times</li> <li>2. Updated Inbound Previous Day Bank Statement Addenda File start time</li> <li>3. Updated Outbound BAI Bank Statement completion time</li> <li>4. Updated BAI2 Allocation Sub Account Data completion time</li> <li>5. Updated Electronic Deposit Reference ID completion time</li> <li>6. Updated Book to Bank Sub Account Data Roll - Up completion time</li> <li>7. Updated Addenda Parsing completion time</li> <li>8. Updated Automatic Bank Reconciliation completion time</li> <li>9. Updated Automated Accounting completion time</li> <li>10. Updated Journal Generator (CM) completion time</li> </ol>
3.0	07/01/2021	<ol style="list-style-type: none"> <li>1. Updated Inbound External Transactions job frequency</li> <li>2. Updated Outbound Bank Deposit Transactions completion time</li> <li>3. Updated Outbound Monthly Interest &amp; Investment completion time</li> <li>4. Updated Outbound BAI Bank Statement receiving systems</li> </ol>

Version	Date	Revision Notes
		5. Added Bank Statement Accounting to CM batch schedule 6. Updated job start time for all jobs in the Treasury Management batch schedule. 7. Updated <b><i>Inbound Interface Jobs (to Florida PALM)</i></b> section regarding after-hours support (see sub-bullet #4)
4.0	02/07/2022	1. Added ARI033 Inbound ACH NOC Deposit Data to AR Batch Schedule 2. Added CMI017 Inbound Previous Day Bank Statement Addenda File to CM Batch Schedule 3. Updated job start time for CMI005 Inbound External Transactions 4. Updated job start time for DMI001 Inbound Treasury Master 5. Updated job start time for DMI002 Outbound Trade Positions & Account Balances 6. Updated job start time for DMI004 Inbound Fair Market Values & Variable Rates 7. Updated job frequency for GLE006 Interest Apportionment
5.0	02/18/2022	Replaced references to “iFLAIR” with “FLAIR”
6.0	07/06/2023	Updated the agency name of Department of Economic Opportunity (DEO) to Florida Department of Commerce (COM)
7.0	2/06/2024	1. Removed Inactive jobs which are related to Bloomberg and Bank of America from the list. 2. Added GLI006 Inbound Journal Activity and GLI082 Inbound FLAIR to PALM Recon Process and Reports jobs details.
8.0	6/25/2024	Removed ACHCA, DBPR & DCF form CMI004 row on 11 <sup>th</sup> page

## Florida PALM Batch Schedule

The Florida PALM Batch Schedule describes the timing in which daily and overnight batch processing will occur in Florida PALM for the CMS Wave. Tables 1 – 5 below depict the Batch Schedule by Business Process Grouping as noted in Figure 1.

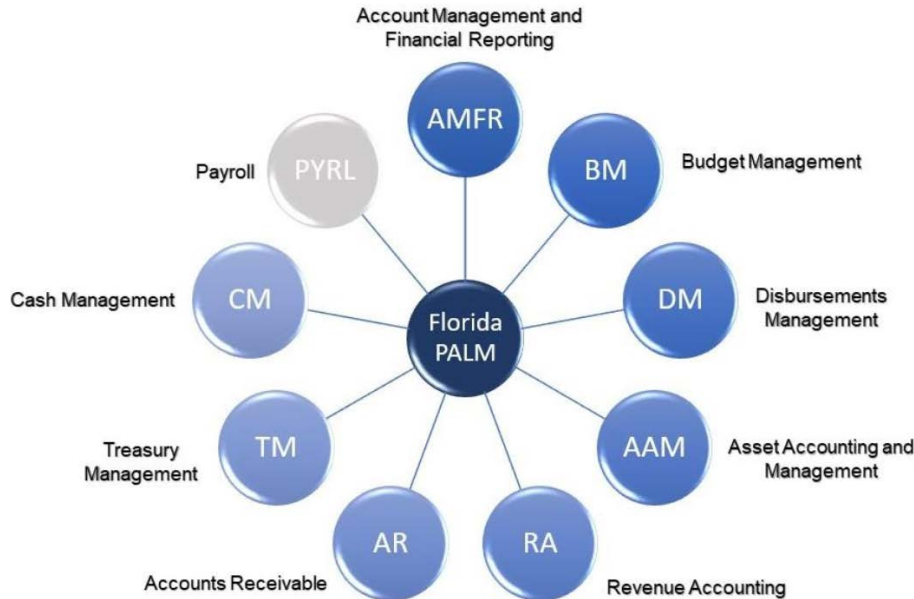


Figure 1: Florida PALM Business Process Groupings

The batch schedule denotes job processing based on the following categorizations:

- **Inbound Interfaces** – Interface files sent from a business system to Florida PALM.
- **Outbound Interfaces** – Interface files sent from Florida PALM to a business system.
- **Data Processing** – Florida PALM programs that process transactional data through their lifecycle.

The following identifies the information documented within the batch schedule as noted in Tables 1 – 5 below:

- **File / Process ID** – Identifier for an interface or data processing job.
- **File / Process Name** – Interface or data processing job name.
- **Description** – Interface or data processing job description.
- **Job Start Time / Completion Time** – Identifies the time a job is scheduled to start for Inbound Interface jobs (Job Start Time) or complete for Outbound Interface and Data Processing jobs (Job Completion Time). Please note the following additional information for each category:
  - **Inbound Interface Jobs (to Florida PALM):**
    - The time noted for an inbound interface job reflect Job Start Time in which an inbound file to Florida PALM must be received by in order to be processed on a given day.
    - Business systems may transmit files to the Florida PALM MFT folder up to 15 minutes after the noted Job Start Time in order for the file to be processed within the batch schedule on a given day.
    - Files not received within 15 minutes after the noted Job Start Time will be processed the following business day.

- Business systems must contact the Solution Center during normal business hours from 8:00 AM to 5:00 PM (EST) Monday through Friday for assistance. After hours support is available for the following batch jobs deemed critical by the Project by contacting OIT Production Control at [ProductionControl@myfloridacfo.com](mailto:ProductionControl@myfloridacfo.com) or (850) 413-3091:
  - CMI013 – Outbound Bank Statement (DOR)
  - GLI065 – Inbound FLAIR Journals
- **Outbound Interface Jobs (from Florida PALM):**
  - The time noted for an outbound interface job reflects the Job Completion Time for when an outbound file will be available to retrieve from the Florida PALM MFT folder.
- **Data Processing Jobs:**
  - The time noted for a data processing job reflects the Job Completion Time for when the process will be complete.
  - The completion time for a data processing job provides awareness as to when transactions will be processed through a particular event, as well as when reporting data may be available.
- **Job Frequency** – Identifies the frequency and day(s) the job will run in the batch schedule.
- **File Sending / Receiving Agency** – Identifies the business system that will send or receive an interface file (i.e., agency, FLAIR, 3<sup>rd</sup> party).

Table 1 below identifies the Account Management and Financial Reporting (AMFR) related batch schedule for processing inbound interfaces, outbound interfaces and data.

Table 1: Account Management and Financial Reporting (AMFR) Batch Schedule

<b>Account Management and Financial Reporting (AMFR)</b>					
<b>File / Process ID</b>	<b>File / Process Name</b>	<b>Description</b>	<b>Job Start Time/ Completion Time</b>	<b>Job Frequency</b>	<b>File Sending / Receiving System</b>
<b>Inbound Interfaces (Job Start Time)</b>					
GLI037	Inbound Investment Activity	Inbound interface containing participant transactions imported from external applications to record daily balances.	6:00 PM	Monday – Friday (Daily)	DFS
GLI065	Inbound FLAIR Journals	Inbound interface containing posted JT transactions (Transfers) from Central FLAIR.	9:00 PM	Monday – Friday (Daily)  1st Day of Fiscal Year	FLAIR
GLI082	Inbound FLAIR to PALM Recon Process and Reports	Inbound interface containing accounting transactions for reconciliation between Central/IW FLAIR and Florida PALM.	11:00 PM	Tuesday – Saturday (Daily)	FLAIR
<b>Outbound Interfaces (Job Completion Time)</b>					
GLI066	Outbound Disinvestment and Apportionment Journals	Outbound interface providing Journal Transactions (JTs) to Central FLAIR for manual audit or automatic posting (Post Trust Fund Disinvestment Journal Transfer).	11:30 AM	Monday – Friday (Daily)	FLAIR
GLI046	Outbound Daily Investment Information - IW	Outbound interface providing daily investment information to the Information Warehouse.	12:45 PM	Monday – Friday (Daily)	FLAIR
GLI016	Outbound COA Crosswalk Extract	Outbound interface providing 29-digit FLAIR Account Codes crosswalked from the Florida PALM Chart of Accounts.	10:00 PM	Monday – Friday (Daily)	DACS, DCF, DOH, DOR
GLI047	Outbound Monthly Investment & Interest - IW	Outbound interface providing monthly investment and interest information to the Information Warehouse.	1:00 PM	10 <sup>th</sup> Business Day (Monthly)	FLAIR
GLI068	Outbound Treasury Balances	Outbound interface providing cash balances as of the end of the period to Central FLAIR.	7:45 AM	3 <sup>rd</sup> Friday (Monthly)	FLAIR
GLI010	Outbound Interest Apportionment	Outbound interface providing interest apportionment amounts and fees to business systems.	On Demand	10 <sup>th</sup> Business Day (Monthly)	

Account Management and Financial Reporting (AMFR)					
File / Process ID	File / Process Name	Description	Job Start Time/ Completion Time	Job Frequency	File Sending / Receiving System
					COM, DFS
Data Processing (Job Completion Time)					
GL_EDIT	Edit Journals	Program that verifies ChartField values are valid, debits equal credits, journal entries are flagged for posting to the target ledger and InterUnit and IntraUnit balancing entries are generated.	8:15 AM; 10:15 AM; 12:15 PM; 3:15 PM; 11:15 PM	Monday – Friday (Daily)	N/A
FS_BP	Budget Check	Program that checks GL transactions against control budgets and creates an entry in the Commitment Control activity log.	8:30 AM; 10:30 AM; 12:30 PM; 3:30 PM; 11:30 PM	Monday – Friday (Daily)	N/A
GL_JP	Post Journals	Program that posts journals in the General Ledger.	8:45 AM; 10:45 AM; 12:45 PM; 3:45 PM; 11:45 PM	Monday – Friday (Daily)	N/A
FS_ALLC	Allocations	Program that allocates costs to record interest apportionment accounting entries.	On Demand	Monthly	N/A
GLE066	Interest Apportionment	Program that calculates apportioned interest, administrative fees and General Revenue (GR) investment balances.	On Demand	Monthly	N/A

Table 2 below identifies the Disbursement Management (DM) related batch schedule for processing inbound interfaces, outbound interfaces and data.

Table 2: Disbursements Management (DM) Batch Schedule

Disbursements Management (DM)					
File / Process ID	File / Process Name	Description	Job Start Time/ Completion Time	Job Frequency	File Sending / Receiving System
<b>Inbound Interfaces (Job Start Time)</b>					
API107	Inbound Central FLAIR Issued Warrants and Cancellations	Inbound interface containing issued and cancelled payments from Central FLAIR.	9:00 PM	Monday – Friday (Daily)	FLAIR
<b>Outbound Interfaces (Job Completion Time)</b>					
API108	Outbound Central FLAIR Reconciled Payments	Outbound interface providing payment reconciliation status from Florida PALM to Central FLAIR.	7:45 AM	Monday – Friday (Daily)	FLAIR
<b>Data Processing (Job Completion Time)</b>					
AP_PSCSHCLR	Cash Clearing	Program that generates cash clearing accounting entries for payments reconciled via the Bank Reconciliation process.	9:00 PM	Monday – Friday (Daily)	N/A
AP_VCHRBLD	Voucher Build	Program that builds vouchers from issued warrants provided from Central FLAIR.	12:15 PM; 4:15 PM; 9:30 PM	Monday – Friday (Daily)	N/A
FS_BP	Budget Check (AP)	Program that checks AP transactions against control budgets and creates an entry in the Commitment Control activity log.	9:45 PM	Monday – Friday (Daily)	N/A
AP_PSTVCHR	Voucher Post	Program that posts AP Voucher accounting entries.	10:00 PM; 11:30 PM	Monday – Friday (Daily)	N/A
AP_PSTPYMNT	Payment Post	Program that posts AP Payment accounting entries.	11:15 PM	Monday – Friday (Daily)	N/A
FS_JGEN	Journal Generator (AP)	Program that creates journals in the General Ledger from AP voucher and payment accounting entries.	11:45 PM	Monday – Friday (Daily)	N/A



Table 3 below identifies the Accounts Receivable (AR) related batch schedule for processing inbound interfaces, outbound interfaces and data.

Table 3: Accounts Receivable (AR) Batch Schedule

Accounts Receivable (AR)					
File / Process ID	File / Process Name	Description	Job Start Time/ Completion Time	Job Frequency	File Sending / Receiving System
<b>Inbound Interfaces (Job Start Time)</b>					
ARI033	Inbound ACH NOC Deposit Data	Inbound interface containing ACH return and ACH details related to customer drafts that require changes to the banking information.	6:00 AM	Tuesday – Saturday (Daily)	NIC
ARI022	Inbound Returned Item Check Data	Inbound interface containing returned item check data, including images.	6:00 AM	Monday – Friday (Daily)	Wells Fargo
ARI007	Inbound Deposit Data	Inbound interface containing direct journal and customer deposit information from business systems.	11:00 AM	Monday – Friday (Daily)	DOR
ARI014	Inbound Verified Deposit Data	Inbound interface containing Departmental FLAIR verified deposit data to record deposits in Florida PALM.	4:15 PM	Monday – Friday (Daily)	FLAIR
<b>Outbound Interfaces (Job Completion Time)</b>					
ARI027	Outbound Deposits, TR Receipts, ADJ, and Returns Data	Outbound interface providing deposit data to Central FLAIR (i.e., DOR deposits, bank adjustments, returned items, and Treasury receipts).	2:45 PM	Monday – Friday (Daily)	FLAIR
ARI012	Outbound ACH NOC Deposit Data	Outbound interface providing detailed ACH Notification of Change information transmitted to organizations.	8:45 PM	Monday – Friday (Daily)	COM, DEP, DOR
ARI020	Outbound Returned Items Data	Outbound interface providing returned item data including images to organizations.	9:00 PM	Monday – Friday (Daily)	DACS, COM, DEP, DOH, DOR
<b>Data Processing (Job Completion Time)</b>					
FS_BP	Budget Check (AR)	Program that checks AR transactions against control budgets and creates an entry in the Commitment Control activity log.	2:15 PM; 9:15 PM	Monday – Friday (Daily)	N/A
FS_JGEN	Journal Generator (AR)	Program that creates AR journals in the General Ledger from deposit and payment accounting entries.	2:30 PM; 9:30 PM	Monday – Friday (Daily)	N/A

Table 4 below identifies the Treasury Management (TM) related batch schedule for processing inbound interfaces, outbound interfaces and data.

Table 4: Treasury Management (TM) Batch Schedule

Treasury Management (TM)					
File / Process ID	File / Process Name	Description	Job Start Time/ Completion Time	Job Frequency	File Sending / Receiving System
<b>Inbound Interfaces (Job Start Time)</b>					
GLI006	Inbound Journal Activity	Inbound interface containing Treasury investment transactions from Clearwater	2:00 PM	10th Business Day (Monthly)	CLW
<b>Outbound Interfaces (Job Completion Time)</b>					
<b>Data Processing (Job Completion Time)</b>					

Table 5 below identifies the Cash Management (CM) related batch schedule for processing inbound interfaces, outbound interfaces and data.

Table 5: Cash Management (CM) Batch Schedule

<b>Cash Management (CM)</b>					
<b>File / Process ID</b>	<b>File / Process Name</b>	<b>Description</b>	<b>Job Start Time/ Completion Time</b>	<b>Job Frequency</b>	<b>File Sending / Receiving System</b>
<b>Inbound Interfaces (Job Start Time)</b>					
CMI003	Inbound Previous Day Bank Statement File	Inbound interface containing BAI2 information for previous day bank statements.	6:00 AM (Wells-Tuesday-Friday); 8:00 AM (Wells-Saturday); 7:00 AM (JPM)	Tuesday – Saturday (Daily)	JP Morgan Chase, Wells Fargo
CMI005	Inbound External Transactions	Inbound interface containing CD and cash investment transactions to be reconciled.	12:00 PM (DFS);	20th Business Day (Monthly - DFS)	DFS
CMI017	Inbound Previous Day Bank Statement Addenda File	Inbound interface containing addenda information for previous day bank statements from NIC.	6:00 AM	Tuesday – Saturday (Daily)	NIC
CMI015	Inbound Previous Day Bank Statement Addenda File	Inbound interface containing addenda information for previous date bank statements from Wells Fargo.	6:30 AM (Tuesday – Friday); 8:30 AM (Saturday)	Tuesday – Saturday (Daily)	Wells Fargo
<b>Outbound Interfaces (Job Completion Time)</b>					
CMI009	Outbound Bank Deposit Data	Outbound interface providing bank deposit data for deposit verification.	3:45 PM	Monday – Friday (Daily)	FLAIR
CMI013	Outbound BAI Bank Statement	Outbound interface providing a BAI2 formatted previous day bank statement.	7:15 AM	Monday – Friday (Daily)	DFS, DOR, FLHSMV
CMI004	Outbound Bank Deposit Transactions	Outbound interface providing detailed bank deposit transactions by bank account.	8:00 AM (DACS - Unreconciled Transactions); 2:30 PM (All)	Monday – Friday (Daily)	DACS, COM, DEP, DOR
<b>Data Processing (Job Completion Time)</b>					
FLP_CME004	BAI2 Allocate Sub Account Data	Program that translates data from the Inbound Previous Day Bank Statement File to record bank	7:00 AM (Tuesday – Friday); 9:00 AM (Saturday)	Tuesday – Saturday (Daily)	N/A

Cash Management (CM)					
File / Process ID	File / Process Name	Description	Job Start Time/ Completion Time	Job Frequency	File Sending / Receiving System
		transactions from the Master Concentration Account to the respective External Account (sub account).			
FLP_CME003	Electronic Deposit Reference ID	Program that generates the reference ID for electronic deposits on bank statements.	7:30 AM	Monday – Friday (Daily)	N/A
FLP_CME005	Book to Bank Sub Account Data Roll - Up	Program to summarize data and record the sweep from the sub accounts to the Concentration Account during Book to Bank Reconciliation.	7:45 AM	Monday – Friday (Daily)	N/A
TR_STMTACCTG	Bank Statement Accounting	Program to force reconcile bank statement lines that fail to automatically reconcile and create an external transaction.	9:30 AM	Monday – Friday (Daily)	N/A
BNK_RCN_ADDN	Addenda Parsing	Program that parses bank statement addenda information.	9:00 AM; 11:15 AM; 7:30 PM	Monday – Friday (Daily)	N/A
BRCN_SAC	Automatic Bank Reconciliation	Program that reconciles bank statements to the unreconciled system transactions based on rules associated with each bank account.	12:30 PM; 2:15 PM; 9:45 PM	Monday – Friday (Daily)	N/A
TR_ACCTG	Treasury Accounting (CM)	Program that creates AR, CM and DM accounting entries.	2:30 PM; 11:00 PM	Monday – Friday (Daily)	N/A
FS_JGEN	Journal Generator (CM)	Program that creates journals in the General Ledger from CM accounting entries.	11:30 PM	Monday – Friday (Daily)	N/A