

Federal and Non-Federal Fund Deposits with Zero Treasury Receipt Job Aid

User Role(s): Agency AR Processor, Agency FLAIR Accounting Staff
 DFS Bank Reconciliation Processor, DFS Deposit Approver, DFS Deposit Processor
Last Update: 10/14/2024

Overview

FLAIR has built-in edits that prevent mixing federal and non-federal funds. This job aid provides guidance on the processing of a deposit journal containing both federal and non-federal funds.

When the bank sends files/deposits to the Treasury, these deposits are recorded in Florida PALM. Florida PALM then generates a deposit number/reference ID and sends this information to Central FLAIR. The bank files received are recorded in the state's concentration account within Florida PALM. After the deposits are recorded in Central FLAIR, agencies must move the funds from the concentration account into agency-specific funding sources within Departmental FLAIR. In some cases, these deposits contain both federal and non-federal funding sources. Funds will need to be properly reported to the proper funding source in Departmental FLAIR to maintain reconciliation between Central FLAIR, Departmental FLAIR, and Florida PALM.

Figure 1 illustrates the process to record a deposit with federal and non-federal funds in Florida PALM and reallocate the funds in Departmental FLAIR.

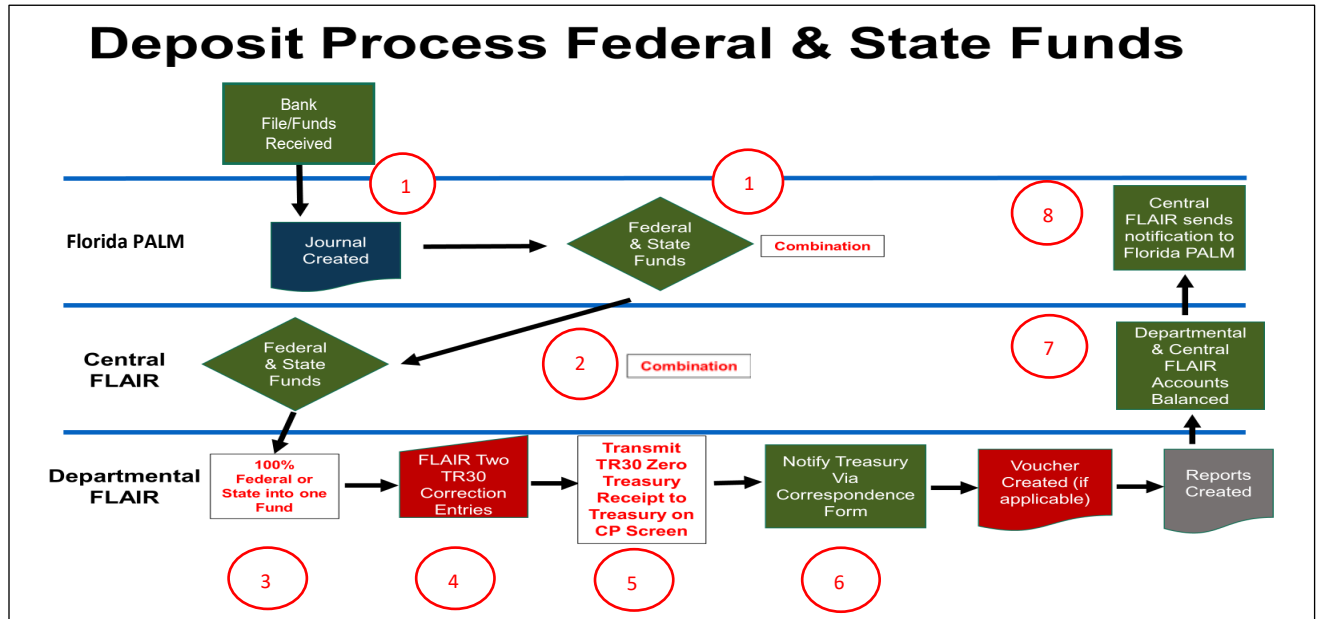


Figure 1: Workflow for Deposit Journal Containing Both Federal and Non-Federal Funds

Zero-Treasury Receipt Process in FLAIR

A FLAIR zero-treasury receipt is required to facilitate the movement of funds in FLAIR if a Florida PALM deposit contains a combination of Federal and non-Federal Funds. The zero-treasury receipt in the above defined context, is the sum of the two TR30 entries in FLAIR netting to a zero amount.

Correcting entry steps:

- **Step 1** – Funds received, and deposit journal created to recorded into Florida PALM.
- **Step 2** – File containing deposit/reference ID sent from Florida PALM to Central FLAIR.
- **Step 3** – In Departmental FLAIR, 100% of deposit should be recorded with the deposit number/reference ID from Florida PALM, placing deposit in one funding source with the preference of deposit to non-federal funds. This deposit will need to be transferred (T) to Treasury using Treasury Receipts Utility Screen (CP) for the verification process to happen between Departmental FLAIR and Central FLAIR.
- **Step 4** – After the verification process, the agency (in Departmental FLAIR) needs to perform two TR30's: Cash Deposit Receipts (to split the funds).
 - Using the original deposit amount, enter a **negative amount**. Validate you are using the original fund (non-federal). This shows as a negative on the CP screen.
 - Change one of the first three digits of the original deposit to make a new deposit number for the same amount, but a **positive amount**, for the new fund (federal). This shows as a positive on the CP screen.
- **Step 5** – Transfer/transmit (T) to Treasury. This is the only way to move the money between federal & non-federal funds.
- **Step 6** – Reach out to the Treasury for the purpose of verifying zero-treasury receipts through the Treasury Correspondence form in Florida PALM or via email. It's important to keep in mind that the Treasury will not be able to view and verify the transactions until they have been transferred (T).
- **Step 7** – After verification Departmental FLAIR and Central FLAIR then reconcile.
- **Step 8** – Central FLAIR sends interface to Florida PALM, ultimately reconciling and balancing Central FLAIR, Departmental FLAIR, and Florida PALM.

Figure 2 illustrates the Departmental FLAIR transaction necessary to properly associate the funds. Note the deposit number changes on the CP screen. This representation shows how the agency's deposits should look.

CPRP		TREASURY RECEIPT PROCESSING				07/25/2024	15:37:35
DEPOSIT NUMBER	STATUSAMOUNT....	ACTION	DEPOSIT DATE	COUNT	CLR	FUND
C 062224	T	40.00	-	07222024	1		
C 072224	T	-40.00		07222024	1		
		0.00			0		
		0.00			0		
		0.00			0		
		0.00			0		
		0.00			0		

TYPE SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
 CONT MINI MAIN RFRSH TOP FWD CAN

Figure 2: FLAIR Cash Receipt Processing Screen

Still have questions?
 Contact DFSFinancialEd@myfloridacfo.com