

CMS Wave Business Process Models (D452)

Revision History

Version	Date	Revision Notes
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Introduction

The Cash Management System (CMS) Wave Business Process Models (D452) 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 CMS Wave of Florida PALM. The objective of the CMS Wave is to move business processes currently supported by the Cash Management System (CMS) to Florida PALM.

During the CMS Wave, agencies will continue to operate within the Central, Payroll, and Departmental FLAIR systems, while having access to Florida PALM to execute actions that were previously performed within CMS. During the CMS 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., Central, Payroll, and Departmental) the wave specific models will be replaced with the corresponding standardized models.

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

Approach

The CMS Wave Business Process Models were developed collaboratively 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 CMS business processes were needed, discussion of the varying options and assumptions for implementing the CMS business processes, and documenting and validating the final CMS business processes.

To document the CMS 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 of the models was to develop a solution for agencies to continue operations during the CMS Wave. The assessment included discussions of the critical functionality needed during the CMS 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 the CMS Wave process needs.

The BPS Team used a standard template to document each CMS Wave Business Process Model, including assumptions made in determining the specific process and to identify new interfaces or reports needed as a part of the CMS Wave process. Additional interfaces and reports specific to the CMS Wave were further documented in the RICEFW Inventory (D453).

Review and Validation

The CMS 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 CMS Wave Business Process Models high-level

activities, as depicted in Figure 1, were organized to provide multiple opportunities to discuss and refine the solution and capture input and feedback.

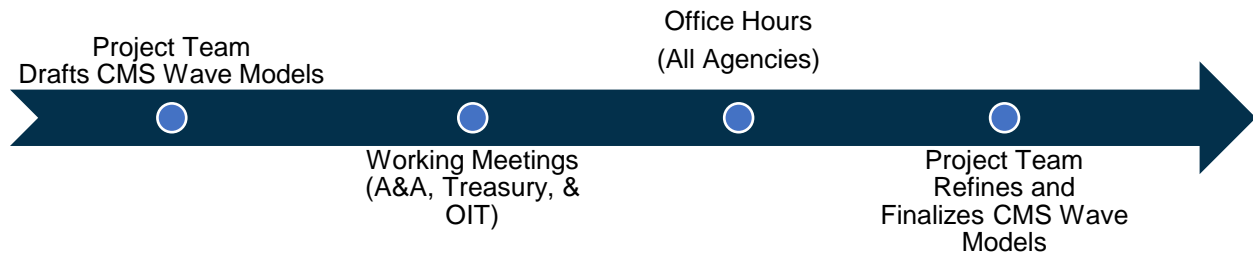


Figure 1: CMS Wave Business Process Models High-level Activities

The BPS Team planned and developed the CMS 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 four CMS 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 CMS Wave business process models, interfaces, and configuration items that will impact the agencies. The BPS Team presented summary information for more than 230 participants from 28 agencies. The office hours included a presentation, including the following topics:

- Overview of CMS Wave Agency Activities;
- Overview of the Master Readiness Workplan tasks;
- Applicable CMS Wave business processes with the related agency interfaces and configurations;
- Key process changes between the CMS Wave models and current functionality; and
- Anticipated changes in future waves.

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

Overview of the CMS Wave Business Process Models

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

Table 1: CMS Wave Business Process Model Numbering

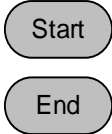
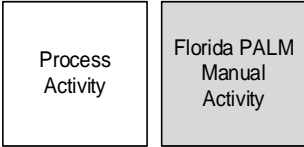

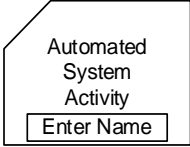
Standardized Business Process Model	CMS Wave Business Process Model
10.1 Setup and Maintain Chart of Accounts	CMSW.10.1 Setup and Maintain Chart of Accounts

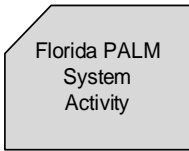
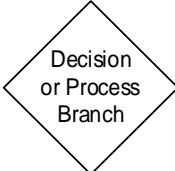


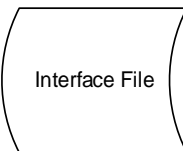

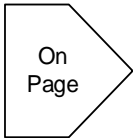
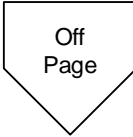
Each CMS Wave Business Process Model contains one or more flow diagrams and a narrative document that supports the flow diagrams. Each narrative contains the following sections:

- Business Process Overview – summarizes the business process and provides context for understanding the objectives and desired outcomes of the described business process;
- 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 corresponding 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
	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.
	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.
	This shape indicates a process or action step in a partner system. The title designates the system in which the process occurs.
	This shape indicates a process or action step performed by a partner system including jobs scheduled to run automatically. The title designates the system in which the process occurs.

Shape	Denotation
 <p>Florida PALM System Activity</p>	<p>This shape indicates a process in Florida PALM that is performed by the system, including jobs scheduled to run automatically.</p>
 <p>Decision or Process Branch</p>	<p>This shape indicates a question or branch 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 the decision point.</p>
 <p>Ledger Impact</p>	<p>This shape indicates that a business event results in a financial transaction that is 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.</p>
 <p>Database</p>	<p>This shape indicates the use of a database in the process flow.</p>
 <p>Interface File</p>	<p>This shape indicates when an interface file is exchanged, either 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.</p>
 <p>Report</p>	<p>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.</p>
 <p>On Page</p>	<p>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.</p>
 <p>Off Page</p>	<p>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.</p>

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 in either agency, depending on other security attributes (e.g., Business Unit security, bank account security).

Business Process Groupings

The BPS Team is organized in 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 CMS 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.

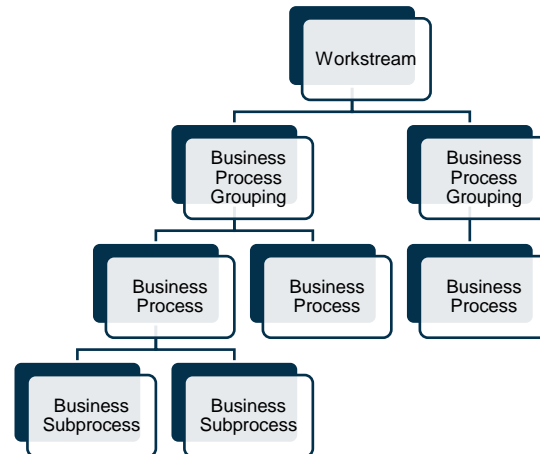


Figure 2: Workstream Hierarchy

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.

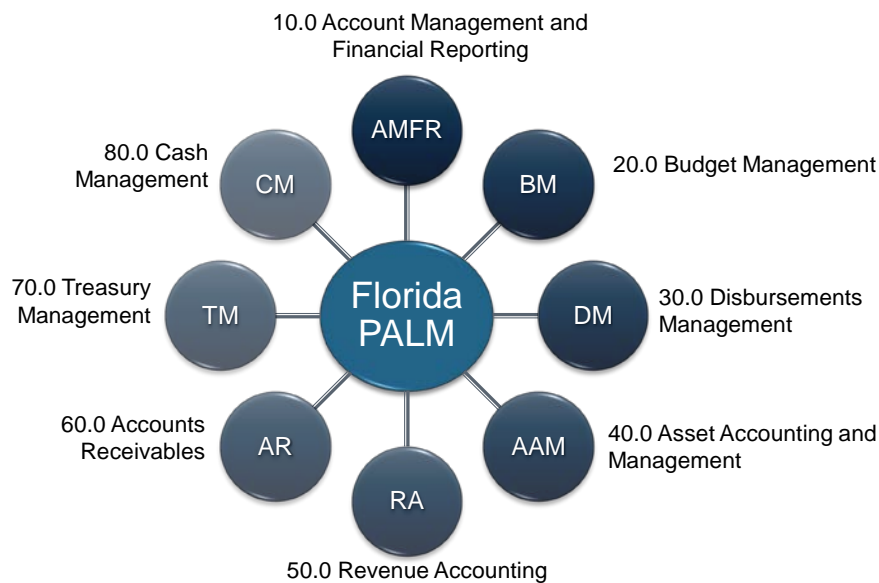


Figure 3: Business Process Groupings

Account Management and Financial Reporting

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

- 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 CMS Wave Business Processes.

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

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

- Manage the tracking and reporting of appropriations, allotments, and revenue estimates, including the exchange of information 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 CMS Wave Business Processes.

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

Standardized Business Process	CMS Wave Business Process	CMS Wave Business Subprocess
20.1 Enter and Process Budget Journals	N/A	N/A
20.2 Budget Execution and Management	N/A	N/A
20.3 Perform Budget Close	N/A	N/A

Disbursements Management

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

- 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 CMS Wave Business Processes.

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

Standardized Business Process	CMS Wave Business Process	CMS Wave Business Subprocess
30.1 Set Up and Maintain Suppliers	N/A	N/A
30.2 Establish and Maintain Encumbrances	N/A	N/A
30.3 Enter and Process Vouchers	N/A	N/A
30.4 Process Payments	N/A	N/A
30.5 Manage Payments	N/A	N/A
30.6 Manage Tax Reporting	N/A	N/A
30.7 Accounts Payable Period Close	N/A	N/A
N/A	CMSW.30.8 Record Issued and Cancelled Central FLAIR Payments	N/A

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 that:

- 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 CMS Wave Business Processes.

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

Standardized Business Process	CMS Wave Business Process	CMS 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 that:

- 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 CMS Wave Business Processes.

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

Standardized Business Process	CMS Wave Business Process	CMS 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 Receivables

Accounts Receivables (AR) includes a collection of business processes that:

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

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

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

Standardized Business Process	CMS Wave Business Process	CMS Wave Business Subprocess
60.1 Enter and Maintain Receivables	N/A	N/A
60.2 Deposit and Apply Receipts	CMSW.60.2 Deposit and Apply Receipts	CMSW.60.2.4 Manage Electronic Receipts Data
		CMSW.60.2.5 Process FLAIR Deposits

Standardized Business Process	CMS Wave Business Process	CMS Wave Business Subprocess
		CMSW.60.2.6 Treasury Receipts, Adjustments, and Returned Items
60.3 Perform Collections and Aging	N/A	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 that:

- 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 CMS Wave Business Processes.

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

Standardized Business Process	CMS Wave Business Process	CMS Wave Business Subprocess
70.1 Manage Banking Relationships	CMSW.70.1 Manage Banking Relationships	CMSW.70.1.1 Maintain Bank Accounts
		CMSW.70.1.2 Manage Treasury Correspondence
70.2 Manage and Reconcile Bank Statements	CMSW.70.2 Manage and Reconcile Bank Statements	N/A
70.3 Manage and Forecast Bank Cash Position	No corresponding Business Process	N/A
70.4 Process Bank Cash Transfers	CMSW.70.4 Process Bank Cash Transfers	N/A
70.5 Reconcile Book to Bank Balances	CMSW.70.5 Reconcile Book to Bank Balances	N/A
70.6 Create and Maintain Deals	CMSW.70.6 Create and Maintain Deals	N/A
70.7 Manage Investment Pools	CMSW.70.7 Manage Investment Pools	CMSW.70.7.1 Manage SPIA Balances
		CMSW.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 that:

- 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 CMS Wave Business Processes.

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

Standardized Business Process	CMS Wave Business Process	CMS Wave Business Subprocess
80.1 Manage Cash Checking	CMSW.80.1 Manage Cash Checking	80.1.2 Invested Cash Checking
80.2 Monitor and Manage Fund Cash	CMSW. 80.2 Monitor and Manage Fund Cash	80.2.1 Monitor Trust Fund Cash Balance
		80.2.6 Manage Revolving Funds

The link below provides the narratives and flows for CM.

<https://www.myfloridacfo.com/floridapalm/solution/>

CMS Wave Activity and Process Mapping

The CMS Wave Activity and Process Mapping provides a crosswalk from the current legacy activities and processes to the Florida PALM CMS Wave business activities and processes. The content contained was created by the BPS Team in conjunction with the creation of the CMS Wave Business Process Models. The information captured in this section provides a list of activities or processes and documents the changes identified between the current legacy activities and processes of CMS to the Florida PALM CMS Wave business processes and activities.

Account Management and Financial Reporting Activities or Processes

Table 11 highlights key activities or processes mapping from legacy activities or processes to CMS Wave activities or processes.

Table 11: AMFR Activities or Processes

Activity / Process	FLAIR / CMS	CMS Wave
Title State Standard Codes	State standard codes (e.g., Fund, Category, Budget Entity, Expenditure and Revenue Object Code) are managed by A&A and are established in FLAIR prior to use in the CMS.	Agencies submit written requests and supporting documentation to A&A 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.

Activity / Process	FLAIR / CMS	CMS Wave
		<i>(Reference – CMSW.10.1 Set Up and Maintain Chart of Accounts)</i>
Set Up New FLAIR Account Codes	FLAIR account codes are managed by A&A and are added to the FLAIR Account Description File directly by A&A or by agencies using the New Account or Agency Add functions. The FLAIR account code must be established in FLAIR prior to use in the CMS.	Agencies submit written requests and supporting documentation required to A&A to establish new FLAIR account codes. A&A 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. <i>(Reference – CMSW.10.1 Set Up and Maintain Chart of Accounts)</i>
Prepare and Submit Fund Questionnaire	Separate request forms (paper) for Trust Funds and Local Funds are completed and emailed to A&A and Treasury to set up Funds for appropriate usage in FLAIR and CMS.	One unified Fund Questionnaire will be available to agencies to communicate Fund needs to both A&A and Treasury. <i>(Reference – CMSW.10.1 Set up and Maintain Chart of Accounts)</i>
Close Accounting Period	CMS does not require a financial period close. Agencies perform month-end close within Departmental FLAIR.	Financial period close activities will occur in Florida PALM. Agencies access Florida PALM to retrieve investment related and deposit reports to aid with reconciling to Departmental FLAIR balances. <i>(Reference – CMSW.10.3 Analyze and Reconcile Accounts)</i>

Budget Management Activities or Processes

Activities or processes related to BM are not impacted during the CMS Wave. Agencies will continue to perform all BM activities and processes in FLAIR.

Table 12: BM Activities or Processes

Activity / Process	FLAIR / CMS	CMS Wave
N/A	N/A	N/A

Disbursement Management Activities or Processes

Activities or processes related to DM are not impacted during the CMS Wave. Payment transactions are recorded in Florida PALM to facilitate bank reconciliation processes. The payment reconciliation status is provided to Central FLAIR to indicate that the payment has cleared the bank. Agencies and A&A will continue to perform all DM activities and processes in FLAIR.

Table 13: DM Activities or Processes

Activity / Process	FLAIR / CMS	CMS Wave
N/A	N/A	N/A

Asset Accounting and Management Activities or Processes

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

Table 14: AAM Activities or Processes

Activity / Process	FLAIR / CMS	CMS Wave
N/A	N/A	N/A

Revenue Accounting Activities or Processes

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

Table 15: RA Activities or Processes

Process / Activity	FLAIR / CMS	CMS Wave
N/A	N/A	N/A

Accounts Receivable Activities or Processes

Table 16 highlights key activities or processes mapping from legacy activities or processes to CMS Wave activities or processes.

Table 16: AR Activities or Processes

Activity / Process	FLAIR / CMS	CMS Wave
Review ACH NOC Data	Agencies receive the ACH NOC interface and/or review the data in CMS.	Agencies receive the ACH NOC interface and/or review the data in Florida PALM. <i>(Reference – CMSW.60.2.4 Manage Electronic Receipts Data)</i>
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. <i>(Reference – CMSW.60.2.5 Process FLAIR Deposits)</i>

Activity / Process	FLAIR / CMS	CMS Wave
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 if approved changes the deposit status of the deposit record to a "V" in Departmental FLAIR to indicate the deposit is verified. <i>(Reference – CMSW.60.2.5 Process FLAIR Deposits; CMSW.70.1.2 Manage Treasury Correspondence)</i>
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. <i>(Reference – CMSW.60.2.5 Process FLAIR Deposits; CMSW.70.1.2 Manage Treasury Correspondence)</i>
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. Deposits initiated in Florida PALM are interfaced into Central FLAIR. Departmental FLAIR only transactions are recorded to match Central FLAIR. <i>(Reference – CMSW.60.2.5 Process FLAIR Deposits)</i>

Activity / Process	FLAIR / CMS	CMS Wave
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. <i>(Reference – CMSW.60.2.5 Process FLAIR Deposits)</i>
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 \$0 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. Return items are interfaced into Central FLAIR. Agencies record Departmental FLAIR only transactions to reconcile to Florida PALM and Central FLAIR. Agencies utilize Florida PALM reports to support the agency's business process. If the default accounting code is incorrect, agencies record a \$0 Deposit in Departmental FLAIR which is interfaced to Florida PALM to reclassify to the appropriate account code. <i>(Reference – CMSW.60.2.6 Treasury Receipts, Adjustments, and Returned Items)</i>
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. Treasury Receipts, Adjustments, and Return items are interfaced into Central FLAIR. <i>(Reference – CMSW.60.2.6 Treasury Receipts, Adjustments, and Returned Items)</i>

Activity / Process	FLAIR / CMS	CMS Wave
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. <i>(Reference – CMSW.70.1.2 Manage Treasury Correspondence; CMSW.60.2.6 Treasury Receipts, Adjustments, and Returned Items)</i>

Treasury Management Activities or Processes

Table 17 highlights key activities or processes mapping from legacy activities or processes to CMS Wave activities or processes.

Table 17: TM Activities or Processes

Activity / Process	FLAIR / CMS	CMS 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. <i>(Reference – CMSW.70.1.1 Maintain Bank Accounts)</i>
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. <i>(Reference – CMSW.70.1.1 Maintain Bank Accounts)</i>
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 via workflow for review and approval. <i>(Reference – CMSW.70.1.1 Maintain Bank Accounts)</i>
Request for Treasury Research	Agencies submit a research request in CMS that routes to Treasury’s work queue for review and resolution.	Agencies access Florida PALM to submit the Treasury Correspondence Form. The form routes to Treasury via workflow for review and approval. <i>(Reference – CMSW.70.1.2 Manage Treasury Correspondence)</i>

Activity / Process	FLAIR / CMS	CMS Wave
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. <i>(Reference – CMSW.70.1.2 Manage Treasury Correspondence)</i>
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. <i>(Reference – CMSW.70.2 Manage and Reconcile Bank Statements; CMSW.60.2.5 Process FLAIR Deposits)</i>
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.	Issued payments are interfaced from Central FLAIR to Florida PALM. Bank statement reconciliation automatically matches payments which cleared the bank to payments outstanding in Florida PALM. Florida PALM provides a paid status and a Treasurer's paid date to Central FLAIR. <i>(Reference – CMSW.70.2 Manage and Reconcile Bank Statements; CMSW.30.8 Record Issued and Cancelled Central FLAIR Payments)</i>
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 PALM transaction or the bank transaction needs correcting and takes the appropriate action. Treasury may need to coordinate with agencies to resolve

Activity / Process	FLAIR / CMS	CMS Wave
		exceptions. <i>(Reference – CMSW.70.2 Manage and Reconcile Bank Statements)</i>
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. <i>(Reference – CMSW.70.2 Manage and Reconcile Bank Statements)</i>
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. <i>(Reference – CMSW.70.4 Process Bank Cash Transfer)</i>
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. Treasury uses the Balance Summary Register Report in Florida PALM to reconcile cash balances to Central FLAIR balances. <i>(Reference – CMSW.70.5 Reconcile Book to Bank)</i>
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. <i>(Reference – CMSW.70.6 Create and Maintain Deals)</i>
Internal and External Manager Investment Tracking	Treasury executes internal trades in a third-party investment system and records details in the Investment Accounting application within CMS. Treasury’s external	Treasury’s executes internal trades in a third-party investment system. Treasury’s internal and external deals are interfaced daily via the Treasury Master interface and

Activity / Process	FLAIR / CMS	CMS Wave
	manager investments are recorded in summary and accounted for manually at the end of the month in the Investment Accounting application within CMS.	includes the detailed security information. <i>(Reference – CMSW.70.6 Create and Maintain Deals)</i>
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. <i>(Reference – CMSW.70.6 Create and Maintain Deals)</i>
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. <i>(Reference – CMSW.70.6 Create and Maintain Deals)</i>
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. <i>(Reference – CMSW.70.7.1 Manage SPIA Balances; CMSW.70.7.2 Distribute Interest Apportionment)</i>
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. <i>(Reference – CMSW.70.7.2 Distribute Interest Apportionment)</i>

Cash Management Activities or Processes

Table 18 highlights key activities or processes mapping from legacy activities or processes to CMS Wave activities or processes.

Table 18: CM Activities or Processes

Activity / Process	FLAIR / CMS	CMS Wave
Trust Fund Investing	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. When investing at a subfund level, agencies provide subfund details to Treasury.	Agencies record Trust Fund investment transactions in Departmental FLAIR or request a manual voucher in Central FLAIR. Investment transactions are interfaced to Florida PALM. When investing at a subfund level, agencies log into Florida PALM to record a journal entry to redistribute or interface from their agency business system. <i>(Reference – CMSW.80.2.1 Manage Trust Fund Cash Balances)</i>
Trust Fund Disinvesting	Agencies' disinvestment transactions are entered in Treasury's Disinvestments application within CMS and interfaced to Central FLAIR to increase fund cash balances. Agencies record Departmental only transactions to update the cash balances in Departmental FLAIR.	Agencies create a journal entry in Florida PALM for the disinvestment transactions which gets interfaced to Central FLAIR. Agencies enter a matching Departmental FLAIR transaction to reconcile with Florida PALM cash balances. <i>(Reference – CMSW.10.2.1 Create and Approve Journals; CMSW.80.2.1 Monitor Trust Fund Cash Balance)</i>
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 manage exceptions and work with Treasury to resolve if necessary. <i>(Reference – CMSW.80.2.1 Manage Trust Fund Cash Balances)</i>
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. <i>(Reference – CMSW.80.2.1 Monitor Trust Fund Cash Balance)</i>
Agency Access to Consolidated Revolving Account 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. <i>(Reference –</i>

Activity / Process	FLAIR / CMS	CMS Wave
		<i>CMSW.80.2.6 Manage Revolving Funds)</i>
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. <i>(Reference – CMSW.80.2.6 Manage Revolving Funds; CMSW.70.7.2 Distribute Interest Apportionment)</i>
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. <i>(Reference – CMSW.80.2.6 Manage Revolving Funds)</i>
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 Assistance Request Form for reconciliation exceptions. The form routes to Treasury via workflow for review and approval. <i>(Reference – CMSW.70.1.2 Manage Treasury Correspondence; CMSW.80.2.6 Manage Revolving Funds)</i>
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 banking partner to cancel the payment.	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. <i>(Reference – CMSW.80.2.6 Manage Revolving Funds)</i>