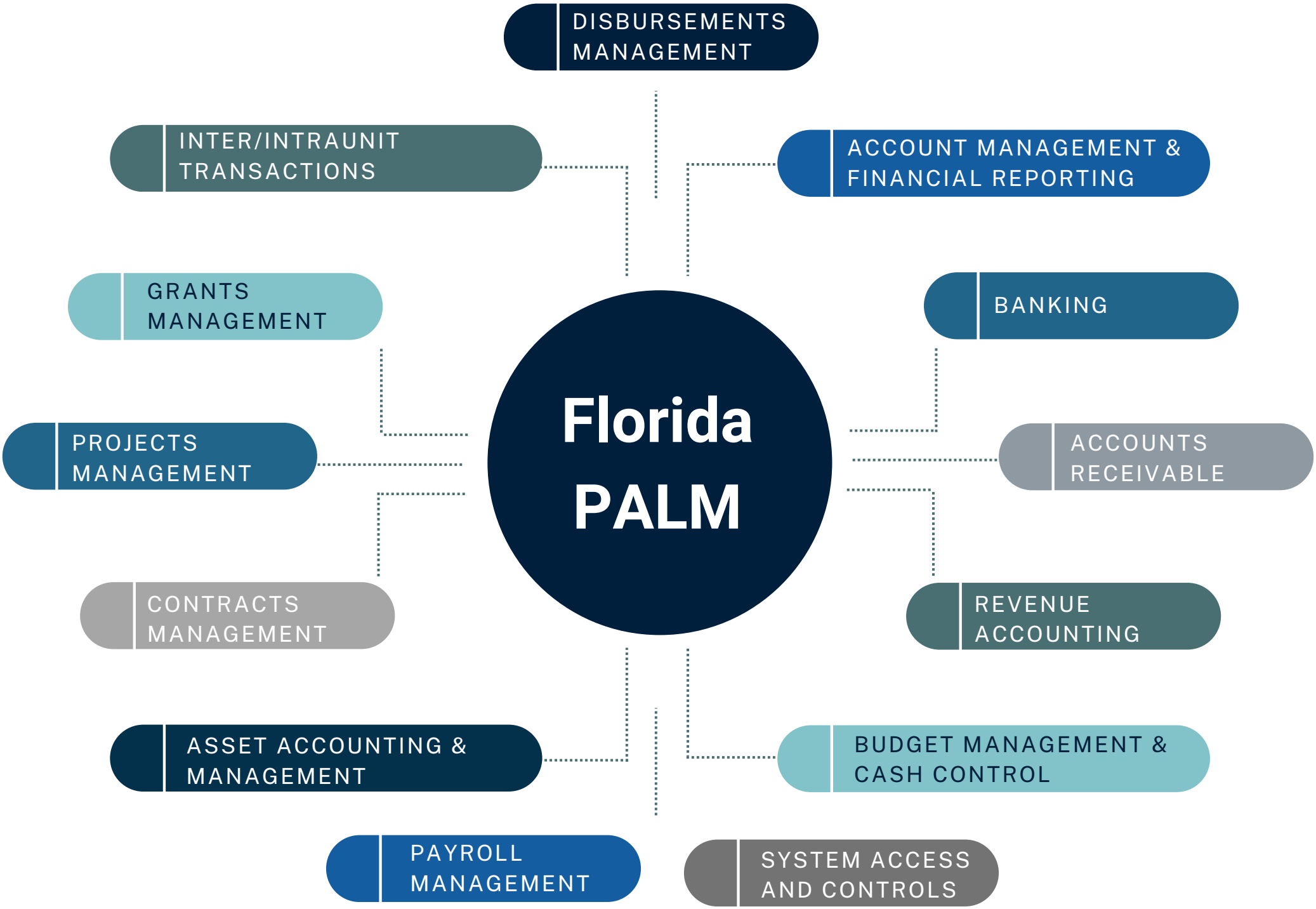
Florida PALM
DISBURSEMENTS MANAGEMENT
ACCOUNT MANAGEMENT & FINANCIAL REPORTING
BANKING
ACCOUNTS RECEIVABLE
REVENUE ACCOUNTING
BUDGET MANAGEMENT & CASH CONTROL
SYSTEM ACCESS AND CONTROLS
PAYROLL MANAGEMENT
ASSET ACCOUNTING & MANAGEMENT
CONTRACTS MANAGEMENT
PROJECTS MANAGEMENT
GRANTS MANAGEMENT
INTER/INTRAUNIT TRANSACTIONS

Business Process Groupings

This document provides an overview of the Business Process Groupings that are used to categorize the state's financial management processes within Florida PALM Financials and Payroll.

Table 1: Business Process Groupings

Title	Definition	Business Processes
Account Management and Financial Reporting (AMFR)	Functions that establish the statewide accounting framework through the general ledger and maintains accounting and reporting needs. Includes: • Setup and maintenance of the chart of accounts (COA) and the related data values, such as: requests and maintenance of statewide and agency-specific values; COA and values reports; and other related activities. • Recurring month-end and year-end processes, such as: monitoring activities; resolution of transaction errors; and reconciliations to support accuracy and completeness of financial reporting period.	Set Up and Maintain Chart of Accounts Enter and Process Journals Analyze and Reconcile Accounts Close General Ledger and Consolidate Results
Budget Management and Cash Control (BM/CC)	Functions that manage the allocation, tracking and reporting of budgetary and cash resources. Includes: • Management of budget activities and transactions, such as: recording and maintaining appropriations, releases, reserves, allotments, estimated revenues and available balances; budget check controls for transactions; carry / certified forward processes; and other related activities. • Management and control of cash balances at detailed and summary levels for General Fund and Trust Funds, such as: cash check controls for transactions, reconciliations, and other related activities.	Enter and Process Budget Journals Budget Execution and Management Perform Budget Close

Title	Definition	Business Processes
Disbursements Management (DM)	Functions that manage supplier information, support disbursement obligations of the State, and manage payments. Includes: • Setup and maintenance of suppliers and payees, such as: validation of tax identification and banking information; supplier flags for holding payments; 1099 tax reporting; and other related activities. • Recording, maintaining, and monitoring of encumbrances. • Management of voucher lifecycle processes, such as: agency creation of vouchers, DFS audit sampling and approvals, transaction edit checks, and other related activities. Vouchers are used to make requests and manage supplier payments, travel reimbursements, purchasing card disbursements, and more. • Management of the payment lifecycle from issuance through reconciliation, such as: cancellations, stop payments, stale payments, unclaimed property, and other related activities.	Set Up and Maintain Suppliers Establish and Maintain Encumbrances Enter and Process Vouchers Process Payments Manage Payments Manage Tax Reporting Manage AP.PO Transactions
Accounts Receivable (AR)	Functions that manage accounting, reporting, and collection of outstanding State revenues, support the intake and accounting for receipts, and ensure the closure of outstanding debt. Includes: • Management of the accounts receivable cycle for money owed and remitted to the State, such as: recording a receivable; accounting for receipts from customers, taxpayers, or other parties; referrals to debt collection agencies; write-offs for delinquent accounts; and other related activities.	Enter and Maintain Receivables Deposit and Apply Receipts

Title	Definition	Business Processes
	• Management of the receipt of monies from physical and electronic collection processes. Includes handling of related funds, deposit verification, transaction reconciliation, and other related activities.	
Revenue Accounting (RA)	Functions that manage customer information, including setup and maintenance of customers for use as part of Accounts Receivable.	Set Up and Maintain Customer
Inter/IntraUnit Transactions (IU)	Functions that support the exchange of transactions within (fund to fund) and across agencies. Includes: • Management of the movement of monies or transactions between agencies or within funds or other data elements of an agency. • Agency-specific activities to move revenue or expenditure transactions to align with compliance, budgetary or reporting needs.	Establish and Maintain Inter/IntraUnit Encumbrances Establish and Maintain Inter/IntraUnit Accruals Inter/IntraUnit Transaction Processing Inter/IntraUnit Period Close and Year-End Processing
Banking (BK)	Functions performed by agency and Treasury staff to manage state bank accounts, such as: creation and closure of accounts; bank and general ledger reconciliation; and movement of cash between accounts.	Manage Banking Relationships Manage and Reconcile Bank Statements Process Bank Cash Transfers Reconcile Book to Bank Balances Manage Investment Pools Manage Revolving Funds
Asset Accounting and Management (AAM)	Functions that support the management of the asset lifecycle, including asset acquisition; inventory activities; depreciation; transfers; surplus property; dispositions; financial reporting; and other related activities.	Acquire and Set up Assets Deploy and Maintain Assets Set Up and Maintain Asset Controls

Title	Definition	Business Processes
		Asset Management Pre-Period Close
Projects Management (PM)	Functions that support setup and maintenance of project numbers and titles for use in accounting and reporting.	Create and Maintain Projects
Grants Management (GM)	Functions that support setup and maintenance of grant numbers and titles for use in accounting and reporting, including recording the relationships to specific funding sources (e.g., Assistance Listing Number (ALN) for federally funded grants and the Catalog of State Financial Assistance (CSFA) number for state funded grants).	Create and Maintain Grants
Contracts Management (CT)	Functions that support setup and maintenance of contract numbers and titles for use in accounting and reporting.	Create and Maintain Contracts
Payroll Management (PR)	Functions that support the management of payroll lifecycle activities, such as: maintaining employee records; calculating and processing payroll; payroll deductions and remittances; tax reporting; and other related activities.	Set Up and Maintain Positions Set Up and Maintain Employees On-Cycle Payroll Off-Cycle Payroll Miscellaneous Processing Payroll Adjustments Payroll Accounting Distributions End of Period Processing
System Access and Controls (SAC)	Functions that support the access to and reliability of the agency's financial data within the financial system. Includes: • Setup and maintenance of controls to safeguard data and promote integrity of agency financial information, such as:	Interface Error Handling Process

Title	Definition	Business Processes
	user access management, role security, data obfuscation, and other related controls. • Monitoring and maintenance of data exchange both within and outside of the financial system, such as batch error handling and interface monitoring.	