

# 80.2 Monitor and Manage Fund Cash

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## Business Process Name

### General Information

This document describes and depicts the process steps and supporting information for the identified State business process. Within the *Process Flow Details* section, included for each process step are:

- **Process Step ID** – A unique number assigned to each process step
- **Process Step Title** – A short description assigned to each process step
- **Description of Process** – A detailed narrative description of the process step
- **Ledger Impacts ID** – The number assigned to the documented accounting entry associated with the step

Also described below are the Ledger Impacts and *Reports*, which are displayed as icons on the *Business Process Flow Diagrams*. Finally, included in the *Terminology* section are definitions of terms which will help the reader to better understand the document.

### Dependencies and Constraints

- Cash transactions for Trust Funds and General Revenue (GR) are recorded in Florida PALM.
- Cash balances increase as deposits are verified or disinvestments are recorded.
- Cash balances decrease as payments are made or investments are recorded.
- Forecast models are created annually for Trust Funds and GR.
- Transactions impacting cash balances are integrated to Florida PALM Business Intelligence at a minimum of nightly.
- GR Service Charge report configuration is maintained as changes to GR Service Charge criteria occur.
- Agency Revolving Fund payments are recorded as manual payments as described in the Unencumbered Vouchers subprocess
- Invoices for federal draws are generated at a detailed level to support the linkage to associated expenditures.

### Business Process Overview

Section 215.32, Florida Statutes (F.S.), requires all monies received by the State to be deposited in the GR Fund, agency Trust Funds, or the Budget Stabilization Fund, unless specifically provided otherwise by law. The majority of cash collected by agencies is received and recorded to GR or agency Trust Funds. The combination of GR, Trust Funds, and the Budget Stabilization Fund account for the total balance of the State Treasury. Section 17.61, F.S., establishes the Chief Financial Officer's (CFO) powers and duties in the investment of funds and requirements for agencies to invest Trust Funds. It requires agencies to notify the CFO at least monthly of the amount of Trust Fund cash available for investment.

Trust Fund cash balances are managed at the agency level and controlled at the Fund level by the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A). Certain

agencies are required by law to track and report cash at levels lower than the Fund level (e.g., entity, activity, funding source). The Monitor Trust Fund Cash Balances subprocess describes how Florida PALM maintains the real time Trust Fund cash balance at a detailed level to support agency reporting needs. Trust Fund cash balance is increased as agency deposit entries are verified and is decreased by disbursement transactions at the time of payment. As part of monitoring activities for those Trust Funds, agencies determine investment/disinvestment needs and enter investment and liquidation transaction information in Florida PALM. The Forecast Trust Fund Cash Balances subprocess describes how agencies forecast the cash balances of Trust Funds and analyze cash trends to support long term Fund cash planning.

GR cash balances are controlled at a statewide level and managed by A&A. GR cash balances are increased as agencies' deposit entries are verified and decreased by disbursement transactions at the time of payment. The Monitor and Forecast GR Cash Balance subprocess describes how A&A monitors and forecasts the cash balance of GR at the enterprise level for sufficiency to meet short-term cash needs. If needed, A&A initiates escalation procedures to request a loan to the Fund. As part of GR cash balance monitoring, A&A, ensures agencies timely remit payments to GR for Trust Fund sweeps; GR Service Charge, as described in the Process GR Service Charge subprocess; and Trust Fund loans, as described in the Manage Fund Loans subprocess. Additionally, A&A monitors negative cash balances for both GR and Trust Funds monthly to validate that all negative balances are corrected throughout the year and prior to closing for financial reporting purposes. During year-end these balances are monitored daily.

The Manage Revolving Funds subprocess documents the process by which agencies record transactions for accounts not managed by Treasury. Agencies record disbursements in Accounts Payable (AP) as described in the Process Vouchers subprocess and replenishment deposits in Accounts Receivable (AR) as described in the Direct Journal subprocess. Revolving Fund accounts transactions are either automatically reconciled to an electronic bank statement, or manually reconciled once the agency receives monthly bank statements. The Consolidated Revolving Account (CRA) is automatically reconciled daily. Agencies monitor Revolving Fund balances and request replenishment or increases to Revolving Funds as needed. Revolving Fund cash balances are reconciled manually each month as part of month end close.

The Manage CMIA subprocess documents the process by which the annual Cash Management Improvement Act (CMIA) report is compiled. Data from Florida PALM Financials and agency business systems are used to track the grant expenditures, and federal reimbursement receipts. The top 90 percent of grants are calculated based on the Audited Schedule of Expenditures of Federal Awards (SEFA) data. From this calculation, the annual CMIA report is drafted, reviewed, and finalized.

## Subprocess Flow Details

The table below describes steps in the business subprocess as reflected on the Process Flow diagrams. The table also reflects information associated with each step describing the intent of the specific process.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or enterprise-based, and in some cases, are representative of an external party or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

80.2.1 - Monitor Trust Fund Cash Balance	
<b>Swim Lanes – Definition</b>	<b>Fund Cash Processor:</b> agency role responsible for managing the cash balance of Trust Funds

Process Step ID	Process Step Title	Description of Process
1	Record Florida PALM Financials	The real time fund cash balance associated with Trust Funds, from AR and AP transactions, and General Ledger (GL) InterUnit transfers of cash, are captured in Florida PALM Financials. Scheduled transactions that will affect the Trust Fund cash balance are captured in Florida PALM Financials (e.g., scheduled disbursements, scheduled receivables).
2	Monitor Real Time Fund Cash Balance	The Fund Cash Processor reviews the real time Trust Fund cash balances to validate there is enough Fund cash to continue operations. If cash is needed for future transactions, a decision is made to determine the source of cash to cover disbursements. Transactions that were not resolved during the Manage Cash Checking subprocess will be included to determine the appropriate action to enable the disbursement to pass cash checking.
3	Request Federal Draw	If the cash is needed immediately for future transactions that are grant related, then a Federal Draw is requested using the Customer Billing subprocess.
4	Create Entry to Disinvest or Transfer Cash	If cash is needed immediately for future transactions and there is a sufficient investment balance to supply the needed cash, then a journal entry is created to request a withdrawal of cash from investments. If the cash is needed immediately and there is an insufficient investment balance to supply the needed cash but there is authority to transfer cash from elsewhere, then a journal entry is created to request the transfer of cash.
5	Request Loan	If there is not a sufficient cash balance to cover future transactions, and cash is not needed immediately but is needed long-term, the Fund

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Process Step ID	Process Step Title	Description of Process
		Cash Processor requests a Trust Fund loan as described in the Manage Fund Loans subprocess.
6	Create Entry to Invest Cash	If there is excess cash in the Trust Fund and the Trust Fund does not have investment authority, the cash remains in the Fund. If the Trust Fund does have authority to invest, a journal entry is created to invest excess cash.
7	Update ADB Ledger Balances	Investment journal entries follow the Create and Approve Journal subprocess. Monthly, balances from the General Ledger update the Trust Fund balances in the Average Daily Balance (ADB) ledger. This allows Florida PALM to track the investable balance in each Trust Fund to support the apportionment of interest as described in the Distribute Interest Apportionment subprocess.

**80.2.2 - Forecast Trust Fund Cash Balance**

<b>Swim Lanes – Definition</b>	<b>Fund Cash Processor:</b> agency role responsible for managing the cash balance of Trust Funds
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Process Step ID	Process Step Title	Description of Process
1	Create Annual Forecast Model	In preparation for the new fiscal year (FY), the Fund Cash Processor creates the annual Trust Fund cash forecast model.
2	External Forecast Data	If applicable, data from the Office of Economic and Demographic Research (EDR) projections and agency provided information are loaded into the Trust Fund cash forecast model.
3	Record Florida PALM Financials	Historical data provides the information for historical trends. The real-time Trust Fund cash balance, from AR and AP transactions, and GL InterUnit transfers of cash, are captured in Florida PALM Financials. Scheduled transactions that affect the Trust Fund cash balance are captured in Florida PALM Financials (e.g., scheduled disbursements, scheduled receivables).
4	Load BI Data	Florida PALM Financials data are automatically loaded to Florida PALM Business Intelligence.
5	Generate Fund Cash Balance Forecast	The Fund Cash Processor reviews the Fund Cash Balance Forecast based on interfaced Financials data. This supports short-term and long-term Trust Fund cash balance forecasting.
6	Update Parameter	If updates are needed to the parameters (e.g., date range, view type) of the forecast, the Fund Cash Position Processor manually enters the change in parameters to the forecast and regenerates the forecast. As

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Process Step ID	Process Step Title	Description of Process
		additional information is available from EDR or agencies, the information is interfaced into the Trust Fund cash forecast model.
7	Compare Actuals to Forecast	The Fund Cash Processor compares the actual Trust Fund cash balance to the baseline Trust Fund cash balance forecast. This comparison is used to create an updated baseline for the remainder of the year.
8	Monitor Fund Cash Trends	The Fund Cash Processor monitors the Trust Fund cash balance trends. The Actuals to Forecast comparison and Fund Cash Trends is used as inputs to long-term Fund cash planning.

**80.2.3 - Monitor and Forecast GR Fund Cash Balance**

<b>Swim Lanes – Definition</b>	<b>DFS Fund Cash Processor:</b> DFS role responsible for managing the cash balance of GR Funds
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Process Step ID	Process Step Title	Description of Process
1	Create Annual Forecast Model	In preparation for the new FY, the Fund Cash Processor creates the annual GR Fund cash forecast model.
2	External Forecast Data	Data from EDR projections and agency provided information are loaded into the cash forecast model.
3	Record Florida PALM Financials	Historical data provides the information for historical trends. The real-time GR Fund cash balance, from AR and AP transactions, and GL InterUnit transfers of cash, are captured in Florida PALM Financials. Scheduled transactions that affect the GR Fund cash balance are captured in Florida PALM Financials (e.g., scheduled disbursements, scheduled receivables).
4	Load BI Data	Florida PALM Financials data are automatically loaded to Florida PALM Business Intelligence.
5	Generate Fund Cash Balance Forecast	The Fund Cash Processor reviews the Fund Cash Balance Forecast based on interfaced Financials data. This supports short-term and long-term GR cash balance forecasting.
6	Update Parameter	If updates are needed to the parameters (e.g., date range, view type) of the forecast, the Fund Cash Position Processor enters the change in parameters to the forecast and regenerates the forecast. As additional information is available from EDR or agencies, the information is interfaced into the GR Fund cash forecast model.

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Process Step ID	Process Step Title	Description of Process
7	Compare Actuals to Forecast	The Fund Cash Processor compares the actual GR cash balance to the baseline Fund cash balance forecast. This comparison is used to create an updated baseline for the remainder of the year.
8	Monitor Fund Cash Trends	The Fund Cash Processor monitors GR cash balance trends and watches for projected cash shortages. The Actuals to Forecast comparison and Fund Cash Trends are used as inputs to long-term GR cash planning.
9	Monitor Real Time GR Fund Balance	The Fund Cash Processor reviews the real-time GR cash balances to validate there is enough cash to continue operations and cover all disbursements from GR. Transactions that were not resolved during the Manage Cash Checking subprocess will be included to determine the appropriate action to enable the disbursement to pass cash checking.
10	Manage Payment Schedules	If the anticipated cash shortage is short-term, payment schedules for disbursements are modified to schedule the payment after the cash shortage is resolved as described in the Process Pay Cycle subprocess.
11	Request Loan	If the anticipated cash shortage is not short-term but within the FY, the Fund Cash Processor requests a loan for GR as described in the Manage Fund Loans subprocess.

**80.2.4 - Process GR Service Charge**

<b>Swim Lanes – Definition</b>	<p><b>Agency GRSC Approver:</b> agency role responsible for reviewing the GR Service Charge invoice</p> <p><b>Agency Voucher Processor:</b> agency role responsible for processing GR Service Charge vouchers</p> <p><b>DFS Billing Processor:</b> DFS role responsible billing agencies for the GR service charge</p>
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Process Step ID	Process Step Title	Description of Process
1	Update GRSC Report Configuration	As changes occur to ChartField combinations (e.g. Business Unit, Trust Fund, Category) exempt from GR Service Charge, the GR Service Charge report configuration is updated. This allows the report to calculate the GR Service Charge for all applicable agency Trust Fund revenue.
2	Generate GRSC Report	Based on the agency’s desired frequency (e.g., quarterly, monthly), the DFS Billing Processor generates the GR Service Charge Report.
3	Create InterUnit Invoice	The DFS Billing Processor uses the spreadsheet upload to load data from the GR Service Charge Report. The invoice follows the InterUnit Billing subprocess to generate the invoice starting at the Need to Create InterUnit Invoice step. The invoice is submitted to the agencies

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Process Step ID	Process Step Title	Description of Process
		<p>for approval. The Agency GRSC Approver reviews the GR Service Charge invoice to validate that the invoice does not need adjustments. If adjustments are required, the Agency GRSC Approver works with the DFS Billing Processor to agree on the needed updates. The invoice is resubmitted to the agency for approval. If the agency and DFS are unable to agree on the invoice amount, DFS has the ability to bypass the agency approval. If necessary, agencies continue to work with DFS to obtain a credit at a later time. If the adjustments are complete, or no adjustment are necessary, the invoice is finalized.</p> <p>Once the GR Service Charge invoice is finalized, Florida PALM automatically creates a pre-approved voucher for the Agency Voucher Processor with the appropriate expense accounting. The payment is scheduled according to the invoice schedule date. The voucher follows the InterUnit Billing subprocess. When the scheduled payment date has arrived, the voucher follows the Process Pay Cycle subprocess to create an InterUnit payment.</p>
4	Load GRSC Payments	Florida PALM loads the GR Service Charge payments generated during the Process Pay Cycle subprocess. This process automatically creates the Deposit with the appropriate information for Payment Predictor to apply the payment automatically. Payment Predictor runs as described in the AR Deposits subprocess and applies the InterUnit payment to the outstanding GR Service Charge invoice.

**80.2.5 - Manage Fund Loans**

<b>Swim Lanes – Definition</b>	<p><b>Agency Voucher Processor:</b> agency role responsible for managing payments of Trust Fund loans</p> <p><b>DFS Billing/AR Processor:</b> DFS role responsible for recording Trust Fund loans</p> <p><b>Fund Cash Processor:</b> agency or DFS role responsible for managing the cash balance of Trust Funds</p>
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Process Step ID	Process Step Title	Description of Process
1	Submit Loan Transfer Request	If the Fund Cash Processor determines that a loan is required as described in the Monitor Trust Fund Cash Balance subprocess, the Fund Cash Processor submits a request for a loan transfer to the DFS Billing Processor. This request includes a copy of the authorizing documents. For GR loans as described in the Monitor and Forecast GR Cash Balance subprocess, the Fund Cash Processor in DFS works with the DFS Billing Processor to request the GR loan.

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Process Step ID	Process Step Title	Description of Process
2	Review Loan Transfer Request	The DFS Billing Processor reviews the loan transfer request to validate that appropriate authorization is provided and a sufficient approved balance is available to meet the request. If either of these criteria are not met, the DFS Billing Processor notifies the Fund Cash Processor and the two work together to determine if the loan transfer will occur and the amount for the loan transfer. If the request is approved, the DFS Billing Processor records a journal entry to transfer the cash to the Trust Fund or GR using the Prepare to Record Journal subprocess.
3	Generate Loan Invoice	The DFS Billing Processor uses the InterUnit Billing subprocess to generate an invoice to the agency for the loan repayment and receive approval on the expense accounting from the agency. The invoice due date is the date the loan must be repaid (typically the end of the FY). Florida PALM automatically creates a pre-approved voucher for the Agency Voucher Processor and the payment is scheduled for the date the loan must be repaid. The voucher follows the InterUnit Billing subprocess.
4	Split into Multiple Payments	The Fund Cash Processor and Agency Voucher Processor work together to determine if the loan is repaid in installments prior to the final payment due date. If the agency would like to make payments on the loan, the Agency Voucher Processor updates the voucher to have multiple payments. Each payment has a unique payment date. When the scheduled payment date arrives, the voucher automatically follows the Process Pay Cycle subprocess to create an InterUnit payment. The final payment automatically generates on the invoice due date.
5	Load Loan Payments	Florida PALM loads the loan payments generated during the Process Pay Cycle subprocess. This process automatically creates the Deposit with the appropriate information for Payment Predictor to apply the payment automatically. Payment Predictor runs as described in the AR Deposits subprocess and applies the InterUnit payment to the outstanding loan invoice. If the loan is not repaid in full, the outstanding loan balances follow the Collections subprocess until final payment is received.

**80.2.6 - Manage Revolving Funds**

<b>Swim Lanes – Definition</b>	<p><b>Agency AP Processor:</b> agency role responsible for issuing payments in AP for Revolving Fund disbursements</p> <p><b>Agency AR Processor:</b> agency role responsible for recording deposits in AR for Revolving Funds</p> <p><b>Agency Bank Reconciliation Processor:</b> agency role responsible for reconciling bank accounts in Florida PALM</p>
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Process Step ID	Process Step Title	Description of Process
1	Need to Record Revolving Fund Payment	Agencies identify the need to record Revolving Fund payments and use the Process Vouchers subprocess to record the expenditure. Payments are created via the Process Pay Cycle subprocess.
2	Need to Record Deposits in Revolving Fund	Agencies use the Direct Journals Deposits subprocess when they identify the need to make deposits for replenishments and refunds. The deposits update the Fund cash balance in the Revolving Fund.
3	Receive Monthly Bank Statements	For bank accounts without automated reconciliation, agencies receive bank statements from banking partners each month detailing checks cleared and deposits received.
4	Manually Reconcile Bank Statement	The Bank Reconciliation Processor uses the detail from the bank statement to manually reconcile each transaction on the bank statement in Florida PALM. This includes the date that the transaction occurred in the bank account (e.g., the date deposits are received, the date checks cleared).
5	Previous Day Bank Statement	For Revolving Fund bank accounts with automated reconciliation, the banking partner provides a daily bank statement detailing deposits and withdrawals from each bank account.
6	Import Previous Day Bank Statement	Nightly, the bank statement file is imported automatically in Florida PALM. As described in the Manage and Reconcile Bank Statement Transactions Business Process, the transactions for each bank account are reconciled to Revolving Fund payments and receipts. Each month, agencies follow the Reconcile Book to Bank Balances Business Process to reconcile Revolving Fund bank account balances to Revolving Fund ledger cash balances as part of month end close.
7	Monitor Revolving Fund Cash Balance	<p>The agency monitors the Revolving Fund ledger cash balance and the Revolving Fund bank cash balance to validate that there is sufficient cash for upcoming transactions. If a replenishment is needed, the agency requests a replenishment according to the Process Vouchers subprocess to obtain cash to restore the account balance. The requested amount should include any bank fees and/or interest earnings to accurately capture all transactions in Florida PALM.</p> <p>If the agency determines a need to change the Revolving Fund account balance or close the account, the agency will submit the Fund Request Form as described in the Add or Modify Fund Values subprocess. Monthly, the agency reconciles the bank statement balance to the General Ledger balance as part of the Analyze and Reconcile Accounts Business Process.</p>

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80.2.7 - Monitor CMIA	
Swim Lanes – Definition	<p><b>Agency CMIA Processor:</b> agency role responsible for reviewing the CMIA report and confirming information for Agency funds</p> <p><b>Agency Various Roles:</b> agency roles responsible for processing payments in AP, generating invoice for Federal grant funding in Billing, and recording receipt of Federal grant funding in AR</p> <p><b>DFS CMIA Processor:</b> DFS responsible for preparing the annual CMIA report</p> <p><b>DFS Various Roles:</b> DFS roles responsible for recording financial impacts of the CMIA report</p>

Process Step ID	Process Step Title	Description of Process
1	Record Florida PALM Financials	<p>Transactions are associated with grants by capturing the Project ID as part of the transaction in Florida PALM Financials:</p> <ul style="list-style-type: none"> <li>The agency makes grant expenditures in the Process Pay Cycle subprocess.</li> <li>The agency makes their federal draw according to the Customer Billing subprocess. The draw is based on anticipated or actual expenditure payments depending on the reimbursement terms of the grant. Any refunds are netted from the draw. The draw should not be made more than three days before the payment date.</li> <li>The agency records receipt of the federal draw according to the AR Deposits subprocess.</li> <li>Bank Reconciliation updates the payments and deposits with the date each transaction impacted the bank account balance as described in the Manage and Reconcile Bank Statements subprocess. For payments, this is the date the payment cleared the bank. For deposits, this is the date the cash was received in the bank.</li> </ul>
2	Load Data to BI	Payment issuance and clearance information and deposit clearance information is integrated automatically to Florida PALM Business Intelligence.
3	Audited SEFA Data	The Auditor General’s Office sends Florida PALM data for the audited SEFA.
4	External Agency CMIA Data	If agency grant transactions are not in Florida PALM, grant transactions (coded with the project ID) are transmitted from agencies to Florida PALM Business Intelligence.
5	Calculate Top 90% of Grants	The audited SEFA data is used to identify the grants that make up the top ninety percent of grant expenditures.
6	Calculate Clearance Pattern	Florida PALM calculates the Clearance Pattern for each grant. The Clearance Pattern is the difference between the cash received date and the payment clearance date.

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Process Step ID	Process Step Title	Description of Process
7	Annual CMIA Report Generated	Florida PALM generates a report in accordance with the CMIA by agency, CFDA, and Component (e.g., direct, admin, salary). The agency receives the report from DFS Division of Treasury (Treasury) and reviews their grants for accuracy and provides concurrence. This represents approval of the report by the agency's authorized grants manager.
8	Generate Final CMIA Report	Treasury generates the final report and enters the amounts in the U.S. Treasury system. The original report is signed and mailed (by Treasury) to the U.S. Treasury. If, based on the submitted report, the State owes the federal government interest under CMIA, then A&A generates a CMIA payment according to the Process Vouchers subprocess. If, based on the submitted report, the federal government owes the State interest under CMIA, then A&A generates an invoice according to the Customer Billing subprocess.

### Ledger Impacts

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Actuals Ledger - Disinvestment Journal	Increases Spendable Cash Decreases Invested Cash
LI2	Budget Ledger - Disinvestment Journal	Increase Spendable Fund Cash
LI3	Actuals Ledger – Cash Transfer Journal	Increases Transferring Fund Expense Decreases Transferring Fund Cash Increases Receiving Fund Cash Increase Receiving Fund Revenue
LI4	Budget Ledger – Cash Transfer Journal	Decreases Transferring Fund Spending Authority Decreases Transferring Fund Spendable Cash Increases Receiving Fund Recognized Revenue Increases Receiving Fund Collected Revenue Increases Receiving Fund Spendable Cash
LI5	Actuals Ledger – Investment Journal	Increases Invested Cash Decreases Spendable Cash
LI6	Budget Ledger – Investment Journal	Decreases Fund Spendable Cash Decreases Fund Spending Authority
LI7	Actuals Ledger – Invoice Generation	Increases GR Service Charge Revenue Increases GR Open Receivables
LI8	Budget Ledger – Invoice Generation	Increases GR Recognized Revenue (earned)
LI9	Actuals Ledger – Voucher Post	Increases Trust Fund GR Service Charge Expense Increases Trust Fund Payables Liability
LI10	Budget Ledger – Voucher Post	Decreases Spending Authority

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Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI11	Actuals Ledger – Payment Creation	Decreases Trust Fund Payables Liability Decreases Trust Fund Cash
LI12	Budget Ledger – Payment Creation	Decreases Spendable Trust Fund Cash
LI13	Actuals Ledger – Deposit Application	Increases GR Cash Decreases GR Open Receivables
LI14	Budget Ledger – Deposit Application	Increases Collected Revenue Increases GR Spendable Cash
LI15	Actuals Ledger – Fund Loan Entry	Increases Loan Due From Fund in the Loaning Fund Decreases Fund Cash in the Loaning Fund Increases Fund Cash in the Receiving Fund Increases Loan Due To Fund in Receiving Fund
LI16	Budget Ledger – Fund Loan Entry	Decreases Spendable Fund Cash in the Loaning Fund Increases Spendable Fund Cash in the Receiving Fund
LI17	Actuals Ledger – Generate Invoice	Decreases Loan Due From Fund in the Loaning Fund Increases Open Receivables in Loaning Fund
LI18	Budget Ledger – Generate Invoice	Increases Recognized Revenue (earned)
LI19	Actuals Ledger – Loan Repayment Voucher	Decreases Fund Loan Due To Fund in Receiving Fund Increases Payables Liability in Receiving Fund
LI20	Budget Ledger – Loan Repayment Voucher	Decreases Spending Authority in Receiving Fund
LI21	Actuals Ledger – Loan Repayment Payment	Decreases Payables Liability in Receiving Fund Decreases Fund Cash in Receiving Fund
LI22	Budget Ledger – Loan Repayment Payment	Decreases Spendable Fund Cash in Receiving Fund
LI23	Actuals Ledger – Loan Payment Receipt	Increases Fund Cash in Loaning Fund Decreases Open Receivables in Loaning Fund
LI24	Budget Ledger – Loan Payment Receipt	Increases Collected Revenue Increases Spendable Cash in Loaning Fund
LI25	Actuals Ledger – Revolving Fund Voucher	Increases Revolving Fund Expense Increases Revolving Fund AP Liability
LI26	Actuals Ledger – Revolving Fund Payment	Decreases Revolving Fund AP Liability Increases Revolving Fund Outstanding Payments
LI27	Actuals Ledger – Replenishment Receipt	Increases Revolving Fund Cash Decreases Revolving Fund Expense
LI28	Actuals Ledger – Revolving Fund Payment Clearance	Decreases Revolving Fund Outstanding Payments Decreases Revolving Fund Cash
LI29	Actuals Ledger – Replenishment Voucher	Increases Advancing Fund Expense Increases Advancing Fund Payables Liability

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Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI30	Budget Ledger – Replenishment Voucher	Decreases Spending Authority
LI31	Actuals Ledger – Replenishment Payment	Decreases Advancing Fund Payables Liability Decreases Advancing Fund Cash
LI32	Budget Ledger – Replenishment Payment	Decreases Advancing Fund Spendable Cash

## Reports

Report Number	Report Description	Report Frequency	Audience
R1	Report of Transactions including Fund Receipts and Payments – receipt and disbursement transactions by requested combination of ChartFields	Annual	Governor, President of Senate, Speaker of the House of Representatives
R2	Cash Balance and Activity Reports – cash balance and related cash transactions for requested combination of ChartFields	On Demand, Periodic, Annual	EOG/OPB, Legislature, Agency, DFS, EDR
R3	Cash Balances by Fund Type – summarizes balances by fund type	Annual	Public
R4	Budget to Actuals Report – compares budget balances to actual balances by requested combination of ChartFields	On Demand	DFS Agency
R5	Investment Monitoring Report – investment/disinvestment activity by requested combination of ChartFields	On Demand, Periodic	Agency
R6	Fund Balance Cash Forecast - Provides projected cash balances by fund based on actual transactions, trends, and parameters	Periodic	DFS Agency
R7	GR Service Charge Report – lists service charges by ChartField combination for each Agency	Monthly	DFS Agency
R8	Vouchers for Loan Report – lists all vouchers for Fund loans for a designated period	On Demand	DFS Agency

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Report Number	Report Description	Report Frequency	Audience
R9	Loans Report – lists all invoices generated for Fund loans for a designated period	On Demand	DFS Agency
R10	Outstanding Loans Report – lists all loans outstanding as of a specified date	On Demand	DFS Agency
R11	Bank Statement – provides the bank statement for sub accounts and CRA bank accounts.	Periodic, On Demand	Agency DFS
R12	Quarterly Report for Clearing and Revolving Accounts – compares ledger cash balance for clearing and revolving funds to the authorized amount for each clearing/revolving fund for all agencies	Periodic	DFS Agency EOG
R13	Replenishment Report - details the amount due from the advancing fund to replenish the revolving fund activity	Periodic	DFS Agency
R14	Project Expenditures – expenditure details for a designated grant related project	Periodic	Agency
R15	Clearance Pattern Report – details the clearance pattern for designated projects	Annual	DFS Agency
R16	Draft Annual CMIA Detail Report – draft detail of the CMIA calculation to be reviewed by Agencies	Annual	DFS Agency
R17	Final Annual CMIA Report – final CMIA report for the State	Annual	DFS Agency Federal Government

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## Terminology

**Actuals** – financial transactions which have been posted to the General Ledger.

**Budget Stabilization Fund** – a Fund which contains the State of Florida's surplus revenue to be used in the case of a shortfall or budget deficit in GR.

**Cash Management Improvement Act (CMIA)** – Federal Cash Management Improvement Act of 1990 provides general rules and procedures for the efficient transfer of federal financial assistance between the federal government and states

**Clearance Pattern** – the difference in the cash received date and the payment cleared date.

**Clearing Fund** – local funds established by an agency and approved by the Treasurer for use as a depository for cash to account for collections pending distribution to the appropriate State fund.

**Consolidated Revolving Account (CRA)** – single bank account managed by the Treasury with sub-accounts for individual agencies that is used by the agencies as a revolving fund to make direct payments and is replenished with General Revenue or a Trust Fund.

**Local Funds** - used to account for funds (resources) held outside the State Treasury.

**General Revenue (GR) Fund** – a fund of all monies received by the State of Florida from every source, except for monies authorized by law to be deposited into Trust Funds and the Budget Stabilization Fund

**General Revenue Service Charge** – the estimated pro-rata share of the cost of general government paid from the General Revenue Fund assessed against the revenues of various Trust Funds.

**Payment Predictor** – the automated process which compares and applies deposited payments to outstanding receivables in Florida PALM.

**Revolving Fund** – any Fund, except an authorized clearing Fund or other Fund specifically provided by law, maintained by an agency outside the State Treasury at a financial institution which is used to make disbursements on behalf of that agency or the State; any imprest Fund maintained as cash-on-hand by an agency and used to make disbursements; or any imprest Fund maintained as cash-on-hand by an agency for the purpose of making change for cash payments received by the agency for goods or services.

**Schedule of Expenditures of Federal Awards (SEFA)** – report of all federal expenditures within the current FY by Catalog of Federal Domestic Assistance (CFDA) number

**Trust Fund** – state account(s) established by the Legislature consisting of moneys received by the State which under law or under trust agreements are segregated for a purpose authorized by law

## Business Process Flow Diagrams

Please see 80.2 Monitor and Manage Fund Cash located in the [D54 Standardized Business Processes > Working > Workstream D folder](#).

DRAFT