CMS Wave Office Hours
April 1-2 & 7-8, 2020
CMS Wave Office Hours

Overview

- Purpose – to answer functional questions related to Cash Management Systems (CMS) Wave Business Process Models, interfaces, and configuration items that impact agencies
CMS Wave Office Hours

Overview

- CMS Wave Business Processes include:
  - Enterprise functionality performed by the Department of Financial Services, and Divisions of Treasury (Treasury) and Accounting and Auditing (A&A)
  - Agency functionality for processes performed today in Treasury's CMS applications
  - Interface functionality between Central FLAIR, Departmental FLAIR, and Florida PALM

- Business Process Model Variations
  - Wave Specific – a model that shows processes applicable to the deployment of a wave
  - Standardized Model – model is not anticipated to change in later waves for Phase 1
CMS Wave Office Hours

CMS Wave Agency Activities

Fiscal Year

<table>
<thead>
<tr>
<th>2019/2020</th>
<th>2020/2021</th>
<th>2021/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS Wave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adapt</td>
<td>Validate</td>
<td>Deploy</td>
</tr>
<tr>
<td>Support</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21 Months

Interface Layouts and Inventories | Interface Preparation | Interface Testing
Models and Office Hours | Configuration Worksheets | Configuration Worksheets
Build-Unit Test | System Test | Change Impact Workshops | Role Mapping | Model Office | Training Design and Build | Mock Delivery | Train the Trainer | Training Delivery | User Support Labs |

Key:
- Interfaces
- Business Processes
- Configurations
- Build
- Testing
- Readiness
- Training
- Go-Live

LDR for 21/22
LDR for 22/23
CMS Wave Office Hours
Overview

- Master Readiness Workplan Tasks:
  - Business Process Models
    - Review models – MRW Task FUNC27 (due 04/15/2020)
    - Available on Florida PALM website
  - Interfaces
    - Review initial layouts – MRW Task TECH70 (due 04/24/2020)
    - Complete Connection Inventory – MRW Task TECH71 (due 04/24/2020)
    - Interface technical questions – schedule an agency-specific meeting with Florida PALM through your Agency Liaison
  - Configuration Items
    - Submit Configuration Workbooks – MRW Task FUNC29 (due 05/27/2020)
CMS Wave Office Hours

Overview

- Business Processes Grouped into two sessions:
  - Depositing and Bank Accounts processes including Consolidated Revolving Account (CRA)
    - 04/01/2020 – 9 am to 12 pm
    - 04/07/2020 – 1 pm to 4 pm
  - Trust Fund Investment/Disinvestment
    - 04/02/2020 – 9 am to 12 pm
    - 04/08/2020 – 1 pm to 4 pm
SESSION 1 – DEPOSITING AND BANK ACCOUNT PROCESSES (INCLUDING CRA)

APRIL 1, 2020
APRIL 7, 2020
# Depositing and Bank Accounts (including CRA)

## CMS Wave Applicable Business Processes

<table>
<thead>
<tr>
<th>Business Process/Subprocess</th>
<th>Related Agency Interfaces</th>
<th>Related Agency Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>60.2.4 Manage Electronic Receipts Data</td>
<td>Outbound ACH NOC Data</td>
<td>N/A</td>
</tr>
<tr>
<td>60.2.5 Process FLAIR Deposits</td>
<td>Inbound Deposit Data</td>
<td>N/A</td>
</tr>
<tr>
<td>60.2.6 Treasury Receipts, Adjustments, and Returned Items</td>
<td>Outbound Returned Items Data</td>
<td>N/A</td>
</tr>
<tr>
<td>70.1.1 Maintain Bank Accounts</td>
<td>N/A</td>
<td>Banking Information</td>
</tr>
<tr>
<td>70.1.2 Manage Treasury Correspondence</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>70.2 Manage and Reconcile Bank Statements</td>
<td>Outbound BAI Bank Statement</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Outbound Bank Deposit Transactions</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Inbound External Transactions</td>
<td>N/A</td>
</tr>
<tr>
<td>70.4 Process Bank Cash Transfers</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>80.2.6 Manage Revolving Funds</td>
<td>Outbound BAI Bank Statement</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Depositing and Bank Accounts (including CRA)
60.2.4 Manage Electronic Receipts Data

- Key Process Changes
  - Agencies will obtain the ACH Notifications of Change interface and report from Florida PALM
Depositing and Bank Accounts (including CRA)

60.2.4 Manage Electronic Receipts Data

- Agency Interfaces
  - Outbound ACH NOC Data – provides changes to the banking information details related to customer drafts. The interface will be similar to what is received today.

- Agency Configuration
  - None
Depositing and Bank Accounts (including CRA)
60.2.4 Manage Electronic Receipts Data

- Future Wave Process Changes

<table>
<thead>
<tr>
<th>CMS Wave</th>
<th>Central Wave</th>
<th>Payroll Wave</th>
<th>Departmental Wave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standardized Model</td>
<td>Standardized Model</td>
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</tr>
</tbody>
</table>

- The CMS Wave process will be the standardized model as there are no anticipated changes to the model in future waves.
Depositing and Bank Accounts (including CRA)
60.2.5 Process FLAIR Deposits

» Key Process Changes
  ◦ Agencies will continue to record deposits in Departmental FLAIR which will be interfaced to both Central FLAIR and Florida PALM
  ◦ Agencies will access Florida PALM to run and review deposit reports and request Treasury assistance (e.g., deposit assistance and same day verification)
  ◦ The Department of Revenue (DOR) will create deposits on behalf of agencies in Florida PALM. Departmental FLAIR-only entries will either be:
    • Interfaced from DOR on the agency’s behalf, or
    • Entered directly by the agency; Florida PALM interfaces DOR deposits to Central FLAIR to update cash and revenue balances
Agency Interfaces
- Inbound Deposit Data – is used to record deposits directly into Florida PALM. This interface will only be used by DOR for recording deposits processed for other agencies in the CMS Wave. It will be available to all agencies in the Departmental Wave.

Agency Configuration
- None
Depositing and Bank Accounts (including CRA)
60.2.5 Process FLAIR Deposits

Future Wave Process Changes

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<td>Wave Specific (no change from Central)</td>
<td>Standardized Model 60.2.1; 60.2.2</td>
</tr>
</tbody>
</table>

- The Central Wave process model will no longer have the Central FLAIR interfaces; Florida PALM will become the book of record for spendable cash balances
- The Payroll Wave process model will be the same as the Central Wave model
- For the Departmental Wave, standardized business processes 60.2.1 and 60.2.2 will be created to show deposits entered directly in Florida PALM. Business process 60.2.5 will be retired
Key Process Changes

- Treasury Receipts, Adjustments, and Returned Items are initially recorded in Florida PALM as deposits.
- Once posted in Florida PALM, deposits are interfaced to Central FLAIR to update cash and revenue balances.
- Agencies will access Florida PALM to run and review deposit reports to assist in identifying and recording Departmental FLAIR-only transactions.
- Agencies will obtain the Returned Items report and interface from Florida PALM.
Depositini and Bank Accounts (including CRA)

60.2.6 Treasury Receipts, Adjustments, and Returned Items

- **Agency Interfaces**
  - Outbound Returned Items Data – provides returned item data including images to agencies

- **Agency Configuration**
  - None
Future Wave Process Changes

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<td>Standardized Model 60.2.1; 60.2.3</td>
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- The Central Wave process model will no longer have the Central FLAIR interfaces; Florida PALM will become the book of record for spendable cash balances.
- The Payroll Wave process model will be the same as the Central Wave model.
- For the Departmental Wave, standardized business processes 60.2.1 and 60.2.3 will be created to show deposits and returned items entered directly in Florida PALM. Business process 60.2.6 will be retired.
Depositing and Bank Accounts (including CRA)

70.1.1 Maintain Bank Accounts

- Key Process Changes
  - Bank accounts are configured in Florida PALM
  - Agencies access Florida PALM for EPS and banking service requests
  - Treasury approval and responses route through form workflows
Depositing and Bank Accounts (including CRA)

70.1.1 Maintain Bank Accounts

- Agency Interfaces
  - None
Depositing and Bank Accounts (including CRA)
70.1.1 Maintain Bank Accounts

- Agency Configuration
  - Bank Information – establishes banks and branch information to serve as a record of all State of Florida banks in Florida PALM

<table>
<thead>
<tr>
<th>Bank Name* (Full Legal Name of Bank)</th>
<th>Branch Name*</th>
<th>QPF Status* (Y/N)</th>
<th>Bank Routing Number for ACH/EFT* (9 digits)</th>
<th>Bank Routing Number for Wire* (9 digits)</th>
<th>Address 1*</th>
<th>Address 2</th>
<th>City*</th>
<th>State*</th>
<th>Zip code*</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo</td>
<td>Wells Fargo of Florida</td>
<td>Y</td>
<td>1111111111</td>
<td>2222222222</td>
<td>123 Main St.</td>
<td></td>
<td>Tallahassee</td>
<td>FL</td>
<td>32311</td>
<td></td>
</tr>
<tr>
<td>Wells Fargo</td>
<td>Wells Fargo of Tallahassee</td>
<td>Y</td>
<td>1111111111</td>
<td>2222222222</td>
<td>567 Tennessee St.</td>
<td>Suite 5B</td>
<td>Tallahassee</td>
<td>FL</td>
<td>32301</td>
<td></td>
</tr>
</tbody>
</table>
Agency Configuration (continued)

Bank Accounts – establishes bank accounts and related information to serve as a record of all State of Florida bank accounts and to use in processing transactions in Florida PALM

<table>
<thead>
<tr>
<th>Bank Name*</th>
<th>Bank Account Number* (Full Bank Account Number as displayed on the BAI File)</th>
<th>7 Digit Location Code* (If applicable; if not applicable, enter &quot;N/A&quot;)</th>
<th>Description of the Sub Account for this bank account (max 27 characters)</th>
<th>OLO Code*</th>
<th>Preferred Bank Account Description* (Description used to identify between bank accounts. Maximum 30 characters. Ex: Custodial Investment Account, Revolving Account #1, Consolidated Revolving Account)</th>
<th>Account Type* (Select from drop-down list. If multiple types, select other and enter the types in the comments)</th>
<th>Reimbursing Fund/Funding Source (DAA/AF Fund, SF, FID)</th>
<th>Authorized Amount</th>
<th>Signatories (Full Name, limit amount, separate signatures/using semi-colon)</th>
<th>Contact Person 1 (Last Name, First Name, Title, Phone Number, Email)</th>
<th>Contact Person 2 (Last Name, First Name, Title, Phone Number, Email)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo</td>
<td>123456789</td>
<td>4500111</td>
<td>Division of Treasury</td>
<td>430000</td>
<td>Revolving Acct #1</td>
<td>Agency Revolving Account</td>
<td>20-2-201009</td>
<td>$50,000</td>
<td>Daylin Reyes, $1,000; Jane Doe $5,000</td>
<td>Doe, Jane, Treasury; 856-123-4567; <a href="mailto:Jane.Doe@Treasury.com">Jane.Doe@Treasury.com</a></td>
<td>Mouse, Mickey, Disney Bank; 708-456-1239; <a href="mailto:Mickey.Mouse@Disney.com">Mickey.Mouse@Disney.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Depositing and Bank Accounts (including CRA)
70.1.1 Maintain Bank Accounts

- Future Wave Process Changes

<table>
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</table>

- The Central Wave adds functionality for agencies to request a local fund and associated bank account within Florida PALM
- The Central Wave process will be the standardized model as there are no anticipated changes to the model in the future waves
Depositing and Bank Accounts (including CRA)
70.1.2 Manage Treasury Correspondence

- Key Process Changes
  - Agencies access Florida PALM Treasury Correspondence Form to request assistance and to order bank supplies
Depositing and Bank Accounts (including CRA)
70.1.2 Manage Treasury Correspondence

- Agency Interfaces
  - None

- Agency Configuration
  - None
Depositing and Bank Accounts (including CRA)

70.1.2 Manage Treasury Correspondence

Future Wave Process Changes

- The CMS Wave process will be the standardized model as there are no anticipated changes to the model in future waves.

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</tr>
</tbody>
</table>

Central Wave

Payroll Wave

Departmental Wave

Standardized Model

Standardized Model

Standardized Model

Standardized Model
Depositing and Bank Accounts (including CRA)
70.2 Manage and Reconcile Bank Statements

- Key Process Changes
  - Agency bank statement report and bank statement interface will be provided by Florida PALM
  - CD investment principal purchases are interfaced to Florida PALM for bank reconciliation
  - Agencies and Treasury may need to collaborate to resolve exceptions within Florida PALM and/or FLAIR
Depositing and Bank Accounts (including CRA)
70.2 Manage and Reconcile Bank Statements

- **Agency Interfaces**
  - Outbound BAI Bank Statement – provides bank transaction information for use by DOR and DFS agency business systems
  - Outbound Bank Deposit Transactions – provides bank deposit transactions by bank account to agency business systems
  - Inbound External Transactions – is used to record external payments in Florida PALM. This interface will only be used by DFS for recording of CD investment principal purchases

- **Agency Configuration**
  - None
Depositing and Bank Accounts (including CRA)

70.2 Manage and Reconcile Bank Statements

- Future Wave Process Changes

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<td>Standardized Model</td>
</tr>
</tbody>
</table>

- During the Central Wave, warrants issued (including payroll) and status are maintained and reconciled in Florida PALM
- During the Payroll Wave, the Payroll data is interfaced to Florida PALM for reconciliation
- The Payroll Wave process will be the standardized model as there are no anticipated changes to the model in the Departmental Wave
Depositing and Bank Accounts (including CRA)

70.4 Process Bank Cash Transfers

- Key Process Changes
  - Agencies will request bank to bank transfers within Florida PALM. This only applies to the Department of Economic Opportunity during the CMS Wave for reemployment assistance bank accounts.
Depositing and Bank Accounts (including CRA)
70.4 Process Bank Cash Transfers

- Agency Interfaces
  - None

- Agency Configuration
  - None
Depositing and Bank Accounts (including CRA)
70.4 Process Bank Cash Transfers

Future Wave Process Changes

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<td>Standardized Model</td>
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</tr>
</tbody>
</table>

- During the Central Wave, supplier payments can be made by wire upon Treasury’s approval
- During the Central Wave, Florida PALM dispatches ACH/EFT payments to suppliers
- The Central Wave process will be the standardized model as there are no anticipated changes to the model in the future waves
Depositing and Bank Accounts (including CRA)
80.2.6 Manage Revolving Funds

- Key Process Changes
  - Agency CRA balances will be maintained to support the calculation of interest apportionment
  - Agency CRA Statement Report and bank statement interface will be provided by Florida PALM to support their CRA bank account reconciliation
  - Agencies will complete the CRA Stop Payment Form to request cancellation of CRA payments through Florida PALM
  - Treasury will manage CRA Stop Payment requests through Florida PALM, but will work with the banking partner, as they do today
Depositing and Bank Accounts (including CRA)

80.2.6 Manage Revolving Funds

- Agency Interfaces
  - Outbound BAI Bank Statement – provides CRA bank transaction information for use by DFS agency business system

- Agency Configuration
  - None
Future Wave Process Changes

- During the Central Wave, agency replenishments will interface to Florida PALM from Department FLAIR and generate the ACH replenishment.
- The Payroll Wave process model will be the same as the Central Wave model.
- During the Departmental Wave, agencies will record payment and deposit information for replenishment directly in Florida PALM.
- During the Departmental Wave, agencies will have the ability to manage non-CRA accounts in Florida PALM.
SESSION 2 – TRUST FUND
INVESTMENT/DISINVEST PROCESSES

APRIL 2, 2020
APRIL 8, 2020
## Trust Fund Investment/Disinvestment

### CMS Wave Applicable Business Processes

<table>
<thead>
<tr>
<th>Business Process/Subprocess</th>
<th>Related Agency Interfaces</th>
<th>Related Agency Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1.3 Add or Modify Fund Values</td>
<td>Outbound COA Crosswalk Extract</td>
<td>Fund</td>
</tr>
<tr>
<td>10.2.1 Create and Approve Journals</td>
<td>Inbound Journal Entry</td>
<td>N/A</td>
</tr>
<tr>
<td>10.2.2 Edit Check</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>70.7.2 Distribute Interest Apportionment</td>
<td>Outbound Interest Apportionment</td>
<td>N/A</td>
</tr>
<tr>
<td>80.1.2 Invested Cash Checking</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>80.2.1 Monitor Trust Fund Cash Balance</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Trust Fund Investment/Disinvestment

10.1.3 Add or Modify Fund Values

- Key Process Changes
  - Transactional fund ChartField values will be established in Florida PALM by DFS to support investment/disinvestment and cash balance reconciliation
  - Local funds and FIDs will continue to be set up in Departmental and Central FLAIR
  - Transactional funds will be set up in Florida PALM and mapped to the FID in the COA crosswalk
  - Agencies will manually prepare one unified Fund Questionnaire Form for review by A&A and Treasury
  - A Crosswalk Values Report will be available to agencies listing all statewide FLAIR values and the corresponding Florida PALM values
Trust Fund Investment/Disinvestment
10.1.3 Add or Modify Fund Values

- Agency Interfaces
  - Outbound COA Crosswalk Extract – Outbound interface containing the 29-digit FLAIR account code crosswalked from the Florida PALM Chart of Accounts.

- Agency Configuration
  - Fund – establishes transactional funds in Florida PALM that will map to a GAAFR Fund, State Fund, IBI, and Fund Identifier combination in FLAIR
Trust Fund Investment/Disinvestment
10.1.3 Add or Modify Fund Values

- Configuration – continued

<table>
<thead>
<tr>
<th>FLAIR Data Elements</th>
<th>Fund Configuration Values</th>
<th>Florida PALM Values</th>
<th>Agency Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAAFR</td>
<td>State Fund</td>
<td>Fund Identifier</td>
<td>Fund Identifier Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>----------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>000281</td>
<td>GENERAL REVENUE-OFFICE OF DISABILITY DETERMIN</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>000314</td>
<td>HEALTH SERVICES GENERAL REVENUE</td>
</tr>
</tbody>
</table>
Future Wave Process Changes

- Fund Questionnaire will be an electronic form in Florida PALM in the Central Wave and routed using system workflow rules
- The Payroll Wave process will be the same as the Central Wave
- Departmental Wave will provide agencies the opportunity to add SpeedTypes/SpeedCharts

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</table>
Key Process Changes
- Agencies will create journals for disinvestment of funds directly in Florida PALM
- Workflow will be used to route disinvestment journals for approval within an agency
- Journals for investment / disinvestment of funds created in Florida PALM will go through an investment balance cash checking process; this process will increase the cash investment balance in the Cash Ledger for investments and decrease for disinvestments
Trust Fund Investment/Disinvestment
10.2.1 Create and Approve Journals

- Agency Interfaces
  - Inbound Journal Entry – standard interface providing transactions that create journal entries in Florida PALM. This interface will only be used by DFS in the CMS Wave for redistributions to sub funds from the Collateral Administration Program (CAP) application.

- Agency Configuration
  - None
Future Wave Process Changes

- Remaining waves will introduce additional uses for journal entries
- DFS A&A will be integrated into the journal entry process by way of an approval workflow starting with the Central Wave
Trust Fund Investment/Disinvestment

10.2.2 Edit Check

- Key Process Changes
  - Transactions are validated within Florida PALM to ensure accounting entry integrity prior to posting entries to the Actuals Ledger
  - Agencies will have the option to trigger edit check manually or use the pre-determined batch processing logic
Trust Fund Investment/Disinvestment

10.2.2 Edit Check

- Agency Interfaces
  - None

- Agency Configuration
  - None
Future Wave Process Changes

- The CMS Wave process will be the standardized model as the process deployed during the CMS Wave to validate that journal entries meet predetermined criteria is not anticipated to change in future waves.

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</table>
Trust Fund Investment/Disinvestment
70.7.2 Distribute Interest Apportionment

- Key Process Changes
  - Agencies will access Florida PALM to run and review interest apportionment reports, as the basis for recording transactions in Departmental FLAIR
  - Interest apportionment amounts are interfaced to agency business systems
Trust Fund Investment/Disinvestment

70.7.2 Distribute Interest Apportionment

- Agency Interfaces
  - Outbound Interest Apportionment – provides the interest apportionment and fees to agency business systems

- Agency Configuration
  - None
Future Wave Process Changes

- The Central Wave and Payroll Wave process models will be the same as the CMS Wave model.
- During the Departmental Wave, Florida PALM will automatically create the interest apportionment and administrative fee journal entries for each agency and participant.
Trust Fund Investment/Disinvestment

80.1.2 Invested Cash Checking

- Key Process Changes
  - Agencies access Florida PALM to view the Invested Balance Exceptions Report and to manage exceptions
Trust Fund Investment/Disinvestment

80.1.2 Invested Cash Checking

- Agency Interfaces
  - None

- Agency Configuration
  - None
Trust Fund Investment/Disinvestment
80.1.2 Invested Cash Checking

- Future Wave Process Changes

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</table>

- The CMS Wave process will be the standardized model as there are no anticipated changes to the model in future waves.
Trust Fund Investment/Disinvestment

80.2.1 Monitor Trust Fund Cash Balance

- Key Process Changes
  - Disinvestment journals will be recorded by agencies in Florida PALM and sent to Central FLAIR; Agencies will record entries into Departmental FLAIR to match the disinvested balances.
  - All next-day investment requests will originate in Departmental FLAIR, and the corresponding Central FLAIR entry is then interfaced into Florida PALM to update Treasury investment balances.
  - For same day investment requests, agencies will continue to request a manual voucher; the investment will originate in Central FLAIR and interface to Florida PALM to update Treasury investment balances.
  - Agencies who need to record investments lower than the fund (i.e., subfund level), will redistribute to the lower level within Florida PALM following the CMSW.10.2.1 Create and Approve Journals.
Trust Fund Investment/Disinvestment

80.2.1 Monitor Trust Fund Cash Balance

- Agency Interfaces
  - None

- Agency Configuration
  - None
Future Wave Process Changes

<table>
<thead>
<tr>
<th>CMS Wave</th>
<th>Central Wave</th>
<th>Payroll Wave</th>
<th>Departmental Wave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave Specific</td>
<td>Wave Specific</td>
<td>Wave Specific (no change from Central)</td>
<td>Standardized Model</td>
</tr>
</tbody>
</table>

- During the Central Wave, agencies will record investments and disinvestments in Florida PALM and continue to record entries in Departmental FLAIR.
- During the Central Wave, agencies can monitor fund cash balances within Florida PALM.
- The Payroll Wave process will be the same as the Central Wave.
- During the Departmental Wave, all investment and disinvestment activity will be solely in Florida PALM.
Embrace the Journey
CONTACT INFORMATION

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