

CMSW.30.8 Record Central FLAIR Issued and Cancelled Payments

Revision History

Version	Date	Revision Notes
1.0	05/27/2020	Accepted Version

Table of Contents

Business Process Overview	4
Dependencies and Constraints	4
Business Process Flow Details	4
Ledger Impacts	6
Reports	6

Business Process Overview

The Record Issued and Cancelled Central FLAIR Payments business process encompasses all activities that are required to capture manual payments and payment cancellations in Florida PALM for the CMS Wave. Central FLAIR will generate and interface to Florida PALM a preapproved file containing issued warrants and cancellations to support bank reconciliation.

Dependencies and Constraints

- A generic Supplier setup is completed to facilitate manual payment creation.
- Inbound manual payments will be pre-approved and will not require matching, budget check, and cash checking. All edits continue in Central FLAIR.
- An accounting entry template and inheritance rules are required to specify how, and which accounting entries are generated.
- Payments are issued and cancelled in Central FLAIR.
- Payments are reconciled in Florida PALM and a status is provided to Central FLAIR to indicate when a warrant has cleared the bank.

Business Process Flow Details

Table 1: Process Steps Included on CMSW Business Process Model Flow

CMSW.30.8 Record Issued and Cancelled Central FLAIR Payments		
Swim Lanes – Definition	AP Exception Processor: Enterprise role responsible for monitoring and managing load exceptions in Florida PALM Central FLAIR: Accounting system responsible for recording payments made by the State of Florida Florida PALM: Accounting system responsible for recording issued warrants and cancellations to support bank reconciliation	
Process Step ID	Process Step Title	Description of Process
1	Generate Warrant Issue, Stops, Cancellations File	Data from Central FLAIR is used to generate Inbound Central FLAIR Issued Warrants and Cancellations file. This file includes details for warrant payments and warrant cancellations, and a summary total for EFT payments. This file does not include cancellations or deletions for EFT payments. Instead, any cancellation or deletion of EFT payments are handled through the journal transfer process.
2	Inbound Central FLAIR Issued Warrants and Cancellations	An interface is established from Central FLAIR to Florida PALM to load issued payments and payment cancellations for outstanding Central FLAIR payments. At a minimum, data is transferred nightly from Central FLAIR into Florida PALM.

Process Step ID	Process Step Title	Description of Process
3	Load Inbound Central FLAIR Issued Warrants and Cancellations	Florida PALM loads and parses out the data for the payments to be entered as manual payments and the cancellations to be processed as payment cancellations.
4	Run Voucher Build Process	The Run Voucher Build Process creates the manual payment and populates the accounts payable tables with the payment information.
5	Process Manual Payment Voucher	If there are no load errors, all valid payments are loaded as a manual payment with a uniquely identified voucher ID.
6	Run Voucher Post	The Run Voucher Post process generates an accounting entry to record an accounts payable (i.e., a liability).
7	Run Payment Post	The Run Payment Post process generates an accounting entry to record the manual payment. Once the Payment Post process is complete Florida PALM will process the Automatic Reconciliation as shown in CMSW 70.2-13.
8	Process Payment Cancellations	Florida PALM records cancelled warrants from Central FLAIR.
9	Run Payment Post to Reverse Accounting Entries	The Run Payment Post process reverses the payment accounting entries for cancelled warrants.
10	Run Voucher Post to Reverse Accounting Entries	The Run Voucher Post process reverses the accounts payable accounting entry and closes the manual payment.
11	Outbound Central FLAIR Reconciled Payments	After the Automatic Reconciliation is complete for warrants that have cleared the bank, Florida PALM provides a paid status and a Treasurer's paid date to Central FLAIR.
12	Update Reconciled Payment Data	The reconciled payments status is updated for each payment in Central FLAIR.
13	Identify Pre-Edit and Recycle Errors	The AP Exception Processor identifies pre-edit errors using the Voucher Build Error Detail page and identifies recycle errors by using the Voucher Inquiry page.
14	Update Manual Payment Voucher	The AP Exception Processor reviews and corrects the pre-edit errors using the Voucher Build Error Detail page and reviews and corrects the recycle errors using the Voucher Inquiry page in Florida PALM. The corrected vouchers are routed back to the Run Voucher Build Process to be included in the next cycle.

Ledger Impacts

Table 2: Ledger Impacts Included on CMSW Business Process Model Flow

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Actuals Ledger – Post Voucher	Increases Expenditure Increases Liability
LI2	Actuals Ledger – Post Payments	Decreases Cash Decreases Liability
LI3	Actuals Ledger – Reverse Payments	Increases Cash Increases Liability
LI4	Actuals Ledger – Close Voucher	Decreases Expenditure Decreases Liability

Reports

Table 3: Reports Included on CMSW Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Outstanding Payments by COA identifies whether issued payments have cleared the bank and includes the applicable chart of accounts.	Daily	DFS
R2	Voucher Build Error Detail and Voucher Inquiry Pages identify pre-edit and recycle errors that require action	Daily	Florida PALM