CENTRAL WAVE
OFFICE HOURS DAY 3
JULY 30, 2020
Central Wave Office Hours

Overview

- **Purpose**
  - MRW Task FUNC32 requests agencies to participate in the Central Wave Office Hours and come prepared to ask questions about the Central Wave business processes
  - Today’s session will:
    - Provide a high-level overview of Central Wave business processes and Florida PALM interaction with legacy systems
    - Provide dedicated time for business process questions and answers
DISBURSEMENTS MANAGEMENT (DM)
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
Central Wave Overview
Disbursements Management

Florida PALM
- Vouchers
- Payments
- Cancellations
- Enterprise Tax Reporting
- Exception Handling

Agency Business Systems
Enterprise Business Systems
Agency Users
Exception Handling Reporting

Central Wave Office Hours
July 28-30, 2020
## Central Wave Overview

### Disbursements Management

<table>
<thead>
<tr>
<th>Key Process Activity</th>
<th>Agency Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Management</td>
<td>Supplier Adds/Updates continue in the Departmental FLAIR Statewide Vendor File. No impact to Agencies.</td>
</tr>
<tr>
<td>Supplier Interface</td>
<td>Supplier information interfaced to Florida PALM from the Statewide Vendor File, Vendor Employee File and the EFT File. No impact to Agencies.</td>
</tr>
<tr>
<td>TIN Matching</td>
<td>W-9 Verification and TIN Matching functionality to be conducted within Florida PALM. No impact to Agencies.</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>Encumbrances continue to be recorded in Departmental FLAIR. No impact to Agencies.</td>
</tr>
<tr>
<td>Voucher Audit Packages</td>
<td>Voucher Audit packages continue to be submitted to A&amp;A outside of the system. No impact to Agencies.</td>
</tr>
<tr>
<td>Exception Handling</td>
<td>Agency AP Maintainer role to correct/delete vouchers as needed.</td>
</tr>
</tbody>
</table>
## Central Wave Overview

### Disbursements Management

<table>
<thead>
<tr>
<th>Key Process Activity</th>
<th>Agency Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete/Correct Vouchers</td>
<td>A Deleted Vouchers File will be sent from Florida PALM to Departmental FLAIR to initiate the TR58. Corrections made in Florida PALM will need to be manually updated in Departmental FLAIR.</td>
</tr>
<tr>
<td>Direct Loads to Florida PALM</td>
<td>Agency Business Systems need to be ready to provide standard interface files using the new Chart of Accounts.</td>
</tr>
<tr>
<td>Outbound Payment File</td>
<td>Standard outbound payment interface from Florida PALM</td>
</tr>
<tr>
<td>Payment Consolidation</td>
<td>Payments are consolidated to a supplier by business unit. No impact to Agencies.</td>
</tr>
<tr>
<td>Reporting</td>
<td>Reports available in Florida PALM for agency consumption.</td>
</tr>
<tr>
<td>1099 Reporting</td>
<td>1099s are processed in Florida PALM. No impacts for Agencies.</td>
</tr>
<tr>
<td>Stale Payments</td>
<td>Stale payment management occurs in Florida PALM.</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll processes continue in PYRL. No impact to Agencies.</td>
</tr>
</tbody>
</table>
## Central Wave Office Hours
### Disbursements Management

<table>
<thead>
<tr>
<th>Disbursements Management (DM)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CW.30.1 Set Up and Maintain Suppliers</strong></td>
</tr>
<tr>
<td>• CW.30.1.2 Import Suppliers</td>
</tr>
<tr>
<td><strong>CW.30.3 Enter and Process Vouchers</strong></td>
</tr>
<tr>
<td>• CW.30.3.1 Process Vouchers</td>
</tr>
<tr>
<td>• CW.30.3.3 Review and Approve Vouchers</td>
</tr>
<tr>
<td><strong>CW.30.4 Process Payments</strong></td>
</tr>
<tr>
<td>• CW.30.4.1 Process Pay Cycle</td>
</tr>
<tr>
<td>• CW.30.4.2 Process Warrant Payments</td>
</tr>
<tr>
<td><strong>CW.30.5 Manage Payments</strong></td>
</tr>
<tr>
<td>• CW.30.5.1 Record Manual Payments</td>
</tr>
<tr>
<td>• CW.30.5.2 Manage ACH/EFT Notifications</td>
</tr>
<tr>
<td>• CW.30.5.3 Manage Stale Payments</td>
</tr>
<tr>
<td>• CW.30.5.4 Cancel and Reissue Payments</td>
</tr>
<tr>
<td><strong>CW.30.6 Manage Tax Reporting</strong></td>
</tr>
<tr>
<td><strong>CW.30.7 Manage Accounts Payable Transactions</strong></td>
</tr>
<tr>
<td><strong>CW.30.9 Manage Payroll Payments</strong></td>
</tr>
<tr>
<td>• CW.30.9.1 Set Up and Maintain Employees and Payroll Suppliers</td>
</tr>
<tr>
<td>• CW.30.9.2 Process Payroll EFTS and Record Warrants</td>
</tr>
<tr>
<td>• CW.30.9.3 Process Payroll Cancellations</td>
</tr>
</tbody>
</table>
Central Wave Office Hours

July 28-30, 2020

Disbursements Management (DM)
Central Wave Office Hours

July 28-30, 2020

QUESTIONS
WRAP UP
Wrap Up
Central Wave Agency Activities

Fiscal Year

2020/2021
- July
- Aug
- Sept
- Oct
- Nov
- Dec
- Jan
- Feb
- Mar
- Apr
- May
- June

2021/2022
- July
- Aug
- Sept
- Oct
- Nov
- Dec
- Jan
- Feb
- Mar
- Apr
- May
- June

2022/2023
- July
- Aug
- Sept

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

Central Wave Office Hours
July 28-30, 2020
Wrap Up
Central Wave Agency Activities

- Master Readiness Workplan Tasks:
  - Business Process Models
    - Share and Review models – MRW Task FUNC31 (due 07/31/2020)
    - Available on Florida PALM website
  - Interfaces and Conversions
    - Share and Review Interface layouts – MRW Task TECH81 (due 09/18/2020)
    - Share and Review Conversion Layouts – MRW Task TECH80 (due 10/5/2020)
    - Complete and Submit Connection Inventory – MRW Task TECH85 (due 10/16/2020)
    - Participate in Central Wave Interface and Conversion Workshops – MRW Task TECH87 (09/22/2020 – 10/05/2020)
  - Configuration Items
    - Share, Review, and Submit Configuration Workbooks – MRW Task FUNC34 (due 10/30/2020)
Wrap Up
Central Wave Office Hours Sessions

- Overview, Accounts Management and Financial Reporting, and Budget Management
  - Session 1: 07/28/2020 – 9:00 am to 11:00 am
  - Session 2: 07/28/2020 – 1:30 pm to 3:30 pm

- Accounts Receivables and Treasury Management
  - Session 1: 07/29/2020 – 10:00 am to 11:00 am
  - Session 2: 07/29/2020 – 2:00 pm to 3:00 pm

- Disbursements Management and Wrap Up
  - Session 1: 07/30/2020 – 10:00 am to 11:00 am
  - Session 2: 07/30/2020 – 2:00 pm to 3:00 pm
Embrace the Journey
CONTACT INFORMATION

Floridapalm@myfloridacfo.com

myfloridacfo.com/floridapalm