

# CW.70.4 Process Bank Cash Transfers

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## Revision History

Version	Date	Revision Notes
0.1	06/30/2020	Initial Submission

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## Business Process Overview

The Department of Financial Services (DFS), Division of Treasury (Treasury) processes bank transfers and bank transfer requests on behalf of agencies. During the Central Wave, the Process Bank Cash Transfer business process addresses how Treasury and agencies request, record, and process bank to bank cash transfers. In Florida PALM, agencies initiate bank transfer requests to wire or ACH/EFT money between bank accounts. These requests go through an internal agency workflow for review and approval, and then are routed to Treasury for final approval. The wire cash transfer requests are processed in the banking partner's web portal. ACH/EFT transfer requests are dispatched from Florida PALM to the bank for processing via interface. After the bank has completed the cash transfers, Florida PALM generates and records the accounting entries.

## Dependencies and Constraints

- Wire requests are processed directly in the banking platform and are not generated via an interface.

## Business Process Flow Details

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

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<b>Swim Lanes – Definition</b>	<p><b>Bank:</b> (Non-Florida PALM role) The banking partner that process cash transfers</p> <p><b>Cash Transfer Approver:</b> Agency or DFS Treasury role responsible for approving transfers between bank accounts</p> <p><b>Cash Transfer Processor:</b> Agency or DFS Treasury role responsible for requesting transfers between bank accounts</p> <p><b>DFS Transfer Approver:</b> DFS Treasury role responsible for approving transfers between bank accounts</p>	
Process Step Title	Process Step Title	Description of Process
1	Request Cash Transfer	Based on cash position needs, the organization determines the amount and timing needed for a cash transfer. The Cash Transfer Processor requests a bank account transfer in Florida PALM. The transfer includes the amount, date, transfer from account, and transfer to account. Once completed, the transfer request is routed to the Cash Transfer Approver for review and approval via workflow.
2	Select Settlement	The Cash Transfer Approver reviews the request for processing. If the transfer is correct, the Cash Transfer Approver selects the settlement for approval, and the transaction is routed to Treasury. If the transfer is not correct, the Cash Transfer Approver denies the transfer and routes it back to the Cash Transfer Processor via workflow.
3	Approve Settlement	Treasury reviews the cash transfer requests for accuracy. If the transfer request is correct, the DFS Transfer Approver

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Process Step Title	Process Step Title	Description of Process
		approves the settlement, which stages the transaction for dispatch. If Treasury determines the request is not correct, the DFS Transfer Approver routes the transfer back to the Cash Transfer Processor via workflow.
4	Request Cash Transfer from Bank	If the request is for a wire bank cash transfer, Treasury initiates the transfer directly within the banking partner's web portal.
5	Process Wire Cash Transfer	Once the request is released in the banking partner's web portal, the bank processes the wire and transfers the cash between accounts.
6	Dispatch Settlement	The DFS Transfer Approver dispatches ACH/EFT and wire cash transfer requests in Florida PALM.
7	Extract ACH/EFT Payment Data	Florida PALM extracts the ACH/EFT Payment Data.
8	ACH/EFT Payment Interface	Florida PALM automatically sends an ACH/EFT interface file to the banking partner containing cash transfer requests, payments to suppliers, and prenotes for supplier accounts.
9	Receive ACH/EFT Cash Transfer Request	The banking partner receives the ACH/EFT interface file and processes the request.
10	ACH/EFT Acknowledgement File	Once the banking partner's system processes the ACH/EFT interface file, it generates an ACH/EFT Acknowledgement file to send to Florida PALM.
11	Import ACH/EFT Acknowledgment File	Florida PALM automatically imports the ACH/EFT Acknowledgment file when it is received. This confirms the bank has received the requests.
12	Process Cash Transfer Confirmation	For EFT cash transfer requests, the import ACH/EFT acknowledgement file automatically creates the confirmation. The confirmation step allows Florida PALM to generate accounting entries for the transfers.
13	Process Cash Transfer Confirmation	The DFS Transfer Approver manually updates the transaction to confirm the wire bank cash transfer is complete. The confirmation step allows Florida PALM to generate accounting entries for the transfer.
14	Generate Treasury Accounting	Florida PALM generates accounting entries for accounting events associated with the wire.

## Ledger Impacts

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

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Actuals Ledger – Wire Payment	Increases Expense Decreases Bank Account Cash

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Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI2	Actuals Ledger – ACH Payment	Increases Expense Decreases Bank Account Cash
LI3	Actuals Ledger – Bank Account Transfer	Increases Bank Account 1 Cash Decreases Bank Account 2 Cash

## Reports

*Table 3: Reports Included on CW Business Process Model Flow*

Report Number	Report Description	Report Frequency	Audience
R1	General Ledger Journal Entries Report – listing of Treasury accounting journal by type of entry	Periodic	DFS

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