ALL AGENCIES CONFIRMATION CLARIFICATION WORKING MEETING: SESSION 3
THURSDAY, MAY 23, 2019
Agenda

- Welcome
- Revenue Accounting (RA) Open Forum
- Accounts Receivable (AR) Open Forum
- Treasury Management (TM) Open Forum
- Wrap Up

Welcome
Welcome

- Housekeeping
  - Facilities Logistics
  - Cell Phone on Silent
  - Participant Questions
  - Public Meeting with Published Meeting Minutes
- Today’s Schedule

RA OPEN FORUM
RA Open Forum
Parking Lot Items

- How will an agency apply payment against an outstanding receivable billed on their behalf by another agency?
  - An agency will be able to view and apply payments to all receivables whether they were established by the agency directly or created on their behalf within their business unit.

- Within the InterUnit Billing subprocess, does the receiving agency have the ability to interface changes to their accounting lines?
  - No. The receiving agency may only manually add or edit information during the bill or voucher review. The voucher is created automatically after bill approval in Florida PALM.
AR Open Forum

Parking Lot Items

- Can recurring deposits be replicated (e.g., copied) and a document automatically attached to each deposit?
  - *Deposits cannot be copied to create new deposits.*
The following are scenarios when two agencies or two funds are included in a transaction that results in an exchange of cash:

- A – Payment for goods or services when service entity produces billing in Florida PALM
- B – Payment for goods or services when service entity produces billing and paying entity reviews billing prior to finalizing in Florida PALM
- C – Payment for goods or services when service entity does not produce billing or record an accounts receivable in Florida PALM
- D – Payment for goods or services when service entity does not produce billing but does record an accounts receivable in Florida PALM
- E – Transfers of cash between agencies or between funds within the same agency
- F – Revenue redistribution between two funds within the same agency

### AR Open Forum InterUnit Transactions

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Transaction Characteristics</th>
<th>Entity 1 (Billing Entity / Good or Service Provider)</th>
<th>Entity 2 (Paying Entity / Good or Service Receiver)</th>
</tr>
</thead>
</table>
| A - Payment for goods or services when service entity produces billing in Florida PALM | • Budget and cash are checked  
• Uses operating budget authority  
• Records revenue and expenditure  
• Subject to DFS audit and sampling criteria | (1) Produce billing per 50.2.1 Customer Billing subprocess  
(2) Create voucher per 30.3.1 Process Vouchers subprocess  
(3) Receive payment per 60.2.2 AR Deposits |
### AR Open Forum
#### InterUnit Transactions

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Transaction Characteristics</th>
<th>Entity 1 (Billing Entity / Good or Service Provider)</th>
<th>Entity 2 (Paying Entity / Good or Service Receiver)</th>
</tr>
</thead>
</table>
| B - Payment for goods or services when service entity produces billing and paying entity reviews billing prior to finalizing in Florida PALM | • Budget and cash are checked  
• Uses operating budget authority  
• Records revenue and expenditure  
• Agreement between entities prior to completing billing  
• Voucher originated by the system upon approval of the billing  
• Subject to DFS audit and sampling criteria | (1) Initiate billing per 50.2.3 InterUnit Billing subprocess  
(2) Review and approve billing per 50.2.3 InterUnit Billing subprocess  
(3) Review and approve voucher per 30.3.1 Process Vouchers subprocess  
(4) Receive payment per 60.2.2 AR Deposits | |

---

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Transaction Characteristics</th>
<th>Entity 1 (Billing Entity / Good or Service Provider)</th>
<th>Entity 2 (Paying Entity / Good or Service Receiver)</th>
</tr>
</thead>
</table>
| C - Payment for goods or services when service entity does not produce billing or record an accounts receivable in Florida PALM | • Budget and cash are checked  
• Uses operating budget authority  
• Records revenue and expenditure  
• Subject to DFS audit and sampling criteria | (1) Send billing / request for payment outside of Florida PALM  
(2) Create voucher per 30.3.1 Process Vouchers subprocess  
(3) Receive payment per 60.2.1 Direct Journal Deposits | |
### AR Open Forum

#### InterUnit Transactions

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Transaction Characteristics</th>
<th>Entity 1 (Billing Entity / Good or Service Provider)</th>
<th>Entity 2 (Paying Entity / Good or Service Receiver)</th>
</tr>
</thead>
</table>
| D - Payment for goods or services when service entity does not produce billing but does record an accounts receivable in Florida PALM | • Budget and cash are checked  
• Uses operating budget authority  
• Records revenue and expenditure  
• Subject to DFS audit and sampling criteria | (1) Send billing / request for payment outside of Florida PALM  
(2) Create accounts receivable per 60.1.1 Record Accounts Receivables  
(4) Receive payment per 60.2.2 AR Deposits | (3) Create voucher per 30.3.1 Process Vouchers subprocess |

### AR Open Forum

#### InterUnit Transactions

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Transaction Characteristics</th>
<th>Entity 1 (Sending Entity)</th>
<th>Entity 2 (Receiving Entity)</th>
</tr>
</thead>
</table>
| E – Transfers of cash between agencies or between two funds within the same agency | • Budget and cash are checked  
• May use operating or non-operating budget authority  
• Transfer In and Transfer Out must balance across entities  
• Subject to DFS audit and sampling criteria | (1) Sending entity initiates transfer per 80.2.4 Process InterUnit Cash Transfer subprocess | (2) Receiving entity reviews and approves per 80.2.4 Process InterUnit Cash Transfer subprocess |
## AR Open Forum
### InterUnit Transactions

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Transaction Characteristics</th>
<th>Agency</th>
</tr>
</thead>
</table>
| F – Revenue redistribution between two funds within the same agency | • Budget is not checked  
  • Cash is checked  
  • Revenue budget amounts updated  
  • Between two revenue accounts within the same agency  
  • Results in a $0 transaction | Agency initiates redistribution per 60.2.1 Direct Journal Deposits subprocess |

## AR Open Forum
### Participant Questions
TM OPEN FORUM

TM Open Forum
Participant Questions
## Wrap Up

### AAC Session Calendar

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6</td>
<td>5/7</td>
<td>5/8</td>
<td>5/9</td>
<td>5/10 Clarification Working Meeting Week 1</td>
</tr>
<tr>
<td></td>
<td>Session 1</td>
<td>Session 2</td>
<td>Session 3</td>
<td>(10-11am)</td>
</tr>
<tr>
<td></td>
<td>(9am-4pm)</td>
<td>(9am-4pm)</td>
<td>(9am-4pm)</td>
<td>(via phone)</td>
</tr>
<tr>
<td>5/13</td>
<td>5/14</td>
<td>5/15</td>
<td>5/16</td>
<td>5/17 Clarification Working Meeting</td>
</tr>
<tr>
<td></td>
<td>Session 3</td>
<td>Session 1</td>
<td>Session 2</td>
<td>for Week 2</td>
</tr>
<tr>
<td></td>
<td>(9am-4pm)</td>
<td>(9am-4pm)</td>
<td>(9am-4pm)</td>
<td>(10-11am)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(via phone)</td>
</tr>
<tr>
<td>5/20</td>
<td>5/21</td>
<td>5/22</td>
<td>5/23</td>
<td>5/24</td>
</tr>
<tr>
<td></td>
<td>Clarification</td>
<td>Clarification</td>
<td>Clarification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working Meeting</td>
<td>Working Meeting</td>
<td>Working Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for Session 1</td>
<td>for Session 2</td>
<td>for Session 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Topics</td>
<td>Topics</td>
<td>Topics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1:30-3:30pm)</td>
<td>(1:30-3:30pm)</td>
<td>(1:30-3:30pm)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(in person)</td>
<td>(in person)</td>
<td>(in person)</td>
<td></td>
</tr>
<tr>
<td>5/27</td>
<td>5/28</td>
<td>5/29</td>
<td>5/30</td>
<td>5/31 Feedback Form Due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clarification</td>
<td>Clarification</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Working Meeting</td>
<td>Working Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Sessions</td>
<td>All Sessions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(10-11am)</td>
<td>(10-11am)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(via phone)</td>
<td>(via phone)</td>
<td></td>
</tr>
</tbody>
</table>
CONTACT INFORMATION

CONTACT US
FLORIDAPALM@MYFLORIDACFO.COM

PROJECT WEBSITE
WWW.MYFLORIDACFO.COM/FLORIDAPALM/