

## I.30.4 Process Pay Cycle

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## Revision History

Version	Date	Revision Notes

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## Business Process Overview

The Process Pay Cycle interim business process consists of pay cycle and warrant payments. This business process includes selecting vouchers scheduled for payment, creating electronic and warrant payments, and verifying sufficient cash is available for creating the payments.

## Dependencies and Constraints

- Approved vouchers are paid according to the applicable schedule date for payment processing
- Payment terms are identified in the supplier profile and can be overridden on the voucher
- All errors must be fixed in the source system
- All reports are available to Wave organizations in Florida PALM
- Suppliers must have an approved profile record not in a hold status to receive payments
- The pay cycle includes selection parameters to process applicable payments
- Interface between bank and Florida PALM Financial Gateway is established

## Business Process Flow Details

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

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Swim Lanes – Definition	<b>DFS Payment Processor:</b> DFS role responsible for managing and issuing disbursements across all wave organizations <b>Wave Organization AP Processor:</b> Wave organization role responsible for managing and issuing disbursements	
Process Step ID	Process Step Title	Description of Process
1	30.4.1 Process Pay Cycle Steps 1-5	This step initiates the pay cycle, determines the vouchers for payment based on the payment selection criteria, processes all scheduled vouchers for payment creation, and runs the cash checking process.  Cash check errors are managed in the Cash Checking interim business process. The Cash Check Exceptions report is available for review. All errors must be corrected in Departmental FLAIR and reloaded into Florida PALM.
2	30.4.1 Process Pay Cycle Step 7	If the supplier payments pass cash check, the payments are generated in accordance with the prescribed payment format (ACH, EFT, or Warrant). Automatic bank reconciliation is initiated, and any eligible offsets are applied to supplier payments.
3	Receive/ Distribute Warrants	After all warrants have been sorted, they are distributed to the appropriate suppliers.
4	30.4.1 Process Pay Cycle Steps 8-12	This step includes creating Remittance Advice and Payment History Files, completing the Payment Post Process, and generating a Posted Payments File.

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Process Step ID	Process Step Title	Description of Process
5	Run/Review Voucher Status Report	Voucher data is used to create the Voucher Status report. The Wave Organization AP Processor runs and reviews the report to determine the voucher status.

## Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Voucher Status – a report listing the status of each voucher (posted, selected for audit, deleted)	Periodic	Organizations, DFS

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