

I.30.5.A Manage Stale Payments

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Revision History

Version	Date	Revision Notes

DRAFT

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Business Process Overview

The Manage Stale Payments interim business process addresses the methods for managing the transfer of stale payments to Unclaimed Property, or if applicable, the originating fund.

Dependencies and Constraints

- Stale payment determination is managed and configured in Florida PALM
- All reports are available to Wave organizations in Florida PALM and/or the Information Warehouse
- Florida PALM is used to issue payments for Pilot and Wave organizations
- Manual payment dates must be entered correctly to calculate stale date(s)
- Manual payments must be entered into the system before being canceled in Florida PALM

Business Process Flow Details

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

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Swim Lanes – Definition	DFS Stale Payment Processor: DFS role responsible for running reports and jobs related to stale payments Unclaimed Property Processor: DFS role responsible for maintaining stale payment information Wave Organization AP Processor: Wave organization role responsible for reviewing reports and managing funds related to stale payments	
Process Step ID	Process Step Title	Description of Process
1	Generate Outstanding Warrants Reports	The Department of Financial Services (DFS) generates the Outstanding Warrants report to identify warrants issued but not presented to the bank for over three months from the issuance date. The report is available to Wave organizations for follow-up actions.
2	Review Outstanding Warrants Report	The Wave Organization AP Processor reviews the Outstanding Warrants report.
3	Contact Suppliers	The Wave Organization AP Processor contacts all suppliers with outstanding warrants.
4	Generate Payment Status Report	The DFS Stale Payment Processor generates a Payment Status report, which lists warrant and electronic payment details and statuses.
5	Initiate Payment Cancellation	Florida PALM initiates cancellation for payments that are stale-dated. The Canceled Payments report lists all warrants that were canceled, including federal funds or other funds exempt from transfer to Unclaimed Property.
6	Review Canceled Payments Report	The Wave Organization AP Processor reviews the Canceled Payments report.
7	Manage Funds Exempt from Transfer	The Wave Organization AP Processor manages the funds that are exempt from transfer to Unclaimed Property in Departmental FLAIR.

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Process Step ID	Process Step Title	Description of Process
8	Enter Manual Transfer to Unclaimed Property	The DFS Stale Payment Processor manually enters warrants for transfer to Unclaimed Property, if needed for an exception to the automatic process.
9	Process Stale Payments	Florida PALM executes a transfer for the stale payments applicable for handling by Unclaimed Property to the Unclaimed Property Management Information System (UPMIS) on a scheduled basis.
10	Stale Payments File	Florida PALM creates a file of stale payments for handling by Unclaimed Property which identifies the payee information for UPMIS.

Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Outstanding Warrants - a report that lists the stale-date of all outstanding warrants not cleared by the Bank	Periodic, Monthly	Organizations, DFS
R2	Payment Status – a report of a warrant and electronic payment detail and status (cleared, outstanding, canceled, or reissued)	Periodic, Monthly	Organizations, DFS
R3	Canceled Payments – a report that lists all canceled payments and the number of days outstanding at the point of cancellation	Periodic, Monthly	Organizations, DFS