

I.60.2.A – Deposits and Bank Reconciliation

This document is a draft and subject to change

Revision History

Version	Date	Revision Notes

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Business Process Overview

The Deposits and Bank Reconciliation interim business process addresses how Wave organizations record deposits in Departmental FLAIR and monitor reconciliation of bank data in Departmental FLAIR and Florida PALM. This process describes:

- the ability to interface deposit data;
- the ability to retrieve deposit information and request The Department of Financial Services (DFS), Division of Treasury (Treasury) assistance; and
- how The Department of Revenue (DOR) creates deposits on behalf of organizations.

Dependencies and Constraints

- During the interim period, the Departmental FLAIR deposit verification process mirrors the current day method for Wave organizations, which minimizes changes to Departmental FLAIR.
- Departmental FLAIR deposits are uploaded and reconciled in Florida PALM prior to recording cash.
- Wave organizations access Florida PALM to view the Deposits Report and the Unverified Deposits Report within Florida PALM.
- During the interim period, Expenditure refund JT vouchers are processed as journal entries 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 Bank Reconciliation Processor: DFS role responsible for reconciling bank accounts DOR Wave Organization Exception Processor: DOR role responsible for processing deposits on behalf of Wave and Pilot organizations Wave Organization Deposit Reporter: organization role responsible for reporting in Florida PALM and recording deposits in Departmental FLAIR	
Process Step ID	Process Step Title	Description of Process
1	Previous Day Bank Statement	The banking partner generates the previous day bank statement file (i.e., BAI2) for each bank account. The bank statements contain all deposits posted to each bank account.
2	Import Bank Statement	Florida PALM imports the bank statements for all bank accounts automatically reconciled in Florida PALM.
3	Export Bank Deposit Data	Florida PALM generates and exports a bank statement transaction data file to be used by Departmental FLAIR.
4	Bank Deposit Data	Bank deposit transactions are imported into Departmental FLAIR to be verified against the deposit transaction entered by Wave organizations.
5	Enter Deposit Transaction	Deposit transactions are entered or uploaded into Departmental FLAIR by Wave organizations.

Process Step ID	Process Step Title	Description of Process
6	Run Unverified Deposits Report	Before entering electronic deposits in Departmental FLAIR, the Wave Organization Deposit Reporter runs and reviews the Unverified Deposits report to obtain the deposit number and confirm the deposit amount.
7	“T” Deposit for Verification	Wave organizations confirm that the deposit number and amount are correct on the Cash Receipts Utility screen (CP function) and mark the deposit record with a “T” to transfer to the deposit verification process.
8	Submit Treasury Assistance Request Form	In cases where deposit verification approval is needed prior to receiving the bank deposit file (i.e., large ACH or wire deposits), the organization submits a Treasury Assistance Request Form.
9	Manual Deposit Verification	The DFS Bank Reconciliation Processor reviews and validates the deposit in the banking portal and changes the status of the deposit record to “V” in Departmental FLAIR to indicate the deposit is verified.
10	Verification Process	Departmental FLAIR verifies the organization deposit entry to the corresponding bank deposit record to confirm the amounts match.
11	Run Unverified Deposits Report	If the deposit is not verified, the Wave Organization Deposit Reporter runs and reviews the Unverified Deposits Report to determine why the deposit was not verified. If a deposit rejection or a bank correction is needed, the Wave Organization Deposit Reporter contacts Treasury.
12	Submit Treasury Assistance Request Form	If needed, the Wave Organization Deposit Reporter submits a Treasury Assistance Request Form to request Treasury assistance.
13	Review Assistance Needed	The DFS Bank Reconciliation Processor reviews the form to determine the type of assistance needed and action to be taken.
14	Notify Bank and Manually Verify	If a bank correction is needed, the DFS Bank Reconciliation Processor notifies the bank of the change needed and manually verifies in Departmental FLAIR.
15	Force Reconciliation	The DFS Bank Reconciliation Processor forces the bank and system transactions to reconcile. This generates an accounting entry to record the discrepancy. Upon the correction posting to the bank account, Florida PALM creates the accounting to reverse the discrepancy.
16	Change Deposit Status to “R”	If a Departmental FLAIR deposit correction is needed, the DFS Bank Reconciliation Processor changes the deposit status to Rejected by marking it with an “R”.
17	Reverse and Enter Deposit Transaction	Once Treasury rejects the deposit transaction in Departmental FLAIR. The Wave organization reverses and enters the deposit entry in Departmental FLAIR to match the bank deposit information.

Process Step ID	Process Step Title	Description of Process
18	Automated Expense Refund	When agencies record an expenditure refund deposit, FLAIR automatically creates expense refund entries which process through a JT voucher.
19	Generate JT Voucher	During overnight processing, Departmental FLAIR generates the JT voucher. The JT voucher is processed through the I.10.2 Enter and Process Inter/Intraunit Journals interim business process. A&A audits the expenditure refund through this process and if approved, spending authority is restored.
20	Verified Deposit Data	Departmental FLAIR extracts verified deposit records to be recorded in Florida PALM.
21	Import and Create Direct Journal Deposits	Florida PALM imports verified deposit data from the Departmental FLAIR deposit data file and creates direct journal deposit entries.
22	Process Automatic Bank Reconciliation	Bank statement transactions are reconciled to the corresponding deposit transactions in Florida PALM.
23	Run AR Update	This is an automated system process that posts accounting entries, including recording verified cash.
24	Run Deposits Report	The Wave Organization Deposit Reporter runs and reviews the Deposits Report to determine if the Florida PALM deposit posted correctly.
25	Export Organization Bank Statement	Florida PALM generates and exports an organization bank statement data file for DOR.
26	Organization Bank Statement Data	The organization bank statement data file is made available.
27	Import Deposit Data	The DOR Wave Organization Exception Processor imports the bank statement files into their business system.
28	Wave and Pilot Organization Deposit Data	The DOR Wave Organization Exception Processor generates a deposit file for applicable Wave and Pilot organizations for import into Florida PALM to create Direct Journal entries.
29	Run Unverified Deposits Report	The DOR Wave Organization Exception Processor runs the Unverified Deposit Report to determine if the deposit reconciled to the bank transaction.
30	Update Direct Journal Deposit	If the deposit did not reconcile, the DOR Wave Organization Exception Processor updates the amount or bank subaccount to reconcile.
31	Wave Organization Deposit Data	The DOR Wave Organization Exception Processor generates a Departmental FLAIR deposit file for applicable Wave organizations.
32	Enter Departmental FLAIR Only Transaction	A Departmental FLAIR only transaction is created to record the Wave organizations' cash and revenue balances from the DOR file or directly by the Wave organizations to reconcile to Florida PALM.

Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Unverified Deposits Report – provides a report of unverified deposits	Periodic	Organizations
R2	Deposits Report – provides detailed information for deposits	Periodic	Organizations

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