Florida PALM
Planning, Accounting, and Ledger Management
INTERUNIT INTERIM BUSINESS PROCESS OVERVIEW

DECEMBER 2019
At Pilot go live in July 2021, five organizations will be using the full Florida PALM solution - DFS, DMS, DEO, DEP, and DOAH

Remaining organizations, referred to as Wave organizations, will be using Florida PALM for Treasury and 25 functions

Interim Business Processes have been defined for:
- Wave organizations to use for legacy processes until transition to Florida PALM
- Pilot organizations to use when interacting with Wave organizations

Interim Business Processes are designated with a prefix of “I” and are included for reference in the scenarios presented.
InterUnit activity is defined as financial activities that occur between organizations or within an organization.

Pilot and Wave organizations will need to continue financial activities while operating in two different systems, Florida PALM and FLAIR.
The following Interim business processes support InterUnit activity:

- I.10.2 Enter and Process Inter/IntraUnit Journals
- I.80.2.E Pilot InterUnit Payments and Transfers
- I.60.2.C Wave Revenue Reclass
- I.30.3.A Process Vouchers

The appropriate Interim business process to use will depend on the following criteria:

- InterUnit scenario being performed
- If Pilot or Wave organization is initiating
- If Pilot or Wave organization is receiving
## InterUnit Interim Business Process Overview

<table>
<thead>
<tr>
<th>InterUnit Scenario</th>
<th>Pilot Initiating to Wave Recipient</th>
<th>Wave Initiating</th>
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</table>
| Transfers of Cash – between organizations requiring budget or within an organization requiring budget with encumbrance and/or spend analysis | Pilot organization initiates a Florida PALM Voucher, which will stage a deposit for the Wave organization  
• Wave organization processes a Florida PALM Deposit and creates a FLAIR entry to reconcile (I.80.2.E Pilot InterUnit Payments and Transfers) | Wave Receiving:  
• Wave organization initiates a FLAIR JT Voucher interfaced to Florida PALM Journal Entry (I.10.2 Enter and Process Inter/IntraUnit Journals)  
Pilot Receiving:  
• Wave organization initiates a FLAIR JT Voucher interfaced to Florida PALM Voucher  
• Receiving Pilot organization processes a Florida PALM deposit (I.10.2 Enter and Process Inter/IntraUnit Journals; I.30.3.A Process Vouchers) |
| Transfers of Cash – within an organization requiring budget without encumbrance and/or spend analysis | N/A                                                                                                | Wave organization initiates a FLAIR JT Voucher interfaced to Florida PALM Journal Entry (I.10.2 Enter and Process Inter/IntraUnit Journals) |
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| Revenue to Revenue Transfers – between organizations | • Pilot organization initiates a Journal Entry that updates Pilot and Wave organizations’ Florida PALM balances  
• Wave organization initiates FLAIR entry to reconcile (I.10.2 Enter and Process Inter/IntraUnit Journals) | Wave Receiving:  
• Sending Wave organization initiates FLAIR Revenue to Revenue  
• Receiving Wave organization processes their side of the FLAIR Revenue to Revenue transaction  
• Upon completion by both, a Journal Entry is interfaced to Florida PALM (I.60.2.C Wave Revenue Reclass; I.10.2 Enter and Process Inter/IntraUnit Journals)  
Pilot Receiving:  
• Wave organization initiates a Journal Entry in Florida PALM that updates Pilot and Wave organizations’ Florida PALM balances (I.60.2.C Wave Revenue Reclass) |
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<tr>
<td>Revenue to Revenue Transfers – within an organization</td>
<td>N/A</td>
<td>• Wave organization initiates a $0 Deposit or Revenue to Revenue Transfer in FLAIR</td>
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<tr>
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<td>• Upon completion, a $0 Deposit or Journal Entry is interfaced to Florida PALM</td>
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<td>(I.60.2.C Wave Revenue Reclass; I.10.2 Enter and Process Inter/IntraUnit Journals)</td>
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<tr>
<td>Expenditure Moves / Allocations – within an organization</td>
<td>N/A</td>
<td>Wave organization initiates a FLAIR JT Voucher interfaced to Florida PALM Journal Entry (I.10.2 Enter and Process Inter/IntraUnit Journals)</td>
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</tbody>
</table>
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