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MF: Manage Accounting and Financial Decision Support

MF-010: Manage General Ledger
MF-010-040: Maintain Account Dimension Hierarchy/Values

**Description/Definition**
The process to add, remove, or change account values in the Financial Enterprise Group. All change requests must be reviewed and approved by the data governance team.
MF-010-050: Maintain Org Unit Hierarchy/Values

**Description/Definition**
The process to add, remove, or change org unit values in the Financial Enterprise Group. All change requests must be reviewed and approved by the data governance team.
MF-010-060: Global Ledger Setup

**Description/Definition**

The process to configure the global ledger once changes have been qualified and approved by data governance.
MF-010-070: Feed GL Data Updates to Feeder Sub-Process Systems

Description/Definition: The process to push general ledger chart of accounts updates to interfacing systems. This updates the crosswalk mapping.
MF-020: Perform Transaction Processing
MF-020-030: Create Automated Recurring Journal Entry

MF-020-040: Maintain and Process Recurring Journal Entries
MF-020-050: Create and Maintain On-line Journal Entries

MF-020-060: Approval Process
MF-025: Manage GL Allocations
MF-025-010: Design Allocations Policy

**Description/Definition**
The process for developing allocation policies. These policies will reinforce the process for managing GL allocations.

MF-025-020: Enter Allocations

**Description/Definition**
The process to enter allocations into the system through defining a set of parameters.
MF-025-030: Calculate Allocations

**Description/Definition**: This is the process for determining the allocation amounts and verifying that those amounts do not contain any errors.

MF-025-040: Update GL Allocated Balances

**Description/Definition**: This is the process for determining the allocation amounts and verifying that those amounts do not contain any errors.
| **Description/Definition** | The process to enter in the allocation amounts to update the GL entries and run journal posting to update account balances. |
MF-030-050: Close Purchase Order

**Description/Definition**
The process to close the Purchase Order module and push all open distributions to the General Ledger.
MF-030-070: Close Payables

**Description/Definition**
The process to close the Accounts Payable module at the end of the month and push all open distributions to the General Ledger.
**MF-030-080: Close Billing**

| Description/Definition | The process to close the Billing module at the end of the month and push all open distributions to the General Ledger. |
Description/Definition

The process to close the Inventory module at the end of the month and push all open distributions to the General Ledger.
MF-030-100: Close Receivables

**Description/Definition**

The process to close the Accounts Receivable module at the end of the month and push all open distributions to the General Ledger.

MF-030-110: Close Cash Management
The process to close the Cash Management module at the end of the month and push all open distributions to the General Ledger.

MF-030-130: Close Asset Management Period

The process to close the Asset Accounting module at the end of the month and push all open distributions to the General Ledger.
**MF-030-140: Close Recurring Journals**

| Description/Definition | The process to post all unreleased recurring journals to the Global Ledger module at the end of the month and post all open distributions to the General Ledger. |
MF-030-260: Process Year-end Adjustments and Accruals

**Description/Definition**

The process to create adjustment entries at the end of the month and post all open distributions to the General Ledger.
MF-040: Perform Asset Accounting
MF-040-010: Design Asset Management Policy

Description/Definition
The process to develop policy and procedure pertaining to fixed assets. The policy determinations act to help guide system configuration.

MF-040-020: Manually Add Asset

Description/Definition
The process to manually key an asset into the system, create it, and release it for use.
MF-040-040: Perform Adjustments

**Description/Definition**

The process to adjust details that define an asset. (e.g. asset life, depreciation method, etc.)
Description/Definition

The process to transfer an asset from one location or agency to another.
MF-040-060: Perform Asset Disposal

**Description/Definition**

The subprocess to retire an asset, dispose of it, and record gain/loss. Assets may be reinstated after being retired if necessary.
MF-040-080: Perform Asset Period End Close

| Description/Definition | The process to close an asset period at the end of the month. The next period will open for booking transactions. |
MF-050: Perform Project Accounting

The diagram outlines the process steps for performing project accounting, with tasks such as managing project budgets, assigning resources, tracking capital projects, and handling transaction processing. The flowchart includes decision points and actions for setting up projects, managing project budgets, and tracking capital projects, among other tasks. The process concludes with project closure and asset accounting.
MF-050-010: Set up Projects

Description/Definition
After receiving notification, setting up a project is a pre-requisite for applying various costs to a project.
**MF-050-020: Manage Project Budget**

**Description/Definition**
Set up and manage the approved budget for this project. The budget should be consistent with change order requests and reflective of the work breakdown structure in the detailed project plan.
MF-050-040: Receive and/or Reclass Project Costs

Description/Definition

The majority of transactions in Project Accounting are transferred from CloudSuite applications as part of the regular processing cycle in those applications. CloudSuite applications send transactions to Project Accounting for potential edits and posting.
MF-050-050: Allocate Project Costs

| Description/Definition | Costs from other activities or cost centers in General Ledger can be allocated to projects. |
**Description/Definition**

The fiscal period should be closed in Projects prior to processing the final General Ledger interface for the period.
MF-050-090: Close Out Project

**Description/Definition**
Block all future charges to the project within the project accounting system. Run final allocation of project costs. Change the project status to 'closed'. Determine what project related documentation within the project accounting system requires archiving.
MF-070: Accounts Payable

Start

Invoices from Purchase Orders and Services

Expense Report Receipt

Vendor Maintenance required?

Does an outstanding credit memo need to be applied?

PO Invoice?

Yes

Adding a One-Time Vendor?

No

Yes

XOR

XOR

XOR

XOR

Start

Process Incoming Mail Invoices

Manage Employee Expense Claims

Design Accounts Payable Policy

Maintain Approved Vendor List

Update One-Time Vendor Details

Process Invoice Payments

Generate 1099

Cash Reconciliation

Manage Restocking and Return Items

Process Credit Memo

Enter a Non-PO Invoice

Enter a PO Invoice

Process Invoice Approval Process

Invoice Approval Process

Invoice Approval Process

Perform and Evaluate Invoice Matching

Perform AP Period End Close

Perform Closing

Interface AP Distributions to GL

Maintain Released Invoice

MF-070: Accounts Payable
MF-070-010: Process Incoming Mail/Invoices

Description/Definition: The process to receive, sort, and distribute incoming mail for further processing.
**Description/Definition**

The process to develop policy and procedure pertaining to accounts payable. The policy determinations act to help guide system configuration.
**MF-070-040: Process Credit Memo**

---

**Description/Definition**

The process to accept and apply a credit memo to the invoice payment process and reduce the amount owed to vendor.
MF-070-050: Enter a PO Invoice
MF-070-060: Enter a Non-PO invoice

Description/Definition
The process to create a vendor invoice in CloudSuite when there is no purchase order to match it with. These non-PO Invoices can be mailed by the Vendor, court ordered deductions are generated from.
| Payroll, or interfaced from a 3rd party system. The invoice totals and details can be reviewed for accuracy and approved for payment before releasing them. |
MF-070-070: Perform and Evaluate Invoice Match
**Description/Definition**
The process to “auto match” or “force match” an invoice with a purchase order, depending on the appropriate program availability of the agency at the time.

**MF-070-090: Invoice Approval Process**

**Description/Definition**
The approval process for matched invoices.
MF-070-100: Process Invoice Payments

**Description/Definition**

The process to validate cash requirements and release approved invoices for payment. Payment methods to include printing and mailing of warrants and/or electronic payments.
**MF-070-120: Perform AP Period End Close**

**Description/Definition**

The process to close the AP system for the period end close, including month end and or year end.
MF-075: Manage Employee Expense Claims

- Design General Ledger Policy
  - Document Employee Expense Policy
  - Manage Employee Master Records
  - Establish and Implement NRE Programs/Policies

- Perform Project Accounting
  - Perform Administration Setup
  - Credit Card Setup
  - Perform Resource Setup

- Configure Security
  - Configure Business Rules
  - Manage System Integration
  - Create Expense Reporting Database

- Pre-Approve Expenses
  - Process Expense Reports
  - Export to Payment
  - Data Export for Reporting
  - Import Credit Card Transactions

Setup and Configuration
Description/Definition: The travel and expense policies are defined by the organizational leadership, combined with accounting and human resource functional areas to provide the foundation for Expense Management setup.
MF-075-020: Perform Administration Setup

**Description/Definition**
The Global Ledger must be set up for Expense Management. From there, foundational codes and the expense forms can be set up.

MF-075-030: Credit Card Setup

**Description/Definition**
Credit cards, for which employees are individually responsible for the payments, are added to the system.
**MF-075-040: Perform Resource Setup**

**Description/Definition**

Groups identifying or segregating employees, such as supervisors, different agencies, etc. - are set up. Employees can then be added to the system and assigned to groups. Approval flows are assigned based on HR hierarchies. Special circumstance approval flows must be designed and configured.
MF-075-050: Configure Security

Description/Definition
Roles such as Administrators and Proxies are assigned.

MF-075-060: Configure Business Rules

Description/Definition
Policies and procedures are identified and configured as business rules to act as system controls.
MF-075-070: Manage System Integration

Description/Definition

Interfaces for data transfers from Expense Management to CloudSuite (and vice-versa) are set up and set to run on a schedule.
MF-075-090: Pre-Approve Expenses

Description/Definition

Expenses should be pre-approved to enforce policy adherence during travel. Rejected Travel Plans can be resubmitted.
MF-075-100: Process Expense Reports

Description/Definition
Expense reports are submitted after travel, approved, then interfaced to CloudSuite for payment. Rejected expenses can be resubmitted.
MF-075-110: Export to Payment

**Description/Definition**
A file is created and interfaced with Accounts Payable to reimburse employee expenses.

MF-075-120: Data Export for Reporting

**Description/Definition**
Data is exported for reporting/analysis purposes.
MF-100: Report and Analyze Financial Statements

MF-100-070: Create and Maintain Standard Report Formats
**Description/Definition**  
Create and maintain all standard reports such as balance sheet, profit and loss statement, regulatory compliance reports, etc. The reports can be paper-based or electronic. Data warehousing is recommended for flexibility. Compare standard reports from period to period.
MF-120: Design General Ledger Policy
MF-120-060: Configure General Ledger

**Description/Definition**
Configure the Organizational Structure and Cost Centers in the General Ledger along with any other code or policy setup needed.
Description/Definition: The process to create and maintain the statewide Comprehensive Annual Financial Report.
**Description/Definition**
The process to design banking policy, setup accounts and codes and reconciliation process for warrants.
MF-200-020: Process Cash Transactions

**Description/Definition**
The process of entering transactions into Cash Management. This can be deposits, transfers, fees, etc.
Description/Definition

The process of loading a request for checks that will not require a vendor in the system. This is used for tax refunds/claims and other payments where the vendor should not be in the system. Payables will issue the warrant.
**MF-200-040: Process Stale Dated and Escheatment**

**Description/Definition**

The process of stale dating and escheating checks that have not been cleared as of a specific date.
MF-200-050: Reconcile Payments Payables and Disbursements

Description/Definition

Reconciliation is the process of matching and comparing a system transaction record with a corresponding cash transaction record, adjusting the transaction if necessary, and updating the associated cash balance.
| Description/Definition | The process for voiding payments. Payments may need to be voided for various reasons. When the payment is voided Payables can cancel the invoice, maintain the invoice, and/or reissue the payment. |
MF-260: Accounts Receivable and Billing

Start

Define Accounts Receivable and Billing Policies

Has the customer been defined?

Create Customer

Create Recurring Bills

Maintain Bills

Create Bills

Release Invoices, Batch and Print Bills

Enter Credit and Debit Memos

Perform Transaction Processing

Match Payments with Receivables

Enter Cash Receipts

Receive Payments

Post to General Ledger

Grant Management

Receivables Month End Close

Perform Closing

Monitor Performance

Follow-up on Late Payments

Are there refunds, chargebacks, or adjustments to apply?

Are A/R or non A/R payments?

A/R

Non A/R

XOR

MF-250-013

MF-250-040

MF-250-050

MF-250-030

MF-250-030

MF-250-100

MF-250-080

MF-250-070

MF-250-030

MF-250-110

MF-250-120
MF-260-010: Define Accounts Receivable and Billing Policies

Description/Definition

The process to develop policy and procedure pertaining to accounts receivable and billing. The policy determinations act to help guide system configuration.
MF-260-020: Create Customer

Description/Definition
The process to setup customers, including those that require balance netting of receivables with offsetting payables.

MF-260-030: Create Bills

Description/Definition
The process to enter, create, and attach supporting documentation to accounts receivable.
MF-260-060: Release Invoice Batch and Print Bills

Description/Definition
The process for invoice batch review and posting approvals, printing of accounts receivable invoices, and posting register.
MF-260-070: Enter Cash Receipts

| Description/Definition | The process to create and process cash receipts for accounts receivable. |
MF-260-080: Match Payments with Receivables

**Description/Definition**
The process to match and apply cash receipts to receivables.
MF-260-090: Post to General Ledger

**Description/Definition**

The process to create distribution lines, reconcile cash receipts, and post to the GL.

MF-260-100: Enter Credit and Debit Memos

**Description/Definition**

The process to apply credit/debit memo adjustments to receivables.
**MF-260-110: Monitor Performance**

**Description/Definition**

The process to monitor customer account status.
MF-260-120: Follow-up on Late Payments

Description/Definition

The process to maintain customer account balances, including resolution of account balance disputes, dunning letters, late fees, and write-offs.
| Description/Definition | The process to perform month end receivables reconciliation and period close. |
MF-280-010: Setup Award

**Description/Definition**

The process for grant award setup, customer maintenance, establishing the funding source, award amount, budget, start/end dates, grant deliverables, and grant reporting data.
**MF-280-020: Setup Contract**

*Description/Definition*

The process for setting up the contract, which will associate the project to the funding source(s), priorities and percentages and setup the billing.

**MF-280-030: Labor Distribution**

*Description/Definition*

The process for setting up and processing labor distribution for employees whose salaries are paid against a grant award.
MF-280-040: Effort Certification

**Description/Definition**
The process for certifying employee effort.

MF-280-050: Grant Billing Processing

**Description/Definition**
The process for billing a grant sponsor for project expenses incurred.
MF-280-060: Close an Award

**Description/Definition**
The process for completing deliverables, extending grant end date, or closing out a grant award.
MF-290-010: Document and Configure Lease Management Policy Elections

**Description/Definition**
The process to develop policy and procedure pertaining to lease management. The policy determinations act to help guide system configuration.
MF-290-020: Initiate Lease

**Description/Definition**
The process to identify, qualify, negotiate and finalize a lease. This includes lease authorization.
MF-290-050: Add Lease

Description/Definition

The process to create and define the lease in the system. This requires prior lease authorization.

MF-290-060: Release Lease

Description/Definition

The process to release the lease in the system to allow creation of lease transactions.
MF-290-070: Create Lease Invoice(s)

Description/Definition

The process to create lease invoices. The system will create the invoices/transactions based on the definition of the lease terms in the system.
MF-290-110: Update Lease Balances

**Description/Definition**
The process to interface lease invoices to the general ledger. The journal distribution lines can then be posted to update lease balances.
MF-290-120: Terminate Lease(s)

**Description/Definition**

The process to close out a lease. The lease can be terminated once the term date has been reached. Leases may include the option to extend or purchase the asset.
MF-290-130: Lease Remeasurement

**Description/Definition**

The process to remeasure the lease if the lease terms are modified.

MF-290-140: Perform Lease Period End Close

**Description/Definition**

The process to close the lease period at the end of the month. This
opens the next month for posting.
CP-010: Define and Analyze Capital Project Requirements

**Description/Definition**

This process describes the process whereby the project planner(s) assigned investigates the feasibility of completing the projects and performs an initial analysis of the project, which establishes project performance-requirements, develops, reviews and refines project alternatives and finalizes project requirements.
CP-010-010: Establish Capital Planning Program

| Description/Definition | Standardize a process to analyze and define project requirements. |
CP-020: Identify and Prioritize Capital Projects

Description/Definition
This subprocess identifies initial conceptual ideas for capital projects and prioritizes them. It then analyzes them by feasibility, cost: benefit, risk, and value. Finally, the projects are prioritized and 'rule of thumb' funding requirements are identified. There is a certain amount of trade-off between prioritization and funding requirements and funding availability.
**Description/Definition**

In preparing for the annual budget process, the agencies are responsible for documenting and obtaining approval for Capital project requests.
Description/Definition

The process in place for projects/budgets to get approved from conception at the agency level through State Legislature.
**Description/Definition**

The project manager is responsible for the program schedule and budget, managing engineering developments, managing field performance, perform quality management, and develop key project procedures.
CP-050: Track Capital Projects

**Description/Definition**
Project Managers, Finance, and other stakeholders can monitor the capital project budget versus the actual cost and monitor planned performance versus actual performance.

**CP-050-010: Create Projects**
Description/Definition

After receiving notification and approval, setting up a project is a prerequisite for applying various costs to a project or grant.
**Description/Definition**

Online analysis forms provide quick access to current activity data such as activity balances, resource balances, and transaction information. Online analysis forms are useful for a quick check of a small amount of data. Reports provide a printable record of specific activity data, which can be as comprehensive or as narrow in scope as the user needs it.