PCARD KICKOFF TO FLORIDA PALM

PRESENTED BY: YOUR ENTERPRISE PURCHASING CARD ADMINISTRATOR TEAM (EPCA)

WHAT IS CHANGING ?

- General Ledger Structure (Chart of Accounts) and Values

- No Certified Forward Indicator (CFI) – using Budget Date

- No more dividing transactions! We will be using the Allocation Function in Works. ☺

- Travel vs Non-Travel

- Updated Errors for Florida PALM

- Merchant information will come from VISA. It will no longer be a GL segment.

Comp|Val|Auth	Amount	Sales Tax	Description	GL01: SpeedKey	GL02: Organization	GL03: Account	GL04: Grant	GL05: Col

GENERAL LEDGER VALUES AND SPEEDKEYS

GL01: SpeedKey

GL01: SpeedKey
GL02: Organization
GL03: Account
GL04: Grant
GL05: Contract
GL06: OA1
GL07: OA2
GL08: Project
GL09: Budget Date
GL10: Employee ID

Comp|Val|Auth	Amount	Sales Tax	Description	GL01: SpeedKey	GL02: Organization	GL03: Account	GL04: Grant	GL05: Col

CFI = BUDGET DATE

Current

Upcoming

Category
CFI - Current Year Funding

GL09: Budget Date
06/30/2020	FY 2019-20
06/30/2021	FY 2020-21
06/30/2022	FY 2021-22
06/30/2023	FY 2022-23
06/30/2024	FY 2023-24
06/30/2025	FY 2024-25
06/30/2026	FY 2025-26
See More...

| GL09: Budget Date |
| --- |
| 06/30/2026 |

BENEFITS TO ALLOCATING

- Enhanced functionality with Florida PALM

- User friendly with less processing time

- Combined processing of allocated lines! ☺

- Flexibility of adding and deleting lines

- Error handling, reporting and reconciliation made easy

TRAVEL VS. NON-TRAVEL

- Currently the State of Florida places the Master Trip Invoice Number (MTIN) on the transaction in Works.

- Category field requires user to select travel or non-travel.
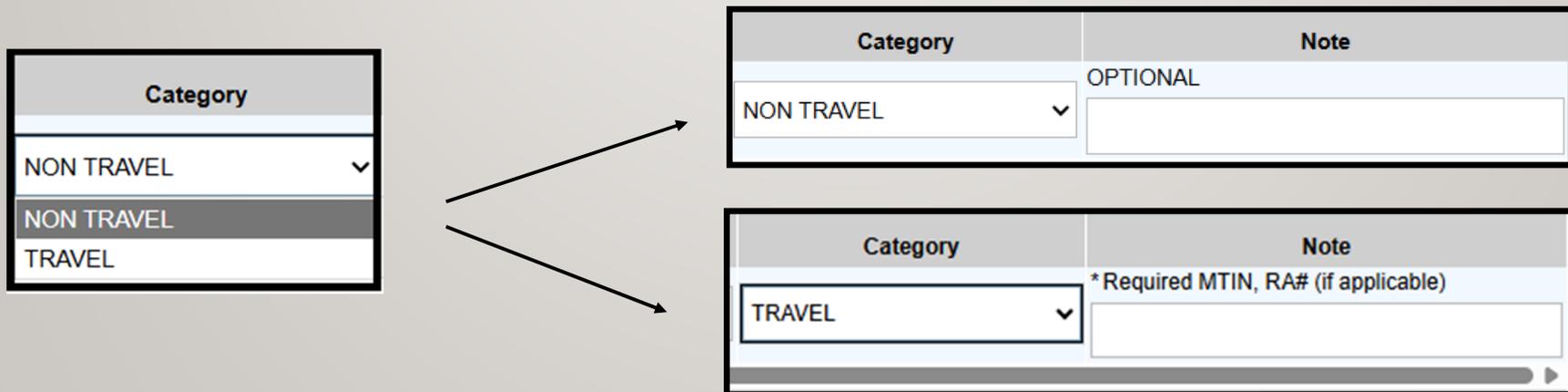
ERROR HANDLING

A <u>Transactional Error</u> is an error that occurs on the transaction level and needs to be corrected by the agency. This would typically be the accountant.

<u>Fatal Errors</u> will be handled by DFS.

Error Description
Invalid File Format
Invalid Supplier - Inactive Status
Missing Header Line Details in the file
Missing AP Business Unit in the header line
Missing required Invoice Date in the file
Missing required Voucher Line Number in the file
Missing required Merchandise Amount in the file
Missing required Voucher Distribution Line in the file
Duplicate Invoice ID
Missing Record Code
Invalid Category - Check the SpeedKey
Invalid Budget Entity - Check the SpeedKey
Invalid Organization
Invalid State Program - Check the SpeedKey
Invalid Account
Missing required Gross Amount in the file
Missing Merchant Info
Missing required Invoice ID in the file
Invalid Grant ID
Invalid Chartfield Combination - Check the SpeedKey
Invalid Business Unit
Invalid Contract ID
Invalid Project ID
Invalid or Missing Project ID for FCO Category
Missing required Budget Date in the file
Budget Check Error
Cash Check Error

GO-LIVE READINESS

- PCard Scoped Administrators Responsibilities

- Enterprise Purchasing Card Administrators (EPCA) Responsibilities
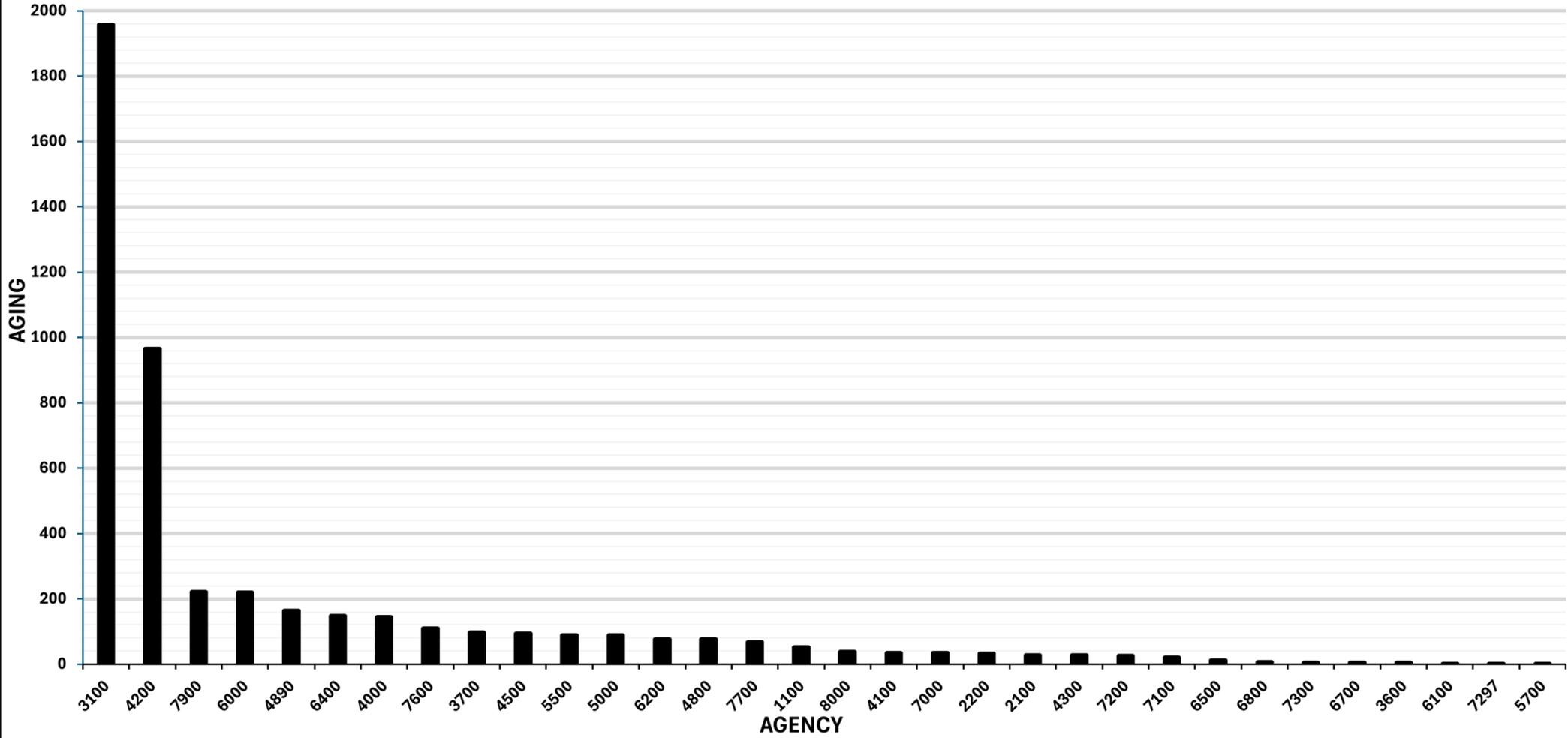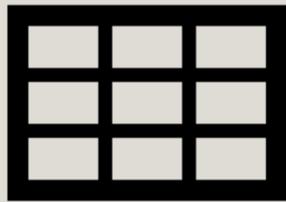
CLEARING CHARGES

Why?

- Adhering to the State Term Contract
- VISA supports disputed charges for 60 days
- Switch from FLAIR to Florida PALM – queue must be ZERO

CONFIGURATION WORKBOOKS

DFS will provide you with your existing data in Works

You will need to provide the updated GL segment values

CONFIGURATION WORKBOOKS

FLAIR GL Segment	FL PALM GL Segment
Org-EO	SpeedKey (Fund, Budget Entity, Category and State Program)
Org-EO	Organization
General Ledger Code Object Code	Account
Grant	Grant
Contract	Contract
OCA	OA1
OCA	OA2
Project	Project
CFI	Budget Date
Employee Id	Employee ID

STREAMLINING OPERATIONS

- Allocating streamlines split transactions

- Standardizing GL Structure

- Standardizing the processing of travel transactions

- SpeedKeys and Budget Date improve accuracy

- Enhanced reporting functionality through Florida PALM

QUESTIONS

FAQ

- **Will SpeedKeys** be required for Works? Yes! Works requires the use of single-line SpeedKeys for providing the Fund, Budget Entity, Category, and State Program Component with each PCard transaction. Each SpeedKey set is like setting up a shortcut to ensure coding is complete and valid.

- **How is** Works going to update SpeedKeys? Florida PALM will send new and updated SpeedKeys to Works each day, ensuring the system always reflects the most current accounting values.

- **How will SpeedKeys** be defaulted to users and/or groups? Works will receive SpeedKeys for default allocation through configuration workbooks loaded during implementation. After go-live, defaults can be modified in the user and group settings in Works.

- Are the OA1 and OA2 fields optional? Yes!

- Will the description and notes fields still be available? Yes!

- Will there be a Vendor ID field in Works? No, Works will collect and transfer the merchant information passed from the TSYS system.

- When will Works switch from FLAIR processing to Florida PALM processing? Information regarding the conversion period is forthcoming.

COMMUNICATION

Information Portal located at:

A&A's Florida PALM Connection
https://myfloridacfo.com/division/aa/palm-connection

CONTACT INFORMATION

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