

Department of Financial Services Inactivate GL Account in Florida PALM Job Aid

# Inactivate GL Account in Florida PALM

User Role(s): DFS COA Maintainer Last Updated: 01/27/2025

### Overview

The Division of Accounting and Auditing (A&A) will receive requests to inactivate GL accounts via email from the Division of Treasury (Treasury). Before the GL account can be inactivated in Florida PALM, Treasury must provide A&A with the GL Account Number and the Effective Date (bank account inactivation "as of" date).

## Search for GL Account

- 1. Navigate to the ChartField Values page
  - a. Navigation: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Values
- 2. Click on the Account

$\leftarrow$   $\odot$ $\heartsuit$						
Define ChartField Value						
ChartField Values						
Organization						
Account						
Fund						
Budget Entity						

Figure 1:Define ChartField Value Page

- 3. On the Find an Existing Value page
- 4. Enter SetID: STATE
- 5. Enter Account: GL account number, or
- 6. Enter **Description**: GL account description
- 7. Select the Include History checkbox
- 8. Click Search







#### Department of Financial Services Inactivate GL Account in Florida PALM Job Aid

$\leftarrow$   $\odot$	$\heartsuit$							Qs	earch in Menu
Account									
Find an E V Search C Enter any info	Find an Existing Value								
Recent Search	Choose from	recent searches		• / 🗖	Saved C Searches	hoose from save	d searche	s 🗸	
	*SetID Account Description Account Type	statistical     statistical       begins with     ccoo       begins with     1100       begins with     1100       begins with     statistical       begins with     statistica	rE 001 0000 LEG CC clude History Clear	Q Q SUB A Q Correct	History ve Search				
<ul> <li>✓ Search R</li> <li>1 rows - 5</li> </ul>	✓ Search Results 1 rows - SetID "STATE" Account "CC0001"           K         < 1-1 of 1 ▼         > >I         I         View All								
SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator			
STATE	CC0001	1100000 LEG CC SUB ACCT	A	Y	(blank)	(blank)	>		



# Add New Effective Date

1. In the Search results section, click on the Account

		Show fewer options     Case Sensitive	Include Vistoria	- Come	History			
		Search	Clear	) Conec	ave Search			
Search	Results							
rows -	SetID "STATE"	Account "CC0001"			t.t.eft w	5 51 1	Mater All	
setiD	SetID "STATE"	Account "CC0001" Description	Account Type	Control Flag	1-1 of 1 V Book Code	Balance Sheet Indicator	View All	

Figure 3: Account Search Results Navigation

- 2. On the **Account** tab, under the Effective Date, click the **(+)** button to add a new **Effective Date**
- 3. Click **Correct History** to add a new effective date (activity that will show in history).







## **Department of Financial Services** Inactivate GL Account in Florida PALM Job Aid

Account Map to Alternate	Account				
SetID	STATE	Acco	unt CC0001		
fective Date				Q I  < < 1 of 1 v > >	View
*Effective Date 0	1/01/1901	*Statu	s Active	Attributes Long Description	+
*Short Description	013 Statistical Account	UO	Budgetary Only	Communent Condoi Overnae	
Monetary Account Type A Balance Sheet Indicator	Asset	✓ Book Cod	e Allow Book Code Override		
*VAT Account Flag	Non-VAT Related	Physical Natur	e	• VAT Default	
Edit Record	Q	Edit Fiel	d Q	L Wit Dolauk	
Prompt Table	Q	Description of OpenIter	n		
Reconcile Tolerance		Reconcile Currenc	y Q		
Performance Measurement	General Ledger Account		Performance Measuremer	nt Acct OABM Account	
ave Return to Search	Notify		Add	t Update/Display Include History Corr	rect Hist

Figure 4: Account Tab Navigation-Effective Date

- Input the new New Effective Date which is the Inactivation Date provided by Treasury
   Update Status from Active to Inactive
- 6. Click Save

$\leftarrow$   $\odot$ $\heartsuit$				Q. Search in Menu			
Account							
Account Map to Altern	ate Account						
SetIE	) STATE	Account	t CC0001				
Effective Date				Q   K < 1 of 2 V > H   View All			
*Effective Date	10/07/2024	*Status	Inactive V	Attributes Long Description + -			
*Description	1100000 LEG CC SUB ACCT		Control Account	Commitment Control Override			
*Short Description	9013		Budgetary Only				
	Statistical Account	UOM					
Monetary Account Type	Asset 🗸	Book Code					
Balance Sheet Indicator	~		Allow Book Code Override				
*VAT Account Flag	Non-VAT Related	Physical Nature	~				
	OpenItem Account		Reconcile on Base Amount	VAT Default			
Edit Record	Q	Edit Field	Q				
Prompt Table	Q	Description of OpenItem					
Reconcile Tolerance		Reconcile Currency	Q				
Performance Measurement							
	General Ledger Account		Performance Measuremen	t Acct 🛛 ABM Account			
Save Return to Search	Notify		Add	Update/Display Include History Correct History			
Account   Map to Alternate Accou	int						

Figure 5: Account Tab Navigation (Inactivation)

# Still have questions?

Please contact the Florida PALM Solution Center via the **Customer Portal**.



