

# Agency Configuration Workbooks Supplemental

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Revision Notes</b>
1.0	02/12/2024	Initial Release – Segments I & II
2.0	03/15/2024	Updated Location Definition, Area ID, Organization, and Local Fund
3.0	07/22/2024	Segment IV Release – Cash Management (CM) and Project Costing (PC)
4.0	08/26/2024	Segment IV Release – SpeedKey and Payroll (PY)
5.0	10/07/2024	Segment IV Release – General Ledger (GL)

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## Overview

In order to execute a business process within Florida PALM, the system must first be configured. A configuration establishes the parameters and initial settings needed to enable transactions to be recorded and data to be stored within Florida PALM. The purpose of an agency configuration workbook is to document and confirm detailed agency-specific values that will be set up in Florida PALM to support agency business.

Your agency specific values, provided through the configuration workbooks, will first be loaded into the Florida PALM test environment to support your testing efforts during User Acceptance Testing (UAT) in April 2025. During UAT, you may identify changes that need to be made to your configured values, such as new values to be added or edits to values you previously added. During UAT, you will have another opportunity to update your agency-specific values, as needed. Your agency specific values will later be loaded in the Florida PALM production environment just before go-live, so that you can transact in Florida PALM on day one.

As described in the [Readiness Workplan \(RW\)](#), agencies are asked to complete the following tasks to define or validate configuration values applicable to specific data elements within various modules in Florida PALM.

- Task 513 – Complete Configuration Workbooks for Segments I and II
- Task 541 – Complete Configuration Workbooks for Segment IV
- Task 567 – Share, Review, and Update Configuration Workbooks (for UAT)
- Task 622 – Review and Confirm Updated Configuration Workbooks (for go-live)

Table 1 provides an overview of the required and optional agency-specific configurations, or enterprise configuration which require agency input, for the Financials and Payroll Waves of Florida PALM.

*Table 1: Agency Configuration Data Types*

Configuration Data Type	Business Process Grouping	Required / Optional	Description
Organization	Account Management & Financial Reporting	Required	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. The Organization ChartField aids in reporting, security, and budgeting using a tree structure.
OA1	Account Management & Financial Reporting	Optional	Used to track optional agency reporting, cost pools, expenditures, revenues, or other specific uses. Can be used to further subclassify a financial transaction that has not already been accommodated by the primary ChartFields.
OA2	Account Management	Optional	Used to track optional agency reporting, cost pools, expenditures, revenues, or other specific uses. Can be used to further subclassify a financial

Configuration Data Type	Business Process Grouping	Required / Optional	Description
	& Financial Reporting		transaction that has not already been accommodated by the primary ChartFields.
Fund (Local Funds)	Account Management & Financial Reporting	Required	Only specify the Local Fund types / information. Five-character field used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions or limitations.
Allotments Budget Structure Control	Budget Management & Cash Control	Required	This Form provides the two available options from which an agency must select: Control or Track with Budget. The purpose of this request is to document the agency's selection of an Allotments Budget Structure Control Option that will be set up in the Florida PALM system.
Budgetary Value Combination Edit	Budget Management & Cash Control	Required	Represents the combination of Transactional Fund, Budget Entity and Category values that will control transaction entry across Florida PALM. This includes interfaces, spreadsheet uploads and online entry.
Location Definition	Asset Accounting & Management	Required	Locations listed in the DMS SOLARIS system and Agency Primary Locations published by the Division of Library and Information Services. Provide Florida PALM Location Codes and updated/additional address details and associate with the current FLAIR location.
Area ID	Asset Accounting & Management	Optional	Provide a more specific area within a Location Code. One or more Area ID may be provided per Location Code.
Distribution Code	Accounts Receivable	Required	Represents a combination of Florida PALM ChartField values, which is used to create accounting entries for returned items/debit memos. Organization and State Program values are required from agencies.
Consolidated Revolving Accounts	Treasury Management	Required	Represents a combination of Florida PALM ChartField values and is a default accounting string used to create accounting entries for CRA bank transactions systematically from the bank interfaces. Organization and State Program values are required from agencies.
PC Source Type	Projects Management	Optional	Project Costing uses transactions to track, analyze, and report on actual and planned project costs. You assign PC Source Types to individual transactions to identify the transaction's purpose.

Configuration Data Type	Business Process Grouping	Required / Optional	Description
			PC Source Type provides flexibility for defining transactions.
PC Category	Projects Management	Optional	PC Category and PC Subcategory further define PC Source Type. You can combine categories and subcategories in source groups for reporting and analysis. Although defining categories and subcategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs. Categories and subcategories provide flexibility for defining transactions.
PC Subcategory			
SpeedKey	All	Optional  <i>*Required for Payroll and PCard</i>	<p>SpeedKey provides a shortcut for users entering ChartField values for online transactions in the Financials application.</p> <p>The Human Capital Management (HCM) application uses the ChartField values defined in the Payroll SpeedKey to establish position funding needed to process payroll transactions. Payroll SpeedKeys are used in People First to create one-time payments (e.g., leave payout) and for recurring payments (CJIP, FFIP).</p> <p>PCard SpeedKeys are used in PCard Works to define the Fund, Budget Entity, Category, and State Program that users can select when processing PCard transactions.</p>
Position Funding	Payroll Management	Required	Position Funding is used to distribute payroll expenses to one or more funding sources by position. All active positions must have valid Position Funding in Florida PALM.
Criminal Justice Incentive Pay (CJIP)	Payroll Management	Required	CJIP Funding is used to assign funding to CJIP payments in People First. All active employees with this recurring payment in People First must have a valid CJIP SpeedKey created in Florida PALM and assigned in People First. CJIP Funding is only relevant to agencies that have employees that receive CJIP and only for time periods where the employee is in a CJIP eligible position.
Fire Fighter Incentive Pay (FFIP)	Payroll Management	Required	FFIP Funding is used to assign funding FFIP payments in People First. All active employees with this recurring payment in People First must have a valid FFIP SpeedKey created in Florida PALM and assigned in People First. FFIP Funding is only relevant to agencies that have employees that receive FFIP.

Configuration Data Type	Business Process Grouping	Required / Optional	Description
Default Funding	Payroll Management	Required	Default Funding is used to notate the default funding that agencies would like Recovery of State Funds Deductions and Salary Refund Deductions to be deposited to. Each agency must specify Default Funding for the funds collected through these deductions.
Default Interest Apportionment	Account Management & Financial Reporting	Required	Default Organization and State Program ChartField values to be used during the interest apportionment process to post interest earned and administrative fees incurred.
General Ledger Allocation	Account Management & Financial Reporting	Required	The General Ledger Allocation table is used to reclassify transactions systemically between the Florida PALM Transactional Fund (Governmental Use Fund to the Florida PALM Capital Assets Fund [General Fixed Asset Fund]) for the purposes of financial reporting.

## Configuration Workbook Inventory Instructions

For each applicable Florida PALM Segment, this document will be updated to include the required module-specific configuration activities. Some or all of the following sections of information have been included for each module’s configuration value(s), where applicable, and should be utilized as you complete configuration workbook activities in the required format (i.e., Smartsheet worksheet or Secure File Share).

**Configuration Value Definition** – Provides a high-level definition of the configuration value(s) for that module.

**Business Process and Subprocess** – Provides the Florida PALM business process and subprocess of the configuration data type, as well as a link to the standardized business process model(s) on the [Knowledge Center](#).

**Configuration Value Purpose and Use** – Provides a high-level summary of why this configuration is important and/or necessary for your agency.

**Configuration Design Details** – Provides the considerations and/or assumptions applied when defining the configuration value.

**Configuration Field Details** – Provides a table of the field names included in the corresponding worksheet. These fields are a combination of both fields to allow agencies to complete configuration activities (i.e., included in the worksheet only), as well as fields pulled from the related Florida PALM records (i.e., that will be configured).

Within the tables we have also included the field description, whether the field is required or optional in Florida PALM, and within the worksheet, the field type and field length, and finally if



the field value input is provided by the Project or if the agency needs to provide a response or information. Fields that are only included in the worksheet and used to complete this configuration activity are shaded in blue in the table.

Field Types include:

- Alphanumeric – The field can contain letters or numbers.
- Character – The field can include numbers, letters, spaces, or symbols.
- Date – The field must contain an 8-digit date (i.e., MM/DD/YYYY).
- Numeric – The field can only contain numbers.

Field Value Input values include:

- Agency Indicated – Select “yes” or “no” in this field.
- Agency Provided – Provide (required or optional) information in this field, in accordance with the field type and field length requirements.
- Agency Specified – Select from the available drop-down values.
- Project Provided – Information is provided in the field. Some are locked (i.e., not editable) and some are unlocked (i.e., available for editing).

**NOTE:** *Within each worksheet, for any field where information is provided by the agency and the provided information exceeds the allowable length, the cell will turn red, indicating that the value entered is too long and must be adjusted.*

**NOTE:** *Within each worksheet, for any field which requires agency input, even those with other field selection dependencies, the cell will turn yellow while empty, indicating that action must be taken by the agency.*

**Configuration Page(s)** – Provides screenshot examples of the configuration page(s) where the defined field values will be set up in Florida PALM.

**Worksheet Instructions** – The configuration workbooks are housed within either Smartsheet or the Florida PALM Secure File Share portal, depending on their specific data sensitivity requirements. This section provides task completion requirements and detailed instructions on how to complete all columns requiring agency input.

## Segments I and II - Completed

The information in this section was used by agencies as a resource for completing Readiness Workplan (RW) Task 513 – Complete Configuration Workbooks for Segments I and II. It describes the module-specific worksheets and form that have now been moved to the Archive folder located in your agency-specific Florida PALM Workbook in Smartsheet. These worksheets were created to allow the Project to collect the actual agency configuration data values for each configuration record/table. As configuration values are collected from the agencies, they are reviewed, incorporated into the master Florida PALM configuration workbook and configured in the applicable environment (e.g., UAT or Production).

Table 2 provides a list of the module-specific worksheets and form released for RW Task 513 as well as the summary for each data type for which you were asked to confirm configuration values.

Table 2: Segment I and II Configuration Data Types

Module / Data Type	Data Type Summary
<b>Accounts Receivable (AR)</b> <ul style="list-style-type: none"> <li>Distribution Code</li> </ul>	<p>A distribution code represents a combination of Florida PALM ChartField values, which is used to create accounting entries for returned items/debit memos.</p> <p><i>Organization and State Program values are required from agencies.</i></p>
<b>Asset Management (AM)</b> <ul style="list-style-type: none"> <li>Location Definition</li> <li>Area ID</li> </ul>	<p>A 'Location Definition' represents a location the agency wants to track resources against (e.g., where an agency performs operations or stores / houses assets) and the Agency Primary Locations published by the Division of Library and Information Services.</p> <p><i>Location Definition values are required from agencies.</i></p> <p>An Area ID provides an opportunity to identify specific areas within an established location. This function can be used to identify multiple rooms or floors within a single location, or any other granular sub-division of the agency location.</p> <p><i>Area ID values are optional for agencies.</i></p>
<b>Commitment Control (KK)</b> <ul style="list-style-type: none"> <li>Allotments Budget Structure Control</li> </ul>	<p>Allotments are used to manage agencies' budgets at the Appropriations level or a level lower than Appropriations. The Allotments Budget Structure provides agencies flexibility to allot to the agency specific ChartFields (i.e., organization, project, contract, grant, OA1, and OA2) in addition to the Key ChartFields (Fund, Budget Entity, Category) in the Appropriations, Releases, and Reserves Budget Structures.</p> <p><i>Allotment Control Option selection is required from agencies.</i></p>

Module / Data Type	Data Type Summary
<p><b>General Ledger (GL)</b></p> <ul style="list-style-type: none"> <li>• Organization</li> <li>• Other Accumulator 1 (OA1)</li> <li>• Other Accumulator 2 (OA2)</li> <li>• Budgetary Value Combination Edit</li> <li>• Local Funds</li> </ul>	<p>The Organization ChartField identifies the organizational entity associated with a transaction. Organization ChartField tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.</p> <p><i>Organization values and identification of placement on Organization code tree structure is required from agencies.</i></p> <p>Other Accumulator 1 is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. To establish new Other Accumulator 1 ChartField values is to further subclassify a financial transaction that has not already been accommodated by the remaining statewide or agency specific ChartFields.</p> <p><i>OA1 values are optional for agencies.</i></p> <p>Other Accumulator 2 is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. A design consideration to establish new Other Accumulator 2 ChartField values is to further subclassify a financial transaction that has not already been accommodated by the remaining statewide or agency specific ChartFields.</p> <p><i>OA2 values are optional for agencies.</i></p> <p>The Budgetary Value edit will limit the COA (i.e., Fund, Budget Entity, and Category) used on transactions to the specified values in the designated edit for an agency. Transactions not containing the valid codes in this edit will result in an error where the transaction cannot proceed.</p> <p><i>Budgetary Value Combination Edit values are required from agencies.</i></p> <p>Local funds are used to account for funds (resources) held outside the State Treasury. Agencies will identify the account types (i.e., clearing funds, revolving funds, local funds without bank accounts) and related information associated to the funds held outside the State Treasury.</p> <p><i>Identification of the types of current / existing Local Fund values is required for agencies.</i></p>

Considering the information below, as you complete the required workbooks, will guide your agency through a process of reviewing and validating that the correct values will be configured for your agency for use in Florida PALM.

**NOTE:** *These workbooks are not a repository of all configuration values for your agency in Florida PALM but provide the set of agency-specific values needed for AR, AM, KK, and GL modules.*

## Accounts Receivable Module Configurations

This workbook contains a single worksheet that represents a core configuration component in Florida PALM. Column/field definitions and instructions are provided below. This configuration workbook contains the following Accounts Receivable module configuration to which agency-specific values are being obtained to setup Florida PALM:

- Distribution Code

### **Smartsheet Navigation:**

*Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Accounts Receivable (AR)*

### *Distribution Code*

SetID	Distribution Code	Effective Date	Status as of Effective Date	Description	Short Description	Distribution Type	Organization	Account	Fund	Budget Entity	Category	State Program	Configure Value	New Value	Comments

Figure 1: Distribution Code Worksheet in Smartsheet

**NOTE:** This worksheet should be completed after the General Ledger (GL) Organization Worksheet, due to the data-related dependencies.

### Configuration Value Definition

The Distribution Code represents a combination of Florida PALM ChartField values and is a default accounting string used to create returned items/debit memos systematically from the bank interfaces.

### Business Process and Subprocess

The Distribution Code configuration supports the following business process and subprocess:

Table 3: Distribution Code Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">60.2 Deposit and Apply Receipts</a>	<a href="#">60.2.3 Returned Items</a>

### Configuration Value Purpose and Use

- The Organization ChartField value and State Program ChartField value for each distribution code will be used on a default accounting string to create returned items/debit memos systematically from the bank interfaces.
- Failure to establish and/or confirm Organization and State Program ChartField values will result in a bank interface file error.

### Configuration Design Details

The following design considerations are applied when defining a Distribution Code in Florida PALM:

- The agency considers what they need as a default accounting string for returned items/debit memos, one per bank account.

Distribution Codes for returned items/debit memos are maintained centrally by DFS Treasury.

The following assumptions are considered when defining a Distribution Code:

- Agencies complete the GL configuration workbook task to create the agency organizational structure and Organization ID before completing this AR configuration workbook for Distribution Code.
- Agencies use the Organization ID created in the GL configuration workbook to finalize the AR configuration workbook for Distribution Code to provide Organization and State Program.

### Configuration Field Details

Agencies must provide the following Organization and State Program related configuration values as listed in the <Agency> *Distribution Code* worksheet in Smartsheet.

Table 4: Distribution Code Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>SetID</b>	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
<b>Distribution Code</b>	System uses the code to create accounting entries.	Required	Character	10	Project Provided
<b>Effective Date</b>	Prior to system implementation, this date is defaulted to 01/01/1901. Following system implementation, this field will reflect the date when a row becomes effective, or the date that an action begins.	Required	Date	10	Project Provided
<b>Status as of Effective Date</b>	Status as of Effective Date: "(A)ctive", "(I)nactive". Prior to system implementation this status is defaulted to	Required	Character	1	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	“(A)ctive” for all agency confirmed values.				
<b>Description</b>	Long description of defined distribution code.	Required	Character	30	Project Provided
<b>Short Description</b>	Provides a short abbreviation for the title of the value.	Optional	Character	10	Project Provided
<b>Distribution Type</b>	Value indicates how the system will use the account.	Required	Character	3	Project Provided
<b>Organization</b>	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. The Organization ChartField aids in reporting, security, and budgeting using a tree structure. Organization values are established based on the organizational structure defined by each agency.	Required	Character	10	Agency Specified
<b>Account</b>	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Required	Character	10	Project Provided
<b>Fund</b>	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations.	Required	Character	5	Project Provided
<b>Budget Entity</b>	Represents organizations and/or	Required	Character	8	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	functions to which appropriations are made and typically represents a program.				
<b>Category</b>	Represents both appropriation categories and revenue source codes.	Required	Character	6	Project Provided
<b>State Program</b>	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.	Required	Character	10	Agency Specified
<b>Configure Value</b>	Configure Value: "Yes" or "No".	Required for Smartsheet	Character	3	Agency Indicated
<b>New Value</b>	Value is required to be entered here depending on the response in the <i>Configure Value</i> column.	Required or Optional for Smartsheet <i>(Based on prior column dependency)</i>	Character	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

Agencies can request DFS Treasury to update the Distribution Code used for returned items/debit memos. The following provides an example of the configuration page where the agency defined Distribution Code values will be set up in Florida PALM.



Figure 2: Distribution Code Configuration Page

The following provides an example of the direct journal deposit transaction page where the configured values are used in Florida PALM:

Figure 3: Modify Accounting Entries Page Directly Journalled Payments Tab

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> Distribution Code worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

Complete the following in the Organization column for each row in the worksheet:

1. Review the Distribution Code, Account, Fund and Budget Entity ChartFields and determine the appropriate default Organization ChartField to be used when creating accounting entries for Returned Items.
2. Select the desired Organization ChartField value in the column.
  - a. This is a drop-down column, updated nightly through automation, which contains all *Florida PALM Values: Organization ID* column values entered on the GL <Agency> Organization worksheet with a *Configure Value* column selection of “Yes”.

Distribution Code	Effective Date	Status as of Effective Date	Description	Short Description	Distribution Type	Organization

Figure 4: Distribution Code Worksheet Organization Column

Complete the following in the State Program column:

1. Review the current Program Component (State Program) values associated with the Budget Entity, as established by LAS/PBS.
2. Select or provide the appropriate Program Component (State Program):
  - a. **If a single value is available in this field**, it has been captured in the State Program Column
    - i. In the Configure Value column, select “Yes” if you desire to establish the provided value in Florida PALM.
    - ii. In the Configure Value column, if you do not desire to establish the provided value in Florida PALM, you must select “No” **and** provide the desired value in the New Value column.
  - b. **If multiple values are available in this field:**
    - i. Choose the desired value in the drop-down option (State Program).
    - ii. In the Configure Value column, select “Yes” to confirm your selected value.
  - c. **If no value was provided**, provide the desired value in the New Value column and leave select “Yes” Configure Value column.

Organization	Account	Fund	Budget Entity	Category	State Program	Configure Value	New Value	Comments

Figure 5: Distribution Code Worksheet State Program Configuration Columns

## Asset Management Module Configurations

This workbook contains two worksheets that represent core configuration components in Florida PALM. Column/field definitions and instructions are provided below. This configuration workbook contains the following Asset Management module configurations to which agency-specific values are being obtained to setup in Florida PALM:

- Location Definition
- Area ID Values

### **Smartsheet Navigation:**

*Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Asset Management (AM)*

### *Location Definition*

Configure Value	Set ID	Florida PALM Location Code	Location Detail (Dept. FLAIR Location Codes)	Effective Date	Status as of Effective Date	Description	Country	Phone	Address 1	Address 2	Address 3	City	County	State	Postal	Jurisdiction	Building Number	Floor/Room Number	Sector	Com	

Figure 6: Location Definition Worksheet in Smartsheet

### Configuration Value Definition

'Location Definition' indicates an agency's physical location (e.g., address) for each Location Code.

### Business Process and Subprocess

The Location Definition configuration supports the following business process and subprocess:

Table 5: Location Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">40.3 Set up and Maintain Asset Controls</a>	N/A

### Configuration Value Purpose and Use

- Locations are required in Florida PALM and will be required to convert existing FLAIR property items. The Location Definition workbook will be used to convert all items from the existing Departmental FLAIR Location Codes to the Florida PALM Location Codes.
- Failure to provide will result in converted assets not being associated with the proper location code or with the agency being required to perform additional data clean up (i.e., data readiness activities) prior to go live.

### Configuration Design Details

The following design considerations are applied when defining Location Definition values in Florida PALM:

- Location Codes are values that represent unique sites or locales that populate Location Address values in Florida PALM.
- Location Code values are ten (10) characters in length and are established based on the physical locations of each agency.
- Location Code values are agency-specific and available only for transactions by the associated agency; these values are not shared across all agencies.
- Location Address information is required on all asset/property records.
- All Florida PALM Modules use Location Address information to process and record agency transactions.

The following assumptions are considered when defining a Location Definition value:

- The locations included in the Location Definition sheet reflect the agency's locations from SOLARIS and Agency Primary Locations published by the Division of Library and Information Services. *This may not be a complete list for each agency but serves as a starting point.*
- Agencies may enter additional addresses at the bottom of the Location Definition sheet, if your agency sees any missing locations.
- If the location addresses provided in the worksheet are incorrect, agencies will make corrections directly in those fields on the Location Definitions worksheet.
- To support the crosswalk of FLAIR to Florida PALM values, within the Location Detail (Dept FLAIR Location Code(s)) column, a drop-down list is provided which contains all current FLAIR location codes for the agency. Agencies must provide one or more Departmental FLAIR Location Codes that corresponds with each Florida PALM Location Code. Why is this important?
  - FLAIR Location Code values will be populated in the Florida PALM Location Details page in Florida PALM (see Figure 7 below).
  - FLAIR Location Code values will be used to crosswalk FLAIR property items to Florida PALM Asset Management.
  - Agencies will be able to view a mapping of FLAIR Location Code values and the Florida PALM Location Code via reporting within Florida PALM.
- Area IDs are optional configuration values that will be provided by agencies, if applicable, in a separate configuration workbook.

### *Florida PALM Location Code*

The following information is intended to establish guidance in administering Location Codes in Florida PALM. Agencies will create a 10-character Florida PALM Location Code for each agency-occupied location address. There are two types of Location Codes in Florida PALM, which are included in the Location Definition worksheet:

- Agency Primary Location – used for administrative purposes only. Each agency will have one primary location.
- Agency Locations – used for recording daily operational transactions. Each agency will have multiple agency locations.

### Agency Primary Location

The Agency's Primary Location is made up of the following:

- Agency Business Unit
- Agency Acronym

Example:

Agency: Department of Financial Services  
Location Code: **43000\_DFS**

(1<sup>st</sup> thru 5<sup>th</sup> Positions): **43000** = Agency Business Unit  
(6<sup>th</sup> thru 10<sup>th</sup> Positions): **\_DFS** = Agency Acronym

### Agency Locations

The Agency Location Code is made up of the following:

- 2-character County Number
- 8-character identifier determined by the agency

Using the Location Code the Florida PALM:

Example 1:

Agency: Department of Health  
Location: Alachua Regional Service Center East  
Location Code = **01RegionaE**

(1<sup>st</sup> & 2<sup>nd</sup> Positions): **01** = Alachua County  
(3<sup>rd</sup> thru 10<sup>th</sup> Positions): **RegionaE** = Agency defined location identifier

Example 2:

Agency: Department of Agriculture and Consumer Services  
Location: ANIMAL INDUSTRY EQUIPMENT POLE BARN 24x120  
Location Code = **37Equibarn**

(1<sup>st</sup> & 2<sup>nd</sup> Positions): **37** = Leon County  
(3<sup>rd</sup> thru 10<sup>th</sup> Positions): **Equibarn** = Agency defined location identifier

### Configuration Field Details

Agencies must provide the following Location Definition related configuration values as listed in the <Agency> *Location Definition* worksheet in Smartsheet.

Table 6: Location Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configure Value</b>	Configure Value: "Yes" or "No".	Required for Smartsheet	Character	3	Agency Indicated
<b>Set ID</b>	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alpha-numeric	5	Project Provided
<b>Florida PALM Location Code</b>	Florida PALM agency provided 10-character agency specific location identifier.	Required	Alpha-numeric	10	Agency Provided
<b>Location Detail (Dept FLAIR Location Codes)</b>	List of related agency Departmental FLAIR location codes.	Required	Character	254	Agency Indicated or Agency Provided
<b>Effective Date</b>	Prior to system implementation, this date is defaulted to 01/01/1901. Following system implementation, this field will reflect the date when a row becomes effective, or the date that an action begins.	Required	Date	10	Project Provided
<b>Status as of Effective Date</b>	Status as of Effective Date: "(A)ctive", "(I)nactive". <i>Prior to system implementation this status is defaulted to "(A)ctive" for all agency confirmed values.</i>	Required	Character	1	Project Provided
<b>Description</b>	Location Description.	Required	Character	30	Agency Provided
<b>Country</b>	Country Abbreviation. (Example: USA)	Required	Character	3	Agency Provided
<b>Phone</b>	Agency Phone Number Associated with Location.	Optional	Character	24	Agency Provided
<b>Address 1</b>	Street Address of Asset Location OR Street Address or P.O. Box of Agency Primary Location	Required	Character	55	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Address 2</b>	Building Name at Location Address.	Optional	Character	55	Agency Provided
<b>Address 3</b>	Additional address details, if applicable.	Optional	Character	55	Agency Provided
<b>City</b>	City or Town of Location Address.	Required	Character	30	Agency Provided
<b>County</b>	County of Location Address.	Required	Character	30	Agency Provided
<b>State</b>	State of Location Address.	Required	Character	6	Agency Provided
<b>Postal</b>	Postal Code of Location Address.	Required	Character	12	Agency Provided
<b>Jurisdiction</b>	User Defined Field.	Optional	Character	5	Agency Provided
<b>Building Number</b>	Building Number occupied by Agency at the Location Address, if applicable.	Optional	Character	10	Agency Provided
<b>Floor/Room Number</b>	Floor/Room within the location, if applicable.	Optional	Character	10	Agency Provided
<b>Sector</b>	Agency District/Area, if applicable.	Optional	Character	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

**Configuration Page(s)**

The following provides an example of the Location Definition configuration page:

The screenshot displays the 'Location Definition' configuration page in Florida PALM. At the top, there are tabs for 'Location Definition' and 'Location Detail'. Below the tabs, the 'SetID' is 43000 and the 'Location Code' is 52F429580. The main form area is titled 'Location Definition' and includes the following fields:

- \*Eff Date: 01/01/1901
- Active:
- \*Descr: ST SUCIE BUILDING
- Country: USA (United States)
- Address 1: 9800 4TH STREET
- Address 2: ST SUCIE BUILDING
- Address 3: (empty)
- City: ST PETERSBURG
- In City Limit:
- County: USA
- Postal: 33702
- State: FL (Florida)
- Jurisdiction: (empty)
- Building #: (empty)
- Floor #: (empty)
- Sector: (empty)

At the bottom of the form, there is a navigation bar with buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, and In. Below the navigation bar, there are links for 'Location Definition' and 'Location Detail'.

Figure 7: Location Definition Configuration Page Example

The following provides an example of the Location Definition as used by the Asset Module component in Florida PALM:



The screenshot displays the Florida PALM interface for an asset transaction. The 'Location/Comments/Attributes' tab is active. The 'Location' section is expanded, showing the following details:
 

- Effective Date: 02/24/2022
- Location: 52F429580 (highlighted with a red box)
- Area ID: [Empty]
- Address 1: 9800 4TH STREET
- City: ST PETERSBURG
- County: USA
- State: FL (Florida)
- Country: USA (United States)
- Jurisdiction: [Empty]
- Sector: [Empty]
- Postal: 33702
- Geo Code: [Empty]
- Document: [Empty]
- Building: [Empty]
- Floor #: [Empty]
- Room#: [Empty]
- Latitude: [Empty]
- Longitude: [Empty]

 The 'Authorization' section shows:
 

- Status: Not Authorized
- Date: [Empty]
- Name: [Empty]

 At the bottom, there are navigation buttons: Save, Return to Search, Add, Update/Display, Include History, and Correct History. The breadcrumb trail at the bottom reads: General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data.

Figure 8: Use of Location Definition Configuration Value on an Asset Transaction Page

## Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Location Definition worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values. Your agency’s Agency Primary Location is the first value in the table.

For each Location Code in the list:

1. Select “Yes” or “No” in the Configure Value column.

For items where the Configure Value column is “Yes”:

2. Specify a 10-character value in the Florida PALM Location Code column, using the county code as the first two characters (Appendix).
3. Select the current FLAIR location from the drop-down list in the Location Detail (Departmental FLAIR Location Codes) column or indicate / input another value if not included in the list provided.

4. Edit any pre-populated address details, as necessary, in the following columns:
  - a. Description
  - b. Country
  - c. Phone *(optional)*
  - d. Address 1
  - e. City
  - f. County
  - g. State
  - h. Postal
5. Enter additional address details in the following columns:
  - a. Address 2 – Provide the building name associated with the location, occupied by your agency, that needs to be configured in Florida PALM.
  - b. Address 3 – Additional *optional* address details, if needed.
  - c. Floor/Room Number– Provide the *optional* Floor/Room number of buildings occupied by your agency that need to be configured in Florida PALM. *Additional floor or room information can also be added via the Area ID field, described in the next section.*
  - d. Jurisdiction/Building Number/Sector – Provide the *optional* jurisdiction, building number, and/or sector to further define asset locations if such designation(s) meet the needs of your agency.

For a new Location Code:

1. Select “Yes” in the Configure Value column.
2. Enter the address details on a new row in columns Florida PALM Location Code, and Description through Sector.

Configure Value	Set ID	Florida PALM Location Code	Location Detail (Dept, FL AIR Location Codes)	Effective Date	Status as of Effective Date	Description	Country	Phone	Address 1	Address 2	Address 3	City	County	State	Postal	Jurisdiction	Building Number	Floor/Room Number	Sector	Comments

Figure 9: Location Definition Worksheet Required Columns (if applicable)

## Area ID

Configuration Needed	Florida PALM Location Code	Area ID	Description	Area Detail	Comments
Yes No					

Figure 10: Area ID Values Worksheet in Smartsheet

**NOTE:** This worksheet should be completed after the Asset Management (AM) Location Definition Worksheet, due to the data-related dependencies.

### Configuration Value Definition

An Area ID provides an opportunity to identify specific areas within an established location. This function can be used to identify multiple rooms or floors within a single location, or any other granular sub-division of the agency location. The system provides a 10-character (alphanumeric) field to populate an Area ID. Once the address and location code are created in Florida PALM, the floor, or floor and room number can be added to the Area ID field. Numerous lines can be added to reflect multiple floors or multiple floor / room combinations.

**NOTE:** This is an optional feature that can be exercised by agencies and the values provided are for configuration in Florida PALM.

### Business Process and Subprocess

The Area ID configuration supports the following business process and subprocess:

Table 7: Area ID Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">40.3 Set up and Maintain Asset Controls</a>	N/A

### Configuration Value Purpose and Use

- Area ID is an optional field. This field can be used to identify multiple rooms or floors within a single agency location.
- If Area ID is not provided, Florida PALM cannot associate rooms or floors with converted asset records.

### Configuration Design Details

The following values must be provided by the agency when establishing an Area ID:

- Existing Florida PALM Location Code: 10-character (alphanumeric) Florida PALM agency specific location identifier. If a new location address is requested to be added and part of this task (RW Task 513) completion, the Project will provide the new Florida PALM Location Code for agency Area ID association in future RW task iterations.
- Area ID: 10-character (alphanumeric) user defined field – value that will be displayed for the Area ID.
- Description: 30-character (alphanumeric) Area ID Description
- Area Detail: 2GB (limited to 254 in Smartsheet cells) character detailed information field for the Area ID

Example:

Agency: Department of Health  
 Location: Alachua Regional Service Center East  
 Location Code = **01RegionaE**

Table 8: Area ID Example

Location Code	Area ID	Description	Area Detail
01RegionaE	FI 3 Rm 12	Floor 3 Room 12	Office administrator storage area.
01RegionaE	FI 3 Rm 14	Floor 3 Room 14	
01RegionaE	Floor 2	Second Floor	
01RegionaE	FI 2 Rm 16	Floor 2 Room 16	Director's office.

### Configuration Field Details

Agencies have the option to provide the following Area ID related configuration values as listed in the <Agency> Area ID Values worksheet in Smartsheet. Please note, the following information is only required if agencies choose to configure Area ID(s):

Table 9: Area ID Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configuration Needed</b>	Configuration Needed: "Yes" or "No". <i>Area ID is an optional agency configuration.</i>	Required for Smartsheet	Character	3	Agency Indicated
<b>Florida PALM Location Code</b>	Florida PALM system provided 10-character (alphanumeric) agency specific location identifier. <i>This must be a Location Code value already established in the &lt;Agency&gt; Location Definition worksheet.</i>	Required	Alphanumeric	10	Agency Indicated
<b>Area ID</b>	Florida PALM location specific area identifier. This is a user defined field that is associated to a specific Location Code.	Required	Alphanumeric	10	Agency Provided
<b>Description</b>	Area ID Description.	Required	Character	30	Agency Provided
<b>Area Detail</b>	Detailed information field for the Area ID.	Optional	Character	254	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the Area Definition configuration page:

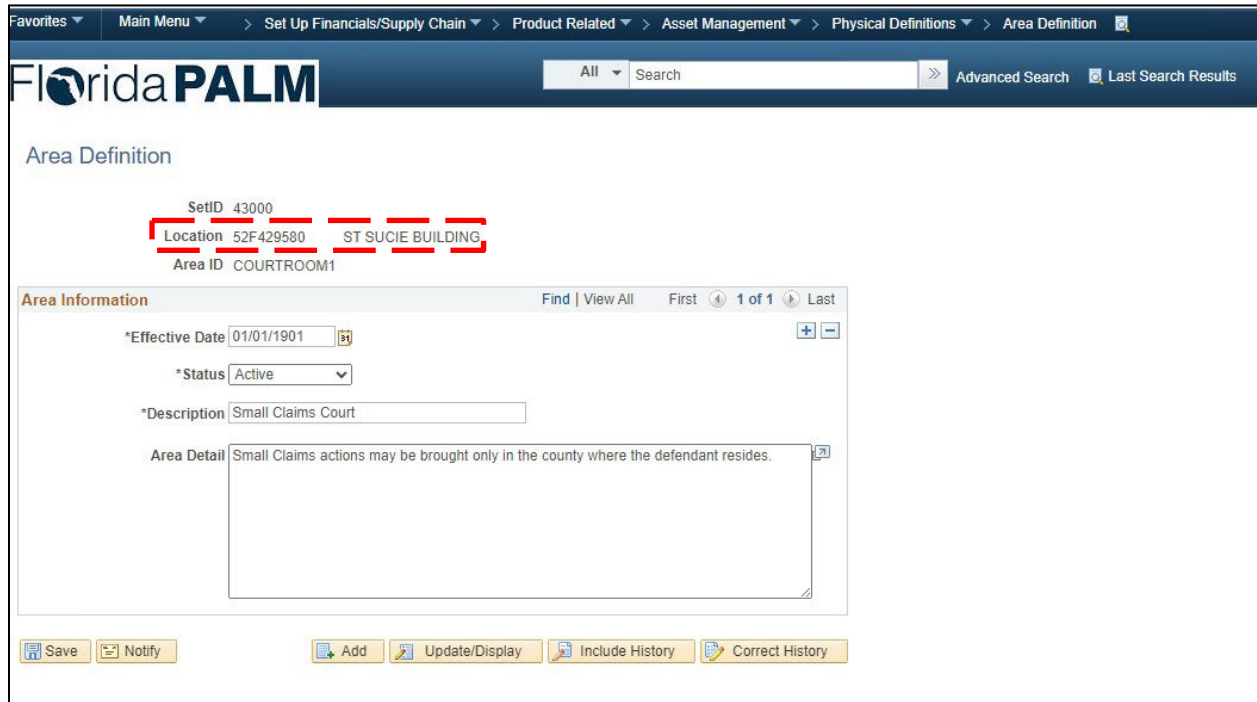


Figure 11: Area Definition Configuration Page Example

The following provides an example of the Area ID as used by the Asset Module component in Florida PALM:

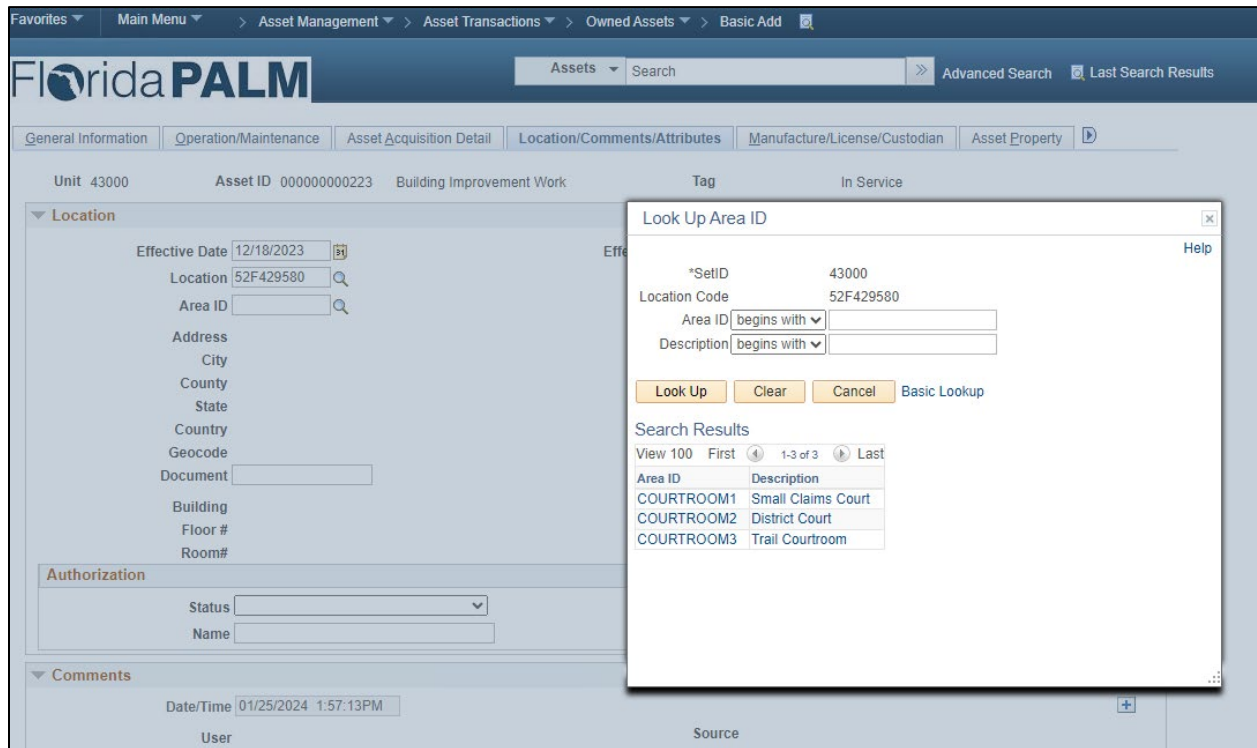


Figure 12: Use of Area Definition Configuration Value on an Asset Transaction Page

## Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Area ID Values worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

If you choose **not** to provide Area ID Values for configuration:

- Select “No” in the Configuration Needed column, all other columns may be left as is.

If you choose to provide Area ID Values for configuration, complete the following for each value:

1. Select “Yes” in the Configuration Needed column, only for the first row.
2. Complete the following in the Location Code column for each Area ID:
  - a. Add the Florida PALM Location Code previously added in the Location Definition worksheet.
3. Complete the following in the Area ID column for each Area ID:
  - a. Provide the Area ID that you would like to create. This is a 10-character agency defined field which will be available for selection when setting the location of an asset. Examples include:
    - i. LUNCHROOM
    - ii. OFFICE104
    - iii. COURTROOM1

4. Complete the following in the Description column for each Area ID:
  - a. Provide the Description of the Area ID and Area Detail information (e.g., Rooms, floors), if applicable. Examples include:
    - i. Employee lunchroom
    - ii. Office #104
    - iii. Small Claims Court

Optionally, you may also provide a more detailed description of the Area in the Area Detail field.

Configuration Needed	Florida PALM Location Code	Area ID	Description	Area Detail	Comments

Figure 13: Area ID Values Worksheet Required Columns (if applicable)

## Commitment Control Module Configurations

This workbook contains a single worksheet with a corresponding form which represents a core configuration component in Florida PALM. Form instructions are provided below. This configuration workbook contains the following Commitment Control module related configuration for which your agency specific selection is being obtained to setup Florida PALM:

- Allotments Budget Structure Control

### **Smartsheet Navigation:**

*Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Commitment Control (KK)*

### *Allotments Budget Structure Control*

#### **Worksheet –**

Form Link	Authorized By:	Date of Authorization	Agency Authorizing Signature	Selection:	Agency Comments
<a href="https://aoo-smartsheet.com/b/form/292cbb8d55e342af52769f2b8f9f46f6">https://aoo-smartsheet.com/b/form/292cbb8d55e342af52769f2b8f9f46f6</a>					

Figure 14: Allotments Budget Structure Control Worksheet in Smartsheet

**NOTE:** This worksheet contains locked columns which will be automatically populated upon your Agency Sponsor's completion of the Allotments Budget Structure Control Options Form (below) linked in the first row of your worksheet. **It is required that your Agency Sponsor complete and submit this form.**



Form –

**Commitment Control (KK)**  
**Allotments Budget Structure Control**  
**Options**

The purpose of this request is to document the agency's selection of an Allotments Budget Structure Control Option that will be set up in the Florida PALM system. Agencies are required to create budget allotments of their appropriations to support budget management methods and to enable the processing of transactions. Allotments are used to manage agencies' budgets at the Appropriations level or a level lower than Appropriations. The Allotments Budget Structure provides agencies flexibility to allot to the agency-specific ChartFields (i.e. organization, project, contract, grant, OA1, and OA2) in addition to the Key ChartFields (Fund, Budget Entity, Category) in the Appropriations, Releases, and Reserves Budget Structures. The Allotments Budget Structure is configured and maintained by DFS and used to define the level of budget management for each agency.

**Instructions**

Agencies must make a selection from the following options. **Only one option can be implemented for an agency.** An authorizing signature is required to complete the selection. This selection will be implemented and available for testing during User Acceptance Testing (UAT) for the Financials Wave implementation.

**Option #1 - Track with Budget**

Figure 15: Commitment Control (KK) Allotments Budget Structure Control Options Form

### Configuration Value Definition

The Allotments Budget Structure Control Option specifies how your allotment budget will be managed (e.g., through control or track with budget).

### Business Process and Subprocess

The Allotments Budget Structure Control configuration supports the following business process and subprocess:

Table 10: Allotments Budget Structure Control Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">20.1 Enter and Process Budget Journals</a>	<a href="#">20.1.1 Enterprise Post Appropriations</a> <a href="#">20.1.2 Manage Agency Allotments</a>

Business Process	Business Subprocess
	<a href="#">20.1.3 Enterprise Budget Ledger Reconciliation</a> <a href="#">20.1.4 Agency Estimated Revenue</a>

### Configuration Value Purpose and Use

- Agencies are required to create budget allotments of their appropriations to support budget management methods and to enable the processing of transactions.
- The Allotments Budget Structure provides agencies flexibility to allot to the agency specific ChartFields (i.e., organization, project, contract, grant, OA1, and OA2) in addition to the Key ChartFields (Fund, Budget Entity, Category) in the Appropriations, Releases, and Reserves Budget Structures.

### Configuration Design Details

For Budget Allotments:

- GAA/Adjusted Appropriations will be posted to the Account, Florida PALM Budgetary Fund, Budget Entity, and Category level.
- Budget Allotments will be recorded to the Account, Florida PALM Transactional Fund, Budget Entity, and Category level and can include more granular level ChartFields (i.e., organization, project, contract, grant, OA1, and OA2).
  - Budget Allotments cannot exceed appropriations and will be prohibited from doing so by the parent/child relationship of appropriations and allotments.
  - There are three methods to create budget allotments which are manual online, spreadsheet upload, and interface (if using an agency business system).
  - Workflow is provided to request, adjust, and approve/edit/reject allotment budget journals. Reports and online inquiry screens are available.

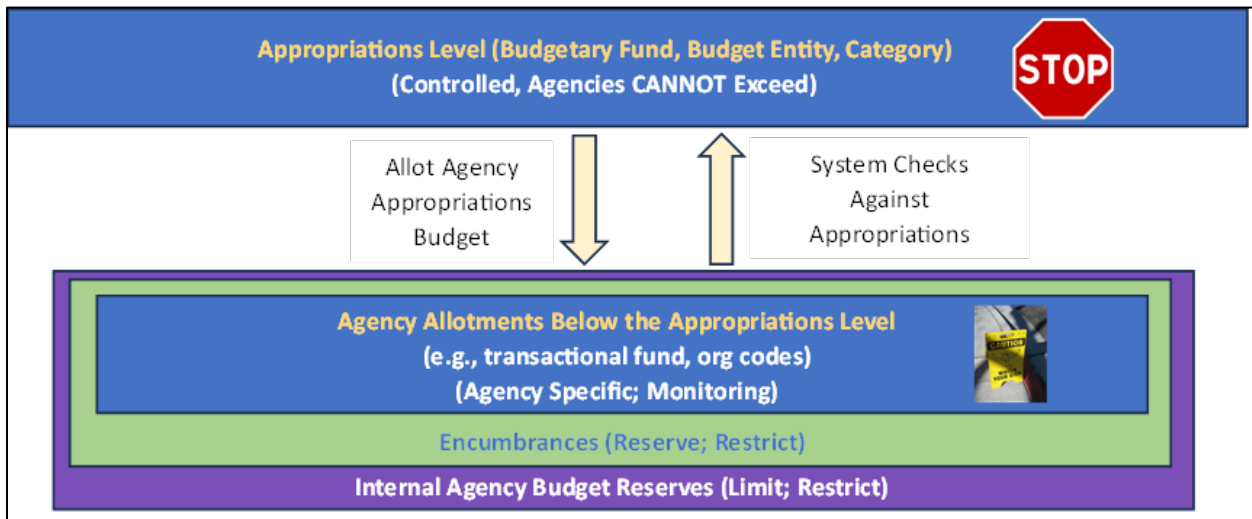


Figure 16: Budget Allotment

### Configuration Selection Details

Agencies must make a single selection from the following Allotments Budget Structure Control configuration options as listed in the <Agency> Allotments Budget Structure Control Options worksheet form in Smartsheet.

#### Option #1 - Track with Budget

- Allotments created at the Transactional Fund level, using ChartFields chosen by the agency.
- Transactions that exceed allotments will proceed when appropriations are available at the Budgetary Fund level.
- Remaining spending authority is reduced.
- Warning is issued.
- No resolution required or override needed in order for the transaction to proceed. Agencies should employ internal budget and accounting policy and procedures to clear negative balances. For example:
  - Recording of allotment adjustments to address the negative allotment balances; or
  - Transferring posted expenditure to different ChartField string.

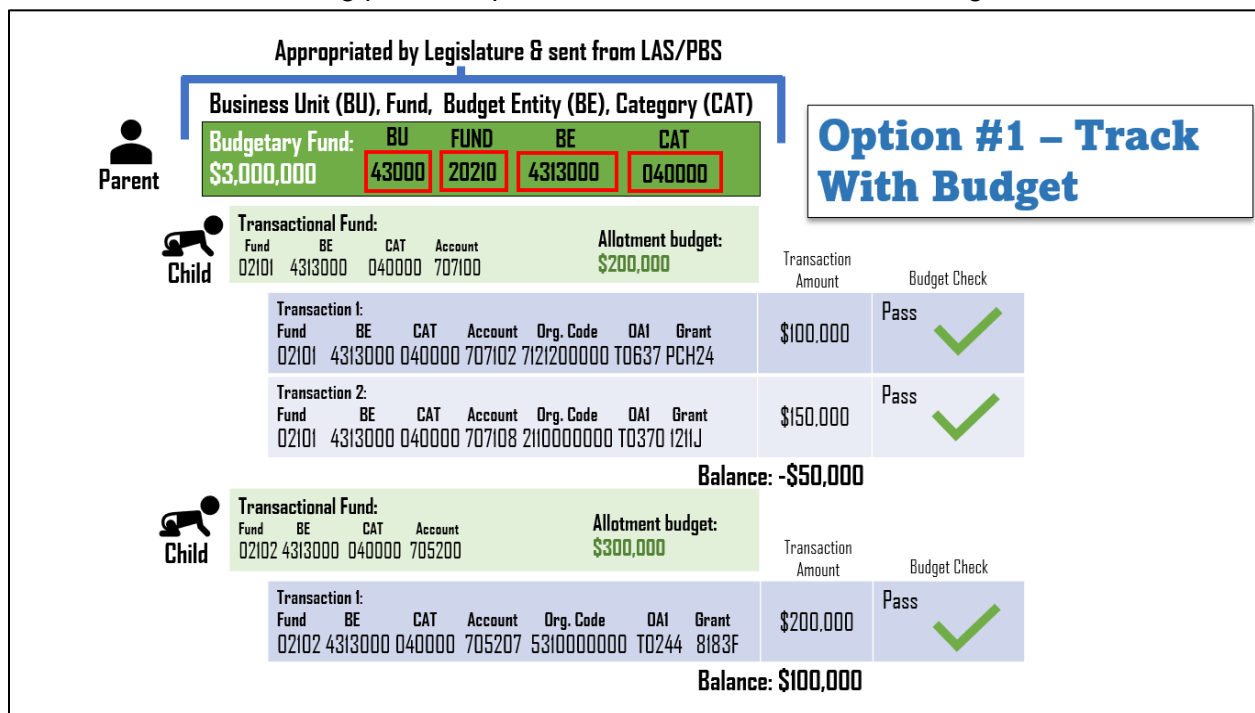


Figure 17: Option #1 – Track with Budget

#### Option #2 - Control

- Allotments created at the Transactional Fund level, using ChartFields chosen by the agency.
- Transactions that exceed allotments will issue a Budget Exception and require resolution (i.e., transaction cannot be completed until the resolution is completed).
- No impact to remaining spending authority as transaction has been stopped.
- Budget Exception is issued.

- Budget Exception must be resolved prior to transaction proceeding. Options to resolve are:
  - Enter Budget journal adjustment.
  - Change the ChartField string on the source transaction.
  - Cancel / Delete the source transaction.
- Security can be applied to allow agency override for the allotment’s ledger only.

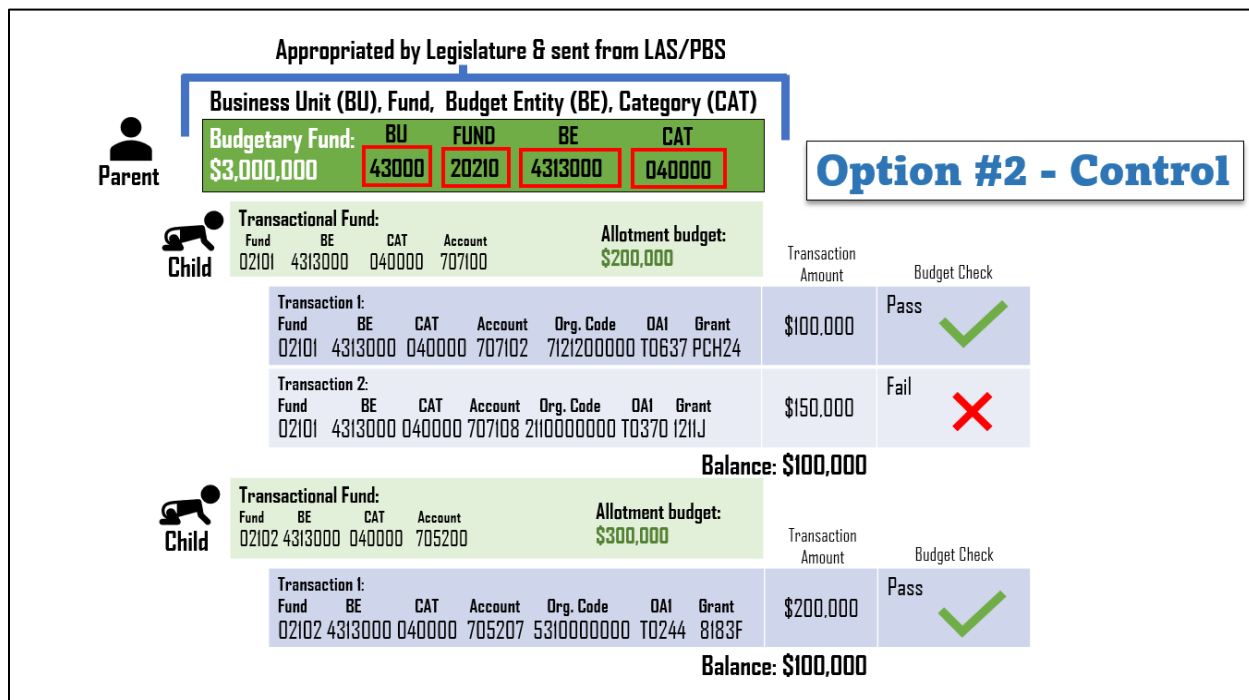


Figure 18: Option #2 - Control

### Worksheet & Form Instructions

The below information provides detailed instructions on how to complete the *Allotments Budget Structure Control Options* form within your KK configuration workbook in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to select and confirm your selected value.

Agency Sponsor is required to complete the following:

1. Open the agency specific form link provided in row 1 of the “Form Link” column in your <Agency> *Allotments Budget Structure Control* worksheet.
2. Make a selection of either Option #1 – Track with Budget or Option #2 – Control using the radio buttons.
3. Enter your name into the “Agency Sponsor” free text box.
4. (Optional) Select the check box to receive an email copy of your selection.
5. Click the “Submit” button when you are ready to make your selection.

Figure 19: Form Selection and Authorization

Once your selection is complete, the details of your selection and Agency Sponsor authorization will be automatically populated into the <Agency> Allotments Budget Structure Control worksheet.

If your agency would like to add any additional comments regarding your selection and/or authorization, please use the Agency Comments field.

Authorized By:	Date of Authorization	Agency Authorizing Signature	Selection:	Agency Comments
floridapalm@myfloridacfo.com	01/25/24 9:34 AM	John Smith	Option # 1 - Track with Budget	

Figure 20: Agency Selection Comments

## General Ledger Module Configurations

This workbook contains multiple worksheets that represent core configurations in Florida PALM. Column/field definitions and instructions are provided below. This configuration workbook contains the following General Ledger module configurations to which agencies will provide the values that will be setup in Florida PALM:

- Organization
- Other Accumulator 1 (OA1)
- Other Accumulator 2 (OA2)

These are ChartField configurations that should be evaluated by agencies to ascertain the best use for internal purposes. Agencies should determine if a statewide ChartField or other agency specific ChartField will meet its needs prior to establishing OA1 or OA2 values.

The following ChartField configurations are Enterprise configurations. Agencies should review and provide the requested information as noted in each worksheet’s instruction section below:

- Budgetary Value Combination Edit
- Local Funds

**NOTE:** Confidential information should **not** be included in these worksheets (i.e., SSN, bank account number).

### Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > General Ledger (GL)

## Organization

Worksheet Complete? (Checks All Workbook)	FLAIR Data Element: OLD	FLAIR Data Element: Organization Code	FLAIR Data Element: Long Title	FLAIR Data Element: Short Title	Configure Value	Florida PALM Values: Business Unit	Florida PALM Values: Organization ID	Agency Provided Organization ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description	Florida PALM Tree Structure: Agency or EDV	Florida PALM Tree Structure: Division or EDV	Florida PALM Tree Structure: Bureau or EDV	Florida PALM Tree Structure: Section or EDV	Florida PALM Tree Structure: Unit or EDV	Comments

Figure 21: Organization Worksheet in Smartsheet

## Configuration Value Definition

The Organization ChartField identifies the organizational entity associated with a transaction. Organization ChartField tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.

**NOTE:** Florida PALM functionality (i.e., trees for rollup reporting and security) has been designed based on the enterprise definition/structure of an Organization. Use of the Organization ChartField beyond the enterprise defined purpose is an agency operational decision as it has always been. If agency business processes, systems and procedures are built around this value, then the value can be noted for configuration.

## Business Process and Subprocess

The Organization configuration supports the following business process and subprocess:

*Table 11: Organization Business Process and Subprocess*

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a>

## Configuration Value Purpose and Use

- Organization ChartField is required on all transactions (except budget journals) in Florida PALM
- Failure to create Organization ChartFields will prohibit an agency from processing transactions in Florida PALM.

## Configuration Design Details

The following design considerations are applied when defining an Organization in Florida PALM:

- Organization values are ten (10) characters in length and are established based on the organizational structure of each agency.
- Organization values are GL Business Unit specific and available only for transactions by the associated GL Business Unit; these values are not shared across all agencies.
- Organization values must be unique within a GL Business Unit.
- Organization is required on all transactions with the exception of budget journals.
- The numbering scheme for Florida PALM Organization values will follow the legacy structure with the following changes:
  - First two digits begins at the legacy L2 level.
  - An additional one-digit numeric character is added to the end.

To aid in reporting and security, Organization Trees will be configured. The Tree configuration feature creates and maintains hierarchical relationships between an agency’s Organization values. This allows for roll-up reporting at summarized levels. Security permissions and access can be granted, providing the appropriate level of access to end users within a particular segment of the agency. Organization trees are maintained centrally by DFS. A simplified example of an Organization Reporting Tree is shown in Figure 22, which shows an example of Division, Bureau, Section and Unit levels.

Tree Levels	Tree Values
Agency	Business Unit - 4300000000
Division	1000000000 – Division of Admin
Bureau	1010000000 – Bureau of HR
Section	1010100000 – Recruitment Section
Unit	1010101000 - Advertising
Division	2000000000 – Division of Regulation
Bureau	2010000000 – Bureau of External Reg
Section	2010100000 – Collections Section
Unit	2010105000 – Unit 50
Division	3000000000 – Division 3

Figure 22: Example of Organization Reporting Tree

The following assumptions are considered when defining an Organization value:

- Agencies follow internal procedures to establish Organization values.
- Agencies create Organization values for the agency’s organizational structure that includes only valid segments of the organization.
- Payroll (HCM) functionality is intricately connected to the agency Organizational structure as designated by the Organization values.
- Organization values will remain numerical as per the legacy structure and fit within the hierarchical structure of the agency.

### Configuration Field Details

Agencies must provide the following Organization related configuration values as listed in the <Agency> *Organization* worksheet in Smartsheet.

Table 12: Organization Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Worksheet Complete? (Unlocks AR Workbook)</b>	Drop-down value of “Yes”. A value of “Yes” means that your agency has completed the GL <i>Organization</i> worksheet and is now able to complete the Accounts Receivable (AR)	Required for Smartsheet	Character	3	Agency Indicated



Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	<i>Distribution Code</i> worksheet.				
FLAIR Data Element: <b>OLO</b>	FLAIR Operating Level Organization that represents an agency's responsibility level for legislative financial reporting.	N/A	Numeric	6	Project Provided
FLAIR Data Element: <b>Organization Code</b>	The 11-digit FLAIR value representing the organizational structure for an agency.	N/A	Numeric	11	Project Provided
FLAIR Data Element: <b>Long Title</b>	FLAIR long title for the organization code.	N/A	Alphanumeric	48	Project Provided
FLAIR Data Element: <b>Short Title</b>	FLAIR short title for the organization code.	N/A	Alphanumeric	10	Project Provided
<b>Configure Value</b>	Configure Value: "Yes", "No", or "New".	Required in Smartsheet	Character	3	Agency Indicated
Florida PALM Values: <b>Business Unit</b>	Unique Florida PALM identifier used to define an organization; enforce security and data segregation for entering, approving, and maintaining transactions.	Required	Numeric	5	Project Provided
Florida PALM Values: <b>Organization ID</b>	The 10-digit value that identifies the organizational entity associated with a transaction.	Required	Numeric	10	Project Provided
<b>Agency Provided Organization ID</b>	The 10-digit value that identifies the organizational entity associated with a transaction.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Florida PALM Values: <b>Long Description</b>	Provides the title associated with the value.	Required or Optional <i>(Based on Configure Value dependency)</i>	Alphanumeric	30	Agency Provided
Florida PALM Values: <b>Short Description</b>	Short abbreviation for the title of the value.	Required or Optional <i>(Based on Configure Value dependency)</i>	Alphanumeric	10	Agency Provided
Florida PALM Tree Structure: <b>Agency or EQV</b>	Agency or Department.	Required	Numeric	10	Project Provided
Florida PALM Tree Structure: <b>Division or EQV</b>	Organizational subset of an agency usually within a division.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided
Florida PALM Tree Structure: <b>Bureau or EQV</b>	Organizational subset of an agency usually within a Bureau.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided
Florida PALM Tree Structure: <b>Section or EQV</b>	Organizational subset of an agency usually within a Section.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided
Florida PALM Tree Structure: <b>Unit or EQV</b>	Organizational subset of an agency usually within a Unit.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

Agencies initiate the add or inactivation of Organization values by submitting the ChartField Structure Request to DFS to have the value configured and added to the appropriate Tree. The following provides an example of the configuration pages where the agency defined Organization values will be set up in Florida PALM. Agency COA Maintainers have inquiry only access to these configuration pages.

**NOTE:** Additional Organization related fields displayed in the example configuration page screenshots below are not listed in the General Ledger (GL) Organization worksheet and will not be used in Florida PALM.



Figure 23: Organization Configuration Page

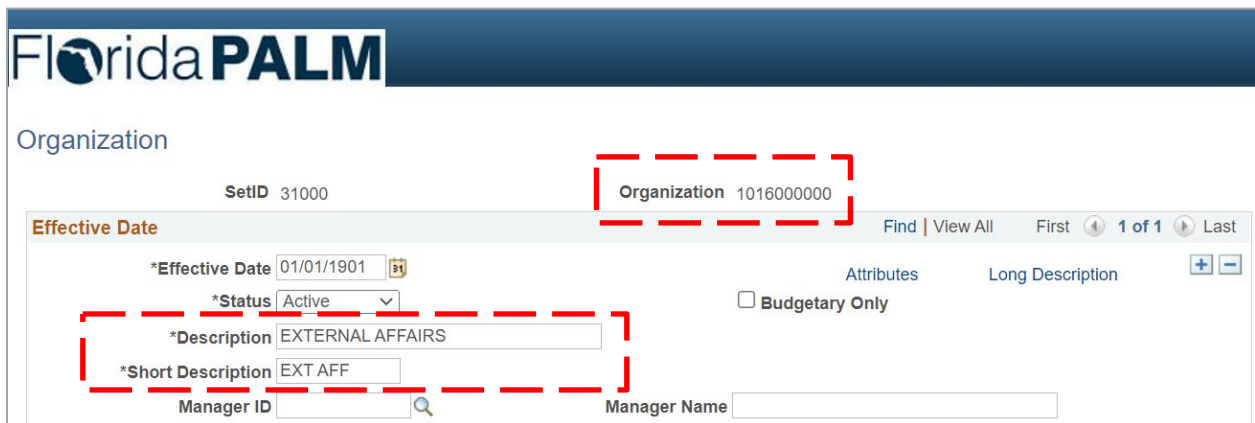


Figure 24: Organization Configuration Page Example

The following provides an example of the journal transaction page where the configured Organization values will be enterable/selectable in Florida PALM:

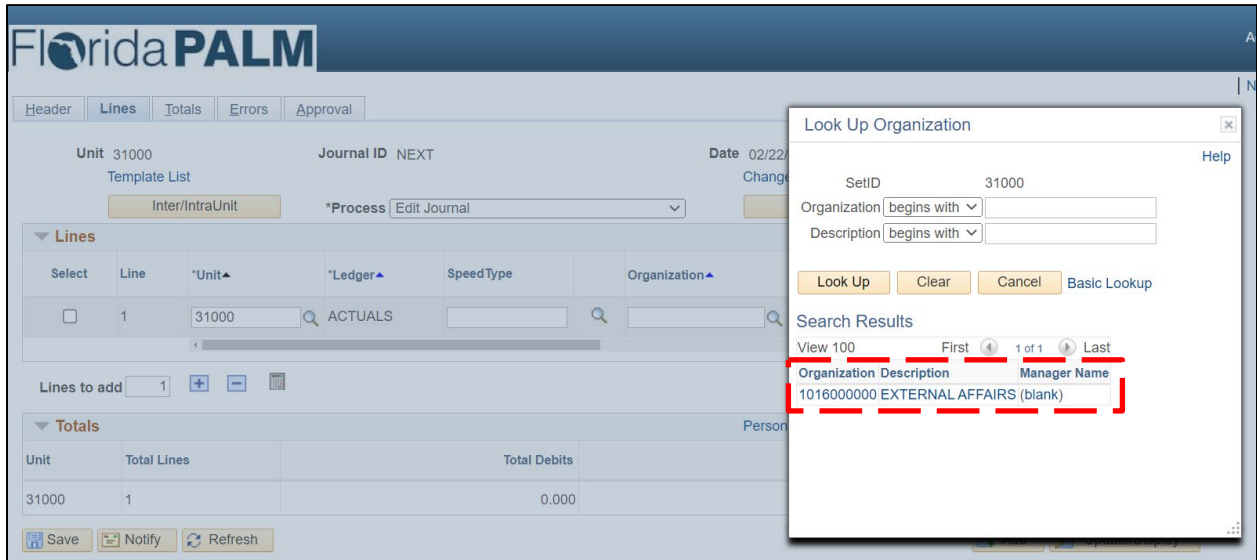


Figure 25: Use of Organization Configuration Value on Transaction Page

### Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Organization worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

On the Organization worksheet, the following groupings of information are provided:

**FLAIR Data Elements:** reflects the values and titles for active FLAIR Organization Codes in July 2023. These are locked cells.

FLAIR Data Element: OLO	FLAIR Data Element: Organization Code	FLAIR Data Element: Long Title	FLAIR Data Element: Short Title
🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ

Figure 26: FLAIR Data Elements

1. In the FLAIR Data Elements section, review the current state data to determine if it should be configured in Florida PALM. You will select “Yes”, “No”, or “New” in the following section.

**Florida PALM Values:** reflects the Organization values as they will be numbered and titled in Florida PALM.

Configure Value	Florida PALM Values: Business Unit	Florida PALM Values: Organization ID	Agency Provided Organization ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>New</li> </ul>					

Figure 27: Florida PALM Values

In the Florida PALM Values section, complete the Configure Value column. Select "Yes" if you desire to establish the Florida PALM provided Organization ID, "No" if not, or "New" if you desire to establish an alternate or new Organization ID value in Florida PALM.

1. If "Yes" is selected:
  - a. the *Florida PALM Values: Long Description* column is conditionally formatted to turn yellow. Add a Long Description value, adhering to the 30-character limit.
  - b. the *Florida PALM Values: Short Description* column is conditionally formatted to turn yellow. Add a Short Description value, adhering to the 10-character limit.
2. If "No" is selected, no other columns are required to be completed.
3. If "New" is selected:
  - a. the *Agency Provided Organization ID* column is conditionally formatted to turn yellow. Add an Organization ID value, adhering to the 10-character limit.
  - b. the *Florida PALM Values: Long Description* column is conditionally formatted to turn yellow. Add a Long Description value, adhering to the 30-character limit.
  - c. the *Florida PALM Values: Short Description* column is conditionally formatted to turn yellow. Add a Short Description value, adhering to the 10-character limit.

**Florida PALM Tree Structure:** these columns are provided for establishing the organizational reporting levels within the agency.

Florida PALM Tree Structure: Agency or EQV	Florida PALM Tree Structure: Division or EQV	Florida PALM Tree Structure: Bureau or EQV	Florida PALM Tree Structure: Section or EQV	Florida PALM Tree Structure: Unit or EQV
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 28: Florida PALM Tree Structure

In the Florida PALM Tree Structure section, each column represents a level of the organizational structure.

1. If "No" was entered for a value in the *Configure Value* column, the columns in this section are conditionally formatted to turn grey as they are not required to be completed.

- For codes marked “Yes” or “New” in the *Configure Value* column, place each value in the one and only appropriate column (i.e., Division, Bureau, Section, or Unit) to align the value within the agency's organizational structure.

Finally, once you have finished adding all of the data above, go to the first column *Worksheet Complete? (Unlocks AR Workbook)* and select “Yes”. This will unlock your Accounts Receivable worksheet columns through an overnight automation process.

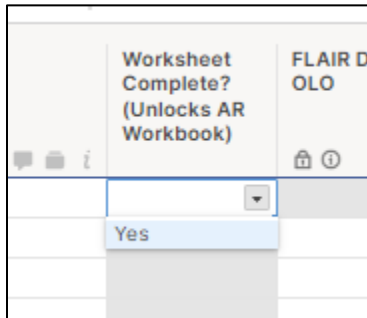


Figure 29: Unlock Accounts Receivable Worksheet Selection

### Other Accumulator 1 (OA1)

Figure 30: OA1 Worksheet in Smartsheet

### Configuration Value Definition

Other Accumulator 1 (OA1) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. To establish new Other Accumulator 1 ChartField values is to further subclassify a financial transaction that has not already been accommodated by the remaining statewide or agency specific ChartFields.

### Business Process and Subprocess

OA1 configuration supports the following business process and subprocess:

Table 13: OA1 Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a>

### Configuration Value Purpose and Use

- OA1 is an optional ChartField in Florida PALM. It can be used for additional reporting needs for agencies.

- There is no impact to Florida PALM if an agency doesn't create OA1 values.

### Configuration Design Details

The following design considerations are applied when defining an OA1 value in Florida PALM:

- Other Accumulator 1 values are five (5) characters in length.
- Other Accumulator 1 values are GL Business Unit specific and only available for use by the associated GL Business Unit; these values are not shared across all agencies.
- Other Accumulator 1 values must be unique within a GL Business Unit but may be duplicated across GL Business Units.
- Other Accumulator 1 values are established as appropriate by each agency.
- Use of the Other Accumulator 1 ChartField is optional on transactions.
- Other Accumulator 1 values can be alphanumeric and should follow a numbering scheme which supports agency reporting needs.

The following assumptions are considered when defining an Other Accumulator 1 value:

- Agencies follow internal procedures to establish Other Accumulator 1 values.
- Agencies will define the purpose of the ChartField and how it is used across the agency.
- Agencies define the most critical use of the Other Accumulator fields to capture financial data for reporting purposes. The identified critical use should be the primary use of the ChartField across the agency.
- The ChartField Structure Request will include the Other Accumulator 1 ChartField.

### Configuration Field Details

Agencies must provide the following OA1 related configuration values as listed in the <Agency> *Other Accumulator 1 (OA1)* worksheet in Smartsheet.

Table 14: OA1 Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
FLAIR Data Elements: <b>OLO</b>	FLAIR Operating Level Organization that represents an agency's responsibility level for legislative financial reporting.	N/A	Numeric	6	Project Provided
FLAIR Data Elements: <b>Other Cost Accumulator</b>	FLAIR value used to accumulate costs that are unique to an organization and have not been previously classified.	N/A	Alphanumeric	5	Project Provided
FLAIR Data Elements: <b>Long Title</b>	FLAIR long title for the OCA.	N/A	Alphanumeric	48	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
FLAIR Data Elements: <b>Short Title</b>	FLAIR short title for the OCA.	N/A	Alphanumeric	10	Project Provided
<b>Configure Value</b>	Configure Value: “Yes” or “No”.	Required for Smartsheet	Character	3	Agency Indicated
Florida PALM Values: <b>OA1 ID</b>	The 5-digit value for tracking of optional reporting or specific use.	Required or Optional <i>(Based on Configure Value)</i>	Alphanumeric	5	Agency Provided
Florida PALM Values: <b>Long Description</b>	Provides the title associated with the value.	Required or Optional <i>(Based on Configure Value)</i>	Alphanumeric	30	Agency Provided
Florida PALM Values: <b>Short Description</b>	Provides a short abbreviation for the title of the value.	Required or Optional <i>(Based on Configure Value)</i>	Alphanumeric	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the configuration pages where the defined OA1 field values will be set up in Florida PALM.

**NOTE:** *Additional Other Accumulator 1 related fields displayed in the example configuration page screenshots below are not listed in the General Ledger (GL) Organization worksheet and will not be used in Florida PALM.*



Florida PALM

Other Accumulator 1

Find an Existing Value Add a New Value

\*SetID 43000

Other Accumulator 1 12345

Add

Figure 31: OA1 ChartField Configuration Page Example

Florida PALM

Other Accumulator 1

SetID 43000 Other Accumulator 1 12345

Effective Date Personalize Find View All First 1 of 1 Last

*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
02/06/2022	Active			<input type="checkbox"/>	Attributes	Long Description

Figure 32: OA1 ChartField Configuration Page Example

The following provides an example of the journal transaction page where the configured OA1 values will be enterable/selectable in Florida PALM:

Florida PALM

Header Lines Totals Errors Approval

Unit 43000 Journal ID NEXT Date 02/06/2022

Template List Change Values

Inter/IntraUnit \*Process Edit Journal Process

Select	Line	*Unit	*Ledger	Organization	OA1	Other Accumulator 2	Account	Fund	Budget Entity	Category
<input type="checkbox"/>	1	43000	ACTUALS							

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	1	0.000	0.000	T	N

Figure 33: Use of OA1 Configuration Value on Journal Transaction Page

### Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Other Accumulator 1 (OA1) worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

**NOTE:** The current FLAIR Other Cost Accumulator values are provided to assist you in determining your needs for this field in Florida PALM. This list represents your FLAIR OCA values as of July 2023.

1. Review the list and indicate whether the existing value should be included or not included in Florida PALM. A *Configure Value* column is provided to capture your agency’s determination of the final disposition of an existing OCA value. Indicate “Yes” or “No”, as appropriate.









FLAIR Data Elements: OLO	FLAIR Data Elements: Other Cost Accumulator	FLAIR Data Elements: Long Title	FLAIR Data Elements: Short Title	Configure Value
 	 	 	 	

Figure 34: FLAIR Data Elements OA1

2. For all values that are indicated with a “Yes” to configure, you will need to provide:
  - a. Agency identified updates to the ID value (if needed) – The field remains five (5) characters in Florida PALM. Only provide an updated value in Florida PALM Values: OA1 ID field if changes are needed.
  - b. Updated or shorter Long Description (required if indicated) – The field is 30 characters and FLAIR is 48 characters. The *Florida PALM Values: Long Description* is shaded yellow until a value has been entered. If the *Florida PALM Values: Long Description* is shaded red, you have exceeded the new 30 character maximum and must provide an updated shorter description in the *Florida PALM Values: Long Description* field.
  - c. Agency identified updates to the Short Description (optional) – The field remains ten (10) characters in Florida PALM.
3. For new OA1 values, on a new, blank row:
  - a. Select “Yes” for Configure Value
  - b. Add *Florida PALM Values: OA1 ID*
  - c. Add the *Florida PALM Values: Long Description*
  - d. Add the *Florida PALM Values: Short Description*

Florida PALM Values: OA1 ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description	Comments

Figure 35: Florida PALM Values OA1

### Other Accumulator 2 (OA2)

Configuration Needed	Florida PALM Values: OA2 ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description	Comments
Yes				
No				

Figure 36: OA2 Worksheet in Smartsheet

### Configuration Value Definition

Other Accumulator 2 (OA2) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. A design consideration to establish new Other Accumulator 2 ChartField values is to further subclassify a financial transaction that has not already been accommodated by the remaining statewide or agency specific ChartFields.

### Business Process and Subprocess

OA2 configuration supports the following business process and subprocess:

Table 15: OA2 Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a>

### Configuration Value Purpose and Use

- OA2 is an optional ChartField in Florida PALM. It can be used for additional reporting needs for agencies.
- There is no impact to Florida PALM if an agency does not create OA2 values.

### Configuration Design Details

The following design considerations are applied when defining an OA2 value in Florida PALM:

- Other Accumulator 2 values are ten (10) characters in length.
- Other Accumulator 2 values can be alphanumeric and should follow a numbering scheme which supports agency reporting needs.
- Other Accumulator 2 values are GL Business Unit specific and only available for use by the associated GL Business Unit; these values are not shared across all agencies.
- Other Accumulator 2 values must be unique within a GL Business Unit but may be duplicated across GL Business Units.
- Other Accumulator 2 values are established as appropriate by each agency.
- Use of the Other Accumulator 2 ChartField is optional on transactions.

The following assumptions are considered when defining an Other Accumulator 2 value:

- Agencies follow internal procedures to establish Other Accumulator 2 values.
- Agencies will define the purpose of the ChartField and how it is used across the agency.
- Agencies define the most critical use of the Other Accumulator fields to capture financial data for reporting purposes. The identified critical use should be the primary use of the ChartField across the agency and should not have multiple meanings to the agency.
- The ChartField Structure Request will include the Other Accumulator 2 ChartField.

### Configuration Field Details

Agencies must provide the following Other Accumulator 2 (OA2) related configuration values as listed in the <Agency> *Other Accumulator 2 (OA2)* worksheet in Smartsheet.

Table 16: OA2 Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configuration Needed</b>	Configuration Needed: "Yes" or "No". <i>OA2 is an optional agency configuration.</i>	Required for Smartsheet	Character	3	Agency Indicated
Florida PALM Values: <b>OA2 ID</b>	The 10-digit value for tracking of optional reporting or specific use.	Required	Alphanumeric	10	Agency Provided
Florida PALM Values: <b>Long Description</b>	Provides the title associated with the value.	Required	Alphanumeric	30	Agency Provided
Florida PALM Values: <b>Short Description</b>	Provides a short abbreviation for the title of the value.	Required	Alphanumeric	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the configuration pages where the defined OA2 field values will be setup in Florida PALM:

**NOTE:** Additional Other Accumulator 2 related fields displayed in the example configuration page screenshots below are not listed in the General Ledger (GL) Organization worksheet and will not be used in Florida PALM.

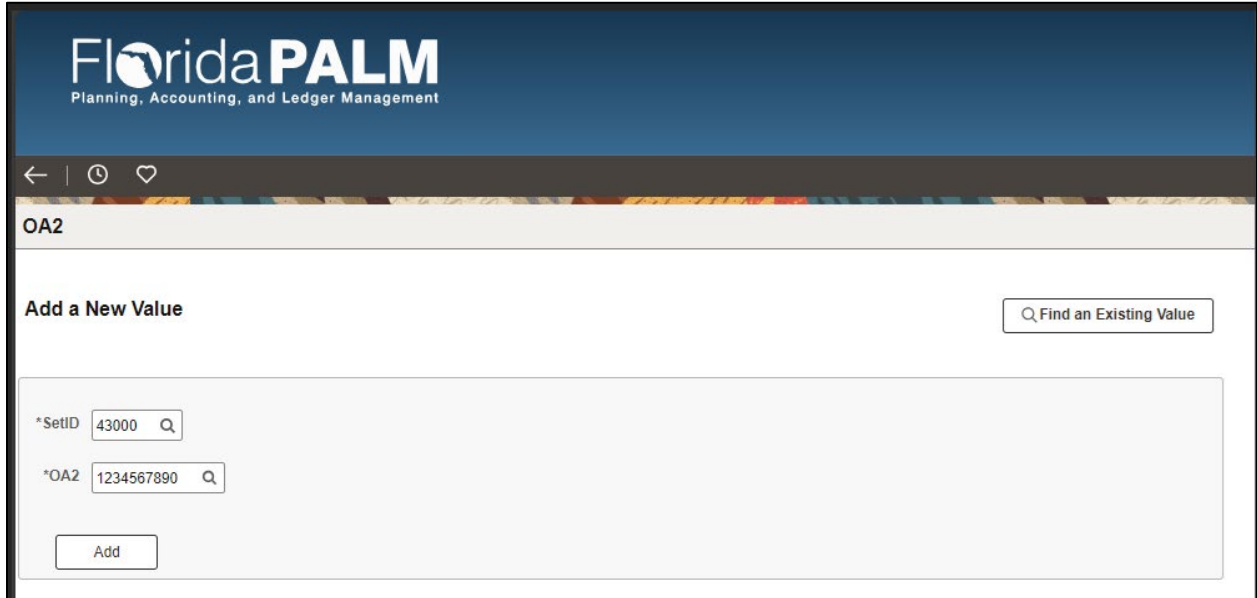


Figure 37: OA2 Configuration Page Example

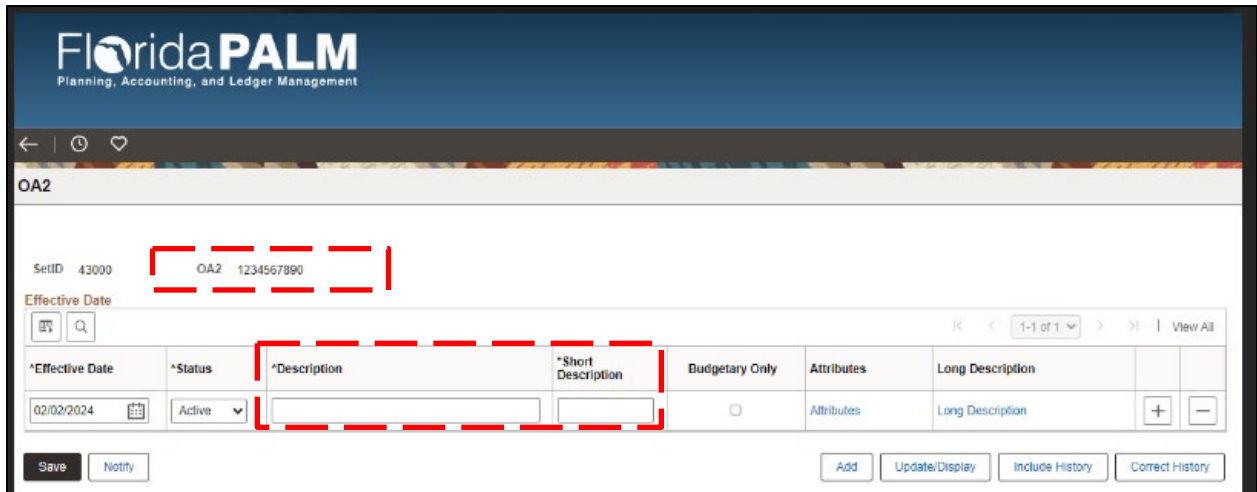


Figure 38: OA2 Configuration Page Example

The following provides an example of the journal transaction page where the configured OA2 values will be enterable/selectable in Florida PALM:

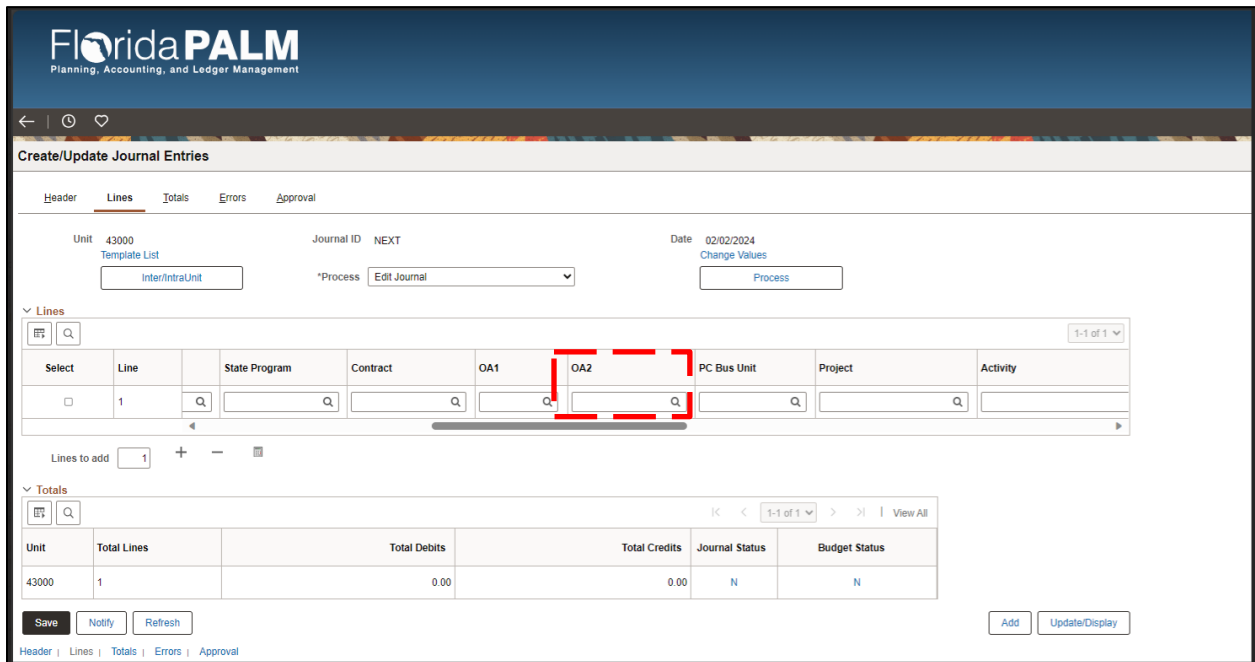


Figure 39: Use of OA2 Configuration Value on Journal Transaction Page

### Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Other Accumulator 2 (OA2) worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

If you choose **not** to provide OA2 values for configuration:

- Select “No” in the Configuration Needed column, all other columns may be left as is.

If you choose to provide OA2 values for configuration:

1. Select “Yes” in the Configuration Needed column.
2. Complete the following for each OA2 value to be added:
  - a. 10-character ID value
  - b. Long description
  - c. Short description

Use the Comments field, optionally, for your internal purposes.

Florida PALM Values: OA2 ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description	Comments
Example: ADM2022_01	Example: ADMIN CASE 01	Example: ADMCS01	
Example: ADM2022_02	Example: ADMIN CASE 02	Example: ADMCS02	

Figure 40: Florida PALM Values OA2

### Budgetary Value Combination Edit

Configure Value	FLAIR Account Code	Business Unit	Fund	Budget Entity	Category	Comments
Yes						
No						

Figure 41: Budgetary Value Combination Edit Worksheet in Smartsheet

### Configuration Value Definition

The Budgetary Value edit will limit the COA (i.e., Fund, Budget Entity, and Category) used on transactions to the specified values in the designated edit for an agency. Transactions not containing the valid codes in this edit will result in an error where the transaction cannot proceed.

### Business Process and Subprocess

The Budgetary Value Combination Edit configuration supports the following business process and subprocess:

Table 17: Budgetary Value Combination Edit Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a> <a href="#">10.1.5 Enterprise Set up and Maintain Combination Edits/Trees</a>

### Configuration Value Purpose and Use

- Budgetary value combination edit includes the budgetary ChartField combinations where the agency appropriations are established.
- Transactions not containing the valid codes in this edit will result in an error where the transaction cannot proceed.

### Configuration Design Details

The following design considerations are applied when defining the Budgetary Value Combination Edit in Florida PALM:

- Enforce ChartField relationships between the Transactional Fund, Budget Entity, and Category by business unit to ensure accurate and meaningful reporting.
- Applicable to online transactions, spreadsheet uploads and inbound interfaces in all modules.

The following assumptions are considered when defining a Budgetary Value Combination Edit:

- Budgetary Value Combination Edit is maintained by DFS.

### Configuration Field Details

Agencies must provide the following Budgetary Value Combination Edit related configuration values as listed in the <Agency> *Budgetary Value Combination Edit* worksheet in Smartsheet.

Table 18: Budgetary Value Combination Edit Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configure Value</b>	Configure Value: "Yes" or "No".	Required for Smartsheet	Character	3	Agency Indicated
<b>FLAIR Account Code</b>	The FLAIR account codes ensure each agency has a standard set of codes and determines how an agency will expend/receive funds as directed by the Legislature.	N/A	Numeric	29	Project Provided
<b>Business Unit</b>	GL Business Unit is used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.	Required	Numeric	5	Project Provided
<b>Fund</b>	Fund is used to segregate and capture specific activities or classify certain objectives in accordance with special regulations,	Required	Alphanumeric	5	Project Provided



Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	restrictions, or limitations.				
<b>Budget Entity</b>	Budget Entity represents organizations and/or functions to which appropriations are made and typically represents a program.	Required	Numeric	8	Project Provided
<b>Category</b>	Category represents both appropriation categories and revenue source codes. Appropriation categories sub-define the appropriations made to a budget entity and typically identify a sub-activity of the budget entity or a major expenditure classification.	Required	Numeric	6	Project Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> *Budgetary Value Combination Edit* worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

1. Review the combination of values provided and determine if the combination will continue to be needed or active in Florida PALM.
2. Complete the Configure Value column only, with your final resolution. Select “No” if any portion of the combination will not be needed or active in Florida PALM.
3. Add “Comments” optionally for your internal purposes.

**NOTE:** The Florida PALM team will configure what is shown on this worksheet unless the agency selects “No” in the Configure Value column.

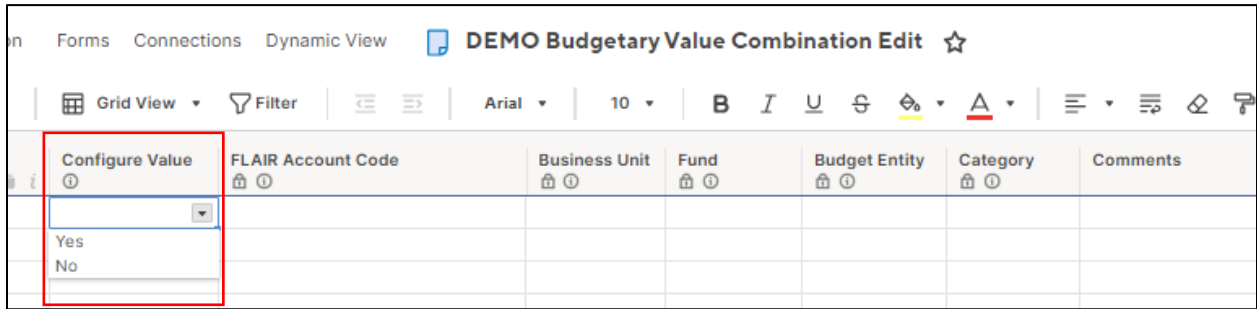


Figure 42: Budgetary Value Combination Edit Worksheet Configure Value Column

## Local Funds

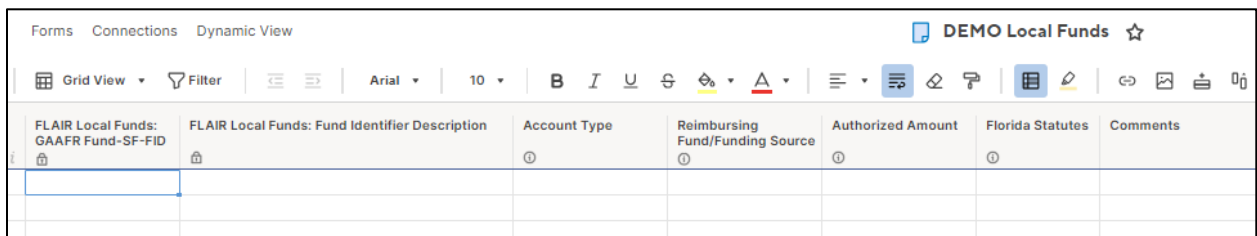


Figure 43: Local Funds Worksheet in Smartsheet

## Configuration Value Definition

Used to account for funds (resources) held outside the State Treasury. Agencies will identify the account types (e.g., clearing funds and revolving funds) and related information associated to the funds held outside the State Treasury.

## Business Process and Subprocess

The Local Funds configuration supports the following business process and subprocess:

Table 19: Local Funds Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a> <a href="#">10.1.3 Enterprise Add or Modify Fund ChartField Values</a>

## Configuration Value Purpose and Use

- Local Funds will be configured as a statewide Fund ChartField Value.
- Local Fund configuration is contingent on Enterprise approval and need.

## Configuration Design Details

The following design considerations are applied when defining the Local Funds in Florida PALM:

- Local funds in Florida PALM represent funds (resources) held outside the State Treasury

- CRA funds were initially configured as part of the CMS Wave and continue to be updated in the Florida PALM production environment and in FLAIR.
- Final configuration of Funds in Florida PALM is contingent on the outcome of various solution design activities in Segment IV.
- The information provided about each fund’s account type will support discussion and determination of the funds to be configured through partnership with A&A.
- Agencies may be asked to complete additional configuration tasks for the Enterprise Fund configuration activities.

The following assumptions are considered when defining a Local Fund:

- Local Funds are configured as a statewide Fund ChartField value.
- Local Fund design in Florida PALM includes an attribute of State Fund “8”.

### Configuration Field Details

Agencies must provide the following Local Funds related configuration values as listed in the <Agency> Local Funds worksheet in Smartsheet.

Table 20: Local Funds Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>FLAIR Local Funds: GAAFR Fund-SF-FID</b>	Existing GAAFR Fund, State Fund, and Fund Identifier combination values.	N/A	Character	11	Project Provided
<b>FLAIR Local Funds: Fund Identifier Description</b>	Fund Identifier description.	N/A	Character	254	Project Provided
<b>Account Type</b>	Type of Local Fund. <i>(See local fund usage definitions in the table below)</i>	Required	Character	42	Agency Specified
<b>Reimbursing Fund/Funding Source</b>	Reimbursing Fund/Funding Source (GAAFR Fund-SF-FID).	Required or Optional <i>(Based on Account Type selection)</i>	Numeric	11	Agency Provided
<b>Authorized Amount</b>	Maximum amount authorized to be kept in the local fund.	Required or Optional <i>(Based on Account Type selection)</i>	Character	20	Agency Provided
<b>Florida Statutes</b>	Florida Statute(s) (if applicable).	Required or Optional	Character	20	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
		<i>(Based on Account Type selection)</i>			
<b>Comments</b>	Agency comments.	Required or Optional <i>(Based on Account Type selection)</i>	Character	254	Agency Provided

Table 21: Local Funds Usage

Local Funds Usage	
Clearing Fund	Local Funds established by an agency and approved by the Treasury for use as a depository for cash to account for collections pending distribution to the appropriate State Fund.
Revolving Fund (Non-CRA)	Any account, except an authorized clearing account or other account specifically provided by law, maintained by an agency outside the State Treasury at a financial institution, which is used to make disbursements on behalf of that agency or the State; any imprest fund maintained as cash-on-hand by an agency and used to make disbursements; or any imprest fund maintained as cash-on-hand by an agency for the purpose of making change for cash payments received by the agency for goods or services.
Consolidated Revolving Account (CRA)	Account managed by Treasury with sub-accounts for individual agencies that is used by the agencies as a revolving fund to make direct payments and is replenished with the General Revenue or a Trust Fund.  <b>***Previously configured in Florida PALM***</b> <i>If the account is not configured in Florida PALM, you will need to contact Treasury immediately.</i>
Component Units	Fund established by an agency to record the balances of a component unit for financial reporting purposes.
Gen Fixed Asset Account Group	Used to list all fixed assets of a governmental unit except those that are reported in proprietary funds.
Gen Long Term Debt Account Group	Used to account for all long-term debt obligations of a government not reported in proprietary funds.
Local Funds w/o Bank Accounts	Accounts established by an agency that are not tied to an actual bank account (petty cash funds).
Other - Contract Bank Account*	An account outside of the State Treasury that is the result of a contract between a vendor and an agency. Funds flow through this account before some (or all) are deposited to the State Treasury.
Other - Disbursement Bank Accounts*	An account outside of the State Treasury not funded from a source fund and used for limited statutorily authorized programs where payments do

Local Funds Usage	
	not go through the standard State disbursement process. Deposits are made directly to the account to support disbursements.
Other - Lockbox Bank Accounts*	Bank provided post office box account where payments are mailed to for deposit. Bank provides the service of receiving in the mail and depositing the items on behalf of the agency. Lockbox accounts are used as a means of depositing funds to the State Treasury.
Other - Non-State Trust Fund Bank Accounts*	Trust funds for money that is not state funds. Agencies are granted authority to establish these accounts by statute. Example: Dept of Corrections has an inmate trust fund where people send money for inmates to use.
Other - Fiduciary Fund Bank Accounts*	Funds held on behalf of an individual or entity that are not state funds. These accounts are used for legal compliance. Example: Agencies hold funds in escrow until a case is settled.
Other - Demand Deposit Bank Accounts (DDA)*	Agencies deposit funds into a sweep account to be swept by an outside entity. Example: Deposits due to the IRS for taxes withheld.
Other - Reserve Bank Accounts*	Accounts that require a certain amount of State funds to be kept in reserve. This is usually due to a contractual requirement.
Other - Credit Cards Bank Accounts*	Pass-through accounts used to process credit card transactions. Typically, this is a third-party vendor assisting with the processing of agency credit card transactions. Funds flow through this account before some (or all) are deposited to the State Treasury.
Other - Not Otherwise Classified	Use this selection if none of the others are applicable. When selected, please provide description of use in the Comments column.
*These bank accounts are not managed by Treasury and are not a Clearing Account or Revolving Account.	

### Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Local Funds worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

Designation of Local Funds will be a multi-step process. The first step in the process is to identify the nature or type of existing Local Funds. The workbook includes all funds for your agency where the State Fund (SF) = 8 as identified in FLAIR.

1. Agencies are asked to confirm all existing Local Funds listed in the configuration worksheet by selecting the appropriate Account Type from the drop-down list (see Table 21 above for definitions) in that column.

**NOTE:** If there is not an appropriate Account Type available in the provided list, select “Other – Not otherwise classified” and provide additional description in the Comments column.

2. Complete the Reimbursing Fund/Funding Source and Authorized Amount columns if the selection in the Account Type column is for a Revolving Fund. *The Florida Statutes column is only required, if applicable for a Revolving Fund.*
3. If additional Local Funds currently exist within FLAIR and need to be added to the Local Funds worksheet, insert the additional local fund information in the two FLAIR Local Funds columns on the next available row and complete steps 1 and 2 above.

FLAIR Local Funds: GAAFR Fund-SF-FID	FLAIR Local Funds: Fund Identifier Description	Account Type	Reimbursing Fund/Funding Source	Authorized Amount	Florida Statutes	Comments
		<ul style="list-style-type: none"> <li>Clearing Fund</li> <li>Revolving Fund (Non-CRA)</li> <li>Consolidated Revolving Account (CRA)</li> <li>Component Units</li> <li>Gen Fixed Asset Account Group</li> <li>Gen Long Term Debt Account Group</li> <li>Local Funds w/o Bank Accounts</li> <li>Other - Contract Bank Account</li> <li>Other - Disbursement Bank Accounts</li> <li>Other - Lockbox Bank Accounts</li> <li>Other - Non-State Trust Fund Bank Accounts</li> <li>Other - Fiduciary Fund Bank Accounts</li> <li>Other - Demand Deposit Bank Accounts (DDA)</li> <li>Other - Reserve Bank Accounts</li> <li>Other - Credit Cards Bank Accounts</li> <li>Other - Not otherwise classified</li> </ul>				

Figure 44: Local Fund Account Type

The information provided will support the Project and Enterprise analysis and configuration of Fund values for the Financials and Payroll Waves. Approved Local Funds will be assigned Transactional Fund values and attributes based on agency response in this workbook and review by the Project and Enterprise. Agencies are asked not to delete rows within the Local Funds worksheet, values will be configured based on the account type selected. Florida PALM Local Fund values will be provided to agencies for confirmation prior to configuration.

## Segment IV

Use the information in this section as a resource for completing Readiness Workplan (RW) *Task 541 – Complete Configuration Workbooks for Segment IV*. It describes the module-specific worksheets added to the Configuration Workbook Inventory folders located in your agency-specific Florida PALM Workbook in Smartsheet and Secure File Share portal in SharePoint. These worksheets were created to allow the Project to collect the actual agency configuration data values for each configuration record/table. Once the configuration values are collected from the agencies, they will be reviewed, incorporated into the master Florida PALM configuration workbook and configured in the applicable environment (e.g., UAT or Production).

Table 22 provides a list of the module-specific worksheets to be released for RW Tasks 541-A, 541-B, 541-C, and 541-D, as well as the summary for each data type for which you are being asked to confirm configuration values.

Table 22: Segment IV Configuration Data Types

Module / Data Type	Data Type Summary
<p><b>Cash Management (CM)</b></p> <ul style="list-style-type: none"> <li>Consolidated Revolving Accounts (CRA)</li> </ul>	<p>The CRA default accounting represents a combination of Florida PALM ChartField values and is a default accounting string used to create accounting entries for CRA bank transactions from the bank interfaces.</p> <p><i>CRA is required for select agencies: AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG.</i></p>
<p><b>Project Costing (PC)</b></p> <ul style="list-style-type: none"> <li>PC Source Type</li> <li>PC Category</li> <li>PC Subcategory</li> </ul>	<p>The PC Source Type value is used to identify, track, analyze and report the project transaction's purpose. The PC Source Type is assigned to an individual transaction to track the budgeted and actual project cost.</p> <p><i>PC Source Type is optional for agencies.</i></p> <p>The PC Category value provides additional definition of the project transaction. The PC Category is available to categorize transactions into meaningful groups for reporting and analysis.</p> <p><i>PC Category is optional for agencies.</i></p> <p>The PC Subcategory value defines the PC Source Type and PC Category further. The PC Subcategory is available to categorize transactions into meaningful groups for reporting and analysis.</p> <p><i>PC Subcategory is optional for agencies.</i></p>

Module / Data Type	Data Type Summary
<p><b>SpeedKey</b></p>	<p>SpeedKey provides a shortcut for users entering ChartField values in transactions online in the Financials Application.</p> <p><i>Use of SpeedKeys in Financials Application is optional for agencies.</i></p> <p>Payroll SpeedKey is used by the Human Capital Management (HCM) application to establish position funding needed to process payroll transactions. Additionally, they are used in People First to create one-time payments (e.g., leave payout) and recurring payments (CJIP, FFIP).</p> <p><i>Use of Payroll SpeedKeys is required for agencies.</i></p> <p>PCard SpeedKeys are used in PCard Works to define the Fund, Budget Entity, Category, and State Program that users can select when processing their transaction.</p> <p><i>Use of PCard SpeedKeys is required for PCard Works.</i></p>
<p><b>Payroll (PR)</b></p>	<p>Position Funding is used to distribute payroll expenses to one or more funding sources by position. <b>All active positions must have valid Position Funding in Florida PALM.</b></p> <p><i>Position Funding is required for all agencies.</i></p> <p>CJIP Funding is used to assign funding to payments related to Criminal Justice Incentive Pay (CJIP) in People First. All active employees with this recurring payment in People First must have a valid CJIP SpeedKey created in Florida PALM and assigned in People First. CJIP Funding is only relevant to agencies that have employees that receive CJIP and only for time periods where the employee is in a CJIP eligible position.</p> <p><i>CJIP is required for select agencies: APD, DACS, DBPR, DCF, DEP, DFS, DLA, DOL, FDC, FDLE, FGCC, FLHSMV, FSDB, FWC, JAC, and SCS.</i></p> <p>FFIP Funding is used to assign funding to payments related to Fire Fighter Incentive Pay (FFIP). All active employees with this recurring payment in People First must have a valid FFIP SpeedKey created in Florida PALM and assigned in People First. FFIP Funding is only</p>



Module / Data Type	Data Type Summary
	<p>relevant to agencies that have employees that receive FFIP.</p> <p><i>FFIP is required for select agencies: DACS, DCF, DFS, and DMA.</i></p> <p>Default Funding is used to notate the default funding that agencies would like the Recovery of State Funds Deductions and Salary Refund Deductions to be deposited to. Each Agency must specify Default Funding for the funds collected through these deductions.</p> <p><i>Default Funding is required for agencies.</i></p>
<p><b>General Ledger (GL)</b></p> <ul style="list-style-type: none"> <li>• Default Interest Apportionment</li> <li>• General Ledger Allocation</li> </ul>	<p>Default Organization and State Program ChartField values to be used during the interest apportionment process to post interest earned and administrative fees incurred.</p> <p><i>Default Interest Apportionment values are required for all agencies except: DJJ, DOEA, FCOR, FSDB, PSC, and SCS.</i></p> <p>The General Ledger Allocation table is used to reclassify systemically between the Florida PALM Transactional Fund (Governmental Use Fund to the Florida PALM Capital Assets Fund (General Fixed Asset Fund)) for the purposes of financial reporting.</p> <p><i>General Ledger Allocation is required for all agencies except: DOAH, DOL, FCOR, and PSC.</i></p>

Considering the information below, as you complete the required workbooks, will guide your agency through a process of reviewing and validating that the correct values will be configured for your agency for use in Florida PALM.

**NOTE:** *These workbooks are not a repository of all configuration values for your agency in Florida PALM but provide the set of agency-specific values needed for CM, PC, PR, GL modules and SpeedKey.*

## Cash Management Module Configurations

This workbook contains one worksheet that represents a core configuration component in Florida PALM. Column/field definitions and instructions are provided below. The configuration workbook contains the following Cash Management module configurations to which agency-specific values are being obtained to setup Florida PALM:

- Consolidated Revolving Accounts

**NOTE:** The Cash Management configuration workbook is only required to be completed by the following agencies: AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG.

### SharePoint Navigation:

Florida PALM Secure File Share Portal > (Agency) > Configuration Workbook Inventory > Cash Management (CM)

## Consolidated Revolving Accounts (CRA)

SetID	Accounting Template ID	Accounting Template Description	Source Type	Accounting Template Status	Bank Account Description	Organization	Account	Fund	Budget Entity	State Program	Configure State Program Value	New State Program Value (if applicable)	Comments
Value used in Florida PALM to define set of data. Follows the naming of common setup data across business units or specific to business unit.	Screen uses the Template ID to locate accounting entries.	Account entry detailed description at header level.	Identifies the source for accounting entries. "0" = Bank Statement Processing.	Status as of the Accounting Template "Allow" / "Disallow" / "No" no system implementation for status is defined as "Allow" for all agency confirmed values.	Provides the name of the bank account.	Identifies the organizational entity associated with a transaction and tracks information according to a mutual breakdown (i.e., division, bureau, section) or operating unit of the organization.	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Segregates and captures specific activities or classified certain objectives in accordance with special regulations, restrictions, or measures.	Represents organizations and the functions to which revenue and expenditures for programs with no across organizations. State Program values remain unchanged from the Program Component values as established in LASPRS.	State Program tracks both revenue and expenditures for programs with no across organizations. State Program values remain unchanged from the Program Component values as established in LASPRS.	Configure with agency specific value in the State Program column: "Yes" or "No".	Value is required to be entered (Yes/No) depending on the response in the Configure State Program Value column.	Agency Comments.
- Required Field - Field Type: Alphanumeric - Field Length: 5	- Required Field - Field Type: Character - Field Length: 10	- Required Field - Field Type: Character - Field Length: 60	- Required Field - Field Type: Character - Field Length: 1	- Required Field - Field Type: Character - Field Length: 1	- Optional Field - Field Type: Character - Field Length: 25	- Required Field - Field Type: Character - Field Length: 10	- Required Field - Field Type: Character - Field Length: 10	- Optional Field - Field Type: Character - Field Length: 5	- Optional Field - Field Type: Character - Field Length: 8	- Required Field - Field Type: Character - Field Length: 3	- Required Field - Field Type: Character - Field Length: 3	- Optional Field - Field Type: Character - Field Length: 10	

Figure 45: Consolidated Revolving Accounts Worksheet

## Configuration Value Definition

The CRA default accounting represents a combination of Florida PALM ChartField values and is a default accounting string used to create accounting entries for CRA bank transactions systematically from the bank interfaces.

## Business Process and Subprocess

The CRA configuration supports the following business process and subprocess:

Table 23: CRA Business Process and Subprocess

Business Process	Business Subprocess
70.2 Manage and Reconcile Bank Statement Transactions	N/A

## Configuration Value Purpose and Use

The CRA default accounting represents a combination of Florida PALM ChartField values and is a default accounting string used to create accounting entries for CRA bank transactions from the bank interfaces.

Agencies will provide the associated Organization values established within the GL configuration workbook to develop the required CRA default accounting.

### Configuration Design Details

The following design considerations are applied when defining the default accounting for a CRA in Florida PALM:

- The agency considers the appropriate Organization ID and State Program values for each of the listed accounts and transaction types.

CRA default accounting for accounting entries for CRA bank transactions are maintained centrally by DFS Treasury.

### Assumptions

The following assumptions are considered when defining a CRA:

- Agencies have completed the GL configuration workbook (Task 513) to create the agency organizational structure and Organization ID *before* completing the CM configuration workbook for CRA default accounting.
- Agencies use the Organization ID created in the GL configuration workbook to finalize the CM configuration workbook for CRA default accounting.

### Configuration Field Details

Agencies must provide the following CRA ChartField values related configuration values as listed in the <Agency> Consolidated Revolving Accounts worksheet in the Florida PALM Secure File Share portal in SharePoint.

Table 24: CRA Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>SetID</b>	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
<b>Accounting Template ID</b>	System uses the Template ID to create accounting entries	Required	Character	15	Project Provided
<b>Accounting Template Description</b>	Account entry detailed description at header level.	Required	Alphanumeric	60	Project Provided
<b>Source Type</b>	Identifies the source for accounting entries. "B" = Bank Statement Processing	Required	Character	1	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Accounting Template Status</b>	Status as of the Accounting Template: “(A)ctive”, “(I)nactive”. <i>Prior to system implementation this status is defaulted to “(A)ctive” for all agency confirmed values.</i>	Required	Character	1	Project Provided
<b>Bank Account Description</b>	Provides the name of the bank account.	Optional	Character	35	Project Provided
<b>Organization</b>	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required	Character	10	Agency Specified
<b>Account</b>	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Required	Character	10	Project Provided
<b>Fund</b>	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations.	Optional	Character	5	Project Provided
<b>Budget Entity</b>	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Optional	Character	8	Project Provided
<b>State Program</b>	State Program tracks both revenue and expenditures for programs within or	Required	Character	10	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.				
<b>Configure State Program Value</b>	Configure with agency specified value in the State Program column: "Yes" or "No".	Required for SharePoint	Character	3	Agency Indicated
<b>New State Program Value</b>	Value is required to be entered here depending on the response in the <i>Configure State Program Value</i> column.	Required or Optional for SharePoint <i>(Based on prior column dependency)</i>	Character	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for SharePoint	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the configuration page where the agency defined CRA default accounting values will be set up in Florida PALM.

The screenshot shows the 'Accounting Templates' configuration page. At the top, the 'Accounting Template ID' is 'CRA\_4301'. Below this, there are fields for 'SetID STATE', 'Source Type BSP', 'Description 4301 BSP Processing', 'Status Active', 'Journal Template BSP\_ENTRY', and 'VAT Defaults'. A 'Template Lines' table is displayed below, with two lines. The 'Organization' and 'State Program' columns in the table are highlighted with red boxes.

Line	Calc Type	Description	Trans Line	Leg	RI Anchor	Sign	Determined By	Acct Type	Substitution Rule	Organization	Account	Description	Fund	Budget Entity	Category	State Program
1	01	Cashflow Amount	1	1	<input type="checkbox"/>	Keep Sign	Bank Account	Cash	Substitution Rule							
2	01	Cashflow Amount	1	1	<input checked="" type="checkbox"/>	Reverse Sign	Explicit Chartfield		Substitution Rule		302203	ADV FROM FUNDS WIN AGENCY	39303	43010100		

Figure 46: CRA Accounting Template

The following provides an example of the bank statement processing accounting entries page where the configured values are used in a Florida PALM transaction:

Figure 47: Accounting Entries Page

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> Consolidated Revolving Accounts worksheet.

**Task Completion Requirement:** For this task (RW Task 541-B) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

Complete the following in the Organization column for each row in the worksheet:

1. Review the Accounting Template, Source Type, Bank Account Description, Account, Fund and Budget Entity ChartFields and determine the appropriate default Organization ChartField to be used when creating CRA default accounting entries.
2. Select the desired Organization ChartField value in the column.
  - a. This is a drop-down column, which contains all *Florida PALM Values: Organization ID* column values established in the GL <Agency> Organization worksheet with a *Configure Value* column selection of “Yes” or “New”.

SetID	Accounting Template ID	Accounting Template Description	Source Type	Accounting Template Status	Bank Account Description	Organization
Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.  - Required Field - Field Type: Alphanumeric - Field Length: 5	System uses the Template ID to create accounting entries.  - Required Field - Field Type: Character - Field Length: 15	Account entry detailed description at header level.  - Required Field - Field Type: Character - Field Length: 60	Identifies the source for accounting entries. “B” = Bank Statement Processing.  - Required Field - Field Type: Character - Field Length: 1	Status as of the Accounting Template: “(A)Active”, “(I)Inactive”. Prior to system implementation this status is defaulted to “(A)Active” for all agency confirmed values.  - Required Field - Field Type: Character - Field Length: 1	Provides the name of the bank account.  - Optional Field - Field Type: Character - Field Length: 35	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.  - Required Field - Field Type: Character - Field Length: 10

Figure 48: CRA Worksheet Organization Column

Complete the following in the State Program column:

1. Review the current Program Component (State Program) values associated with the Budget Entity, as established by LAS/PBS.
2. Select or provide the appropriate Program Component (State Program):

- a. **If a single value is available in this field**, it has been captured in the State Program Column.
  - i. In the Configure State Program Value column, select “Yes” if you desire to establish the provided Program Component (State Program) value in Florida PALM.
  - ii. In the Configure State Program Value column, if you do not desire to establish the provided Program Component (State Program) value in Florida PALM, you must select “No” **and** provide the desired value in the New State Program Value column.
- b. **If multiple values are available in this field:**
  - i. Choose the desired value in the drop-down option (State Program).
  - ii. In the Configure Value column, select “Yes” to confirm your selected value.
- c. **If no value was provided**, a selection of “No” has been pre-populated in the Configure State Program Value column. Provide the desired Program Component (State Program) value in the New State Program Value column.

Organization	Account	Fund	Budget Entity	State Program	Configure State Program Value	New State Program Value (if applicable)	Comments
Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.  - Required Field - Field Type: Character - Field Length: 10	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.  - Required Field - Field Type: Character - Field Length: 10	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations.  - Optional Field - Field Type: Character - Field Length: 5	Represents organizations and/or functions to which appropriations are made and typically represents a program.  - Optional Field - Field Type: Character - Field Length: 8	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.  - Required Field - Field Type: Character - Field Length: 10	Configure with agency specified value in the State Program column: “Yes” or “No”.  - Required Field - Field Type: Character - Field Length: 3	Value is required to be entered here depending on the response in the Configure State Program Value column.  - Optional Field - Field Type: Character - Field Length: 10	Agency Comments.

Figure 49: CRA Worksheet State Program Column

Add Comments *optionally* for your internal purposes.

**NOTE:** *If your agency determines a need for a new CRA Bank Account that is not listed, you must first follow the current process to establish the new bank account with Treasury and A&A approval. Agencies will then be asked to provide the additional values needed for Florida PALM configuration on all new bank accounts in a future RW task. CRA default accounting for CRA bank transactions are maintained centrally by DFS Treasury.*

## Project Costing Module Configurations

This workbook contains three worksheets that represent core configuration components in Florida PALM. Column/field definitions and instructions are provided below. These configuration workbooks contain the following Project Costing module configurations to which agency-specific values are being obtained to setup Florida PALM:

- PC Source Type
- PC Category
- PC Subcategory

As part of this Task, Agencies should determine if a statewide ChartField or other Project Costing-related data element will meet its needs prior to establishing values for any of the above. However, Project Costing is required for ALL FCO projects. Combo Edit rules in Florida PALM will require a Project to be recorded on any transaction that uses an FCO Category (08\*\*\*\* or 14\*\*\*\*). In addition, Payroll (HCM) will be using the PC Category and PC Subcategory for a specific purpose when a position is funded by FCO. Project Costing remains optional (but highly encouraged) for all other projects.

**NOTE:** Since the HCM will utilize the Project Costing's PC Category and PC Subcategory for positions funded with FCO categories, the values to be utilized will be configured for every agency and do not need to be set up by you as part of this Task. The values to be configured and that will need to be assigned to the position will be LABOR for PC Category, and Budget Years for PC Subcategory. Future RW Tasks will request agency assignment of position funding by position.

### Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Project Costing (PC)

### PC Source Type

Configuration Needed	SetID	PC Source Type	Effective Date	Status as of Effective Date	Short Description	Long Description	Comments
Yes							
No							

Figure 50: PC Source Type Worksheet in Smartsheet

### Configuration Value Definition

The PC Source Type is used to further define a project transaction. The PC Source Type value is used to identify, track, analyze and report the project transaction's purpose. The PC Source Type is assigned to an individual transaction to track the budgeted and actual project cost. This



value may be used when establishing a project's budget within project costing or on a project related accounting transaction in any module.

### Business Process and Subprocess

The PC Source Type configuration supports the following business process and subprocess:

*Table 25: PC Source Type Business Process and Subprocess*

Business Process	Business Subprocess
<a href="#">90.1 Create and Maintain Projects</a>	<a href="#">90.1.4 Add or Modify PC ChartFields</a>

### Configuration Value Purpose and Use

- The PC Source Type value will be used to further define a project transaction. This value may be used when establishing a Project's Budget within Project Costing or on a Project related accounting transaction in any module.
- Failure to establish and/or confirm Source Type values will result in the PC Source Type ChartField to be unused in any source module.

### Configuration Design Details

The following design considerations are applied when defining a PC Source Type value in Florida PALM:

- PC Source Type may be used independently or together with PC Category and PC Subcategory.
- PC Source Type is an optional field on project related transactions.
- PC Source Type is Agency specific.
- PC Source Type value should represent information not identifiable via COA ChartField values, Activity values, Activity Type values, or other Project specific ChartField values.
- PC Source Type values can be used multiple times on a single project.
- PC Source Type values should not be Project specific and are available for use on all projects within the PC BU.
- PC Source Type is only available for use on transactions where the Project ChartField is populated.

### Assumptions

The following assumptions are considered when defining PC Source Type value:

- PC Source Type is meaningful to agencies.
- PC Source Type is used for agency reporting.
- PC Source Type value does not represent a value or meaning that can be derived for other COA ChartField values or PC ChartFields such as Activity, Activity Type, Project Type.

### Configuration Field Details

Agencies must provide the following PC Source Type related configuration values as listed in the <Agency> PC Source Type worksheet in Smartsheet.

Table 26: PC Source Type Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configuration Needed</b>	Configuration Needed: "Yes" or "No". <i>PC Source Type is an optional agency configuration.</i>	Required for Smartsheet	Character	3	Agency Indicated
<b>SetID</b>	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
<b>PC Source Type</b>	The PC Source Type is used to further define a project transaction. Examples of Source Types: Grant, Bond, Loan, and GAA.	Required	Character	5	Agency Provided
<b>Effective Date</b>	Prior to system implementation, this date is defaulted to 01/01/1901. Following system implementation, this field will reflect the date when a row becomes effective, or the date that an action begins.	Required	Date	10	Project Provided
<b>Status as of Effective Date</b>	Status as of Effective Date: "(A)ctive", "(I)nactive". <i>Prior to system implementation this status is defaulted to "(A)ctive" for all agency confirmed values.</i>	Required	Character	1	Project Provided
<b>Short Description</b>	Provides a short description of PC Source Type.	Optional	Character	10	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Long Description</b>	Provides a long description of PC Source Type.	Required	Character	30	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

**Configuration Page(s)**

The following provides an example of the configuration page where the defined PC Source Type field values will be setup in Florida PALM:

The screenshot shows the 'Source Types' configuration page in Florida PALM. At the top, the Florida PALM logo is visible. Below it, the page title 'Source Types' is displayed. A search bar contains the text 'SetID STATE PC Source Type BOND', with 'PC Source Type BOND' highlighted in a red box. Below the search bar, there are several fields and buttons:
 

- \*Effective Date: 01/01/1901
- \*Status: Active
- \*Description: BOND
- Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History

Figure 51: PC Source Type Configuration Page

The following provides an example of a project budget page where the configured PC Source Type values are entered in Florida PALM:

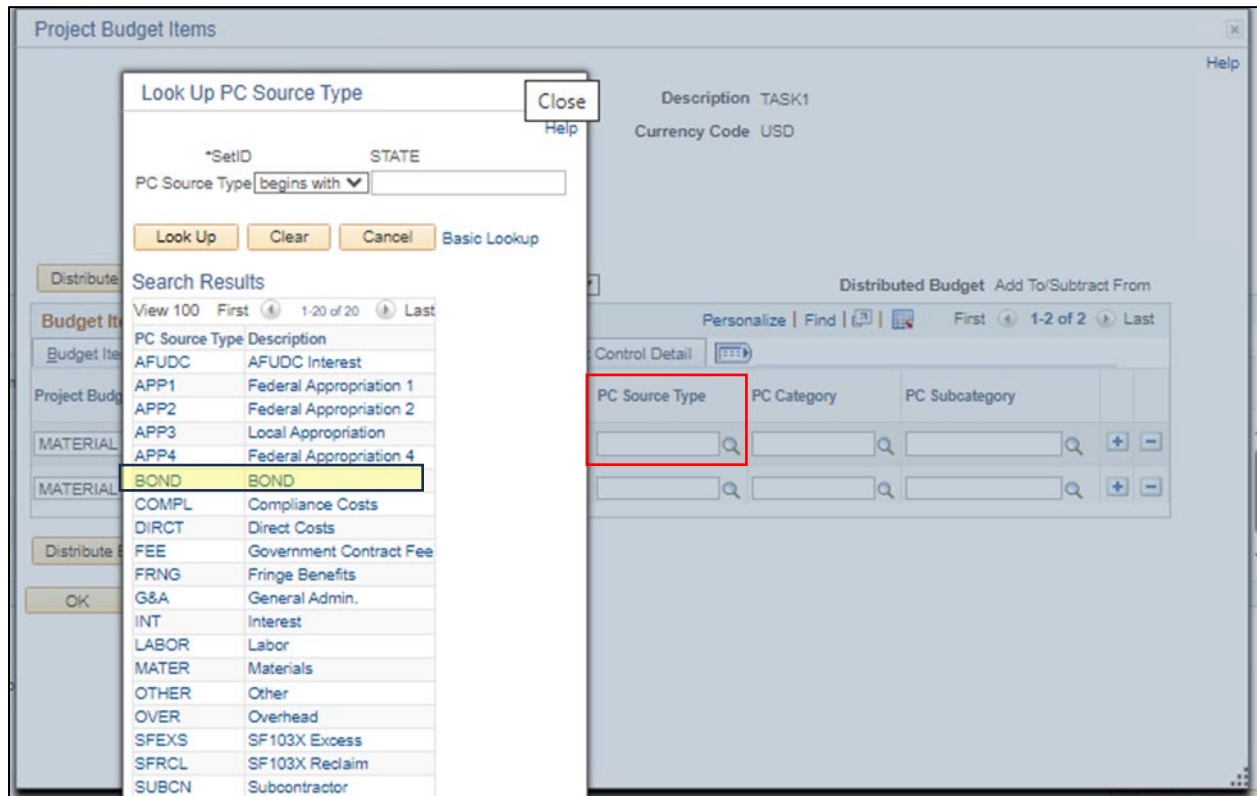


Figure 52: Use of PC Source Type Configuration Value on Funds Distribution Transaction Page

## Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> PC Source Type worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 541-A) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

If you choose **not** to provide PC Source Type values for configuration:

1. Select “No” in the Configuration Needed column, all other columns may be left as is.

If you choose to provide PC Source Type values for configuration:

1. Select “Yes” in the Configuration Needed column.
2. Complete the following for each PC Source Type value to be added:
  - a. Specify a value, limited to 5 characters, in the PC Source Type column. PC Source Types can be as general or as specific, as needed. For example, you can use a “Labor” source type to track total project labor costs.
  - b. Provide the *optional* Short Description value, limited to 10 characters, that you would like to be configured in Florida PALM.

- c. Provide the description, limited to 30 characters, that needs to be configured for the PC Source Type in Florida PALM into the Long Description column.

Use the Comments field, optionally, for your internal purposes.

Configuration Needed	SetID	PC Source Type	Effective Date	Status as of Effective Date	Short Description	Long Description	Comments
Yes							
No							

Figure 53: PC Source Type Worksheet Required Columns (if applicable)

### PC Category

Configuration Needed	SetID	PC Category	Effective Date	Status as of Effective Date	Short Description	Long Description	Comments
Yes							
No							

Figure 54: PC Category Worksheet in Smartsheet

### Configuration Value Definition

PC Category is independent of PC Source Type and PC Subcategory. The PC Category is available to categorize transactions into meaningful groups for reporting and analysis.

PC Category is independent of PC Source Type and PC Subcategory. PC Category provides flexibility to track the project cost at the detailed level for reporting and analysis.

### Business Process and Subprocess

The PC Category configuration supports the following business process and subprocess:

Table 27: PC Category Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">90.1 Create and Maintain Projects</a>	<a href="#">90.1.4 Add or Modify PC ChartFields</a>

### Configuration Value Purpose and Use

- The PC Category field value provides additional definition of the project transaction and provides flexibility to track the project cost at the detailed level for reporting and analysis.
- Failure to establish and/or confirm PC Category values will result in the PC Category ChartField to be unused in any source module.

### Configuration Design Details

The following design considerations are applied when defining an PC Category value in Florida PALM:

- PC Category may be used independently or together with PC Source Type and PC Subcategory.
- PC Category is an optional field on transactions.
- PC Category is Agency specific.
- PC Category should not repeat Activity or Activity Type values.

### Assumptions

The following assumption is considered when defining a PC Category value:

- PC Category should be meaningful to the agency.
- PC Category is used for reporting and analysis.
- PC Category is used to represent data not represented by other COA ChartFields, Project definition elements or Activity definition elements.

### Configuration Field Details

Agencies must provide the following PC Category related configuration values as listed in the <Agency> PC Category worksheet in Smartsheet.

Table 28: PC Category Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configuration Needed</b>	Configuration Needed: "Yes" or "No". <i>PC Category is an optional agency configuration.</i>	Required for Smartsheet	Character	3	Agency Indicated
<b>SetID</b>	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
<b>PC Category</b>	PC Category can further define source types. For example, you can divide a labor source type into different categories of	Required	Character	5	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	labor, such as architect labor, carpenter labor, and plumber labor.				
<b>Effective Date</b>	Prior to system implementation, this date is defaulted to 01/01/1901. Following system implementation, this field will reflect the date when a row becomes effective, or the date that an action begins.	Required	Date	10	Project Provided
<b>Status as of Effective Date</b>	Status as of Effective Date: "(A)ctive", "(I)nactive". <i>Prior to system implementation this status is defaulted to "(A)ctive" for all agency confirmed values.</i>	Required	Character	1	Project Provided
<b>Short Description</b>	Provides a short description of PC Category.	Optional	Character	10	Agency Provided
<b>Long Description</b>	Provides a long description of PC Category.	Required	Character	30	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

- The following provides an example of the configuration page where the defined PC Category field values will be setup in Florida PALM:

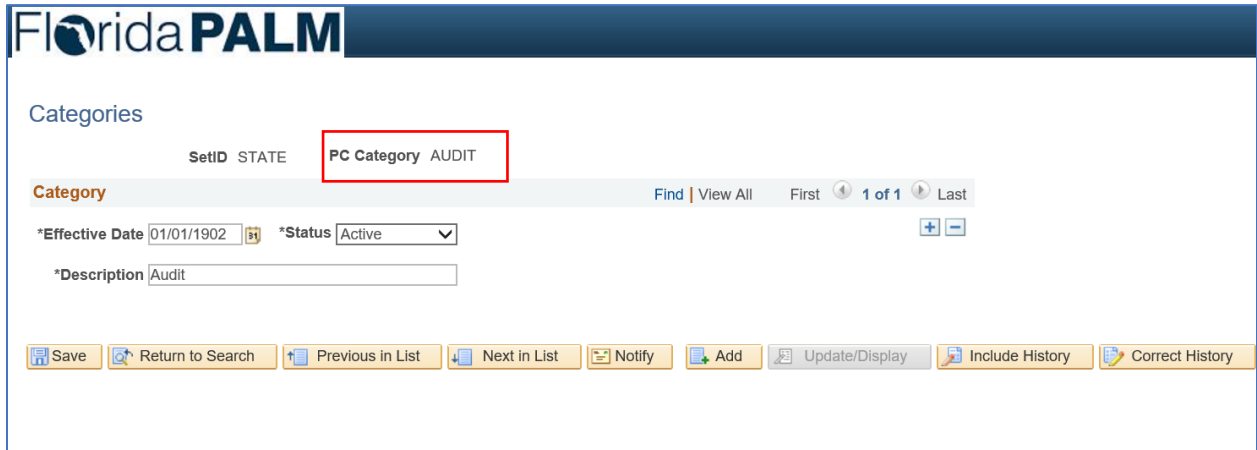


Figure 55: PC Category Configuration Page

- The following provides an example of a project budget page where the configured PC Category values are entered in Florida PALM:

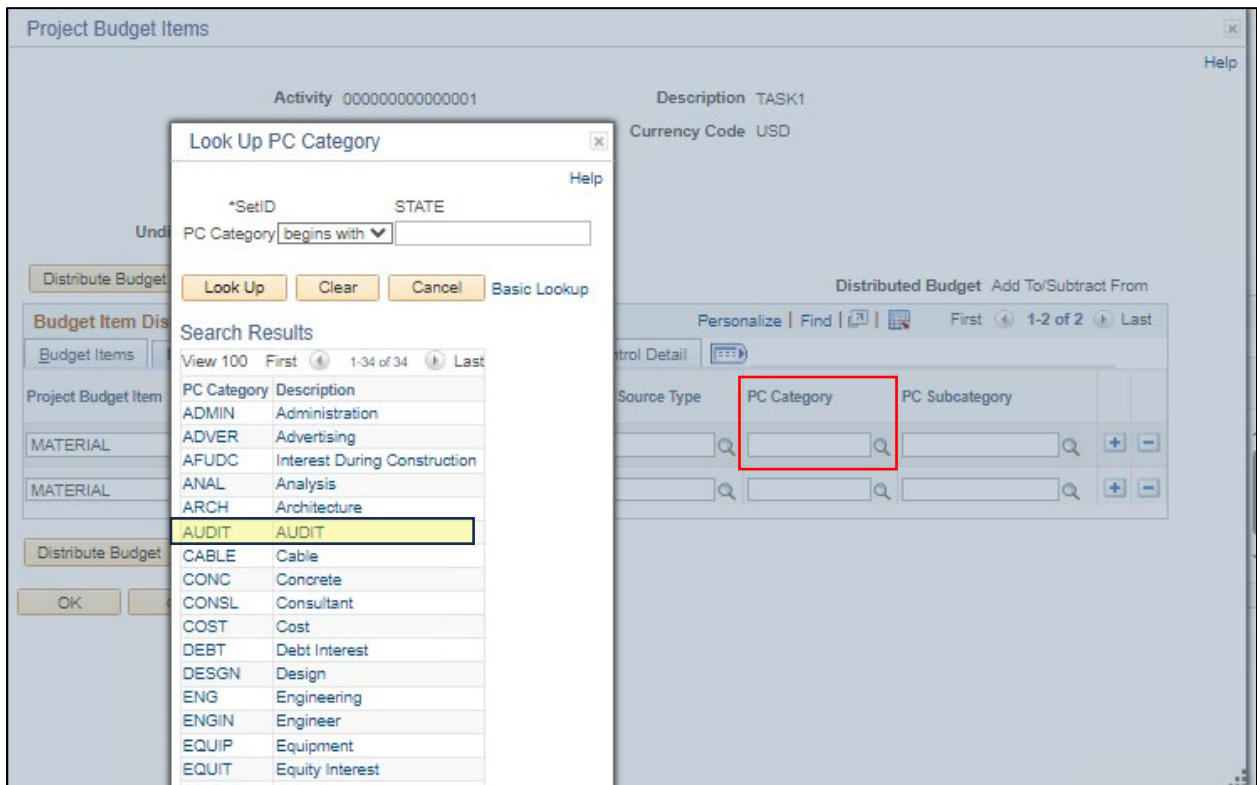


Figure 56: Use of PC Category Configuration Value on Funds Distribution Page

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> PC Category worksheet in Smartsheet.



**Task Completion Requirement:** For this task (RW Task 541-A) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

If you choose **not** to provide PC Category values for configuration:

1. Select “No” in the Configuration Needed column, all other columns may be left as is.

If you choose to provide PC Category values for configuration:

1. Select “Yes” in the Configuration Needed column.
2. Complete the following for each PC Category value to be added:
  - a. Specify a value, limited to 5 characters, in the PC Category column. PC Category can be used to categorize transactions into meaningful groups. For example, you can use a “Audit” category to group project Audit costs.
  - b. Provide the *optional* Short Description value, limited to 10 characters, that you would like to be configured in Florida PALM.
  - c. Provide the description, limited to 30 characters, that needs to be configured for the PC Category in Florida PALM into the Long Description column.

Use the Comments field, optionally, for your internal purposes.

Configuration Needed	SetID	PC Category	Effective Date	Status as of Effective Date	Short Description	Long Description	Comments
Yes							
No							

Figure 57: PC Category Worksheet Required Columns, if applicable.

## PC Subcategory

Configuration Needed	SetID	PC Subcategory	Effective Date	Status as of Effective Date	Short Description	Long Description	Comments
Yes							
No							

Figure 58: PC Subcategory Worksheet in Smartsheet

## Configuration Value Definition

This Project Costing Subcategory field value defines the PC Source Type and PC Category further. The PC Subcategory is available to categorize transactions into meaningful groups for reporting and analysis. PC Subcategory is independent of PC Source Type and PC Category and

may be used together or separately on a project related transaction. The PC Subcategory would be an ideal place for agencies to add Federal tracking information (i.e., Federal Grant ID) into Florida PALM.

PC Category and PC Subcategory provide flexibility to track the project cost at the detailed level for reporting and analysis.

### Business Process and Subprocess

The PC Subcategory configuration supports the following business process and subprocess:

*Table 29: PC Subcategory Business Process and Subprocess*

Business Process	Business Subprocess
<a href="#">90.1 Create and Maintain Projects</a>	<a href="#">90.1.4 Add or Modify PC ChartFields</a>

### Configuration Value Purpose and Use

- This Project Costing Subcategory field value defines the PC Source Type and PC Category further. The PC Subcategory would be an ideal place for agencies to add Federal tracking information (i.e., Federal Grant ID) into Florida PALM.
- Failure to establish and/or confirm Subcategory values will result in the PC Subcategory ChartField to be unused in any source module.

### Configuration Design Details

The following design considerations are applied when defining an PC Subcategory value in Florida PALM:

- PC Subcategory may be used independently or together with PC Source Type and PC Category
- PC Subcategory is an optional field on transactions.
- PC Subcategory is Agency specific.
- PC Subcategory should not repeat Activity or Activity Type values.

### Assumptions

The following assumption is considered when defining an PC Subcategory value:

- PC Subcategory is meaningful to agencies.
- PC Subcategory is used for agency reporting.
- PC Subcategory is used to represent data not represented by other COA ChartFields, Project definition elements or Activity definition elements.

### Configuration Field Details

Agencies must provide the following PC Subcategory related configuration values as listed in the <Agency> Subcategory worksheet in Smartsheet.

Table 30: PC Subcategory Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configuration Needed</b>	Configuration Needed: "Yes" or "No". <i>PC Category is an optional agency configuration.</i>	Required for Smartsheet	Character	3	Agency Indicated
<b>SetID</b>	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
<b>PC Subcategory</b>	PC Subcategory can further define source types. For example, you can divide a labor source type into different categories of labor, such as architect labor, carpenter labor, plumber labor and use subcategories for regular hours and overtime hours.	Required	Character	5	Agency Provided
<b>Effective Date</b>	Prior to system implementation, this date is defaulted to 01/01/1901. Following system implementation, this field will reflect the date when a row becomes effective, or the date that an action begins.	Required	Date	10	Project Provided
<b>Status as of Effective Date</b>	Status as of Effective Date: "(A)ctive", "(I)nactive". <i>Prior to system implementation this status is defaulted to "(A)ctive" for all agency confirmed values.</i>	Required	Character	1	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Short Description</b>	Provides a short description of PC Subcategory.	Optional	Character	10	Agency Provided
<b>Long Description</b>	Provides a long description of PC Subcategory.	Required	Character	30	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the configuration page where the defined PC Subcategory field values will be setup in Florida PALM:

- The following provides an example of the configuration page where the defined PC Subcategory field values will be setup in Florida PALM:

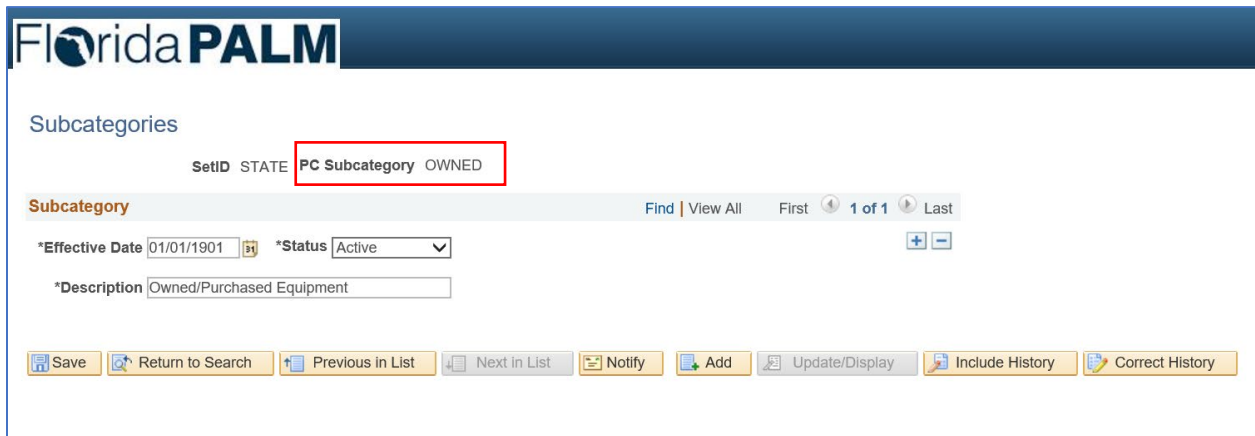


Figure 59: PC Subcategory Configuration Page Example

- The following provides an example of a Project Budget page where the configured PC Subcategory values are entered in Florida PALM:

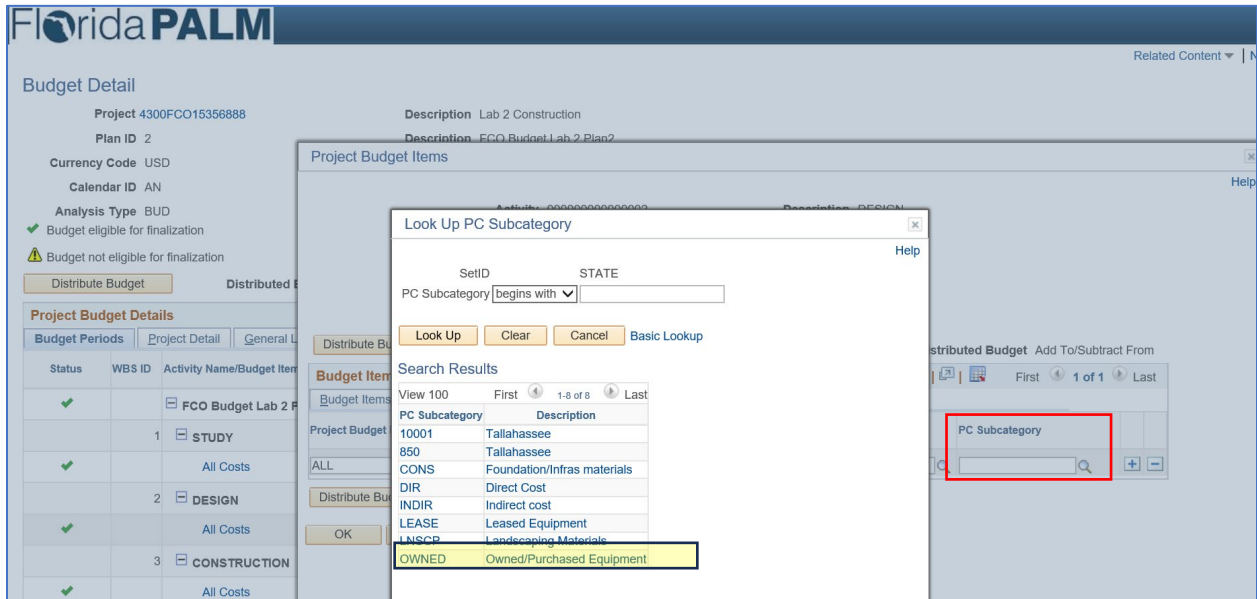


Figure 60: Use of PC Subcategory Configuration Value on a Funds Distribution Transaction Page

## Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> PC Subcategory worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 541-A) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

If you choose **not** to provide PC Subcategory values for configuration:

1. Select “No” in the Configuration Needed column, all other columns may be left as is.

If you choose to provide PC Subcategory values for configuration:

1. Select “Yes” in the Configuration Needed column.
2. Complete the following for each PC Subcategory value to be added:
  - a. Specify a value, limited to 5 characters, in the PC Subcategory column. PC Subcategory can be used to categorize transactions into meaningful groups. For example, you can use a “Owned” PC Subcategory to group project Owned/Purchased equipment costs.
  - b. Provide the *optional* Short Description value, limited to 10 characters, that you would like to be configured in Florida PALM.
  - c. Provide the description, limited to 30 characters, that needs to be configured for the PC Subcategory in Florida PALM into the Long Description column.

Use the Comments field, optionally, for your internal purposes.

Configuration Needed	SetID	PC Subcategory	Effective Date	Status as of Effective Date	Short Description	Long Description	Comments
Yes							
No							

Figure 61: PC Subcategory Worksheet Required Columns, if applicable.

## All Module Configuration

This workbook contains one worksheet that represents a core configuration component in Florida PALM. Column/field definitions and instructions are provided below. The configuration workbook contains the following all module configuration to which agency-specific values are being obtained to setup Florida PALM:

- SpeedKey

### SharePoint Navigation:

Florida PALM Secure File Share Portal > (Agency) > Configuration Workbook Inventory > SpeedKey

### SpeedKey

Configuration Needed	SetID	SpeedKey	Payroll Indicator	PCard Indicator	Line Type	Description	Sequence Number	Percentage
Agency Indicated	Project Provided	Agency Provided	Agency Indicated	Agency Indicated	Agency Specified	Agency Provided	Agency Provided	Agency Provided
Configuration Needed: "Yes" or "No". - Required Field - Field Type: Character - Field Length: 3	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit. - Required Field - Field Type: Alphanumeric - Field Length: 5	Unique name of the SpeedKey, which will be used by agency transaction processors to populate one or more ChartField values. - Required Field - Field Type: Alphanumeric - Field Length: 10	Specifies whether the SpeedKey is a Payroll or non-Payroll SpeedKey. - Required Field - Field Type: Character - Field Length: 1	Specifies whether the SpeedKey is a PCard or non-PCard SpeedKey. - Required Field - Field Type: Character - Field Length: 1	SpeedKey Line Type: ("Single Line", "Multiple Line"). - Required Field - Field Type: Character - Field Length: 1	SpeedKey Description. - Required Field - Field Type: Character - Field Length: 30	Uniquely identifies a SpeedKey line with a sequence number. - Required Field - Field Type: Numeric - Field Length: 6	Specifies the SpeedKey Line distribution percentages. - Required Field - Field Type: Character - Field Length: 6

Figure 62: SpeedKey Worksheet in SharePoint (Panel 1)

Organization	Account	Fund	Budget Entity	Category	State Program	Grant ID	Contract
Agency Specified	Agency Specified	Agency Specified	Agency Specified	Agency Specified	Agency Specified	Agency Specified	Agency Specified
Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. - Required Field (Based on prior column dependency) - Field Type: Character - Field Length: 10	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account. - Required Field (Based on prior column dependency) - Field Type: Character - Field Length: 6	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations. - Required Field (Based on prior column dependency) - Field Type: Character - Field Length: 5	Represents organizations and/or functions to which appropriations are made and typically represents a program. - Required Field (Based on prior column dependency) - Field Type: Character - Field Length: 8	Represents both appropriation categories and revenue source codes. - Required Field (Based on prior column dependency) - Field Type: Character - Field Length: 6	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS. - Required Field (Based on prior column dependency) - Field Type: Character - Field Length: 10	Grant ID value is used to track financial assistance that provides support or stimulation to accomplish a public purpose. - Optional Field - Field Type: Character - Field Length: 5	Contract ChartField captures expenditure and revenue transactions for two party agreements. - Optional Field - Field Type: Character - Field Length: 10

Figure 63: SpeedKey Worksheet in SharePoint (Panel 2)

OA1	OA2	Project	PC Business Unit	Activity ID	PC Source Type	PC Category	PC Subcategory	Comments
Agency Specified	Agency Specified	Agency Provided	Agency Provided	Agency Specified	Agency Provided	Agency Provided	Agency Provided	Agency Provided
Other Accumulator 1 (OA1) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. - Optional Field - Field Type: Alphanumeric - Field Length: 5	Other Accumulator 2 (OA2) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. - Optional Field - Field Type: Alphanumeric - Field Length: 10	Project ChartField is used to capture a planned undertaking of something to be accomplished or produced, having a beginning and ending date, for which expenditures/costs and revenues are to be tracked. - Optional Field - Field Type: Character - Field Length: 15	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions for Project related ChartFields. - Required Field (Based on prior column dependency) - Field Type: Numeric - Field Length: 5	Tracks specific tasks that make up a Project and records transactional details; a Project must have at least one associated Activity ID. - Required Field (Based on prior column dependency) - Field Type: Character - Field Length: 15	The PC Source Type is used to further define a project transaction. - Optional Field - Field Type: Character - Field Length: 5	PC Category can further define source types. - Optional Field - Field Type: Character - Field Length: 5	PC Subcategory can further define source types. - Optional Field - Field Type: Character - Field Length: 5	Agency Comments - Optional Field - Field Type: Character - Field Length: 254

Figure 64: SpeedKey Worksheet in SharePoint (Panel 3)

## Configuration Value Definition

SpeedKey provides a shortcut for users entering ChartField values for online transactions in the Financials application. The Human Capital Management (HCM) application uses the ChartField

values defined in the Payroll SpeedKey to establish position funding needed to process payroll transactions. Payroll SpeedKeys are used in People First to create a one-time payment (e.g., leave payout). PCard SpeedKeys are used in PCard Works to define the Fund, Budget Entity, Category, and State Program that users can select when processing PCard transaction.

## Business Process and Subprocess

The SpeedKey configuration supports the following business process and subprocess:

*Table 31: SpeedKey Business Process and Subprocess*

Business Process	Business Subprocess
10.1 Set Up and Maintain Chart of Accounts	10.1.6 Agency Set Up and Maintain SpeedKeys

## Configuration Value Purpose and Use

The purpose of the SpeedKey is to provide a shortcut for users entering ChartField values in transactions online. The SpeedKey can contain one or more ChartFields and values can be overridden by the user in all Financials modules in Florida PALM. HCM application uses the ChartField values defined in the Payroll SpeedKey to process payroll transactions.

## Configuration Design Details

The following design considerations are applied when defining a SpeedKey value in Florida PALM:

- All Florida PALM ChartFields, including all Project ChartFields, are available on the SpeedKey Setup Page. Values for each ChartField can be directly entered or selected from a dropdown list. Scroll bar allows visibility of each ChartField.
- Selecting the Payroll Indicator option of (Y)es identifies the SpeedKey is being established for use in the HCM application for payroll processing.
- Selecting the PCard Indicator option of (Y)es identifies the SpeedKey is being established for use in the Works system.
- SpeedKey description is a 30-character field and is intended to provide information on the purpose/usage of the specific SpeedKey value.

### **All SpeedKeys**

- Are validated against applicable combination rules based on ChartFields included in the SpeedKey. As an example, if the SpeedKey includes a Fund, Budget Entity and Category value, it will be validated against the Budgetary Combination Edit.
- Must be approved and active to be used on transactions.
- If entered by the Agency GL COA Processor, are routed for approval to the Agency GL COA Maintainer. No additional agency approval is required if entered directly by the Agency GL COA Maintainer.
- Can be inactivated and reactivated without re-approval.

### **Non-Payroll SpeedKeys**

- Once configured, can be updated by adding a new effective-dated row(s) for changes to descriptions, ChartField values, or lines and percentages for Multiple Line SpeedKeys.



- Updates other than inactivation/reactivation require Agency approval if entered by the Agency COA Processor.

### **Payroll SpeedKeys**

- Must have the Payroll Indicator option of (Y)es selected.
- Must be a single line SpeedKey.
- Require Account, Fund, Budget Entity, Category, State Program, and Organization ChartFields.
- Once established, it can only be inactivated or reactivated. No other updates are permitted.
- Should have the default Account value of 700001 for all Payroll SpeedKeys. The actual Account values will be generated in Payroll based on the earnings or deduction code processed in the transaction.
- If contain an FCO Category (08XXXX or 14XXXX) ChartField value, are required to have specific PC ChartFields: PC BU, Project, Activity, PC Category, and PC Subcategory. The PC Category must be 'Labor' and the PC Subcategory should be the appropriate Budget Year associated to the FCO category being used.
- Do not allow more than one SpeedKey to have the same combination of ChartField values.
- If include a Category other than pre-approved payroll eligible categories (i.e., 010000, 030000, 103290, 104166), must be approved by the DFS SpeedKey Approver before it will be available for use in HCM or People First.
- Once configured, will have the Payroll Indicator greyed out and cannot be changed to a non-Payroll SpeedKey.

### **PCard SpeedKeys**

- Must have the PCard Indicator option of (Y)es selected.
- Must be a single line SpeedKey.
- Require the Fund, Budget Entity, Category, and State Program ChartFields.
- Once configured, the PCard Indicator will be greyed out and cannot be changed to non-PCard SpeedKey.
- Can be inactivated, reactivated, or updated.

### **Assumptions**

The following assumptions are considered when defining a SpeedKey in Florida PALM:

- SpeedKeys are agency specific and established with a SetID equal to the agency Business Unit (BU).
- The SpeedKey field has a maximum length of 10 digits. Configured values for the field may be less than or up to 10 digits.
- Acceptable values include letters, numbers, and alphanumeric characters. Users must input a meaningful description to ensure clarity and accurate identification.

### **Within Florida PALM:**

- Single line SpeedKeys can be used in all modules in Financials.

- Multiple line SpeedKeys are only used in AP and PO modules. The individual line percent values must be positive and greater than zero and the lines must total to (equal) 100 percent.
- Only single line SpeedKeys that are approved for Payroll use can be used in HCM (Payroll).
- Within Florida PALM, use of SpeedKeys is only required in HCM (Payroll) and is optional in all other modules.
- SpeedKeys will not be available for use in the Asset Module (AM) as generally asset records are created from AP transactions with minimal direct entry into the AM module.

**Within Enterprise Systems:**

- As stated above, single line SpeedKeys are required for use in HCM (Payroll). Additionally, single line SpeedKeys will also be required for use in People First when creating one-time payments such as leave payouts, recurring payments such as Criminal Justice Incentive Payments (CJIP), Firefighters Incentive Payments (FFIP) and Uniform Allowance, and when the agency wants to pay overtime and on-call payments out of a separate SpeedKey from the regular salary SpeedKey.
- Single line SpeedKeys will be required for use in the PCard Works system.
- Single line SpeedKeys will be available for use in MyFloridaMarketPlace (MFMP) (Ariba On-Demand).
- Both single line and multiple line SpeedKeys will be allowed for use in the Statewide Travel Management System (STMS).

**Configuration Field Details**

Agencies must provide the following SpeedKey related configuration values as listed in the <Agency> SpeedKey worksheet.

Table 32: SpeedKey Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configuration Needed</b>	Configuration Needed: "Yes" or "No". <i>SpeedKey is required for Payroll and PCard and is an optional agency configuration for all other uses.</i>	Required for SharePoint	Character	3	Agency Indicated
<b>SetID</b>	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>SpeedKey</b>	Unique name of the SpeedKey, which will be used by agency transaction processors to populate one or more ChartField values.	Required	Alphanumeric	10	Agency Provided
<b>Payroll Indicator</b>	Specifies whether the SpeedKey is a Payroll or non-Payroll SpeedKey.	Required	Character	1	Agency Indicated
<b>PCard Indicator</b>	Specifies whether the SpeedKey is a PCard or non-PCard SpeedKey.	Required	Character	1	Agency Indicated
<b>Line Type</b>	SpeedKey Accounting Line Type: "(S)ingle Line", "(M)ultiple Line".	Required	Character	1	Agency Specified
<b>Description</b>	SpeedKey Description.	Required	Character	30	Agency Provided
<b>Sequence Number</b>	Uniquely identifies a SpeedKey line with a sequence number.  <i>For Single Line SpeedKey, the Sequence Number must be 1.</i>  <i>For Multiple Line SpeedKey the Sequence Number should start at 1 and continue sequentially for the number of distribution lines in the SpeedKey.</i>	Required	Numeric	6	Agency Provided
<b>Percentage</b>	Specifies the SpeedKey Line distribution percentages.  <i>For Single Line</i>	Required	Character	6	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	<p><i>SpeedKeys the percentage must always equal 100.00.</i></p> <p><i>For a Multiple Line SpeedKey, each line can have a different percentage, but the total of all line percentages within the sequence must equal 100.00.</i></p>				
<b>Organization</b>	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required (Based on prior column dependency)	Character	10	Agency Specified
<b>Account</b>	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Required (Based on prior column dependency)	Character	6	Agency Specified
<b>Fund</b>	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations.	Required (Based on prior column dependency)	Character	5	Agency Specified
<b>Budget Entity</b>	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Required (Based on prior column dependency)	Character	8	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Category</b>	Represents both appropriation categories and revenue source codes.	Required <i>(Based on prior column dependency)</i>	Character	6	Agency Specified
<b>State Program</b>	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.	Required <i>(Based on prior column dependency)</i>	Character	10	Agency Specified
<b>Grant ID</b>	Grant ID value is used to track financial assistance that provides support or stimulation to accomplish a public purpose.	Optional	Character	5	Agency Specified
<b>Contract</b>	Contract ChartField captures expenditure and revenue transactions for two party agreements.	Optional	Character	10	Agency Specified
<b>OA1</b>	Other Accumulator 1 (OA1) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses.	Optional	Alphanumeric	5	Agency Specified
<b>OA2</b>	Other Accumulator 2 (OA2) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses.	Optional	Alphanumeric	10	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Project</b>	Project ChartField is used to capture a planned undertaking of something to be accomplished or produced, having a beginning and ending date, for which expenditures/costs and revenues are to be tracked.	Optional	Character	15	Agency Provided
<b>PC Business Unit</b>	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions for Project related ChartFields.	Required <i>(Based on prior column dependency)</i>	Numeric	5	Agency Provided
<b>Activity ID</b>	Tracks specific tasks that make up a Project and records transactional details. A project must have at least one associated Activity ID.	Required <i>(Based on prior column dependency)</i>	Character	15	Agency Specified
<b>PC Source Type</b>	The PC Source Type is used to further define a Project transaction. Examples of Source Types: Grant, Bond, Loan, and GAA.	Optional	Character	5	Agency Provided
<b>PC Category</b>	PC Category can further define source types. For example, you can divide a labor source type into different categories labor, such as architect labor, carpenter labor, and plumber labor.	Optional	Character	5	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>PC Subcategory</b>	PC Subcategory can further define source types. For example, you can divide a labor source type into different categories of labor, such as architect labor, carpenter labor, plumber labor and use subcategories for regular hours and overtime hours.	Optional	Character	5	Agency Provided
<b>Comments</b>	Agency comments.	Optional	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the configuration pages where the defined SpeedKey field values will be setup in Florida PALM:

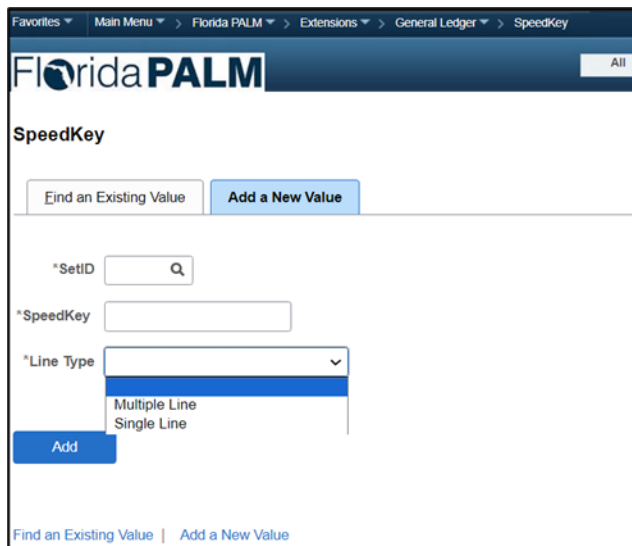


Figure 65: SpeedKey Add

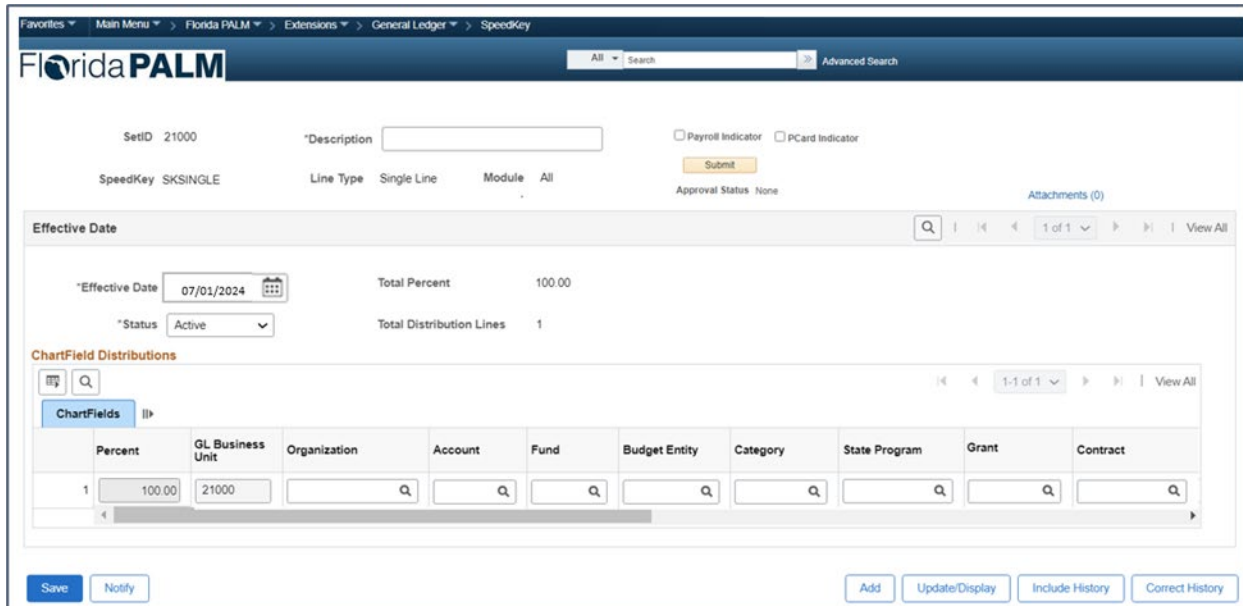


Figure 66: SpeedKey Setup

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> SpeedKey worksheet in SharePoint.

**Task Completion Requirement:** For this task (RW Task 541-C) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

If you choose **not** to and are not required (Payroll and PCard) to provide SpeedKey values for configuration:

1. Select **No** in the first row of the Configuration Needed column, all other columns must be left as is.

Configuration Needed	SetID	SpeedKey	Payroll Indicator	Pcard Indicator	Line Type	Descr
Agency Indicated	Project Provided	Agency Provided	Agency Indicated	Agency Indicated	Agency Specified	Agency F
Configuration Needed: "Yes" or "No". - Required Field - Field Type: Character - Field Length: 3	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.  - Required Field - Field Type: Alphanumeric - Field Length: 5	Unique name of the SpeedKey, which will be used by agency transaction processors to populate one or more ChartField values.  - Required Field - Field Type: Alphanumeric - Field Length: 10	Specifies whether the SpeedKey is a Payroll or non-Payroll SpeedKey.  - Required Field - Field Type: Character - Field Length: 1	Specifies whether the SpeedKey is a Pcard or non-Pcard SpeedKey.  - Required Field - Field Type: Character - Field Length: 1	SpeedKey Line Type: "(S)ingle Line", "(M)ultiple Line".  - Required Field - Field Type: Character - Field Length: 1	SpeedKey Descript  - Required Field - Field Type: Charac - Field Length: 30
No						

Figure 67: Configuration Not Needed Example in SpeedKey Worksheet



If you choose to or are required (Payroll and PCard) to provide SpeedKey values for configuration:

2. Complete the following for each SpeedKey to be added:
  - a. Select Yes in the Configuration Needed column.
    - i. SetID – If a Configuration Needed value of Yes is selected, the SetID value will auto-populate with the agency-specific Business Unit (BU) value.
      1. In Florida PALM, the SetID for SpeedKeys aligns with the agency’s BU. However, there are instances in other configurations, such as in the AR module, where the SetID is defaulted to "STATE" instead of the agency-specific BU. This alternate use is intentional and reflects centralized setup data that is shared across multiple agencies.

Configuration Needed	SetID	SpeedKey	Payroll Indicator	PCard Indicator	Line Type	Description
Agency Indicated	Project Provided	Agency Provided	Agency Indicated	Agency Indicated	Agency Specified	Agency
Configuration Needed: "Yes" or "No". - Required Field - Field Type: Character - Field Length: 3	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.  - Required Field - Field Type: Alphanumeric - Field Length: 5	Unique name of the SpeedKey, which will be used by agency transaction processors to populate one or more ChartField values.  - Required Field - Field Type: Alphanumeric - Field Length: 10	Specifies whether the SpeedKey is a Payroll or non-Payroll SpeedKey.  - Required Field - Field Type: Character - Field Length: 1	Specifies whether the SpeedKey is a Pcard or non-Pcard SpeedKey.  - Required Field - Field Type: Character - Field Length: 1	SpeedKey Line Type: "(S)ingle Line", "(M)ultiple Line".  - Required Field - Field Type: Character - Field Length: 1	SpeedKey Description  - Required Field - Field Type: Character - Field Length: 3
Yes	12345	SpeedKey01	Y	N	S	SpeedKey01 de
Yes	12345					
Yes	12345					

Figure 68: Configuration Needed Example in SpeedKey Worksheet

- b. SpeedKey – Insert a unique, up to 10-character SpeedKey name which agency transaction processors will use to populate one or more ChartField values. If a *Configuration Needed* selection of Yes has been made, the SpeedKey field will remain yellow until a value is provided.
- c. Payroll Indicator – Select a value of (Y)es to indicate the SpeedKey is allowed for Payroll transactions, or (N)o to indicate it is not allowed for Payroll transactions. If a *Configuration Needed* selection of Yes has been made, the Payroll Indicator field will remain yellow until a value is provided.
  - i. **Only Single Line SpeedKeys are permitted for Payroll.**
  - ii. Note that setting a Payroll Indicator to (Y)es does not restrict the SpeedKey to Payroll use only.
- d. PCard Indicator – Select a value of (Y)es to indicate the SpeedKey is allowed for PCard-related transactions, or (N)o to indicate it is not allowed for PCard-related transactions. If a *Configuration Needed* selection of Yes has been made, the PCard Indicator field will remain yellow until a value is provided.
  - i. **Only Single Line SpeedKeys are permitted for PCard.**
- e. Line Type – Identify if the SpeedKey Line Type is (S)ingle Line or (M)ultiple Line. If a *Configuration Needed* selection of Yes has been made, the Line Type field will remain yellow until a value is provided.

- i. Single Line: If a SpeedKey is a Single Line SpeedKey, the Line Type field value should be *(S)ingle Line*. There should be only one distribution line with a Sequence Number of 1.
    - 1. **Only Single (S) Line SpeedKeys are permitted for PCard and HCM (Payroll).**
  - ii. Multiple Line: If a SpeedKey is a Multiple Line SpeedKey, the Line Type field value should be *(M)ultiple Line*. Multiple Line SpeedKeys can only be used in the Accounts Payable (AP) and Purchase Order (PO) modules. Each line will have a different combination of ChartField values and will allocate the transaction amount by a fixed percentage to more than one funding source. There should be more than one distribution line, with Sequence Numbers starting from 1.
    - 1. **Multiple Line SpeedKeys cannot be used in MFMP, PF, or PCard Works.**
- f. Sequence Number – Enter a Sequence Number, up to 6 digits, to uniquely identify the SpeedKey line. If a *Configuration Needed* selection of *Yes* has been made, the Sequence Number field will remain yellow until a value is provided.
- i. For a Single Line SpeedKey, the Sequence Number must be 1.
  - ii. For a Multiple Line SpeedKey, the Sequence Number should start at 1 and continue sequentially for the number of distribution lines in the SpeedKey.
    - 1. Utilize a consecutive row in the worksheet for each distribution line needed beneath the initial *(M)ultiple Line* SpeedKey selection. The SpeedKey, Payroll Indicator, PCard Indicator, Line Type, and Description column values may be left blank or should match exactly the *initial Multiple Line distribution selection for each additional row within the sequence.*

SpeedKey	Payroll Indicator	PCard Indicator	Line Type	Description	Sequence Number	Percentage
Agency Provided	Agency Indicated	Agency Indicated	Agency Specified	Agency Provided	Agency Provided	Agency Provided
Unique name of the SpeedKey, which will be used by agency transaction processors to populate one or more ChartField values. - Required Field - Field Type: Alphanumeric - Field Length: 10	Specifies whether the SpeedKey is a Payroll or non-Payroll SpeedKey. - Required Field - Field Type: Character - Field Length: 1	Specifies whether the SpeedKey is a PCard or non-PCard SpeedKey. - Required Field - Field Type: Character - Field Length: 1	SpeedKey Line Type: <i>(S)ingle Line</i> , <i>(M)ultiple Line</i> . - Required Field - Field Type: Character - Field Length: 1	SpeedKey Description. - Required Field - Field Type: Character - Field Length: 30	Uniquely identifies a SpeedKey line with a sequence number. - Required Field - Field Type: Numeric - Field Length: 6	Specifies the SpeedKey Line distribution percentages. - Required Field - Field Type: Character - Field Length: 6
SpeedKey01	Y	N	S	SpeedKey01 description.	000001	100.00
SpeedKey02	N	N	M	SpeedKey02 description.	000001	40.00
					000002	30.00
					000003	15.00
					000004	15.00
SpeedKey03	N	Y	S	SpeedKey03 description.	000001	100.00

Figure 69: Sequence Number Example in SpeedKey Worksheet

- g. Percentage – Insert the distribution percentage for each SpeedKey line in the required format: 3 integers, 1 decimal, 2 decimals (Example: 100.00). If a *Configuration Needed* selection of *Yes* has been made, the Percentage field will remain yellow until a value is provided.
  - i. For Single Line SpeedKeys the percentage must always equal “100.00”.

SpeedKey	Payroll Indicator	Pcard Indicator	Line Type	Description	Sequence Number	Percentage
Agency Provided	Agency Indicated	Agency Indicated	Agency Specified	Agency Provided	Agency Provided	Agency Provided
Unique name of the SpeedKey, which will be used by agency transaction processors to populate one or more ChartField values.  - Required Field - Field Type: Alphanumeric - Field Length: 10	Specifies whether the SpeedKey is a Payroll or non-Payroll SpeedKey.  - Required Field - Field Type: Character - Field Length: 1	Specifies whether the SpeedKey is a Pcard or non-Pcard SpeedKey.  - Required Field - Field Type: Character - Field Length: 1	SpeedKey Line Type: "(S)ingle Line", "(M)ultiple Line".  - Required Field - Field Type: Character - Field Length: 1	SpeedKey Description.  - Required Field - Field Type: Character - Field Length: 30	Uniquely identifies a SpeedKey line with a sequence number.  - Required Field - Field Type: Numeric - Field Length: 6	Specifies the SpeedKey Line distribution percentages.  - Required Field - Field Type: Character - Field Length: 6
SpeedKey01	Y	N	S	SpeedKey01 description.	000001	100.00
SpeedKey02	N	N	M	SpeedKey02 description.	000001	40.00
					000002	30.00
					000003	15.00
					000004	15.00
SpeedKey03	N	Y	S	SpeedKey03 description.	000001	100.00

Figure 70: Single Line SpeedKey Percentage Example in SpeedKey Worksheet

- ii. For a Multiple Line SpeedKey, each line can have a different percentage, but the total of all line percentages must equal "100.00".

SpeedKey	Payroll Indicator	Pcard Indicator	Line Type	Description	Sequence Number	Percentage
Agency Provided	Agency Indicated	Agency Indicated	Agency Specified	Agency Provided	Agency Provided	Agency Provided
Unique name of the SpeedKey, which will be used by agency transaction processors to populate one or more ChartField values.  - Required Field - Field Type: Alphanumeric - Field Length: 10	Specifies whether the SpeedKey is a Payroll or non-Payroll SpeedKey.  - Required Field - Field Type: Character - Field Length: 1	Specifies whether the SpeedKey is a Pcard or non-Pcard SpeedKey.  - Required Field - Field Type: Character - Field Length: 1	SpeedKey Line Type: "(S)ingle Line", "(M)ultiple Line".  - Required Field - Field Type: Character - Field Length: 1	SpeedKey Description.  - Required Field - Field Type: Character - Field Length: 30	Uniquely identifies a SpeedKey line with a sequence number.  - Required Field - Field Type: Numeric - Field Length: 6	Specifies the SpeedKey Line distribution percentages.  - Required Field - Field Type: Character - Field Length: 6
SpeedKey01	Y	N	S	SpeedKey01 description.	000001	100.00
SpeedKey02	N	N	M	SpeedKey02 description.	000001	40.00
					000002	30.00
					000003	15.00
					000004	15.00
SpeedKey03	N	Y	S	SpeedKey03 description.	000001	100.00

Figure 71: Multiple Line SpeedKey Percentage Example in SpeedKey Worksheet

- iii. Percent values cannot be negative or zero.
- h. Description – Enter a SpeedKey description, up to 30 characters, which gives insights about the SpeedKey usage. If a *Configuration Needed* selection of Yes has been made, the Description field will remain yellow until a value is provided.
- i. Organization – Select the needed Organization value, if applicable, from the drop-down list. This list contains all Florida PALM Organization ChartField values established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
  - i. The Organization ChartField value is **required** for each Payroll SpeedKey, and the field will turn yellow until a value is entered.

**NOTE:** The Organization column will remain locked and will be unavailable for selection if your agency has not yet completed initial work or follow-up Project requests on RW Task 513 GL configuration workbook activities. Meaning, if Payroll SpeedKeys have been selected by your agency, you will not be able to complete the required Organization field, and this task (RW Task 541-C) cannot be completed and marked as 100% Submitted in your

*agency RW Task Tracker in Smartsheet. Once past due work has been completed on RW Task 513 GL configuration workbook activities, the Project team, through collaboration with your agency, will unlock this column and provide the list of established Organization values for selection.*

- j. Account – Select the needed Account value, if applicable, from the drop-down list. This list contains all state standard [Florida PALM Revenue and Expenditure Account ChartField values](#) as of August 26, 2024 that will be configured by Florida PALM to support accounting and reporting needs.
  - i. For Payroll SpeedKeys, the Account ChartField value is **required** and the field will turn yellow until a value of 700001 is entered.
- k. Fund – Select the needed Fund value, if applicable, from the drop-down list. This list contains all Fund ChartField values established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
  - i. The Fund ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.
- l. Budget Entity – Select the needed Budget Entity value, if applicable, from the drop-down list. This list contains all Budget Entity ChartField values established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
  - i. The Budget Entity ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.
- m. Category – Select the needed Category value, if applicable, from the drop-down list. This list contains all Category ChartField values established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
  - i. The Category ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.

**NOTE:** *The Fund, Budget Entity, and Category columns will remain locked and will be unavailable for selection if your agency has not yet completed initial work or follow-up Project requests on RW Task 513 GL configuration workbook activities. Meaning, if Payroll or PCard SpeedKeys have been selected by your agency, you will not be able to complete the required Fund, Budget Entity, and Category fields and this task (RW Task 541-C) cannot be completed and marked as 100% Submitted in your agency RW Task Tracker in Smartsheet. Once past due work has been completed on RW Task 513 GL configuration workbook activities, the Project team, through collaboration with your agency, will unlock these columns and provide the list of established Fund, Budget Entity, and Category values for selection.*

- n. State Program – Select the needed State Program value, if applicable, from the drop-down list. This list contains all State Program ChartField values for your agency as established in LAS/PBS as of August 26, 2024.
  - i. The State Program ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.

- o. Grant ID – Select the desired Grant ID value, optionally, from the drop-down list. This list contains all active Grant ID ChartField values for your agency as of August 10, 2024.
- p. Contract – Select the desired Contract value, optionally, from the drop-down list. This list contains all active Contract ChartField values for your agency as of August 10, 2024.
- q. OA1 – Select the desired OA1 value, optionally, from the drop-down list.
  - i. This list contains all Florida PALM OA1 ChartField values, if any, established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
- r. OA2 – Select the desired OA2 value, optionally, from the drop-down list.
  - i. This list contains all Florida PALM OA2 ChartField values, if any, established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.

**NOTE:** *The OA1 and OA2 columns will remain locked and will be unavailable for selection if your agency has not yet completed initial work or follow-up Project requests on RW Task 513 GL configuration workbook activities. Meaning your agency will not be able to configure optional OA1 and OA2 SpeedKey values as part of this task (RW Task 541-C). Once past due work has been completed on RW Task 513 GL configuration workbook activities, the Project team, through collaboration with your agency, will unlock these columns and provide the list of established OA1 and OA2 values, if any, for selection.*

- s. Project – Provide the desired Project value, optionally.
  - i. Values entered must correlate with an established value in the recently closed RW Task 545-B Update and Finalize Florida PALM Conversion Inventory for Segment IV – Projects (PCC001) worksheet.
- t. PC Business Unit – Provide the desired PC Business Unit value, if applicable.
  - i. The PC Business Unit ChartField value is **required** if you choose to establish a Project ChartField SpeedKey value and the field will turn yellow until a value is entered.
  - ii. Values entered must correlate with an established value in the recently closed RW Task 545-B Update and Finalize Florida PALM Conversion Inventory for Segment IV – Projects (PCC001) worksheet.
- u. Activity ID – Select the desired Activity ID value, if applicable, from the drop-down list. This list contains all active Activity ID ChartField values for your agency as identified on the [Configuration Data Values](#) page of the [Florida PALM Knowledge Center](#) as of August 26, 2024
  - i. The Activity ID ChartField value is **required** if you choose to establish a Project ChartField SpeedKey value and the field will turn yellow until a value is entered.

**NOTE:** *If your agency chooses to configure the optional Project, PC Business Unit, and Activity ID ChartField SpeedKey values as part of this task (RW Task 541-C), you are **required** to have received a verification status of Submission Complete for RW Task 545-B in your <Agency> RW Task Tracker in Smartsheet **prior** to your submission of RW Task 541-C.*

- v. PC Source Type – Provide the desired PC Source Type value, optionally.
  - i. Values entered must correlate with an established value in the open RW Task 541-A Complete Configuration Workbooks for Segment IV – Project Costing (PC) workbook.
- w. PC Category – Provide the desired PC Category value, optionally.
  - i. Values entered must correlate with an established value in the open RW Task 541-A Complete Configuration Workbooks for Segment IV – Project Costing (PC) workbook.
- x. PC Subcategory – Provide the desired PC Subcategory value, optionally.
  - i. Values entered must correlate with an established value in the open RW Task 541-A Complete Configuration Workbooks for Segment IV – Project Costing (PC) workbook.

**NOTE:** *If your agency chooses to configure the optional PC Source Type, PC Category, or PC Subcategory ChartField SpeedKey values as part of this task (RW Task 541-C), you are **required** to have received a verification status of Submission Complete for RW Task 541-A in your <Agency> RW Task Tracker in Smartsheet **prior** to your submission of RW Task 541-C.*

Use the Comments field, optionally, for your internal purposes.

## Payroll Module Configurations

This workbook contains four worksheets that represent core payroll configuration components in Florida PALM and/or People First. Column/Field definitions and instructions are provided below. This configuration workbook contains the following Payroll (PR) module configurations to which agency-specific values are being obtained to setup Florida PALM:

- Position Funding
- Criminal Justice Incentive Pay (CJIP) Funding
- Fire Fighter Incentive Pay (FFIP) Funding
- Default Funding

**NOTE:** The CJIP and FFIP configuration values are only required from select agencies whose employees currently receive those types of payments.

**CJIP Agencies:** APD, DACS, DBPR, DCF, DEP, DFS, DLA, DOL, FDC, FDLE, FGCC, FLHSMV, FSDB, FWC, JAC, SCS

**FFIP Agencies:** DACS, DCF, DFS, DMA

**NOTE:** Payroll data was pulled on August 18, 2024. If a position is deactivated following that date, for each Payroll configuration worksheet, insert the word "Deactivate" into the Comments column. All positions, activated between August 18, 2024, and November 18, 2024, will appear in future RW Task 567.

### SharePoint Navigation:

Florida PALM Secure File Share Portal > (Agency) > Configuration Workbook Inventory > Payroll (PR)

## Position Funding

Business Unit	Position Number	Current FLAIR Account Code	Current FLAIR Code	Current Alternate FLAIR Account Code	Current Alternate FLAIR Account Code	Organization	SpeedKey	Distribution %	Primary Funding	Alternate SpeedKey (OverTime)	Alternate SpeedKey (On-Call)	Comments
Indicates an organization or organizational position that is independent with regards to one or more accounting or operational entities.	Required Field - Field Type: Numeric - Field Length: 6	FLAIR Account Code assigned to the Position in People First.	FLAIR Code assigned to the Position in People First.	Alternate FLAIR Account Code to On-Call assigned to the Position in People First, if applicable.	Alternate FLAIR Account Code to On-Call assigned to the Position in People First, if applicable.	Identifies the organizational entity associated with a transaction and is a structural breakdown (i.e., division, bureau, postional or operating unit) of the organization.	Used for People First SpeedKey CharField value which will be used by agency transaction processor to populate one or more CharField values.	The percentage of the position's earnings to be applied to the SpeedKey. The sum of the distribution percentages for each position funding must be equal to 100.00.	Indicates the primary funding for the position (On-Call or PFI). Every position must have some primary funding. This SpeedKey will be fed back to People First.	Indicates alternate funding for OverTime. This is replacing the Alternate FLAIR Account Code for On-Call. The SpeedKey should only be entered on the line that contains the Primary Funding and cannot be split funded. This SpeedKey will be fed back to People First.	Indicates alternate funding for On-Call. This is replacing the Alternate FLAIR Account Code for On-Call. The SpeedKey should only be entered on the line that contains the Primary Funding and cannot be split funded. This SpeedKey will be fed back to People First.	Agency Comments - Field Type: Character - Field Length: 254
Required Field - Field Type: Numeric - Field Length: 5							Required Field - Field Type: Alphanumeric - Field Length: 10	Required Field - Field Type: Character - Field Length: 7	Required Field - Field Type: Character - Field Length: 1	Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10	Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10	
73000	72000001	730000007300000000000000	73000000	730000007300000000000000								
85000	72000002	730000007300000000000000	73000000									
85000	72000003	730000007300000000000000	73000000									
85000	72000004	730000007300000000000000	73000000									
85000	72000005	730000007300000000000000	73000000	730000007300000000000000	730000007300000000000000							
										OVERTIME		
											ON-CALL	
											ON-CALL	

Figure 72: Position Funding Worksheet

## Configuration Value Definition

Position Funding is used to distribute payroll expenses to one or more funding sources by position. **All active positions must have valid Position Funding in Florida PALM.**

## Business Process and Subprocess

The Position Funding configuration supports the following business process and subprocess:

Table 33: Position Funding Business Process and Subprocess

Business Process	Business Subprocess
100.7 Payroll Accounting Distributions	100.7.1 Set Up Position Distributions

## Configuration Value Purpose and Use

- The Position Funding configuration provides agencies an initial load and set up of their Position Funding information for their payroll distribution.
- Alternate SpeedKeys for Overtime and On-Call are being collected and transmitted to People First for initial load. These values are optional. If provided, then Alternate SpeedKeys will be used on the applicable earnings, which will override the position funding distributions in Florida PALM. If an agency wants to use the position funding for these earnings, leave these fields blank.

## Configuration Design Details

The following design considerations are applied when defining a position's Position Funding in Florida PALM:

- Distribution percentage for any Position Funding must add up to 100.000 (i.e., 100%), otherwise the Position Funding will error.
- Every position is required to have **one and only one** SpeedKey marked as the Primary Funding, otherwise the Position Funding will error.
- Florida PALM payroll distributions will not be dependent on third party Human Resource Information Systems (HRIS), unless an override is sent for the earnings.
- The SpeedKey must be valid in Florida PALM to be assigned to a position.
- The SpeedKey must be marked eligible for payroll use to be assigned to a position.
- The SpeedKey must be eligible for the position type (i.e., OPS or Salaried).
- SpeedKey marked as Primary Funding will be stored in Florida PALM and People First but will only be updated in Florida PALM after the initial load.
- SpeedKey allocations will be stored and updated in Florida PALM after initial load.
- Alternate SpeedKey for Overtime (if the agency wants to override the position funding for this earnings type) will be stored and updated in People First after initial load.
- Alternate SpeedKey for On-Call (if the agency wants to override the position funding for this earnings type) will be stored and updated in People First after initial load.
- Alternate SpeedKeys for Overtime and On-Call will only be funded by the SpeedKey identified by the agency. This serves as a complete override for the applicable earnings and the Position Funding allocation will be ignored.

## Assumptions

The following assumptions are considered when defining a position's Position Funding in Florida PALM:

- Position Funding will be able to be updated manually on the delivered Department Budget Earnings Page or via the Inbound Agency Position Funding Spreadsheet Upload (PRI038).
- Position Funding is associated to a Fiscal Year and will need to be reloaded into Florida PALM at the beginning of each new Fiscal Year.
- Agency users with certain security roles will only be able to update Position Funding for Business Units they have access to.
- The position that Position Funding is being assigned to exists in Florida PALM.



- The position that Position Funding is being assigned to belongs to the Business Unit provided. The Business Unit that Position Funding is being assigned to exists in Florida PALM.
- Distribution percentage for any Position Funding must add up to 100.000 (i.e., 100%), otherwise the Position Funding will error.
- SpeedKeys for Payroll values must be established in the SpeedKey configuration workbook prior to adding it in the Payroll Position Funding workbook.

### Configuration Field Details

Agencies must provide the following Position Funding related configuration values as listed in the Position Funding tab located within the <Agency> Payroll Workbook located within the <Agency> Payroll folder in the Florida PALM Secure File Share portal in SharePoint.

Table 34: Position Funding Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Business Unit</b>	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.	Required	Numeric	5	Project Provided
<b>Position Number</b>	Agency Position Number.	Required	Numeric	8	Project Provided
<b>Current FLAIR Account Code</b>	FLAIR Account Code assigned to the Position in People First.	Required	Numeric	29	Project Provided
<b>Current FLAIR Organization Code</b>	FLAIR Org Code assigned to the Position in People First.	Required	Numeric	11	Project Provided
<b>Current Alternate FLAIR Account Code (Overtime)</b>	Alternate FLAIR Account Code for Overtime assigned to the Position in People First, if applicable.	Optional	Numeric	29	Project Provided
<b>Current Alternate FLAIR Account Code (On-Call)</b>	Alternate FLAIR Account Code for On-Call assigned to the Position in People First, if applicable.	Optional	Numeric	29	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Organization</b>	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required	Character	10	Agency Specified
<b>SpeedKey</b>	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values.	Required	Alphanumeric	10	Agency Provided
<b>Distribution %</b>	The percentage of the position's earnings to be applied to the SpeedKey. The sum of the distribution percentages for each position funding must be equal to 100.000.	Required	Character	7	Agency Provided
<b>Primary Funding</b>	Indicates if the SpeedKey listed on that line is the primary funding for the position: (Y)es or (N)o. Every position must have one primary SpeedKey. This SpeedKey will be fed back to People First.	Required	Character	1	Agency Indicated
<b>Alternate SpeedKey (Overtime)</b>	Indicates alternate funding for Overtime. This is replacing the Alternate FLAIR Account Code for Overtime. This SpeedKey should only be entered on the line	Required <i>(Based on prior column dependency)</i>	Alphanumeric	10	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	that notates the Primary Funding and cannot be split funded. This SpeedKey will be fed back to People First.				
<b>Alternate SpeedKey (On-Call)</b>	Indicates alternate funding for On-Call. This is replacing the Alternate FLAIR Account Code for On-Call. This SpeedKey should only be entered on the line that notates the Primary Funding and cannot be split funded. This SpeedKey will be fed back to People First.	Required <i>(Based on prior column dependency)</i>	Alphanumeric	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional	Character	254	Agency Provided

**Configuration Page(s)**

The following provides an example of the configuration page where the defined Position Funding field values will be setup in Florida PALM:

**Department Budget Table USA** New Window

---

Dept Budget Date    Dept Budget Defaults    **Dept Budget Earnings**

---

Set ID   PCNSI    Department   10000    Human Resources    Fiscal Year   2000

Budget Begin Date   07/01/2000    Offset Group   PACAL    **Budget Cap**

Budget End Date   06/30/2001     Per Budget Level     Per Earn/Tax/Ded

---

**Level** 1 of 1   View All

Department     Position Pool     Jobcode     Position     Appointment    + -

Position Number   PUN7021    Director - Human Resources

\*Effective Date   07/01/2000    Eff Seq   0    \*Status   Active    Date Entered   05/30/2001

Budget Level Cap       \*Currency   USD

---

**Earnings Distribution** 1-1 of 1

*Sequence Number	SpeedKey	SpeedKey Description	Funding End Date	Fiscal Year Budget Amount	Distribution %	Primary	
1	1	000000005			100.000	<input checked="" type="checkbox"/>	+ -

**Save**   **Return to Search**   **Previous in List**   **Next in List**   **Notify**   **Add**   **Update/Display**   **Include History**   **Correct History**

Figure 73: Position Funding Configuration Page

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> Position Funding workbook.

**Task Completion Requirement:** For this task (RW Task 541-C) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

Complete the following for each Position Funding ChartField configuration:

1. Organization – Select the needed Organization value from the drop-down list. This list contains all Florida PALM Organization ChartField values established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
  - a. The Organization ChartField value is **required**, and the field will remain yellow until a value is entered for each Position Funding configuration.

**NOTE:** The Organization column will remain locked and will be unavailable for selection if your agency has not yet completed initial work or follow-up Project requests on RW Task 513 GL configuration workbook activities. Meaning that if Position Funding configurations need to be established for your agency you will not be able to complete the required Organization field, and this task (RW Task 541-C) cannot be completed and marked as 100% Submitted in your agency RW Task Tracker in Smartsheet. Once past due work has been completed on RW Task 513 GL configuration workbook activities, the Project team, through collaboration with your agency, will unlock this column and provide the list of established Organization values for selection.

2. SpeedKey – Provide the desired SpeedKey value your agency would like assign to the position in Florida PALM.
  - a. Values entered must correlate with an established value in the open RW Task 541-C Complete Configuration Workbooks for Segment IV – SpeedKey workbook.
  - b. The SpeedKey must be eligible for Payroll use and for the employee type (i.e., an OPS position is required to have a SpeedKey with an OPS category).
  - c. The SpeedKey ChartField value is **required** and the field will remain yellow until a value is entered for each Position Funding configuration.
3. Distribution % - Provide the percentage of the position’s earnings that is being allocated to the SpeedKey listed. Every position is **required** to have a distribution percentage totaling 100.000. If your agency has determined the need to split funding across multiple SpeedKeys, you are required to insert a row directly beneath the corresponding position. Only one row is provided for each position. See specific instructions below.
  - a. Locate the position that you need to allocate funds to another SpeedKey.

Business Unit	Position Number	Current FLAIR Account Code	Current FLAIR Org Code	Current Alternate FLAIR Account Code (Overtime)	Current Alternate FLAIR Account Code (On-Call)	Organization	SpeedKey	Distribution %	Primary Funding	Alternate SpeedKey (Overtime)	Alternate SpeedKey (On-Call)
Project Provided Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions. - Required Field - Field Type: Numeric - Field Length: 5	Agency Position Number - Required Field - Field Type: Numeric - Field Length: 8	FLAIR Account Code assigned to the Position in People First. - Required Field - Field Type: Numeric - Field Length: 23	FLAIR Org Code assigned to the Position in People First. - Required Field - Field Type: Numeric - Field Length: 11	Alternate FLAIR Account Code for Overtime assigned to the Position in People First, if applicable. - Optional Field - Field Type: Numeric - Field Length: 29	Alternate FLAIR Account Code for On-Call assigned to the Position in People First, if applicable. - Optional Field - Field Type: Numeric - Field Length: 25	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. - Required Field - Field Type: Character - Field Length: 10	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values. - Required Field - Field Type: Alphanumeric - Field Length: 10	The percentage of the position's earnings to be applied to the SpeedKey. The sum of the distribution percentages for each position funding must be equal to 100.000. - Required Field - Field Type: Character - Field Length: 7	Indicates if the SpeedKey listed on that line is the primary funding for the position. (Y)es or (N)o. Every position must have one primary SpeedKey. This SpeedKey will be fed back to People First. - Required Field - Field Type: Character - Field Length: 1	Indicates alternate funding for Overtime. This is replacing the Alternate FLAIR Account Code for Overtime. This SpeedKey should only be entered on the line that notes the Primary Funding and can not be split funded. This SpeedKey will be fed back to People First. - Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10	Indicates alternate funding for On-Call. This is replacing the Alternate FLAIR Account Code for On-Call. This SpeedKey should only be entered on the line that notes the Primary Funding and can not be split funded. This SpeedKey will be fed back to People First. - Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10
72000	7200001	720000080731004000001000000	720001000	720000080731004000001000000	720001000	100101000	SPEEDKEY1	100.00	Y	OVERTIME1	

Figure 74: Allocating Funds

- a. Insert a row beneath that position’s row.

Business Unit	Position Number	Current FLAIR Account Code	Current FLAIR Org Code	Current Alternate FLAIR Account Code (Overtime)	Current Alternate FLAIR Account Code (On-Call)	Organization	SpeedKey	Distribution %	Primary Funding	Alternate SpeedKey (Overtime)	Alternate SpeedKey (On-Call)
Project Provided Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions. - Required Field - Field Type: Numeric - Field Length: 5	Agency Position Number - Required Field - Field Type: Numeric - Field Length: 8	FLAIR Account Code assigned to the Position in People First. - Required Field - Field Type: Numeric - Field Length: 23	FLAIR Org Code assigned to the Position in People First. - Required Field - Field Type: Numeric - Field Length: 11	Alternate FLAIR Account Code for Overtime assigned to the Position in People First, if applicable. - Optional Field - Field Type: Numeric - Field Length: 29	Alternate FLAIR Account Code for On-Call assigned to the Position in People First, if applicable. - Optional Field - Field Type: Numeric - Field Length: 25	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. - Required Field - Field Type: Character - Field Length: 10	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values. - Required Field - Field Type: Alphanumeric - Field Length: 10	The percentage of the position's earnings to be applied to the SpeedKey. The sum of the distribution percentages for each position funding must be equal to 100.000. - Required Field - Field Type: Character - Field Length: 7	Indicates if the SpeedKey listed on that line is the primary funding for the position. (Y)es or (N)o. Every position must have one primary SpeedKey. This SpeedKey will be fed back to People First. - Required Field - Field Type: Character - Field Length: 1	Indicates alternate funding for Overtime. This is replacing the Alternate FLAIR Account Code for Overtime. This SpeedKey should only be entered on the line that notes the Primary Funding and can not be split funded. This SpeedKey will be fed back to People First. - Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10	Indicates alternate funding for On-Call. This is replacing the Alternate FLAIR Account Code for On-Call. This SpeedKey should only be entered on the line that notes the Primary Funding and can not be split funded. This SpeedKey will be fed back to People First. - Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10
72000	7200001	720000080731004000001000000	720001000	720000080731004000001000000	720001000	100101000	SPEEDKEY1	100.00	Y	OVERTIME1	
						100101000	SPEEDKEY2	00.00	N		

Figure 75: Row Insert

- c. Complete the Organization, SpeedKey, and Distribution % fields within the newly added row. For distribution percentages, each line of a single position can have a different percentage, but the total of all line percentages for that position must equal 100.000.
  - d. The Distribution % ChartField value is **required** and the field will remain yellow until a value is entered for each Position Funding configuration.
4. Primary Funding – select a value of (Y)es or (N)o for each SpeedKey listed.
    - a. Only one Primary Funding SpeedKey is allowed per position.

Current Alternate FLAIR Account Code (Overtime)	Current Alternate FLAIR Account Code (On-Call)	Organization	SpeedKey	Distribution %	Primary Funding	Alternate SpeedKey (Overtime)
Alternate FLAIR Account Code for Overtime assigned to the Position in People First, if applicable. - Optional Field - Field Type: Numeric - Field Length: 29	Alternate FLAIR Account Code for On-Call assigned to the Position in People First, if applicable. - Optional Field - Field Type: Numeric - Field Length: 29	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. - Required Field - Field Type: Character - Field Length: 10	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values. - Required Field - Field Type: Alphanumeric - Field Length: 10	The percentage of the position's earnings to be applied to the SpeedKey. The sum of the distribution percentages for each position funding must be equal to 100.000. - Required Field - Field Type: Character - Field Length: 7	Indicates if the SpeedKey listed on that line is the primary funding for the position. (Y)es or (N)o. Every position must have one primary SpeedKey. This SpeedKey will be fed back to People First. - Required Field - Field Type: Character - Field Length: 1	Indicates alternate funding for Overtime. This is replacing the Alternate FLAIR Account Code for Overtime. This SpeedKey should only be entered on the line that notes the Primary Funding and can not be split funded. This SpeedKey will be fed back to People First. - Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10
101000180731004000001000000		100101000	SPEEDKEY1	75.00	Y	OVERTIME1
		100101000	SPEEDKEY2	25.00	N	

Figure 76: Primary Funding and Distribution %

5. Alternate SpeedKey (Overtime) – Provide the alternate SpeedKey value your agency would like assigned to the position in Florida PALM for Overtime payments.
  - a. This alternate SpeedKey should only be listed on the row marked as Primary Funding, only for Overtime eligible positions and only if the agency does not want to use the Position Funding for Overtime payments.
  - b. Values entered must correlate with an established value in the open RW Task 541-C Complete Configuration Workbooks for Segment IV – SpeedKey workbook.
  - c. The SpeedKey must be eligible for Payroll use and for the employee type (i.e., an OPS position is required to have a SpeedKey with an OPS category).

Alternate FLAIR Account Code (On-Call)	Organization	SpeedKey	Distribution %	Primary Funding	Alternate SpeedKey (Overtime)	Alternate SpeedKey (On-Call)	Agency Code
Project Provided	Agency Specified	Agency Provided	Agency Provided	Agency Indicated	Agency Provided	Agency Provided	
Alternate FLAIR Account Code for On-Call to the Position in Position, if applicable.	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values.	The percentage of the position's earnings to be applied to the SpeedKey. The sum of the distribution percentages for each position funding must be equal to 100.000.	Indicates if the SpeedKey listed on that line is the primary funding for the position: (Y)es or (N)o. Every position must have one primary SpeedKey. This SpeedKey will be fed back to People First.	Indicates alternate funding for Overtime. This is replacing the Alternate FLAIR Account Code for Overtime. This SpeedKey should only be entered on the line that notates the Primary Funding and can not be split funded. This SpeedKey will be fed back to People First.	Indicates alternate funding for On-Call. This is replacing the Alternate FLAIR Account Code for On-Call. This SpeedKey should only be entered on the line that notates the Primary Funding and can not be split funded. This SpeedKey will be fed back to People First.	Agency Code
Field Length: 29	- Required Field - Field Type: Character - Field Length: 10	- Required Field - Field Type: Alphanumeric - Field Length: 10	- Required Field - Field Type: Character - Field Length: 7	- Required Field - Field Type: Character - Field Length: 1	- Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10	- Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10	- Optional Field - Field Type: Character - Field Length: 10
	100101000	SPEEDKEY1	75.00	Y	OVERTIME1		
	100101000	SPEEDKEY2	25.00	N			

Figure 77: Overtime SpeedKey

6. Alternate SpeedKey (On-Call) – Provide the alternate SpeedKey value your agency would like assign to the position in Florida PALM for On-Call payments.
  - a. This alternate SpeedKey should only be listed on the row marked as Primary Funding, only for On-Call eligible positions and only if the agency does not want to use the Position Funding for On-Call payments.
  - b. This SpeedKey will be relayed back to People First and will be used for all On-Call payments for this position.
  - c. Values entered must correlate with an established value in the open RW Task 541-C Complete Configuration Workbooks for Segment IV – SpeedKey workbook.
  - d. The SpeedKey must be eligible for Payroll use and for the employee type (e.g., payment type must not be for OPS payments).

Alternate FLAIR Account Code (On-Call)	Organization	SpeedKey	Distribution %	Primary Funding	Alternate SpeedKey (Overtime)	Alternate SpeedKey (On-Call)	Agency Code
Project Provided	Agency Specified	Agency Provided	Agency Provided	Agency Indicated	Agency Provided	Agency Provided	
Alternate FLAIR Account Code for On-Call to the Position in Position, if applicable.	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values.	The percentage of the position's earnings to be applied to the SpeedKey. The sum of the distribution percentages for each position funding must be equal to 100.000.	Indicates if the SpeedKey listed on that line is the primary funding for the position: (Y)es or (N)o. Every position must have one primary SpeedKey. This SpeedKey will be fed back to People First.	Indicates alternate funding for Overtime. This is replacing the Alternate FLAIR Account Code for Overtime. This SpeedKey should only be entered on the line that notates the Primary Funding and can not be split funded. This SpeedKey will be fed back to People First.	Indicates alternate funding for On-Call. This is replacing the Alternate FLAIR Account Code for On-Call. This SpeedKey should only be entered on the line that notates the Primary Funding and can not be split funded. This SpeedKey will be fed back to People First.	Agency Code
Field Length: 29	- Required Field - Field Type: Character - Field Length: 10	- Required Field - Field Type: Alphanumeric - Field Length: 10	- Required Field - Field Type: Character - Field Length: 7	- Required Field - Field Type: Character - Field Length: 1	- Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10	- Required Field (Based on prior column dependency) - Field Type: Alphanumeric - Field Length: 10	- Optional Field - Field Type: Character - Field Length: 10
	100101000	SPEEDKEY1	75.00	Y		ONCALL1	
	100101000	SPEEDKEY2	25.00	N			

Figure 78: On-Call SpeedKey

Use the Comments field, optionally, for your internal purposes.

### Criminal Justice Incentive Pay (CJIP) Funding

Business Unit	Employee Name	Appointment ID	Current CJIP FLAIR Account Code	SpeedKey	Comments
Project Provided	Project Provided	Project Provided	Project Provided	Agency Provided	Agency Provided
Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.  - Required Field - Field Type: Numeric - Field Length: 5	Name of the employee receiving Criminal Justice Incentive Pay (CJIP).  - Required Field - Field Type: Character - Field Length: 254	Employee's People First Appointment ID.  - Required Field - Field Type: Numeric - Field Length: 10	FLAIR Account Code assigned to the CJIP Recurring Payment in People First.  - Required Field - Field Type: Numeric - Field Length: 29	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values.  - Required Field - Field Type: Alphanumeric - Field Length: 10	Agency Comments  - Optional Field - Field Type: Character - Field Length: 254
73000	Dolly Palm	800148	73101000180731008000010329000		
73000	John Doe	720038	73101000180731010000010329000		

Figure 79: CJIP Funding Worksheet

### Configuration Value Definition

CJIP Funding is used to assign funding to payments related to Criminal Justice Incentive Pay (CJIP) in People First. All active employees with this recurring payment in People First must have a valid CJIP SpeedKey created in Florida PALM and assigned in People First. CJIP Funding is only relevant to agencies that have employees that receive CJIP and only for time periods where the employee is in a CJIP eligible position.

**NOTE:** The CJIP Funding configuration worksheet is only required to be completed by the following agencies: APD, DACS, DBPR, DCF, DEP, DFS, DLA, DOL, FDC, FDLE, FGCC, FLHSMV, FSDB, FWC, JAC, SCS

### Business Process and Subprocess

The CJIP Funding configuration supports the following business process and subprocess:

Table 35: CJIP Business Process and Subprocess

Business Process	Business Subprocess
N/A	N/A

### Configuration Value Purpose and Use

- The CJIP Funding configuration provides agencies an initial load and set up of their funding information for employees who receive CJIP in People First.
- Eligible SpeedKeys for CJIP are being collected and transmitted to People First for initial load. These will be provided on the applicable earnings and will override funding distributions in Florida PALM.

### Configuration Design Details

The following design considerations are applied when defining an employee's CJIP Funding in Florida PALM:

- The SpeedKey must be valid in Florida PALM to be assigned to the employee's CJIP payment in People First.
- The SpeedKey must be marked eligible for payroll use to be assigned to the employee's CJIP payment in People First.

- The SpeedKey must be eligible for the payment type. CJIP Funding is required to have the category delegated for those payment types (i.e., category must be 103290, except for The Florida School for the Deaf and the Blind).
- CJIP SpeedKey will be stored and updated on the employee’s CJIP record in People First after initial load.

### Assumptions

The following assumptions are considered when defining an employee’s CJIP Funding:

- The employee that CJIP Funding is being assigned to exists in Florida PALM.
- The employee that CJIP Funding is being assigned to belongs to the Business Unit provided.
- The employee receiving the CJIP Funding has an active recurring payment for CJIP in People First.
- The Business Unit that funding is being assigned to exists in Florida PALM.

### Configuration Field Details

Agencies must provide the following CJIP Funding related configuration values as listed in the *CJIP Funding Workbook* located within the <Agency> Payroll folder in the Florida PALM Secure File Share portal in SharePoint.

Table 36: CJIP Funding Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Business Unit</b>	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.	Required	Numeric	5	Project Provided
<b>Employee Name</b>	Name of the employee receiving Criminal Justice Incentive Pay (CJIP).	Required	Character	30+	Project Provided
<b>Appointment ID</b>	Employee's People First Appointment ID.	Required	Numeric	10	Project Provided
<b>Current CJIP FLAIR Account Code</b>	FLAIR Account Code assigned to the CJIP Recurring Payment in People First.	Required	Numeric	29	Project Provided
<b>SpeedKey</b>	Unique Florida PALM SpeedKey ChartField value which will be used by agency	Required	Alphanumeric	10	Agency Provided



Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	transaction processors to populate one or more ChartField values.				
<b>Comments</b>	Agency comments.	Optional	Character	254	Agency Provided

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> CJIP Funding workbook.

**Task Completion Requirement:** For this task (RW Task 541-C) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

1. SpeedKey – Provide the desired SpeedKey value your agency would like assign to the employee’s recurring CJIP payment in People First.
  - a. Values entered must correlate with an established value in the open RW Task 541-C Complete Configuration Workbooks for Segment IV – SpeedKey workbook.
  - b. The SpeedKey must be eligible for Payroll use and for the employee type (e.g., payment type must not be for OPS payments).
  - c. The SpeedKey ChartField value is **required**, and the field will remain yellow until a value is entered for each Position Funding configuration.
2. Use the Comments field, optionally, for your internal purposes.

### Fire Fighter Incentive Pay (FFIP) Funding

Business Unit	Employee Name	Appointment ID	Current FFIP FLAIR Account Code	SpeedKey	Comments
Project Provided	Project Provided	Project Provided	Project Provided	Agency Provided	Agency Provided
Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions. - Required Field - Field Type: Numeric - Field Length: 5	Name of the employee receiving Fire Fighter Incentive Pay (FFIP). - Required Field - Field Type: Character - Field Length: 254	Employee's People First Appointment ID. - Required Field - Field Type: Numeric - Field Length: 10	FLAIR Account Code assigned to the FFIP Recurring Payment in People First. - Required Field - Field Type: Numeric - Field Length: 29	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values. - Required Field - Field Type: Alphanumeric - Field Length: 10	Agency Comments - Optional Field - Field Type: Character - Field Length: 254
73000	Dolly Palm	800148	73101000180731008000004000000		
73000	John Doe	720038	73101000180731010000004000000		

Figure 80: FFIP Funding Worksheet

### Configuration Value Definition

FFIP Funding is used to assign funding to payments related to FFIP. All active employees with this recurring payment in People First must have a valid FFIP SpeedKey created in Florida PALM and assigned in People First. FFIP Funding is only relevant to agencies that have employees that receive FFIP.

**NOTE:** The FFIP Funding configuration workbook is only required to be completed by the following agencies: DACS, DCF, DFS, DMA

### Business Process and Subprocess

The FFIP Funding configuration supports the following business process and subprocess:

Table 37: FFIP Funding Business Process and Subprocess

Business Process	Business Subprocess
N/A	N/A

### Configuration Value Purpose and Use

- The FFIP Funding configuration provides agencies an initial load and set up of their funding information for employees who receive FFIP in People First.
- Eligible SpeedKeys for FFIP are being collected and transmitted to People First for initial load. These will be provided on the applicable earnings and will override funding distributions in Florida PALM.

### Configuration Design Details

The following design considerations are applied when defining an employee’s FFIP Funding in Florida PALM:

- The SpeedKey must be valid in Florida PALM to be assigned to the employee’s FFIP payment in People First.
- The SpeedKey must be marked eligible for payroll use to be assigned to the employee’s FFIP payment in People First.
- The SpeedKey must be eligible for the payment type (e.g., payment type must not be for OPS payments).
- FFIP SpeedKey will be stored and updated on the employee’s FFIP record in People First after initial load.

### Assumptions

The following assumptions are considered when defining an employee’s FFIP Funding:

- The employee that FFIP Funding is being assigned to exists in Florida PALM.
- The employee that FFIP Funding is being assigned to belongs to the Business Unit provided.
- The employee receiving the FFIP Funding has an active recurring payment for FFIP in People First.

### Configuration Field Details

Agencies must provide the following FFIP Funding related configuration values as listed in the *FFIP Funding Workbook* located within the <Agency> Payroll folder in the Florida PALM Secure File Share portal in SharePoint.

Table 38: FFIP Funding Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Business Unit</b>	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.	Required	Numeric	5	Project Provided
<b>Employee Name</b>	Name of the employee receiving Fire Fighter Incentive Pay (FFIP).	Required	Character	30+	Project Provided
<b>Appointment ID</b>	Employee's People First Appointment ID.	Required	Numeric	10	Project Provided
<b>Current FFIP FLAIR Account Code</b>	FLAIR Account Code assigned to the FFIP Recurring Payment in People First.	Required	Numeric	29	Project Provided
<b>SpeedKey</b>	Unique Florida PALM SpeedKey ChartField value which will be used by agency transaction processors to populate one or more ChartField values.	Required	Alphanumeric	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional	Character	254	Agency Provided

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> FFIP Funding workbook.

**Task Completion Requirement:** For this task (RW Task 541-C) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

1. SpeedKey – Provide the desired SpeedKey value your agency would like assign to the employee’s recurring FFIP payment in People First.
  - a. Values entered must correlate with an established value in the open RW Task 541-C Complete Configuration Workbooks for Segment IV – SpeedKey workbook.
  - b. The SpeedKey must be eligible for Payroll use and for the employee type (e.g., payment type must not be for OPS payments).
  - c. The SpeedKey ChartField value is **required** and the field will remain yellow until a value is entered for each Position Funding configuration.
2. Use the Comments field, optionally, for your internal purposes.

## Default Funding

Deduction	Business Unit	Current FLAIR Account Code	Organization	Fund	State Program	Budget Entity	Category	Comments
Project Provided	Project Provided	Project Provided	Agency Specified	Agency Specified	Agency Specified	Agency Specified	Project Provided	Agency Provided
Title of the deduction to be deposited. - Required Field - Field Type: Character - Field Length: 30	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions. - Required Field - Field Type: Numeric - Field Length: 5	FLAIR Account Code assigned to the deduction. - Conditional on Deduction Type - Field Type: Character - Field Length: 29	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e. division, bureau, section) or operating unit of the organization. - Required Field - Field Type: Character - Field Length: 10	Used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations. - Required Field - Field Type: Character - Field Length: 5	Tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS. - Required Field - Field Type: Character - Field Length: 10	Represents organizations and/or functions to which appropriations are made and typically represents a program. - Required Field - Field Type: Character - Field Length: 8	Represents both appropriation categories and revenue source codes. - Required Field - Field Type: Character - Field Length: 6	Agency Comments - Optional Field - Field Type: Character - Field Length: 254
Recovery of State Funds Salary Refund (Code 200)	73000 73000	73101000180735100000000180000 N/A					001800 001800	

Figure 81: Default Funding Worksheet

## Configuration Value Definition

Default Funding is used to notate the default funding that agencies would like the Recovery of State Funds Deductions and Salary Refund Deductions to be deposited to. Each agency must specify Default Funding for the funds collected through these deductions (i.e., separate Warrants will not be printed).

## Business Process and Subprocess

The Default Funding configuration supports the following business process and subprocess:

Table 39: Default Funding Business Process and Subprocess

Business Process	Business Subprocess
100.7 Payroll Accounting Distributions	100.7.2 Generate Payroll Accounting Distributions

## Configuration Value Purpose and Use

- The Default Funding configuration provides agencies an initial load and set up of their ChartField values for the deposit of Recovery of State Funds Deductions and Salary Refund Deductions collected through payroll.

## Configuration Design Details

- ChartFields for the deposit of Recovery of State Funds Deductions and Salary Refund Deductions will be required for each agency. Paper warrants will no longer be issued when a deduction for Salary Refund (Code 200) is collected.
- ChartFields for the deposit of Salary Refunds (Code 200) will be specific for each agency.
- Recovery of State Funds Deductions and Salary Refund Deductions will be deposited based on the ChartFields provided by the agency.

## Assumptions

- The ChartFields given are active in Florida PALM.

### Configuration Field Details

Agencies must provide the following Default Funding related configuration values as listed in the *Default Funding Workbook* located within the <Agency> Payroll folder in the Florida PALM Secure File Share portal in SharePoint.

Table 40: Default Funding Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Deduction</b>	Title of the deduction to be deposited.	Required	Character	30	Project Provided
<b>Business Unit</b>	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.	Required	Numeric	5	Project Provided
<b>Current FLAIR Account Code</b>	FLAIR Account Code assigned to the deduction.	Conditional on Deduction Type	Character	29	Project Provided
<b>Organization</b>	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required	Character	10	Agency Specified
<b>Fund</b>	Used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations.	Required	Character	5	Agency Specified
<b>State Program</b>	Tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.	Required	Character	10	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Budget Entity</b>	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Required	Character	8	Agency Specified
<b>Category</b>	Represents both appropriation categories and revenue source codes.	Required	Character	6	Project Provided
<b>Comments</b>	Agency comments.	Optional	Character	254	Agency Provided

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> *Default Funding* workbook.

**Task Completion Requirement:** For this task (RW Task 541-C) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

**NOTE:** *This workbook will remain locked and will be unavailable for editing or selection if your agency has not yet completed work on RW Task 513 GL configuration workbook activities. Meaning that this task (RW Task 541-C) cannot be completed and marked as 100% submitted in your agency RW Task Tracker in Smartsheet. Once work has been completed on RW Task 513 GL configuration workbook activities, the Project team will unlock this workbook.*

1. Organization – Select the needed Organization value, if applicable, from the drop-down list that is being assigned to deductions in Florida PALM. This list contains all Florida PALM Organization ChartField values established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
2. Fund – Select the needed Fund value, if applicable, from the drop-down list that is being assigned to the deductions in Florida PALM. This list contains all Fund ChartField values established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
3. State Program – Select the needed State Program that is being assigned to the deductions in Florida PALM. This list contains all State Programs compatible with your agency.
4. Budget Entity – Select the needed Budget Entity value, if applicable, from the drop-down list that is being assigned to the deductions in Florida PALM. This list contains all Budget Entity ChartField values established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
5. Use the Comments field, optionally, for your internal purposes (Florida PALM will not use Comments).

**NOTE:** Agencies will have the opportunity to update these values through future RW tasks in advance of UAT in 2025 and go-live in January 2026. Post implementation, agencies will **not** be able to update Default Funding values and a request will need to be made through Bureau of State Payrolls if updates are required.

## General Ledger Module Configurations

This workbook contains two worksheets, for applicable agencies, that represent core configurations in Florida PALM. Column/field definitions and instructions are provided below. This configuration workbook contains the following General Ledger (GL) module configurations to which agencies will provide the values that will be setup in Florida PALM:

- Default Interest Apportionment
- General Ledger Allocation

**NOTE:** Data for Default Interest Apportionment is as of July 31, 2024.

### Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > General Ledger (GL)

### Default Interest Apportionment

Business Unit	Fund	Budget Entity	Organization	State Program	Configure Value	New State Program Value	Comments

Figure 82: Default Interest Apportionment Worksheet

**NOTE:** The Default Interest Apportionment configuration worksheet is not required to be completed by the following agencies: DJJ, DOEA, FCOR, FSDB, PSC, and SCS.

### Configuration Value Definition

The Organization and State Program values are existing configured values in Florida PALM that are used by the systematic Interest Apportionment process to record interest earned and administrative fees incurred.

### Business Process and Subprocess

The Default Interest Apportionment configuration supports the following business process and subprocess:

Table 41: Interest Apportionment Business Process and Subprocess

Business Process	Business Subprocess
CMSW.10.3 Analyze and Reconcile Accounts	CMSW.10.3.2 Perform Allocations



### Configuration Value Purpose and Use

- The Organization ChartField value and State Program ChartField value will be used in conjunction with the Fund and Budget Entity ChartField values to create the default ChartField string to which Interest Apportionment journals will be posted.
- Organization and State Program ChartFields are required ChartFields in Florida PALM. Failure to establish and/or confirm Organization and State Program ChartField values will result in an error in loading the Interest Apportionment journals.
- Each State Program ChartField value is correlated to a specific Budget Entity value by LAS/PBS. This correlation is enforced in Florida PALM. Failure to identify the appropriate correlation will result in an error in loading the Interest Apportionment journals.

### Configuration Design Details

The following design considerations are applied when defining a Default Interest Apportionment value in Florida PALM:

- The agency considers which appropriate Organization and State Program ChartFields values will be used as the Default ChartField values for Interest Apportionment journals.

### Assumptions

- Agencies completed the General Ledger (GL) configuration workbook (RW Task 513) to establish agency Organization ChartField values before completing the GL configuration workbook for Default Interest Apportionment.
- Agencies use the Organization ChartField values created in the GL configuration workbook to finalize the GL configuration workbook for Default Organization and State Program values for Interest Apportionment processes.

### Configuration Field Details

Agencies must provide the following Default Interest Apportionment related configuration values as listed in the <Agency> Default Interest Apportionment worksheet in Smartsheet.

Table 42: Default Interest Apportionment Field Details

Field Name	Field Description	Required/Optional Field	Field Type	Field Length	Field Value Input
<b>Business Unit</b>	GL Business Unit is used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.	Required	Numeric	5	Project Provided
<b>Fund</b>	Fund is used to segregate and capture specific activities or classify certain	Required	Character	5	Project Provided

Field Name	Field Description	Required/ Optional Field	Field Type	Field Length	Field Value Input
	objectives in accordance with special regulations, restrictions, or limitations.				
<b>Budget Entity</b>	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Required	Character	8	Project Provided
<b>Organization</b>	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. The Organization ChartField aids in reporting, security, and budgeting using a tree structure. Organization values are established based on the organizational structure defined by each agency.	Required	Character	10	Agency Specified
<b>State Program</b>	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.	Required	Character	10	Agency Specified
<b>Configure Value</b>	Configure Value: "Yes" or "New".	Required for Smartsheet	Character	3	Agency Indicated
<b>New State Program Value</b>	Value is required to be entered here depending on the response in the Configure Value column.	Required or Optional for Smartsheet (Based on	Character	10	Agency Provided

Field Name	Field Description	Required/ Optional/ Field	Field Type	Field Length	Field Value Input
		prior column dependency)			
<b>Comments</b>	Agency Comments.	Optional for Smartsheet	Character	254	Agency Provided

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> Default Interest Apportionment worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 541-D) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

Complete the following in the Organization column for each row in the worksheet:

1. Review the Business Unit, Fund, and Budget Entity for the Investment/Disinvestment ChartField string and determine the appropriate default Organization ChartField value to be used when creating accounting entries for the Interest Apportionment process.
2. Select the desired Organization ChartField value from the drop-down list.
  - a. This list contains all Florida PALM Organization ChartField values established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 513.
    - i. The Organization ChartField value is required, and the field will remain yellow until a value is selected.

Complete the following in the State Program, Configure Value, and New State Program Value columns:

1. Review the current State Program ChartField values associated with the Budget Entity, as established by LAS/PBS.
2. Select or provide the appropriate State Program ChartField value.
  - a. Select the needed State Program value, if applicable, from the drop-down list. This list contains all State Program ChartField values for your agency as established in LAS/PBS as of August 26, 2024.
    - i. In the Configure Value column, select “Yes” if you desire to establish the selected value in Florida PALM.
    - ii. In the Configure Value column, if you do not desire to establish one of the provided State Program drop-down values in Florida PALM, you must select “New” and provide the alternate desired value in the New State Program Value column.
    - iii. The State Program ChartField value is required, and the field will remain yellow until a value is selected or provided.

Use the Comments field, optionally, for your internal purposes.

## General Ledger Allocation

Figure 83: General Ledger Allocation Worksheet

**NOTE:** The General Ledger Allocation configuration worksheet is not required to be completed by the following agencies: DOAH, DOL, FCOR, and PSC.

### Configuration Value Definition

The General Ledger Allocation table is used to reclassify systemically between the Florida PALM Transactional Fund (Governmental Use Fund to the Florida PALM Capital Assets Fund [General Fixed Asset Fund]) for the purposes of financial reporting.

#### **Current Use Fund**

Indicates a category of fund used in the accounting of assets. A Current Use Fund cannot own assets. Assets acquired with Current Use Fund must be recorded in a corresponding General Fixed Asset Fund.

#### **General Fixed Asset Fund**

Indicates a fund used to correlate to an operating fund. Assets acquired with Current Use Fund must be recorded in a corresponding General Fixed Asset Fund.

#### **Florida PALM Transactional Fund**

A Transactional Fund in Florida PALM assumes the role of a FLAIR Current Use Fund in Florida PALM. Each valid FLAIR Current Use Fund is cross walked to a Florida PALM Transactional Fund.

#### **Florida PALM Capital Assets Fund**

A Capital Asset Fund in Florida PALM assumes the role of a FLAIR General Fixed Asset Fund in Florida PALM. Each valid FLAIR General Fixed Asset Fund is cross walked to a Florida PALM Capital Asset Fund.

### Business Process and Subprocess

The General Ledger Allocation configuration supports the following business process and subprocess:

Table 43: General Ledger Allocation Business Process and Subprocess

Business Process	Business Subprocess
40.3 Set up and Maintain Asset Controls	N/A
10.2 Enter and Process Journals	10.2.4 Enterprise Create and Approve Journals

### Configuration Value Purpose and Use

Agencies will establish the following values, if applicable:

- Florida PALM Transactional Fund
- Florida PALM Capital Assets Fund

These configuration values are required to support online and/or interface transaction processing in Florida PALM.

### Configuration Design Details

The following design considerations are applied when defining a General Ledger Allocation value in Florida PALM:

- Current Use Fund values rely on corresponding Ownership Fund include GAAFR Fund 10 - General Fund, GAAFR Fund 20 – Special Revenue Fund, and GAAFR Fund 30 – Capital Projects Fund.
- Current Use Fund values are accompanied by a General Fixed Asset Fund.
- General Fixed Asset Funds are designated as GF = 80.
- Agencies will confirm and provide valid missing Florida PALM Transactional Fund and Capital Assets Fund values in the General Ledger Allocation configuration worksheet.
- Confirmed Florida PALM values will be configured in the Florida PALM General Ledger (GL) module to support the General Ledger Allocation process.

### Assumptions

The following assumptions are considered when defining a General Ledger Allocation value:

- The General Ledger Allocation Table provides a Current Use Fund and a corresponding General Fixed Asset Fund value based on FLAIR operational data.
- The General Ledger Allocation Table provides a Transactional Fund and a corresponding Capital Assets Fund value that cross walk the FLAIR operational data to Florida PALM.
- Agencies will provide valid configuration values that are not listed in the worksheet.
- Confirmed values will be configured in the General Ledger (GL) module to support the General Ledger Allocation process.

### Configuration Field Details

Agencies must provide the following General Ledger Allocation related configuration values as listed in the <Agency> *General Ledger Allocation* worksheet in Smartsheet.

Table 44: General Ledger Allocation Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
OLO	OLO (Operating Level Organization)	Required	Alphanumeric	6	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	Code numeric value, e.g., 430000)				
<b>FLAIR Current Use Fund</b>	Account used to record Governmental Fund accounting entries (Agency numeric value, e.g., 10-1-000002)	Required	Character	11	Project Provided
<b>FLAIR General Fixed Asset</b>	Account used to record Ownership Fund accounting entries (Agency numeric value, e.g., 80-9-110001)	Required	Character	11	Project Provided
<b>Configure Value</b>	Configure Value: "Yes" or "No".	Required for Smartsheet	Character	3	Agency Indicated
<b>Florida PALM Transactional Fund</b>	Account used to record Governmental Fund asset related purchase transactions (Agency numeric value, e.g., 00012)	Required	Numeric	5	Project Provided
<b>New Florida PALM Transactional Fund</b>	Value is required to be entered here if the response in the Configure Value column is "Yes" and the value in the Florida PALM Transactional Fund column is missing or incorrect.	Required or Optional for Smartsheet (Based on prior column dependency)	Numeric	5	Agency Provided
<b>Florida PALM Capital Assets Fund</b>	Account used to record asset ownership (Agency alphanumeric value, e.g., CA002)	Required	Alphanumeric	5	Project Provided
<b>New Florida PALM Capital Assets Fund</b>	Value is required to be entered here if the response in the	Required or Optional for Smartsheet	Alphanumeric	5	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	Configure Value column is "Yes" and the value in the Florida PALM Capital Assets Fund column is missing or incorrect.	(Based on prior column dependency)			
<b>Comments</b>	Agency comments.	Required or Optional (Based on Configure Value selection)	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the configuration page where the defined General Ledger Allocation field values will be setup in Florida PALM:

#### Govt To Ownership Fund Mapping

Business Unit 43000

*Effective Date	Status	Governmental Fund	Description	Ownership Fund	Description
1/1/1901	Active	00090	DOE VOLUNTARY PRE-K GR	00120	DMS PURCHASING DIV GR
1/1/1901	Active	00092	DOE BD OF GOV GR	00121	DMS FAC GR
1/1/1901	Active	00095	DVA GR	00122	DMS MOTOR POOL DIV GR
1/1/1901	Active	00096	FDOT GR	00123	DMS COMS GR
1/1/1901	Active	00098	DCF GR	00127	DOR GEN TAX ADMIN GR

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Figure 84: Custom Fund Mapping Configuration Page Example

### Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> General Ledger Allocation worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 541-D) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

Complete the following in the required worksheet columns:



1. Review the FLAIR OLO, FLAIR Current Use Fund, and FLAIR General Fixed Asset Fund columns.
2. In the Configure Value column, select “Yes” if you desire to establish the General Ledger Allocation, and complete the following:
  - a. **If a value was provided in the Florida PALM Transactional Fund column** that is incorrect, provide the value you desire to establish in the New Florida PALM Transactional Fund column.
  - b. **If a value was not provided in the Florida PALM Transactional Fund column**, provide the desired value in the New Florida PALM Transactional Fund column.
    - i. The New Florida PALM Transactional Fund value is required if you selected a value of “Yes” in the Configure Value column and the Florida PALM Transactional Fund column value is blank, the field will remain yellow until a value is provided.
  - c. **If a value was provided in the Florida PALM Capital Assets Fund column** that is incorrect, provide the value you desire to establish in the New Florida PALM Capital Assets Fund column.
  - d. **If a value was not provided in the Florida PALM Capital Assets Fund column**, provide the desired value in the New Florida PALM Capital Assets Fund column.
    - i. The New Florida PALM Capital Assets Fund value is required if you selected a value of “Yes” in the Configure Value column and the Florida PALM Capital Assets Fund column value is blank, the field will remain yellow until a value is provided.
3. In the Configure Value column, select “No” if you do not desire to establish a corresponding Florida PALM Transactional Fund and Florida PALM Capital Assets Fund to the FLAIR values to support the General Ledger Allocation process.
  - a. In the Comments column, provide a detailed explanation of why you do not desire to establish a corresponding Florida PALM Transactional Fund and Florida PALM Capital Assets Fund to the FLAIR values to support the General Ledger Allocation process.

## Appendix

Table 45 provides a list of all Florida county codes.

Table 45: Florida County Codes

Code	County	Code	County
01	Alachua	35	Lake
02	Baker	36	Lee
03	Bay	37	Leon
04	Bradford	38	Levy
05	Brevard	39	Liberty
06	Broward	40	Madison
07	Calhoun	41	Manatee
08	Charlotte	42	Marion
09	Citrus	43	Martin
10	Clay	44	Monroe
11	Collier	45	Nassau
12	Columbia	46	Okaloosa
13	Miami-Dade	47	Okeechobee
14	Desoto	48	Orange
15	Dixie	49	Osceola
16	Duval	50	Palm Beach
17	Escambia	51	Pasco
18	Flagler	52	Pinellas
19	Franklin	53	Polk
20	Gadsden	54	Putnam
21	Gilchrist	55	St. Johns
22	Glades	56	St. Lucie
23	Gulf	57	Santa Rosa
24	Hamilton	58	Sarasota
25	Hardee	59	Seminole
26	Hendry	60	Sumter
27	Hernando	61	Suwanee
28	Highlands	62	Taylor
29	Hillsborough	63	Union
30	Holmes	64	Volusia
31	Indian River	65	Wakulla
32	Jackson	66	Walton
33	Jefferson	67	Washington
34	Lafayette		