

# Terminology Changes



## FLAIR to Florida PALM



Department of Financial Services

**CHANGE CHAMPION NETWORK**

*Journey to Success with Florida PALM*

## Chart of Accounts - General Ledger

| FLAIR          | Florida PALM | Definition   |
|----------------|--------------|--|
| Object Code    | Account      | The Account ChartField classifies the nature of a transaction by identifying the type of asset, liability, fund balance, receipt, expense, or transfer involved in a transaction . |
| General Ledger | Account      | The Account ChartField classifies the nature of a transaction by identifying the type of asset, liability, fund balance, receipt, expense, or transfer involved in a transaction . |

# Chart of Accounts - General Ledger

| FLAIR | Florida PALM  | Definition   |
|-------|---|--|
| Fund  | Budgetary<br><u>Fund</u><br>-----<br>Transactional<br><u>Fund</u> | <p>Fund is a ChartField that segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations . Fund can be classified as one of the following types :</p> <ul style="list-style-type: none"> <li>• <b>Budgetary Funds :</b> Used on budgetary transactions only to store appropriations, releases, and reserves budget .</li> <li>• <b>Transactional Funds :</b> Used to record financial accounting entries or budget entries for allotments .</li> </ul> |

## Chart of Accounts - General Ledger

| FLAIR   | Florida PALM   | Definition   |
|---|--|--|
| <p>Data<br/>Code(s)<br/>29 - Digit<br/>Account<br/>Code</p> | <p style="text-align: center;"><u>ChartField<br/>Value</u><br/>(individual)<br/>-----<br/><u>ChartField<br/>String</u> (combo<br/>of values)</p> | <p><b>ChartField Value</b> : The Florida PALM field that stores COA information and provides the basic structure to segregate and categorize transactional and budget data .</p> <p><b>ChartField String</b> : A combination of ChartField values used to process entries within Florida PALM.</p> |

# Chart of Accounts - General Ledger

| FLAIR | Florida PALM   | Definition  |
|-------|--|---|
| OLO   | GL <u>Business Unit</u><br>-----<br>Module<br><u>Business Unit</u> | Business Unit defines a unit in an organization that is an independent entity for accounting purposes and maintains its own set of accounting books . |

# Accounts Payable

| FLAIR                        | Florida PALM  | Definition   |
|------------------------------|---|--|
| FLAIR<br>Voucher<br>Schedule | <a href="#"><u>Florida<br/>PALM<br/>Voucher</u></a> | A Florida PALM Voucher is a <b>digital</b> document that provides accounting details for one invoice that may be paid from multiple funding sources (distribution lines) . A voucher is created when an invoice payment request is input into the Accounts Payable Module . Each voucher will be assigned a unique, system generated voucher identification number for tracking the lifecycle of the payment . |

## Accounts Payable

| FLAIR                        | Florida PALM         | Definition  |
|------------------------------|----------------------|---|
| Payment Posted (issued)      | Paid                 | Status of Paid indicates that the Voucher was picked up and successfully processed through pay cycle .                            |
| Warrant Number               | Payment Reference ID | Payment Reference ID indicates the payment number assigned to a payment issued outside of Florida PALM (as a result of pay cycle) |
| Paid (Warrant - at the bank) | Reconciled           | Status of Reconciled indicates payment was cashed at the bank .   |

# Accounts Payable

| FLAIR     | Florida PALM                    | Definition  |
|-----------|---------------------------------|---|
| Duplicate | Reissue                         | Florida PALM will not duplicate payments . Upon approval of the Payment Cancellation request process, payments will be reissued . The original voucher is used to reissue the payment with a new Payment Reference and Payment Date . |
| Vendor    | <a href="#"><u>Supplier</u></a> | All individuals or entities receiving a payment are referred to as suppliers in Florida PALM. Also referred to as a vendor .  |

## Accounts Payable

| FLAIR                     | Florida PALM                              | Definition   |
|---------------------------|---|--|
| Outstanding<br>(warrant)  | Unreconciled                              | Status of Unreconciled indicates payment is still outstanding at the bank . Payment can still be voided .                                      |
| Cancellation<br>(Payment) | Void                                      | Status of Void indicates that a payment was cancelled . Based off the agency's need, the payment can be reissued, cancelled, or closed .       |
| SWDN                      | <a href="#"><u>Voucher<br/>Number</u></a> | A system generated value assigned to a digital record created within Florida PALM to make a payment to an external entity such as a supplier . |

# Human Capital Management

| FLAIR          | Florida PALM                   | Definition  |
|----------------|--------------------------------|---|
| Payroll (PYRL) | Human Capital Management (HCM) | The Payroll (HCM) module includes functions that support the management of payroll lifecycle activities . This includes maintaining employee records, calculating and processing payroll, payroll deductions and remittances, tax reporting, and other related activities . |
| Warrant Number | Paycheck Number                | Paycheck Number is the unique number assigned to an employee's paycheck (warrant or pay advice) after payroll has been confirmed .  |

# System Design

| FLAIR                  | Florida PALM                         | Definition   |
|------------------------|--------------------------------------|--|
| Overnight Processing   | Posted                               | Status of Posted indicates the entry was posted in Florida PALM and the accounting entries have been generated .   |
| FLAIR Transaction Type | <a href="#"><u>Source Module</u></a> | Modules within Florida PALM capture business transaction information and provide accounting or other information to other modules (e.g., to the general ledger for posting) . Most modules will send journals to the General Ledger to impact accounting . This replaces the concept of FLAIR transactions . |

# System Design

| FLAIR                        | Florida PALM                          | Definition   |
|------------------------------|---------------------------------------|--|
| <p>FLAIR<br/>Transaction</p> | <p>Transaction<br/>or<br/>Journal</p> | <p><b>Transaction</b> is a general term used for the individual entries input into each source module . Transaction is the primary term used for entries within the InterUnit Module . Transactions in Florida PALM are not assigned transaction numbers that distinguish the type of activity .</p> <p><b>Journal</b> is a general term which can be used to describe an entry input in some source modules . Example : Commitment Control - Budget Journal and Accounts Receivable - Direct Journal Deposit . Journal, or GL Journal, can also be used to refer to multiple invoices/ transactions that have been assigned accounting data and summarized from the source module into a single Journal ID through the “journal generated” process and recorded to the General Ledger .</p> |

## System Design - General Ledger

| FLAIR       | Florida PALM                             | Definition   |
|-------------|--|--|
| FLAIR Edits | <a href="#"><u>Combination Edits</u></a> | Florida PALM feature to set and enforce criteria for filtering out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values . |

**System Design - Commitment  
Control**

| FLAIR                 | Florida<br>PALM                    | Definition  |
|-----------------------|------------------------------------|---|
| Appropriation<br>Year | <a href="#"><u>Budget Date</u></a> | Date used to budget check the transaction against the appropriate budget period (i.e., fiscal year) . For newly created transactions, the Budget date will default to the current date and does not need to be changed for current fiscal year appropriations . Agencies using Fixed Capital Outlay and/or Continuing Appropriations, should update the budget date to 06 / 30 /XXXX, where XXXX is the budget period (i.e., 06 / 30 / 2022 = Budget Period 2022 = FY 21/ 22 ). |

**System Design - Commitment  
Control**

| FLAIR                            | Florida PALM                   | Definition   |
|----------------------------------|--------------------------------|--|
| Available<br>Balance<br>Checking | <u>Cash</u><br><u>Checking</u> | The process by which Florida PALM validates that sufficient cash is available in a Fund to cover the disbursement associated with a transaction or increase cash . This happens occurs once a payment is picked up for pay cycle . |

# System Design - Commitment Control

| FLAIR                      | Florida PALM                           | Definition  |
|----------------------------|--|---|
| Available Balance Checking | <a href="#"><u>Budget Checking</u></a> | Budget Check compares the transaction to available spending authority . If there is available spending authority, the transaction continues processing . If there is not available spending authority, then the transaction stops . Budget Check exceptions are resolved via the Budget Execution and Management business process . Budget check occurs after a transaction has been approved and before it is posted, but it may occur at other stages of the transaction's life cycle depending on the type of transaction and if changes are made to the transaction . |

## Year End - Commitment Control

| FLAIR                   | Florida PALM            | Definition  |
|-------------------------|-------------------------|---|
| Carry Forward Indicator | Budget Date             | Budget Date will be used in Florida PALM to indicate prior year funding .   |
| Carry Forward Payable   | Receipt Accrual Process | Florida PALM will leverage the delivered Receiving module functionality to record encumbrance and non -encumbrance (AP) related payables as a “Receipt” to denote goods and services that have been received but not invoiced by fiscal year end (i.e., 6/30/YYYY). |

## Additional Resources

[DFS Florida PALM Stakeholder Site](#)

[Florida PALM Glossary](#)

# Questions?



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