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

NOTE: If checks, credit card payments, or ACH payments are returned by the bank, a debit memo is systematically generated in Florida PALM. Returned items are recorded in Florida PALM to update cash and revenue balances in an agency's default fund. The default accounting is stored in Florida PALM as a Distribution Code.

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Accounts Receivable (AR)

Distribution Code

Figure 1: Distribution Code Worksheet in Smartsheet

NOTE: *This worksheet can only be completed if Task 567-B (Share, Review, and Update Configuration Workbook – GL Organization) has been verified complete.* **This worksheet will remain locked until Task 567-B has been verified complete.**

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 1: Distribution Code Business Process and Subprocess

Business Process	Business Subprocess
60.2 Deposit and Apply Receipts	60.2.3 Returned Items

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.

Assumptions

The following assumptions are considered when defining a Distribution Code:

- Agencies complete the GL configuration workbook (Task 567-B) to create the agency organizational structure and Organization ID *before* completing this AR configuration workbook for Distribution Code.
- Agencies use the Organization ID created and confirmed in the GL configuration workbook (Task 567-B) 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 2: Distribution Code Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Configure Value	Configure Value: "Yes", "No", or "Update".	Required	Character	6	Agency Indicated
SetID	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
Distribution Code	System uses the code to create accounting entries.	Required	Character	10	Project Provided
Effective Date	Prior to system implementation, this date is defaulted to	Required	Date	10	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	01/01/1902. Following system implementation, this field will reflect the date when a row becomes effective, or the date that an action begins.				
Status as of Effective Date	Status as of Effective Date: "(A)ctive", "(I)nactive". Prior to system implementation this status is defaulted to "(A)ctive" for all agency confirmed values.	Required	Character	1	Project Provided
Description	Long description of defined distribution code.	Required	Character	30	Project Provided
Short Description	Provides a short abbreviation for the title of the value.	Optional	Character	10	Project Provided
Distribution Type	Value indicates how the system will use the account.	Required	Character	3	Project Provided
Configured Florida PALM Organization Value	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. *This field includes the previously configured values for your agency.*	Required	Character	10	Project Provided
Agency Provided Organization Value	Identifies the organizational entity associated with a transaction and tracks	Required or Optional *(based on*	Character	10	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	*prior column dependency)*			
Account	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Required	Character	10	Project Provided
Fund	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations.	Required	Character	5	Project Provided
Budget Entity	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Required	Character	8	Project Provided
Category	Represents both appropriation categories and revenue source codes.	Required	Character	6	Project Provided
Configured Florida PALM State Program Value	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. *This field includes the previously configured*	Required	Character	10	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	values for your agency.				
Agency Provided State Program Value	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 or Optional *(based on prior column dependency)*	Character	10	Agency Specified
Comments	Agency comments.	Required or Optional *(based on prior column dependency)*	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.
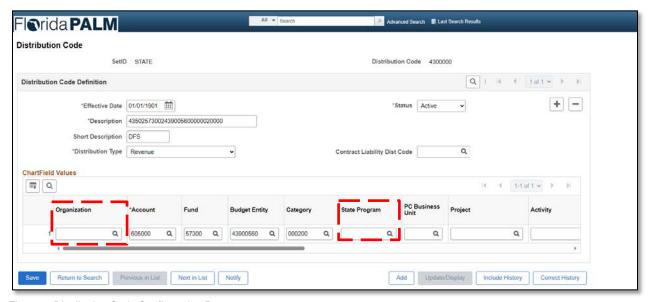

Figure 2: Distribution Code Configuration Page

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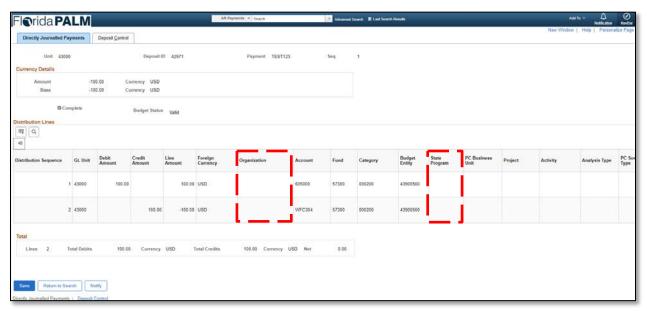

Figure 3: Modify Accounting Entries Page Directly Journalled Payments Tab

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 567-J) to be considered complete, it is necessary that you follow all steps listed below to ensure you have selected the appropriate values.

1. Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured Distribution Code. Indicate "Yes", "No", or "Update", as appropriate.

   In the *Configure Value* column:
   a. Select "Yes" to confirm the configured Distribution Code.
      i. If selected, no further action is needed on this row and the *Agency Provided Organization Value* and *Agency Provided State Program Value* columns will turn grey.

   b. Select "No" to inactivate the configured Distribution Code.
      i. If selected, no further action is needed on this row and the row will turn grey.

c. Select "Update" to update the configured Organization Value or State Program Value.

   i. Updates to the Organization Value (optional) – Select the desired Organization ChartField value in the *Agency Provided Organization Value* column. This is a drop-down column that contains all Florida PALM Organization ChartField values established in the Task 567-B GL *<Agency> Organization* worksheet with a *Configure Value* column selection of "Yes", "Replace Org Value", Update Descriptions" or "New Org Value".

      1. Once a value is selected in the *Agency Provided Organization Value* column, where *Configure Value* is "Update", the *Configured Florida PALM Organization Value* column will turn grey.

	Short Description	Distribution Type	Configured Florida PALM Organization Value	Agency Provided Organization Value	Account	Fund
	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	ⓘ	🔒 ⓘ	🔒 ⓘ

Figure 4: Distribution Code Worksheet Organization Column

   ii. Updates to the State Program Value (optional) – Select the appropriate Program Component (State Program) in the *Agency Provided State Program Value* column. This is a drop-down column that contains all agency specific State Program ChartField values established by LAS/PBS and listed within the Statewide COA Configuration Workbook.

      1. Once a value is selected in the *Agency Provided Organization Value* column, where *Configure Value* is "Update", the *Configured Florida PALM Organization Value* column will turn grey.

Fund	Budget Entity	Category	Configured Florida PALM State Program Value	Agency Provided State Program Value	Comments
🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	ⓘ	ⓘ

Figure 5: Distribution Code Worksheet State Program Configuration Columns

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

NOTE: *If it is determined by your agency that additional Distribution Codes are needed by your agency that are not listed on your <Agency> Distribution Code worksheet you must contact your Readiness Coordinator with a list of the desired values and a justification for*

addition for review by the Project. If the Distribution Codes are determined to be valid, they will be added to your worksheet by the Project.