

## General Ledger Module Configurations

This workbook contains multiple 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 configuration to which agencies will review and update (as needed) the values that will be setup in Florida PALM:

- Default Interest Apportionment

**NOTE:** Data for Default Interest Apportionment is as of November 30, 2024 and includes agency submission data from RW Task 541-D.

### Smartsheet Navigation:

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

## Default Interest Apportionment

| Configure Value | Business Unit | Fund | Budget Entity | Configured Florida PALM Organization Value | Agency Provided Organization Value | Configured Florida PALM State Program Value | Agency Provided State Program Value | Comments |
|-----------------|---------------|------|---------------|--|------------------------------------|---|-------------------------------------|----------|
|                 |               |      |               |  |                                    |   |                                     |          |

Figure 1: 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 1: Interest Apportionment Business Process and Subprocess

| Business Process                    | Business Subprocess            |
|-------------------------------------|--------------------------------|
| 10.3 Analyze and Reconcile Accounts | 10.3.1 Perform Month-End Close |

### 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 567-B) 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 2: Default Interest Apportionment Field Details

| Field Name             | Field Description  | Required/Optional Field | Field Type | Field Length | Field Value Input |
|------------------------|--|-------------------------|------------|--------------|-------------------|
| <b>Configure Value</b> | Configure Value: "Yes" or "Update".  | Required                | Character  | 6            | Agency Indicated  |
| <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   | Required                | Character  | 5            | Project Provided  |

| Field Name   | Field Description  | Required/<br>Optional<br>Field | Field Type | Field Length | Field Value Input |
|--|--|--------------------------------|------------|--------------|-------------------|
|  | classify certain 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>Configured Florida PALM Organization Value</b>  | Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown or operating unit of the organization.<br><br><i>This field includes the previously configured values for your agency.</i>                               | Required                       | Character  | 10           | Project Provided  |
| <b>Agency Provided Organization Value</b>          | Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown or operating unit of the organization.   | Optional                       | Numeric    | 10           | Agency Specified  |
| <b>Configured Florida PALM State Program Value</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.<br><br><i>This field includes the previously configured values for your agency.</i> | Required                       | Character  | 10           | Project Provided  |

| Field Name                                 | Field Description  | Required/Optional Field | Field Type | Field Length | Field Value Input |
|--|--|-------------------------|------------|--------------|-------------------|
| <b>Agency Provided State Program Value</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. | Optional                | Character  | 10           | Agency Specified  |
| <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 Interest Apportionment* worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 567-Q) 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.

- 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 Default Interest Apportionment. Indicate "Yes", or "Update", as appropriate.

In the *Configure Value* column:

- Select "Yes" to confirm the configured Default Interest Apportionment.
  - 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.

| Configure Value | Business Unit | Fund  | Budget Entity | Configured Florida PALM Organization Value | Agency Provided Organization Value | Configured Florida PALM State Program Value | Agency Provided State Program Value | Comments |
|-----------------|---------------|-------|---------------|--|------------------------------------|---|-------------------------------------|----------|
| Yes             | 12345         | 12345 | 12345678      | 1234567810                                 |                                    | 1235555555                                  |                                     |          |
| Yes             |               |       |               |  |                                    |   |                                     |          |
| Update          |               |       |               |  |                                    |   |                                     |          |
|                 |               |       |               |  |                                    |   |                                     |          |
|                 |               |       |               |  |                                    |   |                                     |          |

Figure 2: Confirm Configured Value

**NOTE:** A value of "Yes" can only be selected if a valid value exists in both the *Configured Florida PALM Organization Value* and *Configured Florida PALM State Program Value* columns.

If a valid value does not exist within both of these columns, the Configure Value column will turn red indicating that “Yes” is not a valid selection.

- b. Select “Update” to update the configured Organization Value or State Program Value.
  - i. Update 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.

| Configure Value | Business Unit | Fund  | Budget Entity | Configured Florida PALM Organization Value | Agency Provided Organization Value | Configured Florida PALM State Program Value | Agency Provided State Program Value | Comments |
|-----------------|---------------|-------|---------------|--|------------------------------------|---|-------------------------------------|----------|
| Update          | 12345         | 12345 | 12345678      | 1234567810                                 | 0123456789                         | 1235555555                                  |                                     |          |
|                 |               |       |               |  | 0123456789                         |   |                                     |          |
|                 |               |       |               |  | 1597846235                         |   |                                     |          |
|                 |               |       |               |  | 8521479635                         |   |                                     |          |
|                 |               |       |               |  | 0045896526                         |   |                                     |          |

Figure 3: Update Organization Value

- ii. Update 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 State Program Value* column, where *Configure Value* is “Update”, the *Configured Florida PALM State Program Value* column will turn grey.

| Configure Value | Business Unit | Fund  | Budget Entity | Configured Florida PALM Organization Value | Agency Provided Organization Value | Configured Florida PALM State Program Value | Agency Provided State Program Value | Comments |
|-----------------|---------------|-------|---------------|--|------------------------------------|---|-------------------------------------|----------|
| Update          | 12345         | 12345 | 12345678      | 1234567810                                 |                                    | 1235555555                                  | 7896523458                          |          |
|                 |               |       |               |  |                                    |   | 7896523458                          |          |
|                 |               |       |               |  |                                    |   | 1597865324                          |          |
|                 |               |       |               |  |                                    |   | 1598567453                          |          |

Figure 4: Update State Program Value

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