

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 set up 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

Error Messages	Configure Value	SetID	Distribution Code	Description	Short Description	Distribution Type	Configured Florida PALM Organization Value
🔍	ⓘ	🔍 ⚙️ ⓘ	🔍 ⓘ	🔍 ⓘ	🔍 ⓘ	🔍 ⓘ	🔍 ⓘ

Figure 1: Distribution Code Worksheet in Smartsheet (Panel 1)

Agency Provided Organization Value	Account	Fund	Budget Entity	Category	Configured Florida PALM State Program Value	Agency Provided State Program Value	Comments
ⓘ	🔍 ⓘ	🔍 ⓘ	🔍 ⓘ	🔍 ⓘ	🔍 ⓘ	ⓘ	ⓘ

Figure 2: Distribution Code Worksheet in Smartsheet (Panel 2)

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.

The ChartField values that are being utilized in the Distribution Code worksheet are sourced from related agency worksheets and statewide values (Figure 3) to ensure the most current information is available in associated ChartField drop-down selections as you complete RW Task 662 – Submit Updated Configuration Workbooks.

Failure to complete the <Agency> Organization Configuration worksheet will result in Organization ChartField values being unavailable for selection by your agency in the Distribution Code worksheet.

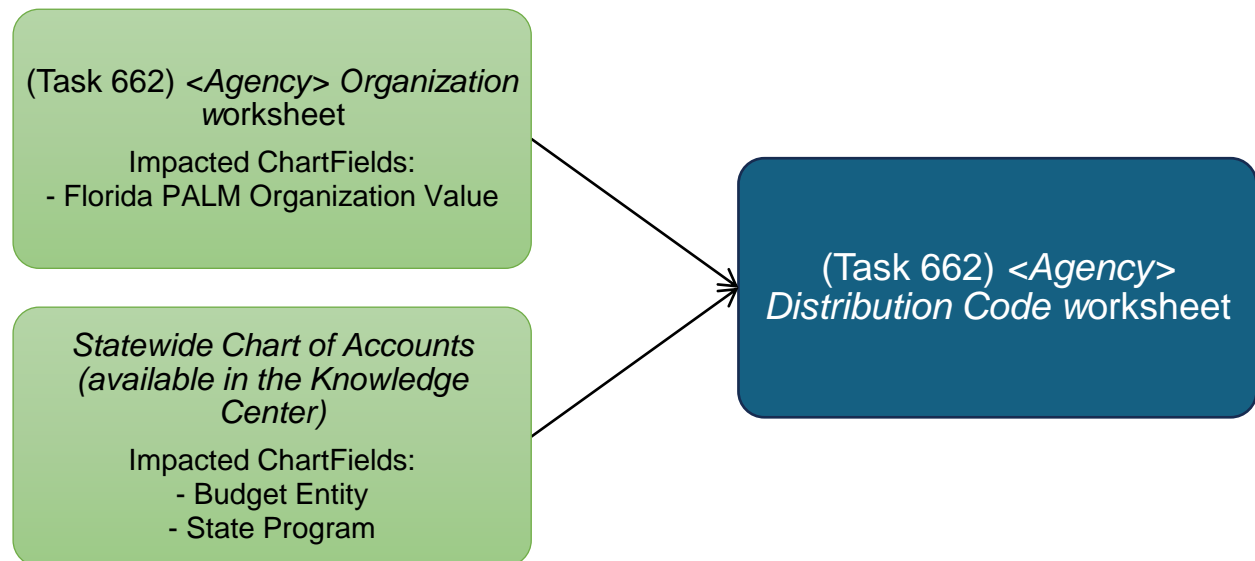


Figure 3: Cross-worksheet Connections for Distribution Code

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 use the Organization ChartField values reviewed and updated in the GL – Organization configuration workbook (Task 662) 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
Error Messages	Real-time “[RT]” and/or interfaced “[API]” messages, which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.	N/A	N/A	N/A	Project Provided
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
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

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
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. <i>This field includes the previously configured values for your agency.</i>	Required	Character	10	Project Provided
Agency Provided 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.	Required or Optional (based on prior column dependency)	Character	10	Agency Specified
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

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
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. <i>This field includes the previously configured values for your agency.</i>	Required	Character	10	Project Provided
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.

FloridaPALM All Search Advanced Search Last Search Results

Distribution Code SetID STATE Distribution Code 4300000

Distribution Code Definition

*Effective Date 01/01/1901 *Status Active

*Description 43502573002439005600000020000

Short Description DFS

*Distribution Type Revenue Contract Liability Dist Code

ChartField Values

Organization	Account	Fund	Budget Entity	Category	State Program	PC Business Unit	Project	Activity
	605000	57300	43900560	000200				

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

Figure 4: 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:

FloridaPALM All Payments Search Advanced Search Last Search Results

Directly Journalled Payments Deposit Control

Unit 43000 Deposit ID 42971 Payment TEST123 Seq 1

Currency Details

Amount -100.00 Currency USD

Base -100.00 Currency USD

Complete Budget Status Valid

Distribution Lines

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Organization	Account	Fund	Category	Budget Entity	State Program	PC Business Unit	Project	Activity	Analysis Type	PC Son Type
1	43000	100.00		100.00	USD		605000	57300	000200	43900560						
2	43000		100.00	-100.00	USD		WFC304	57300	000200	43900560						

Total

Lines 2 Total Debits 100.00 Currency USD Total Credits 100.00 Currency USD Net 0.00

Save Return to Search Notify

Figure 5: 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 662) 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.
2. 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 should remain blank, as indicated by grey conditional formatting.
 - b. Select "No" to inactivate 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 should remain blank, as indicated by grey conditional formatting.
 - 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 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 6: 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 7: Distribution Code Worksheet State Program Configuration Columns

3. Review and correct any errors identified in the *Error Messages* column.
4. 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.