

## 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 configurations to which agencies will provide the values that will be set up in Florida PALM:

- General Ledger Allocation

### Smartsheet Navigation:

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

## Ongoing Data Update and Refresh Timeline

Agencies must maintain conversion and configuration (“convergeration”) related workbooks, as they will be used to support the Project performed Dry Runs and final Cutover as shown in the [Testing Timeline](#). A detailed Convergeration Schedule will be published upon completion of the Project’s Amendment 13 schedule updates. The Convergeration Schedule will provide dates that worksheets will be refreshed with new data from FLAIR and when the Project will export values from worksheets to support Dry Run and Cutover activities.

## General Ledger Allocation

Error Messages	Configure Value	FLAIR OLO	FLAIR Current Use Fund	FLAIR General Fixed Asset Fund	Configured Florida PALM Transactional Fund	Agency Provided Transactional Fund	Configured Florida PALM Capital Assets Fund	Agency Provided Capital Assets Fund	Comments

Figure 1: General Ledger Allocation Worksheet

### 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 financial reporting purposes. The following definitions will be helpful in completing this worksheet:

- **FLAIR 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.
- **FLAIR 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. 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. 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 1: General Ledger Allocation Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">40.3 Set up and Maintain Asset Controls</a>	N/A
<a href="#">10.2 Enter and Process Journals</a>	<a href="#">10.2.4 Enterprise Create and Approve Journals</a>

### **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.
- A Transactional Fund can only be mapped to one Capital Assets Fund.
- A Capital Assets Fund can have one or multiple Transactional Funds mapped to it.

### **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.
- If an agency's Transactional Fund is mapped to more than one Capital Asset Fund, the agency will need to select only one to be used within Florida PALM.

### 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 2: General Ledger Allocation Field Details

Field Name	Field Description	Required/ Optional Field	Field Type	Field Length	Field Value Input
<b>Error Messages</b>	<i>Real-time "[RT]" and/or interfaced "[API]" messages, which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.</i>	N/A	N/A	N/A	Project Provided
<b>Configure Value</b>	Configure Value: "Yes", "No", or "Update".	Required for Smartsheet	Character	6	Agency Indicated
<b>FLAIR OLO</b>	OLO (Operating Level Organization Code numeric value, e.g., 430000).	Required	Alphanumeric	6	Project Provided
<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>Configured 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>Agency Provided Transactional Fund</b>	Value is required to be entered here if the response in the Configure Value	Required or Optional for Smartsheet (Based on	Numeric	5	Agency Provided

Field Name	Field Description	Required/ Optional Field	Field Type	Field Length	Field Value Input
	column is "Yes" and the value in the Florida PALM Transactional Fund column is missing or incorrect.	<i>prior column dependency)</i>			
<b>Configured Florida PALM Capital Assets Fund</b>	Account used to record asset ownership (Agency alphanumeric value, e.g., CA002).	Required	Alphanumeric	5	Project Provided
<b>Agency Provided Capital Assets 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 Capital Assets Fund column is missing or incorrect.	Required or Optional for Smartsheet (Based on prior column dependency)	Alphanumeric	5	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 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

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

Figure 2: 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. Continue to update values for your agency as needed.

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 General Ledger Allocation. Indicate “Yes”, “No”, or “Update”, as appropriate.

2. In the *Configure Value* column:

- a. Select “Yes” to confirm the configured General Ledger Allocation.
  - i. If selected, no further action is needed on this row and the *Agency Provided Transactional Fund* and *Agency Provided Capital Assets Fund* columns should remain blank, as indicated by grey conditional formatting.

Error Messages	Configure Value	FLAIR OLO	FLAIR Current Use Fund	FLAIR General Fixed Asset Fund	Configured Florida PALM Transactional Fund	Agency Provided Transactional Fund	Configured Florida PALM Capital Assets Fund	Agency Provided Capital Assets Fund
	Yes	000000	10-1-000328	00-0-000000	00000		CA000	
	Yes							
	Update							

Figure 3: Confirm Configured Value

- b. Select “No” if record does not need to be configured within Florida PALM.
  - i. If selected, no further action is needed on this row and the *Agency Provided Transactional Fund* and *Agency Provided Capital Assets Fund* columns should remain blank, as indicated by grey conditional formatting.

Error Messages	Configure Value	FLAIR OLO	FLAIR Current Use Fund	FLAIR General Fixed Asset Fund	Configured Florida PALM Transactional Fund	Agency Provided Transactional Fund	Configured Florida PALM Capital Assets Fund	Agency Provided Capital Assets Fund	Comments
	No	000000	10-1-000328	00-0-000000	00000		CA000		

Figure 4: Remove Configured Value

- c. Select “Update” to update the configured *Florida PALM Transactional Fund* and/or the *Florida PALM Capital Assets Fund*.
  - i. Update the Florida PALM Transactional Fund (optional) – **If a value was provided in the Configured Florida PALM Transactional Fund column** that is incorrect, provide the value you desire to establish in the Agency Provided Transactional Fund column. **If a value was not provided in the Configured Florida PALM Transactional Fund column**, provide the desired value in the Agency Provided Transactional Fund column. If only updating the Capital Assets Fund and no change is needed for the Transactional Fund, the Agency Provided Transactional Fund field should remain blank.

Error Messages	Configure Value	FLAIR OLO	FLAIR Current Use Fund	FLAIR General Fixed Asset Fund	Configured Florida PALM Transactional Fund	Agency Provided Transactional Fund	Configured Florida PALM Capital Assets Fund	Agency Provided Capital Assets Fund
	Update Yes Update	000000	10-1-000328	00-0-000000	00000		CA000	

Figure 5: Update Florida PALM Transactional Fund

- ii. Update the Florida PALM Capital Assets Fund (optional) – **If a value was provided in the Configured Florida PALM Capital Assets Fund column** that is incorrect, provide the value you desire to establish in the Agency Provided Capital Assets Fund column. **If a value was not provided in the Configured Florida PALM Capital Assets Fund column**, provide the desired value in the Agency Provided Capital Assets Fund column. If only updating the Transactional Fund and no change is needed for the Capital Assets Fund, the Agency Provided Capital Assets Fund field should remain blank.

Error Messages	Configure Value	FLAIR OLO	FLAIR Current Use Fund	FLAIR General Fixed Asset Fund	Configured Florida PALM Transactional Fund	Agency Provided Transactional Fund	Configured Florida PALM Capital Assets Fund	Agency Provided Capital Assets Fund
	Update Yes Update	000000	10-1-000328	00-0-000000	00000		CA000	

Figure 6: Update Florida PALM Capital Assets Fund

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 General Ledger Allocation related configuration values are needed by your agency that are not listed on your <Agency> General Ledger Allocation 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 codes are determined to be valid, they will be added to your worksheet by the Project.