

# Agency Configuration Workbooks Supplemental

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Revision Notes</b>
1.0	02/12/2024	Initial Release – Segments I & II
2.0	03/15/2024	Updated Location Definition, Area ID, Organization, and Local Fund

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## Overview

In order to execute a business process within Florida PALM, the system must first be configured. A configuration establishes the parameters and initial settings needed to enable transactions to be recorded and data to be stored within Florida PALM. The purpose of an agency configuration workbook is to document and confirm detailed agency-specific values that will be set up in Florida PALM to support agency business.

Your agency specific values, provided through the configuration workbooks, will first be loaded into the Florida PALM test environment to support your testing efforts during User Acceptance Testing (UAT) in April 2025. During UAT, you may identify changes that need to be made to your configured values, such as new values to be added or edits to values you previously added. During UAT, you will have another opportunity to update your agency-specific values, as needed. Your agency specific values will later be loaded in the Florida PALM production environment just before go-live, so that you can transact in Florida PALM on day one.

As described in the [Readiness Workplan \(RW\)](#), agencies are asked to complete the following tasks to define or validate configuration values applicable to specific data elements within various modules in Florida PALM.

- Task 513 – Complete Configuration Workbooks for Segments I and II
- Task 541 – Complete Configuration Workbooks for Segment IV
- Task 567 – Share, Review, and Update Configuration Workbooks (for UAT)
- Task 622 – Review and Confirm Updated Configuration Workbooks (for go-live)

Table 1 provides an overview of the required and optional agency-specific configurations, or enterprise configuration which require agency input, for the Financials and Payroll Waves of Florida PALM.

*Table 1: Agency Configuration Data Types*

Configuration Data Type	Business Process Grouping	Required / Optional	Description
Organization	Account Management & Financial Reporting	Required	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. The Organization ChartField aids in reporting, security, and budgeting using a tree structure.
OA1	Account Management & Financial Reporting	Optional	Used to track optional agency reporting, cost pools, expenditures, revenues, or other specific uses. Can be used to further subclassify a financial transaction that has not already been accommodated by the primary ChartFields.
OA2	Account Management & Financial Reporting	Optional	Used to track optional agency reporting, cost pools, expenditures, revenues, or other specific uses. Can be used to further subclassify a financial transaction that has not already been accommodated by the primary ChartFields.

Configuration Data Type	Business Process Grouping	Required / Optional	Description
Fund (Local Funds)	Account Management & Financial Reporting	Required	Only specify the Local Fund types / information. Five-character field used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions or limitations.
Allotments Budget Structure Control	Budget Management & Cash Control	Required	This Form provides the two available options from which an agency must select: Control or Track with Budget. The purpose of this request is to document the agency's selection of an Allotments Budget Structure Control Option that will be set up in the Florida PALM system.
Budgetary Value Combination Edit	Budget Management & Cash Control	Required	Represents the combination of Transactional Fund, Budget Entity and Category values that will control transaction entry across Florida PALM. This includes interfaces, spreadsheet uploads and online entry.
Location Definition	Asset Accounting & Management	Required	Locations listed in the DMS SOLARIS system and Agency Primary Locations published by the Division of Library and Information Services. Provide Florida PALM Location Codes and updated/additional address details and associate with the current FLAIR location.
Area ID	Asset Accounting & Management	Optional	Provide a more specific area within a Location Code. One or more Area ID may be provided per Location Code.
Distribution Code	Accounts Receivable	Required	Represents a combination of Florida PALM ChartField values, which is used to create accounting entries for returned items/debit memos. Organization and State Program values are required from agencies.
Source Types	Projects Management	Optional	Project Costing uses transactions to track, analyze, and report on actual and planned project costs. You assign source types to individual transactions to identify the transaction's purpose. Source type provides flexibility for defining transactions.
Categories	Projects Management	Optional	Categories and SubCategories further define source types. You can combine categories and subcategories in source groups for reporting and analysis. Although defining categories and subcategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs. Categories and subcategories provide flexibility for defining transactions.
SubCategories	Projects Management		

Configuration Data Type	Business Process Grouping	Required / Optional	Description
Position Funding Allocation	Payroll Management	Required	Position level funding splits.
SpeedKeys	All	Required for Payroll Optional for All Others	The SpeedKey is used to simplify and enhance data entry by populating multiple ChartFields at one time. The SpeedKeys are optional except for as they relate to payroll.

## Configuration Workbook Inventory Instructions

For each applicable Florida PALM Segment, this document will be updated to include the required module-specific configuration activities. Some or all of the following sections of information have been included for each module’s configuration value(s), where applicable, and should be utilized as you complete configuration workbook activities in Smartsheet.

**Configuration Value Definition** – Provides a high-level definition of the configuration value(s) for that module.

**Business Process and Subprocess** – Provides the Florida PALM business process and subprocess of the configuration data type, as well as a link to the standardized business process model(s) on the [Knowledge Center](#).

**Configuration Value Purpose and Use** – Provides a high-level summary of why this configuration is important and/or necessary for your agency.

**Configuration Design Details** – Provides the considerations and/or assumptions applied when defining the configuration value.

**Configuration Field Details** – Provides a table of the field names included in the corresponding Smartsheet worksheet. These fields are a combination of both fields to allow agencies to complete configuration activities (i.e., included in Smartsheet only), as well as fields pulled from the related Florida PALM records (i.e., that will be configured).

Within the tables we have also included the field description, whether the field is required or optional in Florida PALM, and within the Smartsheet worksheet, the field type and field length, and finally if the field value input is provided by the Project or if the agency needs to provide a response or information. Fields that are only included in the Smartsheet worksheet and used to complete this configuration activity are shaded in blue in the table.

Field Types include:

- Alphanumeric – The field can contain letters or numbers.
- Character – The field can include numbers, letters, spaces, or symbols.
- Date – The field must contain an 8-digit date (i.e., MM/DD/YYYY).
- Numeric – The field can only contain numbers.

Field Value Input values include:

- Agency Indicated – Select “yes” or “no” in this field.
- Agency Provided – Provide (required or optional) information in this field, in accordance with the field type and field length requirements.
- Agency Specified – Select from the available drop-down values.
- Project Provided – Information is provided in the field. Some are locked (i.e., not editable) and some are unlocked (i.e., available for edit).

**NOTE:** Within Smartsheet, for any field where information is provided by the agency and the provided information exceeds the allowable length, the cell will turn red, indicating that the value entered is too long and must be adjusted.

**NOTE:** Within Smartsheet, for any field which requires agency input, even those with other field selection dependencies, the cell will turn yellow while empty, indicating that action must be taken by the agency.

**Configuration Page(s)** – Provides screenshot examples of the configuration page(s) where the defined field values will be set up in Florida PALM.

**Worksheet Instructions** – The configuration workbooks are housed within Smartsheet. This section provides task completion requirements and detailed instructions on how to complete all columns requiring agency input.

## Segments I and II

Use the information in this section as a resource for completing Readiness Workplan (RW) *Task 513 – Complete Configuration Workbooks for Segments I and II*. It describes the module-specific worksheets and form added to the new Configuration Workbook Inventory folder located in your agency-specific Florida PALM Workbook in Smartsheet. These worksheets were created to allow the Project to collect the actual agency configuration data values for each configuration record/table. Once the configuration values are collected from the agencies, they will be reviewed, incorporated into the master Florida PALM configuration workbook and configured in the applicable environment (e.g., UAT or Production).

Table 2 provides a list of the module-specific worksheets and form released for RW Task 513 as well as the summary for each data type for which you are being asked to confirm configuration values.

Table 2: Segment I and II Configuration Data Types

Module / Data Type	Data Type Summary
<b>Accounts Receivable (AR)</b> <ul style="list-style-type: none"> <li>• Distribution Code</li> </ul>	A distribution code represents a combination of Florida PALM ChartField values, which is used to create accounting entries for returned items/debit memos.  <i>Organization and State Program values are required from agencies.</i>
<b>Asset Management (AM)</b> <ul style="list-style-type: none"> <li>• Location Definition</li> <li>• Area ID</li> </ul>	A 'Location Definition' represents a location the agency wants to track resources against (e.g., where an agency performs operations or stores / houses assets) and the

Module / Data Type	Data Type Summary
	<p>Agency Primary Locations published by the Division of Library and Information Services.</p> <p><i>Location Definition values are required from agencies.</i></p> <p>An Area ID provides an opportunity to identify specific areas within an established location. This function can be used to identify multiple rooms or floors within a single location, or any other granular sub-division of the agency location.</p> <p><i>Area ID values are optional for agencies.</i></p>
<p><b>Commitment Control (KK)</b></p> <ul style="list-style-type: none"> <li>Allotments Budget Structure Control</li> </ul>	<p>Allotments are used to manage agencies' budgets at the Appropriations level or a level lower than Appropriations. The Allotments Budget Structure provides agencies flexibility to allot to the agency specific ChartFields (i.e., organization, project, contract, grant, OA1, and OA2) in addition to the Key ChartFields (Fund, Budget Entity, Category) in the Appropriations, Releases, and Reserves Budget Structures.</p> <p><i>Allotment Control Option selection is required from agencies.</i></p>
<p><b>General Ledger (GL)</b></p> <ul style="list-style-type: none"> <li>Organization</li> <li>Other Accumulator 1 (OA1)</li> <li>Other Accumulator 2 (OA2)</li> <li>Budgetary Value Combination Edit</li> <li>Local Funds</li> </ul>	<p>The Organization ChartField identifies the organizational entity associated with a transaction. Organization ChartField tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.</p> <p><i>Organization values and identification of placement on Organization code tree structure is required from agencies.</i></p> <p>Other Accumulator 1 is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. To establish new Other Accumulator 1 ChartField values is to further subclassify a financial transaction that has not already been accommodated by the remaining statewide or agency specific ChartFields.</p> <p><i>OA1 values are optional for agencies.</i></p> <p>Other Accumulator 2 is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. A design consideration to establish new Other Accumulator 2 ChartField values is to further subclassify a financial transaction that has not</p>



Module / Data Type	Data Type Summary
	<p>already been accommodated by the remaining statewide or agency specific ChartFields.</p> <p><i>OA2 values are optional for agencies.</i></p> <p>The Budgetary Value edit will limit the COA (i.e., Fund, Budget Entity, and Category) used on transactions to the specified values in the designated edit for an agency. Transactions not containing the valid codes in this edit will result in an error where the transaction cannot proceed.</p> <p><i>Budgetary Value Combination Edit values are required from agencies.</i></p> <p>Local funds are used to account for funds (resources) held outside the State Treasury. Agencies will identify the account types (i.e., clearing funds, revolving funds, local funds without bank accounts) and related information associated to the funds held outside the State Treasury.</p> <p><i>Identification of the types of current / existing Local Fund values is required for agencies.</i></p>

Considering the information below, as you complete the required workbooks, will guide your agency through a process of reviewing and validating that the correct values will be configured for your agency for use in Florida PALM.

**NOTE:** *These workbooks are not a repository of all configuration values for your agency in Florida PALM but provide the set of agency-specific values needed for AR, AM, KK, and GL modules.*

## 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

### **Smartsheet Navigation:**

*Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Accounts Receivable (AR)*

### *Distribution Code*

SetID	Distribution Code	Effective Date	Status as of Effective Date	Description	Short Description	Distribution Type	Organization	Account	Fund	Budget Entity	Category	State Program	Configure Value	New Value	Comments

Figure 1: Distribution Code Worksheet in Smartsheet

**NOTE:** This worksheet should be completed after the General Ledger (GL) Organization Worksheet, due to the data-related dependencies.

## 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 3: Distribution Code Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">60.2 Deposit and Apply Receipts</a>	<a href="#">60.2.3 Returned Items</a>

## 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.

The following assumptions are considered when defining a Distribution Code:

- Agencies complete the GL configuration workbook task to create the agency organizational structure and Organization Code *before* completing this AR configuration workbook for Distribution Code.
- Agencies use the Organization Code created in the GL configuration workbook 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 4: Distribution Code Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>SetID</b>	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
<b>Distribution Code</b>	System uses the code to create accounting entries.	Required	Character	10	Project Provided
<b>Effective Date</b>	Prior to system implementation, this date is defaulted to 01/01/1901. Following system implementation, this field will reflect the date when a row becomes effective, or the date that an action begins.	Required	Date	10	Project Provided
<b>Status as of Effective Date</b>	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

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Description</b>	Long description of defined distribution code.	Required	Character	30	Project Provided
<b>Short Description</b>	Provides a short abbreviation for the title of the value.	Optional	Character	10	Project Provided
<b>Distribution Type</b>	Value indicates how the system will use the account.	Required	Character	3	Project Provided
<b>Organization</b>	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. The Organization ChartField aids in reporting, security, and budgeting using a tree structure. Organization values are established based on the organizational structure defined by each agency.	Required	Character	10	Agency Specified
<b>Account</b>	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Required	Character	10	Project Provided
<b>Fund</b>	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations.	Required	Character	5	Project Provided
<b>Budget Entity</b>	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Required	Character	8	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Category</b>	Represents both appropriation categories and revenue source codes.	Required	Character	6	Project Provided
<b>State Program</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.	Required	Character	10	Agency Specified
<b>Configure Value</b>	Configure Value: "Yes" or "No".	Required for Smartsheet	Character	3	Agency Indicated
<b>New Value</b>	Value is required to be entered here depending on the response in the <i>Configure Value</i> column.	Required or Optional for Smartsheet ( <i>Based on prior column dependency</i> )	Character	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	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.

**Distribution Code**

SetID STATE Distribution Code 4300000

**Distribution Code Definition**

\*Effective Date 01/01/1901 \*Status Active

\*Description 4350257300243900560000020000

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				

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

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:

**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 So. 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

Buttons: Save, Return to Search, Notify

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 513) 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.

Complete the following in the Organization column for each row in the worksheet:

1. Review the Distribution Code, Account, Fund and Budget Entity ChartFields and determine the appropriate default Organization ChartField to be used when creating accounting entries for Returned Items.
2. Select the desired Organization ChartField value in the column.
  - a. This is a drop-down column, updated nightly through automation, which contains all *Florida PALM Values: Organization ID* column values entered on the GL <Agency> Organization worksheet with a *Configure Value* column selection of “Yes”.

The screenshot shows a spreadsheet interface with a toolbar at the top. The spreadsheet has several columns: Distribution Code, Effective Date, Status as of Effective Date, Description, Short Description, Distribution Type, and Organization. The Organization column is highlighted with a red border. The Organization column header has a small circular icon next to it, indicating it is a drop-down menu.

Figure 4: Distribution Code Worksheet Organization Column

Complete the following in the State Program column:

1. Review the current Program Component (State Program) values associated with the Budget Entity, as established by LAS/PBS.
2. Select or provide the appropriate Program Component (State Program):
  - a. **If a single value is available in this field**, it has been captured in the State Program Column
    - i. In the Configure Value column, select “Yes” if you desire to establish the provided value in Florida PALM.
    - ii. In the Configure Value column, if you do not desire to establish the provided value in Florida PALM, you must select “No” **and** provide the desired value in the New Value column.
  - b. **If multiple values are available in this field:**
    - i. Choose the desired value in the drop-down option (State Program).
    - ii. In the Configure Value column, select “Yes” to confirm your selected value.
  - c. **If no value was provided**, provide the desired value in the New Value column and leave select “Yes” Configure Value column.

The screenshot shows a spreadsheet titled "DEMO Distribution Code". The spreadsheet has columns: Organization, Account, Fund, Budget Entity, Category, State Program, Configure Value, New Value, and Comments. The State Program, Configure Value, and New Value columns are highlighted with a red border. The State Program column header has a small circular icon next to it, indicating it is a drop-down menu.

Figure 5: Distribution Code Worksheet State Program Configuration Columns

## Asset Management Module Configurations

This workbook contains two worksheets that represent core configuration components in Florida PALM. Column/field definitions and instructions are provided below. This configuration workbook contains the following Asset Management module configurations to which agency-specific values are being obtained to setup in Florida PALM:

- Location Definition
- Area ID Values

### **Smartsheet Navigation:**

*Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Asset Management (AM)*

### *Location Definition*

Configure Value	Set ID	Florida PALM Location Code	Location Detail (Dept. FLAIR Location Codes)	Effective Date	Status as of Effective Date	Description	Country	Phone	Address 1	Address 2	Address 3	City	County	State	Postal	Jurisdiction	Building Number	Floor/Room Number	Sector	Com	

Figure 6: Location Definition Worksheet in Smartsheet

### Configuration Value Definition

'Location Definition' indicates an agency's physical location (e.g., address) for each Location Code.

### Business Process and Subprocess

The Location Definition configuration supports the following business process and subprocess:

Table 5: Location Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">40.3 Set up and Maintain Asset Controls</a>	N/A

### Configuration Value Purpose and Use

- Locations are required in Florida PALM and will be required to convert existing FLAIR property items. The Location Definition workbook will be used to convert all items from the existing Departmental FLAIR Location Codes to the Florida PALM Location Codes.
- Failure to provide will result in converted assets not being associated with the proper location code or with the agency being required to perform additional data clean up (i.e., data readiness activities) prior to go live.

### Configuration Design Details

The following design considerations are applied when defining Location Definition values in Florida PALM:



- Location Codes are values that represent unique sites or locales that populate Location Address values in Florida PALM.
- Location Code values are ten (10) characters in length and are established based on the physical locations of each agency.
- Location Code values are agency-specific and available only for transactions by the associated agency; these values are not shared across all agencies.
- Location Address information is required on all asset/property records.
- All Florida PALM Modules use Location Address information to process and record agency transactions.

The following assumptions are considered when defining a Location Definition value:

- The locations included in the Location Definition sheet reflect the agency's locations from SOLARIS and Agency Primary Locations published by the Division of Library and Information Services. *This may not be a complete list for each agency but serves as a starting point.*
- Agencies may enter additional addresses at the bottom of the Location Definition sheet, if your agency sees any missing locations.
- If the location addresses provided in the worksheet are incorrect, agencies will make corrections directly in those fields on the Location Definitions worksheet.
- To support the crosswalk of FLAIR to Florida PALM values, within the Location Detail (Dept FLAIR Location Code(s)) column, a drop-down list is provided which contains all current FLAIR location codes for the agency. Agencies must provide one or more Departmental FLAIR Location Codes that corresponds with each Florida PALM Location Code. Why is this important?
  - FLAIR Location Code values will be populated in the Florida PALM Location Details page in Florida PALM (see Figure 7 below).
  - FLAIR Location Code values will be used to crosswalk FLAIR property items to Florida PALM Asset Management.
  - Agencies will be able to view a mapping of FLAIR Location Code values and the Florida PALM Location Code via reporting within Florida PALM.
- Area IDs are optional configuration values that will be provided by agencies, if applicable, in a separate configuration workbook.

### *Florida PALM Location Code*

The following information is intended to establish guidance in administering Location Codes in Florida PALM. Agencies will create a 10-character Florida PALM Location Code for each agency-occupied location address. There are two types of Location Codes in Florida PALM, which are included in the Location Definition worksheet:

- Agency Primary Location – used for administrative purposes only. Each agency will have one primary location.
- Agency Locations – used for recording daily operational transactions. Each agency will have multiple agency locations.

### Agency Primary Location

The Agency's Primary Location is made up of the following:

- Agency Business Unit
- Agency Acronym

Example:

Agency: Department of Financial Services  
 Location Code: **43000\_DFS**

(1<sup>st</sup> thru 5<sup>th</sup> Positions): **43000** = Agency Business Unit  
 (6<sup>th</sup> thru 10<sup>th</sup> Positions): **\_DFS** = Agency Acronym

### Agency Locations

The Agency Location Code is made up of the following:

- 2-character County Number
- 8-character identifier determined by the agency

Using the Location Code the Florida PALM:

Example 1:

Agency: Department of Health  
 Location: Alachua Regional Service Center East  
 Location Code = **01RegionaE**

(1<sup>st</sup> & 2<sup>nd</sup> Positions): **01** = Alachua County  
 (3<sup>rd</sup> thru 10<sup>th</sup> Positions): **RegionaE** = Agency defined location identifier

Example 2:

Agency: Department of Agriculture and Consumer Services  
 Location: ANIMAL INDUSTRY EQUIPMENT POLE BARN 24x120  
 Location Code = **37Equibarn**

(1<sup>st</sup> & 2<sup>nd</sup> Positions): **37** = Leon County  
 (3<sup>rd</sup> thru 10<sup>th</sup> Positions): **Equibarn** = Agency defined location identifier

### Configuration Field Details

Agencies must provide the following Location Definition related configuration values as listed in the <Agency> *Location Definition* worksheet in Smartsheet.

Table 6: Location Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configure Value</b>	Configure Value: “Yes” or “No”.	Required for Smartsheet	Character	3	Agency Indicated

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Set ID</b>	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	Alpha-numeric	5	Project Provided
<b>Florida PALM Location Code</b>	Florida PALM agency provided 10-character agency specific location identifier.	Required	Alpha-numeric	10	Agency Provided
<b>Location Detail (Dept FLAIR Location Codes)</b>	List of related agency Departmental FLAIR location codes.	Required	Character	254	Agency Indicated or Agency Provided
<b>Effective Date</b>	Prior to system implementation, this date is defaulted to 01/01/1901. Following system implementation, this field will reflect the date when a row becomes effective, or the date that an action begins.	Required	Date	10	Project Provided
<b>Status as of Effective Date</b>	Status as of Effective Date: “(A)ctive”, “(I)nactive”. <i>Prior to system implementation this status is defaulted to “(A)ctive” for all agency confirmed values.</i>	Required	Character	1	Project Provided
<b>Description</b>	Location Description.	Required	Character	30	Agency Provided
<b>Country</b>	Country Abbreviation. (Example: USA)	Required	Character	3	Agency Provided
<b>Phone</b>	Agency Phone Number Associated with Location.	Optional	Character	24	Agency Provided
<b>Address 1</b>	Street Address of Asset Location OR Street Address or P.O. Box of Agency Primary Location	Required	Character	55	Agency Provided
<b>Address 2</b>	Building Name at Location Address.	Optional	Character	55	Agency Provided
<b>Address 3</b>	Additional address details, if applicable.	Optional	Character	55	Agency Provided
<b>City</b>	City or Town of Location Address.	Required	Character	30	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>County</b>	County of Location Address.	Required	Character	30	Agency Provided
<b>State</b>	State of Location Address.	Required	Character	6	Agency Provided
<b>Postal</b>	Postal Code of Location Address.	Required	Character	12	Agency Provided
<b>Jurisdiction</b>	User Defined Field.	Optional	Character	5	Agency Provided
<b>Building Number</b>	Building Number occupied by Agency at the Location Address, if applicable.	Optional	Character	10	Agency Provided
<b>Floor/Room Number</b>	Floor/Room within the location, if applicable.	Optional	Character	10	Agency Provided
<b>Sector</b>	Agency District/Area, if applicable.	Optional	Character	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

**Configuration Page(s)**

The following provides an example of the Location Definition configuration page:

The screenshot displays the 'Location Definition' configuration page in Florida PALM. At the top, there are tabs for 'Location Definition' and 'Location Detail'. Below the tabs, the 'SetID' is 43000 and the 'Location Code' is 52F429580, which is highlighted with a red dashed box. The main form area is titled 'Location Definition' and includes a search bar with 'Find | View All' and a pagination indicator 'First 1 of 1 Last'. The form contains several input fields and dropdown menus:

- \*Eff Date: 01/01/1901
- Active:  Active
- \*Descr: ST SUCIE BUILDING
- Country: USA (United States)
- Address 1: 9800 4TH STREET
- Address 2: ST SUCIE BUILDING
- Address 3: (empty)
- City: ST PETERSBURG
- In City Limit:  In City Limit
- County: USA
- Postal: 33702
- State: FL (Florida)
- Jurisdiction: (empty)
- Building #: (empty)
- Floor #: (empty)
- Sector: (empty)

At the bottom of the form, there is a toolbar with buttons for Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, and In. Below the toolbar, there are links for 'Location Definition' and 'Location Detail'.

Figure 7: Location Definition Configuration Page Example

The following provides an example of the Location Definition as used by the Asset Module component in Florida PALM:

The screenshot displays the FloridaPALM interface for configuring an asset transaction. The 'Location/Comments/Attributes' tab is active. The 'Location' section is expanded, showing a search for '52F429580' in the 'Location' field. The 'Effective Date' is set to 02/24/2022. The location is identified as 'ST SUCIE BUILDING' in 'ST PETERSBURG, FL, USA'. The address is '9800 4TH STREET'. The 'Authorization' section shows the status as 'Not Authorized'. The bottom of the page features navigation buttons: Save, Return to Search, Add, Update/Display, Include History, and Correct History.

Figure 8: Use of Location Definition Configuration Value on an Asset Transaction Page

## Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Location Definition worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) 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. Your agency’s Agency Primary Location is the first value in the table.

For each Location Code in the list:

1. Select “Yes” or “No” in the Configure Value column.

For items where the Configure Value column is “Yes”:

2. Specify a 10-character value in the Florida PALM Location Code column, using the county code as the first two characters (Appendix).
3. Select the current FLAIR location from the drop-down list in the Location Detail (Departmental FLAIR Location Codes) column or indicate / input another value if not included in the list provided.
4. Edit any pre-populated address details, as necessary, in the following columns:
  - a. Description

- b. Country
  - c. Phone (*optional*)
  - d. Address 1
  - e. City
  - f. County
  - g. State
  - h. Postal
5. Enter additional address details in the following columns:
- a. Address 2 – Provide the building name associated with the location, occupied by your agency, that needs to be configured in Florida PALM.
  - b. Address 3 – Additional *optional* address details, if needed.
  - c. Floor/Room Number– Provide the *optional* Floor/Room number of buildings occupied by your agency that need to be configured in Florida PALM. *Additional floor or room information can also be added via the Area ID field, described in the next section.*
  - d. Jurisdiction/Building Number/Sector – Provide the *optional* jurisdiction, building number, and/or sector to further define asset locations if such designation(s) meet the needs of your agency.

For a new Location Code:

- 1. Select “Yes” in the Configure Value column.
- 2. Enter the address details on a new row in columns Florida PALM Location Code, and Description through Sector.

Configure Value	Set ID	Florida PALM Location Code	Location Detail (Dept, FLAIR Location Codes)	Effective Date	Status as of Effective Date	Description	Country	Phone	Address 1	Address 2	Address 3	City	County	State	Postal	Jurisdiction	Building Number	Floor/Room Number	Sector	Comments	

Figure 9: Location Definition Worksheet Required Columns (if applicable)

## Area ID

Configuration Needed	Florida PALM Location Code	Area ID	Description	Area Detail	Comments
Yes					
No					

Figure 10: Area ID Values Worksheet in Smartsheet

**NOTE:** This worksheet should be completed after the Asset Management (AM) Location Definition Worksheet, due to the data-related dependencies.

### Configuration Value Definition

An Area ID provides an opportunity to identify specific areas within an established location. This function can be used to identify multiple rooms or floors within a single location, or any other granular sub-division of the agency location. The system provides a 10-character (alphanumeric) field to populate an Area ID. Once the address and location code are created in Florida PALM, the floor, or floor and room number can be added to the Area ID field. Numerous lines can be added to reflect multiple floors or multiple floor / room combinations.

**NOTE:** This is an optional feature that can be exercised by agencies and the values provided are for configuration in Florida PALM.

### Business Process and Subprocess

The Area ID configuration supports the following business process and subprocess:

Table 7: Area ID Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">40.3 Set up and Maintain Asset Controls</a>	N/A

### Configuration Value Purpose and Use

- Area ID is an optional field. This field can be used to identify multiple rooms or floors within a single agency location.
- If Area ID is not provided, Florida PALM cannot associate rooms or floors with converted asset records.

### Configuration Design Details

The following values must be provided by the agency when establishing an Area ID:

- Existing Florida PALM Location Code: 10-character (alphanumeric) Florida PALM agency specific location identifier. If a new location address is requested to be added and part of this task (RW Task 513) completion, the Project will provide the new Florida PALM Location Code for agency Area ID association in future RW task iterations.
- Area ID: 10-character (alphanumeric) user defined field – value that will be displayed for the Area ID.
- Description: 30-character (alphanumeric) Area ID Description
- Area Detail: 2GB (limited to 254 in Smartsheet cells) character detailed information field for the Area ID

Example:

Agency: Department of Health  
 Location: Alachua Regional Service Center East  
 Location Code = **01RegionaE**

Table 8: Area ID Example

Location Code	Area ID	Description	Area Detail
<b>01RegionaE</b>	FI 3 Rm 12	Floor 3 Room 12	Office administrator storage area.
<b>01RegionaE</b>	FI 3 Rm 14	Floor 3 Room 14	



Location Code	Area ID	Description	Area Detail
01RegionaE	Floor 2	Second Floor	
01RegionaE	FI 2 Rm 16	Floor 2 Room 16	Director's office.

### Configuration Field Details

Agencies have the option to provide the following Area ID related configuration values as listed in the <Agency> Area ID Values worksheet in Smartsheet. Please note, the following information is only required if agencies choose to configure Area ID(s):

Table 9: Area ID Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configuration Needed</b>	Configuration Needed: "Yes" or "No". <i>Area ID is an optional agency configuration.</i>	Required for Smartsheet	Character	3	Agency Indicated
<b>Florida PALM Location Code</b>	Florida PALM system provided 10-character (alphanumeric) agency specific location identifier. <i>This must be a Location Code value already established in the &lt;Agency&gt; Location Definition worksheet.</i>	Required	Alphanumeric	10	Agency Indicated
<b>Area ID</b>	Florida PALM location specific area identifier. This is a user defined field that is associated to a specific Location Code.	Required	Alphanumeric	10	Agency Provided
<b>Description</b>	Area ID Description.	Required	Character	30	Agency Provided
<b>Area Detail</b>	Detailed information field for the Area ID.	Optional	Character	254	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the Area Definition configuration page:

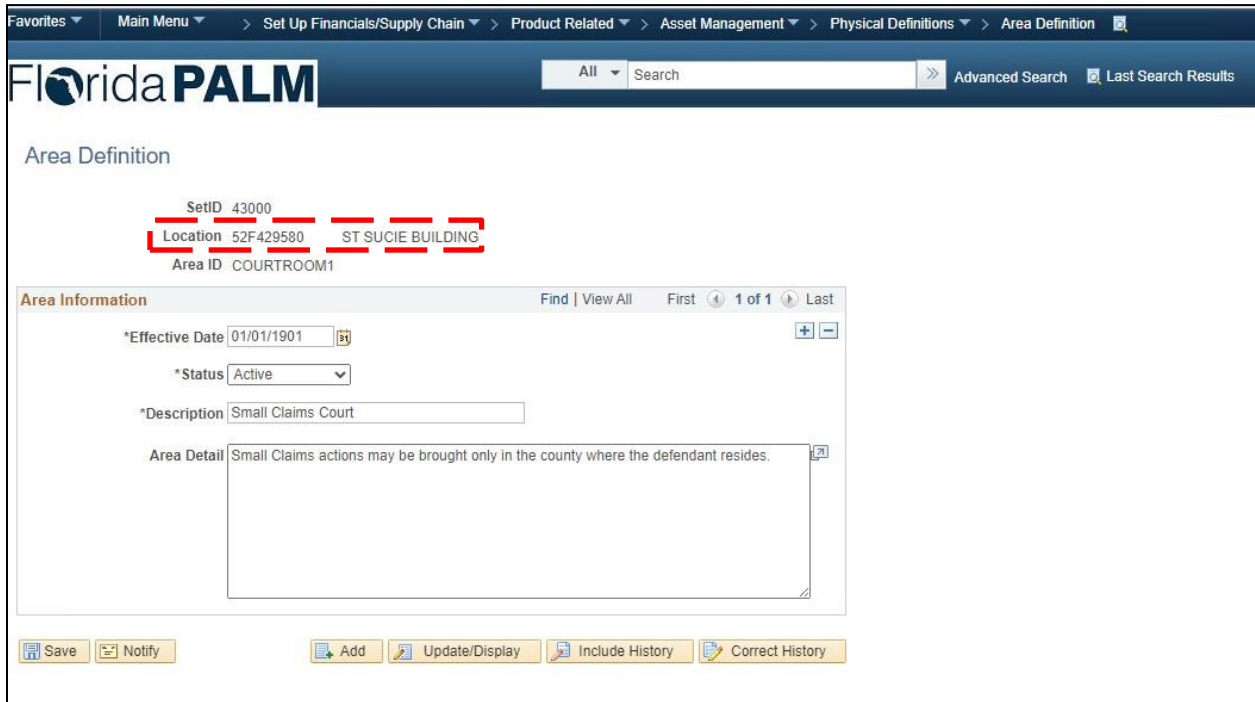


Figure 11: Area Definition Configuration Page Example

The following provides an example of the Area ID as used by the Asset Module component in Florida PALM:

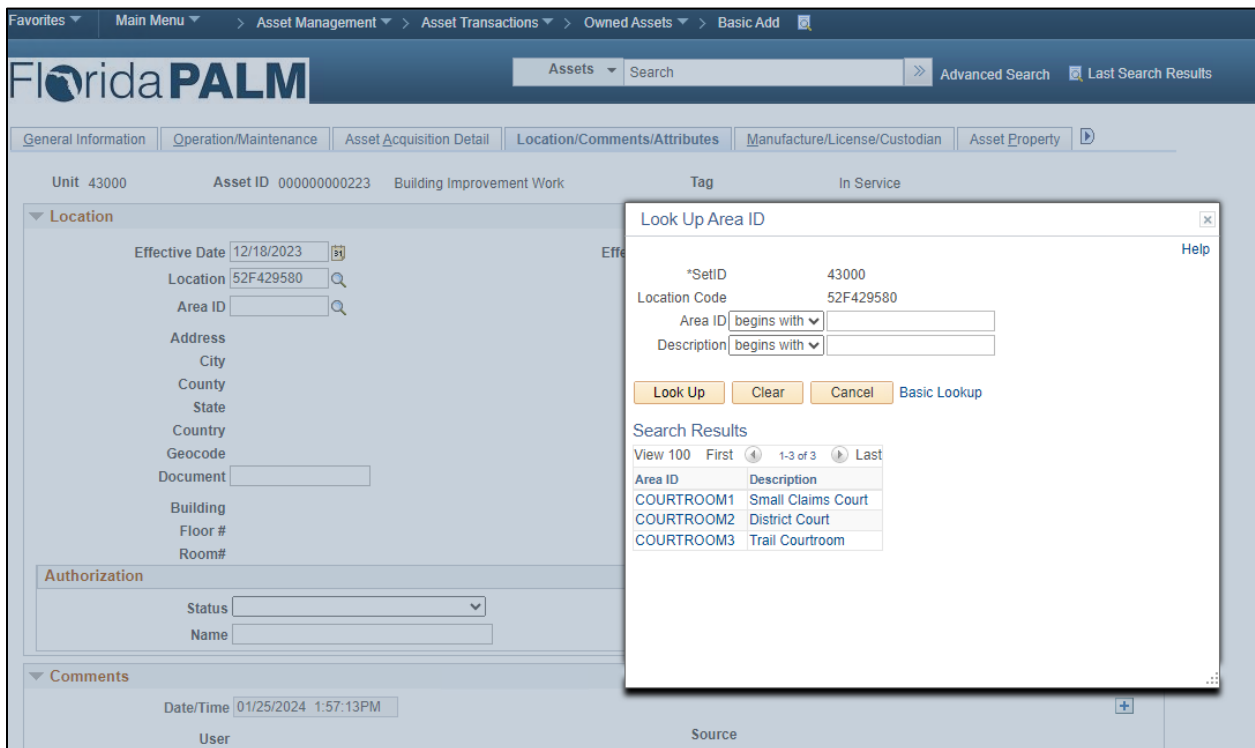


Figure 12: Use of Area Definition Configuration Value on an Asset Transaction Page

### Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Area ID Values worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) 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.

If you choose **not** to provide Area ID Values for configuration:

- Select “No” in the Configuration Needed column, all other columns may be left as is.

If you choose to provide Area ID Values for configuration, complete the following for each value:

1. Select “Yes” in the Configuration Needed column, only for the first row.
2. Complete the following in the Location Code column for each Area ID:
  - a. Add the Florida PALM Location Code previously added in the Location Definition worksheet.
3. Complete the following in the Area ID column for each Area ID:
  - a. Provide the Area ID that you would like to create. This is a 10-character agency defined field which will be available for selection when setting the location of an asset. Examples include:
    - i. LUNCHROOM
    - ii. OFFICE104
    - iii. COURTROOM1
4. Complete the following in the Description column for each Area ID:
  - a. Provide the Description of the Area ID and Area Detail information (e.g., Rooms, floors), if applicable. Examples include:
    - i. Employee lunchroom
    - ii. Office #104
    - iii. Small Claims Court

Optionally, you may also provide a more detailed description of the Area in the Area Detail field.

Configuration Needed	Florida PALM Location Code	Area ID	Description	Area Detail	Comments

Figure 13: Area ID Values Worksheet Required Columns (if applicable)

## Commitment Control Module Configurations

This workbook contains a single worksheet with a corresponding form which represents a core configuration component in Florida PALM. Form instructions are provided below. This configuration workbook contains the following Commitment Control module related configuration for which your agency specific selection is being obtained to setup Florida PALM:

- Allotments Budget Structure Control

### **Smartsheet Navigation:**

*Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Commitment Control (KK)*

### *Allotments Budget Structure Control*

#### **Worksheet –**

Form Link	Authorized By:	Date of Authorization	Agency Authorizing Signature	Selection:	Agency Comments
<a href="https://aoo-smartsheet.com/b/form/292cbb8d55e342af52769f2b89f4666">https://aoo-smartsheet.com/b/form/292cbb8d55e342af52769f2b89f4666</a>					

Figure 14: Allotments Budget Structure Control Worksheet in Smartsheet

**NOTE:** This worksheet contains locked columns which will be automatically populated upon your Agency Sponsor's completion of the Allotments Budget Structure Control Options Form (below) linked in the first row of your worksheet. **It is required that your Agency Sponsor complete and submit this form.**

Form –

**Commitment Control (KK)**  
**Allotments Budget Structure Control**  
**Options**

The purpose of this request is to document the agency's selection of an Allotments Budget Structure Control Option that will be set up in the Florida PALM system. Agencies are required to create budget allotments of their appropriations to support budget management methods and to enable the processing of transactions. Allotments are used to manage agencies' budgets at the Appropriations level or a level lower than Appropriations. The Allotments Budget Structure provides agencies flexibility to allot to the agency-specific ChartFields (i.e. organization, project, contract, grant, OA1, and OA2) in addition to the Key ChartFields (Fund, Budget Entity, Category) in the Appropriations, Releases, and Reserves Budget Structures. The Allotments Budget Structure is configured and maintained by DFS and used to define the level of budget management for each agency.

**Instructions**

Agencies must make a selection from the following options. **Only one option can be implemented for an agency.** An authorizing signature is required to complete the selection. This selection will be implemented and available for testing during User Acceptance Testing (UAT) for the Financials Wave implementation.

**Option #1 - Track with Budget**

Figure 15: Commitment Control (KK) Allotments Budget Structure Control Options Form

### Configuration Value Definition

The Allotments Budget Structure Control Option specifies how your allotment budget will be managed (e.g., through control or track with budget).

### Business Process and Subprocess

The Allotments Budget Structure Control configuration supports the following business process and subprocess:

Table 10: Allotments Budget Structure Control Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">20.1 Enter and Process Budget Journals</a>	<a href="#">20.1.1 Enterprise Post Appropriations</a> <a href="#">20.1.2 Manage Agency Allotments</a> <a href="#">20.1.3 Enterprise Budget Ledger Reconciliation</a> <a href="#">20.1.4 Agency Estimated Revenue</a>

## Configuration Value Purpose and Use

- Agencies are required to create budget allotments of their appropriations to support budget management methods and to enable the processing of transactions.
- The Allotments Budget Structure provides agencies flexibility to allot to the agency specific ChartFields (i.e., organization, project, contract, grant, OA1, and OA2) in addition to the Key ChartFields (Fund, Budget Entity, Category) in the Appropriations, Releases, and Reserves Budget Structures.

## Configuration Design Details

For Budget Allotments:

- GAA/Adjusted Appropriations will be posted to the Account, Florida PALM Budgetary Fund, Budget Entity, and Category level.
- Budget Allotments will be recorded to the Account, Florida PALM Transactional Fund, Budget Entity, and Category level and can include more granular level ChartFields (i.e., organization, project, contract, grant, OA1, and OA2).
  - Budget Allotments cannot exceed appropriations and will be prohibited from doing so by the parent/child relationship of appropriations and allotments.
  - There are three methods to create budget allotments which are manual online, spreadsheet upload, and interface (if using an agency business system).
  - Workflow is provided to request, adjust, and approve/edit/reject allotment budget journals. Reports and online inquiry screens are available.

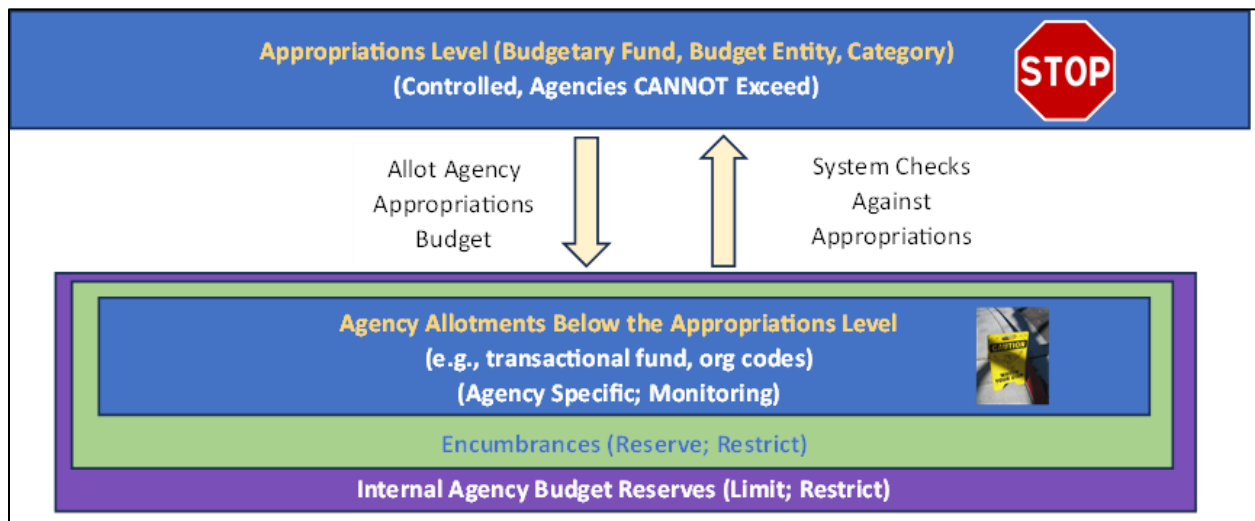


Figure 16: Budget Allotment

## Configuration Selection Details

Agencies must make a single selection from the following Allotments Budget Structure Control configuration options as listed in the *<Agency> Allotments Budget Structure Control Options* worksheet form in Smartsheet.

**Option #1 - Track with Budget**

- Allotments created at the Transactional Fund level, using ChartFields chosen by the agency.
- Transactions that exceed allotments will proceed when appropriations are available at the Budgetary Fund level.
- Remaining spending authority is reduced.
- Warning is issued.
- No resolution required or override needed in order for the transaction to proceed. Agencies should employ internal budget and accounting policy and procedures to clear negative balances. For example:
  - Recording of allotment adjustments to address the negative allotment balances; or
  - Transferring posted expenditure to different ChartField string.

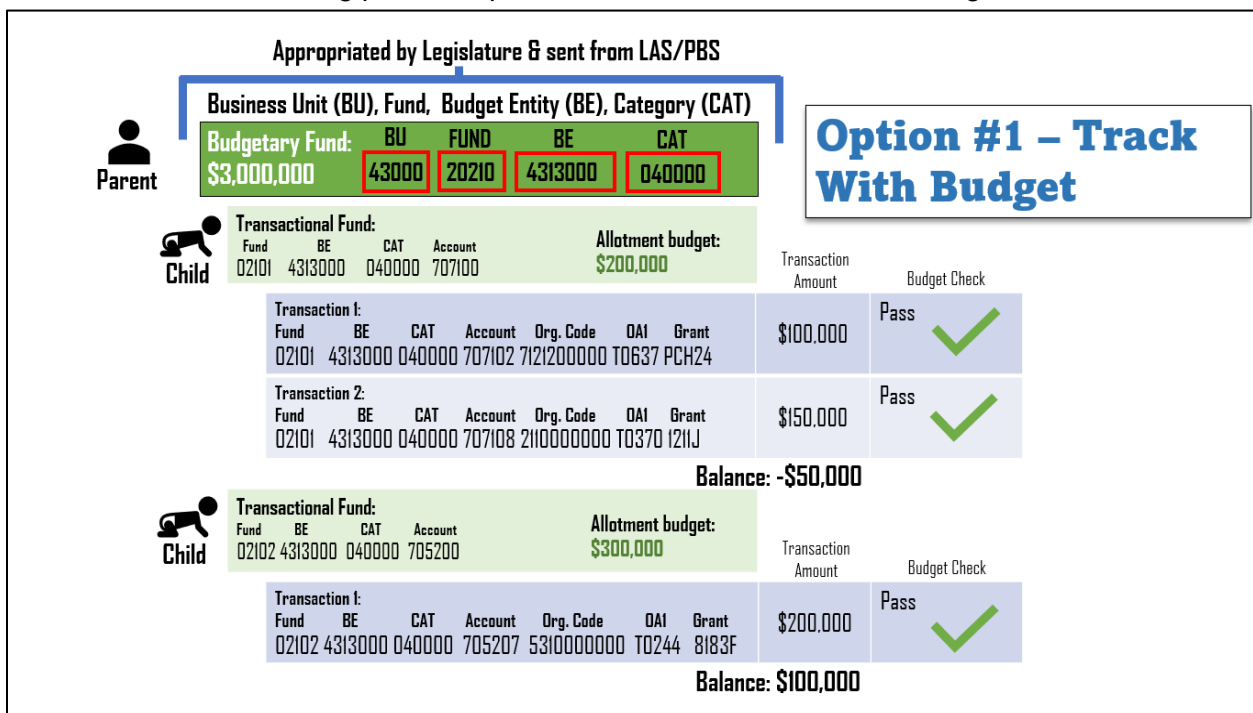


Figure 17: Option #1 – Track with Budget

**Option #2 - Control**

- Allotments created at the Transactional Fund level, using ChartFields chosen by the agency.
- Transactions that exceed allotments will issue a Budget Exception and require resolution (i.e., transaction cannot be completed until the resolution is completed).
- No impact to remaining spending authority as transaction has been stopped.
- Budget Exception is issued.
- Budget Exception must be resolved prior to transaction proceeding. Options to resolve are:
  - Enter Budget journal adjustment.
  - Change the ChartField string on the source transaction.
  - Cancel / Delete the source transaction.
- Security can be applied to allow agency override for the allotment's ledger only.

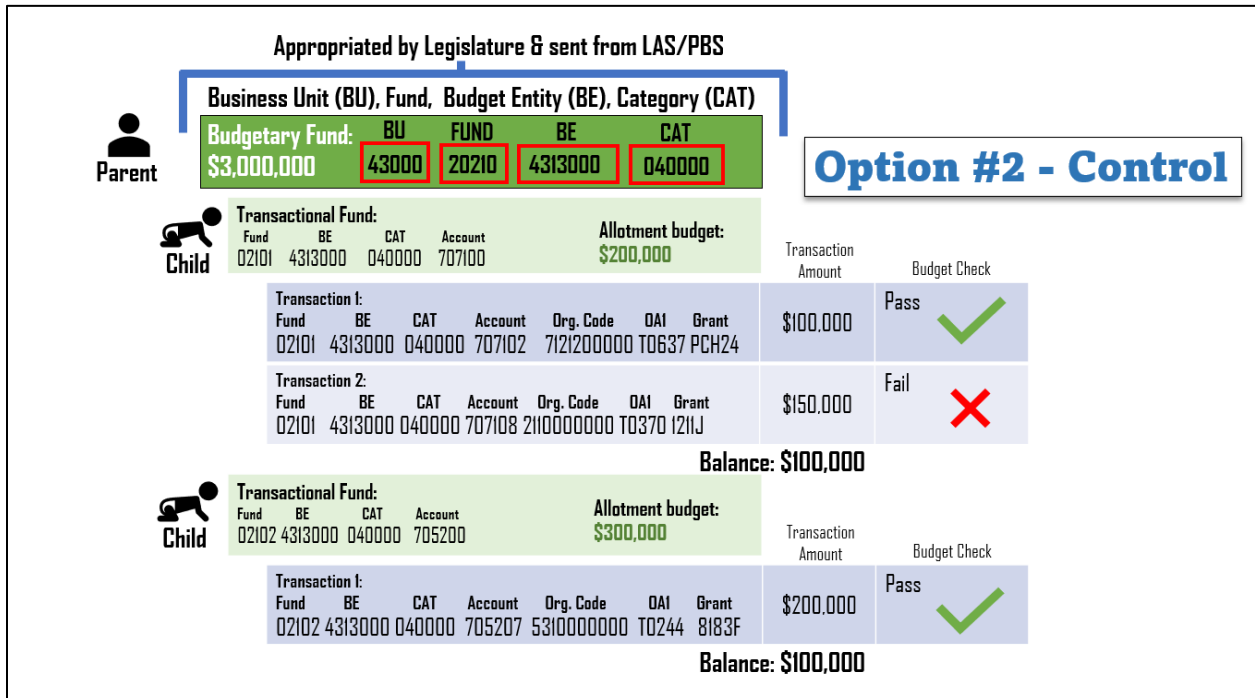


Figure 18: Option #2 - Control

### Worksheet & Form Instructions

The below information provides detailed instructions on how to complete the *Allotments Budget Structure Control Options* form within your KK configuration workbook in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) to be considered complete, it is necessary that you follow all steps listed below to select and confirm your selected value.

Agency Sponsor is required to complete the following:

1. Open the agency specific form link provided in row 1 of the "Form Link" column in your <Agency> *Allotments Budget Structure Control* worksheet.
2. Make a selection of either Option #1 – Track with Budget or Option #2 – Control using the radio buttons.
3. Enter your name into the "Agency Sponsor" free text box.
4. (Optional) Select the check box to receive an email copy of your selection.
5. Click the "Submit" button when you are ready to make your selection.



Figure 19: Form Selection and Authorization

Once your selection is complete, the details of your selection and Agency Sponsor authorization will be automatically populated into the <Agency> Allotments Budget Structure Control worksheet.

If your agency would like to add any additional comments regarding your selection and/or authorization, please use the Agency Comments field.

Authorized By:	Date of Authorization	Agency Authorizing Signature	Selection:	Agency Comments
floridapalm@myfloridacfo.com	01/25/24 9:34 AM	John Smith	Option # 1 - Track with Budget	

Figure 20: Agency Selection Comments

## General Ledger Module Configurations

This workbook contains multiple worksheets that represent core configurations in Florida PALM. Column/field definitions and instructions are provided below. This configuration workbook contains the following General Ledger module configurations to which agencies will provide the values that will be setup in Florida PALM:

- Organization
- Other Accumulator 1 (OA1)
- Other Accumulator 2 (OA2)

These are ChartField configurations that should be evaluated by agencies to ascertain the best use for internal purposes. Agencies should determine if a statewide ChartField or other agency specific ChartField will meet its needs prior to establishing OA1 or OA2 values.

The following ChartField configurations are Enterprise configurations. Agencies should review and provide the requested information as noted in each worksheet’s instruction section below:

- Budgetary Value Combination Edit
- Local Funds

**NOTE:** Confidential information should **not** be included in these worksheets (i.e., SSN, bank account number).

### Smartsheet Navigation:

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

## Organization

Worksheet Complete?	FLAIR Data Element: OLC	FLAIR Data Element: Organization Code	FLAIR Data Element: Long Title	FLAIR Data Element: Short Title	Configure Value	Florida PALM Values: Business Unit	Florida PALM Values: Organization ID	Agency Provided Organization ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description	Florida PALM Tree Structure: Agency or EDV	Florida PALM Tree Structure: Division or EDV	Florida PALM Tree Structure: Bureau or EDV	Florida PALM Tree Structure: Section or EDV	Florida PALM Tree Structure: Unit or EDV	Comments

Figure 21: Organization Worksheet in Smartsheet

## Configuration Value Definition

The Organization ChartField identifies the organizational entity associated with a transaction. Organization ChartField tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.

**NOTE:** Florida PALM functionality (i.e., trees for rollup reporting and security) has been designed based on the enterprise definition/structure of an Organization. Use of the Organization ChartField beyond the enterprise defined purpose is an agency operational decision as it has always been. If agency business processes, systems and procedures are built around this value, then the value can be noted for configuration.

## Business Process and Subprocess

The Organization configuration supports the following business process and subprocess:

*Table 11: Organization Business Process and Subprocess*

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a>

## Configuration Value Purpose and Use

- Organization ChartField is required on all transactions (except budget journals) in Florida PALM
- Failure to create Organization ChartFields will prohibit an agency from processing transactions in Florida PALM.

## Configuration Design Details

The following design considerations are applied when defining an Organization in Florida PALM:

- Organization values are ten (10) characters in length and are established based on the organizational structure of each agency.
- Organization values are GL Business Unit specific and available only for transactions by the associated GL Business Unit; these values are not shared across all agencies.
- Organization values must be unique within a GL Business Unit.
- Organization is required on all transactions with the exception of budget journals.
- The numbering scheme for Florida PALM Organization values will follow the legacy structure with the following changes:
  - First two digits begins at the legacy L2 level.
  - An additional one-digit numeric character is added to the end.

To aid in reporting and security, Organization Trees will be configured. The Tree configuration feature creates and maintains hierarchical relationships between an agency's Organization values. This allows for roll-up reporting at summarized levels. Security permissions and access can be granted, providing the appropriate level of access to end users within a particular segment of the agency. Organization trees are maintained centrally by DFS. A simplified example of an Organization Reporting Tree is shown in Figure 22, which shows an example of Division, Bureau, Section and Unit levels.

Tree Levels	Tree Values
Agency	Business Unit - 4300000000
Division	1000000000 – Division of Admin
Bureau	1010000000 – Bureau of HR
Section	1010100000 – Recruitment Section
Unit	1010101000 - Advertising
Division	2000000000 – Division of Regulation
Bureau	2010000000 – Bureau of External Reg
Section	2010100000 – Collections Section
Unit	2010105000 – Unit 50
Division	3000000000 – Division 3

Figure 22: Example of Organization Reporting Tree

The following assumptions are considered when defining an Organization value:

- Agencies follow internal procedures to establish Organization values.
- Agencies create Organization values for the agency’s organizational structure that includes only valid segments of the organization.
- Payroll (HCM) functionality is intricately connected to the agency Organizational structure as designated by the Organization values.
- Organization values will remain numerical as per the legacy structure and fit within the hierarchical structure of the agency.

### Configuration Field Details

Agencies must provide the following Organization related configuration values as listed in the <Agency> Organization worksheet in Smartsheet.

Table 12: Organization Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Worksheet Complete? (Unlocks AR Workbook)</b>	Drop-down value of “Yes”. A value of “Yes” means that your agency has completed the GL Organization worksheet and is now able to complete the Accounts Receivable (AR) Distribution Code worksheet.	Required for Smartsheet	Character	3	Agency Indicated

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
FLAIR Data Element: <b>OLO</b>	FLAIR Operating Level Organization that represents an agency's responsibility level for legislative financial reporting.	N/A	Numeric	6	Project Provided
FLAIR Data Element: <b>Organization Code</b>	The 11-digit FLAIR value representing the organizational structure for an agency.	N/A	Numeric	11	Project Provided
FLAIR Data Element: <b>Long Title</b>	FLAIR long title for the organization code.	N/A	Alphanumeric	48	Project Provided
FLAIR Data Element: <b>Short Title</b>	FLAIR short title for the organization code.	N/A	Alphanumeric	10	Project Provided
<b>Configure Value</b>	Configure Value: "Yes", "No", or "New".	Required in Smartsheet	Character	3	Agency Indicated
Florida PALM Values: <b>Business Unit</b>	Unique Florida PALM identifier used to define an organization; enforce security and data segregation for entering, approving, and maintaining transactions.	Required	Numeric	5	Project Provided
Florida PALM Values: <b>Organization ID</b>	The 10-digit value that identifies the organizational entity associated with a transaction.	Required	Numeric	10	Project Provided
<b>Agency Provided Organization ID</b>	The 10-digit value that identifies the organizational entity associated with a transaction.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided
Florida PALM Values: <b>Long Description</b>	Provides the title associated with the value.	Required or Optional <i>(Based on Configure Value dependency)</i>	Alphanumeric	30	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Florida PALM Values: <b>Short Description</b>	Short abbreviation for the title of the value.	Required or Optional <i>(Based on Configure Value dependency)</i>	Alphanumeric	10	Agency Provided
Florida PALM Tree Structure: <b>Agency or EQV</b>	Agency or Department.	Required	Numeric	10	Project Provided
Florida PALM Tree Structure: <b>Division or EQV</b>	Organizational subset of an agency usually within a division.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided
Florida PALM Tree Structure: <b>Bureau or EQV</b>	Organizational subset of an agency usually within a Bureau.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided
Florida PALM Tree Structure: <b>Section or EQV</b>	Organizational subset of an agency usually within a Section.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided
Florida PALM Tree Structure: <b>Unit or EQV</b>	Organizational subset of an agency usually within a Unit.	Required or Optional <i>(Based on Configure Value dependency)</i>	Numeric	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

Agencies initiate the add or inactivation of Organization values by submitting the ChartField Structure Request to DFS to have the value configured and added to the appropriate Tree. The following provides an example of the configuration pages where the agency defined Organization values will be set up in Florida PALM. Agency COA Maintainers have inquiry only access to these configuration pages.

**NOTE:** Additional Organization related fields displayed in the example configuration page screenshots below are not listed in the General Ledger (GL) Organization worksheet and will not be used in Florida PALM.



Figure 23: Organization Configuration Page

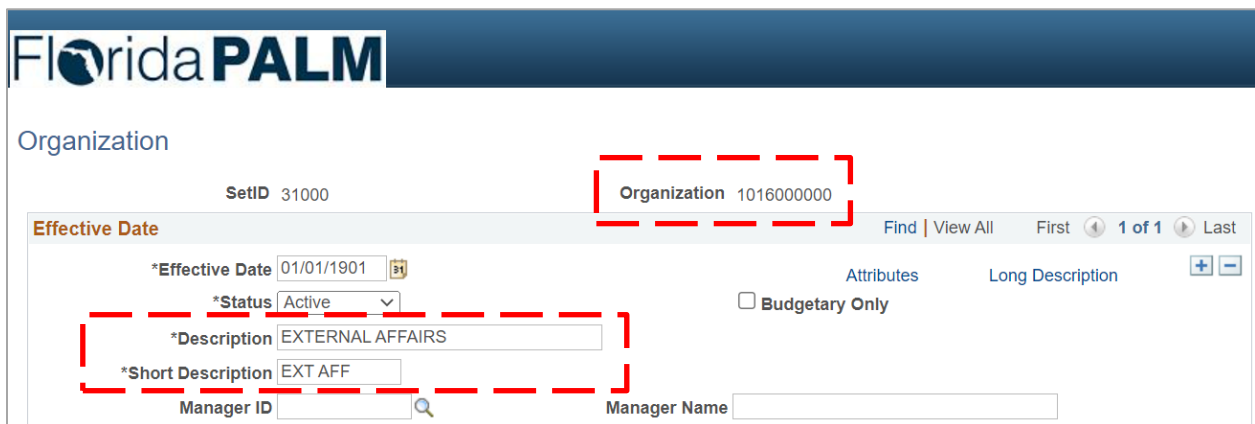


Figure 24: Organization Configuration Page Example

The following provides an example of the journal transaction page where the configured Organization values will be enterable/selectable in Florida PALM:

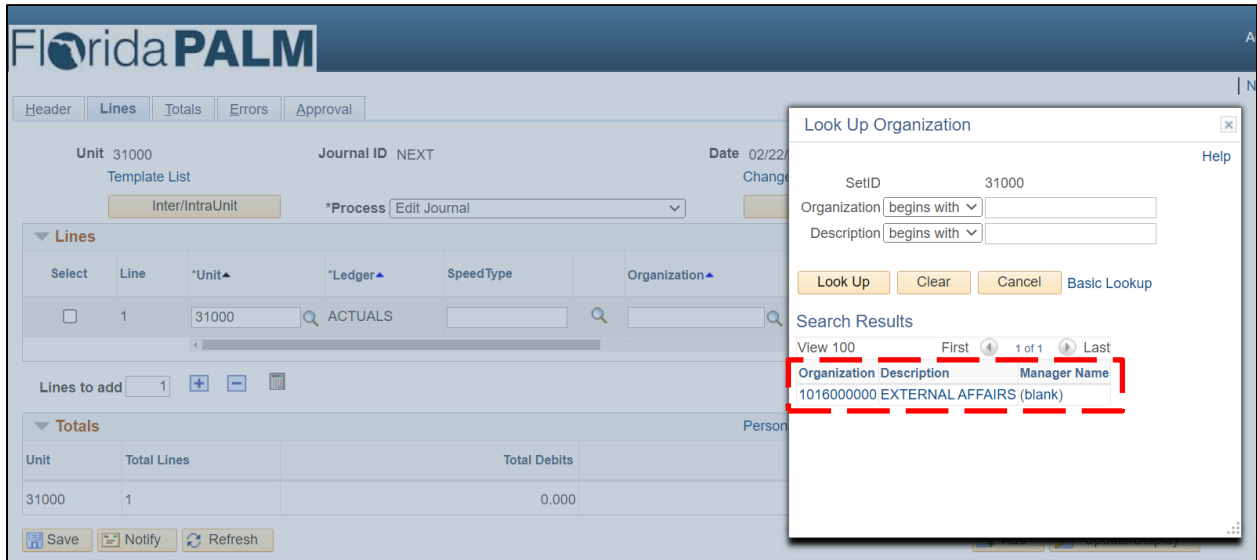


Figure 25: Use of Organization Configuration Value on Transaction Page

### Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Organization worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) 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.

On the Organization worksheet, the following groupings of information are provided:

**FLAIR Data Elements:** reflects the values and titles for active FLAIR Organization Codes in July 2023. These are locked cells.

FLAIR Data Element: OLO	FLAIR Data Element: Organization Code	FLAIR Data Element: Long Title	FLAIR Data Element: Short Title
🔒 ⓘ	🔒 ⓘ	🔒 ⓘ	🔒 ⓘ

Figure 26: FLAIR Data Elements

1. In the FLAIR Data Elements section, review the current state data to determine if it should be configured in Florida PALM. You will select “Yes”, “No”, or “New” in the following section.

**Florida PALM Values:** reflects the Organization values as they will be numbered and titled in Florida PALM.



Configure Value	Florida PALM Values: Business Unit	Florida PALM Values: Organization ID	Agency Provided Organization ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/> <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> <li>New</li> </ul>					

Figure 27: Florida PALM Values

In the Florida PALM Values section, complete the Configure Value column. Select "Yes" if you desire to establish the Florida PALM provided Organization ID, "No" if not, or "New" if you desire to establish an alternate or new Organization ID value in Florida PALM.

1. If "Yes" is selected:
  - a. the *Florida PALM Values: Long Description* column is conditionally formatted to turn yellow. Add a Long Description value, adhering to the 30-character limit.
  - b. the *Florida PALM Values: Short Description* column is conditionally formatted to turn yellow. Add a Short Description value, adhering to the 10-character limit.
2. If "No" is selected, no other columns are required to be completed.
3. If "New" is selected:
  - a. the *Agency Provided Organization ID* column is conditionally formatted to turn yellow. Add an Organization ID value, adhering to the 10-character limit.
  - b. the *Florida PALM Values: Long Description* column is conditionally formatted to turn yellow. Add a Long Description value, adhering to the 30-character limit.
  - c. the *Florida PALM Values: Short Description* column is conditionally formatted to turn yellow. Add a Short Description value, adhering to the 10-character limit.

**Florida PALM Tree Structure:** these columns are provided for establishing the organizational reporting levels within the agency.

Florida PALM Tree Structure: Agency or EQV	Florida PALM Tree Structure: Division or EQV	Florida PALM Tree Structure: Bureau or EQV	Florida PALM Tree Structure: Section or EQV	Florida PALM Tree Structure: Unit or EQV
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 28: Florida PALM Tree Structure

In the Florida PALM Tree Structure section, each column represents a level of the organizational structure.

1. If "No" was entered for a value in the *Configure Value* column, the columns in this section are conditionally formatted to turn grey as they are not required to be completed.

- For codes marked “Yes” or “New” in the *Configure Value* column, place each value in the one and only appropriate column (i.e., Division, Bureau, Section, or Unit) to align the value within the agency's organizational structure.

Finally, once you have finished adding all of the data above, go to the first column *Worksheet Complete? (Unlocks AR Workbook)* and select “Yes”. This will unlock your Accounts Receivable worksheet columns through an overnight automation process.

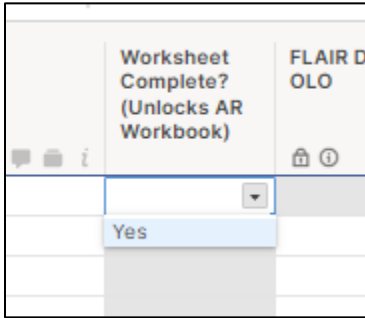


Figure 29: Unlock Accounts Receivable Worksheet Selection

### Other Accumulator 1 (OA1)

Figure 30: OA1 Worksheet in Smartsheet

### Configuration Value Definition

Other Accumulator 1 (OA1) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. To establish new Other Accumulator 1 ChartField values is to further subclassify a financial transaction that has not already been accommodated by the remaining statewide or agency specific ChartFields.

### Business Process and Subprocess

OA1 configuration supports the following business process and subprocess:

Table 13: OA1 Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a>

### Configuration Value Purpose and Use

- OA1 is an optional ChartField in Florida PALM. It can be used for additional reporting needs for agencies.
- There is no impact to Florida PALM if an agency doesn't create OA1 values.

### Configuration Design Details

The following design considerations are applied when defining an OA1 value in Florida PALM:

- Other Accumulator 1 values are five (5) characters in length.
- Other Accumulator 1 values are GL Business Unit specific and only available for use by the associated GL Business Unit; these values are not shared across all agencies.
- Other Accumulator 1 values must be unique within a GL Business Unit but may be duplicated across GL Business Units.
- Other Accumulator 1 values are established as appropriate by each agency.
- Use of the Other Accumulator 1 ChartField is optional on transactions.
- Other Accumulator 1 values can be alphanumeric and should follow a numbering scheme which supports agency reporting needs.

The following assumptions are considered when defining an Other Accumulator 1 value:

- Agencies follow internal procedures to establish Other Accumulator 1 values.
- Agencies will define the purpose of the ChartField and how it is used across the agency.
- Agencies define the most critical use of the Other Accumulator fields to capture financial data for reporting purposes. The identified critical use should be the primary use of the ChartField across the agency.
- The ChartField Structure Request will include the Other Accumulator 1 ChartField.

### Configuration Field Details

Agencies must provide the following OA1 related configuration values as listed in the <Agency> *Other Accumulator 1 (OA1)* worksheet in Smartsheet.

Table 14: OA1 Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
FLAIR Data Elements: <b>OLO</b>	FLAIR Operating Level Organization that represents an agency's responsibility level for legislative financial reporting.	N/A	Numeric	6	Project Provided
FLAIR Data Elements: <b>Other Cost Accumulator</b>	FLAIR value used to accumulate costs that are unique to an organization and have not been previously classified.	N/A	Alphanumeric	5	Project Provided
FLAIR Data Elements: <b>Long Title</b>	FLAIR long title for the OCA.	N/A	Alphanumeric	48	Project Provided
FLAIR Data Elements: <b>Short Title</b>	FLAIR short title for the OCA.	N/A	Alphanumeric	10	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configure Value</b>	Configure Value: "Yes" or "No".	Required for Smartsheet	Character	3	Agency Indicated
Florida PALM Values: <b>OA1 ID</b>	The 5-digit value for tracking of optional reporting or specific use.	Required or Optional (Based on Configure Value)	Alphanumeric	5	Agency Provided
Florida PALM Values: <b>Long Description</b>	Provides the title associated with the value.	Required or Optional (Based on Configure Value)	Alphanumeric	30	Agency Provided
Florida PALM Values: <b>Short Description</b>	Provides a short abbreviation for the title of the value.	Required or Optional (Based on Configure Value)	Alphanumeric	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the configuration pages where the defined OA1 field values will be set up in Florida PALM.

**NOTE:** Additional Other Accumulator 1 related fields displayed in the example configuration page screenshots below are not listed in the General Ledger (GL) Organization worksheet and will not be used in Florida PALM.

Figure 31: OA1 ChartField Configuration Page Example

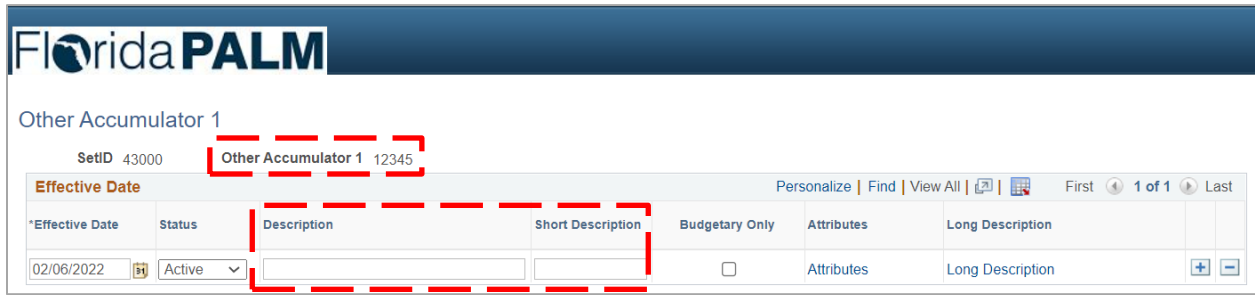


Figure 32: OA1 ChartField Configuration Page Example

The following provides an example of the journal transaction page where the configured OA1 values will be enterable/selectable in Florida PALM:

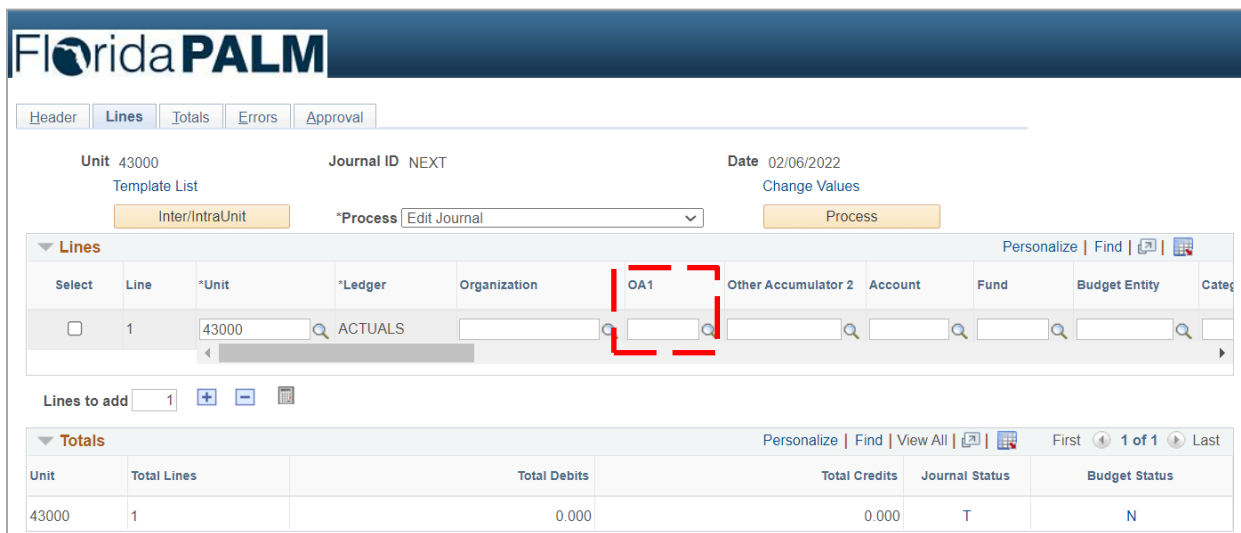


Figure 33: Use of OA1 Configuration Value on Journal Transaction Page

### Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Other Accumulator 1 (OA1) worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) 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.

**NOTE:** The current FLAIR Other Cost Accumulator values are provided to assist you in determining your needs for this field in Florida PALM. This list represents your FLAIR OCA values as of July 2023.

1. Review the list and indicate whether the existing value should be included or not included in Florida PALM. A *Configure Value* column is provided to capture your agency’s determination of the final disposition of an existing OCA value. Indicate “Yes” or “No”, as appropriate.









FLAIR Data Elements: OLO	FLAIR Data Elements: Other Cost Accumulator	FLAIR Data Elements: Long Title	FLAIR Data Elements: Short Title	Configure Value
 	 	 	 	

Figure 34: FLAIR Data Elements OA1

2. For all values that are indicated with a “Yes” to configure, you will need to provide:
  - a. Agency identified updates to the ID value (if needed) – The field remains five (5) characters in Florida PALM. Only provide an updated value in *Florida PALM Values: OA1 ID* field if changes are needed.
  - b. Updated or shorter Long Description (required if indicated) – The field is 30 characters and FLAIR is 48 characters. The *Florida PALM Values: Long Description* is shaded yellow until a value has been entered. If the *Florida PALM Values: Long Description* is shaded red, you have exceeded the new 30 character maximum and must provide an updated shorter description in the *Florida PALM Values: Long Description* field.
  - c. Agency identified updates to the Short Description (optional) – The field remains ten (10) characters in Florida PALM.
  
3. For new OA1 values, on a new, blank row:
  - a. Select “Yes” for Configure Value
  - b. Add *Florida PALM Values: OA1 ID*
  - c. Add the *Florida PALM Values: Long Description*
  - d. Add the *Florida PALM Values: Short Description*




Florida PALM Values: OA1 ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description	Comments
			

Figure 35: Florida PALM Values OA1

### Other Accumulator 2 (OA2)





Configuration Needed	Florida PALM Values: OA2 ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description	Comments
				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

Figure 36: OA2 Worksheet in Smartsheet

### Configuration Value Definition

Other Accumulator 2 (OA2) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. A design consideration to establish new Other Accumulator 2 ChartField values is to further subclassify a financial transaction that has not already been accommodated by the remaining statewide or agency specific ChartFields.

### Business Process and Subprocess

OA2 configuration supports the following business process and subprocess:

Table 15: OA2 Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a>

### Configuration Value Purpose and Use

- OA2 is an optional ChartField in Florida PALM. It can be used for additional reporting needs for agencies.
- There is no impact to Florida PALM if an agency does not create OA2 values.

### Configuration Design Details

The following design considerations are applied when defining an OA2 value in Florida PALM:

- Other Accumulator 2 values are ten (10) characters in length.
- Other Accumulator 2 values can be alphanumeric and should follow a numbering scheme which supports agency reporting needs.
- Other Accumulator 2 values are GL Business Unit specific and only available for use by the associated GL Business Unit; these values are not shared across all agencies.
- Other Accumulator 2 values must be unique within a GL Business Unit but may be duplicated across GL Business Units.
- Other Accumulator 2 values are established as appropriate by each agency.
- Use of the Other Accumulator 2 ChartField is optional on transactions.

The following assumptions are considered when defining an Other Accumulator 2 value:

- Agencies follow internal procedures to establish Other Accumulator 2 values.
- Agencies will define the purpose of the ChartField and how it is used across the agency.
- Agencies define the most critical use of the Other Accumulator fields to capture financial data for reporting purposes. The identified critical use should be the primary use of the ChartField across the agency and should not have multiple meanings to the agency.
- The ChartField Structure Request will include the Other Accumulator 2 ChartField.

### Configuration Field Details

Agencies must provide the following Other Accumulator 2 (OA2) related configuration values as listed in the <Agency> Other Accumulator 2 (OA2) worksheet in Smartsheet.

Table 16: OA2 Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configuration Needed</b>	Configuration Needed: "Yes" or "No". <i>OA2 is an optional agency configuration.</i>	Required for Smartsheet	Character	3	Agency Indicated
Florida PALM Values: <b>OA2 ID</b>	The 10-digit value for tracking of optional reporting or specific use.	Required	Alphanumeric	10	Agency Provided
Florida PALM Values: <b>Long Description</b>	Provides the title associated with the value.	Required	Alphanumeric	30	Agency Provided
Florida PALM Values: <b>Short Description</b>	Provides a short abbreviation for the title of the value.	Required	Alphanumeric	10	Agency Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

### Configuration Page(s)

The following provides an example of the configuration pages where the defined OA2 field values will be setup in Florida PALM:

**NOTE:** Additional Other Accumulator 2 related fields displayed in the example configuration page screenshots below are not listed in the General Ledger (GL) Organization worksheet and will not be used in Florida PALM.

Figure 37: OA2 Configuration Page Example



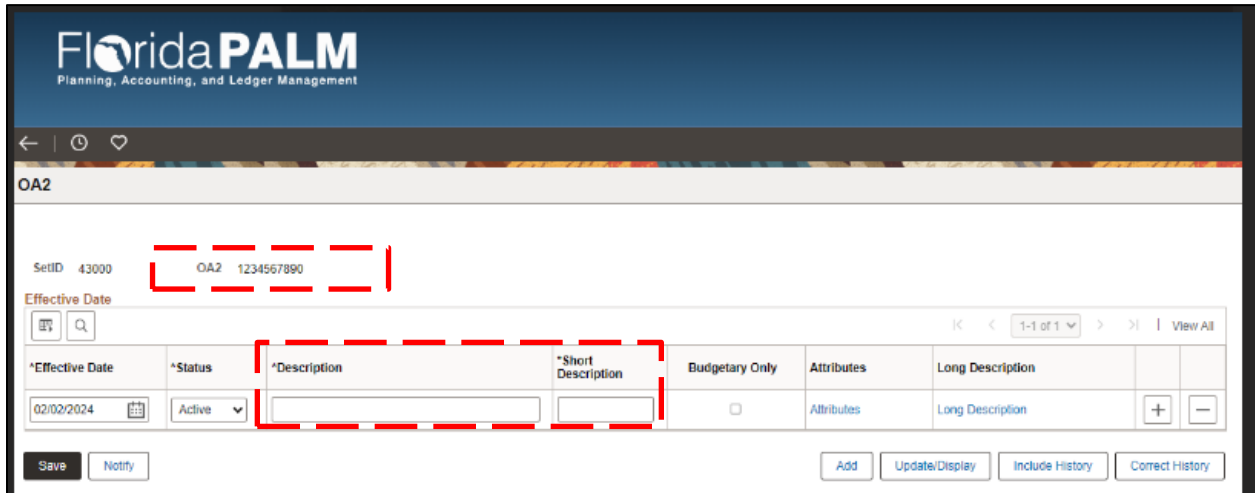


Figure 38: OA2 Configuration Page Example

The following provides an example of the journal transaction page where the configured OA2 values will be enterable/selectable in Florida PALM:

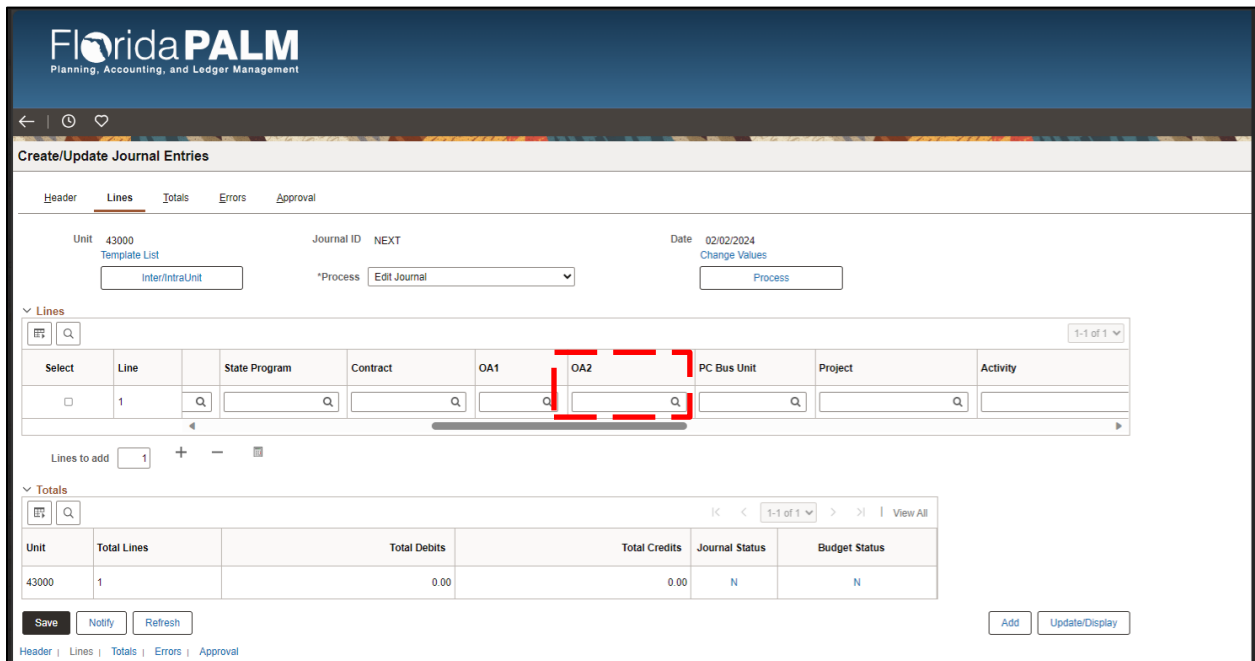


Figure 39: Use of OA2 Configuration Value on Journal Transaction Page

## Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Other Accumulator 2 (OA2) worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) 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.

If you choose **not** to provide OA2 values for configuration:

- Select “No” in the Configuration Needed column, all other columns may be left as is.

If you choose to provide OA2 values for configuration:

1. Select “Yes” in the Configuration Needed column.
2. Complete the following for each OA2 value to be added:
  - a. 10-character ID value
  - b. Long description
  - c. Short description

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

Florida PALM Values: OA2 ID	Florida PALM Values: Long Description	Florida PALM Values: Short Description	Comments
Example: ADM2022_01	Example: ADMIN CASE 01	Example: ADMCS01	
Example: ADM2022_02	Example: ADMIN CASE 02	Example: ADMCS02	

Figure 40: Florida PALM Values OA2

### Budgetary Value Combination Edit

Configure Value	FLAIR Account Code	Business Unit	Fund	Budget Entity	Category	Comments
Yes						
No						

Figure 41: Budgetary Value Combination Edit Worksheet in Smartsheet

### Configuration Value Definition

The Budgetary Value edit will limit the COA (i.e., Fund, Budget Entity, and Category) used on transactions to the specified values in the designated edit for an agency. Transactions not containing the valid codes in this edit will result in an error where the transaction cannot proceed.

### Business Process and Subprocess

The Budgetary Value Combination Edit configuration supports the following business process and subprocess:

Table 17: Budgetary Value Combination Edit Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a> <a href="#">10.1.5 Enterprise Set up and Maintain Combination Edits/Trees</a>

### Configuration Value Purpose and Use

- Budgetary value combination edit includes the budgetary ChartField combinations where the agency appropriations are established.
- Transactions not containing the valid codes in this edit will result in an error where the transaction cannot proceed.

### Configuration Design Details

The following design considerations are applied when defining the Budgetary Value Combination Edit in Florida PALM:

- Enforce ChartField relationships between the Transactional Fund, Budget Entity, and Category by business unit to ensure accurate and meaningful reporting.
- Applicable to online transactions, spreadsheet uploads and inbound interfaces in all modules.

The following assumptions are considered when defining a Budgetary Value Combination Edit:

- Budgetary Value Combination Edit is maintained by DFS.

### Configuration Field Details

Agencies must provide the following Budgetary Value Combination Edit related configuration values as listed in the <Agency> Budgetary Value Combination Edit worksheet in Smartsheet.

Table 18: Budgetary Value Combination Edit Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configure Value</b>	Configure Value: "Yes" or "No".	Required for Smartsheet	Character	3	Agency Indicated
<b>FLAIR Account Code</b>	The FLAIR account codes ensure each agency has a standard set of codes and determines how an agency will expend/receive funds as directed by the Legislature.	N/A	Numeric	29	Project Provided
<b>Business Unit</b>	GL Business Unit is used to define an organization or	Required	Numeric	5	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	organizational subset that is independent with regards to one or more accounting or operational functions.				
<b>Fund</b>	Fund is used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations.	Required	Alphanumeric	5	Project Provided
<b>Budget Entity</b>	Budget Entity represents organizations and/or functions to which appropriations are made and typically represents a program.	Required	Numeric	8	Project Provided
<b>Category</b>	Category represents both appropriation categories and revenue source codes. Appropriation categories sub-define the appropriations made to a budget entity and typically identify a sub-activity of the budget entity or a major expenditure classification.	Required	Numeric	6	Project Provided
<b>Comments</b>	Agency comments.	Optional for Smartsheet	Character	254	Agency Provided

**Worksheet Instructions**

The below information provides detailed column instructions on how to complete the <Agency> *Budgetary Value Combination Edit* worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) 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.

1. Review the combination of values provided and determine if the combination will continue to be needed or active in Florida PALM.
2. Complete the Configure Value column only, with your final resolution. Select “No” if any portion of the combination will not be needed or active in Florida PALM.
3. Add “Comments” optionally for your internal purposes.

**NOTE:** The Florida PALM team will configure what is shown on this worksheet unless the agency selects “No” in the Configure Value column.

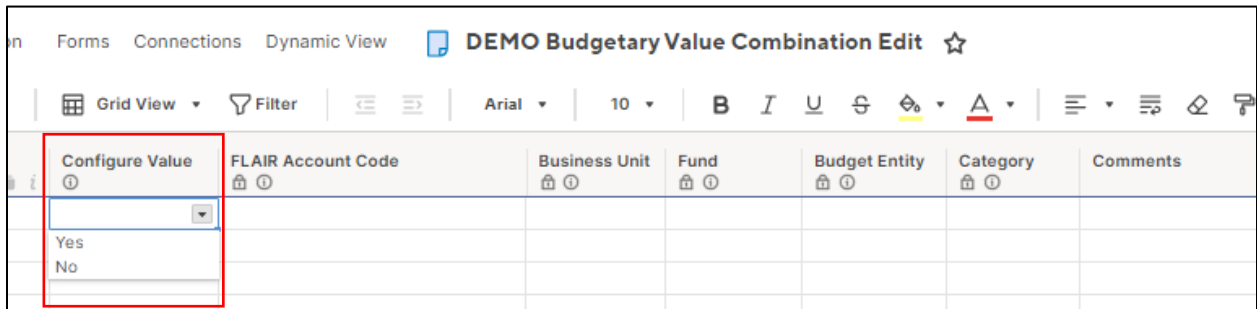


Figure 42: Budgetary Value Combination Edit Worksheet Configure Value Column

### Local Funds

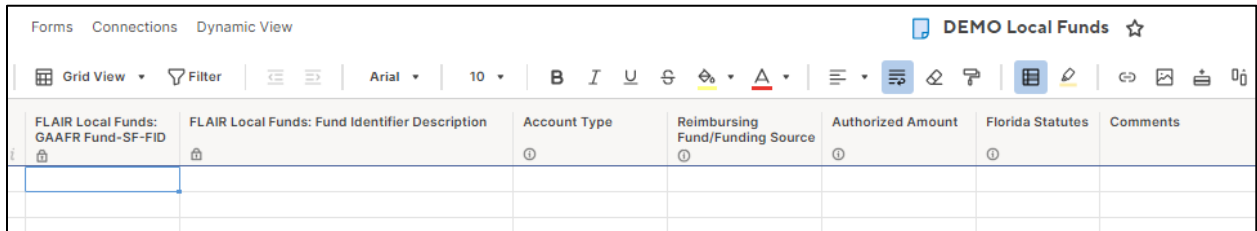


Figure 43: Local Funds Worksheet in Smartsheet

### Configuration Value Definition

Used to account for funds (resources) held outside the State Treasury. Agencies will identify the account types (e.g., clearing funds and revolving funds) and related information associated to the funds held outside the State Treasury.

### Business Process and Subprocess

The Local Funds configuration supports the following business process and subprocess:

Table 19: Local Funds Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">10.1 Set Up and Maintain Chart of Accounts</a>	<a href="#">10.1.1 Agency Add or Modify ChartField Values</a> <a href="#">10.1.3 Enterprise Add or Modify Fund ChartField Values</a>

### Configuration Value Purpose and Use

- Local Funds will be configured as a statewide Fund ChartField Value.
- Local Fund configuration is contingent on Enterprise approval and need.

### Configuration Design Details

The following design considerations are applied when defining the Local Funds in Florida PALM:

- Local funds in Florida PALM represent funds (resources) held outside the State Treasury
- CRA funds were initially configured as part of the CMS Wave and continue to be updated in the Florida PALM production environment and in FLAIR.
- Final configuration of Funds in Florida PALM is contingent on the outcome of various solution design activities in Segment IV.
- The information provided about each fund’s account type will support discussion and determination of the funds to be configured through partnership with A&A.
- Agencies may be asked to complete additional configuration tasks for the Enterprise Fund configuration activities.

The following assumptions are considered when defining a Local Fund:

- Local Funds are configured as a statewide Fund ChartField value.
- Local Fund design in Florida PALM includes an attribute of State Fund “8”.

### Configuration Field Details

Agencies must provide the following Local Funds related configuration values as listed in the <Agency> Local Funds worksheet in Smartsheet.

Table 20: Local Funds Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>FLAIR Local Funds: GAAFR Fund-SF-FID</b>	Existing GAAFR Fund, State Fund, and Fund Identifier combination values.	N/A	Character	11	Project Provided
<b>FLAIR Local Funds: Fund Identifier Description</b>	Fund Identifier description.	N/A	Character	254	Project Provided
<b>Account Type</b>	Type of Local Fund. (See local fund usage definitions in the table below)	Required	Character	42	Agency Specified
<b>Reimbursing Fund/Funding Source</b>	Reimbursing Fund/Funding Source (GAAFR Fund-SF-FID).	Required or Optional (Based on Account Type selection)	Numeric	11	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Authorized Amount</b>	Maximum amount authorized to be kept in the local fund.	Required or Optional <i>(Based on Account Type selection)</i>	Character	20	Agency Provided
<b>Florida Statutes</b>	Florida Statute(s) (if applicable).	Required or Optional <i>(Based on Account Type selection)</i>	Character	20	Agency Provided
<b>Comments</b>	Agency comments.	Required or Optional <i>(Based on Account Type selection)</i>	Character	254	Agency Provided

Table 21: Local Funds Usage

Local Funds Usage	
Clearing Fund	Local Funds established by an agency and approved by the Treasury for use as a depository for cash to account for collections pending distribution to the appropriate State Fund.
Revolving Fund (Non-CRA)	Any account, except an authorized clearing account or other account specifically provided by law, maintained by an agency outside the State Treasury at a financial institution, which is used to make disbursements on behalf of that agency or the State; any imprest fund maintained as cash-on-hand by an agency and used to make disbursements; or any imprest fund maintained as cash-on-hand by an agency for the purpose of making change for cash payments received by the agency for goods or services.
Consolidated Revolving Account (CRA)	Account managed by Treasury with sub-accounts for individual agencies that is used by the agencies as a revolving fund to make direct payments and is replenished with the General Revenue or a Trust Fund.  <b>***Previously configured in Florida PALM***</b> <i>If the account is not configured in Florida PALM, you will need to contact Treasury immediately.</i>
Component Units	Fund established by an agency to record the balances of a component unit for financial reporting purposes.
Gen Fixed Asset Account Group	Used to list all fixed assets of a governmental unit except those that are reported in proprietary funds.
Gen Long Term Debt Account Group	Used to account for all long-term debt obligations of a government not reported in proprietary funds.
Local Funds w/o Bank Accounts	Accounts established by an agency that are not tied to an actual bank account (petty cash funds).

Local Funds Usage	
Other - Contract Bank Account*	An account outside of the State Treasury that is the result of a contract between a vendor and an agency. Funds flow through this account before some (or all) are deposited to the State Treasury.
Other - Disbursement Bank Accounts*	An account outside of the State Treasury not funded from a source fund and used for limited statutorily authorized programs where payments do not go through the standard State disbursement process. Deposits are made directly to the account to support disbursements.
Other - Lockbox Bank Accounts*	Bank provided post office box account where payments are mailed to for deposit. Bank provides the service of receiving in the mail and depositing the items on behalf of the agency. Lockbox accounts are used as a means of depositing funds to the State Treasury.
Other - Non-State Trust Fund Bank Accounts*	Trust funds for money that is not state funds. Agencies are granted authority to establish these accounts by statute. Example: Dept of Corrections has an inmate trust fund where people send money for inmates to use.
Other - Fiduciary Fund Bank Accounts*	Funds held on behalf of an individual or entity that are not state funds. These accounts are used for legal compliance. Example: Agencies hold funds in escrow until a case is settled.
Other - Demand Deposit Bank Accounts (DDA)*	Agencies deposit funds into a sweep account to be swept by an outside entity. Example: Deposits due to the IRS for taxes withheld.
Other - Reserve Bank Accounts*	Accounts that require a certain amount of State funds to be kept in reserve. This is usually due to a contractual requirement.
Other - Credit Cards Bank Accounts*	Pass-through accounts used to process credit card transactions. Typically, this is a third-party vendor assisting with the processing of agency credit card transactions. Funds flow through this account before some (or all) are deposited to the State Treasury.
Other - Not Otherwise Classified	Use this selection if none of the others are applicable. When selected, please provide description of use in the Comments column.
<i>*These bank accounts are not managed by Treasury and are not a Clearing Account or Revolving Account.</i>	

### Worksheet Instructions

The below information provides detailed column instructions on how to complete the <Agency> Local Funds worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 513) 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.

Designation of Local Funds will be a multi-step process. The first step in the process is to identify the nature or type of existing Local Funds. The workbook includes all funds for your agency where the State Fund (SF) = 8 as identified in FLAIR.



1. Agencies are asked to confirm all existing Local Funds listed in the configuration worksheet by selecting the appropriate Account Type from the drop-down list (see Table 21 above for definitions) in that column.

**NOTE:** If there is not an appropriate Account Type available in the provided list, select “Other – Not otherwise classified” and provide additional description in the Comments column.

2. Complete the Reimbursing Fund/Funding Source and Authorized Amount columns if the selection in the Account Type column is for a Revolving Fund. The Florida Statutes column is only required, if applicable for a Revolving Fund.
3. If additional Local Funds currently exist within FLAIR and need to be added to the Local Funds worksheet, insert the additional local fund information in the two FLAIR Local Funds columns on the next available row and complete steps 1 and 2 above.

FLAIR Local Funds: GAAFR Fund-SF-FID	FLAIR Local Funds: Fund Identifier Description	Account Type	Reimbursing Fund/Funding Source	Authorized Amount	Florida Statutes	Comments
		<div style="border: 1px solid black; padding: 5px;">                     Clearing Fund                      Revolving Fund (Non-CRA)                      Consolidated Revolving Account (CRA)                      Component Units                      Gen Fixed Asset Account Group                      Gen Long Term Debt Account Group                      Local Funds w/o Bank Accounts                      Other - Contract Bank Account                      Other - Disbursement Bank Accounts                      Other - Lockbox Bank Accounts                      Other - Non-State Trust Fund Bank Accounts                      Other - Fiduciary Fund Bank Accounts                      Other - Demand Deposit Bank Accounts (DDA)                      Other - Reserve Bank Accounts                      Other - Credit Cards Bank Accounts                      Other - Not otherwise classified                 </div>				

Figure 44: Local Fund Account Type

The information provided will support the Project and Enterprise analysis and configuration of Fund values for the Financials and Payroll Waves. Approved Local Funds will be assigned Transactional Fund values and attributes based on agency response in this workbook and review by the Project and Enterprise. Agencies are asked not to delete rows within the Local Funds worksheet, values will be configured based on the account type selected. Florida PALM Local Fund values will be provided to agencies for confirmation prior to configuration.

## Appendix

Table 22 provides a list of all Florida county codes.

Table 22: Florida County Codes

Code	County	Code	County
01	Alachua	35	Lake
02	Baker	36	Lee
03	Bay	37	Leon
04	Bradford	38	Levy
05	Brevard	39	Liberty
06	Broward	40	Madison
07	Calhoun	41	Manatee
08	Charlotte	42	Marion
09	Citrus	43	Martin
10	Clay	44	Monroe
11	Collier	45	Nassau
12	Columbia	46	Okaloosa
13	Miami-Dade	47	Okeechobee
14	Desoto	48	Orange
15	Dixie	49	Osceola
16	Duval	50	Palm Beach
17	Escambia	51	Pasco
18	Flagler	52	Pinellas
19	Franklin	53	Polk
20	Gadsden	54	Putnam
21	Gilchrist	55	St. Johns
22	Glades	56	St. Lucie
23	Gulf	57	Santa Rosa
24	Hamilton	58	Sarasota
25	Hardee	59	Seminole
26	Hendry	60	Sumter
27	Hernando	61	Suwanee
28	Highlands	62	Taylor
29	Hillsborough	63	Union
30	Holmes	64	Volusia
31	Indian River	65	Wakulla
32	Jackson	66	Walton
33	Jefferson	67	Washington
34	Lafayette		