Cash Management Module Configurations

This worksheet represents a core configuration component in Florida PALM. Column/field definitions and instructions are provided below. The configuration worksheet contains the following Cash Management module configuration to which agencies will review and update (as needed) the values that will be set up in Florida PALM:

- Consolidated Revolving Accounts

NOTE: *This Cash Management configuration workbook is only required to be completed by the following agencies: AHCA, APD, COM, DACS, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDLE, FDOT, FLHSMV, JAC, LEG.*

SharePoint Navigation:
Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Cash Management (CM)

Ongoing Data Maintenance

Agency worksheets are used to support the Project performed Dry Runs and will be loaded into Florida PALM for the final cutover at go-live as shown in the Testing Timeline. Therefore, agencies are required to maintain and submit conversion and configuration related workbooks throughout UAT and for go-live based on the RW tasks listed below.

- Task 697 – Maintain Configuration and Conversion Workbooks
- Task 699 – Maintain Configuration and Conversion Workbooks
- Task 701 – Submit Configuration and Conversion Workbooks
- Task 703 – Maintain Configuration and Conversion Workbooks
- Task 706 – Submit Configuration and Conversion Workbooks
- Task 709 – Submit Configuration and Conversion Workbooks
- Task 714 - Submit Configuration and Conversion Workbooks in Preparation for Go-Live

Consolidated Revolving Accounts (CRA)

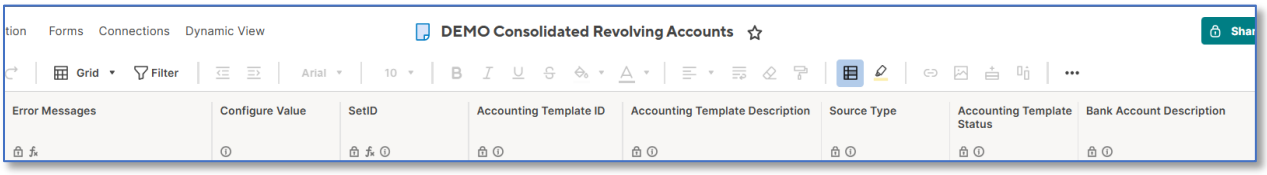

Figure 1: Consolidated Revolving Accounts Worksheet (Panel 1)

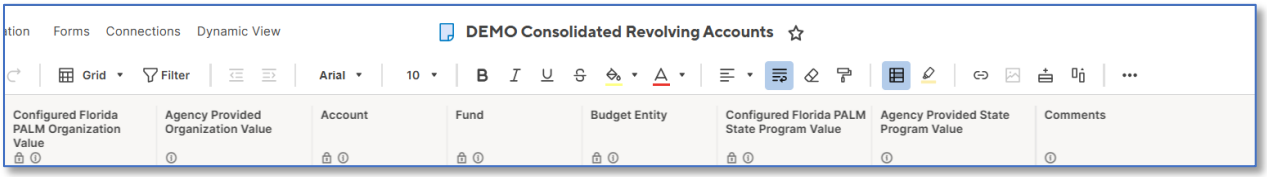

Figure 2: Consolidated Revolving Accounts Worksheet (Panel 2)

Configuration Value Definition

The CRA default accounting represents a combination of Florida PALM ChartField values and is a default accounting string used to create accounting entries for CRA bank transactions systematically from the bank interfaces.

Business Process and Subprocess

The CRA configuration supports the following business process and subprocess:

Table 1: CRA Business Process and Subprocess

Business Process	Business Subprocess
70.2 Manage and Reconcile Bank Statement Transactions	N/A

Configuration Value Purpose and Use

The CRA default accounting represents a combination of Florida PALM ChartField values and is a default accounting string used to create accounting entries for CRA bank transactions from the bank interfaces. The ChartField values that are being utilized in the CRA worksheet are sourced from related agency and statewide values worksheets (Figure 3) to ensure the most current information is available in associated ChartField drop-down selections as you complete your agency's configuration workbooks.

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

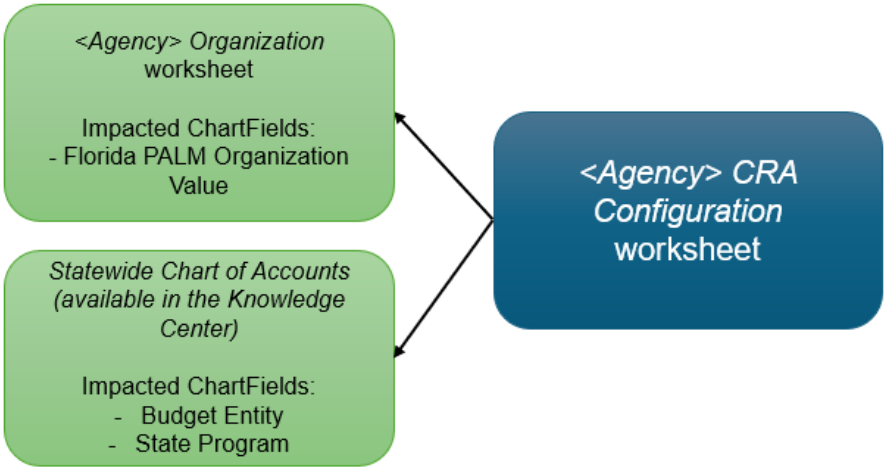

Figure 3: Cross-worksheet Connections for CRA

Configuration Design Details

The following design considerations are applied when defining the default accounting for a CRA in Florida PALM:

- The agency considers the appropriate Organization ID and State Program values for each of the listed accounts and transaction types.

CRA default accounting for accounting entries for CRA bank transactions are maintained centrally by DFS Treasury.

Assumptions

The following assumptions are considered when defining a CRA:

- Agencies use the Organization ChartField values reviewed and updated in the GL - Organization configuration workbook to finalize the CM configuration workbook for CRA to provide Organization and State Program.

Configuration Field Details

Agencies must provide the following CRA ChartField related configuration values as listed in the *<Agency> Consolidated Revolving Accounts* worksheet in Smartsheet.

Table 2: CRA Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	*Interfaced "[API]" messages, which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.*	N/A	N/A	N/A	Project Provided
Configure Value	Configure Value: "Yes", "No", or "Update".	Required	Character	6	Agency Indicated
SetID	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
Accounting Template ID	System uses the Template ID to create accounting entries.	Required	Character	15	Project Provided
Accounting Template Description	Account entry detailed description at header level.	Required	Alphanumeric	60	Project Provided
Source Type	Identifies the source for accounting entries. "B"	Required	Character	1	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	= Bank Statement Processing.				
Accounting Template Status	Status as of the Accounting Template: "(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
Bank Account Description	Provides the name of the bank account.	Optional	Character	35	Project Provided
Configured Florida PALM Organization Value	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required	Character	10	Project Provided
Agency Provided Organization Value	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required or Optional *(based on prior column dependency)*	Character	10	Agency Specified
Account	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Required	Character	10	Project Provided
Fund	Segregates and captures specific activities or classifies certain objectives in accordance with	Optional	Character	5	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	special regulations, restrictions, or limitations.				
Budget Entity	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Optional	Character	8	Project Provided
Configured Florida PALM State Program Value	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS. *This field includes the previously configured values for your agency.*	Required	Character	10	Project Provided
Agency Provided State Program Value	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.	Required or Optional *(based on prior column dependency)*	Character	10	Agency Specified
Comments	Agency comments.	Required or Optional *(based on prior column dependency)*	Character	254	Agency Provided

Configuration Page(s)

The following provides an example of the configuration page where the agency defined CRA default accounting values will be set up in Florida PALM.

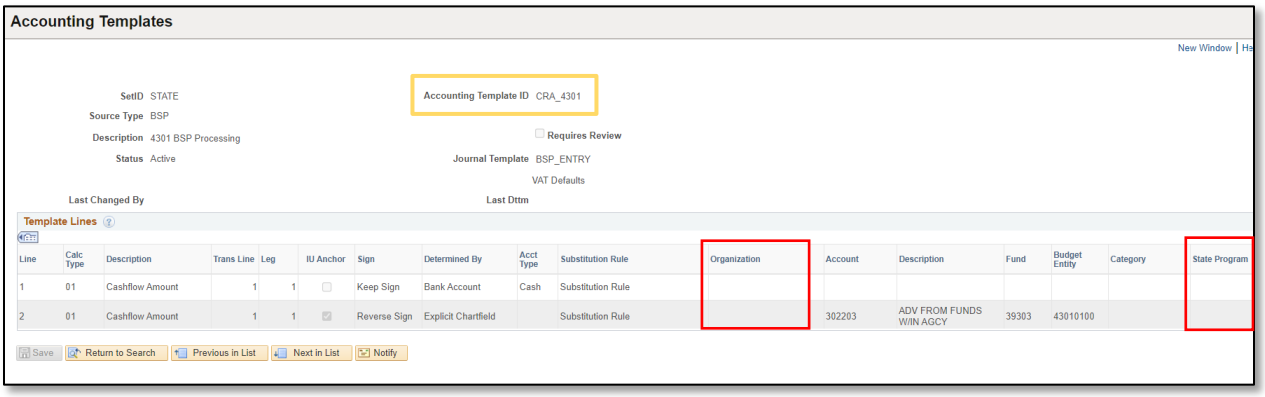

Figure 4: CRA Accounting Template

The following provides an example of the bank statement processing accounting entries page where the configured values are used in a Florida PALM transaction:

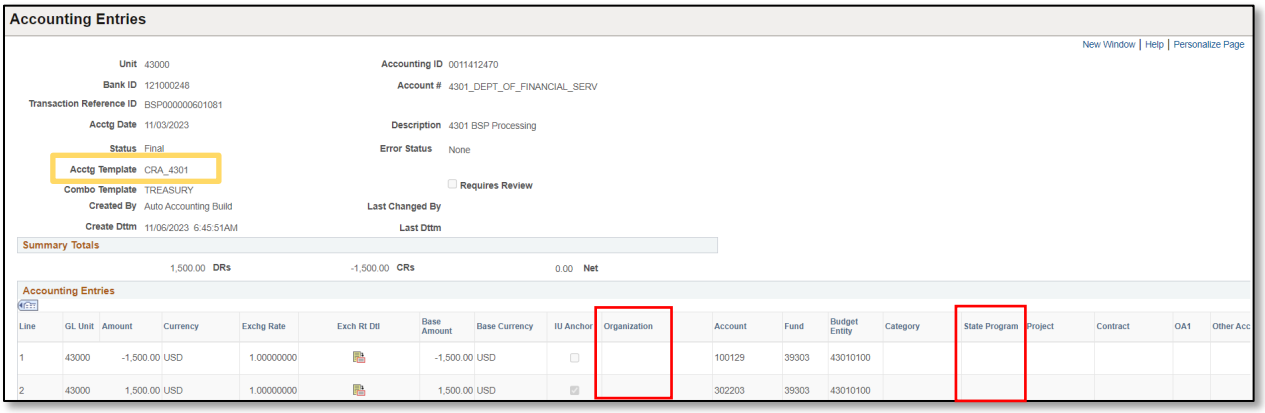

Figure 5: Accounting Entries Page

Worksheet Instructions

The below information provides detailed instructions on how to complete the *<Agency> Consolidated Revolving Accounts* worksheet in Smartsheet. Continue to update CRA values for your agency as needed.

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

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

    b. Select "No" to inactivate the configured CRA.

i. If selected, no further action is needed on this row and the row will turn grey.

c. Select "Update" to update the configured Organization Value or State Program Value.
   i. Updates to the Organization Value (optional) – Select the desired Organization ChartField value in the *Agency Provided Organization Value* column. This is a drop-down column that contains all Florida PALM Organization ChartField values established in the *GL <Agency> Organization* worksheet in Smartsheet with a *Configure Value* column selection of "Yes".
      1. Once a value is selected in the *Agency Provided Organization Value* column, where *Configure Value* is "Update", the *Configured Florida PALM Organization Value* column will turn grey.

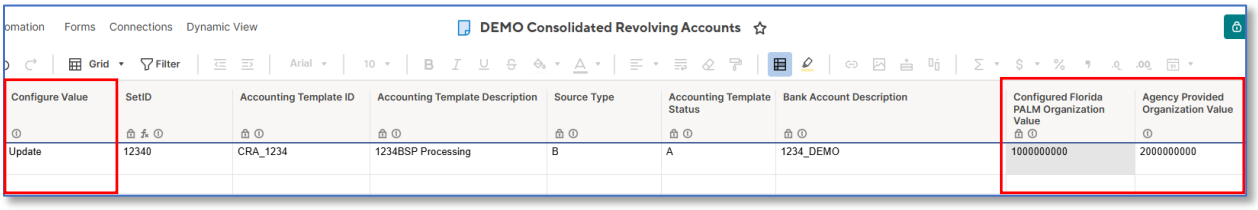

Figure 6: CRA Worksheet Organization Column

   ii. Updates to the State Program Value (optional) – Select the appropriate Program Component (State Program) in the *Agency Provided State Program Value* column. This is a drop-down column that contains all agency specific State Program ChartField values established by LAS/PBS and listed within the Statewide COA Configuration Workbook.
      1. Once a value is selected in the *Agency Provided State Program Value* column, where *Configure Value* is "Update", the *Configured Florida PALM State Program Value* column will turn grey.

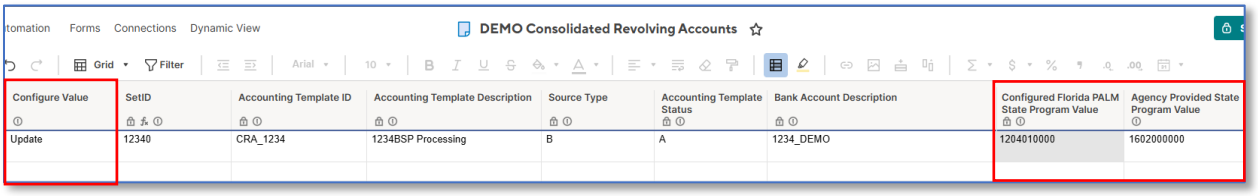

Figure 7: CRA Worksheet State Program Column

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

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

NOTE: *If your agency determines a need for a new CRA Bank Account that is not listed, you must first follow the current process to establish the new bank account with Treasury and A&A approval. Agencies will then be asked to provide the additional values needed for Florida*

PALM configuration on all new bank accounts. CRA default accounting for CRA bank transactions is maintained centrally by DFS Treasury.