



Table 1: CRA Business Process and Subprocess

Business Process	Business Subprocess
<a href="#">70.2 Manage and Reconcile Bank Statement Transactions</a>	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 2) 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.**

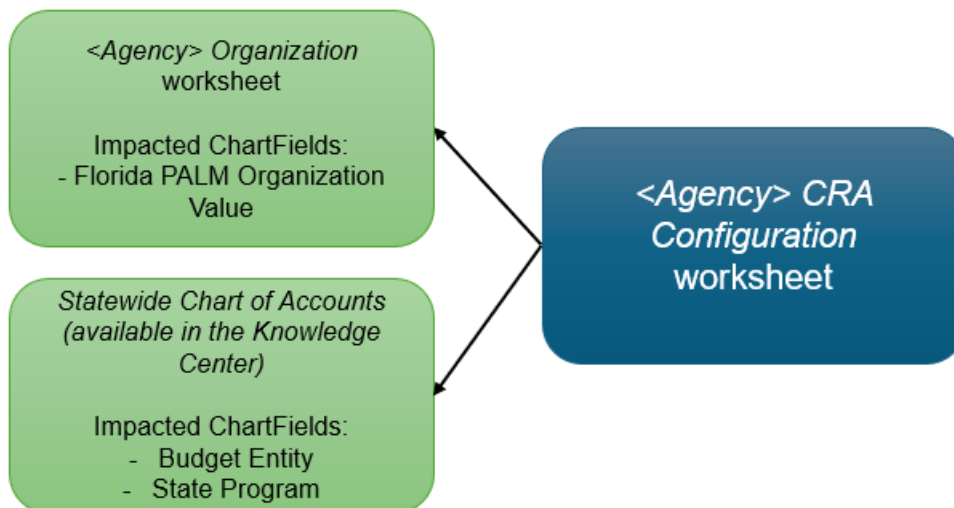


Figure 2: Cross-worksheet Connections for CRA

**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 values related configuration values as listed in the <Agency> Consolidated Revolving Accounts worksheet in the Florida PALM Secure File Share portal in SharePoint.

Table 2: CRA Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Error Messages</b>	<i>Interfaced “[API]” messages, which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.</i>	N/A	N/A	N/A	Project Provided
<b>Configure Value</b>	Configure Value: “Yes”, “No”, or “Update”.	Required	Character	6	Agency Indicated
<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>Accounting Template ID</b>	System uses the Template ID to create accounting entries.	Required	Character	15	Project Provided
<b>Accounting Template Description</b>	Account entry detailed description at header level.	Required	Alphanumeric	60	Project Provided
<b>Source Type</b>	Identifies the source for accounting entries. “B” = Bank Statement Processing.	Required	Character	1	Project Provided
<b>Accounting Template Status</b>	Status as of the Accounting Template: “(A)ctive”, “(I)nactive”. <i>Prior to system implementation this</i>	Required	Character	1	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	<i>status is defaulted to "(A)ctive" for all agency confirmed values.</i>				
<b>Bank Account Description</b>	Provides the name of the bank account.	Optional	Character	35	Project Provided
<b>Configured Florida PALM Organization Value</b>	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required	Character	10	Project Provided
<b>Agency Provided Organization Value</b>	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required or Optional <i>(based on prior column dependency)</i>	Character	10	Agency Provided
<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.	Optional	Character	5	Project Provided
<b>Budget Entity</b>	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Optional	Character	8	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
<b>Configured Florida PALM State Program Value</b>	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.  <i>This field includes the previously configured values for your agency.</i>	Required	Character	10	Project Provided
<b>Agency Provided State Program Value</b>	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.	Required or Optional <i>(based on prior column dependency)</i>	Character	10	Agency Specified
<b>Comments</b>	Agency comments.	Required or Optional <i>(based on prior column dependency)</i>	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 2: 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 3: Accounting Entries Page

### Worksheet Instructions

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

**NOTE:** Your CRA Workbook is currently locked. If you need to make changes, contact your Readiness Coordinator.

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) – Provide the desired Organization ChartField value in the *Agency Provided Organization Value* column. Any values entered in this column are **REQUIRED** to match exactly a Florida PALM Organization ChartField value established in the *GL <Agency> Organization* worksheet in Smartsheet with a *Configure Value* column selection of “Yes”, “Replace Org Value”, “Update Descriptions” or “New Org Value”.
    - 1. Once a value is provided in the *Agency Provided Organization Value* column, where *Configure Value* is “Update”, the *Configured Florida PALM Organization Value* column will turn grey.

**NOTE:** The Project will run weekly verification checks on agency CRA worksheets to ensure that all Organization values are valid values that have been established in your <Agency> Organization worksheet in Smartsheet. In the event your workbook has an error, your RC will reach out to assist with getting the error corrected.

Configure Value	SetID	Accounting Template ID	Accounting Template Description	Source Type	Accounting Template Status	Bank Account Description	Configured Florida PALM Organization Value	Agency Provided Organization Value
Configure Value: “Yes”, “No”, or “Update”. - Required Field - Field Type: Character - Field Length: 6	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 Field - Field Type: Alphanumeric - Field Length: 5	System uses the Template ID to create accounting entries. - Required Field - Field Type: Character - Field Length: 15	Account entry detailed description at header level. - Required Field - Field Type: Character - Field Length: 60	Identifies the source for accounting entries. “B” = Bank Statement Processing. - Required Field - Field Type: Character - Field Length: 1	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 Field - Field Type: Character - Field Length: 1	Provides the name of the bank account. - Optional Field - Field Type: Character - Field Length: 35	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 Field - Field Type: Character - Field Length: 10	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) - Field Type: Character - Field Length: 10

Figure 4: 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 Organization Value* column, where *Configure Value* is “Update”, the *Configured Florida PALM Organization Value* column will turn grey.

Account	Fund	Budget Entity	Configured Florida PALM State Program Value	Agency Provided State Program Value	Comments
Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account. - Required Field - Field Type: Character - Field Length: 10	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations. - Optional Field - Field Type: Character - Field Length: 5	Represents organizations and/or functions to which appropriations are made and typically represents a program. - Optional Field - Field Type: Character - Field Length: 8	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 Field - Field Type: Character - Field Length: 10	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) - Field Type: Character - Field Length: 10	Agency Comments. - Required or Optional (Based on prior column dependency) - Field Type: Character - Field Length: 254

Figure 5: 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 in a future RW task. CRA default accounting for CRA bank transactions are maintained centrally by DFS Treasury.