General Ledger Module Configurations

This workbook contains multiple worksheets, for applicable agencies, that represent core configurations in Florida PALM. Column/Field definitions and instructions are provided below. This configuration workbook contains the following General Ledger (GL) module configuration to which agencies will review and update (as needed) the values that will be set up in Florida PALM:

- Default Interest Apportionment

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

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > _Configuration Lookup Values

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

Default Interest Apportionment

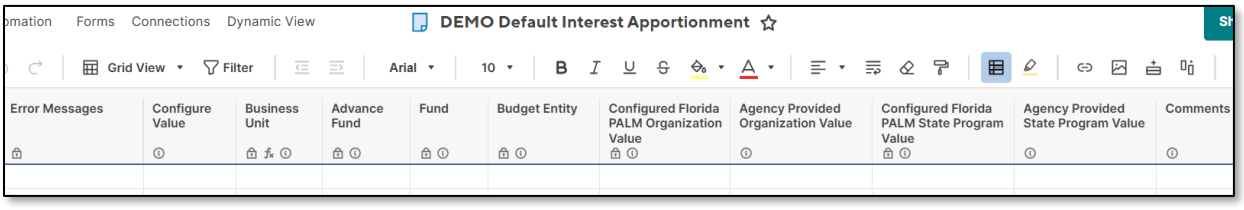

Figure 1: Default Interest Apportionment Worksheet

NOTE: *The Default Interest Apportionment configuration worksheet is not required to be completed or reviewed by the following agencies: DJJ, DOEA, FCOR, FSDB, PSC, and SCS.*

Configuration Value Definition

The Organization and State Program values are existing configured values in Florida PALM that are used by the systematic Interest Apportionment process to record interest earned and administrative fees incurred.

Business Process and Subprocess

The Default Interest Apportionment configuration supports the following business process and subprocess:

Table 1: Interest Apportionment Business Process and Subprocess

Business Process	Business Subprocess
10.3 Analyze and Reconcile Accounts	10.3.1 Perform Month-End Close

Configuration Value Purpose and Use

- The Organization and State Program ChartField values will be used in conjunction with the Fund and Budget Entity ChartField values to create the default ChartField string to which Interest Apportionment journals will be posted.
- Organization and State Program ChartFields are required ChartFields in Florida PALM. Failure to establish and/or confirm Organization and State Program ChartField values will result in an error in loading the Interest Apportionment journals.
- Each State Program ChartField value is correlated to a specific Budget Entity value as required by LAS/PBS. This correlation is enforced in Florida PALM. Failure to identify the appropriate correlation will result in an error in loading the Interest Apportionment journals.

The Default Interest Apportionment represents a combination of Florida PALM ChartField values and is a default accounting string to which Interest Apportionment journals will be posted. The ChartField values that are being utilized in the Default Interest Apportionment worksheet are sourced from related agency worksheets and statewide values (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 <Agency> Default Interest Apportionment worksheet.

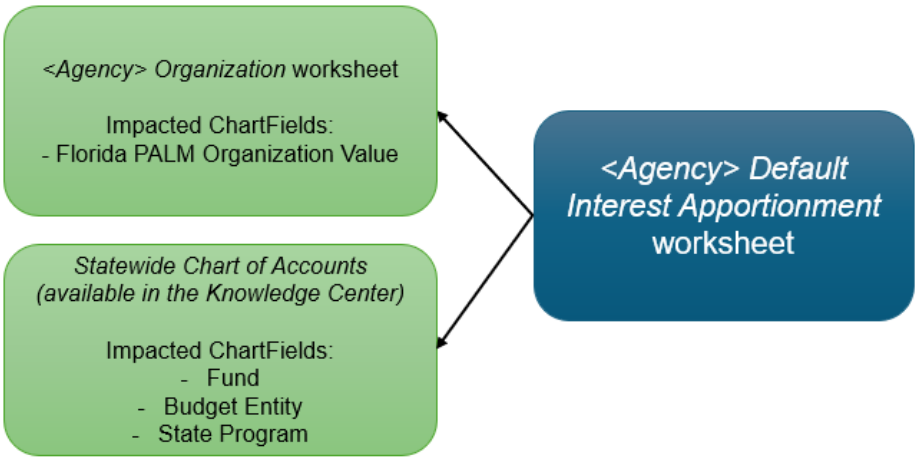

Figure 2: Cross-worksheet Connections for Default Interest Apportionment

Configuration Design Details

The following design considerations are applied when defining a Default Interest Apportionment value in Florida PALM:

- The agency considers which appropriate Organization and State Program ChartFields values will be used as the Default ChartField values for Interest Apportionment journals.
- Florida PALM will record Interest Apportionment journals for CRA participants to the agency's reimbursing fund using the defined Organization, State Program, and Budget Entity ChartField values as the default ChartField string.
- Data for the Default Interest Apportionment is based on CMS Wave investment information. If a Budget Entity needs to be updated, agencies will need to update the balances by performing a RED (redistribution) GL Journal within CMS Florida PALM.

Assumptions

The following assumptions are considered when defining Default Interest Apportionment values:

- Agencies use the Organization ChartField values reviewed and updated in the GL configuration workbook to finalize the GL configuration workbook for Default Organization and State Program values for Interest Apportionment processes.

Configuration Field Details

Agencies must provide the following Default Interest Apportionment related configuration values as listed in the *<Agency>* Default Interest Apportionment worksheet in Smartsheet.

Table 2: Default Interest Apportionment Field Details

Field Name	Field Description	Required/ Optional Field	Field Type	Field Length	Field Value Input
Error Messages	*Real-time "[RT]" and/or interfaced "[API]" messages, which*	N/A	N/A	N/A	Project Provided

Field Name	Field Description	Required/ Optional Field	Field Type	Field Length	Field Value Input
	describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.				
Configure Value	Configure Value: "Yes" or "Update".	Required	Character	6	Agency Indicated
Business Unit	GL Business Unit is used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.	Required	Numeric	5	Project Provided
Advance Fund	Fund responsible for replenishing the revolving fund based on activity.	Required	Character	5	Project Provided
Fund	Fund is used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations.	Required	Character	5	Project Provided
Budget Entity	Represents organizations and/or functions to which appropriations are made and typically represents a program.	Required	Character	8	Project Provided
Configured Florida PALM Organization Value	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown or operating unit of the organization. *This field includes the previously configured values for your agency.*	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 or	*Required* *(Based on prior column dependency)*	Numeric	10	Agency Specified

Field Name	Field Description	Required/ Optional Field	Field Type	Field Length	Field Value Input
	operating unit of the organization.				
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 *(Based on prior column dependency)*	Character	10	Agency Specified
Comments	Agency Comments.	Optional	Character	254	Agency Provided

Worksheet Instructions

The below information provides detailed instructions on how to complete the *<Agency> Default Interest Apportionment* worksheet in Smartsheet. Continue to update values for your agency as needed.

1. Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured Default Interest Apportionment. Indicate "Yes", or "Update", as appropriate.

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured Default Interest Apportionment.
        i. If selected, no further action is needed on this row and the *Agency Provided Organization Value* and *Agency Provided State Program Value* columns should remain blank, as indicated by grey conditional formatting.

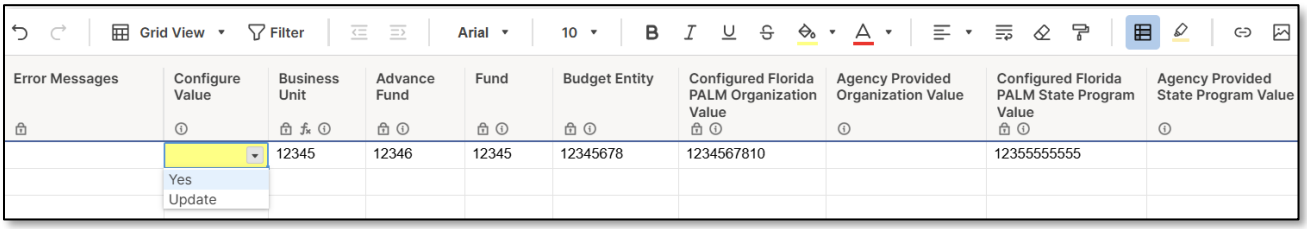

Figure 3: Confirm Configured Value

NOTE: *A value of "Yes" can only be selected if a valid value exists in both the Configured Florida PALM Organization Value and Configured Florida PALM State Program Value columns. If a valid value does not exist within both of these columns, the Configure Value column will turn red indicating that "Yes" is not a valid selection.*

b. Select "Update" to update the configured Organization Value or State Program Value.
    i. Update the Organization Value, if applicable – 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 Task 662 GL *<Agency> Organization* worksheet with a *Configure Value* column selection of "Yes", "Replace Org Value", "Update Descriptions" or "New Org Value".
        1. Once a value is selected in the *Agency Provided Organization Value* column, where *Configure Value* is "Update", the *Configured Florida PALM Organization Value* column will turn grey.

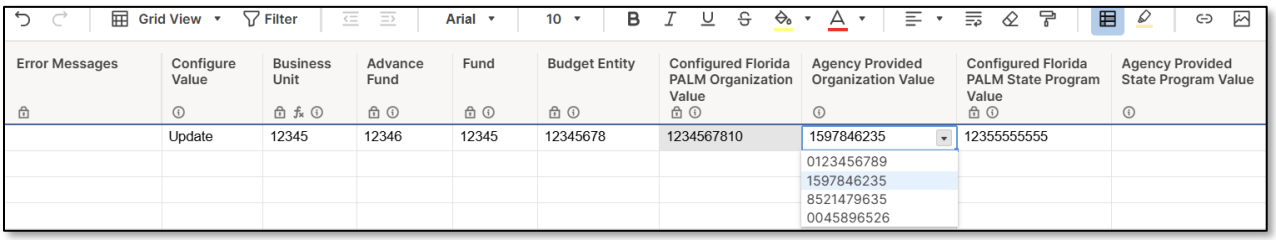

Figure 4: Update Organization Value

    ii. Update the State Program Value, if applicable – 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. Additionally, the combination of the Fund, Budget Entity, Category, and State Program Value must be a valid combination located in the Budgetary Value Combination Edit Values workbook in Smartsheet.
        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.

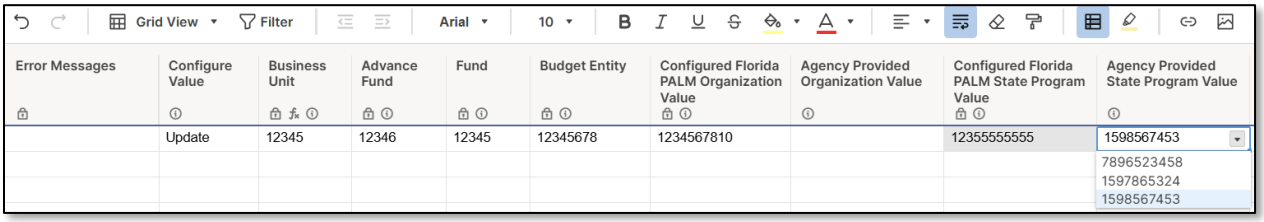

Figure 5: Update State Program Value

iii. If selecting "Update", both the *Agency Provided Organization Value* and *Agency Provided State Program Value* columns are required to have values. If either field is blank, a real time [RT] error message will appear in the *Error Messages* column until the error has been resolved.

iv. The combination of the Fund, Budget Entity, Category, and State Program Value must be a valid combination located in the Budgetary Value Combination Edit Values workbook in Smartsheet.

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

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