

10.2 Enter and Process Journals

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Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	04/29/2021	Accepted Departmental Version
2.1	01/24/2022	Updates per Financials Wave Module Workgroup Sessions

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Table of Contents

General Information	4
Dependencies and Constraints	4
Business Process Overview	5
Business Process Flow Details	6
10.2.1 – Agency Create and Approve Journals.....	6
10.2.2 – Edit Check	11
10.2.3 – Source Module Journal Entry.....	12
10.2.4 – Enterprise Create and Approve Journals	13
Ledger Impacts	17
Key Reports	18
Conversions.....	19
Interfaces	19
Forms	20
Workflows	20
Agency Configurations	20
Terminology	21

General Information

This document describes and depicts the process steps and supporting information for the identified State of Florida financial management business process. This information should be read in conjunction with the Business Process Flow Diagrams.

The Dependencies and Constraints section describes any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

The Business Process Overview section summarizes the business process and provides context for understanding the objectives and desired outcomes of the described business process.

Within the Business Process Flow Details section, included for each process step are:

- **Process Step ID** – A unique number assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Process Step Title** – A short description assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Description of Process** – A detailed narrative description of the process step, which provides additional information and context for understanding the process step

Florida PALM screenshots are included within the sections following the Business Process Flow Diagrams to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

Also described below are the Ledger Impacts, Interfaces and Key Reports, which are displayed as icons on the Business Process Flow Diagrams. Ledger Impacts describe where there is an update to one of the ledgers used to track activity for accounting, budget management, or financial reporting purposes. Key Reports describe where a report is identified to be produced at a particular process step or is used to support the completion of a process step. Interface IDs are provided for each interface identified on the Business Process Flow Diagrams.

Tables are included to identify the Conversions, Forms, Workflows, and Stakeholder Configurations related to this Business Process. These items may not be included within the Business Flow Diagrams; however, these items are important elements of each Business Process as a whole.

Finally, included in the Terminology section are definitions of terms to help the reader to better understand the document. These are terms that are used within this document that may be new or that require a description for common understanding.

Dependencies and Constraints

- Summarized transactions from source modules are recorded in the general ledger (GL).
- Direct entry into the GL is budget and cash checked prior to posting the journal.
- GL journals are subject to approval workflow, based upon the needs of the agency, prior to posting the journal.

Business Process Overview

The Enter and Process Journals business process addresses how agency and enterprise users are to create and post journal entries within the General Ledger (GL). The GL is the module, within Florida PALM, to record, summarize, and report financial data.

Journals are created via an online journal, using the spreadsheet upload tool, or imported from external systems. The GL reflects summarized entries from source modules within Florida PALM. Agencies will use GL journals for Trust Fund investing or disinvesting, revenue to revenue transactions, redistributions, Trust Fund balance transfers, fund loans transfers, year-end accruals and adjustments, cash transfers between ChartField strings and reclassifications/corrections as needed.

The roles for agency users are Agency GL Journal Processor and Agency GL Journal Approver. The processor role is responsible for creating the GL Journal with the appropriate agency coding and submitting the journal for approval. The journal workflow progresses to the Agency GL Journal Approver for review and approval. In accordance with workflow, denied journals or journals with errors go back to Agency Processor for review and update. Agency Processors monitor their GL WorkCenter for notification of journals that are awaiting approval and journals with errors. Approved journals will post or continue to route for additional approval which could include approval by another agency, or DFS. If additional approval is needed, ad hoc approvers can be added to the workflow process.

Enterprise Create and Approve Journals business process model outlines the process that enterprise users will follow for journal processing. The flow generically addresses all roles within DFS Enterprise. The roles for enterprise users are:

Table 1: Roles for Enterprise Users

DFS GL Journal Processor	DFS GL Journal Approver
DFS Audit GL Journal Processor	DFS Audit GL Journal Approver
DFS Treasury GL Journal Processor	DFS Treasury GL Journal Approver
DFS BOSP GL Journal Processor	DFS BOSP GL Journal Approver
DFS BFR GL Journal Processor	DFS BFR GL Journal Approver

Similar to the Agency GL Journal Processor and Approver, GL journals are routed for the appropriate approval within each enterprise function. Each enterprise processor is responsible for monitoring the GL WorkCenter for notification of journals that are awaiting approval and journals with errors. Approved journals will post or continue to route for additional approval which could include approval by another enterprise user. If additional approval is needed, ad hoc approvers can be added to the workflow process.

The business subprocesses included are:

- 10.2.1 – Agency Create and Approve Journals
- 10.2.2 – Edit Check
- 10.2.3 – Source Module Journal Entry
- 10.2.4 – Enterprise Create and Approve Journals

Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either an agency - based or within Department of Financial Services (DFS), and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

10.2.1 – Agency Create and Approve Journals

Table 2: Agency Create and Approve Journals

10.2.1 – Agency Create and Approve Journals		
Module	General Ledger	
Related Module(s)	Commitment Control	
Swim Lanes – Definition	BU1 Agency GL Journal Approver: agency role responsible for approving journals BU1 Agency GL Journal Processor: agency role responsible for creating journals BU2 Agency GL Journal Approver: agency role responsible for approving revenue to revenue journals DFS GL Journal Approver: DFS role responsible for approving or reviewing agency-initiated journals subject to audit, approval by treasury, or year-end financial statement adjustments	
Process Step ID	Process Step Title	Description of Process
1	Prepare to Record Journal	Requestors provide GL journal requests and supporting documentation to the GL Journal Processor through established agency processes. The GL Journal Processor receives the request and reviews the supporting documentation. The GL Journal Processor can create a GL journal using three different methods: direct online journal through Florida PALM, spreadsheet upload tool in Florida PALM, or importing from an external system.
2	Inbound Journal Spreadsheet Upload	Using the spreadsheet upload tool, which is based on Microsoft's Excel application, the GL Journal Processor inputs necessary transactional information into the template. The spreadsheet template contains prepopulated ChartField column headers and allows the GL Journal Processor to quickly create a journal with many lines.
3	Import Spreadsheet Journal	Once a journal is prepared using the spreadsheet upload tool, the journal can be imported to Florida PALM.

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Process Step ID	Process Step Title	Description of Process
4	Inbound Journal Entry	Journals are also imported into Florida PALM from external systems.
5	Create/Modify Journal	<p>Successful imports or online entries within Florida PALM create GL journals. If errors occur, the GL Journal Processor reviews the Process Monitor to determine the errors.</p> <p>Journals can be entered and saved with incomplete information. Incomplete journals are reported on the GL Journal WorkCenter. When the journal processor is ready to complete the journal, it is saved and ready for further processing. Saved journals that are ready for processing are available to be reviewed on the Journals Ready for Processing report.</p> <p>Before posting to the GL, the journal must go through the Edit Check process to verify that the ChartField values are valid, meets the combination edit requirements, the journal is balanced, and the appropriate entries are generated. If the journal passes Edit Check, it continues processing. If the journal does not pass Edit Check, the GL Journal Processor reviews the error and corrects the issue. The GL Journal Processor reviews journals with errors on the GL Journal WorkCenter reports Journals with Errors or Journal with Edit Errors.</p>
6	Route for Approval	A valid journal, which results from a successful Edit Check routes to the BU1 Agency GL Journal Approver. The BU1 Agency GL Journal Approver receives notification of a journal pending approval by using the GL WorkCenter report Journals Pending My Approval.
7	Deny Journal and Recommend Deletion	The BU1 Agency GL Journal Approver decides if the journal is needed. If not, the BU1 Agency GL Journal Approver denies the journal and enters a comment to recommend journal deletion. If the journal is needed, the journal routes to the originating BU1 Agency GL Journal Processor for modification.
8	Delete Journal	The BU1 Agency GL Journal processor reviews the journal and initiates deletion. BU1 Agency GL Journal Processor reviews deleted journals on the Deleted Journals Report.
9	Approve Journal	Journals appear in the BU1 Agency GL Journal Approver's queue via workflow. The GL Journal Approver reviews the journal to decide if the journal is approved or denied. If journals are related to a Revenue-to-Revenue transfer to another agency, the journal is routed to the BU1 Agency GL Journal Approver for review and approval. The BU2 Agency GL Journal Approver receives notification of a journal pending approval by using the GL WorkCenter report Journals Pending My Approval.

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Process Step ID	Process Step Title	Description of Process
		<p>Journals may be subject to sampling and audit by DFS based upon pre-established requirements.</p> <p>Approved journals are Budget Checked and Cash Checked prior to posting as outlined in 20.2 Budget Execution and Management and 80.1.1 Cash Checking.</p>
10	Approve Journal	<p>The BU2 Agency GL Journal Approver reviews the revenue to revenue journal. The BU2 Agency GL Journal Approver will deny and add a comment relating to the corrections that are needed. The journal is routed back to the BU1 Agency GL Journal Processor for correction. If the journal is approved, the journal is subject to audit or review by DFS. The BU 2 GL Journal Approver receives notification of a journal pending approval by using the GL WorkCenter report Journals Pending My Approval.</p> <p>Revenue to revenue journals are subject to sampling and audit by DFS based upon pre-established requirements.</p>
11	Approve Journal	<p>A DFS GL Journal Approver reviews agency journals. Journals selected for audit or review are identified on the Journal Entry Audit Report. Journals are Budget Checked and Cash Checked after approval by DFS. Denied journals are routed back to the originating agency for modification or deletion. List of deleted journals report is available to identify journals deleted over the selected duration for further review and analysis.</p>
12	Manage Budget /Cash Exceptions	<p>Approved journals are checked for sufficient appropriations as detailed in 20.2 Budget Execution and Management and checked for available fund cash as detailed in 80.1.1 Manage Cash Checking.</p> <p>The systematic budget check compares the transaction to available spending authority, including allotments. Sufficient spending authority must exist for a journal to proceed with processing. If the journal fails, the appropriation budget check the GL Journal Processor manages exceptions by reviewing the journal to determine if the journal needs to be modified or deleted. The exception may also be resolved by maintaining allotments or, if authorized, following the override process as detailed in 20.2.</p> <p>The systematic cash check compares the transaction to the available fund cash balance. If the fund cash balance is not sufficient at the time of the systematic check the GL Journal Processor will manage exceptions by following the process as outlined in 80.1.1 to proceed with processing the journal.</p>

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Process Step ID	Process Step Title	Description of Process
13	Post Journal	<p>Valid and approved journals are posted manually, or periodically via a scheduled automatic process. Upon posting, balances and appropriate ledgers update and are available for reporting purposes. Posted journals are reported on the GL Journal Entries Report.</p> <p>Journals originating within a source module are recorded into the GL and automatically posts via the Journal Generator process. The Journal Generator process systematically creates journals from accounting entries generated in the enabled source modules. The Journal Generator process is a scheduled process. Source Module journals skip approval, budget check and cash check within the GL module since approval processes takes place within the respective source module and are reviewed on the Source Module Transactional Report.</p>
14	Outbound Disbursement Load	Florida PALM provides month to date cash disbursements to LAS/PBS on a daily basis.
15	Outbound Financial Balances to Transparency Site	Florida PALM provides financial balances to the Transparency Florida Site and the CFO Transparency Site, on-demand and nightly.
16	Outbound Detailed GL Journals	Interface containing posted journal lines available for external systems.
17	Outbound Actuals Extract	Interface containing summary balances by ChartField string from the Actuals Ledger available for external systems.
18	Outbound Trust Fund Revenue and Cash Balance Information	Interface containing trust fund revenue and cash balance information provided to the EOG transparency site.

Unit 43000 Journal ID NEXT Date 09/28/2021

Long Description 254 characters remaining

*Ledger Group Adjusting Entry

Ledger Fiscal Year

*Source Period

Reference Number ADB Date 09/28/2021

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD // 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By

Entered On

Last Updated On

Header | Lines | Totals | Errors | Approval

Figure 1: GL Journal Entry Page, Header Tab

Unit 43000 Journal ID NEXT Date 09/28/2021

Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

Select	Line	*Unit	*Ledger	SpeedType	Organization	Account	Fund	Budget Entity	Category
<input type="checkbox"/>	1	43000	ACTUALS						

Lines to add

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	1	0.000	0.000	N	N

Header | Lines | Totals | Errors | Approval

Figure 2: GL Journal Entry Page, Lines Tab

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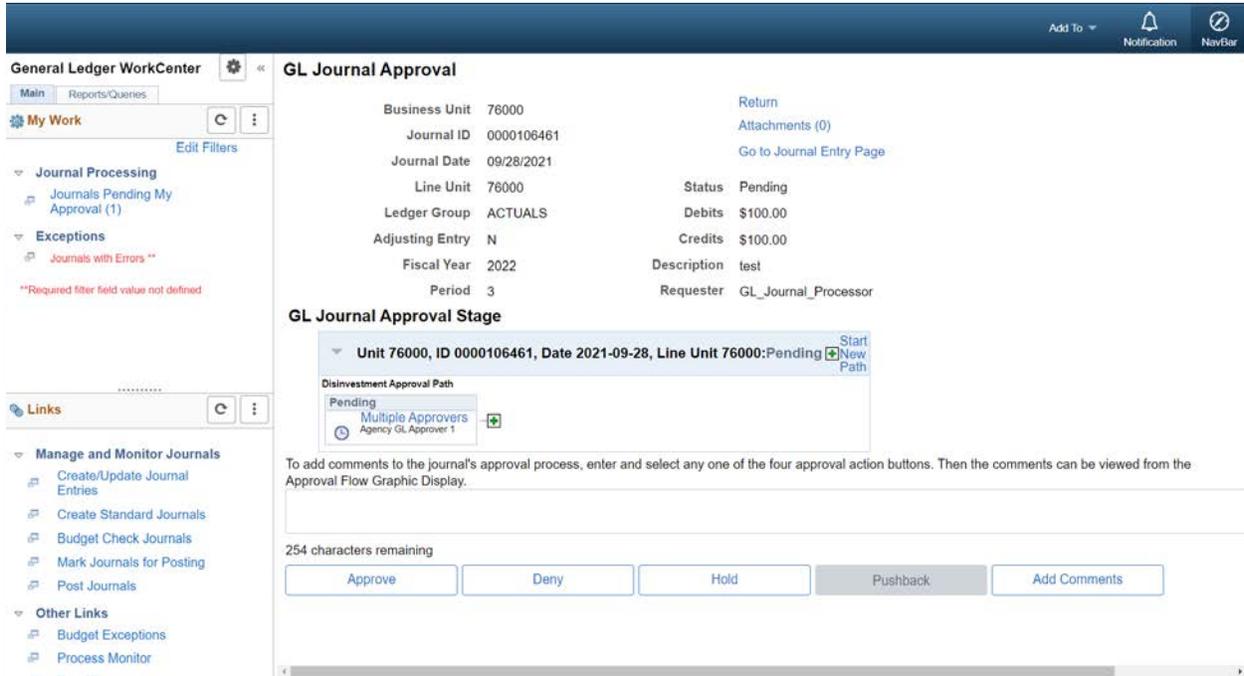


Figure 3: GL Journal Approval Page

10.2.2 – Edit Check

Table 3: Edit Check

10.2.2 – Edit Check		
Module	General Ledger	
Related Module(s)	N/A	
Swim Lanes – Definition	GL Journal Processor: DFS enterprise or Agency role responsible for creating journals GL COA Maintainer: DFS enterprise or Agency role responsible for reviewing and assisting with researching Edit Check error	
Process Step ID	Process Step Title	Description of Process
1	Determine Edit Check Method	The Edit Check process is triggered manually or via an automatic system process. The GL Journal Processor determines the preferred method of edit checking based on the business need driving the journal.
2	Manually Trigger Edit Check	If triggered manually, the journal is Edit Checked upon saving.
3	Edit Check Journal	If via automatic system process, Florida PALM performs the Edit Check on a periodic basis.
4	Review Edit Errors	Upon successful completion of the Edit Check, the journal status is valid. If the journal fails the Edit Check, the transaction does not post, and the errors must be examined and corrected.
5	Correct Edit Errors	The GL Journal Processor resolves the error with assistance from a COA Maintainer, if necessary. The corrected journal

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Process Step ID	Process Step Title	Description of Process
		goes through the Edit Check Process manually when triggered by the GL Journal Processor or automatically as part of the scheduled process.
6	Assist with Error Correction	If the GL Journal Processor is not able to resolve the error, then a COA Maintainer within their agency or within DFS is consulted to assist with error correction. For example, a ChartField value was inactivated or was not established.
7	Delete Journal	If the edit errors cannot be corrected by the GL Journal Processor or the COA Maintainer, the GL Journal Processor deletes the journal.

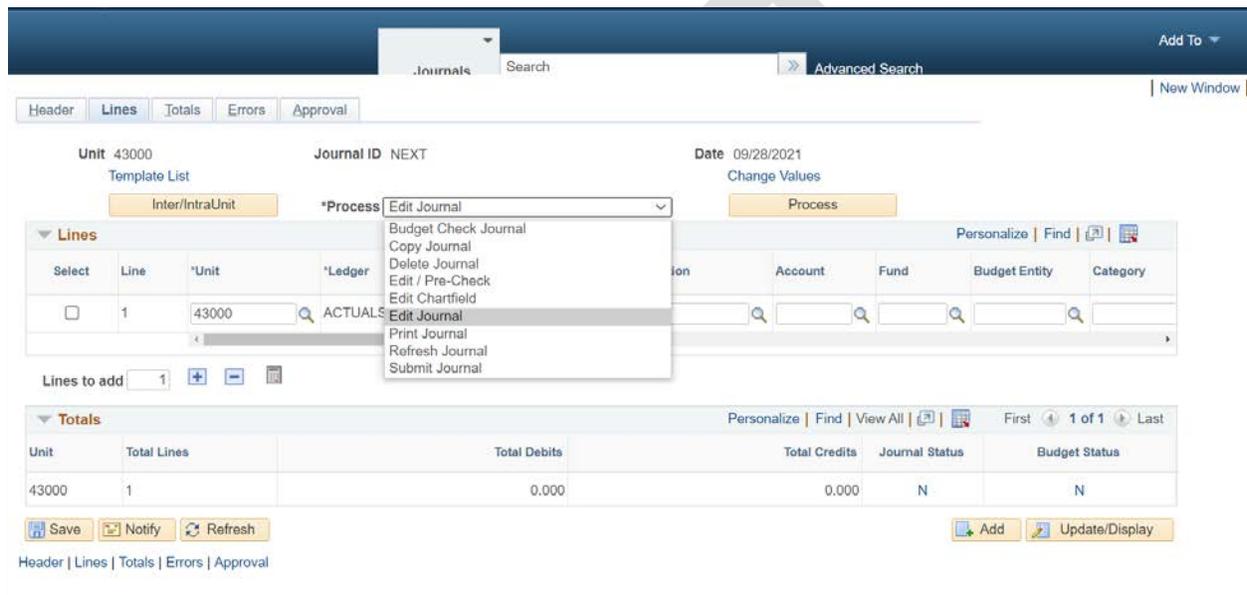


Figure 4: GL Journal Entry Page, Lines Tab Execute Manual Edit Journal Process

10.2.3 – Source Module Journal Entry

Table 4: Source Module Journal Entry

10.2.3 – Source Module Journal Entry		
Module	General Ledger	
Related Module(s)	All Modules	
Swim Lanes – Definition	Florida PALM: system function responsible for generating the required journal entries to update the Actuals Ledger	
Process Step ID	Process Step Title	Description of Process
1	Florida PALM Financials	Journals are created in the GL from accounting entries generated in the Florida PALM Financials source modules. Source modules within Florida PALM include: Accounts Payable, Accounts Receivable, Billing, Asset Management, Grants Management, Project Costing, Cash Management,

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Process Step ID	Process Step Title	Description of Process
		and Deal Management. Journals from source modules are the result of an automated process.
2	Execute Journal Generator	The Journal Generator process creates journals from accounting entries from the enabled source modules. The Journal Generator process is scheduled to run nightly to post subsystem journals.
3	Journal Created	Once the Journal Generator process runs, the journal is created and posted in the GL without any additional approval.

10.2.4 – Enterprise Create and Approve Journals

Table 5: Enterprise Create and Approve Journals

10.2.4 – Enterprise Create and Approve Journals		
Module	General Ledger	
Related Module(s)	Commitment Control	
Swim Lanes – Definition	<p>DFS GL Journal Processor: DFS enterprise role responsible for creating journals</p> <p>DFS GL Journal Approver: DFS enterprise role responsible for approving journals</p> <p>DFS GL Audit Approver: DFS enterprise role responsible for reviewing and approving designated journals meeting the defined audit criteria</p> <p>DFS GL Treasury Approver: DFS enterprise role responsible for reviewing and approving investment or redistribution related journals</p>	
Process Step ID	Process Step Title	Description of Process
1	Prepare to Record Journal	<p>Enterprise users determine to need for journals to perform corrections, or balance adjustments related to enterprise activities. This may include journals for fund loans or payroll activity. Requestors provide GL journal requests and supporting documentation to the designated DFS GL Journal Processor through established processes. The DFS GL Journal Processor receives the request and reviews the supporting documentation</p> <p>The DFS GL Journal Processor can create a GL journal using three different methods: direct online journal through Florida PALM, spreadsheet upload tool in Florida PALM, or importing from an external system for enterprise activities including transactions from Special Purpose Investment Account System (SPIA).</p>
2	Inbound Journal Spreadsheet Upload	Using the spreadsheet upload tool, which is based on Microsoft’s Excel application, the DFS GL Journal Processor inputs necessary transactional information into the template. The spreadsheet template contains prepopulated ChartField column headers and allows the

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Process Step ID	Process Step Title	Description of Process
		DFS GL Journal Processor to quickly create a journal with many lines.
3	Import Spreadsheet Journal	Once a journal is prepared using the spreadsheet upload tool, the journal can be imported to Florida PALM.
4	Inbound Journal Entry	Journals are also imported into Florida PALM from external systems such as SPIA transactions.
5	Create/Modify Journal	<p>Successful imports or online entries within Florida PALM create GL journals. If errors occur, the GL Journal Processor reviews the Process Monitor to determine the errors.</p> <p>Journals can be entered and saved with incomplete information. Incomplete journals are reported on the GL Journal WorkCenter. When the journal processor is ready to complete the journal, it is saved and ready for further processing. Saved journals that are ready for processing are available to be reviewed on the Journals Ready for Processing report. Before posting to the GL, the journal must go through the Edit Check process to verify that the ChartField values are valid, meets the combination edit requirements, the journal is balanced, and the appropriate entries are generated. If the journal passes Edit Check, it continues processing. If the journal does not pass Edit Check, the GL Journal Processor reviews the error and corrects the issue. The GL Journal Processor reviews journals with errors on the GL Journal WorkCenter reports Journals with Errors or Journal with Edit Errors.</p>
6	Route for Approval	A valid journal, which results from a successful Edit Check routes to the DFS GL Journal Approver. The DFS GL Journal Approver receives notification of a journal pending approval by using the GL WorkCenter report Journals Pending My Approval.
7	Deny Journal and Recommend Deletion	If a journal is denied, DFS GL Journal Approver decides if the journal is needed. The DFS GL Journal Approver denies the journal and enters a comment to recommend journal deletion. If the journal is needed, the journal routes to the originating DFS GL Journal Processor for modification.
8	Delete Journal	The DFS GL Journal processor reviews the journal and initiates deletion.
9	Approve Journal	The DFS GL Journal Approver receives notification of a journal pending approval by using the GL WorkCenter report Journals Pending My Approval. The DFS Journal Approver approves the journal. Journals that meet the criteria to be audited by Bureau of Auditing or reviewed by Treasury continue to be routed to the appropriate approver.

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Process Step ID	Process Step Title	Description of Process
		<p>Journals that do not need additional enterprise approval will continue the process to be Budget Checked as outlined in business process model 20.2 Budget Execution and Management and continue to be Cash Checked as outlined in business process model 80.1.1 Manage Cash Checking.</p>
10	Approve Journal	<p>Journals requiring additional review and approval will route to the appropriate approver within the Bureau of Auditing or Treasury. A DFS GL Audit Journal Approver or the DFS GL Treasury Approver reviews journals subject to audit or review. Journals selected for audit or review are identified on the Journal Entry Audit Report. Approved journals are Budget Checked as outline in business process model 20.2 Budget Execution and Cash Checked as outline in business process model 80.1.1 Manage Cash Checking. Denied journals are routed back to the originating agency for modification or deletion.</p>
11	Manage Budget /Cash Exceptions	<p>Approved journals are checked for sufficient appropriations as detailed in 20.2 Budget Execution and Management and checked for available fund cash as detailed in 80.1.1 Manage Cash Checking.</p> <p>The systematic budget check compares the transaction to available spending authority. Sufficient spending authority must exist for a journal to proceed with processing. If the journal fails the appropriation budget check, the GL Journal Processor manages exceptions by reviewing the journal to determine if the journal needs to be modified or deleted.</p> <p>The systematic cash check compares the transaction to the available fund cash balance. If the fund cash balance is not sufficient at the time of the systematic check the GL Journal Processor will manage exceptions by deleting, modifying or holding the journal until sufficient funds are available.</p>
12	Post Journal	<p>Valid and approved journals are posted manually, nightly via the Journal Generator process, or periodically via a scheduled automatic process. Upon posting, balances and appropriate ledgers update and are available for reporting purposes. Posted journals are reported on the GL Journal Entries Report.</p> <p>Journals originating within a source module are recorded into the GL and automatically posts via the Journal Generator process. The Journal Generator process</p>

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Process Step ID	Process Step Title	Description of Process
		systematically creates journals from accounting entries generated in the enabled source modules. The Journal Generator process is a scheduled process. Source Module journals skip approval within the GL module since approval processes takes place within the respective source module and are reviewed on the Source Module Transactional Report.
13	Outbound Disbursement Load	Florida PALM provides month to date cash disbursements to LAS/PBS on a daily basis.
14	Outbound Financial Balances to Transparency Site	Florida PALM provides financial balances to the Transparency Florida Site and the CFO Transparency Site, on-demand and nightly.
15	Outbound Detailed GL Journals	Interface containing posted journal lines available for external systems.
16	Outbound Actuals Extract	Interface containing summary balances by ChartField string from the Actuals Ledger available for external systems.
17	Outbound Trust Fund Revenue and Cash Balance Information	Interface containing trust fund revenue and cash balance information provided to the EOG transparency site.

Please reference the 10.2.1 Agency Create and Approve Journals section for screenshots. The screens used to create and approve agency journals and enterprise journals are the same.

Ledger Impacts

Table 6: Ledger Impacts Included on Business Process Flow Diagrams

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Actuals Ledger - Expenditure Transaction Reclassification Or Actuals Ledger - Revenue Transaction Reclassification	Decrease expense in ChartField String 1 Increase expense in ChartField String 2 Or Decrease revenue in ChartField String 1 Increase revenue in ChartField String 2
LI2	Budget Ledger - Expenditure transaction Or Budget Ledger - Revenue transaction	Decrease available spending authority Increase expense Or Increase total estimated revenue Increase recognized and collected revenue
LI3	Cash Ledger - Expenditure transaction Or Cash Ledger - Revenue transaction	Decrease cash Increase expenses Or Increase cash Increase recognized and collected revenue

Key Reports

Table 7: Reports Included on Business Process Flow Diagrams

Report Number	Report Description	Report Frequency	Audience
R1	GLR133 - Incomplete Journals (WorkCenter) – Used to display a list of journals that are saved with an incomplete status.	Periodic	Agency, DFS
R2	GLR132 - Journals Ready for Processing (WorkCenter) – Used to display a list of journals that are not posted but available for processing (edit, budget check, and post).	Periodic	Agency, DFS
R3	GLR139 - Journals with Errors (WorkCenter) – Journals with any type of error that requires action.	Periodic	Agency, DFS
R4	GLR140 - Journals with Edit Errors (WorkCenter) – Journals specifically with edit errors that require action.	Periodic	Agency, DFS
R5	GLR136 - Journals Pending My Approval (WorkCenter) – Journals that are pending approval from the current user.	Periodic	Agency, DFS
R6	GLR115 - General Ledger Journal Entries Report – Listing of posted journals by all types.	Periodic	Agency, DFS
R7	GLR095 - Reconciliation by System Source – Detailed reports used to determine successful posting of source module and GL journal entries and exception handling.	Periodic	Agency, DFS
R8	GLR143 - Journals - Commitment Control Exceptions (WorkCenter) – Used to display a list of journals with budget check exceptions that require action.	Periodic	Agency, DFS
R9	GLR124 - Journal Entry Audit Report – Report that lists all journal entries identified for audit or review.	Periodic	Agency, DFS

Note: A complete list of reports may be found in the [Reports Catalog](#)¹.

¹ <https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5>

Conversions

Table 8: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Conversion Frequency	Source
GLC001	Ledger - Conversion of the change in opening balances for statewide level data.	One-time	DFS Enterprise System, Agency Business Systems

Note: A complete list of conversions may be found in the [Catalog of Conversion Offerings](#)². This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Interfaces

Table 9: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
GLI011	Journal Spreadsheet Upload – Inbound interface containing journal entries loaded into the system in masse via the spreadsheet (Excel) upload functionality for select agencies.	As needed	Agency Business Systems	Florida PALM
GLI006	Inbound Journal Entry – Inbound Interface containing journal entries, to include allocations, from select agencies.	Daily	Agency Business Systems	Florida PALM
GLI014	Outbound Financial Balances to Transparency Site – Outbound interface containing transactions and financial balance information provided to the CFO and EOG transparency sites.	Daily	Florida PALM	Transparency Sites
GLI051	Outbound Detail GL Journal – Outbound interface containing transactions posted to the Actuals ledger for external systems.	Daily	Florida PALM	Agency Business Systems
GLI002	Outbound Actuals Extract – Outbound interface containing transactions posted to the Actuals ledger for external systems.	Daily	Florida PALM	Agency Business Systems
GLI057	Outbound Trust Fund Revenue and Cash Balance Information – Interface	Periodic	Florida PALM	Transparency Sites

² <https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQGjh4wvP676gf2h4mf57hP1>

Interface Number	Interface Description	Interface Frequency	Source	Target
	containing trust fund revenue and cash balance information provided to the EOG transparency site.			
GLI071	Outbound Disbursement Load – Outbound interface to LAS/PBS containing all Month-to-Date (daily) and Actual Prior Year (annual) cash disbursement issued by Florida PALM	Daily	Florida PALM	LAS/PBS
GLI080	Inbound Journal Entry Web Service – Inbound web service containing journal entries, to include allocations, from select agencies	Periodic	Agency Business System	Florida PALM

Note: A complete list of interfaces may be found in the [Catalog of Interface Offerings](#)³. This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Forms

Table 10: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	End User Role
N/A		

Workflows

Table 11: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	End User Role
GLW001	GL Journal Approval Workflow – Workflow for approving general ledger journals	Agency/DFS GL Journal Approver

Agency Configurations

Table 12: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Frequency
N/A		

³ <https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQJh4wvP676gf2h4mf57hP1>

Terminology

Agency Business System – A system, database, or other source of data wholly owned and operated by another State entity.

Budget Check – the method of verifying adequate appropriations available at the time of journal entry or payment. Budget Check values include: Valid Budget, Not Budget Checked, Error in Budget Check, and Warnings.

Cash Check – the process by which Florida PALM validates that sufficient cash is available in a Fund to cover the disbursement associated with a transaction.

Edit Check – process which checks the journal to verify that the ChartField values and combinations are valid, that the journal is balanced, and the appropriate entries are generated.

General Ledger (GL) – master set of accounts in which the State of Florida's financial transactions are recorded in detail or in summary form. This serves as a central repository for accounting data transferred from all source modules.

GL Journal – accounting entries recorded directly in GL to update or transfer balances or used to record accounting entries from the source modules.

Journal Generator - process transforms accounting entries generated from source modules into GL journals.

Ledger – permanent summary of amounts entered in supporting journals, which list individual transactions by date.

Posting – This is the process that posts journal data to the general ledger.

Reclassification – used to move or change an expense or revenue from one ChartField string to another ChartField String.

Source Module – one of the supporting modules within Florida PALM that captures business transaction information and provides accounting or other information to other modules (e.g., to the general ledger for posting).

WorkCenter – A central location for completing work and activities.

Workflow – orchestrated and repeatable patterns of business activity enabled by the systematic organization of resources into processes with specific approvals that transform materials, provide services, or process transactional information.