SEGMENT DESIGN WORKSHOPS

JANUARY 16, 2024

Purpose of Design Workshops

▸ Share the design for the processes and functions being discussed

▸ Answer your questions as they relate to these processes and functions

▸ Help agencies understand the design so they can take action within their agency

▸ Expand agency staff engagement

Important Design Notes

‣ Build has already started → design is completely locked for those items

‣ We still have <u>lots</u> of designs to finalize in Segments III, IV and DW (i.e., we cannot answer every question yet)

‣ Every agency is impacted → Business processes, technology, reporting

‣ Following Segment IV, we will discuss everything financials and payroll related (DW will still be a future discussion)

Cutover Considerations

▸ Cutover discussions are just beginning! → A lot of information to come, all will be known and shared at the end of Design Segment IV

▸ Mid-year closing will have to occur to support cutover from FLAIR to Florida PALM

▸ Conversations will be generally be balances, <u>not transactions</u>

▸ Historical transactions, including transactions for FY 25-26 will not be converted to Florida PALM, their results (balances) will be

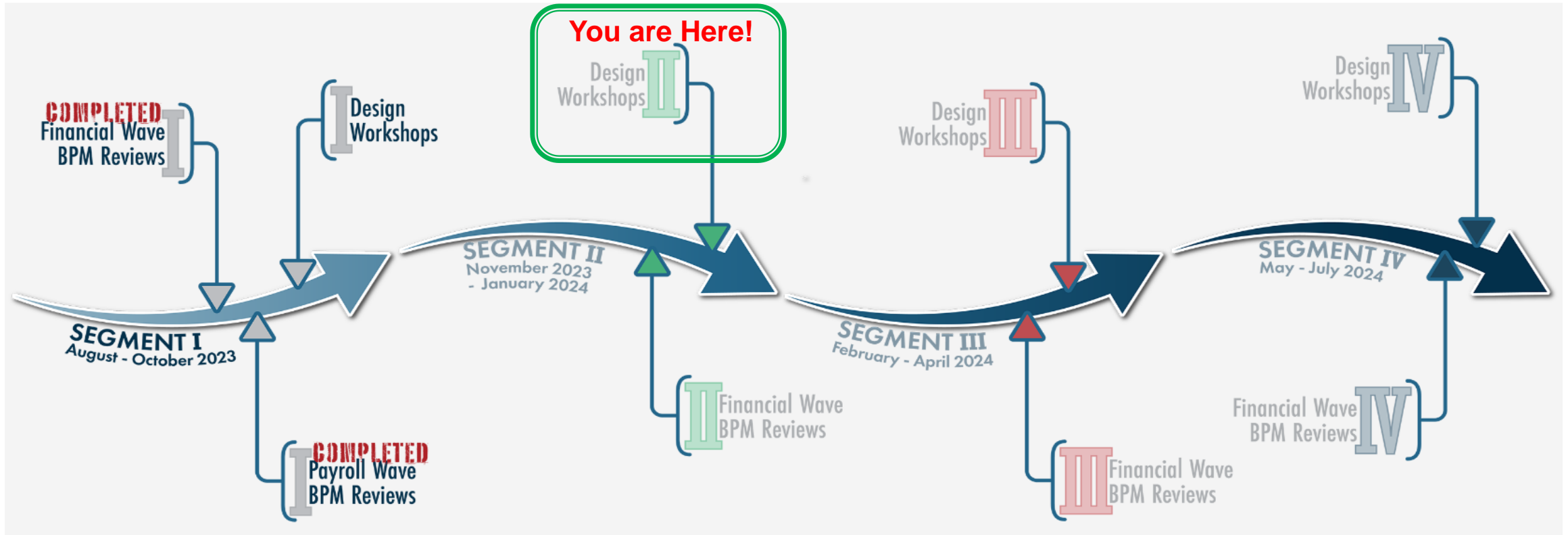▸ Plan is to start UAT with a simulated mid-year cutover for FY 24-25

Agenda

- Welcome and Introductions
  - ◦ Housekeeping
- Design Phase Overview
- Deposits and Apply Receipts
  - ◦ Process Impacts
  - ◦ Deposit Transaction Lifecycle
- Deposit Demo
- Interfaces and Reports
- Agency Configuration Workbook
- DOR Deposit Matrix
- Wrap Up
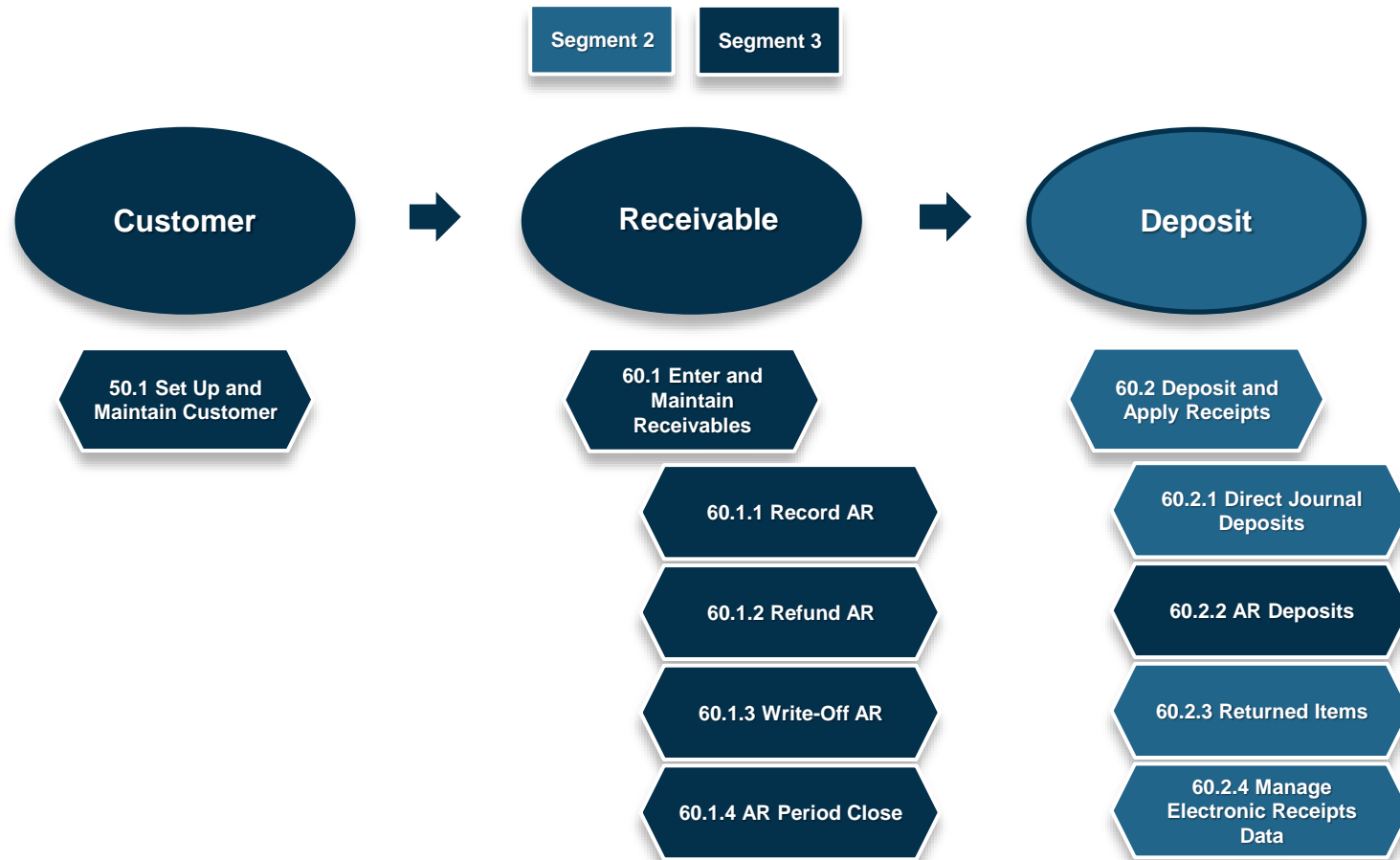
Design Phase Overview

DEPOSIT AND APPLY RECEIPTS

BUSINESS PROCESS

Deposit and Apply Receipts
Process Impacts

Deposit and Apply Receipts
Deposit Transaction Lifecycle

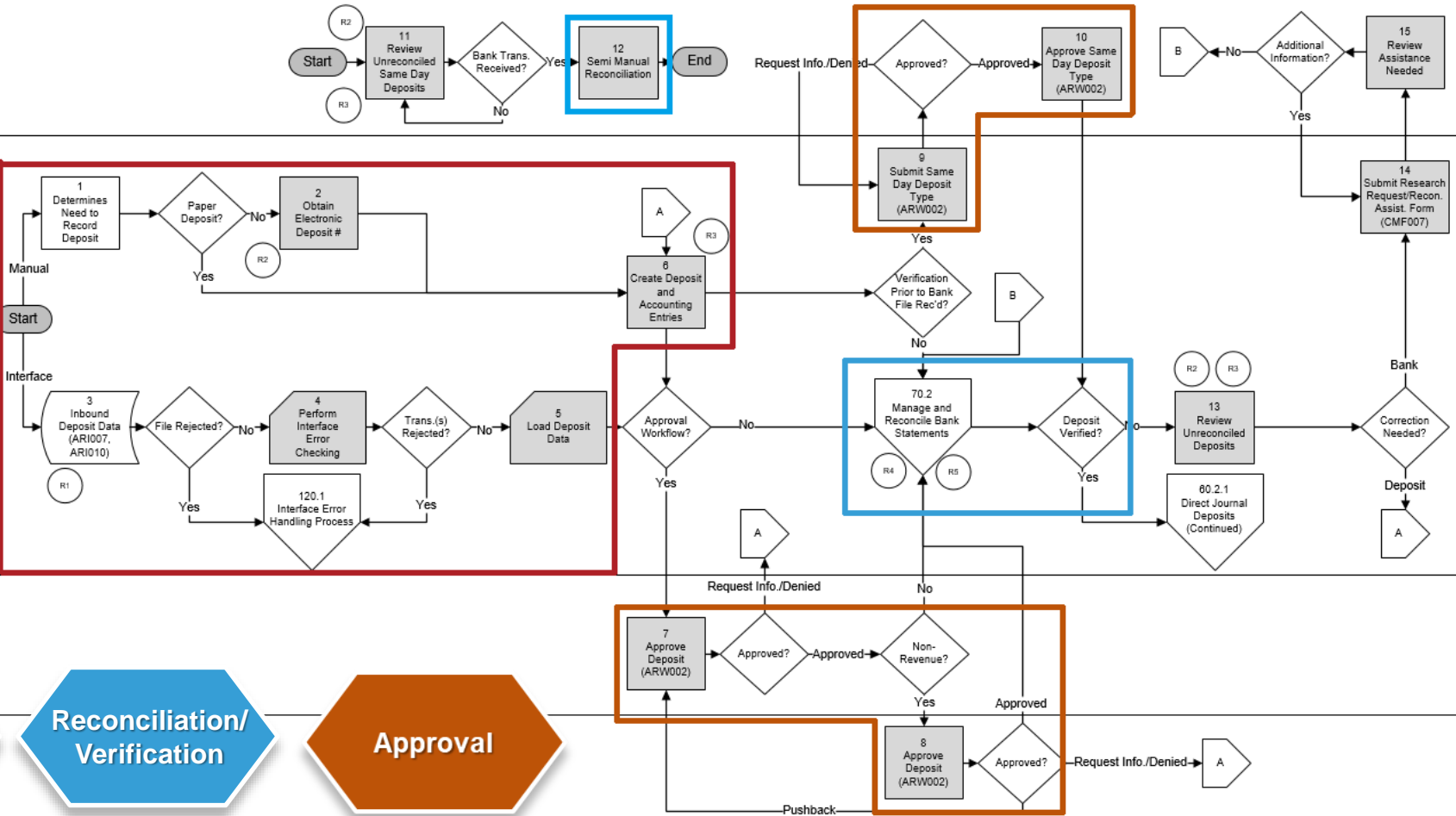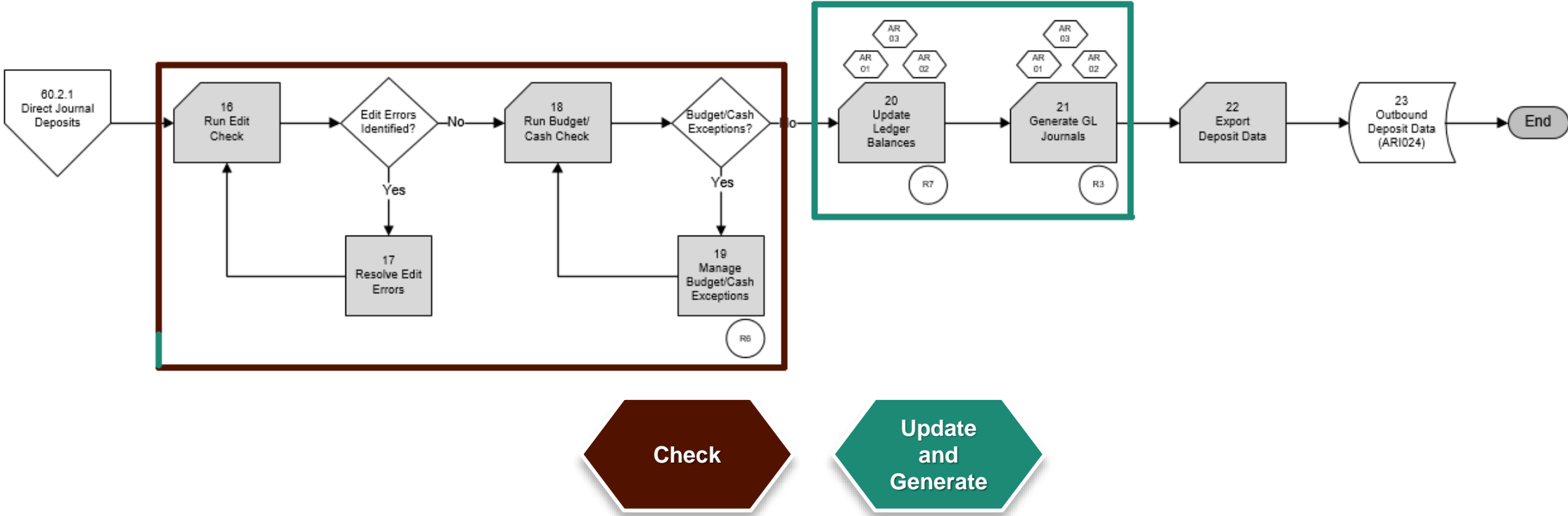Deposit Creation → Reconciliation/Verification → Approval → Check → Update and Generate

Deposit and Apply Receipts
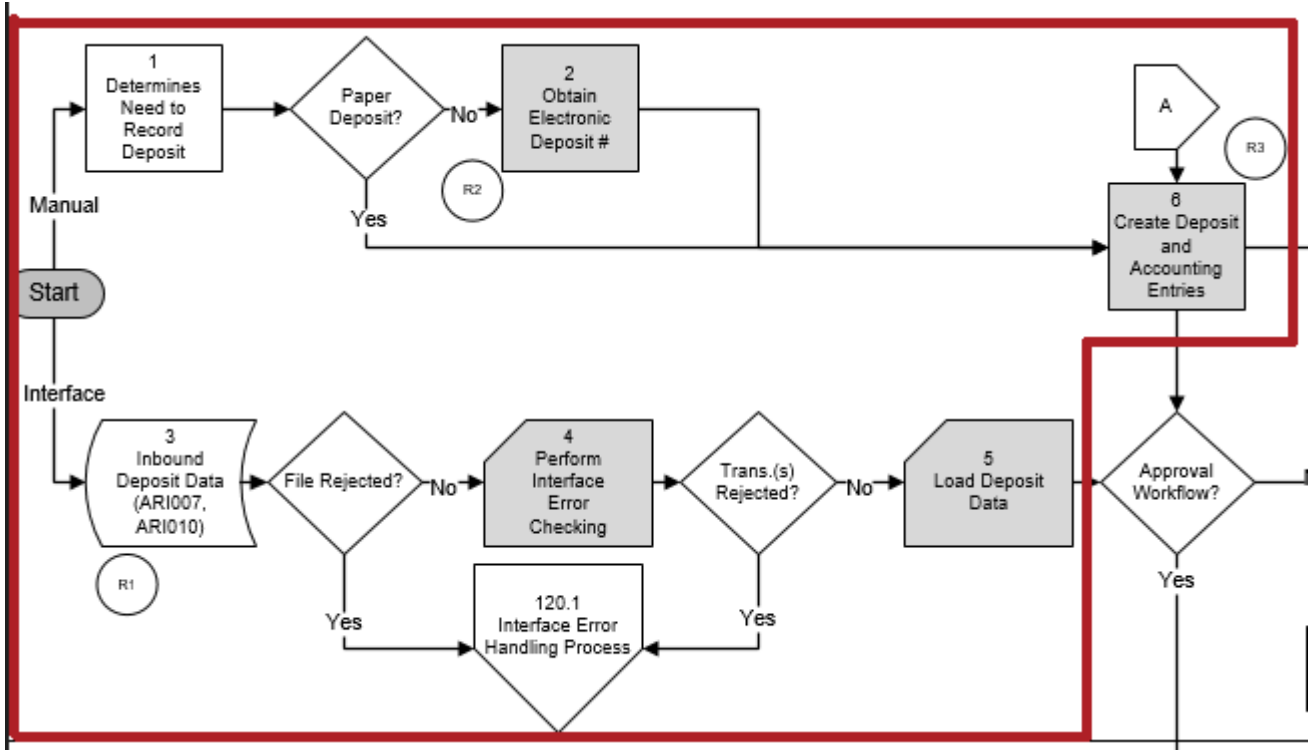## Deposit Transaction Lifecycle – 60.2.1

Deposit and Apply Receipts
Deposit Transaction Lifecycle – 60.2.1
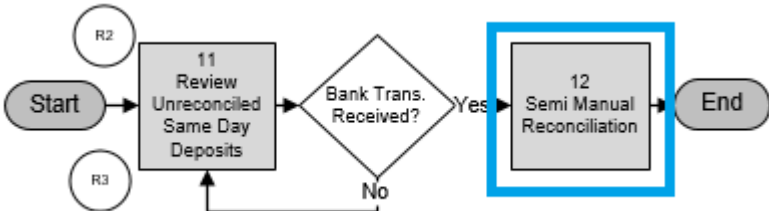
Deposit and Apply Receipts
Deposit Transaction Lifecycle – Deposit Creation

Deposit and Apply Receipts
Deposit Transaction Lifecycle – Recon./Verification

Reconciliation/ Verification

Reconciliation Status	Translate Value	Description
Unreconciled	UNR	At least one payment within the deposit is unreconciled.
Reconciled	REC	All payments within the deposit have been reconciled to the bank statement.
Blank	(' ')	All payments within the deposit have been unposted.

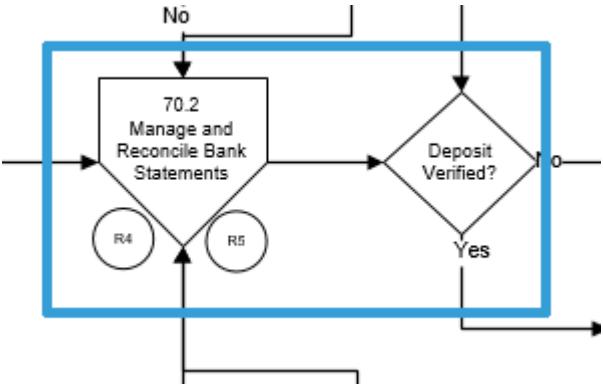| Verification Status	Translate Value	Description
Not Verified	N	Deposits that have not reconciled with the bank statement or deposits that have not been manually verified by DFS Treasury.
Verified	Y	Automated Verification - Deposits reconciled (either via automatic bank reconciliation or semi-manual reconciliation) to the previous day bank statement are automatically verified. Manual Verification - Deposits verified by DFS Treasury before receiving the bank statement file.

Deposit and Apply Receipts
Deposit Transaction Lifecycle – Recon./Verification

Verification Status	Translate Value	Description
Not Verified	N	Deposits that have not reconciled with the bank statement or deposits that have not been manually verified by DFS Treasury.
Verified	Y	Automated Verification - Deposits reconciled (either via automatic bank reconciliation or semi-manual reconciliation) to the previous day bank statement are automatically verified. Manual Verification - Deposits verified by DFS Treasury before receiving the bank statement file.

Reconciliation/ Verification

Deposit and Apply Receipts
Deposit Transaction Lifecycle – Approval

Event	Status	Translate Value	Email Notification (Yes/No)	Worklist Notification (Yes/No)
Initial - Payment Entry is not Complete	Initial	I	No	No
Route for Approval	In Process	P	No	Yes
On Final Denial	Denied	D	Yes	Yes
On Final Approval	Approved	A	No	Yes
On Pushback	In Process	P	Yes	Yes
Request for Information	On Hold	H	Yes	Yes
Payment Placed On Hold	On Hold	H	No	No

Deposit and Apply Receipts
Deposit Transaction Lifecycle – Approval

▸ Update to Business Process Model Narrative 60.2.1 from December review with agencies Step 1 and 3.

- Deposits with a non-revenue GL ChartField Account (e.g., Expenditure Refund to GL Account – 7*****) will require agency and DFS Accounting & Auditing approval through workflow.
- The best practice is to separate the non-revenue deposits from revenue deposits when preparing the bank deposit slip or transmitting with the bank.
- The agency business process to separate the non-revenue deposits from the revenue deposits upfront when transacting with the bank will minimize cash delays due to the workflow required on non-revenue deposits.

Deposit and Apply Receipts
Deposit Transaction Lifecycle – Approval

▸ Update to Business Process Model Narrative 60.2.1 from December review with agencies Step 7.

▸ Approver Deny Option

◦ If a deposit and payment(s) include non-revenue and revenue accounting together on a transaction, the Agency AR Deposit Approver can deny the transaction through workflow and request the Agency AR Deposit Processor to update the non-revenue accounting line to a revenue default accounting line.

◦ The update will allow for the transaction to continue in the lifecycle without routing to the DFS AR Audit Approver, which would cause a cash delay.

◦ The Agency AR Deposit Processor can create a $0 deposit to reverse the revenue default accounting line and enter the non-revenue accounting line to be routed through workflow for approval. The $0 deposit separates the non-revenue accounting line from the revenue accounting line on the original deposit.

Deposit and Apply Receipts
Deposit Transaction Lifecycle – Check
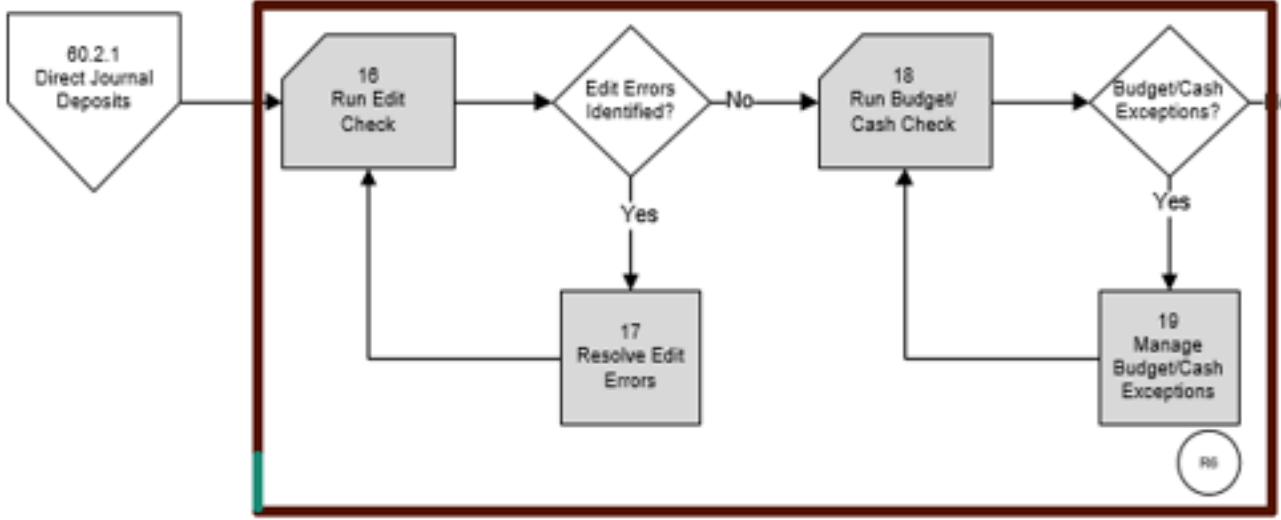
Budget Status	Translate Value	Description
Error	E	At least one of the of the payments failed to pass budget check.
Not Chk'd	N	Budget check has not processed the payment.
Valid	V	All payments passed budget check in the AR module.

ChartField Combo Edit Status	Translate Value	Description
Errors	E	At least one of the payments failed to pass edit check.
Not Edited	N	Edit check has not processed the payment.
Complete	C	All payments passed edit check in the AR module.

Check

Deposit and Apply Receipts
Deposit Transaction Lifecycle – Check

Budget Status	Translate Value	Description
Error	E	At least one of the payments failed to pass budget check.
Not Chk'd	N	Budget check has not processed the payment.
Valid	V	All payments passed budget check in the AR module.

ChartField Combo Edit Status	Translate Value	Description
Errors	E	At least one of the payments failed to pass edit check.
Not Edited	N	Edit check has not processed the payment.
Complete	C	All payments passed edit check in the AR module.

Modify Accounting Entries

Directly Journalled Payments   Deposit Control

Unit 43000   Deposit ID 10046   Payment 91000010034429   Seq 1

Currency Details

Amount -60.00   Currency USD
Base   -60.00   Currency USD

☐ Complete   Budget Status Valid

Distribution Lines

ChartFields   Currency Details   Budget   Journal Reference Information   Distribution Creation / Update Details   ⥤

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Organization	Account	Fund	Budget Entity	Category
1	43000	60.00		60.00	USD		600000	39300	43500200	000100
2	43000		60.00	-60.00	USD		WFC310	39300	43500200	000100

Total

Lines 2   Total Debits 60.00 Currency USD   Total Credits 60.00 Currency USD Net 0.00

Save   Return to Search   Previous in List   Next in List   Notify

Directly Journalled Payments | Deposit Control

Check

Deposit and Apply Receipts
Deposit Transaction Lifecycle – Update & Generate
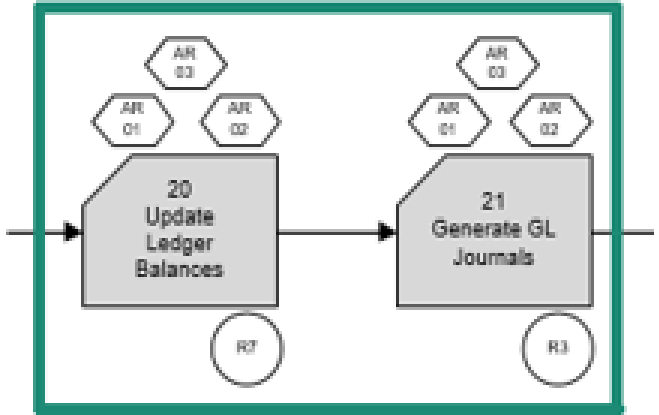
Distribution Status	Translate Value	Description
None	N	Entries are yet to be distributed to GL.
Distributed	D	Accounting entries are distributed (posted to GL). After GL Generator (JGEN) runs.

Update and Generate

DEPOSIT DEMO

MANUAL DEPOSIT

My Homepage ▼

Classic Home

Regular Deposit

ORACLE
PEOPLESOFT

avascript:submitAction_win0(document.win0,'HOMEPAGE_SELECTOR');

DEPOSIT DEMO

INBOUND DEPOSIT SPREADSHEET UPLOAD DEMO

Accounting Number Format

Format as Dollars, Euros, or other currency.

	B	C	D	F		User ID	Control Count	Control Total	Accounting Date	Bank Co
1			Generate XML							
2	000	000	000	000	000	000	000	000	000	000
3	Process	Deposit Type	Deposit Unit	Agency Deposit Number	Agency Deposit Sequence	User ID	Control Count	Control Total	Accounting Date	Bank Co
4										
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Template   Data Sheet

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INTERFACES AND REPORTS

DEPOSIT AND APPLY RECEIPTS

Interfaces and Reports
Deposit and Apply Receipts

▸ Key Interfaces

- ARI007 Inbound Deposit Data
- ARI010 Inbound Deposit Spreadsheet Upload

▸ Key Reports

- CMR001 Agency Bank Deposit Extract Report (R1)
- ARR021 Unreconciled Deposits Report (R2)
- ARR007 Deposit Report (R3)

ARI007 – Inbound Deposit Data

What
information is transmitted ?

Agencies will interface direct journal payments and payments that are associated with open AR Items.

Why
do I need this?

Once the deposit is recorded in Florida PALM, the deposit needs to be approved, verified, and distributed for the fund cash and revenue balances to be updated in Florida PALM.

Who
runs ?

- Automatic Batch Scheduler

When
should this interface file be sent ?

- Daily
- As needed (Adhoc)

Which
run control parameters are used ?

N/A

Interfaces and Reports
Deposit Structure – Direct Journal
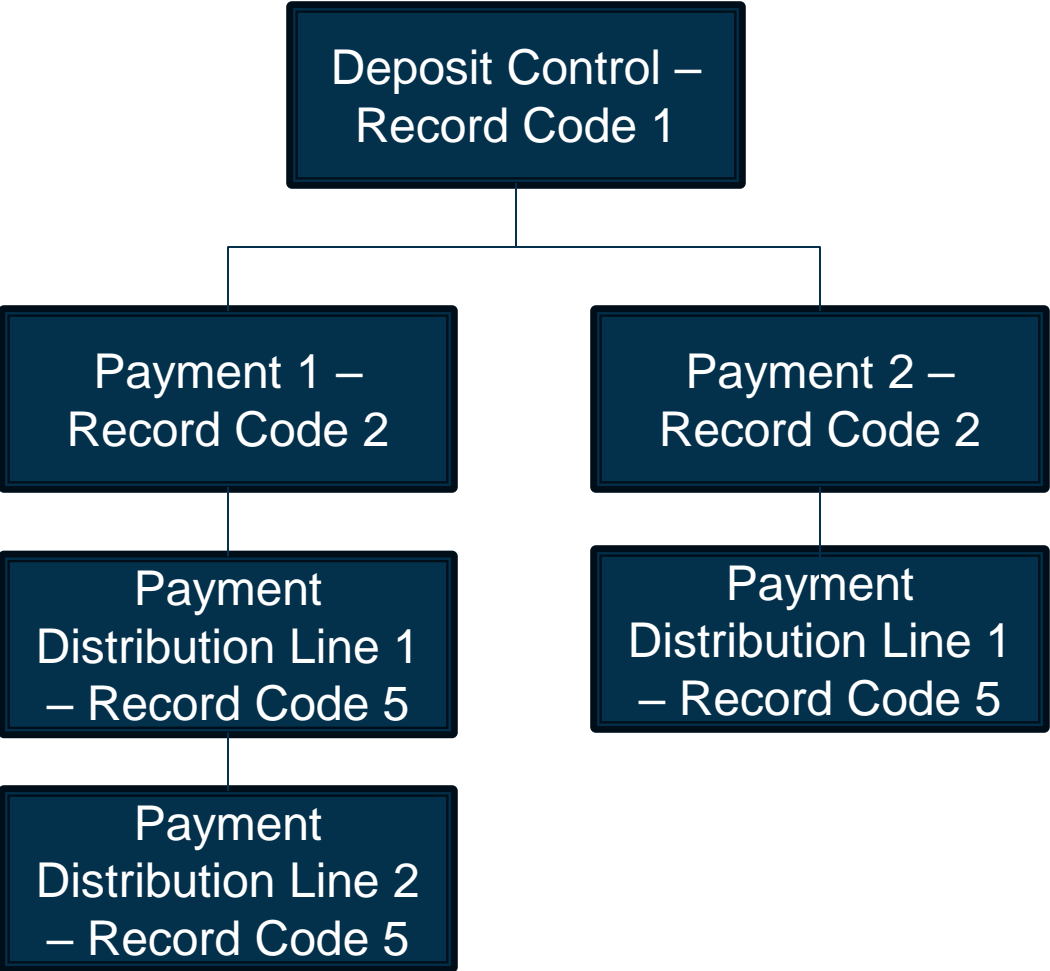
ARI010 – Inbound Direct Journal Deposit Spreadsheet Upload

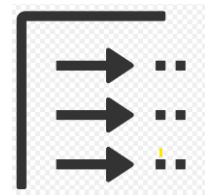| **What**	**Why**	**Who**	**When**	**Which**
information is transmitted ?	do I need this?	runs ?	should this interface file be sent ?	run control parameters are used ?
The Spreadsheet Upload is used to add direct journal payments and payments that are associated with open AR Items.	Once the deposit is recorded in Florida PALM, the deposit needs to be approved, verified, and distributed for the fund cash and revenue balances to be updated in Florida PALM.	• Agency AR Deposit Processor • Agency AR Deposit Spreadsheet Upload Processor	• As needed (Adhoc)	N/A

DEPOSIT AND APPLY RECEIPTS

BUSINESS PROCESS

KNOWLEDGE CENTER:

HTTPS://MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO/

CMR001 - Agency Bank Deposit Extract Report

What	**Why**	**Who**	**When**	**Which**
information is available?	do I need this report?	runs and uses this information?	should I run this report?	report(s) were previously used?
Subaccount deposit information from the bank statement file	To prepopulate the deposit spreadsheet to assist in recording deposits	• Agency AR Deposit Processor • Agency AR Deposit Spreadsheet Upload Processor	Should be reviewed *daily* based on the frequency and volume of bank transaction activity	N/A

CMR001 – Agency Bank Deposit Extract Report

Key Considerations

- Report can be utilized to assist with populating the Inbound Deposit Spreadsheet Upload (ARI010)
- Report is to assist agencies with direct journal deposits or customer deposit entries in Florida PALM.

Parameter	Description	Required/Optional
Bank Account Group	Field prompt.	Optional
Bank	Field prompt.	Optional
Bank Account	Field prompt.	Optional
Bank Transaction From Date	Date format should be available to select the date.	Required
Bank Transaction to Date	Date format should be available to select date.	Required

ARR007 – Deposit Report

What	**Why**	**Who**	**When**	**Which**
information is available?	do I need this report?	runs and uses this information?	should I run this report?	report(s) were previously used?
Deposit Report displays all deposit transaction that exist in Florida PALM.	This report is used to account for deposit transactions reconciled/unreconciled within Florida PALM, including additional addenda information provided by the bank for returned items.	• Agency AR Deposit Processor • Agency AR Deposit Spreadsheet Upload Processor	Daily Ad-Hoc	N/A

ARR007 – Deposit Report

Key Considerations

- The Deposit Report will display all deposit transactions that exist in Florida PALM including the status.
- Additional fields for Financial Segment: New ChartFields, Supplier ID, Asset ID Reference, AR Item, and Customer.

Parameter	Description	Required/Optional
Business Unit	Field prompt. User can select specific BU's. % or actual value as per BU security	Required
From/To Date	Select specific dates	Required
Deposit ID	Select specific ID's	Optional
Agency Deposit Number	Select specific numbers	Optional
Bank Code	Select specific code	Optional
Bank Account	Select specific bank account	Optional
Deposit Type	Select specific deposit type	Optional
Payment ID	Select specific Payment ID	Optional

Planning, Accounting, and Ledger Management

ARR021 – Unreconciled Deposit Report

What
information is available?

Displays unreconciled bank transactions and system entry deposits.

Why
do I need this report?

Provides a list of bank and deposit transactions that were unable to reconcile in Florida PALM.

Who
runs and uses this information?

- Agency AR Deposit Processor
- Agency AR Deposit Spreadsheet Upload Processor
- DFS CM Bank Reconciliation Processor

When
should I run this report?

Daily
Ad-Hoc

Which
report(s) were previously used?

N/A

LEGACY

Florida**PALM**
Planning, Accounting, and Ledger Management

ARR021 – Unreconciled Deposits Report

Key Considerations

- Includes the electronic deposit number as Reference ID for deposit entry and reconciliation purposes.

- The first set of data represents the unreconciled bank deposit transactions.

- The data below and to the right, contains the unreconciled system deposit transactions.

Parameter	Description	Required/Optional
Deposit BU	Select specific BU's.	Required
From/To Date	Select date range	Optional
Bank ID	Select Bank ID from list	Optional
Bank Account #	Select Bank Account # from list	Optional
BAI Code	Select from BAI Code from list	Optional
Bank Reference ID	Select Bank Reference ID – No Edit	Optional
Bank Transaction Amount	Select Amount – No Edit	Optional
Agency Deposit Number	Select Agency Deposit Number	Optional
Deposit Type	Select Type – No Edit	Optional
Deposit ID	Select Deposit ID – No Edit	Optional

DEPOSIT AND APPLY RECEIPTS

BUSINESS PROCESS

KNOWLEDGE CENTER:

HTTPS://MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO/

AGENCY CONFIGURATION WORKBOOK

SETUP DISTRIBUTION CODE

Florida PALM
Planning, Accounting, and Ledger Management

Configuration Workbook for **DFS** - 43000
Accounts Receivable (AR)

Purpose

The purpose of the configuration workbook is to document and/or confirm detailed values that will be setup in the Florida PALM system. The result will be a list of detailed configuration values the agency will need to support their business. This is an iterative process through which the agency and the Project Team will collaborate on configuration needs. Throughout this iterative process, updates or changes to the configuration values will occur and be shared with the agency.

This configuration workbook contains agency values the following configurations being setup in Florida PALM:
- Distribution Code

Instructions

This workbook contains multiple tabs. Each tab represents a core configuration component in Florida PALM. Tab column descriptions are provided below. This configuration workbook contains the following Accounts Receivable (AR) module related configurations to which agency specific values are being obtained to setup Florida PALM:
1. Distribution Code
1a. Organization (Column J) must be provided.
1b. State Program (Column O) must be provided or confirmed.

Please complete the following:

Configuration Name	
Distribution Code	
Distribution Code	A distribution code 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.
Distribution Code Instructions	
Organization	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 ten (10) characters in length and are established based on the organizational structure defined by each agency.

Organization Instructions	Please complete the following:
	   1. In the Organization column (J)
	     a. Review the Distribution Code (D), Account (K), Fund (L) and Budget Entity (M) ChartFields and determine the appropriate default Organization ChartField to be used when creating accounting entries for Returned Items.
	     b. Enter the desired Organization ChartField value in column (J).

State Program	Identify the plan for an organization and use of resources to meet specified objectives of the State. State Program tracks both revenue and expenditures for programs within or across organizations. State Program values are ten (10) characters in length and remain unchanged from the Program Component values as established in LAS/PBS.

State Program Instructions	Please complete the following:
	   1. In the State Program Column (O)
	     a. Review the current Program Component (State Program) values associated with the Budget Entity as established by LAS/PBS.
	       i. **If a single value was provided**, it has been captured in Column O
	        • In column P, enter "Y" if you desire to establish the provided value in Florida PALM or "N" if not and provide the desired New Value in column Q.
	       ii. **If multiple values were provided**, please use the pick list to choose the desired value.
	        • Select the desired value from the list.
	        • In column P, enter "Y" to confirm your selected value
	       iii. **If no value was provided**, provide the desired value in column Q

Distribution Code Configuration Values
Florida PALM Values

Record Name		DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	DST_CODE_TBL	
Field Name		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
		SetID is a 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.	System uses the code to create accounting entries.	Effective Date is when a row becomes effective, or the date that an action begins.	Status as of Effective Date	Long Description of defined distribution code.	Provides a short abbreviation for the title of the value.	Selected value indicates how the system will use the account.	Organization ChartField tracks information according to a breakdown of your organization.	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations.	Budget Entity ChartField represents organizations and/or functions to which appropriations are made and typically represents a program.	Category ChartField represents both appropriation categories and revenue source codes.	Stores Chart of Accounts information and provides the basic structure to segregate and categorize transactional and budget data.	Configure Value Y or N	
Required/Optional		Required	Required	Required	Required	Required	Optional	Required	Required	Required	Required	Required	Required	Required		
Field Type		Character	Character	Date	Character	Character	Character	Character	Character	Character	Character	Character	Character	Character	Character	
Field Length		5	10		1	30	10	3	10	10	5	8	6	10		
		STATE	4300000	24-Oct-23	A	43502573002439005600000020000	DFS	REV		605000	57300	43900560	000200	1204000000		
		STATE	4300002	24-Oct-23	A	43502573002439005600000020000	DFS	REV		605000	57300	43900560	000200	1204000000		
		STATE	4300003	24-Oct-23	A	43502573002439005600000020000	DFS	REV		605000	57300	43900560	000200	1204000000		
		STATE	4300030	24-Oct-23	A	43712728001431003000000050000	DFS	REV		611000	72800	43100300	000500	1601000000		
		STATE	4300111	24-Oct-23	A	43102393001435002000000010000	DFS	REV		600000	39300	43500200	000100	1204000000		
		STATE	4300324	24-Oct-23	A	43202795003436001000000010000	DFS	REV		600000	79500	43600100	000100	1102020000		
		STATE	4300350	24-Oct-23	A	43102393001435002000000010000	DFS	REV		600000	39300	43500200	000100	1204000000		
		STATE	4300360	24-Oct-23	A	43102393001435002000000010000	DFS	REV		600000	39300	43500200	000100	1204000000		
		STATE	4300370	24-Oct-23	A	43102393001435002000000010000	DFS	REV		600000	39300	43500200	000100	1204000000		
		STATE	4300420	24-Oct-23	A	43102393001435002000000010000	DFS	REV		600000	39300	43500200	000100	1204000000		
		STATE	4300430	24-Oct-23	A	43102393001435002000000010000	DFS	REV		600000	39300	43500200	000100	1204000000		
		STATE	4300434	24-Oct-23	A	43102078001434001000000180000	DFS	REV		631000	07800	43400100	001800	1601000000		
		STATE	4300450	24-Oct-23	A	43102393001435002000000010000	DFS	REV		600000	39300	43500200	000100	1204000000		
		STATE	4300454	24-Oct-23	A	43202795003436001000000010000	DFS	REV		600000	79500	43600100	000100	1102020000		
		STATE	4300460	24-Oct-23	A	43102393001435002000000010000	DFS	REV		600000	39300	43500200	000100	1204000000		
		STATE	4300461	24-Oct-23	A	43102393001435002000000020000	DFS	REV		605000	39300	43500200	000200	1204000000		
		STATE	4300462	24-Oct-23	A	43102393001435002000000010000	DFS	REV		600000	39300	43500200	000100	1204000000		
		STATE	4300466	24-Oct-23	A	43102393001435002000000020000	DFS	REV		605000	39300	43500200	000200	1204000000		
		STATE	4300560	24-Oct-23	A	43502573002439005600000020000	DFS	REV		605000	57300	43900560	000200	1204000000		

DOR DEPOSIT MATRIX

All agencies DOR deposits for:	Deposited into DOR's bank account				Who enters the deposit in Dept FLAIR? DOR or the Agency? - CMS Wave	Who enters the Deposit in Florida PALM? - Financials Wave	Deposited into the Agency's bank account	Who enters the deposit in Dept FLAIR? DOR or the Agency? - CMS Wave	Who enters the deposit in Florida PALM? DOR or the Agency? - Financials Wave
	Wells Fargo						Wells Fargo		
	Clerk of Courts Debits	ACH Credit	ACH Debit	Credit Card	*Via FTP means they put a Transaction file (TR30) out on FTP site and FLAIR pics up and batches or in my terms loads the transactions.		Paper Check		
DBPR		X	X		Agency	DOR via ARI007	X	Agency	Agency
DCF	X				DOR via FTP	DOR via ARI007			
COM		X	X	X	Agency	DOR via ARI007	X	Agency	Agency
DEP	X				DOR via FTP	DOR via ARI007			
DFS	X				DOR via FTP	DOR via ARI007			
DJJ	X				DOR via FTP	DOR via ARI007			
DLA	X				DOR via FTP	DOR via ARI007			
DMS	X	X	X		Agency	DOR via ARI007	X	Agency	Agency
DOACS	X				DOR via FTP	DOR via ARI007			
DOE		X	X	X	Agency	DOR via ARI007	X	Agency	Agency
DOH	X				DOR via FTP	DOR via ARI007			
DOR	X	X	X	X	DOR	DOR via ARI007	X	DOR	DOR
DOT	X				DOR via FTP	DOR via ARI007			
FDLE	X				DOR via FTP	DOR via ARI007	X	Agency	Agency
FWC	X				DOR via FTP	DOR via ARI007			
HSMV	X				DOR via FTP	DOR via ARI007			
JAC	X				DOR via FTP	DOR via ARI007			
State Courts	X				DOR via FTP	DOR via ARI007			

WRAP UP

Contact Information

Contact us

FloridaPALM@myfloridacfo.com

Project Website

www.myfloridacfo.com/floridapalm/