

FloridaPALM

Planning, Accounting, and Ledger Management



SEGMENT III DESIGN WORKSHOPS

APRIL 3, 2024



Agenda

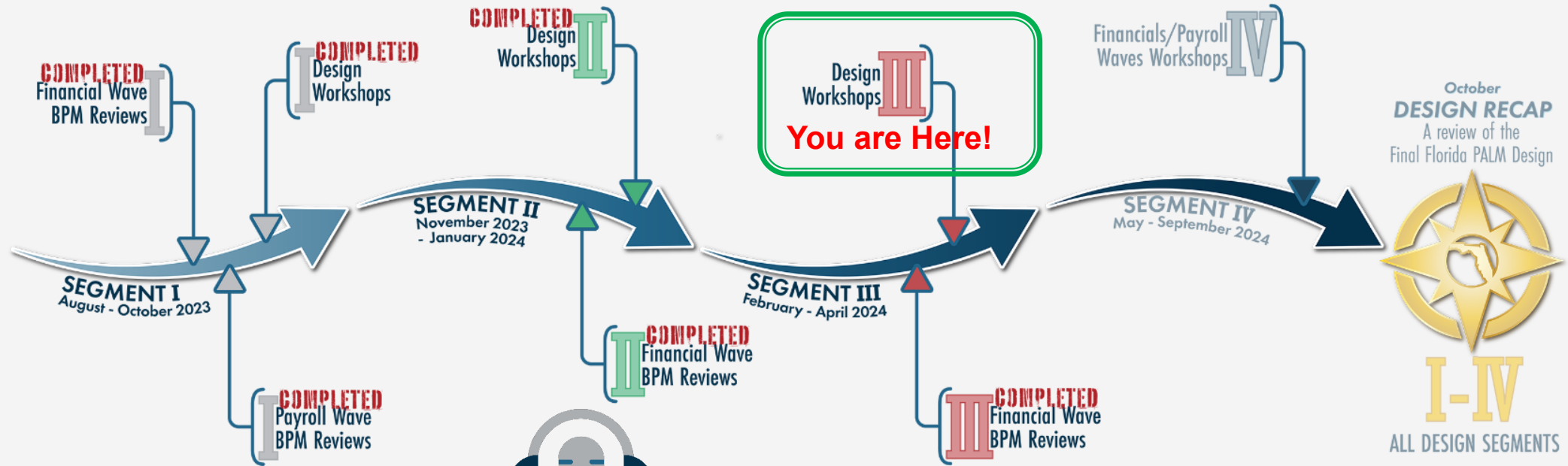
- ▶ Welcome and Introductions
 - Housekeeping
- ▶ Design Phase Overview
- ▶ Customers and AR in Florida PALM
- ▶ Business Process Overview
- ▶ Set Up and Maintain Customer
- ▶ Enter and Maintain Receivables
- ▶ Deposit and Apply Receipts
- ▶ Tools
- ▶ Agency Configuration Workbook
- ▶ Wrap Up



Design Phase Overview

Florida PALM Design Phase

Click a meeting icon to access details and materials including business process narratives & flows.



For more information, listen to [Episode #11: The Design Phase](#)



CUSTOMERS AND AR IN FLORIDA PALM

EXPLORE CHANGE!



Customers and AR in Florida PALM

- ▶ Examples of possible uses for Customer/AR processes in Florida PALM
 - Tracking a detailed AR balance to a Customer
 - Tracking Grant Draws
 - Returned Item/Debit Memo



Customers and AR in Florida PALM

When Not to Use Customers and AR:	Why:
Billing/Collections	Functionality is not being implemented at Financials Wave.
Deferred revenues where revenue is earned and recorded based on an event.	Automated functionality is not being implemented at Financials Wave. Manual process to manage in the AR module.
Generic customers	Summary level activity should be captured in the GL or IU modules. AR module expects deposit to match detailed AR in the process.
High volume Customer Refunds	Manual process in the AR module.
Inter/IntraUnit transactions	Best practice is to process in the IU module.
Debt where cash is received in an agency's Clearing, Revolving or Other Bank Account outside of the State Treasury.	Florida PALM is not receiving or processing the bank activity for these types of bank accounts.



Q&A



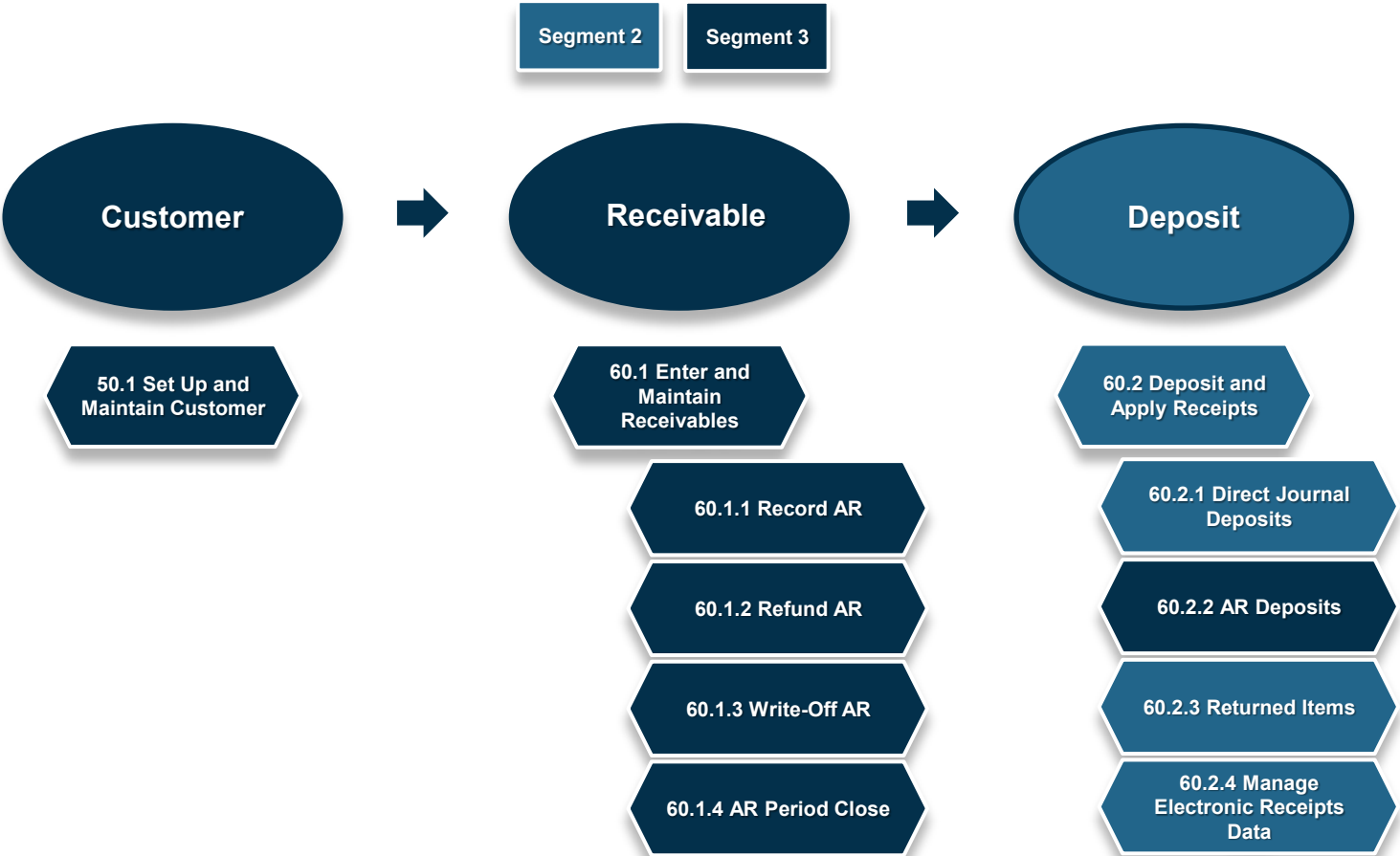
BUSINESS PROCESS OVERVIEW

BUSINESS PROCESS



BUSINESS PROCESS OVERVIEW

Process Impacts

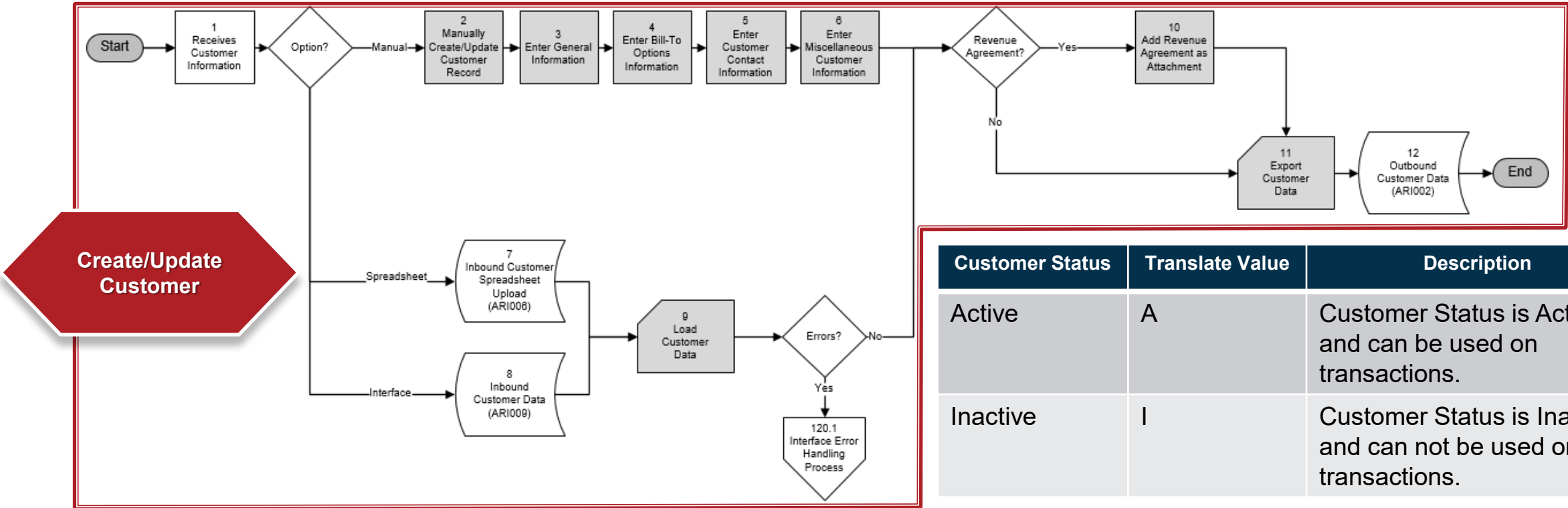


SET UP AND MAINTAIN CUSTOMER



Set Up and Maintain Customer 50.1

Create/Update Customer Lifecycle



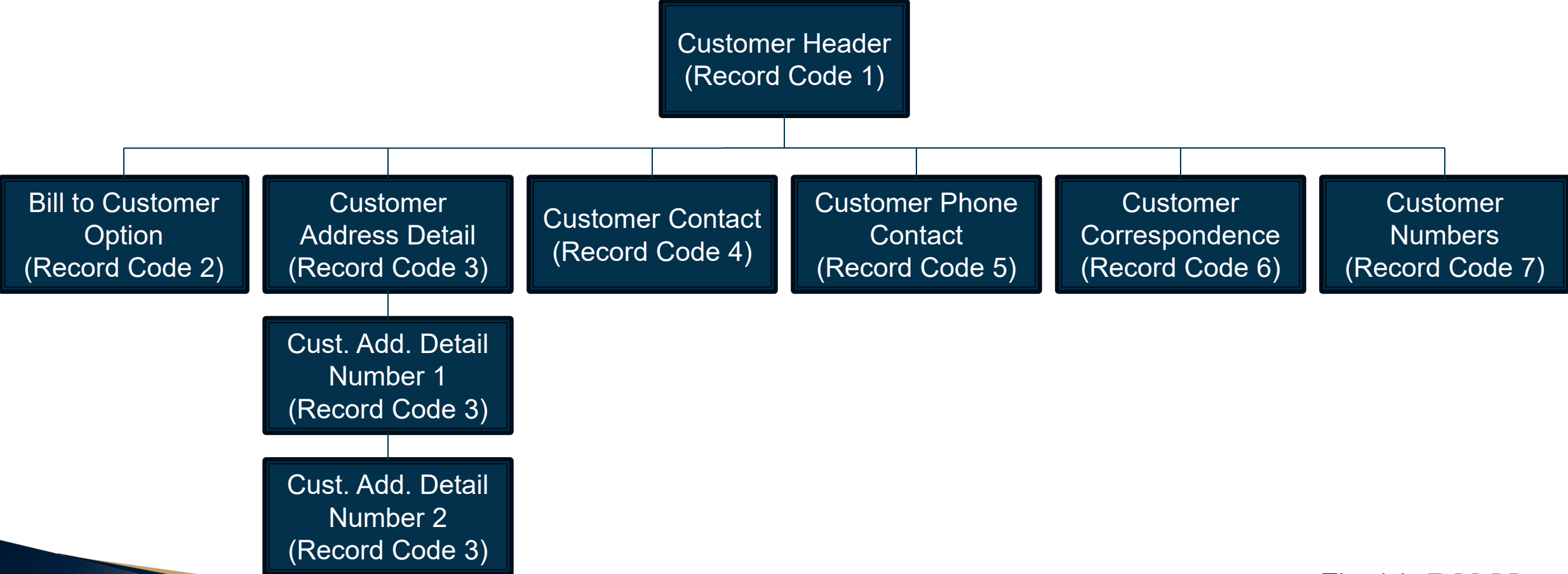
Create/Update Customer

Customer Status	Translate Value	Description
Active	A	Customer Status is Active and can be used on transactions.
Inactive	I	Customer Status is Inactive and can not be used on transactions.



Interfaces and Reports

Customer Structure



Create Customer Information

General Info Bill To Options Ship To Options Sold To Options Miscellaneous General Info

SetID 43000

Customer ID 4300000000000716

General Info Links ...More

*Status Active

*Date Added 03/22/2024 *Since 03/22/2024

*Name 1 PALM Customer

Name 2

Currency Code USD Rate Type CRRNT

Level Regular

*Type General

*Short Name

- District School Boards
- Excluded Foreign Customer
- Federal Agency
- For Profit Org Inc Sole Prop
- General**
- Legislature
- Local Government
- NonProfit Organization
- Private Universities
- State Agency (Excl State Uni)
- State Community Colleges
- State Universities
- User 2
- User 3
- User 4

Consolidation Business Unit

Roles

- Bill To Customer**
Bill To Selection
- Ship To Customer
Ship To Selection
- Sold To Customer
Sold To Selection
- Broker Customer
- Indirect Customer
- Correspondence Customer
Correspondence Selection
- Remit From Customer
Remit From Selection
- Corporate Customer
Corporate Selection
- Consolidation Customer
- Grants Management Sponsor



Address Locations

*Location Bill To Primary Broker Primary
 Ship To Primary Indirect Primary
Description Sold To Primary Correspondence Address

RFID Enabled VAT Default VAT Service Treatment Setup

Address Details

*Effective Date *Status
Tax Code Language Code
Physical Nature Where Performed
Alternate Name 1 Alternate Name 2

Country United States

Address 1 [View Phone Information](#)

Address 2

Address 3

City In City Limit

County Postal

State Florida



Create Customer Information

General Info **Bill To Options** Ship To Options Sgid To Options Miscellaneous General Info

SetID 43000 Customer ID 430000000000716 PALM Customer

Customer Bill To Options

Search | < > 1 of 1 View All

*Effective Date 03/22/2024 *Status Active
Currency Code USD Rate Type CRRNT

Responsibilities

Credit Analyst CREDIT Collector COLLECT
AR Specialist AR01
Billing Specialist Bill Inquiry Phone
Billing Authority

Payment Terms

Payment Terms ID
Description
Discount Grace Days Due Grace Days

Payment Predictor Options

Partial Payment Switch
 Payment Predictor Hold
Method

Payment Plan Options

Maximum Installments Default Plan Type
Minimum Source Balance Default Processing Fee



Set Up and Maintain Customer 50.1

Interfaces, Conversion and Reports

- ▶ Key Interfaces
 - ARI009 Inbound Customer Data
 - ARI006 Inbound Customer Spreadsheet Upload
 - ARI002 Outbound Customer Data
- ▶ Key Conversion
 - ARC001 Customers
- ▶ Key Reports
 - Met by Data Warehouse reporting



ARI009 – Inbound Customer Data

What
information is transmitted ?



Agencies can interface Customer Data maintained in their Agency Business System

Why
do I need this?



Once the Customer Data is recorded in Florida PALM, agencies can maintain their customer information for tracking receivables and revenues

Who
runs ?



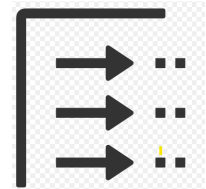
- Automatic Batch Scheduler

When
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which
run control parameters are used ?



- N/A

ARI006 – Inbound Customer Spreadsheet Upload¹⁹

What

information is transmitted ?



Agencies can spreadsheet upload Customer Data

Why

do I need this?



Once the Customer Data is recorded in Florida PALM, agencies can maintain their customer information for tracking receivables and revenues

Who

runs ?



- Agency Customer Maintainer

When

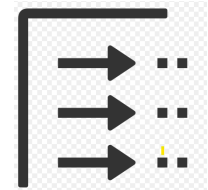
should this interface file be sent ?



- As needed (Ad hoc)

Which

run control parameters are used ?



- N/A

ARI002 – Outbound Customer Data

What
information is transmitted ?



Outbound Interface will provide **FACTS** and agencies customer details.

Why
do I need this?



Once the Customer Data is recorded in Florida PALM, agencies can maintain their customer information for tracking receivables and revenues

Who
runs ?



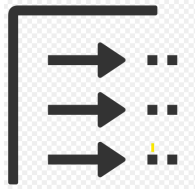
- Automatic Batch Scheduler

When
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which
run control parameters are used ?



- As of Date
- Delta or Full File

Set Up and Maintain Customer 50.1

Customer Conversion

▶ Source:

- FLAIR Customer Records; or
- Agency Business System

▶ Bridge:

- The legacy Agency Customer ID will be recorded in Florida PALM

▶ Active Records:

- Current AR balance
- The agency expects deposit transactions or AR activities to continue
- Overdue AR that have been referred to collections

▶ Key Information:

- Customer ID, Name, Address(es), Type, Customer Status



Q&A



SET UP AND MAINTAIN CUSTOMER

KNOWLEDGE CENTER


[FLORIDA PALM KNOWLEDGE CENTER HOME \(DOCUMENT360.IO\)](#)



SET UP AND MAINTAIN CUSTOMER

CREATE CUSTOMER DEMO





FINDEV2 # JACK.JENKINS

Search in Menu

Create Customer Information

[New Window](#) | [Help](#) | [Personalize Page](#)

- General Info**
- Bill To Options
- Ship To Options
- Sold To Options
- Miscellaneous General Info

SetID 43000 Customer ID NEXT General Info Links

*Status [Copy From Customer](#) Level

*Date Added *Since *Type

*Name 1

Name 2

*Short Name

Currency Code Rate Type

Roles

- Bill To Customer
[Bill To Selection](#)
- Ship To Customer
[Ship To Selection](#)
- Sold To Customer
- Correspondence Customer
[Correspondence Selection](#)
- Remit From Customer
[Remit From Selection](#)
- Corporate Customer

Q&A

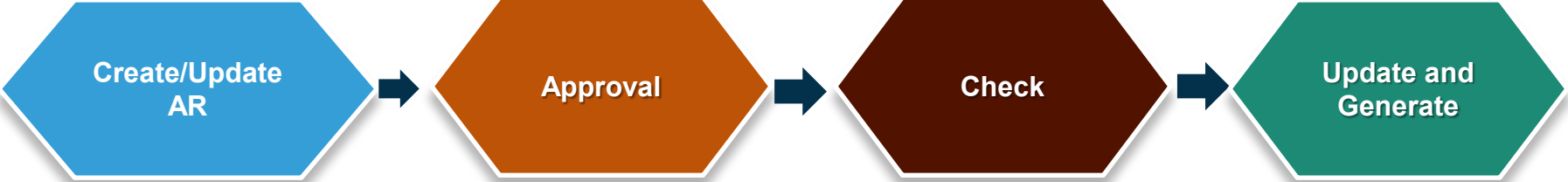


ENTER AND MAINTAIN RECEIVABLES



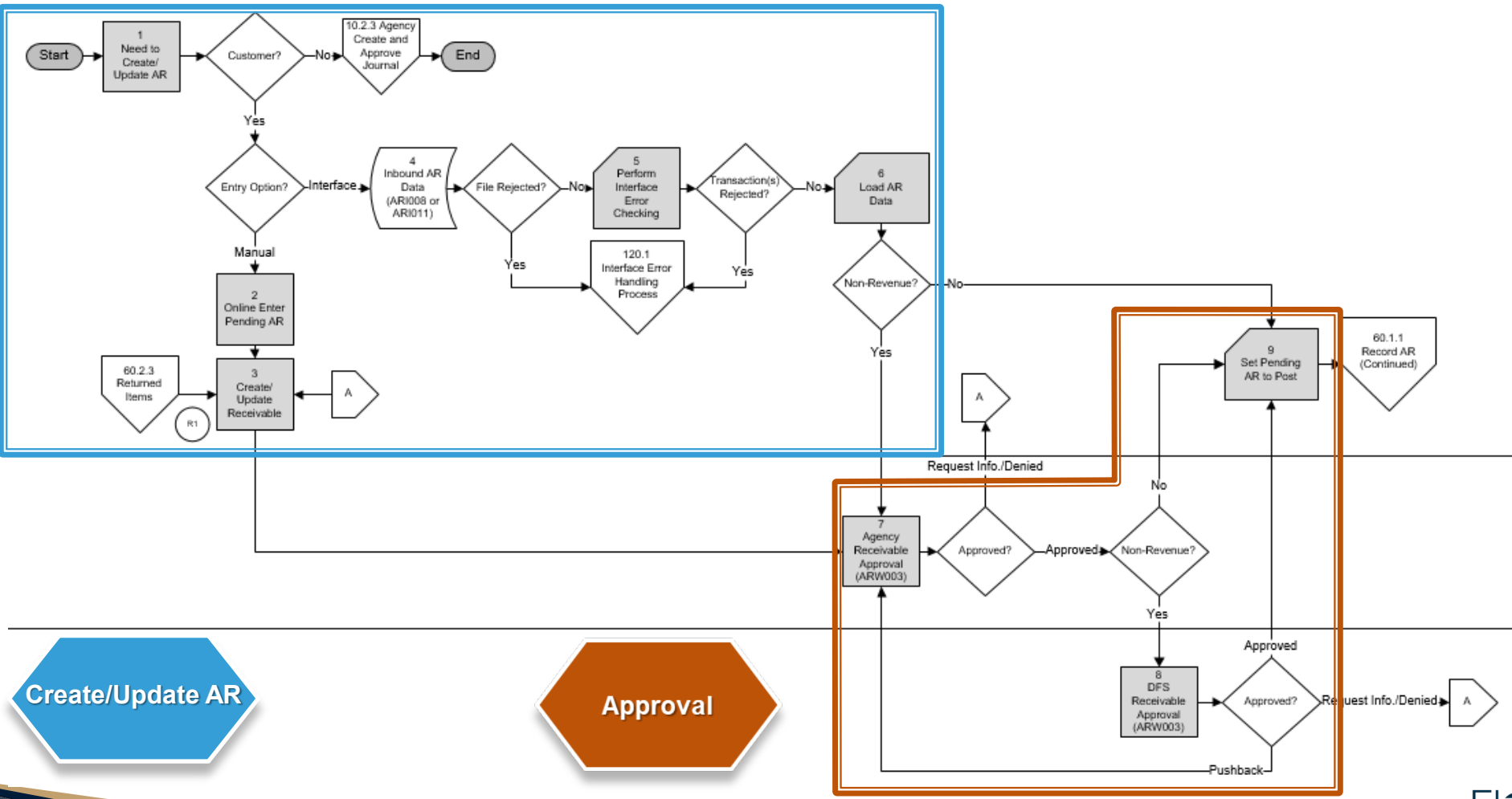
Enter and Maintain Receivables 60.1

Record AR Lifecycle



Enter and Maintain Receivables 60.1

Receivables Transaction - Record AR 60.1.1



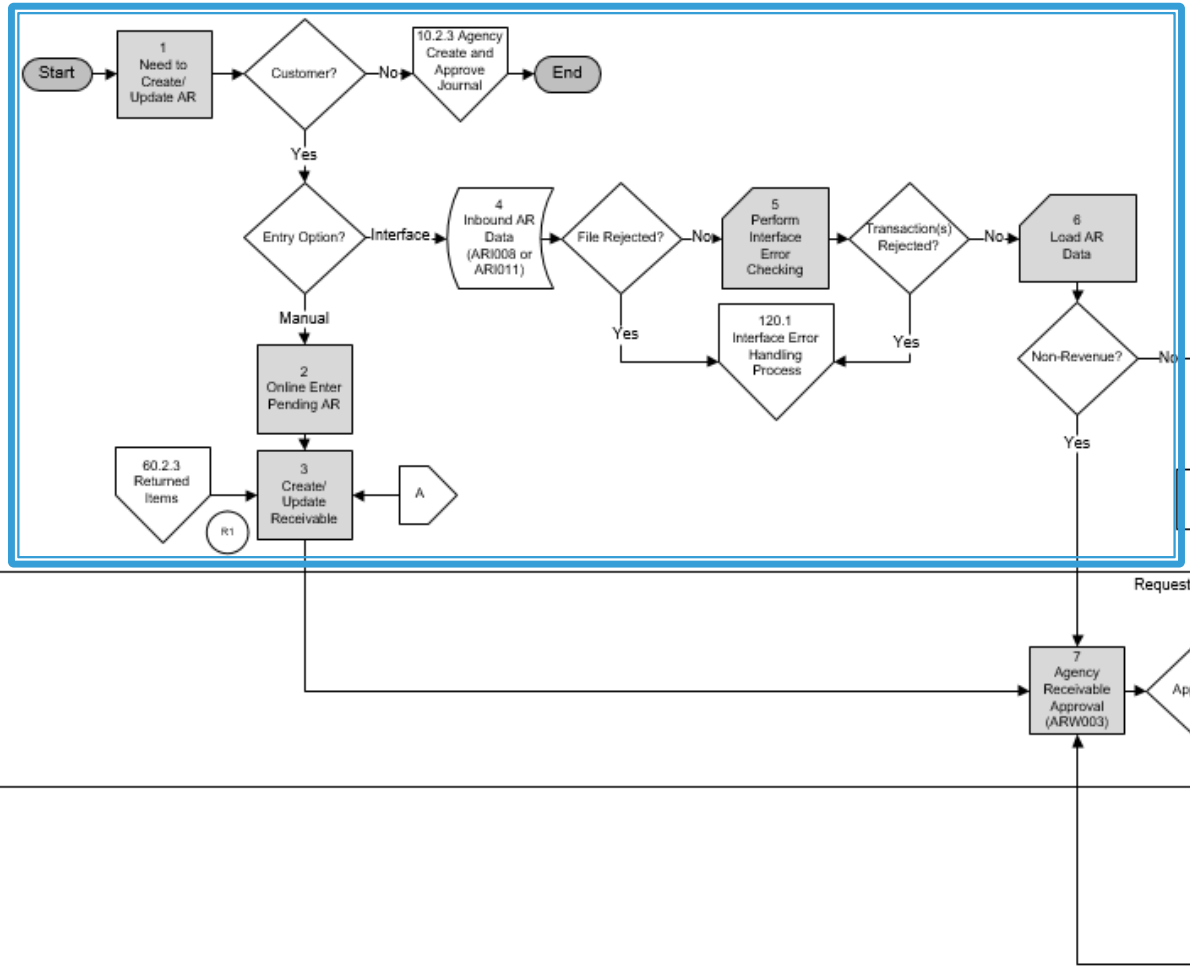
Create/Update AR

Approval



Enter and Maintain Receivables 60.1

Receivables Transaction Lifecycle - Record AR

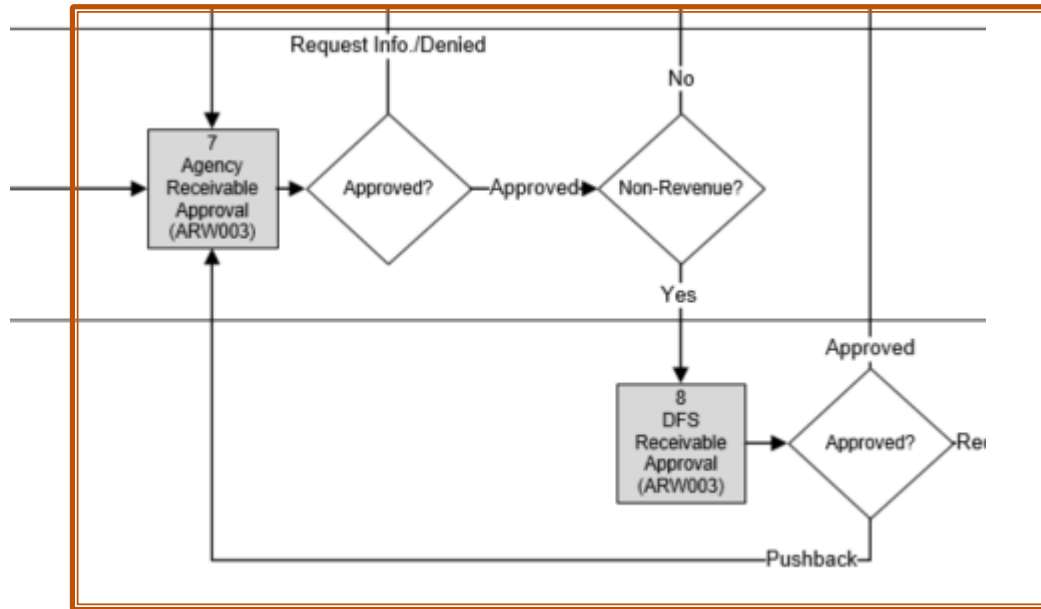


Create/Update AR



Enter and Maintain Receivables 60.1

Receivables Transaction Lifecycle - Record AR



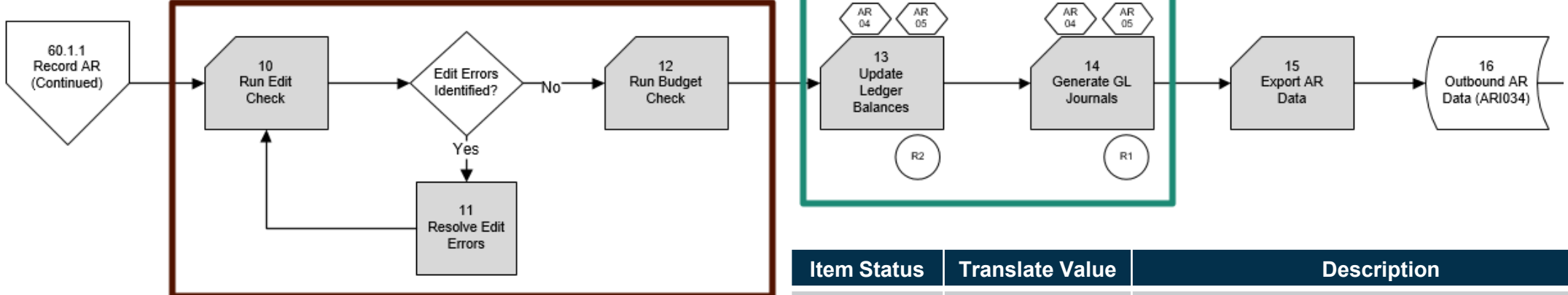
Event	Status	Translate Value	Email Notification (Yes/No)	Worklist Notification (Yes/No)
Initial - Item is Incomplete	Initial	I	No	No
Route for Approval	In Process	P	No	Yes
On Final Denial	Denied	D	Yes	Yes
On Final Approval	Approved	A	No	Yes
On Pushback	In Process	B	Yes	Yes
Request for Information	On Hold	H	Yes	Yes



Enter and Maintain Receivables 60.1

Receivables Transaction Lifecycle - Record AR

Pending Item Posted Flag	Translate Value	Description
Yes	Y	Pending item has been posted to a customer account.
No	N	Pending item has failed or has not yet been processed by batch job.

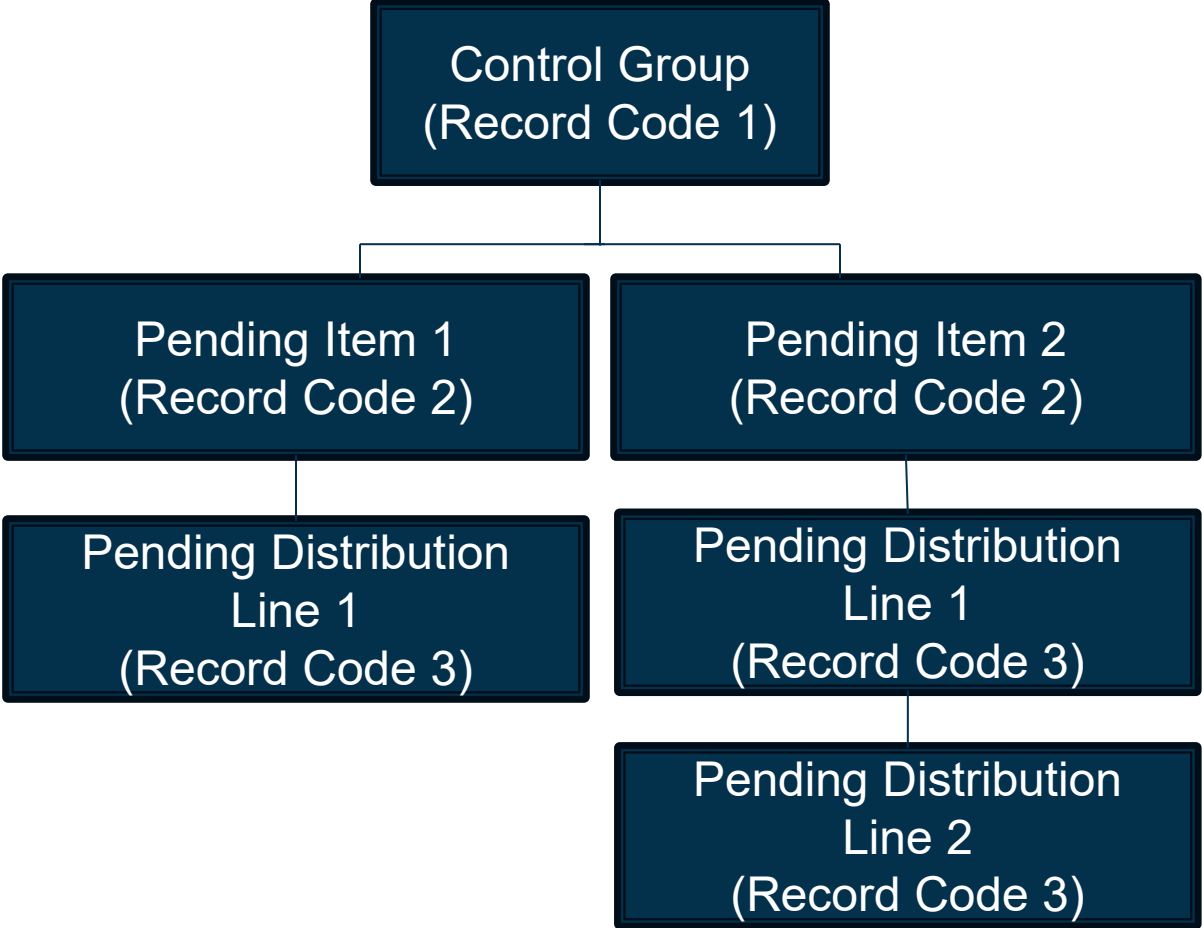


Item Status	Translate Value	Description
Open	O	AR Item has an open balance where payment(s) need to be applied.
Closed	C	Item balance is zero.



Interfaces and Reports

Item Structure – AR Data



Online Item Group Entry

Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries Group Action

Group Unit 43000 Group ID 183

[View Audit Logs](#)

*Accounting Date

*Group Type AR

*Origin ID ManualAR

Currency

Control *Format

Control Totals

Control	<input type="text" value="10.00"/>	*Count	<input type="text" value="1"/>
Entered	10.00	Count	1
Difference	0.00	Count	0
Posted	0.00	Count	0

Control Data

*Received *Entered

Posted

Assign User FINW_POC_TEST_USER

Group Status

Edit Status	Edited	Accounting Entries	Balanced
Balanced	No	Posting Action	Do Not Post
Posting Status	Not Posted		



Online Item Group Entry

Group Control **Pending Item 1** Pending Item 2 Pending Item 3 Accounting Entries Group Action

Group Unit 43000 Group ID 183

Pending Item Entry

🔍 | < < 1 of 1 > > | View All

*Acctg Date 01/20/2024 📅 *As Of Date 01/20/2024 📅
*Item ID ARE007-TEST-01 Line
*Business Unit 43000 🔍 *Customer 4300000000000001 🔍

Sequence 1 + -
Copy Line

SubCust1 SubCust2

Amount 10.00 *Currency USD
*Entry Type DR ▾ Reason 🔍

*AR Dist AR 🔍

Rate Type Revalue Flg
Exchange Rate 1.00000000 📄 Attachments (0) View Audit Logs

Payment Terms

Terms NET30 🔍 Due Date
Disc Amt Disc Date Due Days
Disc Amt 1 Disc Date 1 Disc Days
 Always Allow Discount



Online Item Group Entry

Group Control Pending Item 1 Pending Item 2 Pending Item 3 **Accounting Entries** Group Action

Group Unit 43000 Group ID 183

Accounting Entries Q | < | > | 1 of 1 | View All

Item ID	ARE007-TEST-01	Line		Entry Type	DR	Reason	
Bus. Unit	43000	Customer	430000000000000001	SubCust1		SubCust2	
Amount	10.00	Currency	USD				

Accounting Entries Complete Display Totals: Entry ▾ ⚡ 🔗

Distribution Lines

⌂ Q < | > | 1-2 of 2 | View All

ChartFields Currency Details Additional Details Journal Reference Information Item Creation/Update Details |>

Line	GL Unit	*Type	Amount	Organization	*Account	Fund	Budget Entity	Category	State Pa
2	43000	User ▾	-10.00	TEST Q	621801 Q	00001 Q	11000000 Q	001000 Q	
102	43000	AR	10.00	TEST	105000 Q	00001	11000000	001000	

Lines	2	DR	10.00	Currency	USD	CR	10.00	Currency	USD	Net	0.000
-------	---	----	-------	----------	-----	----	-------	----------	-----	-----	-------

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display



Q&A



Enter and Maintain Receivables 60.1

Interfaces, Conversion and Reports – Record AR

- ▶ Key Interfaces
 - ARI011 Inbound AR Data
 - ARI008 Inbound AR Spreadsheet Upload
 - ARI034 Outbound AR Data
- ▶ Key Conversion
 - ARC002 Open Accounts Receivables
- ▶ Key Reports
 - ARR025 AR Data Report



ARI011 – Inbound AR Data

What
information is
transmitted ?



Agencies can interface AR Data maintained in their Agency Business System

Why
do I need this?



Agencies can maintain their Item information for tracking receivables, revenues & customer balances

Who
runs ?



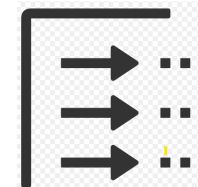
- Automatic Batch Scheduler

When
should this interface
file be sent ?



- Daily
- As needed (Ad hoc)

Which
run control
parameters are used ?



- N/A

ARI008 – Inbound AR Spreadsheet Upload

What
information is transmitted ?



Agencies can spreadsheet upload AR Data.

Why
do I need this?



Agencies can maintain their Item information for tracking receivables, revenues & customer balances

Who
runs ?



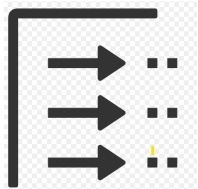
- Agency AR Item Spreadsheet Upload Processor

When
should this interface file be sent ?



- As needed (Ad hoc)

Which
run control parameters are used ?



- N/A

ARI034 – Outbound AR Data

What

information is transmitted ?



Provides agency business systems created or updated AR Data.

Why

do I need this?



Agencies can maintain their Item information for tracking receivables, revenues & customer balances

Who

runs ?



- Automatic Batch Scheduler

When

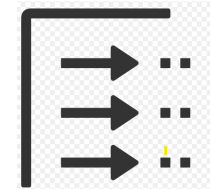
should this interface file be sent ?



- Daily

Which

run control parameters are used ?



- As of Date
- Delta or Full File
- Item Status

Enter and Maintain Receivables 60.1

Open AR Conversion

▶ Source:

- FLAIR
- ABS

▶ Bridge:

- The legacy detail receivable balance to the Florida PALM detail receivable balance per Customer and Item

▶ Active Records:

- Have an open AR balance
- Expects AR activities to continue

▶ Key Information:

- Customer ID, Item ID, Amount, Payment Terms/Due Date



ARR025 – AR Data Report

What

information is available?



Provides Account Receivable data from creation to closure in Florida PALM for agency use and analysis.

Why

do I need this report?



Agencies can analyze and monitor AR data, including items and customer payments throughout the AR lifecycle.

Who

runs and uses this information?



- Agency Deposit Reporter
- Agency AR Item Approver
- Agency AR Item Processor
- DFS AR Audit Approver

When

should I run this report?



- Daily
- As needed (Ad hoc)

Which

report(s) were previously used?



- N/A

ARR025 – AR Data Report

Key Considerations

- As items go through the lifecycle, additional fields will be populated in the report. (i.e., Pending Item, Item, Item Activity, Item Accounting).
- Once payment application occurs on an item, the associated deposit/payment information will be available on the report.
- Only 2 selection parameters are required but there are additional optional fields to help focus your selection of data.

Parameter	Description	Required/Optional
Business Unit	Business Unit prompt with security	Required
Accounting Date	From and To date range	Required
Approval Status	Displays the approval status of the pending item.	Optional
Customer ID	Customer Identification	Optional
ChartField Values	Provides the basic structure to segregate and categorize transactional and budget data.	Optional



Q&A



ENTER AND MAINTAIN RECEIVABLES

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ENTER AND MAINTAIN RECEIVABLES

CREATE AR DEMO



Search in Menu

Online Item Group Entry

[New Window](#) | [Help](#) | [Personalize Page](#)

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit 43000

Group ID NEXT

*Accounting Date

*Group Type

*Origin ID

Currency

Control

*Format

Control Totals

Control	<input type="text" value="0.00"/>	*Count	<input type="text" value="0"/>
Entered	0.00	Count	1
Difference	0.00	Count	-1
Posted	0.00	Count	0

Control Data

*Received *Entered

Posted

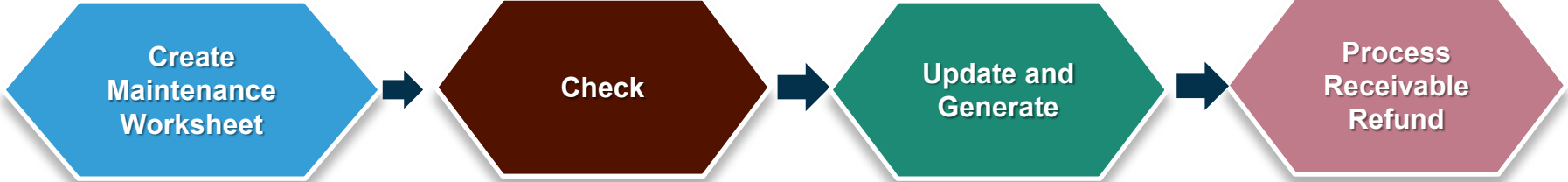
Assign User JACK.JENKINS

Q&A



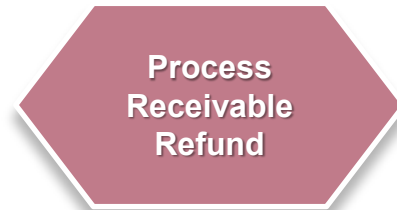
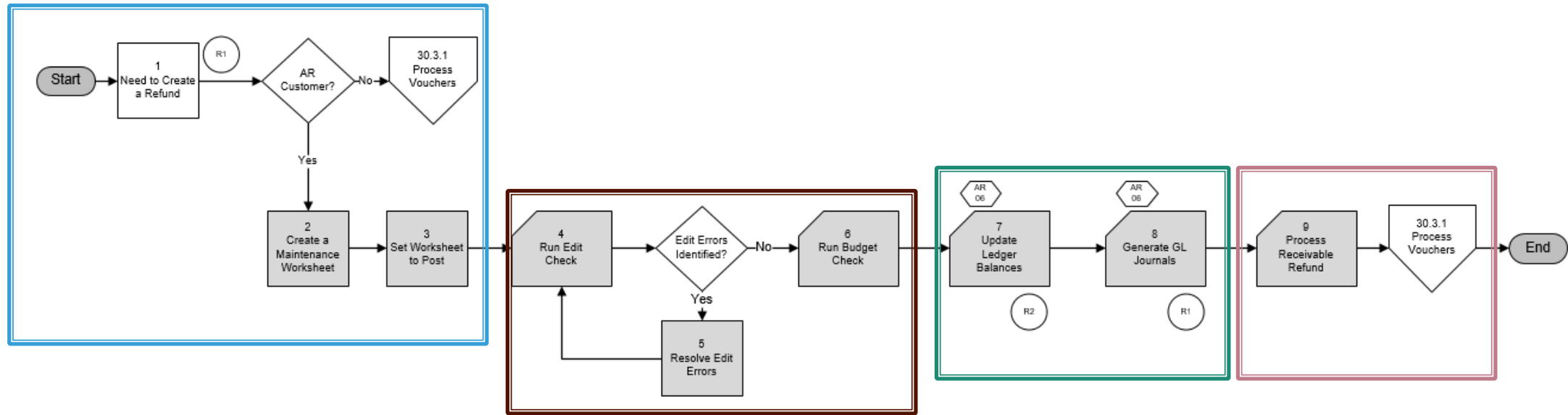
Enter and Maintain Receivables 60.1

Receivables Transaction Lifecycle - Refund AR 60.1.2



Enter and Maintain Receivables 60.1

Receivables Transaction Lifecycle - Refund AR 60.1.2



Create Maintenance Worksheet

Worksheet Selection Worksheet Matches

Unit 43000 Worksheet ID 384

Customer Criteria

*Customer Criteria
Customer Items

Customer Reference

Cust ID 430000000001 Business Unit 43000

Name PALM Customer Remit From ID 43000000000716

Remit SetID 43000 Corporate ID 43000000000716

Corporate SetID 43000

MICR ID Link MICR

Rate Type CRRNT Aootg Date 03/25/2024

Reference Criteria

*Reference Criteria
None

*Restrict to
All Customers

*Match Rule
Exact Match

Anchor BU
43000

Item Reference

Qual Code	Reference	To Reference		
			+	-

Item Inclusion Options

All Items Deduction Items Only Items in Dispute Only Advanced Inclusion Options

Exclude Collection Items Exclude Deduction Items Exclude Dispute Items

Worksheet Action

 Created Date/Time 03/25/24 4:51PM Number of Items in worksheet 2



Worksheet Application

Unit 43000 Worksheet ID 384

Currency USD Accounting Date 03/25/2024

Reason Code [Anchor Information](#)

Item Action

Entry Type **Refund A Credit** ▼

Reason

- Offset an Item
- Refund A Credit
- Write-off A Credit**
- Write-off A Debit

Row Selection

Choice ▼

Range

Display Control

Display ▼

Item List



Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer
	1	<input checked="" type="checkbox"/>	<input type="text" value="100.00"/>	USD	INVOICE ID		<input type="text" value="RC"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	43000	430000000000716
	2	<input type="checkbox"/>	<input type="text" value="100.00"/>	USD	INVOICE ID1		<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	43000	430000000000716



Worksheet Action

Unit US001

Worksheet ID 494

Accounting Date 10/27/2022

Status Do Not Post

Worksheet Action

[Delete Worksheet](#)

[Delete Maintenance Group](#)

Posting Action

Action:

Accounting Entry Action

[Create/Review Entries](#)

Worksheet Selection

Worksheet Application

Worksheet Action



Enter and Maintain Receivables 60.1

Interfaces and Reports – Refund AR

- ▶ Key Interfaces
 - N/A
- ▶ Key Reports
 - ARR025 AR Data Report

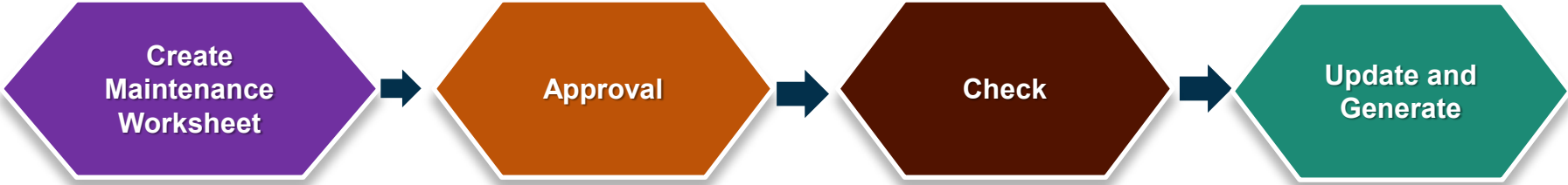


Q&A



Enter and Maintain Receivables 60.1

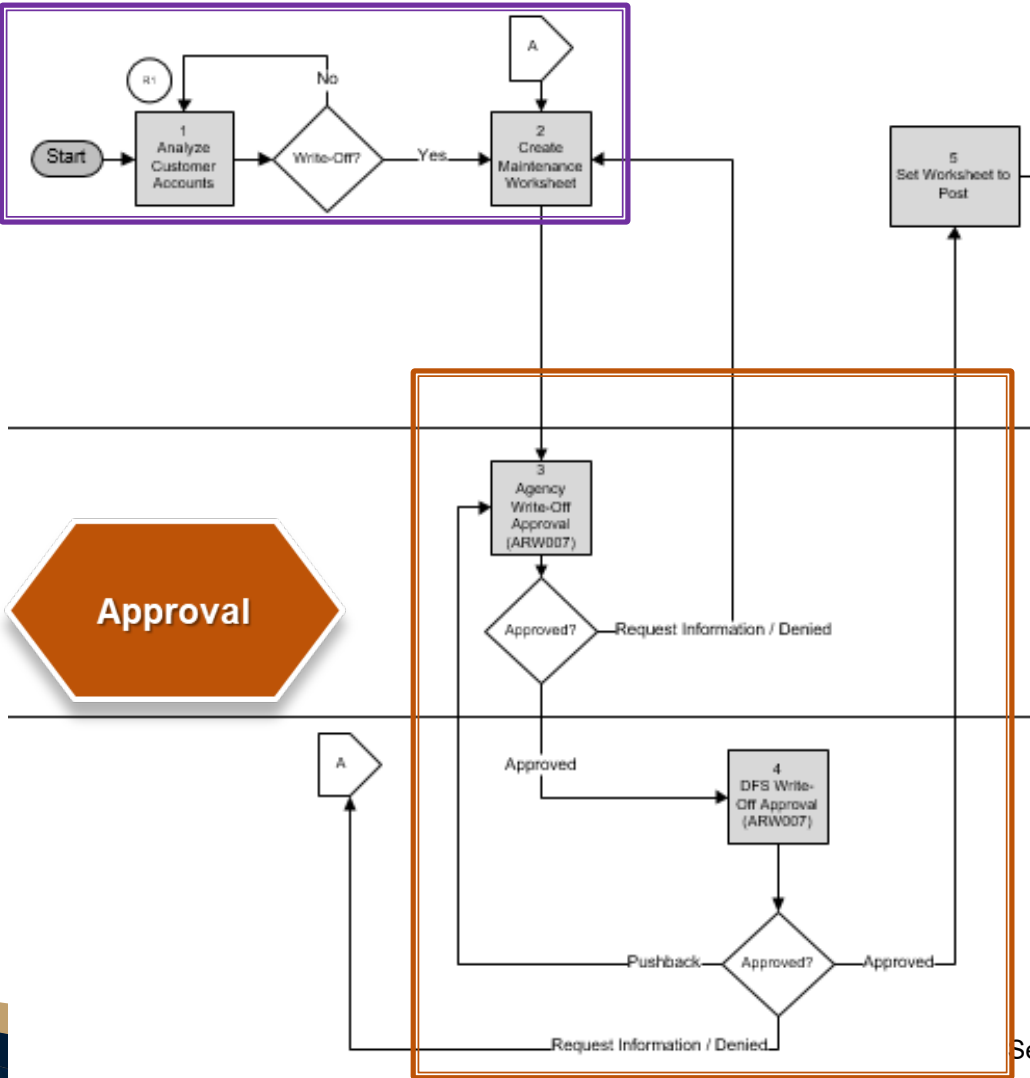
Receivables Transaction Lifecycle - Write Off AR



Enter and Maintain Receivables 60.1

Receivables Transaction Lifecycle - Write Off AR

Create Maintenance Worksheet

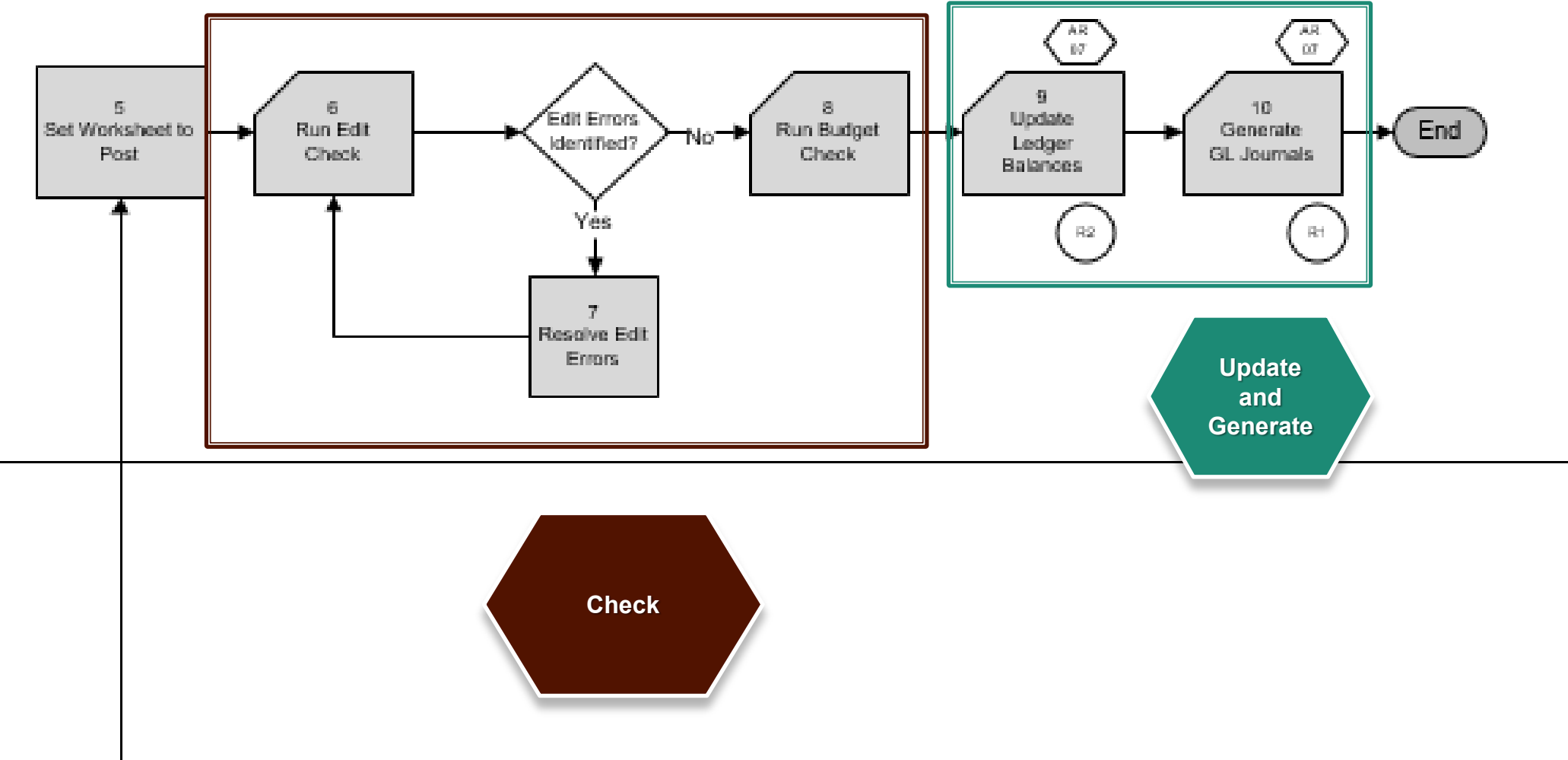


Approval



Enter and Maintain Receivables 60.1

Receivables Transaction Lifecycle - Write Off AR



Create Maintenance Worksheet

Worksheet Selection Worksheet Matches

Unit 43000

Worksheet ID 384

Customer Criteria

*Customer Criteria
Customer Items

Customer Reference

Cust ID 430000000001 Business Unit 43000

Name PALM Customer Remit From ID 430000000000716

Remit SetID 43000 Corporate ID 430000000000716

Corporate SetID 43000 MICR ID Link MICR

Rate Type CRRNT Aootg Date 03/25/2024

Reference Criteria

*Reference Criteria
None

*Restrict to
All Customers

*Match Rule
Exact Match

Anchor BU
43000

Item Reference

Qual Code	Reference	To Reference		
			+	-

Item Inclusion Options

All Items Deduction Items Only Items In Dispute Only Advanced Inclusion Options

Exclude Collection Items Exclude Deduction Items Exclude Dispute Items

Worksheet Action

Build Clear Created Date/Time 03/25/24 4:51PM Number of items in worksheet 2



Worksheet Application

Unit 43000 Worksheet ID 384

Currency USD Accounting Date 03/25/2024

Reason Code Anchor Information

Item Action

Entry Type ▼

Reason ▼

- Offset an Item
- Refund A Credit
- Write-off A Credit
- Write-off A Debit

Row Selection

Choice ▼

Range

Display Control

Display ▼ 🌐

Item List



Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer
	1	<input checked="" type="checkbox"/>	<input type="text" value="100.00"/>	USD	INVOICE ID		<input type="text" value="RC"/> Q	<input type="text"/> Q	43000	4300000000000716
	2	<input type="checkbox"/>	<input type="text" value="100.00"/>	USD	INVOICE ID1		<input type="text"/> Q	<input type="text"/> Q	43000	4300000000000716



Worksheet Action

Unit 43000 Worksheet ID 384 Accounting Date 03/25/2024

Status Do Not Post

Worksheet Action

Delete Worksheet

Delete Maintenance Group

Posting Action

Action: Submit to Workflow ▼ OK

Accounting Entry Action

Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action



Enter and Maintain Receivables 60.1

Interfaces and Reports – Write-Off AR

- ▶ Key Interfaces
 - N/A
- ▶ Key Reports
 - ARR025 AR Data Report



Q&A



WRITE-OFF DEMO

CREATE A MAINTENANCE WORKSHEET DEMO



Create Maintenance Worksheet

Worksheet Selection | Worksheet Matches

Unit 43000 | Worksheet ID NEXT

Customer Criteria

*Customer Criteria:

Customer Reference: | | |

Cust ID: | Business Unit:

Name:

Remit SetID: | Remit From ID:

Corporate SetID: | Corporate ID:

MICR ID:

Rate Type:

Acctg Date:

Reference Criteria

*Reference Criteria:

*Restrict to:

*Match Rule:

Item Reference: | |

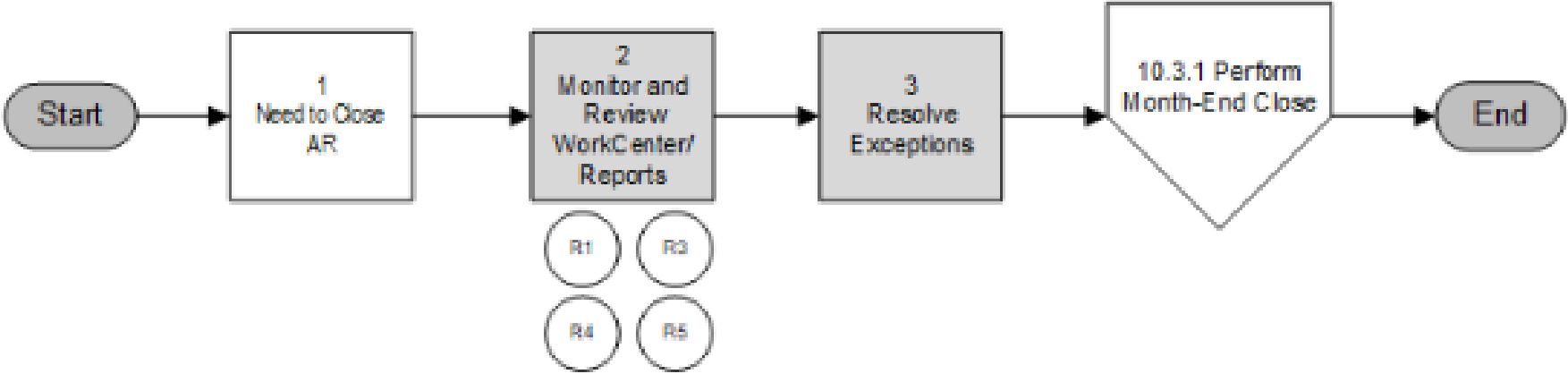
Qual Code	Reference	To Reference

Q&A



Enter and Maintain Receivables 60.1

AR Period Close 60.1.4



Enter and Maintain Receivables 60.1

Interfaces and Reports – AR Period Close

- ▶ Key Interfaces
 - N/A
- ▶ Key Reports
 - ARR025 AR Data Report
 - ARR021 Unreconciled Deposits Report
 - KKR058 Budget and Cash Checking Exceptions Report



Q&A



DEPOSIT AND APPLY RECEIPTS

60.2.2 AR DEPOSITS



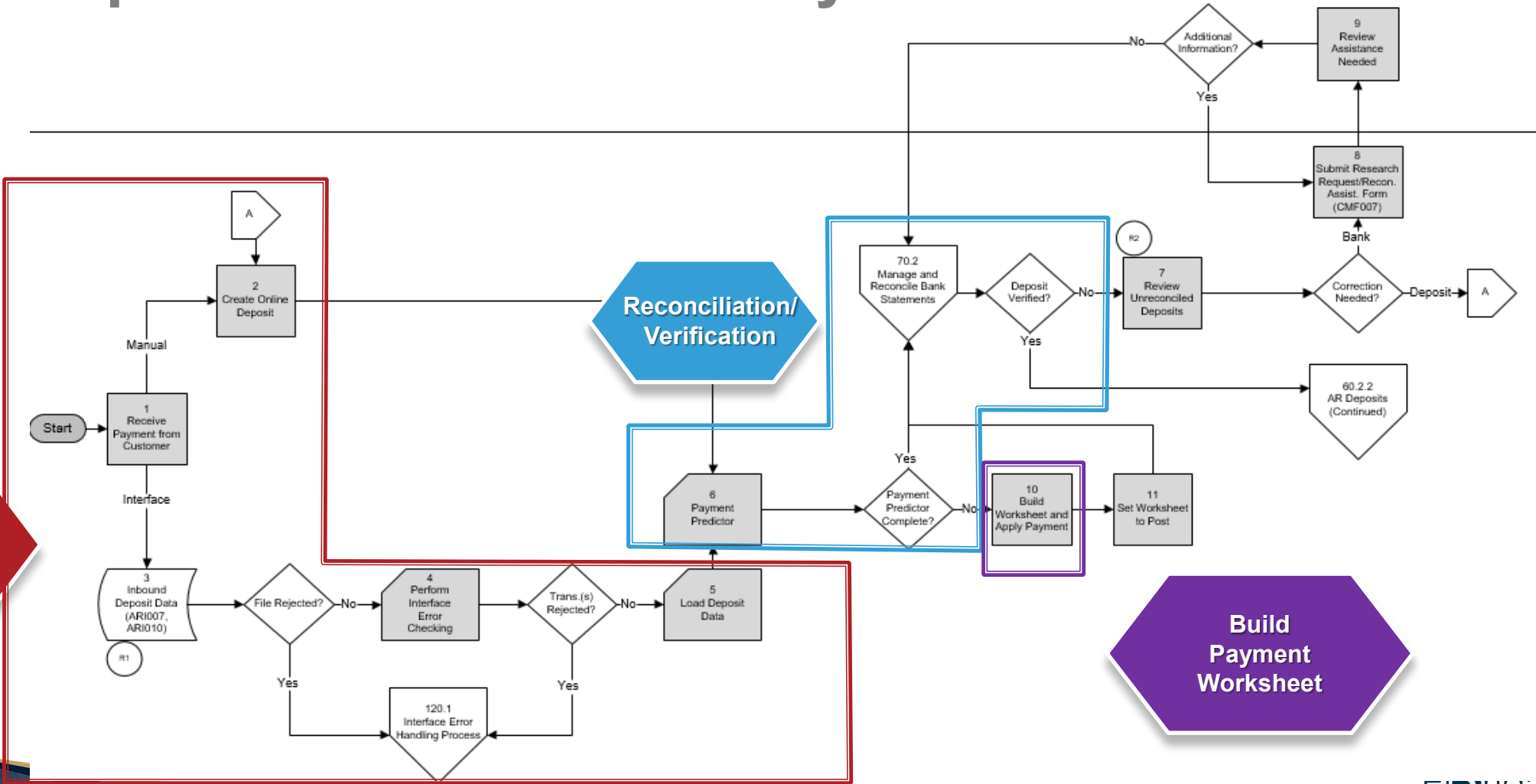
Deposit and Apply Receipts 60.2

AR Deposit Transaction Lifecycle



Deposit and Apply Receipts 60.2

AR Deposit Transaction Lifecycle



Deposit Creation

Reconciliation/Verification

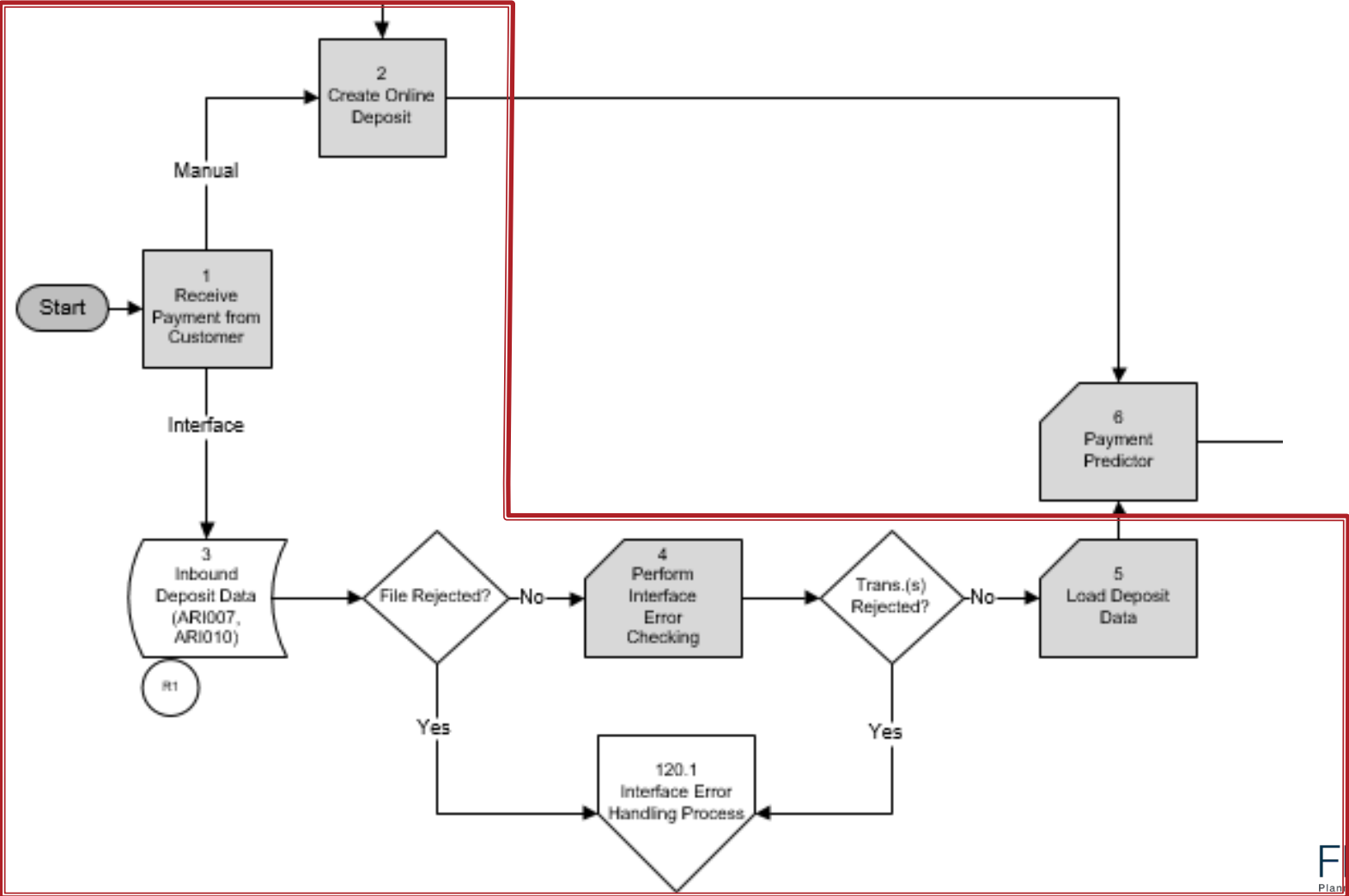
Build Payment Worksheet



Deposit and Apply Receipts 60.2

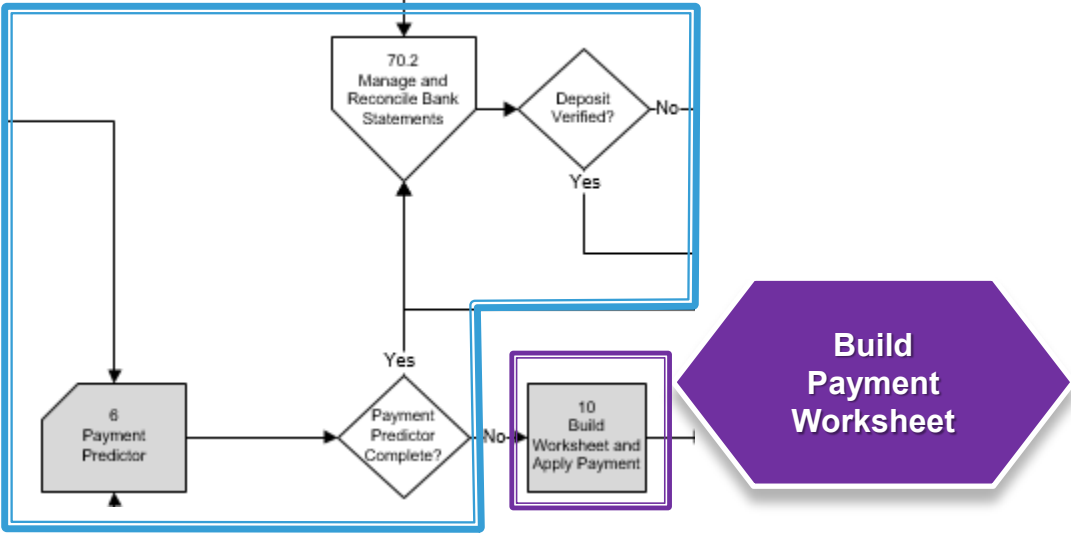
AR Deposit Transaction Lifecycle

Deposit Creation



Deposit and Apply Receipts 60.2

AR Deposit Transaction Lifecycle



Reconciliation/
Verification

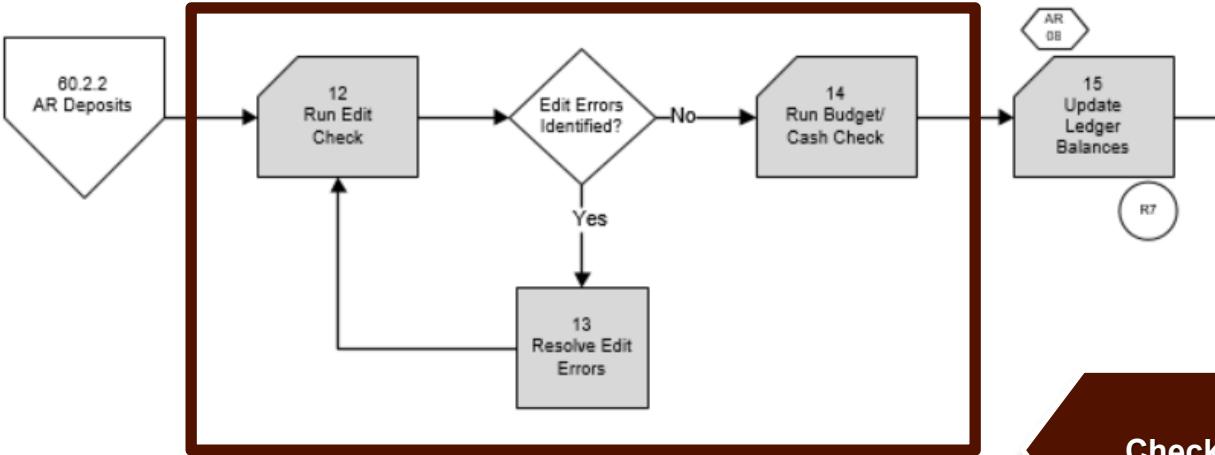
Reconciliation Status	Translate Value	Description
Unreconciled	UNR	At least one payment within the deposit is unreconciled.
Reconciled	REC	All payments within the deposit have been reconciled to the bank statement.
Blank	('')	All payments within the deposit have been unposted.

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	<p>Automated Verification - Deposits reconciled (either via automatic bank reconciliation or semi-manual reconciliation) to the previous day bank statement are automatically verified.</p> <p>Manual Verification - Deposits verified by DFS Treasury before receiving the bank statement file.</p>



Deposit and Apply Receipts 60.2

AR Deposit Transaction Lifecycle



Check

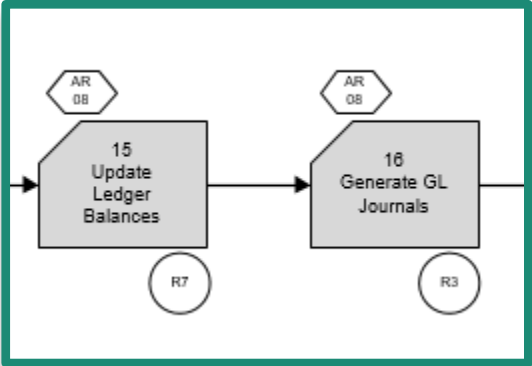
Budget Status	Translate Value	Description
Error	E	At least one of the of the payments failed to pass budget check.
Not Chk'd	N	Budget check has not processed the payment.
Valid	V	All payments passed budget check in the AR module.

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.



Deposit and Apply Receipts 60.2

AR Deposit Transaction Lifecycle – Update & Generate



Update and 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.

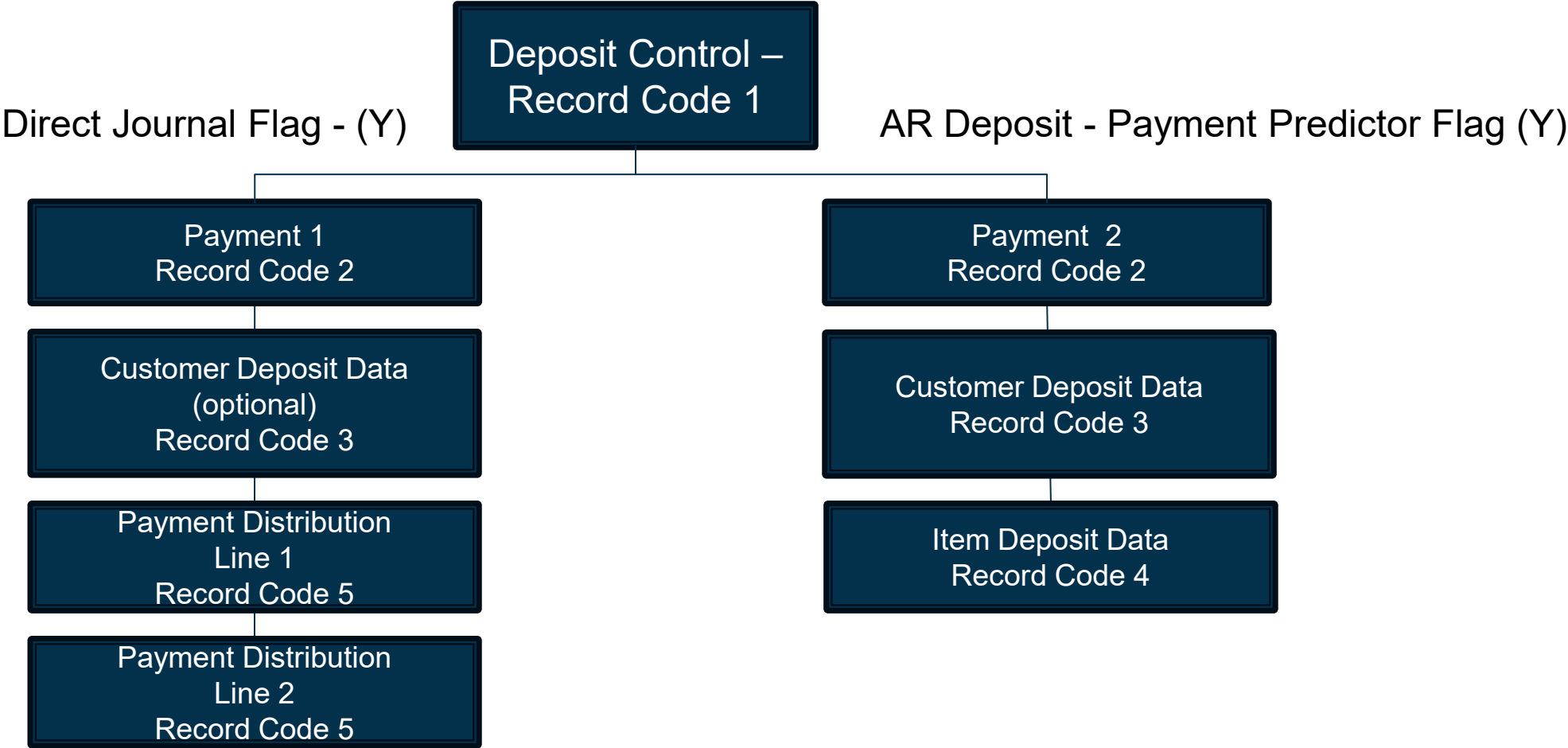


Q&A



Interfaces and Reports

Deposit Structure – Direct Journal and AR Deposit



Interfaces and Reports

AR Deposits

▶ Key Interfaces

- ARI007 Inbound Deposit Data
- ARI010 Inbound Deposit Spreadsheet Upload
- ARI024 Outbound Deposit Data

▶ Key Reports

- ARR021 Unreconciled Deposits Report
- CMR001 Agency Bank Deposit Extract Report
- ARR007 Deposit Report



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

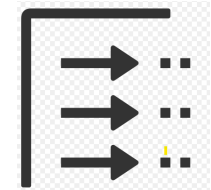
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- N/A

ARI010 – Inbound Deposit Spreadsheet Upload

What
information is transmitted ?



The Spreadsheet Upload is used to add 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 ?



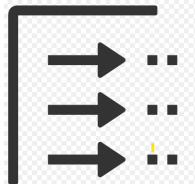
- Agency AR Deposit Spreadsheet Upload Processor

When
should this interface file be sent ?



- As needed (Ad hoc)

Which
run control parameters are used ?



N/A



ARI024 – Outbound Deposit Data

What

information is transmitted ?



Provide agency business systems with all completed item and direct journal payment data.

Why

do I need this?



Keep agency business systems in synch with Florida PALM.

Who

runs ?



- Automatic Batch Scheduler

When

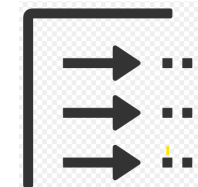
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- Business Unit

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

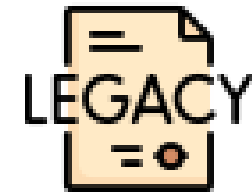
should I run this report?



- Daily
- As needed (Ad hoc)

Which

report(s) were previously used?



- N/A

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



CMR001 - Agency Bank Deposit Extract Report

What
information is available?



Subaccount deposit information from the bank statement file

Why
do I need this report?



To prepopulate the deposit spreadsheet to assist in recording deposits

Who
runs and uses this information?



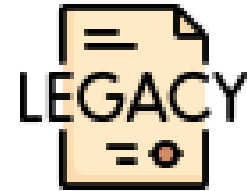
- Agency AR Deposit Processor
- Agency AR Deposit Spreadsheet Upload Processor

When
should I run this report?



Should be reviewed *daily* based on the frequency and volume of bank transaction activity

Which
report(s) were previously used?



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
information is available?



Deposit Report displays all deposit transaction that exist in Florida PALM.

Why
do I need this report?



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.

Who
runs and uses this information?



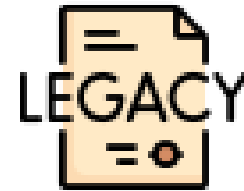
- Agency AR Deposit Processor
- Agency AR Deposit Spreadsheet Upload Processor

When
should I run this report?



Daily
Ad hoc

Which
report(s) were previously used?



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



DEPOSIT AND APPLY RECEIPTS

CREATE AR DEPOSIT DEMO



Regular Deposit

Totals | Payments

Unit 43000 Deposit ID NEXT *Agency Deposit Number

*Accounting Date 📅
*Bank Code 🔍
*Bank Account 🔍
*Deposit Type 🔍

Control Currency 🔍
Format Currency 🔍
Rate Type
Exchange Rate

Control Totals

Control Total Amount	<input type="text" value="0.00"/>	*Count	<input type="text" value="0"/>
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1

Control Data

*Received 📅
*Entered 📅
Posted

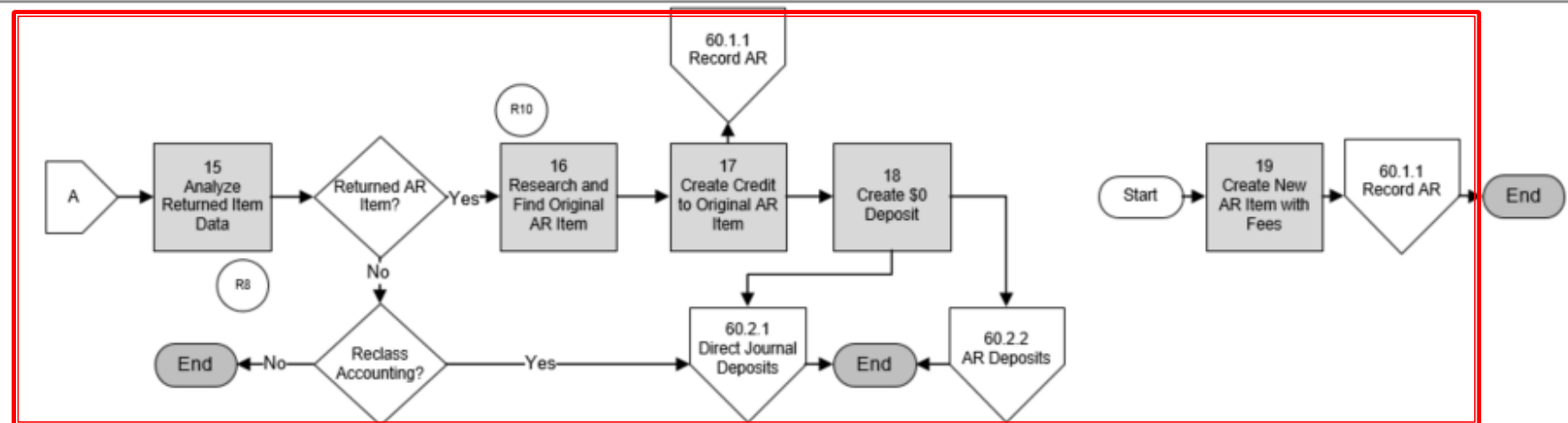
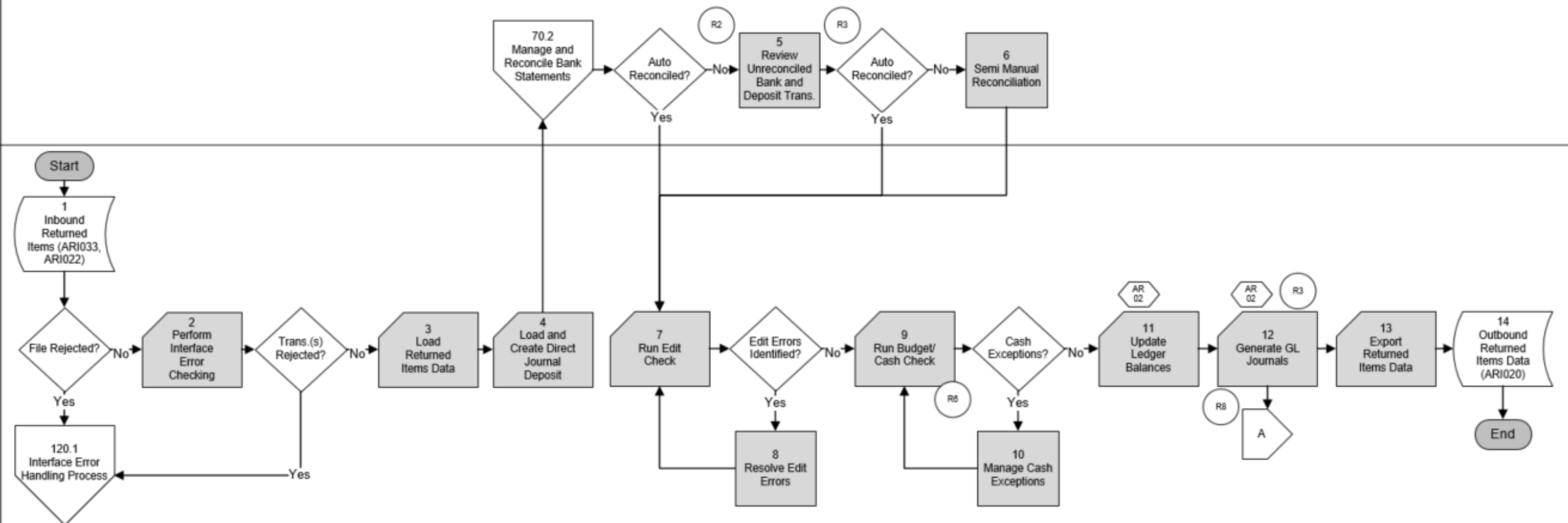
Q&A



DEPOSIT AND APPLY RECEIPTS

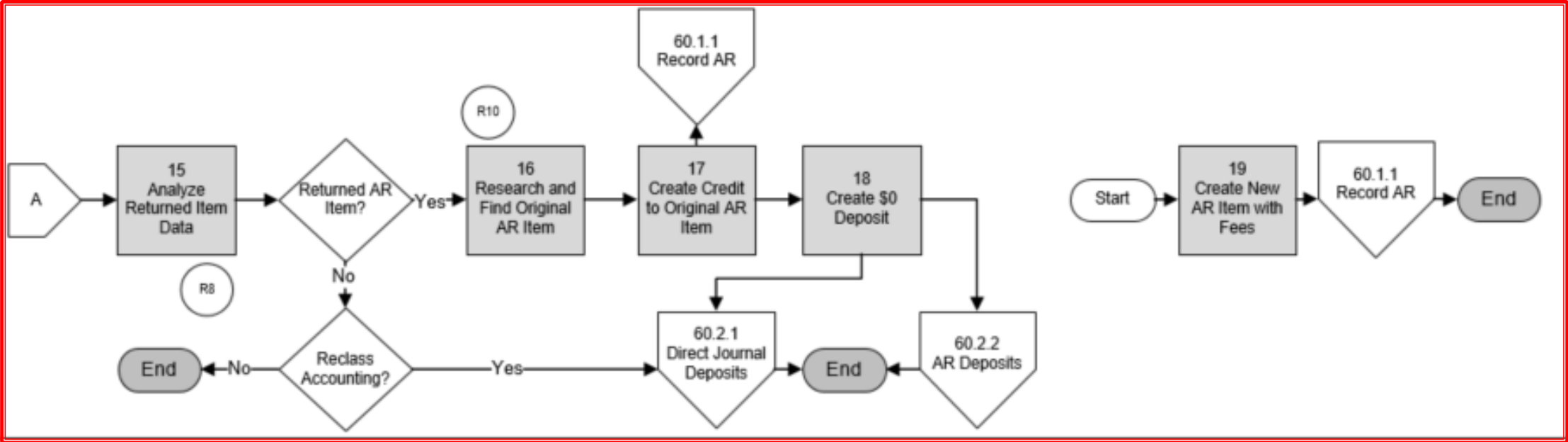
RETURNED ITEMS 60.2.3





Deposit and Apply Receipts

Returned Items 60.2.3



Q&A



Tools

- ▶ Customer Conversation
- ▶ Customer Item Inquiry
- ▶ Account Overview
- ▶ Receivables WorkCenter



Conversations



[Help](#)

Conversations

[References](#)

[Attachments](#)

SetID 43000

Business Unit 43000

Customer 430000000000002

TLM

*Status **Open** ▼

Description Overpayments

Subject PAYMENTS

Payments from Customer

Sub-Topic OVERPAYMENT

Overpayment

Promise of Payment

Review

Date 03/27/2024

Review Days

User ID MICHAEL.C.

Done

Supervisor Review

Follow Up

Action

User ID

Done

Letter

Date

Reference Totals

Amount

Currency USD

Promise Date

Created On 03/27/24 1:58:41PM

Created By MICHAEL.CARINO

Last Modified On 03/27/24 1:59PM

Modified By MICHAEL.CARINO

Keywords

Keyword1

Keyword2

Keyword3

[Add Conversation Entry](#)

Conversation Entries

| < < 1 of 1 > > | [View All](#)

Delete Entry

[Edit Entry](#)

Contact ID 4301

Email ID

Telephone 504/265-4712

Extension

Comments I wanted to follow up on this Item



Customer Item Inquiry



Help



Drag to move

Item List | [Advanced Search](#)

SetID
 Unit
 Customer
 Lewis Limited
 *Level

*Status

[Advanced Search](#)

[Add Conversation](#)
[Account Overview](#)

Row Selection

Range

Item Action

Item List

| [View All](#)

[Detail 1](#) | [Detail 2](#) | [Detail 3](#) | [Detail 4](#) | [Detail 5](#) | [Detail 6](#) | [Detail 7](#)

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due↓	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	KATHRYN1			2 US001	50032	Open	IMMED	IN	SALES	02/27/2024	1	80.00	USD

Search Result Totals

Debits	1	Debit Amount	80.00	Currency	USD
Credits		Credit Amount		Currency	USD
Total	1	Total Amount	80.00	Currency	USD
Selected				Currency	

Item List | [Advanced Search](#)



Account Overview

Balances Profile Customer Action Customer Trend 1 Customer Trend 2 Customer Trend 3

SetID Unit Customer Lewis Limited *Level

[Add Conversation](#)

Most Recent Activity

	Item ID	Date	Amount	Currency
Item ID:	KATHRYN1	02/27/2024	100.00	USD
Payment:	KATHRYNPAY1	02/27/2024	20.00	USD

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
Balance:	1	80.00	USD
Past Due:	1	80.00	USD
Deductions:	0	0.00	USD
Disputed:	0	0.00	USD
Doubtful:	0	0.00	USD
Collections:	0	0.00	USD
Supplier Balance:	0	0.00	USD
Draft Amount:	0	0.00	USD
High Balance YTD:		100.00	USD
Sales YTD:		0.00	USD
Last Year Sales:		0.00	USD

[Pay Balance by Credit Card](#)

Aged Date Aging ID



Receivables WorkCenter [Settings] [Back]

Main | Reports/Queries

My Work [Refresh] [More]

- Direct Journals to GL (1)
 - Cash Control Entries to GL **
 - Exceptions**
 - Posting Errors **
 - Deposit Balancing Errors **
 - Direct Journal Accounting Entry Errors (1)**
 - Excel Upload Deposit Errors **
 - Revenue Estimate Exceptions **
 - Direct Journal Budget Exceptions **
- **Required filter field value not defined

Links [Refresh] [More]

- Customer Accounts**
 - Collections Workbench
 - Account Overview
 - Item List
 - Item Split
 - View/Update Item Details
 - Item Activity Summary
 - Customer Payments
 - Customer History
 - View/Update Conversations

Direct Journal Accounting Entry Errors

Refresh | [Refine Filter Cr](#)

Direct Journal Accounting Entry Errors

[Grid View] [Search] [1-1 of 1] [Navigation]

Detail 1 | Detail 2 | [More]

Deposit Unit	Deposit ID	Pay Seq	Payment ID	Payment Amount	Currency	Assigned	Bank Code
US001	44	1	DJOURNAL2	1,000.00	USD	VP1	USBNK

Totals by Currency

Count	1 Amount	1,000.00	USD
-------	----------	----------	-----



AGENCY CONFIGURATION WORKBOOK

CASH MANAGEMENT CRA DEFAULT ACCOUNTING TEMPLATE



Agencies with CRA Accounts

- ▶ Legislature
- ▶ JAC
- ▶ EOG
- ▶ DEP
- ▶ COM
- ▶ DLA
- ▶ DACS
- ▶ DFS
- ▶ FDOT
- ▶ DCF
- ▶ DOH
- ▶ APD
- ▶ AHCA
- ▶ FDLE
- ▶ HSMV
- ▶ DBPR



Agency Configuration Workbook

CM Configuration – CRA Default Accounting

- ▶ Why are we collecting?
 - Organization and State Program ChartFields will be required on transactions in Florida PALM with the Financials Wave implementation.
- ▶ How it will be used?
 - The default CRA Accounting is used to create accounting entries systematically for CRA bank transactions.
- ▶ What are we asking you to do?
 - Determine the appropriate Organization and State Program values that should be defaulted for each CRA bank account.



Agency Configuration Workbook

CM Configuration – CRA Default Accounting

CRA Default Accounting Configuration Values												
Florida PALM Values												
Record Name	TRA_TMPL_HDR	TRA_TMPL_HDR	TRA_TMPL_HDR	TRA_TMPL_HDR	TRA_TMPL_HDR	BANK_ACCT_TBL	TRA_TMPL_DET	TRA_TMPL_DET	TRA_TMPL_DET	TRA_TMPL_DET	TRA_TMPL_DET	
Field Name	SetID	Accounting Template ID	Accounting Template Description	Source Type	Accounting Template Status	Bank Account Description	Organization	Account	Fund	Budget Entity	State Program	Configure 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 Template ID to create accounting entries.	Account Entry detailed description at Header level.	Identifies the source for accounting entries. B: Bank Statement Processing	Status as of the Accounting Template	Provides name for the Bank 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.	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	Optional	Optional	Required	
Field Type	Character	Character	Date	Character	Character	Character	Character	Character	Character	Character	Character	
Field Length	5	15	60	1	1	35	10	10	5	8	10	
	STATE	CRA_9999	9999 BSP Processing	B	A	9999_DEPT_OF_FINANCIAL_SERV		100999	99999	43010999		
	STATE	CRA_9999	9999 BSP Processing	B	A	9999_DFS_DIVISION_OF_RISK_MGT		1001999	99999	43400999		



Agency Configuration Workbook

CM Configuration – CRA Default Accounting

Accounting Templates New Window | Help | Personalize Page

SetID STATE Accounting Template ID CRA_4344

Source Type BSP

Description 4344 BSP Processing Requires Review

Status Active *Journal Template BSP_ENTRY

VAT Defaults

Last Changed By Last Dttm

late Lines ?

Calc Type	Description	Trans Line	Leg	IU Anchor	*Sign	*Determined By	Acct Type	Substitution Rule	Organization	Account	Description	Fund	Budget Entity	Category	State Program
01	Cashflow Amount	1	1	<input type="checkbox"/>	Keep Sign	Bank Account	Cash	Substitution Rule							
01	Cashflow Amount	1	1	<input checked="" type="checkbox"/>	Reverse Sign	Explicit Chartfield		Substitution Rule		302203	ADV FROM FUNDS W/IN AGCY	07801	43400100		



Agency Configuration Workbook

CM Configuration – CRA Default Accounting

Accounting Entries

[New Window](#) | [Help](#) | [Personalize Page](#)

Unit 43000 Accounting ID 0011487303
 Bank ID 121000248 Account # 4344_DFS_DIVISION_OF_RISK_MGT
 Transaction Reference ID BSP000000674220
 Acctg Date 03/04/2024 Description 4344 BSP Processing
 Status Final Error Status None
 Acctg Template CRA_4344 Requires Review
 Combo Template TREASURY
 Created By Auto Accounting Build Last Changed By
 Create Dttm 03/05/2024 4:18:57PM Last Dttm

Summary Totals		
1,248.54	DRs	-1,248.54 CRs
		0.00 Net

Line	GL Unit	Amount	Currency	Exchg Rate	Exch Rt Dtl	Base Amount	Base Currency	IU Anchor	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Contract	OA1	OA2	Project	Affiliate
1	43000	-1,248.54	USD	1.00000000		-1,248.54	USD	<input type="checkbox"/>		100130	07801	43400100								
2	43000	1,248.54	USD	1.00000000		1,248.54	USD	<input checked="" type="checkbox"/>		302203	07801	43400100								



Q&A



CONTRACTS

FLAIR CONTRACT CONVERSION



Segment III Conversions

Contracts (CTC001) – Overview

- ▶ Source:
 - FLAIR
- ▶ Bridge:
 - The legacy Contract Number will be recorded in Florida PALM
- ▶ Active Records:
 - Active/Open contracts
- ▶ Key Information:
 - Contract Dates, Amount, Status, FACTS indicator, ALN/CSFA



Contract Conversions

- ▶ Only active contracts will be converted from FLAIR

```

CIII1          CONTRACT INFORMATION FILE - INQUIRY          03/27/2024  09:15:53

CONTRACT D0922  FACTS CONTRACT Y      UPDATE DATE 12/21/2023  STATUS A
SHORT TITLE TRAINING
LONG TITLE TRAINING FOR FIREFIGHTERS AND EMT
CFDA

CSFA

REC TYPE      SEL      CONTRACT                                TYPE      SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT          MINI  MAIN  RFRSH TOP                                FWD
  
```



Segment III Conversions

Contracts (CTC001) – Why Is It Important

- Transparency for State contracts
- Performance and Contract management
- Tracking



Q&A



WRAP UP



CONTACT INFORMATION

CONTACT US

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PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

