SEGMENT III DESIGN WORKSHOPS

APRIL 3, 2024

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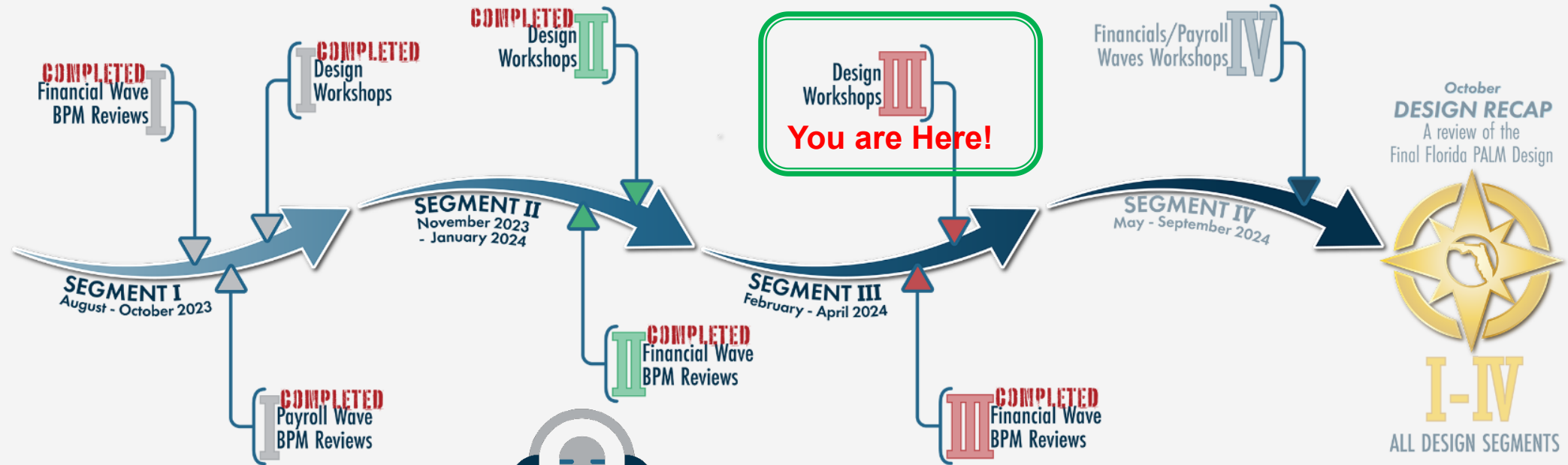
- Welcome and Introductions
  - Housekeeping
- Design Phase Overview
- Customers and AR in Florida PALM
- Business Process Overview
- Set Up and Maintain Customer
- Enter and Maintain Receivables
- Deposit and Apply Receipts
- Tools
- Agency Configuration Workbook
- Wrap Up

Design Phase Overview

Florida PALM Design Phase

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

COMPLETED Financial Wave BPM Reviews — I

COMPLETED Design Workshops — I

COMPLETED Design Workshops — II

Design Workshops — III **You are Here!**

Financials/Payroll Waves Workshops — IV

October **DESIGN RECAP** A review of the Final Florida PALM Design

SEGMENT I August - October 2023

COMPLETED Payroll Wave BPM Reviews — I

SEGMENT II November 2023 - January 2024

COMPLETED Financial Wave BPM Reviews — II

SEGMENT III February - April 2024

COMPLETED Financial Wave BPM Reviews — III

SEGMENT IV May - September 2024

I-IV ALL DESIGN SEGMENTS

PALMcast

For more information, listen to
Episode #11: The Design Phase

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

CHIEF FINANCIAL OFFICER Jimmy Patronis FLORIDA DEPARTMENT OF FINANCIAL SERVICES

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

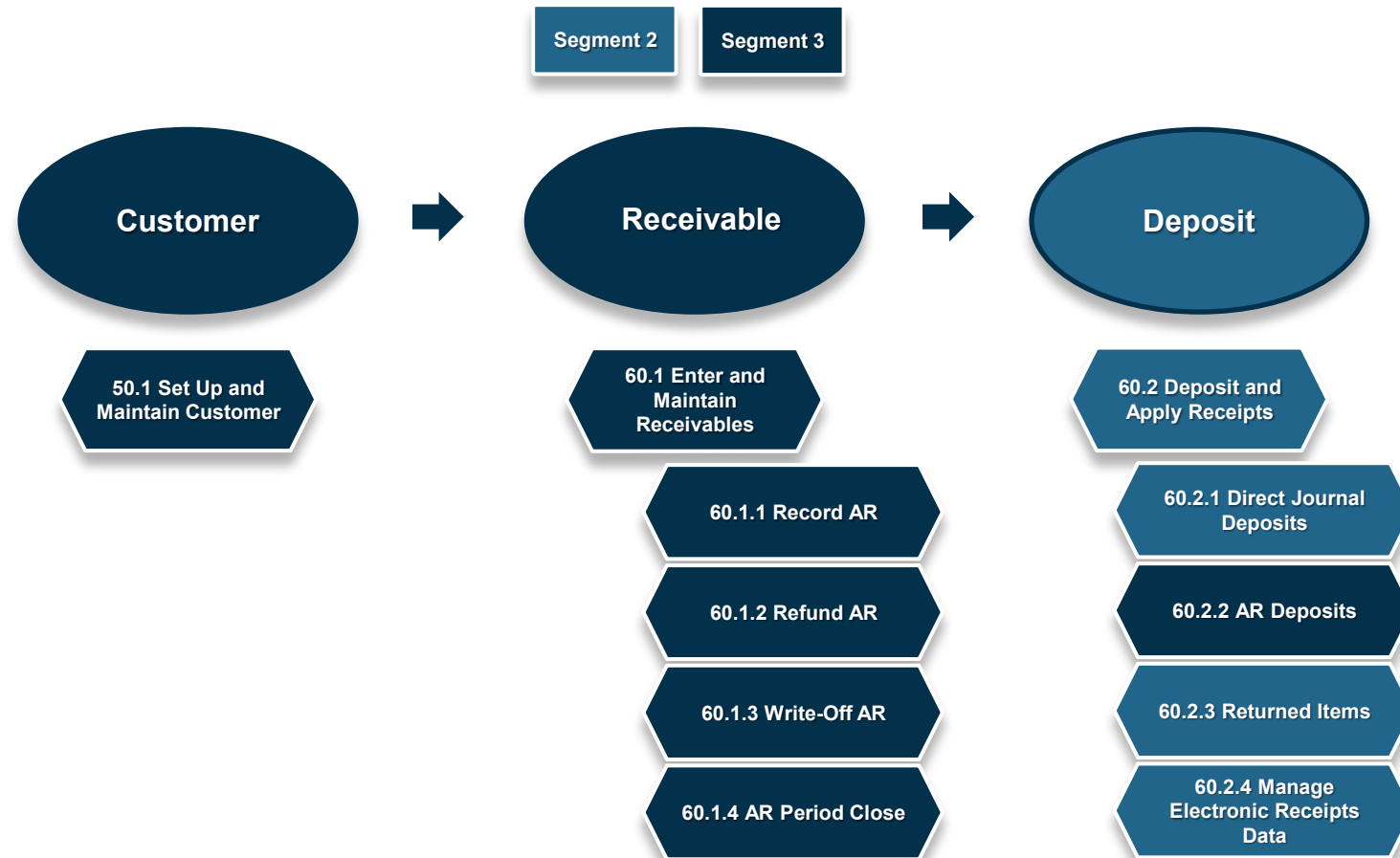| When Not to Use Customers and AR:	Why:
Billing/Collections	Functionality is not being implemented at Financials Wave.
Deferred revenues where revenue is earned and recorded based on an event.	Automated functionality is not being implemented at Financials Wave. Manual process to manage in the AR module.
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.

BUSINESS PROCESS OVERVIEW

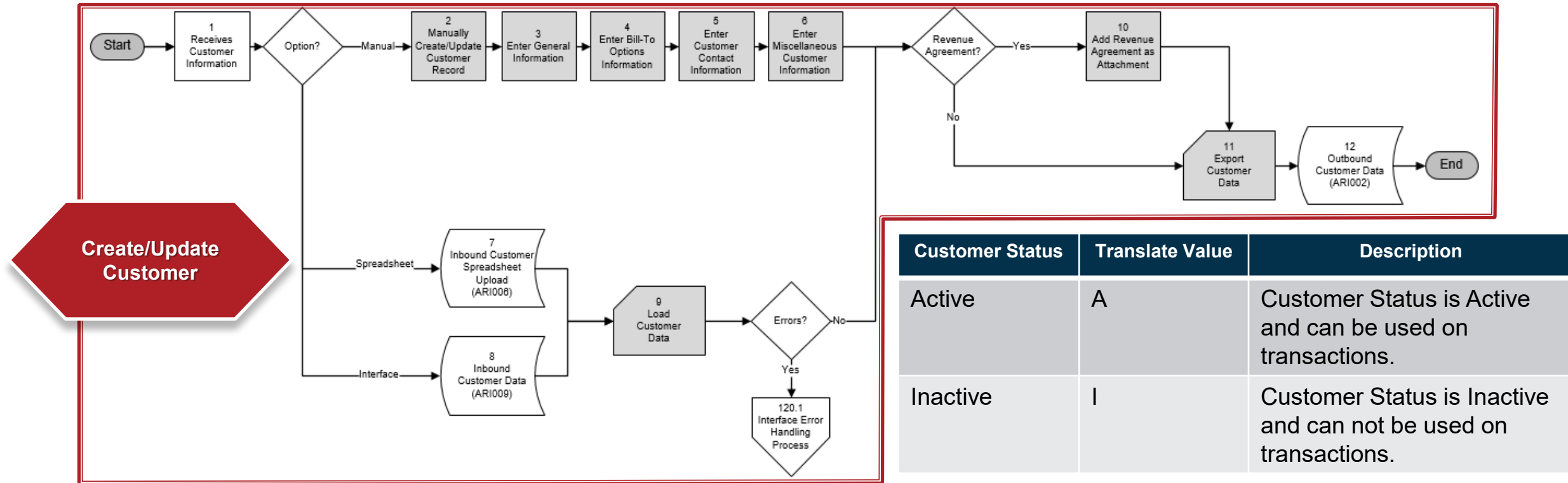## BUSINESS PROCESS

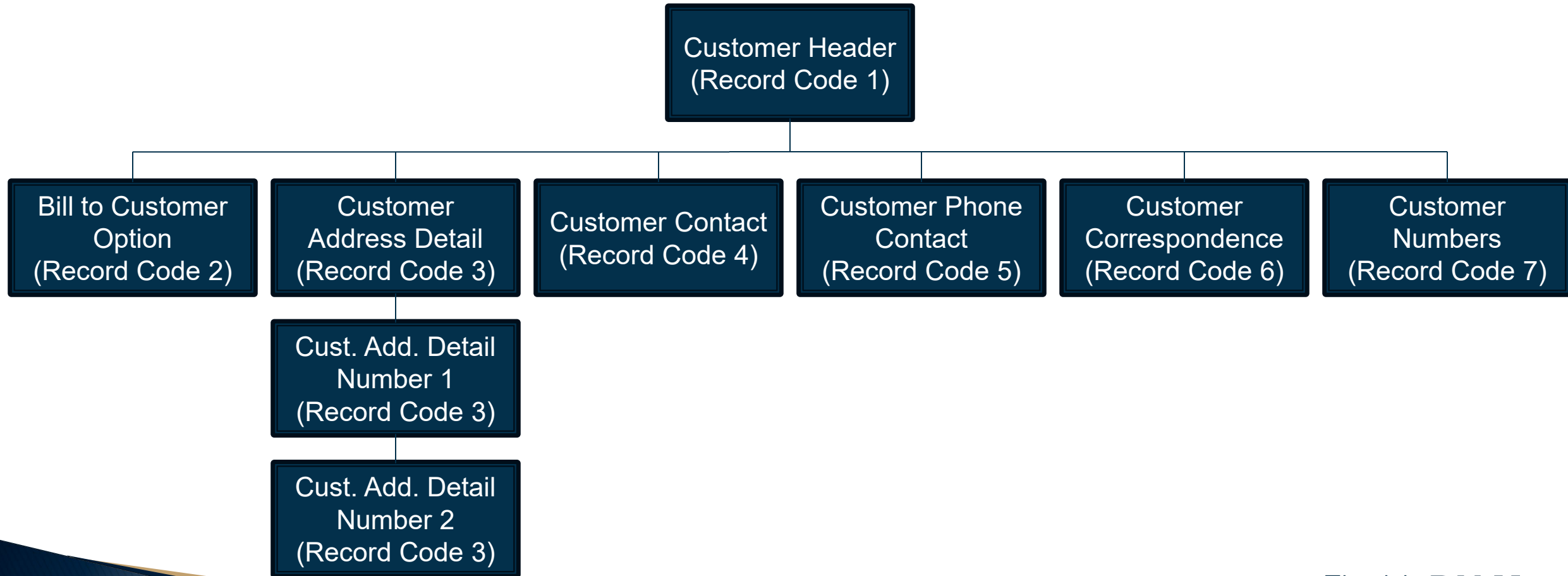# BUSINESS PROCESS OVERVIEW
Process Impacts

Segment 2   Segment 3

Customer → **Receivable** → **Deposit**

Customer	Receivable	Deposit
50.1 Set Up and Maintain Customer	60.1 Enter and Maintain Receivables	60.2 Deposit and Apply Receipts
	60.1.1 Record AR	60.2.1 Direct Journal Deposits
	60.1.2 Refund AR	60.2.2 AR Deposits
	60.1.3 Write-Off AR	60.2.3 Returned Items
	60.1.4 AR Period Close	60.2.4 Manage Electronic Receipts Data

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

SET UP AND MAINTAIN CUSTOMER

Set Up and Maintain Customer 50.1
Create/Update Customer Lifecycle

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

Customer Header
(Record Code 1)

Bill to Customer Option
(Record Code 2)

Customer Address Detail
(Record Code 3)

Customer Contact
(Record Code 4)

Customer Phone Contact
(Record Code 5)

Customer Correspondence
(Record Code 6)

Customer Numbers
(Record Code 7)

Cust. Add. Detail Number 1
(Record Code 3)

Cust. Add. Detail Number 2
(Record Code 3)

Create Customer Information

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

SetID 43000   Customer ID 430000000000716   General Info Links [...More ▾]

*Status [Active ▾]   Level [Regular ▾]

*Date Added [03/22/2024 📅]   *Since [03/22/2024 📅]   *Type [General ▾]

*Name 1 [PALM Customer]   *Short Name

Name 2 [   ]

Currency Code [USD 🔍]   Rate Type [CRRNT 🔍]

Type dropdown options:
- 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

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

Consolidation Business Unit

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
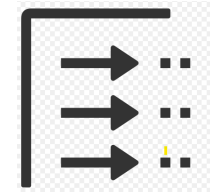runs ?

- 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 Upload [19]

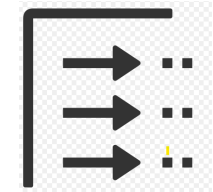| **What** information is transmitted ?	**Why** do I need this?	**Who** runs ?	**When** should this interface file be sent ?	**Which** run control parameters are used ?
Agencies can spreadsheet upload Customer Data	Once the Customer Data is recorded in Florida PALM, agencies can maintain their customer information for tracking receivables and revenues	• Agency Customer Maintainer	• As needed (Ad hoc)	• 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
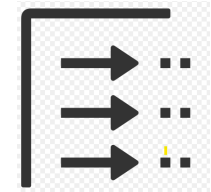runs ?

- 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

▶ <u>Source</u>:
  ◦ FLAIR Customer Records; or
  ◦ Agency Business System

▶ <u>Bridge</u>:
  ◦ The legacy Agency Customer ID will be recorded in Florida PALM

▶ <u>Active Records</u>:
  ◦ Current AR balance
  ◦ The agency expects deposit transactions or AR activities to continue
  ◦ Overdue AR that have been referred to collections

▶ <u>Key Information</u>:
  ◦ Customer ID, Name, Address(es), Type, Customer Status

SET UP AND MAINTAIN CUSTOMER

KNOWLEDGE CENTER

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

SET UP AND MAINTAIN CUSTOMER

CREATE CUSTOMER DEMO

https://findev2.flpalm.myfloridacfo.gov/psp/psfindev2/EMPLOYEE/ERP/c/MAINTAIN_CUSTOMERS.CUSTOMER_GENERAL.GBL

Florida PALM
Planning, Accounting, and Ledger Management

FINDEV2 # JACK.JENKINS

Q 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 ...More

*Status Active   Copy From Customer   Level Regular

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

*Name 1 [   ]   *Short Name [   ]

Name 2 [   ]

Currency Code [Q]   Rate Type [Q]

Roles

☐ Bill To Customer
   Bill To Selection
☐ Ship To Customer
   Ship To Selection
☐ Sold To Customer

☑ Correspondence Customer
   Correspondence Selection
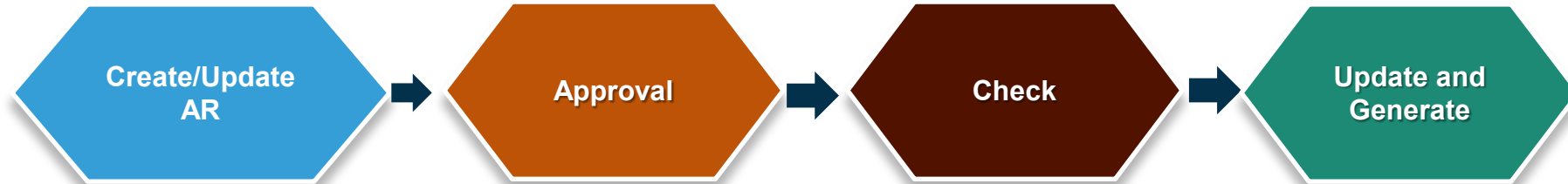☑ Remit From Customer
   Remit From Selection
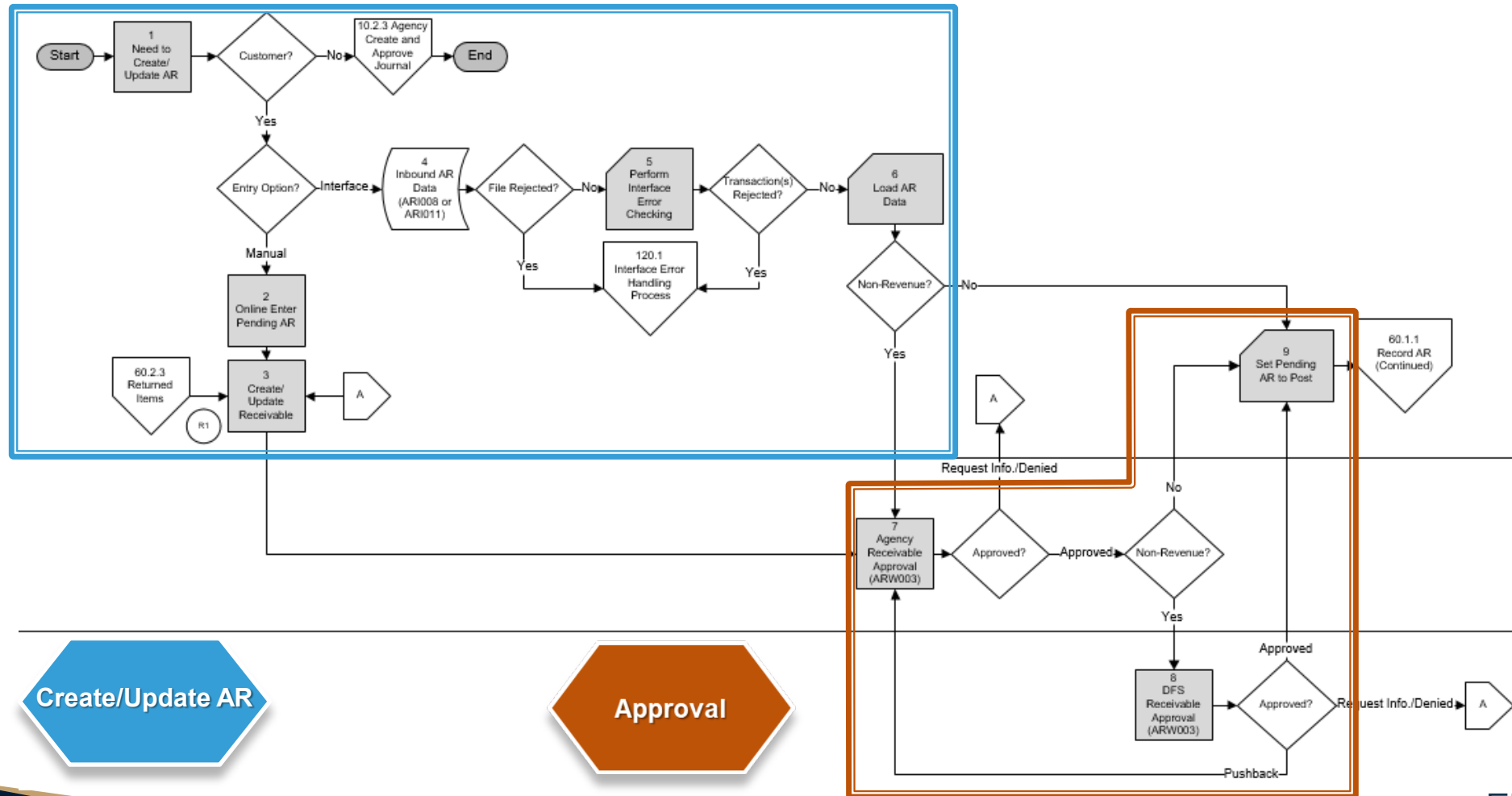☑ Corporate Customer

ENTER AND MAINTAIN RECEIVABLES

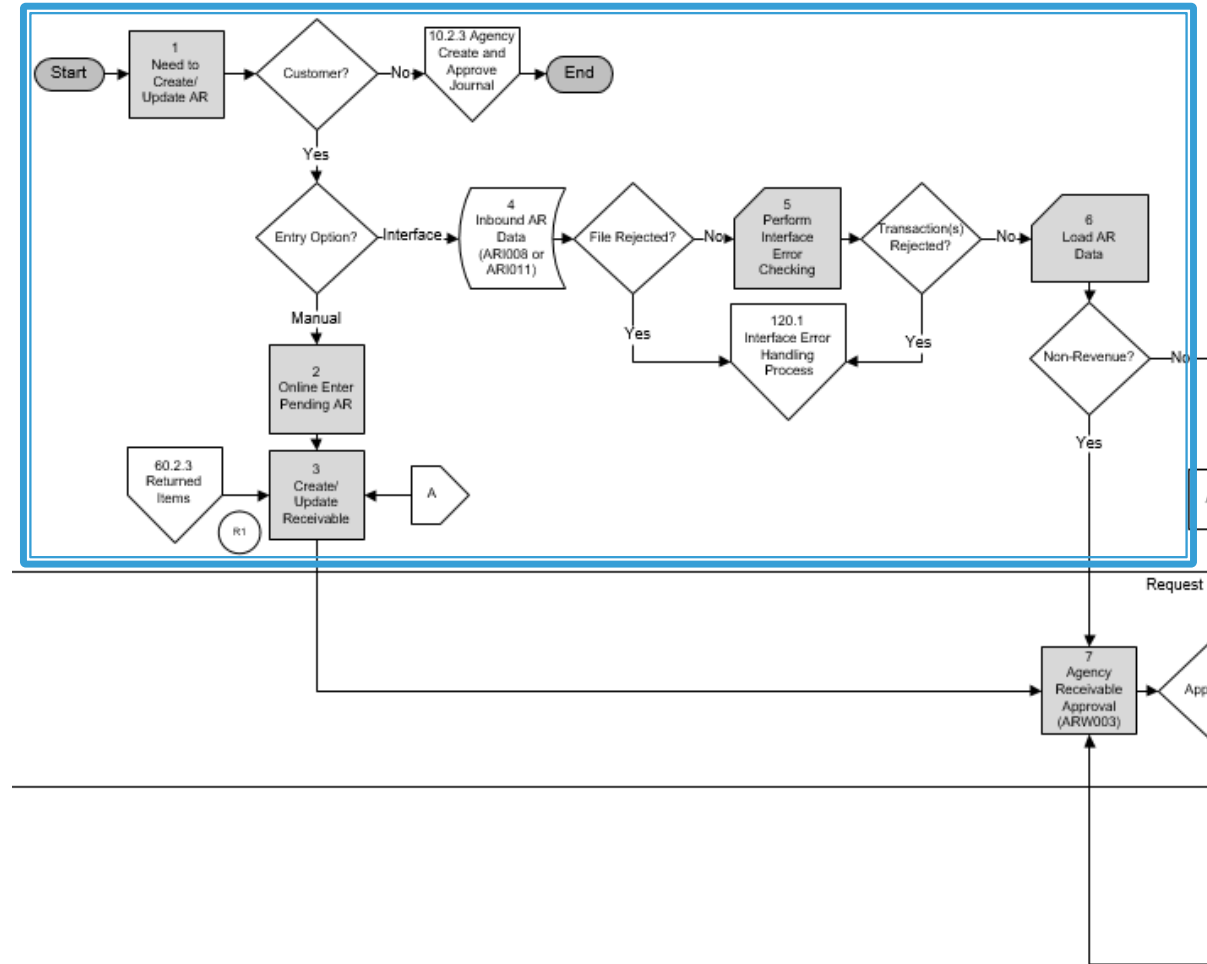# Enter and Maintain Receivables 60.1
Record AR Lifecycle

Create/Update AR → **Approval** → **Check** → **Update and Generate**

Enter and Maintain Receivables 60.1
Receivables Transaction - Record AR 60.1.1

Create/Update AR

Approval

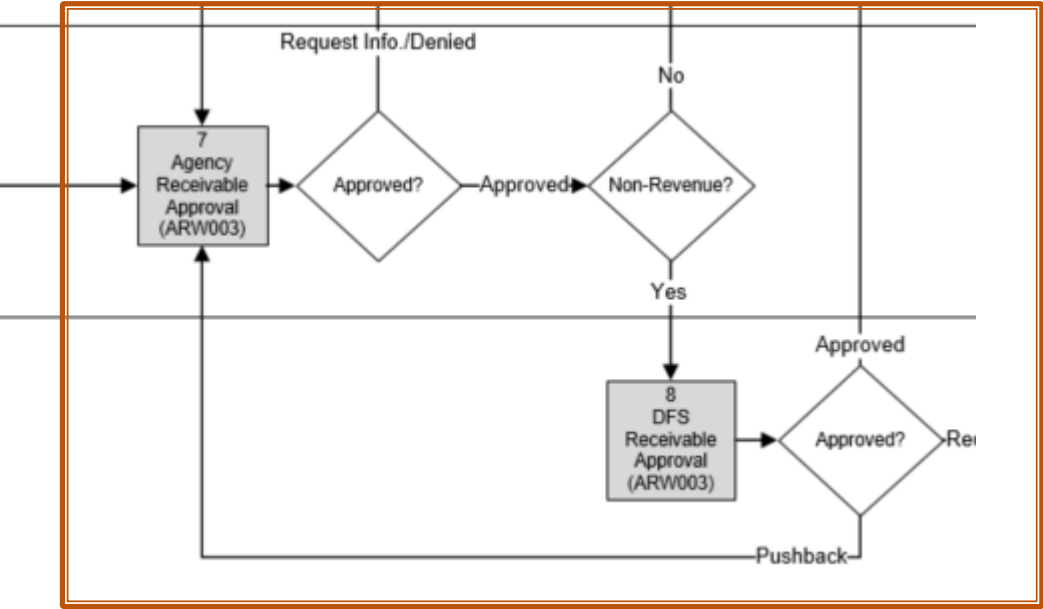# Enter and Maintain Receivables 60.1
Receivables Transaction Lifecycle - Record AR

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

Approval

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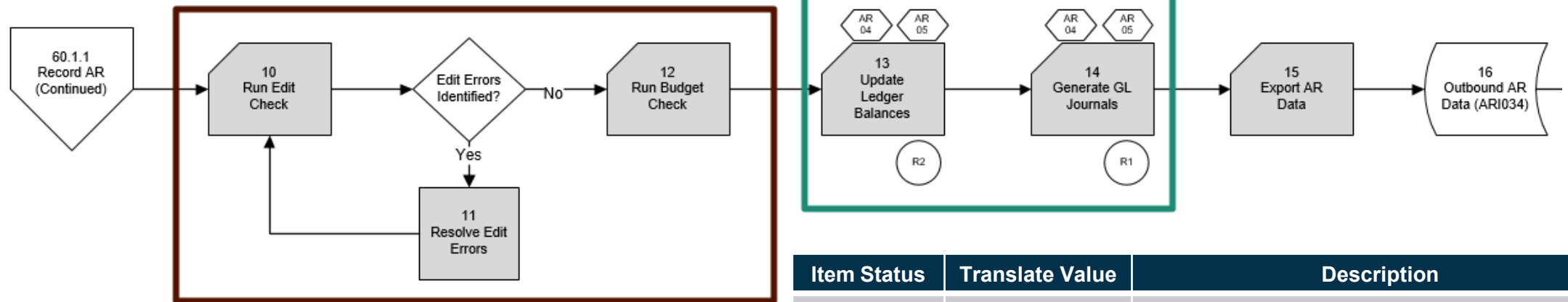
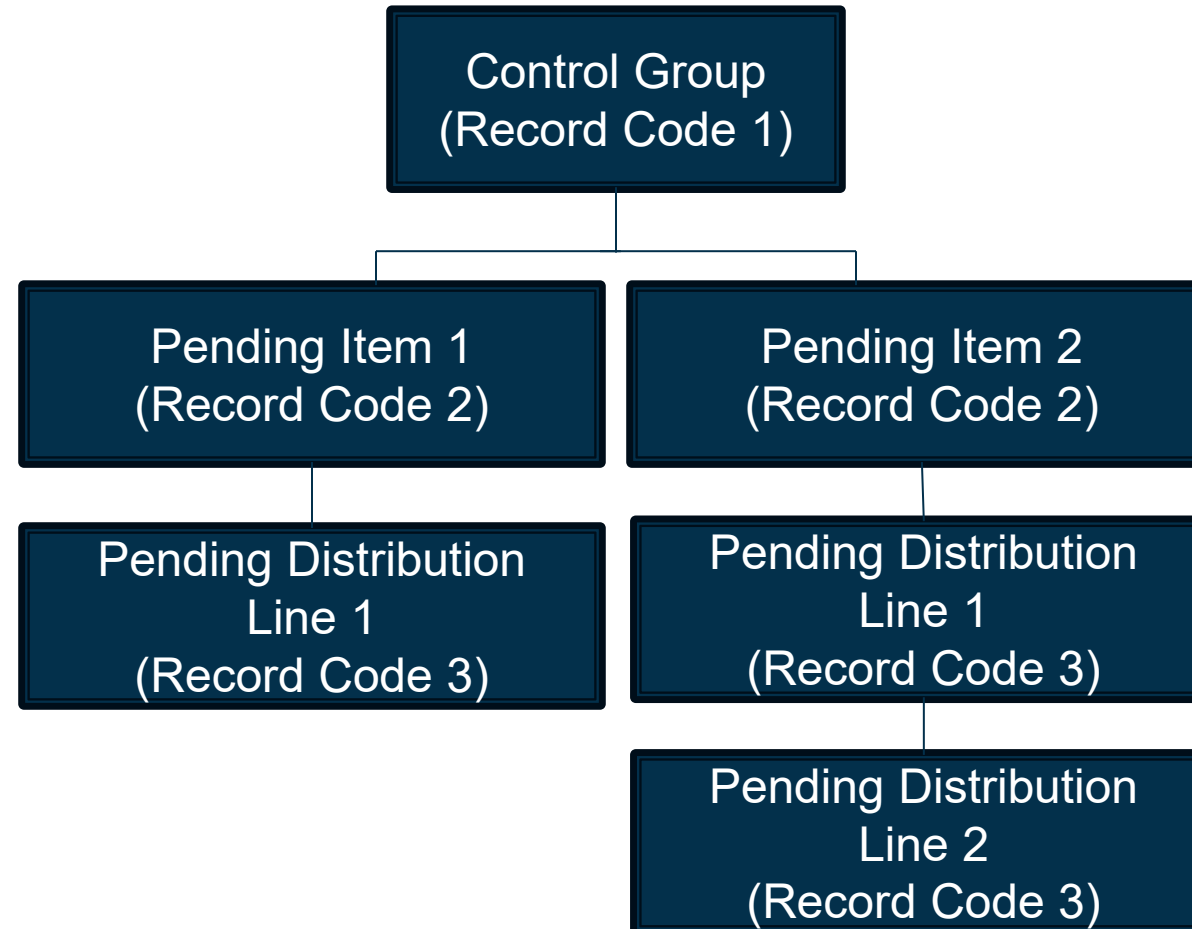| Item Status	Translate Value	Description
Open	O	AR Item has an open balance where payment(s) need to be applied.
Closed	C	Item balance is zero.

Check

Update and Generate

Interfaces and Reports
Item Structure – AR Data

```
                    ┌──────────────────────┐
                    │    Control Group     │
                    │   (Record Code 1)    │
                    └──────────────────────┘
              ┌──────────────┴──────────────┐
  ┌──────────────────────┐     ┌──────────────────────┐
  │   Pending Item 1     │     │   Pending Item 2     │
  │   (Record Code 2)    │     │   (Record Code 2)    │
  └──────────────────────┘     └──────────────────────┘
  ┌──────────────────────┐     ┌──────────────────────┐
  │ Pending Distribution │     │ Pending Distribution │
  │       Line 1         │     │       Line 1         │
  │   (Record Code 3)    │     │   (Record Code 3)    │
  └──────────────────────┘     └──────────────────────┘
                               ┌──────────────────────┐
                               │ Pending Distribution │
                               │       Line 2         │
                               │   (Record Code 3)    │
                               └──────────────────────┘
```

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 ?
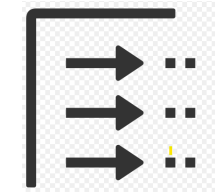
- N/A

ARI034 – Outbound AR Data

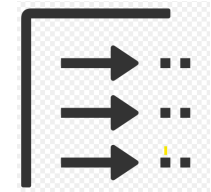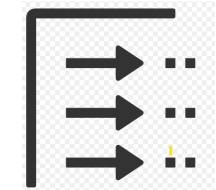| **What** information is transmitted ?	**Why** do I need this?	**Who** runs ?	**When** should this interface file be sent ?	**Which** run control parameters are used ?
Provides agency business systems created or updated AR Data.	Agencies can maintain their Item information for tracking receivables, revenues & customer balances	• Automatic Batch Scheduler	• Daily	• 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?
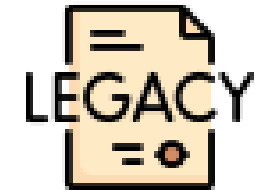
- N/A

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

Enter and Maintain Receivables

Knowledge center

[Florida PALM Knowledge Center Home (document360.io)](#)

ENTER AND MAINTAIN RECEIVABLES

CREATE AR DEMO

Florida PALM
Planning, Accounting, and Ledger Management

Q 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   03/22/2024

*Group Type

*Origin ID

Currency

Control   *Format   USD

Control Totals

Control	0.00	*Count	0
Entered	0.00	Count	1
Difference	0.00	Count	-1
Posted	0.00	Count	0

Control Data

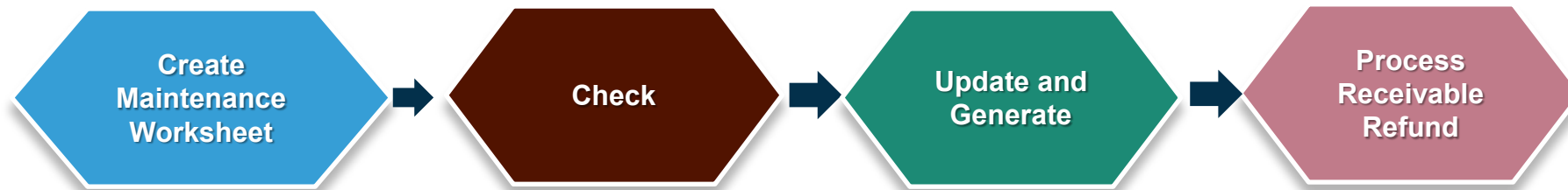*Received   03/22/2024   *Entered   03/22/2024

Posted
Assign   JACK.JENKI   User   JACK.JENKINS

Enter and Maintain Receivables 60.1
Receivables Transaction Lifecycle - Refund AR 60.1.2

Create Maintenance Worksheet → Check → Update and Generate → Process Receivable Refund

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   🔍 | |< < 1 of 1 ▼ > >| | View All

Cust ID 43000000000 🔍   Business Unit 43000 🔍   ➕ ➖

Name PALM Customer

Remit SetID 43000   Remit From ID 430000000000716

Corporate SetID 43000   Corporate ID 430000000000716

MICR ID [   ]   Link MICR

Rate Type CRRNT 🔍

                                                03/25/2024
                                      Acctg Date

Reference Criteria

*Reference Criteria
None ▼

Item Reference   🔍 |< < 1-1 of 1 ▼ > >| | View All

*Restrict to
All Customers ▼

Qual Code	Reference	To Reference		
🔍	🔍		➕	➖

*Match Rule
Exact Match ▼

Anchor BU
43000 🔍

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

Enter and Maintain Receivables 60.1
Interfaces and Reports – Refund AR

▸ Key Interfaces
  ◦ N/A

▸ Key Reports
  ◦ ARR025 AR Data Report

Enter and Maintain Receivables 60.1
Receivables Transaction Lifecycle - Write Off AR

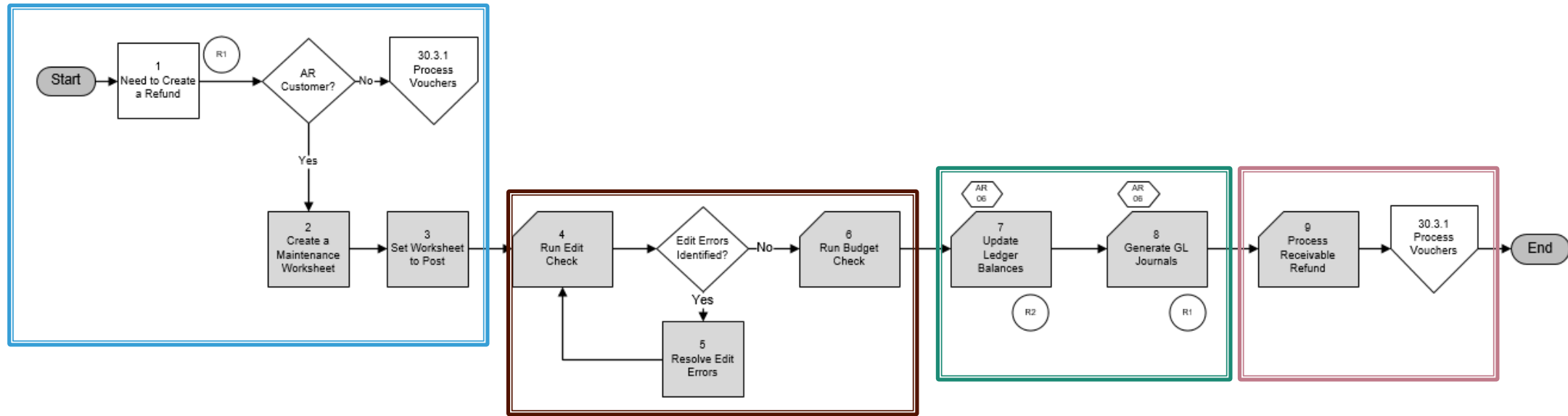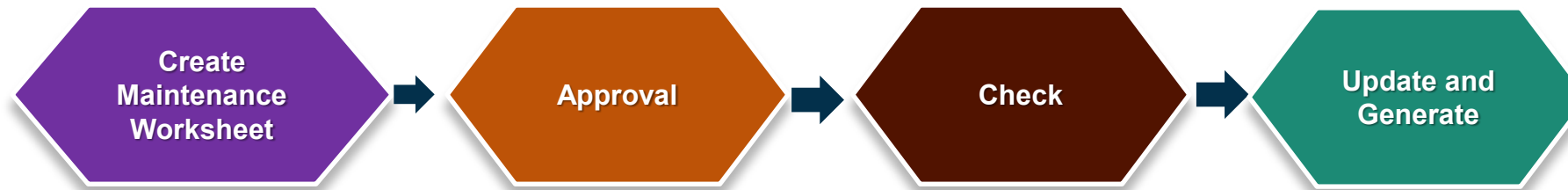Create Maintenance Worksheet → Approval → Check → Update and Generate

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

Worksheet Selection | Worksheet Matches

Unit   43000   Worksheet ID   384

Customer Criteria

*Customer Criteria
[Customer Items   ▼]

Customer Reference   [🔍] | |< < [1 of 1 ▼] > >| | View All

Cust ID [43000000000 🔍]   Business Unit [43000 🔍]   [+] [−]

Name   PALM Customer

Remit SetID   43000   Remit From ID   430000000000716

Corporate SetID   43000   Corporate ID   430000000000716

MICR ID [   ]   [Link MICR]

Rate Type [CRRNT   🔍]

                                              Aootg Date   [03/25/2024]

Reference Criteria

*Reference Criteria
[None   ▼]

Item Reference   [📄] [🔍] |< < [1-1 of 1 ▼] > >| | View All

*Restrict to
[All Customers   ▼]

Qual Code	Reference	To Reference		
[🔍]	[🔍]	[ ]	[+]	[−]

*Match Rule
[Exact Match   ▼]

Anchor BU
[43000 🔍]

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

Anchor Information

Unit 43000   Worksheet ID 384   Currency USD   Accounting Date 03/25/2024   Reason Code [___ 🔍]

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 [Select Range ▼]

Range [_____]   [Go]

Display Control

Display [All Items ▼]   [Go]

[Absolute Value Sort]

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	☑	100.00	USD	INVOICE ID		RC 🔍	🔍	43000	430000000000716
📑	2	☐	100.00	USD	INVOICE ID1		🔍	🔍	43000	430000000000716

Enter and Maintain Receivables 60.1
Interfaces and Reports – Write-Off AR

▶ Key Interfaces
- ◦ N/A

▶ Key Reports
- ◦ ARR025 AR Data Report

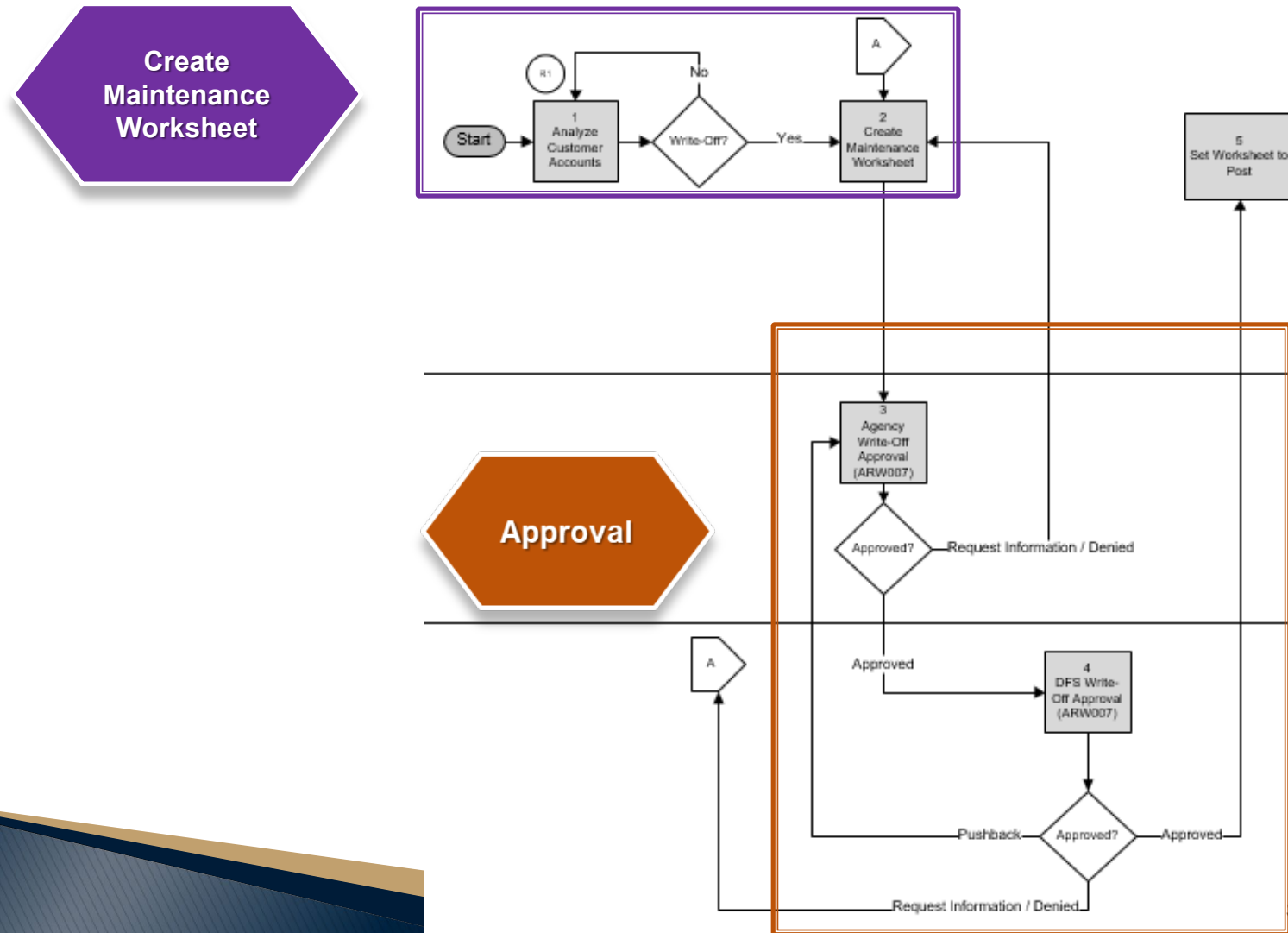# WRITE-OFF DEMO

CREATE A MAINTENANCE WORKSHEET DEMO

https://findev2.flpalm.myfloridacfo.gov/psp/psfindev2_18/EMPLOYEE/ERP/c/MAINTAIN_RECEIVABLES.WS_IDENTIFY_IC.GBL

Florida PALM
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FINDEV2 # JACK.JENKINS

Q Search in Menu

Create Maintenance Worksheet

New Window | Help | Personalize Page

Worksheet Selection   Worksheet Matches

Unit   43000   Worksheet ID   NEXT

Customer Criteria

*Customer Criteria
None

Customer Reference   🔍 I |< <   1 of 1 ⌄   >   >| I View All

Cust ID [   ] 🔍   Business Unit [   ] 🔍   [+] [−]

Name

Remit SetID   Remit From ID

Corporate SetID   Corporate ID

MICR ID [   ]   [Link MICR]

Rate Type [CRRNT] 🔍   Acctg Date [03/22/2024] 🗓

Reference Criteria

*Reference Criteria
None

*Restrict to
All Customers

*Match Rule

Item Reference

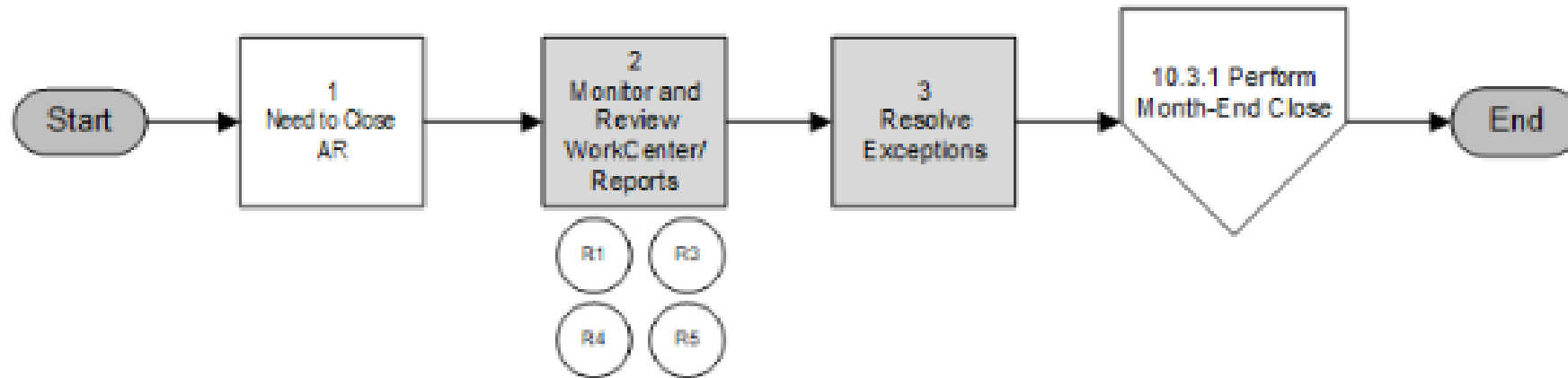[⊞] [🔍] |< < 1-1 of 1 ⌄ > >| I View All

Qual Code	Reference	To Reference

Enter and Maintain Receivables 60.1
AR Period Close 60.1.4

Start → 1 Need to Close AR → 2 Monitor and Review WorkCenter/ Reports → 3 Resolve Exceptions → 10.3.1 Perform Month-End Close → End

R1   R3

R4   R5

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
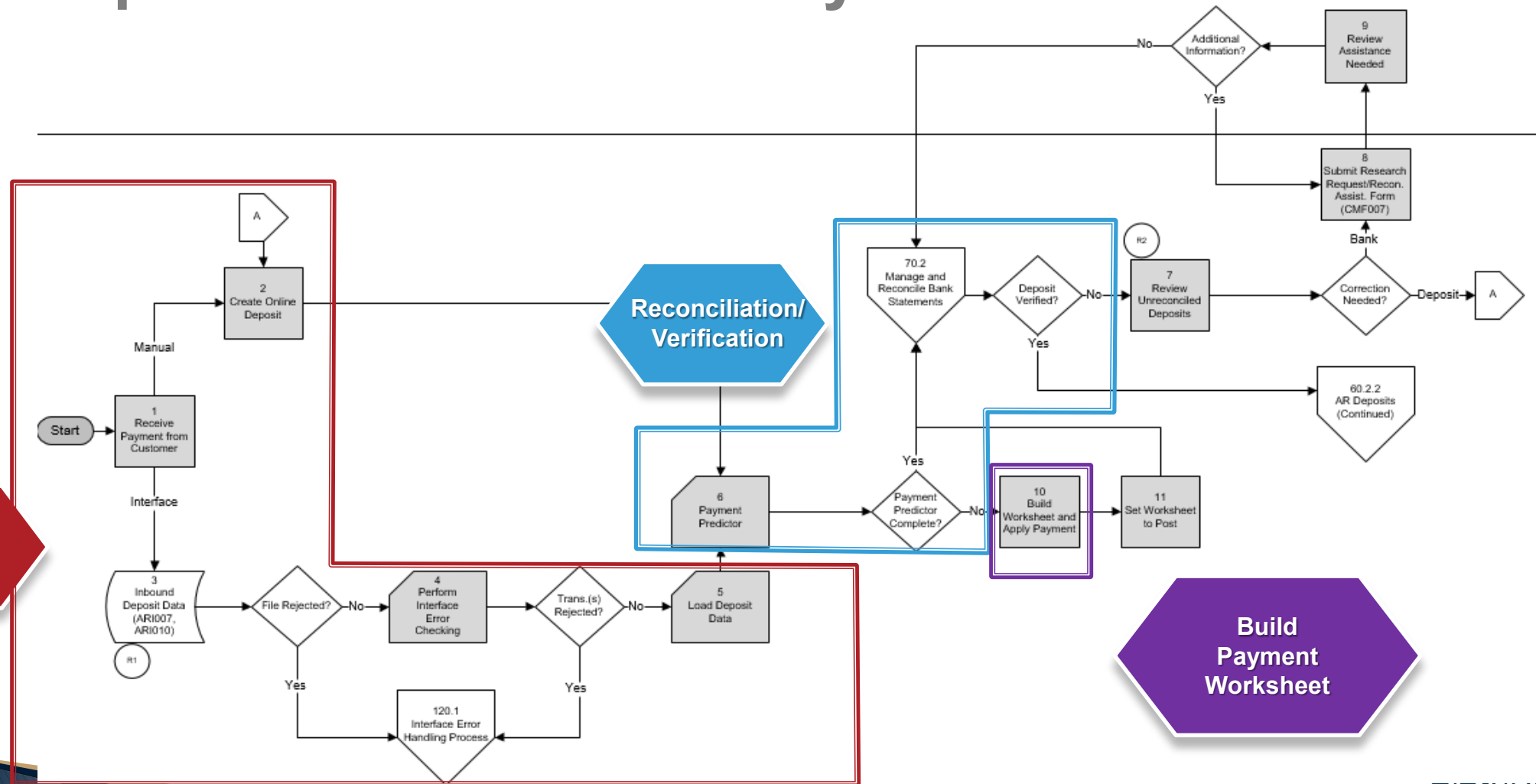
DEPOSIT AND APPLY RECEIPTS

60.2.2 AR DEPOSITS

Deposit and Apply Receipts 60.2
AR Deposit Transaction Lifecycle

Deposit Creation → **Reconciliation/ Verification** → **Build Payment Worksheet** → **Check** → **Update and Generate**

Deposit and Apply Receipts 60.2
AR Deposit Transaction Lifecycle

Deposit and Apply Receipts 60.2
AR Deposit Transaction Lifecycle

Deposit and Apply Receipts 60.2
AR Deposit Transaction Lifecycle

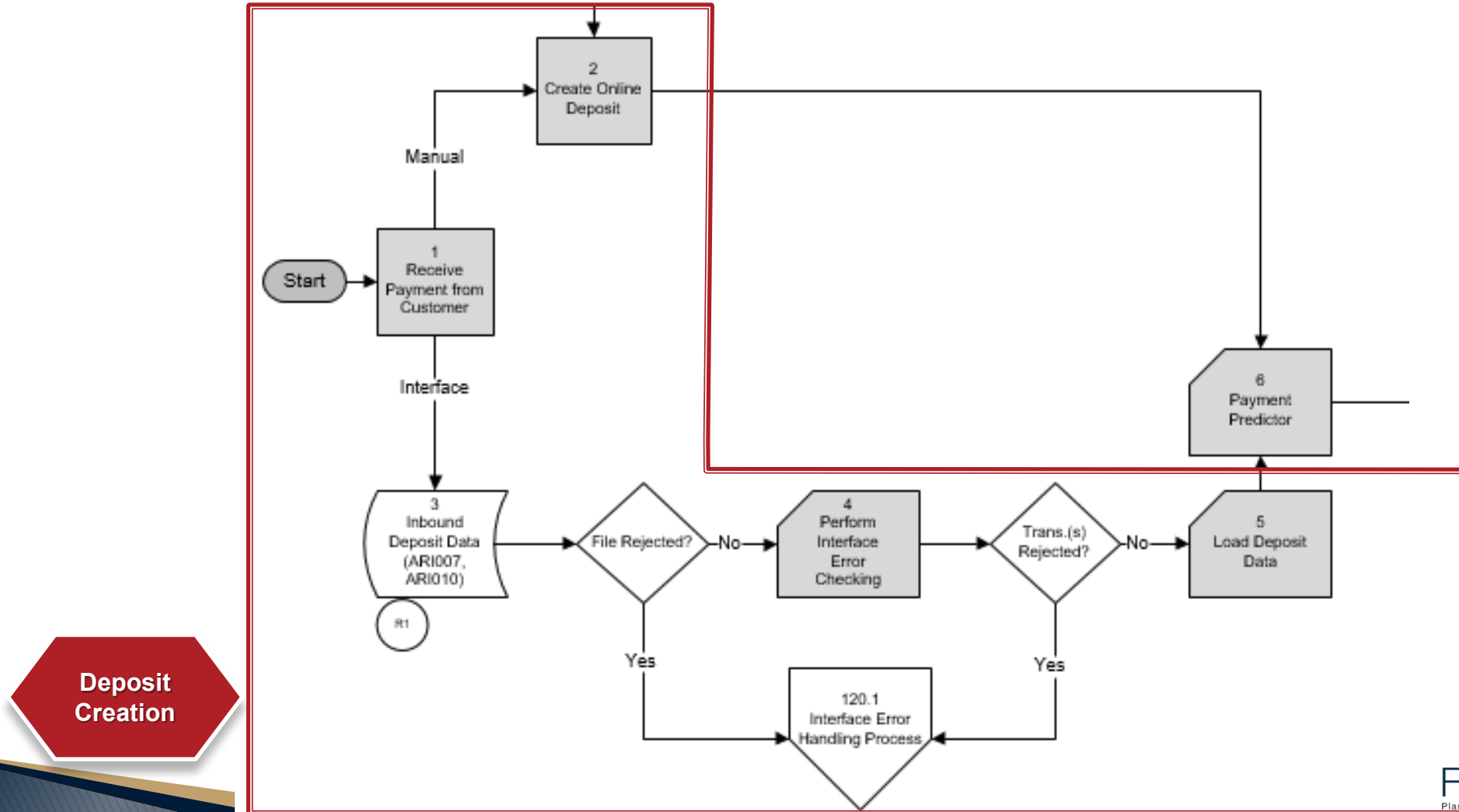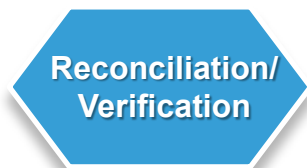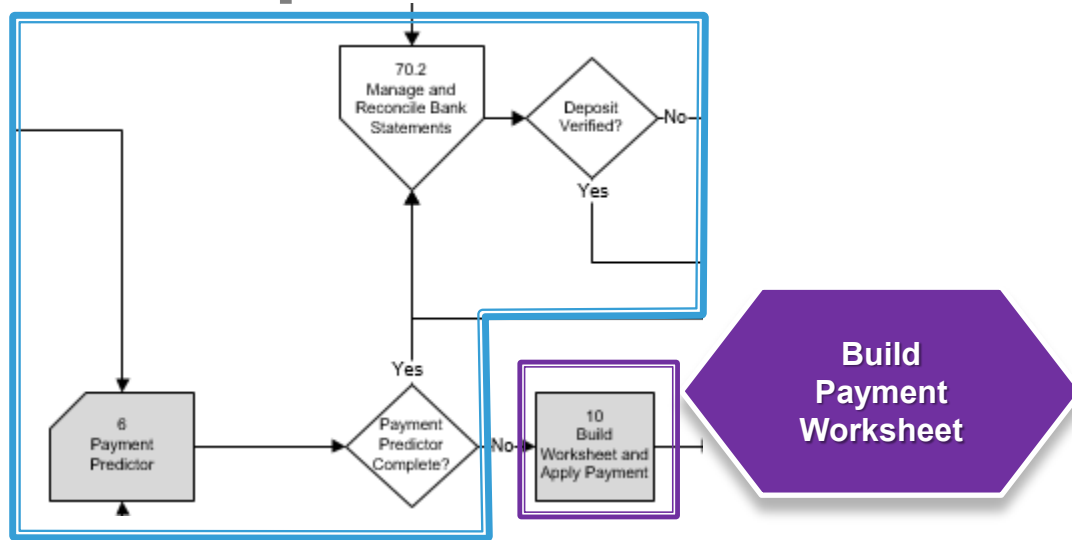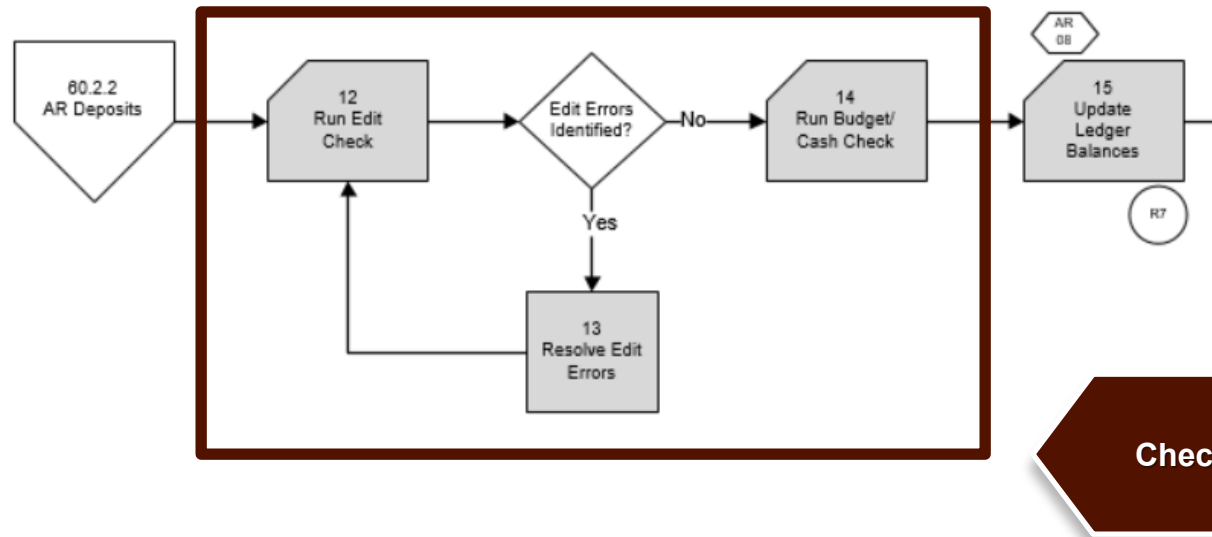| Reconciliation Status	Translate Value	Description
Unreconciled	UNR	At least one payment within the deposit is unreconciled.
Reconciled	REC	All payments within the deposit have been reconciled to the bank statement.
Blank	(' ')	All payments within the deposit have been unposted.

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 60.2
AR Deposit Transaction Lifecycle

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.

Check

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
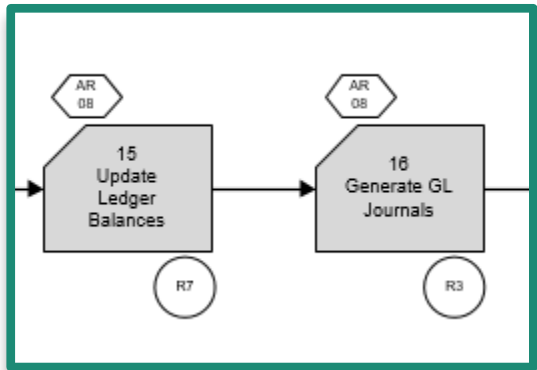
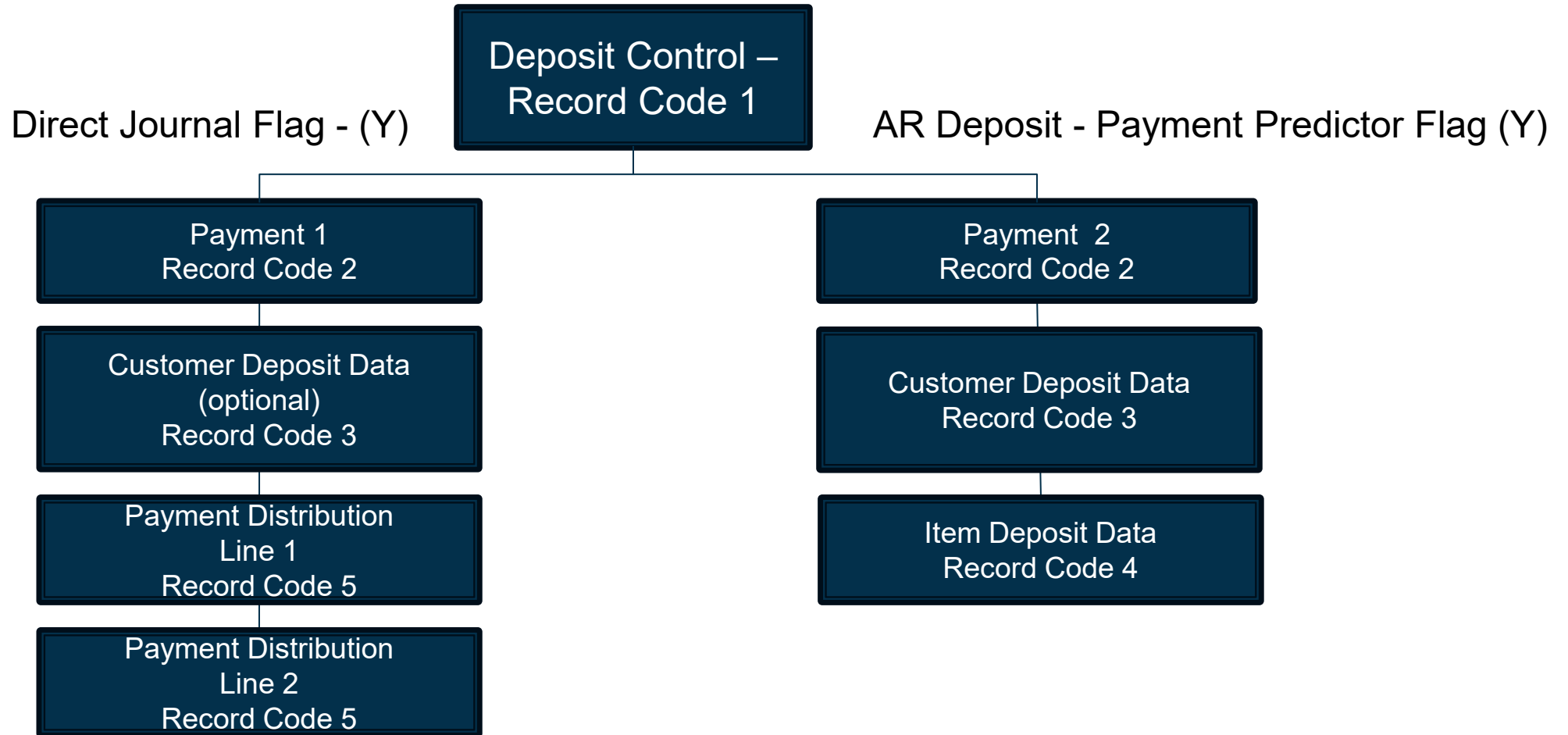**Update and Generate**

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.

Interfaces and Reports
Deposit Structure – Direct Journal and AR Deposit

Deposit Control – Record Code 1

Direct Journal Flag - (Y)

AR Deposit - Payment Predictor Flag (Y)

Payment 1 Record Code 2

Customer Deposit Data (optional) Record Code 3

Payment Distribution Line 1 Record Code 5

Payment Distribution Line 2 Record Code 5

Payment 2 Record Code 2

Customer Deposit Data Record Code 3

Item Deposit Data Record Code 4

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 ?

Why
do I need this?

Who
runs ?

When
should this interface file be sent ?

Which
run control parameters are used ?

Agencies will interface 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.
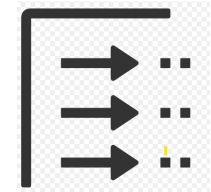
- Automatic Batch Scheduler

- Daily
- As needed (Ad hoc)

- 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 ?

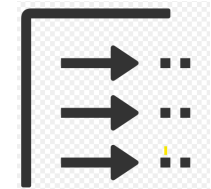- Agency AR Deposit Spreadsheet Upload Processor

When
should this interface file be sent ?

- As needed (Ad hoc)

Which
run control parameters are used ?

N/A

ARI024 – Outbound Deposit Data

What	**Why**	**Who**	**When**	**Which**
information is transmitted ?	do I need this?	runs ?	should this interface file be sent ?	run control parameters are used ?

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

Why — Keep agency business systems in synch with Florida PALM.
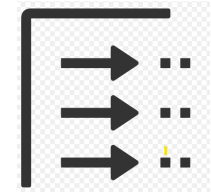
Who —
- Automatic Batch Scheduler

When —
- Daily
- As needed (Ad hoc)

Which —
- Business Unit

ARR021 – Unreconciled Deposit Report

What
information is available?

Why
do I need this report?

Who
runs and uses this information?

When
should I run this report?

Which
report(s) were previously used?

Displays unreconciled bank transactions and system entry deposits.

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

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

- Daily
- As needed (Ad hoc)
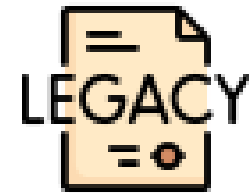
- N/A

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?

Why
do I need this report?

Who
runs and uses this information?

When
should I run this report?

Which
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
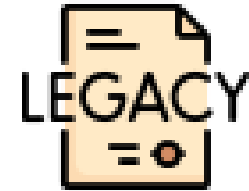
N/A

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? |

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

Why — 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
- Agency AR Deposit Processor
- Agency AR Deposit Spreadsheet Upload Processor

When
Daily
Ad hoc

Which — N/A
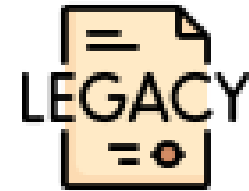
ARR007 – Deposit Report

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

Florida PALM
Planning, Accounting, and Ledger Management

FINDEV2 # JACK.JENKINS

Q Search in Menu

Regular Deposit

Related Content ∨ | New Window | Help | Personalize Page

Totals   Payments

Unit   43000   Deposit ID   NEXT   *Agency Deposit Number [ ]   Delete Deposit

*Accounting Date   03/22/2024 📅   Control Currency [🔍]

*Bank Code [🔍]   Format Currency [USD 🔍]

*Bank Account [🔍]   Rate Type [ ]

*Deposit Type [🔍]   Exchange Rate [ ]

Control Totals

Control Total Amount	0.00	*Count 0
Entered Total Amount	0.00	Count 1
Difference Amount	0.00	Count -1

Control Data

*Received   03/22/2024 📅

*Entered   03/22/2024 📅

Posted

Q&A

DEPOSIT AND APPLY RECEIPTS

RETURNED ITEMS 60.2.3

Flowchart — Returned Items Processing

Top swimlane:
- 70.2 Manage and Reconcile Bank Statements
- Auto Reconciled? — No → (R2) → 5 Review Unreconciled Bank and Deposit Trans. — (R3) → Auto Reconciled? — No → 6 Semi Manual Reconciliation
- Auto Reconciled? — Yes ↓
- Auto Reconciled? — Yes ↓

Middle swimlane:
- Start → 1 Inbound Returned Items (ARI033, ARI022) → File Rejected?
  - File Rejected? — Yes → 120.1 Interface Error Handling Process
  - File Rejected? — No → 2 Perform Interface Error Checking → Trans.(s) Rejected?
    - Trans.(s) Rejected? — Yes → 120.1 Interface Error Handling Process
    - Trans.(s) Rejected? — No → 3 Load Returned Items Data → 4 Load and Create Direct Journal Deposit → 7 Run Edit Check → Edit Errors Identified?
      - Edit Errors Identified? — Yes → 8 Resolve Edit Errors
      - Edit Errors Identified? — No → 9 Run Budget/ Cash Check (R8) → Cash Exceptions?
        - Cash Exceptions? — Yes → 10 Manage Cash Exceptions
        - Cash Exceptions? — No → 11 Update Ledger Balances (AR 02) → 12 Generate GL Journals (AR 02) (R3) → 13 Export Returned Items Data → 14 Outbound Returned Items Data (ARI020) → End
        - 12 Generate GL Journals (R8) → A

Bottom swimlane (red box):
- A → 15 Analyze Returned Item Data → Returned AR Item?
  - Returned AR Item? — Yes → (R10) 16 Research and Find Original AR Item → 17 Create Credit to Original AR Item → 18 Create $0 Deposit
    - 60.1.1 Record AR ↓ 17
    - 18 → 60.2.1 Direct Journal Deposits → End
    - 18 → 60.2.2 AR Deposits → End
  - Returned AR Item? — No (R8) → Reclass Accounting?
    - Reclass Accounting? — No → End
    - Reclass Accounting? — Yes → 60.2.1 Direct Journal Deposits → End
- Start → 19 Create New AR Item with Fees → 60.1.1 Record AR → End
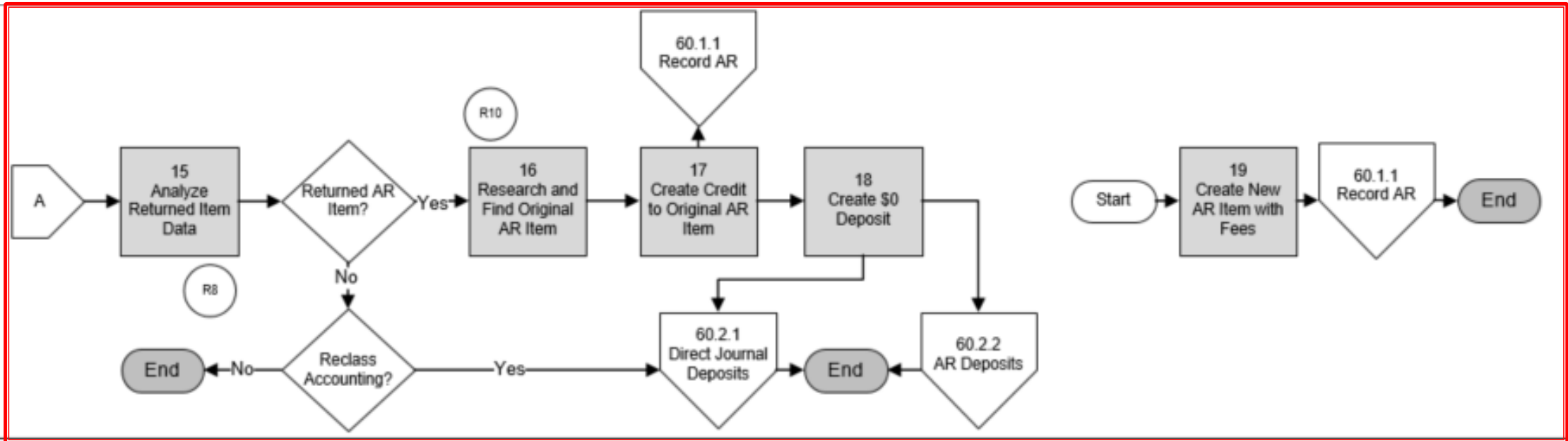
Deposit and Apply Receipts
Returned Items 60.2.3

Tools

▸ Customer Conversation

▸ Customer Item Inquiry

▸ Account Overview

▸ Receivables WorkCenter

Conversations

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 [50.00]
Currency USD 🔍
Promise Date [📅]

Created On 03/27/24 1:56:41PM   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

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_DETL	TRA_TMPL_DETL	TRA_TMPL_DETL	TRA_TMPL_DETL	TRA_TMPL_DETL
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.	Confugure 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
Source Type BSP
Description 4344 BSP Processing
Status Active

Accounting Template ID CRA_4344

☐ Requires Review

*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	☐	Keep Sign	Bank Account	Cash	Substitution Rule							
01	Cashflow Amount	1	1	☑	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	
Combo Template	TREASURY	☐ Requires Review
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

Accounting Entries

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	☐		100130	07801	43400100								
2	43000	1,248.54	USD	1.00000000	📇	1,248.54	USD	☑		302203	07801	43400100								

CONTRACTS

FLAIR CONTRACT CONVERSION

Segment III Conversions
Contracts (CTC001) – Overview

▶ <u>Source:</u>
- ◦ FLAIR

▶ <u>Bridge:</u>
- ◦ The legacy Contract Number will be recorded in Florida PALM

▶ <u>Active Records:</u>
- ◦ Active/Open contracts

▶ <u>Key Information:</u>
- ◦ Contract Dates, Amount, Status, FACTS indicator, ALN/CSFA

Contract Conversions

▸ Only active contracts will be converted from FLAIR

Segment III Conversions
Contracts (CTC001) – Why Is It Important

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

WRAP UP

Contact Information

Contact us

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