

FloridaPALM

Planning, Accounting, and Ledger Management



SEGMENT II DESIGN WORKSHOPS

JANUARY 18, 2024



Housekeeping

- ▶ WiFi is available through the Duesenberg network
- ▶ Restrooms are in the back and to the side
- ▶ Car Museum tours may be taken during breaks or over lunch
- ▶ Place your phones on silent
- ▶ We will take a short break in the morning, an hour and a half for lunch, and one more break in the afternoon
- ▶ There will be pause points for Q&A during the session – Please hold your questions until then
- ▶ Screens are located around the room, but the presentation is also on our website, if you need to follow along



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 lots 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
- ▶ Conversions will generally be balances, not transactions
- ▶ Historical transactions, including transactions for FY 25-26 will not be converted to Florida PALM, their results (balances) will be converted
- ▶ Plan is to start UAT with a simulated mid-year cutover for FY 24-25



Solution Design Workshops

Agenda

- ▶ Welcome and Introductions
- ▶ Design Phase Overview
- ▶ Process Groupings Overview
- ▶ Enter and Process Journals
 - General Ledger Overview
 - Business Process Models
- ▶ Reporting
- ▶ Interfaces



Solution Design Workshops

Agenda (cont'd)

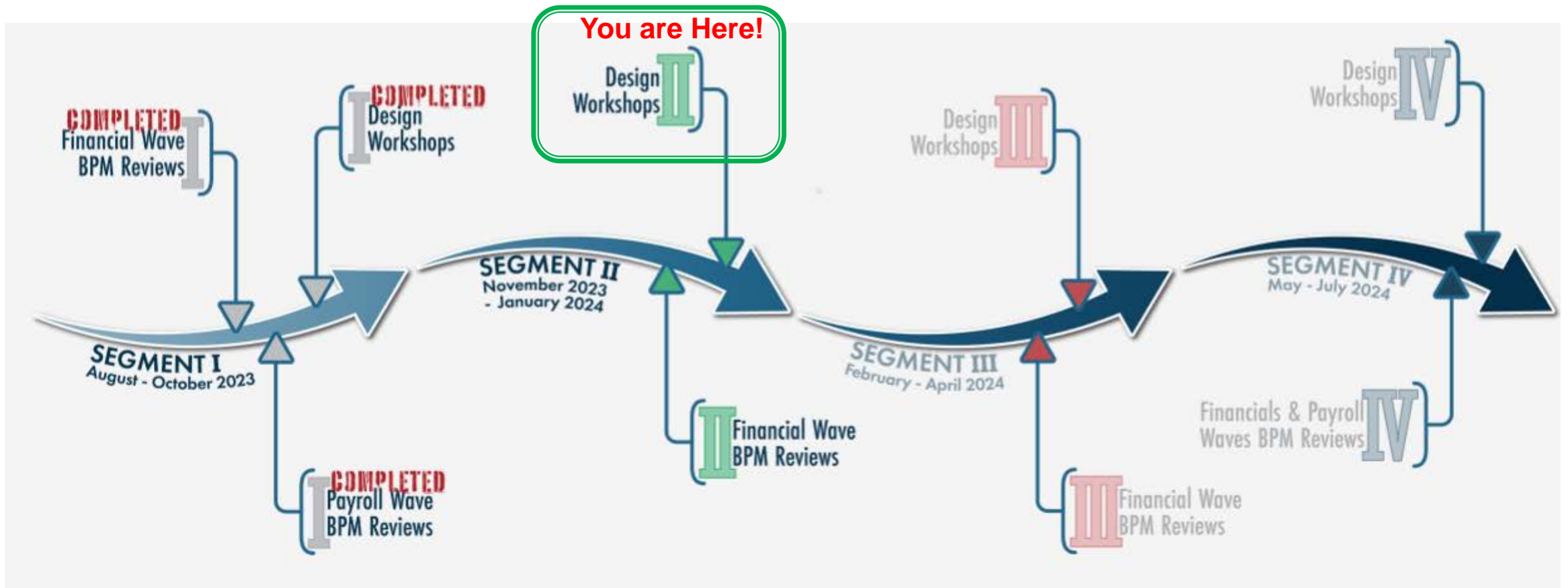
- ▶ Segment I Updates
 - Manage Agency Allotments
 - Commitment Control (KK) Overview
 - Business Process Model 20.1.2
 - Agency Allotment Budget Structure Selection
 - Set Up and Maintain SpeedKeys
 - Business Process Model 10.1.6
- ▶ Agency Configurations
- ▶ Revenue and Expenditure Account Values
- ▶ Wrap Up



DESIGN PHASE OVERVIEW



Design Phase Overview



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



PROCESS GROUPINGS OVERVIEW

ACCOUNT MANAGEMENT AND FINANCIAL REPORTING
& BUDGET MANAGEMENT AND CASH CONTROL



Process Groupings Overview

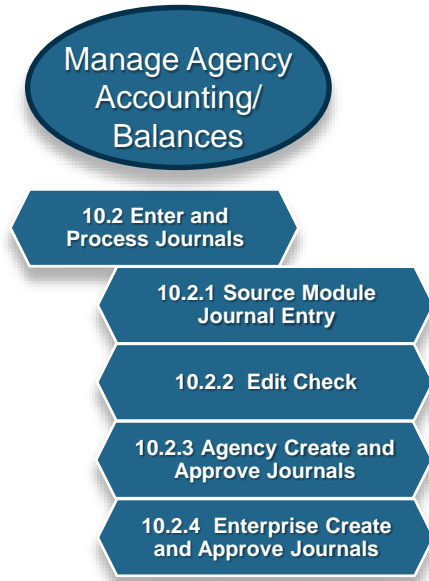


Process Groupings Overview

Segment 2



Process Groupings Overview



Segment 2



Process Groupings Overview

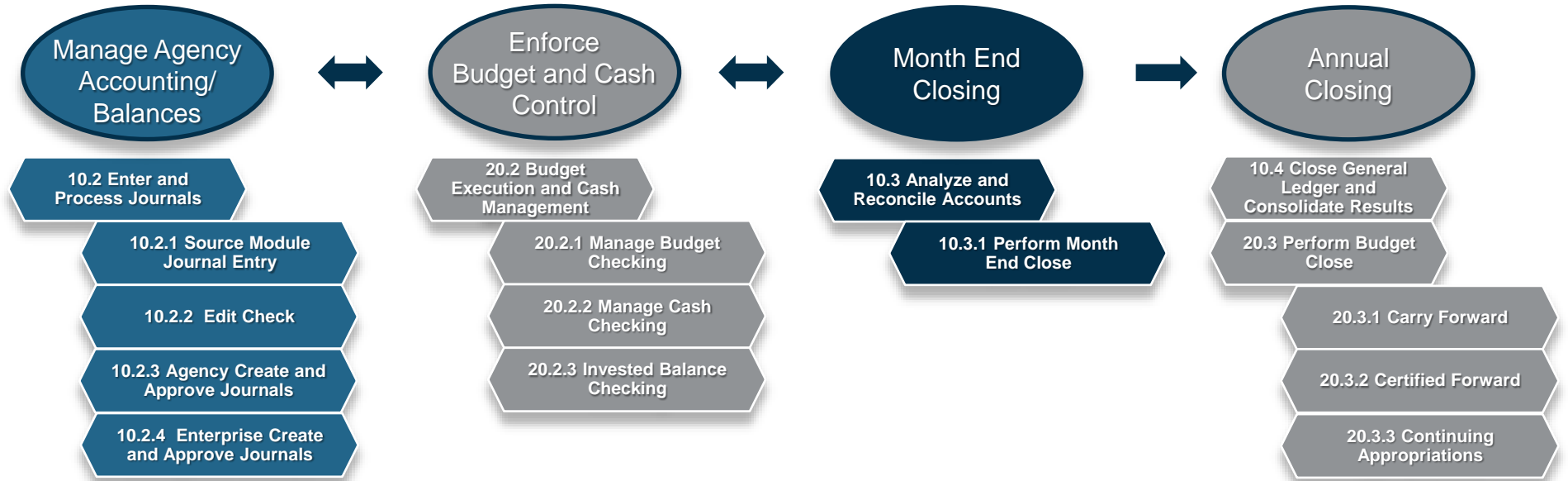


Segment 2

Segment 3



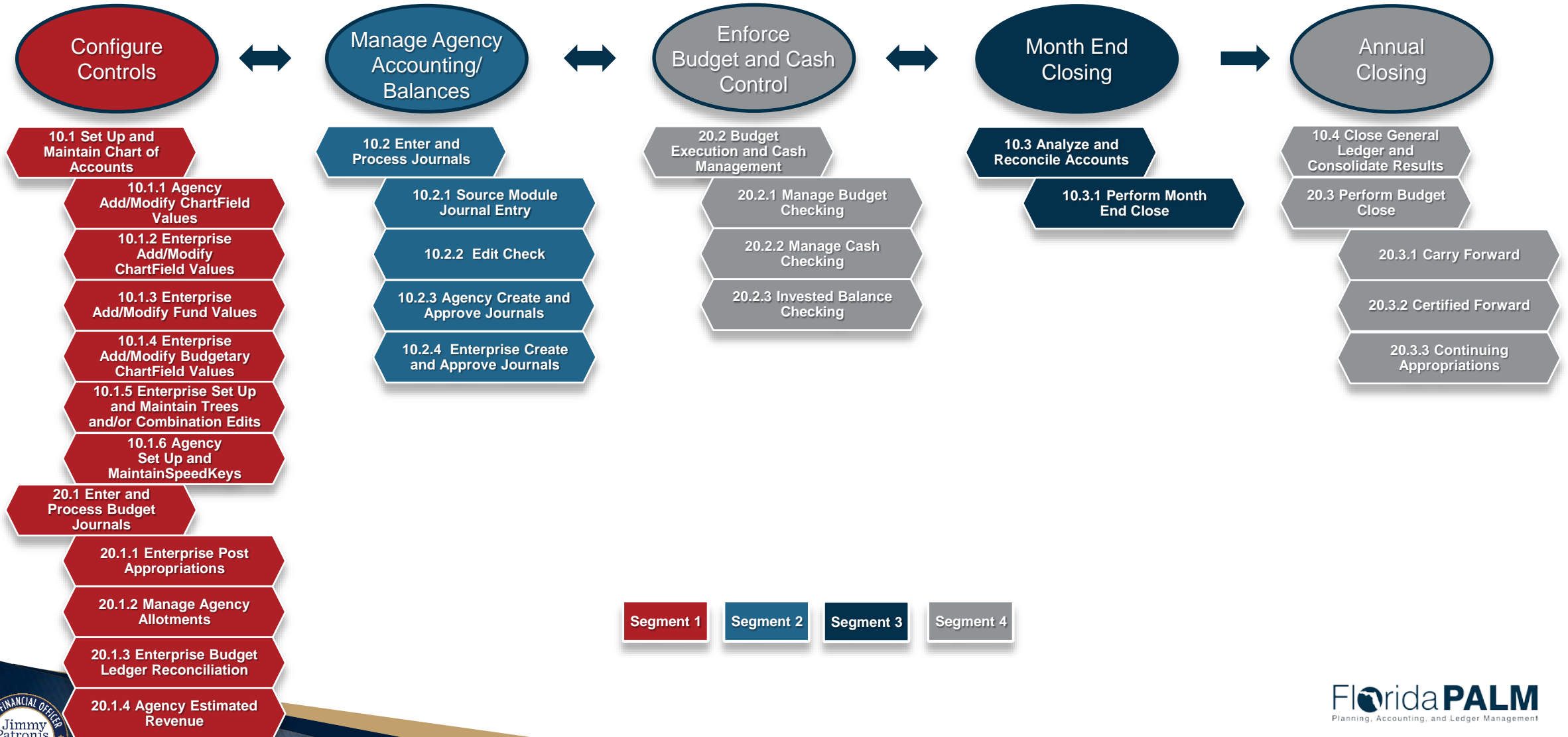
Process Groupings Overview



Segment 2 Segment 3 Segment 4



Process Groupings Overview



ENTER AND PROCESS JOURNALS

GENERAL LEDGER OVERVIEW



General Ledger Overview

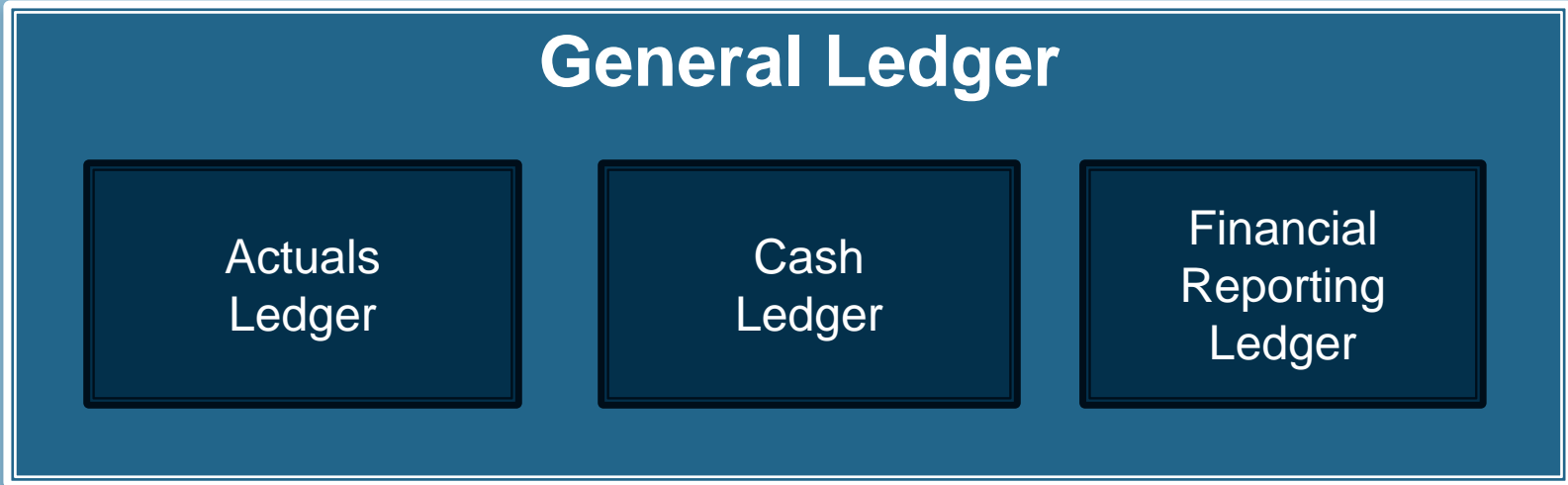
What is the General Ledger?

- ▶ The General Ledger serves as the master set of records in which the State of Florida's financial transactions are recorded in detail or in summary form.
- ▶ Serves as a central repository for accounting data transferred from all source modules.
- ▶ The General Ledger is the official book of record for the State of Florida and contains financial data for all State of Florida agencies and designated component units.



General Ledger Overview

What is the General Ledger?



General Ledger Overview

What is the General Ledger?

- ▶ **Actuals Ledger**
 - Primary ledger and State's book of record for financial reporting
 - Represents the table where all non-budgetary financial transactions are posted
 - Contains summarized revenue, expense, asset, liability, and equity balances by ChartField string.
 - Does not contain budget or encumbrance data
- ▶ **Cash Ledger**
 - Contains Cash impacting transactions
 - Used for Cash specific reporting needs (Cash Basis reporting)
- ▶ **Financial Reporting Ledger**
 - Contains adjustments entered to affect financial balances during the adjustment period
 - Used for annual financial statement preparation
 - Allows DFS Financial Statements Section to manage closing



General Ledger Overview

What is the General Ledger?

- ▶ ChartFields contained in General Ledger table:
 - Account
 - Organization
 - Fund
 - Budget Entity
 - Category
 - State Program
 - Other Accumulator 1
 - Other Accumulator 2
 - Grant
 - Contract
 - Project



General Ledger Overview

What is the General Ledger?



Questions?



ENTER AND PROCESS JOURNALS

BUSINESS PROCESS

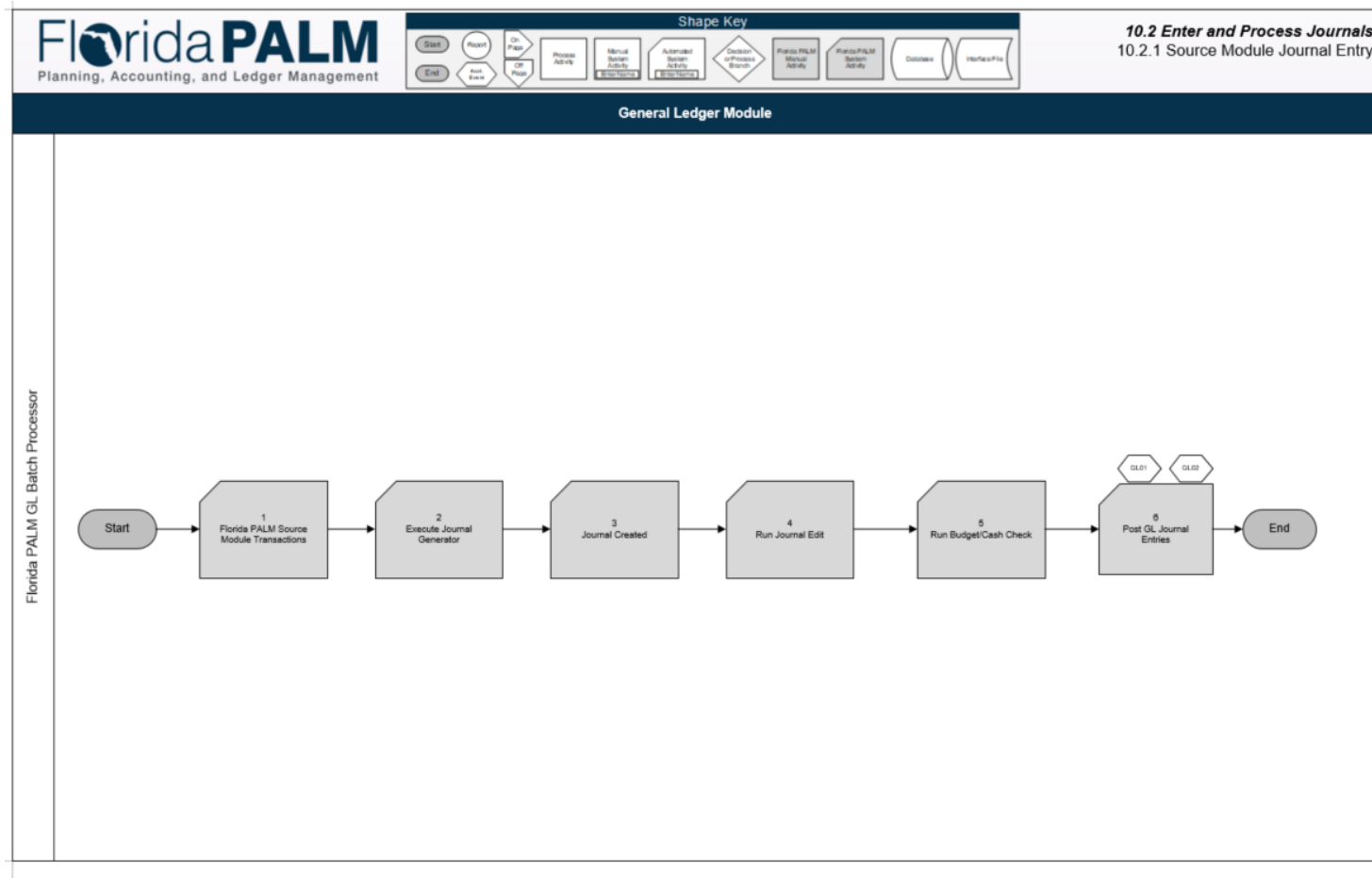


Business Process

Enter and Process Journals

10.2.1 Source Module Journal Entry

- ▶ Journal Generator (J-Gen) is a systematic process which creates the appropriate GL journals from source module accounting entries.
- ▶ Source module accounting entries are summarized by complete ChartField string (ChartField values used on the transaction including the Project ChartField values).
- ▶ J-Gen journals contain balanced (debits and credits) entries from source modules and can contain multiple chartfield strings.
 - **Note:** Users only enter one side of the transaction within the Source Module. The off-setting lines are created by the post process with the Source Module.



Business Process

Enter and Process Journals

- ▶ Journals created by the J-Gen process can not be edited, approved, or processed by agencies.
 - **Note:** Should an error occur with these journals, the journals will need to be deleted by the Solution Center.

- ▶ Once the journal passes edit and budget check, the journal is posted to the journal tables and into the Actuals Ledger table.
 - **Note:** The lower-level Project Chartfield detail values remain in the Journal lines table. Actuals will represent the balance at the Project level.

- ▶ The GL journal id and journal posting date is sent back and recorded on the related source module transactions.

The screenshot displays the 'Create/Update Journal Entries' interface in the Florida PALM system. The breadcrumb trail shows 'Main Menu > My Homepage > Create/Update Journal Entries'. The page title is 'Florida PALM'. The journal details are as follows:

- Unit: 21000
- Journal ID: AP01196843
- Date: 12/06/2023
- Long Description: AP Payments (243 characters remaining)
- Ledger Group: ACTUALS
- Ledger: (blank)
- Source: AP
- Reference Number: (blank)
- Journal Class: (blank)
- Transaction Code: (blank)
- SJE Type: (blank)
- Currency Defaults: USD // 1
- Attachments: (0)
- Reversal: Do Not Generate Reversal
- Entered By: FLP_BATCH
- Entered On: 12/06/2023 10:12:36PM
- Last Updated On: 12/06/2023 10:15:24PM

Additional options on the right side include:

- Auto Generate Lines
- Save Journal Incomplete Status
- Autobalance on 0 Amount Line
- CTA
- Commitment Control: FLP BATCH

Navigation buttons include Save, Return to Search, Previous in List, Next in List, Notify, and Refresh. Below the form is a 'Totals' table:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
21000	108	202,466.19	202,466.19	P	V



Business Process

Enter and Process Journals

Example:

The AP Processor enters the following accounting lines into the AP module:

Voucher ID#	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Amount	
12345678	1010100000	707101	02106	43010100	040000	1168200003	GR001	\$ 200.00	User entered
12345679	1010100000	707101	02106	43010100	040000	1168200003	GR001	\$ 500.00	User entered
12345680	1010100000	704801	25001	43200800	040000	1168200003	GR001	\$ 1,000.00	User entered



Business Process

Enter and Process Journals

Example:

Upon Voucher Post, the off-set accounting lines are created.

Voucher ID#	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Amount	
12345678	1010100000	707101	02106	43010100	040000	1168200003	GR001	\$ 200.00	User entered
12345678	1010100000	300900	02106	43010100	040000	1168200003	GR001	\$ (200.00)	System generated
12345679	1010100000	707101	02106	43010100	040000	1168200003	GR001	\$ 500.00	User entered
12345679	1010100000	300900	02106	43010100	040000	1168200003	GR001	\$ (500.00)	System generated
12345680	1010100000	704801	25001	43200800	040000	1168200003	GR001	\$ 1,000.00	User entered
12345680	1010100000	300900	25001	43200800	040000	1168200003	GR001	\$ 1,000.00	System generated



Business Process

Enter and Process Journals

Example:

The J-Gen will summarize accounting entries to post to the GL Journal lines table and Actuals ledger as follows:

GL Journal ID	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Amount	
AP00120001	1010100000	707101	02106	43010100	040000	1168200003	GR001	\$ 700.00	System generated
AP00120001	1010100000	300900	02106	43010100	040000	1168200003	GR001	\$ (700.00)	System generated
AP00120002	1010100000	704801	25001	43200800	040000	1168200003	GR001	\$ 1,000.00	System generated
AP00120002	1010100000	300900	25001	43200800	040000	1168200003	GR001	\$ (1,000.00)	System generated



Business Process

Enter and Process Journals

Example:

After summarized journal is posted in GL, the source module accounting entries are updated to show the associated GL Journal ID.

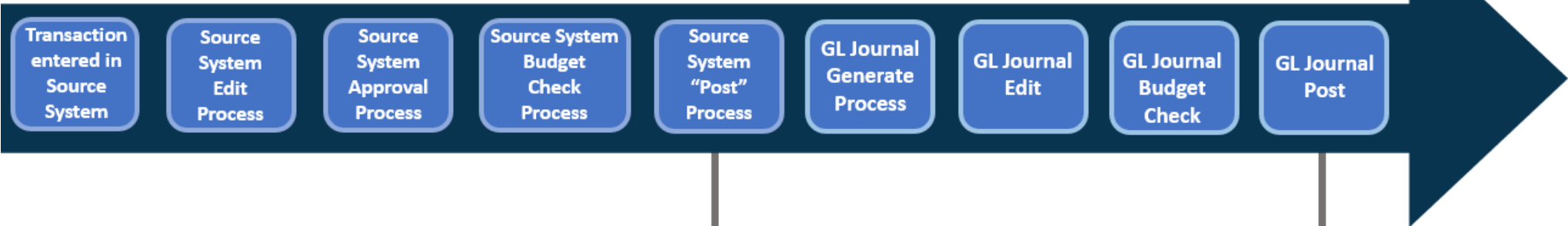
Voucher ID#	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Amount	Journal ID#
12345678	1010100000	707101	02106	43010100	040000	1168200003	GR001	\$ 200.00	AP00120001
12345678	1010100000	300900	02106	43010100	040000	1168200003	GR001	\$ (200.00)	AP00120001
12345679	1010100000	707101	02106	43010100	040000	1168200003	GR001	\$ 500.00	AP00120001
12345679	1010100000	300900	02106	43010100	040000	1168200003	GR001	\$ (500.00)	AP00120001
12345680	1010100000	704801	25001	43200800	040000	1168200003	GR001	\$ 1,000.00	AP00120002
12345680	1010100000	300900	25001	43200800	040000	1168200003	GR001	\$ 1,000.00	AP00120002



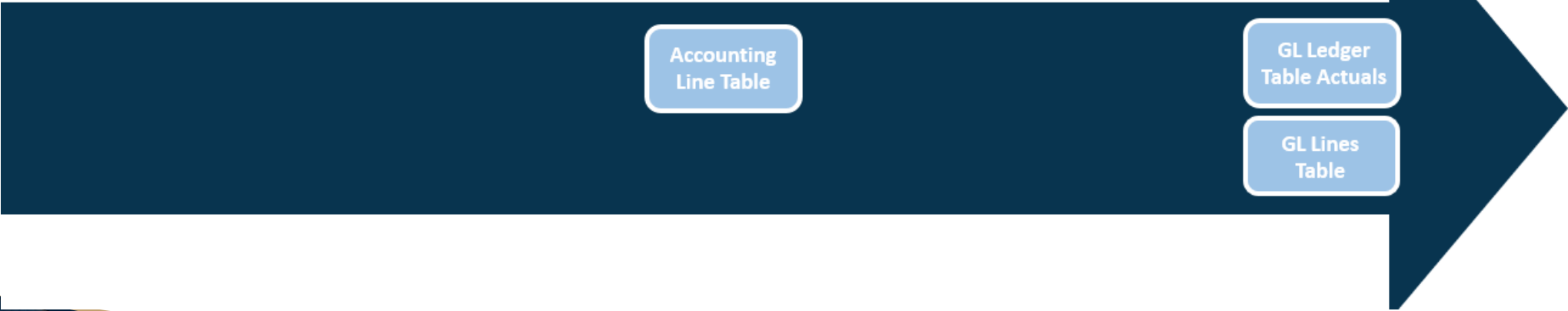
Business Process

Enter and Process Journals

Transaction Processing



Accounting Processing



Business Process

Enter and Process Journals



Questions?

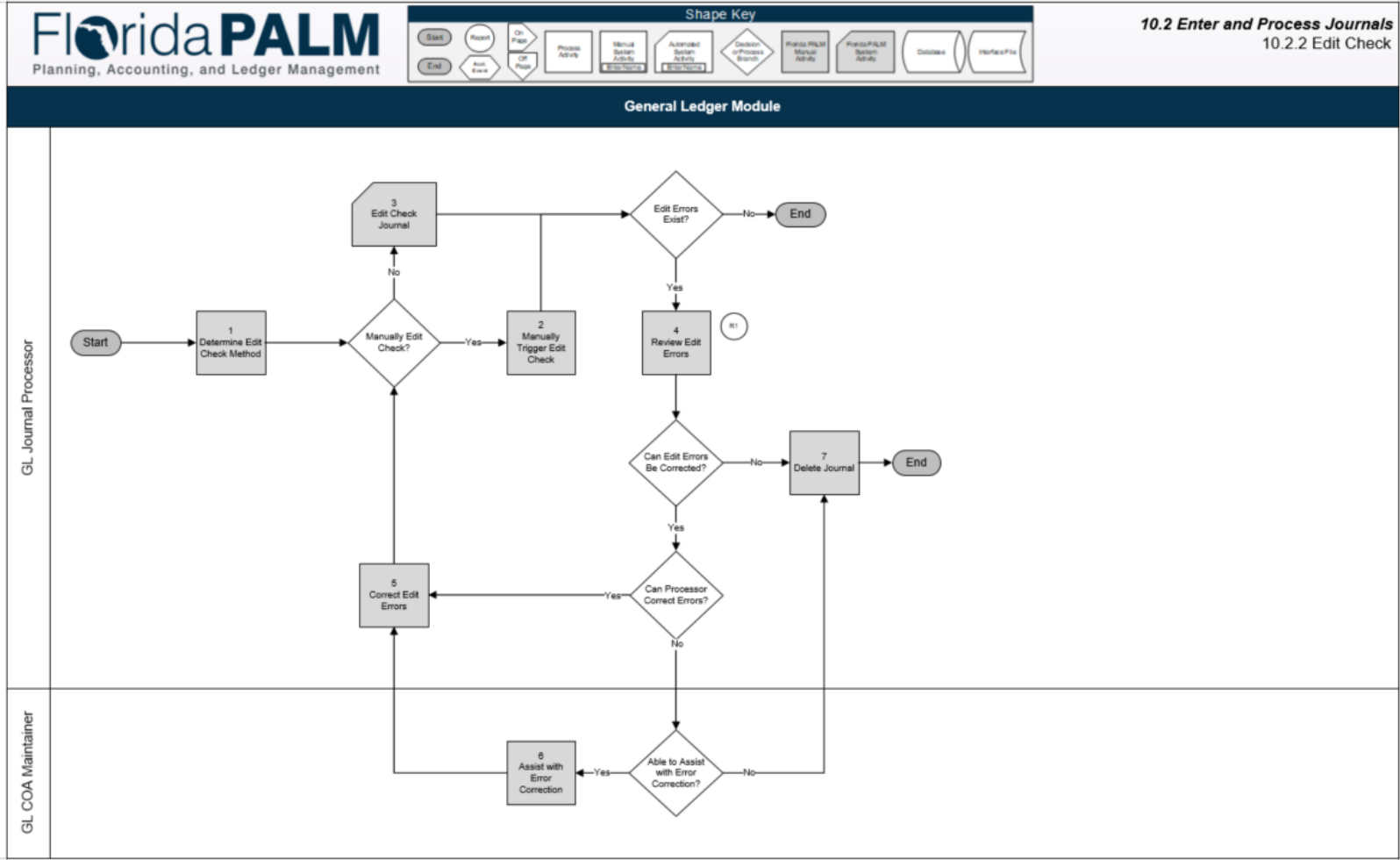


Business Process

Enter and Process Journals

10.2.2 Edit Check

- ▶ GL Journal entries are edit checked prior to posting and updating the GL.
- ▶ The edit check process verifies
 - ChartField values,
 - ChartField combinations edits,
 - Accounting periods are open, as of the date of the journal
 - GL Journals are balanced by BU and Fund



Business Process

Enter and Process Journals

▶ GL Journal Edit Check Common Errors and Resolution

Journal Error Message Text	Message Description	Resolution
<p>ChartField error for value “X” field name “Y”, (Prompt table “Y”).</p> <p>Example: Chartfield error for value 701003 fieldname ACCOUNT, (Prompt table GL_ACCOUNT_TBL).</p>	<p>The ChartField value for a specific ChartField has errored and needs to be assessed.</p>	<ol style="list-style-type: none"> 1. Change the ChartField value. 2. Check the ChartField value to see if the value is inactive or valid. Discuss with COA Maintainer to have value updated.
<p>Combo error for field “Y”, group “name”.</p> <p>Example: Combo error for field FUND group name FUND_REQ</p>	<p>A ChartField Combination error has been identified for the specified field for a combination group.</p>	<p>Verify and update the ChartField string on the journal line to include or correct the ChartField</p>



Business Process

Enter and Process Journals

▶ GL Journal Edit Check Common Errors and Resolution

Journal Error Message Text	Message Description	Resolution
Journal is not balanced on journal totals or balancing ChartField totals.	The journal is not balanced.	Verify each journal line amount and adjust to correct amount when necessary
Actual totals do not match control totals.	The journal line totals do not agree with the totals input on the control totals page.	<ol style="list-style-type: none"> 1. Adjust the control totals to match or delete control totals. 2. Adjust journals line amounts to match the control total.
Journal line errors exist for this header	Generic message indicating there are errors with the journal.	<ol style="list-style-type: none"> 1. Review the errors that are listed for each line. 2. Update the journal line
The journal date is not in an open period for this ledger.	The journal is unable to be posted due to the period being closed.	Delete the journal and create a new journal with a valid journal date.



Business Process

Enter and Process Journals

▶ Example of WorkCenter Report: Journal with Edit Error

General Ledger WorkCenter

Journals With Edit Errors

Refine Filter Criteria

	Unit	Journal ID	Journal Date	UnPost Sequence	Line Unit	InterUnit	Description	Status	Budget Status	Source	Lines	Error Message
<input checked="" type="checkbox"/>	43000	0001196230	12/01/2023		43000	<input type="checkbox"/>	Budget Error Example-1	Errors	Not Budget Checked	ONL	4	Journal line errors exist for this header.

Select All / Deselect All

Actions GO



Business Process

Enter and Process Budget Journals

▶ Example of GL Journal with Edit Error

The screenshot shows the Florida PALM system interface. At the top, there are navigation tabs: Favorites, Main Menu, My Homepage, and Create/Update Journal Entries. Below this is the Florida PALM logo and a search bar. The main content area has tabs for Header, Lines, Totals, Errors, and Approval. The 'Errors' tab is selected and highlighted with a red box. Below the tabs, the journal details are shown: Unit 43000, Journal ID 0001196230, and Date 12/01/2023. There are two error sections: 'Header Errors' and 'Line Errors'. The 'Header Errors' section contains one error: 'Journal line errors exist for this header.' The 'Line Errors' section contains two errors: 'ChartField error for value 71901 fieldname Fund, (prompt table FUND_TBL).' Both error messages are highlighted with red boxes.

Unit 43000 Journal ID 0001196230 Date 12/01/2023

Header Errors Personalize | Find | [Print] | [Grid] First 1 of 1 Last

Unit	Field Name	Field Long Name	Set	Msg	Message Text
43000	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors Personalize | Find | [Print] | [Grid] First 1-2 of 2 Last

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	FUND_CODE	Fund	9600	32	ChartField error for value 71901 fieldname Fund, (prompt table FUND_TBL).
2	FUND_CODE	Fund	9600	32	ChartField error for value 71901 fieldname Fund, (prompt table FUND_TBL).



Business Process

Enter and Process Journals

- ▶ Example of GL Journal line with Edit Error

The screenshot shows the Florida PALM software interface for creating or updating journal entries. The 'Lines' tab is selected and highlighted with a red box. The journal entry is for Unit 43000, Journal ID 0001196230, dated 12/01/2023. The process is set to 'Edit Journal'. A table of journal lines is displayed, with lines 1 and 2 highlighted in red. Line 1 has an error 'X' and a base amount of -50,000. Line 2 has an error 'X' and a base amount of 50,000. Below the table, the 'Totals' section shows a total of 4 lines for Unit 43000, with total debits and credits of 100,000.00. The journal status is 'E' and the budget status is 'N'.

Select	Line	Error	*Unit	*Ledger	Account	Fund	Budget Entity	Category	State Program	Base Amount
<input type="checkbox"/>	1	X	43000	ACTUALS	104001	71901	76100100	002000		-50,000
<input type="checkbox"/>	2	X	43000	ACTUALS	101013	71901	76100100	002000		50,000
<input type="checkbox"/>	3		43000	ACTUALS	304001	72800	43100300	315010		-50,000
<input type="checkbox"/>	4		43000	ACTUALS	101013	72800	43100300	315010		50,000

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	4	100,000.00	100,000.00	E	N



Business Process Enter and Process Journals



Questions?

15 MINUTE BREAK (SAY HELLO TO YOUR NEIGHBOR)



Business Process

Enter and Process Journals

- ▶ What are GL Journals?
 - GL Journals are the accounting entries which directly update non-budgetary Ledger summary balances
 - Actuals Ledger
 - Cash Ledger
 - Financial Reporting Ledger
 - Direct entries in the General Ledger are made via journal entries
 - Journals entered directly in the General Ledger **do not** update the source modules, except for Project Costing
 - Journals will edit, budget and cash check
 - Journals will be subject to an approval process
 - Does not contain supplier or customer information
- ▶ Journal Entries require a balanced 2-sided entry (debit equals credits)



Business Process

Enter and Process Journals

- ▶ The journal header contains descriptive information about the journal.

- ▶ Journals can be entered as adjusting entries and update the 998 adjusting period.
 - **Note:** The adjusting period is open and closed by DFS.

- ▶ Fiscal year and period are derived from the journal date.

- ▶ Supporting documentation can be attached to the journal
 - **Note:** DFS and internal agency policy determines which documents are appropriate to be attached.

The screenshot shows the Florida PALM system interface for entering a journal. At the top, there is a header with the Florida PALM logo and a search bar. Below the header, there are navigation tabs: Header, Lines, Totals, Errors, and Approval. The main form area contains the following fields and options:

- Unit: 43000
- Journal ID: NEXT
- Date: 01/01/2024
- Long Description: [Text input field]
- *Ledger Group: [Dropdown menu]
- Ledger: [Text input field]
- *Source: [Text input field]
- Reference Number: [Text input field]
- Journal Class: [Text input field]
- Transaction Code: GENERAL
- SJE Type: [Dropdown menu]
- Adjusting Entry: Non-Adjusting Entry
- Fiscal Year: [Text input field]
- Period: [Text input field]
- ADB Date: 01/01/2024
- Auto Generate Lines:
- Save Journal Incomplete Status:
- Autobalance on 0 Amount Line:
- CTA:
- Commitment Control: [Text input field]
- Entered By: SHAYNE.DENNIS
- Entered On: [Text input field]
- Last Updated On: [Text input field]

At the bottom of the form, there are buttons for Save, Notify, Refresh, Add, and Update/Display. The footer of the interface includes the Florida PALM logo and the text "Planning, Accounting, and Ledger Management".



Business Process Enter and Process Journals

The screenshot displays the Florida PALM system interface. The main window shows the 'Journal Entry' form with fields for Unit (43000), Journal ID (NEXT), Long Description, Ledger Group, Ledger, Source, Reference Number, Journal Class, Transaction Code (GENERAL), and SJE Type. A 'Journal Entry Reversal' dialog box is open, showing options for reversal. The 'Reversal' section has 'Do Not Generate Reversal' selected. The 'ADB Reversal' section has 'Same As Journal Reversal' selected. The dialog box also includes fields for Adjustment Period, Reversal Date, and ADB Reversal Date, along with OK, Cancel, and Refresh buttons.

- ▶ GL Journals can auto reverse based on the reversal section options.
- ▶ The reversal entries maintain the original journal id and receive a new journal entry date.
- ▶ Agencies are not able to use to the ADB reversal as the ADB functionality is used by Treasury for interest apportionment.

Business Process

Enter and Process Journals

- ▶ Journal lines contain the chartfield strings and amounts for each accounting entry.
- ▶ Journal lines must contain balanced entries by BU and Fund.
- ▶ Journals can use multiple chartfield strings in one journal

The screenshot displays the Florida PALM 'Enter and Process Journals' interface. At the top, there is a header with the Florida PALM logo, a search bar, and an 'Advanced Search' link. Below the header, there are navigation tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is selected, showing a form for entering journal lines. The form includes fields for 'Unit' (43000), 'Journal ID' (NEXT), and 'Date' (01/01/2024). There are also buttons for 'Inter/IntraUnit', '*Process' (set to 'Edit Journal'), and 'Process'. Below the form is a table with the following columns: Select, Line, *Unit, *Ledger, Account, Fund, Budget Entity, Category, State Program, Base Amount, and Budget Date. The table contains four rows, each with a checkbox, a line number (1-4), the unit '43000', the ledger 'ACTUALS', and empty fields for the other columns. Below the table is a 'Lines to add' section with a value of 3 and buttons for '+', '-', and a calculator icon. At the bottom, there is a 'Totals' section with a table showing the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	4	0.000	0.000	N	N

At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Business Process Enter and Process Journals



Questions?



Business Process

Enter and Process Journals

- ▶ When are journals expected to be used?
 - Journals are intended to be used as a tool to maintain the Ledgers by DFS and Agencies.
 - Agencies are expected to use GL journals to record the following types of accounting entries:
 - Recording Trust Fund investing or disinvesting entries
 - Recording summary Accounts Receivable entries or adjustments
 - Recording summary Accounts Receivable write offs
 - Recording summarized balance adjustment
 - Recording year end accruals and balance adjustment



Business Process

Enter and Process Journals

- ▶ Who should have access to process GL Journal entries?
 - Agency GL Journal Processor role should be limited to users:
 - Who perform investment activities for the agency
 - Who perform month end closing or year end closing responsibilities
 - Who have a thorough understanding of agency accounting and reporting

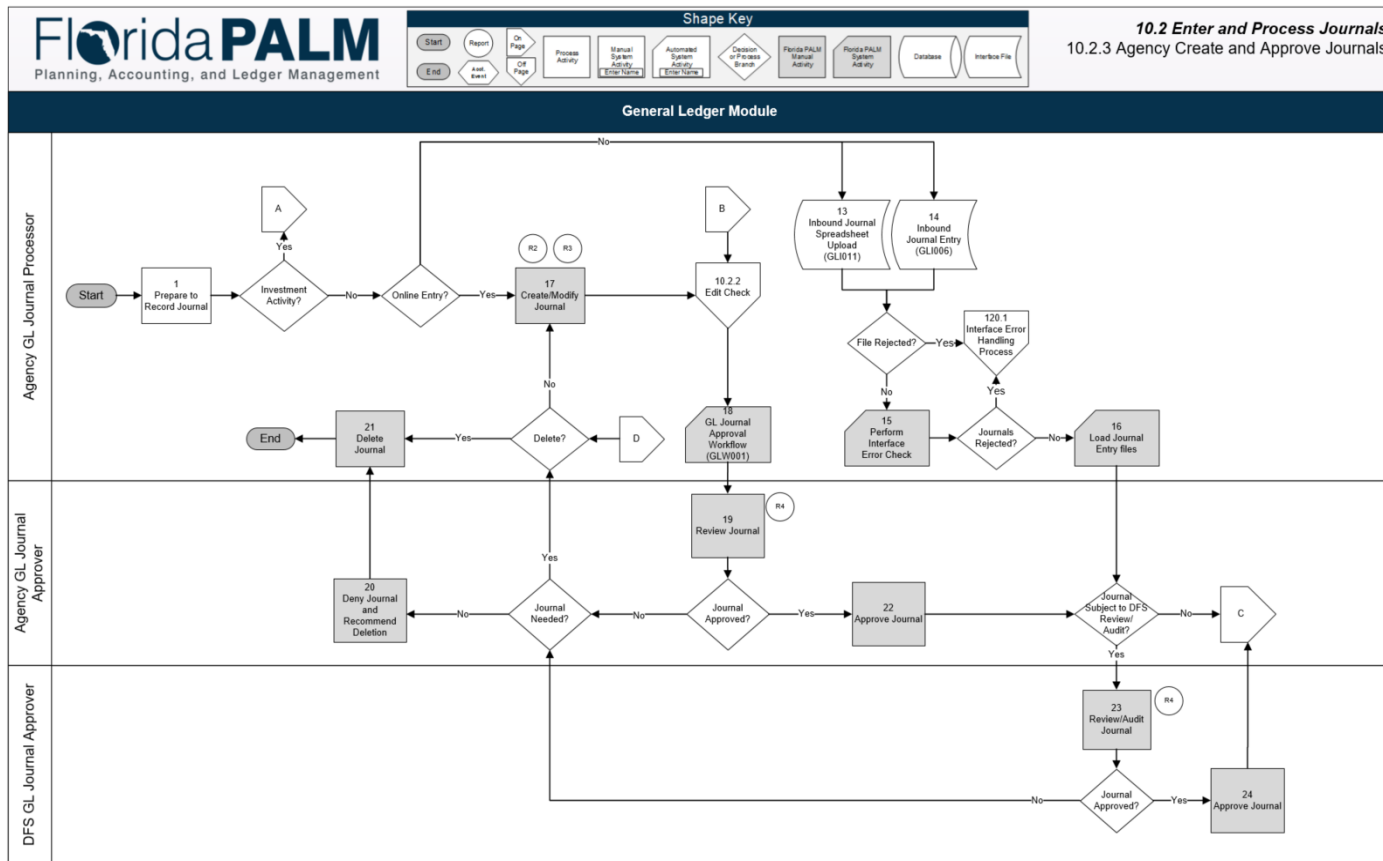


Business Process

Enter and Process Journals

10.2.3 Agency Create and Approve Journals

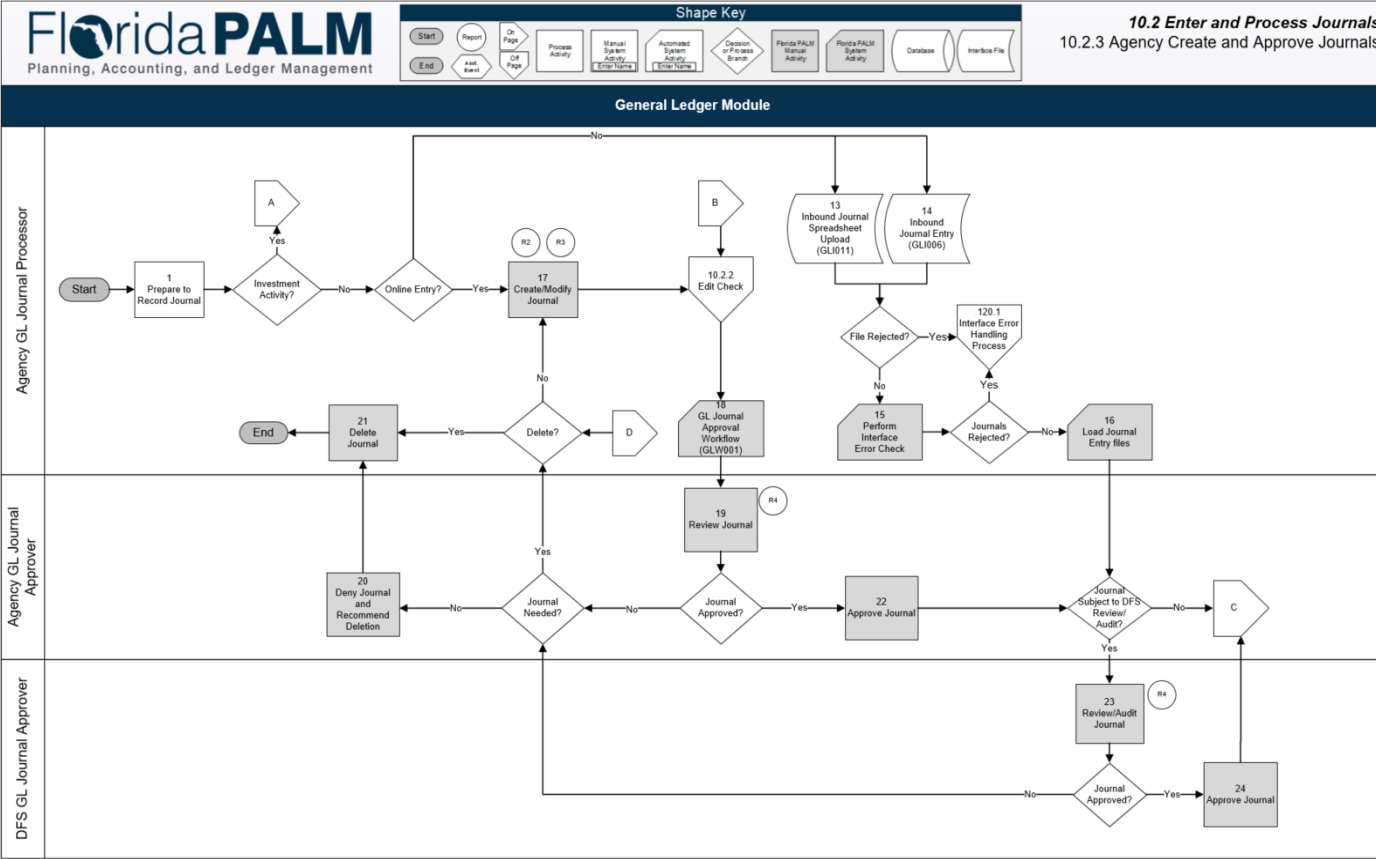
- ▶ There are 3 ways to create a journal within Florida PALM
 - Online Entry – direct entry in Florida PALM
 - Spreadsheet Upload – used to create journals in mass
 - Interface File – used by an agency business system
- ▶ Agencies can choose which method is appropriate for their business needs.
- ▶ Interface files and Spreadsheet uploads contain the same information fields for journal header and line as the online entry page.
- ▶ Interface files and Spreadsheet Uploads are checked for errors prior to loading into Florida PALM.
- ▶ Interface files and Spreadsheet uploads do not require agency approval and will either workflow to DFS, if needed.
- ▶ Budget/Cash check runs once the journal entries have been fully approved.



Business Process

Enter and Process Journals

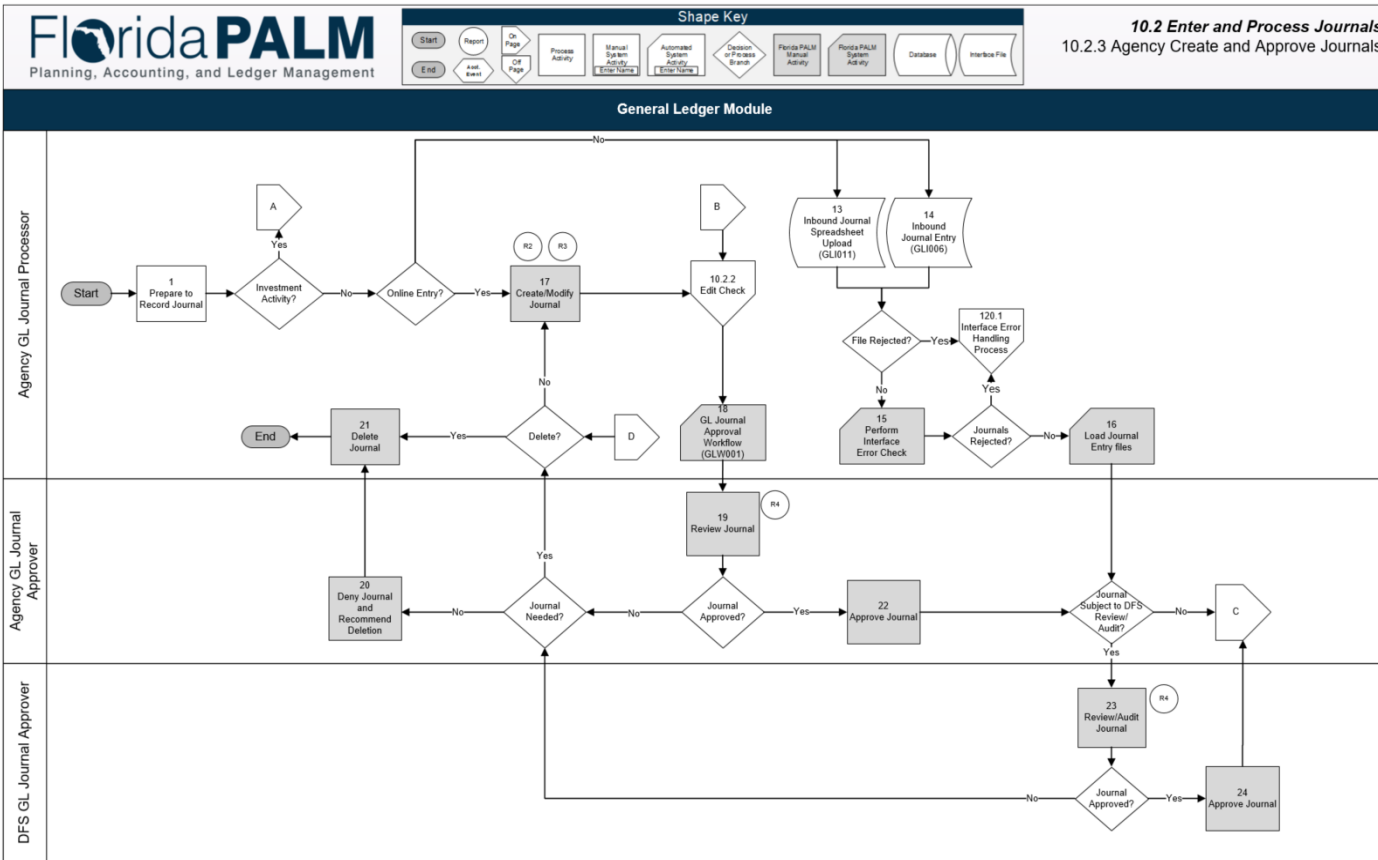
- ▶ Online entry users complete both journal header and lines with necessary information to process the accounting entry.
- ▶ Online journals saved in incomplete status or are ready for further processing can be viewed on the GL WorkCenter.
- ▶ Online journal entries require approval within the agency and can be selected for review by DFS.
 - **Note:** Appendix D of the narrative outlines the workflow by Journal Source



Business Process

Enter and Process Journals

- ▶ Online entry users complete both journal header and lines with necessary information to process the accounting entry.
- ▶ Online journals saved in incomplete status or are ready for further processing can be viewed on the GL WorkCenter.
- ▶ Online journal entries require approval within the agency and can be selected for review by DFS.
 - **Note:** Appendix D of the narrative outlines the workflow by Journal Source
- ▶ Journals requiring approval can be viewed on the GL WorkCenter by either the agency approver or the DFS approver.



Business Process

Enter and Process Journals

- ▶ Upon final approval, the Budget/Cash check process will systematically run or can be manually run.
- ▶ Notification for journals with commitment control errors are located on the GL WorkCenter.
- ▶ From the WorkCenter, users can access the journal.

The screenshot shows the 'Florida PALM' interface with the 'General Ledger WorkCenter' selected. The main area displays 'Journals - Commitment Control Exceptions'. A table lists journal entries with columns for Unit, Journal ID, Journal Date, UnPost Sequence, Line Unit, InterUnit, Description, Status, Budget Status, Source, and Lines. One entry is visible: Unit 43000, Journal ID 0001196230, Journal Date 12/01/2023, Line Unit 43000, Description 'Budget Error Example-1', Status 'Valid', Budget Status 'Error in Budget Check', Source 'ONL', and Lines '4'.

The screenshot shows the 'Florida PALM' interface with the 'GL Journal Exceptions' screen. It displays details for a specific journal: Business Unit 43000, Journal ID 0001196230, and Journal Date 12/01/2023. The 'Exception Type' is set to 'Error'. There are checkboxes for 'Override Transaction' and 'More Budgets Exist'. A 'Search' button is present. Below this, a section titled 'Budgets with Exceptions' contains a table with columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. One entry is shown: Business Unit 43000, Ledger Group CC_INVEST, Exception 'Exceeds Budget Tolerance', and Transfer 'Go To ...'. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.



Business Process

Enter and Process Journals

- ▶ GL Journals in exception status must be addressed and cleared prior to the journal posting.
- ▶ The GL Journal Exception page indicates what is wrong with the journal.
- ▶ Agencies will need to address the exceptions before the journal can be posted.

The screenshot displays the 'Create/Update Journal Entries' screen in the Florida PALM system. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface shows the following details:

- Unit:** 43000
- Journal ID:** 0001196230
- Date:** 12/01/2023
- Errors Only:**
- Inter/IntraUnit:**
- *Process:** Edit Journal
- Process:**
- Line:** 10

The **Lines** table contains the following data:

Select	Line	*Unit	*Ledger	Account	Fund	Budget Entity	Category	State Program	Base Amount	*Calcul
<input type="checkbox"/>	1	43000	ACTUALS	104001	71901	76100100	002000		-500,000.00	System
<input type="checkbox"/>	2	43000	ACTUALS	101013	71901	76100100	002000		500,000.00	System
<input type="checkbox"/>	3	43000	ACTUALS	304001	72800	43100300	315010		-500,000.00	System
<input type="checkbox"/>	4	43000	ACTUALS	101013	72800	43100300	315010		500,000.00	System

Below the lines table, there is a 'Lines to add' section with a value of 1 and buttons for adding, subtracting, and deleting lines.

The **Totals** table shows the following summary:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	4	1,000,000.00	1,000,000.00	V	E



Business Process Enter and Process Journals



Questions?

REPORTING

GENERAL LEDGER COMMITMENT CONTROL



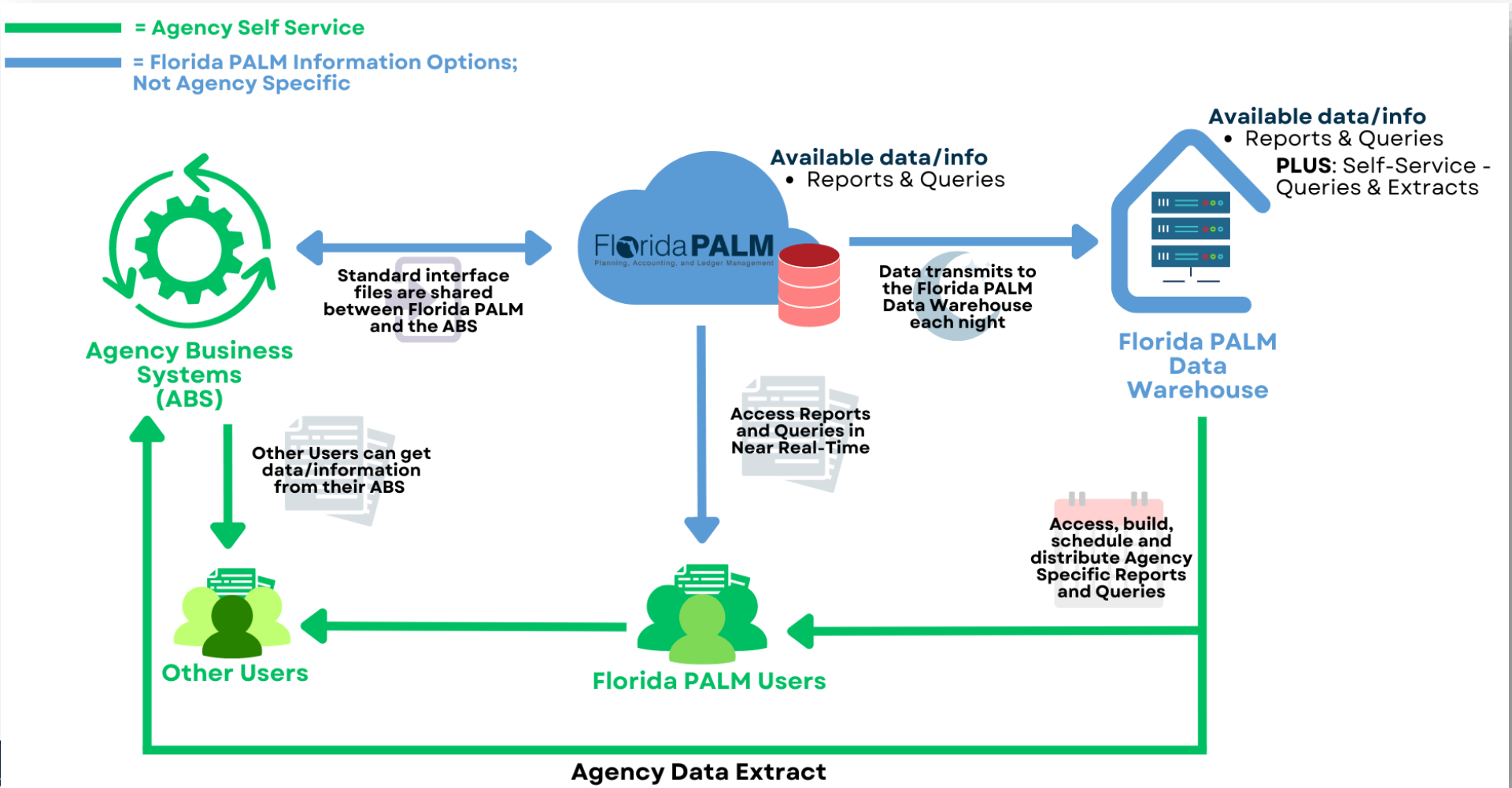
Reporting Approach

- ▶ Florida PALM
 - Information needed for same day decisions or error handling, used by selected users
 - Agency Query Writer(s) can develop queries to include additional fields as needed.
- ▶ Data Warehouse
 - General source for information (reports, queries, and data extracts) for most users
 - Provides Florida PALM data & archived FLAIR data
 - Includes Menu of Reports & Queries
 - Provides Report Tools
 - Support Agency Self-Service
 - Agencies have greater control to create Data Extracts to support periodic or tailored information needs (in lieu of standard interface)



REPORTING APPROACH

DATA AVAILABILITY



REPORTING APPROACH

REPORTS CATALOG



- Reports Catalog** The Reports Catalog is a resource for users to identify and understand the planned reports for Florida PALM. The Catalog identifies reports implemented as part of CMS Wave and reports planned for Financials Wave. Additional reports and samples will be added as design activities are completed.
- Overview** Overview provides guidance for using the Reports Catalog.
- Topics** Topics categorizes the reports by subject.
- Acronyms** Acronyms define the abbreviations used within the Reports Catalog.
- Public Queries** Public Queries are a list of production queries available to agencies.
- Change Log** Change Log documents the update history made to the Reports Catalog.



GLR083 – Investment Activity Report

What

information is available?



The report provides details about the investments and disinvestments, interest earnings, and fee activity made to the investment participant GL Accounts.

Why

do I need this report?



To monitor and reconcile Trust Fund Investment activity and the amount of interest allocated and recorded.

Who

runs and uses this information?



- DFS GL Journal Processor
- GL Reporter

When

should I run this report?



Could be reviewed daily or when needed. Report can also be scheduled.

Which

report(s) were previously used?



CMS Wave Report

GLR083 – Investment Activity Report

Key Considerations

- Only Funds with an attribute of Pool type for Pool 1 or Pool 2
- Summarizes by transaction types: Investments, Disinvestments, Interest Earned, and Administration Fee
- Report is in production currently with minor updates made for Financial wave

Parameter	Description	Required/Optional
Business Unit	Select specific BU's. % or actual value as per BU security	Required
Pool Type	Blank or select POOL 1 or POOL 2	Optional
Fund From/To	Fund range or % will display all funds	Required
Budget Entity From/To	Budget entity range or % will display all budget entity	Required
Fiscal Year	Four-digit value that is the last year of the designated fiscal year for the run	Required
Accounting Period From/To	Range of values representing the Operational Accounting periods of 1 through 12	Required



Investment Activity Report

Business Unit: 43000
 Pool Type: Pool 1
 Fund From: 03800 ANTI-FRAUD TF
 Fund To: 07800 ST RISK MGMT TF
 Budget Entity From: 43100200 DEPOSIT SECURITY
 Budget Entity To: 43100200 DEPOSIT SECURITY
 Fiscal Year: 2023
 Accounting Period From: 12
 Accounting Period To: 12

Business Unit: 43000 Dept Of Financial Services
 Fund: 03800 ANTI-FRAUD TF
 Budget Entity: 43100200 DEPOSIT SECURITY

Journal	Journal ID	Transaction	Accoun	Line Description	Additions	Deductions	Balance
Beginning Balance							1,507,707.84
6/1/2023	0000001555	Interest Earned	104001	INTEREST APPORTIONMENT	2,810.15		1,510,517.99
6/1/2023	0000001509	Admin Fee	104001	INTEREST ADMIN FEE		-144.95	1,510,373.04
6/14/2023	0000018707	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-9,681.00	1,500,692.04
6/19/2023	0000015209	Investment	104000	D3000565283	30,000.00		1,530,692.04

Account Summary

Transaction Types	Addition Transaction	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Beginning					1,507,707.84
Investment	1		30,000.00		30,000.00
Interest Earned	1		2,810.15		2,810.15
Disinvestment		1		-9,681.00	-9,681.00
Admin Fee		1		-144.95	-144.95
Undefined					
Total	2	2	\$ 32,810.15	\$ -9,825.95	1,530,692.04



Investment Activity Report

Business Unit: 43000 Dept Of Financial Services
Fund: 07800 ST RISK MGMT TF
Budget Entity: 43100200 DEPOSIT SECURITY

Journal Date	Journal ID	Transaction	Account	Line Description	Additions	Deductions	Balance
Beginning Balance							42,227,522.58
6/1/2023	000001585	Interest Earned	104001	INTEREST APPORTIONMENT	96,065.04		42,323,587.62
6/1/2023	0000016402	Admin Fee	104001	INTEREST ADMIN FEE		-4,955.07	42,318,632.55
6/2/2023	0000016409	Disinvestment	104001	POOL 1DISINV or REDISTRIB		-3,005,000.00	39,313,632.55
6/7/2023	0000016410	Disinvestment	104001	POOL 1DISINV or REDISTRIB		-1,500,000.00	37,813,632.55
6/9/2023	0000016411	Disinvestment	104001	POOL 1DISINV or REDISTRIB		-1,275,000.00	36,538,632.55
6/14/2023	0000016412	Disinvestment	104001	POOL 1DISINV or REDISTRIB		-1,500,000.00	35,038,632.55
6/19/2023	0000016413	Disinvestment	104001	POOL 1DISINV or REDISTRIB		-1,400,000.00	33,638,632.55
6/20/2023	0000016414	Disinvestment	104001	POOL 1DISINV or REDISTRIB		-1,125,000.00	32,513,632.55
6/22/2023	0000016415	Disinvestment	104001	POOL 1DISINV or REDISTRIB		-2,475,000.00	30,038,632.55

Account Summary

Transaction Types	Addition Transaction	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Beginning Balance					42,227,522.58
Investment					
Interest Earned	1		96,065.04		96,065.04
Disinvestment		7		-12,280,000.00	-12,280,000.00
Admin Fee		1		-4,955.07	-4,955.07
Undefined					
Total	1	8	\$ 96,065.04	\$ -12,284,955.07	\$ 30,038,632.55



Investment Activity Report

Dept Of Financial Services Summary

Transaction Types	Addition Transaction Types	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Beginning Balance					43,735,230.42
Investment	1		30,000.00		30,000.00
Interest Earned	2		98,875.19		98,875.19
Disinvestment		8		-12,289,681.00	-12,289,681.00
Admin Fee		2		-5,100.02	-5,100.02
Undefined					
Total	3	10	\$ 128,875.19	\$ -12,294,781.02	\$ 31,569,324.59



Investment Activity Report

Report Summary

Transaction Types	Addition Transaction Types	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Beginning Balance					43,735,230.42
Investment	1		30,000.00		30,000.00
Interest Earned	2		98,875.19		98,875.19
Disinvestment		8		-12,289,681.00	-12,289,681.00
Admin Fee		2		-5,100.02	-5,100.02
Undefined					
Total	3	10	\$ <u>128,875.19</u>	\$ <u>-12,294,781.02</u>	\$ <u>31,569,324.59</u>



GLR169 – Annual GAA Load Values Report

What
information is available?



Report that gives a combination of new budgetary codes from the General Appropriation Act Load.

Why
do I need this report?



To provide information needed to support requests for new transactional Fund values and new Budgetary Value combination edits.

Who
runs and uses this information?



- DFS GL COA Maintainer
- Agency GL COA Maintainer
- Agency GL Fiscal Approver

When
should I run this report?



Run after agency receives email notification that the Annual GAA Load values are available.

Which
report(s) were previously used?



A designated screen in FLAIR was used to view the combinations.

GLR169 – Annual GAA Load Values Report

Key Considerations

- Report will include new Budgetary Codes and combinations as received from LAS/PBS.
- Annual GAA Load Values Report will have data based on latest Inbound Annual GAA Load Values (GLI086) process run. The data is replaced each new fiscal year (Budget Period)
- Business Process model 10.1 is from Segment I

Parameter	Description	Required/Optional
Business Unit	Select specific Business Unit	Required





Page No. 1 of 1
Report ID: GLR169
Run Date: MM/DD/YYYY
Run Time: HH:MM:SS

Annual GAA Load Values Report

Business Unit 21000
Budget Period 2024

Budgetary Fund	Budgetary Fund Description	Budget Entity	BE Description	Category	Category Description
20030	Fund Reserve	21300800	Sample BE Descr	000110	Category Descr
		21500100	BE Description	040000	Expenses
		21500200	BE Description	060000	Oper Cap Outlay
23390	Grants & Donations	21501100	Sample BE Descr	040000	Expenses
		21600100	BE Description	060000	Oper Cap Outlay
29740	Criminal Trust Fund	21300800	Sample BE Descr	040000	Expenses
		21701001	BE Description	060000	Oper Cap Outlay
		21703001	BE Description	100777	Contr Svc



KKR008 – Schedule of Allotment Balance Report

What

information is available?



Reflect recorded allotments, encumbrances, expenditures, and associated remaining balances for time periods grouped by ChartFields and ChartField combinations.

Why

do I need this report?



To monitor and manage budgetary allotment balances.

Who

runs and uses this information?



- KK Reporter

When

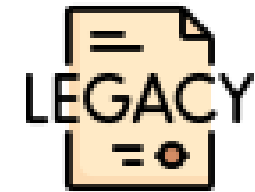
should I run this report?



Agencies run reports on an as-needed basis

Which

report(s) were previously used?



Schedule of Allotment Balance Reports

KKR008 – Schedule of Allotment Balance Report

Key Considerations

- The report will extract the details of any posted transaction whether ChartFields are active or inactive at the time of report.
- Report will not provide allotment balances prior to Financials Implementation go-live.
- Business unit security is applied on the report and data.

Parameter	Description	Required/Optional
Business Unit	Select specific BU's. % or actual value as per BU security	Required
Date From	Select date from	Required
Date To	Select date to	Required
ChartField(s) Selection	Organization, Account, Fund, Budget Entity, Category, State Program, Grant, Contract, OA1, OA2, PC Business Unit, Project, Activity, and PC Source Type	Optional



SCHEDULE OF ALLOTMENT BALANCES REPORT

Business Unit: 43000
Date From: 08/01/2023
Date To: 08/31/2023
Organization: 2100000000 To 2100000000
Account: % To %
Fund: 03800 To 78200
Budget Entity: 43100200 To 43100200
Category: % To %

Business Unit: 43000 Dept Of Financial Services
Organization: 2100000000 SECURITY
Fund: 3800 ANTI-FRAUD TF
Budget Entity: 43100200 DEPOSIT SECURITY

Organization	Account	Account Description	Fund	Budget Entity	Category	Allotments	Expenditures (MTD)	Expenditures (YTD)	Encumbrances	Allotment Balances
2100000000	100000	CASH ON HAND	03800	43100200	100131	500,000.00	55,217.12	419,976.47	0.00	80,023.53
Category 100131 Total:						\$ 500,000.00	\$ 55,217.12	\$ 419,976.47	\$ 0.00	\$ 80,023.53
2100000000	100001	CASH WITH STATE BOARD ADMIN	03800	43100200	100132	250,000.00	0.00	247,274.98	0.00	2,725.02
Category 100132 Total:						\$ 250,000.00	\$ 0.00	\$ 247,274.98	\$ 0.00	\$ 2,725.02
2100000000	100002	CASH WITH FISCAL AGENTS	03800	43100200	100133	100,000.00	0.00	29,643.02	0.00	70,356.98
Category 100133 Total:						\$ 100,000.00	\$ 0.00	\$ 29,643.02	\$ 0.00	\$ 70,356.98
2100000000	100101	2102 SA11 E T	03800	43100200	100136	300,000.00	0.00	261,342.99	0.00	38,657.01
	100102	2103 SA11 D P				50,000.00	0.00	27,234.12	0.00	22,765.88
	100103	2104 PD11 REV FND				150,000.00	0.00	111,298.09	0.00	38,701.91
Category 100136 Total:						\$ 500,000.00	\$ 0.00	\$ 399,875.20	\$ 0.00	\$ 100,124.80
Budget Entity 43100200 Total:						\$ 1,350,000.00	\$ 55,217.12	\$ 1,096,769.67	\$ 0.00	\$ 253,230.33



SCHEDULE OF ALLOTMENT BALANCES REPORT

Business Unit: 43000 Dept Of Financial Services
 Organization: 2100000000 SECURITY
 Fund: 07800 ANTI-FRAUD TF
 Budget Entity: 43100200 DEPOSIT SECURITY

Organization	Account	Account Description	Fund	Budget Entity	Category	Allotments	Expenditures (MTD)	Expenditures (YTD)	Encumbrances	Allotment Balances	
2100000000	200002 100120	REFUNDING BONDS - PAYABLE 4101 DLA REVOLVING FUND	07800	43100200	030000	5,000.00 6,000.00	0.00 306.84	1,508.90 2,744.77	0.00 0.00	3,491.10 3,255.23	
Category 030000						Total:	\$ 11,000.00	\$ 306.84	\$ 4,253.67	\$ 0.00	\$ 6,746.33
2100000000	300004	INS LIABILITY	07800	43100200	060000	1,000.00	0.00	33.00	593.74	373.26	
Category 060000						Total:	\$ 1,000.00	\$ 0.00	\$ 33.00	\$ 593.74	\$ 373.26
Budget Entity 43100200						Total:	\$ 12,000.00	\$ 306.84	\$ 4,286.67	\$ 593.74	\$ 7,119.59
Fund 07800						Total:	\$ 1,362,000.00	\$ 55,523.96	\$ 1,101,056.64	\$ 593.74	\$ 260,943.36
Grand Total:						\$ 1,362,000.00	\$ 55,523.96	\$ 1,101,056.64	\$ 593.74	\$ 260,943.36	





Questions?

INTERFACES

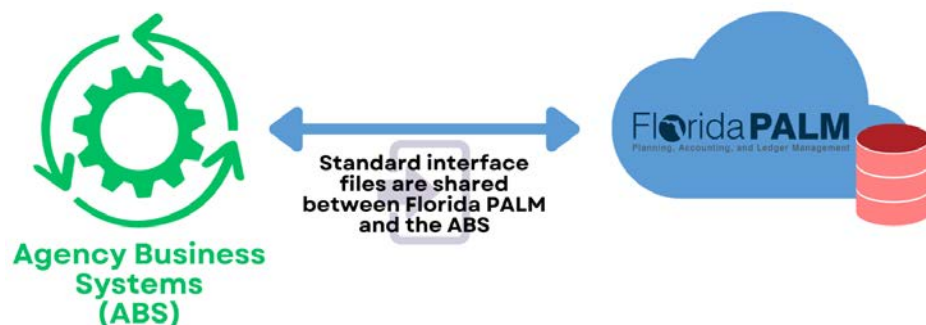
GENERAL LEDGER
COMMITMENT CONTROL



Interface Approach

▶ Interface Approach

- Data exchanges between Florida PALM and external business systems. Florida PALM will interface with agency business systems, enterprise partners (e.g., MFMP, STMS, People First, PCard Works, LAS/PBS) and third parties (e.g., banks).



▶ Interface Batch Design Approach

- Interface Batch Design designates the various scheduling times of batch processes. Nightly and Daily batch schedule times will be figured out later. For any Adhoc or on demand batch job run, agencies need to submit a ticket through solution center.

Interface Approach

Interface Files

- ▶ Standard Pipe Delimited File Format (with some exceptions)
- ▶ Inbound File Naming Convention
 - Agency Acronym_RICEFW_Recurrence_AgencyBusinessSystem(3)char_YYYYMMDD-HHMMSS.Extension
 - Example - DOH_GLI006_D_ABC_20231115-145400.txt
- ▶ Outbound File Naming Convention
 - Agency Acronym_RICEFW_Recurrence_ProcessInstance_YYYYMMDD-HHMM.Extension
 - Example - DOH_GLI006_D_12345_202301115-1454.txt
 - Some Exceptions will be considered as needed.

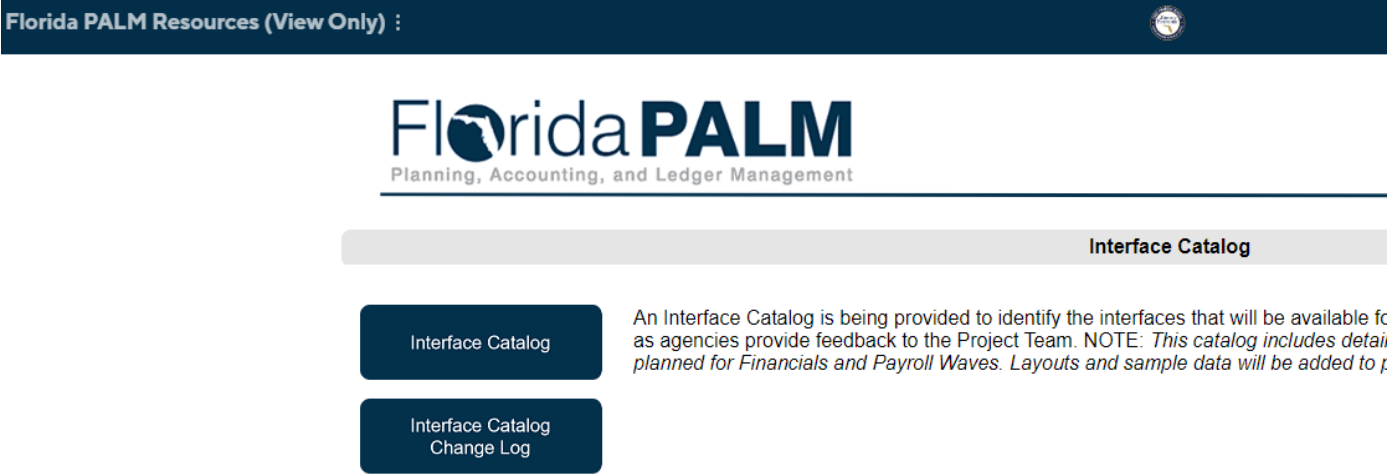
The following recurrences or frequencies are approved for use in file naming :

D = Daily	W = Weekly
M = Monthly	Q = Quarterly
Y = Yearly/Annually	FY = Fiscal Year
O = On-Demand/Ad-hoc	



Interface Approach

Interface Catalog



GLI006 – Inbound Journal Entry

What

information is transmitted ?



Agencies load journal entries of journal sources (ACR, ADJ, RED) with non budgetary chartfield values from external agency business systems into Florida PALM.

Why

do I need this?



Agency Business Systems can interact with FLPALM. Then General Ledger is updated to maintain integrity of the financial activities.

Who

runs ?



Automatic Batch Scheduler

When

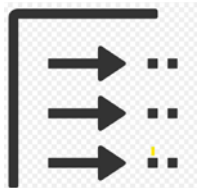
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used



N/A



GLI006 – Inbound Journal Entry

GLI006 - Sample Data File.txt

```

1 H|43000|11/01/2022|N|ACTUALS|ACTUALS|N||0|CLW|34756987|765409|GFA|
2 L|43000|1|ACTUALS|0022500100|110100|10000|11950000|141117|0102020003|||||||123.45|TREASURERS COMMON CASH|11/01/2022|0|Y||
3 L|43000|2|ACTUALS|0022500100|110100|10000|11950000|141117|0102020003|||||||-123.45|TREASURERS COMMON CASH|11/01/2022|0|N||
4 H|43000|11/01/2022|N|ACTUALS|ACTUALS|N||0|ADJ|58568444|PERIOD ADJ|EXT|
5 L|43000|1|ACTUALS|0022500100|110258|25865|11950000|141117|0102020003|||||||50500.47|ASSET|11/01/2022|0|Y||
6 L|43000|2|ACTUALS|0022500100|758255|25865|11950000|141117|0102020003|||||||-50500.47|EQUIP EXP|11/01/2022|0|N||

```



GLI011 – Inbound Journal Spreadsheet Upload

What
information is transmitted ?



This Journal Spreadsheet Upload is one of the ways to post multiple journal entries within the General Ledger.

Why
do I need this?



Users can upload large volume of Journal Entries into Florida PALM to maintain integrity of the financial activities in General Ledger

Who
runs ?



- Agency GL Spreadsheet Processor
- DFS GL Spreadsheet Processor

When
should this interface file be sent ?



As needed (Ad hoc)

Which
run control parameters are used ?



N/A

GLI011 – Inbound Journal Spreadsheet Upload Template

Florida PALM
Planning, Accounting, and Ledger Management

SPREADSHEET JOURNAL IMPORT

General: Setup & Defaults, Notes

Journal Sheets: **New Sheet**, Edit Sheet, DeleteSheet, Copy Sheet

Import Journals: Import Now, Write to File

Journal Entry Sheet

Journal Header: Sys ID, Unit, Journal ID, Date, Description

Journal Lines: Sys ID, Journal ID, Line #, Unit, Ledger, Account, Do not use - Alt Account

Select fields to copy from a previous line by making the checkboxes

New Journal Header

System ID: []
Unit: []
Journal ID: NEXT
Journal Date: 1/10/2024
Reference Number: []
Ledger Group: []
Ledger: []
Source: []
User ID: CURRENT_USER
Journal Class: []
Transaction Code: []

Description: []

AutoGen Lines
 Adjusting Entry

Document Type: []
Doc Sequence: []
Adjustment Type: []
Commitment Control Amount Type: []
Agency Location Code: []

Currency Information
Foreign Currency: []
Effective Date: 1/10/2024
Rate Type: []
Exchange Rate: []

Reversal
 None
 Beginning of Next Period
 End of Next Period
 Next Day
 Specified Date

OK Cancel

GLI011 – Inbound Journal Spreadsheet Upload Template

AutoSave Off | JRNL1_WS | Search

File Home Insert Page Layout Formulas Data Review View Automate Add-ins Help

Clipboard: Cut, Copy, Format Painter

Font: Arial, 8, Bold, Italic, Underline, Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Merge & Center

Number: General, Currency, Percentage, Date, Time, Text, Fraction, Scientific

Styles: Lines, Normal, Good, Neutral

Journal Entry Sheet

Journal Header																	
Sys ID	Unit																
1294	37000																
Journal ID	Date																
NEXT	1/10/2024																
Journal Lines																	
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Do not use - Alt Account	Fund	Budget Entity	Category	Speed Type	Amount	Budget Date	Stat Code	Stat Amount	Reference	Description	
Select fields to copy from a previous line by marking the checkboxes under each field.																	
1294	NEXT	1															
1294	NEXT	2															
1294	NEXT	3															
1294	NEXT	4															



GLI084 – Inbound Combination Edit Spreadsheet Upload

What

information is transmitted ?



Agencies and A&A can enter combination edit rules and A&A will review and configure rules.

Why

do I need this?



If Agencies need to add to or update existing combinations for the Budgetary Value Edit.

Who

runs ?



DFS GL COA Maintainer

When

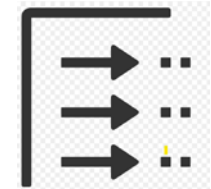
should this interface file be sent ?



As needed (Ad hoc)

Which

run control parameters are used ?



- Business Unit
- Combination Rule.

GLI084 – Inbound Combination Edit Spreadsheet Upload Template

Agency	Process Group	Combintion Rule	Seq	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Contract	OA1	OA2	PC Business Unit	Project	Activity	PS Source Type	PC Category	PC Subcategory
43000	BUDGTY_VALUE	BUDGTY_VALUE	1			10000	11950000	141117											
43000	BUDGTY_VALUE	BUDGTY_VALUE	2			20000	11950000	141117											



GLI002 – Outbound Actuals Extract

What

information is transmitted ?



Year to Date summarized balances from the ACTUALS Ledger by chartfield string (Organization, Account, Fund, BE, Category, SP, Grant, Contract , OA1,OA2,Project)

Why

do I need this?



Agencies can use this extract for ongoing reconciliations, research and reporting needs within their agency business systems.

Who

runs ?



Automatic Batch Scheduler

When

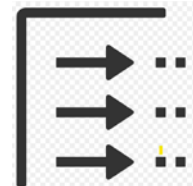
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- Business Unit
- Ledger Grp optional)
- As of Date
- Include Adjustment Periods Checkbox (optional)

GLI002 – Outbound Actuals Extract

GLI002-Sample Data-11000.txt

1	11000	ACTUALS	2023	04/20/2023	1110010000	104000	00001	11210000	130500	0102020003	GR144	F001700000	AC011	ACDFMACDFM	D17200RG7110000	50000.60	
2	11000	ACTUALS	2023	04/20/2023	1110010000	101014	20301	11800000	030000	0102020003	GR145	F001800026	AC012	ACDFMACDFM	D17200RG7110000	2099195429.54	
3	11000	ACTUALS	2023	04/20/2023	100104	33900	11310000	001904								-154902.00	
4	11000	ACTUALS	2023	04/20/2023	101015	05801	11100200	002000								0.00	

GLI002-Sample Data-43000.txt

1	43000	ACTUALS	2023	04/20/2023	4310044000	101013	37000	43200100	000600	0102020003	GR288		AC222	ACDFMACDFM	D17200RG7110000	-20.89	
2	43000	ACTUALS	2023	04/20/2023	4310010488	101014	32300	43200100	220030	0102021209	GR109	F001800026	AC678	ACDFMACDFM	D17200RG7110000	5163209.88	
3	43001	ACTUALS	2023	04/20/2023	4310013400	101008	79500	43600100	311029	0103045105	GR006	F001800026	AC456	ACDFMACDFM	D17200RG7110000	-12345.82	
4	43001	ACTUALS	2023	04/20/2023	101013	00080	43200100	220020								0.00	
5	43002	ACTUALS	2023	04/20/2023	4329113400	101004	79500	43600100	004000	2103610523	GR765	F001900852	AC621	ACDFMACDFM	D17200RG7110000	20201102.00	



GLI051 – Outbound Detail GL Journal

What

information is transmitted ?



This interface extracts General Ledger journal entry accounting details for use by external systems.

Why

do I need this?



Agencies can use this extract for ongoing reconciliations, research and reporting needs within their agency business systems.

Who

runs ?



Automatic Batch Scheduler

When

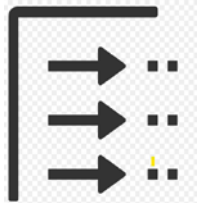
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- Incremental Mode – BU, Ledger Group, As of Date (Default)
- Full Mode – BU, Ledger Grp, Fiscal Year, Period (optional)

GLI051 – Outbound Detail GL Journal

GLI051-Sample Data.txt

```

1 H|22000|0000001204|06/01/2023|0|22000|2024|1|ACTUALS|ACTUALS|06/01/2023|2|45683.29|-45683.29|ONL|76540987|P|TEST.USER|Sample Journal|N|CLASS1|Sample General Ledger Journal||||
2 L|22000|0000001204|06/01/2023|0|1|ACTUALS|501000000|101015|10000|11950000|141117|0102020003|GR143|F001800026|AC678|ACDFMACDFM|22000|D17200RG7110000|A0000000000980|EQP|DIR|CONS|45683.29|42A|TREASURERS COMMON CASH|
06/01/2023|||||||
3 L|22000|0000001204|06/01/2023|0|2|ACTUALS|501000000|101013|10000|11950000|141117|0102020003|GR143|F001800026|AC678|ACDFMACDFM|22000|D17200RG7110000|A0000000000980|EQP|DIR|CONS|-45683.29|42A|TREASURERS COMMON CASH|
06/01/2023|||||||
4 H|22000|0000001205|06/04/2023|1|22000|2024|1|ACTUALS|ACTUALS|06/05/2023|2|5110987.29|-5110987.29|ALO|19807651|U|TEST.USER4|Sample Journal|N|CLASS2|Sample General Ledger Journal||||
5 L|22000|0000001205|06/04/2023|1|1|ACTUALS|9910013400|101008|79500|43600100|311029|0103045105|GR006|F001800026|AC456|ACDFMACDFM|22000|D17200RG7110000|A0000000000981|EQP|DIR|CONS|5110987.29|20B|WARRANTS|06/06/2023|||
|||||
6 L|22000|0000001205|06/04/2023|1|2|ACTUALS|9910013400|101012|79500|43600100|311029|0103045105|GR006|F001800026|AC456|ACDFMACDFM|22000|D17200RG7110000|A0000000000981|EQP|DIR|CONS|-5110987.29|20B|WARRANTS|06/06/2023|||
|||||

```





Questions?

15 MINUTE BREAK (SAY HELLO TO YOUR NEIGHBOR)



SEGMENT I UPDATES

COMMITMENT CONTROL (KK) OVERVIEW



Commitment Control (KK) Overview

What is Commitment Control?

- ▶ The Commitment Control (KK) module is designed for ***control***, ***management***, and ***reporting*** of budget. The KK module includes ledgers that maintain appropriations, releases, reserves, allotments, projects, spendable cash, investments, and revenue which controls and tracks budget, cash, encumbrances, expenses, and revenues.
 - **Control Tool** – prevent spending outside of authorizations.
 - **Management Tool** – record and monitor activities against budget.
 - **Reporting Tool** – produce reports on budget and related activities.



Commitment Control (KK) Overview

What is Commitment Control?

- ▶ KK ledgers are tightly integrated with all Florida PALM modules to provide budgetary control to determine how financial transactions are tracked and recorded.
- ▶ Commitment Control is the structure and the rules that define the budget and cash control process.
- ▶ Commitment Control security defines which users can manage, edit, and post budgets (appropriations, allotments, and revenue estimates) including the override of exceptions based upon ChartField combinations used in accounting entries.



Commitment Control (KK) Overview

What is Commitment Control?



Commitment Control enables agencies to budget/cash check its transactions against predefined budget/cash/investments to achieve budgetary control.

Commitment Control (KK) Overview

What is Commitment Control?



Questions?



SEGMENT I UPDATES

BUSINESS PROCESS MODELS



ENTER AND PROCESS BUDGET JOURNALS

BUSINESS PROCESS

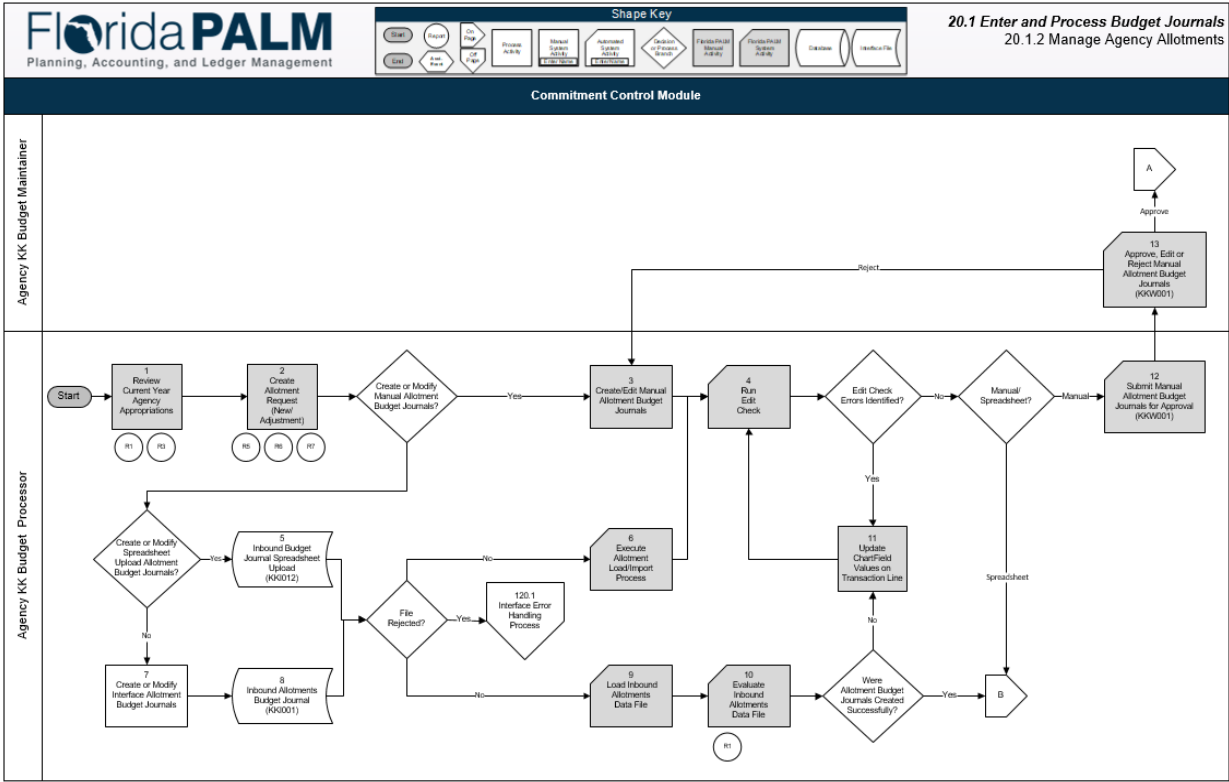


Segment I Updates

Enter and Process Budget Journals

20.1.2 Manage Agency Allotments

- ▶ Agency KK Budget Processor and Agency KK Budget Maintainer roles should be limited to users involved with the budget management process.
- ▶ There are 3 methods to create budget journals within Florida PALM
 - **Online Entry** – direct entry in the Commitment Control module
 - **Spreadsheet Upload** – used to create budget journals in mass
 - **Interface File** – used by agency business system to create budget journals

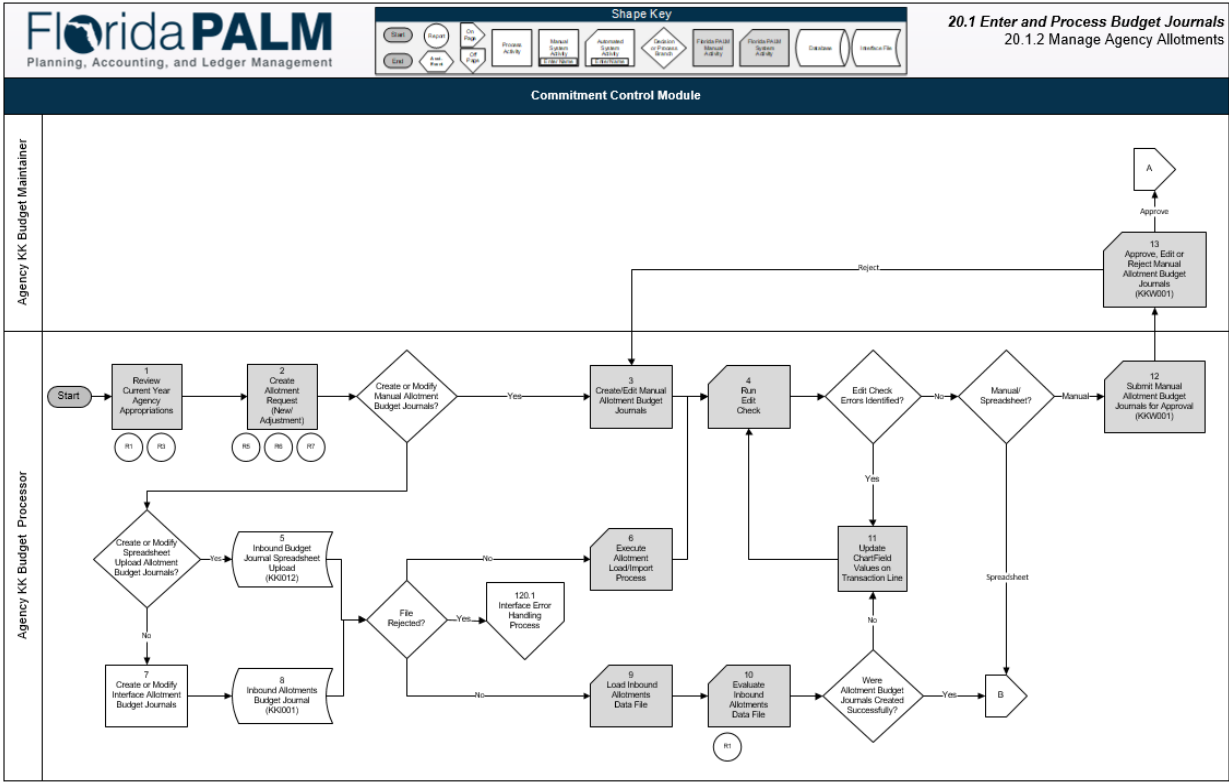


Segment I Updates

Enter and Process Budget Journals

20.1.2 Manage Agency Allotments

- Agencies can choose which method is appropriate for their business needs.
- Interface file and Spreadsheet Upload methods do not require agency approval through workflow and once submitted, will proceed with edit check and budget/cash check processes.
- Added Agency KK Spreadsheet Upload Processor role responsible for uploading Inbound Budget Journal Spreadsheet (this role is not shown as a swim lane on flow diagram).



Segment I Updates

Enter and Process Budget Journals

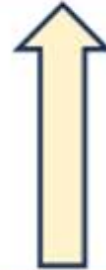
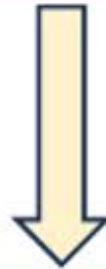
- ▶ GAA/Adjusted Appropriations – posted to the Account, Florida PALM Budgetary Fund, Budget Entity, and Category level.
- ▶ Budget Allotments – recorded to the Account, Florida PALM Transactional Fund, Budget Entity, and Category level and can include more granular level ChartFields.
 - Budget Allotments cannot exceed appropriations and will be prohibited from doing so by the parent/child relationship of appropriations and allotments.
 - There are three methods to create budget allotments which are manual online, spreadsheet upload, and interface (if using an agency business system).
 - Workflow is provided to request, adjust, and approve/edit/reject allotment budget journals. Reports and online inquiry screens are available.



Appropriations Level (Budgetary Fund, Budget Entity, Category)
(Controlled, Agencies CANNOT Exceed)



Allot Agency
Appropriations
Budget



System Checks
Against
Appropriations

Agency Allotments Below the Appropriations Level
(e.g., transactional fund, org codes)
(Agency Specific; Monitoring)



Encumbrances (Reserve; Restrict)

Internal Agency Budget Reserves (Limit; Restrict)



Allotments Budget Structure Control Options

Option #1 – Track with Budget	Option #2 - Control
Allotments created at the Transactional Fund level, using ChartFields chosen by the agency	Allotments created at the Transactional Fund level, using ChartFields chosen by the agency
Transactions that exceed allotments will proceed when appropriations are available	Transactions that exceed allotments will issue a Budget Exception and require resolution (i.e., transaction cannot be completed until the resolution is completed)
Remaining spending authority is reduced	No impact to remaining spending authority as transaction has been stopped
Warning is issued	Budget Exception is issued
<p>No resolution required or override needed in order for the transaction to proceed. Agencies should employ internal budget and accounting policy and procedures to clear negative balances. For example:</p> <ul style="list-style-type: none"> Recording of allotment adjustments to address the negative allotment balances; or Transferring posted expenditure to different ChartField string. 	<p>Budget Exception must be resolved prior to transaction proceeding. Options to resolve are:</p> <ul style="list-style-type: none"> Enter Budget journal adjustment Change the ChartField string on the source transaction Cancel / Delete the source transaction <p>Security can be applied to allow agency override for the allotments ledger only</p>



Segment I Updates

Enter and Process Budget Journals

- ▶ Allotment Budget Structure Control Selection
 - Readiness Task
 - Agencies are asked to submit a selection for one option'
 - Draft – format of request is subject to change

Commitment Control (KK) Allotments Budget Structure Control Options	
Purpose	
The purpose of this request is to document the agency's selection of an Allotments Budget Structure Control Option that will be set up in the Florida PALM system. Allotments are used to manage agencies' budgets at a level lower than Appropriations. The Allotments Budget Structure provides agencies flexibility to allot to the <u>agency-specific</u> ChartFields in addition to the Key ChartFields (Fund, Budget Entity, Category) in the Appropriations, Releases, and Reserves Budget Structures. The Allotments Budget Structure is configured and maintained by DFS and used to define the level of budget management for each agency.	
Instructions	
Agencies must <u>make a selection</u> from the following options. Only one option can be implemented for an agency. An authorizing signature is required to complete the selection. This selection will be implemented and available for testing during User Acceptance Testing (UAT) for the Financials Wave implementation.	
Option #1 – Track with Budget	Option #2 - Control
Allotments created at the Transactional Fund level, using ChartFields chosen by the agency	Allotments created at the Transactional Fund level, using ChartFields chosen by the agency
Transactions that exceed allotments will proceed when appropriations are available	Transactions that exceed allotments will issue a Budget Exception and require resolution (i.e., transaction cannot be completed until the resolution is completed)
Remaining spending authority is reduced	No impact to remaining spending authority as transaction has been stopped



Segment I Updates

Enter and Process Budget Journals



Questions?

AGENCY SET UP AND MAINTAIN SPEEDKEYS

BUSINESS PROCESS

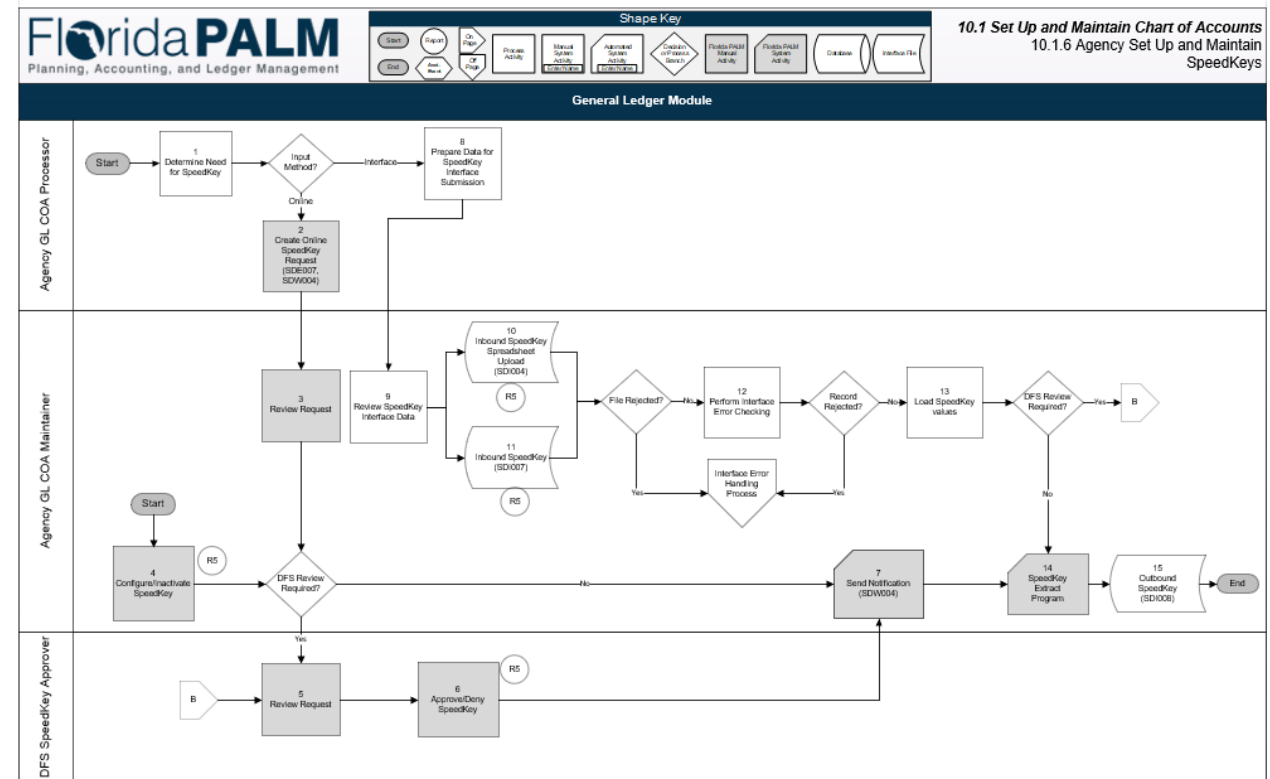


Segment I Updates

Agency Set Up and Maintain SpeedKeys

10.1.6 Set Up Maintain SpeedKeys

- ▶ Agency GL COA Processors/Maintainers request, create, and maintain SpeedKeys for their agency
 - SpeedKeys related to payroll funding may route to DFS SpeedKey Approver for review and final approval
- ▶ SpeedKeys can be used in different modules within Florida PALM
- ▶ SpeedKeys can not be deleted only inactivated
- ▶ SpeedKeys can include one (1) or all the COA ChartField values
- ▶ Agencies have 3 methods to create SpeedKeys in Florida PALM
 - Online SpeedKey Request (Manual)
 - SpeedKey Spreadsheet Upload (Mass Upload)
 - SpeedKey Interface (Agency Business Systems)



Segment I Updates

Agency Set Up and Maintain SpeedKeys

Source Module/Custom Page	Availability	SpeedKey Type
General Ledger	✓	Single
Commitment Control	✓	Single
Account Payable	✓	Single, Multiple
Purchasing	✓	Single, Multiple
Account Receivable <small>(Direct Journal and Item)</small>	✓	Single
Payroll (HCM)*	✓	Single
Asset Management	✗	N/A
Cash Management	✗	N/A
Project Costing	✗	N/A
Grants & Contracts Custom Page	✗	N/A

*Note: Payroll SpeedKey configuration will be discussed separately

**Note: The use of SpeedKeys in the InterUnit module will be determined during the design phase of the IU functionality.



Segment I Updates

Agency Set Up and Maintain SpeedKeys

- ▶ SpeedKey Setup Page
 - Set IDs are based on the Business Unit
 - SpeedKeys can be alphanumeric up to 10 characters in length
 - SpeedKeys can be single or multiple distributions lines

FloridaPALM All

SpeedKey

Find an Existing Value Add a New Value

*SetID

*SpeedKey

*Line Type

Multiple Line
Single Line

Add

Find an Existing Value | Add a New Value

Segment I Updates

Agency Set Up and Maintain SpeedKeys

- ▶ Single Line SpeedKey
 - Description of SpeedKey
 - Single line ChartField combinations
 - Module field set to “ALL”
 - Supporting documentation can be attached
 - Effective date defaults to current date but is editable for previous or future dates
 - ChartField distribution percentage set to 100% and the line defaults to 1

Florida PALM

SetID: 21000
SpeedKey: SKSINGLE

*Description:
Line Type: Single Line
Module: All

Payroll Indicator:
Submit
Approval Status: None

Attachments (0)

Effective Date: 01/01/1901
*Status: Active

Total Percent: 100.00
Total Distribution Lines: 1

ChartField Distributions

Line	Percent	GL Business Unit	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Contract
1	100.00	21000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Notify Add Update/Display Include History Correct History

Segment I Updates

Agency Set up and Maintain SpeedKeys

- ▶ Multiple Line SpeedKey
 - Two or more lines of ChartField combinations
 - Module field set to “AP/PO”
 - ChartField distribution percentage is based the number of CF lines added
 - Two CF lines will have 50% distribution per line (totaling 100%)
 - Agencies can modify the distribution percentage as needed but must equal 100%

Florida PALM

SetID 21000 *Description Payroll Indicator

SpeedKey SKMULTIPLE Line Type Multiple Line Module AP/PO Submit Approval Status None Attachments (0)

Effective Date Total Percent 100.00

*Effective Date 01/01/1901 Total Distribution Lines 2

*Status Active

ChartField Distributions

	Percent	GL Unit	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Contract
1	50.00	21000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	50.00	21000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Notify Add Update/Display Include History Correct History

SET UP AND MAINTAIN SPEEDKEYS

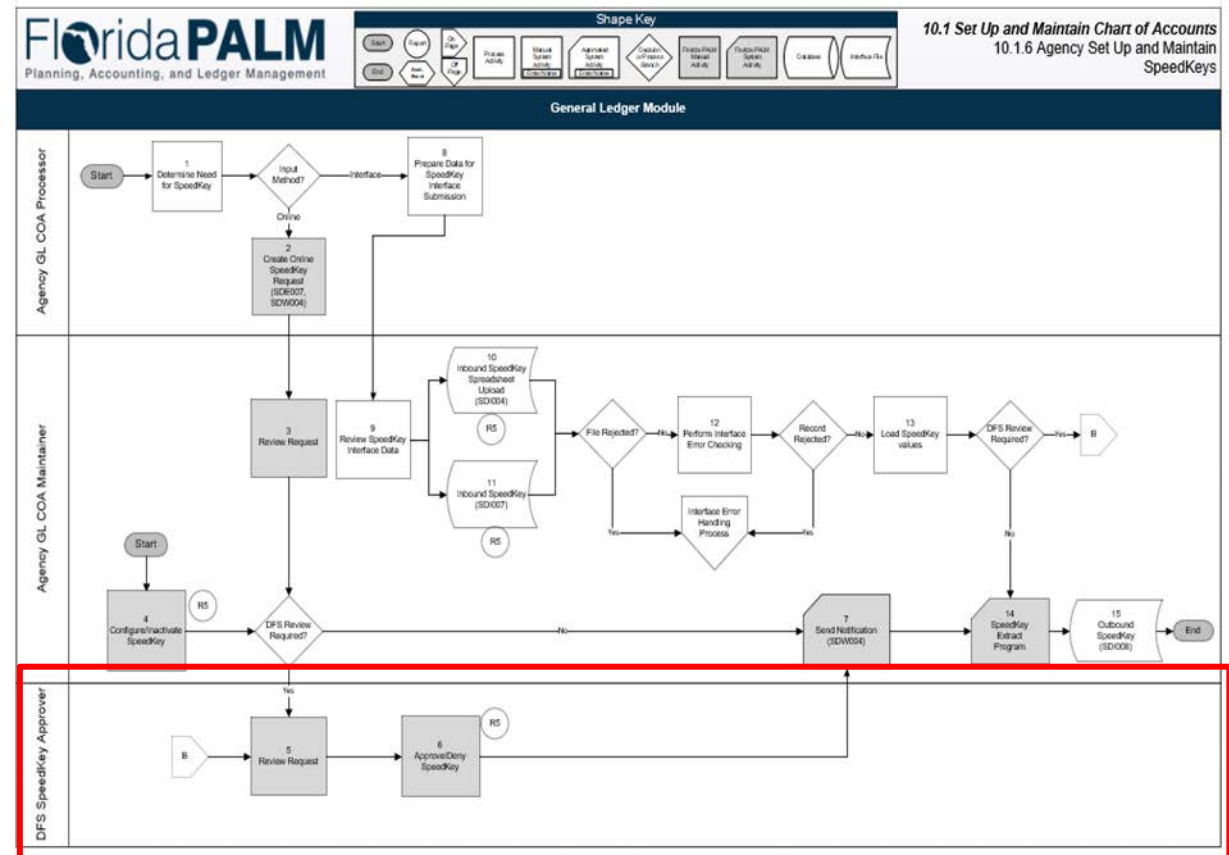
PAYROLL SPEEDKEY CONFIGURATION



Segment I Updates

Agency Set Up and Maintain SpeedKeys

- ▶ Payroll SpeedKey Configuration
 - Payroll indicator checkbox enable the integration with HCM
 - Payroll SpeedKeys with category (payroll attributes i.e., 010000, 030000) will only route to the Agency COA Maintainer for approval
 - Payroll SpeedKeys with category (w/o payroll attributes) will route to the Agency COA Maintainer and DFS SpeedKey Approver for final approval.
 - When a SpeedKey is inactivated, the Payroll SpeedKey is inactivated



Segment I Updates

Agency Set Up and Maintain SpeedKeys

- ▶ Payroll SpeedKey Configuration
 - Always configured as Single Line SpeedKey
 - If multiple lines are selected the Payroll Indicator Flag is disabled
 - Mandatory Chart Fields Required
 - Organization
 - Account
 - Fund
 - Budget Entity
 - Category
 - State Program

Florida PALM

SetID 21000 *Description Payroll Indicator

SpeedKey SKSINGLE Line Type Single Line Module All Approval Status None

Effective Date Total Percent 100.00

*Effective Date 01/01/1901 Total Distribution Lines 1

*Status Active

ChartField Distributions

Percent	GL Business Unit	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Contract
100.00	21000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Save, Notify, Add, Update/Display, Include History, Correct History

Segment I Updates

Agency Set Up and Maintain SpeedKeys

- ▶ Processing Transactions using SpeedKeys
 - Manual Entry Process
 - User enters/select SpeedKey during entry
 - Bases on SpeedKey COA values, COA field are populated
 - User can modify COA values if values pass Combination Edits
 - User must input requires COA values that are not included in the SpeedKey
 - Spreadsheet Upload Process
 - User can include either or both SpeedKey and Individual COA values
 - If both are present, values in the COA fields win (SpeedKey values are overridden)
 - Transactions are loaded and can be modified in the source module in Florida PALM until the applicable batch job runs
 - Batch Schedule will not be determined until after Segment IV
 - Interfaces
 - SpeedKeys will **not** be used in Interfaces



Segment I Updates

Agency Set Up and Maintain SpeedKeys

- ▶ Spreadsheet Uploads containing SpeedKey fields:
 - GLI011 – Inbound Journal Spreadsheet Upload
 - KKI012 – Inbound Budget Journal Spreadsheet Upload
 - API041 – Inbound Voucher Spreadsheet Upload
 - POI004 – Inbound Encumbrance Spreadsheet Upload
 - ARI010 – Inbound Deposit Spreadsheet Upload
 - ARI008 – Inbound AR Data Spreadsheet Upload



Segment I Updates

Agency Set Up and Maintain Chart of Accounts

- ▶ Combination Edits
 - ChartField Edit Check
 - Verifies that the ChartField Values are active in Florida PALM
 - Budgetary Value Edit
 - Validates the combination of BU, Fund, BE, and Category
 - BE to SP
 - Validates the Budget Entity to State Program Combination
 - Payroll Specific Combo Edit
 - Combination Edit will be configured later

* There is no validation for agency specific values (No Combination Edits)



EXAMPLES

SPEEDKEYS



SpeedKey Examples

After completing an analysis of transactional data, agency XYZ will create SpeedKeys to help with data entry for their accounting staff.

Example 1: Process invoices for various goods and services like cell phone bills, multiple supplies, and subscriptions. All the invoices are paid from the same Fund, Budget Entity, Category and State Program. The different invoices are for the same Division for each payment. The agency has decided to create a single line SpeedKey.

Example 2: Agency XYZ is renting space for their agency staff. Three different Divisions is using the space and is responsible for paying their portion of the bill. Division One pays 50% of the rent because of the number of employees using the space. Division Two pays 30% and Division Three pays 20% of the rent. The agency will create a multiple line SpeedKey.

Example 3: Agency XYZ received funding for additional OPS workers for a special project. The agency will create a Payroll SpeedKey to process payroll for the new staff.



SpeedKey Examples

Example 1: Single Line SpeedKey

Organization	Account	Fund	Budget Entity	Category	State Program
6200000000	704660	00079	43200100	040000	1603000000
6200000000	704683	00079	43200100	040000	1603000000
6200000000	705207	00079	43200100	040000	1603000000
6200000000	705207	00079	43200100	040000	1603000000
6200000000	705209	00079	43200100	040000	1603000000
6200000000	705215	00079	43200100	040000	1603000000
6200000000	705802	00079	43200100	040000	1603000000

SpeedKey: AdmDivG2

Organization	Account	Fund	Budget Entity	Category	State Program
6200000000		00079	43200100	040000	1603000000



SpeedKey Examples

Example 2: Multiple Line SpeedKey

Organization	Account	Fund	Budget Entity	Category	State Program
5010100000	707905	07800	43400100	100781	1601000000
4340200000	707905	39300	43010300	040000	1603000000
5230000000	707905	57302	43500500	105281	1603000000

SpeedKey: BldgRent43

Percentage	Organization	Account	Fund	Budget Entity	Category	State Program
50.00	5010100000	707905	07800	43400100	100781	1601000000
30.00	4340200000	707905	39300	43010300	040000	1603000000
20.00	5230000000	707905	57302	43500500	105281	1603000000



SpeedKey Examples

Example 3: Payroll Single Line SpeedKey

Organization	Account	Fund	Budget Entity	Category	State Program	Contract
6280100000	700100	07800	43400100	030000	1601000000	AD945

SpeedKey: OPSAD945

Organization	Account	Fund	Budget Entity	Category	State Program	Contract
6280100000	700100	07800	43400100	030000	1601000000	AD945



INTERFACES

SEGMENT I UPDATES
SET UP AND MAINTAIN SPEEDKEYS



SDI004 – Inbound SpeedKey Spreadsheet Upload

What

information is transmitted ?



Agencies load successfully validated SpeedKeys into Florida PALM.

Why

do I need this?



Agency Users utilize this Spreadsheet Upload to either load new SpeedKeys into the Florida PALM system or inactivate existing SpeedKeys.

Who

runs ?



Agency GL COA Maintainer

When

should this interface file be sent ?



As needed (Ad hoc)

Which

run control parameters are used ?



- N/A

SDI004 – Inbound SpeedKey Spreadsheet Upload

SetID	SpeedKey	Payroll Indicator	Accounting	Effective D	Effective S	Description	Total Lines	Sequence	Percentage	GL Busines	Organization	Account	Fund	Budget Ent	Category	State Program	Grant	Contract	OA1	OA2	PC Busines Pr	
11000	TEST_SPD_N	N	S	7/1/2023	A	Test 1	1	1	100	11000	1100110000	104000	32100	11000000	100000							
21000	TEST_SPD_N	N	M	7/1/2023	A	Test 2	2	1	60	21000	2100000000	104000	32100	21000000	100000							
21000	TEST_SPD_N	N	M	7/1/2023	A	Test 2	2	2	40	21000	2100000000	304000	32100	21000000	100000							
11000	TEST_SPD_Y	Y	S	7/1/2023	A	Test 3	1	1	100	11000	1100110000	104000	32100	11000000	100000	TEST_PRG_1						



SDI007 – Inbound SpeedKey

What

information is transmitted ?



Agencies load successfully validated SpeedKeys into Florida PALM.

Why

do I need this?



Agency Business Systems use this interface to load new SpeedKeys into the Florida PALM system or inactivate existing SpeedKeys.

Who

runs ?



Automatic Batch Scheduler

When

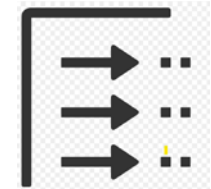
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used



N/A

SDI007 – Inbound SpeedKey

SDI007-Sample Data.txt

```

1 H|11000|SPD_111122|Y|S|07/01/2023|A|TEST|1|1|||||
2 D|1|100|1100000000|104000|00001|11000000|190000|0102020003|||||||||||||||||
3 H|11000|SPD_111123|N|M|07/01/2023|I|TEST|2|2|||||
4 D|1|50|1100000000|104000|00001|11000000|190000||||||||||||||||||
5 D|2|50|1100000000|304000|00001|11000000|190000||||||||||||||||||

```



SDI008 – Outbound SpeedKey

What

information is transmitted ?



This outbound interface extracts SpeedKeys that are newly added or inactivated in Florida PALM.

Why

do I need this?



Using this extract, SpeedKeys are helpful for users to use it in their Agency Business Systems for reducing data input required to enter frequently used ChartField Combinations.

Who

runs ?



Automatic Batch Scheduler

When

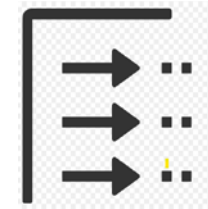
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

Which

run control parameters are used ?



- SetID*
- SpeedKey Status (All/Active /Inactive)
- Payroll Indicator
- Data Extract (Full/Delta)
- Exclude Future Dated SpeedKeys

SDI008 – Outbound SpeedKey

SDI008-Sample Data EnterpriseFile.txt

```

1 H|11000|SPD_111122|07/01/2023|A|SpeedKey Test1|S|1|Y|100.00|1|ONL|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI||||
2 L|11000|SPD_111122|1|100.00|5010000000|110100|00001|11210000|130500|0102020003|GR144|CNR0000101|AC011|ACDFMACDFM|11000|D17200RG7110000|A00000000000001|EQP|DIR|CONS||||
   ||||
3 H|21000|SPD_211144|07/01/2023|A|SpeedKey Value Test2|S|1|Y|100.00|1|ONL|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI||||
4 L|21000|SPD_211144|1|100.00|5012220000|101013|00036|21600400|103226|0102020555|GR145|CNR0000121|AC014|ACDFMACDFM|21000|D17200RG7210022|A00000000004551|EQP|DIR|CONS||||
   ||||
5 H|21000|SPD_211145|07/01/2023|A|SpeedKey Value Add1|S|1|Y|100.00|1|XLS|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI||||
6 L|21000|SPD_211145|1|100.00|5012220000|101015|00044|21601800|103226|0102040887|GR199|CNR0000129|AC014|ACDFMACDFM|21000|D17200RG7213200|A00000000000211|EQP|DIR|CONS||||
   ||||
7 H|43000|SPD_430011|07/01/2023|A|SpeedKey Testing|S|1|Y|100.00|1|ONL|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI||||
8 L|43000|SPD_430011|1|100.00|5015520000|101015|15500|43100400|000600|0102020566|GR146|CNR0000128|AC014|ACDFMACDFM|43000|D17200RG7432200|A00000000000688||||||||

```

SDI008-Sample Data AgencyFile.txt

```

1 H|11000|SPD_111122|07/01/2023|A|SpeedKey Test1|S|1|Y|100.00|1|ONL|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI||||
2 L|11000|SPD_111122|1|100.00|5010000000|110100|00001|11210000|130500|0102020003|GR144|CNR0000101|AC011|ACDFMACDFM|11000|D17200RG7110000|A00000000000001|EQP|DIR|CONS||||
   ||||
3 H|11000|SPD_111123|07/01/2023|A|SpeedKey Test2|S|1|Y|100.00|1|XLS|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI||||
4 L|11000|SPD_111123|1|100.00|5012220000|101013|00012|11950000|030000|0102020555|GR145|CNR0000121|AC014|ACDFMACDFM|11000|D17200RG7110000|A00000000000001|EQP|DIR|CONS||||
   ||||

```



Segment I Updates

Agency Set Up and Maintain SpeedKeys



Questions?

AGENCY CONFIGURATIONS

CHART OF ACCOUNTS
SPEEDKEYS



Agency Configurations

Workbook Discussion

▶ Chart of Accounts

- Configuration Workbook will contain tabs for the following ChartFields:
 - Organization
 - Other Accumulator 1
 - Other Accumulator 2
 - Budgetary Value Combination Edit
 - Fund ChartField (Local Funds only)

▶ SpeedKeys



Agency Configuration Workbook

Chart of Accounts/SpeedKeys



Questions?

REVENUE AND EXPENDITURE ACCOUNT CHARTFIELD VALUES

CHART OF ACCOUNTS



Account ChartField Values

Chart of Accounts

- ▶ Published on December 19, 2023
- ▶ Found on the Florida PALM website under the Chart of Accounts tile:
[Revenue and Expenditure Account ChartField values](#)
- ▶ Contains general instructions, revenue and expenditure account values
 - General instructions highlight:
 - Account values not configured at this time
 - Budgetary and System Control accounts
 - Revenue tab provides a list of newly developed revenue account values
 - Expenditure tab provides a mapping to current FLAIR object codes or General Ledger codes for expenditure



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