

FloridaPALM

Planning, Accounting, and Ledger Management

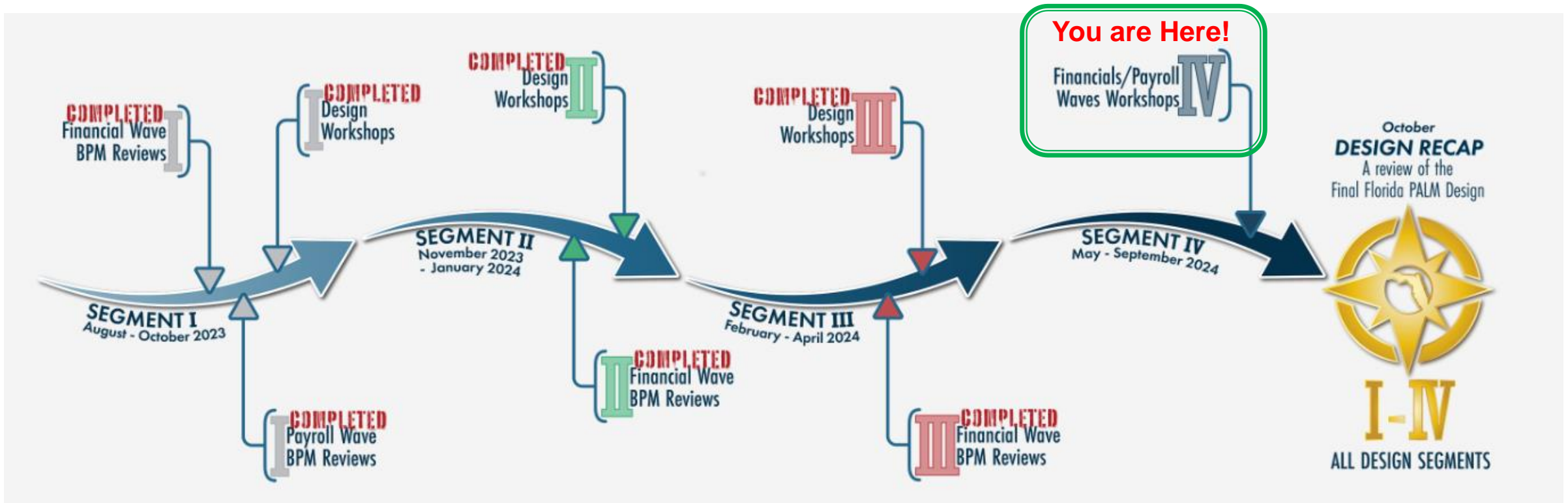


SEGMENT IV DESIGN WORKSHOP

AUGUST 13-14, 2024



Design Phase Overview



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



Agenda

- ▶ Inter/IntraUnit Module Overview
- ▶ Business Process
 - Overview
 - 110.1 Establish and Maintain Inter/IntraUnit Encumbrances
 - 110.2 Establish and Maintain Inter/IntraUnit Accruals
 - 110.3 Inter/IntraUnit Transaction Processing
 - 110.4 Inter/IntraUnit Period Close and Year-End Processing
 - Appendix B – Reverse IU Transaction
- ▶ Search IU Transactions
- ▶ Workflow and End User Roles
- ▶ WorkCenter and Reports
- ▶ Interfaces
- ▶ Change Impacts



INTER/INTRAUNIT MODULE OVERVIEW



Inter/IntraUnit Module Overview

What is the Inter/IntraUnit Module?

- ▶ Custom module that supports the transactions between agencies (InterUnit) and within agencies (IntraUnit)
- ▶ Inter/IntraUnit Module supports:
 - Encumbrances
 - Accruals (e.g., Due To/From, Payables/Receivables)
 - Payments for goods and services
 - Transfer of funds
 - General Revenue Service Charge payment
 - Trust Fund Loans
 - Reclassifications
 - Advances
 - DFS IU transactions on behalf of other agencies

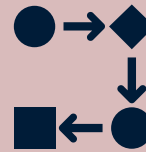


Inter/IntraUnit Module Overview

How does it work?



Sending and receiving is one transaction and both sides must balance



Controls are established by transaction type



Transaction is not posted until both sending and receiving agency sides of the transaction are approved, and successfully pass edit, budget, and cash check



Links and controls for subsequent moves from the original IU transaction

Inter/IntraUnit Module Overview

What does it look like?

Inter/IntraUnit Transaction

Landing

Select ?

Transaction Type

Initiating Side

Transaction Subtype

Start a New Transaction Find an Existing Transaction



Inter/IntraUnit Transaction

Sending Receiving

Header ?

Transaction ID	<input type="text"/>	Accounting Date	<input type="text"/>	IU Status	<input type="text"/>
Transaction Type	<input type="text"/>	Total Amount	<input type="text"/>	Sending Approval Status	<input type="text"/>
Transaction Subtype	<input type="text"/>	Agency Invoice No	<input type="text"/>	Receiving Approval Status	<input type="text"/>
Sending Business Unit	<input type="text"/>			BFR Approval Status	<input type="text"/>
Receiving Business Unit	<input type="text"/>			Auditing Approval Status	<input type="text"/>
Receiving Fund	<input type="text"/>			Sending Budget/Cash Status	<input type="text"/>
				Receiving Budget/Cash Status	<input type="text"/>

Attachment

Sending ?

Source None Online Encumbrance Accrual

None
 Encumbrance
 Accrual

IU Encumbrance ID [Details](#)
 IU Accrual ID [Details](#)

Final Payment? No

Budget/Cash Check Errors

Description

External Reference

User ID

Line Details 1 row

Basic Agency Chartfields Project Chartfields

Line No.	Business Unit	Organization	Account	Fund Code	Budget Entity	Category	State Program	Budget Date	Monetary Amount
1	43000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Inter/IntraUnit Module Overview

When do I use the Inter/IntraUnit Module?

- ▶ In Scope
 - Transactions between agencies
 - Transactions within the agency
- ▶ Out of Scope
 - Investing / Disinvesting
 - Disinvestment redistributions
 - Payments that issue an ACH or warrant
 - Revolving Fund Advances and Replenishments
 - Budget transfers



Inter/IntraUnit Module Overview

What are the transaction types?

- ▶ Encumbrance
- ▶ Accruals
 - Payable/Receivable
 - Due To/Due From
 - Trust Fund Loan Issuance
 - Trust Fund Loan Repayment
 - Advance Issuance
 - Advance Repayment
 - Accrual Balance Adjustment
- ▶ Expenditure/Revenue
- ▶ Transfer
 - Transfer
 - Federal Funds Transfer
 - General Revenue Transfer
 - Residual Equity Transfer
 - GR Service Charge Payment
 - Revenue to Revenue
- ▶ Reclassification
 - IU Reclassification
 - Payroll Reclassification
- ▶ Reverse IU Transaction



Inter/IntraUnit Module Overview

What about security?

- ▶ IU end user roles can view transactional data for both sides of the transaction if their agency is associated with the transaction
- ▶ For pending transactions, users can only update their side of the transaction
- ▶ End user roles provide further security



Inter/IntraUnit Module Overview

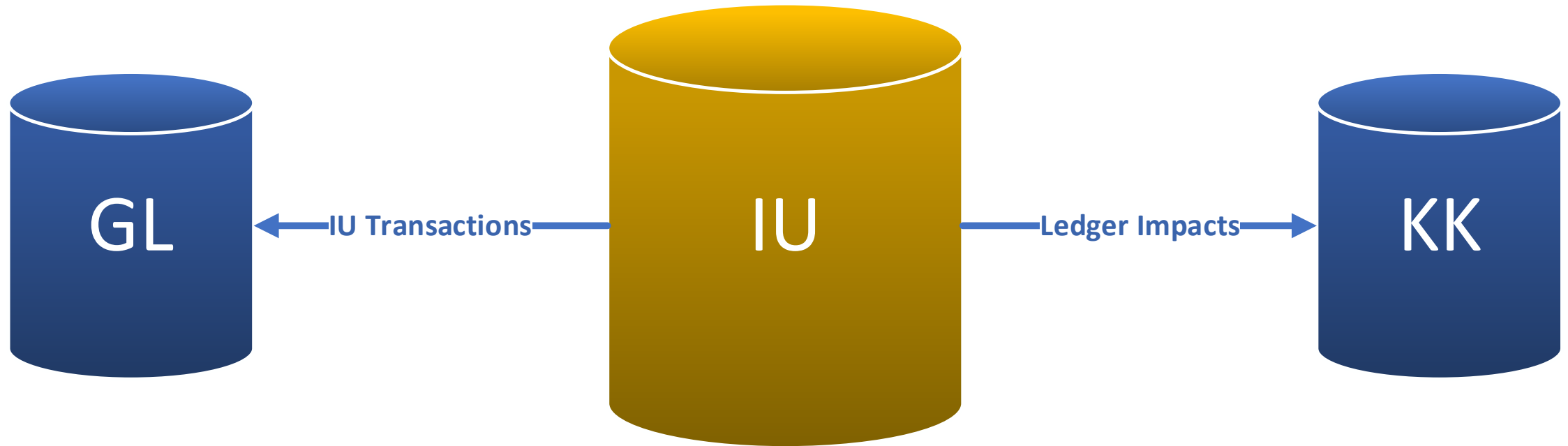
What are the IU end user roles?

- ▶ Agency IU Encumbrance Processor
- ▶ Agency IU Encumbrance Approver
- ▶ Agency IU Sending Processor
- ▶ Agency IU Sending Approver
- ▶ Agency IU Receiving Processor
- ▶ Agency IU Receiving Approver
- ▶ Agency IU Payroll Reclassification Processor
- ▶ Agency IU Payroll Reclassification Approver
- ▶ Agency Reverse IU Transaction Processor (Limited staff)
- ▶ Agency IU Spreadsheet Upload Processor
- ▶ IU Reporter
- ▶ DFS IU Processor
- ▶ DFS IU Approver
- ▶ DFS IU Auditing Approver
- ▶ DFS IU BFR Approver
- ▶ DFS IU Maintainer



Inter/IntraUnit Module Overview

Module Integration



Q&A



IU BUSINESS PROCESS OVERVIEW



Inter/IntraUnit Lifecycle



Business Process Models

- 110.1 Establish and Maintain Inter/IntraUnit Encumbrances**
- 110.2 Establish and Maintain Inter/IntraUnit Accruals**
- 110.3 Inter/IntraUnit Transaction Processing**
- 110.4 Inter/IntraUnit Period Close and Year-End Processing**





Establish Inter/IntraUnit Obligations

110.1 Establish and Maintain Inter/IntraUnit Encumbrances

110.1.1 Create and Maintain Inter/IntraUnit Encumbrances

110.1.2 Monitor Inter/IntraUnit Encumbrances

110.1.1 CREATE AND MAINTAIN INTER/INTRAUNIT ENCUMBRANCES

BUSINESS PROCESS



Key Functionality

- Records to KK Encumbrance Detail Ledger and consumes budget.
- IU transactions may pay against the IU Encumbrance to relieve balance.
- Balances may be updated:
 - Increase
 - Decrease
 - Close
- May be used for Carry Forward Process.

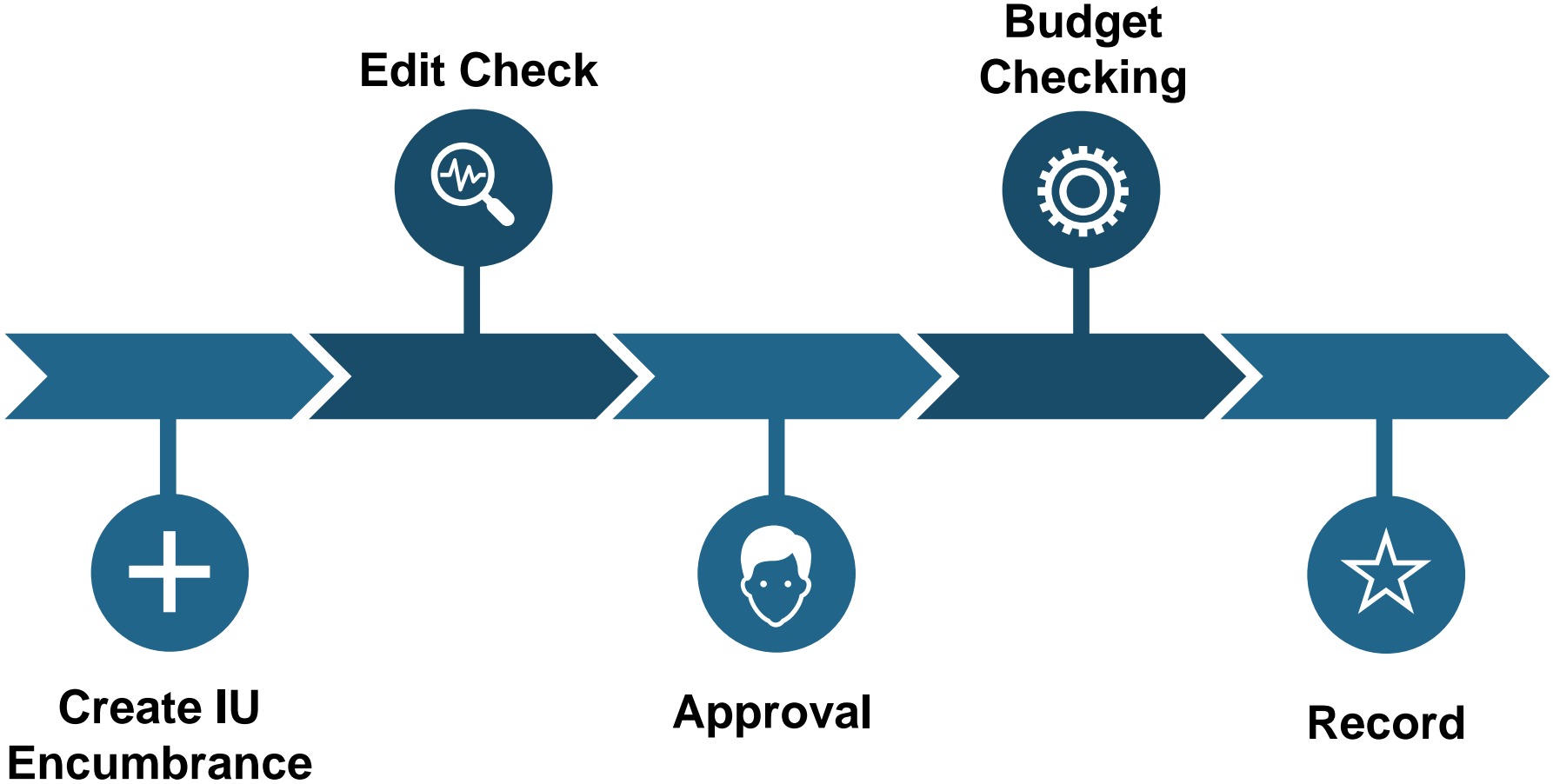
IU Encumbrances

Used to obligate Agency Appropriations for goods or services ordered within State agencies and are subsequently liquidated when the goods or services are received and approved for payment.

Key Controls

- May only use Expenditure Account values.
- May only create an IU Encumbrance for an open-budget period.
 - Agency approval workflow.

IU Encumbrance Lifecycle



110.1.1 Create and Maintain Inter/IntraUnit Encumbrances

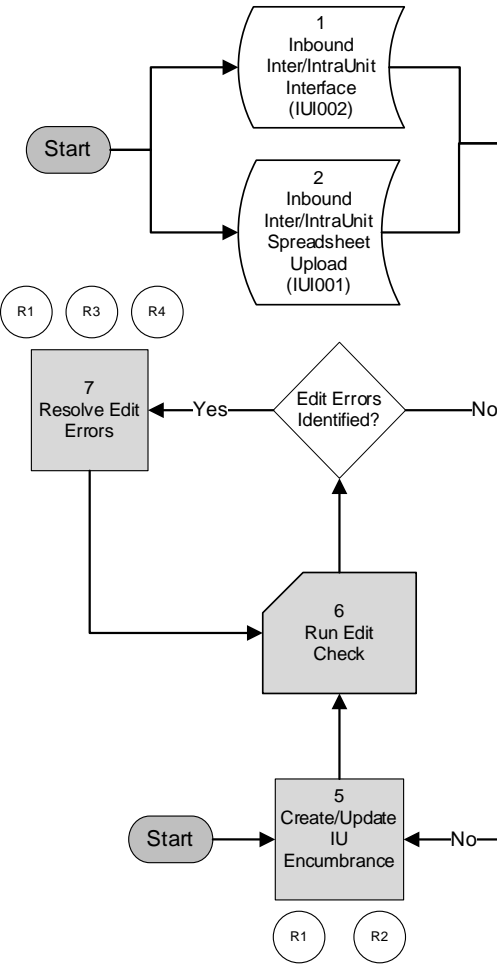
Create IU Encumbrance

- ▶ There are three methods to create an IU Encumbrance:
 - Online Entry
 - Spreadsheet Upload
 - Interface

Edit Check

- ▶ ChartField values are active, validate combination edit rules applicable to the transaction, amount validation, open period validation, etc.

Agency IU Encumbrance Processor

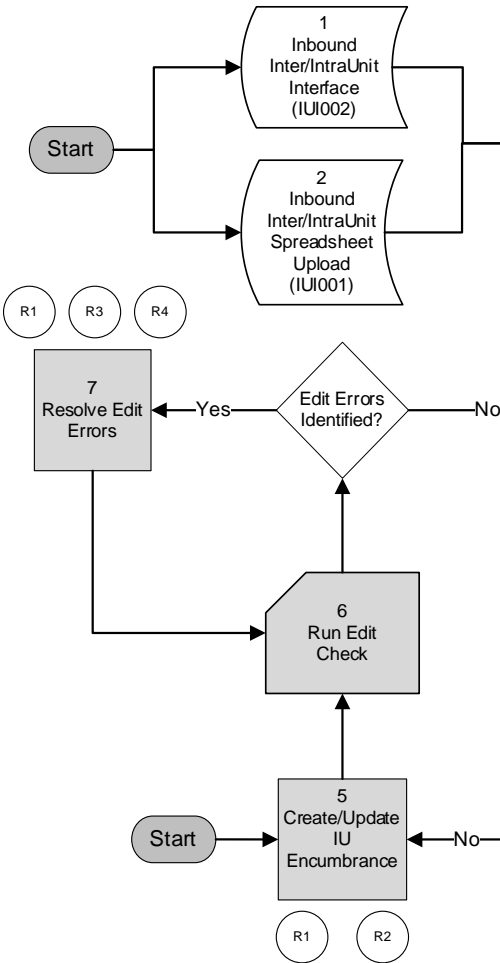


110.1.1 Create and Maintain Inter/IntraUnit Encumbrances

Approval

- ▶ Interfaced and Spreadsheet Uploaded IU Encumbrances
 - Agencies may specify if the encumbrance should route through the approval process or upload as pre-approved
- ▶ Online Entry
 - Requires routing through the approval process
 - User assigned both the processor role and approver role may approve an IU Encumbrance they entered

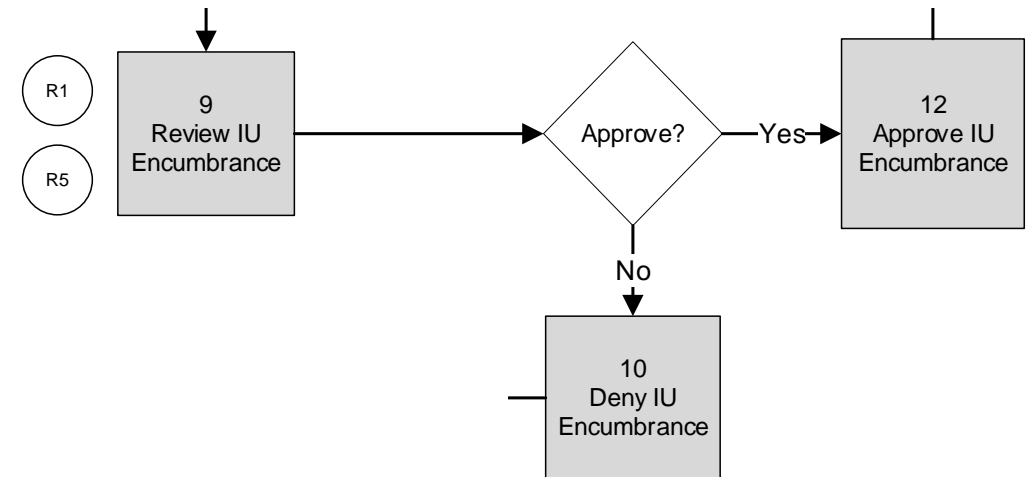
Agency IU Encumbrance Processor



110.1.1 Create and Maintain Inter/IntraUnit Encumbrances

Approval

- ▶ Agency Approvers may either approve or deny
- ▶ Denied transactions are routed back to the processor who may either edit and resubmit or delete the IU Encumbrance



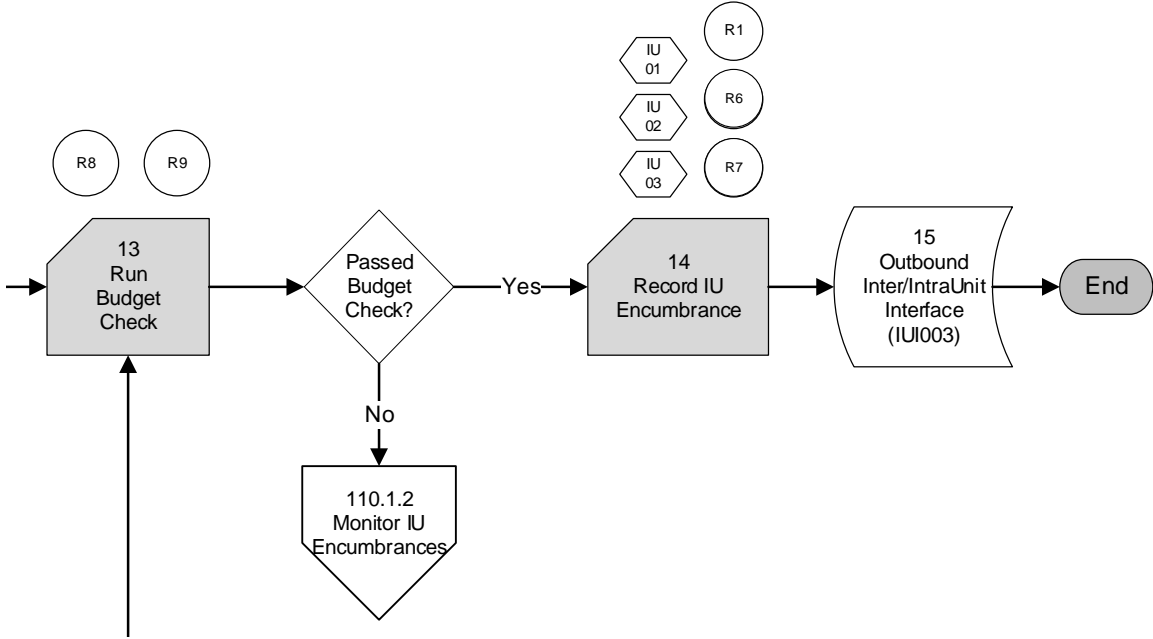
110.1.1 Create and Maintain Inter/IntraUnit Encumbrances

Budget Checking

- ▶ Checks Spending Authority / Appropriations
- ▶ Records to KK Encumbrance Detail Ledger
- ▶ Consumes budget

Record

- ▶ IU Encumbrance status is updated to 'Open' making it available to pay against
- ▶ IU Encumbrance is included on the outbound interface



110.1.1 Create and Maintain Inter/IntraUnit Encumbrances

R6

KKR018

Agency Commitments Report

A report that provides encumbrances and payables by ChartField combinations by budget period(s)

R7

IUR004

IU Encumbrance and Accrual Activity Report

A report detailing the IU Encumbrance and IU Accrual activity including the established encumbrance/accrual, payments made against the encumbrance/ accrual, and remaining balances

KKR008

Schedule of Allotment Balances Report

A report reflecting recorded allotments, encumbrances, expenditures, and associated remaining balances for designated time periods grouped by designated ChartFields and ChartField combinations



110.1.1 Create and Maintain Inter/IntraUnit Encumbrances

- ▶ MFMP does not interface with the Inter/IntraUnit module
- ▶ Agencies must create and maintain the IU Encumbrances



Q&A



110.1.2 MONITOR INTER/INTRAUNIT ENCUMBRANCES

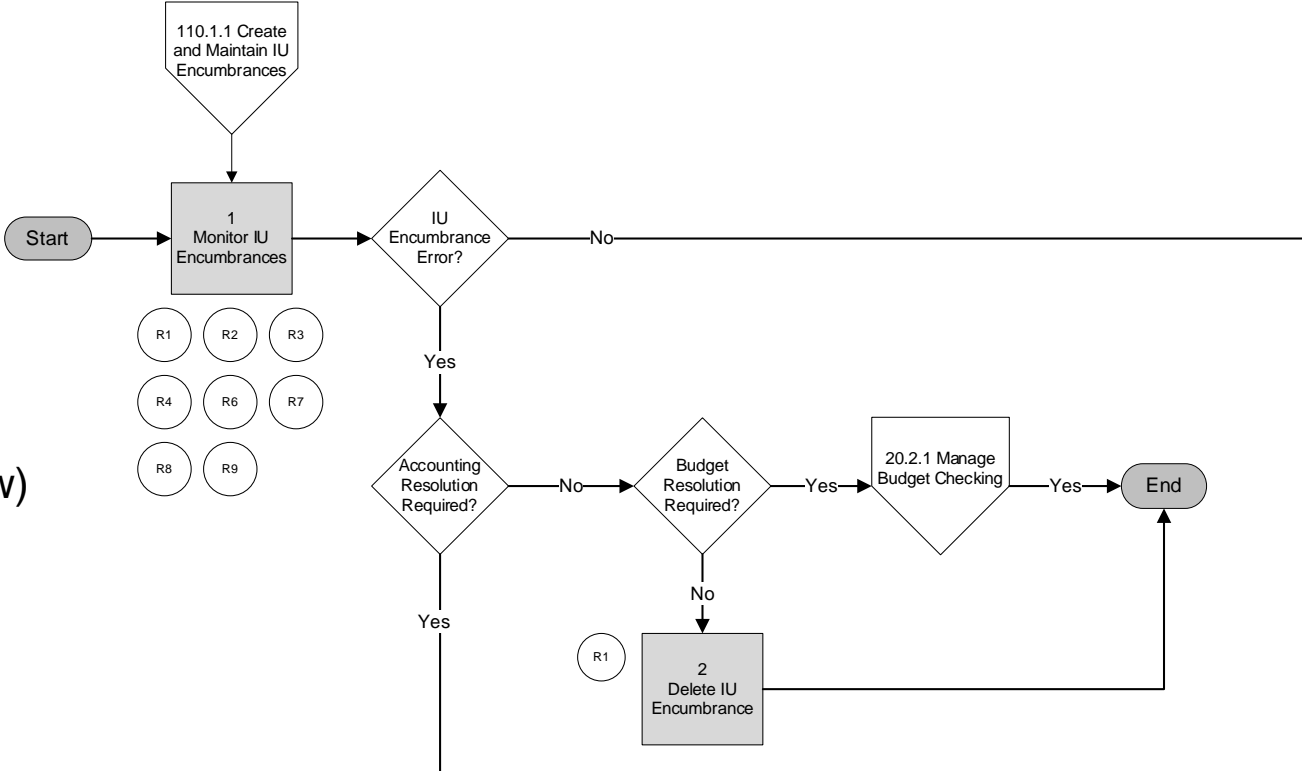
BUSINESS PROCESS



110.1.2 Monitor Inter/IntraUnit Encumbrances

Monitor Pending IU Encumbrances

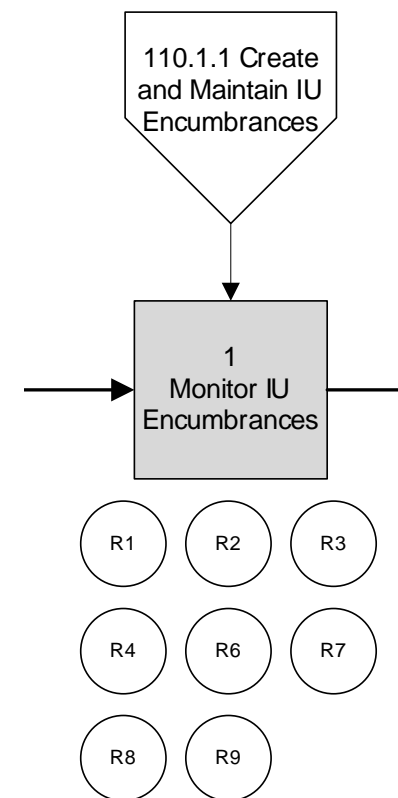
- ▶ WorkCenter Reports
 - Pending Submission
 - Edit Errors
 - Pending Approval
 - Denied
 - Budget/Cash Checking Errors
- ▶ Error Resolution
 - Edit IU Encumbrance (rerouted through workflow)
 - Delete IU Encumbrance
 - Budget Resolution



110.1.2 Monitor Inter/IntraUnit Encumbrances

Monitor Open IU Encumbrances

- ▶ IUR004 IU Encumbrance and Accrual Activity Report
 - IU Encumbrance
 - Transactions that pay against IU Encumbrance
 - Remaining balance
- ▶ View balance details within IU Encumbrance
 - Transactions that pay against IU Encumbrance
 - Remaining balance



IU Encumbrance Balance Details

Inter/IntraUnit Transaction

Encumbrance

Header

Transaction ID	<input type="text" value="12345678"/>	Accounting Date	<input type="text"/>	IU Status	<input type="text"/>
Transaction Type	<input type="text"/>	Total Amount	<input type="text"/> USD	Approval Status	<input type="text"/>
Transaction Subtype	<input type="text"/>	Agency Invoice No	<input type="text"/>	Budget Status	<input type="text"/>
Original Business Unit	<input type="text"/>				
Original Business Unit	<input type="text"/>				

Attachment

Sending

Source	Online	Encumbrance Balance Details
		Budget/Cash Check Errors
Description	<input type="text"/>	
External Reference	<input type="text"/>	



IU Encumbrance Balance Details

Inter/IntraUnit Transaction

Encumbrance

Header

Transaction ID: 12345678 Accounting Date: IU Status:
 Transaction Type: Total Amount: USD Approval Status:
 Transaction Subtype: Agency Invoice No: Budget Status:
 Accounting Business Unit:
 Reporting Business Unit:

Sending

Source: Online **Encumbrance Balance Details** **Budget/Cash Check Errors**

Description:

External Reference:

User ID:

Line Details

Line No.	Business Unit	Organization	Account	Fund Code	Budget Entry	Category	State Program	Budget Date	Monetary Amount
1	43000	<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, Cancel, Delete, Close, Submit

IU Encumbrance Balance

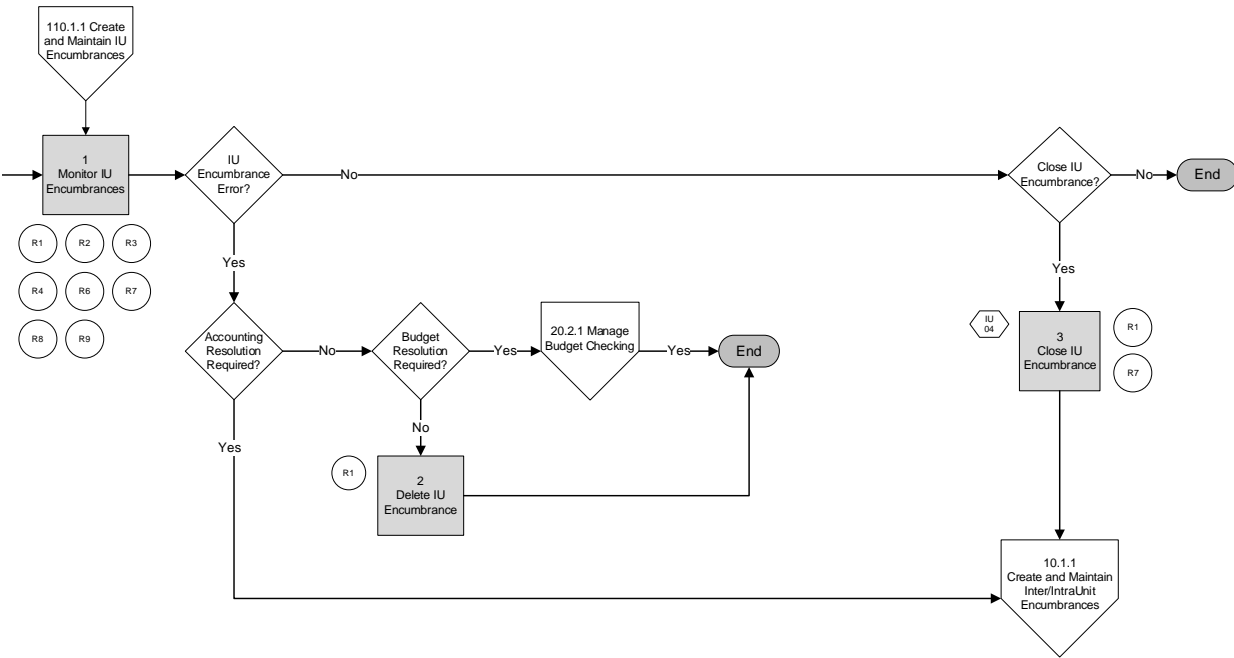
IU0000001			Total IU Encumbrance	\$ 1,000.00
IU Transaction ID	Accounting Date	Status	Amount	
IU0000002	7/21/2024	Posted	\$	(200.00)
IU0000003	7/27/2024	Posted	\$	(450.00)
IU0000004	8/10/2024	Pending	\$	(100.00)
			Remaining Balance	\$ 250.00



110.1.2 Monitor Inter/IntraUnit Encumbrances

Monitor Open IU Encumbrances

- ▶ Balances may be updated (e.g., increased, decreased) when the IU Encumbrance is in Open status
- ▶ Balance updates route through approval process
- ▶ IU Encumbrance may be closed to relieve the remaining balance
- ▶ IU Encumbrances are systematically closed when the remaining balance is zero



Summary of Key Points

- ▶ Approval flexibility
- ▶ Update IU Encumbrance balance to increase, decrease, or close
- ▶ IU Encumbrances consume budget
- ▶ IU transactions may pay against IU Encumbrances



Q&A



Inter/IntraUnit Lifecycle



Business Process Models



110.1 Establish and Maintain Inter/IntraUnit Encumbrances

110.2 Establish and Maintain Inter/IntraUnit Accruals

110.3 Inter/IntraUnit Transaction Processing

110.4 Inter/IntraUnit Period Close and Year-End Processing





Establish Inter/IntraUnit Obligations

110.2 Establish and Maintain Inter/IntraUnit Accruals

110.2.1 Create and Maintain Inter/IntraUnit Accruals

110.2.2 Monitor Inter/IntraUnit Accruals

110.2.1 CREATE AND MAINTAIN INTER/INTRAUNIT ACCRUALS

BUSINESS PROCESS



IU Accruals



Agency A (Sending)

Agency B (Receiving)

Balance Sheet
As of June 30, 2023

<u>ASSETS</u>		<u>LIABILITIES</u>	
Current Assets		Current Liabilities	
Cash	4,972	Accounts Payable	1,054,309
Investments	34,291,758	Due To	30,789
Accounts Receivables	2,597,565	Compensated Absences	22,983
Due From	177,844	Claims Payable	93,728
Lease Receivables	502	Deposits	8,557
Inventories	345	Obligations	1,323,395
Other Investments	987	Total Current Liabilities	2,533,761
Total Current Assets	37,073,973		
Noncurrent Assets		Noncurrent Liabilities	
		Advances	1,535

Balance Sheet
As of June 30, 2023

<u>ASSETS</u>		<u>LIABILITIES</u>	
Current Assets		Current Liabilities	
Cash	1,352	Accounts Payable	457,912
Investments	1,023,495	Due To	177,844
Accounts Receivables	1,054,309	Compensated Absences	12,764
Due From	30,789	Claims Payable	53,777
Lease Receivables	108	Deposits	9,458
Inventories	482	Obligations	15,432,186
Other Investments	1,423	Total Current Liabilities	16,143,941
Total Current Assets	2,111,958		
Noncurrent Assets		Noncurrent Liabilities	
		Advances	1,535



Sending Side

The Sending Side of the transaction is used to record a payable, indicating an obligation to pay for the goods or services received.

Receiving Side

The Receiving Side of the transaction is used to record a receivable, indicating an entitlement to receive payment for the goods or services provided.

Payable/ Receivable

An accrual IU Transaction used to obligate Agency Appropriations for goods or services ordered within State agencies and are subsequently liquidated when the goods or services are received and approved for payment.

Key Functionality

- Pays against the Payable/ Receivable Accrual to relieve the balance.
- Balances may be updated:
 - Increase/decrease/close
- User may reference IU Encumbrances; relieves the encumbrance balance.
- Sending and Receiving Processors may communicate with each other.
- May be used for Carry Forward Process.

Key Controls

- May only use expenditure/revenue values applicable for payment for goods and services.
- Sending and Receiving agency approval workflow.
 - May be subject to DFS Auditing and BFR Approval.

Sending Side

The Sending Side of the transaction is used to record a Due To payable, indicating an obligation to transfer funds or settle an amount with the receiving agency.

Receiving Side

The Receiving Side of the transaction is used to record a receivable, indicating an entitlement to receive payment for the goods or services provided.

Due To/Due From

Records financial exchanges between agencies or funds unrelated to goods/services payments; used for inter-agency transfers, reimbursements, or financial activities involving fund movement or obligations outside purchasing/selling goods and services.

Key Functionality

- Balances may be updated:
 - Increase/decrease/close
- IU transactions may pay against the Due To/Due From accrual transaction to relieve the balance and may reference the IU Encumbrance.
- Sending/Receiving Processors may communicate with each other.
- May be used for the Carry Forward Process.

Key Controls

- May only use expenditure/revenue values that are NOT applicable to payment for goods or services.
- Sending and Receiving agency approval workflow.
- May be subject to DFS Auditing or BFR Approval.

Sending Side

The DFS Sending Side of the transaction is used to record the loan transfer of funds to the receiving agency and establishes the accounts receivable due from the receiving agency.

Receiving Side

The Receiving Side of the transaction is used to record the loan revenue and establishes the accounts payable.

Trust Fund Loan Issuance

An Accrual IU transaction recorded by the Department of Financial Services (DFS) to document the loan transfer of funds.

Key Functionality

- Balances may be updated:
 - Increase/decrease/close
- Trust Fund Loan Repayment may pay against the Trust Fund Loan Issuance and the balance will be relieved.
- Receiving Fund functionality.
- Sending/Receiving Processors may communicate with each other.

Key Controls

- Initiated by the DFS IU Processor only.
- Receiving Fund functionality prevents the receiving agency from changing the Fund; may redistribute within the same transaction.
- Sending/Receiving Agency approval workflow.

Sending Side

The Sending Side of the transaction is used to record the advance of funds to the receiving agency and establishes the accounts receivable due from the receiving agency.

Receiving Side

The Receiving Side of the transaction is used to record the advance revenue and establishes the accounts payable due to the sending agency.

Advance Issuance

Used to record the advance of funds from one fund to another. This type of transaction can occur either between different agencies or within a single agency.

Key Functionality

- Balances may be updated:
 - Increase/decrease/close
- Advance Repayment transaction may pay against Advance Issuance to relieve the balance.
- Receiving Fund functionality.
- Sending/Receiving Processors may communicate with each other.
- May be used for the Carry Forward Process.

Key Controls

- Receiving Fund functionality prevents the Receiving Agency from changing the Fund; may redistribute within the same transaction.
- Sending/Receiving approval workflow.
- May be subject to DFS Auditing or BFR approval.

Sending Side

The Sending Side of the transaction is used to update the liability balance.

Receiving Side

The Receiving Side of the transaction is used to update the receivable balance.

Accrual Balance Adjustment

An accounting entry transaction used to adjust, i.e., increase/decrease, the remaining balance of an IU Accrual.

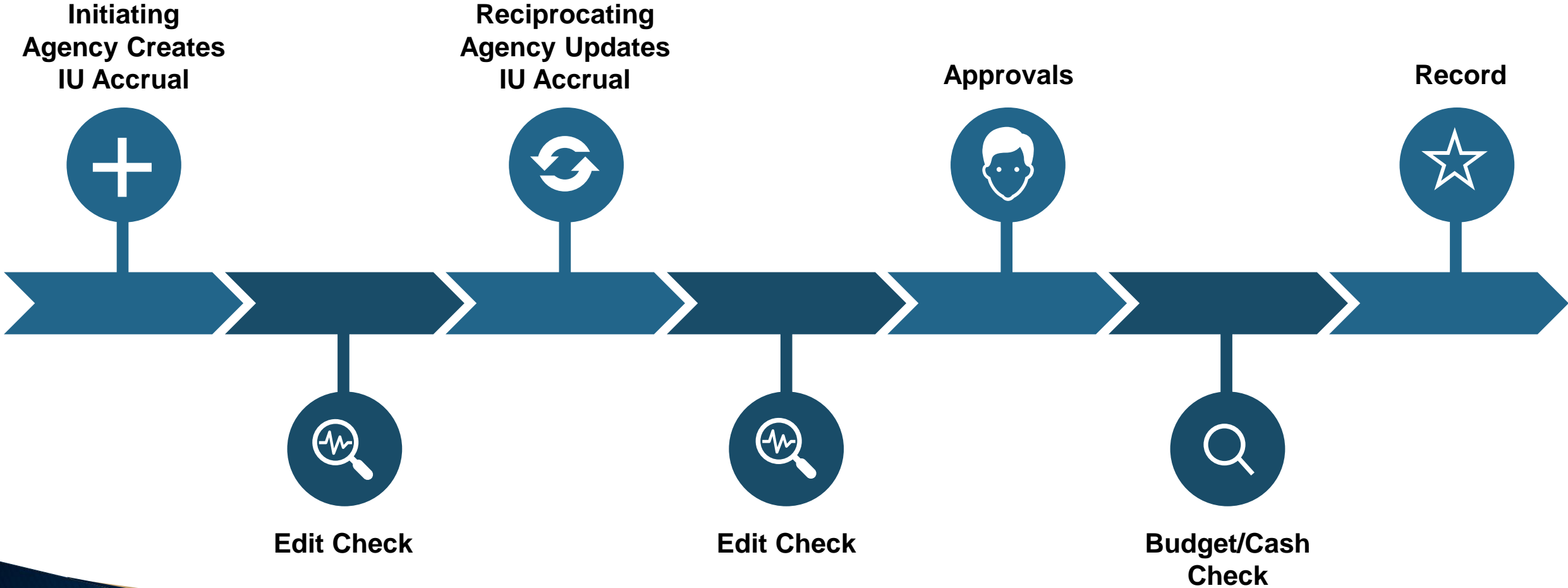
Key Functionality

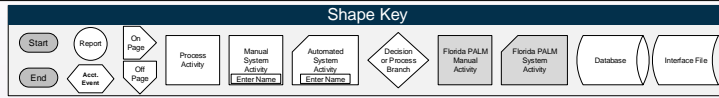
- Transaction may be used to adjust the balance of an open accrual.
- Sending and Receiving processors may communicate with each other.

Key Controls

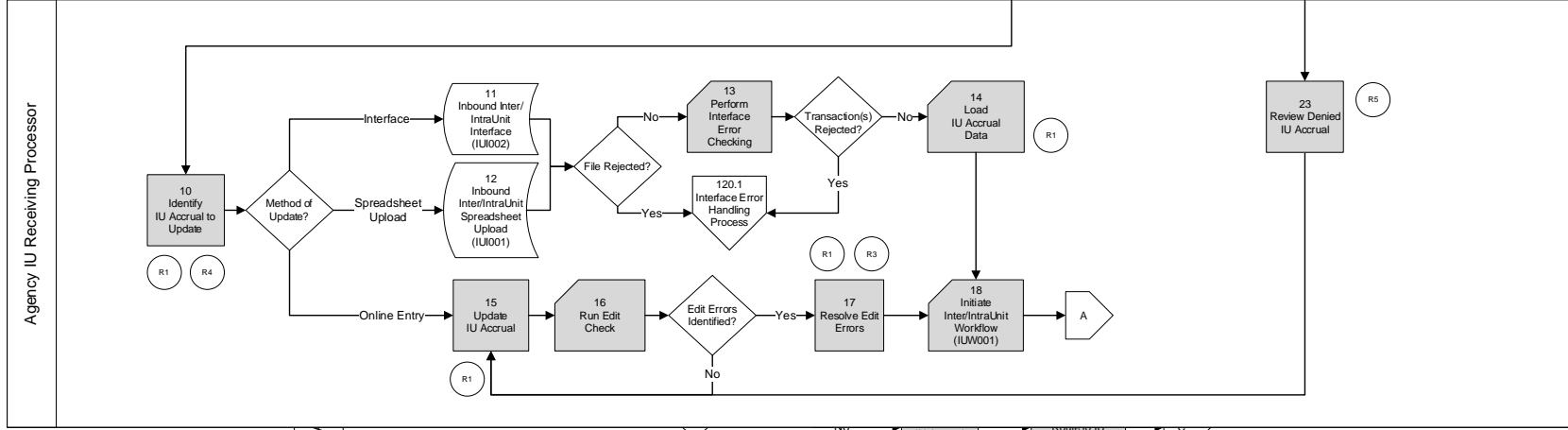
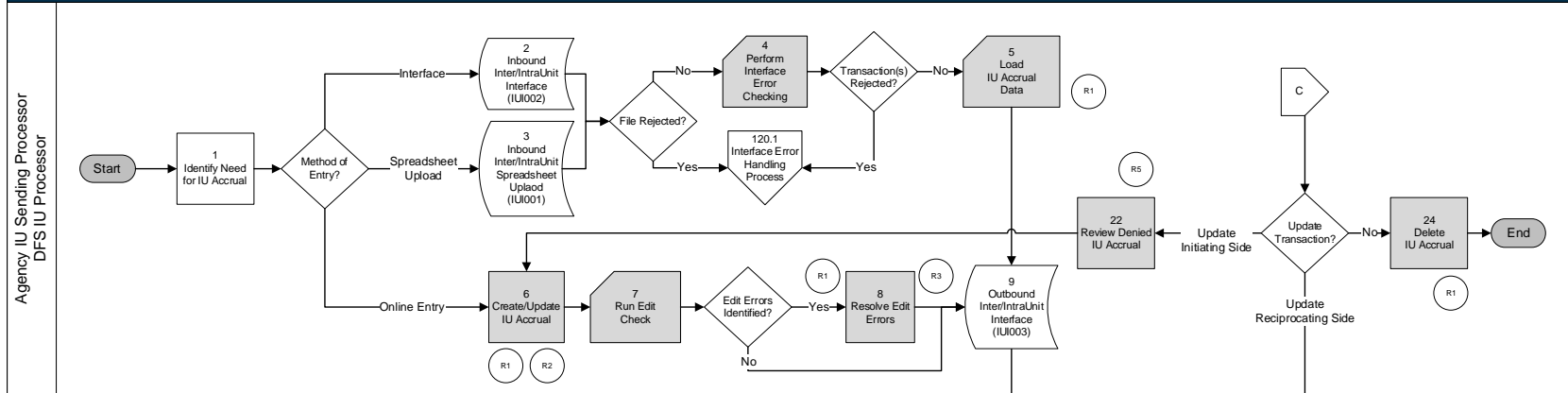
- Requires reference of an IU Accrual.
 - Maintains allowable ChartFields from the originally-referenced IU Accrual.
- Sending/Receiving Agency approval workflow.
 - May be subject to DFS Auditing or BFR Approval.

IU Accrual Lifecycle



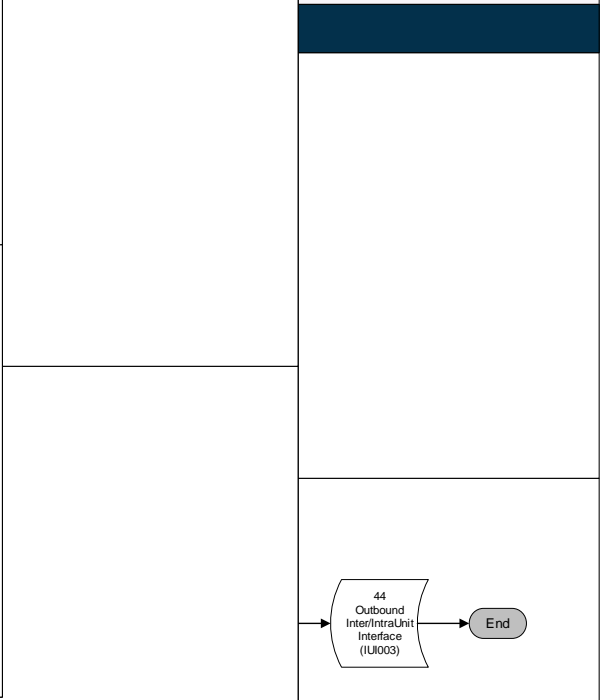


Inter/IntraUnit Module



110.2 Establish and Maintain Inter/IntraUnit Accruals
 Create and Maintain Inter/IntraUnit Accruals
 (Page 2 of 3)

110.2 Establish and Maintain Inter/IntraUnit Accruals
 Create and Maintain Inter/IntraUnit Accruals
 (Page 3 of 3)



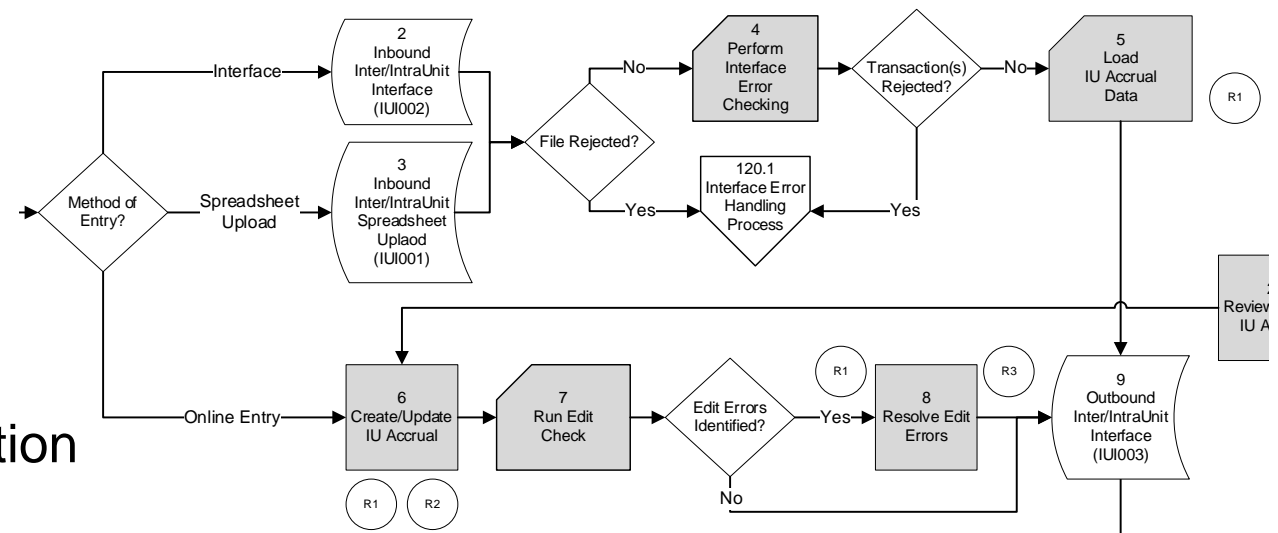
110.2.1 Create and Maintain Inter/IntraUnit Accruals

Initiating Agency Creates IU Accrual

- ▶ May be used for InterUnit or IntraUnit transacting
- ▶ Either agency may establish the accrual
- ▶ Three methods to create an IU Accrual:
 - Online Entry
 - Spreadsheet Upload
 - Interface

Edit Check

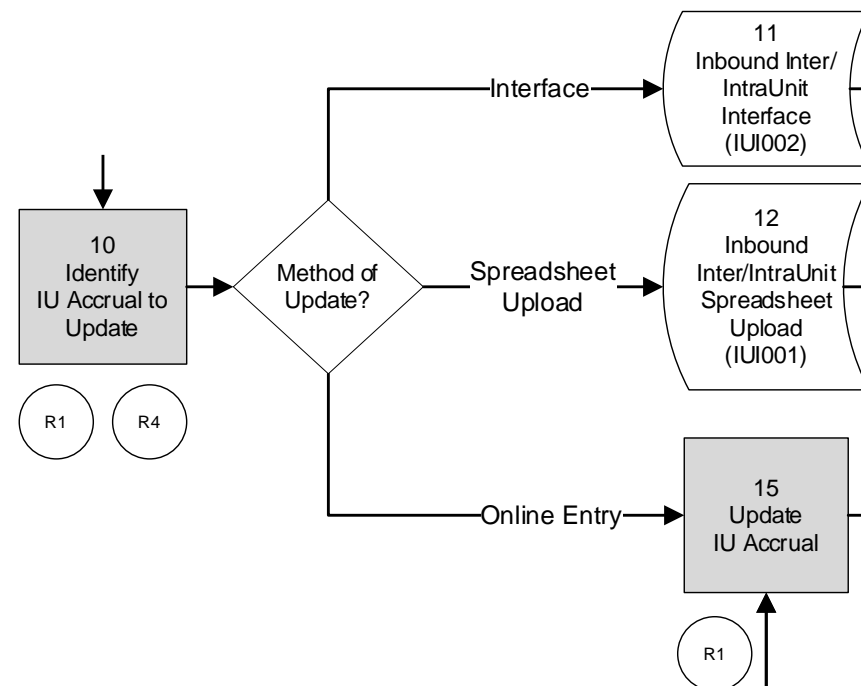
- ▶ Performed on initiating side of the transaction
- ▶ ChartField values are active, validate combination edit rules applicable to the transaction, amount validation, open period validation, etc.
- ▶ Errors must be resolved prior to submission to reciprocating agency



110.2.1 Create and Maintain Inter/IntraUnit Accruals

Reciprocating Agency Updates IU Accrual

- ▶ The reciprocating agency is then alerted in 3 ways:
 - WorkCenter Worklist Notification
 - IUR006 Received IU Transactions WorkCenter Report
 - IUI003 Outbound Inter/IntraUnit Interface
- ▶ There are three methods to update an IU Accrual:
 - Online Entry
 - Spreadsheet Upload
 - Interface

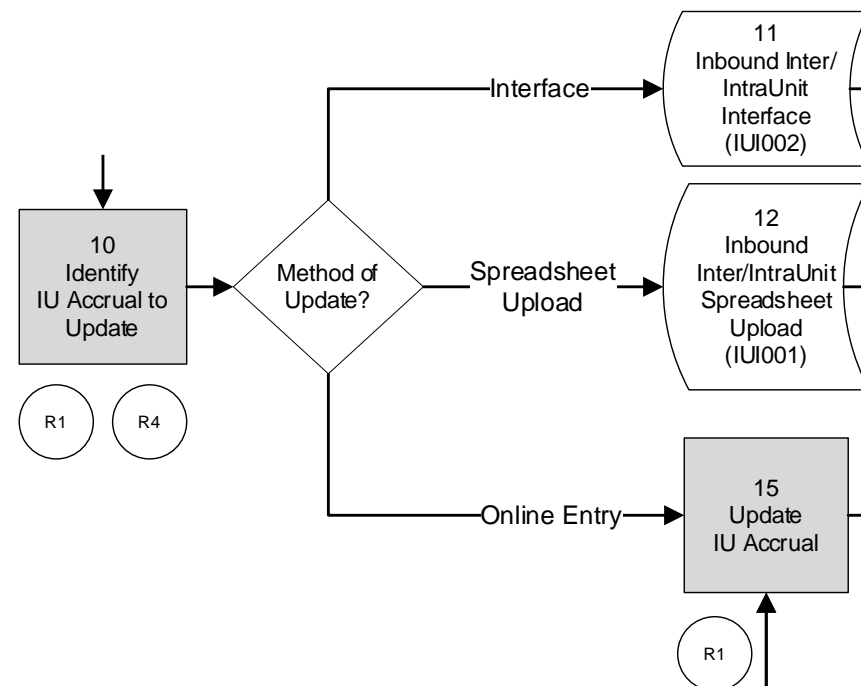


110.2.1 Create and Maintain Inter/IntraUnit Accruals

Reciprocating Agency Updates IU Accrual

► Notification Feature

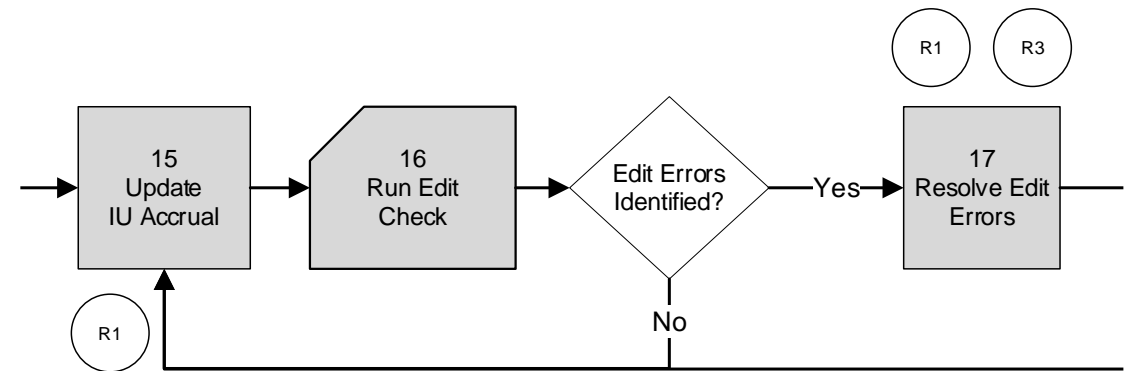
- Allows processors to communicate on the transaction
- Can communicate to an individual processor or all individuals who have the IU processor role within the designated BU
- Processors receive WorkCenter Worklist notification



110.2.1 Create and Maintain Inter/IntraUnit Accruals

Edit Check

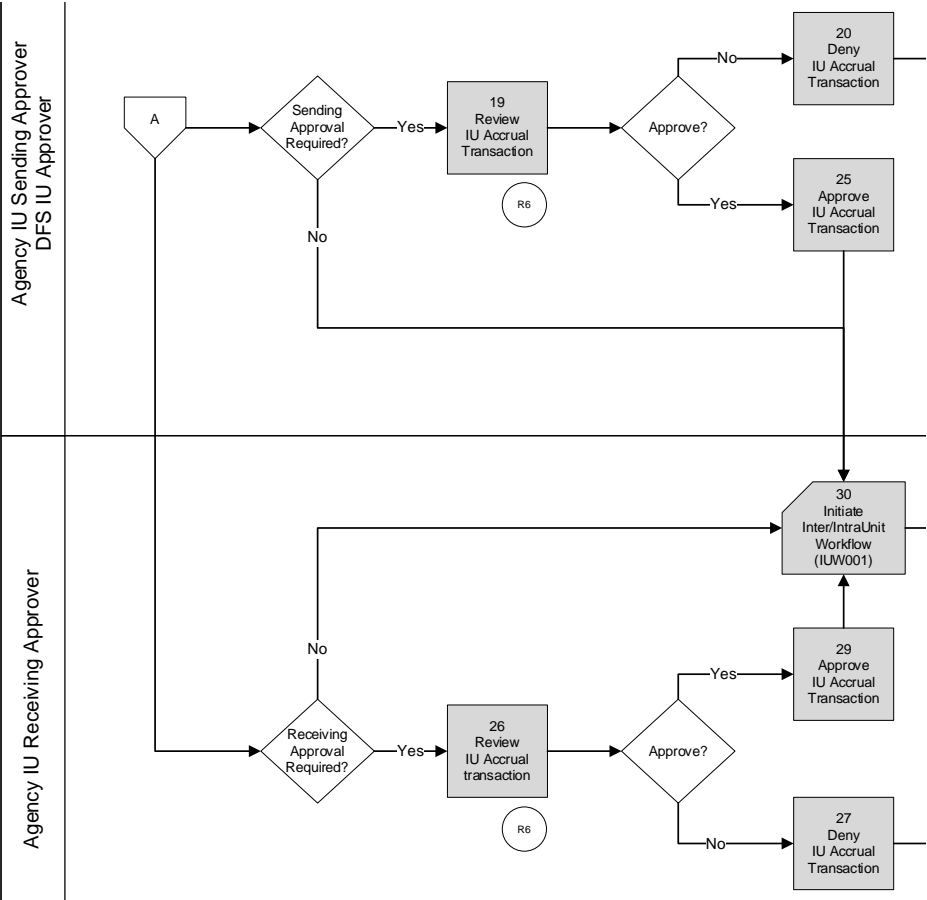
- ▶ Performed on reciprocating side of the transaction
- ▶ ChartField values are active, validate combination edit rules applicable to the transaction, amount validation, open period validation, etc.
- ▶ Errors must be resolved prior to submission for workflow approval



110.2.1 Create and Maintain Inter/IntraUnit Accruals

Approvals

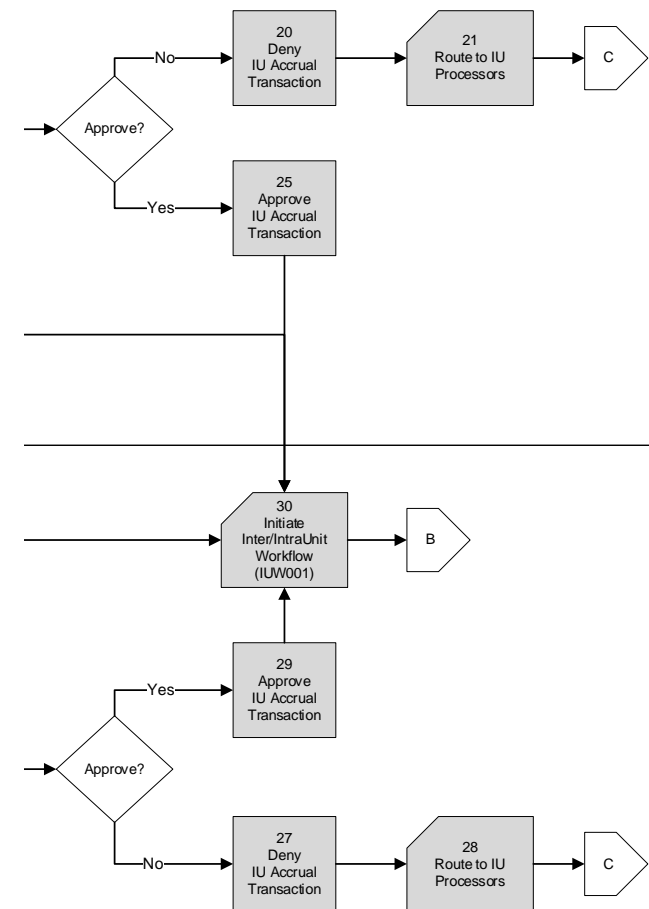
- ▶ Agency approvals are routed simultaneously after both sides of the accrual are recorded and submitted
- ▶ Approvers may either approve or deny



110.2.1 Create and Maintain Inter/IntraUnit Accruals

Approvals

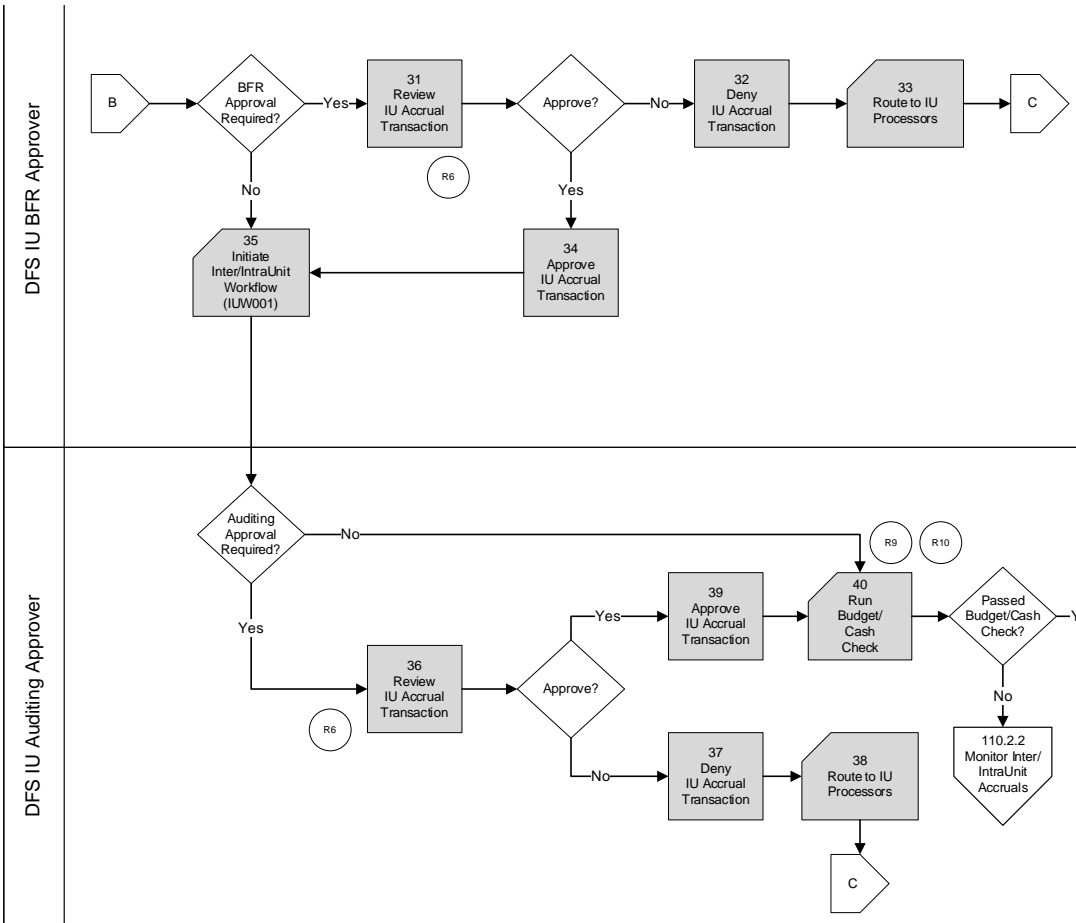
- ▶ Both agency processors are notified if transaction is denied via:
 - Email notification
 - WorkCenter Worklist Notification
 - IUR010 Denied IU Transactions WorkCenter Report
- ▶ Both agency processors may edit their side of the transaction and resubmit
- ▶ Initiating agency may delete the transaction if denied
- ▶ Deleted transactions can be found in the IUR005 IU Transaction Detail Report



110.2.1 Create and Maintain Inter/IntraUnit Accruals

Approvals

- ▶ Accruals may require BFR or Auditing approval based on specific criteria
- ▶ If denied, both agency processors are notified and may take appropriate action



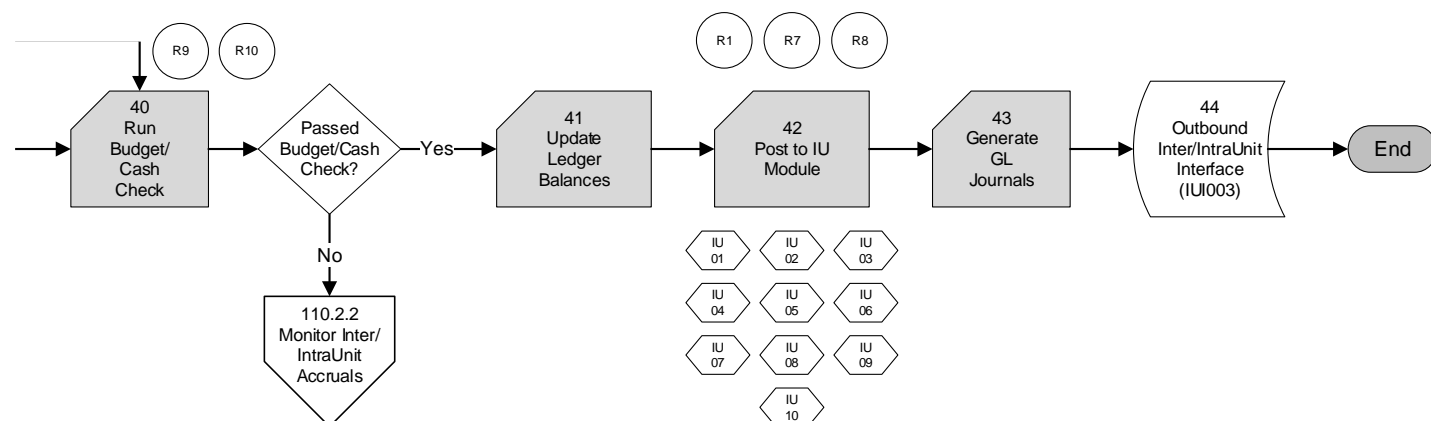
110.2.1 Create and Maintain Inter/IntraUnit Accruals

Budget/Cash Check

- ▶ Accruals are budget/cash checked and appropriate ledgers are updated
- ▶ Ledgers are not updated until both sides successfully pass

Record

- ▶ J-Gen process will post journals to the General Ledger
- ▶ Once posted, the accrual may now be used to pay against
- ▶ The IU Accrual transaction allows you to view the details and any transactions that pay against the accrual



Accounting Entries and Budget Impacts

Trans Type	Agency	BU	Fund	User Entered or Systematic	Debit/Credit	Account	Amount
Payable/Receivable	Sending	Agency A	Fund A	User Entered	Debit	Expense	500
Payable/Receivable	Sending	Agency A	Fund A	Offset - Systematic	Credit	Accounts Payable	-500
Payable/Receivable	Receiving	Agency B	Fund B	Offset - Systematic	Debit	Accounts Receivables	500
Payable/Receivable	Receiving	Agency B	Fund B	User Entered	Credit	Revenue	-500



Accounting Entries and Budget Impacts

Trans Type	Agency	BU	Fund	User Entered or Systematic	Debit/Credit	Account	Amount
Payable/Receivable	Sending	Agency A	Fund A	User Entered	Debit	Expense	500
Payable/Receivable	Sending	Agency A	Fund A	Offset - Systematic	Credit	Accounts Payable	-500
Payable/Receivable	Receiving	Agency B	Fund B	Offset - Systematic	Debit	Accounts Receivables	500
Payable/Receivable	Receiving	Agency B	Fund B	User Entered	Credit	Revenue	-500

Increases Sending Agency:

- Expense

Decreases Sending Agency:

- Available Appropriations
- Releases Balance
- Allotment Balance



Accounting Entries and Budget Impacts

Trans Type	Agency	BU	Fund	User Entered or Systematic	Debit/Credit	Account	Amount
Payable/Receivable	Sending	Agency A	Fund A	User Entered	Debit	Expense	500
Payable/Receivable	Sending	Agency A	Fund A	Offset - Systematic	Credit	Accounts Payable	-500
Payable/Receivable	Receiving	Agency B	Fund B	Offset - Systematic	Debit	Accounts Receivables	500
Payable/Receivable	Receiving	Agency B	Fund B	User Entered	Credit	Revenue	-500

Increases Receiving Agency:

- Recognized Revenue

Decreases Receiving Agency:

- N/A



Accounting Entries and Budget Impacts

Trans Type	Agency	BU	Fund	User Entered or Systematic	Debit/Credit	Account	Amount	Affiliate	Fund Affiliate
Payable/Receivable	Sending	Agency A	Fund A	User Entered	Debit	Expense	500		
Payable/Receivable	Sending	Agency A	Fund A	Offset - Systematic	Credit	Accounts Payable	-500	Agency B	Fund B
Payable/Receivable	Receiving	Agency B	Fund B	Offset - Systematic	Debit	Accounts Receivables	500	Agency A	Fund A
Payable/Receivable	Receiving	Agency B	Fund B	User Entered	Credit	Revenue	-500		

Affiliate and Fund Affiliate Fields

- ▶ Used to track which Business Unit and Fund is related to a particular transaction
- ▶ Allows for more detailed financial reporting and provides the capability to generate reports that show the interactions between business units, making it easier to analyze financial relationships
- ▶ Florida PALM posts the transactions to the General Ledger, maintaining the integrity of both Business Unit and Fund-specific accounting records



Accounting Entries and Budget Impacts

Trans Type	Agency	BU	Fund	User Entered or Systematic	Debit/Credit	Account	Amount	Affiliate	Fund Affiliate
Payable/Receivable	Sending	Agency A	Fund A	User Entered	Debit	Expense	500		
Payable/Receivable	Sending	Agency A	Fund A	Offset - Systematic	Credit	Accounts Payable	-500	Agency B	Fund B
Payable/Receivable	Receiving	Agency B	Fund B	Offset - Systematic	Debit	Accounts Receivables	500	Agency A	Fund A
Payable/Receivable	Receiving	Agency B	Fund B	User Entered	Credit	Revenue	-500		



Accounting Entries and Budget Impacts

Trans Type	Agency	BU	Fund	User Entered or Systematic	Debit/Credit	Account	Amount	Affiliate	Fund Affiliate
Payable/Receivable	Sending	Agency A	Fund A	User Entered	Debit	Expense	500		
Payable/Receivable	Sending	Agency A	Fund A	Offset - Systematic	Credit	Accounts Payable	-500	Agency B	Fund B
Payable/Receivable	Receiving	Agency B	Fund B	Offset - Systematic	Debit	Accounts Receivables	500	Agency A	Fund A
Payable/Receivable	Receiving	Agency B	Fund B	User Entered	Credit	Revenue	-500		



Accounting Entries and Budget Impacts

Trans Type	Agency	BU	Fund	User Entered or Systematic	Debit/Credit	Account	Amount	Affiliate	Fund Affiliate
Payable/Receivable	Sending	Agency A	Fund A	User Entered	Debit	Expense	500		
Payable/Receivable	Sending	Agency A	Fund A	Offset - Systematic	Credit	Accounts Payable	-500	Agency B	Fund B
Payable/Receivable	Receiving	Agency B	Fund B	Offset - Systematic	Debit	Accounts Receivables	500	Agency A	Fund A
Payable/Receivable	Receiving	Agency B	Fund B	User Entered	Credit	Revenue	-500		

**Fund A
Agency A**

Affiliate	Fund Affiliate	Account	Amount
Agency B	Fund B	Accounts Payable	(\$500)
Agency C	Fund C	Accounts Payable	(\$2,000)
Agency D	Fund D	Accounts Receivable	\$10,000

**Fund B
Agency B**

Affiliate	Fund Affiliate	Account	Amount
Agency A	Fund A	Accounts Receivable	\$500
Agency C	Fund C	Accounts Receivable	\$8,000
Agency D	Fund D	Accounts Receivable	\$13,000



J-Gen Process to Post Journals

Trans Type	Agency	BU	Fund	User Entered or Systematic	Debit/Credit	Account	Amount	Affiliate	Fund Affiliate
Payable/Receivable	Sending	Agency A	Fund A	User Entered	Debit	Expense	100		
Payable/Receivable	Sending	Agency A	Fund A	Offset - Systematic	Credit	Accounts Payable	-100	Agency B	Fund B
Payable/Receivable	Receiving	Agency B	Fund B	Offset - Systematic	Debit	Accounts Receivables	100	Agency A	Fund A
Payable/Receivable	Receiving	Agency B	Fund B	User Entered	Credit	Revenue	-100		

Sending Agency Journal ID– IU0000001

Receiving Agency Journal ID– IU0000002



J-Gen Process to Post Journals

BU	Fund	User Entered or Systematic	Debit/Credit	Account	Amount	Affiliate	Fund Affiliate	Journal ID
Agency A	Fund A	User Entered	Debit	Expense	100			IU0000001
Agency A	Fund A	Offset - Systematic	Credit	Accounts Payable	-100	Agency B	Fund B	IU0000001
Agency B	Fund B	Offset - Systematic	Debit	Accounts Receivables	100	Agency A	Fund A	IU0000002
Agency B	Fund B	User Entered	Credit	Revenue	-100			IU0000002

Sending Agency Journal ID- IU0000001

Receiving Agency Journal ID- IU0000002



Q&A



110.2.2 MONITOR INTER/INTRAUNIT ACCRUALS

BUSINESS PROCESS



110.2.2 Monitor Inter/IntraUnit Accruals

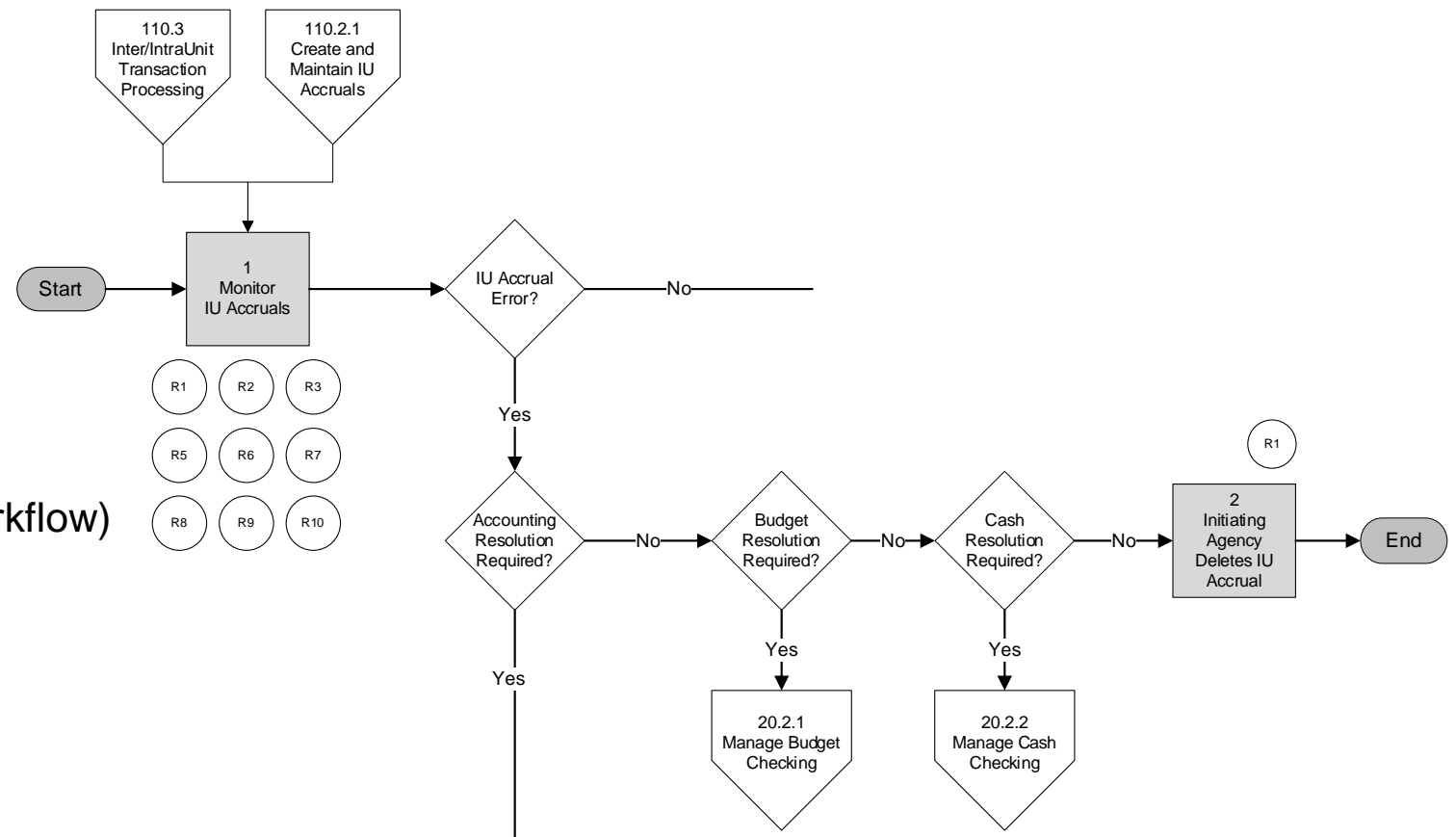
Monitor Pending IU Accruals

▶ WorkCenter Reports

- Pending Submission
- Edit Errors
- Pending Approval
- Denied
- Budget/Cash Checking Errors

▶ Error Resolution

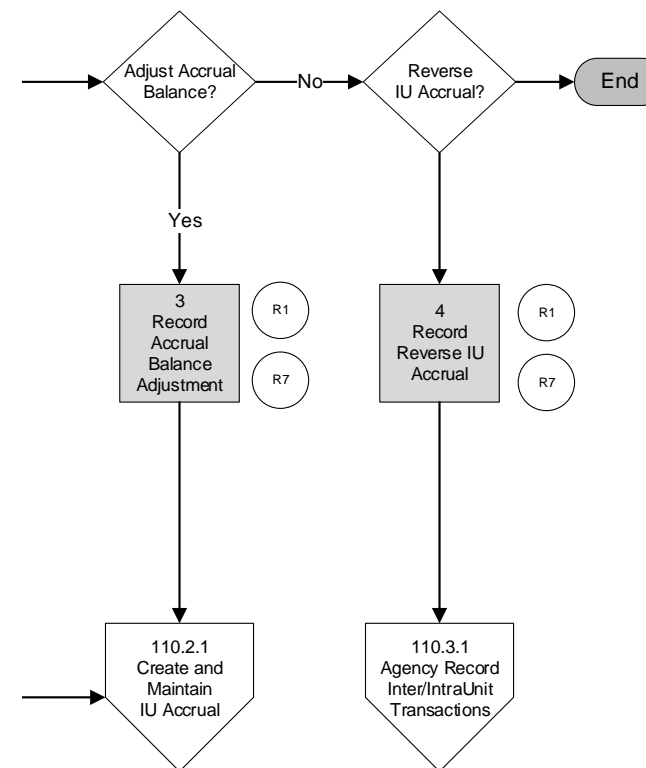
- Edit IU Accrual (rerouted through workflow)
- Delete IU Accrual
- Budget Resolution
- Cash Resolution



110.2.2 Monitor Inter/IntraUnit Accruals

Monitor Open IU Accruals

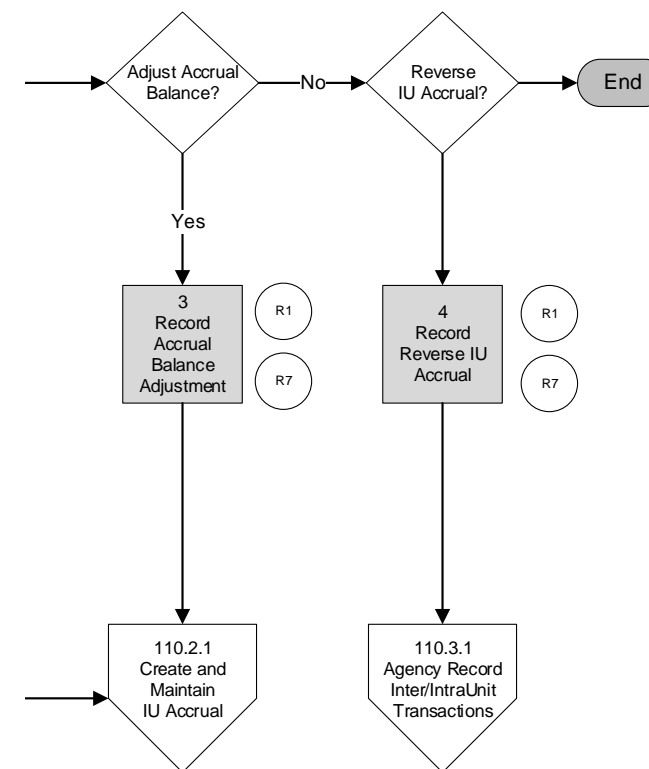
- ▶ IUR004 IU Encumbrance and Accrual Activity Report
 - IU Accrual
 - Transactions paying against IU Accrual
 - Remaining balance
- ▶ View Details within IU Accrual
 - Transactions that pay against IU Accrual
 - Remaining balance
- ▶ IU Accruals are systematically closed when the remaining balance is zero
- ▶ May record a Reverse IU Transaction to reverse the affects of the IU Accrual



110.2.2 Monitor Inter/IntraUnit Accruals

Monitor Open IU Accruals

- ▶ Balances may be updated (e.g., increased, decreased) using an Accrual Balance Adjustment transaction
- ▶ Accrual Balance Adjustments route through approval process for both agencies
- ▶ IU Accruals are closed when relieving the remaining balance



Summary of Key Points

- ▶ IU Accruals create balanced entries between agencies
- ▶ IU Transactions may pay against accruals to relieve balance
- ▶ May update IU Accrual balance to increase, decrease, or close
- ▶ Affiliate and Fund Affiliate fields support financial reporting



Q&A



Inter/IntraUnit Lifecycle



Business Process Models

✓ 110.1 Establish and Maintain Inter/IntraUnit Encumbrances

✓ 110.2 Establish and Maintain Inter/IntraUnit Accruals

110.3 Inter/IntraUnit Transaction Processing

110.4 Inter/IntraUnit Period Close and Year-End Processing





Record Inter/IntraUnit Transactions

110.3 Inter/IntraUnit Transaction Processing

110.3.1 Agency Record Inter/IntraUnit Transactions

110.3.2 Enterprise Record Inter/IntraUnit Transactions

110.3.3 Process GR Service Charge

110.3.4 Manage Trust Fund Loans

110.3.5 Inter/IntraUnit Reclassifications

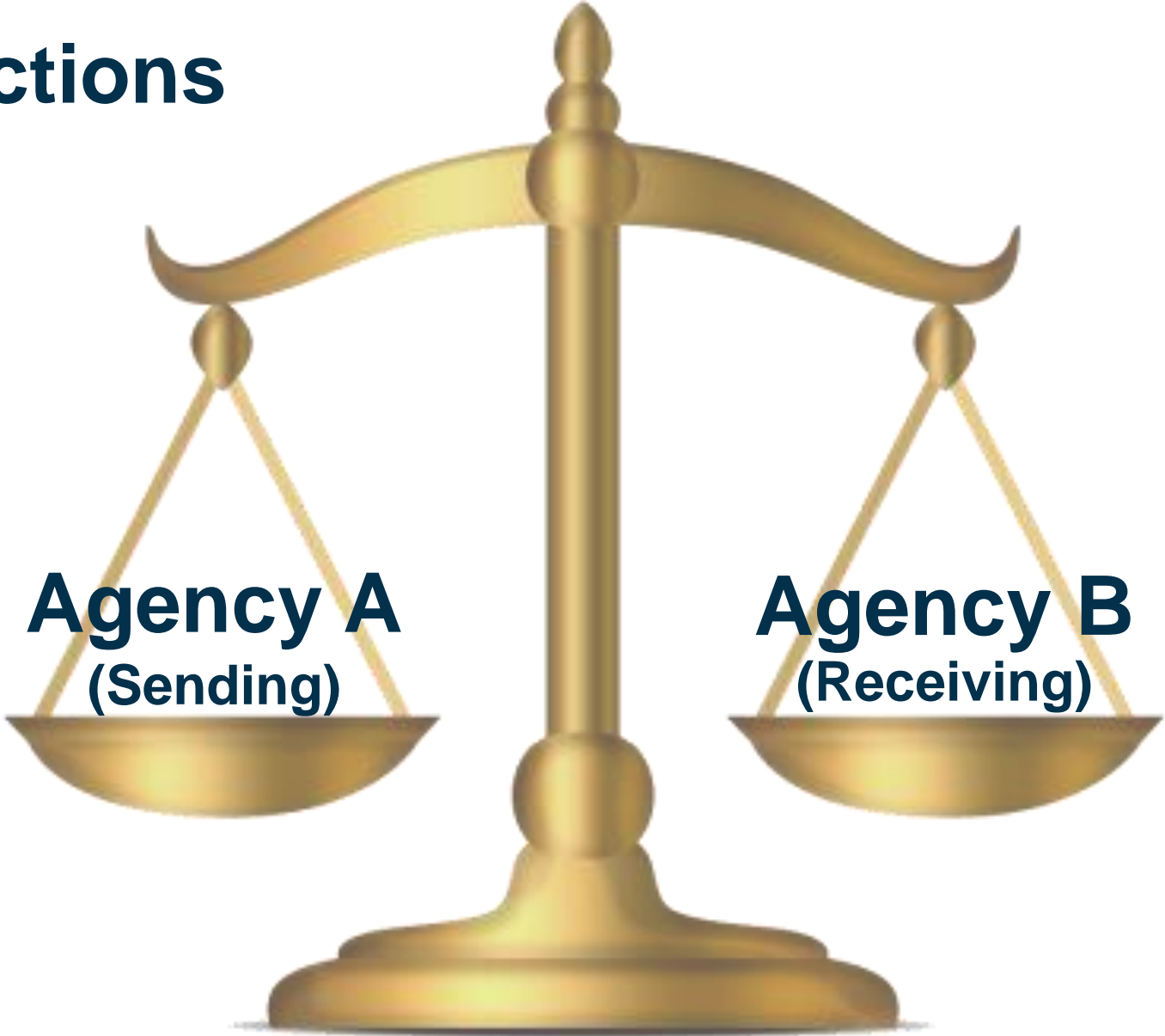


110.3.1 AGENCY RECORD INTER/INTRAUNIT TRANSACTION

BUSINESS PROCESS



IU Transactions



Sending Side

The Sending Side of the transaction is used to record expenditure for goods or services.

Receiving Side

The Receiving Side of the transaction is used to record the revenue for goods or services provided.

Expenditure/ Revenue

Used to record financial exchanges between two agencies, specifically for the payment of goods or services. Can occur between two agencies or within a single agency.

Key Functionality

- May pay against an IU Accrual or IU Encumbrance to relieve the balance.
- Sending and Receiving Processors may communicate with each other.

Key Controls

- May only use expenditure/revenue account values designated for goods or services.
- Sending and Receiving Agency approval workflow.
- May be subject to DFS Auditing and BFR approval.

Sending Side

The sending side of the transaction is used to record where the funds are moving from.

Receiving Side

The receiving side of the transaction is used to record where the funds are moving to.

Transfer

Used for the movement of cash from one fund to another that is not a payment for goods and services. Can occur between two agencies or within one agency.

Subtypes: Transfer, General Revenue Transfer, Federal Funds Transfer, and Residual Equity Transfer

Key Functionality

- May pay against an IU Accrual or an IU Encumbrance to relieve the balance.
- Sending and Receiving Processors may communicate with each other.

Key Controls

- Receiving Fund functionality prevents the Receiving Agency from changing the Fund; may redistribute within the same transaction.
- Prohibits the use of GR Fund.
- Sending and Receiving Agency approval workflow.
- May be subject to DFS Auditing or BFR approval.

Sending Side

The sending side of the transaction is used to back out the revenue from its current location.

Receiving Side

The receiving side of the transaction is used to record the revenue in the correct revenue account.

Revenue to Revenue

An IU transaction used to move funds from one revenue account to another revenue account and can occur either between different agencies or within a single agency.

Key Functionality

- Transfers revenue within or between agencies.
- Sending and Receiving Processors may communicate with each other.

Key Controls

- Must use revenue Category and Account values.
 - Sending and Receiving Agency approval workflow.
 - May be subject to DFS Auditing and BFR approval.

Sending Side

The Sending Agency Side of the transaction is used to record a payment on the loan.

Receiving Side

The DFS Receiving Agency Side of the transaction systematically records the revenue received for the loan repayment.

Trust Fund Loan Repayment

Used to make a payment on Trust Fund Loan. Agencies will make a payment against the Trust Fund Loan Issuance accrual transaction, which will lower the remaining balance of the trust fund loan.

Key Functionality

- DFS receiving distribution lines are systematically populated and approved.
- Required to reference the Trust Fund Loan Issuance to relieve the balance.
- Receiving Fund functionality.

Key Controls

- Receiving Fund functionality prevents the Receiving Agency from changing the Fund; may redistribute within the same transaction.
- Send agency approval workflow.

Sending Side

The Sending Side of the transaction is used to record a payment on the Advance.

Receiving Side

The Receiving Side of the transaction systematically records the revenue received for the advance repayment.

Advance Repayment

Used to make a payment on the Advance. Agencies will make the payment against the Advance Issuance accrual transaction, which will lower the remaining balance of the Advance.

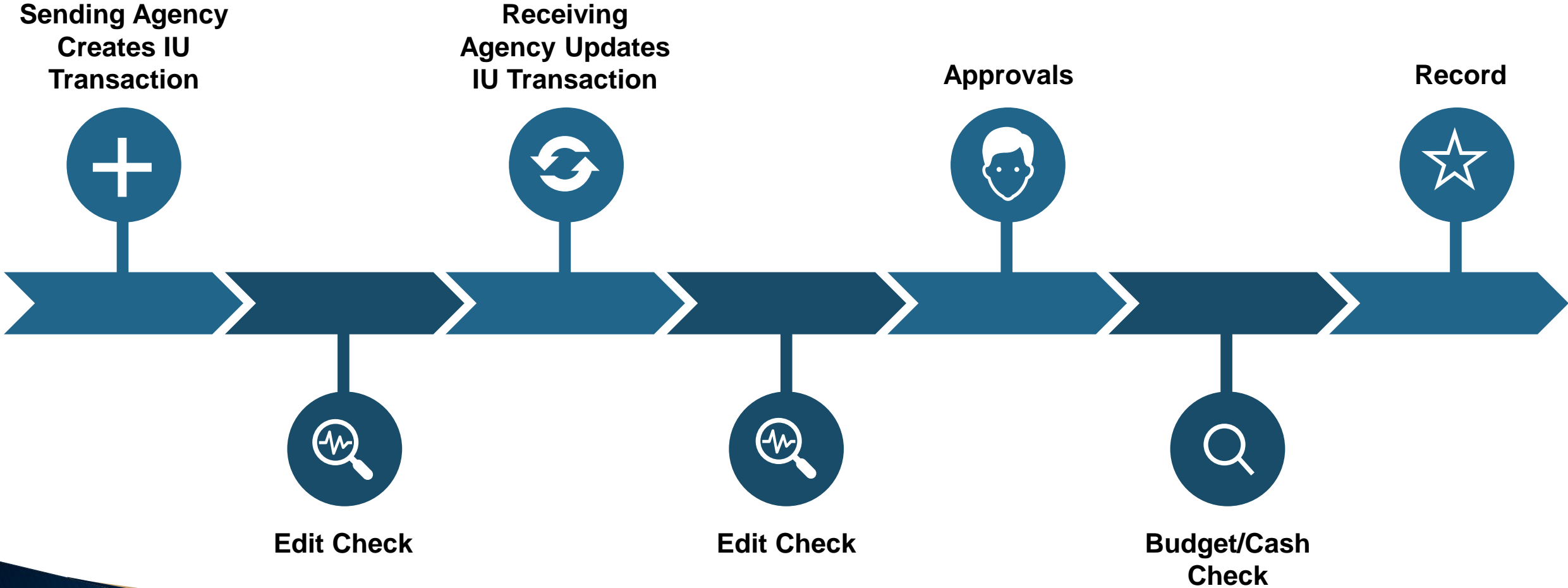
Key Functionality

- Relieves the Advance Issuance balance.
- Sending and Receiving Processors may communicate with each other.

Key Controls

- Required to reference Advance Issuance Accrual to relieve the balance.
- Sending and Receiving Agency approval workflow.
- May be subject to DFS Auditing or BFR approval.

IU Transaction Lifecycle

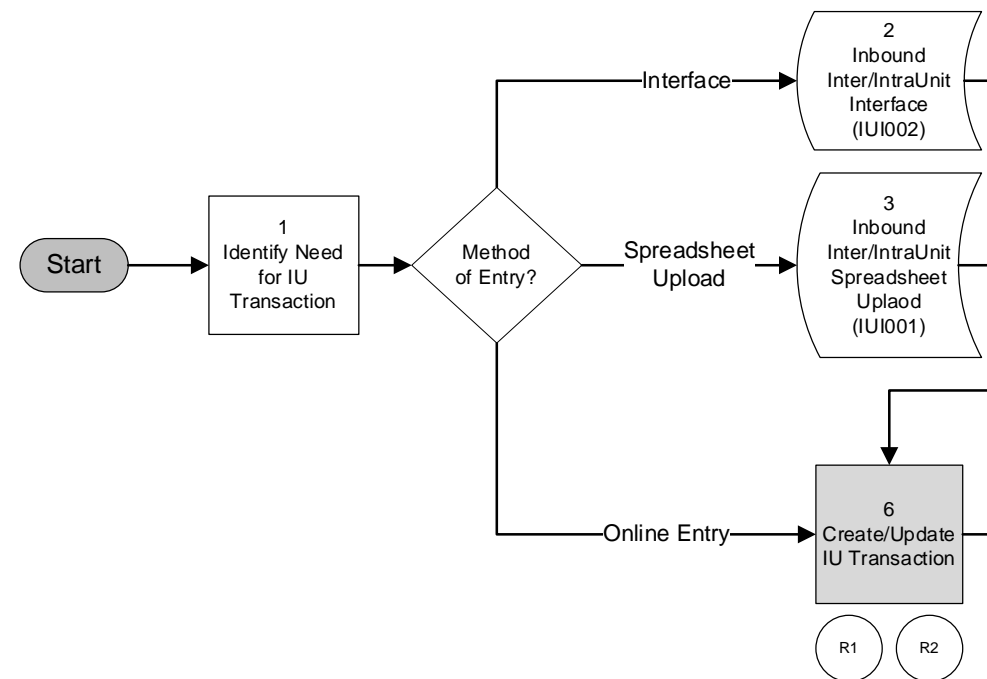


110.3.1 Agency Record Inter/IntraUnit Transactions

Sending Agency Creates IU Transaction

- ▶ May be used for InterUnit or IntraUnit transacting
- ▶ Sending agency establishes the transaction
- ▶ Payments may be made against an IU Encumbrance or IU Accrual in whole or in part
- ▶ There are three methods to create/update an IU transaction:
 - Online Entry
 - Spreadsheet Upload
 - Interface

Agency Sending IU Processor



Online Entry Walkthrough – Sending Agency

Inter/IntraUnit Transaction

Header

Transaction ID	Accounting Date	IU Status
Transaction Type	Total Amount	Sending Approval Status
Transaction Subtype	Agency Invoice No	Receiving Approval Status
Sending Business Unit		BFR Approval Status
Receiving Business Unit		Auditing Approval Status
Receiving Fund		Sending Budget/Cash Status
		Receiving Budget/Cash Status

[Attachment](#)

Sending

Source: None Online: Encumbrance Accrual

IU Encumbrance ID: [Details](#) IU Accrual ID: [Details](#)

Final Payment? No

Budget/Cash Check Errors

Description:

External Reference:

User ID:

Line Details 1 row

Line No.	Business Unit	Organization	Account	Fund Code	Budget Entity	Category	State Program	Budget Date	Monetary Amount
1	43000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Receiving Fund

Sending Budget/Cash Status

Receiving Budget/Cash Status

Attachment

Sending ?

Source None Online Encumbrance Accrual

IU Encumbrance ID [Details](#) IU Accrual ID [Details](#)

Final Payment? No

Budget/Cash Check Errors

Description

External Reference

User ID

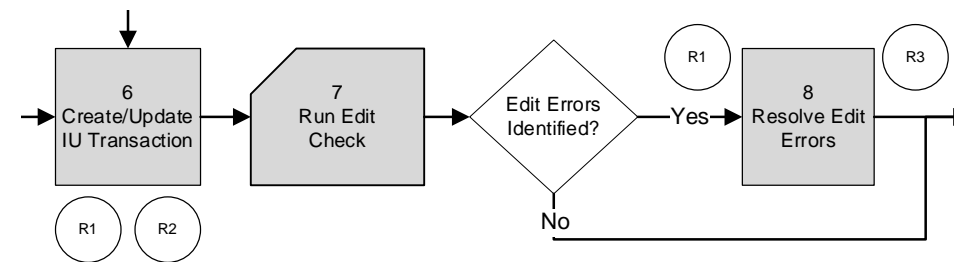
Line Details 1 row

Basic											Agency Chartfields		Project Chartfields	
Line No.	Business Unit	Organization	Account	Fund Code	Budget Entity	Category	State Program	Budget Date	Monetary Amount					
1	43000	<input type="text" value="99999"/>	<input type="text" value="79999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="8/13/24"/>	<input type="text" value="\$500.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>			

110.3.1 Agency Record Inter/IntraUnit Transactions

Edit Check

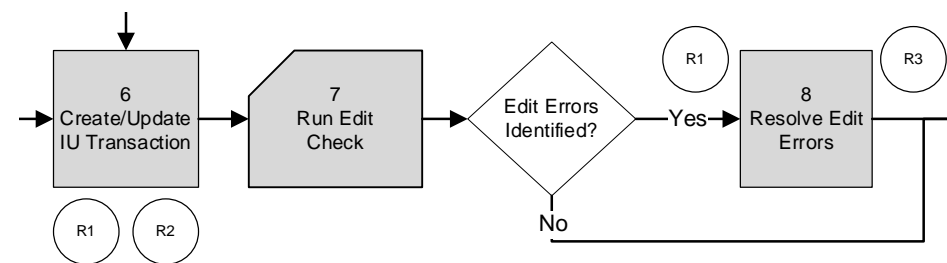
- ▶ Edit Check is performed on initiating side of the transaction
- ▶ ChartField values are active, validate combination edit rules applicable to the transaction, amount validation, open period validation, etc.
- ▶ Online users are immediately notified of errors upon saving or submitting the transaction
- ▶ Errors must be resolved prior to submission to receiving agency



110.3.1 Agency Record Inter/IntraUnit Transactions

Edit Check

- ▶ System Notification of Error
- ▶ Error resolution
 - Confirm all required values are entered
 - Confirm the distribution line amounts are balanced with the header total amount
 - Confirm the validity of the ChartField values and the ChartField String used on the transaction
 - Confirm the date of transaction falls within an open budget or accounting period
 - Confirm SpeedKey was established accurately.
- ▶ IUR011 IU Edit Errors WorkCenter Report
- ▶ Once edit check errors are resolved, the sending agency submits the transaction



Inter/IntraUnit Transaction

[Sending](#) [Receiving](#)

Header ?

Transaction ID	<input type="text" value="0000001"/>	Accounting Date	<input type="text" value="08/13/2024"/>	IU Status	<input type="text" value="Error"/>
Transaction Type	<input type="text" value="Exp/Rev"/>	Total Amount	<input type="text" value="\$500.00"/>	Sending Approval Status	<input type="text" value="Not Routed"/>
Transaction Subtype	<input type="text" value="Exp/Rev"/>	Agency Invoice No	<input type="text"/>	Receiving Approval Status	<input type="text" value="Not Routed"/>
Sending Business Unit	<input type="text" value="43000"/>			BFR Approval Status	<input type="text" value="Not Routed"/>
Receiving Business Unit	<input type="text" value="33000"/>			Auditing Approval Status	<input type="text" value="Not Routed"/>
Receiving Fund	<input type="text"/>			Sending Budget/Cash Status	<input type="text" value="Not Checked"/>
				Receiving Budget/Cash Status	<input type="text" value="Not Checked"/>

[Attachment](#)

Sending ?

Source		Online	
<input checked="" type="radio"/> None	<input type="radio"/> Encumbrance	<input type="radio"/> Accrual	
IU Encumbrance ID	<input type="text"/>	IU Accrual ID	<input type="text"/>
Final Payment?	<input type="checkbox"/> No		
Description	<input type="text" value="Purchase of phone services"/>		
External Reference	<input type="text"/>		
		User ID	<input type="text"/>

[Budget/Cash Check Errors](#)

Receiving Fund

Sending Budget/Cash Status

Receiving Budget/Cash Status

Attachment

Sending ?

Source Online

None

Encumbrance

Accrual

IU Encumbrance ID

[Details](#)

IU Accrual ID

[Details](#)

Final Payment? No

Budget/Cash Check Errors

Description

External Reference

User ID

Line Details

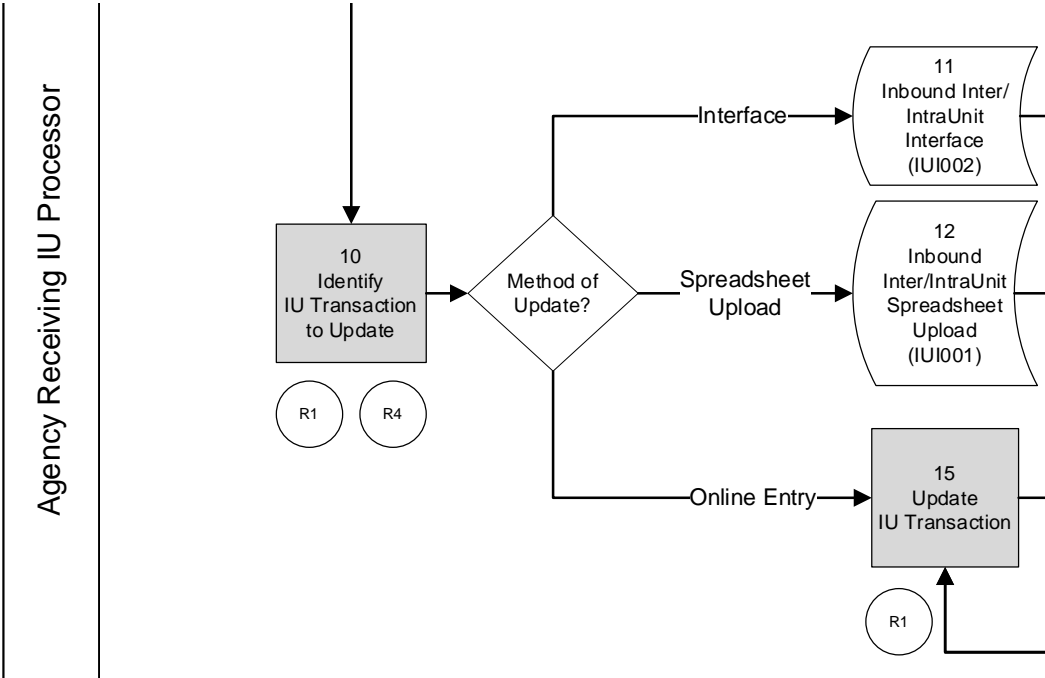
1 row

Line No.	Business Unit	Organization	Account	Fund Code	Budget Entity	Category	State Program	Budget Date	Monetary Amount
1	43000	99999	79999	99999	99999	99999	99999	8/13/24	\$500.00

110.3.1 Agency Record Inter/IntraUnit Transactions

Receiving Agency Updates IU Transaction

- ▶ The receiving agency is then alerted in 3 ways:
 - WorkCenter Worklist Notification
 - IUR006 Received IU Transactions WorkCenter Report
 - IUI003 Outbound Inter/IntraUnit Interface
- ▶ There are three methods to record the receiving side of the IU Transaction:
 - Online Entry
 - Spreadsheet Upload
 - Interface



Online Entry Walkthrough – Receiving Agency

Inter/IntraUnit Transaction

Header ?

Transaction ID <input type="text"/>	Accounting Date <input type="text"/> <input type="button" value="Calendar"/>	IU Status <input type="text"/>
Transaction Type <input type="text"/>	Total Amount <input type="text"/> USD	Sending Approval Status <input type="text"/>
Transaction Subtype <input type="text"/>	Agency Invoice No <input type="text"/> <input type="button" value="Search"/>	Receiving Approval Status <input type="text"/>
Sending Business Unit <input type="text"/> <input type="button" value="Search"/>		BFR Approval Status <input type="text"/>
Receiving Business Unit <input type="text"/> <input type="button" value="Search"/>		Auditing Approval Status <input type="text"/>
Receiving Fund <input type="text"/> <input type="button" value="Search"/>		Sending Budget/Cash Status <input type="text"/>
		Receiving Budget/Cash Status <input type="text"/>

[Attachment](#)

Receiving ?

Source Online

Description [Budget/Cash Check Errors](#)

External Reference

User ID

Line Details 1 row

Basic	Agency Chartfields		Project Chartfields						
Line No.	Business Unit	Organization	Account	Fund Code	Budget Entity	Category	State Program	Budget Date	Monetary Amount
1	43000	<input type="text"/> <input type="button" value="Search"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>



Inter/IntraUnit Transaction

Sending | Receiving

Header ?

Transaction ID	0000001	Accounting Date	08/13/2024	IU Status	Pending Receiving
Transaction Type	Exp/Rev	Total Amount	\$500.00 USD	Sending Approval Status	Not Routed
Transaction Subtype	Exp/Rev	Agency Invoice No	<input type="text"/>	Receiving Approval Status	Not Routed
Sending Business Unit	43000			BFR Approval Status	Not Routed
Receiving Business Unit	33000			Auditing Approval Status	Not Routed
Receiving Fund	<input type="text"/>			Sending Budget/Cash Status	Not Checked
				Receiving Budget/Cash Status	Not Checked

[Attachment](#)

Receiving ?

Source	Online
Description	<input type="text"/>
External Reference	<input type="text"/>
	Budget/Cash Check Errors
	User ID <input type="text"/>

Line Details 1 row

Basic	Agency Chartfields	Project Chartfields							
Line	Business	Organization	Account	Fund	Budget	Category	State	Budget	Monetary

Transaction Subtype

Agency Invoice No

Receiving Approval Status

Sending Business Unit

BFR Approval Status

Receiving Business Unit

Auditing Approval Status

Receiving Fund

Sending Budget/Cash Status

Receiving Budget/Cash Status

Attachment

Receiving ?

Source Online

Description

Budget/Cash Check Errors

External Reference

User ID

Line Details

1 row

Basic Agency Chartfields Project Chartfields										
Line No.	Business Unit	Organization	Account	Fund Code	Budget Entity	Category	State Program	Budget Date	Monetary Amount	
1	43000	<input type="text" value="99999"/>	<input type="text" value="69999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="8/13/24"/>	<input type="text" value="\$500.00"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Save

Notify

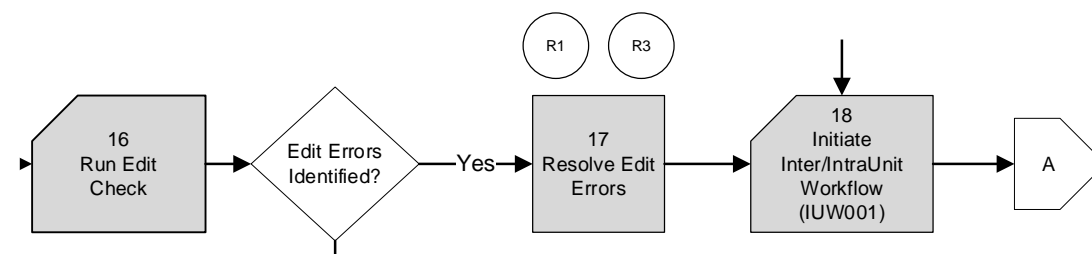
Cancel

Submit

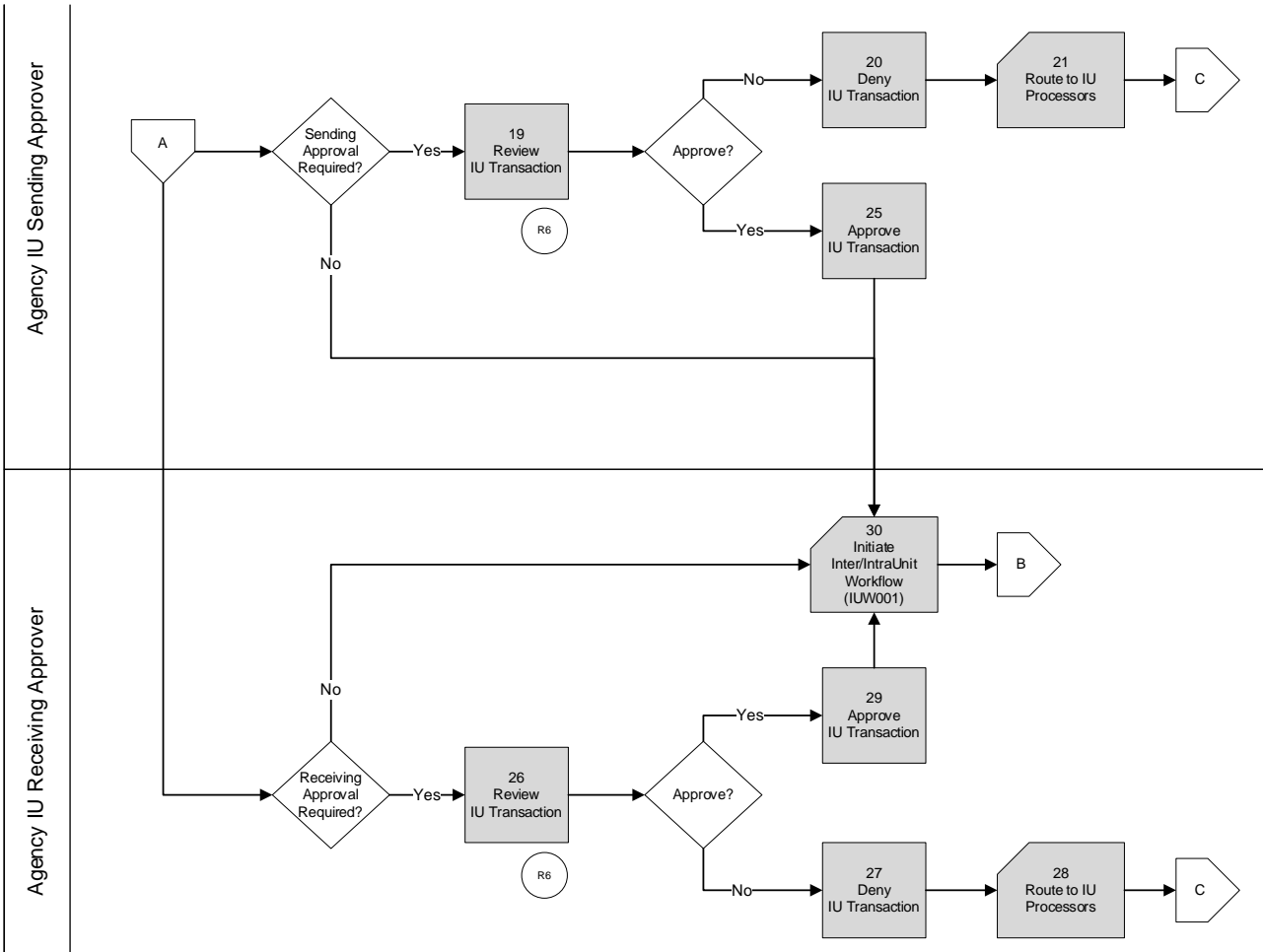
110.3.1 Agency Record Inter/IntraUnit Transactions

Edit Check

- ▶ Edit Check is performed on receiving side of the transaction
- ▶ ChartField values are active, validate combination edit rules applicable to the transaction, amount validation, open period validation, etc.
- ▶ Online users are immediately notified of errors upon saving or submitting the transaction
- ▶ Errors must be resolved prior to submission for approval



110.3.1 Agency Record Inter/IntraUnit Transactions



Approvals

- ▶ Once both sides of the transaction are recorded and submitted, the transaction is simultaneously sent to both agency's approvers
- ▶ Approvers can either approve or deny
- ▶ If denied, both agency processors are notified



Inter/IntraUnit Transaction

Sending | Receiving

Header ?

Transaction ID	0000001	Accounting Date	08/13/2024	IU Status	Pending Approval
Transaction Type	Exp/Rev	Total Amount	\$500.00	Sending Approval Status	Approved
Transaction Subtype	Exp/Rev	Agency Invoice No		Receiving Approval Status	Pending Approval
Sending Business Unit	43000			BFR Approval Status	Not Routed
Receiving Business Unit	33000			Auditing Approval Status	Not Routed
Receiving Fund				Sending Budget/Cash Status	Not Checked
				Receiving Budget/Cash Status	Not Checked

[Attachment](#)

Sending ?

Source	Online
<input checked="" type="radio"/> None	<input type="radio"/> Encumbrance
IU Encumbrance ID <input type="text"/>	IU Accrual ID <input type="text"/>
Final Payment? <input type="checkbox"/> No	
Description	Purchase of phone services
External Reference	<input type="text"/>
User ID	<input type="text"/>

[Budget/Cash Check Errors](#)

Inter/IntraUnit Transaction

Sending | Receiving

Header ?

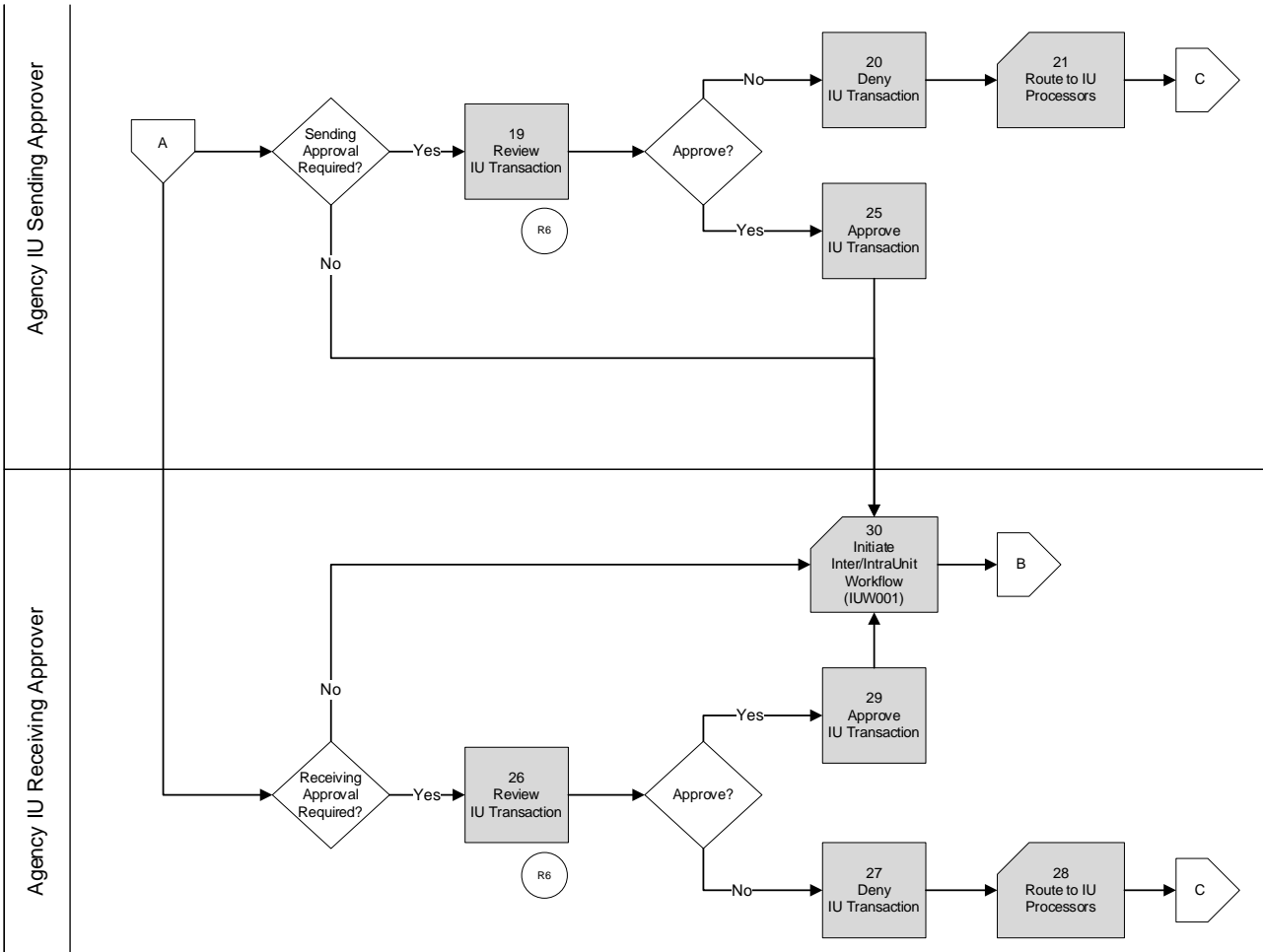
Transaction ID	<input type="text" value="0000001"/>	Accounting Date	<input type="text" value="08/13/2024"/>	IU Status	<input type="text" value="Denied"/>
Transaction Type	<input type="text" value="Exp/Rev"/>	Total Amount	<input type="text" value="\$500.00"/>	Sending Approval Status	<input type="text" value="Denied"/>
Transaction Subtype	<input type="text" value="Exp/Rev"/>	Agency Invoice No	<input type="text"/>	Receiving Approval Status	<input type="text" value="Approved"/>
Sending Business Unit	<input type="text" value="43000"/>			BFR Approval Status	<input type="text" value="Not Routed"/>
Receiving Business Unit	<input type="text" value="33000"/>			Auditing Approval Status	<input type="text" value="Not Routed"/>
Receiving Fund	<input type="text"/>			Sending Budget/Cash Status	<input type="text" value="Not Checked"/>
				Receiving Budget/Cash Status	<input type="text" value="Not Checked"/>

[Attachment](#)

Sending ?

Source	Online
<input checked="" type="radio"/> None	<input type="radio"/> Encumbrance
<input type="radio"/> IU Encumbrance ID <input type="text"/> Details	<input type="radio"/> Accrual
Final Payment? <input type="checkbox"/> No	<input type="text"/> IU Accrual ID <input type="text"/> Details
	Budget/Cash Check Errors
Description	<input type="text" value="Purchase of phone services"/>
External Reference	<input type="text"/>
User ID	<input type="text"/>

110.3.1 Agency Record Inter/IntraUnit Transactions



Approvals

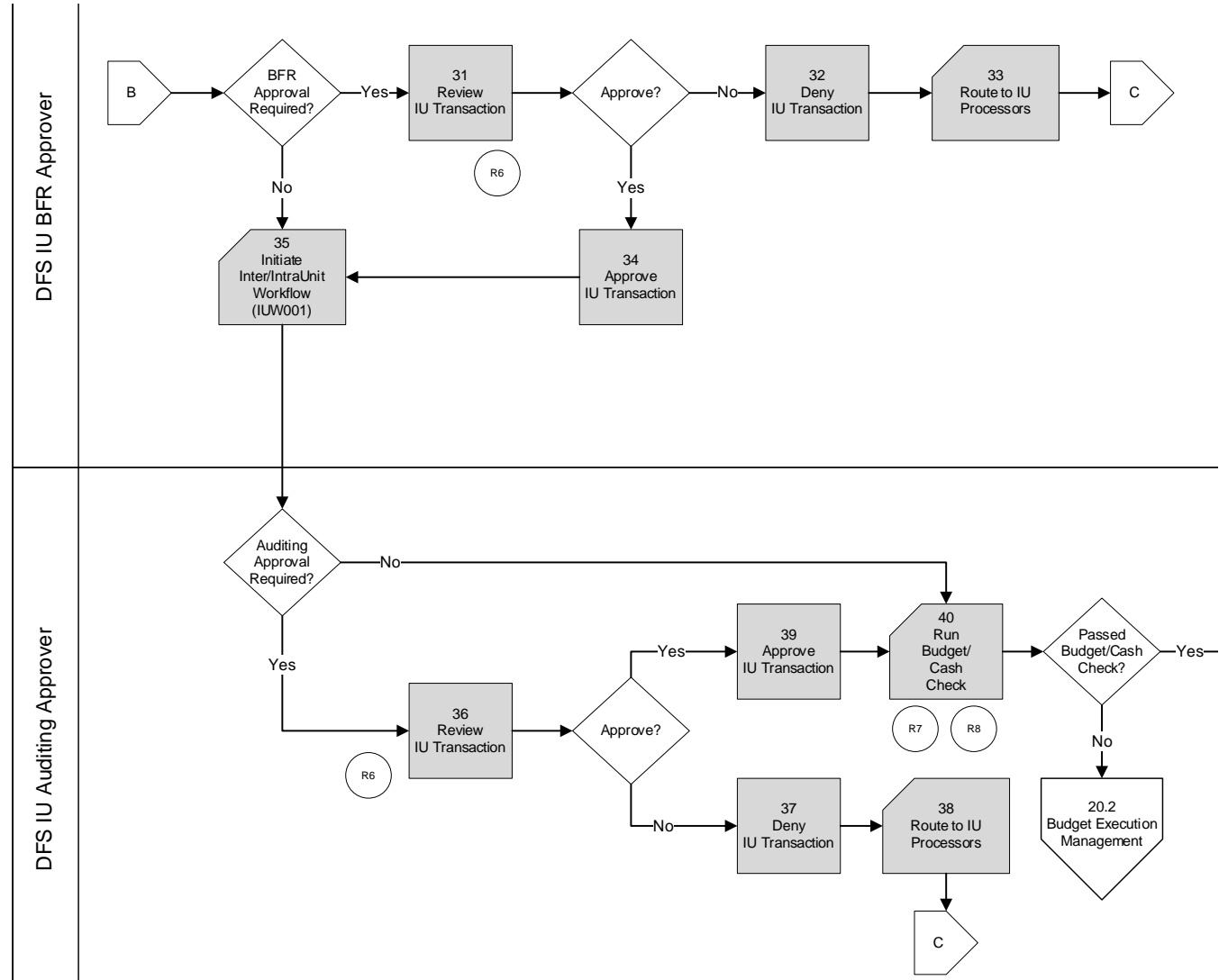
- ▶ Both agency processors are notified if transaction is denied via:
 - Email notification
 - WorkCenter Worklist Notification
 - IUR010 Denied IU Transactions WorkCenter Report
- ▶ Both agency processors may edit their side of the transaction and resubmit
- ▶ Sending agency may delete the transaction if denied



110.3.1 Agency Record Inter/IntraUnit Transactions

Approvals

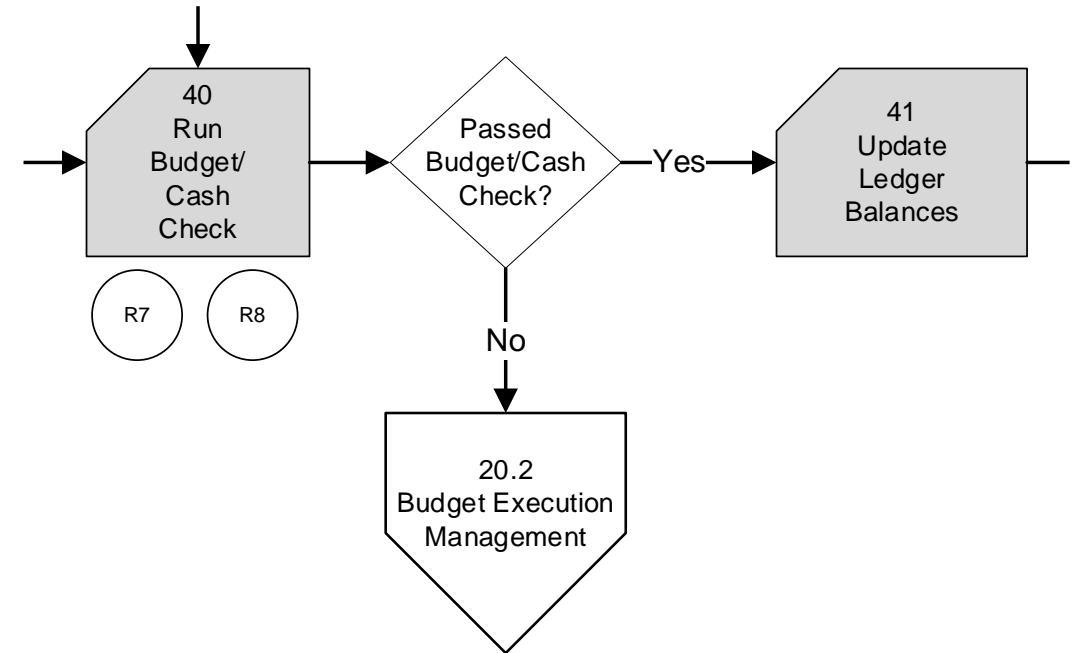
- ▶ IU transactions may require BFR or Auditing approval based on specific criteria
- ▶ If denied, both agency processors are notified and may take appropriate action



110.3.1 Agency Record Inter/IntraUnit Transactions

Budget/Cash Check

- ▶ Both sides of the IU transactions are budget/cash checked
- ▶ Budget Checking compares the transaction to available spending authority
- ▶ Cash Checking validates sufficient fund cash is available
- ▶ Neither side of the IU transaction will impact ledgers until both sides of the IU transaction successfully pass



Inter/IntraUnit Transaction

[Sending](#) [Receiving](#)

Header ?

Transaction ID	0000001	Accounting Date	08/13/2024	IU Status	Error
Transaction Type	Exp/Rev	Total Amount	\$500.00	Sending Approval Status	Approved
Transaction Subtype	Exp/Rev	Agency Invoice No		Receiving Approval Status	Approved
Sending Business Unit	43000			BFR Approval Status	Not Applicable
Receiving Business Unit	33000			Auditing Approval Status	Not Applicable
Receiving Fund				Sending Budget/Cash Status	Error
				Receiving Budget/Cash Status	Valid

[Attachment](#)

Sending ?

<input checked="" type="radio"/> None	<input type="radio"/> Online
<input type="radio"/> Encumbrance	<input type="radio"/> Accrual
IU Encumbrance ID <input type="text"/>	IU Accrual ID <input type="text"/>
Final Payment? <input type="checkbox"/> No	
Description	Purchase of phone services
External Reference	<input type="text"/>
User ID	<input type="text"/>

[Budget/Cash Check Errors](#)



110.3.1 Agency Record Inter/IntraUnit Transactions

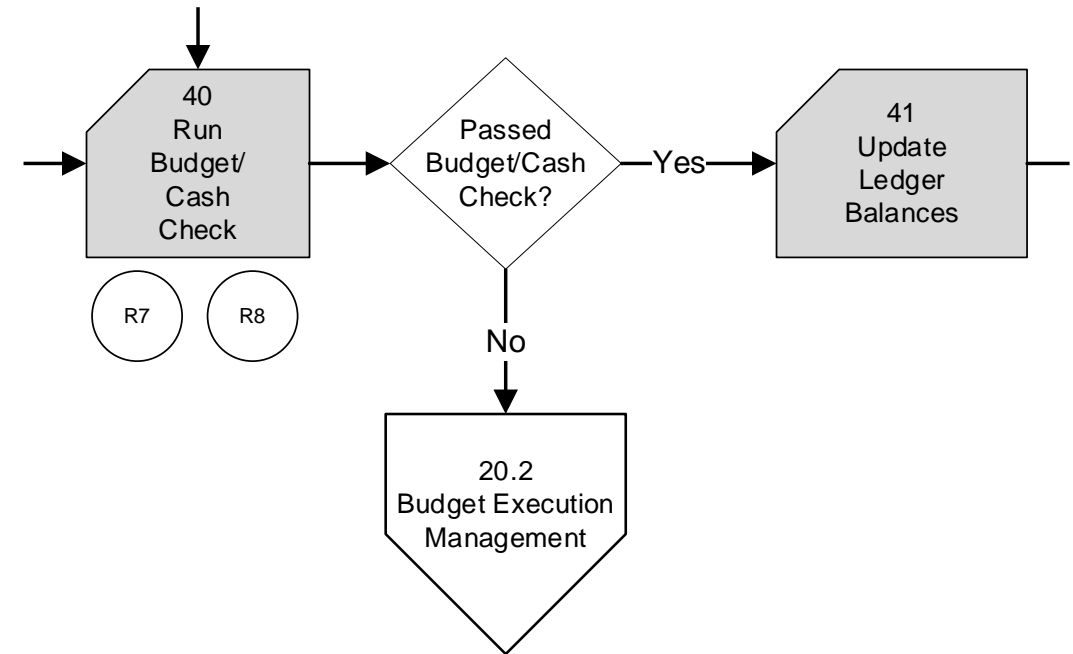
Budget/Cash Check

▶ Resolution

- Budget Resolution: 20.2.1 Manage Budget Checking business subprocess
- Cash Resolution: 20.2.2 Manage Cash Checking business subprocess
- Accounting Resolution: sending and receiving agency processors may edit the transaction as needed

▶ If the budget/cash error is not resolved within a specified number of days, the IU transaction will be auto deleted.

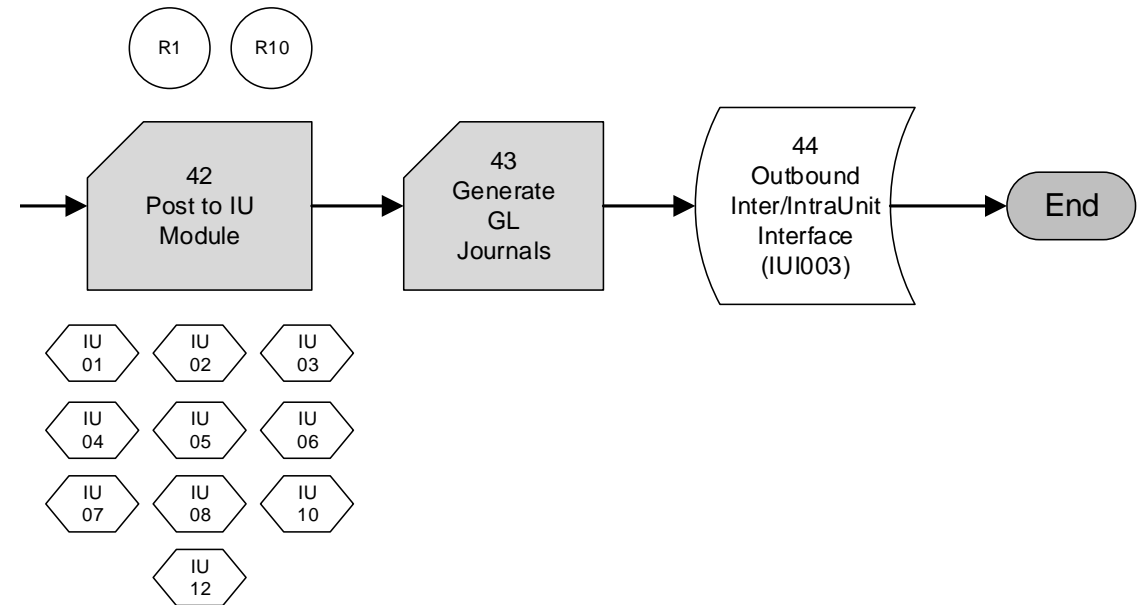
▶ IUR006 Inter/IntraUnit Budget-Cash Check Errors (WorkCenter)



110.3.1 Agency Record Inter/IntraUnit Transactions

Record

- ▶ Transaction status is set to 'Posted' in IU module
- ▶ J-Gen process will post journals to the General Ledger
- ▶ GL Journal ID and information recorded to IU transaction
- ▶ Affiliate and Fund Affiliate values captured on the offsetting lines
- ▶ IUI003 Outbound Inter/IntraUnit Interface



Inter/IntraUnit Transaction

Sending Receiving

Header ?

Transaction ID	<input type="text" value="0000001"/>	Accounting Date	<input type="text" value="08/13/2024"/>	IU Status	<input type="text" value="Posted"/>
Transaction Type	<input type="text" value="Exp/Rev"/>	Total Amount	<input type="text" value="\$500.00"/>	Sending Approval Status	<input type="text" value="Approved"/>
Transaction Subtype	<input type="text" value="Exp/Rev"/>	Agency Invoice No	<input type="text"/>	Receiving Approval Status	<input type="text" value="Approved"/>
Sending Business Unit	<input type="text" value="43000"/>			BFR Approval Status	<input type="text" value="Not Applicable"/>
Receiving Business Unit	<input type="text" value="33000"/>			Auditing Approval Status	<input type="text" value="Not Applicable"/>
Receiving Fund	<input type="text"/>			Sending Budget/Cash Status	<input type="text" value="Valid"/>
				Receiving Budget/Cash Status	<input type="text" value="Valid"/>

[Attachment](#)

Sending ?

Source	Online
<input checked="" type="radio"/> None	<input type="radio"/> Encumbrance
<input type="radio"/> Encumbrance	<input type="radio"/> Accrual
IU Encumbrance ID <input type="text"/>	IU Accrual ID <input type="text"/>
Details	Details
Final Payment? <input type="checkbox"/> No	
Budget/Cash Check Errors	
Description	<input type="text" value="Purchase of phone services"/>
External Reference	<input type="text"/>
User ID	<input type="text"/>

Q&A

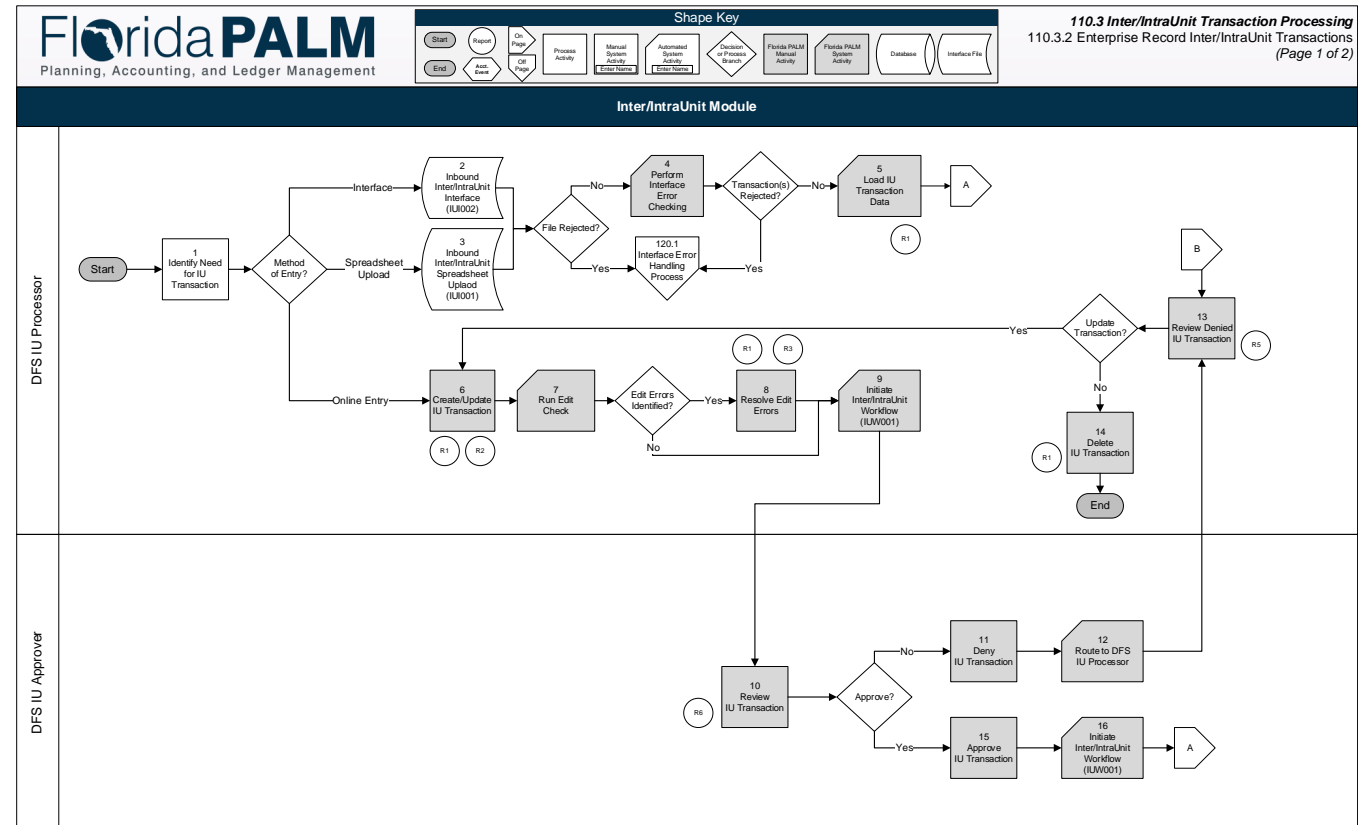


110.3.2 ENTERPRISE RECORD INTER/INTRAUNIT TRANSACTION



110.3.2 Enterprise Record Inter/IntraUnit Transaction

- ▶ DFS can transact on behalf of any agency
- ▶ DFS IU transactions bypass agency approval
- ▶ DFS IU transactions will be included on the agency reports and outbound file



Q&A



110.3.3 PROCESS GR SERVICE CHARGE



Sending Side

The Sending Side of the transaction is used to record an expenditure of the GR Service Charge.

Receiving Side

The DFS Receiving Agency Side of the transaction systematically records the revenue received for the GR Service Charge repayment.

GR Service Charge Payment

An IU transaction used to record the payment of the General Revenue Service Charge.

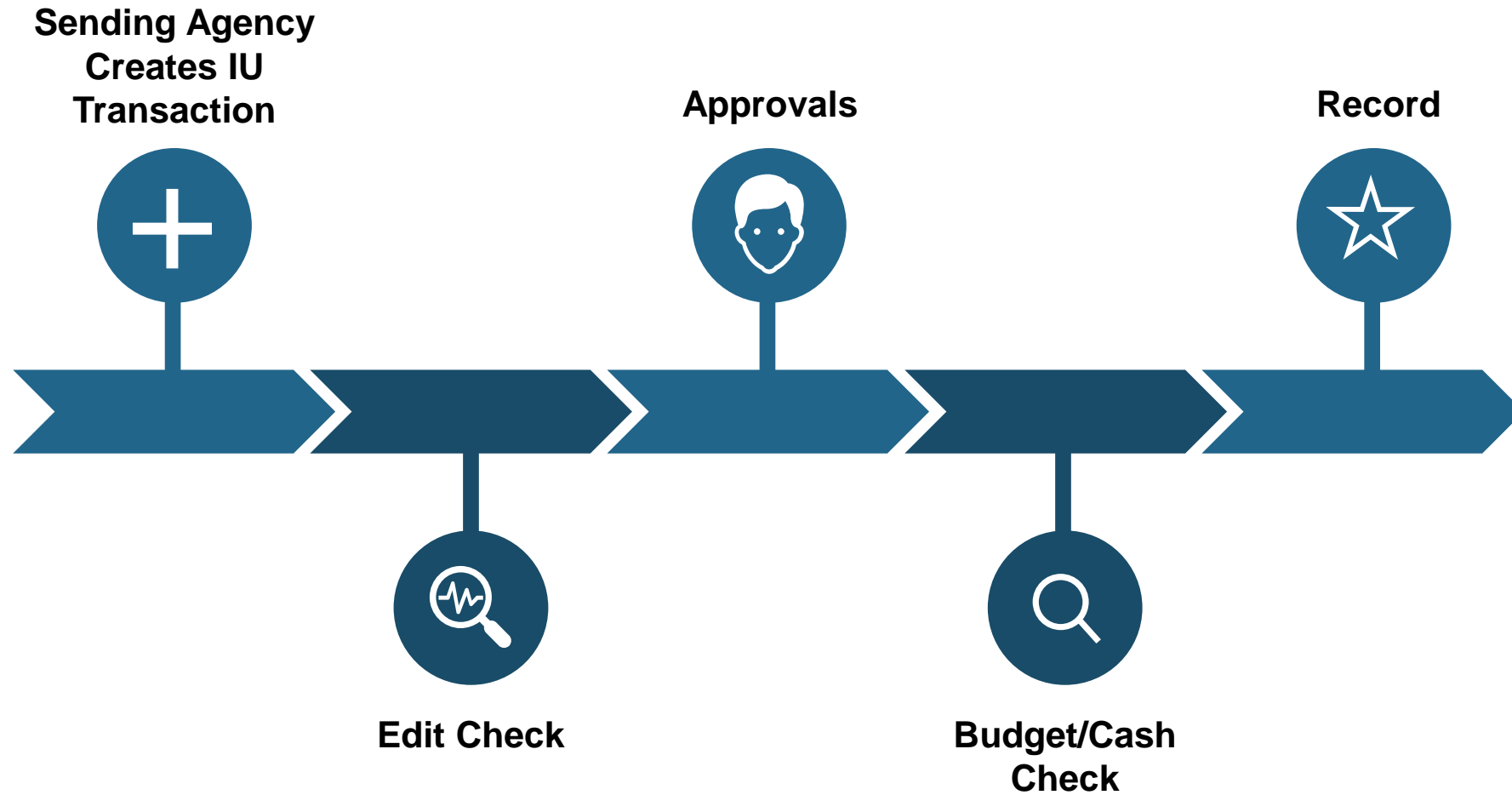
Key Functionality

- May pay against an IU Accrual or IU Encumbrance to relieve the balance.
- DFS receiving distribution lines are systematically populated and approved.
- May attach supporting documentation.

Key Controls

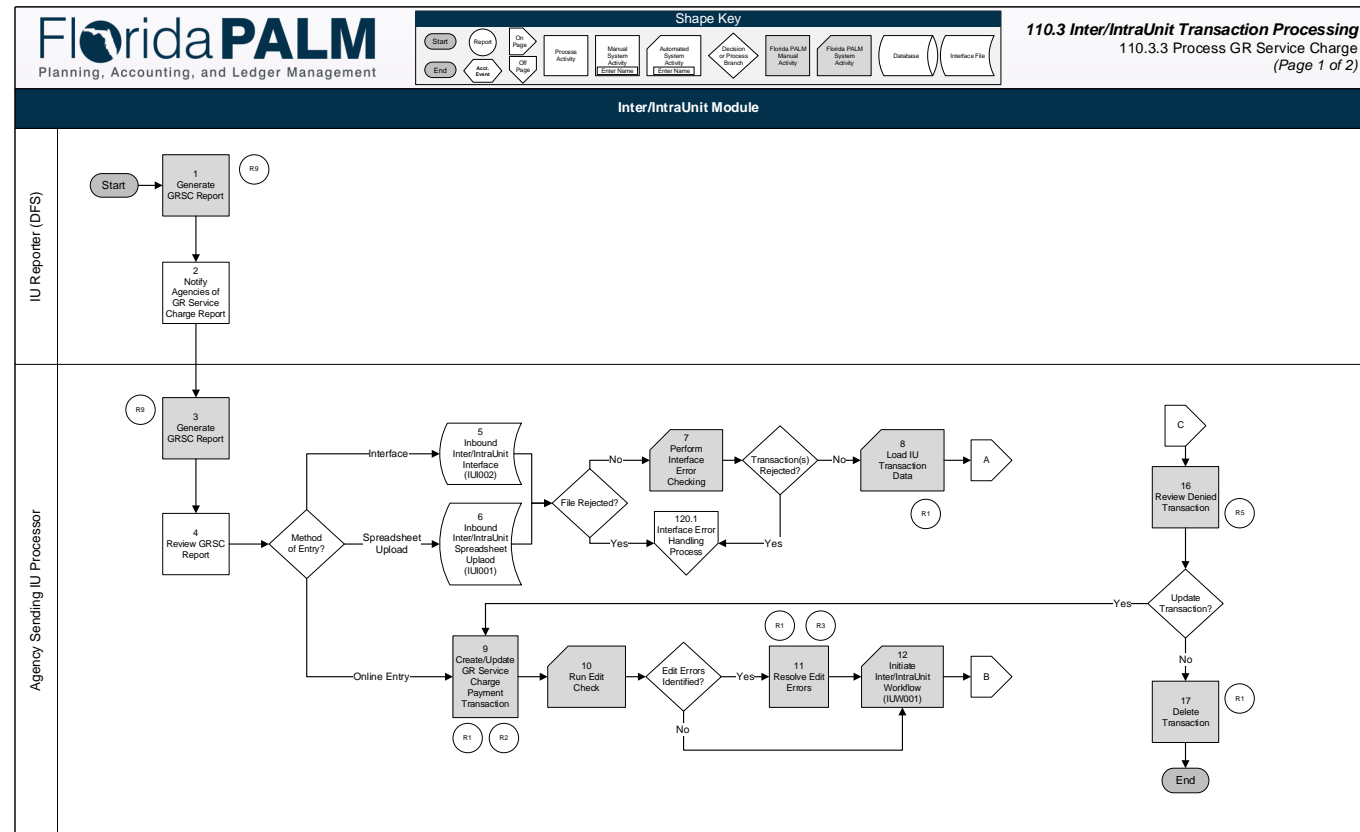
- Requires use of GRSC account values.
- Sending agency workflow approval.

GR Service Charge Payment Lifecycle



110.3.3 GR Service Charge Payment

- ▶ IUR002 GR Service Charge Report
- ▶ Documentation and a rationale to support the recommended adjustment to the GRSC amount may be attached to the transaction
- ▶ DFS monitors payments via IUR005 Inter/IntraUnit Transaction Detail Report



Q&A



110.3.4 MANAGE TRUST FUND LOANS



Sending Side

The Sending Agency Side of the transaction is used to record a payment on the loan.

Receiving Side

The DFS Receiving Agency Side of the transaction systematically records the revenue received for the loan repayment.

Trust Fund Loan Repayment

Used to make a payment on Trust Fund Loan. Agencies will make a payment against the Trust Fund Loan Issuance accrual transaction, which will lower the remaining balance of the trust fund loan.

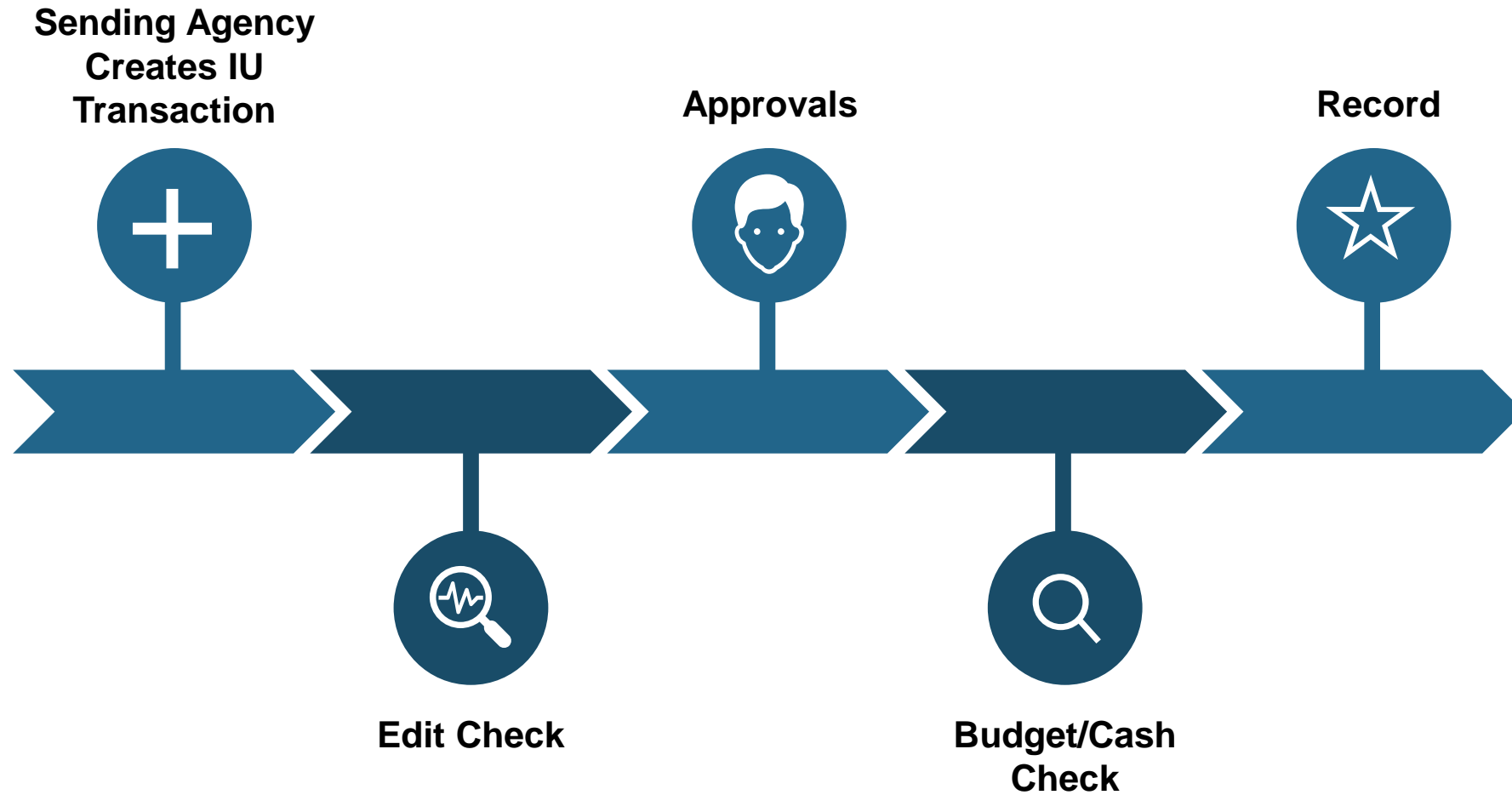
Key Functionality

- DFS receiving distribution lines are systematically populated and approved.
- Required to reference the Trust Fund Loan Issuance to relieve the balance.
- Receiving Fund functionality.

Key Controls

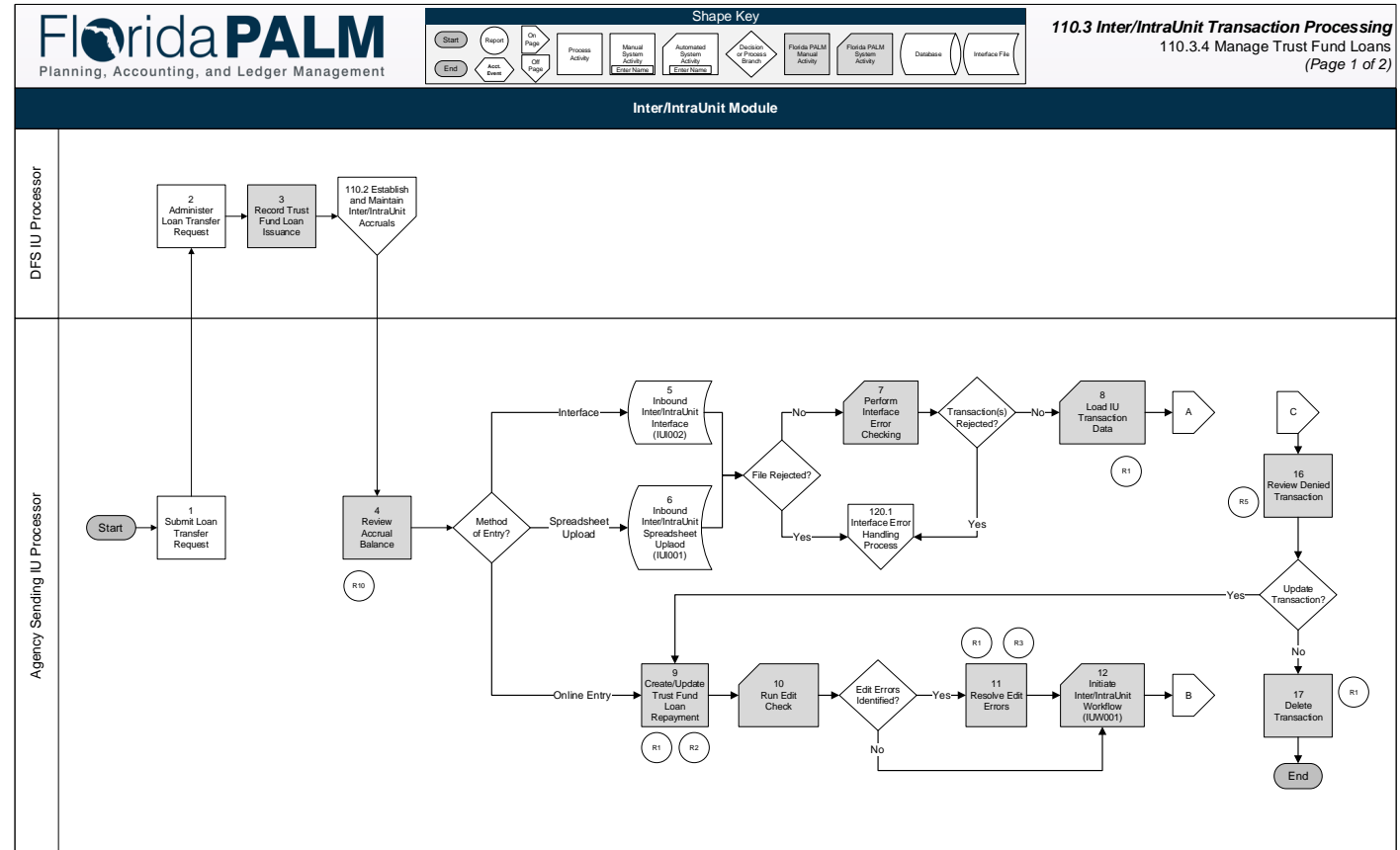
- Receiving Fund functionality prevents the Receiving Agency from changing the Fund; may redistribute within the same transaction.
- Send agency approval workflow.

Trust Fund Loan Repayment Lifecycle



110.3.4 Manage Trust Fund Loans

- ▶ Trust Fund Loan payments may be made in whole or partial payment
- ▶ IUR004 IU Encumbrance and Accrual Activity Report
 - Agencies monitor balance
 - DFS monitors payments and balance



Q&A



110.3.5 INTER/INTRAUNIT RECLASSIFICATIONS



Key Functionality

- May reference an IU transaction if reclassifying an IU transaction.
 - Links to original IU transaction and will drop in the accounting lines to reclassify
 - Cannot reclassify more than the original amount of the referenced IU transaction.
- If unable to correct in the source module, may reclassify in the IU Module.
- May perform summary-level reclassification.
- Can redistribute to lower-level agency ChartFields, e.g., grant, OA1.
- Can perform partial or whole reclassification.

IU Reclassification

An IU transaction occurring within an agency and is used to correct accounting or redistribute expenditures or revenues.

Key Controls

- Cannot reclassify more than the original amount of the referenced IU transaction.
 - Maintains the required ChartFields from the original-referenced IU transaction.
- Agency approval workflow.
 - May be subject to DFS Auditing and BFR approval.

Key Functionality

- May perform detail or summary-level reclassification.
- If reclassifying at a detail-level, can add Paycheck Number (Journal Line Ref), Employee ID, and Position.
- Can redistribute to lower-level agency ChartFields, e.g., grant, OA1.
- May perform subsequent payroll reclassification and reference the prior payroll reclassification.
- Distributes the FIN HR Accounting Line table to support ease of reporting.

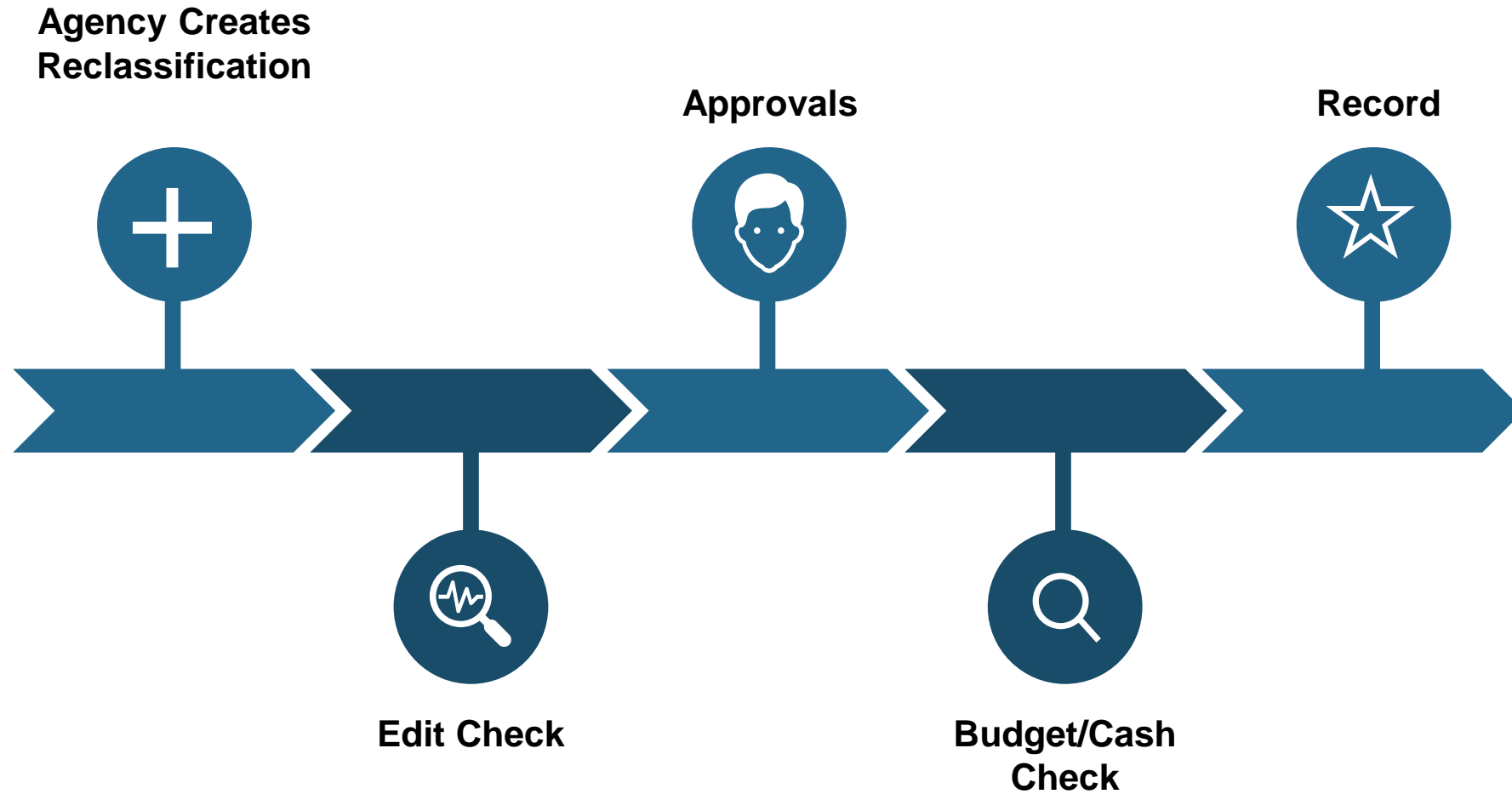
Payroll Reclassification

A Payroll Reclassification is an IU transaction occurring within an agency and used to correct accounting or redistribute payroll expenditures.

Key Controls

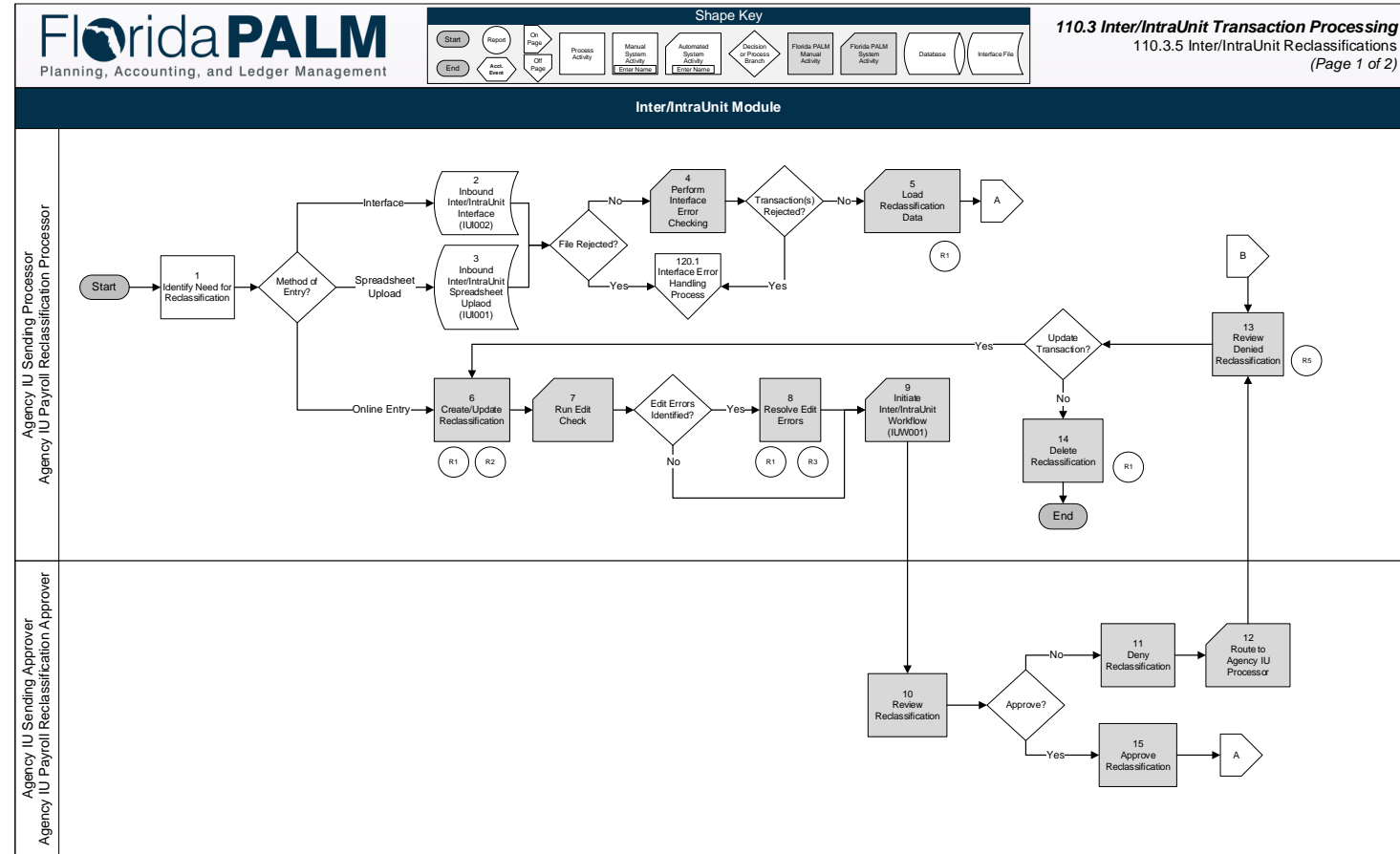
- Cannot reclassify more than the original amount of the referenced IU transaction (if performing subsequent moves)
- May be subject to DFS Auditing and BFR approval.

Reclassification Lifecycle



110.3.5 Inter/IntraUnit Reclassifications

- ▶ May reference an IU transaction if reclassifying a prior IU transaction
 - Links to original IU transaction and will drop in the accounting lines to reclassify
 - Cannot reclassify more than the original amount of the referenced IU transaction
- ▶ Payroll Reclassifications require payroll roles
- ▶ IUR003 IU Transaction Reclassification Report



Summary of Key Points

- ▶ Select IU transactions allow payment against an IU Encumbrance or IU Accrual in whole or in part
- ▶ Receiving Fund functionality requires funds to be deposited to a specific fund
- ▶ Notification function allows agencies to communicate between each other
- ▶ IU transactions must balance for both the sending and receiving agency
- ▶ May reclassify in whole or in part
- ▶ Links movement of funds with the original IU transaction



Q&A



Inter/IntraUnit Lifecycle



Business Process Models

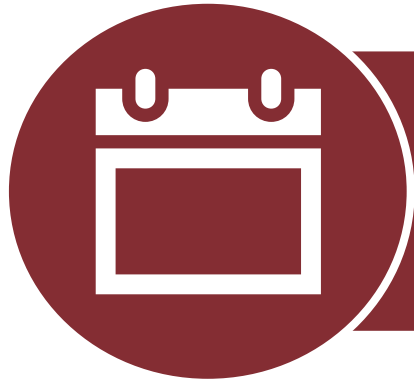
✓ 110.1 Establish and Maintain Inter/IntraUnit Encumbrances

✓ 110.2 Establish and Maintain Inter/IntraUnit Accruals

✓ 110.3 Inter/IntraUnit Transaction Processing

110.4 Inter/IntraUnit Period Close and Year-End Processing





Perform
Inter/IntraUnit
Close

**110.4 Inter/IntraUnit Period
Close and Year-End Processing**

**110.4.1 Inter/IntraUnit Period
Close**

**110.4.2 Inter/IntraUnit Carry
Forward Process**

Coming Soon!

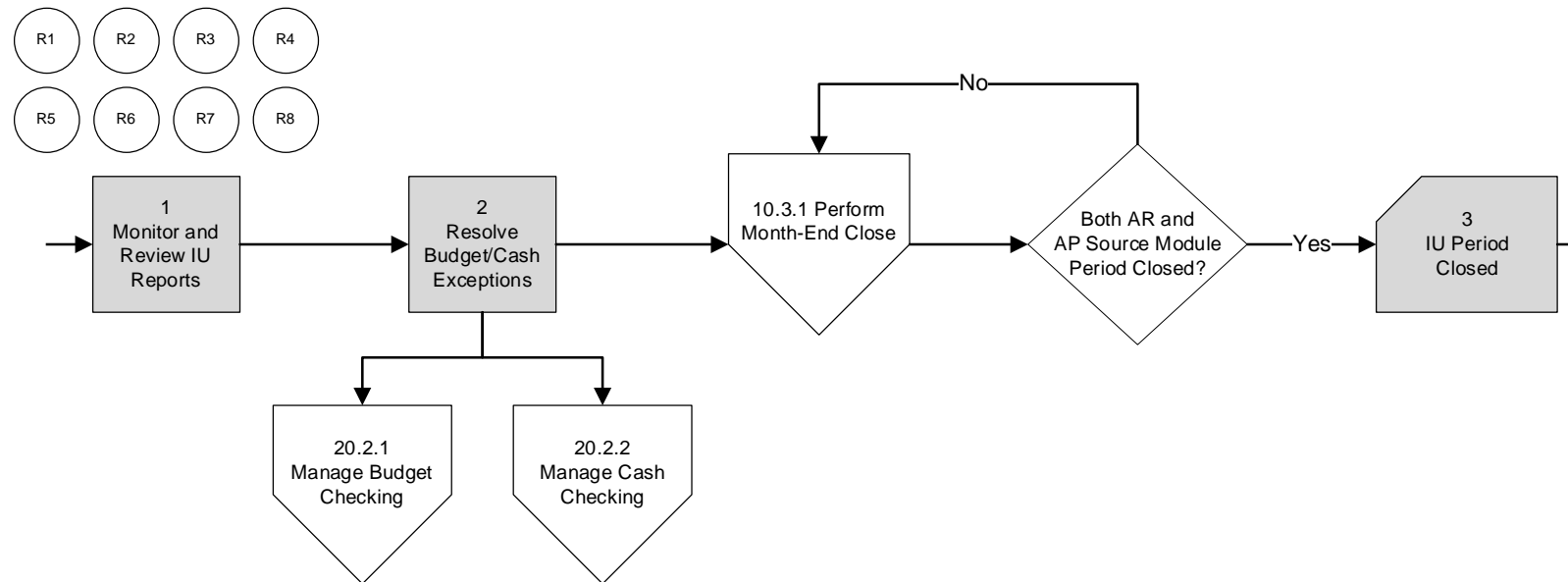


110.4.1 INTER/INTRAUNIT PERIOD CLOSE



110.4.1 Inter/IntraUnit Period Close

- ▶ Monitor pending IU transactions through post to GL
- ▶ IU Period closed when both AR and AP module are closed



Q&A



APPENDIX B – REVERSE IU TRANSACTION



Sending Side

The Sending Side of the transaction reverses the effects of the Sending Side of the originally-referenced IU transaction.

Receiving Side

The Receiving Side of the transaction reverses the effects of the Receiving Side of the originally-referenced IU transaction.

Reverse IU Transaction

A reverse IU transaction allows agencies to create a new transaction to record the reversal of an existing IU transaction.

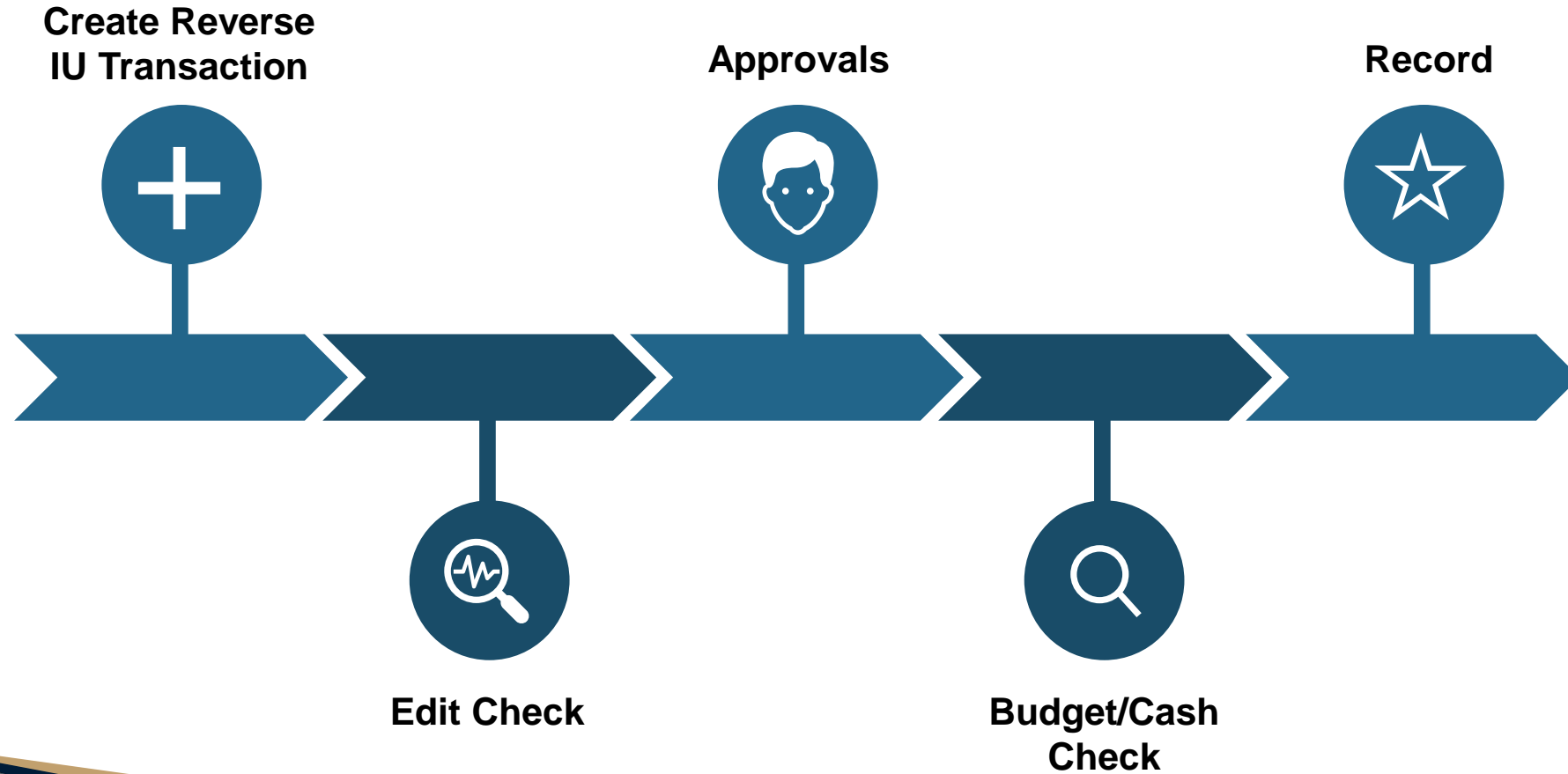
Key Functionality

- May reference an IU Transaction reverse.
- Sending and Receiving Agency Processors may communicate with each other to approve workflow.

Key Controls

- May only be performed online by the Agency Reverse IU Transaction Processor
- Requires the reference of an IU transaction.
- Cannot change or add new distribution lines.
- Sending/Receiving agency approval workflow.
 - May be subject to DFS Auditing and BFR approval.

Reverse IU Transaction Lifecycle



Reverse IU Transaction

- ▶ The sending or receiving agency may initiate a reversal; however, it will require approval from both agencies
- ▶ May only be performed online by the Agency Reverse IU Transaction Processor
- ▶ Upon creating the transaction, the distribution lines will be dropped into the transaction in reverse. Distribution lines cannot be modified or added.



Q&A



SEARCH IU TRANSACTIONS



Search IU Transactions

Inter/IntraUnit Transaction

Landing

Select ?

Transaction Type

Initiating Side

Transaction Subtype



Inter/IntraUnit Transaction

[Find An Existing Transaction](#)

Search?

Transaction ID	<input type="text"/>	
Transaction Type	<input type="text"/>	▼
Transaction SubType	<input type="text"/>	▼
Sending Business Unit	<input type="text"/>	
Receiving Business Unit	<input type="text"/>	
Accounting Date From	<input type="text"/>	To <input type="text"/>
Budget Year	<input type="text"/>	
IU Status	<input type="text"/>	
Sending Approval Status	<input type="text"/>	▼
Receiving Approval Status	<input type="text"/>	▼
BFR Approval Status	<input type="text"/>	▼
Auditing Approval Status	<input type="text"/>	▼
Organization	<input type="text"/>	
Category	<input type="text"/>	
Fund	<input type="text"/>	
Inter vs Intra	<input type="text"/>	
Agency Invoice No	<input type="text"/>	
Employee ID	<input type="text"/>	
Position	<input type="text"/>	
Paycheck No	<input type="text"/>	
Journal Line Ref	<input type="text"/>	

<input type="button" value="Search"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

Transaction ID	Transaction Type	Transaction SubType	Sending Business Unit	Receiving Business Unit	Accounting Date	Total Amount	IU Status

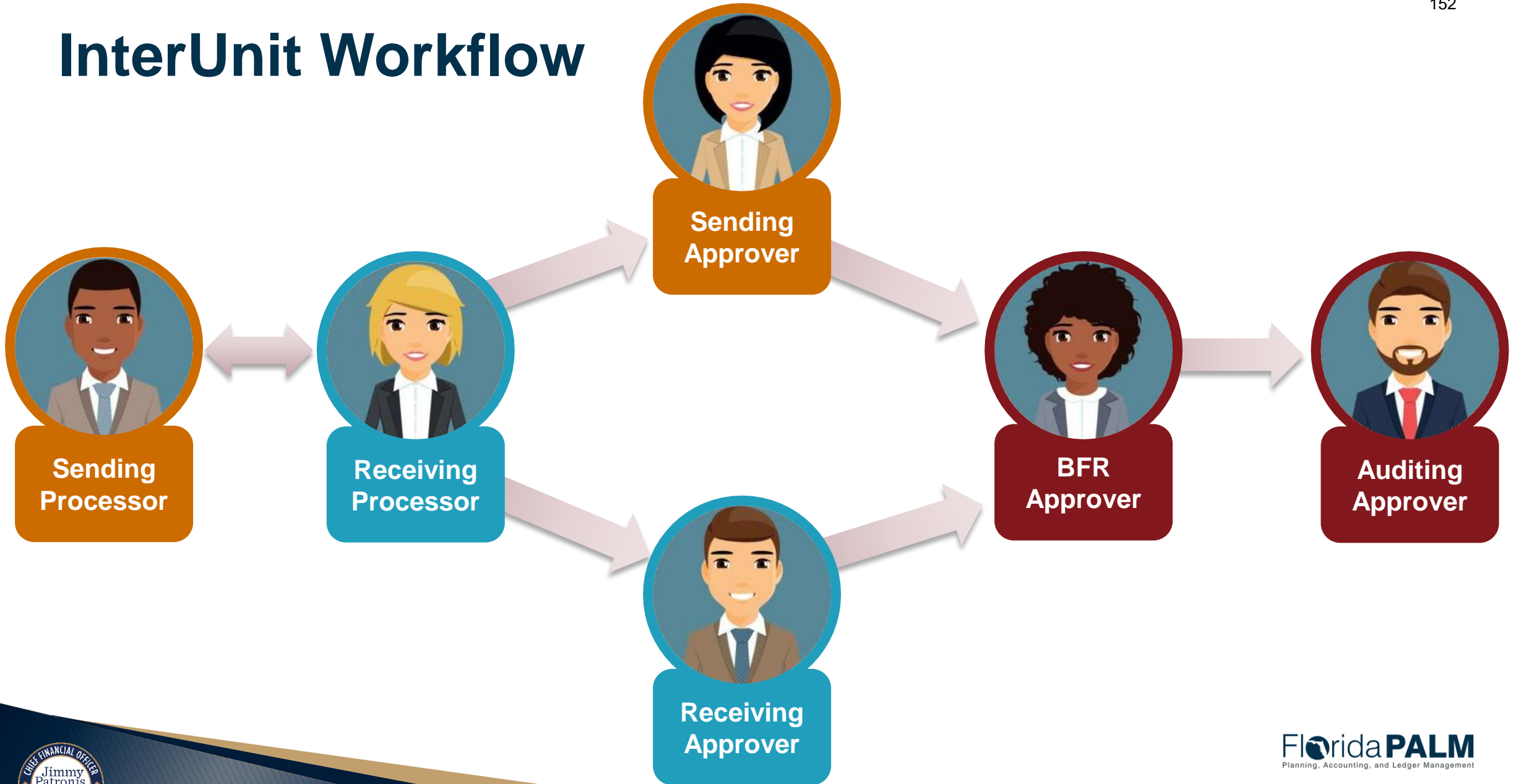
Q&A



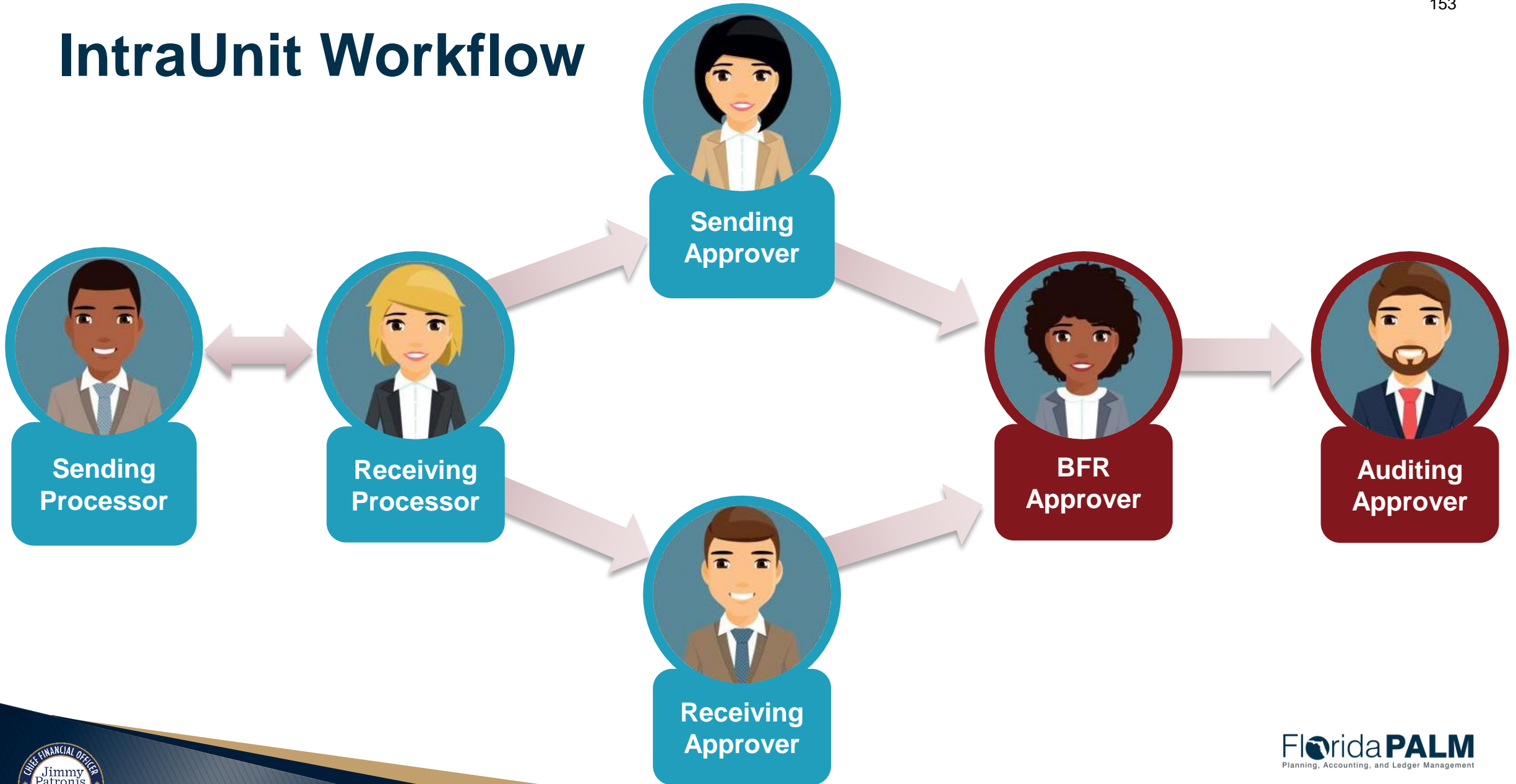
APPROVAL WORKFLOW AND END USERS



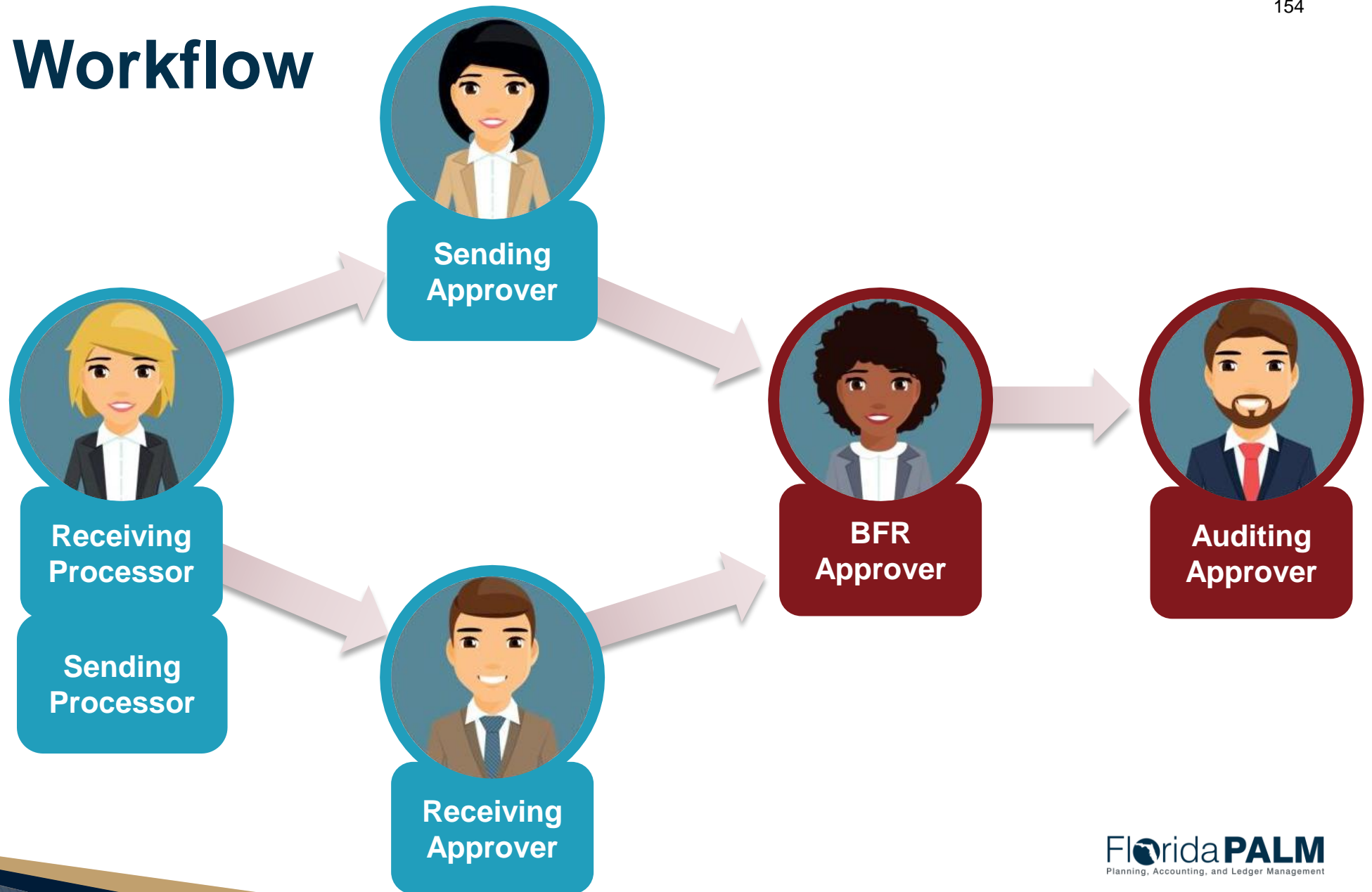
InterUnit Workflow



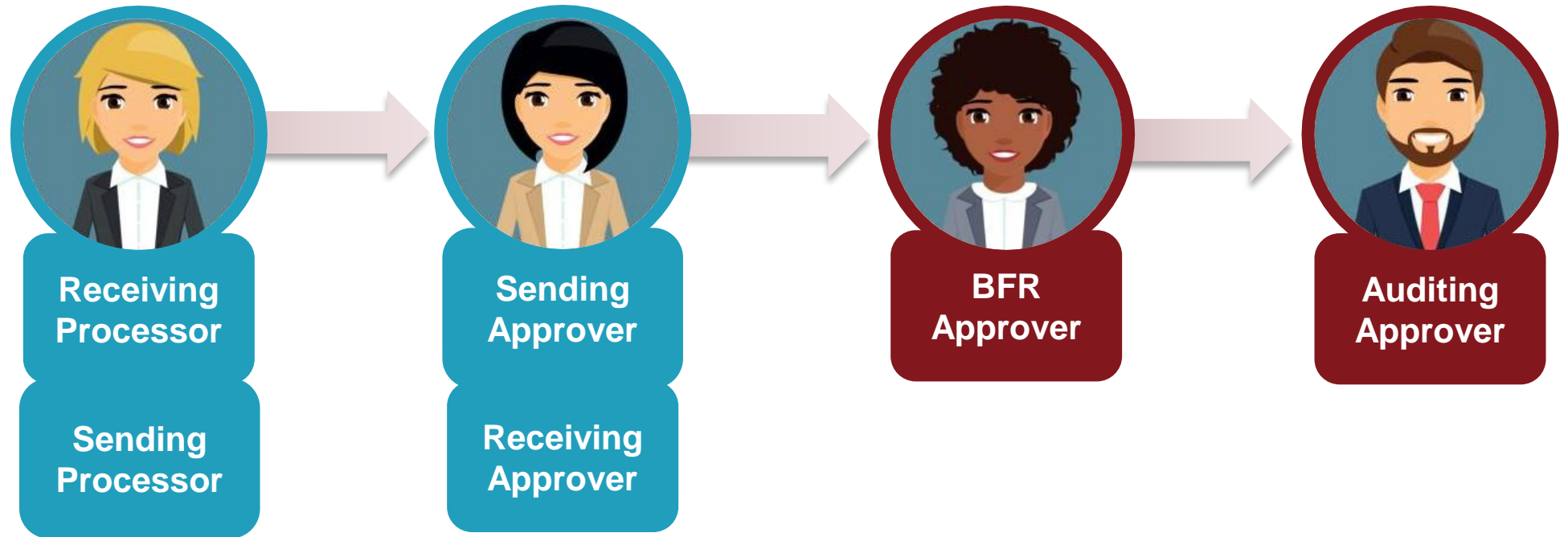
IntraUnit Workflow



IntraUnit Workflow



IntraUnit Workflow



Q&A



WORKCENTER AND REPORTS



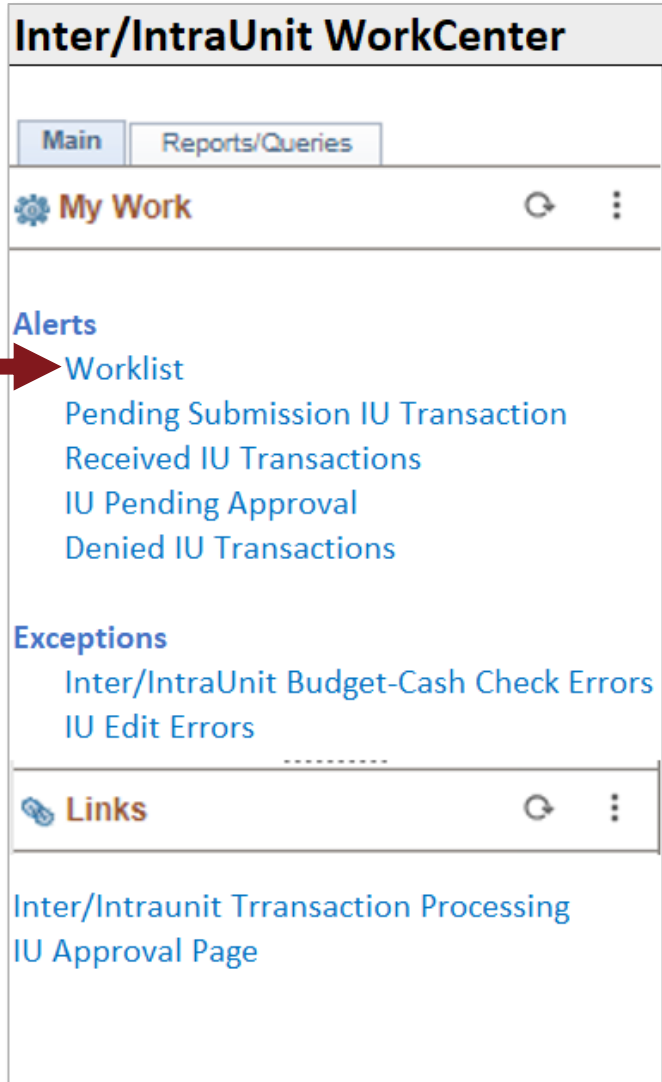
Inter/IntraUnit WorkCenter Overview

- ▶ A WorkCenter is a tool that centralizes and consolidates various tasks, alerts, and key information relevant to a specific role or business process, streamlining user workflow and enhancing efficiency.
- ▶ Provides quick access to reports and processing pages



Inter/IntraUnit WorkCenter

<p>Main Reports/Queries</p>	<h3>Welcome to the Inter/IntraUnit WorkCenter</h3>
<p>My Work</p>	<p>Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area." The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.</p>
<p>Alerts</p> <ul style="list-style-type: none">WorklistPending Submission IU TransactionReceived IU TransactionsIU Pending ApprovalDenied IU Transactions <p>Exceptions</p> <ul style="list-style-type: none">Inter/IntraUnit Budget-Cash Check ErrorsIU Edit Errors	<p>Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.</p> <p>Within each pagelet there may be "Open the content in a new window", "Collapse a group of links" and "Expands a group of links" actions available depending on the pagelet.</p>
<p>Links</p>	
<p>Inter/Intraunit Trransaction Processing IU Approval Page</p>	



Worklist

The PeopleSoft Worklist is a feature that organizes and displays tasks and notifications for users to manage and complete their workflow-related activities within the PeopleSoft system. The Worklist includes:

- Agency communication notifications
- Received transactions
- Denied transaction
- Approved transactions
- Pending your approval

Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

- Worklist
- Pending Submission IU Transaction
- Received IU Transactions
- IU Pending Approval
- Denied IU Transactions

Exceptions

- Inter/IntraUnit Budget-Cash Check Errors
- IU Edit Errors

Links

Inter/Intraunit Trransaction Processing
IU Approval Page

IUR007 Pending Submission IU Transaction

A report in the WorkCenter used to display a list of initiated IU transactions that are pending submission.

Inter/IntraUnit WorkCenter

Main

Reports/Queries

 My Work  

Alerts

Worklist

 Pending Submission IU Transaction

Received IU Transactions

IU Pending Approval

Denied IU Transactions

Exceptions

Inter/IntraUnit Budget-Cash Check Errors









IU Edit Errors

 Links  

Inter/Intraunit Transaction Processing

IU Approval Page

Pending Submission IU Transaction

Sending Business Unit	<input type="text"/>	
Receiving Business Unit	<input type="text"/>	
IU Transaction Type	<input type="text"/>	
IU Transaction SubType	<input type="text"/>	
Organization	<input type="text"/>	
Fund	<input type="text"/>	
Budget Entity	<input type="text"/>	
Category	<input type="text"/>	




Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

- Worklist
-  Pending Submission IU Transaction
- Received IU Transactions
- IU Pending Approval
- Denied IU Transactions

Exceptions

- Inter/IntraUnit Budget-Cash Check Errors
- IU Edit Errors

Links

- Inter/Intraunit Trransaction Processing
- IU Approval Page

Pending Submission IU Transaction

Pending Submission IU Transaction

Personalize | Find | View All | First

IU Transaction ID	Transaction Type	Transaction Subtype	Receiving BU	User ID
000000000000123	Accruals	Payable/Receivable	22000	JOHN.DOE
000000000005124	Expenditure/Revenue	Expenditure/Revenue	43000	JOHN.DOE
000000000000001	Accruals	Payable/Receivable	21000	JOHN.DOE
000000000000111	Accruals	Payable/Receivable	43000	JOHN.DOE



Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

Worklist

Pending Submission IU Transaction

Received IU Transactions

IU Pending Approval

Denied IU Transactions

Exceptions

Inter/IntraUnit Budget-Cash Check Errors

IU Edit Errors

Links

Inter/Intraunit Transaction Processing

IU Approval Page

Inter/IntraUnit Transaction

Sending Receiving

Header ?

Transaction ID	0000000111	Accounting Date		IU Status	Initiated
Transaction Type	Accrual	Total Amount		Sending Approval Status	
Transaction Subtype	Pay/Rec	Agency Invoice No		Receiving Approval Status	
Sending Business Unit				BFR Approval Status	
Receiving Business Unit				Auditing Approval Status	
Receiving Fund				Sending Budget/Cash Status	
				Receiving Budget/Cash Status	

Attachment

Sending ?

Source		Online							
<input checked="" type="radio"/> None	<input type="radio"/> Encumbrance	<input type="radio"/> Accrual							
IU Encumbrance ID		IU Accrual ID							
Final Payment?	<input type="checkbox"/> No								
Description									
External Reference									
		Budget/Cash Check Errors							
		User ID							
Line Details 1 row									
Basic	Agency Chartfields	Project Chartfields							
Line No.	Business Unit	Organization	Account	Fund Code	Budget Entity	Category	State Program	Budget Date	Monetary Amount
1	43000								
Save		Notify	Cancel	Delete		Submit			



Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

- Worklist
- Pending Submission IU Transaction
- Received IU Transactions
- IU Pending Approval
- Denied IU Transactions

Exceptions

- Inter/IntraUnit Budget-Cash Check Errors
- IU Edit Errors

Links

- Inter/Intraunit Trransaction Processing
- IU Approval Page



IUR008 Received IU Transactions

A report in the WorkCenter used to display a list of IU transactions that are received and ready for the reciprocating information.

Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

- Worklist
- Pending Submission IU Transaction
- Received IU Transactions
- IU Pending Approval
- Denied IU Transactions

Exceptions

- Inter/IntraUnit Budget-Cash Check Errors
- IU Edit Errors

Links

Inter/Intraunit Trransaction Processing
IU Approval Page

IUR009 IU Pending Approval

A report in the WorkCenter used to display a list of Inter/IntraUnit transactions submitted and are pending approval.

Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

- Worklist
- Pending Submission IU Transaction
- Received IU Transactions
- IU Pending Approval
- Denied IU Transactions

Exceptions

- Inter/IntraUnit Budget-Cash Check Errors
- IU Edit Errors

Links

Inter/Intraunit Trransaction Processing
IU Approval Page

IUR010 Denied IU Transactions

A report in the WorkCenter used to display a list of Inter/IntraUnit transactions submitted that were denied approval.

Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

- Worklist
- Pending Submission IU Transaction
- Received IU Transactions
- IU Pending Approval
- Denied IU Transactions

Exceptions

- Inter/IntraUnit Budget-Cash Check Errors
- IU Edit Errors

Links

Inter/Intraunit Trransaction Processing
IU Approval Page

IUR006 Inter/IntraUnit Budget-Cash Check Errors

A report in the WorkCenter used to display a list of Inter/IntraUnit transactions with budget and cash check exceptions that require action.

Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

- Worklist
- Pending Submission IU Transaction
- Received IU Transactions
- IU Pending Approval
- Denied IU Transactions

Exceptions

- Inter/IntraUnit Budget-Cash Check Errors
- IU Edit Errors

Links

Inter/Intraunit Trransaction Processing
IU Approval Page

IUR011 IU Edit Errors

A report that provides edit errors for Inter/IntraUnit transactions that require action.

Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

- Worklist
- Pending Submission IU Transaction
- Received IU Transactions
- IU Pending Approval
- Denied IU Transactions

Exceptions

- Inter/IntraUnit Budget-Cash Check Errors
- IU Edit Errors

Links

[Inter/Intraunit Trransaction Processing IU Approval Page](#)

Inter/IntraUnit Transaction Processing

A direct link to record an Inter/IntraUnit transaction or search an existing transaction.

Inter/IntraUnit WorkCenter

Main Reports/Queries

My Work

Alerts

- Worklist
- Pending Submission IU Transaction
- Received IU Transactions
- IU Pending Approval
- Denied IU Transactions

Exceptions

- Inter/IntraUnit Budget-Cash Check Errors
- IU Edit Errors

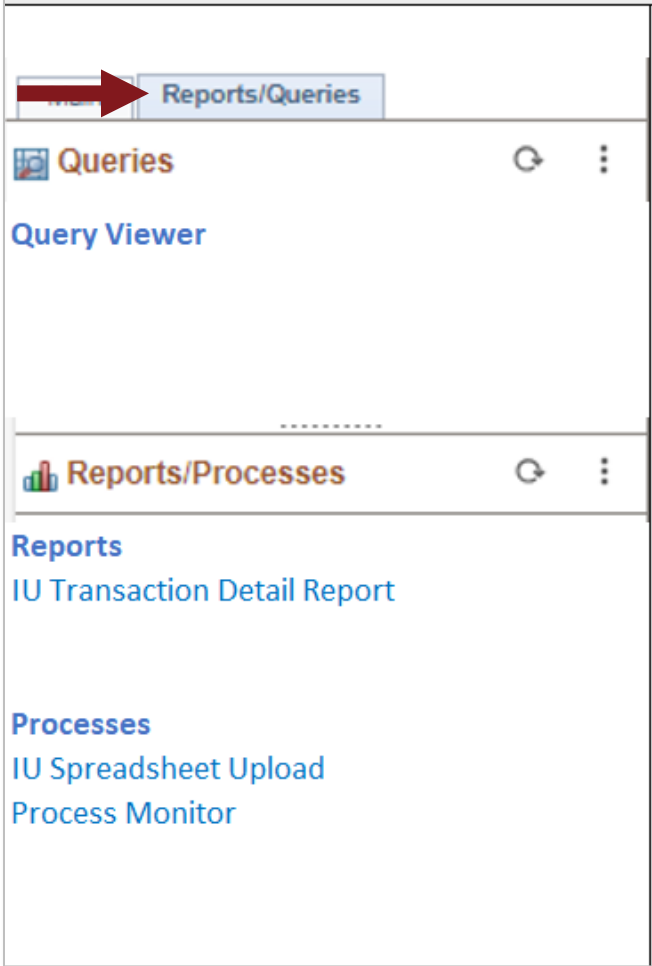
Links

Inter/Intraunit Trransaction Processing
IU Approval Page

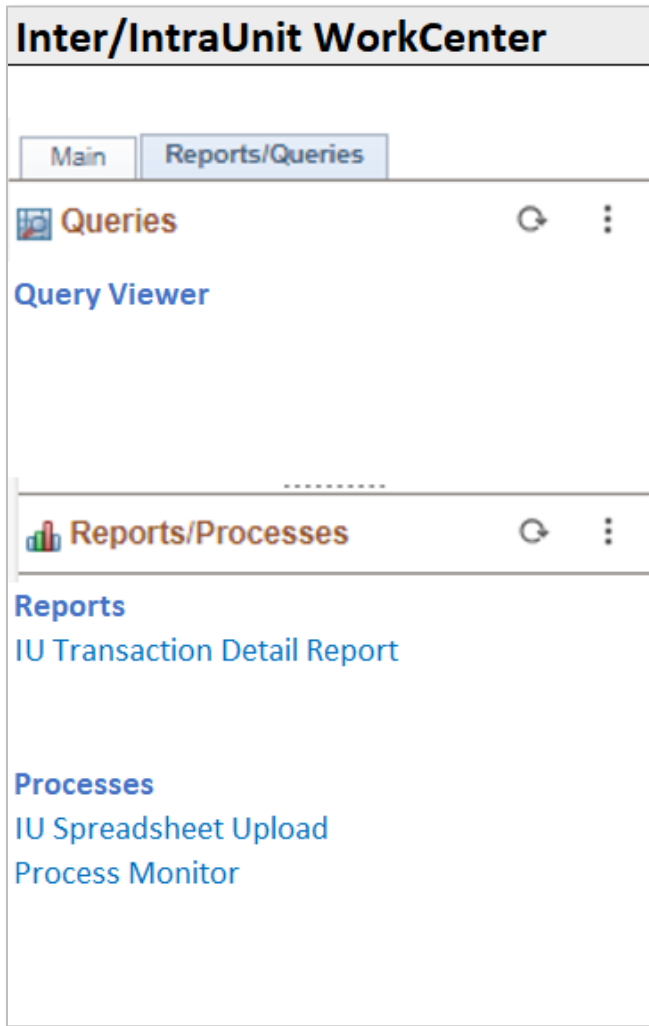
IU Approval Page

A dedicated page where Approver end users review, approve, or deny IU transactions.

Inter/IntraUnit WorkCenter

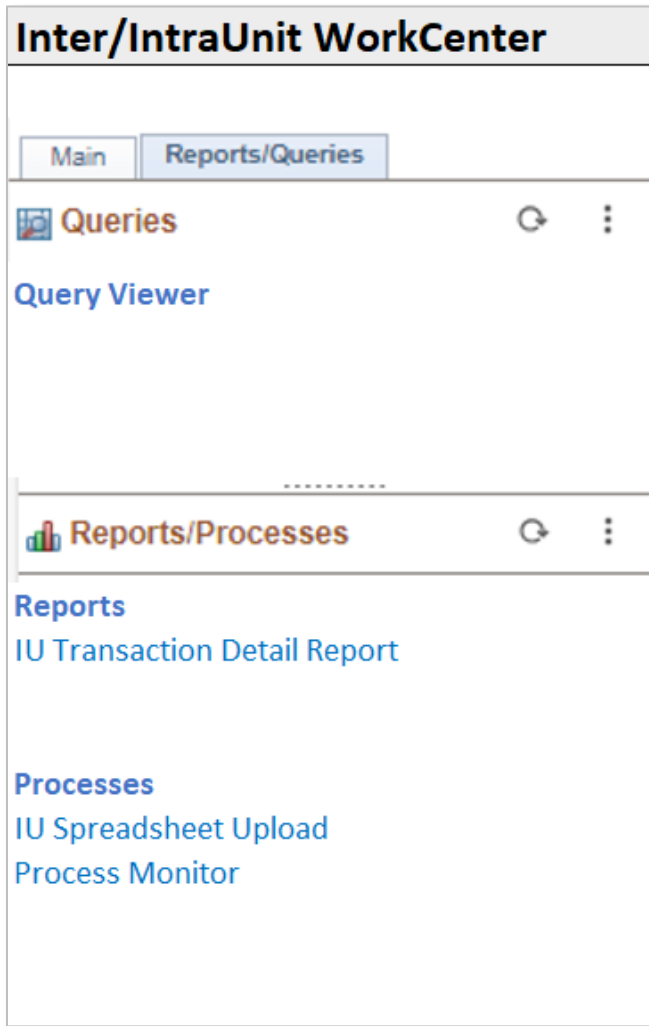
	<h3>Welcome to the Inter/Intraunit WorkCenter</h3> <p>Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area." The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.</p> <p>Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.</p> <p>Within each pagelet there may be "Open the content in a new window", "Collapse a group of links" and "Expands a group of links" actions available depending on the pagelet.</p>
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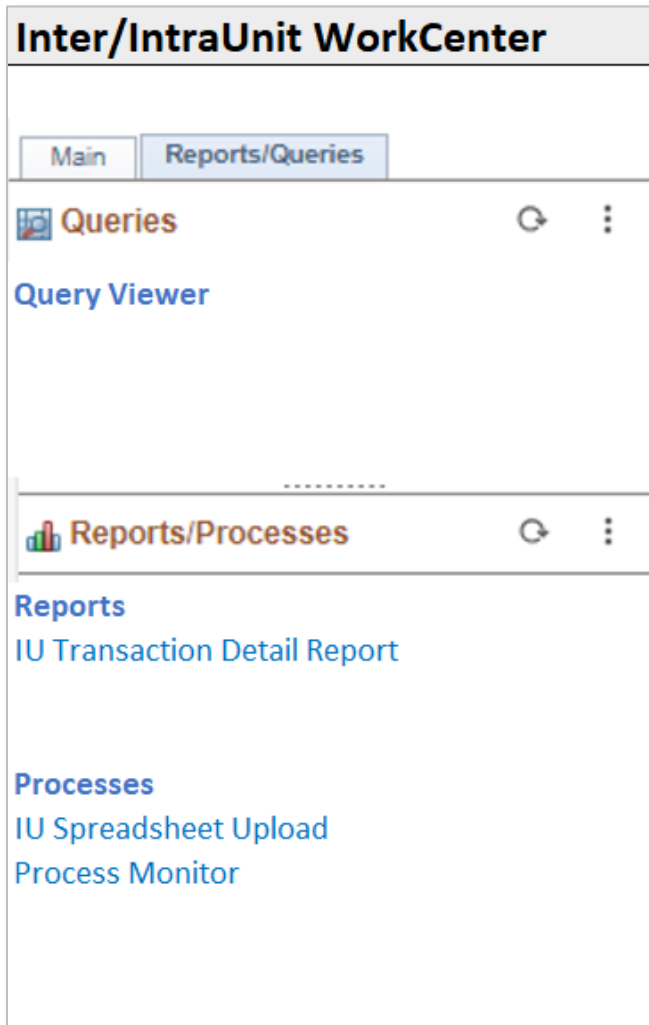
Query Viewer

The PeopleSoft Query Viewer is a tool that allows users to run, view, and analyze pre-defined and ad-hoc queries to extract and display data from the PeopleSoft database.



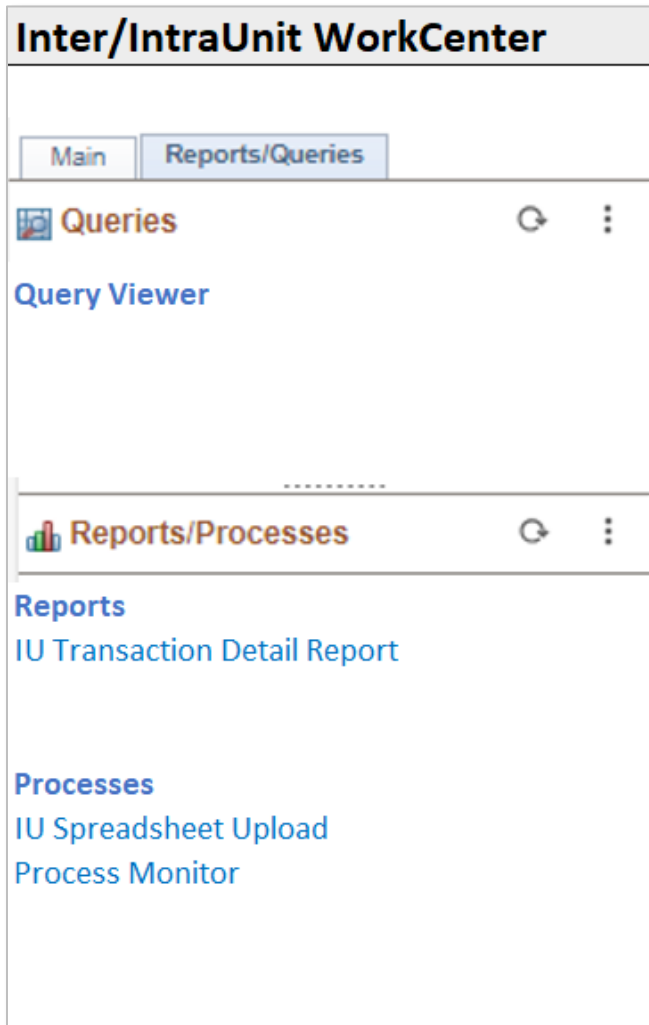
IU Spreadsheet Upload

The IU Spreadsheet Upload run control page is a tool that enables users to upload and process IU data from the IUI001 Inter/IntraUnit Spreadsheet Upload Interface.



Process Monitor

The PeopleSoft Process Monitor is a tool that allows users to track and manage the status of batch processes and reports, providing real-time information on their progress and completion.



IUR005 IU Transaction Detail Report

A report that lists transaction details for Inter/IntraUnit module transactions including Inter/IntraUnit expenditures, revenues, transfers, advances, reclassifications, encumbrances, and accruals.

WALKTHROUGH

IUR005 IU TRANSACTION DETAIL REPORT



Planned Reports

- ▶ **Inter/IntraUnit Transaction Reconciliation Report (IUR003)**
 - A report by transaction Inter/IntraUnit ID that reflects the sending information and the receiving information. The report will show data for any subsequent Inter/IntraUnit transactions occurred.
- ▶ **GR Service Charge Report (IUR002)**
 - A report that lists service charges by ChartField combination for each agency.
- ▶ **IU Encumbrance and Accrual Activity Report (IUR004)**
 - A report detailing the IU Encumbrance and IU Accrual activity including the established encumbrance/accrual, payments made against the encumbrance/accrual, and remaining balances.



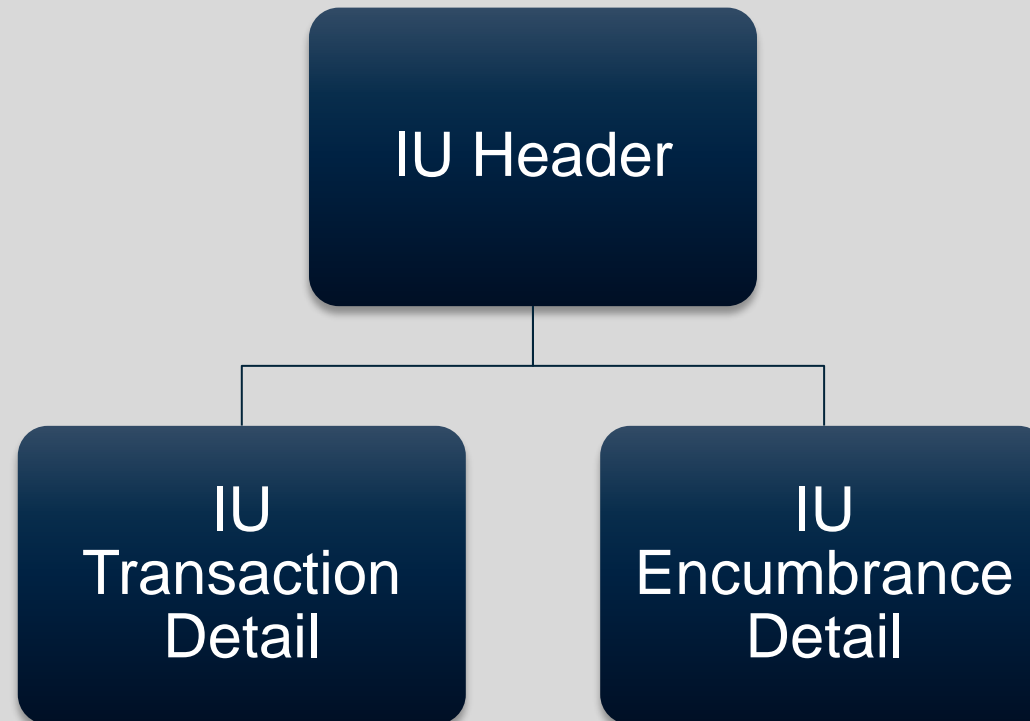
Q&A



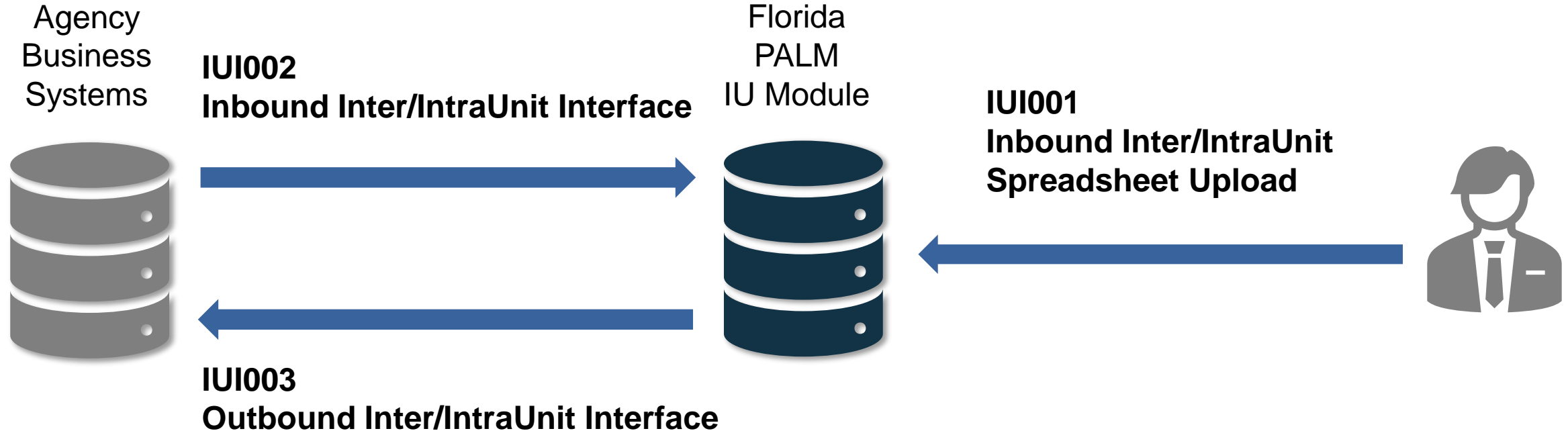
INTERFACES



Inter/IntraUnit Data Structure



Interfaces



Interfaces

Key Functionality

- Create and update IU Encumbrances and IU transactions
- SpeedKey
- Requires Agency IU Spreadsheet Upload Processor and another IU processor role

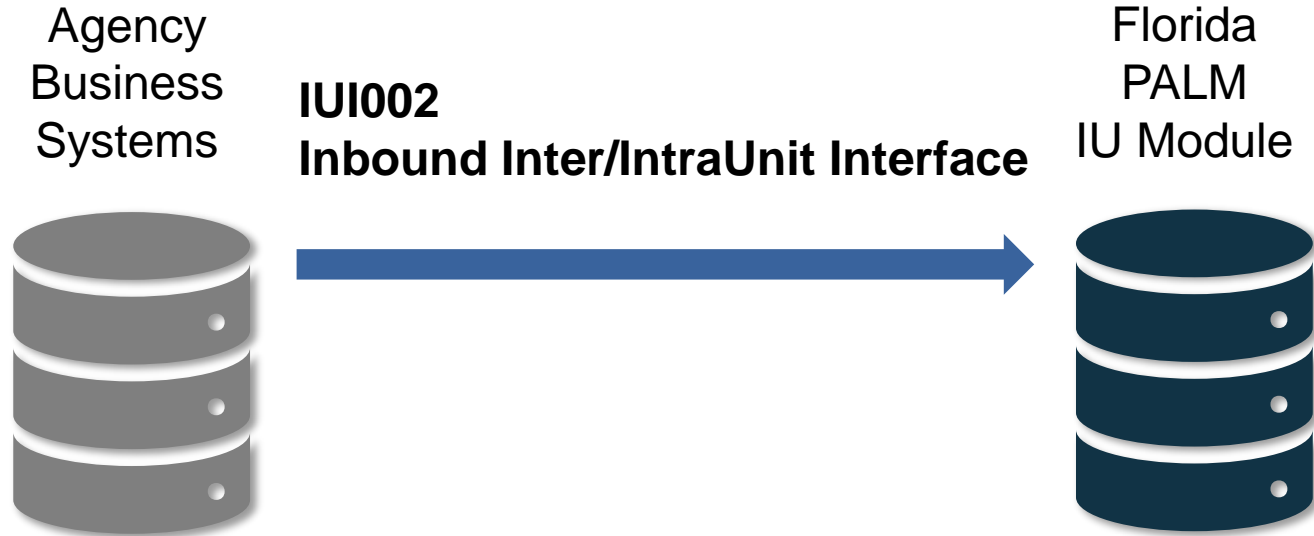
Florida
PALM
IU Module



IUI001
Inbound Inter/IntraUnit
Spreadsheet Upload



Interfaces



Key Functionality

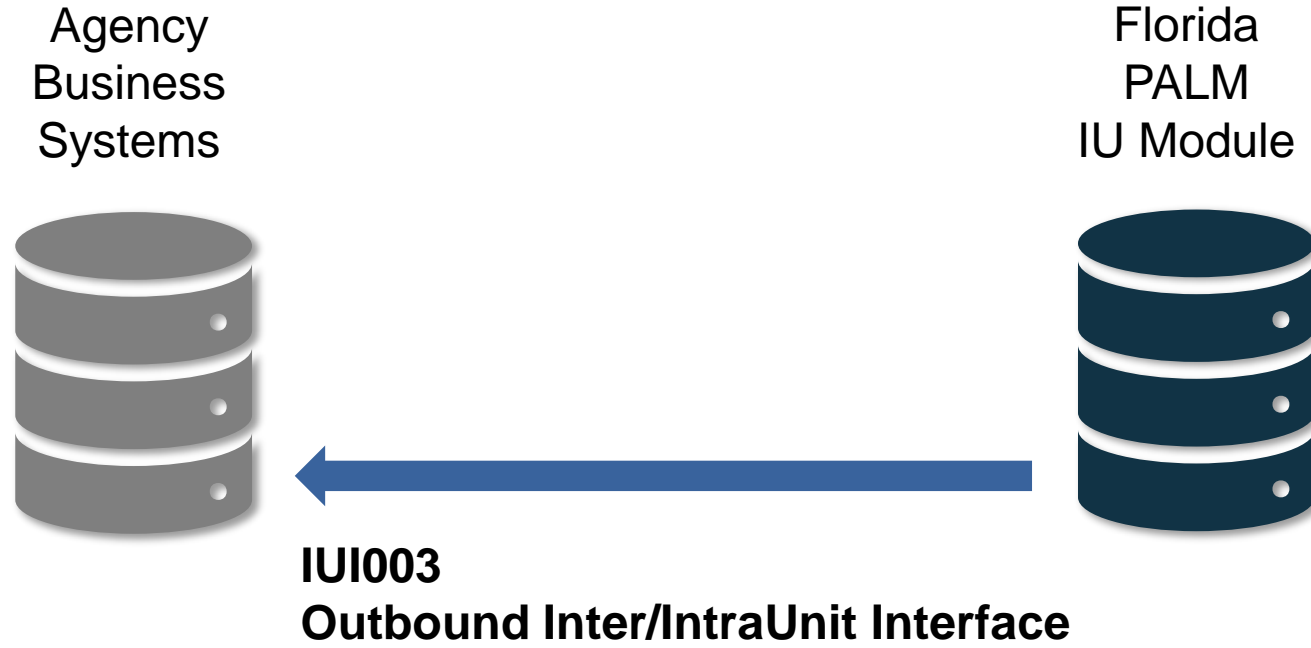
- Create and update IU Encumbrances and IU transactions
- Reciprocating agency can upload the receiving side COA codes

WALKTHROUGH

IUI002 INBOUND INTER/INTRAUNIT INTERFACE



Interfaces



Key Functionality

- Posted IU Encumbrances and IU transactions
- Received IU transactions
- Updated IU transactions

IUI003 Outbound Inter/IntraUnit Interface

Run Control Parameter

Outbound Inter-IntraUnit Transactions

Outbound Inter-IntraUnit Transactions

Run Control ID 1 Report Manager Process Monitor **Run**

Run Control Parameters Find | View All First 1 of 1 Last

*Business Unit: BU Distribution Only

From Date: **Data Extract**

To Date: Batch Adhoc

Delta Full



WALKTHROUGH

IUI003 OUTBOUND INTER/INTRAUNIT INTERFACE



Q&A



CHANGE IMPACTS



Change Impacts

- ▶ Agencies will record IU transactions instead of JT vouchers
 - Allows receiving agency to input their accounting lines instead of using default values
- ▶ Sending and receiving is one transaction and therefore must balance
- ▶ Facilitates Form 3 process
- ▶ IU Encumbrances consume budget
- ▶ Accruals may be recorded throughout the year
- ▶ Inter-agency MFMP POs and payments must be entered in the Florida PALM IU Module



Q&A



CONTACT INFORMATION

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