SolutionCenter
FloridaPALM
Planning, Accounting, and Ledger Management

CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

Production Support Round Table

August 24, 2022

Agenda

- Florida PALM Updates
- Reconciling Investment and Disinvestment
- Treasury Correspondence Forms
- Year-End
- Tips & Tricks!
- Open Forum

Florida PALM Updates

Dusti Kincl

Florida PALM Communications

Agency Support

- CCN Contacts
- Communication Subscriptions
- Data Dictionary
- Security Access Managers (SAM)
- SAM Request and Acknowledgement Form
- Ticket Request Form | Instructions
- CMS Wave Sandbox

Florida PALM
Planning, Accounting, and Ledger Management

Subscribe to Florida PALM Communications

Select the category of communications you would like to receive from the Florida PALM Project.

Agency Name *

Agency Acronym *

First Name *

Last Name *

Email *

Production Categories

- [ ] Bank File Delays
- [ ] General System Information
- [ ] Identity Provider (IDP)
- [ ] Interest Apportionment
- [ ] Managed File Transfer (MFT)

Implementation Categories

- [ ] Financials Wave
- [ ] Payroll Wave

Unsubscribe from:

- [ ] All Emails
- [ ] All Production Emails
- [ ] All Implementation Emails

Florida PALM Updates
Sandbox and ticket request

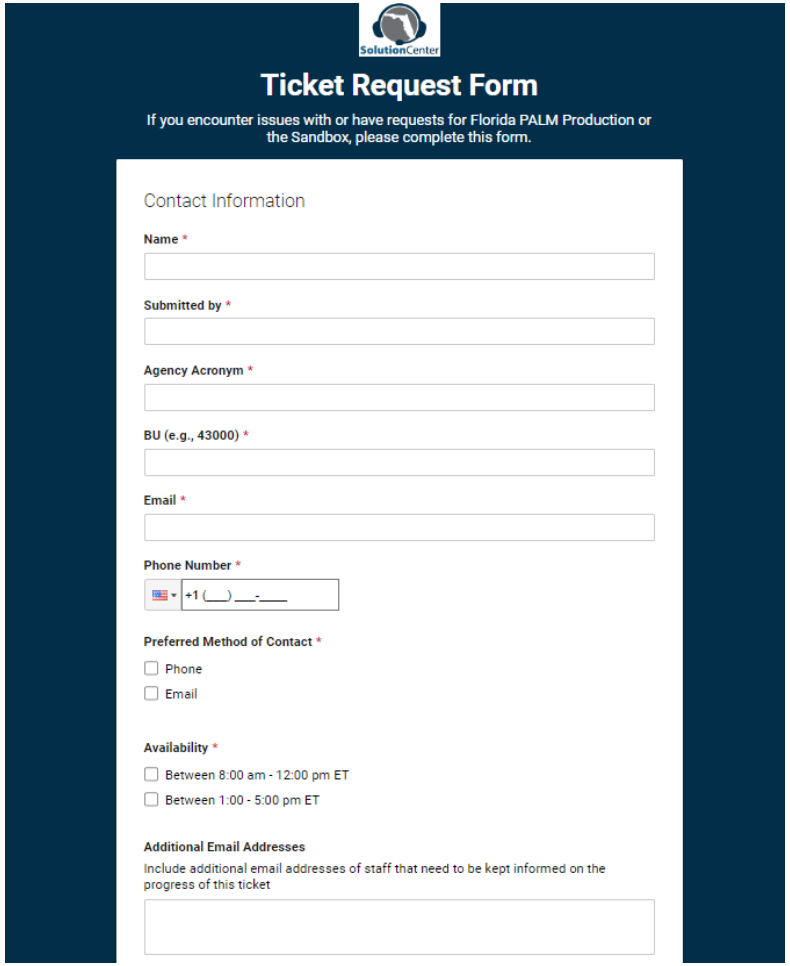
Crystal Miller

SANDBOX ENVIRONMENT

To access the sandbox environment Florida PALM end users will:

- Go to: https://finsbx1.flpalm.myfloridacfo.gov
- Login using the same credentials they use for Production
  Note: Users will **only** be able to perform the functions they currently are assigned in Production
- In the top left side of your screen verify it states FINSBX1-Sandbox Environment to indicate you are in the Sandbox environment

Ticket Request Form



SolutionCenter

Ticket Request Form

If you encounter issues with or have requests for Florida PALM Production or the Sandbox, please complete this form.

Contact Information

Name *

Submitted by *

Agency Acronym *

BU (e.g., 43000) *

Email *

Phone Number *

+1 (___) ___-____

Preferred Method of Contact *

- Phone
- Email

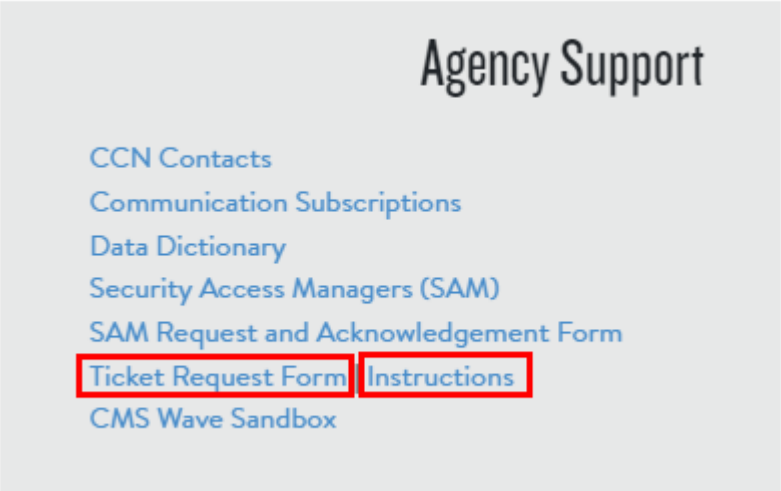
Availability *

- Between 8:00 am - 12:00 pm ET
- Between 1:00 - 5:00 pm ET

Additional Email Addresses

Include additional email addresses of staff that need to be kept informed on the progress of this ticket

- Ticket Request Form
  - Helps the Solution Center better diagnose, resolve and respond to issues or requests that you have with Florida PALM.
  - Ticket Request Form can be found on the Operations page under the Agency Support section.
  - The Ticket Request Form is required to submit prior to contacting the Florida PALM Solution Center.



Agency Support

CCN Contacts
Communication Subscriptions
Data Dictionary
Security Access Managers (SAM)
SAM Request and Acknowledgement Form
Ticket Request Form | Instructions
CMS Wave Sandbox

Resources and Reconciliation of Investments and Disinvestments

Lisa Herron

Available Resources

End User Training (myfloridacfo.com)

Today’s Objectives

- What are the differences between Investment Journals & Disinvestment Journals?
- How do I Reconcile Investments & Disinvestments?
- What resources do I use to Reconcile FLAIR with Florida PALM?

FLAIR Reports

- Reports
  - RDS Reports - Central Reports
    - CNPPPJT2 - JT’s Sent
    - CNPPPJT4 - JT’s Received
  - WebFocus (formerly MRE)
    - CMPTTRN- table available for query
  - Agency-Specific Reports

Florida PALM Reports

- Reports
  - Florida PALM Reports
    - GLR082-Apportionment Reports
    - GLR083-Investment Activity Report
    - Detailed Budget Period Report

Investment Journals

- What is an Investment?
- Where do they originate?
- How are they entered into Florida PALM?

FLAIR Investment Information

- State Accounts (SC) function in FLAIR
  - Inquiry for Category 190000
    - Investable Budget Authority
    - Available Cash

FLAIR Balances State Accounts (SC)

- State Accounts Function (SC)

```
SAID                          BALANCE FILE - BUDGETARY        08/12/2022  14:18:05

   L1 GF SF FID     BE         IBI CAT     YR     MO     RT
    85 20 2  021027 85010100 00  190000 00     08     2
                               PRIOR                CURRENT                CURRENT
                           MONTH BALANCES       MONTH ACTIVITY        MONTH BALANCE
WARRANT DISB                          .00                  .00                  .00
JOURNAL DISB                   240,000.00           550,000.00           790,000.00
TRANSFER DISB                         .00                  .00                  .00
*CURR YR DISB                  240,000.00           550,000.00           790,000.00
*CERT FWD DISB                        .00                  .00                  .00
*CURR YR UNEXP REL          11,954,000.00           550,000.00-       11,404,000.00
*CERT FWD UNEXP REL                   .00                  .00                  .00

CASH  8520 2 021027             63,940.30     ADMINISTRATIVE TRUST FUND DFS

CONTINUING...
                                                                TYPE _   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT              EXIT  MAIN        TOP          FWD
```

Reports - Tools Florida PALM GLR083

Florida PALM
Planning, Accounting, and Ledger Management

Page No. 1 of 14
Report ID: GLR083
Run Date: 8/15/2022
Run Time: 12:22:54 PM

Investment Activity Report

Business Unit: 85000
Pool Type: ALL
Fund From: 00400 LOT CAP OUTLAY & DBT SVC TF
Fund To: 52600 PERMIT FEE TF
Fiscal Year: 2023
Accounting Period From: 2
Accounting Period To: 2

Business Unit: 85000 Department of Financial Services
Fund: 02123 DFS ADMIN TF

Trans Date	Transaction Type	Account	Line Description	Additions	Deductions	Balance
**********			Beginning Balance			1,973,468.34
8/1/2022	Investment	104000	D3000042892	300,000.00		2,273,468.34
8/1/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-15,000.00	2,258,468.34
8/2/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-30,000.00	2,228,468.34
8/5/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-5,000.00	2,223,468.34
8/8/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-300,000.00	1,923,468.34
8/10/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-390,000.00	1,533,468.34
8/12/2022	Investment	104000	D3000063155	250,000.00		1,783,468.34

Account Summary

Transaction Types	Addition Transaction Types	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Beginning Balance					1,973,468.34
Investment	2		550,000.00		550,000.00
Interest Earned					
Disinvestment		5		-740,000.00	-740,000.00
Admin Fee					
Undefined					
Total	2	5	$ 550,000.00	$ -740,000.00	$ 1,783,468.34

Central FLAIR State Accounts (SC)
vs
Florida PALM

SAID BALANCE FILE - BUDGETARY 08/12/2022 14:18:05

L1	GF	SF	FID	BE	IBI	CAT	YR	MO	RT
85	20	2	021027	85010100	00	190000	00	08	2

	PRIOR MONTH BALANCES	CURRENT MONTH ACTIVITY	CURRENT MONTH BALANCE
WARRANT DISB	.00	.00	.00
JOURNAL DISB	240,000.00	550,000.00	790,000.00
TRANSFER DISB	.00	.00	.00
*CURR YR DISB	240,000.00	550,000.00	790,000.00
*CERT FWD DISB	.00	.00	.00
*CURR YR UNEXP REL	11,954,000.00	550,000.00-	11,404,000.00
*CERT FWD UNEXP REL	.00	.00	.00

CASH 8520 2 021027 63,940.30 ADMINISTRATIVE TRUST FUND DFS

CONTINUING...

TYPE _ SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT EXIT MAIN TOP FWD

FloridaPALM
Planning, Accounting, and Ledger Management

Investment Activity Report

Business Unit: 85000
Pool Type: ALL
Fund From: 00400 LOT CAP OUTLAY & DBT SVC TF
Fund To: 52600 PERMIT FEE TF
Fiscal Year: 2023
Accounting Period From: 2
Accounting Period To: 2

Business Unit: 85000 Department of Financial Services
Fund: 02123 DFS ADMIN TF

Trans Date	Transaction Type	Account	Line Description	Additions	Deductio
**********			Beginning Balance		
8/1/2022	Investment	104000	D3000042892	300,000.00	
8/1/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-15,000.
8/2/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-30,000.
8/5/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-5,000.
8/8/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-300,000.
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Account Summary

Transaction Types	Addition Transaction Types	Deduction Transaction Types	Addition Subtotals	Deduction Subtot
Beginning Balance				
Investment	2		550,000.00	
Interest Earned				
Disinvestment		5		-740,000.
Admin Fee				
Undefined				
Total	2	5	$ 550,000.00	$ -740,000.

Central FLAIR State Accounts (SC)
vs
Florida PALM


```
SASD                                                    08/18/2022  14:19:05
                DOCUMENT SUMMARY FILE  -  BUDGETARY ACCOUNT          PAGE   1

  L1 GF SF FID    BE       IBI CAT    YR    RT    STWD DOC-NO    MO    DAY
  85 20 2  021027 85010100 00  190000 00    2                    08    01
       APPROPRIATIONS   APPROVED BUDGET        RESERVE        RELEASES
          BALANCES          BALANCES           BALANCES      YTD BALANCES
080122     12194000.00      12194000.00             .00      12194000.00
081822     12194000.00      12194000.00             .00      12194000.00
AUDIT    STATEWIDE   AGENCY   TR  CF     TRANSACTION         UNEXPENDED
 DATE     DOC NO     DOC NO   CD  I        AMOUNT          RELEASE BALANCE
08/01/22                                                   11,954,000.00
080122  D3000042892  V000536  25          300,000.00        11,654,000.00
081222  D3000063155  V000852  25          250,000.00        11,404,000.00

CONTINUING....
                                                          TYPE    SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT            EXIT  MAIN       TOP        FWD
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Planning, Accounting, and Ledger Management

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8/2/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-30,000.00
8/5/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-5,000.00
8/8/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-300,000.00
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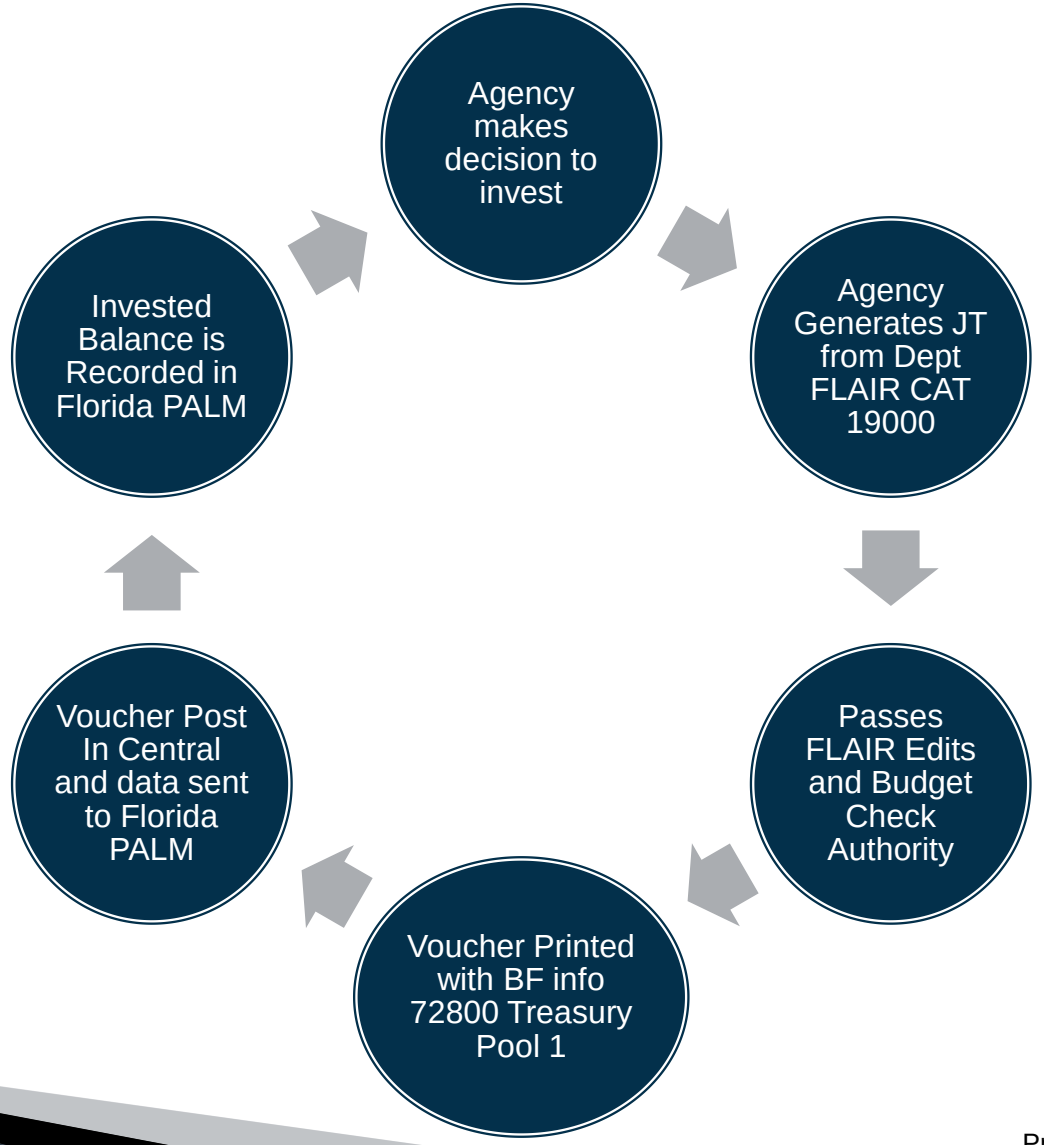
Interest Earned				
Disinvestment		5		-740,000.00
Admin Fee				
Undefined				
Total	2	5	$ 550,000.00	$ -740,000.00

Life Cycle of Investment



Disinvestments

- What is a Disinvestment?
- Where do they originate?
- Disinvestment must be initiated with the same FUND/BE code combinations as it was invested.
- Cannot disinvest more than what was invested.

Central FLAIR State Accounts (SC)

```
SAIR                          BALANCE FILE - RECEIPTS          08/12/2022  14:12:39

   L1 GF SF FID     BE         IBI CAT     YR     MO     RT
   85 20 2  021027 85010100 00  002000 00     08     3
                              PRIOR                CURRENT                CURRENT
                           MONTH BALANCES       MONTH ACTIVITY        MONTH BALANCE
JOURNAL RECEIPTS             1,480,000.00           740,000.00          2,220,000.00
TRANSFER RECEIPTS                     .00                  .00                   .00
TREASURY RECEIPTS                     .00                  .00                   .00
PRIOR CANC RECPTS                     .00                  .00                   .00
* TOTAL RECEIPTS             1,480,000.00           740,000.00          2,220,000.00

CASH CONTROL 85 20 2 021027          63,940.30
DESCRIPTION: ADMINISTRATIVE TRUST FUND

                                                                   TYPE _   SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Central FLAIR State Accounts (SC) vs Florida PALM

SASR 08/12/2022 14:23:12

DOCUMENT SUMMARY FILE - RECEIPT ACCOUNT PAGE 1

L1	GF	SF	FID	BE	IBI	CAT	YR	RT	STWD DOC-NO	MO	DAY
85	20	2	021027	85010100	00	002000	00	3		08	

AUDIT DATE	STATEWIDE DOC-NO	AGENCY DOC-NO	TR CD	TRANSACTION AMOUNT	RECEIPTS YTD
08/01/22					1,480,000.00
080122	c3000078838	2000005	45	15,000.00	1,495,000.00
080222	c3000092129	2000006	45	30,000.00	1,525,000.00
080522	c3000239317	2000012	45	5,000.00	1,530,000.00
080822	c3000240057	2000010	45	300,000.00	1,830,000.00
081022	c3000240813	2000006	45	390,000.00	2,220,000.00

CONTINUING...

TYPE SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

CONT EXIT MAIN TOP FWD

FloridaPALM

Planning, Accounting, and Ledger Management

Investment Activity Report

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Trans Date	Transaction Type	Account	Line Description	Additions	Deductions
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8/2/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-30,000.00
8/5/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-5,000.00
8/8/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-300,000.00
8/10/2022	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-390,000.00
8/12/2022	Investment	104000	D3000063155	250,000.00	

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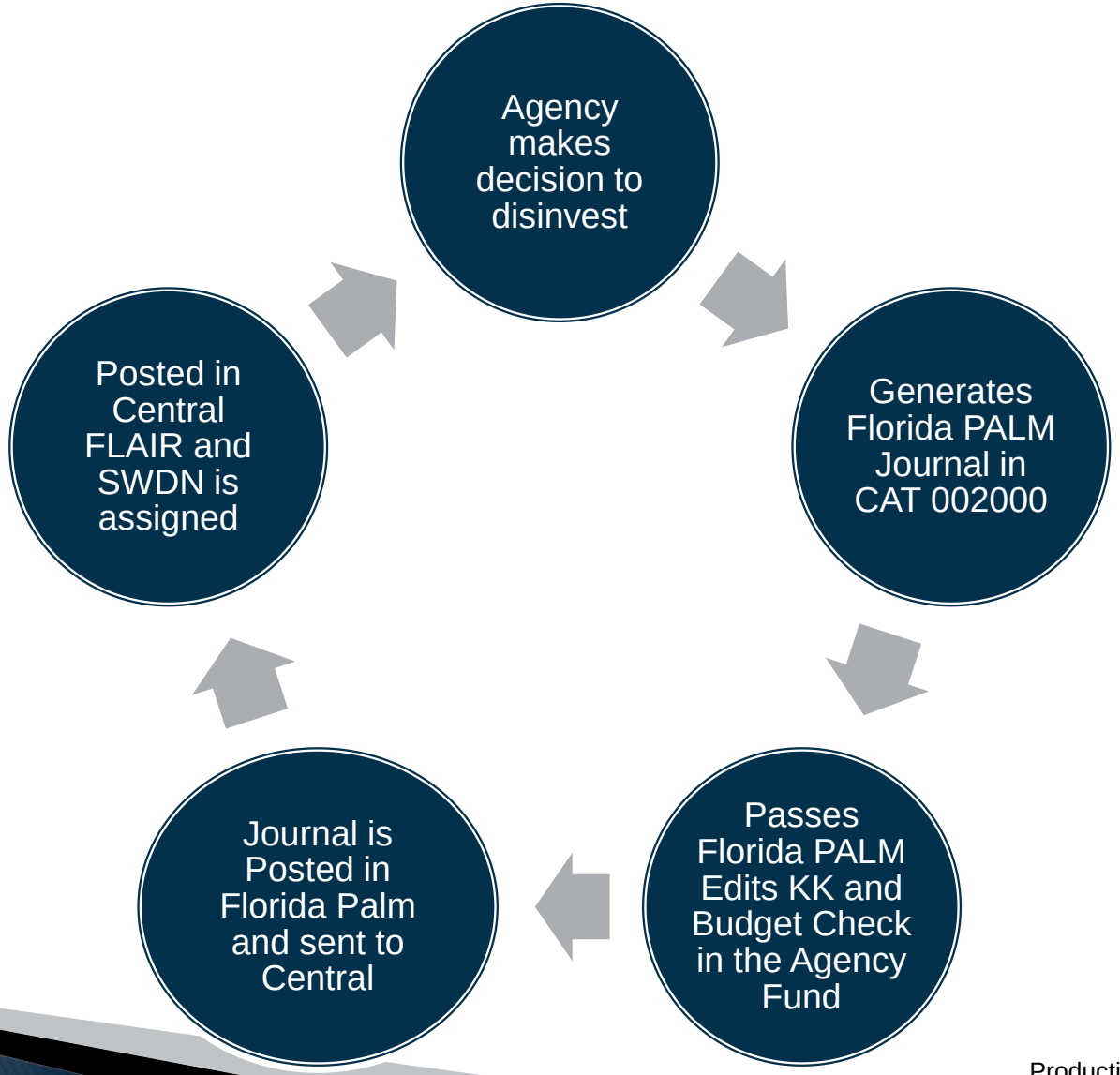
Interest Earned				
Disinvestment		5		-740,000.00
Admin Fee				
Undefined				
Total	2	5	$ 550,000.00	$ -740,000.00

Life Cycle of Disinvestment



Reconciliation of CENTRAL FLAIR to Florida PALM

- Central FLAIR controls the Investment budget authority
- Florida PALM controls Disinvestment budget authority
- Pull and review reports to verify disinvestments
- Determine if errors were made, and if so, which system is out of balance
- Map out corrections if they are needed

Reconciliation-Florida PALM Corrections

- The original journal date must be used when correcting entries
- When reversing an entry, flip the signs
- Use the RED source code when applicable to adjust investment balances in Florida PALM
- Once reversed, reprocess the disinvestment
- Disinvest to the same Fund and Budget Entity as the original investment

Reconciliation-Update Departmental

- Departmental must be updated to reflect the disinvestment
- Agencies will process the receipt TR96 in Departmental
- Departmental should match Central

Disinvestment Corrections Live Demo

Vanessa Abbassi

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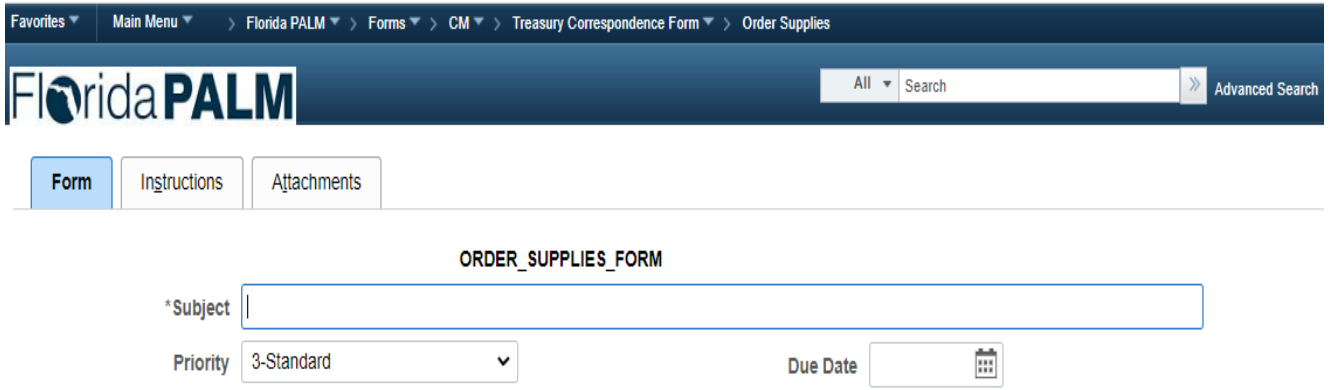
Treasury Correspondence Forms

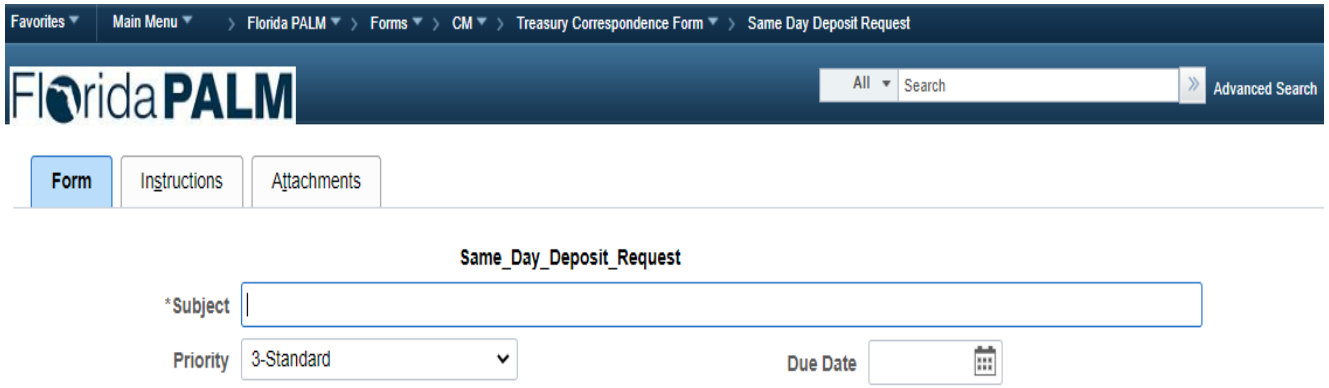
Loubert Delva

Treasury Correspondence Forms



Order Supplies Form

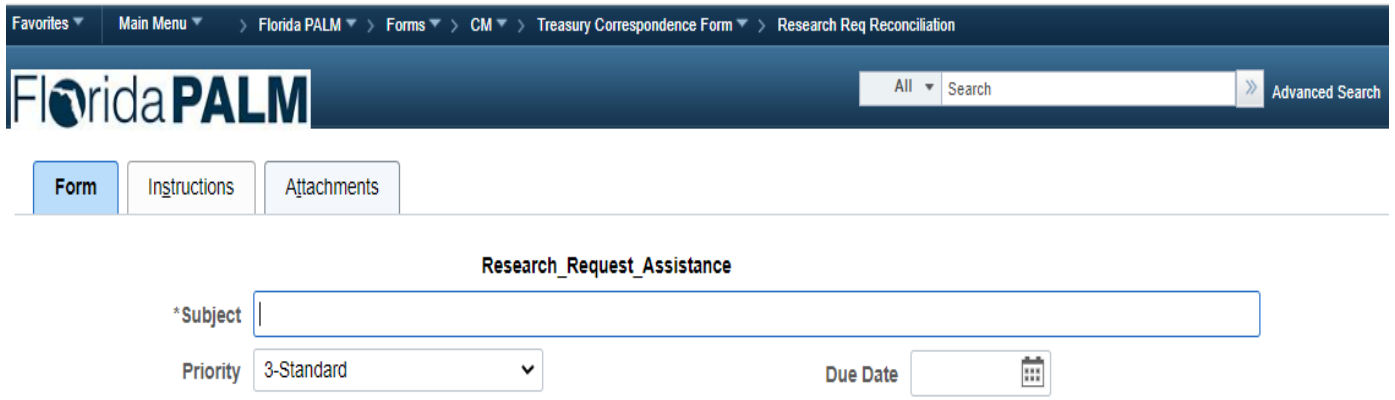
- Bank Account Type drop-down added to allow agencies to select CRA or Concentration
- Order Type drop-down will include CRA Checks
- Text field added for agencies to provide the shipping information for Deposit Bags



Same Day Deposit Request Form (EFT Notification)

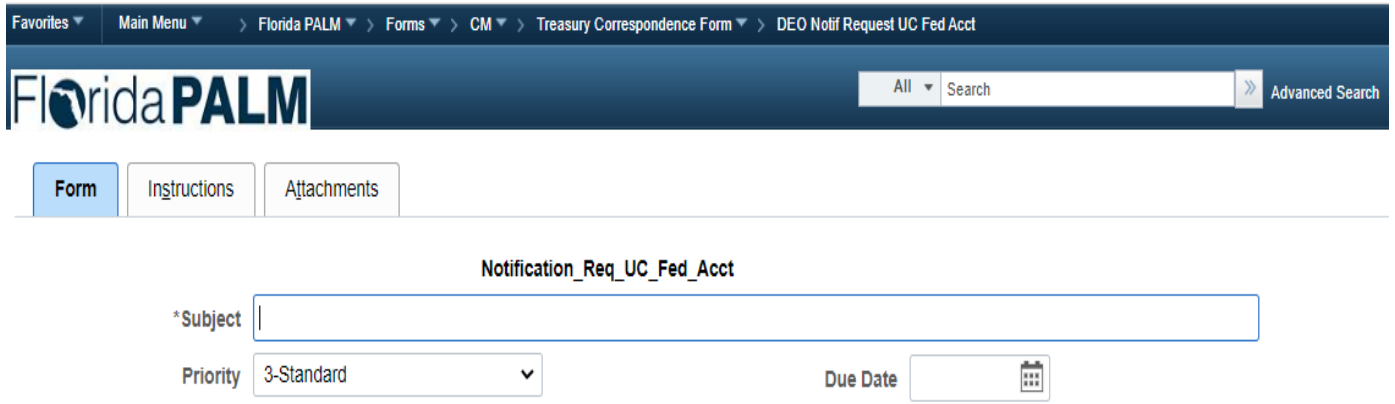
- Amount field will allow end users to enter comma(s)

Treasury Correspondence Forms



Research Request/Reconciliation Assistance Form

- Ability to attach supporting documentation, as with all forms



Notification Request UC FED Account Form (DEO Specific form)

- Two fields added; one titled Fed Funds portion and one titled State Funds portion
- Negative amounts will be allowed

YEAR-END

MILEY KILTS

Year End

- June 30 processes
  - Central FLAIR
    - Transition from FY2022 to FY 2023
    - Allowed additional time for June 30 bank files to post
      - Supplemental Deposits
      - Debit Memos

      $143,518,951.62
  - Departmental FLAIR
    - All agencies closed by Friday, August 12
  - Florida PALM
    - June Closed on July 29, 2022
    - FY2022 Final Closing

Tips and Tricks

Allyssa Smith

Reporting Update

FAQ

- What report do I need to use?
- What does this information mean?
- How can I use this report in my day-to-day activities?
- What filters are available for this report?
- Where do I go to find this report in Florida PALM?
- What legacy reports would I have run in the past to get this information?

Resources

- Reports Catalog
- Data Dictionary
- Functional Definitions

Reports Catalog Updates

- Report Description*
- Report Use
- Report Filter Criteria
- Navigation*
- Used By/Key Users*
- Legacy Report Name
- Legacy Report Source
- Things to Know

*Previously existed in Reports Catalog

Report Description	Report Use
Report that can be generated daily, monthly, annually, or by specified date range; shows the total amount and number of outstanding AP Payments by type for selected COA fields. This report is used to identify the liability for issued Payments that have not yet cleared the bank (unreconciled) for selected COA values.	Report that lists all warrants that have not been cashed or cleared at the bank.

Report Filter Criteria	Navigation
*Deposit BU (List Available), *From Date, *To Date *Required Fields	NavBar > Navigator > Reporting Tools > Query > Query Viewer > FLP_AGING_RECON_DEP_REPORT

Used By/Key Users	Legacy Report Name	Legacy Report Source
Agency Banking Reporter, Agency Deposit Reporter, Agency Query Writer, DFS Bank Reconciliation Processor, DFS Deposit Approver, DFS Deposit Processor, DFS Query Writer, DOR Agency Exception Processor	Debit Memo-Legacy, Paper Returns, ACH/EFT Returns, Foreign Item Returns, Credit Card Returns	Cash Management System

Things to Know
Agencies can use this report to analyze deposit data; This report includes the Agency Deposit Number and is a point in time report.

Data Dictionary

Data Dictionary Dashboard

Data Dictionary	The Data Dictionary contains PeopleSoft tables and data elements that are being utilized by Florida PALM reports and queries. The PeopleSoft Table details include PeopleSoft Record Definition, Field Order within a table, Technical Name, Functional Name, Data Type, Field Length, if the table data element is Required, Key Field, Protected Data, PeopleSoft Delivered Values, and Mapped Legacy Data Element.
Data Dictionary TOC	The Data Dictionary Table of Contents is a list of PeopleSoft Record Definitions, Table Names, Table Descriptions, and Number of Table Elements.
Key Tables	Key Tables is a quick reference guide to assist with creating and running queries that lists commonly used tables along with a highlight of the important data elements for that table. PeopleSoft table details include Table Name, identified Module, and Notes.
Functional Definitions	The Functional Definitions are available for individual reports and queries. A conceptual definition is provided for commonly used report fields. Additionally, any report or query with additional specific definition information is provided per individual field. Fields that are calculated are identified for reference.

Data Dictionary Dashboard Location:
https://myfloridacfo.com/floridapalm/user-support/operations

Data Dictionary Updates

- Data Dictionary
  - PeopleSoft Delivered Values
  - Mapped Legacy Data Element

PeopleSoft Delivered Values
A = Automatic M = Manual N = None S = Semi Manual

Mapped Legacy Data Element
Category (FLAIR Account Code - position 22-27)
Fund Identifier (FLAIR Account Code - position 6-11)

- Functional Definitions

Wave	Report ID	Report Name	Module	Report Type	Report Field Label	Field Also Known As	PS Table
CMS	ARR021	Unreconciled Deposits Report	AR	Query	Bank Account #		PS_FLP_BNK_STMT_VW

PS Field	Functional Definition	Additional Report-Specific Definition	Calculated Field	Modified
BANK_ACCOUNT_NUM	Description of the bank account purpose and may contain the location number or the last four digits of the bank account number.	In this report, this field represents the Bank Account that received the bank transaction.	No	06/30/22 10:

Open Forum

Let’s Talk!

Contact Information

Contact us

1-877-FLA-PALM (1-877-352-7256)

FLPALM_Solutions@MyFloridaCFO.com

Visit the Florida PALM User Support Page

https://myfloridacfo.com/floridapalm/user-support/operations