

Florida Department of Financial Services

Florida PALM End User Manual



Florida PALM
Planning, Accounting, and Ledger Management



Revision History

Version	Date	Revision Notes
1.0	06/24/2021	Initial Version
2.0	09/17/2021	<p>Added:</p> <ul style="list-style-type: none"> • Navigation Elements – Added language to clarify the manual uses the Fluid view when providing the navigation path for end users in Florida PALM. • Disinvestment Journal Interface Exceptions – Added language to identify journals may successfully post in Florida PALM but not in Central FLAIR. These journals must be reversed and re-created. • Running a Report – Added language to clarify what to do when a report fails or does not post. <p>Updated:</p> <ul style="list-style-type: none"> • Changed all navigation paths to the Fluid view instead of Classic to mirror the view and navigation paths used in training. • Notifications – Clarified email and text notification capabilities have not been configured for Florida PALM • Investment Redistribution – Updated values to indicate agencies must enter their Agency Business Unit value. • Approve GL Journals, placing a Journal on Hold – Updated the process for adding comments when placing a journal on hold. Deleted information regarding email notices as automatic emails are only sent when a journal is denied. • Bank Transfers – DEO Only – Updated Validations/Valid Values in Table 28: Bank Account Transfer Field Names Table to reflect the values to be entered. • Running a Report – Moved verbiage relating to Report Manager link so that it is closer to the screenshot and it is easier to find. • Running a Report – Updated graphic to provide example of a work center used by agency end users.
3.0	02/08/2022	<p>Added:</p> <ul style="list-style-type: none"> • Content for SpeedTypes
4.0	02/28/2022	<p>Added:</p> <ul style="list-style-type: none"> • SpeedType Values for Treasury
5.0	06/21/2022	<p>Updated:</p> <ul style="list-style-type: none"> • Roles from SOD Review
6.0	11/01/2022	<p>Added:</p> <ul style="list-style-type: none"> • Creating and Maintaining SpeedTypes – Added language and screenshots to clarify using SpeedTypes. <p>Updated:</p> <ul style="list-style-type: none"> • Treasury Correspondence Form separated into four topics. • Added and replaced figures for various processes.
7.0	08/07/2023	<p>Updated:</p> <ul style="list-style-type: none"> • Navigation Elements

Version	Date	Revision Notes
		<ul style="list-style-type: none">• Process Monitor Updates
8.0	12/1/2023	PUM Image 35 TO 47 and PeopleTools 8.60 Changes

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Introduction to Florida PALM

The Florida Planning, Accounting, and Ledger Management (PALM) is the State of Florida's statewide accounting system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation.

The financial management processes used today are categorized into business process groupings.

- **Account Management and Financial Reporting** – establishes the statewide accounting framework through the general ledger and maintains accounting and reporting needs, including Grant and Project financial activity.
- **Cash Management** – manages cash balances to support disbursements and alignment with State and federal requirements, supports the forecast and management of agency cash balances, and supports revolving funds.
- **Budget Management** – manages the tracking and reporting of appropriations, allotments, revenue estimates, and budget exceptions.
- **Disbursements Management** – manages supplier information, supports disbursement obligations of the State, and performs month and year-end closing activities.
- **Asset and Account Management** – manages agency property, establishes the security controls, and performs month and year-end closing activities.
- **Revenue Accounting** – manages customer information and supports the billing process for State revenues.
- **Accounts Receivable** – manages accounting, reporting, and the collection of outstanding State revenues; supports the intake and accounting receipts; and ensures the closure of outstanding debt.
- **Treasury Management** – manages banking relationships, investments, and interest apportionment; supports bank and general ledger reconciliation; and supports cash transfers between bank accounts.
- **Payroll Management** – manages state employee payments.

Log in to Florida PALM

Below are steps on how to log in to Florida PALM.

Navigate to Florida PALM by going to the Florida PALM Website Home Page and click Access Florida PALM. Select your agency from the dropdown list and click Log In.

Florida PALM uses your agency's Identity Provider (IDP) username and password; at your initial login you must provide this information.

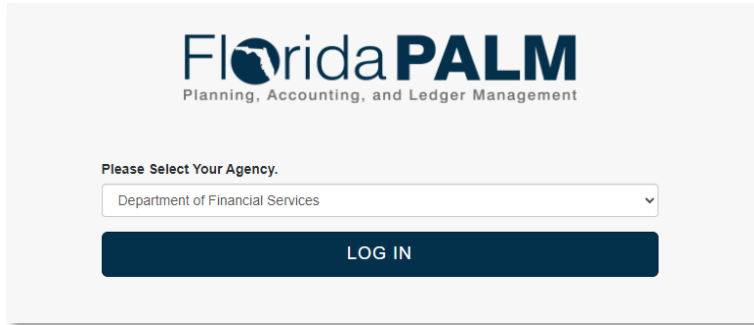


Figure 1: Log in Screen

Navigation Elements

After logging in, you land on the Florida PALM Homepage. From here you can access Florida PALM functionality through easy-to-use icons and menus. Available functionality is based on your assigned roles, which are based on your job duties and responsibilities. The Homepage provides quick access to frequently used features and is available throughout Florida PALM. Below is a detailed explanation on what each icon means.

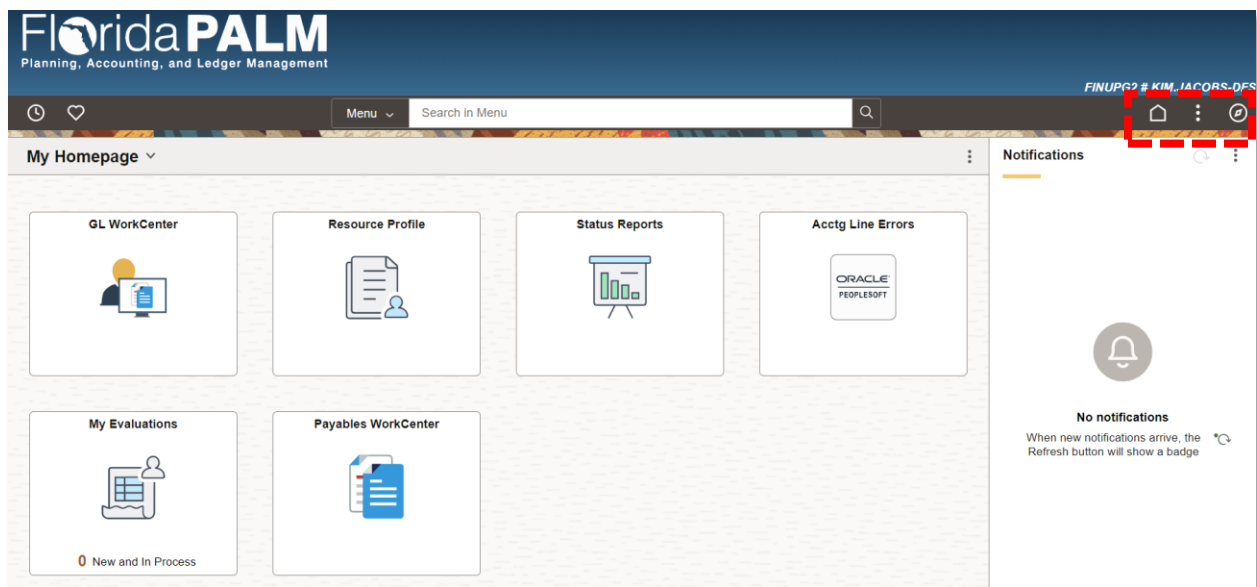





Figure 2: Homepage

- The **Home** icon  takes you to your Homepage at any time.
- The **Actions List** button  displays quick links to features from the page. There are additional options within the Actions List. Below is a detailed explanation of each option.
 - New Window – Opens another instance of Florida PALM in a new browser tab.
 - My Preferences – Changes your personal settings for the look and feel of Florida PALM.
 - Help – Contains a link to a resource page on the Florida PALM website.
 - Sign Out – Logs you out of Florida PALM. You should always sign out before leaving/closing Florida PALM.

- The **NavBar** icon  provides access to additional navigation options. Below is a detailed explanation of each option. You may see other icons based on your assigned role.
 - Recently Visited – Displays last five pages you visited in Florida PALM.
 - Favorites – Displays pages you specified as favorite pages.
 - Menu – Displays menu of pages available to you based on your assigned role(s) in Florida PALM.
 - Create Requisition - TBA
 - Expenses – Contains end user preferences and links you selected in Florida PALM.
 - Project Team - TBA
 - Bank Balances - TBA
 - Investment and Debt – TBA
 - Supplier Watch List - TBA
 - My Preferences – Contains the options for General Settings that may be applied.

The NavBar menu lets you go from processes to sub-processes and to an individual page, where transactions occur. You may see different processes based on your assigned role.

When you click a process, the available sub-processes are displayed. Other sub-processes are displayed based on the role you are assigned. You are able to continue selecting sub-processes until you access a page for individual transactions.

Menu items in the NavBar are displayed in alphabetical order by default. A personalization can be made to change this based on your personal preference. Using the Menu icon displays the additional links to an item within that folder (i.e., Accounts Payable folder contains items for Reports, Vouchers, etc.).

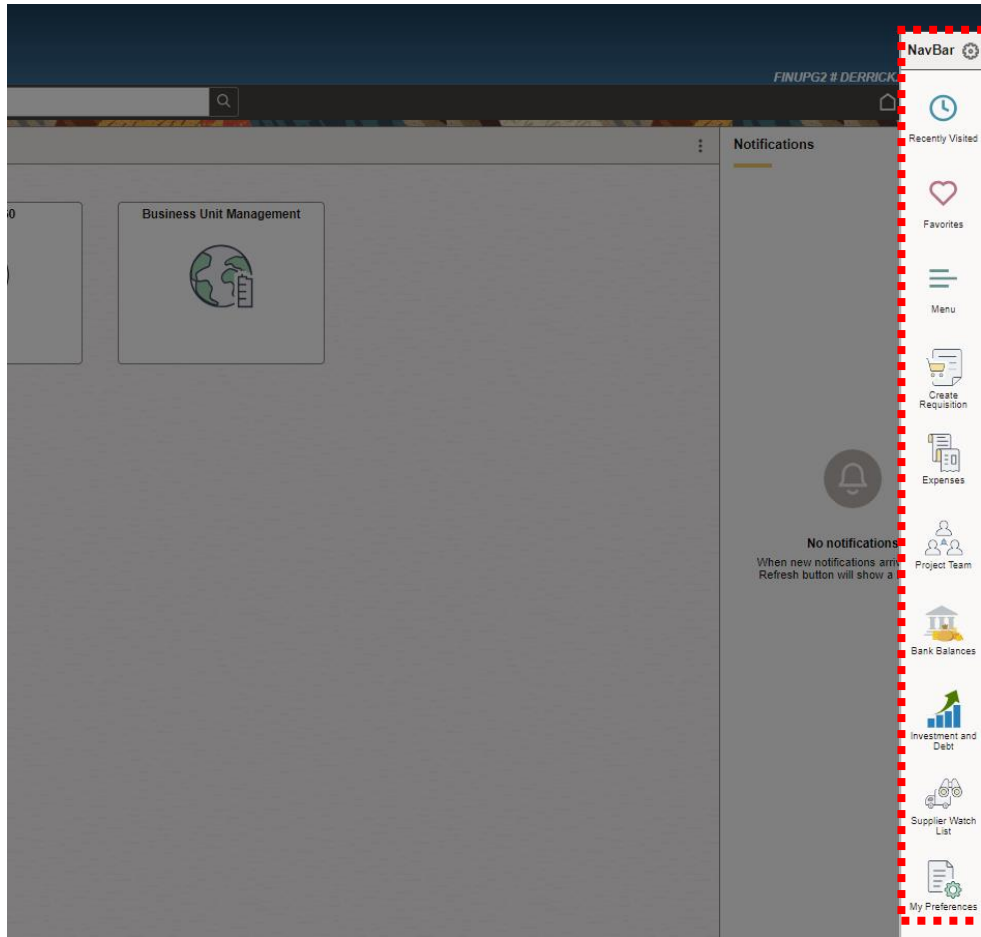


Figure 3: NavBar List

Once you select a folder inside the Menu Icon, you will see breadcrumbs that will allow you to reorganize selections. Breadcrumbs display the navigation string for the action being taken within Florida PALM. Click a breadcrumb to access your Favorites, the Main Menu, and previous process/sub-processes without starting over at the NavBar.

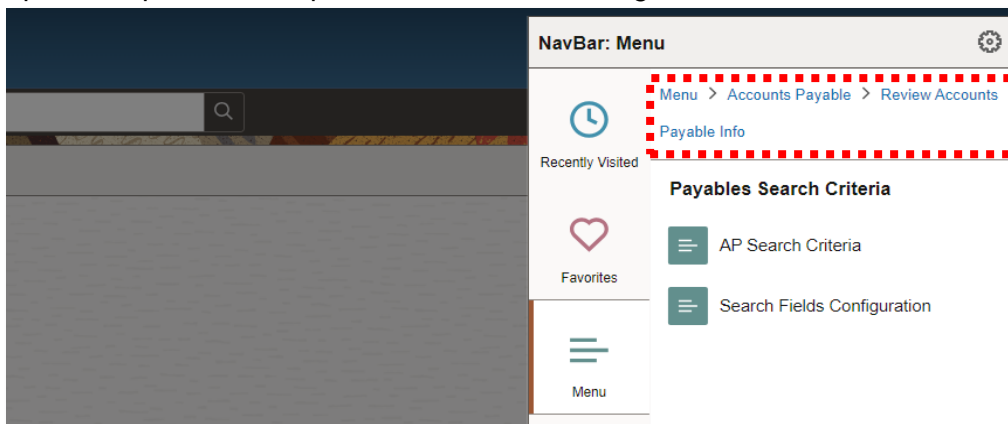




Figure 4: NavBar: Menu Items

- The **Quick Access Bar** provides access to additional navigation options. Below is a detailed explanation of each option. You may see other icons based on your assigned role.
 - Recently Visited – The clock icon  displays the last five pages you visited in Florida PALM.
 - Favorites – The heart icon  displays the pages you specified as favorite pages.

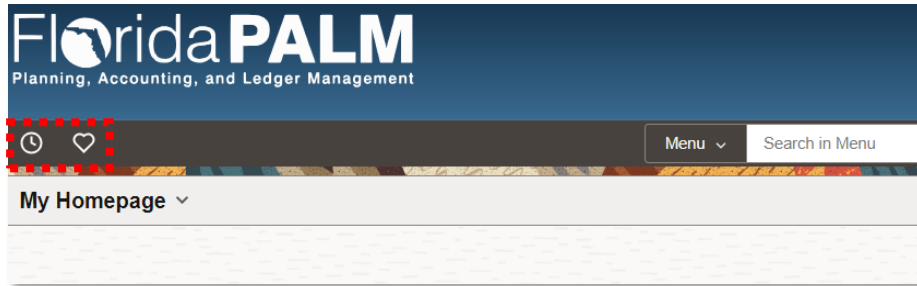


Figure 5: Quick Access Bar

- The **Notifications** section displays a window with pending actions or alerts that require your attention.

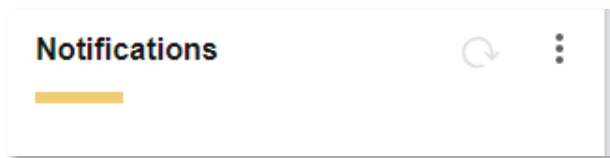


Figure 6: Notifications Settings Menu

The Notifications Settings Menu allows you to add your current page to your Homepage, the NavBar, or your Favorites. This feature allows quick access to a page you frequently use. The New Window link opens a new window in Florida PALM and allows you to navigate to other pages without losing information on the previous page.

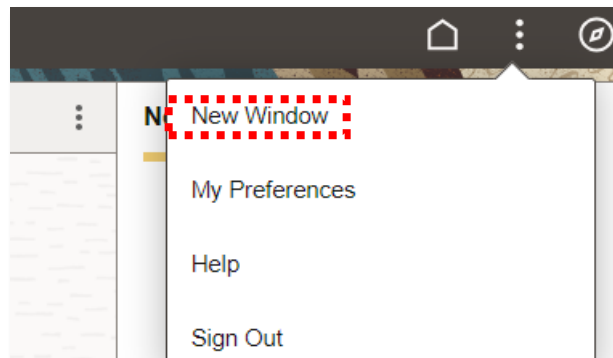


Figure 7: Notifications Settings Menu

- The **Global Search Bar** allows you to search data across the system without navigating to the respective component page. The Global Search bar will be in “Muted form” or a brown background when you are on a page.

Clicking on the Menu dropdown, the search options expand but defaults to Menu. This option narrows the search as you type the Menu item for which you are searching.

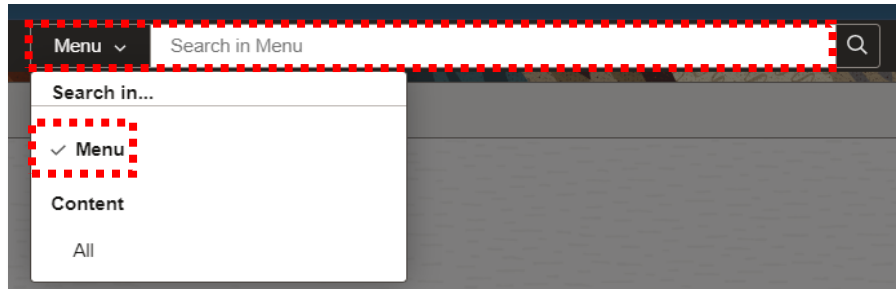


Figure 7: Search Menu

Click in the Search in Menu, each resulting bar will automatically take the user to the specified page. Pressing Enter after inputting a value in the search bar will show the Search Results page identifying all related search results.



Figure 8: Search Results

Other content can be searched by clicking the 'All' option and typing in the search bar.

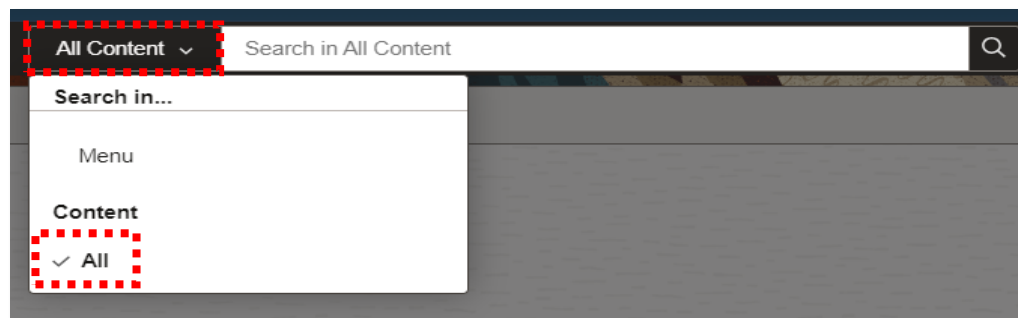


Figure 9: Search All Content

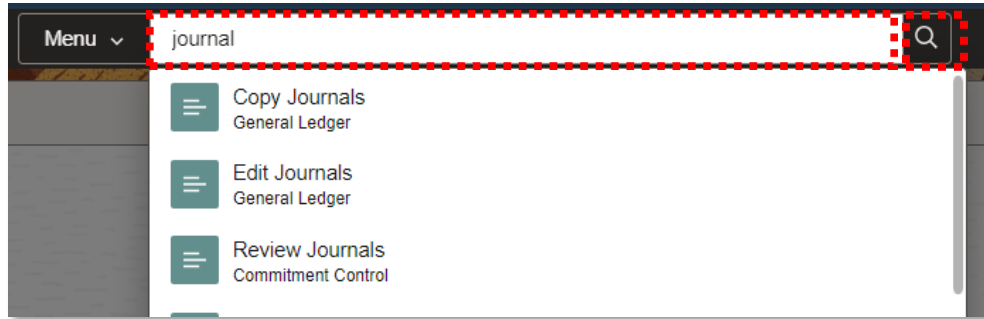



Figure 10: Search Results Page

Most pages in Florida PALM contain information consolidated in tabs. The shaded box indicates the tab you are currently viewing. When performing a search, click the magnifying glass  shown beside a field to provide a list of valid values to select before clicking Search.

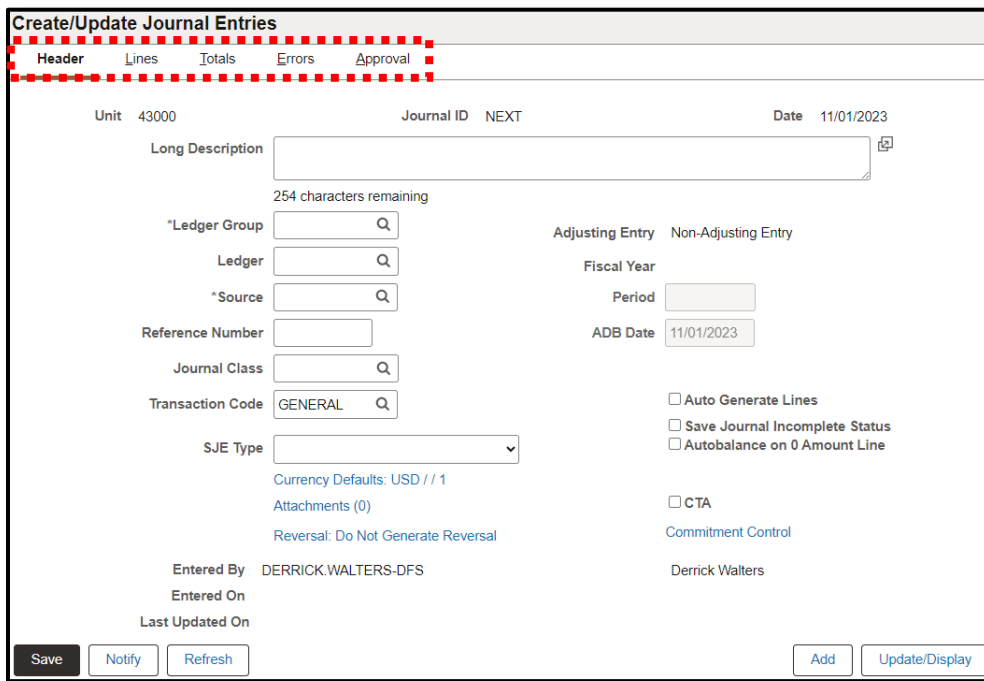


Figure 11: Example Consolidated Tabs


Selecting a journal from the search results opens a new page. Some buttons are grayed out and not available for selection on the page. Availability is dependent upon what action is being taken.

- Save – Save changes you made.
- Notify – Send an email requesting a review of your screen. The recipient must have access to Florida PALM and have access to the module that was sent.
- Refresh – Display updates made on the screen.
- Add – Add a new value.
- Update/Display – Update or display data already entered in Florida PALM.


Create/Update Journal Entries


Header | Lines | Totals | Errors | Approval


Unit 43000 Journal ID NEXT Date 11/01/2023

Long Description 


254 characters remaining


*Ledger Group 

Ledger 

*Source 

Reference Number

Journal Class 

Transaction Code GENERAL 

SJE Type

Currency Defaults: USD // 1

Attachments (0)

Reversal: Do Not Generate Reversal

Adjusting Entry Non-Adjusting Entry

Fiscal Year

Period

ADB Date 11/01/2023

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Entered By DERRICK.WALTERS-DFS Derrick Walters

Entered On


Last Updated On

Save Notify Refresh Add Update/Display

Figure 12: Search Action Buttons


Personalization

Personalize your Florida PALM experience by managing settings such as: tiles to display on the Homepage and pages included in your My Favorites list. You are able to change some of the general settings of your end user profile. Available functionality within Florida PALM is based on your assigned role(s).

Navigate to My Preferences using the Actions List icon  or the Navbar to modify General Settings and Notifications.

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🔄

My Preferences

- General Settings** 
- Notifications
- Billing
- Grants Management
- Payables
- Procurement
- Project Management
- Receivables
- Treasury
- Sourcing

General Settings Save

- > General Options
- > Regional Settings
- > System & Application Messages
- > Navigation Personalizations
- > Advanced Settings

General Settings

- *General Options*

Expand the General Options section to personalize the following:

- Accessibility Layout – There are two options to specify the accessibility layout.
 - Screen Reader Mode Off: disables the accessibility features and is the default value.
 - Screen Reader Mode On: enables all of the accessibility features that are available, including the feature that presents the page in a linear format.
 - **Note:** Keyboard-only navigation features are available to all users and do not require users to enable accessibility features.
- Enhanced Cursor – This accessibility feature provides bold highlighting of page elements. The default option is No.
- Display Keyword Search Help – When enabled, help is shown for enhanced searching. The default option is Yes.
- Multi Language Entry – The default option is No as the system is configured to English. The default option is No.
- Spell Check Dictionary – Use Session Language should remain as the default.

- *Regional Settings*

Expand the Regional Settings section to specify preferred date, time, and calendar related settings.

- Afternoon Designator (PM, pm) – Select the format for designating afternoon when using a 12-hour clock. The default value is PM.
- Auto-Recognize Gregorian Dates – When this option is set to Yes, and if your calendar preference is set to use a non-Gregorian calendar, a date entered with a year between 1800 and 2300 is assumed to represent a Gregorian date. Once entered and saved, the date will remain in your settings. The default value is Yes.
- Calendar – This setting takes effect for all date entry and display fields. The Gregorian calendar is the primary calendar. The default value is Gregorian.
- Date Format – Defines the format to use for date fields. The default value is MMDDYY.
- Local Time Zone – This option determines which time zone is used when the Use Local Time zone option is set to Yes. The default value is Eastern Standard Time (US).
- Morning Designator (AM, am) – Select the format for designating morning when using a 12-hour clock. The default value is AM.
- Time Format – Determines whether time is displayed in civilian (8:05:00 PM) or military (20:05:00) time format. The determination of whether seconds and microseconds are displayed is made at the field level and is not a personalization. The default value is 12-hour clock.
- Use Local Time zone – Select Yes to use your local time zone rather than the server time zone. The default value is No.
- First Day of Week – Select the day to use as the first day of the week. The default value is 0: Sunday.

- *System & Application Messages*

Expand the System & Application Messages to specify preference for displaying system warnings. The Save Warning notification should remain defaulted to “Yes”. This will display a warning when transferring from a page that has unsaved changes.

- *Navigation Personalizations*

Expand the Navigation Personalizations section to specify keyboard navigation preferences.

- Automatic Menu Collapse – Enable this option to cause the menu to automatically collapse when a transaction is selected. You can expand the menu either by using Ctrl + Y or the show menu icon. The default value is No.
- Mouse over popup event – Enable this option to use pop-up events when you mouse over items on a page. Mouse over pop-ups are enabled for some fields and will display a pop-up page with related information on it when you hover the mouse pointer over those fields. The default value is Yes.
- Open new browser window – Enable this option to open a new page in a new browser window, even when the browser setting is set to open in a new tab. The default value is No.
- Tab over Calendar Button – Enable this option to skip a calendar when using the Tab key to move through page objects. The default value is No.
- Tab over Grid Tabs – Enable this option to skip grid tabs when using the Tab key to move through page objects. Grid Tabs appear at the top of a grid. The default is No.
- Tab over Lookup Button – Enable this option to skip lookup when using the Tab key to move through page objects. A lookup is the magnifying glass icon following fields that have a defined list of valid values. The default value is No.
- Tab over Navigation Bar – Enable this option to skip navigation bars when using the Tab key to move through page objects. A navigation bar appears at the top of grids and scroll areas, and controls which rows appear. The default value is No.
- Tab over Browser Elements – Enable this option to skip over browser elements when using the Tab key to move through page objects and restrict tabbing to elements in the page. Depending on your browser, it can sometimes appear as if the focus is lost when it is on a browser element, such as the URL address field. By setting this to Yes, you can avoid this browser issue. The default value is No.
- Tab over Page Links – Enable this option to skip page links when using the Tab key to move through page objects. Page Links are the hyperlinks at the bottom of a page in a multi-page component. The default value is No.
- Tab over Related Page Links – Enable this option to skip over the icon that takes you to a list of related links when using the Tab key to move through page objects. The default value is No.
- Tab over Toolbar – Enable this option to skip the toolbar when using the Tab key to move through page objects. The toolbar is located at the bottom of a page and contains standard operations that are needed to work with the transaction, such as Save and Return to Search. The default value is No.
- Autocomplete – Enable this option to have the system do a prompt lookup as you type to suggest appropriate values. Applicable only for fields with defined prompt edit values. The default value is Yes.

- *Advanced Settings*

Expand this section to specify preferences for grouplet updates and page cache duration.

- Time Page Held in Cache – Enter the amount of time, in seconds, that a page is held in cache memory. The default value is set to 900.

Notifications

End Users automatically receive notifications from Florida PALM when this feature has been configured. For example, when a journal is denied the GL Journal Processor who created the journal receives an email notification the journal was denied. This feature allows you to view the notification settings placed on your account by Florida PALM.

Personalize Homepage

Personalizing your Homepage allows access to frequently used pages from your Homepage instead of navigating to them each time. You can also create additional Homepages to save frequently used pages.

To add a new homepage, click the Actions Icon  in the Homepage and click Personalize Homepage.

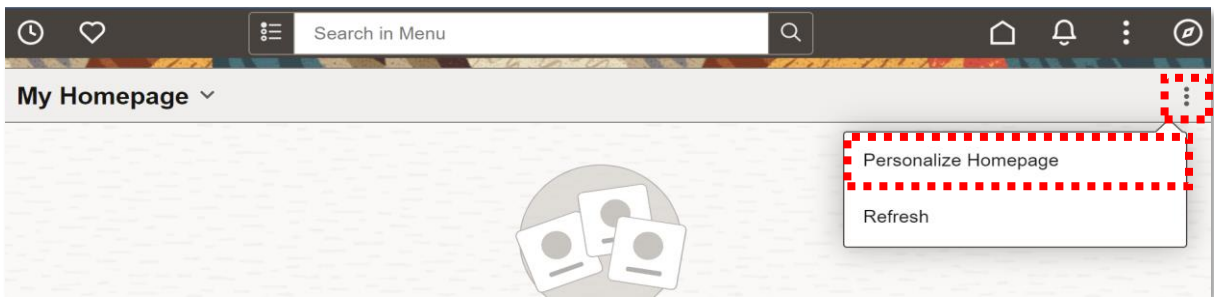


Figure 34: Personalize Homepage

Click the Add Homepage button. A pop-up window opens.

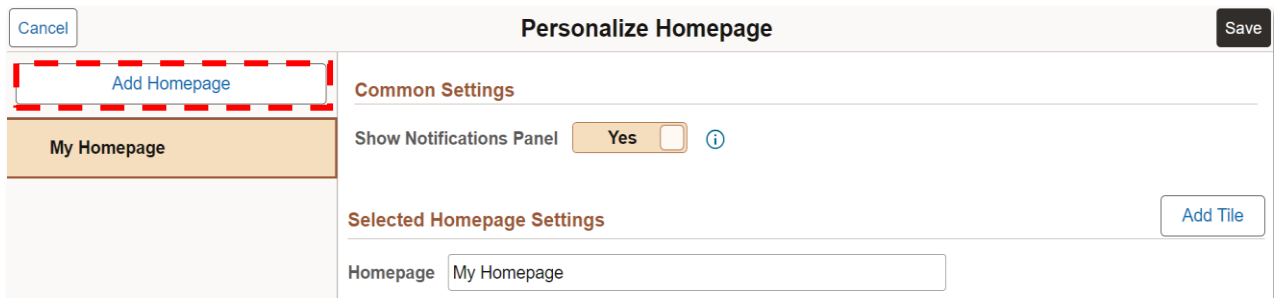


Figure 45: Adding a Homepage

Enter the name of your new homepage in the Create a New Homepage field and click Add.

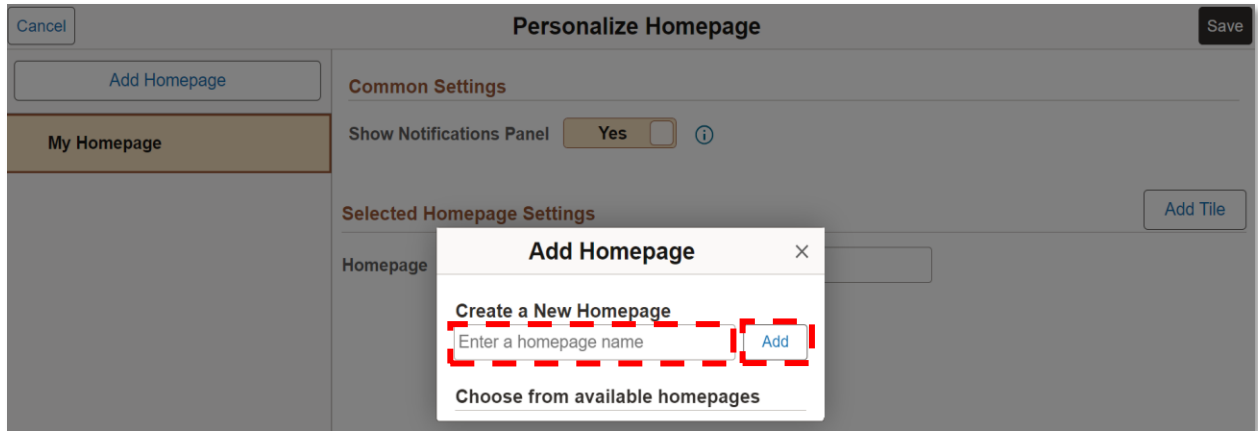


Figure 16: Naming New Homepage

The new homepage (e.g., Reports) has been added. Click Save. Clicking Save navigates you to whichever homepage is highlighted on the left side of the screen.

Homepages may be reordered. From the Personalize Homepage screen, the first homepage will default to the standard display when you log into the system. To select a different opening homepage, click, hold, and drag a homepage title to move up or down to create a specific order. Click Save.

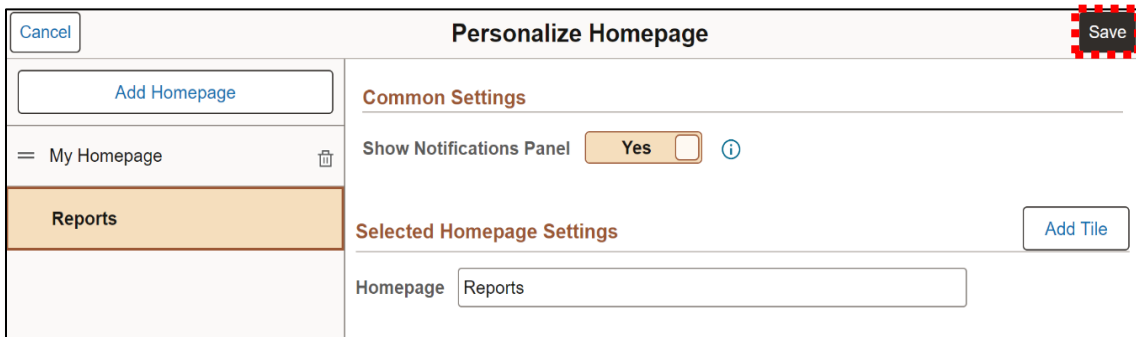


Figure 17: Personalize Homepage

The arrows seen on the right side under the Global Search bar helps the user navigate to the Homepages that are available. The arrows will have a number indicator between them to denote which Homepage the user is currently on but will remain blank if there is only one Homepage.

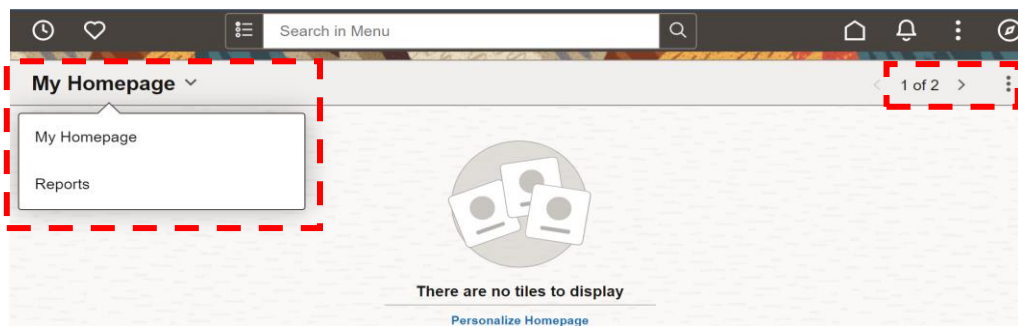


Figure 18: Florida PALM Homepage Numbering

Tiles allow a one-step click to access a specific page without the use of navigation steps. Tiles are located on the Homepage(s). To create a new tile for a frequently used page, select the Homepage (e.g. My Homepage) and click Add Tile at the right of the page.

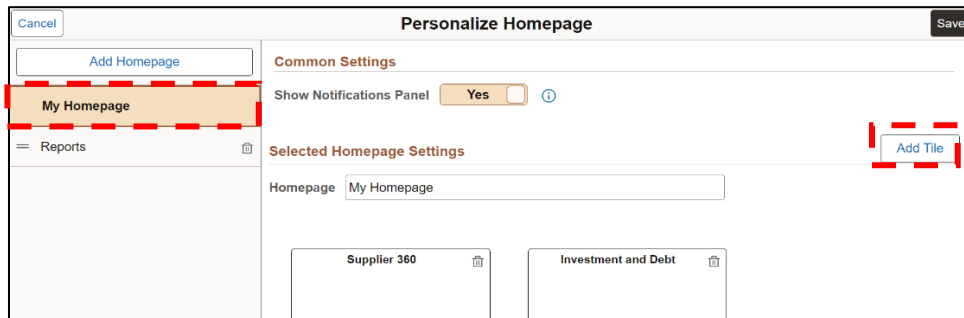


Figure 19: Add to Homepage

A dropdown appears prompting you to Search a Tile by tile name, tile category, or tile keyword or Choose an Existing Tile from the dropdown options. Click the right arrow and a new tile has now been added to your Homepage.

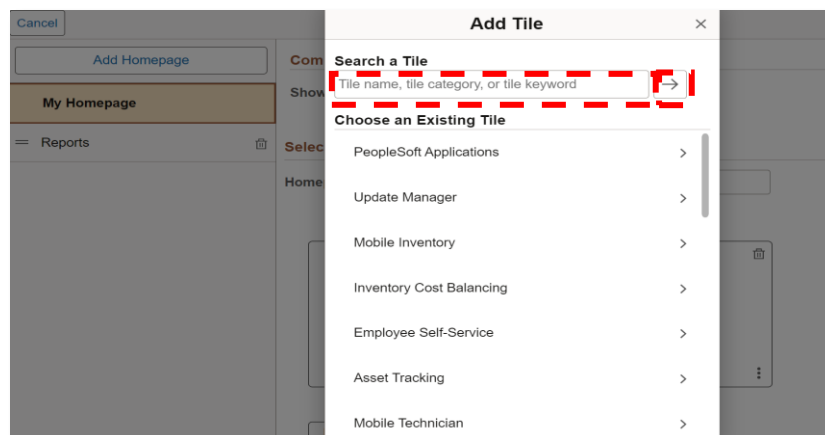




Figure 20: Add to Dropdown Selections

To remove a Homepage, click the Actions list icon  from your Homepage and select Personalize Homepage. You see your Homepages listed in a column on the left. Click the Trashcan icon  for the Homepage you want removed and click Save.

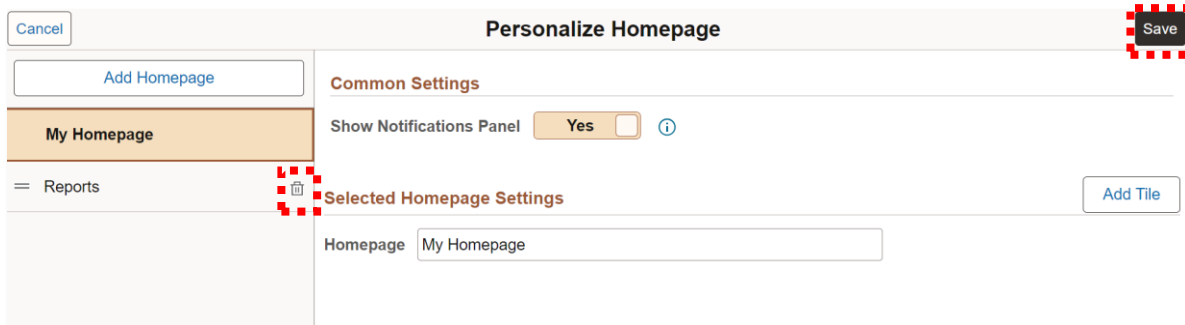


Figure 21: Personalize Homepage Edit Tiles

My Favorites

Adding frequently used pages to Favorites allows quick access to the page without navigating to it each time.

To add a page to your Favorites, click the Actions list icon , then click Add to favorites.

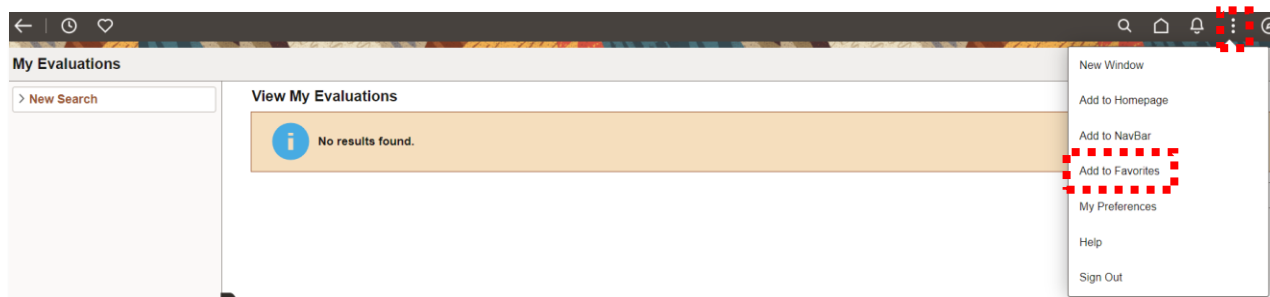




Figure 22: Florida PALM Add Favorites

Your Favorites can be edited by clicking on the Favorites icon  on the Quick Access Bar, then clicking the Edit Favorites icon .

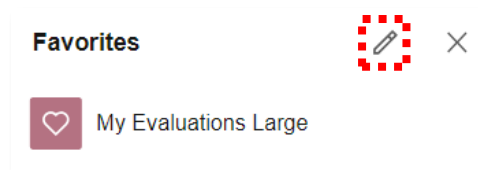






Figure 23: Florida PALM Add Favorites

You can reorder and/or rename favorites here by selecting Edit Favorites icon . Once saved, click the Home icon  to close the edit, and return to your Homepage.

To delete favorites, click the Favorites icon  from any page and click on the Edit Favorites Icon . On the Edit Favorites page, select each Favorite you want to remove and click Delete Selected. Florida PALM provides a confirmation message. Click Yes to proceed, then click Save. Florida PALM confirms changes have been saved. Once saved, click on the Home icon to close the edit, and return to your Homepage.

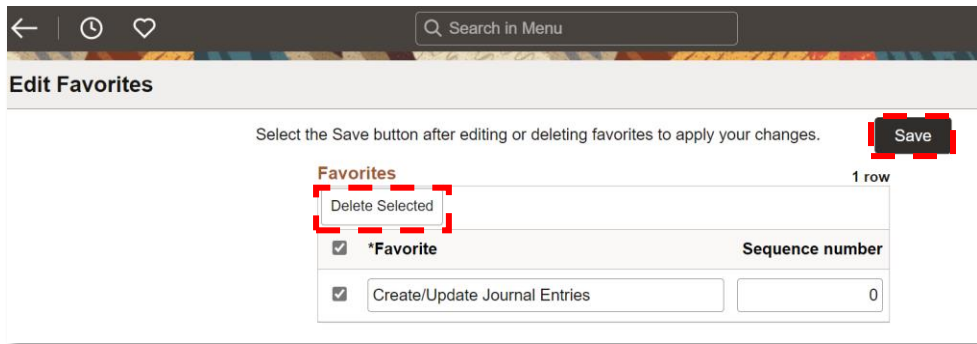



Figure 24: My Favorites – Delete Selected

NavBar

Frequently used pages can also be added directly to the NavBar. To add a page to the NavBar, navigate to the page you wish to save, click the Actions icon  and select Add to NavBar from dropdown menu at the top right of your page.

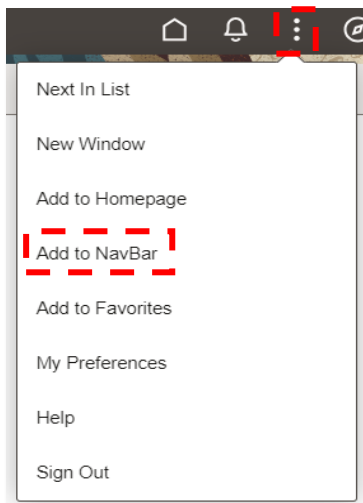


Figure 55: Add To NavBar

A pop-up window appears with a Tile Label name prepopulated for the page. Edit the name or click Add.

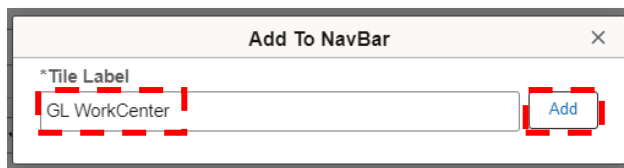





Figure 26: Add To NavBar – Tile Label

A notification appears confirming the page has been added to the NavBar. Click OK.

The new NavBar tile is located at the bottom of the list when you click on the NavBar icon.

To reorder the Tiles shown on your NavBar, click the Personalize NavBar Icon . Click, hold, and drag a page title to move up or down to create a specific order.

To delete any tiles no longer needed on the NavBar, click the trashcan icon  on the record that you would like to delete.

Page tiles may also be added to the NavBar by clicking on the Add Tile . Click Save when changes are complete. You may click Cancel at any time to close the Personalize NavBar menu.

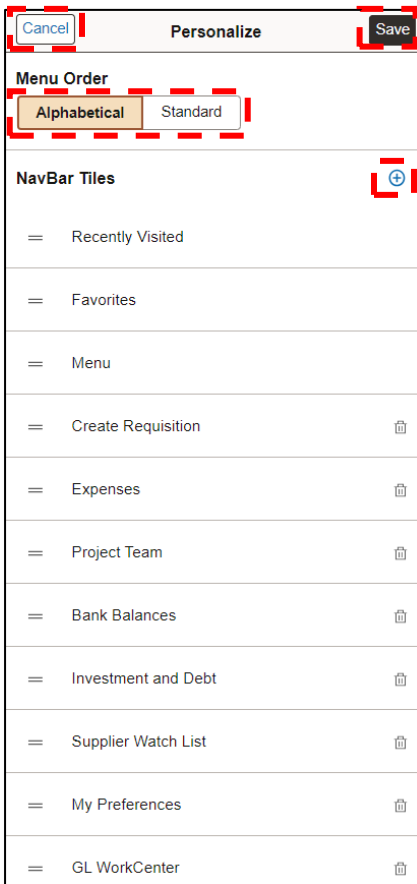


Figure 27: Personalize NavBar

Search Function

The search function supports the use of Operators, Wildcard characters, and allows searching with two or more criteria. The Operators narrow a search. The available Operators are:

- begins with
- contains
- = (equal to)
- not= (not equal to)

- <
- <=
- >
- >=
- between
- in

When you do not know the exact desired value, a Wildcard can help. A Wildcard is a character that stands for one or more characters. Wildcards only work with “begins with” and “contains” Operators. The available Wildcards are:

- % (percent sign) – match one or more characters
- _ (underscore) – match any single character
- \ (backslash) – escape character; do not treat the next character as a Wildcard

The example below shows the Search default display. All your recent searches will be stored in the system and can be accessed under the recent searches button.

The screenshot shows a search criteria form with the following fields and values:

- Business Unit: = [v] 43000 [Q]
- Journal ID: begins with []
- Journal Date: = [v] [] [calendar icon]
- Document Sequence Number: begins with []
- Line Business Unit: = [v] [] [Q]
- Journal Header Status: = [v] No Status - Needs to [v]
- Budget Checking Header Status: = [v] [] [v]
- Source: = [v] [] [Q]
- Entered By: begins with [v] DERRICK.WALTERS [Q]
- Attachment Exist: = [v] [] [v]
- Journal Class: begins with [] [Q]

At the bottom, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox, and three buttons: 'Search' (highlighted with a red dashed box), 'Clear', and 'Save Search'.

Figure 28: Search Example

A Basic Search only searches using a Business Unit value. The Search Results displays only the Business Unit as a link. Click the link to display the transaction details.

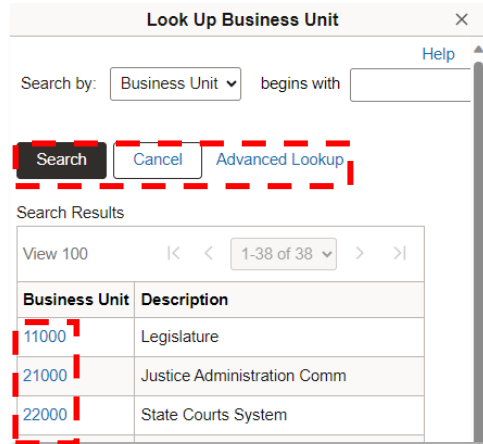


Figure 29: Search and Results

If you have a particular combination of criteria you want to reuse again and again, you will be able to save your search. You must provide a name for the search that you want to save.

- You can retrieve them under the Saved Searches button.
- You will see the Recent Searches and Saved Searches.

An Advanced Search can be used to narrow the search results by searching on more than one field at a time and by using one or more search Operators.

In the Advanced Search example below an additional search Operator was used to narrow the results. With the Advanced Search, all columns in the Search Results list are displayed as links. Click any of the links to display the transaction details.

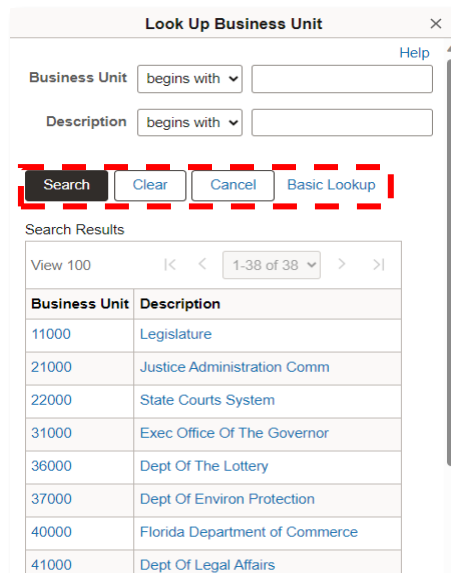


Figure 30: Advanced Search and Search Results

WorkCenter Overview

A WorkCenter is a Florida PALM role-based tool that provides links to your work items, frequently used pages, queries, and reports in a single, easy-to-access place. WorkCenters may be available to end users assigned Florida PALM roles with responsibilities in the accounts receivable, cash management, general ledger, and deal management modules.

The Task Panel consists of the area on the left side of the screen. Within the Task Panel, a pagelet contains links to work items, transaction pages, queries, and reports. The Work Area displays to the right side of the page and shows the results of clicking a pagelet link. From here, you can take action on an item.

The example below can be found by navigating to **NavBar > Menu > General Ledger > GL WorkCenter**.

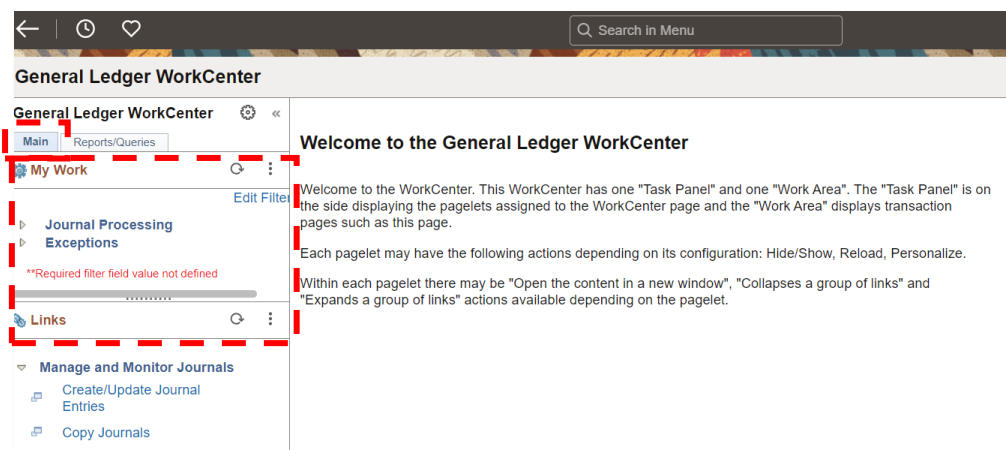


Figure 31: My Work and Links Pagelet

From the Main tab, the My Work pagelet provides a list of transactional tasks that you can view and modify, such as items you need to review, update, or approve.

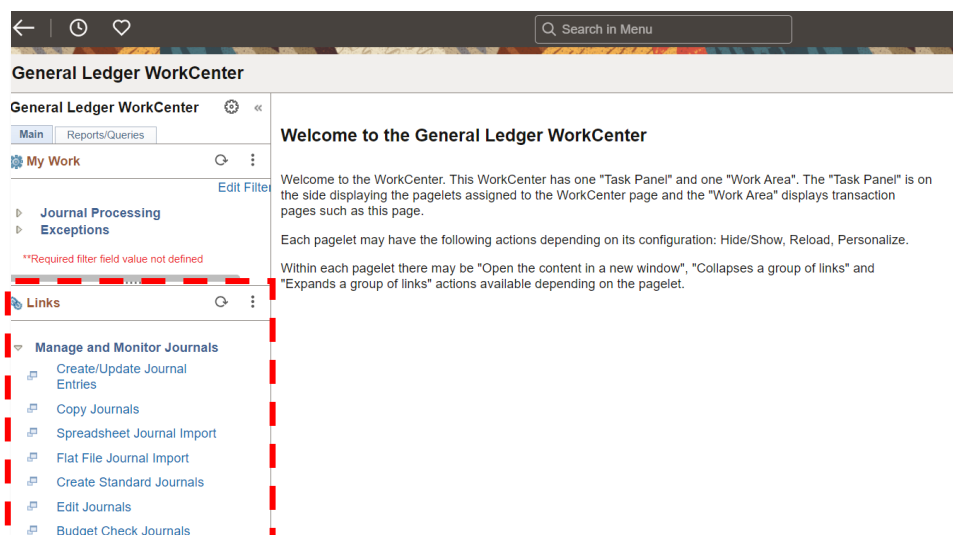


Figure 32: My Work and Links Pagelet

The Links pagelet provides a list of Florida PALM pages that may be frequently used to allow for quick access.

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	198006		ONLJEDERRICK.WALTERS0000000001	Application Engine	GL_JEDIT_0	DERRICK.WALTERS	11/06/2023 11:48:39AM EST	Warning	Posted	Details	Actions
<input type="checkbox"/>	198007		ONLJEDERRICK.WALTERS0000000001	Application Engine	GL_JEDIT_0	DERRICK.WALTERS	11/06/2023 11:50:49AM EST	Warning	Posted	Details	Actions

Figure 33: Work Area Column Headings

Clicking a link opens the item in the Work Area or a new window. Worklist items that you can take action on display in the Work Area. You can sort this list from the headers at the top of the columns.

Figure 34: Reports/Queries Pagelet

From the Reports/Queries tab, the Queries pagelet provides a list of Florida PALM queries that may be frequently used to allow for quick access.

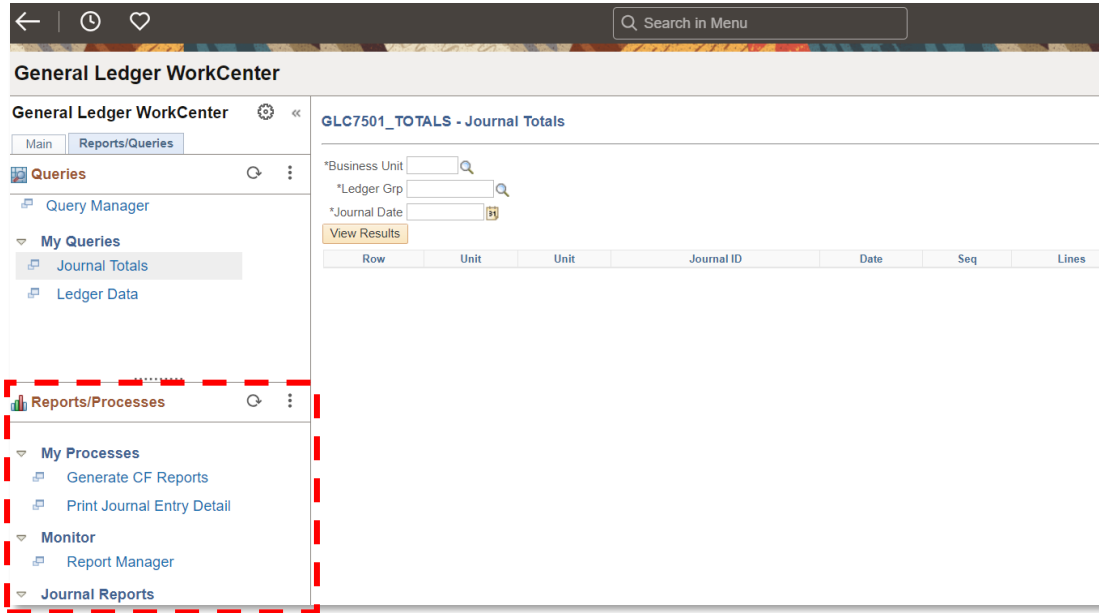


Figure 35: Query Prompts

When clicking the link to one of the queries, the query prompts are displayed in the Work Area where you can enter parameters and run the query.

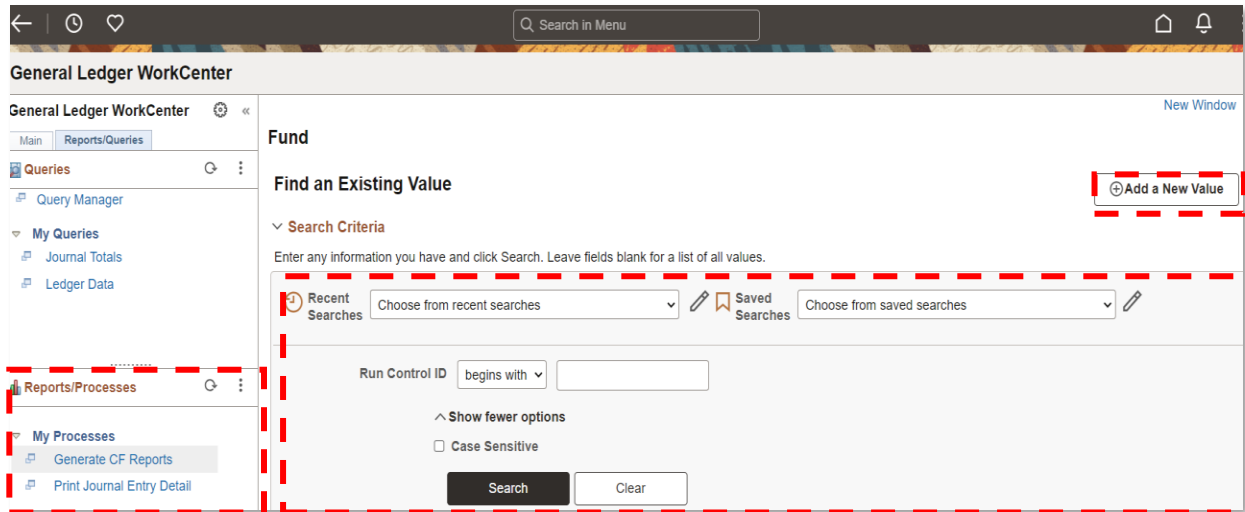


Figure 36: Reports/Processes Pagelet

The Reports/Processes pagelet provides a list of Florida PALM reports that can be frequently used to allow for quick access. When clicking the link to one of the reports or processes, the page displays in the Work Area where you can search or add a new value.

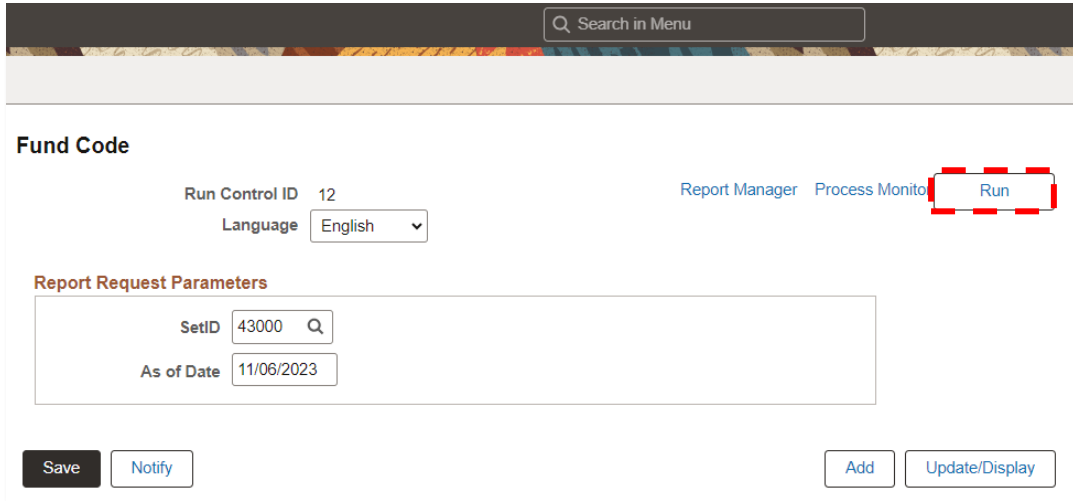


Figure 37: Process Monitor Link

After you run a process or report, you can use the Process Monitor option to quickly search for and view the status of your request.

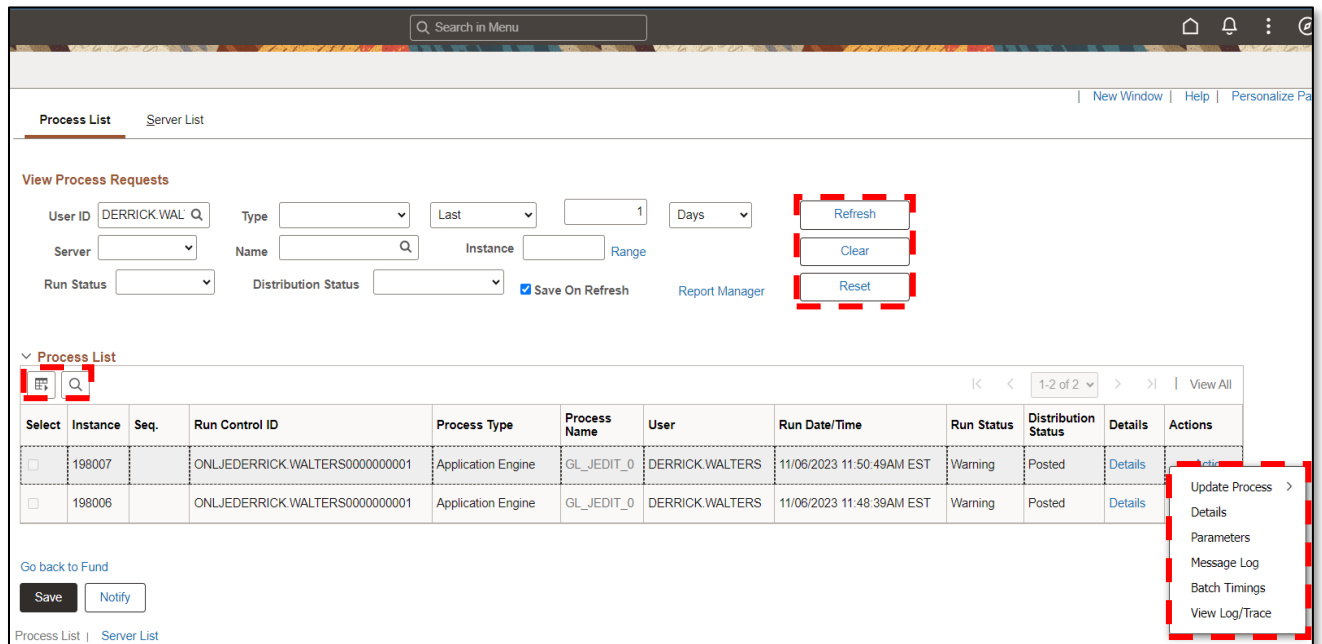


Figure 38: Process List

Similarly, after you run a process or report, the Process List shows processes that are running or have run. The option to collapse the Process List is available using the dropdown arrow along with the Actions Menu to check the Details of the projects or jobs that were run. The option to clear all filters is available using the Clear button. The option to reset all filters is available using the Reset button.

Workflow Overview

Many of the tasks performed throughout the day are part of larger tasks that involve several steps and several people working together. For example, when a disinvestment journal is entered, an approval is initiated and someone else reviews and approves it. The term workflow refers to this larger process.

Florida PALM workflow is an electronic routing of forms and approval process. The workflow design aims to structure the approval process to be completed within Florida PALM for all levels of approval. Approval Framework handles the workflow. Approval Framework is a specialized application used for defining and configuring approvals.

CMS Wave Workflows

Table 1: CMS Wave Workflows

Workflow Name	Description
Banking Services Request Workflow	Electronic workflow for the Banking Services Request Form to be reviewed within Florida PALM for new sub-accounts, deposit locations, or outside banking services requests.
Cash Transfer Approval Workflow	Electronic workflow between the Cash Transfer Processor role (DEO or DFS), the Cash Transfer Approver role (DEO), and the DFS Transfer Approver role to approve cash transfers.
CRA Payment Cancellation Request Workflow	Electronic workflow for the CRA Payment Cancellation Request Form to be reviewed within Florida PALM for CRA related payment cancellation requests.
DFS Deposit Approval Workflow	Electronic workflow between the DFS Deposit Processor role and the DFS Deposit Approver role to approve deposits.
Direct Journal Workflow	Electronic workflow for the AR Direct Journal Deposits within Florida PALM when the DFS Deposit Processor role enters a direct journal, generates the cash lines, and saves the direct journal.
EPS Request Workflow	Electronic workflow for the EPS Request Form to be reviewed within Florida PALM when agencies request approval to use electronic payment services.
GL Journal Approval Workflow	Electronic workflow occurs between the Agency GL Journal Processor role, the Agency GL Journal Approver role, and the DFS Investment Journal Approver role for approval of GL Journal.
Treasury Correspondence Workflow	Electronic workflow for the Treasury Correspondence Form to be reviewed within Florida PALM for Same Day Deposit Requests (EFT Notification), Supply Order Requests, Research Requests/Reconciliation Assistance,

Workflow Name	Description
	Notification Request UC Fed Account, and other related requests.

Worklists

Worklists are prioritized lists of the work a person (or group of people) needs to perform. When work is routed to a Florida PALM end user, it is added to their worklist. To work on an item, select it from the worklist and the appropriate page is presented for you to begin work. Accessing worklists through a browser displays worklist entries prioritized in a pre-defined order (set in a properties page). For example, worklists for accounts receivable clerks could be sorted by days overdue, amount overdue or credit class.

End users select items to work on from a worklist. Selecting an item automatically brings up the page where the work is performed. Worklists provide:

- Notification of pending work
- Prioritization of work items
- Pooled lists:
 - End users (assigned to a particular role) can work from a shared list of work items. For example, all invoices are put into a worklist for accounts payable clerks, so that the first available clerk processes the highest priority invoice.
- Timeout exception processing:
 - Florida PALM can automatically reassign work items to other worklists if they've been sitting around for too long.
- Pushback:
 - Allows the approver to requeue the previous step to the previous approver to request clarification. This functionality can only be used if there are two or more approvers within a workflow and is not possible within the first step of a workflow.
- Approval Comments: Requestors can add comments to transactions and approvers can add comments and associate their comments with the approval process rather than the request transaction directly. Approvers can view comments added by another approver, but they cannot change or modify the previous comments.

Within Florida PALM, end users with roles designated to perform approvals access items to be reviewed using a worklist. Multiple end users can be assigned to each worklist. The approver reviews the worklist items and makes a determination. Once the work item passes all levels of approval, the work item is updated to an "Approved" status. If the work item is denied, it is updated to a "Denied" status and the requestor receives a denial notification. Denial is the only workflow action that triggers a notification.

Adding Ad Hoc Approvers

During the approval process, approvers can add other approvers to the current or a later stage of the approval process when necessary. This action is called Ad Hoc Approval, and it only applies to the approval instance in which the addition occurs and does not affect the underlying process definition used for other requests.

Ad hoc approvers can be inserted in serial or parallel with existing approvers:

- For serial approvals, each approval in the process is sequential. Users can add approvers only after the current pending step or later.

- For parallel approvals, the sequence does not matter.

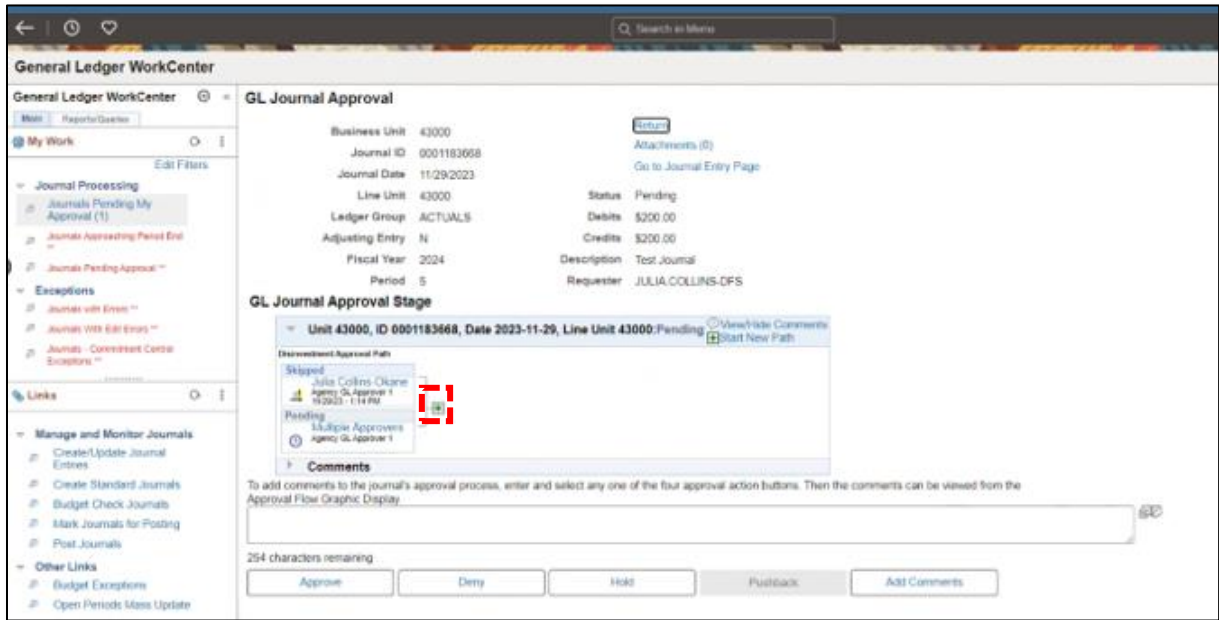


Figure 39: Adding Ad Hoc Approvers

Ad hoc approvers can be added once the item is submitted. After submitting for approval, click the Plus (+) on the Approval tab in the workflow area to add additional approvers. If you have an ad hoc approver end user list defined in the transaction registry, only the users within that list can be added as an ad hoc approver.

Chart of Accounts

Florida PALM Chart of Accounts (COA) establishes and defines a statewide level COA structure that includes individual design components for the ChartFields and Budget Structures. Florida PALM COA is a standardized structure to support statewide financial reporting, budget and cash management, while providing agency unique codes for specific operational reporting needs.

A ChartField stores COA information and provides the basic structure to segregate and categorize transactional and budget data. ChartFields represent one defined purpose with many values to capture that defined purpose. The following table is a summary of all Florida PALM ChartField Name and Descriptions. Only those bolded ChartField names have been configured for CMS Wave.

Table 2: ChartField Summary

Florida PALM ChartField Name (Length)	Florida PALM ChartField Description
GL Business Unit (BU) (5)	Used to define an organization or agency subset that is independent with regards to one or more accounting or operating functions.
Budget Entity (BE) (8)	Represents organizations and/or functions to which appropriations are made and typically represents a program.
Category (6)	Represents both appropriation categories and revenue source codes.
State Program (10)	Identifies the plan for an agency and use of resources to meet specific objectives of the State. Also used to track revenue and expenditures for programs within and across agencies.
Fund (5)	Used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations (e.g., restricted Fund).
Account (6)	<p>Classifies the nature of a transaction through use of an Account Type which specifies a value as a balance sheet account (e.g., asset, liability, equity) or an operating account (e.g., expenditure, revenue).</p> <p>For CMS Wave the Account values configured reflect values as needed to support the Division of Treasury (Treasury) operations, i.e., state standard revenue, investments, and other specific values. Additionally, temporary values, CMSEXP, CSMREV have been created to support system functionality during this wave.</p>
Organization (10)	Identifies the agency entity associated with a transaction and tracks information according to a structural breakdown or operating unit of an agency.
Contract (10)	Identifies expenditure and revenue transactions for two-party agreements.
Other Accumulator 1 (OA1) (5)	Used to track optional agency reporting, cost pools, expenditures, revenues, or can be used for other agency specific use.
Other Accumulator 2 (OA2) (10)	Used to track optional agency reporting, cost pools, expenditures, revenues, or can be used for other agency specific use.
Project (15)	Allows for tracking of, and billing for, costs associated with activities having a finite duration, which can span multiple years and involve multiple funding sources.

Table 3: ChartField Summary

ChartField Attributes

A ChartField Attribute provides the ability to record additional characteristics about individual ChartField values for reference or reporting purposes. Only one value can be selected for each Attribute associated with a ChartField value.

Chart of Account Maintenance

Maintenance of the COA is the ongoing operational process for how ChartField values, Attributes, and Trees are added, removed, or modified. Agencies continue to follow the current Department of

Financial Services (DFS) process for establishing FLAIR Codes and DFS will establish ChartField values as needed in Florida PALM.

Combination Edits

Combination Edits help to maintain data integrity across modules by specifying which ChartFields are required on a transaction or which ChartFields are not allowed based on values entered in other ChartFields. Combination Edits are systematically applied to all transactions. Centrally defined statewide Combination Edits have been established in Florida PALM and are applicable to all agencies.

SpeedType/SpeedChart

Florida PALM provides an optional tool that increases data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations. This tool is called SpeedType when used in the General Ledger (GL) or Accounts Receivable and called SpeedChart when used in the Accounts Payable modules. During the CMS wave, only SpeedTypes are available for setup and use. For more on SpeedTypes, see the [Creating SpeedTypes](#) and [Maintaining SpeedTypes](#) section of this manual.

Trees

Trees are used to organize the values of a single ChartField into a hierarchical structure to facilitate reporting, security, and budget translation. Trees facilitate reporting at summarized levels by grouping financial amounts on transactions by the detailed ChartField values that hierarchically roll-up to a summary level value.

Ledgers and Ledger Groups

Florida PALM uses Ledgers to govern appropriate tracking and controlling measures established by the Legislature and/or Enterprise entities. At CMS Wave, Florida PALM uses the following Ledger Groups: ACTUALS and CC_INVEST.

Table 4: Ledger Groups Summary

Ledger Group	Description
ACTUALS	Transactions from source modules and external systems are posted to ACTUALS in the General Ledger.
CC_INVEST	The Invested Balance Budget Checking process compares disinvestment transactions to the available invested balance on the Invested Balance Ledger.

Recording Transactions/Accounting Entries

When entering transactions/accounting entries within Florida PALM, end users are required to enter and/or confirm both sides of the transaction (Credit and Debits). Dependent upon whether the end user is generating a transaction within a source module versus directly in the General Ledger (GL), determines whether the balancing line automatically populates or requires manual entry. When transactions are entered directly to the GL, both sides require manual entry. When transactions are generated within a source module such as Accounts Payable (AP), the cash or balancing line is auto-generated.

When completing the entry there are standard type fields that apply to all such as Business Unit, Account, Fund, Budget Entity and Category amongst other fields. Users designated with a role to process transactions need to be familiar with the applicable COA fields and values.

Sample accounting entries are shown in the format below for end user reference. Where “Agency” is used within a cell, the appropriate agency BU, Fund, BE, or Category should be used. If a value is included, this value should be used and considered a default for the entry. For Amount, the entry displays a positive or negative number which is required to be entered as such for the entry.

Table 5: Sample Accounting Entries – Transactions

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
Line/ Account Description – Debit	X		\$100.00	Agency BU	CMSEXP	Agency Fund	Agency BE	Agency Category
Line/ Account Description – Credit		X	\$(100.00)	Agency BU	300000	Agency Fund	Agency BE	Agency Category

Spreadsheet Upload Overview

Spreadsheet Upload provides the ability for transactions to be entered in Florida PALM using a Microsoft Excel template. When leveraging upload capabilities, the end user can provide multiple transactions or lines directly to Florida PALM instead of manual or online entry.

Account Management and Financial Reporting

Account Management and Financial Reporting (AMFR) establishes the statewide accounting framework and provides for agency-specific accounting and reporting needs.

Processes within AMFR include, managing Chart of Account values, creating journal entries and managing accounting periods and reconciliations. These processes allow for updates to the General Ledger and maintain the integrity of financial activities, as well as facilitate performing month-end and year-end closing and reporting activities.

General Ledger (GL) Journal Entries

GL Journals (journals) are created by online entry, using the spreadsheet upload tool, interfaced from external systems or auto-generated as summarized entries from source modules. Journals are also used for accruals, closing entries which do not originate in the source module, corrections, allocations, investment and disinvestment activity.

Journals are comprised of Header information and Line details. The Header information uniquely identifies the journal by BU, Journal ID and Journal Date. The Line information includes details of the transaction including the applicable COA ChartFields and transaction amounts.

Creating SpeedTypes

Agency COA Maintainers are responsible for creating and updating information for SpeedTypes.

To create a SpeedType, navigate to **NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes.**

SpeedTypes

Find an Existing Value + Add a New Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

*SetID =

SpeedType Key begins with

User ID begins with

Primary Permission List begins with

*Type of SpeedType =

^ Show fewer options

Case Sensitive

Figure 40: SpeedTypes- Add a New Value

Select the Add a New Value tab.

SpeedTypes

Add a New Value

*SetID

*SpeedType Key

User ID

Primary Permission List

Figure 41: SpeedTypes- Add a New Value

Enter your SETID. The SETID represents your agency BU. Enter your SpeedType key and click Add. A SpeedType key has a ten (10) character limit and must be a unique value. Use your agency's standard naming convention when creating your SpeedType Key.

SpeedType	
SetID	43000
SpeedType Key	43DISINVST
Type of SpeedType	Universal (All Users)
Description	<input type="text"/>
Organization	<input type="text"/> <input type="button" value="Q"/>
Account	<input type="text"/> <input type="button" value="Q"/>
Fund	<input type="text"/> <input type="button" value="Q"/>
Budget Entity	<input type="text"/> <input type="button" value="Q"/>
Category	<input type="text"/> <input type="button" value="Q"/>

Figure 42: SpeedType Fields

Enter description of the SpeedType in the description field and enter the ChartField values that reflect the respective disinvestment or cash line on a disinvestment journal. You may enter values for full (recommended) or partial combinations of the following applicable ChartFields:

- Account
- Fund
- Budget Entity
- Category

The magnifying glass icon may also be used to select ChartField values. Once values have been populated, click the Save button at the bottom of the page.

Treasury SpeedType keys have been established for use by agencies.

- TRPOOL1LIA: Treasury Pool 1 Liability Account
- TRUICASH: Treasury Offset InterUnit Cash Account

Maintaining SpeedTypes

To update a SpeedType, navigate to **NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes**.

Select the Find an Existing Value tab, enter your SETID, enter your SpeedType key or leave the field blank, select Universal as Type of SpeedType, and click Search.

SpeedTypes

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 **Recent Searches** Choose from recent searches ▼ 🔖 **Saved Searches** Choose from saved searches ▼

*SetID = ▾ 🔍

SpeedType Key begins with ▾

User ID begins with ▾ 🔍

Primary Permission List begins with ▾ 🔍

*Type of SpeedType = ▾ ▾

^ Show fewer options

Case Sensitive

Search Clear

Figure 43: SpeedTypes – Find an Existing Value

Click on the SpeedType key you wish to update from your search results list. Edit the applicable ChartField values and click Save. To delete a SpeedType key, click on the delete icon (🗑️) at the top of the page.

← | 🕒 | ❤️ 🔍 Search in Menu

Speed Type

SetID 43000 🗑️ Publish Data

SpeedType Key 43DISINVST

Type of SpeedType One User User ID DERRICK.WALTERS-DFS

Description

Organization	<input type="text"/> 🔍	
Account	<input type="text" value="101013"/> 🔍	INTERUNIT CASH ACCOUNT
Fund	<input type="text" value="15500"/> 🔍	DEFERRED COMP TF
Budget Entity	<input type="text" value="43100400"/> 🔍	SUPL RET PLAN
Category	<input type="text" value="002000"/> 🔍	SALE OF INVESTMENTS
State Program	<input type="text"/> 🔍	

Figure 44: SpeedType – Edit Page

Online GL Journal Entry

To enter a GL Journal using an online entry, navigate to **NavBar > Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.

The screenshot shows the 'Add a New Value' tab of the 'Create/Update Journal Entries' form. The form includes the following fields and controls:

- *Business Unit:** 43000 (with a search icon)
- *Journal ID:** NEXT
- *Journal Date:** 11/27/2023 (with a calendar icon)
- Add:** A button to submit the entry.
- Find an Existing Value:** A search button.

Figure 45: GL Journal Entry – Add a New Value

Select the Add a New Value tab, enter the Business Unit, and the Journal Date (should default to the current date). The Journal ID should be set to NEXT, to systematically generate the next number in the sequence. Click Add.

The screenshot shows the 'Journal Header Tab' of the 'Create/Update Journal Entries' form. The form includes the following fields and controls:

- Unit:** 43000
- Journal ID:** NEXT
- Date:** 11/27/2023
- Long Description:** Disinvest of funds (with a character count of 236 characters remaining)
- *Ledger Group:** ACTUALS (with a search icon)
- Ledger:** (with a search icon)
- *Source:** (with a search icon)
- Reference Number:** (with a search icon)
- Journal Class:** (with a search icon)
- Transaction Code:** GENERAL (with a search icon)
- SJE Type:** (dropdown menu)
- Adjusting Entry:** (checkbox)
- Non-Adjusting Entry:** (checkbox)
- Fiscal Year:** 2024
- Period:** 5
- ADB Date:** 11/27/2023
- Entered By:** DERRICK.WALTERS-DFS
- Entered On:** (empty)
- Last Updated On:** (empty)
- Buttons:** Save, Notify, Refresh, Add, Update/Display

Figure 46: Journal Header Tab

The Journal Header tab is displayed by default and is where the header details are added. Input data for the required fields notated by an asterisk (*). It is recommended that the Long Description field also be completed to provide additional information for the particular journal. Click Save, Add, or Update/Display based on the appropriate command.

The table below provides a description for all fields on the Journal Header page.

Table 6: Journal Header Fields

Journal Header Field	Description
Long Description	Description or purpose of the journal.
Ledger Group (Required)	Select the Ledger to be affected by this journal.
Ledger	Detailed Ledger that is within the selected Ledger Group.
Source (Required)	The source field should default to 'ONL' for Online. This field is used to determine actions taken on the journal during Workflow and batch jobs.
Reference Number	Not applicable to CMS Wave.
Journal Class	Not Applicable at CMS Wave.
Transaction Code	Defaults to General.
SJE Type	Standard Journal Entry (SJE) Type field is used only for standard journals; <i>MODEL</i> is used to mark the journal as a model journal to be used to create other standard journals. Model journals cannot be budget checked, posted or submitted to workflow; also, it cannot be changed once edit check process is completed.
Adjusting Entry	Used to specify that the entry is an adjusting entry and enables the Period Field to be edited. Applicable to DFS for CMS wave only.
Fiscal Year	Defaults to current open budget year based on the Period selected. Unless the journal is an Adjusting entry with the Adjustment Period entered into the Period field, the Fiscal Year field is not editable and should remain as defaulted.
Period	Defaults to current open accounting period. Marking the Adjusting Entry field as an Adjusting entry, enables this field to be updated to the Adjusting Period which then updates the Fiscal Year to reflect the open Adjusting Period Fiscal Year.
ABD Date	Average Daily Balance (ADB) Date is the date to use for calculating the average balances. The system defaults to the same as the journal date.
Auto Generate Lines	Not Applicable to CMS Wave.
Save Journal Incomplete	Check this box if the journal entry is unable to be completed and it is anticipated to be finished at a later time. This updates the journal Status to T upon saving the journal.
Autobalance on 0 Amount Line	Checking this box creates balancing on the configured balancing ChartField (Fund and Account) and assigns the journal balancing amount to the journal line with a zero amount upon saving the journal.
CTA	Used in connection to multi-currency environments, not applicable to Florida PALM. DO NOT UPDATE.

The table below provides a list of common journal source codes.

Table 7: Journal Source

Journal Source Code	Journal Source Name	Transaction Types
ADJ	Accounting Adjustment	DFS Enterprise Corrections/Adjustments to Balances.
ALO	Allocation Process	DFS Enterprise Allocation Process.
EXT	External Application	Investment Transactions from Central FLAIR.
GRD	General Revenue Daily Adjust	DFS Enterprise Adjustments for General Revenue Participant Invested Balance.
ONL	Online Journal Entry	Agency Trust Fund Disinvestments and DFS Enterprise operational transactions.
RED	Redistributions & Adjustments	Agency Redistribution and Adjustment for Invested balances in Florida PALM.
SPI	Special Purpose Investment Account	SPIA Participant Transactions.

Once the Header information has been entered, click the Lines tab to begin entering Line details, such as the COA ChartFields and Amount. You may manually enter the ChartField value for each field, use the magnifying glass to select the value for each field or use an established SpeedType to populate the values to each assigned field. Note: Treasury SpeedType keys have been established for use by all agencies: TRPOOL1LIA: Treasury Pools 1 Liability Account and TRUCASH: Treasury Offset InterUnit Cash Account). For more on SpeedTypes, see the [Creating SpeedTypes](#) and [Maintaining SpeedTypes](#) section of this manual.

The screenshot displays the 'Create/Update Journal Entries' application. The 'Lines' tab is active, showing a table with the following data:

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Organization	OA1	Budget Entity	Category
<input type="checkbox"/>	1	43000	ACTUALS		101013	15500			43100400	002000

Below the table, the 'Totals' section provides a summary:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	1	0.00	0.00	E	N

Figure 47: Lines Tab



TIP: All Journal Line fields are shown with a description; however, the end user can adjust what fields are shown using the Personalize button.

TIP: To update the description as lines are added, click the Save button before adding a new line.

TIP: If using a SpeedType to populate ChartField values, once the journal status has been verified, the SpeedType field will be cleared. The SpeedType field value is not retained on a journal line.

The table below shows all fields available on the Lines tab and their descriptions for the Investment and Disinvestment sections to determine what fields are required for those entry types.

Table 8: Journal Line

Journal Line Field	Description
Select	Used to select a single line to take action (i.e., run Edit ChartField process, to validate ChartField values on that line).
Line	Auto-generated line number on which the journal sorts.
Unit (Required)	Business Unit ChartField used to define an organization.
Ledger (Required)	Auto-populates based on the Header Details information. This represents the Ledger in which the entry is recorded.
SpeedType	Used to auto-populate pre-established ChartField values as established by an agency.
Organization	Not Applicable to CMS Wave.
Account	ChartField used to classify the nature of a transaction by identifying the type of asset, liability, receipt, expense, transfer, or statistical measurement involved in the transaction.
Fund	ChartField used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restriction, or limitations.
Budget Entity	ChartField that represents organizations and/or functions to which appropriations are made and typically represents a program.
Category	ChartField value that represents appropriation categories or revenue sources.
State Program	Not Applicable to CMS Wave.
PC Bus Unit	Not Applicable to CMS Wave.
Project	Not Applicable to CMS Wave.
Activity (Required, if Project is used)	Not Applicable to CMS Wave.
An Type	Not Applicable to CMS Wave.
PC Source Type	Not Applicable to CMS Wave.
PC Category	Not Applicable to CMS Wave.
PC Subcategory	Not Applicable to CMS Wave.
Contract	Not Applicable to CMS Wave.
OA1	Not Applicable to CMS Wave.
OA2	Not Applicable to CMS Wave.
Affiliate	Field used to map transactions between business units when using a single interunit account; system generated field. DO NOT UPDATE.

Journal Line Field	Description
N/R	Field is used in connection to separate debits/credits and their reversals (natural/reverse), not applicable at this time. DO NOT UPDATE.
Base Amount	Field used to enter the amount of the transaction.
Calculate (Required)	Defaults to System Rule which uses rules on when to calculate amounts based on system rates. DO NOT UPDATE.
Budget Date	Date used to determine the budget period of the control budget.
Reference	This is a system generated field. DO NOT UPDATE.
Journal Line Description	Defaults to the description defined for the account ChartField value; This can be updated to better describe the transaction. This appears in prompt lists for this journal line.
PC Status	System generated field, used to determine the current status within the lifecycle; updated as the transaction flows from one system to the next and used to determine if the rows are eligible for integration to feeder systems. DO NOT UPDATE.

Each journal must be balanced (Debits equal Credits), therefore, there should be a minimum of two lines on each journal. Click Add (+) to add another line which enters the same information for the offsetting line and update line information as appropriate.



TIP: The end user can add multiple lines using the Lines to Add field, located below the Lines section. Enter the number of total lines to add and click the Insert Lines (+) icon.

TIP: For Disinvestment Journals, there are four lines, as the Treasury side of the transaction must be manually entered, see the Disinvestment Journal section in the manual for more details.

After each line has been entered, click Save to save the information and update the description. Review the Totals section at the bottom of the page to verify the journal is balanced (Debits equal Credits). In this same section, the end user can see the Journal Status and Budget Status.

The screenshot shows the 'Create/Update Journal Entries' interface. At the top, there are fields for Unit (43000), Journal ID (0001047629), and Date (11/27/2023). Below these are search and process buttons. The main section is titled 'Lines' and contains a table with the following data:

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Organization	OA1	Budget Entity	Category
<input type="checkbox"/>	1	43000	ACTUALS		101013	15500			43100400	002000
<input type="checkbox"/>	2	43000	ACTUALS		101013	15500			43900100	002000

Below the table is a 'Lines to add' field with a value of 1 and an insert icon. At the bottom, there is a 'Totals' section with a table:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	2	0.00	0.00	N	N

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

Figure 48: Journal Status and Budget Status

With no action taken on the journal at this point the journal and budget status reflect N for No status. Once an action is taken, the status updates with a status code.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	2	0.00	0.00	N	N

Figure 49: Journal Status and Budget Status

Table 9: Status Code

Status Code	Description
D	Deleted; If a journal is deleted prior to posting the journal status reflects Deleted.
I	Posting Incomplete; This status is given if there was a system error that prevented the posting process from completing.
E	Journal has Errors; Edit Check process did not complete successfully.
N	No Status; the journal has not been through the Edit Check process.
P	Posted; This status is given when the Journal Entry has successfully been edited and posted by the system to the ledger or ledgers.
T	Journal Entry Incomplete; This status is displayed when the Save Journal Incomplete Status Box is checked. A journal with this status is not edit checked by batch processes and must have action taken by an end user to process further.
U	Unposted; This status is given when a previously posted journal has been unposted, removing the Journal Entry from the ledger or ledgers where it was originally posted.
V	Valid Journal, Edit Check process was successful.

The next step in creating a Journal Entry is to run the Edit Check process. The Edit Check process is the automated validation within Florida PALM to ensure accounting entry integrity prior to posting entries to the Ledger. This process ensures the required Combo Edit rules are applied to the entries, valid ChartField values are used, as well as ensuring the journal is balanced.

The Edit Check process can be triggered manually or through a batch process. For the journal to be included in the batch process, the journal must first be saved by clicking the Save button located at bottom of the page. The Edit Check batch process includes all saved journals with a Journal Status of N and runs the Edit Check process for each. The process runs periodically, and the end user should monitor the journals with Edit Errors report to ensure the journal(s) did not have an Edit Error occur.

To run the Edit Check process manually, click the Process dropdown box at the top of the Lines tab. Select the Edit Journal option. Click Process.

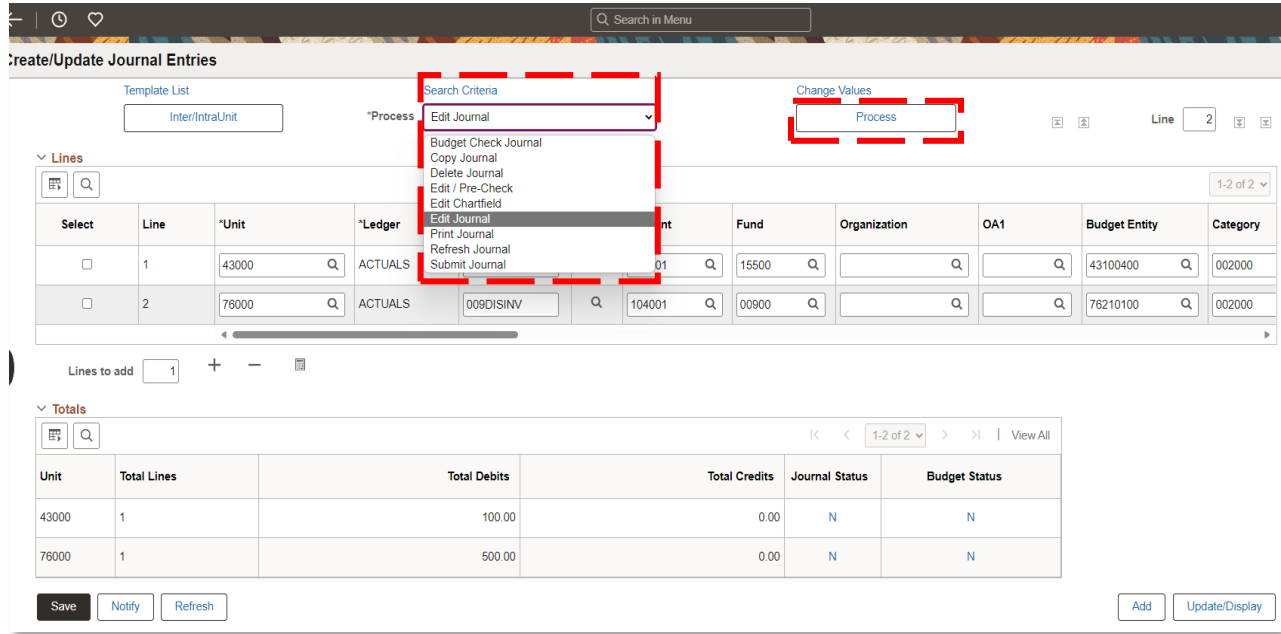


Figure 50: Edit Journal Option

There are multiple processing options in the Process dropdown. However, the system is configured to only act upon certain process options.

Table 10: Process Dropdown Options

Process Option	Process Description	Florida PALM Action
Budget Check Journal	Journal lines are checked for appropriate budget balance. Budget check is <u>not</u> available until after the journal is approved.	NONE
Copy Journal	Select and click Process to access the Journal Entry Copy page.	Copies journal
Delete Journal	Deletes the current journal.	Updates journal Status to D.
Edit/Pre-Check	Runs edit and budget check processes simultaneously. Budget check is <u>not</u> available until after the journal is approved.	NONE
Edit ChartField	Verify whether the journal has any ChartField-related errors.	Checks for valid ChartFields.
Edit Journal	Verify whether the journal has any ChartField-related errors, Combo Edit rules are followed, and debits equal credits.	Runs Edit Check process
Post Journal	Runs posting process immediately; however, journal entries require approval and this selection will cause an error. Do not use this option.	Generate an Error
Print Journal	Creates a Journal Entry Detail report for the current journal.	Prints the journal
Refresh Journal	Refreshes the journal information; used if another end user updated the journal after the initial page load.	Refreshes the journal

Process Option	Process Description	Florida PALM Action
Submit Journal	Submits Journal to the Workflow for approval.	Initiates approval workflow

The system presents a pop-up dialog box giving the end user the option to wait for the process to complete, or to not wait.

Click Yes on the pop-up window and wait for the spinning wheel in the top right-hand corner of the screen to disappear to indicate the process is complete.

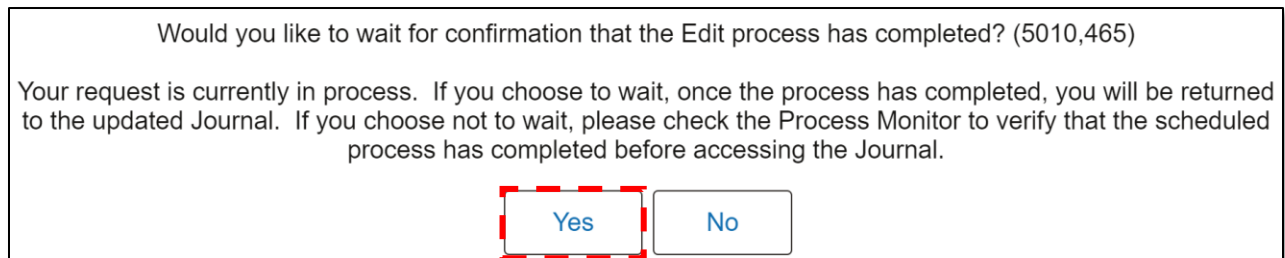


Figure 51: Process Journal Confirmation Message

If you click No on the pop-up window, you are given a process instance number that can be tracked using the Process Monitor page. [The Report Manager Overview](#) section of the manual has additional information on this. The process must be completed prior to returning to the journal. However, the process should only take a few seconds.

Review the Totals section at the bottom of the page to view the updated Journal Status.

Successful edit checking results in the Journal Status of V for Valid. However, should the Edit Check process fail the status will be E. See the [Journal Errors](#) section of the manual for details of how to handle errors.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	2	0.00	0.00	V	V

Figure 52: Totals Section

The Budget Status remains N until the journal is fully approved. Upon final agency approval, the journal runs the Budget Check process, which is a process that checks and verifies ledger balances (i.e., for Disinvestment Journals, the INVESTED BALANCE ledger is checked). Budget Errors can be reviewed on the Budget Exception Report.

The journal is now ready to be moved into Workflow for the next approval level. Click the Approval tab, verify the Approval Action selected is Approve, and then click Submit.

The journal has now been moved to the next level of approval in the Workflow. This is illustrated by the GL Journal Approval Stage section on the Approval tab. The Approval Status has also been updated from None to Pending Approval to Approved (if approved simultaneously).

Figure 53: Approval Status



TIP: A journal that is either back dated or future dated, will require DFS Approval.

Investment Journals

An investment is the movement of trust fund cash into the Treasury investment pool.

During the CMS Wave, next day investment requests still originate in Departmental FLAIR; while same day investments originate within Central FLAIR using a manual voucher request from the Agency to Department of Financial Services, Accounting and Auditing. The Central FLAIR transactions, for both same day and next day investments, are interfaced to Florida PALM and result in an update to agency trust fund investment balances. Investment Journals are recorded to both the ACTUALS and INVESTED BALANCE Ledgers.

Investment Redistribution

If an Agency wishes to invest at a Subfund level, a redistribution journal must be completed within Florida PALM. This can be completed using online GL Journal Entry or through the Spreadsheet Upload tool.

On the Header tab, enter information for the required fields. For investment redistribution journals, the Header BU reflects the agency's BU. Change Source to RED for Redistributions & Adjustments.

Header | Lines | Totals | Errors | Approval

Unit 76000 Journal ID NEXT Date 09/23/2022

Long Description Investment Redistribution to Sub-Fund
217 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2023

*Source RED Period 3

Reference Number ADB Date 09/23/2022

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By GL_Journal_Processor GL Journal Processor

Entered On

Last Updated On

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Figure 54: GL Journal Entry – Investment Redistribution

Table 11: Field Name and Value

Field Name	Field Value
Business Unit	Agency BU
Long Description	Input description or purpose of journal
Ledger Group	ACTUALS
Source	RED
Transaction Code	GENERAL (Default value, DO NOT UPDATE)

On the Lines tab, the first line represents the transactional subfund from which the investment will be moved, and uses the Agency’s BU, the Pool 1 Disinvestment Account and is a negative amount. The second line represents the balancing or offsetting line using the Agency’s BU, Pool 1 Disinvestment Account, and is a positive amount. Agency established SpeedTypes may be used to populate ChartField values for each line.

Table 12: Sample Accounting Entries – Investment Journal

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
POOL 1 DISINV - TREASURY		X	\$(100.00)	Agency BU	104001	Agency Fund 1	Agency BE	Agency Category

POOL 1 DISINV - TREASURY	X		\$100.00	Agency BU	104001	Agency SubFund	Agency BE	Agency Category
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Disinvestment Journals

A disinvestment is the liquidation of Trust Fund investments from the Treasury investment pool. These journals are entered as a GL Journal directly online or through the Spreadsheet Upload tool. Agencies must also record these transactions within Departmental FLAIR.

Disinvestment Journals require the Invested Balance Budget Checking process to run, which is initiated upon final approval. This process checks the INVESTED BALANCE (CC_INVEST) ledger to ensure the disinvestment does not exceed the invested balance for the Fund. Disinvestment Journals are recorded to the ACTUALS ledger and updates the INVESTED BALANCE ledger.

For Disinvestment Journals, the agency must enter a total of four lines. Navigate to **NavBar > Navigator > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**.

Click Add New Value tab, enter the Agency Business Unit and click Add.



TIP: Click the magnifying glass icon to view a list of all valid BUs.

On the Header tab, input information for the required fields. DO NOT CHANGE default values.

Table 13: Field Name

Field Name	Field Value
Business Unit	Agency BU
Long Description	Input description or purpose of journal
Ledger Group	ACTUALS
Source	ONL
Transaction Code	GENERAL (Default value, DO NOT UPDATE)

Click the Lines tab to enter the four lines required for a Disinvestment Journal.

Click the Insert Lines (+) icon to add lines. This copies all information from the line above and reverses the base amount sign. However, some ChartField values need to be updated for each new line added.

The first and second lines use the Agency's specific accounting information. The first line is the Agency's primary disinvestment Account and is a negative amount. The second line is the Agency's offset line and is represented by a positive amount.

The third and fourth lines use Treasury's disinvestment accounting information to create the Treasury entries for the disinvestment. The third line should be recorded using a positive amount to decrease the total invested liability which carries a negative balance. The fourth line is the Treasury offset line and should be entered as a negative.

Table 14: Sample Accounting Entries – Disinvestment Journal

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
POOL 1 DISINV - TREASURY		X	\$(100.00)	Agency BU	104001	Agency Fund	Agency BE	002000
InterUnit Cash Account	X		\$100.00	Agency BU	101013	Agency Fund	Agency BE	002000
Return Invested Funds, SpeedType Key: TRPOOL1LIA	X		\$100.00	43002	304001	72800	43100300	315010
InterUnit Cash Account, SpeedType Key: TRIUCASH		X	\$(100.00)	43002	101013	72800	43100300	315010



TIP: The system will clear the fields in the line when certain fields, such as the BU, are updated.

TIP: The Agency Lines will always use the same Fund and Category shown above; Treasury lines will always use the same accounting information as provided. This may be a good time to use SpeedTypes if your agency has chosen to use them.

After all four lines are completed, the journal lines should be similar to the screens below.

The screenshot shows a software interface for managing journal entries. At the top, it displays 'Unit: 43000', 'Journal ID: 0001181989', and 'Date: 11/28/2023'. Below this are search and process buttons. The main area is titled 'Lines' and contains a table with the following data:

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Organization	OA1	Budget Entity	Category
<input type="checkbox"/>	1	43002	ACTUALS	TRPOOL1LIA	304001	72800			43100300	315010
<input type="checkbox"/>	2	43002	ACTUALS	TRPOOL1LIA	304001	72800			43100300	315010
<input type="checkbox"/>	3	76000	ACTUALS	009DISINV	104001	00900			76210100	002000
<input type="checkbox"/>	4	76000	ACTUALS	009OFFSET	101013	00900			76210100	002000

Figure 55: Completed Journal ID Lines

Scroll to the right to see additional fields, if you have not personalized your lines view.

Click Save. Upon saving, the system generates the Journal ID and update the Totals Section.

Review the Totals section to ensure the journal Total Debits and Total Credits balance. Click the Process dropdown option and select Edit Journal and click Process.

Click Yes in the pop-up window and watch for the spinning wheel in the top right corner of the screen to disappear, indicating the Edit Check process is complete.



TIP: The Edit Check process can be triggered manually or through a batch process.

Review the Journal Status to ensure it has updated to V for Valid, indicating the Journal passed Edit Check. If there are errors, review the errors by clicking the E on the Journal status, or clicking the Errors tab, and follow the guidance for the specific error in the [Journal Errors](#) section of this manual.

Once the journal has passed Edit Check and is validated, the journal is now ready to be submitted for approval.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	3	400.00	400.00	N	N
43002	3	200.00	200.00	N	N
76000	3	200.00	200.00	N	N

Figure 56: Save GL Journal Entry

Click the Approval tab.

Figure 57: Approval Tab

Click Submit to submit the journal for approval and move the journal into the Workflow. Once submitted, the GL Journal Approval Stage section is visible and lists the Approver(s) within the workflow path. The journal status is updated to Pending Approval.

Figure 58: Pending Approval



TIP: Additional approvers can be added to the approval workflow by the Agency GL Approver, prior to final approval.

Spreadsheet Journal Upload

The Spreadsheet Journal Upload is a tool used to prepare and enter journals, group and manage journals in journal sheets, and import them into Florida PALM using various pages, dialog boxes, and buttons. This tool can be used for both manual and recurring journals.

The Spreadsheet Journal Upload Template is found in the Catalog of Interface Offerings. If you need access to the Catalog, contact the Florida PALM Solution Center at FLPALM_Solutions@MyFloridaCFO.com.

Creating Disinvestment Journals Using Spreadsheet Journal Upload Template

The Spreadsheet Journal Upload Template is provided by Florida PALM through the Catalog of Interface Offerings. Save a copy of the Excel spreadsheet template in a folder on your computer. To create a journal using the spreadsheet template, click to open the JRNL_WS file within the template folder. When the file opens click New Sheet.

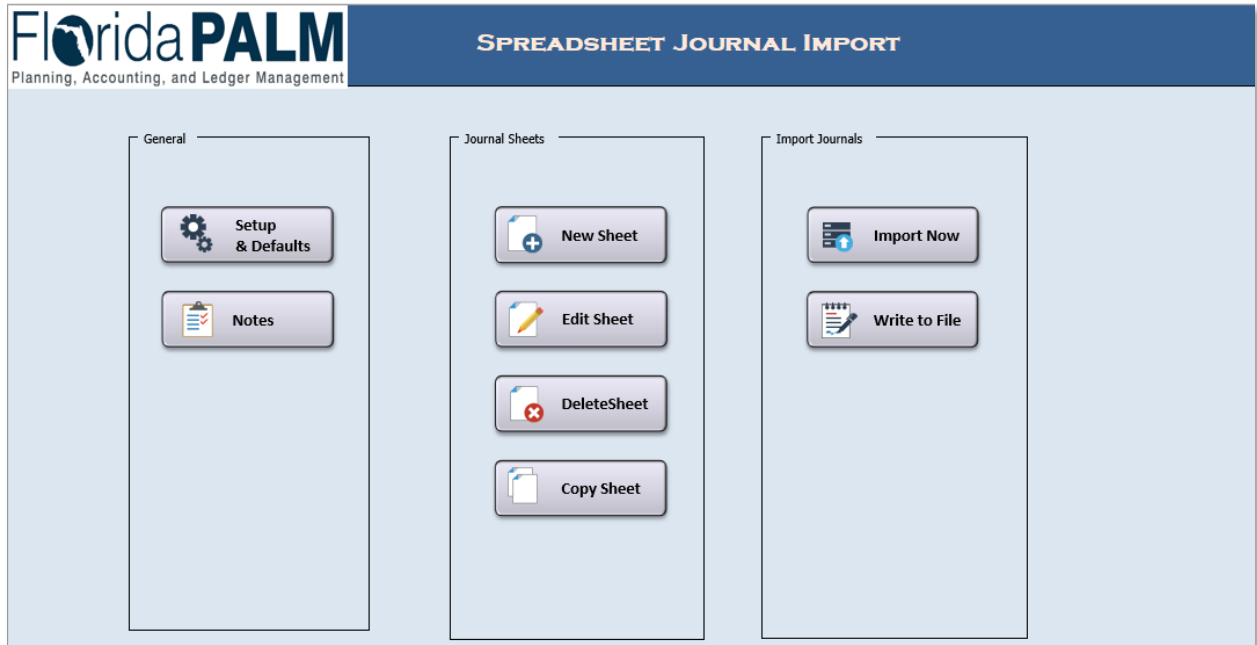


Figure 59: Click the New Sheet Button

In the New Journal Sheet Name field, type a name for the new journal sheet. The New Journal Spreadsheet Name field has a 29-character maximum. Click OK.

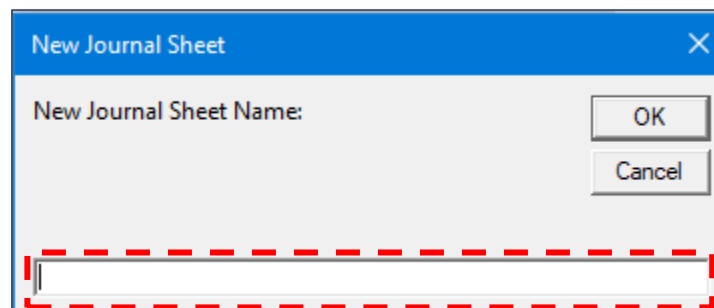


Figure 60: New Journal Sheet Name

Creating the Journal Header

Click the Plus icon (+) beside the Journal Header title to fill in the journal header information.

The Journal Data and Effective Date Fields are pre-populated. The following fields should be manually populated:

- Unit
- Ledger Group
- Source
- Description

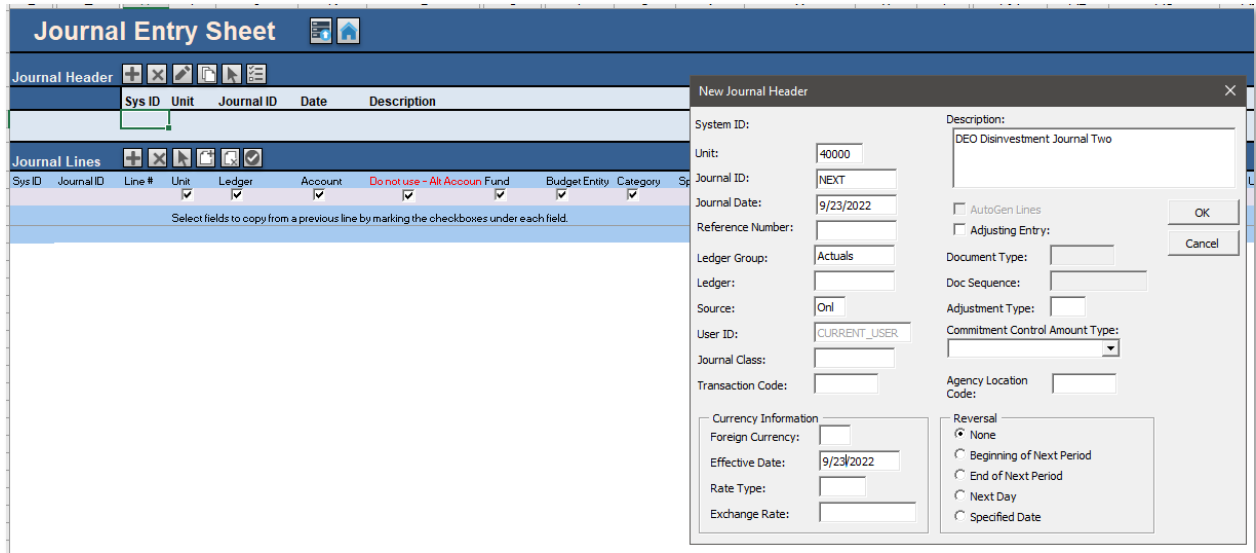


Figure 61: New Journal Header Entry Fields

Once all values have been entered, click OK. The information entered can now be seen in the Journal Header section.

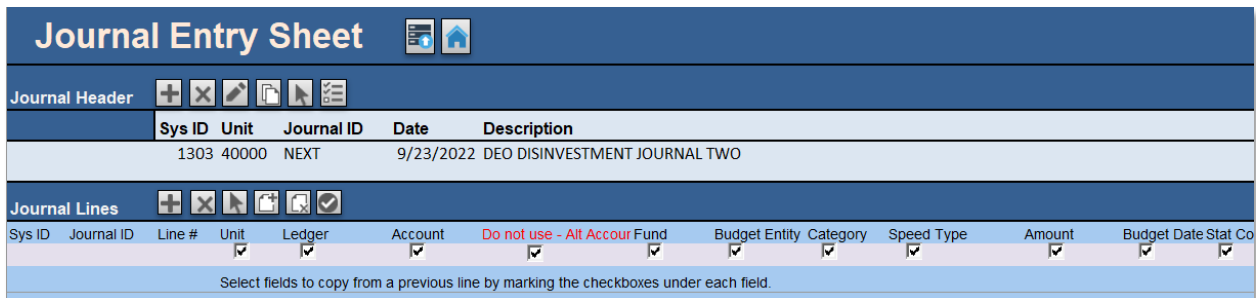


Figure 62: Journal Header Values Entered

Creating the Journal Lines

A Disinvestment Journal has four lines used to record the appropriate entries within Florida PALM:

- Primary Agency Disinvestment Line (entered as a negative value)
- Primary Agency Offset Cash Line (entered as a positive value)
- Primary Treasury Liability Line (entered as a positive value)
- Primary Treasury Offset Line (entered as a negative value)

To create the Primary Agency Disinvestment Journal Line, click Plus (+) beside the Journal Lines title. The Plus (+) is used each time a new line needs to be added. Columns to be completed on the spreadsheet include:

- Unit
- Ledger
- Account
- Fund
- Budget Entity
- Category
- Amount

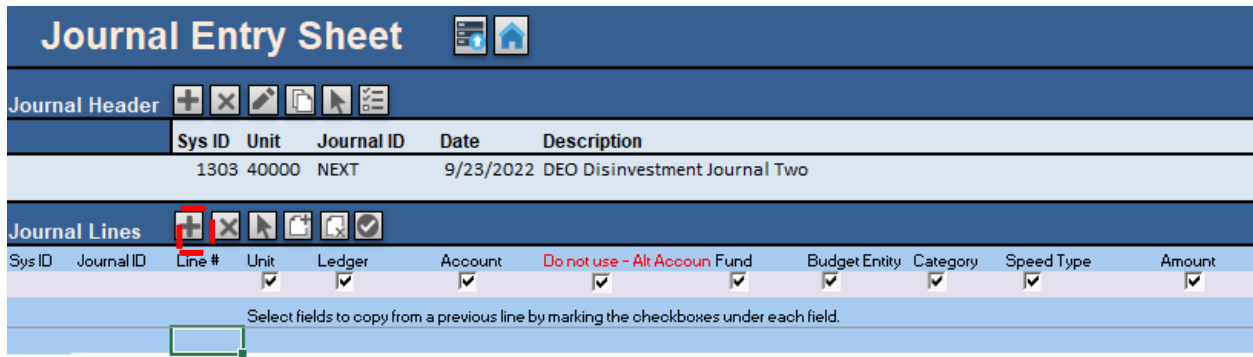


Figure 63: Primary Agency Disinvestment Journal Line

A SpeedType value can be entered in the SpeedType column to populate ChartField values if your agency has established SpeedType keys. If a SpeedType is used as a value on the spreadsheet, the ChartField values do not populate on the journal until it is uploaded into Florida PALM.

Table 15: Sample Accounting Entry – Primary Agency Disinvestment Line Populated Fields

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
POOL 1 DISINV - TREASURY		X	\$(500.00)	Agency BU	104001	Agency Fund	Agency BE	002000

To create the Primary Agency Offset Journal Line, click Plus (+) on the Journal Lines row. Once you click Plus (+), the new Journal Line is created with the data entered on the previous line. The Amount value must be updated as adding a new line will not change the amount to the opposite value as done when adding a line when entering a journal directly in Florida PALM.


Journal Entry Sheet											
Journal Header											
Sys ID	Unit	Journal ID	Date	Description							
1303	40000	NEXT	9/23/2022	DEO DISINVESTMENT JOURNAL TWO							
Journal Lines											
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Do not use - Alt Accour Fund	Budget Entity	Category	Speed Type	Amount	Budg
Select fields to copy from a previous line by marking the checkboxes under each field.											
1303	NEXT	1	40000	ACTUALS	104001		60100	40300200	002000		(500.00)
1303	NEXT	2	40000	ACTUALS	101013		60100	40300200	002000		500.00

Figure 64: Primary Agency Offset Cash Line

Update the Account ChartField for Line number two with the Primary Agency Offset Cash Account value of 101013. If utilizing SpeedTypes, update the SpeedType name then update the line amount to reflect the offsetting amount.

Table 16: Sample Accounting Entries – Primary Agency Offset Cash Line

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
InterUnit Cash Account	X		\$500.00	Agency BU	101013	Agency Fund	Agency BE	002000

 **TIP:** Remember that debits and credits must be equal to ensure the journal is balanced.

To create the Primary Treasury Liability Journal Line, click Plus (+) on the Journal Lines row to add Line number three. The following fields should be populated with the values below, or you may use the Treasury Pool 1 Liability Account SpeedType (TRPOOL1LIA).

Table 17: Sample Accounting Entry – Primary Treasury Liability Line Fields

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
Return Invested Funds	X		\$500.00	43002	304001	72800	431003 00	315010

To create the Primary Treasury Offset Journal Line, click Plus (+) on the Journal Lines row to add Line number four. The following fields should be populated with the values below, or you may use the Treasury Offset InterUnit Cash Account SpeedType (TRIUCASH).

Table 18: Sample Accounting Entry – Primary Treasury Offset Line Fields

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
InterUnit Cash Account		X	\$(500.00)	43002	101013	72800	43100300	315010

Adding Multiple Lines

Multiple lines can be added instead of adding the journal lines one at a time. To add multiple lines, click Add Multiple Lines on the Journal Lines row.

The screenshot shows the 'Journal Entry Sheet' interface. The 'Journal Header' section displays: Sys ID 1303, Unit 40000, Journal ID NEXT, Date 9/23/2022, and Description DEO DISINVESTMENT JOURNAL TWO. The 'Journal Lines' section contains two lines:

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Do not use - Alt Account	Fund	Budget Entity	Category	Speed Type	Amount	Bud
1303	NEXT	1	40000	ACTUALS	104001		60100	40300200	002000		(500.00)	
1303	NEXT	2	40000	ACTUALS	101013		60100	40300200	002000		500.00	

Figure 65: Adding Multiple Lines

The Number of Lines field allows you to specify how many lines you wish to add. The Copy Data from Line check box allows you to specify from which line to copy data.

Click into the Copy Data from Line check box, another field appears where you can specify from which line to copy. The Line number must be specified, not the Excel row number. Click Insert. New rows are added. Data from the line copied is carried forward. You need to update data fields as needed. Click Save once all updates have been completed.

The screenshot shows the 'Journal Entry Sheet' interface with the 'Insert Multiple Lines' dialog box open. The dialog box has the following fields and options:

- Number of Lines: 1
- From Line: 4
- To Line: 4
- Copy data from line:
- Buttons: Insert, Cancel

The background shows the same journal lines as in Figure 65.

Figure 66: Insert Multiple Lines and Copy Data from Line

Creating the .txt File to export to Florida PALM

From the Homepage you can create a .txt file.

Sys ID	Unit	Journal ID	Date	Description
1303	40000	NEXT	9/23/2022	DEO DISINVESTMENT JOURNAL TWO

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Do not use - Alt Accour Fund	Budget Entity	Category	Speed Type	Amount	Budge
1303	NEXT	1	40000	ACTUALS	104001	60100	40300200	002000		(500.00)	
1303	NEXT	2	40000	ACTUALS	101013	60100	40300200	002000		500.00	
1303	NEXT	3	43002	ACTUALS	304001	72800	43100300	002000		500.00	
1303	NEXT	4	43002	ACTUALS	101013	72800	43100300	002000		(500.00)	

Figure 67: Click Home Icon

Use the Write to File button to create a .txt file to upload to Florida PALM.

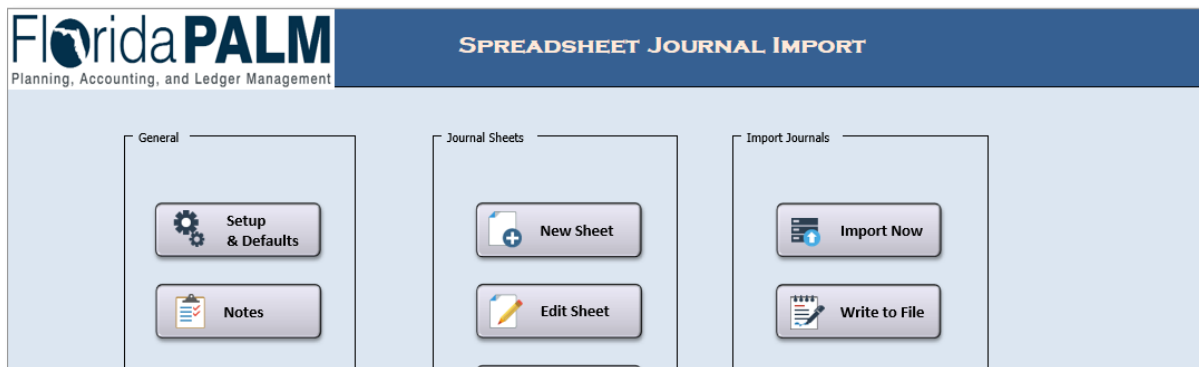


Figure 68: Spreadsheet Journal Import – Write to File

A pop-up window lists the sheets you created. You have the option to export multiple sheets into one .txt file or one sheet to one .txt file. Click the appropriate file(s) you would like to export or click the All button if you would like to select all the sheets. The File Name field controls what the .txt file is named and where it is saved. The default file location is the Documents folder. Click OK to create the .txt export file(s).

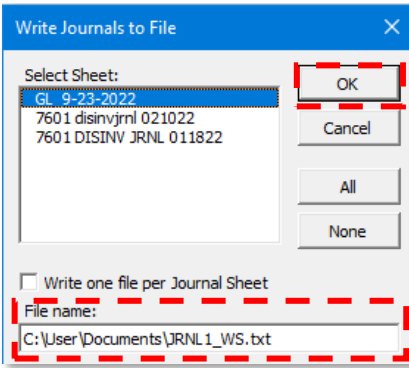


Figure 79: Write Journals to File

You can now Save and Close the Excel Spreadsheet Journal Import file. The exported file(s) are .txt files is saved in your Documents folder.

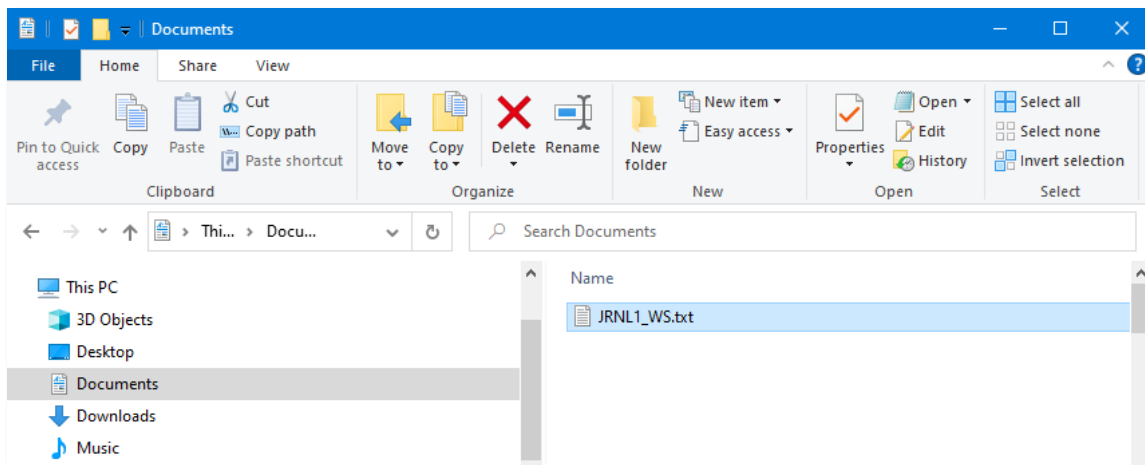


Figure 70: Documents Folder

Importing the .txt File into Florida PALM

The examples provided are for importing a journal spreadsheet file. To import the file(s) into Florida PALM begin by logging in to Florida PALM. Navigate to **NavBar > Navigator > General Ledger > Journals > Import Journals > Spreadsheet Journals**. On this page you either search for a Run Control ID you created previously or click the Add a New Value tab to create a new Run Control ID. To add a new run control, type a name for your run control in the Run Control ID field. For example, TEST_JOURNAL.

Figure 71: Spreadsheet Journal Import – Add a New Value



TIP: Run Control IDs cannot be deleted once created, therefore you are encouraged to reuse an existing Run Control ID that was created previously.

The Number of Data Files dropdown option allows you to change the number of files you are uploading. In the Report Request Parameters section, the If Journal Already Exists and If Journal is Invalid dropdowns tell Florida PALM how to handle errors. You can change them at any time.

Under the Journal Processing Options sections, check the box for Edit Journal(s) then Click Add.

Figure 72: Spreadsheet Journal Import Request

A file attachment box appears. Click Choose File to browse and select the .txt file with the journals you wish to upload. Click Open and then click Upload.

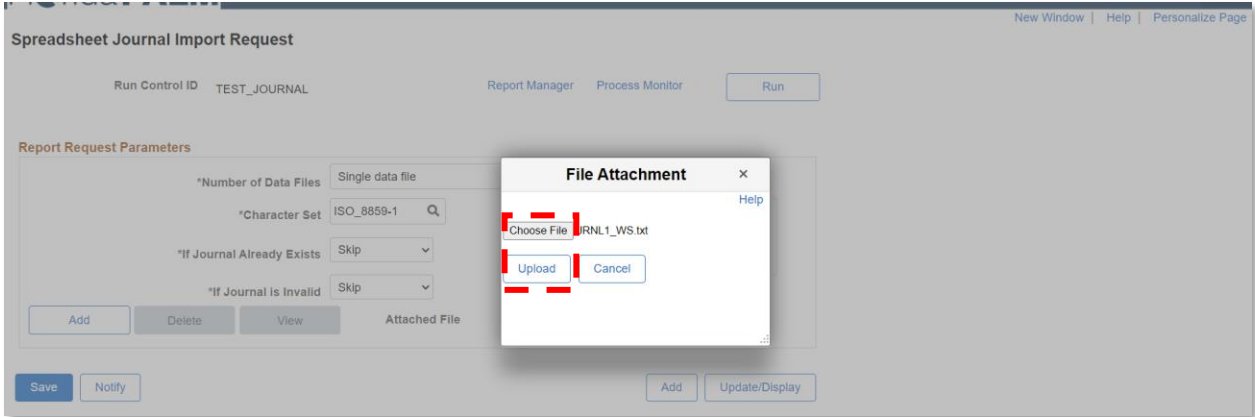


Figure 73: Spreadsheet Journal Import Request – File Attachment



TIP: If using an existing Run Control ID, you may need to delete the previous file before adding the new file.

Click Save.

At the top of the Spreadsheet Journal Import Request page, click Run.

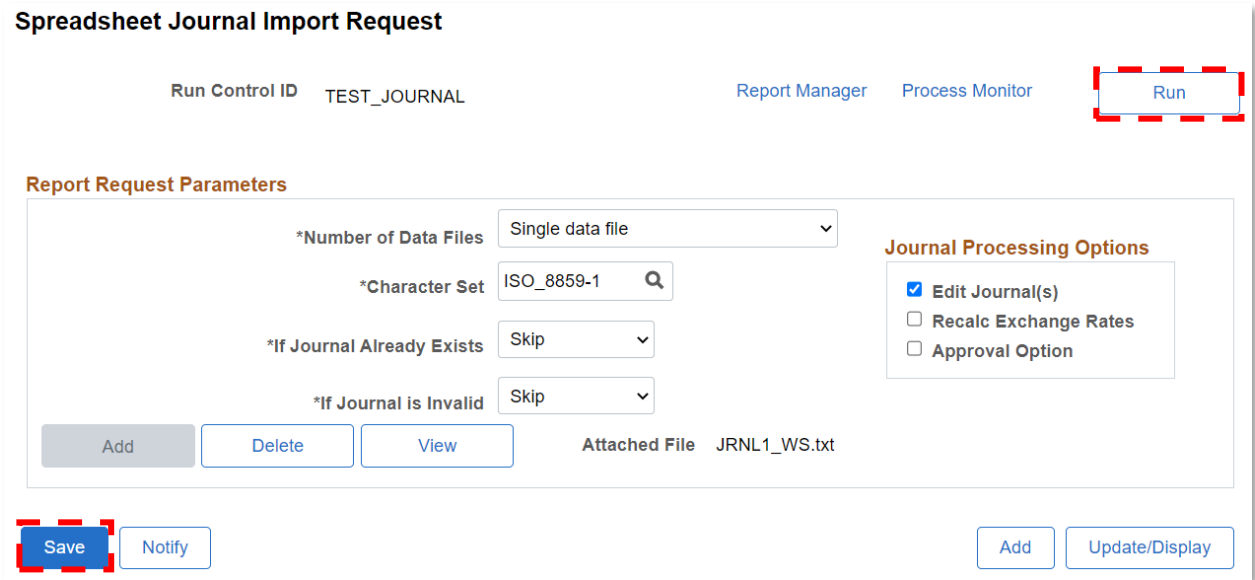


Figure 74: Spreadsheet Journal Import Request – Save and Run

Click the Select check box next to Journal Import with Edit and click OK.

Process Scheduler Request

User ID: GL_Journal_Processor Run Control ID: TEST_JOURNAL

Server Name: Run Date: 09/26/2022

Recurrence: Run Time: 8:57:51AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Journal Import with Edit	GL_EXCL_BATC	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Spreadsheet Journal Import	GL_EXCL_JRNL	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Figure 75: Process Schedule Request – Journal Import with Edit

After running the Run Control ID, a Process Instance Number is generated under Run. This number is needed to view the status of the upload.

Click the Process Monitor link to view the status of the upload.

Spreadsheet Journal Import Request

Run Control ID: TEST_JOURNAL [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Number of Data Files: Single data file

*Character Set: ISO_8859-1

*If Journal Already Exists: Skip

*If Journal is Invalid: Skip

[Add](#) [Delete](#) [View](#) Attached File: JRNL1_WS.txt

Journal Processing Options

- Edit Journal(s)
- Recalc Exchange Rates
- Approval Option

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Process Instance: 472432

Figure 76: Spreadsheet Journal Import Request – Process Instance Number

You can see that the Run Status and the Distribution Status have been updated for this request. Click Refresh to update the page until the Run Status shows Success and the Distribution Status is Posted.

Click the Details link for the Process Instance you noted previously in order to obtain the Journal ID.

Process List | Server List

View Process Request For

User ID Type Last 30 Days

Server Name Instance From Instance To [Report Manager](#)

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	472432		Application Engine	GL_EXCL_BATC	GL_Journal_Processor	09/26/2022 8:57:51AM EDT	Success	Posted	Details

[Go back to Spreadsheet Journal Import](#)

Process List | Server List

Figure 77: Process List Page

Process Detail

Process

Instance 472432 Type Application Engine
 Name GL_EXCL_BATC Description Journal Import with Edit
 Run Status Success Distribution Status Posted

Run

Run Control ID TEST_JOURNAL
 Location Server
 Server FINSIT11
 Recurrence

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On 09/26/2022 9:01:32AM EDT
 Run Anytime After 09/26/2022 8:57:51AM EDT
 Began Process At 09/26/2022 9:01:47AM EDT
 Ended Process At 09/26/2022 9:02:17AM EDT

Actions

[Parameters](#) [Transfer](#)
[Message Log](#) [View Locks](#)
[Batch Timings](#)
[View Log/Trace](#)

Figure 88: Process Detail Page

Click the GL_EXCL_JRNL_(Your Process Instance Number).LOG link to view the Journal ID(s) uploaded into Florida PALM.

View Log/Trace

[Help](#)

Report

Report ID	69439	Process Instance	472432	Message Log
Name	GL_EXCL_BATC	Process Type	Application Engine	
Run Status	Success			

Journal Import with Edit

Distribution Details

Distribution Node	SFTP	Expiration Date	11/25/2022
-------------------	------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_GL_EXCL_BATC_472432.stdout	680	09/26/2022 9:02:17.754071AM EDT
GL_EXCL_JRNL_472432.LOG	253	09/26/2022 9:02:17.754071AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	GL_Journal_Processor

[Return](#)

Figure 99: View Log/Trace Page

A new browser window opens the log file for your Spreadsheet Journal Import. The Business Unit, Journal ID, and Journal Date are displayed on the screen. Make note of the Journal ID number. You need this number in order to submit the journal for approval. You can close this browser window.

```

https://go.flpalm.myfloridafo.gov/69439/GL_EXCL_JRNL_472432.LOG

Spreadsheet Journal Import (GL_EXCL_JRNL)

2022-09-26 09.01.47.000000
-----
Processing file JRNL1_WS.txt ...
Staging completed ...

1303 (40000, 0000596452, 2022-09-23) -, DEO DISINVESTMENT JOURNAL TWO -- Imported
  
```

Figure 80: Log File for Spreadsheet Journal Import



TIP: If there is an issue with the upload, the error would be described here.

Return to close the View Log/Trace page. Click OK to close the Process Detail page.

Viewing the Uploaded Journal and Submitting for Approval

From the Homepage navigate to **NavBar > Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**. Use the Find an Existing Value Tab to search for your journal. Click the Clear button to remove all pre-populated search criteria. Enter your Business Unit and the Journal ID provided on the GL_EXCL_JRNL_(Your Process Number) log file, and click Search. From your list of Search Results, click on the Journal ID to see more details.

The screenshot shows the 'Create/Update Journal Entries' interface. At the top, there is a 'Find an Existing Value' section with an 'Add a New Value' button. Below this is a 'Search Criteria' section with instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two search history sections: 'Recent Searches' and 'Saved Searches', both with dropdown menus. The main search area contains several fields: 'Business Unit' (dropdown set to '=') and a text box with '43000'; 'Journal ID' (dropdown set to 'begins with') and a text box with '0001181924', which is highlighted with a red dashed box; 'Journal Date' (dropdown set to '=') and a date picker set to '11/28/2023'; 'Document Sequence Number' (dropdown set to 'begins with') and an empty text box; 'Line Business Unit' (dropdown set to '=') and an empty text box; 'Journal Header Status' (dropdown set to '=') and an empty dropdown; 'Budget Checking Header Status' (dropdown set to '=') and an empty dropdown; 'Source' (dropdown set to '=') and a text box with 'ONL'; 'Entered By' (dropdown set to 'begins with') and an empty text box; 'Attachment Exist' (dropdown set to '=') and an empty dropdown; and 'Journal Class' (dropdown set to 'begins with') and an empty text box. At the bottom, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox, and three buttons: 'Search' (highlighted with a red dashed box), 'Clear', and 'Save Search'.

Figure 81: Find an Existing Value – Journal ID

Click on the Lines Tab to view the information imported from your spreadsheet. The Journal should have a status of V for Valid. If the journal is not in a V status, run the [Edit Check](#) process. For more information on running the Edit Check and correcting errors, see the [Journal Errors](#) section of this manual.

Header **Lines** Totals Errors Approval

Unit 43000 Journal ID 0001181924 Date 11/28/2023
 Template List Search Criteria
 *Process Edit Journal Process

▼ Lines

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Organization	OA1	Budget Entity	Category
<input type="checkbox"/>	1	43000	ACTUALS		104001	07800			43400100	002000
<input type="checkbox"/>	2	43000	ACTUALS		101013	07800			43400100	002000
<input type="checkbox"/>	3	43002	ACTUALS		304001	72800			43100300	315010
<input type="checkbox"/>	4	43002	ACTUALS		101013	72800			43100300	315010

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	2	10,000.00	10,000.00	P	V
43002	2	10,000.00	10,000.00	P	V

Save Return to Search Previous in List Next in List Notify Refresh

header | Lines | Totals | Errors | Approval

Figure 82: Lines Tab

After reviewing the entries, the journal must be submitted for approval. Click the Approval tab and click Submit. The journal is now pending approval and will be routed to approvers through workflow.

Header Lines Totals Errors **Approval**

Unit 43000 Journal ID 0001181989 Date 11/28/2023 Submit

Approval Status

Unit 43000
 Approval Check Active Y
 Approval Status None
 Approval Action Approve
 Deny Comments
 254 characters remaining

▼ Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
-----------	---------------	----------------	-----------	-------	------	-------------	-------------	----------	-----------------	----------

Figure 83: Approval Tab

Approve GL Journals

Journals require approval within Florida PALM by both Agency end users and DFS Approvers. Journals pending approval appear in the Approver's GL WorkCenter worklist. To access this page, navigate to **NavBar > Menu > General Ledger > GL WorkCenter**.

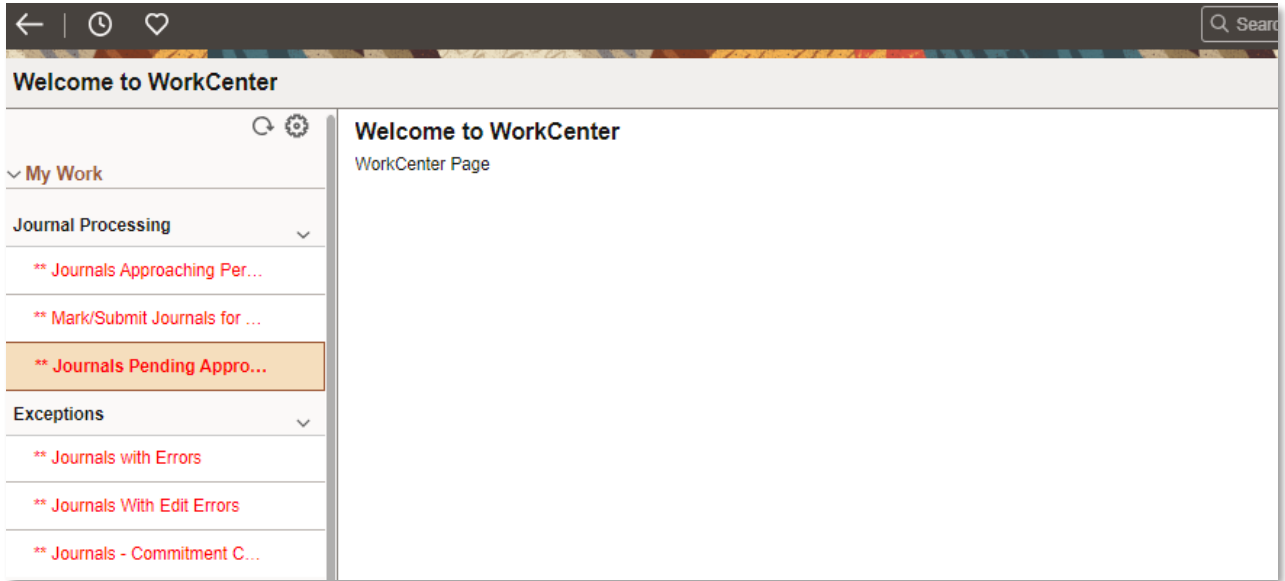


Figure 84: General Ledger WorkCenter

Click the Journals Pending My Approval link in the My Work section. Then click the Journal ID link to open the GL Approval Page for that journal.

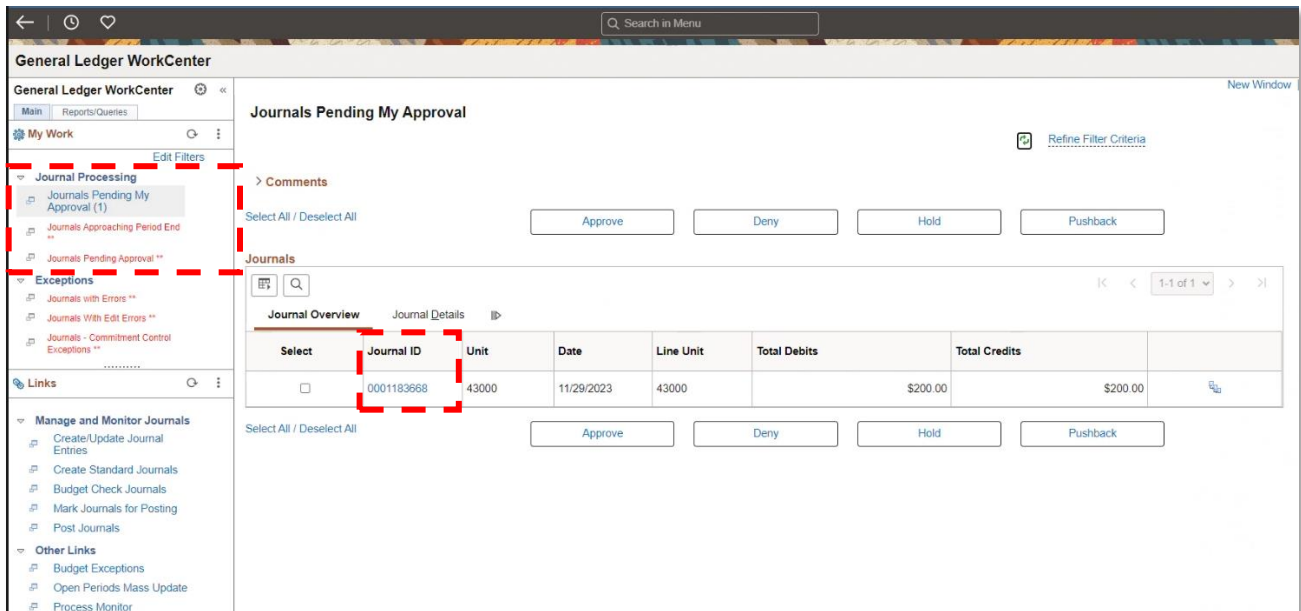


Figure 85: Journals Pending My Approval Page

From the GL Journal Approval page, the end user can return the journal to the requester, view any attachments associated to the journal, review the Journal Entry Page, Add Comments, Deny the journal, place the journal on Hold, Approve the journal, or Pushback the journal to the previous approver. Also, additional approvers can be added to the approval path, if needed.

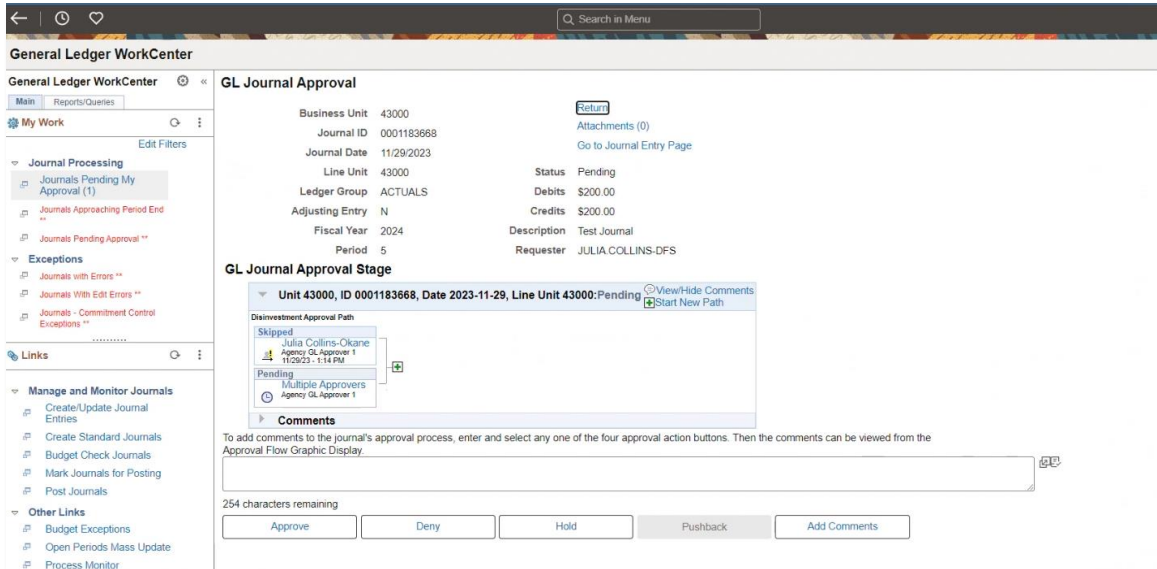


Figure 86: GL Journal Approval Page

Click the Go to Journal Entry Page link at the top right of the page. A pop-up window appears where the end user can view the journal details.



Figure 87: GL Journal Approval – Go to Journal Entry Page

Review the COA ChartFields to ensure the appropriate values are used for the journal action taken (i.e., Disinvestment Journal uses the correct Agency specific values as well as the correct Treasury values).

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	3	400.00	400.00	V	N
43002	3	200.00	200.00	V	N
76000	3	200.00	200.00	V	N

Figure 88: Review the Journal Entry Page

Review the Totals section to verify the journal is balanced and the Journal Status is a V for valid.



TIP: The Edit Process only verifies the ChartField values used are valid, not that they are accurate values for the purpose of the journal.

Close the Journal Entry pop-up window and return to the GL Journal Approval page.

To Deny a journal, provide a business reason in the comments section and then click Deny. The journal creator is notified in their WorkCenter worklist and receives an email notification stating the journal was denied.

To place a journal on Hold, should a more detailed review or other follow up action be needed, enter comments in the window below the Approval Flow Graphic Display. Then click Hold to save your comments. Once the approver has resolved the reasons for the hold or completed their review, the journal can be approved or denied as appropriate.

To approve a journal, click Approve. If additional approvers are needed, the approver must be added **PRIOR** to approving the journal. The approval path is configured for all journals, therefore adding an approver only affects the current journal and does not apply to all journals.

Once the journal has been approved, the GL Journal Approval Stage is updated to approved and show any additional approvals needed.

The screenshot displays the FloridaPALM General Ledger WorkCenter interface. The top header shows the FloridaPALM logo and the user name JOHN.HERRINGT. The main content area is titled 'GL Journal Approval' and shows details for a journal with Business Unit 43000, Journal ID 0001183668, and Journal Date 11/29/2023. The journal status is 'Pending'. Below the journal details is the 'GL Journal Approval Stage' section, which includes an approval path graphic. A red box highlights a plus sign (+) next to the 'Multiple Approvers' section in the approval path. The interface also includes a 'Comments' section for adding remarks and buttons for 'Approve', 'Deny', 'Hold', 'Pushback', and 'Add Comments'.

Figure 89: GL Journal Approval Stage – Click Plus sign (+) to Route to Additional Approvers



TIP: Journals that are back-dated or future-dated require additional approvals. A journal is considered back-dated or future-dated if the journal date is different from the date it was submitted for approval.

Upon approval, the Invested Balance Budget Check process is triggered. For Disinvestment journals, this process checks the INVESTED BALANCE (CC_INVEST) ledger through Commitment Control to ensure the journal does not exceed the invested balance for the fund used on the transaction.



TIP: The Invested Balance Budget Check process is a systematic process that verifies a sufficient invested balance exists prior to posting.

Invested Balance Override

The Invested Balance Budget Check process is triggered upon final approval of the journal. Errors within the invested balance budget check process are shown on the Budget Exception Report. In certain cases when an invested balance is insufficient, notify DFS for review of the disinvestment and request override. If DFS issues the override, the transaction lifecycle proceeds and reduces the invested cash ledger balance and posts to the GL. The Budget Status on the GL journal lines page updates to V for Valid.

General Ledger Reports

There are numerous reports available to agencies to accommodate reporting needs, including monitoring investment and disinvestments and related GL Journal Entries. The table below provides a subset of reports relevant to the Trust Fund Investment process.

Table 19: GL Reports

Report Name	Report Description	Navigation
Investment Activity Report	Report of Investment transactions and balances by pool and participant. This report is used to monitor Trust Fund investment balances and activity.	NavBar > Navigator > PALM Processes > PALM Reports > GL > Reports> Investment Activity Report
Invested Balance Exceptions	Display invested cash exceptions, including reasons for exceptions, and the length of time outstanding. Report is used to review invested balance errors and determine the method of resolution.	NavBar > Navigator > Commitment Control > Review Budget Check Exceptions > General Ledger
Journal Inquiry	Online display of requested journals. This is an online inquiry to review specific journals to support month end reporting processes and to evaluate the output of the allocations process.	NavBar > Navigator > General Ledger > Review Financial Information > Journals
Journal Entry Detail Report	Listing of accounting journals by type of entry. This report is used to view GL journals created as a result of accounting processes.	NavBar > Navigator > General Ledger > General Reports > Journal Entry Detail
Journals Pending My Approval (WorkCenter)	Journals that are pending approval from the current end user. This report is used to find a list of journals pending approval.	NavBar > Navigator > General Ledger > GL WorkCenter > My Work > Journals Pending My Approval

Report Name	Report Description	Navigation
Journals with Errors (WorkCenter)	Journals with any type of error that requires action. This report is used to identify journals in error and perform exception handling.	NavBar > Navigator > General Ledger > GL WorkCenter > My Work > Journals with Errors

Commitment Control (KK) Reports

There are several reports available to Agencies to accommodate reporting needs.

Table 20: KK Report Names

Report Name	Report Description	Navigation
Invested Balance Exceptions	Displays invested cash exceptions, including reasons for exceptions, and the length of time outstanding. Report is used to review invested balance errors and determine the method of resolution.	NavBar > Navigator > Commitment Control > Review Budget Check Exceptions > General Ledger
Invested Balance Override	Displays all transactions for which invested balance checking has been overridden. Used for KK Ledger monitoring. This report is used to view transactions for which invested balance checking has been overridden.	NavBar > Navigator > Commitment Control > Budget Reports > Budget Transaction Detail
Invested Balance	Displays the invested balance by Business Unit and Trust Fund.	NavBar > Navigator > Commitment Control > Review Budget Activities > Budgets Overview

Journal Errors

When processing Edit Check on a journal, errors can occur. The Edit Check process is used to check for valid ChartField values, ensuring the journal balances and validating the Combo Edit rules.

Combo Edit rules direct the system as to what ChartFields must be entered on a transaction. For example, all transactions must include an Account, Fund, and Budget Entity ChartField value.

There are multiple ways to see a journal with an error including exception reports and online pages. The quickest way to see a journal with an error is on the GL WorkCenter My Work list. This list shows the number of journals with errors.

In addition to the GL WorkCenter My Work List, reports can be used to review GL Journals with errors, as well as using the Journal Inquiry screens.

The following are common errors and how to resolve them:

- Journal Balance Errors – This error occurs when the journal is unbalanced.
 - Resolution: review the journal entry lines' Base Amounts, as well as the total Debits and Credits in the Totals section, to identify where the imbalance is occurring.

- Journal Edit Error – This error occurs if the journal line(s) has an invalid ChartField value or ChartField combination.
 - Resolution: The system indicates which specific ChartField value is not valid or what Combo Edit rule is being violated.

Disinvestment Journal Interface Exceptions

Posted GL journals are interfaced to Central FLAIR daily. In order to successfully post in Central FLAIR, a journal must:

- Pass COA translation: the ChartFields used in Florida PALM must map to a valid FLAIR 29-digit account code established on the COA Crosswalk and in Central FLAIR.
- Contain Account ChartField values that match the values identified for disinvestment journals.



TIP: A journal may successfully post in Florida PALM, but not successfully post in Central FLAIR. These journals must be reversed and re-created in Florida PALM.

Invested Balance Budget Checking

The Florida PALM Invested Balance Budget Checking functions are managed through the Commitment Control (KK) Ledger using CC_INVEST. The CC_INVEST is a budget control ledger within Florida PALM. Central FLAIR remains the book of record for Appropriations, Releases and Reserves at CMS Wave. Investments continue to originate in FLAIR and be subject to appropriation budget checking in Central FLAIR. Invested cash balances in Florida PALM are updated as investments are received from Central FLAIR and as disinvestments are entered online in Florida PALM.

The Invested Balance Budget Checking process compares disinvestment transactions to the available invested balance on the Invested Balance (CC_INVEST) ledger. When there is an insufficient invested balance, the transactions fail the Invested Balance Budget Checking process and generate errors. Errors can be resolved with an update or deletion, or a request for override can be made to DFS. End users must use Florida PALM to run the Invested Balance Exceptions report and for exception handling for investment journals.

End users can use the Budgets Overview screen in Commitment Control to view invested cash balances at any time in the process. Navigate to **NavBar > Menu > Commitment Control > Review Budget Activities > Budgets Overview**.

Budget Overview								
Inquiry Results								
		Business Unit	43000					
		Ledger Group	CC_INVEST					
		Type of Calendar	Detail Accounting Period					
		Amounts in Base Currency	USD					
		Revenue Associated:	<input type="checkbox"/>					
Return to Criteria	Max Rows	<input type="text" value="100"/>	Display Options	<input type="text" value="Search"/>				
Ledger Totals (100 Rows)								
		Available Invested Balance	192,304,759.17		Net Transfers		0.00	
Budget Overview Results								
						1-100 of 100		View All
	Budget Transaction Types	Ledger Group	Fund	Fund Code Description	Fiscal Year	Period	Available Invested Balance	Percent Available
1		CC_INVEST	00701	UNCLAIMED PROPERTY TF	2022	1	2,074,891.85	89.31
2		CC_INVEST	00701	UNCLAIMED PROPERTY TF	2022	2	6,560.24	0.00
3		CC_INVEST	00701	UNCLAIMED PROPERTY TF	2022	3	13,815.61	0.00

Figure 90: Budgets Overview screen

Allocation Management

Treasury’s total interest earned (cash and accrued) is apportioned based on the average daily investment balance of the general fund, trust fund participants, and Special Purpose Investment Account (SPIA) participants.

Treasury apportions interest/earnings within Florida PALM, while agencies monitor this activity through reports and record Departmental FLAIR entries.

Allocation Reports

The following reports can be used to monitor and review allocation entries.

Table 21: Allocation Reports

Report Name	Report Description	Navigation
Ledger Inquiry	Online display of ledger balances by ChartFields. This is an online inquiry to review ledger balances to support month end reporting processes.	NavBar > Navigator > General Ledger > Review Financial Information > Ledger
General Ledger Journal Entries Report	Listing of accounting journals by type of entry. This report is used to view GL journals created as a result of accounting processes.	NavBar > Navigator > General Ledger > Generate Reports > Journal Entry Detail
Apportionment Report	Interest and administrative fee apportionment details by pool and participant. This report is used to	NavBar > Navigator > Florida PALM > Reports > General Ledger > Apportionment Report

Report Name	Report Description	Navigation
	review and reconcile monthly interest and administrative fee apportionment.	

Accounts Receivables

Accounts Receivable (AR) supports the intake and accounting for cash receipts.

Deposits

Agencies make daily bank deposits of AR cash receipts. Agencies record deposits in Departmental FLAIR and monitor the reconciliation of bank data in both Departmental FLAIR and Florida PALM. Deposits recorded in Departmental FLAIR are interfaced to both Central FLAIR and Florida PALM. Deposits are recorded as Direct Journals in Florida PALM.

The Department of Revenue (DOR) creates and updates deposits on behalf of select agencies in Florida PALM. DFS records Treasury Receipts, Adjustments, and Returned Items in Florida PALM as deposits. Deposits recorded directly in Florida PALM are interfaced to Central FLAIR to update cash and revenue balances.

Agencies access Florida PALM to run and review deposit reports and verify deposit numbers and amounts match bank records. When agencies require Treasury assistance, for items such as same day deposit or research requests, they may submit a Treasury Correspondence Form.

Table 22: Deposit Report Names

Report Name	Report Description	Navigation
ACH NOC Online Screen	Provides an online screen and drilldown capability to the NOC detail.	NavBar > Navigator > Florida PALM > Extensions > Accounts Receivable > ACH Notification of Change
ACH NOC Report	Provides a query of the NOC detail.	NavBar > Navigator > Reporting Tools > Query > Query Viewer > FLP_ACH_NOC_REPORT
Agency Bank Deposit Extract Report	Provides a query to pre-populate the deposit spreadsheet from the bank statement file to assist agencies in recording Departmental FLAIR deposits.	NavBar > Navigator > Reporting Tools > Query > Query Viewer > FLP_AGENCY_BANK_DEPOSIT_EXT
Deposits Report	Provides detailed information for deposits.	NavBar > Navigator > Reporting Tools > Query > Query Viewer > FLP_DEPOSIT_REPORT
DOR Agency Deposit Report	Provides agencies deposit information and accounting for Direct Journal Deposits entered in Florida PALM by DOR.	NavBar > Navigator > Reporting Tools > Query > Query Viewer > FLP_DOR_AGEN_DEP_REPORT
Unreconciled Deposits Report	Provides a report of unreconciled deposits and the electronic deposit number to use in deposit entries.	NavBar > Navigator > Reporting Tools > Query > Query Viewer > FLP_UNRECON_DEPOSITS_REPORT

AR Journal Deposit

Entry used to record an AR Journal Deposit.

Table 23: Sample Accounting Entries – AR Journal Deposit

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
STATE STANDARD REVENUE		X	\$(100.00)	Agency BU	Revenue	Agency Fund	Agency BE	Agency Category
BANK CASH	X		\$100.00	Agency BU	Bank	Agency Fund	Agency BE	Agency Category

Returned Items

If checks, credit card payments, or ACH payments are returned by the bank, a debit memo is systematically generated in Florida PALM. Returned items are recorded in Florida PALM to reduce the cash balance in an agency's default fund. The default accounting is stored in Florida PALM as a Distribution Code. If the Distribution Code needs to be updated, the agency submits a Treasury Correspondence Form with the required information to update the accounting values. Florida PALM provides a Debit Memo report that includes details and if applicable images to support the returned item transaction. Agencies use the Returned Items, and other pertinent Florida PALM reports to identify transactions needed in Departmental FLAIR. Agencies record transactions in Departmental FLAIR to reduce the cash balance and update the default fund to the appropriate fund if necessary. Returned items recorded directly in Florida PALM are interfaced to Central FLAIR to update cash and revenue balances.

Table 24: Sample Accounting Entries – Returned Items Report Name

Report Name	Report Description	Navigation
Debit Memo	Provides returned item information (includes image for returned checks).	NavBar > Navigator > Florida PALM > Reports > AR > Debit Memo

Below is an example of a Debit Memo entry used to record a Returned Item.

Table 24: Returned Items

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
BANK CASH		X	\$(100.00)	Agency BU	Bank	Agency Fund	Agency BE	Agency Category
STATE STANDARD REVENUE	X		\$100.00	Agency BU	Revenue	Agency Fund	Agency BE	Agency Category

Treasury Management

Treasury Management (TM) includes a collection of business processes that:

- Manage banking relationships;
- Manage investments and interest apportionment for agencies and external entities;
- Support reconciliation of the concentration bank account, agency sub-accounts, and the bank account balances to general ledger balances;
- Support the management of cash transfers between bank accounts; and
- Support agency requests of Treasury.

Treasury provides assistance if an agency needs same day verification of deposits or has other treasury-related issues. Agencies use electronic forms provided in Florida PALM to request services from Treasury.

Bank Account Management

Agencies correspond with Treasury to request approval for outside banking services, request new sub-accounts, changes to existing sub-accounts, and transaction research.

Banking Service Request Form

The Banking Services Request Form is an electronic form used to request banking services. The form is used by Agency Requestors for requesting new sub-accounts, deposit locations, or outside banking services. This form standardizes the agencies process for requesting banking services and reduces the amount of paperwork as the Banking Services Request Form and Workflow are processed within Florida PALM.

To initiate a request, navigate to **NavBar > Menu > Florida PALM > Forms > CM > Banking Services Request Form**.

Banking Services Request Form

BANKING_SERVICES_REQUEST_FORM

*Subject

Priority ▼ Due Date 📅

Status

Banking Services Request Form

If requesting to procure new banking services, please fill out section 1. If requesting a new subaccount/depository service, please fill out section 2.

*Agency Name: 🔍

*Date: 📅

*Contact Person:

*Contact Phone Number:

Approved by:

Section 1

Request to Procure New Banking Services (Outside Treasury)

Request Type: ▼

Financial Institution:

QPD

Describe service being requested, procured, or amended. Include statutory authority if applicable:

254 characters remaining

Please provide the additional information below:

Estimated annual dollar amount of activity:

Estimated annual number of items processed:

Estimated number of checks written monthly:

Anticipated average balance:

Attach in your request, a copy of the contract, bid, or solicitation documents.

Section 2.1 Identifying Information

Request Type (Enter one of the following values in Request Type field):

- New Concentration/e-Payments Subaccount
- New Depository Service

Request Type

Location Number:

Location Name:

Address:

City:

State:

Zip:

FLAIR Site

Florida PALM COA Values
(adjustments & returns
default):

254 characters remaining

Section 2.2

New Concentration/e-
Payment Bank
Subaccount Depository
Services:

Depository Supplies

Quantity of Deposit

Tickets Needed -
Increments of 200:

Deposit Ticket Type:

Starting Number:

Quantity of Endorsement
Stamps Needed:

Information on Deposit Stamp:

FOR DEPOSIT ONLY

WELLS FARGO BANK

STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES

LOCATION NUMBER

LOCATION NAME

Deposit Bags Types(Enter one of the following values in the Deposit Bags
Type field):

- Dual Pouch 10 x 15 (WFSTD01) 100/pack

- Single Pouch 9 x 12 (WFB) 100/pack
- Coin Deposit (over \$10.00) 50/pack

Deposit Bags Type

Quantity of Deposit Bags needed (Packs):

Division of Treasury
Bureau of Funds Management
(850) 413-2724

More Information

Figure 91: Banking Services Request Form

If requesting to procure banking services outside of the Treasury, fill out the required field on the top section and fields within Section 1 of the form. All other fields can be left blank. In addition, attach a copy of the contract, bid, solicitation documents or any supplemental information required by Treasury.

If requesting a new subaccount/depository service, fill out the required field on the top section and fields within Section 2 of the form. All other fields can be left blank.

Table 25: Banking Services Request Form Field Names

Field Name	Description	Validations / Valid Values
Subject	Describes the request being made	Required field
Priority	Priority helps Treasury prioritize requests	1-Critical 2-Urgent 3-Standard (default) 4-Low
Due Date	Agency requested due date	Valid date
Status	Displays the status of the form	Not editable
Agency Name	Enter Business Unit Code or click magnify glass and select	Valid value from Look Up Agency Name list

Field Name	Description	Validations / Valid Values
	Business Unit from Look Up Agency Name list	
Date	Date service request is being prepared	Valid Date
Contact Person	Agency Contact Person	Required field
Contact Phone Number	Agency Contact Person Phone Number	Required field
Approved by	Name of individual who approved this request	
Section 1: Request to Procure New Banking Services (Outside Treasury)		
Request Type	Type of Request selected from prompt value	Prompt Values: <ul style="list-style-type: none"> Procure New Banking Service Amend Existing Banking Service
Financial Institution	Full legal name of the bank	
QPD	Check this box if the bank is a Qualified Public Depository	
Describe service being requested, procured, or amended. Include statutory authority if applicable	Description of service request selected from prompt value above	
Estimated annual dollar amount of activity	Estimated annual dollar amount of activity per banking activity related to the request	
Estimated annual number of items processed	Estimated annual number of items processed per banking activity related to the request	
Estimated number of checks written monthly	Estimated number of checks written monthly	
Anticipated average balance	Anticipated average balance per banking activity related to the request	
Section 2: Request New Subaccount/Depository Service – Existing Treasury Contracts		
Request Type	Enter Request Type (i.e. New Concentration/e-Payments subaccount, New Depository Service)	Text field
Location Number	Location Number	
Location Name	Location Name	

Field Name	Description	Validations / Valid Values
Address	Address	
City	City	
State	State	
Zip	Zip	
FLAIR Site	Enter two-digit FLAIR Site code	
Florida PALM COA Values (adjustments & returns default)	Include the following: <ul style="list-style-type: none"> • BU • Account • Category • Fund • Budget Entity 	
New Concentration/e-Payment Bank Subaccount Depository Services	New Concentration/e-Payment Bank Subaccount Depository Services being requested	Prompt Values: <ul style="list-style-type: none"> • ACH/e-Check (E-payments only) • Credit Card (E-payments only) • Over the Counter • Desktop • Night Drop • ACH Credit • Lock Box • Cash Vault • Image Cash Letter
Quantity of Deposit Tickets Needed - Increments of 200	Quantity of Deposit Tickets being requested	
Deposit Ticket Type	Deposit Ticket Type selected from prompt values	Prompt Values: <ul style="list-style-type: none"> • DSP 1 Ply • DSP 3 Ply
Starting Number	Check Starting Number	
Quantity of Endorsement Stamps Needed	Quantity of Endorsement Stamps being requested	
Deposit Bags Type	Enter Deposit Bags Type: <ul style="list-style-type: none"> • Dual Pouch 10 x 15 (WFSTD01) 100/pack • Single Pouch 9 x 12 (WFB) 100/pack • Coin Deposit (over \$10.00) 50/pack 	
Quantity of Deposit Bags needed (Packs)	Quantity of Deposit Bags being requested	
More Information	Free text section to input additional information	

Treasury Correspondence Form

The Treasury Correspondence Form is an electronic form that agencies use to submit Treasury Correspondence requests through Florida PALM. The form is separated into four topics and

standardizes the way Treasury Correspondence requests are submitted. The form is accessible by the Agency Requestors and the DFS Correspondence Processors. Agency Requestors should use the appropriate topic on the form to request assistance:

- Same Day Deposit Requests
- Order Supplies
- Research Requests or Reconciliation Assistance
- DEO Notification Request UC Federal Account

Each form allows for the attachment of multiple documents relevant to the request. These attachments may contain sensitive or confidential data. The Agency Requestor submits the form in Florida PALM which routes it to the DFS Correspondence Processor through workflow.

To initiate a request, navigate to **NavBar > Menu > Florida PALM > Forms > CM > Treasury Correspondence Form**. Select the appropriate request type and provide as much detail as possible on the form. Include attachment(s) if applicable. Click Submit to send the request to Treasury.

Same Day Deposit Request

Agencies use the Same Day Deposit Request to notify Treasury of any electronic funds transfers (EFT) with Automated Clearing House (ACH) funds or wire transfer deposits.

Same Day Deposit Request

[Form](#) [Instructions](#) [Attachments](#)

Same_Day_Deposit_Request

*Subject:

Priority: Due Date:

Status:

Same Day Deposit Request (EFT Notification) Form

*Business Unit:

*Location:

*Subaccount:

*Address:

*Contact Name:

*Contact Phone:

*Contact Email:

*Request Date:

Bank Account:

Bank Transaction Date:

Type:

Amount:

Deposit Number:

Status:

Additional Comments/Instructions:

254 characters remaining

Necessary attachments have been added

More Information

[Form](#) | [Instructions](#) | [Attachments](#)

Figure 92: Same Day Deposit Request Form

Order Supplies

Agencies use the Order Supplies Form to request deposit tickets, CRA checks, endorsement stamps, or deposit bags from Treasury. If ordering deposit tickets or CRA checks, the agency must include a copy of their current deposit ticket or CRA check as an attachment.

Order Supplies

[Form](#) | [Instructions](#) | [Attachments](#)

ORDER_SUPPLIES_FORM

*Subject:

Priority: Due Date:

Status:

Order Supplies Form

*Business Unit:

*Location:

*Subaccount:

*Address:

*Contact Name:

*Contact Phone:

*Contact Email:

*Request Date:

*Bank Account:

Account Type:

Order Type:

1 - Deposit Tickets or CRA Checks - Complete this section for Deposit Ticket or CRA Check requests. Attach a copy of a deposit ticket or check to this request.

Order Supplies

Quantity:

(Add Quantity in Increments of 200)

Start Number:

Deposit Slip Type:

Shipping Method:

Shipping Information:

254 characters remaining

Deposit Slip or Check attachment has been added

2 - Endorsement Stamps (for Concentration only) - Complete this section for Endorsement Stamp Inquiries

Quantity:

Stamp Detail (Standard)
 FOR DEPOSIT ONLY
 WELLS FARGO BANK
 STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES
 LOCATION NUMBER
 LOCATION NAME

Shipping Method:

3 - Deposit Bags - Complete this section for Deposit Bag inquiries

Style:

Quantity (Packs):

Shipping Information:

254 characters remaining

More Information:

[Form](#) | [Instructions](#) | [Attachments](#)

Figure 93: Order Supplies Form

Research Request Reconciliation

Agencies use the Research Request Reconciliation Form to request assistance from Treasury for reconciliation issues, bank errors, or research other issues. End users must describe the request in the required field and include any applicable attachments.

Research Req Reconciliation New Window | Help | Personalize Page

Form | Instructions | Attachments

Research_Request_Assistance

*Subject

Priority 3-Standard ▼ Due Date

Status Initial

Research Request/Reconciliation Assistance Form

*Business Unit:

*Location:

*Subaccount:

Figure 94: Research Request Assistance Form

DEO Notification Request UC Federal Account

The Department of Economic Opportunity (DEO) uses the DEO Notification Request UC Federal Account Form to notify Treasury of any unemployment compensation (UC) deposits or payments from federal or state.

DEO Notif Request UC Fed Acct New Window | H

Form | Instructions | Attachments

Notification_Req_UC_Fed_Acct

*Subject

Priority 3-Standard ▼ Due Date

Status Initial

DEO Notification Request UC Fed Account Form

*Business Unit:

*Location:

*Subaccount:

Figure 95: DEO Notification Request UC Federal Account Form

Table 26: Treasury Correspondence Form Fields

Field Name	Description	Validations / Valid Values
Account Type	Bank Account Type (I.E. CRA, Concentration)	Values: <ul style="list-style-type: none"> Concentration CRA
Additional Comments/Instructions	Additional Comments/Instructions, free text section to input additional information	
Address	Agency Address	Required field
Amount	Dollar Amount (amount of bank transaction, check, deposit, or funds)	

Field Name	Description	Validations / Valid Values
Bank Account	Bank Account as listed in Florida PALM; Bank Account check is drawn on	
Bank Error (Yes or No)	Bank Error (Yes or No)	
Bank Transaction Date	Bank Transaction Date	Valid Date
Business Unit	Enter Business Unit Code or Click magnifying glass and select Business Unit from Look Up Business Unit list.	Required field Valid value from Look Up Business Unit list
Check Number	Check Number	
Check/Deposit Date	Check Issue Date or Deposit Date (if applicable)	Valid Date
Comments	Free text section to input clarification or addition information	
Contact Email	Agency Contact Email	Required field
Contact Name	Agency Contact Name	Required field
Contact Phone	Agency Contact Phone	Required field
Deposit Number	Deposit Number associated with the bank transaction	
Deposit Slip or Check attachment has been added	Checkbox indicates an attachment	Validation if checked, must attach file to Submit form
Deposit Slip Type	Deposit Slip Type	Values: <ul style="list-style-type: none"> • DSP – 1 Ply • DSP – 2 Ply • DSP – 3 Ply
Deposit/Payment Number	Deposit or Payment Number (six-digit value sent to Central FLAIR)	
Describe Request (Add Attachment if Applicable)	Describe Request (Add Attachment if Applicable)	Required field
Due Date	Agency requested due date	Valid Date
Effective Date	Effective Date of notification request	Valid Date
Fed Funds Portion	Federal portion of UC funds (amount)	Positive or Negative values
Location	Agency Location; Valid Florida PALM Address	Required field
More Information	Free text section to input additional information	
Necessary attachments have been added	Checkbox indicates an attachment	Validation if checked, must attach file to Submit form
Order Type	Order Type of item being requested	Values: <ul style="list-style-type: none"> • Deposit Tickets • Endorsement Stamps • Deposit Bags

Field Name	Description	Validations / Valid Values
		<ul style="list-style-type: none"> CRA Checks
Payment/Deposit Date	Payment Issue Date or Deposit Date	Valid Date
Priority	Priority helps Treasury prioritize requests	Values: <ol style="list-style-type: none"> Critical Urgent Standard (default) Low
Quantity	Quantity of deposit tickets in increments of 200; Quantity of endorsement stamps; Quantity of deposit bags by number of packs	
Request Date	Date of Request being submitted	Required field Valid Date
Requested By	Authorized Agency Contact making the Request	
Shipping Information	Complete shipping information, including shipping address	
Shipping Method	Shipping Method of items being requested	Values: <ul style="list-style-type: none"> Standard 2 Day Overnight
Start Number	Start Number of deposit tickets or CRA checks being ordered	
State Funds Portion	State portion of UC funds (amount)	Positive or Negative values
Status (record status)	Displays the status of the form	Not editable
Status	Status of bank transaction	Values: <ul style="list-style-type: none"> Requested Waiting for FLAIR Entry Waiting for Bank Transaction Manually Verified in FLAIR Rejected
Style	Style of deposit bags	Values: <ul style="list-style-type: none"> Dual Pouch (100/Pack) Single Pouch (100/Pack) Coin(50/Pack)
Subaccount	Subaccount	Required field
Subject	Describes the request being made	Required field
Type	Type of Bank Transaction	Values: <ul style="list-style-type: none"> Wire

Field Name	Description	Validations / Valid Values
		<ul style="list-style-type: none"> ACH

Electronic Payment Service Request Form

The Electronic Payment Service (EPS) Request Form is an electronic form used by agencies to request approval to use electronic payment (e-payment) services. These e-payment services consist of accepting credit cards, charge cards, or debit cards for payments of goods and services.

To initiate a request, navigate to **NavBar > Navigator > Florida PALM > Forms > CM > EPS Request Form**.

The EPS Request Form provides the end user two documents: “Cost Benefit Summary” and “Cost Benefit Instructions”. Access these documents in the Attachments tab of the form. Download and complete the Cost Benefit Summary and reattach the completed Cost Benefit Summary to the Attachments tab of the form.

Figure 96: Electronic Payment Service (EPS) Request Form – Attachment Tab

Table 27: EPS Request Form Fields

Field Name	Description	Validations / Valid Values
Subject	Describes the request being made	Required field
Priority	Priority helps Treasury prioritize requests	1-Critical 2-Urgent 3-Standard 4-Low
Due Date	Agency Requested due date	Valid date

Field Name	Description	Validations / Valid Values
Status	Displays the status of the form	Not editable
Business Unit	Enter Business Unit Code or Click magnifying glass and select Business Unit from Look Up Business Unit list	Valid value from Look Up Business Unit list
Contact Person	Agency Contact Person	Required field
Title	Agency Contact Person Title	Required field
Telephone Number	Agency Contact Person Telephone Number	Required field
E-mail Address	Agency Contact Person E-mail Address	Required field
Requested Date	Request Date	Valid date
Signature	Agency Approver's Signature	Required field
I. SUMMARY OF REVENUE COLLECTIONS:		
A. List the names of each fee or other collection. If necessary, provide an attachment of each fee or collection on the 'Attachments' tab.	Enter response (Names of each fee or other collection listed on 'Attachments' tab)	
B. Which collection methods are to be used, i.e., point of sale, electronic cash register, IVR (voice), internet, other?	Collection methods used for revenue collection. Check all boxes that apply: <ul style="list-style-type: none"> • Point of sale • Electronic cash register • IVR (voice) • Internet If Other, enter the collection method used	
C. List the locations where e-commerce receipts will be accepted	Enter Locations where e-commerce receipts will be accepted	
D. Which e-commerce payment methods will be accepted i.e., Visa, MasterCard, Discover, American Express, e-Check, etc.?	E-commerce payment methods that will be accepted. Check all boxes that apply <ul style="list-style-type: none"> • Visa • MasterCard • Discover • American Express • e-Check If Other, enter a response	
II. GOALS AND EXPECTATIONS		
A. Will e-commerce collection types improve sales (retail), increase collections, speed	E-commerce collection impact	

Field Name	Description	Validations / Valid Values
up collections, or lower cost of collections?		
Improve sales (retail)	Response to question above	Enter 'Y' or 'N'
Increase collections	Response to question above	Enter 'Y' or 'N'
Speed up collections	Response to question above	Enter 'Y' or 'N'
Lower cost of collections	Response to question above	Enter 'Y' or 'N'
Other	If response to question above is Other, enter a response	
B. Will there be improvement in labor and operational efficiencies, customer compliance enhancement, reduction in bad checks? Describe impact on other expenses, including bank fees, credit card fees, and other fees.	Impact on other operations	
Improvement in labor and operational efficiencies	Response to question above	Enter 'Y' or 'N'
Customer compliance enhancement	Response to question above	Enter 'Y' or 'N'
Reduction in bad checks	Response to question above	Enter 'Y' or 'N'
Other impacts	If response to question above is Other impacts, enter a response	
C. How will business practices be affected?	Enter response	
D. What will be the benefit to public individuals/organizations? Discuss customer service, convenience, and other factors	Enter response	
III. CONTRACTS		
Provide information on contractual arrangements for processing and settlement.	Use the 'Attachments' tab to provide a copy of the contract and/or additional details.	
IV. PAYMENT OF FEES		
A. Specify the source of payment for annual e-commerce provider fees, i.e., general revenue or the name of specific trust fund	Enter response	

Field Name	Description	Validations / Valid Values
B. To what extent does the agency expect to collect convenience fees? On what basis will the amount of the convenience fee be assessed? Will the fee be absorbed or managed?	Enter response	
Reviewed By	Enter name of individual who reviewed and authorized this request	
More Information	Free text section to input additional information	

Consolidated Revolving Account Fund (CRA) Payment Cancellation Request Form

Treasury manages the Consolidated Revolving Fund, a single bank account, used to make direct payments outside of the State’s General Disbursements accounts. This fund is replenished by General Revenue or Trust Fund. The CRA fund also maintains sub accounts for individual agencies. Agencies manage local CRA bank accounts and clearing accounts.

The CRA Payment Cancellation is a Treasury function that cancels a direct revolving fund payment, as requested by an agency, that is under the Consolidated Revolving Account. The CRA Payment Cancellation Request Form is an electronic form that provides agencies a method of notifying the Treasury of the need to cancel CRA payments that have not been posted to the bank and are “in transit” status. Cancelling these payments early resolves future issues with incorrect, or duplicate payments and provides a uniform and consistent manner of requesting payment cancellations.

To initiate a request, navigate to **NavBar > Navigator > Florida PALM > Forms > CM > CRA Payment Cancellation.**

Figure 97: CRA Payment Cancellation

Table 28: CRA Payment Cancellation Form Fields

Field Name	Description	Validations / Valid Values
Subject	Describes the request being made	Required field
Priority	Priority helps Treasury prioritize requests	1-Critical 2-Urgent 3-Standard 4-Low
Due Date	Date required	Valid date
Status	Displays the status of the form-not editable	Displays the status of the form-not editable
Requesting Agency	Enter Business Unit Code or Click magnifying glass and select Business Unit from Look Up Agency Name list	Valid value from Look Up Business Unit list
Request Date	Request Date	Valid Date.
Bank Account	CRA Bank Account	Prompt field
Check Number	Check Number being cancelled	Required field
Check Date	Date of Check being cancelled	Valid Date
Check Amount	Dollar Amount of Check being cancelled	Required field
Payable to	Payee listed on Check being cancelled	Required field
Reason for Request	Reason for Request to cancel Check	
Contact Name	Agency Contact Name	Required field
Contact Email	Agency Contact Email	Required field
Contact Phone	Agency Contact Phone	Required field
Check Number	Check Number to be assigned to reissued Check	
Check Date	Check Date to be assigned to reissued Check	Valid Date
More Information	Free text section to input additional information	

Bank Transfers – Department of Economic Opportunity (DEO) Only

DEO coordinates cash management efforts with Treasury. A request for a cash transfer between bank accounts is initiated, reviewed, and approved in Florida PALM. Once approved, Treasury initiates the wire transfer outside of Florida PALM using the banking partner's web portal. Once the transfer is released by the bank, Treasury generates the necessary accounting entries in Florida PALM.

To initiate a request, navigate to **NavBar > Menu > Cash Management > Fees and Transfers > Bank Account Transfer**. To display a list of existing transfers, end user selects Find an Existing Value, selects or input a Business Unit, and click Search. To create a transfer, end user selects Add a New Value, selects or input a Business Unit, select a Transfer Type, and click Add.

Bank Account Transfer

Bank Transfer Information

Business Unit 43000 Transfer ID NEXT Transfer Type External Transfer

*Description *Trans Date 11/29/2023 [Chartfields](#)

Template Information

Transfer Template ID Template Expiration

Repetitive Transfer Code

Transfer From Account

*Bank Code Payment Method Layout

Bank Account

*Amount Currency

Transfer To Account

Bank Code

Bank Account

Event Log

Instructions

Save **Notify** **Refresh** **Add** **Update/Display**

Figure 98: Bank Account Transfer

Table 29: Bank Account Transfer Fields

Field Name	Description	Validations / Valid Values
Business Unit	Enter Business Unit Code or click magnifying glass and select Business Unit from Look Up Agency Name list	Valid value from Look Up Business Unit list
Transfer ID	System generated Unique ID (Assigned after end user clicks 'Save' and transfer is processed)	NEXT
Transfer Type	Select External for Inter-bank transfer or Internal for Intra-bank transfer (system updates Transfer Type based on Transfer Template ID)	External/Internal
Description	Describes the Transfer Template ID (automatically populated based on Transfer Template ID entered)	Required field
Trans Date	Date transfer is scheduled to be executed (system defaults current date)	Valid Date
Template Information		
Transfer Template ID	Enter Transfer Template ID or click magnifying glass and select Transfer	Valid value from Look Up Transfer ID list

	Template ID from Look Up Transfer Template ID list.	
Transfer From Account		
Bank Code	Valid Florida PALM Bank Code (automatically populated based on Transfer Template ID entered)	CHASE Note: Chase is the only bank code used during the CMS Wave.
Bank Account	Valid Florida PALM Bank Account (automatically populated based on Transfer Template ID entered)	Valid value from Look Up Bank Account list
Payment Method	Valid Florida PALM Payment Method (automatically populated based on Transfer Template ID entered)	CHK/MAN/WIR
Layout	Valid Florida PALM Layout (automatically populated based on Transfer Template ID/Payment Method entered)	820
Amount	Amount being transferred	USD amount
Transfer To Account		
Bank Code	Valid Florida PALM Bank Code (automatically populated based on Transfer Template ID entered)	Valid value from Look Up Bank Code list
Bank Account	Valid Florida PALM Bank Account (automatically populated based on Transfer Template ID entered)	Valid value from Look Up Bank Account list
Save	Click 'Save' to process transfer	

Revolving Funds Management

All Consolidated Revolving Account (CRA) balances are maintained in Florida PALM to support the calculation of interest apportionment. Florida PALM automatically creates accounting entries in the General Ledger (GL) from the CRA Bank Statement. CRA Interest Apportionment is automatically distributed to the Advancing Fund. The Agency CRA statement report and bank statement interface are provided to support agency CRA bank account reconciliation.

CRA Replenishment Deposit

Table 30: Sample Accounting Entries – CRA Replenishment Deposit

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
BANK CASH	X		\$(100.00)	Agency BU	Bank	Agency Fund	Agency BE	
ADV FROM FUNDS W/IN AGENCY		X	\$100.00	Agency BU	302203	Agency Fund	Agency BE	

Agency CRA Deposit Sweep to Master CRA

Table 31: Sample Accounting Entries – Agency CRA Deposit Sweep to Master CRA

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
BANK CASH	X		\$100.00	Agency BU	Bank	Agency Fund	Agency BE	
ADV FROM FUNDS W/IN AGCY		X	\$(100.00)	Agency BU	302203	Agency Fund	Agency BE	
CRA ZBA Sweep	X		\$100.00	Agency BU	SWEEP2	72000	43100300	
BANK CASH		X	\$(100.00)	Agency BU	Bank	72800	43100300	
BANK CASH	X		\$100.00	43001	Bank	72800	43100300	
CRA ZBA Sweep		X	\$(100.00)	43001	SWEEP2	72800	43100300	

CRA Payment

Table 32: Sample Accounting Entries – CRA Payment

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
BANK CASH		X	\$(100.00)	Agency BU	Bank	Agency Fund	Agency BE	
ADV FROM FUNDS W/IN AGCY	X		\$100.00	Agency BU	302203	Agency Fund	Agency BE	

Agency CRA Payment Sweep to CRA Master

Table 33: Sample Accounting Entries – Agency CRA Payment Sweep to CRA Master

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
CRA ZBA Sweep		X	\$(100.00)	Agency BU	SWEEP2	72800	43100300	
BANK CASH	X		\$100.00	Agency BU	Bank	72800	43100300	
BANK CASH		X	\$(100.00)	43001	Bank	72800	43100300	
CRA ZBA Sweep	X		\$100.00	43001	SWEEP2	72800	43100300	

CRA Local Fund Interest Apportionment

Table 34: Sample Accounting Entries – CRA Local Fund Interest Apportionment

Account Description	Debit	Credit	Amount	GL Business Unit	Account	Fund	Budget Entity	Category
INTERUNIT CASH ACCOUNT	X		\$15.00	Agency BU1	101013	Advancing Fund 1	Agency BE1	000500
INT REVENUE		X	\$(15.00)	Agency BU1	611171	Advancing Fund1	Agency BE1	000500
INTERUNIT CASH ACCOUNT	X		\$30.00	Agency BU1	101013	Advancing Fund2	Agency BE2	000500
INT REVENUE		X	\$(30.00)	Agency BU1	611171	Advancing Fund2	Agency BE2	000500
INTERUNIT CASH ACCOUNT	X		\$23.00	Agency BU3	101013	Advancing Fund3	Agency BE3	000500
INT REVENUE		X	\$(23.00)	Agency BU3	611171	Advancing Fund3	Agency BE3	000500

Report Manager Overview

There are multiple ways to access information within Florida PALM, including inquiries, queries, and running reports. Report Manager provides several different methods of viewing reports, based on the level of access granted.

Using Report Manager, you can see all of the reports that you are authorized to view by opening your report list in a browser. Folders are provided to assist in organizing reports and reducing the size of the report lists.

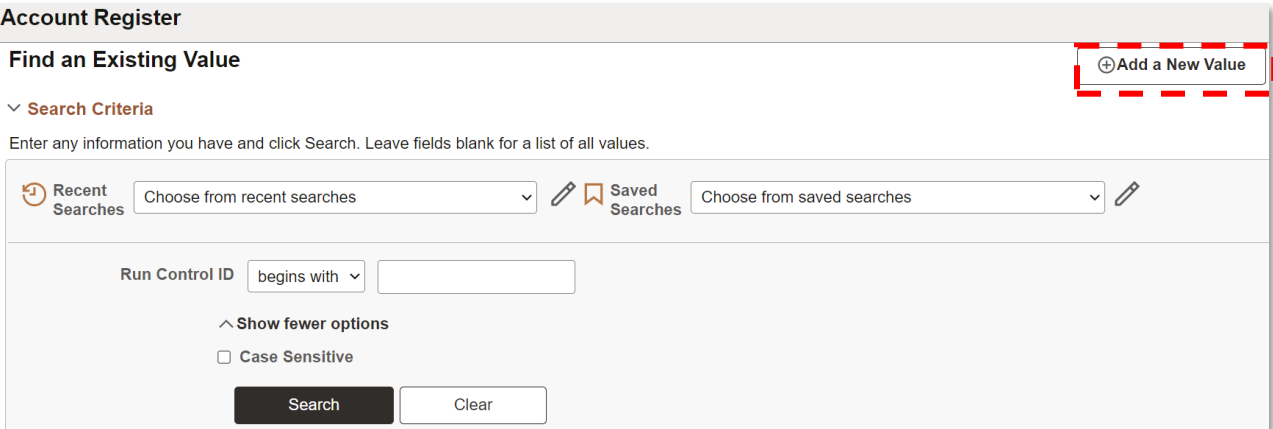
Reports are available in Florida PALM to share transactional data. Complex analytical reporting may require scheduled or overnight processing before information is available in a report. Depending on the report, information may be available by request or on a scheduled basis, such as weekly, monthly, or yearly.

Florida PALM reporting provides pre-built tools that facilitate daily business transactions. This enables real-time reporting to support operational decision making. Florida PALM reporting also produces static reports in standard formats and provides straight-forward aggregation and calculations.

Running a Report

There are multiple ways to locate reports within Florida PALM.

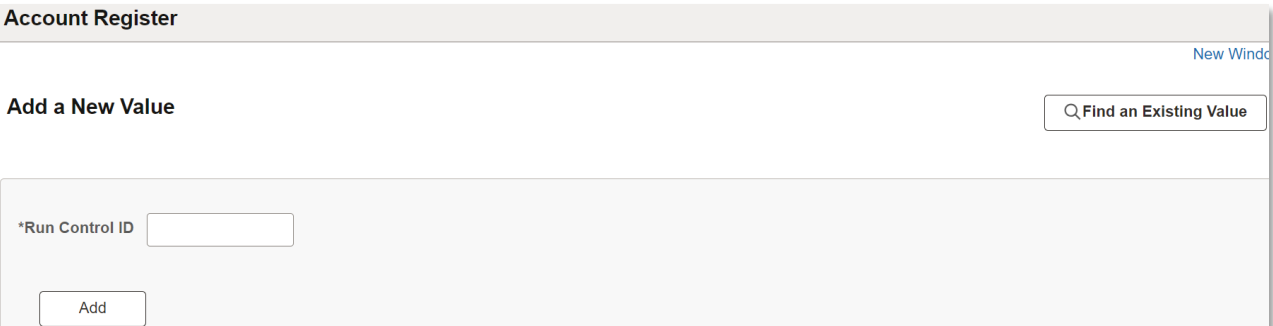
Navigate to **NavBar > Menu > Banking > Reports** and select the module for the desired report. There is a Report folder within each module. Choose the Report folder to see the reports available. Choose the desired report from the report list.:



The screenshot shows the 'Account Register' interface with the 'Find an Existing Value' tab selected. A red dashed box highlights the '+ Add a New Value' button in the top right corner. Below the tab, there is a 'Search Criteria' section with instructions to enter information and click Search. It includes two search history sections: 'Recent Searches' and 'Saved Searches', each with a dropdown menu and an edit icon. The main search area contains a 'Run Control ID' field with a 'begins with' dropdown and an input box. Below this are options to 'Show fewer options' and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons.

Figure 99: Running a Report Account Register

Once the desired report is selected, a Run Control ID needs to be entered or created. If a Run Control ID already exists, enter it within the Find an Existing Value tab.



The screenshot shows the 'Account Register' interface with the 'Add a New Value' tab selected. A 'New Window' link is visible in the top right. The 'Add a New Value' section contains a 'Find an Existing Value' button with a magnifying glass icon. Below this is a '*Run Control ID' field with an input box and an 'Add' button.

Figure 100: Running a Report Account Register

If a Run Control ID needs to be created, click the Add a New Value tab, enter a Run Control ID and click Add.

When using an existing Run Control ID, the parameters for the request may be populated. The request parameters can be updated.

Click Run.

Account Register

Run Control ID 1234TEST [Report Manager](#) [Process Monitor](#) **Run**

Language English

Bank ID

Bank Account #

Reconciliation Status REC

From

Thru

Figure 101: Account Register – Run Control ID

From the Process Scheduler Request page, the end user must select the desired file from the Process List and then choose the Type and Format. Within the Type dropdown, the options are File, Printer, Web, and Window. Click OK to start the process. A Process Instance number is generated.

Process Scheduler Request

User ID DERRICK.WALTERS-DFS Run Control ID 000

Server Name Run Date 11/29/2023

Recurrence Run Time 2:42:10PM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Account Register	FSX3004	BI Publisher	Web	PDF	Distribution

OK Cancel

Figure 102: Process Scheduler Request

Table 35: Type Option and Description

Type Option	Type Description
File	Writes the output to the file indicated in the Output Destination field. If Florida PALM doesn't find a path or the path of the file is incorrect, the Process Scheduler will not create a report output.
Printer	Sends the report output to a printer. A custom printer location must be indicated in the Output Destination field and the end user must have the appropriate security access.
Web	Sends all output of the process to the report repository and can be accessed using the Report Manager. The format of the report is specified by the format list.

In the Format dropdown, the options are HTML, PDF, RTF, and XLS. After selecting the appropriate options, click Ok. A Process Instance Number is generated. Take note of this number.

Table 36: Format Option and Description

Format Option	Format Description
HTML	HyperText Markup Language is the standard markup language for documents designed to be displayed in a web browser.
PDF	Portable Document Format, is a file format developed to present documents, including text formatting and images, in a manner independent of application software, hardware, and operating systems.
RTF	Rich Text Format is a specification used by common word processing applications, such as Microsoft Word.
XLS	Microsoft Excel Spreadsheet that contains one or more worksheets, which store and display data in a table format.

Click the Process Monitor link to check the status of your request.

The screenshot shows the 'Account Register' interface. At the top, there are fields for 'Run Control ID' (000) and 'Language' (English). To the right, there are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Process Monitor' button is highlighted with a red dashed rectangular box. Below these are search fields for 'Bank ID', 'Bank Account #', and 'Reconciliation Status' (with 'REC' entered). There are also 'From' and 'Thru' date pickers. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Figure 10310: Process Monitor Link

The Process List displays a list of reports that have been requested along with the Run Status, by Process Instance Number. While the report is being generated the Run Status displays "Queued" with a Distribution Status of N/A. Once the report is complete and ready to be viewed, the Run

Status displays “Success” with a Distribution Status of Posted. Click Refresh on the Process Monitor page every few minutes to update the Run Status. Take note of the Process Instance number so that you can find the appropriate report within the Report Manager.

The screenshot shows the 'Process Monitor' interface. At the top, there are search filters for 'View Process Requests' including User ID (PALMPSAPPS), Type, Last (1 Days), Server, Name, Instance Range, Run Status, and Distribution Status. There are buttons for Refresh, Clear, Report Manager, and Reset. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Run Control ID, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains six rows of process data, all with a Run Status of 'Success' and Distribution Status of 'Posted'. A 'Report Manager' link is highlighted in red in the original image.

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	713654		PTSEARCHREPORTS	Application Engine	PTSF_GENFEED	PALMPSAPPS	11/29/2023 1:01:09AM EST	Success	Posted	Details	Actions
<input type="checkbox"/>	713653		PurgeFINUPG21	Application Engine	PSXP_DIRCLN	PALMPSAPPS	11/29/2023 1:01:09AM EST	Success	Posted	Details	Actions
<input type="checkbox"/>	713652		PurgeFINUPG21	Application Engine	PSXPARCHATTR	PALMPSAPPS	11/29/2023 1:01:09AM EST	Success	Posted	Details	Actions
<input type="checkbox"/>	713651		PurgeFINUPG21	Application Engine	PSXP_DIRCLN	PALMPSAPPS	11/29/2023 1:01:09AM EST	Success	Posted	Details	Actions
<input type="checkbox"/>	713650		PurgeFINUPG21	Application Engine	PRCSSRVCLN	PALMPSAPPS	11/29/2023 1:01:08AM EST	Success	Posted	Details	Actions
<input type="checkbox"/>	713649		PurgeFINUPG21	Application Engine	PRCSSYPURGE	PALMPSAPPS	11/29/2023 1:00:49AM EST	Success	Posted	Details	Actions

Figure 104: Process List

Click the Report Manager link at the top of the page, locate the related Process Instance, and click the report name link to view the report.

The following table lists the available statuses within the Process Monitor along with a description of each status.

Table 37: Status and Description on Process Monitor

Status	Description
N/A or None	<ul style="list-style-type: none"> The process has just been added to the report request, but processing has not yet started. No file is available to post.
Posting	The report has finished processing and all files are available for transferring.
Posted	The report was successfully transferred to the Report Repository.
Not Posted	The Distribution Agent was unsuccessful in transferring the files from the Process Scheduler server into the Report Repository.



TIP: If the Run Status “Fails” or the Distribution Status is “Not Posted” then you will need to click on the Details link to determine the reason and re-run the report.

Report Manager

View Reports For

User ID: DERRICK.WALTI Type: [] Last: [] 1 Days: [] Refresh

Status: [] Folder: [] Instance: [] to: []

Report List

1-8 of 8 | View All

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1208326	713616	PS/GL Online Journal Edit	11/28/2023 4:12:30PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1208325	713615	PS/GL Online Journal Edit	11/28/2023 4:08:27PM	Text Files (*.txt)	Posted	Details

Figure 105: Report Manager

Reports that have been generated can also be accessed using the Report Manager. Start from the Homepage and navigate to **NavBar > Menu > Reporting Tools > Report Manager**. Reports are available to download in the format selected by clicking the link in the Report column. Click the Report Name to view the Report Details page, then click the Report Name in the File List to view the report.

A blank report indicates there is no data available for the report based on the criteria selected.

Report Index

Report

Report ID: 1208326 Process Instance: 713616 [Message Log](#)

Name: GL_JEDIT_0 Process Type: Application Engine

Run Status: Warning

PS/GL Online Journal Edit

Distribution Details

Distribution Node: SFTP Expiration Date: 01/27/2024

File List

Name	File Size (bytes)	Datetime Created
AE_GL_JEDIT_0_713616.stdout	621	11/28/2023 4:13:07.576900PM EST

Distribute To

Distribution ID Type: [] Distribution ID: []

User: DERRICK.WALTERS-DFS

[Return](#)

Figure 106: File List

Reports can also be accessed within WorkCenters. For example, for AR reports, navigate to **NavBar > Menu > Accounts Receivable > Receivables WorkCenter** and choose your desired reports. Click the desired report link within the Reports/Processes section on the Reports/Queries

tab of the WorkCenter. There is a link for the Process Monitor and the Report Manager within the WorkCenter as well.

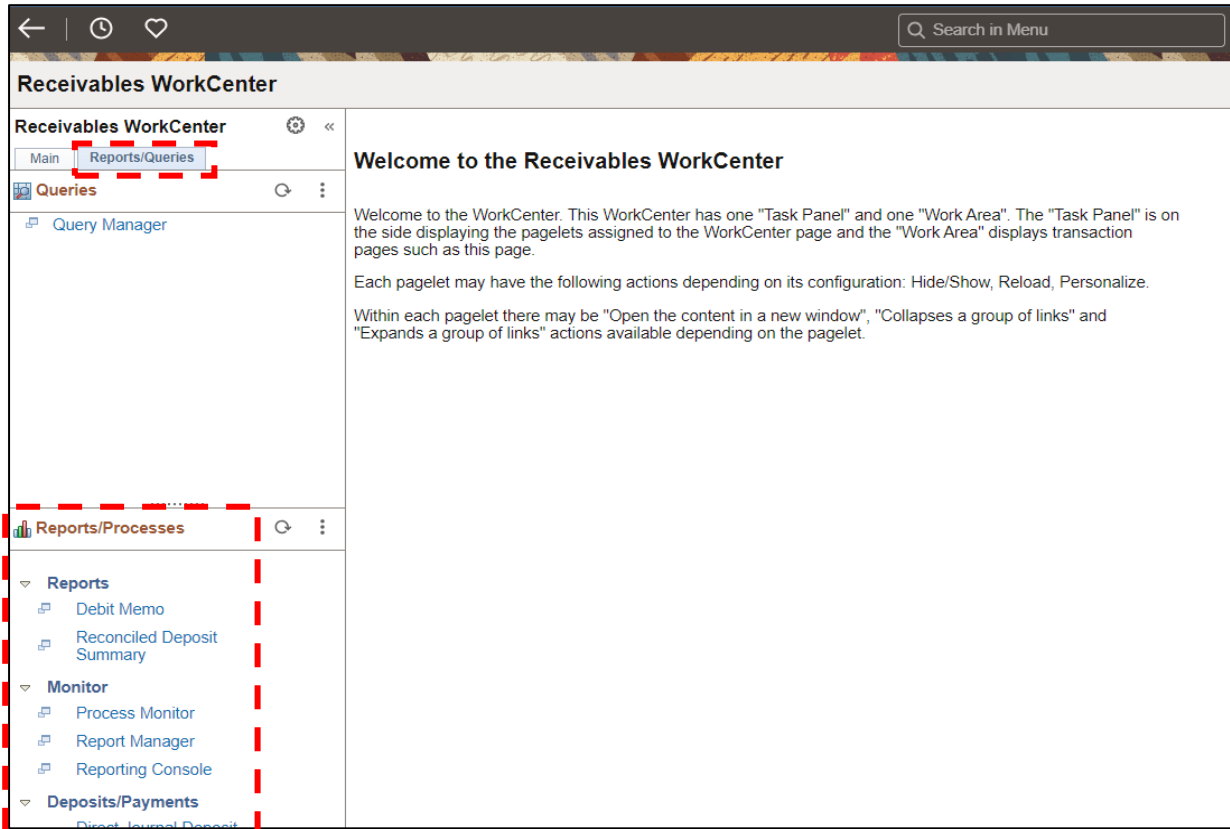


Figure 107: Receivables WorkCenter

Reports Catalog

The Florida PALM Reports Catalog lists the reports identified for each implementation wave. Through agency collaboration, the Florida PALM Reports Catalog continues to be updated. The Florida PALM Reports Catalog can be found on the [Florida PALM website](#)¹. Click the Implementation tab and select Reporting. Click the link titled Reports Catalog.

The Reports Catalog can be filtered for the reports applicable by wave, by agency, or enterprise users (such as DFS Accounting & Auditing or DFS Treasury). You can also filter by topic. Definitions can be found within References for these topics and a navigation path can be used to aid users in locating specific reports in Florida PALM.

A reference ID, report title and description, and the key data elements are included for each report.

Query Manager Overview

Query Manager displays results set in a grid for review. This option is useful as you refine your queries. Query Viewer is a read-only version of Query Manager. Query is an end user reporting tool. With Query, you can extract the precise information that you are looking for by using visual representations of your database, without writing SQL statements. The queries that you write can be as simple or as complex as necessary; they can be one-time queries or queries that you use

¹ www.MyFloridaCFO.com/FloridaPALM

repeatedly. This section explains the basic concepts of selecting data, designing simple and complex queries, and sending query results to other reporting tools.

Query can be used in the following ways:

- To display data in a grid (on the Run page).
- Queries can run as a separate process and have results sent to a separate browser window by clicking the HTML link from Query Manager or Query Viewer. Query Viewer is a read-only version of Query Manager.
- Queries can be scheduled to run at predefined times or on recurring schedules. The results of scheduled queries are routed to Report Manager.
- Data can be downloaded and formatted as a Microsoft Excel spreadsheet and XML. These options are available in query search results, or after running or scheduling a query.
- Queries can be written for Workflow to use to determine who should receive emails, forms, or worklist entries. This type of query is called a role query.

End User Query

End user queries retrieve data from the database directly from Windows-based Query Designer or the web-based Query Manager and Query Viewer applications. Because of the range of possible circumstances in which you might run an ad hoc query, there are no special considerations or requirements that apply to all of them.

Query Writers

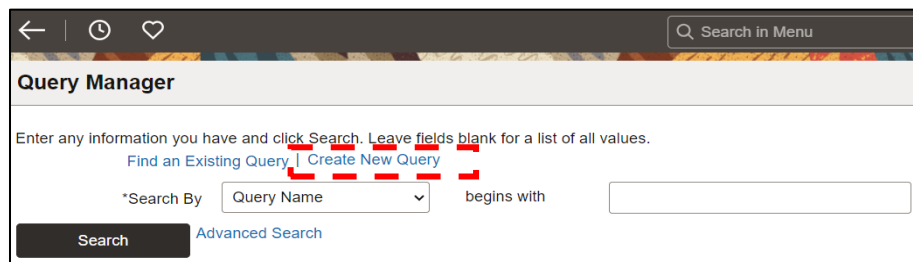
Agency query writers have access to Florida PALM data and tables based on role security. Most query writers can only access information applicable to their agency. The query writer can create queries and share queries with others.

The query writer may create queries joining up to six tables at a time. Since the query writer is accessing data in Florida PALM, there are controls in place to reduce performance impacts. The query stops running after 15 minutes if there is a logic error.

Creating a Query

To access the Query Manager, navigate to **NavBar > Menu > Reporting Tools > Query > Query Manager**. To access the Query Viewer, navigate to **NavBar > Menu > Reporting Tools > Query > Query Viewer**. From Query Manager, new queries can be created or search for an existing query. From Query Viewer, the only option is to search for existing queries.

To create a new query, navigate to **NavBar > Menu > Reporting Tools > Query > Query Manager**. Click the Create New Query link.



The screenshot shows the Query Manager interface. At the top, there is a navigation bar with a search box labeled "Search in Menu". Below the navigation bar, the page title "Query Manager" is displayed. The main content area contains the following text: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this text are two links: "Find an Existing Query" and "Create New Query". The "Create New Query" link is highlighted with a red dashed box. Below the links, there is a search form with the following elements: "*Search By" followed by a dropdown menu set to "Query Name", and "begins with" followed by a text input field. At the bottom of the form, there are two buttons: "Search" and "Advanced Search".

Figure 108: Query Manager Page

On the Records page, click the Properties link. From the Query Properties pop-up box, complete the new query information on the screen. Click OK to close the pop-up box.

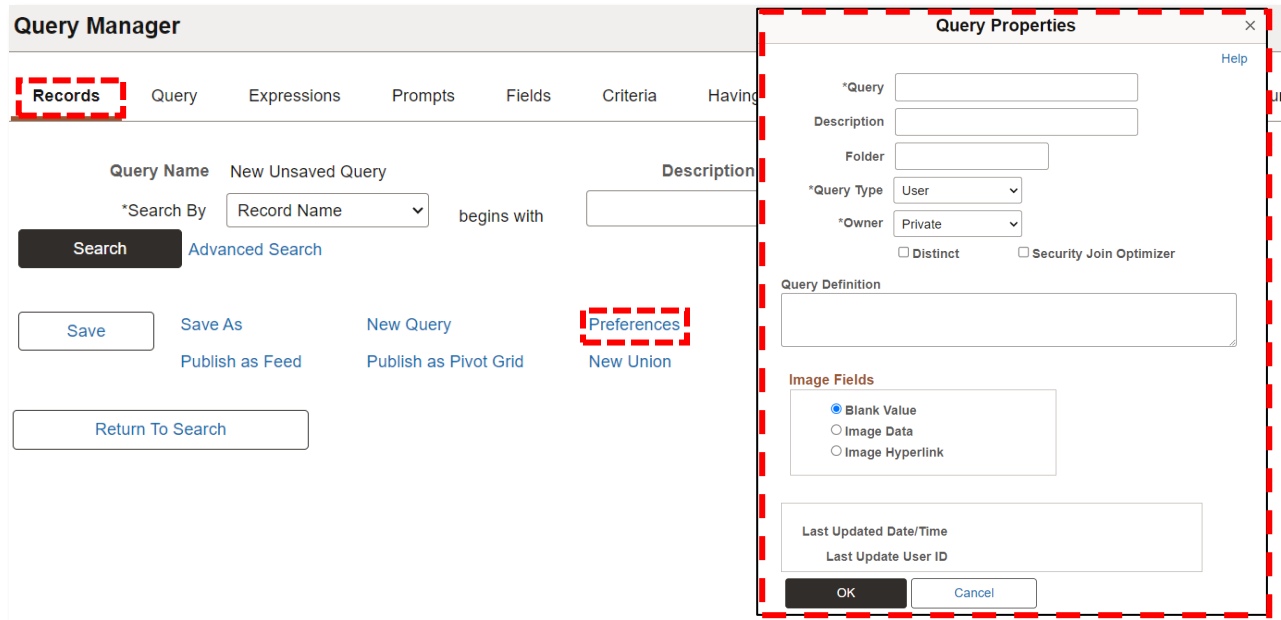


Figure 119: Query Properties Pop-up Box

In Florida PALM, tables are represented as record definitions, or records. Use the Search By option to search for a record. The search is defaulted to search by “begins with”, however, if you click the Advance Search link, there are other criteria options that can be used. Once you have entered your search criteria, click Search. Search results are displayed on the screen.

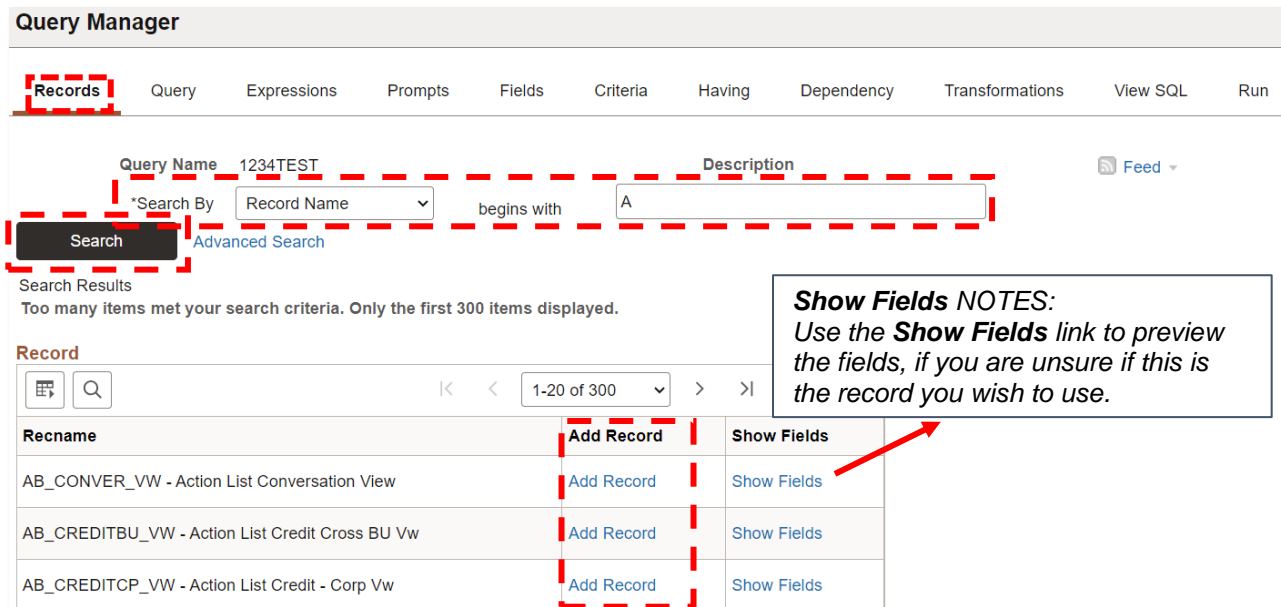


Figure 1210: Create New Query – Records Page

To review the fields within a record, click the Show Fields link. This information can be used to verify whether this record contains the appropriate data for the query being designed. To select the record, click the Add Record link. Once the record is added, the Query page is displayed to select the fields to be included in the query.

The Query page displays a list of fields included within the selected record. Select the check box to the left of the field name to choose the fields that should be included within the query that is being designed. Once all fields have been selected, click Save to save your changes.

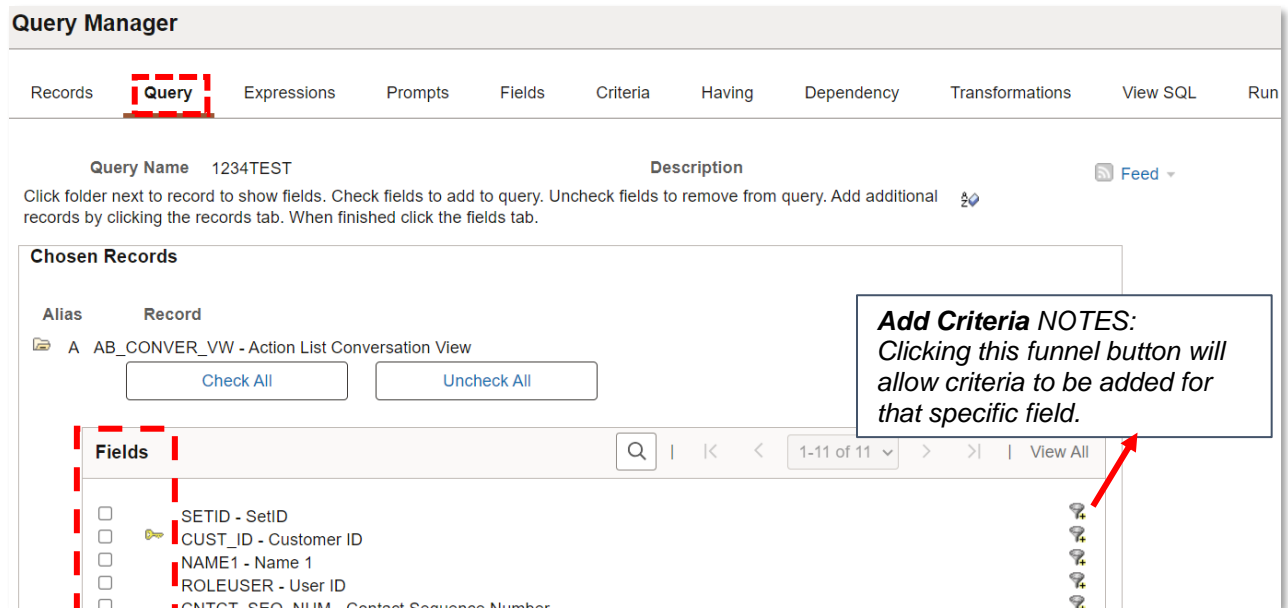


Figure 1311: Create New Query – Query Page

On the Expression page, click the Add Expression button to calculate or modify a value that the query does not provide by default.

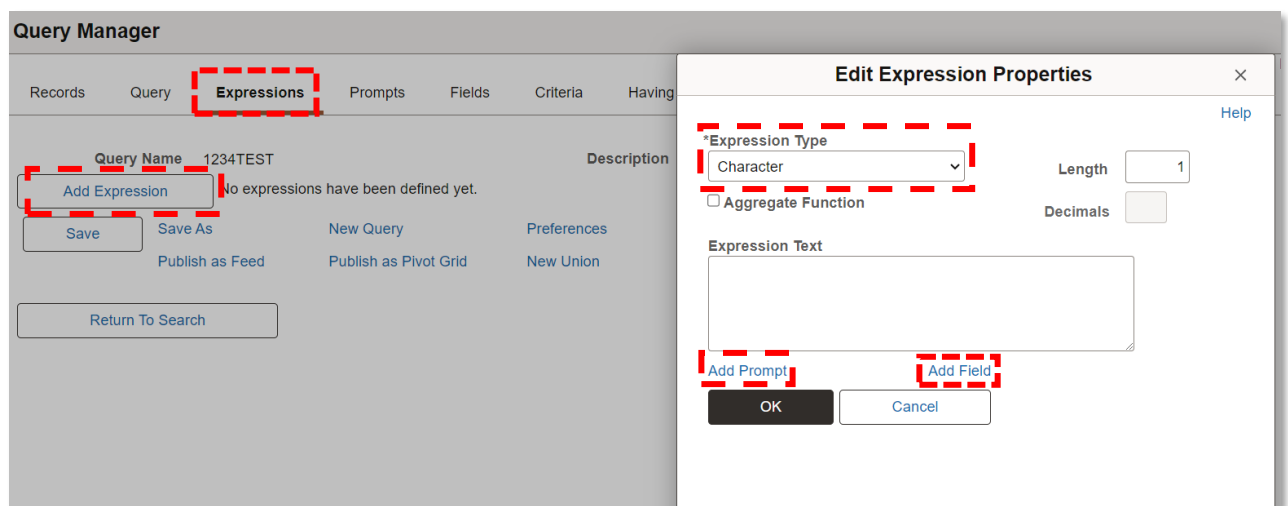


Figure 1412: Create New Query – Expressions Page

On the Prompts page, you can create a prompt for your query. The figure below shows a prompt to enter the Bank Date range.

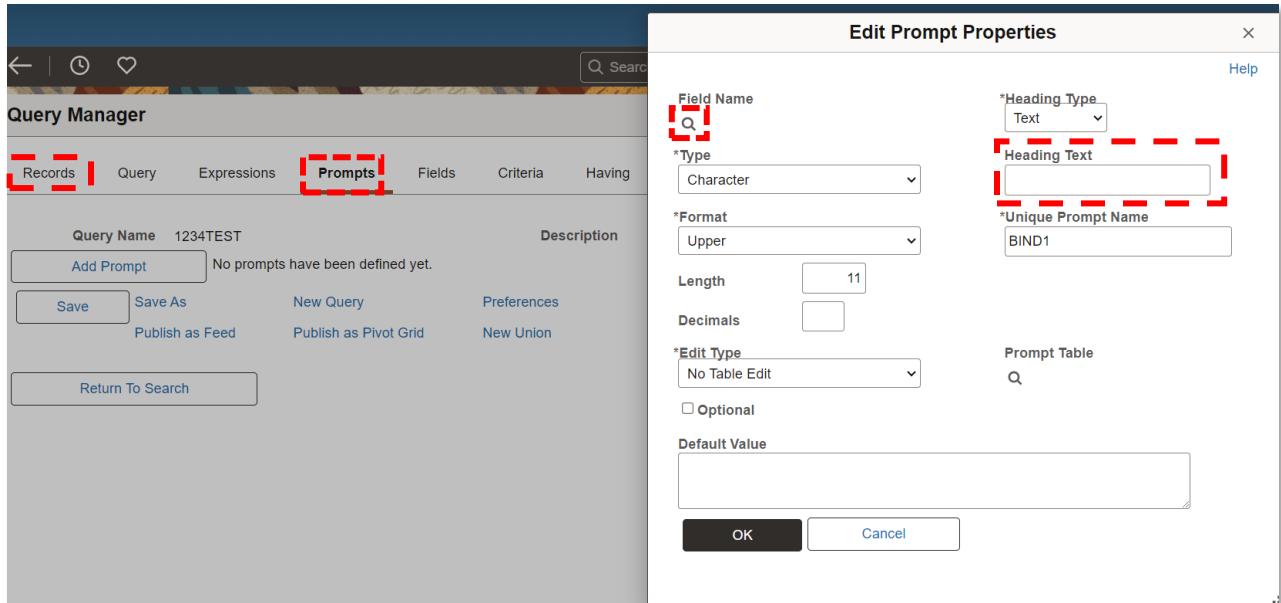


Figure 1513: Create New Query – Prompts Page

Navigate to the Fields page. The Fields page contains the properties of each field and allows edits to the headings, order and aggregate values. The Reorder/Sort button allows the field column order to be changed. The Add Criteria option allows selection criteria properties for the query statement to be changed. Edit allows the field properties to be changed. Click Save to save your changes.

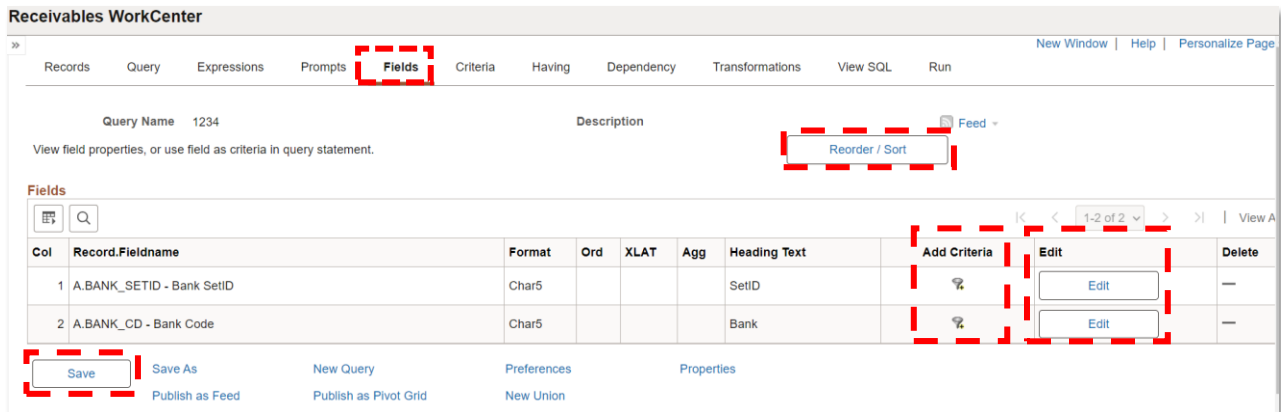


Figure 1614: Create New Query – Fields Page

The View SQL page displays the underlying SQL code that Query Manager generates based on the query definition. The SQL cannot be modified on this page but can be copied and pasted into other applications.

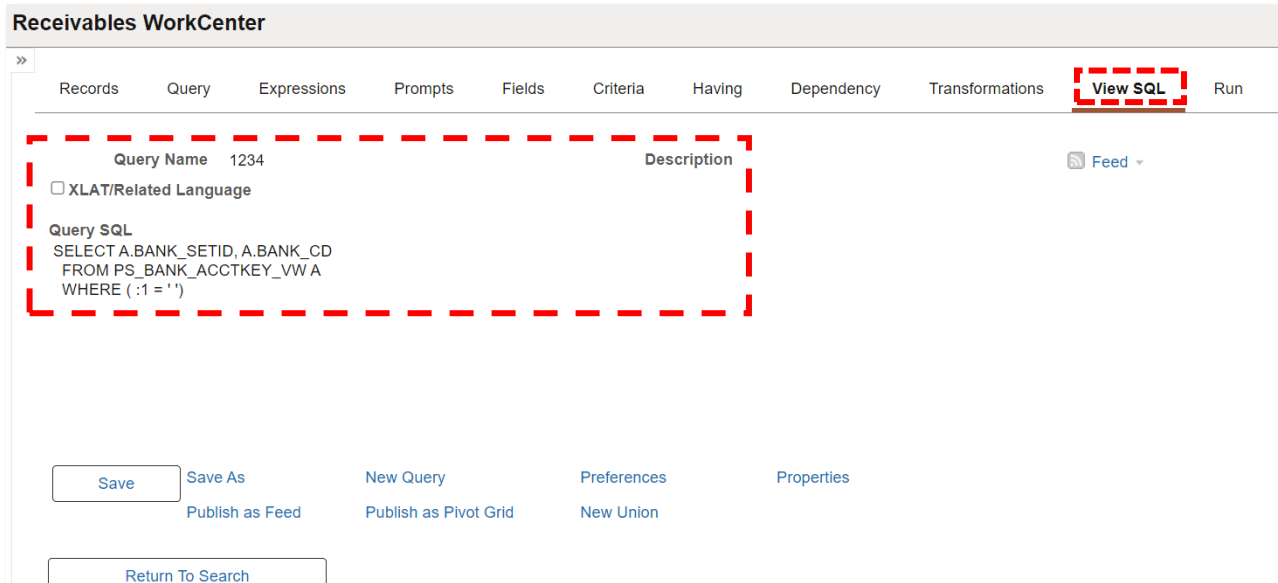


Figure 1715: Create New Query – View SQL Page

The results of the generated query can be previewed prior to saving. Navigate to the Run page. The View All link allows all rows to be visible and the scroll bar can be used to navigate up and down the page. The Rerun Query link reruns the query preview for any changes that have been made since the last preview. The Rerun Query link must be clicked to view any changes that have been made. The Download to Excel link downloads the query to Microsoft Excel. The Download to XML link downloads the query results in an XML format within another browser window. End users may not have access to XML.

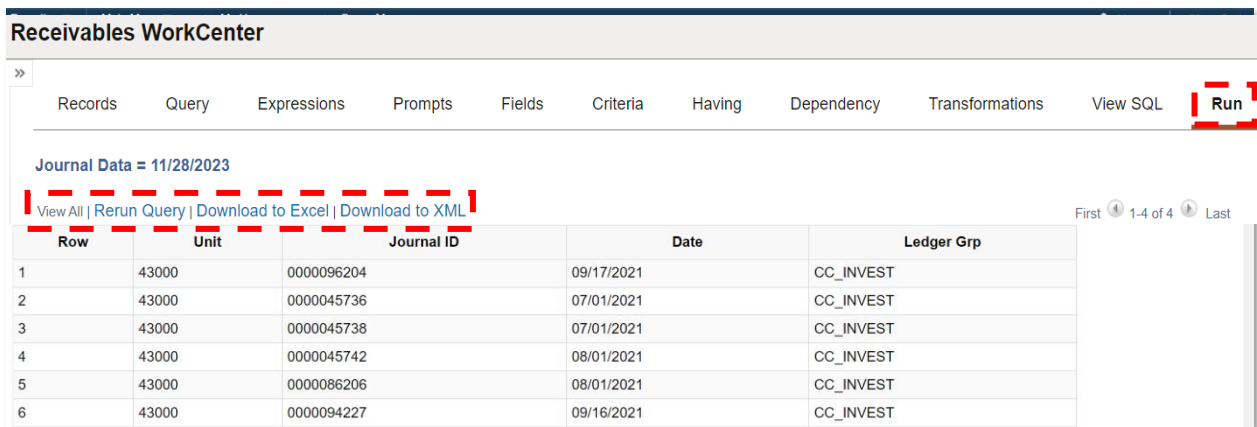


Figure 1816: Create New Query – Run Page

Ensure you save any changes to your new query.

Finding an Existing Query

To find an existing query, navigate to **NavBar > Menu > Reporting Tools > Query > Query Manager** or **NavBar > Navigator > Reporting Tools > Query > Query Viewer**. Use the Basic Search to search for queries using one criteria field with the parameter “begins with”. The Advanced Search link offers additional criteria and parameters to filter by. Florida PALM defaults the query results to display the first 300 results (30 per page) on your screen. To view 100 per page, click the View 100 link at the top of the search results.

After entering your search criteria, click Search. A list of existing queries that match your search criteria appear.

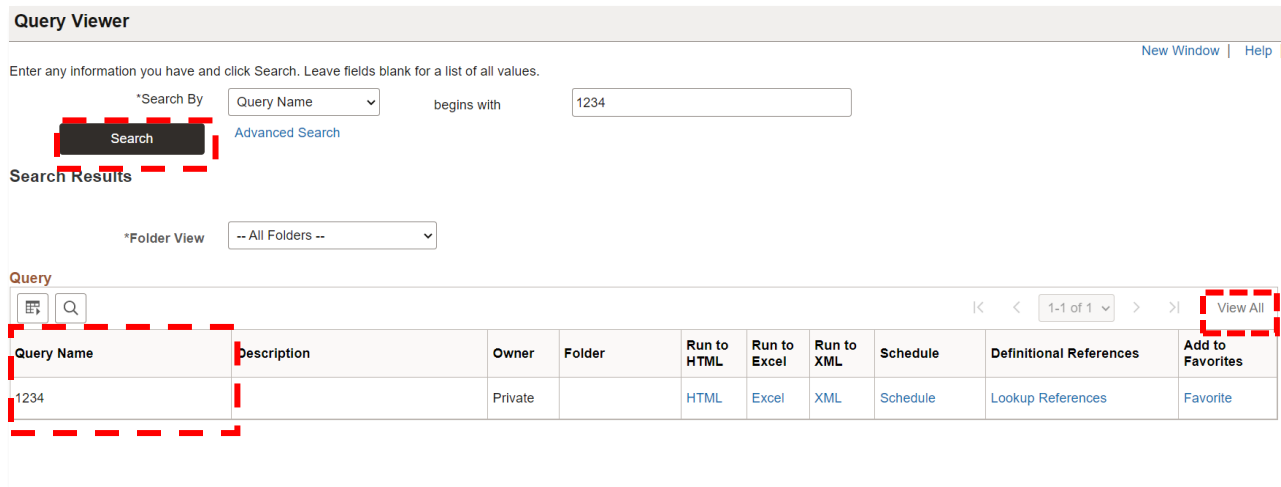


Figure 1917: Query Viewer – Basic Search Results

To run a query, use the following links on the row of the query:

- **HTML:** Generates an HTML version of the query.
- **Excel:** Downloads the query to a Microsoft Excel spreadsheet.
- **XML:** Downloads query results to a browser in web browser format. There are options that enable you to open, save, or cancel the downloaded file.
- **Schedule:** Schedules a time for the query to run.

Depending on the query, you may need to complete additional required fields, then click View Results.

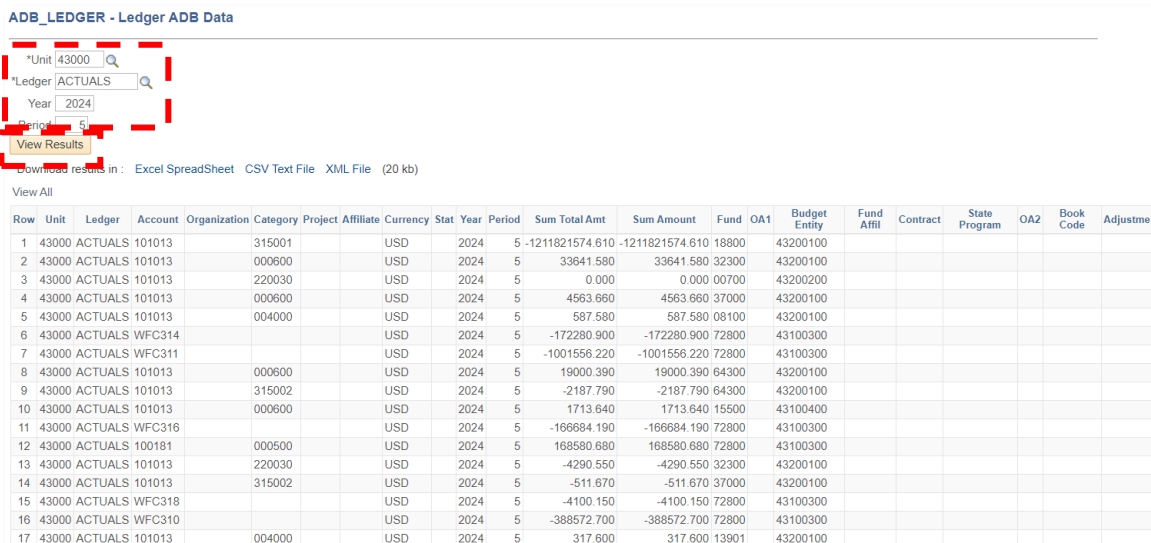


Figure 2018: Query Results Example (HTML)

Glossary

Common terms used within, and that are specific to, Florida PALM.

Table 38: Glossary

Term	Definition
Account	Classifies the nature of a transaction through use of an Account Type which specifies a value as a balance sheet account (e.g., asset, liability, equity) or an operating account (e.g., expenditure, revenue).
Accounting Period	Represents fiscal month where detailed transactions from respective source modules and net activity in the GL is posted for a set of ChartField values. User Accounting periods are segregated by respective sub modules and GL. This provides the ability to control and restrict recording and processing by modules.
Accounts Receivable (AR) Payment	Payment to the State of Florida to relieve an obligation.
Actuals Ledger	Permanent summary of accounting entries entered into the GL through source module transactions, or directly through a journal. The date and amounts are recorded for each transaction.
Attribute	Provides the ability to record additional characteristics about individual ChartField values for reference or reporting purposes. Attributes are defined at a statewide level.
Average Daily Balance (ADB)	The amount calculated by adding the amount of the invested balance for each day and dividing by the number of days in the month.
Bank	Any financial institution providing banking services to the State of Florida.
Budget Entity (BE)	Represents organizations and/or functions to which appropriations are made and typically represents a program.
Business Unit (BU)	Used to define an organization or agency subset that is independent with regards to one or more accounting or operating functions.
Category	Represents both appropriation categories and revenue source codes.
Chart of Accounts (COA)	Compilation of uniform data codes used for reporting governmental assets, liabilities, equities, revenues, and expenditures.
ChartField	Stores the COA information; Provides the basic structure to segregate and categorize transactional and budget data.
ChartField String	Combination of ChartField values used to process entries within Florida PALM.
Combination Edits (Combo Edits)	Maintains data integrity across the system by specifying how ChartFields will be used on a transaction.

Term	Definition
Consolidated Revolving Account (CRA) Fund	A master bank account managed by Treasury with sub-accounts for individual agencies; Used as a revolving Fund to make direct payments outside of the State General Disbursements Account.
Data Extracts	Data extracted from Florida PALM to be used by agencies to meet their own reporting needs.
Debit Memo	A document that records and notifies an agency of debit; Occurs when a deposited item has been returned unpaid.
Deposit	A record of payment for goods sold or services provided.
Direct Journal Deposit	A transaction to record deposits in the AR module.
Disinvestment	Liquidation of Trust Fund investments from the Treasury investment pool.
Edit Check	Process to verify ChartField values and combinations are valid. It ensures the integrity of accounting entries prior to posting to the Actuals Ledger.
Effective Dating	Allows for activation or inactivation of a ChartField Value using a future date.
Fund	Used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations (e.g., restricted Fund).
Grouplet	A grouplet is the encapsulation of content from one source (for example, a component, a script, or external content) that is presented within the context of another fluid application page. Tiles, embedded related content, and related information are all examples of grouplets
Inquiry	Structured output of data based on end user requests. Available from screens where end users can search transactional information, view results online, and download, if desired. Available to run and view based on assigned end user role.
Inquiry Screens	Allows users to search for transactional information in real time.
Interest Apportionment	Interest revenue that is apportioned between general revenue, agency trust funds, and special purpose investment account (SPIA) participants.
Interface	Refers to data exchanges between the Florida PALM Solution and other business systems.
Invested Balance Budget Checking	Compares disinvestments to the available invested balance.
Invested Balance Budget Exceptions	Disinvestment journal entries which fail invested balance budget checking.
Investment	The movement of trust fund cash into the Treasury investment pool.
Journal	Transaction that impacts a ledger (e.g., general ledger journal). Journals are created by online entry, using the spreadsheet upload tool, or imported from external systems.

Term	Definition
Local Fund	Bank accounts managed by individual agencies, such as Consolidated Revolving Accounts (CRAs), agency revolving accounts and clearing accounts.
Notice of Change (NOC)	A notification from the bank that customer banking data has been modified.
Pagelet	A component of an HTML page, that contains directives, layout, and code in a single context. A pagelet may be a separate file or web page that contains information you want displayed across several pages.
Participant	A Fund (GR or Trust) or entity investing through SPIA that is included in the Treasury Investment Pools.
Process Instance Number	A number generated once a Process Request is submitted. The Process Instance number uniquely identifies each Process Request to help track its processing status and is used to access the resulting report.
Process Monitor	Used to review the status of scheduled or running processes. You can view all processes to see the status of any job in the queue and control processes that you initiated, such as reports.
Process Request	A single “run request” to produce a report.
Query	A structured output of data based on an end user request. This data can be extracted for external use. Queries are available from a variety of sources, such as WorkCenters and Query Viewer. The access to run queries and view data is available based on assigned end user role.
Reconciled Deposit	Cash deposit recorded in AR and matched to bank statement.
Redistribution	Moving an investment or disinvestment from the fund level to a lower-level transactional fund.
Report	Formatted output of data resulting from Florida PALM business processes. Available from a variety of sources such as WorkCenters. Available to run and view based on assigned end user role.
Returned Item	Check, credit card, or Automated Clearing House (ACH) payment types not paid by the financial institution.
Revolving Fund	Bank account maintained by an agency and used to make disbursements or change for cash payments received by the agency.
Run Control ID	A unique value associated to an individual end user that stores selection criteria for running a report. For example, the Run Control parameters might inform Florida PALM to run the report on the database server at midnight or to run the report immediately. For most reports, parameters that determine the content of the report must also be set, such as the business unit or time period on which to report. A run control is a database record that provides values for these settings. Instead of entering the same values each time a report is ran, the Run Control created is saved with those settings.

Term	Definition
Source Module	Identifies the Florida PALM module where a transaction originates, which when posted, integrates accounting entries to be recorded in the GL through a GL journal (e.g. Account Payable or AP).
Special Purpose Investment Account (SPIA)	An investment account established to invest funds of agencies, boards, associations, or entities created by the State Constitution or Law. It includes the balance in the CRA.
SpeedType/SpeedChart	Shortcut value for quick entry of frequently used combinations of ChartField values.
Transactional Data	A reflection of a specific business event in the accounting system.
Transactional Fund	Used to record financial accounting entries or budget entries for allotments. They are used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations (such as in the example of a restricted Fund).
Unreconciled Deposit	Cash deposit recorded that has not matched to the bank statement.