

CRA Reconciliation Workaround Process Job Aid

User Role(s): Agency Banking Reporter
 Agency CRA Processor
 GL Reporter

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Overview

Until the Florida PALM CRA Activity Statement Report (CMR028) is available, a workaround has been created to assist agencies with reconciling CRA fund balances in Florida PALM.

Florida PALM stores necessary transactions and data in both the General Ledger (GL) and Cash Management (CM) modules. Within the CM module, CRA bank activity could be in multiple bank accounts that impact a CRA fund balance (e.g., cutover bank transactions clearing the DFS Treasury Master CRA Bank Account and current process bank transactions clearing the agency CRA bank account). The workaround provides steps for an agency to obtain data from multiple sources for CRA reconciliation.

Obtain GL CRA Fund Balance

Run the GLR 119 – CRA Revolving Fund Replenishment Report to obtain a CRA fund balance at a point in time.

1. Navigate to the **CRA Revolving Fund Replenish** page.
 - a. Path: NavBar > Menu > Florida PALM > Reports > GL > CRA Revolving Fund Replenish
2. Click the **Add a New Value** tab.
 - a. Tip: A **Run Control ID** may be reused but not deleted once it has been created.
3. Enter a **Run Control ID**.
4. Click the **Add** button.
5. In the **Business Unit** field, enter the appropriate business unit.
6. In the **As Of Date** field, enter the appropriate date.
7. Click the **Save** button.
8. Click the **Run** button.
9. Click the **OK** button.

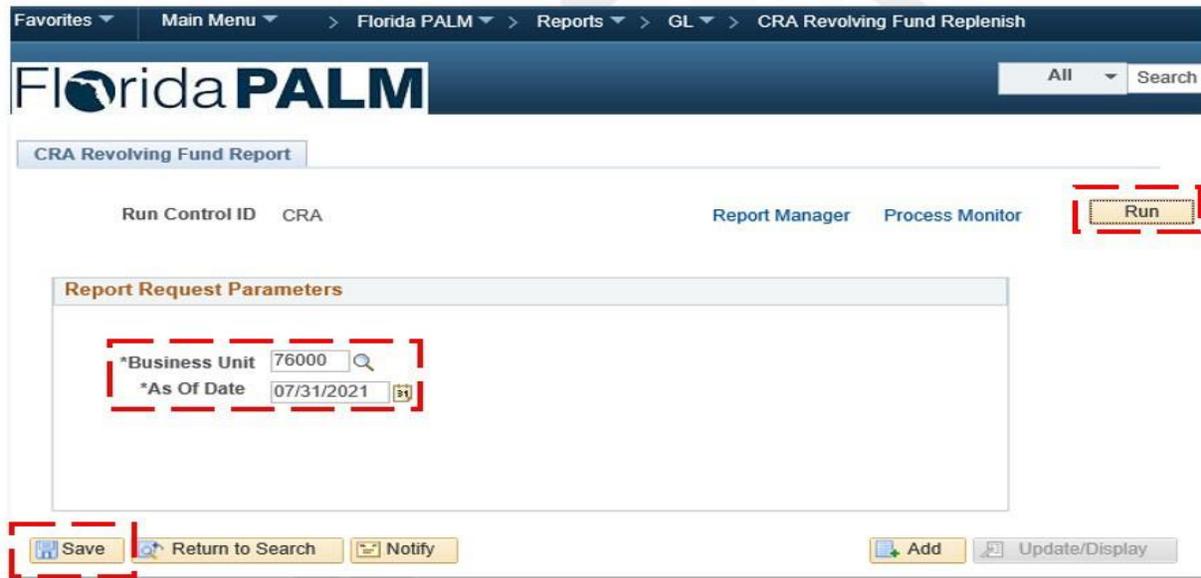


Figure 1: The CRA Revolving Fund Report page

10. Make note of the **Process Instance Number** that appears under the **Process Monitor Link**.
11. Click on the **Process Monitor Link**.
12. Verify that the **Run Status** and **Distribution Status** fields are “Success” and “Posted” respectively.
 - a. If **Run Status** and **Distribution Status** fields have statuses of “Queued” and “N/A” respectively, Florida PALM has not finished creating the report. Use the **Refresh** button to update the **Run Status** and **Distribution Status** fields after a few minutes.
13. Click the **Go back to CRA Revolving Fund Replenish** link.
14. Click the **Report Manager** link.
15. Click on the **Report** link for the noted **Process Instance Number**.
16. Click the **Name** link.

CRA REVOLVING FUND REPLENISHMENT REPORT

Business Unit: 76000
 As of Date: 07/31/2021

Business Unit	Agency	CRA			CRA Fund Balance*	CRA Authorized Amount	Advancing Fund Replenishment Amount**
		CRA Fund	Budget Entity	Reimburse Fund			
76000	DHSMV	00148	76010100	00131	7,606.01	25,000.00	17,393.99
76000	DHSMV	00149	76010100	00131	3,042.93	5,000.00	1,957.07
76000	DHSMV	00150	76010100	00131	364,384.81	300,000.00	-64,384.81
76000	DHSMV	00151	76010100	00131	5,223.94	5,500.00	276.06
76000	DHSMV	00152	76010100	00131	5,103.99	5,500.00	396.01
76000	DHSMV	00153	76010100	00131	5,406.67	5,500.00	93.33
76000	DHSMV	00154	76010100	00131	5,503.64	5,700.00	196.36
Total					\$ 396,271.99	\$ 352,200.00	\$ -44,071.99

*The CRA Fund Balance does not include outstanding payments and deposits that have not been processed through the bank
 ** If Replenishment Amount is negative, then the CRA Fund Balance exceeded the CRA Authorized Amount

Figure 2: A Sample CRA Revolving Fund Replenishment Report

Obtain Journal Details

Run the GL Query – FLP_CRA_JRNL_DETAIL_V1 to obtain journal details for a CRA fund balance at a point in time.

1. Navigate to the **Query Viewer** page.
 - a. Path: NavBar > Menu > Reporting Tools > Query > Query Viewer
2. In the **begins with** field, enter "FLP_CRA_JRNL_DETAIL_V1".
3. Click the **Search** button.
4. Click the **Run to Excel** link.
5. In the **Unit** field, enter the appropriate business unit value.
6. In the **From and To Date** fields, enter the appropriate dates.
7. In the **Fund** field, enter the appropriate Fund value.

Figure 3: The CRA_JRNL_DETAIL_V1 page

8. Click the **View Results** button.
9. Click the view download pop up that shows up on your internet browser or open your downloads folder and select the file beginning with: "FLP_CRA_JRNL_DETAIL_V1".

Unit	Journal ID	Date	Ye	Perid	Status	Ledger	Accou	Account Description	Fun	Fund Description	Budget Ent	Budget Entity Description	Catego	Amount	Line Description
76000	YE00013883	7/1/2021	2022		0 Posted to Ledger(s)	ACTUALS	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC	000500	318,283.46	7613 HSMV NKB AGENCY REFUND
76000	0000040453	7/1/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		236.18	CRA INTRAUNIT CASH ACCOUNT
76000	BSP0000424	7/1/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(6,474.85)	BSP Journal Template
76000	BSP0000944	7/1/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(2,427.02)	BSP Journal Template
76000	BSP0000953	7/1/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(171.75)	BSP Journal Template
76000	BSP0000968	7/1/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(8,134.34)	BSP Journal Template
76000	BSP0000425	7/1/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(1,027.05)	BSP Journal Template
76000	BSP0000945	7/1/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(26,058.84)	BSP Journal Template
76000	BSP0002204	7/1/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(56.00)	BSP Journal Template
76000	000005221	7/6/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(150.00)	CRA INTRAUNIT CASH ACCOUNT
76000	BSP0002194	7/6/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(5,316.87)	BSP Journal Template
76000	BSP0002205	7/6/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(15,362.57)	BSP Journal Template
76000	BSP0003654	7/7/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(3,415.23)	BSP Journal Template
76000	BSP0005147	7/7/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(28,315.83)	BSP Journal Template
76000	BSP0005687	7/8/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(37,196.65)	BSP Journal Template
76000	BSP0005154	7/9/2021	2022		1 Posted to Ledger(s)	ACTUALS	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(91,291.04)	BSP Journal Template
76000	BSP0005154	7/9/2021	2022		1 Posted to Ledger(s)	ACTUALS	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		91,291.04	BSP Journal Template
76000	BSP0005154	7/9/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		91,291.04	BSP Journal Template
76000	BSP0006588	7/9/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(17,972.10)	BSP Journal Template
76000	BSP0006611	7/9/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(242.07)	BSP Journal Template
76000	BSP0010132	7/12/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(6,334.28)	BSP Journal Template
76000	BSP0011899	7/12/2021	2022		1 Posted to Ledger(s)	ACTUALS	100181	CRA INTRAUNIT CASH ACCOUNT	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(9,197.98)	BSP Journal Template
76000	BSP0008368	7/13/2021	2022		1 Posted to Ledger(s)	ACTUALS	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		66,243.37	BSP Journal Template
76000	BSP0008406	7/13/2021	2022		1 Posted to Ledger(s)	ACTUALS	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100	EXEC DIRECTION & SUPP SVC		(66,243.37)	BSP Journal Template

Figure 4: A Sample of the CRA Journal Detail report

Additional Notes:

- The GL Balance in Florida PALM contains the following:
 - The Journal ID beginning with YE is the converted balance at 6/30 entered on 7/1.
 - Category Field = 000500 represents June Interest Apportionment entered on 7/1.
 - The Journal IDs beginning with BSP are journals from the agency CRA bank account and the DFS Treasury Master CRA bank account.
 - The pivot table was added to the screenshot above to show the fund balance 364,384.81 reconciles to the GLR119 CRA Revolving Fund Replenishment report above and the 45,865.17 reconciles to the bank activity provided in the below bank data section.
- Beginning in August 2021 - July CRA interest is posted to the source fund with a source journal of ALO and is not included in the CRA local fund balance.

Obtain Agency CRA Bank Data

Run the Bank Activity Query – FLP_CRA_BANK_DETAIL_V1 to obtain bank activity details for a CRA bank account for a period of time.

1. Navigate to the **Query Viewer** page.
 - a. Path: NavBar > Menu > Reporting Tools > Query > Query Viewer
2. In the **begins with** field, enter "FLP_CRA_BANK_DETAIL_V1".
3. Click the **Search** button.
4. Click the **Run to Excel** link.

FLP_CRA_BANK_DETAIL_V1 - Bank Details with Prompts

Bank Account #

From Date

To Date

Row	Bank Account #	Statement ID	Reference	Bank Date	Reconciliation Status
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Figure 5: The FLP_CRA_BANK_DETAIL_V1 page

5. In the **Bank Account #** field, enter the agency location number (e.g., 7613)
 - a. Tip: The percent icon (%) acts as a wildcard and pulls back all data related to location 7613 in this query. For example, if the remaining characters were updated from 7613_HSMV_NKB_AGENCY_REFUND to 7613_HSMV_NKB_AGENCY the query would pull back data for both names.
6. In the **From and To Date** fields, enter the appropriate dates.
7. Click the **View Results** button.
8. Click the view/open download pop up that shows up on your internet browser or open your downloads folder and select the file beginning with “FLP_CRA_BANK_DETAIL_V1”.

Bank Account #	Statement ID	Reference	Bank Date	Reconciliation Status	BAI Code	BAI Description	Transaction Amount	Account	Account Description	Fund	Fund Description	Budget Entity	Budget Entity Description	Statement Description	Sum of Transaction Amount
7613_HSMV_NKB_AGENCY_REFUND	46	7613000001	7/9/2021	REC	301	Commercial Deposit	91,291.04	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100 & SUPP SVC	EXEC DIRECTION OTHER REFERENCE: IA002686246718DEPOSIT		
7613_HSMV_NKB_AGENCY_REFUND	49	7613000002	7/13/2021	REC	301	Commercial Deposit	66,243.37	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100 & SUPP SVC	EXEC DIRECTION OTHER REFERENCE: IA003885285337DEPOSIT	301	294,789.48
7613_HSMV_NKB_AGENCY_REFUND	59	7613000003	7/16/2021	REC	301	Commercial Deposit	63,817.99	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100 & SUPP SVC	EXEC DIRECTION OTHER REFERENCE: IA003885285337DEPOSIT	Grand Total	294,789.48
7613_HSMV_NKB_AGENCY_REFUND	63	7613000004	7/19/2021	REC	301	Commercial Deposit	47,205.47	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100 & SUPP SVC	EXEC DIRECTION OTHER REFERENCE: IA002686240190DEPOSIT		
7613_HSMV_NKB_AGENCY_REFUND	78	7613000005	7/22/2021	REC	301	Commercial Deposit	670.00	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100 & SUPP SVC	EXEC DIRECTION OTHER REFERENCE: IA003186283519DEPOSIT		
7613_HSMV_NKB_AGENCY_REFUND	84	7613000006	7/23/2021	REC	301	Commercial Deposit	25,561.61	100159	7613 HSMV NKB AGENCY REFUND	00150	REFUND REVOLVING	76010100 & SUPP SVC	EXEC DIRECTION OTHER REFERENCE: IA002686242459DEPOSIT		

Figure 6: Sample CRA Bank Detail report

Additional Notes

- The pivot table was added to the screenshot above to show the BAI total of 294,789.48 for 7613 bank activity.
- Pivot tables can be created or updated to look up ChartField values (Account, Fund, and BE). The ChartField value pivot tables can help to reconcile data between the Journal Details (from the GL module) and the Bank Data (from the CM module).

Obtain Treasury CRA Master Bank Data

If applicable, agencies will need to request bank activity data from Treasury (using the Treasury Correspondence Form, Section 5). For example, cutover items clearing the master account (9401_CRA_MASTER_ACCOUNT).

- Treasury is able to provide data based on a query of the master account and the first 4 digits of the Reference Number (e.g.,7613) on the bank statement transaction.

Reference	Bank Date	BAI Code	BAI Description	Sequence	Transaction Amount		
7613086267	7/1/2021	475	Check Paid	9561	(32.07)	Row Labels	Sum of Tran Amt
7613086523	7/1/2021	475	Check Paid	9517	(8.00)	475	(248,924.31)
7613088563	7/1/2021	475	Check Paid	95112	(85.75)	Grand Total	(248,924.31)
7613088612	7/1/2021	475	Check Paid	9577	(48.00)		
7613088637	7/1/2021	475	Check Paid	9599	(54.25)		
7613088661	7/1/2021	475	Check Paid	9547	(21.50)		
7613088662	7/1/2021	475	Check Paid	9546	(21.50)		
7613088665	7/1/2021	475	Check Paid	9545	(21.50)		
7613088692	7/1/2021	475	Check Paid	9576	(48.00)		
7613088705	7/1/2021	475	Check Paid	9594	(50.00)		
7613088736	7/1/2021	475	Check Paid	95116	(95.00)		
7613088803	7/1/2021	475	Check Paid	95125	(150.00)		
7613088808	7/1/2021	475	Check Paid	9575	(48.00)		
7613088816	7/1/2021	475	Check Paid	9513	(6.25)		
7613088825	7/1/2021	475	Check Paid	955	(3.50)		
7613088826	7/1/2021	475	Check Paid	954	(3.50)		
7613088827	7/1/2021	475	Check Paid	95109	(78.25)		
7613087907	7/1/2021	475	Check Paid	9554	(21.50)		
7613087909	7/1/2021	475	Check Paid	9553	(21.50)		
7613087910	7/1/2021	475	Check Paid	9552	(21.50)		
7613087920	7/1/2021	475	Check Paid	9551	(21.50)		
7613087923	7/1/2021	475	Check Paid	95113	(85.75)		
7613087925	7/1/2021	475	Check Paid	9543	(21.00)		
7613087940	7/1/2021	475	Check Paid	9532	(15.00)		
7613087997	7/1/2021	475	Check Paid	9531	(15.00)		
7613088010	7/1/2021	475	Check Paid	9530	(15.00)		
7613088083	7/1/2021	475	Check Paid	95142	(300.00)		

Figure 7: Sample 9401 CRA Master Account report (Provided by Treasury)

Additional Notes

- The pivot table was added to the screenshot above to show the BAI total of (248,924.31) for 7613 bank activity clearing the DFS Treasury Master CRA bank account.
- Combining the agency CRA bank data total 294,789.48 with the DFS Treasury Master CRA bank data total (248,924.31) equals 45,865.17 for the combined July bank activity in the CM module.

Build Reconciliation

Build reconciliation spreadsheet for data obtained through the various sources.

Journal ID	(Multiple Items)				
Unit	76000		BU	76000	
			Bank Details		
Row Labels	Sum of Amount		Row Labels	Sum of Tran Amt	Differences Notes
00150	45,865.17		00150	45,865.17	
Grand Total	45,865.17		Grand Total	45,865.17	

Figure 8: A Sample of a GL and CM reconciliation pivot

Additional Notes

- The pivot table was added to the screenshot above to show the bank activity reconciles between the GL data (left pivot) and CM bank data (right pivot) for fund 00150 in July.
- An agency may need to reconcile other values to confirm accuracy of the CRA transactions entered in the respective modules.

Still have questions?

Please contact the [Florida PALM Solution Center](#).