

Deposit Queries and Reports Job Aid

User Role(s): Agency Deposit Reporter, DOR Agency Exception Processor
 DFS Bank Reconciliation Processor, DFS Deposit Approver,
 DFS Deposit Processor

Last Updated: 03/09/2023

Overview

To view information in Florida PALM regarding your direct journal deposits there are three queries you can run.

Table 1: Report and Query Options

Report ID	Report Name	Report Description	Key Data Elements	Query Name
ARR021	Unreconciled Deposits Report	A report that provides a list of unreconciled Deposits. This report is used to list unverified / unreconciled transactions, sorted by user defined method	Dates, Transactions, Amounts, Data Entry Employee, Accounting, Deposit Number	FLP_UNRECON_DEPOSITS_REPORT
ARR020	Reconciled Deposits Report	This report provides reconciled Deposits. This report is used to list verified / reconciled transactions, sorted by user defined method.	Dates, Transactions, Amounts, Data Entry Employee, Accounting, Deposit Number, Bank Deposit Information	FLP_RECONCILED_DEPOSITS_REPORT
ARR007	Deposit Report	A report that provides detailed information for Deposits. The report is used to account for Deposits entered into the system.	Dates, Deposit Number, Deposit Type, Bank, Customer Name, Amount, Accounting, Payment Line Information	FLP_DEPOSIT_REPORT

Navigation: NavBar > Menu > Reporting Tools > Query > Query Viewer

1. Navigate to the **Query Viewer** using the path above.
2. After entering the desired **Query** name click the **Search** button.
3. Query results will display with output options. Select one of the following:
 - a. Select the **Excel** link to input required and optional search criteria and view information in an Excel spreadsheet (recommended)
 - b. Select the **HTML** link to input required and optional search criteria and view information on screen
 - c. Select the **Schedule** link to schedule queries, but **do not** use the recurring feature
 - d. The **XML** link may produce a message (possibly an error message) to download an app

*Note: the minimum required information is **Business Unit and Date Range**.*

4. You may save this query as a favorite to go directly to it in the future.
Note: To add to Favorites, click the Favorite link in the Add to Favorites Section.
5. Click the **View Results** button.
6. For a comprehensive list of reports and queries in Florida PALM, please visit the Reports Catalog found on the Florida PALM Solution page <https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5>.

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FLP_DEPOSIT_REPORT	Deposit Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Figure 1: Query Viewer Search Results

Still have questions?

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