Journal Processing/Disinvestment Informational Job Aid
User Role(s): Agency GL Processor, Agency GL Approver
Last Updated: *07/07/2022*

Overview
This document provides information that may be useful in successfully processing journals, reversing journal entries and items to remember and consider during processing.

- **GL Journals Processing Basics**
  a. GL journal entries use independent chartfields to make a chartfield string. These chartfield strings are not pre-established as a combination but are instead selected by the user when creating the journal.
  b. The combination of charfields selected by the user are not currently being edited in the GL module during the CMS wave.
  c. GL journal entries require the user to enter a minimum of two balancing lines (debit/credit) to create a journal. System edits confirm the balancing of debits to credits. Journal cannot continue processing until debits/credits are in balance *(see Florida PALM User Manual).*
  d. Edits are in place that require a **Fund and Account** chartfield value in order to process a journal.
  e. User must ensure that other chartfield values are entered on the journal as required by the agency or Enterprise driven business processes. If you do not include the remaining chartfields, the journal will fail the COA crosswalk.
  f. GL journal entries require a 2nd level approval prior to posting.

- **Commitment Control (KK) Budget Ledger Processing Basics**
  a. The KK Budget Ledger uses defined budget structures to control the use of funds initiated through GL journal entries and source module transactions.
      i. **CC_INVEST** ledger is the budget structure that holds the invested balances for agencies.
      ii. Budgetary control for **CC_INVEST** ledger is based on balances held at the Fund ChartField.
      iii. Additional budget structures will be defined in future waves.
  b. The invested balance for a Fund increases for invested amounts received from Central FLAIR via interface and decreases for amounts specified in disinvestment journal entries *(see Florida PALM User Manual)*.
  c. The system will perform a budget check using Business Unit and the Fund chartfield value specified on the disinvestment journal entry. This is done to ensure that what was disinvested is not greater than what has been invested in the Fund.

- **Disinvestment Journal Entry Processing**
  a. Disinvestment journal processing uses GL and KK functionality.
  b. Disinvestment journals must contain **Fund and Account** chartfield values.
  c. To successfully export to FLAIR, a disinvestment journal requires the chartfield string to also contain **Budget Entity and Category.**
  d. The category for the Treasury side is 315010 and there should be 1 positive line, the name of the fund description is **Due to Pool 1 DISINV** and 1 negative line, the fund description is **INTERUNIT CASH ACCOUNT**.

e. The category for the Agency side should be 000200 and there should be a positive line, the fund description is **INTERUNIT CASH ACCOUNT** and a negative line, the fund description is **POOL 1 DISINV OR REDISTRIB**.

f. **Budget Entity and Category** are needed to map the Florida PALM journal entry to the associated FLAIR 29-digit account code.

g. **Budget Entity and Category** provide sufficient information to agencies for reconciliation purposes.

h. The disinvestment journal must pass edit check and budget check to post in Florida PALM.

i. The disinvestment journal must complete the approval workflow to post in Florida PALM.

j. Florida PALM will post the journal without a **Budget Entity and/or Category** value if not entered, however omitting a **Fund and Account** value will produce errors and prevent posting.

- **Disinvestment Journal Entry Exceptions**
  a. Disinvestment journal exceptions are created when a journal fails GL and/or KK system edits.
     i. Failure to pass the GL combo edit check to confirm entry of **Account and Fund** chartfield values.
     ii. Failure to pass KK edits to confirm **BU and Fund**; and sufficient investment balance in the Fund.
  b. An exception is also created if Approval workflow is not completed or is altered (i.e., approver changes the journal).

- **Disinvestment Journal Interface Exceptions**
  a. A daily interface compiles disinvestment journals for transmittal to Central FLAIR. In order to transmit successfully, the journal must meet the following criteria:
     i. Journals must pass COA translation - the chartfield string used in Florida PALM must map to a valid FLAIR 29-digit account code established on the COA Crosswalk and in Central FLAIR.
     ii. Account ChartField values used on the journal must match the values identified for disinvestment journal entries - the interface passes these values and if they are incorrect, Central FLAIR will not accept the record.

- **Handling of Disinvestment Journal Exceptions**
  a. Journal Entry exceptions can be identified and managed online in Florida PALM.
     i. WorkCenter provides journals that are pending approval and/or have budget check errors.
     ii. Budget Overview Inquiry can be used to view balances in the Fund.
     iii. GL inquiry screen identifies journals that have failed edit or budget check and journals in posted status.
  b. Journals in error status should be deleted or corrected within 3 business days of creation.
  c. Florida PALM Solution Center can provide guidance concerning errors found and proper handling.
  d. Refer to Florida PALM Journal Reversal Job Aid for step-by-step instructions for processing disinvestment journal entries.
  e. Journal corrections should include the Journal ID and the Statewide Document Number (SWDN) that is being corrected.
  f. Journal corrections should have any emails or supporing documentation relating to the correction and the correction request attached to the correcting entry.