# Disinvestment Journal Line Values Job Aid

**User Roles**: *Agency GL Journal Processor*

**Last Updated:** *07/07/2022*

This job aid is intended to assist end users in processing Disinvestment Journals in Florida PALM by providing guidance on values to be populated on journal lines.

**Note:** This guide MUST be edited to add your agency-specific values (e.g., Unit, SpeedType, Fund, etc.) where <enter agency value> is shown before sharing with end users.

 *Figure 1: Florida PALM Create/Update Journal Entries Lines tab, lines section*

Use the below table information to input agency-specific and treasury-specific values in the Lines section of the Lines tab of the Create/Update Journal Entries page, represented in Figure 1.

Table 1: Disinvestment Journal Line Values

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Select | Line | Unit | SpeedType | Account | Fund | BudgetEntity | Category | BaseAmount |
|  | 1 | <enter agency value> | <enter agency value>optional | 104001 | <enter agency value> | <enter agency value> | 002000 | Enter a ***negative*** value |
|  | 2 | <enter agency value> | <enter agency value>optional | 101013 | <enter agency value> | <enter agency value> | 002000 | Enter a ***positive*** value |
|  | 3 | 43002 | TRPOOL1LIA | 304001 | 72800 | 43100300 | 315010 | Enter a ***positive***value |
|  | 4 | 43002 | TRIUCASH | 101013 | 72800 | 43100300 | 315010 | Enter a ***negative*** value |

Once Line information has been entered, continue processing the Disinvestment Journal. Click **Save**, **Process**, and then click **Submit** on the Approval tab, represented in Figure 1, to submit the journal for approval. If you require additional assistance, please reference the Florida PALM User Support, End User Training page.