

Florida PALM Journal Reversal Job Aid

User Role(s): Agency GL Processor
Agency GL Approver

Last Updated: 06/24/2024

Overview

This guide is intended to show how to reverse a Florida PALM Journal **that has posted to Florida PALM** but has failed export to FLAIR. This guide uses the Copy function and the Reverse Signs box to save time and avoid further errors. This process offsets the original incorrect entry, effectively zeroing it out. The reversal is necessary to reconcile Florida PALM balances to FLAIR balances each month. A corrected journal will still need to be completed to accomplish the original journal's purpose.

If the original journal is not posted, do not create a reversal, but follow instructions to correct or delete the original journal.

1. Navigate to the **Create Disinvestment Journal** page: **NavBar > Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
2. Use the **Find an Existing Value** tab of the **Create/Update Journal Entries Screen**.

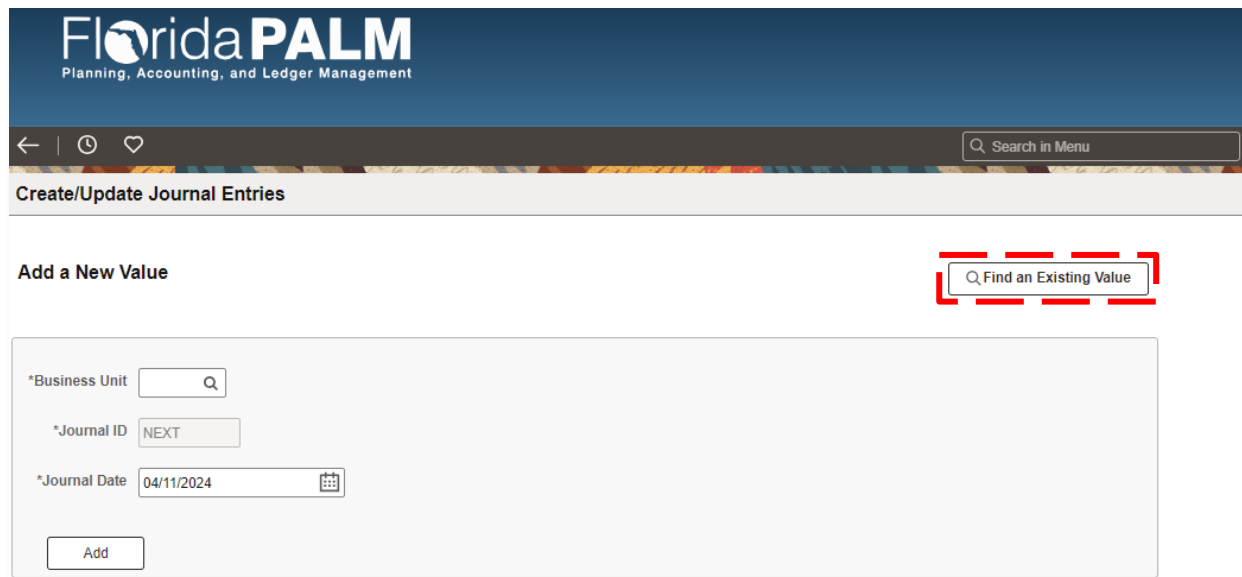


Figure 1: Create/Update Journal Entries Page

3. Enter the appropriate Business Unit and **Search**.
 - a. Review the original journal status.
 - b. Original journal must be posted.
 - i. If the journal is not posted, follow the instructions to correct or delete the original journal.
4. Locate and open the **Journal ID** that needs to be reversed or copied.

Create/Update Journal Entries

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Business Unit = 43000

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status = No Status - Needs to

Budget Checking Header Status =

Source = ONL

Entered By begins with KIM.JACOBS-DFS

Attachment Exist =

Journal Class begins with

^ Show fewer options
 Case Sensitive

Search Clear Save Search

Search Results
 1 rows - Business Unit "43000" Journal Header Status "No Status - Needs to be Edited" +2 more

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units
43000	0001209198	04/18/2024	0	(blank)	43000	Edit Req'd	Not Chk'd	ACTUALS	ONL	USD	1	0.00	0

Figure 2: Locating Journal to be Reversed.

5. Click the **Lines** tab.
6. Expand the **Process** dropdown.
7. Select **Copy Journal** in the **Process** dropdown.
8. Select the **Process** button.

Create/Update Journal Entries

Header **Lines** Totals Errors Approval

Unit 43000 Journal ID 0001209198 Date 04/18/2024 Errors Only

Inter/IntraUnit *Process Copy Journal

Process

Copy Journal
 Delete Journal
 Edit / Pre-Check
 Edit Chartfield
 Edit Journal
 Post Journal
 Print Journal
 Refresh Journal
 Submit Journal

Select	Line	*Unit	*Ledger	Amount	Fund	Organization	OA1	Budget Entity	Category
<input type="checkbox"/>	1	43000	ACTUALS						

Lines to add 1

Figure 3: Copying Journal for Reversal

9. In the **Journal Entry Screen**, Expand the **Journal Date** field. The Reversal journal date should be the same date as the original journal date for the accounting to cancel out the original journal.
 - a. Backdating the journal entry will ensure the correct intended investment date is on the journal for interest apportionment.
10. Select the **Reverse Signs** box, this will automatically reverse the copied positive/negative journal's value.
11. Select **OK**.

Figure 4: Journal Entry Copy Selection Window

12. The new **Journal** will be displayed with updated lines. Verify lines that were once positive are now negative and vice versa (do not change any original errors from the data that was copied). If the Journal date was changed on the previous step, the date at the top should match.
13. Click on the **Header** tab.
14. Select and change the **Source** field from ONL to **RED (Redistributions and Adjustments)**. This indicates this journal is a redistribution to adjust the invested balances.
15. Update the **Long Description** to include the original journal ID and reason for reversal.

Note: For reconciliation purposes, be sure to include the **Journal ID** and the **Statewide Document Number (SWDN)** that is being corrected.
16. Attach any email or supporting documentation relating to the correction and the correction request.
17. Select **Save**.

Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit 43000 Journal ID 0001209197 Date 04/18/2024

Long Description Test Journal ID: 0001209197 Reversed due to SWDN
 188 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

*Source RED

Reference Number

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1
 Attachments (0)
 Reversal: Do Not Generate Reversal

Fiscal Year 2024
 Period 10
 ADB Date 04/18/2024

Auto Generate Lines
 Save Journal Incomplete Status
 Autobalance on 0 Amount Line

CTA
 Commitment Control

Entered By KIM.JACOBS-DFS
 Entered On 04/18/2024 1:57:29PM
 Last Updated On 04/18/2024 1:57:29PM

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

Figure 5: Updating Journal Reversal Record

NOTE: Continue to process this journal as normal. Go back to the lines tab, select edit journal on the process drop down and then click process. Then click submit on the approval tab. If your redistribution was backdated, extra approvers will be added to the approval flow ([see Florida PALM End User Manual](#)).

Still have questions?

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