Florida PALM
Planning, Accounting, and Ledger Management

Using the Simplified Disinvestment Journal Page Job Aid
End User Role(s): DFS GL Journal Processor, Agency GL Journal Processor
Last Updated: 09/18/2023

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Overview

This job aid shows how to use the simplified disinvestment process to create a journal. This process provides a quick lookup option for viewing the Budget Entity, Fund, and Account ChartFields as well as the available balance to disinvest against.

Entering Disinvestment Journal Information

Navigate to the **Create Disinvestment Journal** page.

1. Main Menu > Florida PALM > Extensions > General Ledger > Invest/Disinvest > Create Disinvestment Journal

Step 1: Enter Journal Date (Figure 1)

1. Enter the desired **Journal Date**. This date should be within an open Accounting Period.
2. The **Long Description** field contains a defaulted description of "Disinvestment of Funds" that can be edited.

Step 2: Enter details to review Available for Disinvestment and click the 'Search' button (Figure 1)

1. Enter the agency Business Unit in the **Business Unit** field. This field is defaulted based on the end user's primary Business Unit. If an end user has access to more than one Business Unit, the **magnifying glass** button can be selected to view Business Unit selection options.
2. Enter a **Fund** value. This field is optional. The **magnifying glass** button can be selected to view **Fund** selection options. Additional **Fund** values can be entered by selecting the **+ (plus)** button located to the right of the **magnifying glass** button. Additional Fund values can also be removed by selecting the **– (minus)** button.
3. Enter a **Budget Entity.** This field is optional. The **magnifying glass** button can be selected to view **Budget Entity** selection options. Only one Budget Entity can be selected.
4. Select **Search** to display all **valid Business Unit, Fund**, and **Budget Entity** combination details.
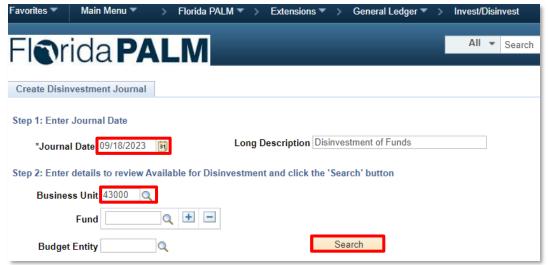
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Figure 1: Details to enter on Disinvestment Journal page

Step 3: Select the row to disinvest and enter the disinvestment amount (Figure 2)

1. **Select Fund(s)** and enter **Disinvestment Amount(s)**. Select the desired **Fund** to disinvest in the **Select** column and enter the desired **Disinvestment Amount.** The entered amounts will display in the **Totals** section.

Note: The **Select** checkbox must be selected before the entered **Disinvestment Amount** will populate. Data within the Details and Totals sections can be sorted by clicking the column headings.
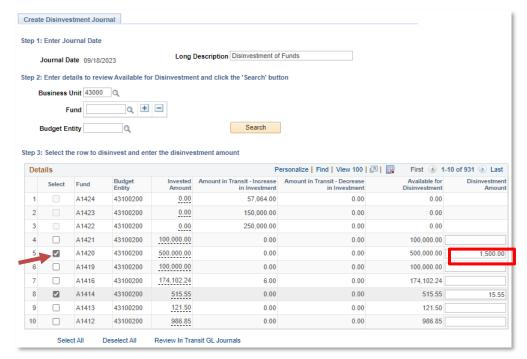

Figure 2: Step 3: Selecting Funds and Entering Disinvestment Amounts

Step 4: Click the 'Disinvest' button to proceed with the Disinvestment (Figure 3)
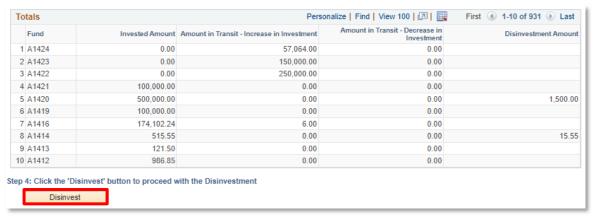
1. Select '**Disinvest**'

Figure 3: Step 4: Disinvesting

2. The **Submit Disinvestment Journal (Figure 4)** window is displayed. Review the summary of Journal information. If needed, selecting the **Back** button will bring the you back to the **Submit Disinvestment Journal** page where you can make edits to disinvestment lines.

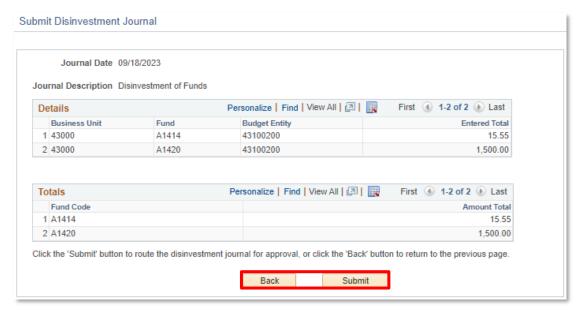3. Click the **Submit** button to submit the Disinvestment Journal for approval if no edits are required.

Figure 4: Submit Disinvestment Journal view

4. The **Disinvestment Journal Info** view is displayed with the Journal ID, Journal Date, Journal Header Status, and Long Description. Notate your Journal ID for future reference.
Note: If the **Journal Header Status** returns an **Error**, the error will need to be corrected within the **Standard Journal Entry** pages.

5. Select **Return to Create Disinvestment (Figure 5)** to create a new disinvestment journal **(Step 1).**

Figure 5: Disinvestment Journal Info View

Still have questions?
Please contact the Florida PALM Solution Center: FLPALM_Solutions@myfloridacfo.com