

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.

FloridaPALM All Search

Create Disinvestment Journal

Step 1: Enter Journal Date

*Journal Date Long Description

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

Business Unit Fund Budget Entity

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.

Create Disinvestment Journal

Step 1: Enter Journal Date

Journal Date 09/18/2023 Long Description Disinvestment of Funds

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

Business Unit 43000 Fund Budget Entity Search

Step 3: Select the row to disinvest and enter the disinvestment amount

Details								Personalize	Find	View 100	First	1-10 of 931	Last
Select	Fund	Budget Entity	Invested Amount	Amount in Transit - Increase in Investment	Amount in Transit - Decrease in Investment	Available for Disinvestment	Disinvestment Amount						
<input type="checkbox"/>	A1424	43100200	0.00	57,064.00	0.00	0.00							
<input type="checkbox"/>	A1423	43100200	0.00	150,000.00	0.00	0.00							
<input type="checkbox"/>	A1422	43100200	0.00	250,000.00	0.00	0.00							
<input type="checkbox"/>	A1421	43100200	100,000.00	0.00	0.00	100,000.00							
<input checked="" type="checkbox"/>	A1420	43100200	500,000.00	0.00	0.00	500,000.00	1,500.00						
<input type="checkbox"/>	A1419	43100200	100,000.00	0.00	0.00	100,000.00							
<input type="checkbox"/>	A1416	43100200	174,102.24	6.00	0.00	174,102.24							
<input checked="" type="checkbox"/>	A1414	43100200	515.55	0.00	0.00	515.55	15.55						
<input type="checkbox"/>	A1413	43100200	121.50	0.00	0.00	121.50							
<input type="checkbox"/>	A1412	43100200	986.85	0.00	0.00	986.85							

Select All Deselect All Review In Transit GL Journals

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'

Totals		Invested Amount	Amount in Transit - Increase in Investment	Amount in Transit - Decrease in Investment	Disinvestment Amount
1	A1424	0.00	57,064.00	0.00	
2	A1423	0.00	150,000.00	0.00	
3	A1422	0.00	250,000.00	0.00	
4	A1421	100,000.00	0.00	0.00	
5	A1420	500,000.00	0.00	0.00	1,500.00
6	A1419	100,000.00	0.00	0.00	
7	A1416	174,102.24	6.00	0.00	
8	A1414	515.55	0.00	0.00	15.55
9	A1413	121.50	0.00	0.00	
10	A1412	986.85	0.00	0.00	

Step 4: Click the 'Disinvest' button to proceed with the Disinvestment

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.

Submit Disinvestment Journal

Journal Date 09/18/2023

Journal Description Disinvestment of Funds

Details		Business Unit	Fund	Budget Entity	Entered Total
1	43000	A1414	43100200		15.55
2	43000	A1420	43100200		1,500.00

Totals		Fund Code	Amount Total
1	A1414		15.55
2	A1420		1,500.00

Click the 'Submit' button to route the disinvestment journal for approval, or click the 'Back' button to return to the previous page.

Back **Submit**

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**).

Disinvestment Journal Info

Disinvestment Journal Info

Your disinvestment was submitted for approval. See below for Journal information.

Journal ID 0001 **79696** Journal Date 09/18 **2023** Journal Header Status Valid

Long Description Disinvestment of Funds

Return to Create Disinvestment

Figure 5: Disinvestment Journal Info View

Still have questions?

Please contact the Florida PALM Solution Center: FLPALM_Solutions@myfloridacfo.com