



# Deposit Report (ARR007)

## What

information is available?



Detailed information for all deposits that have been keyed in or imported into Florida PALM

## Why

do I need this report?



To account for deposit transactions reconciled/unreconciled in Florida PALM including additional addenda information provided by the bank for returned items

## Who

runs and uses this information?



- Agency Deposit Reporter
- DFS Bank Reconciliation Processor
- DFS Deposit Approver
- DFS Deposit Processor
- DOR Agency Exception Processor

## When

should I run this report?



Should be reviewed *periodically* based on the frequency and volume of deposit activity

## Where

is the report found?



- Optional Path 1:  
NavBar >  
Menu >  
Accounts Receivable >  
Receivables  
WorkCenter
- Optional Path 2:  
NavBar >  
Menu >  
Reporting Tools >  
Query >  
Query Viewer >  
FLP\_DEPOSIT\_REPORT

## Which

report(s) were previously used?



- CMS
- Paper Returns
  - ACH/EFT Returns
  - Foreign Items Returns
  - Credit Card Returns
  - DOR EFT Account Detail by Agency and Deposit Number
  - Receipt Processing > Transaction Inquiry Page



# Reconciled Deposit Report (ARR020)

## What

information is available?



Listing of all deposit transactions reconciled within Florida PALM

## Why

do I need this report?



To confirm transactions entered in Departmental FLAIR were matched and reconciled in Florida PALM

## Who

runs and uses this information?



- Agency Deposit Reporter
- DOR Agency Exception Processor
- DFS Bank Reconciliation Processor
- DFS Deposit Approver
- DFS Deposit Processor

## When

should I run this report?



Should be reviewed *daily* to reconcile transactions between Florida PALM and Central and/or Departmental FLAIR

## Where

is the report found?



Optional Path 1  
NavBar >  
Menu >  
Accounts Receivable >  
Receivables  
WorkCenter

Optional Path 2  
NavBar >  
Menu >  
Reporting Tools >  
Query >  
Query Viewer >  
FLP\_RECONCILED\_DE  
POSITS\_REPORT

## Which

report(s) were previously used?



- CMS
- Bank Transaction Inquiry
  - Deposit by FLAIR Code
  - CFO Zero Treasury Report



# Unreconciled Deposit Report (ARR021)

## What

information is available?



Listing of all bank and deposit transactions that were unable to reconcile in Florida PALM

## Why

do I need this report?



To obtain the Florida PALM assigned deposit number for electronic deposits and validate transactions fall off the report and reconcile

## Who

runs and uses this information?



- Agency Deposit Reporter
- DOR Agency Exception Processor
- DFS Bank Reconciliation Processor
- DFS Deposit Approver
- DFS Deposit Processor
- DFS GL Close Processor
- DFS GL Reconciliation Processor

## When

should I run this report?



Should be *daily* to obtain the deposit number needed to record the deposit in Departmental FLAIR and confirm all transactions reconcile

## Where

is the report found?



Optional Path 1:  
NavBar >  
Menu >  
Accounts Receivable >  
Receivables  
WorkCenter

Optional Path 2:  
NavBar >  
Menu >  
Reporting Tools >  
Query >  
Query Viewer >  
FLP\_UNRECON\_DEPO  
SITS\_REPORT

## Which

report(s) were previously used?



CMS  
• Agency Unverified Deposits  
• Bank Transaction Inquiry



# Debit Memo Report (ARR024)

## What

information is available?



All processed deposits (e.g., journal generated and reconciled) that have been returned to Florida PALM by the Bank

## Why

do I need this report?



To obtain the accounting information needed to update Departmental FLAIR (TR30N or TR96), and to obtain the debit memo detail for collection purposes

## Who

runs and uses this information?



- Agency Deposit Reporter
- Agency AR Processor
- DFS Bank Reconciliation Processor
- DFS Deposit Approver
- DFS Deposit Processor

## When

should I run this report?



Should be reviewed *daily* to process transactions in Departmental FLAIR and facilitate collection of money due to the state

## Where

is the report found?



Optional Path 1:  
NavBar> Menu >  
Accounts Receivable >  
Receivables WorkCenter

Optional Path 2:  
NavBar> Menu >  
Florida PALM >  
Reports >  
AR >  
Debit Memo

Optional Path 3:  
NavBar> Menu >  
Reporting Tools >  
Query >  
Query Viewer >  
FLP\_DEBIT\_MEMO

## Which

report(s) were previously used?



FLAIR  
Debit Memo

- CMS
- ACH/EFT Returns
  - Credit Card Returns
  - Foreign Item Returns
  - Paper Returns



# ACH Notification of Change (NOC) Report (ARR035)

## What

information is available?



Information about changes to a customer's bank account that affects transaction processing

*(Changes can include customer bank data, routing number or depository financial institution number)*

## Why

do I need this report?



To update agency records so future ACH customer transactions will contain the correct information

## Who

runs and uses this information?



- Agency Banking Reporter
- Agency Deposit Reporter
- DFS Bank Reconciliation Processor
- DFS Deposit Approver
- DFS Deposit Processor
- DOR Agency Exception Processor

## When

should I run this report?



Should be reviewed *periodically* based on frequency of ACH bank transaction activity

## Where

is the report found?



NavBar >  
Menu >  
Reporting Tools >  
Query >  
Query Viewer >  
FLP\_ACH\_NOC\_REPORT

## Which

report(s) were previously used?



CMS  
• ACH Notice of Change



# DOR Agency Deposit Report (ARR070)

## What

information is available?



Detailed information about agency deposit transactions in Florida PALM that were entered by DOR

## Why

do I need this report?



To reconcile all deposit transactions entered by DOR and enter corresponding transaction into Departmental FLAIR

## Who

runs and uses this information?



- Agency Deposit Reporter
- DFS Bank Reconciliation Processor
- DFS Deposit Approver
- DFS Deposit Processor
- DOR Agency Exception Processor

## When

should I run this report?



Should be reviewed *periodically* based on the frequency and volume of DOR deposit activity

## Where

is the report found?



NavBar >  
Menu >  
Reporting Tools >  
Query >  
Query Viewer >  
FLP\_DOR\_AGEN\_DE  
P\_REPORT

## Which

report(s) were previously used?



CMS  
• DOR EFT Account  
Detail by Agency  
and Deposit Number



# Reconciled/Unreconciled Bank Transactions (CMR005)

## What

information is available?



A list of reconciled and unreconciled bank transactions

## Why

do I need this report?



To analyze and resolve unreconciled bank transactions and to review and confirm reconciled transactions

## Who

runs and uses this information?



- Agency Banking Reporter
- Agency CRA Processor
- DFS Bank Reconciliation Processor
- DFS Book to Bank Reconciliation Processor
- DFS Transfer Approver

## When

should I run this report?



Should be reviewed *periodically* based on the frequency and volume of bank transaction activity

## Where

is the report found?



NavBar >  
Menu >  
Florida PALM >  
Reports >  
CM >  
Reconciled /Unreconciled Bank Transactions

## Which

report(s) were previously used?



- CMS
- Partially Verified Debits & Credits
  - Daily CMS Transactions to Bank Account
  - DOR EFT Detail by Agency Deposit
  - Warrants Recap
  - Warrants Remittance



# Bank Statement Report (CMR007)

## What

information is available?



Daily bank statement transactions and activity

- A separate report for each bank account is generated

## Why

do I need this report?



To monitor activity and balances in bank accounts, sub-accounts, and CRA accounts

## Who

runs and uses this information?



- Agency Banking Reporter
- Agency CRA Processor
- DFS Bank Reconciliation Processor
- DFS Book to Bank Reconciliation Processor
- DFS Transfer Approver

## When

should I run this report?



Should be reviewed *periodically* based on transactions and activity to reconcile between Florida PALM and bank accounts

## Where

is the report found?



NavBar >  
Menu >  
Florida PALM >  
Reports >  
CM >  
Bank Statement Report

## Which

report(s) were previously used?



- CMS
- CRA Selected Sub-Account Statement
  - Daily Bank Account Balances
  - Wells Fargo DOR Addenda Report
  - Account Ledger
  - Print Agency Balances through ACCESS
  - Selected Sub Acct Monthly Statement





# Bank Statement Addenda Report (CMR026)

## What

information is available?



Electronic deposit reference data to support deposit processing

## Why

do I need this report?



To obtain additional details on bank data that is in the detailed addenda

- Details may include: descriptions, payment related information, payee, payor, reference numbers, and ODFI information

## Who

runs and uses this information?



- Agency Banking Reporter
- Agency CRA Processor
- DFS Bank Reconciliation Processor
- DFS Book to Bank Reconciliation Processor
- DFS Transfer Approver

## When

should I run this report?



Should be reviewed *periodically* based on frequency and volume of bank transaction activity

## Where

is the report found?



NavBar >  
Menu >  
Florida PALM >  
Report >  
CM >  
Bank Statement Addenda

## Which

report(s) were previously used?



CMS  
Receipt Processing >  
Transaction Inquiry  
Page > Show  
Addenda



# CRA Activity Statement Report (CMR028)

## What

information is available?



Activity balance and interest apportionment details for Consolidated Revolving Accounts (CRA)

## Why

do I need this report?



To monitor CRA fund balances, identify replenishments or increases as needed, reconcile CRA activity, and identify interest apportionment allocated to the CRA advancing fund

## Who

runs and uses this information?



- Agency Bank Reconciliation Processor
- Agency CRA Processor
- Agency GL Journal Processor
- DFS Bank Reconciliation Processor
- GL Reporter

## When

should I run this report?



Should be reviewed *daily/weekly* to monitor activity and ensure sufficient funds are available **and** *Monthly* to reconcile interest apportionment activity

## Where

is the report found?



NavBar >  
Menu >  
Florida PALM >  
Reports >  
CM >  
CRA Activity Statement Report

## Which

report(s) were previously used?



CMS  
CRA Selected Sub-Account Statement



# Investment Activity Report (GLR083)

## What

information is available?



Trust Fund activities for investments, disinvestments and interest earned (interest apportionment).

## Why

do I need this report?



To monitor and reconcile Trust Fund Investment activity and the amount of interest allocated for the month, and to record interest in Departmental FLAIR

## Who

runs and uses this information?



- Agency GL Journal Processor
- DFS GL Journal Processor
- DFS Treasury GL Journal Processor
- GL Reporter

## When

should I run this report?



Should be reviewed *daily/weekly* to monitor investment activity and determine if corrections are needed **and** *Monthly* to reconcile investment balances to Departmental FLAIR and confirm interest apportionment activity

## Where

is the report found?



Optional Path 1:  
NavBar> Menu > Florida PALM > Reports > GL > Investment Activity Report

Optional Path 2:  
NavBar> Menu > Reporting Tools > Query > Query Viewer > FLP\_INVESTMENT\_ACTIVITY\_REPORT

## Which

report(s) were previously used?



CMS  
Transaction Ledger Report



# Clearing and Revolving Accounts Report (GLR084)

## What

information is available?



Clearing and Revolving Account cash balances at a business unit level

## Why

do I need this report?



- Compares the ledger cash balance of Clearing and Revolving Accounts to the authorized balance
- Used to assist with quarterly reporting of Clearing and Revolving Accounts

## Who

runs and uses this information?



- Agency CRA Processor
- Agency GL Journal Approver or Processor
- DFS CRA Payment Cancellation Processor
- DFS Investment Journal Approver
- DFS Investment Override Processor
- DFS Treasury GL Journal Processor
- GL Reporter

## When

should I run this report?



Should be reviewed *periodically* based on frequency of bank activity **and** *Quarterly* to assist with reporting

## Where

is the report found?



Optional Path 1:  
NavBar > Menu > Florida PALM > Reports > GL > Clearing and Revolving Account

Optional Path 2:  
NavBar > Menu > Reporting Tools > Query > Query Viewer > FLP\_CLRNG\_REVNG\_ACCT

## Which

report(s) were previously used?



CMS

- Clearing and Revolving Accounts Quarter Ending



# CRA Revolving Fund Replenishment Report (GLR119)

## What

information is available?



Amount due from the Advancing Fund to replenish the Revolving Fund activity for CRA replenishment

## Why

do I need this report?



To monitor cash balances for CRA funds to validate there is sufficient cash for upcoming payments; determine if replenishments are needed and verify balances are within the authorized tolerances

## Who

runs and uses this information?



- Agency CRA Processor
- Agency GL Journal Approver or Processor
- DFS CRA Payment Cancellation Processor
- DFS Investment Journal Approver
- DFS Investment Override Processor
- DFS Treasury GL Journal Processor
- GL Reporter

## When

should I run this report?



Should be reviewed *periodically* based on frequency of transactions

## Where

is the report found?



Optional Path 1:  
NavBar > Menu > Florida PALM > Reports > GL > CRA Revolving Fund Replenish

Optional Path 1:  
NavBar > Menu > Reporting Tools > Query > Query Viewer > FLP\_CRA\_REV\_REPLENISHMENT

## Which

report(s) were previously used?



None