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_DEPOSITS_REPORT

Which
report(s) were previously used?

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

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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?

LEGACY

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_DEP_REPORT

Which
report(s) were previously used?

CMS
- DOR EFT Account Detail by Agency and Deposit Number

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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

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CMS Wave Reports
Updated 03/13/2023

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_AC TIVITY_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_REPL ENISHMENT

Which
report(s) were previously used?

None