

Revised September 3, 2025

FINANCIAL POLICY

SUBJECT: CORRECTING ENTRIES FOR TRANSACTIONS IN EXCEPTION STATUS

In Florida Planning, Accounting, and Ledger Management (PALM) transactions may not post due to edit errors, budget exceptions, or cash exceptions. Transactions in an exception status must be monitored and updated within an established timeframe. This policy applies to Enterprise Business Systems. Authority driven by section (s.) 17.03, Florida Statutes (F.S.), and s. 215, F.S.

Each agency must ensure all chart strings have sufficient budget and cash to process transactions. Transactions in an exception status for insufficient cash and/or budget must be updated within an established timeframe.

- Each Agency must monitor “Negative Budget and Cash Balances Report (KKR016)” daily.
- Each agency is expected to correct transactions for failed Cash and Budget Check within five (5) business days.
- Transactions in failed cash/budget check status will be systematically deleted after five (5) business days.

The following are the actions that must be performed when correcting a transaction for an exception error:

- Update the amount and/or change the ChartFields on the original transaction, which may be in an enterprise business system.
- Adjust Budget in KK using a budget journal (Amount increased and/or ChartFields).
- Delete the transaction (does not apply to Works transactions).
- Request an Override using the Override Request Form KKF001 or KKF002 (Extraordinary Instances):
 - Override request must be submitted by an Agency Head or Designee.
 - The Department of Financial Services KK Override Processor will review the request and determine whether the request is approved.
 - The override will only be performed if the account results in 1) a positive cash/budget outcome; 2) or upon confirmation with the Office of Policy and Budget that a pending budget amendment is on file; or 3) upon confirmation from Treasury that there is a pending deposit.
 - Each agency will be notified systematically of the decision.

PCard transactions processed in Works will be deleted from the State’s accounting system after five (5) business days.

The transactions will be flagged and returned to Works. The override process does not apply to PCard transactions.

Contact the Bureau of Auditing at audit.info@myfloridacfo.com with questions.