

## ChartField Mass Upload

User Role(s): *DFS COA Maintainer*

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### Overview

This document provides the steps to create or update Statewide ChartFields in Florida PALM, i.e. Account, Fund, Budget Entity and Category.

### Template

1. Access the template, **Location: Florida PALM Knowledge Center**  
[CMS Wave Interfaces](#) > **Scroll** down to General Ledger CMS Interfaces > **Click** GLI039-Mass\_Upload\_CMS.zip > **Download** the zip file to access the templates
2. Below are the CSV templates for Statewide ChartFields

Account	Microsoft Excel Comma Separ...	1 KB	No	1 KB	50%	3/31/2025 3:26 PM
Budget_Entity	Microsoft Excel Comma Separ...	1 KB	No	1 KB	50%	3/31/2025 3:26 PM
Category	Microsoft Excel Comma Separ...	1 KB	No	1 KB	48%	3/31/2025 3:26 PM
Fund_Code	Microsoft Excel Comma Separ...	1 KB	No	1 KB	51%	3/31/2025 3:27 PM

Figure 1: GLI039-Sample Data Templates

### Fund

**Adding a new Fund value:** Below steps must be followed to create new Fund ChartField value.

1. Open the 'Fund\_Code' template and enter the new **Fund** with all field details
2. Enter the **Effective Date** in the format MM/DD/YYYY in all the templates.

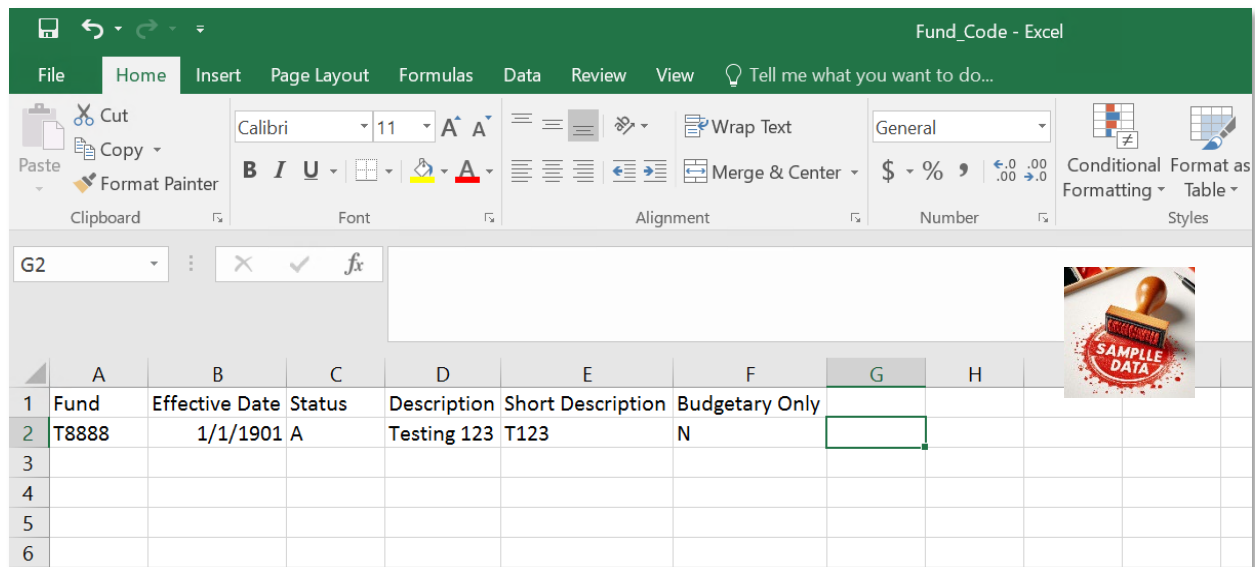


Figure 2: Fund\_Code Template

3. Save the file as 'Fund\_Code' with '.CSV' extension.

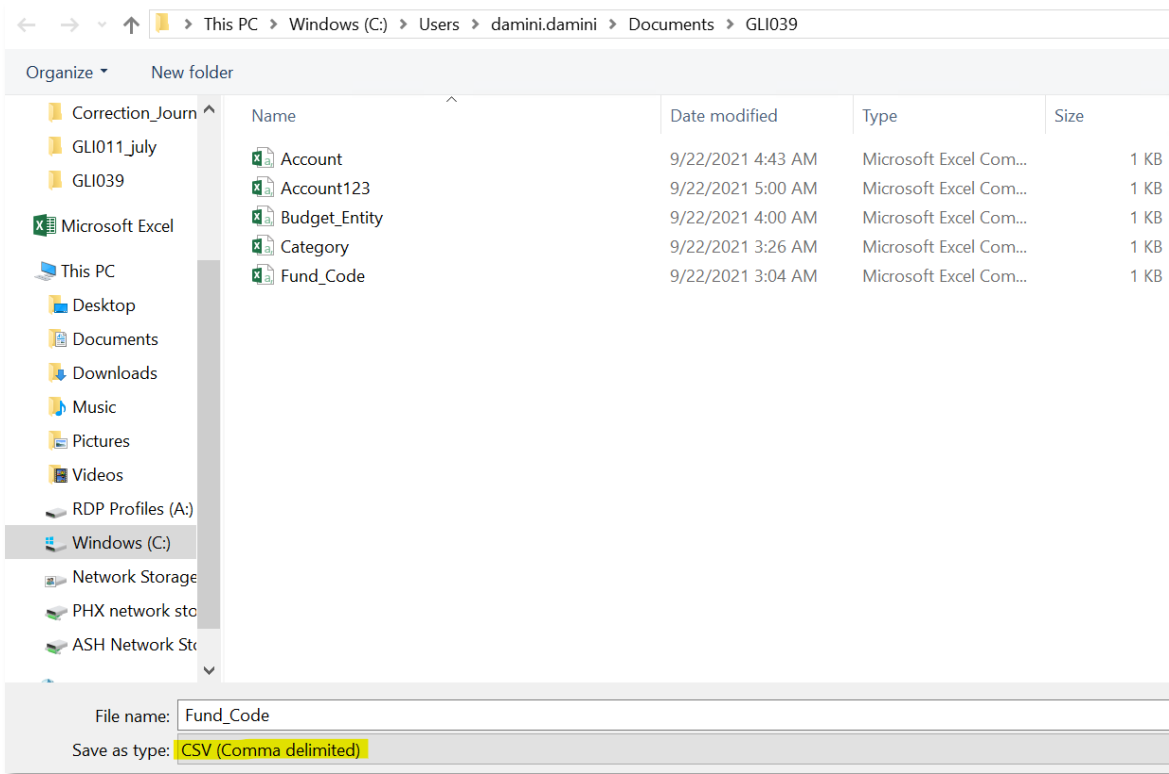


Figure 3: Saving file with correct name and extension

4. Login to Florida PALM.

Navigation: **NavBar > Menu > Florida PALM > Interfaces > GL > Inbound ChartField Mass Upload.**

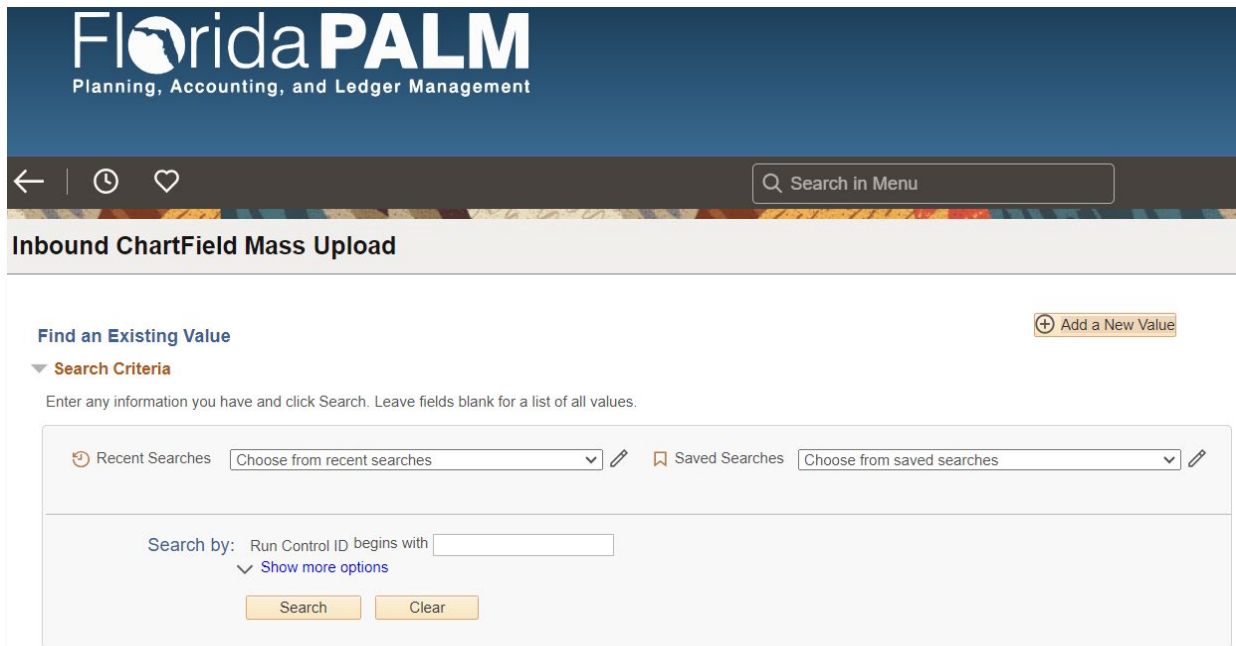


Figure 4: Inbound ChartField Mass Upload search page

5. Click on **'Add a New Value'** tab.

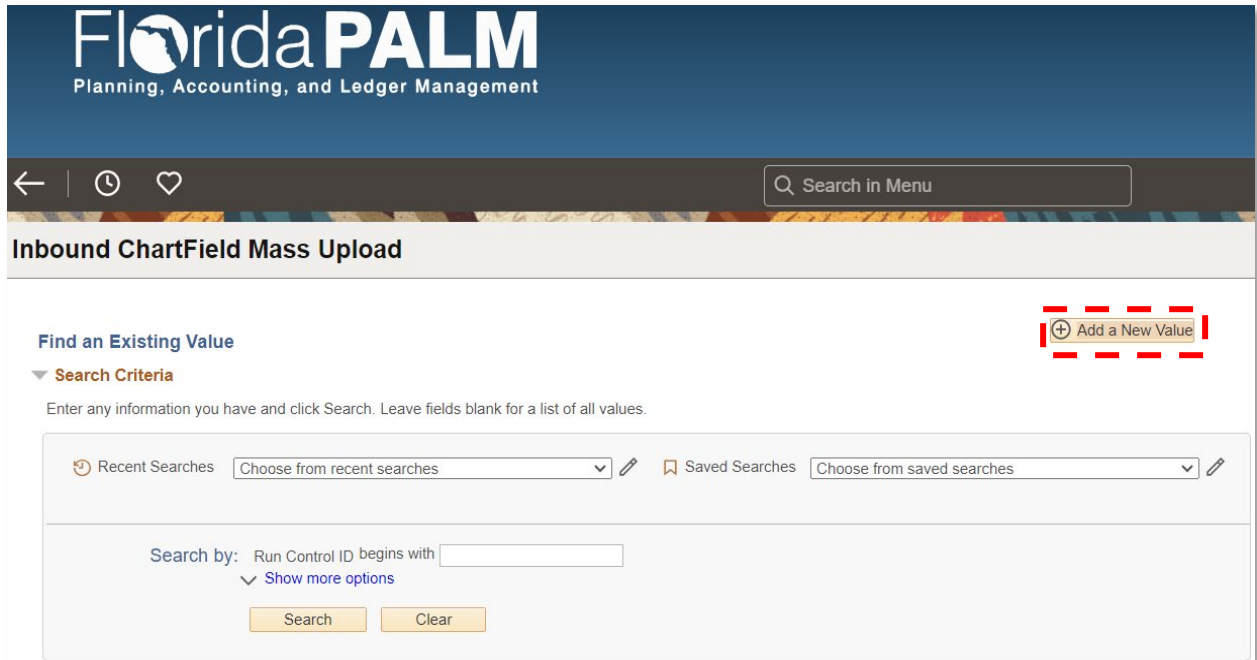


Figure 5: Add a New Value Selection

6. Enter the **'Run Control ID'**, and click on **'Add'** button.

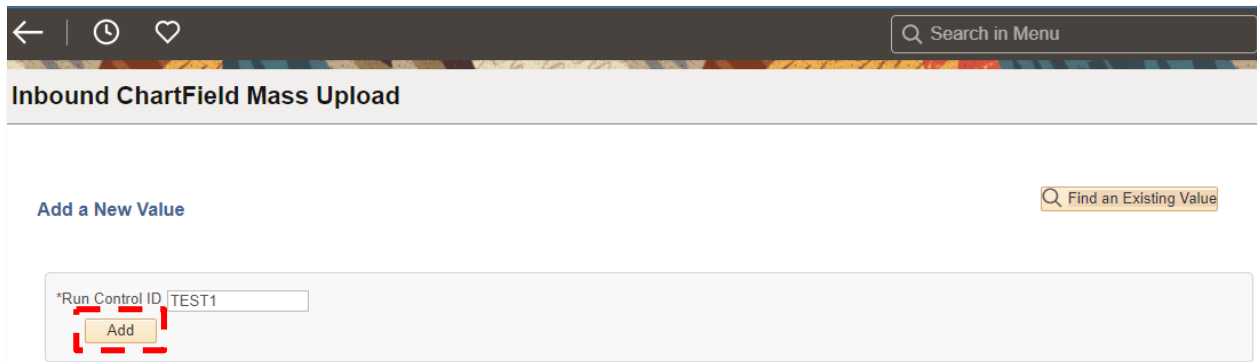


Figure 6: Adding Run Control ID

7. Select the 'ChartField Name' as 'Fund' from the drop-down menu and click on 'Add' button.

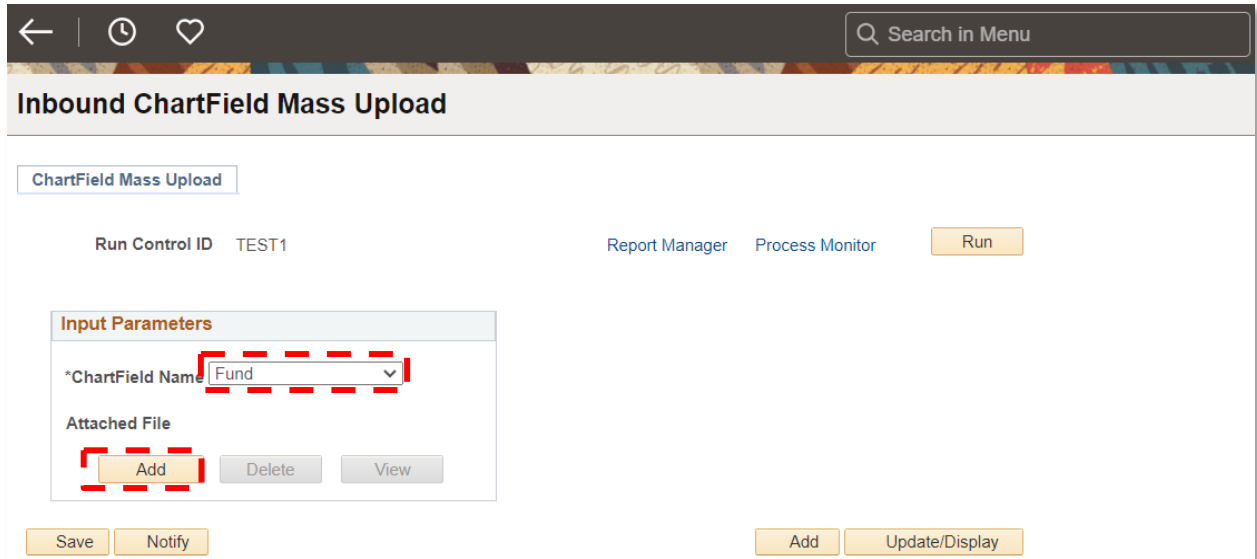


Figure 7: ChartField Mass Upload page

8. 'Upload' the 'Fund\_Code.csv' file.



Figure 8: Upload File Attachment

9. Click on **'View'** button to view the attached file.

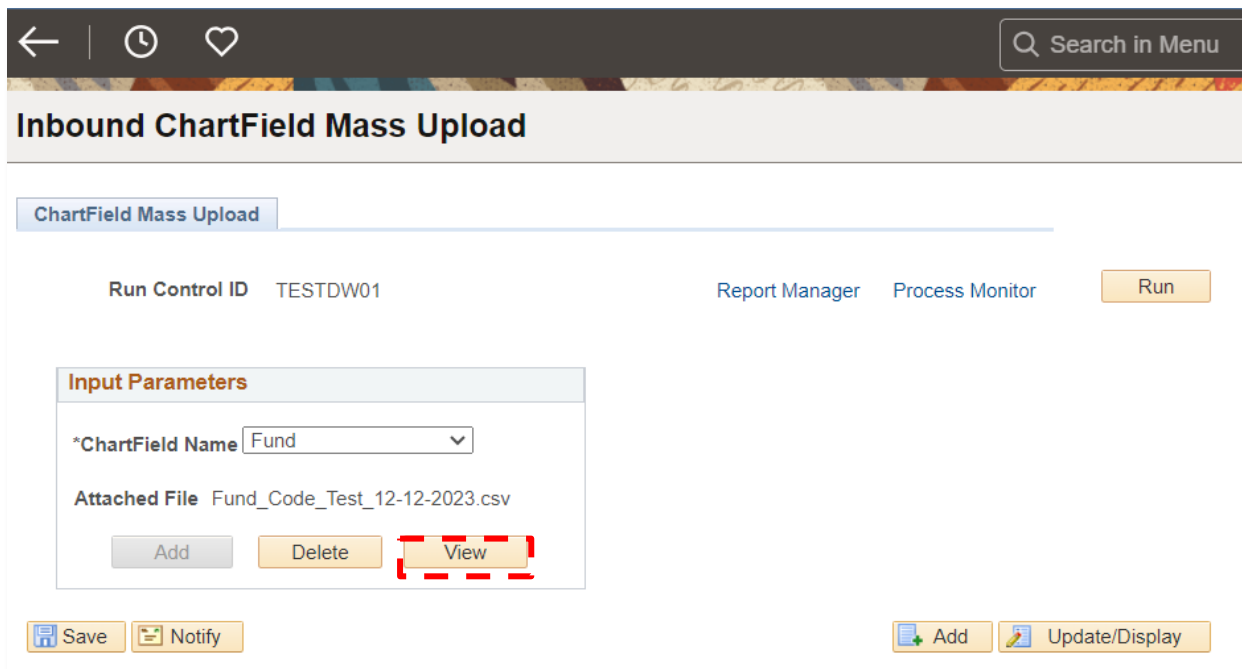


Figure 9: Inbound ChartField Mass Upload page

10. Click on the **'Run'** button

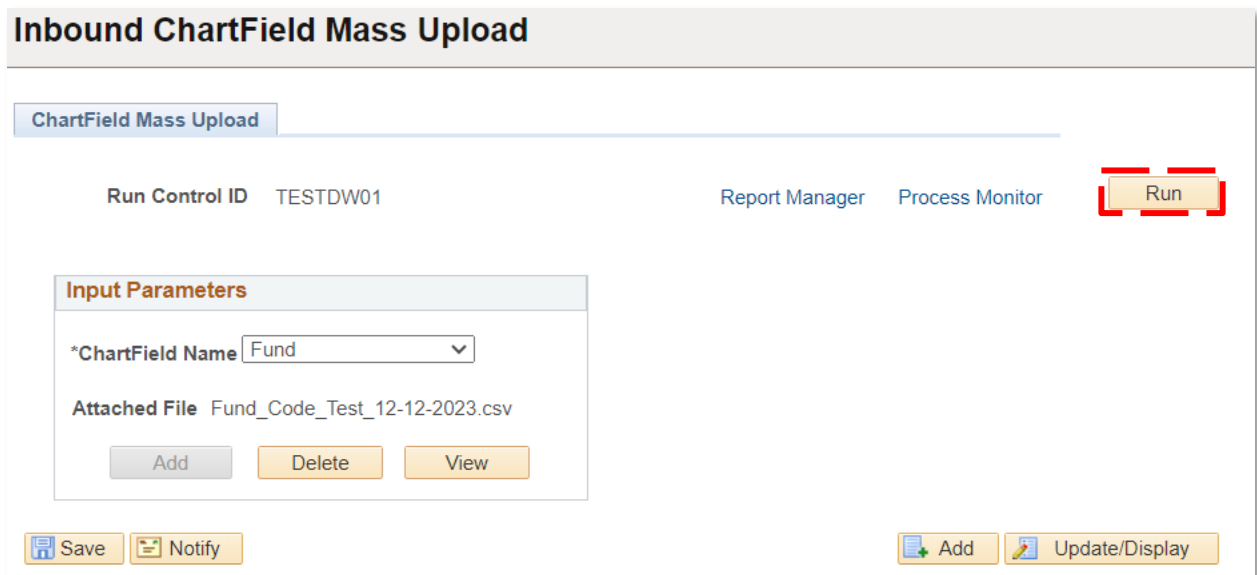


Figure 10: Inbound ChartField Mass Upload page

11. Click 'OK' button on the 'Process Scheduler Request' page.

Process Scheduler Request

User ID: DERRICK.WALTERS-DFS      Run Control ID: TESTDW01

Server Name: [Dropdown]      Run Date: 12/12/2023 [Calendar]

Recurrence: [Dropdown]      Run Time: 11:09:51AM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Inbound ChartField Mass Upload	FLP_CFUPL_AE	Application Engine	Web	TXT	Distribution

OK      Cancel

Figure 11: Process Scheduler Request page

12. Click on the 'Process Monitor' link, (document the Process Instance Number for future reference).

Inbound ChartField Mass Upload

ChartField Mass Upload

Run Control ID: TESTDW01      Report Manager: Process Monitor      Run

Process Instance: 715309

**Input Parameters**

\*ChartField Name: Fund

Attached File: Fund\_Code\_Test\_12-12-2023.csv

Add      Delete      View

Save      Notify      Add      Update/Display

Figure 12: ChartField Mass Upload

13. Once the 'Run Status' is in "Success", the 'Details' link is available to view the 'View Log/Trace' submission file in your downloads.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Requests' section with various filters and buttons like 'Refresh', 'Clear', and 'Reset'. The main part of the interface is a table titled 'Process List' with columns: Select, Instance, Seq., Run Control ID, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. One row is visible with Instance '881620', Run Control ID 'TEST2', Process Name 'FLP\_CFUPL\_AE', User 'LISA.HERRON-DFS', and Run Date/Time '02/18/2025 2:33:43PM EST'. The 'Run Status' is 'Success' and 'Distribution Status' is 'Posted'. The 'Details' link in the 'Details' column is highlighted with a red dashed box. Below the table are links for 'Go back to Inbound ChartField Mass Upload', 'Save', and 'Notify' buttons, and a breadcrumb trail: 'Process List | Server List'.

Figure 13: Veiv Process Monitor

14. Verify newly added Fund.

Navigation: **NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Values > Fund**

The screenshot shows the 'Fund' search page. It has a header 'Fund' and a sub-header 'Find an Existing Value' with an 'Add a New Value' button. Below is a 'Search Criteria' section with instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The search criteria include: '\*SetID' with a dropdown set to '=', a search box containing 'STATE'; 'Fund' with a dropdown set to 'begins with' and a search box; 'Description' with a dropdown set to 'begins with' and a search box. There is a 'Show fewer options' link and three checkboxes: 'Case Sensitive', 'Include History', and 'Correct History'. At the bottom are 'Search' and 'Clear' buttons.

Figure 14: Fund ChartField Value search page

15. In the ‘Find an Existing Value’ tab, enter the SetID as ‘STATE’ and Fund mentioned in the .CSV file and click the ‘Search’ button.

**Fund**

**Find an Existing Value** + Add a New Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

\*SetID: = | STATE | 🔍

Fund: begins with | T9999 | 🔍

Description: begins with | | 🔍

^ Show fewer options

Case Sensitive  Include History  Correct History

**Search** | Clear

Figure 15: Fund ChartField Value search page

16. Verify the details.

**Fund** New Window | Help | Personalize P...

SetID STATE Fund T9999

Effective Date

*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
12/12/2023	Active	Test99	Test99	<input type="checkbox"/>	Attributes	Long Description

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Figure 16: Fund ChartField page



## Updating an Existing Fund Value

Below steps must be followed to update existing ChartField value with same effective date. These steps can be used for the following Chart Field values:

- Budget Entity
- Category
- Account

1. Open the **'Fund\_Code'** template and update the **'Budgetary Only'** value from **'N'** to **'Y'** in the CSV file. The value only should be updated to **"Y"** if it's a Budgetary Fund and not a Traditional Fund.

	Fund	Effective D Status	Descriptio	Short Des	Budgetary Only
2	T0055	1/1/1901 A	Test50	Test50	N
3	T0056	1/1/1901 A	Test50	Test50	N

Figure 17: Fund\_Code Template

2. Save the file as **'Fund\_Code'** with **'.CSV'** extension.

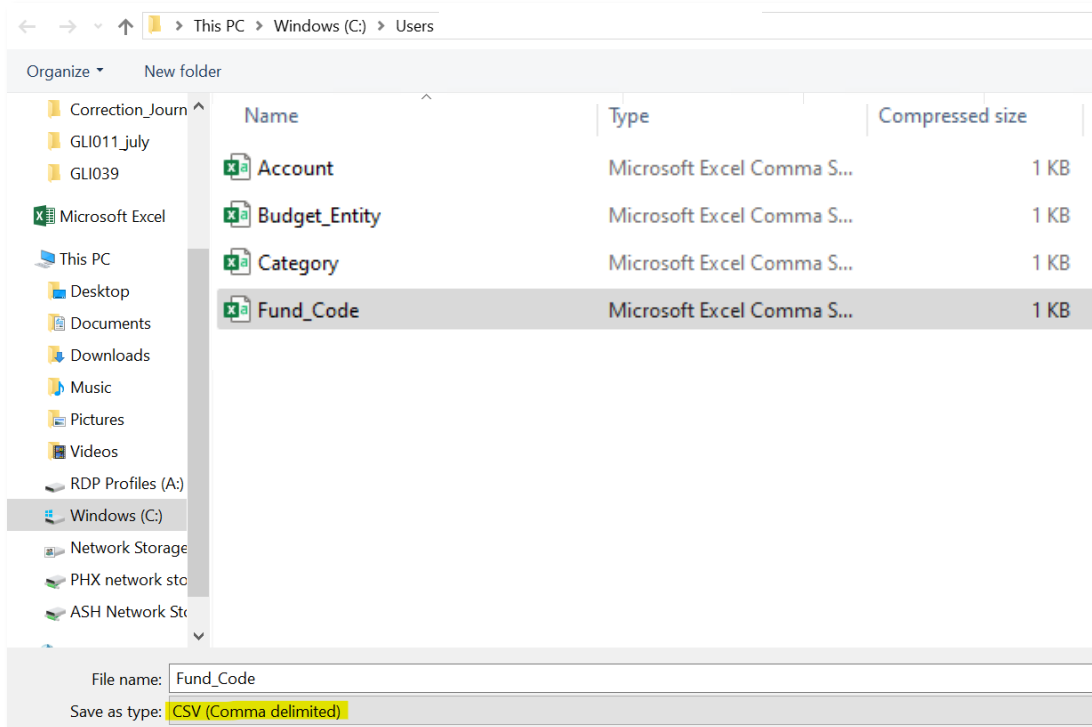


Figure 18: Saving file with the correct name and extension

3. Login to Florida PALM.

Navigation: **NavBar > Menu > Florida PALM > Interfaces > GL > Inbound ChartField Mass Upload**. Click on ‘Add a New Value’.

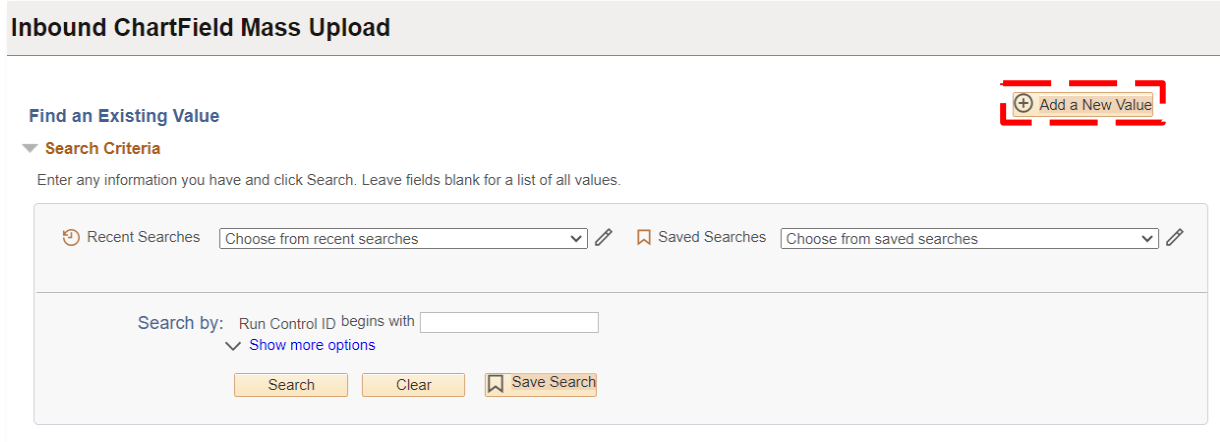


Figure 19: Inbound ChartField Mass Upload search page

4. Enter the ‘Run Control ID’, and click on ‘Add’ button.



Figure 20: Adding Run Control ID

5. Select the ‘ChartField Name’ as ‘Fund’ from the drop-down menu and click on ‘Add’ button to attach the ‘Fund\_Code.csv’ file.

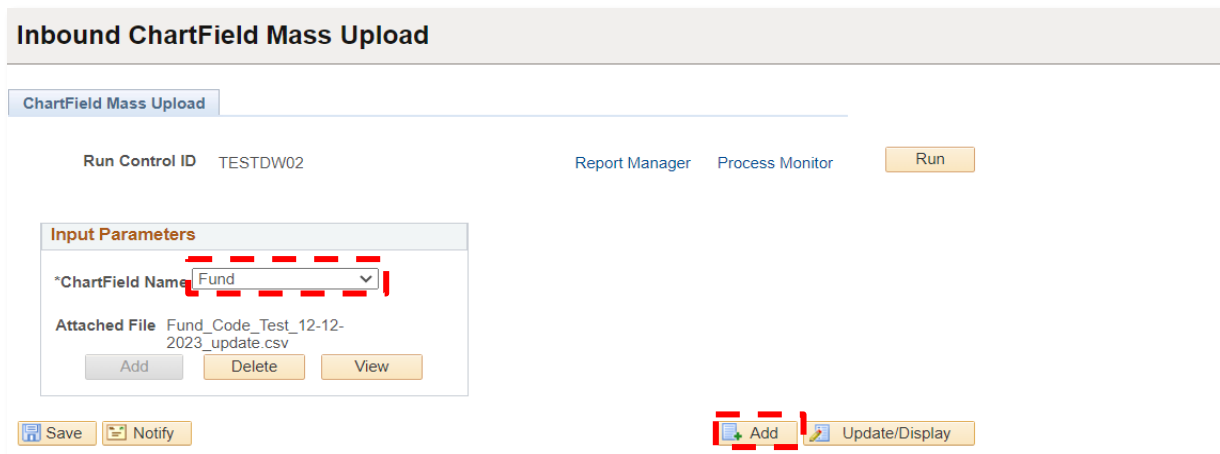


Figure 131: Inbound ChartField Mass Upload page

6. Click on the **'Run'** button.

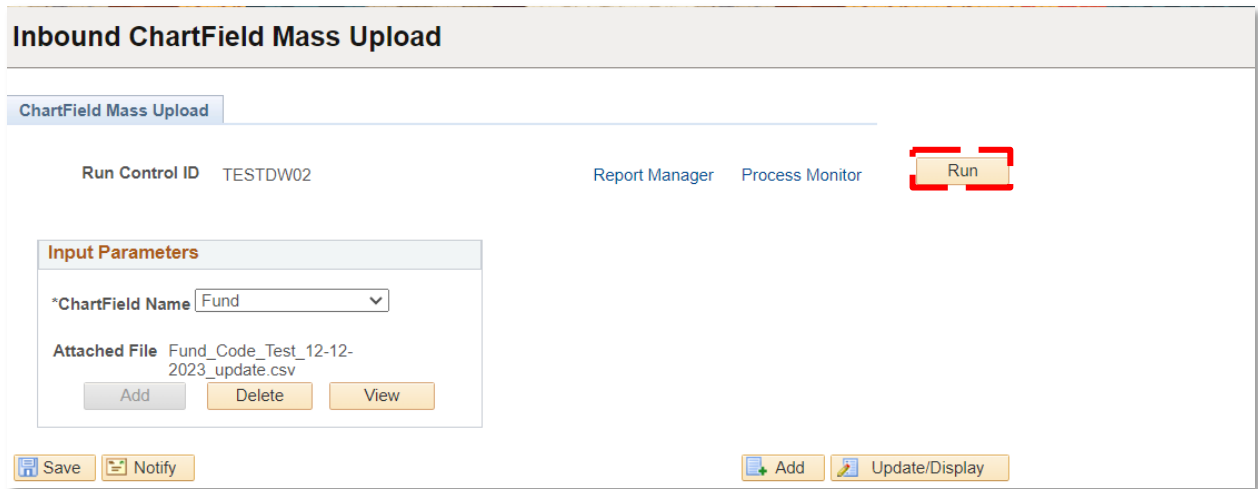


Figure 22: Inbound ChartField Mass Upload page

7. Click **'OK'** button on the **'Process Scheduler Request'** page.

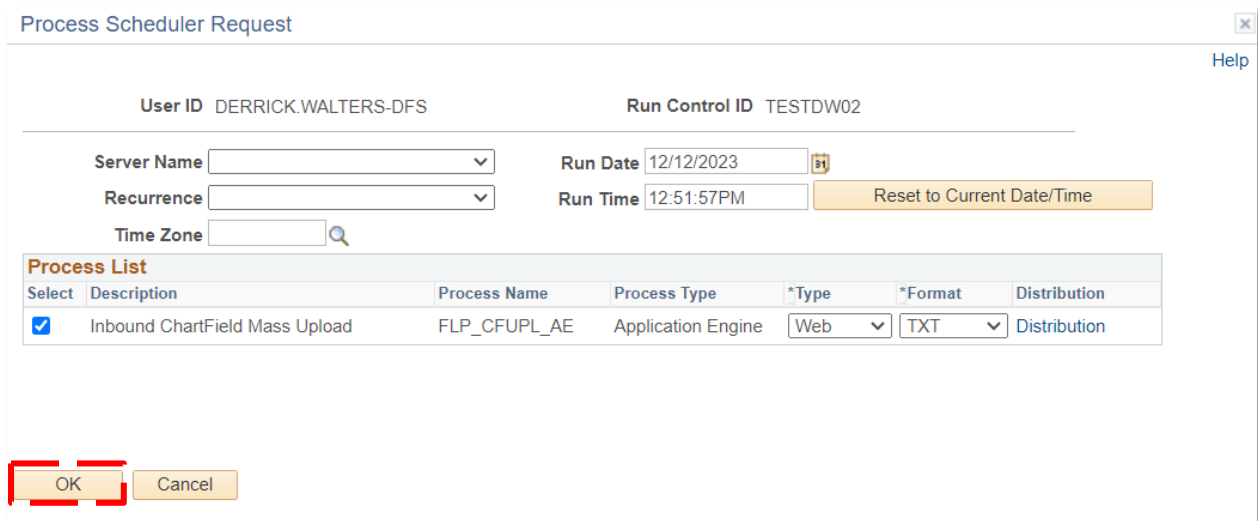


Figure 143: Process Scheduler Request page

8. To check the log file, click on the **'Process Monitor'** link, (document the Process Instance Number for future reference),
9. Once the **'Run Status'** is in **"Success"**, the **'Details'** link is available to view the **'View Log/Trace'** submission file in your downloads.

**Process Monitor**

Process List | Server List | [New Window](#) | [He](#)

**View Process Requests**

User ID:  Type:  Last:  1 Days:  [Refresh](#)

Server:  Name:  Instance:  Range:  [Clear](#)

Run Status:  Distribution Status:   Save On Refresh [Report Manager](#) [Reset](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	881620		TEST2	Application Engine	FLP_CFUPL_AE	LISA.HERRON-DFS	02/18/2025 2:33:43PM EST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

[Go back to Inbound ChartField Mass Upload](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

Figure 24: View Process Monitor

10. Click on the link with '.log' extension to see the log file.

Inbound ChartField Mass Upload Summary Report

Process Name : FLP\_CFUPL\_AE

Process Description : Inbound ChartField Mass Upload

Process Instance : 715309

Total number of File(s) Processed : 1

Process Start Date time : 12/12/2023 11:11:13

Process End Date time : 12/12/2023 11:11:17

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Run Control Parameters

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Run Control ID : TESTDW01

Operator ID : DERRICK.WALTERS-DFS

ChartField Name : Fund

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Input File Name : Fund\_Code\_Test\_12-12-2023.csv

No. of Total Transactions Received : 4

No. of Total Transactions Processed : 4

No. of Total Transactions in Error : 0

No. of Total Transactions in Warning : N/A

Figure 25: Summary Report

11. Verify updated Fund.

Navigation: **NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Value > Fund**

**Fund**

**Find an Existing Value** ⊕ Add a New Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

\*SetID =

Fund begins with

Description begins with

^ Show fewer options

Case Sensitive  Include History  Correct History

Figure 26: Fund ChartField value search page

12. In the 'Find an Existing Value' tab, enter the SetID as 'STATE' and Fund mentioned in the .CSV file and click the 'Search' button.

**Fund**

**Find an Existing Value** ⊕ Add a New Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎

\*SetID =

Fund begins with

Description begins with

^ Show fewer options

Case Sensitive  Include History  Correct History

Figure 27: Fund ChartField value search page

13. Verify that the 'Budgetary Only' value changed from 'N' to 'Y'.

**Fund** New Window | Help | Personalize P

SetID STATE Fund T9999

**Effective Date**

|< < 1-1 of 1 > >| View All

*Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
12/12/2023	Active	Test99	Test99	<input type="checkbox"/>	Attributes	Long Description

Figure 28: Fund ChartField page

## Adding New Effective Dated Row to Existing Fund Value

Below steps needs to be followed to add new effective dated row for existing ChartField value.

1. Open the 'Fund\_Code' template and add new effective dated row for an existing 'Fund\_Code' and change 'Description' value.

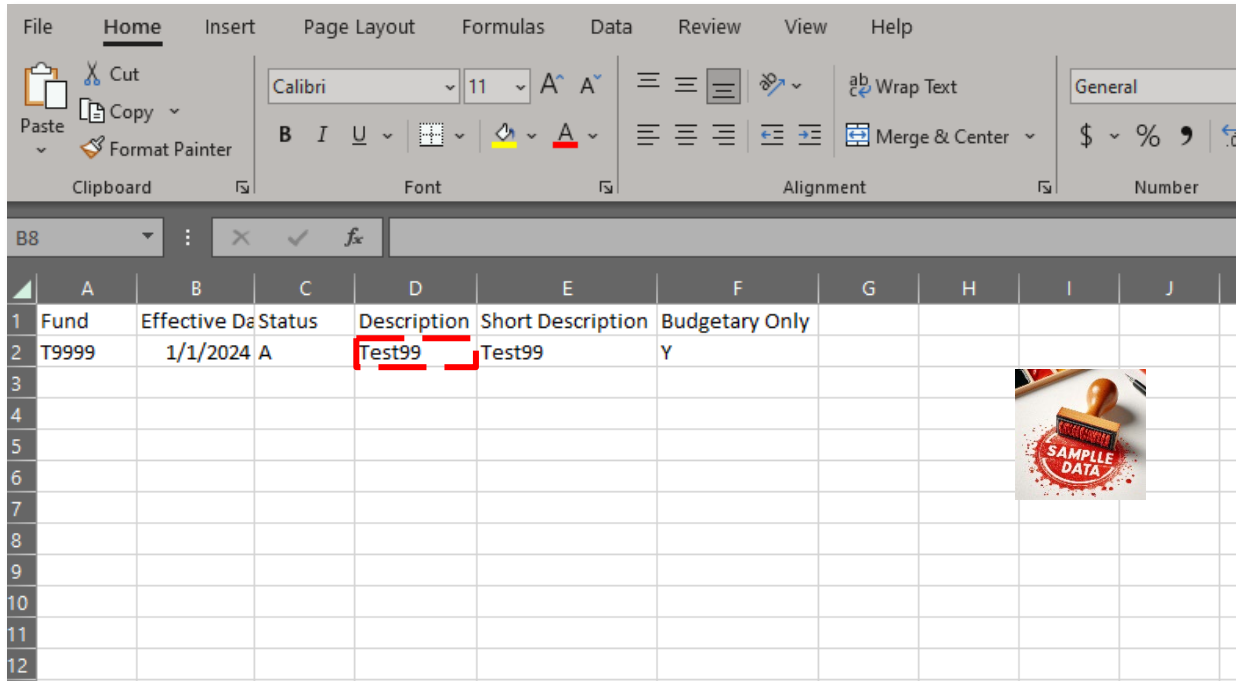


Figure 29: Fund\_Code Template

2. Save the template as 'Fund\_Code' with '.CSV' extension.

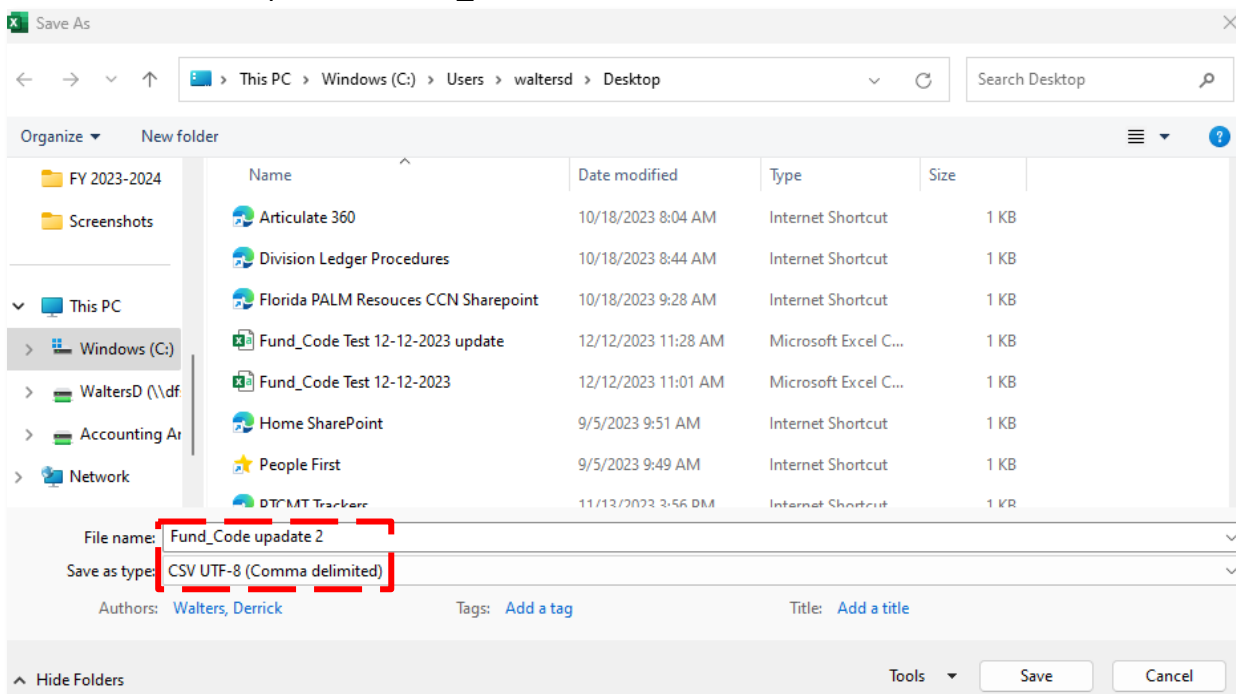


Figure 30: Saving file with correct name and extension

3. Login to Florida PALM.

Navigation: **NavBar > Menu > Florida PALM > Interfaces > GL > Inbound ChartField Mass Upload.**

4. Click on 'Add a New Value' tab.

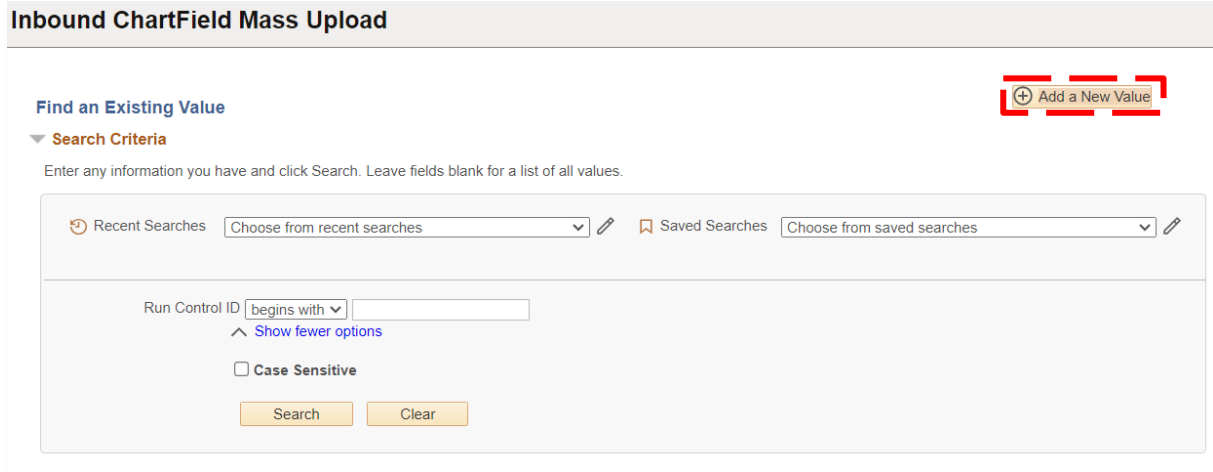


Figure 31: Inbound ChartField Mass Upload search page

5. Enter the 'Run Control ID', and click on 'Add' button.




Figure 32: Adding Run Control ID


6. Select the 'ChartField Name' as 'Fund' from the drop-down menu and click on 'Add' button to attach the 'Fund\_Code.csv' file.

### Inbound ChartField Mass Upload

ChartField Mass Upload

Run Control ID TESTDW02      Report Manager    Process Monitor    [Run](#)

**Input Parameters**

\*ChartField Name  

Attached File Fund\_Code\_Test\_12-12-2023\_update.csv

[Add](#)    [Delete](#)    [View](#)

[Save](#)    [Return to Search](#)    [Notify](#)    [Add](#)    [Update/Display](#)

Figure 33: Inbound ChartField Mass Upload page



7. Click on the **'Run'** button.

Figure 154: Inbound ChartField Mass Upload page

8. Click **'OK'** button on the **'Process Scheduler Request'** page.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Inbound ChartField Mass Upload	FLP_CFUPL_AE	Application Engine	Web	TXT	Distribution

Figure 35: Process Scheduler Request page

- To check the log file, click on the **'Process Monitor'** link and once the **'Run Status'** is in **"Success"**, click on the **'Details'** link and go to **'View Log/Trace'**. Click on the link with **'.log'** extension to see the log file.

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	715309		TESTDW01	Application Engine	FLP_CFUPL_AE	DERRICK.WALTERS-DFS	12/12/2023 11:09:51AM EST	Success	Posted	Details

Figure 36: Process Monitor Request page

- Verify updated Fund. New effective dated row will automatically inherit all the Attribute values from the previous effective dated row.

Navigation: **NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Value > Fund**

- In the **'Find an Existing Value'** tab, enter the SetID as **'STATE'** and Fund mentioned in the .CSV file and click the **'Search'** button.

Figure 167: Fund ChartField value search page

**Fund**

SetID STATE Fund T9999

Effective Date

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/2024	Active	Test99	Test99	<input type="checkbox"/>	Attributes	Long Description
12/12/2023	Active	Test99	Test99	<input type="checkbox"/>	Attributes	Long Description

Save Return to Search Notify Add Update/Display Include

Figure 178: Fund ChartField page

**Note:** New effective dated row will automatically inherit all the Attribute values from the previous effective dated row. If user does not enter the value for ‘Control Flag’ field value then it gets defaulted to ‘N’.

## Error Messages

If user creates file for one COA and while uploading selects different COA on the run control page while running the process, then the error is logged with message ‘File Name does not match with ChartField value selected on the run control page’.

Still have questions? Please contact the [Florida PALM Solution Center](#).