

Inactivate Bank Account in Florida PALM

User Role(s): *DFS Bank Account Maintainer*

Last Updated: *03/03/2025*

Overview

A Banking Services Request form is required for a bank account to be inactivated. The Banking Services Request form will appear in the Worklist. The Financial Administrator or the Financial Specialist will request from the Division of Treasury and complete the Treasury Management Service Request form to have the bank account closed at the financial institution.

The financial institution will send the Division of Treasury a confirmation that the bank account is in the process of being inactivated. Once all transactions for the bank account have been settled and there are no outstanding items, you will be able to begin the bank account inactivation process in Florida PALM.

Inactivate External Account

1. Navigate to the **External Accounts** page
 - a. Navigation: NavBar > Menu > Banking > Bank Accounts > External Accounts
2. End user will be directed to the **Find an Existing Value** page
3. Enter **Bank Code**: Select the bank you are inactivating (e.g., BOA, WELLS)
4. Enter **Bank Account**: Last 4 digits of the bank account number, or
5. Enter **Bank Account #**: Bank account number will include the Agency Location number or the last 4 digits of the bank account number and the bank account name
6. Click **Search**

External Accounts
 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
 Bank Code begins with BOA
 Branch Name begins with
 Bank Account begins with 9999
 External Bank ID begins with
 Bank Account # begins with
 Description begins with
 Account Status =

Search Clear Save Search

Search Results
 1 rows - SetID "STATE" Bank Code "BOA" +1 more

SetID	Bank Code	Branch Name	Bank Account	External Bank ID	Bank Account #	Description	Currency Code	GL Business Unit	Account Status
STATE	BOA	MAIN	9999	099999999	1100000_LEGISLATIVE_SERVICES_CC	LEG CC SUB ACCOUNT	USD	11000	Active

Figure 1: External Account Navigation

7. Under the **External Accounts** tab, change the **Status** to **Inactive**
8. Click **Save**

Figure 2: External Account Page Navigation

- Send an email to the Division of Accounting and Auditing (A&A) and request the GL Cash account to be inactivated. Make sure that you provide the “as of” date of when this account should be inactivated. The GL Cash account is located under the Bank Account Ledger Types.

ChartFields	Acct Type	Organization	*Account	Fund	Budget Entity	Category	State Program	Project	Contract	OA1
	Cash - AR		CC0001							
	Fees		780003							
	Cash		CC0001							

Figure 3: Selecting GL Cash Account

Remove the account from the BAI2 Code Mapping

- Return to the **Code Mappings** page

- a. Navigation: NavBar > Menu > Banking > Administer Bank Integration > Bank Integration Code Map > Code Mappings
2. Florida PALM will direct you to the **Find an Existing Value** tab
3. Enter BAI2 in the **Code Map Group** field
4. Click **Search**
5. Select Code Map Group in the **Search Results** (BAI2 Mappings)

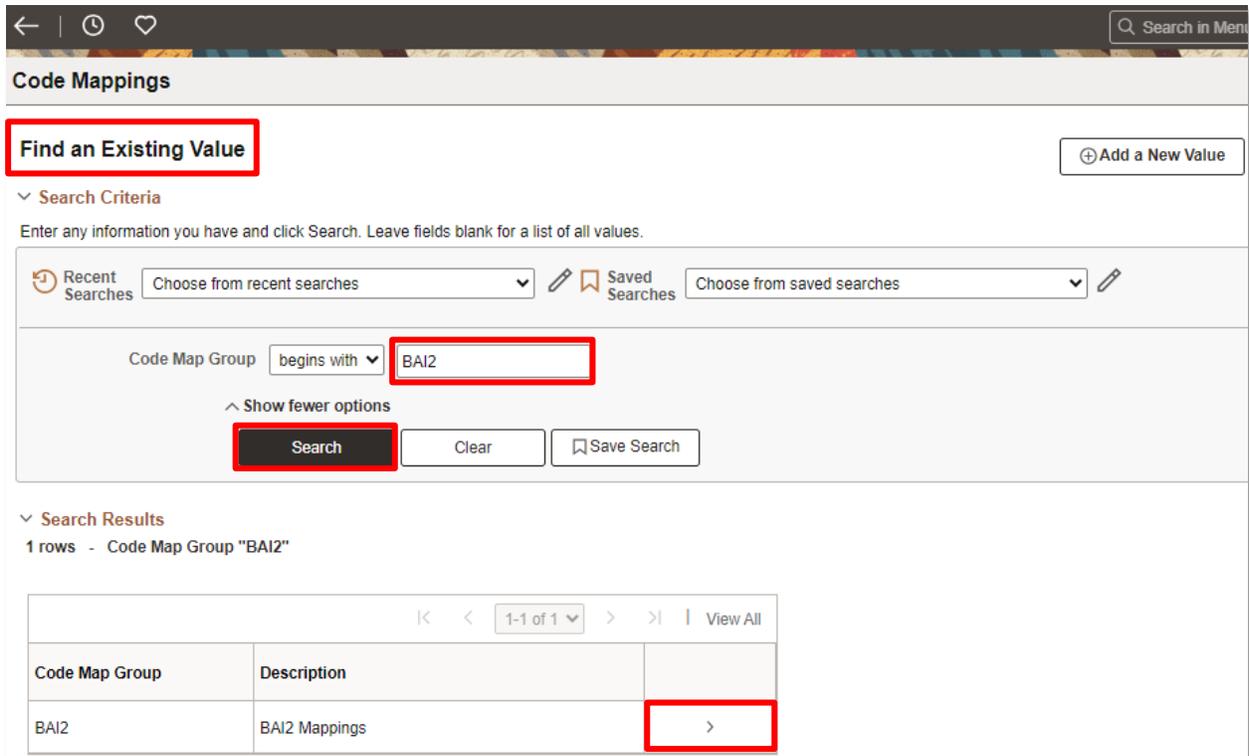


Figure 4: Code Map Group Search Results Navigation

6. From the **Code Mappings** page, click the magnifying glass in the **Field Values** section
7. A pop-up box will appear. Input the Business Unit Code Mapping string for the account to be inactivated. (See the example in Figure 5.)
8. Click Ok

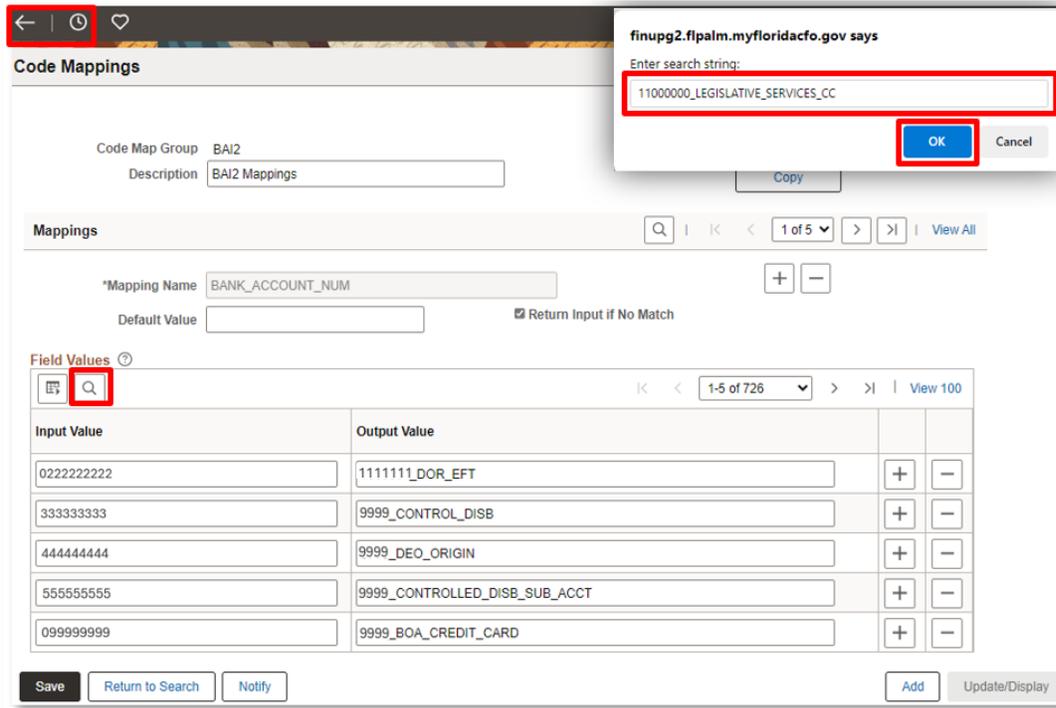


Figure 5: Code Mappings Value Navigation

9. In the **Field Values** table, click **Minus (-)** to delete the bank account
10. Click **Save**

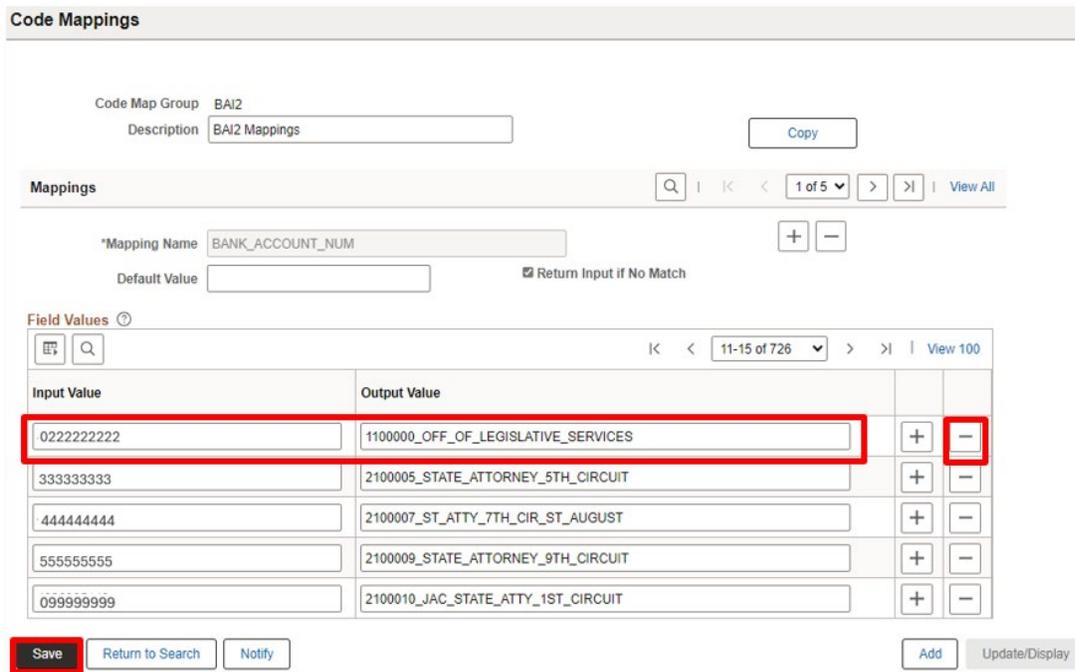


Figure 6: Code Mappings Input/Output Value Navigation Figure 7: Code Mappings Navigation

Inactivate Bank Account Recon Rules

1. Navigate to the **Bank Account Recon Rules** page
 - a. Navigation: NavBar > Menu > Banking > Administer Reconciliation > Bank Account Recon Rules
2. Florida PALM will direct you to the **Find an Existing Value** page
3. Enter **Bank Code**: The bank account you are inactivating
4. Enter **Bank Account**: Last 4 digits of the bank account number, or
5. Enter **Bank Account #**: Bank account number includes the Agency Location number
6. Click **Search**

Bank Account Recon Rules

Find an Existing Value

▼ **Search Criteria**

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

🕒 Recent Searches

*SetID STATE

Bank Code

Branch Name

Bank Account

External Bank ID

Bank Account #

Description

Account Status

[Show fewer options](#)

Case Sensitive

Figure 8: Bank Account Recon Rules Navigation

7. From the **Search Results** section, select the row containing the **Bank Code** for inactivation

Bank Account Recon Rules Navigation

Bank Account Recon Rules Search Results

1 rows - SetID "STATE" Bank Code "BOA" +1 more

SetID	Bank Code	Branch Name	Bank Account	External Bank ID	Bank Account #	Description	Currency Code	GL Business Unit	Account Status
STATE	BOA	MAIN	9999	099999999	1100000_LEGISLATIVE_SERVICES_CC	LEG CC SUB ACCOUNT	USD	11000	Inactive

Figure 9: Bank Account Recon Rules Search Results Navigation

8. Uncheck the boxes for each recon rule in the **Active** column
9. Click **Save**

Bank Account Reconciliation Rules

SetID: STATE
 Bank Code: BOA
 Bank Account: 9999
 External Bank ID: 099999999
 Bank Account #: 1100000_LEGISLATIVE_SERVICES_CC

Reconciliation Source: PY_11_ALL_FLP_REF1

Active	*Sequence	*Reconciliation Rules Id	Reconciliation Rule Alias	Date Tolerance	Holiday List ID	Amount Tolerance	Use Rate Table	Accounting Template ID
<input type="checkbox"/>	1	PY_11_ALL_FLP_REF1	FLP AR EL FLAIR AND ANDA REF1	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	PY_11_ALL_FLP_REF2	FLP AR PAP FLAIR AND ANDA REF2	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	3	PY_11_ALL_FLP_REF3	FLP AR IA NUM AND ANDA REF3	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	4	PY_11_FLP_EXT_REF_II	FLP AR LOCKBX ID TO EXT REF ID	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	5	PY_11_ALL_FLP_REF6	FLP DEP ID AND ANDA REF6	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	6	PY_1M_FLP_EXT_REF	FLP ONE TO MANY DEP BY EXT REF	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	7	PY_1M_FLP_REF_01	FLP ONE TO MANY DEP BY REF1	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	8	PY_1M_FLP_REF_02	FLP ONE TO MANY DEP BY REF2	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	9	PY_1M_FLP_REF_03	FLP ONE TO MANY DEP BY REF3	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	10	PY_1M_FLP_REF_06	FLP ONE TO MANY DEP BY REF6	DAY_180_180	FF		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	11	PY_11_ALL_REF_01	EACH PAYMENT BY REFERENCE	DAY_180_180	FF		<input checked="" type="checkbox"/>	

Save Return to Search Previous in List Next in List Notify

Figure 10: Bank Account Reconciliation Rules Source Navigation

1. Navigate to the **Bank Statement Accounting** page
 - a. Navigation: NavBar > Menu > Banking > Administer Reconciliation > Bank Statement Accounting
2. Florida PALM will display the **Find an Existing Value** page

3. Enter **External Bank ID**: Select the ID that is linked to the bank account you are inactivating
4. Enter **Bank Account #**: Select the bank account you are inactivating
5. Click **Search**

Bank Statement Accounting

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

External Bank ID: begins with 099999999

Bank Account #: begins with 1100000_LEGISLATIVE_S

Statement Activity Type: begins with

^ Show fewer options

Search Clear

Figure 11: Bank Statement Accounting Navigation

6. Select the first **Statement Activity Type** in the **Search Results** list

Search Clear Save Search

Search Results

4 rows - External Bank ID "099999999" Bank Account # "1100000_LEGISLATIVE_SERVICES_CC"

External Bank ID	Bank Account #	Statement Activity Type	
099999999	1100000_LEGISLATIVE_SERVICES_CC	856	>
099999999	1100000_LEGISLATIVE_SERVICES_CC	868	>
099999999	1100000_LEGISLATIVE_SERVICES_CC	BTC	>
099999999	1100000_LEGISLATIVE_SERVICES_CC	BTD	>

Figure 12: Bank Statement Accounting Statement Search Results Navigation

7. Change the **Active Status** to **Inactive** in the header
8. Change the **Active Status** to **Inactive** in the Rule ID Definition Section

9. Click **Save**
10. Click **Next in List** to view the next Statement Activity Type

Bank ID 099999999 Account # 1100000_LEGISLATIVE_SERVICES_CC Activity Type 856
 GL Business Unit 11000
 *Description BOA ZBA Credit
 *Active Status Inactive *Activity Default Template BANK_ZBA_SWEEP
 > Test Rules

Rule ID Definition 1 of 1 View All
 *Rule ID 1 Rule Default Template
 *Active Status Inactive
 *Description BOA ZBA Credit
 Positional Match Pattern Match Value Match
 From To
 Pattern Rule Definition Help

Match Values 1-1 of 1 View All

	*Match Value	*Match Template	Description		
1	TFR TRANSFER CREC	BANK_ZBA_SWEEP	Bank ZBA Sweep	+	-

Save Return to Search Previous in List Next in List Notify Add Update/Display

Figure 13: Bank Statement Accounting Activation/Inactivation Navigation

11. Repeat **Steps 7-10** to inactivate the remaining Statement Activity Types

Inactivate Distribution Code for Debit Memo Process on Depository Sub Accounts

Validation Required: The State has scenarios where a bank account is closed but the distribution code should not be inactivated. For example, BOA bank accounts are currently being inactivated because of a contract transition but the same location (4300360) is used on a WELLS bank account. Treasury would not want to inactivate the Distribution Code 4300360 because the location is also being used for an active WELLS bank account for debit memo processing.

1. Validate the location being inactivated is not used on a different active bank account.
 - a. Run the BANK_ACCOUNTS_1 Query to view all processing bank accounts and filter by bank account description, the location is the first 7 digits.

Bank Code	Bank Name	Account Description	Status
BOA	Bank of America	4300360_FUNERAL_CEMETERY_SERV_CC	I
WELLS	Wells Fargo Bank	4300360_DFS_FUNERAL_CEMETERY_CC	A

Figure 14: Bank_ACCOUNTS_1 Query Results

- b. If the location is inactive for all bank accounts, the distribution code may be inactivated.

Bank Code	Bank Name	Account Description	Status
BOA	Bank of America	4000041_DEO_RETURNS	I
BOA	Bank of America	4000041_DEO_SDIP_CC	I
WELLS	Wells Fargo Bank	4000042_DEO_SDIP_CC	A

Figure 15: Bank_ACCOUNTS_1 Query Results

- If it is appropriate to inactivate a distribution code, navigate to the **Distribution** page
 - Navigation: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code
- End user will be directed to the **Find an Existing Value** page
- Enter **SetID** = STATE
- Enter **Distribution Code** = *****
- Click **Search**
- Select Distribution Code in the **Search Results**

Distribution Code

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 =

Distribution Code begins with

^ Show fewer options

Include History Correct History

▼ **Search Results**

1 rows - SetID "STATE" Distribution Code "4000041"

SetID	Distribution Code	Description	
STATE	4000041	40502767002402002000000030000	>

Figure 16: Distribution Code Navigation

8. Update Status to Inactive
9. Save

The screenshot shows the 'Distribution Code' page in Florida PALM. At the top, it displays 'SetID STATE' and 'Distribution Code 4000041'. The main section is 'Distribution Code Definition', which includes fields for:

- *Effective Date: 01/01/1901
- *Description: 4050276700240200200000030000
- Short Description: DEO
- *Distribution Type: Revenue
- *Status: A dropdown menu currently set to 'Active', with 'Inactive' as an option. This dropdown is highlighted with a red box.
- Contract Liability Dist Code: (empty)

 Below this is a 'ChartField Values' table with columns: Organization, *Account, Fund, Budget Entity, Category, State Program, PC Business Unit, and Project. The first row contains values: 1, (empty), 607000, 76700, 40200200, 000300, (empty), and (empty). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Figure 17: Distribution Code Page Navigation

Still have questions?

Please contact the Florida PALM Solution Center via the [Customer Portal](#).