

This workbook contains one worksheet that represents a core configuration component in Florida PALM. Column/field definitions and instructions are provided below. The configuration workbook contains the following Cash Management module configurations to which agency-specific values are being obtained to setup Florida PALM:

- NOTE:** This Cash Management configuration workbook is only required to be completed by the following agencies: AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG.

Florida PALM Secure File Share Portal > (Agency) > Configuration Workbook Inventory > Cash Management (CM)

[illegible]

The CRA default accounting represents a combination of Florida PALM ChartField values and is a default accounting string used to create accounting entries for CRA bank transactions systematically from the bank interfaces.

| Business Process | Business Subprocess |
|---|---------------------|
| 70.2 Manage and Reconcile Bank Statement Transactions | N/A |

The CRA default accounting represents a combination of Florida PALM ChartField values and is a default accounting string used to create accounting entries for CRA bank transactions from the bank interfaces. The ChartField values that are being utilized in the CRA worksheet are sourced from related agency and statewide values worksheets (Figure 2) to ensure the most current information is available in associated ChartField drop-down selections as you complete RW Task 657 – Submit Updated Configuration Workbooks.

Failure to complete the <Agency> Organization Configuration worksheet will result in Organization ChartField values being unavailable for selection by your agency in the CRA worksheet.

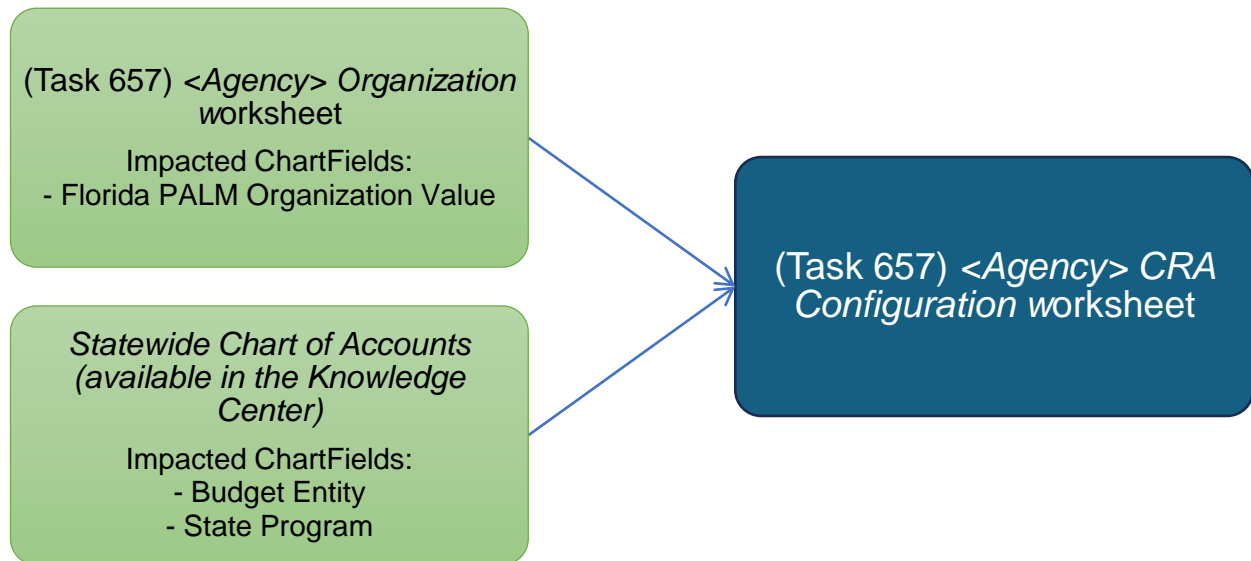


Figure 2: Cross-worksheet Connections for CRA

Configuration Design Details

The following design considerations are applied when defining the default accounting for a CRA in Florida PALM:

- The agency considers the appropriate Organization ID and State Program values for each of the listed accounts and transaction types.

CRA default accounting for accounting entries for CRA bank transactions are maintained centrally by DFS Treasury.

Assumptions

The following assumptions are considered when defining a CRA:

- Agencies use the Organization ChartField values reviewed and updated in the GL - Organization configuration workbook (Task 657) to finalize the CM configuration workbook for CRA to provide Organization and State Program.

Configuration Field Details

Agencies must provide the following CRA ChartField values related configuration values as listed in the <Agency> Consolidated Revolving Accounts worksheet in the Florida PALM Secure File Share portal in SharePoint.

Table 2: CRA Field Details

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|--|---|---------------------------|--------------|--------------|-------------------|
| Error Messages | <i>Interfaced “[API]” messages, which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.</i> | N/A | N/A | N/A | Project Provided |
| Configure Value | Configure Value: “Yes”, “No”, or “Update”. | Required | Character | 6 | Agency Indicated |
| SetID | Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit. | Required | Alphanumeric | 5 | Project Provided |
| Accounting Template ID | System uses the Template ID to create accounting entries. | Required | Character | 15 | Project Provided |
| Accounting Template Description | Account entry detailed description at header level. | Required | Alphanumeric | 60 | Project Provided |
| Source Type | Identifies the source for accounting entries. “B” = Bank Statement Processing. | Required | Character | 1 | Project Provided |
| Accounting Template Status | Status as of the Accounting Template: “(A)ctive”, “(I)nactive”. <i>Prior to system implementation this status is defaulted to “(A)ctive” for all agency confirmed values.</i> | Required | Character | 1 | Project Provided |
| Bank Account Description | Provides the name of the bank account. | Optional | Character | 35 | Project Provided |

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|--|--|--|------------|--------------|-------------------|
| Configured Florida PALM Organization Value | Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. | Required | Character | 10 | Project Provided |
| Agency Provided Organization Value | Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. | Required or Optional (based on prior column dependency) | Character | 10 | Agency Provided |
| Account | Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account. | Required | Character | 10 | Project Provided |
| Fund | Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations. | Optional | Character | 5 | Project Provided |
| Budget Entity | Represents organizations and/or functions to which appropriations are made and typically represents a program. | Optional | Character | 8 | Project Provided |
| Configured Florida PALM State Program Value | State Program tracks both revenue and expenditures for programs within or across organizations. | Required | Character | 10 | Project Provided |

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|--|--|---|------------|--------------|-------------------|
| | State Program values remain unchanged from the Program Component values as established in LAS/PBS. <i>This field includes the previously configured values for your agency.</i> | | | | |
| Agency Provided State Program Value | State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS. | Required or Optional (based on prior column dependency) | Character | 10 | Agency Specified |
| Comments | Agency comments. | Required or Optional (based on prior column dependency) | Character | 254 | Agency Provided |

Configuration Page(s)

The following provides an example of the configuration page where the agency defined CRA default accounting values will be set up in Florida PALM.

Accounting Templates

SetID: STATE
Source Type: BSP
Description: 4301 BSP Processing
Status: Active

Accounting Template ID: CRA_4301

☐ Requires Review

Journal Template: BSP_ENTRY
VAT Defaults

Last Changed By: Last Dtm

Template Lines

| Line | Calc Type | Description | Trans Line | Leg | UI Anchor | Sign | Determined By | Acct Type | Substitution Rule | Organization | Account | Description | Fund | Budget Entry | Category | State Program |
|------|-----------|-----------------|------------|-----|-------------------------------------|--------------|---------------------|-------------------|-------------------|--------------|---------|-------------------------|-------|--------------|----------|---------------|
| 1 | 01 | Cashflow Amount | 1 | 1 | <input type="checkbox"/> | Keep Sign | Bank Account | Cash | Substitution Rule | | | | | | | |
| 2 | 01 | Cashflow Amount | 1 | 1 | <input checked="" type="checkbox"/> | Reverse Sign | Explicit Chartfield | Substitution Rule | | | 302203 | ADV FROM FUNDS WIN AGCY | 39303 | 43010100 | | |

Save Return to Search Previous in List Next in List Notify

Figure 2: CRA Accounting Template

The following provides an example of the bank statement processing accounting entries page where the configured values are used in a Florida PALM transaction:

Accounting Entries

Unit: 43000 Accounting ID: 0011412470
Bank ID: 121000248 Account #: 4301_DEPT_OF_FINANCIAL_SERV
Transaction Reference ID: BSP000000601081
Acctg Date: 11/03/2023 Description: 4301 BSP Processing
Status: Final Error Status: None
Acctg Template: CRA_4301 Requires Review: ☐
Combo Template: TREASURY
Created By: Auto Accounting Build Last Changed By:
Create Dttm: 11/05/2023 6:45:51AM Last Dttm:

Summary Totals

1,500.00 DRs -1,500.00 CRs 0.00 Net

| Line | GL Unit | Amount | Currency | Exchg Rate | Exch Rt Dtl | Base Amount | Base Currency | I/J Anchor | Organization | Account | Fund | Budget Entry | Category | State Program | Project | Contract | OA1 | Other Acc |
|------|---------|-----------|----------|------------|-------------|-------------|---------------|------------|--------------|---------|-------|--------------|----------|---------------|---------|----------|-----|-----------|
| 1 | 43000 | -1,500.00 | USD | 1.00000000 | | -1,500.00 | USD | | | 100129 | 39303 | 43010100 | | | | | | |
| 2 | 43000 | 1,500.00 | USD | 1.00000000 | | 1,500.00 | USD | | | 302203 | 39303 | 43010100 | | | | | | |

Figure 3: Accounting Entries Page

Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> Consolidated Revolving Accounts worksheet in SharePoint.

Task Completion Requirement: For this task (RW Task 657) to be considered complete, it is necessary that you follow all steps listed below to ensure you have selected the appropriate values.

- Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured CRA. Indicate "Yes", "No", or "Update", as appropriate.
- In the *Configure Value* column:
 - Select "Yes" to confirm the configured CRA.
 - If selected, no further action is needed on this row and the *Agency Provided Organization Value* and *Agency Provided State Program Value* columns will turn grey.
 - Select "No" to inactivate the configured CRA.
 - If selected, no further action is needed on this row and the row will turn grey.
 - Select "Update" to update the configured Organization Value or State Program Value.
 - Updates to the Organization Value (optional) – Provide the desired Organization ChartField value in the *Agency Provided Organization Value* column. Any values entered in this column are **REQUIRED** to match

exactly a Florida PALM Organization ChartField value established in the Task 657 GL <Agency> Organization worksheet in Smartsheet with a *Configure Value* column selection of “Yes”, “Replace Org Value”, “Update Descriptions” or “New Org Value”.

1. Once a value is provided in the *Agency Provided Organization Value* column, where *Configure Value* is “Update”, the *Configured Florida PALM Organization Value* column will turn grey.

NOTE: The Project will run weekly verification checks on agency CRA worksheets to ensure that all Organization values are valid values that have been established in Task 657 GL <Agency> Organization worksheet in Smartsheet with a *Configure Value* column selection of “Yes”, “Replace Org Value”, “Update Descriptions” or “New Org Value”. In order for your Task 657 CM <Agency> CRA worksheet to be verified, the file must be saved and checked-in by 5PM every Thursday throughout the duration of this task (Task 657).

| Configure Value | SetID | Accounting Template ID | Accounting Template Description | Source Type | Accounting Template Status | Bank Account Description | Configured Florida PALM Organization Value | Agency Provided Organization Value |
|--|--|--|--|--|---|---|---|--|
| Configure Value: “Yes”, “No”, or “Update”. - Required Field - Field Type: Character - Field Length: 6 | Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit. - Required Field - Field Type: Alphanumeric - Field Length: 5 | System uses the Template ID to create accounting entries. - Required Field - Field Type: Character - Field Length: 15 | Account entry detailed description at header level. - Required Field - Field Type: Character - Field Length: 60 | Identifies the source for accounting entries. “B” = Bank Statement Processing. - Required Field - Field Type: Character - Field Length: 1 | Status as of the Accounting Template: “(A)Active”, “(I)Inactive”. Prior to system implementation this status is defaulted to “(A)Active” for all agency confirmed values. - Required Field - Field Type: Character - Field Length: 1 | Provides the name of the bank account. - Optional Field - Field Type: Character - Field Length: 35 | Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. - Required Field - Field Type: Character - Field Length: 10 | Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. - Required or Optional (Based on prior column dependency) - Field Type: Character - Field Length: 10 |

Figure 4: CRA Worksheet Organization Column

- ii. Updates to the State Program Value (optional) – Select the appropriate Program Component (State Program) in the *Agency Provided State Program Value* column. This is a drop-down column that contains all agency specific State Program ChartField values established by LAS/PBS and listed within the [Statewide COA Configuration Workbook](#).
 1. Once a value is selected in the *Agency Provided Organization Value* column, where *Configure Value* is “Update”, the *Configured Florida PALM Organization Value* column will turn grey.

| Account | Fund | Budget Entity | Configured Florida PALM State Program Value | Agency Provided State Program Value | Comments |
|---|--|--|---|--|---|
| Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account. - Required Field - Field Type: Character - Field Length: 10 | Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations. - Optional Field - Field Type: Character - Field Length: 5 | Represents organizations and/or functions to which appropriations are made and typically represents a program. - Optional Field - Field Type: Character - Field Length: 8 | State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS. - Required Field - Field Type: Character - Field Length: 10 | State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS. - Required or Optional (Based on prior column dependency) - Field Type: Character - Field Length: 10 | Agency Comments. - Required or Optional (Based on prior column dependency) - Field Type: Character - Field Length: 254 |

Figure 5: CRA Worksheet State Program Column

3. Review and correct any errors identified in the *Error Messages* column.
4. Use the Comments field, optionally, for your internal purposes.

NOTE: *If your agency determines a need for a new CRA Bank Account that is not listed, you must first follow the current process to establish the new bank account with Treasury and A&A approval. Agencies will then be asked to provide the additional values needed for Florida PALM configuration on all new bank accounts in a future RW task. CRA default accounting for CRA bank transactions are maintained centrally by DFS Treasury.*