General Ledger Module Configurations

This workbook contains multiple worksheets that represent core configurations in Florida PALM. This configuration workbook contains the following General Ledger module configuration to which agencies will review and update (as needed) the values that will be setup in Florida PALM:

- Other Accumulator 1 (OA1)

This is a ChartField configuration that should be evaluated by agencies to ascertain the best use for internal purposes. Agencies should determine if a statewide ChartField or other agency specific ChartField will meet its needs prior to establishing OA1 values. Column/field definitions and instructions are provided below for the OA1 configuration worksheet.

NOTE: The data provided in this worksheet is the configured values based on agencies Task 567-C submission.

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > General Ledger (GL)

Other Accumulator 1 (OA1)

Figure 1: OA1 Worksheet in Smartsheet

Configuration Value Definition

Other Accumulator 1 is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. To establish new Other Accumulator 1 ChartField values is to further subclassify a financial transaction that has not already been accommodated by the remaining statewide or agency specific ChartFields.

Business Process and Subprocess

Other Accumulator 1 configuration supports the following business process and subprocess:

Table 1: OA1 Business Process and Subprocess

Business Process	Business Subprocess
10.1 Set Up and Maintain Chart of Accounts	10.1.1 Agency Add or Modify ChartField Values

Configuration Value Purpose and Use

- Other Accumulator 1 is an optional ChartField in Florida PALM. It can be used for additional reporting needs for agencies.
- There is no impact to Florida PALM if an agency doesn't create Other Accumulator 1 values.

The OA1 configuration establishes valid OA1 ChartField values for agency use. The ChartField value is being utilized across agency 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 and RW Task 659 – Update Conversion Field Mapping.
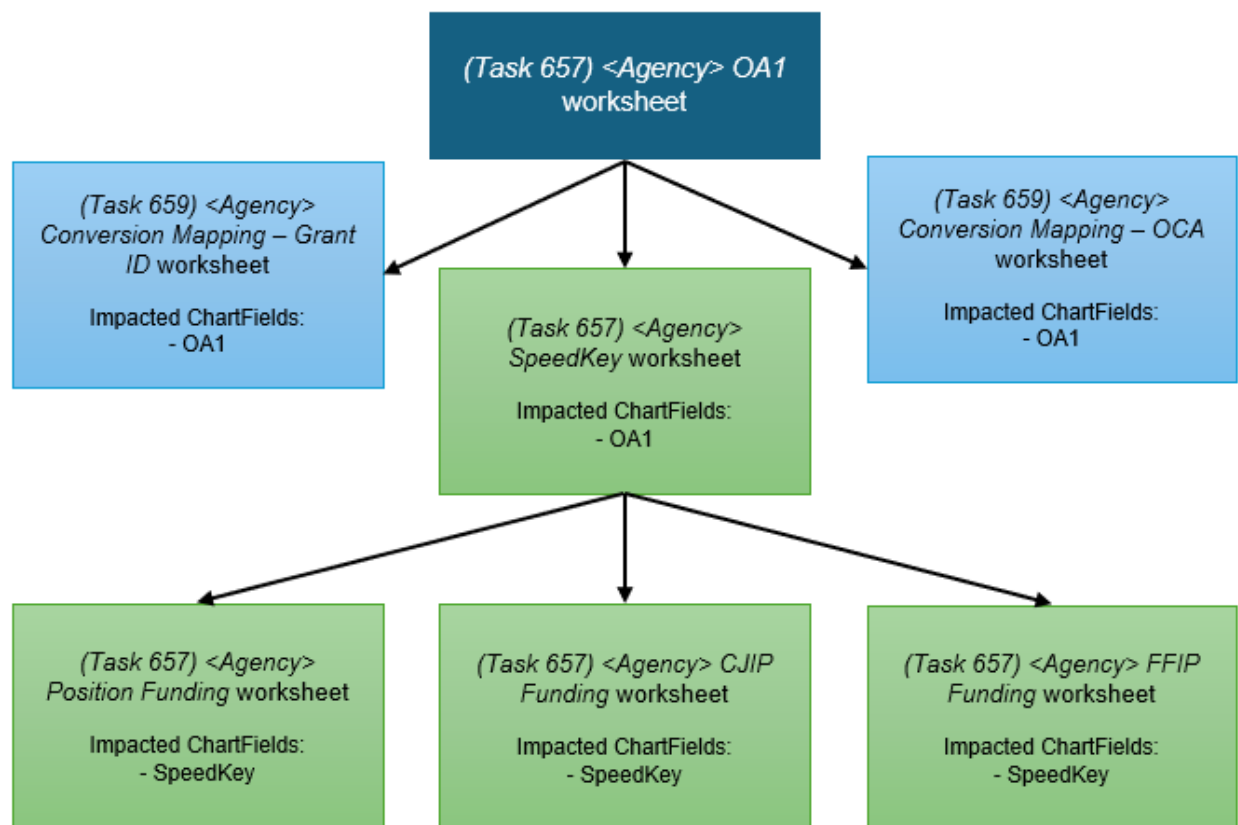

Figure 2: Cross-worksheet Connections for OA1

Configuration Design Details

The following design considerations are applied when defining an Other Accumulator 1 value in Florida PALM:

- Other Accumulator 1 values are five (5) characters in length.
- Other Accumulator 1 values can be alphanumeric (no special characters or spaces) and should follow a numbering scheme which supports agency reporting needs.

- Other Accumulator 1 values are GL Business Unit specific and only available for use by the associated GL Business Unit; these values are not shared across all agencies.
- Other Accumulator 1 values must be unique within a GL Business Unit but may be duplicated across GL Business Units.
- Other Accumulator 1 values are established as appropriate by each agency.
- Use of the Other Accumulator 1 ChartField is optional on transactions.

Assumptions

The following assumptions are considered when defining an Other Accumulator 1 value:

- Agencies follow internal procedures to establish Other Accumulator 1 values.
- Agencies will define the purpose of the ChartField and how it is used across the agency.
- Agencies define the most critical use of the Other Accumulator fields to capture financial data for reporting purposes. The identified critical use should be the primary use of the ChartField across the agency.
- The ChartField Structure Request will include the Other Accumulator 1 ChartField.

Configuration Field Details

Agencies must provide the following Other Accumulator 1 related configuration values as listed in the *<Agency> Other Accumulator 1 (OA1)* worksheet in Smartsheet.

Table 2: OA1 Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	*Real-time "[RT]" and/or interfaced "[API]" messages which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.*	N/A	N/A	N/A	Project Provided
Configure Value	Configure Value: "Yes", "No", "Replace OA1 Value", "Update Description(s)" or "New OA1 Value". *OA1 is an optional agency configuration.*	Required	Character	21	Agency Indicated
Configured Florida PALM OA1 Value	The 5-digit value for tracking of optional reporting or specific use.	Required	Alpha-numeric	5	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Agency Provided OA1 Value	The 5-digit value for tracking of optional reporting or specific use. **NOTE**: *The use of special characters and spaces are prohibited.*	Required or Optional *(Based on Configure Value)*	Alpha-numeric	5	Agency Provided
Long Description	Provides the title associated with the value. **NOTE**: *The use of special characters other than a dash (-) or underscore (_) is prohibited.*	Required or Optional *(Based on Configure Value)*	Alpha-numeric	30	Agency Provided
Short Description	Provides a short abbreviation for the title of the value. **NOTE**: *The use of special characters other than a dash (-) or underscore (_) is prohibited.*	Required or Optional *(Based on Configure Value)*	Alpha-numeric	10	Agency Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

Configuration Page(s)

The following provides an example of the configuration pages where the defined Other Accumulator 1 values will be set up in Florida PALM.

NOTE: *Additional fields displayed in the example configuration page screenshots below are not listed in the General Ledger (GL) Other Accumulator 1 worksheet and are not applicable to this ChartField in Florida PALM.*

Figure 3: OA1 ChartField Configuration Page Example

Figure 4: OA1 ChartField Configuration Page Example

The following provides an example of the journal transaction page where the configured Other Accumulator 1 values will be enterable/selectable in Florida PALM:

Figure 5: Use of OA1 Configuration Value on Journal Transaction Page

Worksheet Instructions

The below information provides detailed column instructions on how to complete the *<Agency> Other Accumulator 1 (OA1)* worksheet in Smartsheet.

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 filled in or selected the appropriate values.

1. 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 OA1 value. Indicate "Yes", "No", "Replace OA1 Value", "Update Description(s)" or "New OA1 Value", as appropriate.

Figure 6: OA1 Configuration Values

2. In the *Configure Value* column:
   a. Select "Yes" to confirm the configured OA1 value.
      i. If selected, no further action is needed on this row.

   b. Select "No" to inactivate the configured OA1 value.
      i. If selected, no further action is needed on this row.

   c. Select "Replace OA1 Value" to replace only the configured OA1 value.
      i. If selected, you must provide an updated OA1 value in the *Agency Provided OA1 Value* column. The field will remain yellow until an updated value has been entered.
      ii. The field remains five (5) characters in Florida PALM. If the *Agency Provided OA1 Value* is shaded red, you have exceeded the 5-character maximum and must provide an updated shorter OA1 value.

Figure 7: Replace OA1 Value

NOTE: *Other Accumulator 1 values cannot include special characters or spaces.*

d. Select "Update Description(s)" to update only the configured *Long Description* and/or *Short Description*.
   i. Updates to the Long Description (optional) – The field is 30-characters. If the *Long Description* is shaded red, you have exceeded the 30-character maximum and must provide an updated shorter description in the *Long Description* field.
   ii. Updates to the Short Description (optional) – The field is ten (10) characters. If the *Short Description* is shaded red, you have exceeded the 10-character maximum and must provide an updated shorter description in the *Short Description* field.

e. Select "New OA1 Value" in a blank row to establish a new OA1 Value. If selected, you must:
   i. Provide a new OA1 value in the *Agency Provided OA1 Value* column. The field will remain yellow until a value has been entered. If the *Agency Provided OA1 Value* is shaded red, you have exceeded the 5-character maximum and must provide an updated shorter OA1 Value.
   i. Provide a description in the *Long Description* column. The field will remain yellow until a value has been entered. If the *Long Description* is shaded red, you have exceeded the 30-character maximum and must provide an updated shorter description in the *Long Description* field.
   ii. Provide a description in the *Short Description* column. The field will remain yellow until a value has been entered. If the *Short Description* is shaded red, you have exceeded the 10-character maximum and must provide an updated shorter description in the *Short Description* field.

Figure 8: New OA1 Value

3. Review and correct any errors identified in the *Error Messages* column.

4. Use the Comments field, optionally, for your internal purposes.