General Ledger Module Configurations

Dry Run 2 Update: Clarifying language has been added to explain the process of requesting additional fund mappings.

This workbook contains multiple worksheets, for applicable agencies, that represent core configurations in Florida PALM. Column/field definitions and instructions are provided below. This configuration workbook contains the following General Ledger (GL) module configuration to which agencies will review and update (as needed) the values that will be set up in Florida PALM:

- General Ledger Allocation

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

Ongoing Data Maintenance

Agency worksheets are used to support the Project performed Dry Runs and will be loaded into Florida PALM for the final cutover at go-live as shown in the Testing Timeline. Therefore, agencies are required to maintain and submit conversion and configuration related workbooks throughout UAT and for go-live based on the RW tasks listed below.

- Task 697 – Maintain Configuration and Conversion Workbooks
- Task 699 – Maintain Configuration and Conversion Workbooks
- Task 701 – Submit Configuration and Conversion Workbooks
- Task 703 – Maintain Configuration and Conversion Workbooks
- Task 706 – Submit Configuration and Conversion Workbooks
- Task 709 – Submit Configuration and Conversion Workbooks
- Task 714 - Submit Configuration and Conversion Workbooks in Preparation for Go-Live

General Ledger Allocation

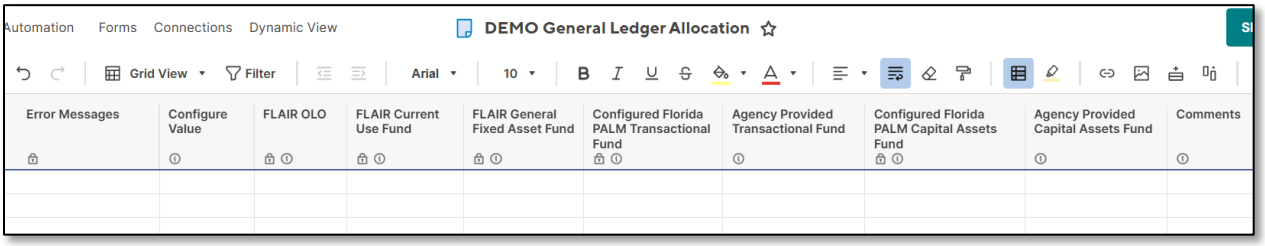

Figure 1: General Ledger Allocation Worksheet

Configuration Value Definition

The General Ledger Allocation table is used to systemically reclassify asset related transactions between the Florida PALM Transactional Fund (Governmental Use Fund) to the Florida PALM Capital Assets Fund (General Fixed Asset Fund) for financial reporting purposes. The following definitions will be helpful in completing this worksheet:

- ***FLAIR Current Use Fund*** – Indicates a category of fund used in the accounting of assets. A Current Use Fund cannot own assets. Assets acquired with Current Use Fund must be recorded in a corresponding General Fixed Asset Fund.

- ***FLAIR General Fixed Asset Fund*** – Indicates a fund used to correlate to an operating fund. Assets acquired with Current Use Fund must be recorded in a corresponding General Fixed Asset Fund.

- ***Florida PALM Transactional Fund*** – A Transactional Fund in Florida PALM assumes the role of a FLAIR Current Use Fund. Each valid FLAIR Current Use Fund is cross walked to a Florida PALM Transactional Fund.

- ***Florida PALM Capital Assets Fund –*** A Capital Asset Fund in Florida PALM assumes the role of a FLAIR General Fixed Asset Fund. Each valid FLAIR General Fixed Asset Fund is cross walked to a Florida PALM Capital Asset Fund.

This configuration is maintained by each agency and should be reviewed regularly to ensure all mappings remain complete and accurate. An agency may identify changes to the existing mappings and follow the instructions below to indicate the changes needed

If an agency needs to add a new mapping for a fund that is currently not included on the workbook, the agency must notify their Readiness Coordinator to request a workbook update.

To add a fund to the mapping, agencies must provide the corresponding:
- FLAIR Current Use Fund
- FLAIR General Fixed Asset Fund
- Florida PALM Transactional Fund
- Florida PALM Capital Asset Fund

Agencies should use the Statewide Chart of Accounts (COA) Workbook to identify the appropriate Florida PALM values for their mappings. Agencies should submit all required mappings before the final workbook submission for cutover (RW Task 714). Any mappings not provided before the workbook closes for cutover must be created and maintained by the agency in Florida PALM after Go-Live.

Business Process and Subprocess

The General Ledger Allocation configuration supports the following business process and subprocess:

Table 1: General Ledger Allocation Business Process and Subprocess

Business Process	Business Subprocess
40.3 Set up and Maintain Asset Controls	N/A
10.2 Enter and Process Journals	10.2.4 Enterprise Create and Approve Journals

Configuration Value Purpose and Use

Agencies will establish the following values, if applicable:

- Florida PALM Transactional Fund
- Florida PALM Capital Assets Fund

These configuration values are required to support online and/or interface transaction processing in Florida PALM.

Configuration Design Details

The following design considerations are applied when defining a General Ledger Allocation value in Florida PALM:

- Current Use Fund values rely on corresponding Ownership Fund include GAAFR Fund 10 - General Fund, GAAFR Fund 20 – Special Revenue Fund, and GAAFR Fund 30 – Capital Projects Fund.
- Current Use Fund values are accompanied by a General Fixed Asset Fund.
- General Fixed Asset Funds are designated as GF = 80.
- Agencies will confirm and provide valid missing Florida PALM Transactional Fund and Capital Assets Fund values in the General Ledger Allocation configuration worksheet.
- Confirmed Florida PALM values will be configured in the Florida PALM General Ledger (GL) module to support the General Ledger Allocation process.
- A Transactional Fund can only be mapped to one Capital Assets Fund.
- A Capital Assets Fund can have one or multiple Transactional Funds mapped to it.

Assumptions

The following assumptions are considered when defining a General Ledger Allocation value:

- The General Ledger Allocation Table provides a Current Use Fund and a corresponding General Fixed Asset Fund value based on FLAIR operational data.
- The General Ledger Allocation Table provides a Transactional Fund and a corresponding Capital Assets Fund value that cross walk the FLAIR operational data to Florida PALM.
- Agencies will provide valid configuration values that are not listed in the worksheet.
- Confirmed values will be configured in the General Ledger (GL) module to support the General Ledger Allocation process.
- If an agency's Transactional Fund is mapped to more than one Capital Asset Fund, the agency will need to select only one to be used within Florida PALM.

Configuration Field Details

Agencies must provide the following General Ledger Allocation related configuration values as listed in the *<Agency> General Ledger Allocation* worksheet in Smartsheet.

Table 2: General Ledger Allocation 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

Field Name	Field Description	Required/ Optional Field	Field Type	Field Length	Field Value Input
Configure Value	Configure Value: "Yes", "No", or "Update".	Required for Smartsheet	Character	6	Agency Indicated
FLAIR OLO	OLO (Operating Level Organization Code numeric value, e.g., 430000).	Required	Alphanumeric	6	Project Provided
FLAIR Current Use Fund	Account used to record Governmental Fund accounting entries (Agency numeric value, e.g., 10-1-000002).	Required	Character	11	Project Provided
FLAIR General Fixed Asset	Account used to record Ownership Fund accounting entries (Agency numeric value, e.g., 80-9-110001).	Required	Character	11	Project Provided
Configured Florida PALM Transactional Fund	Account used to record Governmental Fund asset related purchase transactions (Agency numeric value, e.g., 00012).	Required	Numeric	5	Project Provided
Agency Provided Transactional Fund	Value is required to be entered here if the response in the Configure Value column is "Yes" and the value in the Florida PALM Transactional Fund column is missing or incorrect.	Required or Optional for Smartsheet *(Based on prior column dependency)*	Numeric	5	Agency Provided
Configured Florida PALM Capital Assets Fund	Account used to record asset ownership (Agency alphanumeric value, e.g., CA002).	Required	Alphanumeric	5	Project Provided
Agency Provided Capital Assets Fund	Value is required to be entered here if the response in the Configure Value column is "Yes" and the value in the Florida PALM Capital Assets Fund column is missing or incorrect. ***NOTE**: Capital Assets Fund alpha values*	Required or Optional for Smartsheet *(Based on prior column dependency)*	Alphanumeric	5	Agency Provided

Field Name	Field Description	Required/ Optional Field	Field Type	Field Length	Field Value Input
	should be entered in all caps.				
Comments	Agency comments.	Optional	Character	254	Agency Provided

Configuration Page(s)

The following provides an example of the configuration page where the defined General Ledger Allocation field values will be setup in Florida PALM:

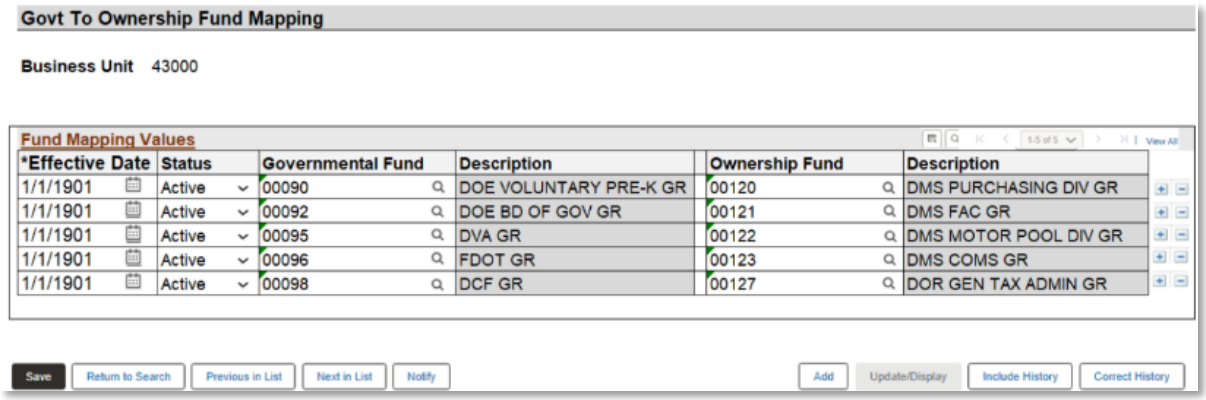

Figure 2: Custom Fund Mapping Configuration Page Example

Worksheet Instructions

The below information provides detailed instructions on how to complete the *<Agency> General Ledger Allocation* worksheet in Smartsheet. Continue to update values for your agency as needed.

1. Review the worksheet and determine whether the configured values need updating in Florida PALM. Updates could mean new mapping combinations or updates to existing combinations are needed. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured General Ledger Allocation. Indicate "Yes", "No", or "Update", as appropriate.

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured General Ledger Allocation.
        i. If selected, no further action is needed on this row and the *Agency Provided Transactional Fund* and *Agency Provided Capital Assets Fund* columns should remain blank, as indicated by grey conditional formatting.

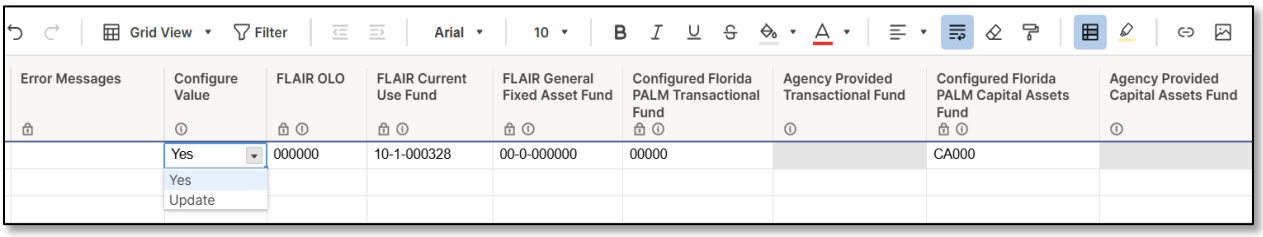

Figure 3: Confirm Configured Value

b. Select “No” if record does not need to be configured within Florida PALM.
    i. If selected, no further action is needed on this row and the *Agency Provided Transactional Fund* and *Agency Provided Capital Assets Fund* columns should remain blank, as indicated by grey conditional formatting.

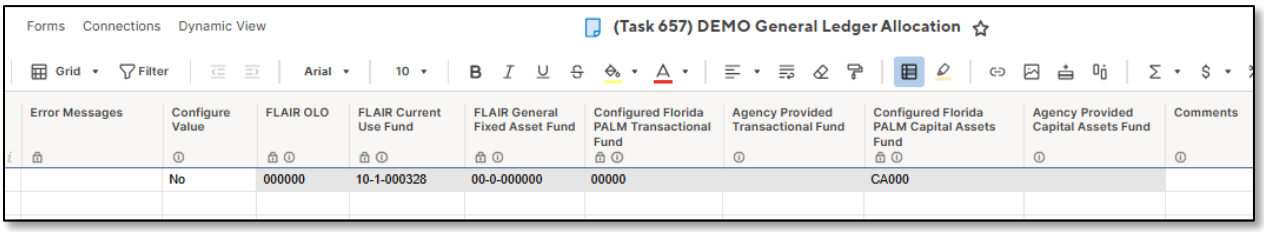

Figure 4: Remove Configured Value

c. Select “Update” to update the configured *Florida PALM Transactional Fund* and/or the *Florida PALM Capital Assets Fund*.
    i. Update the Florida PALM Transactional Fund (optional) – **If a value was provided in the Configured Florida PALM Transactional Fund column** that is incorrect, provide the value you desire to establish in the Agency Provided Transactional Fund column. **If a value was not provided in the Configured Florida PALM Transactional Fund column**, provide the desired value in the Agency Provided Transactional Fund column. If only updating the Capital Assets Fund and no change is needed for the Transactional Fund, the Agency Provided Transactional Fund field should remain blank.

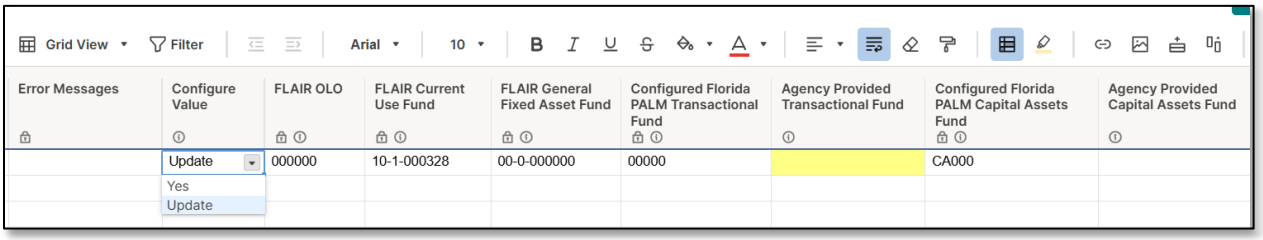

Figure 5: Update Florida PALM Transactional Fund

ii. Update the Florida PALM Capital Assets Fund (optional) – **If a value was provided in the Configured Florida PALM Capital Assets Fund column** that is incorrect, provide the value you desire to establish in the Agency Provided Capital Assets Fund column. **If a value was not provided in the Configured Florida PALM Capital Assets Fund column**, provide the

desired value in the Agency Provided Capital Assets Fund column. If only updating the Transactional Fund and no change is needed for the Capital Assets Fund, the Agency Provided Capital Assets Fund field should remain blank.

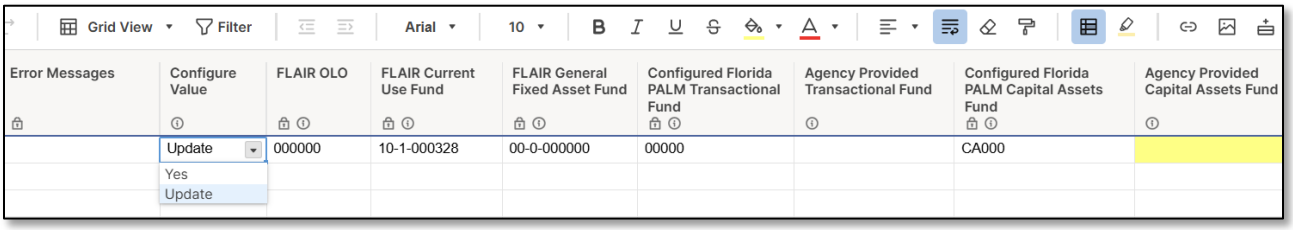

Figure 6: Update Florida PALM Capital Assets Fund

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

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

NOTE: *If it is determined by your agency that additional General Ledger Allocation related configuration values are needed by your agency that are not listed on your <Agency> General Ledger Allocation worksheet, you must contact your Readiness Coordinator with a list of the desired values and a justification for addition for review by the Project.*