General Ledger Module Configurations

This workbook contains multiple worksheets that represent core configurations in Florida PALM. 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:

- Other Accumulator 2 (OA2)

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 OA2 values. Column/field definitions and instructions are provided below for the OA2 configuration worksheet.

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

Other Accumulator 2 (OA2)

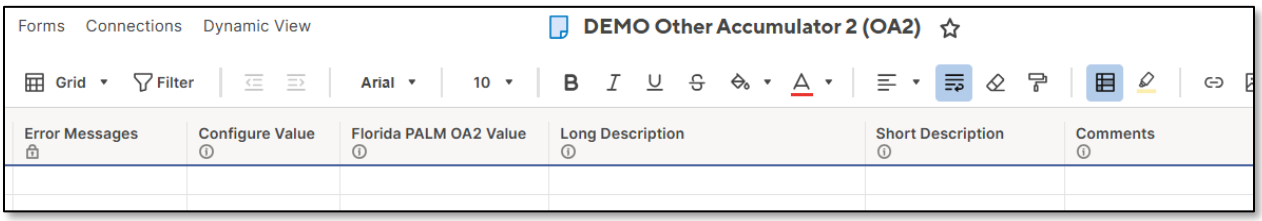

Figure 1: OA2 Worksheet in Smartsheet

Configuration Value Definition

Other Accumulator 2 is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses. To establish new Other Accumulator 2 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 2 configuration supports the following business process and subprocess:

Table 1: OA2 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 2 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 does not create Other Accumulator 2 values.

The OA2 configuration establishes valid OA2 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 your agency's configuration workbooks and conversion mapping worksheets.

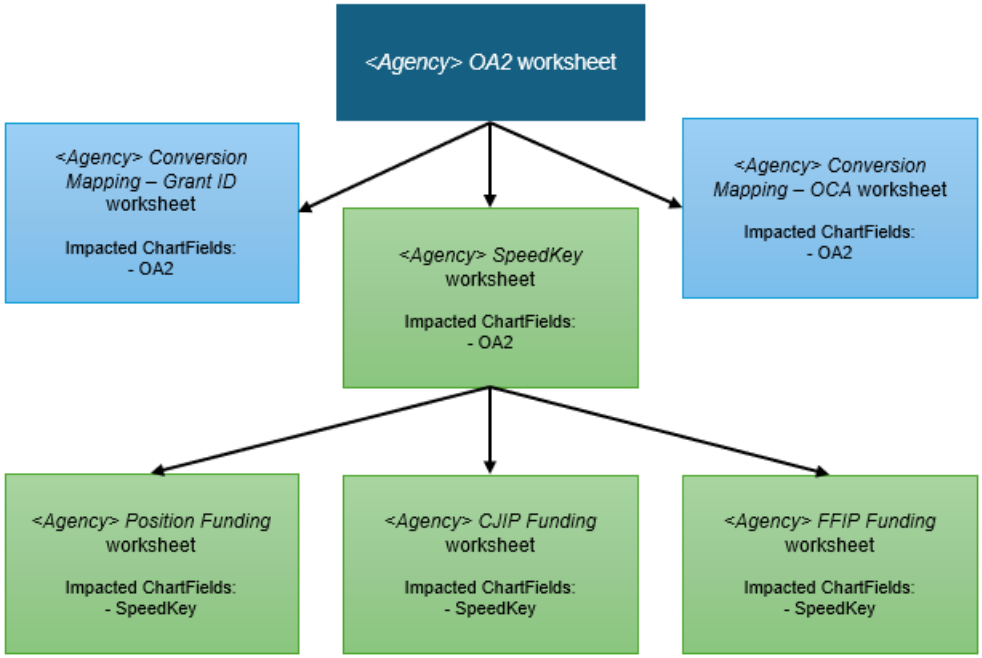

Figure 2: Cross-worksheet Connections for OA2

Configuration Design Details

The following design considerations are applied when defining an Other Accumulator 2 value in Florida PALM:

- Other Accumulator 2 values are ten (10) characters in length.

- Other Accumulator 2 values can be alphanumeric (no special characters or spaces) and should follow a numbering scheme which supports agency reporting needs.
- Other Accumulator 2 alpha values should be entered in all caps.
- Other Accumulator 2 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 2 values must be unique within a GL Business Unit but may be duplicated across GL Business Units.
- Other Accumulator 2 values are established as appropriate by each agency.
- Use of the Other Accumulator 2 ChartField is optional on transactions.

Assumptions

The following assumptions are considered when defining an Other Accumulator 2 value:

- Agencies follow internal procedures to establish Other Accumulator 2 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 2 ChartField.

Configuration Field Details

Agencies must provide the following Other Accumulator 2 related configuration values as listed in the *<Agency> Other Accumulator 2 (OA2)* worksheet in Smartsheet.

Table 2: OA2 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" or "Remove". *OA2 is an optional agency configuration.*	Required	Character	6	Agency Indicated
Florida PALM OA2 Value	The 10-digit value for tracking of optional reporting or specific use.	Required	Alpha-numeric	10	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	***NOTE**: Florida PALM OA2 alpha values should be entered in all caps.*				
Long Description	Provides the title associated with the value. ***NOTE:** The use of single spaces is permitted. The use of all other special characters 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 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 2 field 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 2 worksheet and are not applicable for this ChartField in Florida PALM.*

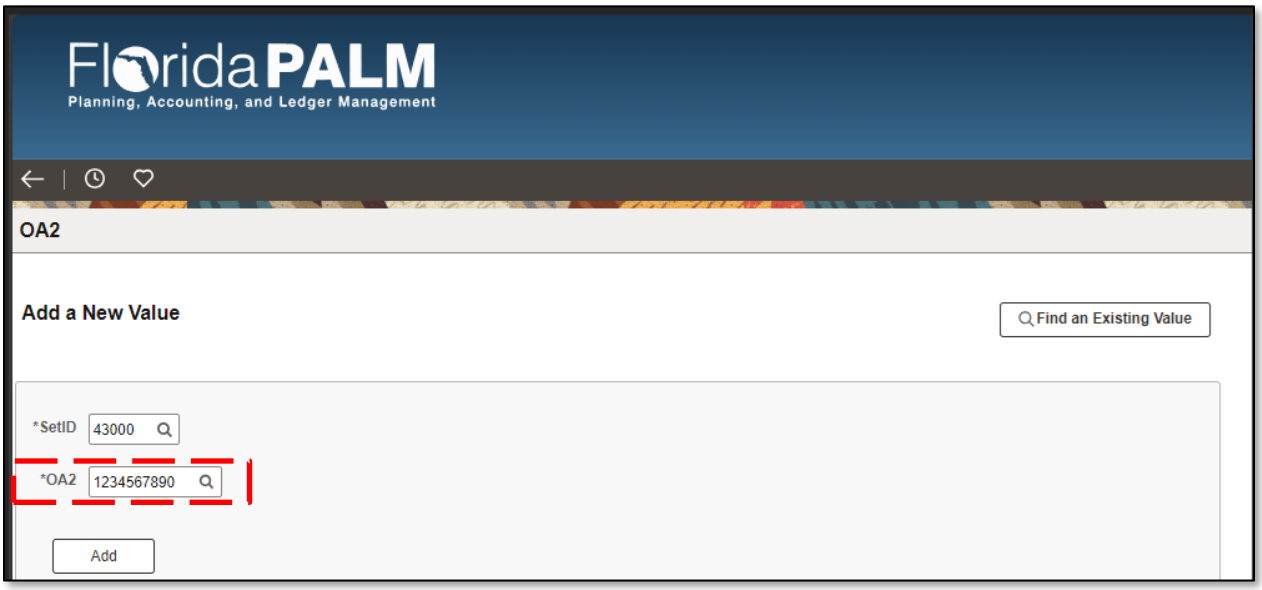

Figure 3: OA2 Configuration Page Example

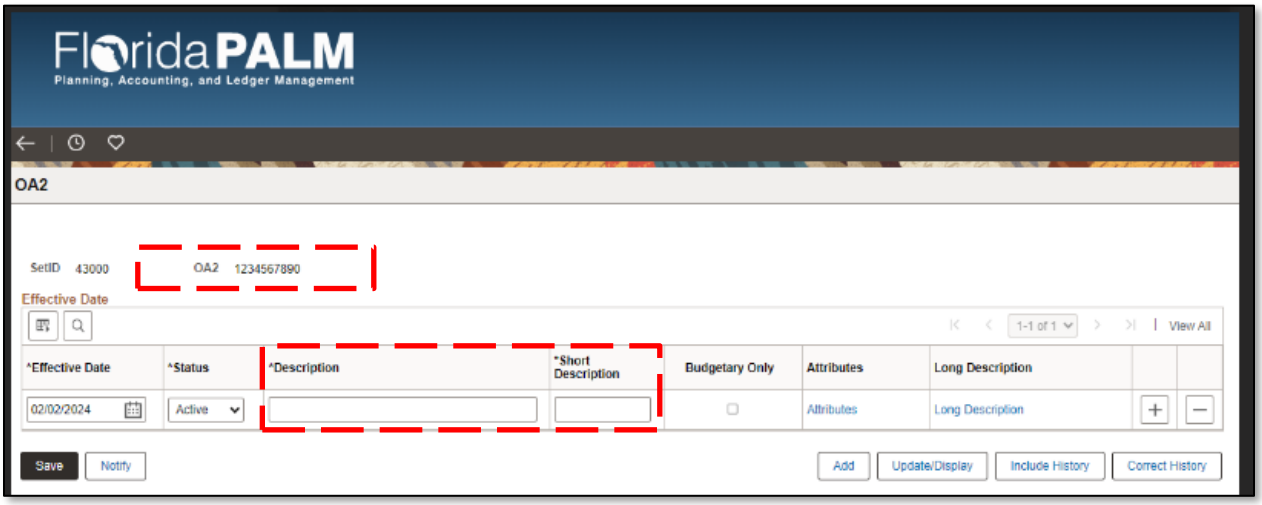

Figure 4: OA2 Configuration Page Example

The following provides an example of the journal transaction page where the configured Other Accumulator 2 values will be enterable/selectable in Florida PALM:

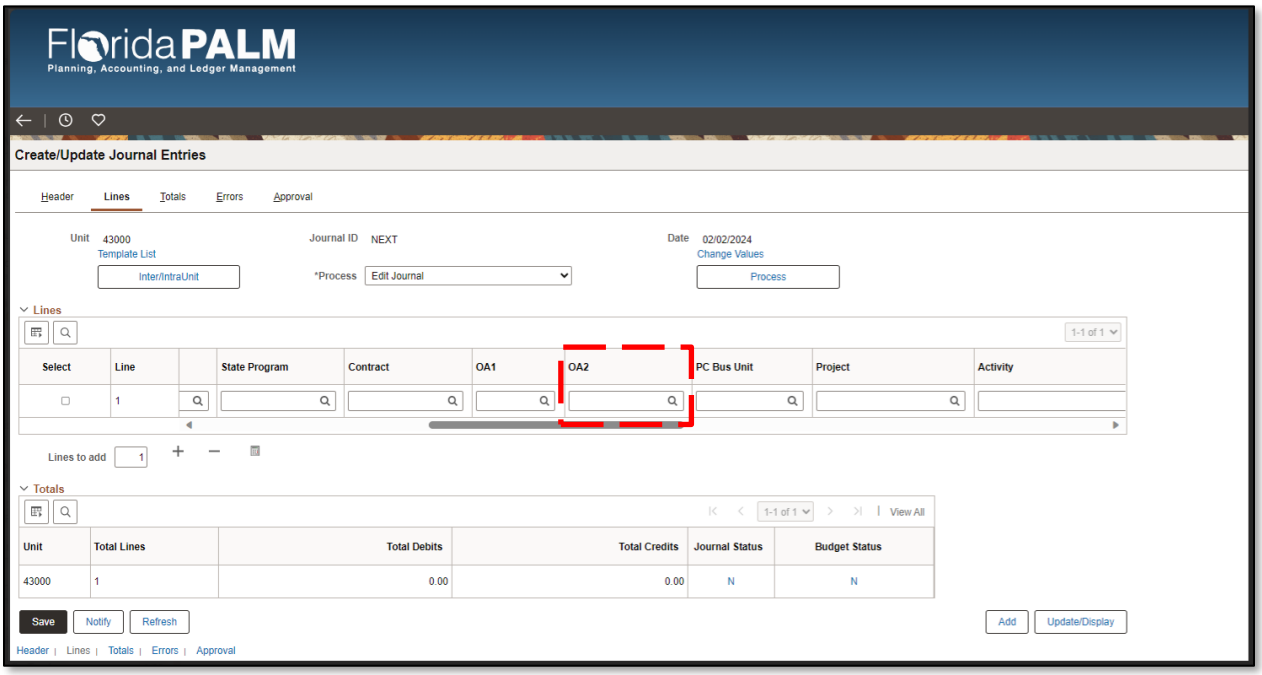

Figure 5: Use of OA2 Configuration Value on Journal Transaction Page

Worksheet Instructions

The below information provides detailed column instructions on how to complete the <*Agency*> *Other Accumulator 2 (OA2)* worksheet in Smartsheet. Continue to update OA2 values for your agency as needed.

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 Other Accumulator 2 (OA2) value. Indicate "Yes" or "Remove" as appropriate.

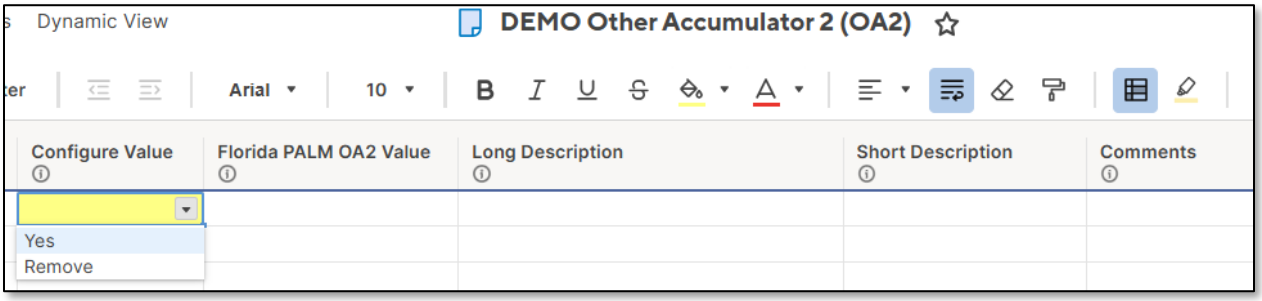

Figure 6: OA2 Configuration Values

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured OA2 value. If updates are needed, select "Yes" and make the updates to the applicable fields.

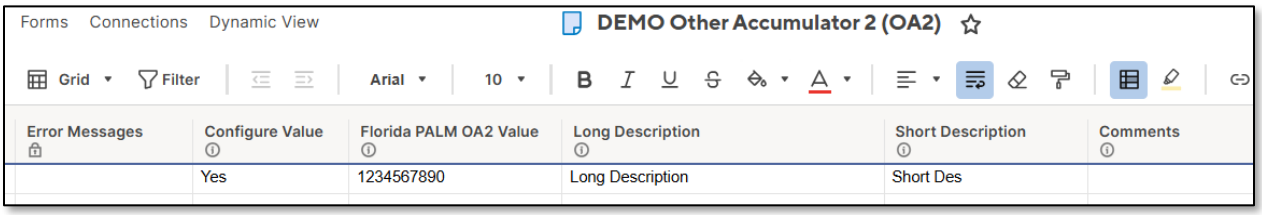

Figure 7: Yes Configure Values

b. Select "Yes" in a blank row to establish a new OA2 value. If selected, you must complete the following required columns:
    i. Provide a new OA2 value in the *Florida PALM OA2 Value* column.
        a. The field will remain yellow until a value has been entered.
        b. If the *Florida PALM OA2 Value* is shaded red, you have exceeded the 10-character maximum and must provide a shorter OA2 value.
        c. Florida PALM OA2 alpha values should be entered in all caps.
    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.

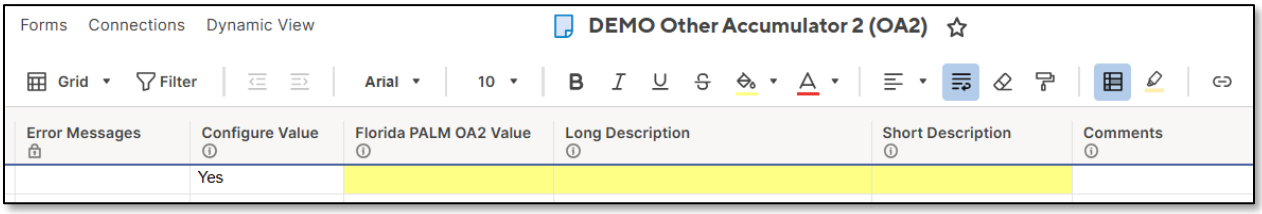

Figure 8: New OA2 Value

c. Select "Remove" to inactivate the configured OA2 value.
    i. If selected, no further action is needed on this row and the row will turn grey. The OA2 value will be removed from the sheet via overnight processing.

NOTE: *Rows removed via overnight processing cannot be retrieved. If removed rows need to be added back into the workbook, add the value's information onto a blank row and follow the guidance for establishing a new value*

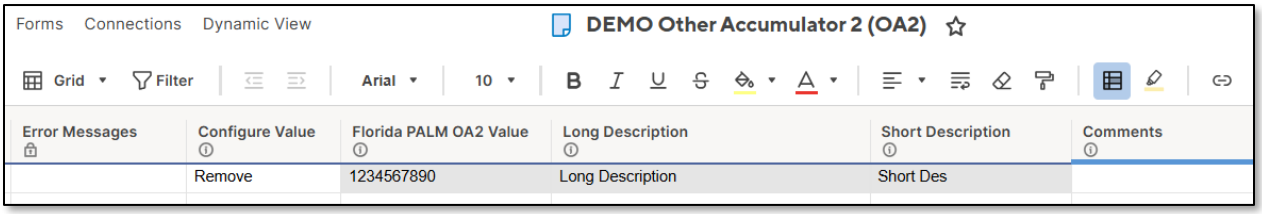

Figure 9: Remove Configure Values

***NOTE**: Other Accumulator 2 values, Short Descriptions, and Long Descriptions cannot include special characters. Other Accumulator 2 values cannot contain spaces.*

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