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 configurations to which agencies will review and update (as needed) the values that will be set up in Florida PALM:

- Organization
- Budget Translation Tree Structure

This configuration will create Organization ChartField values and an organization reporting tree. It will also support the Commitment Control (KK) configuration for the Budget Translation Tree. These are ChartField configurations 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 an Organization value. Column/field definitions and instructions are provided below for the Organization configuration worksheets.

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

Organization

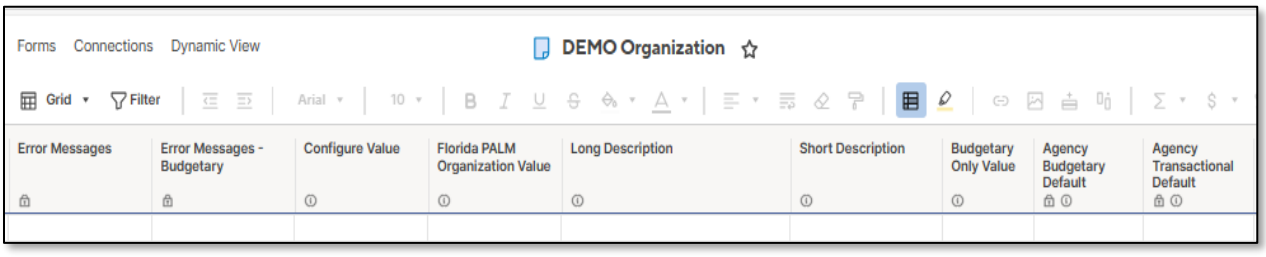

Figure 1: Organization Worksheet in Smartsheet (Panel 1)

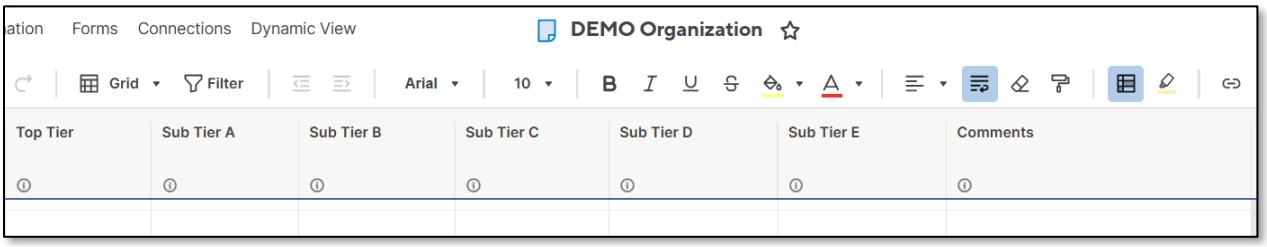

Figure 2: Organization Worksheet in Smartsheet (Panel 2)

Configuration Value Definition

The Organization ChartField identifies the organizational entity associated with a transaction. Organization ChartField tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.

Organization values can be classified as one of the following types:

- **Budgetary Organization value** – used to record budget entries for budget allotments and revenue estimates only in the Commitment Control module; not accessible or viewable in source modules (e.g., AP, PO).
- **Transactional Organization value** – used to record financial accounting entries or budget entries for allotments.

***NOTE**: Florida PALM functionality (i.e., trees for rollup reporting and security) has been designed based on the enterprise definition/structure of an Organization. Use of the Organization ChartField beyond the enterprise defined purpose is an agency operational decision, as it has always been. If agency business processes, systems and procedures are built around this value, then the value can be noted for configuration.*

Business Process and Subprocess

The Organization configuration supports the following business process and subprocess:

Table 1: Organization 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 10.1.5 Enterprise Set Up and/or Maintain Trees and Combination Edits

Configuration Value Purpose and Use

- Organization ChartField is required on all transactions including budget journals in Florida PALM.
- Failure to create budgetary and transactional Organization ChartField values will prohibit an agency from processing transactions in Florida PALM.

The GL - Organization configuration establishes valid Florida PALM Organization ChartField values for agency use. These Organization ChartField values are being utilized across agency worksheets (Figure 3) to ensure the most current information is available in associated ChartField

drop-down selections as you complete your agency's configuration and conversion workbooks, and role mapping tasks.

Failure to complete the <Agency> Organization configuration worksheet will result in Organization ChartField values being unavailable for selection by your agency in multiple configuration and conversion worksheets.

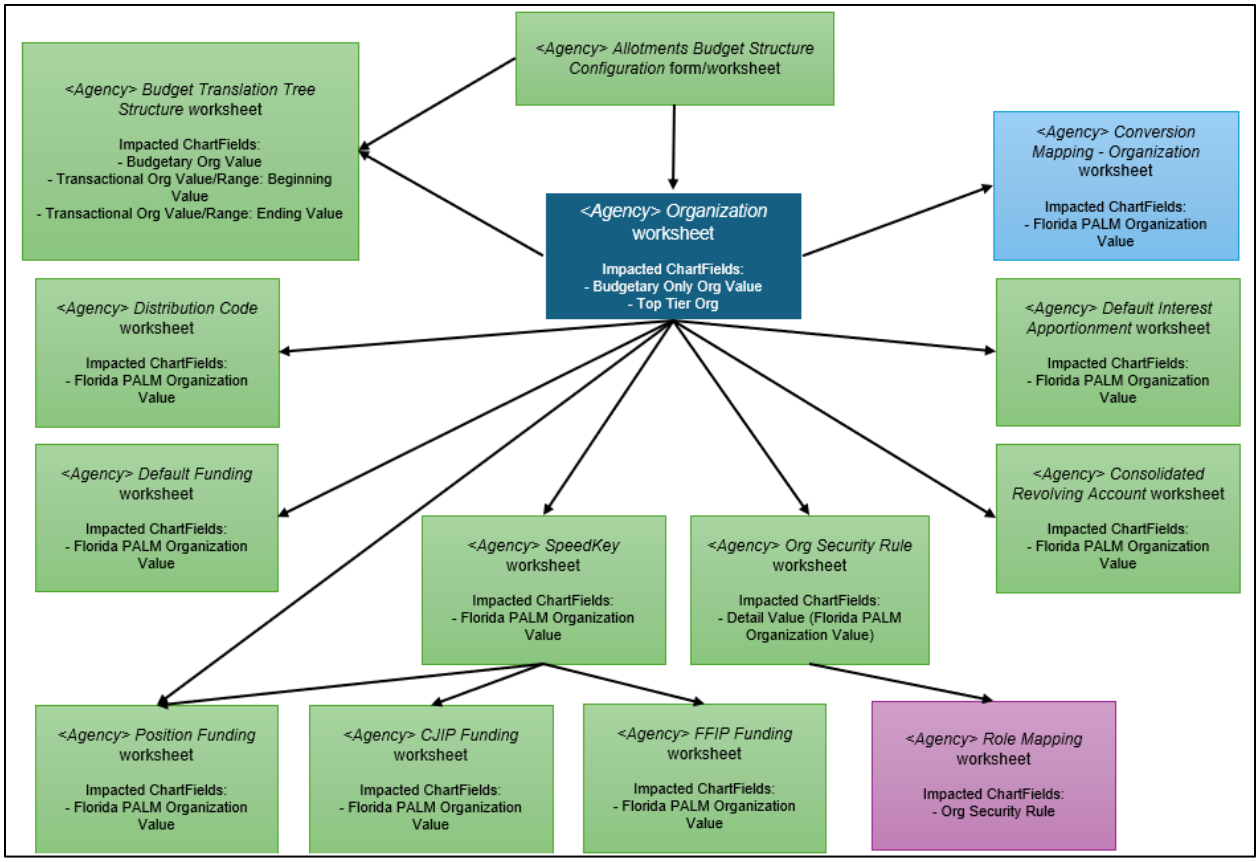

Figure 3: Cross-worksheet Connections for Organization

Configuration Design Details

The following design considerations are applied when defining an Organization in Florida PALM:

- Budgetary and Transactional Organization values are ten (10) characters in length and are established based on the organizational structure of each agency. There is an exception for the default Organization value to support the agency-wide budget Translation Tree, which will allow a generic Organization value less than the ten characters as assigned by the Project.
- Organization values are GL Business Unit specific and available only for transactions by the associated GL Business Unit; these values are not shared across all agencies.
- Organization values must be unique within a GL Business Unit.
- Organization is required on all transactions including budget journals.

To aid in budgeting and reporting, Organization Trees will be configured. Trees are used to organize the values of a single ChartField into a hierarchical structure to facilitate reporting and

budget translation. Trees facilitate reporting at summarized levels by grouping financial amounts on transactions by the detailed ChartField values that hierarchically roll up to a summary level value. Trees can be used to translate (i.e., associate) budgets from the summary levels down to detailed transactional values to reduce budgetary maintenance. All trees in Florida PALM are maintained by the Department of Financial Services.

Configuration Field Details

Agencies must provide the following Organization-related configuration values as listed in the *<Agency> Organization* worksheet in Smartsheet.

Table 2: Organization 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
Error Messages - Budgetary	*"[API]" messages which describe errors found relating to Budgetary Organization Values.*	N/A	N/A	N/A	Project Provided
Configure Value	Configure Value: "Yes", "Remove"	Required	Character	6	Agency Indicated
Florida PALM Organization Value	The 10-digit value that identifies the organizational entity associated with a transaction.	Required	Numeric	10	Project Provided
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 dependency)*	Alpha-numeric*	30	Agency Provided
Short Description	Short abbreviation for the title of the value. ***NOTE**: The use of special characters is prohibited.*	Required or Optional *(Based on Configure Value dependency)*	Alpha-numeric	10	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Budgetary Only Value	Indicates if the value provided will be for budgetary purposes only.	Required	Character	3	Agency Indicated
Agency Budgetary Default	Indicates the Organization value that will be used as a default for budget entries in the Commitment Control module.	Required	Alpha-numeric	10	Project Provided
Agency Transactional Default	Indicates the Organization value that will be used as a default for budget entries in the Commitment Control module and financial transactions in source modules.	Required	Numeric	10	Project Provided
Top Tier	Organizational tier of an agency that supports a hierarchical relationship of detail values.	Required	Alpha-numeric	10	Agency Provided
Sub Tier A	Organizational tier of an agency that supports a hierarchical relationship of detail values.	Required or Optional *(Based on Configure Value dependency)*	Alpha-numeric	10	Agency Provided
Sub Tier B	Organizational tier of an agency that supports a hierarchical relationship of detail values.	Required or Optional *(Based on Configure Value dependency)*	Alpha-numeric	10	Agency Provided
Sub Tier C	Organizational tier of an agency that supports a hierarchical relationship of detail values.	Required or Optional *(Based on Configure Value dependency)*	Alpha-numeric	10	Agency Provided
Sub Tier D	Organizational tier of an agency that supports a hierarchical relationship of detail values.	Required or Optional *(Based on Configure*	Alpha-numeric	10	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
		Value dependency)			
Sub Tier E	Organizational tier of an agency that supports a hierarchical relationship of detail values.	Required or Optional *(Based on Configure Value dependency)*	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 Organization field values will be set up in Florida PALM.

NOTE: *Additional Organization related fields displayed in the example configuration page screenshots below are not listed in the General Ledger (GL) Organization worksheet and will not be used in Florida PALM.*

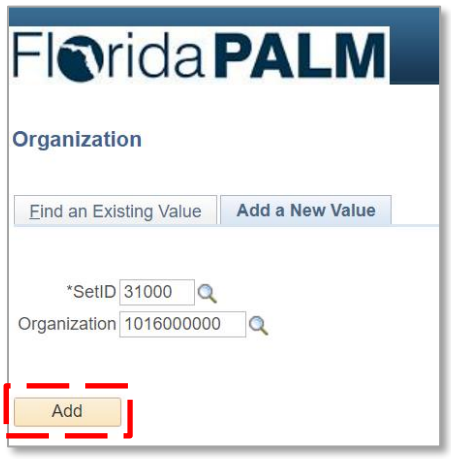

Figure 4: Organization Configuration Page

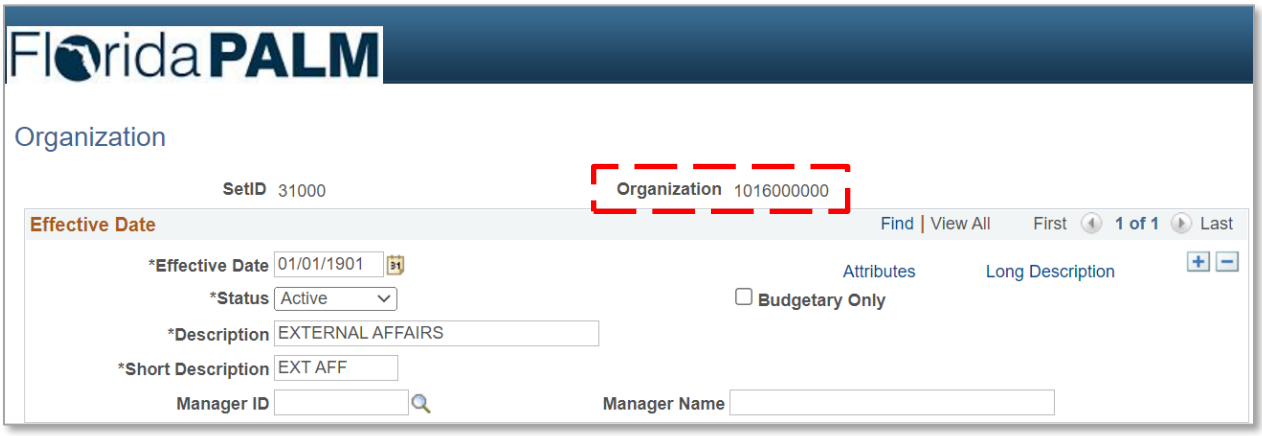

Figure 5: Organization Configuration Page Example

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

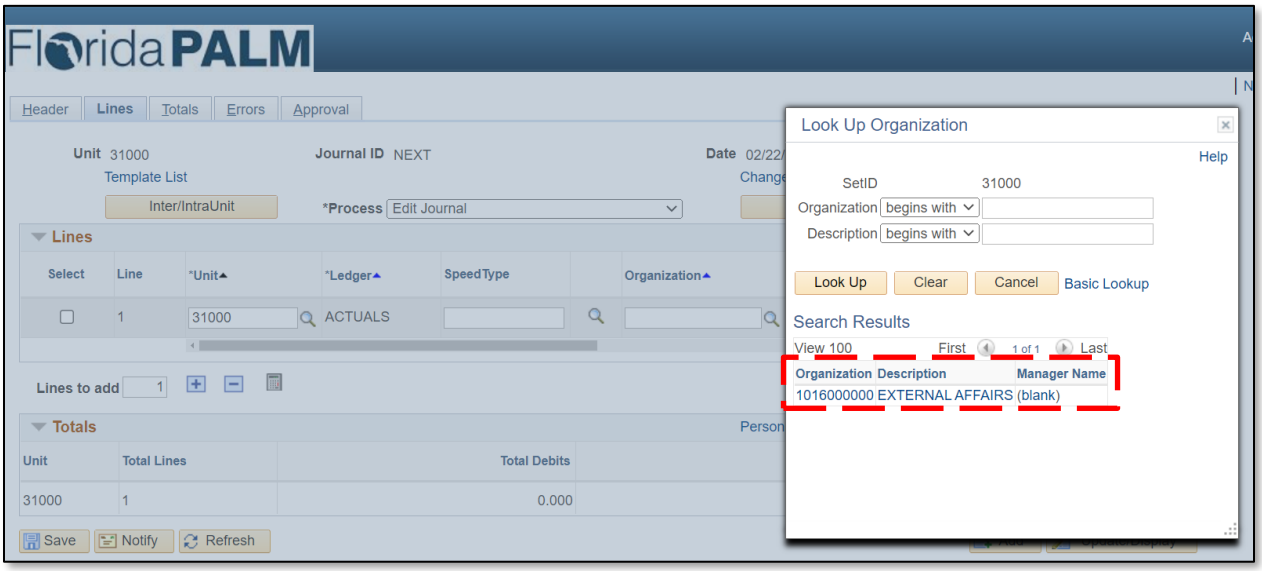

Figure 6: Use of Organization Configuration Value on Transaction Page

Worksheet Instructions

The below information provides detailed column instructions on how to complete the *<Agency> Organization* worksheet in Smartsheet. Continue to update Organization 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 Organization value. Indicate "Yes" or "Remove" as appropriate.

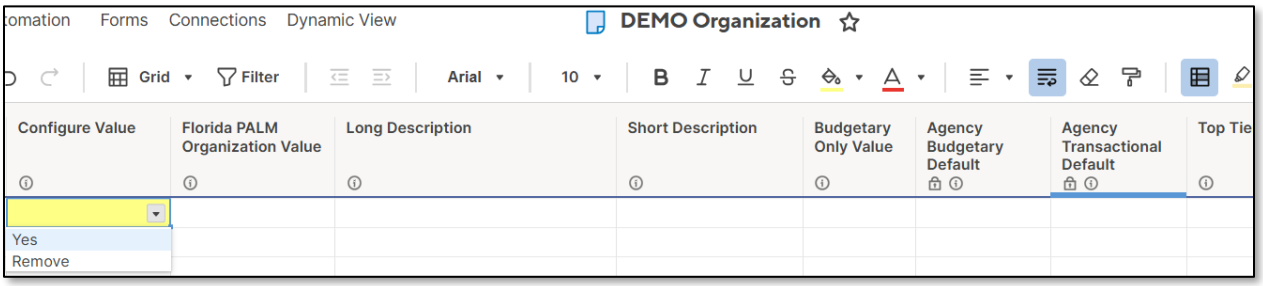

Figure 7: Organization Configuration Values

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured Organization value. If updates are needed, select "Yes" and make the updates to the applicable fields.
        i. The *Florida PALM Organization* – The field is 10 characters long. If the *Florida PALM Organization Value* is shaded red, you have exceeded the 10-character maximum and must provide an updated shorter Organization value.
        ii. Updates to the Long Description – 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.
        iii. Updates to the Short Description – 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.

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

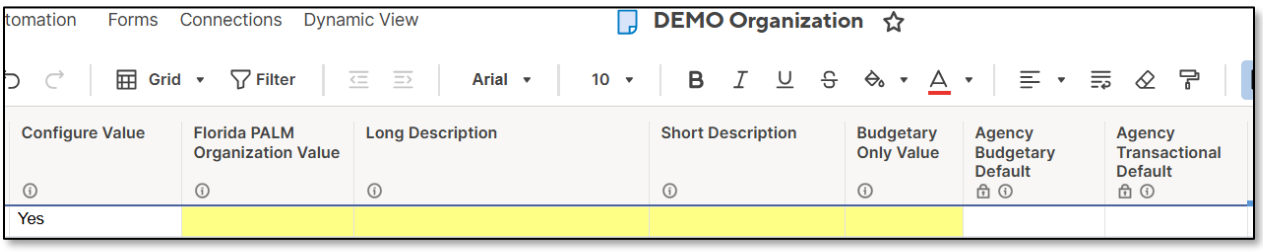

Figure 8: New Org Value

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

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.*

   ii. Review the Organization tree to determine if there were any roll up values that will need to be moved to another tier of the tree (*see step 5*).

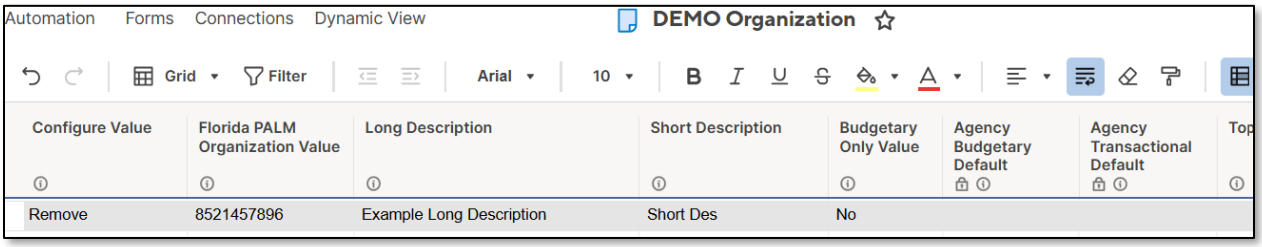

Figure 9: Replace Org Value

3. Agencies must use the *Budgetary Only Value* column to indicate "Budgetary Only" Organization values for configured and newly created values. The field will remain yellow until a selection has been made.

   In the *Budgetary Only Value* column:
   a. Select "Yes" to indicate the Organization value as Budgetary Only.
   b. Select "No" to indicate the Organization value as not Budgetary Only.

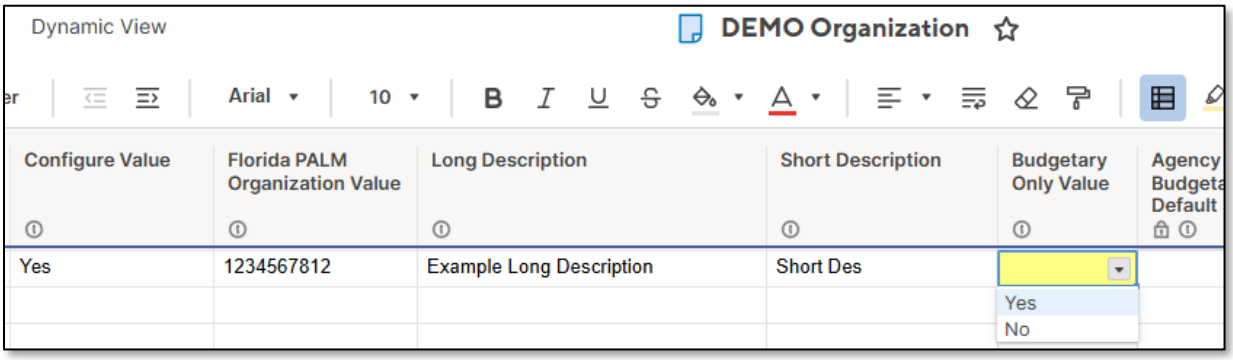

Figure 10: Budgetary Only Value

NOTE: *The value assigned as "Budgetary Only" cannot be used on transactions in source modules.*

4. The *Agency Budgetary Default* and *Agency Transactional Default* columns contain Project assigned default Organization ChartField values. These columns are locked, and the values cannot be changed:

a. *Agency Budgetary Default* – Organization value that will be used as the highest tier on the Agency Defined translation tree and may also be used by the Project for other purposes such as conversion, and enterprise transactions.
b. *Agency Transactional Default* – Organization value that represents the highest level of the agency and is available for use by the agency on transactions; will also be used by the Project for other purposes such as conversion, and enterprise transactions.

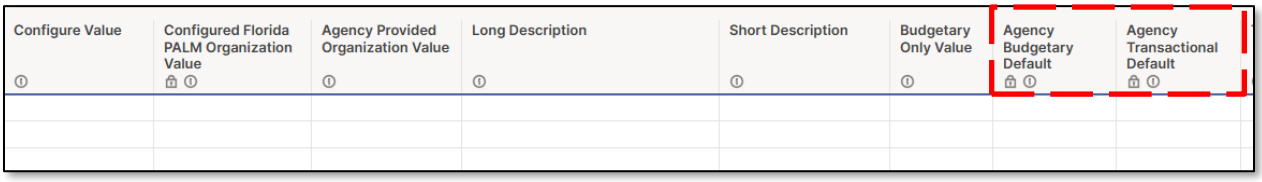

Figure 11: Default Organization Values

5. Columns *Top Tier*, *Sub Tier A*, *Sub Tier B*, *Sub Tier C*, *Sub Tier D* and *Sub Tier E* represent the Florida PALM Reporting Tree Structure. These columns are provided for establishing the budgetary and transactional organizational tiers within the agency.

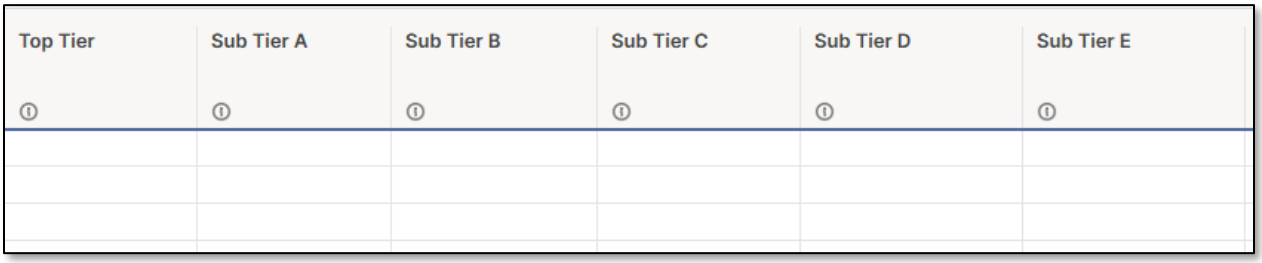

Figure 12: Florida PALM Reporting Tree Structure

NOTE: *Values should be assigned, and all appropriate columns completed prior to placing the Organization value in the reporting tree structure.*

In the columns representing the Florida PALM Reporting Tree Structure:

a. Each tier or grouping of values reflected in a column should roll up to the value reflected in the column left of the grouping. This higher node value to the left will govern budget checking or reporting.
b. Organization values cannot be repeated across tiers in the same row.
Example: An organization value provided in Sub Tier A cannot also be used in Sub Tier B for any individual row.
c. Groupings cannot skip a tier.
d. Groupings should appear to the immediate right of the desired value for roll up as shown in Figure 13.
e. Continue to add Budgetary and Transactional Organization values as needed to complete the organization reporting tree structure.

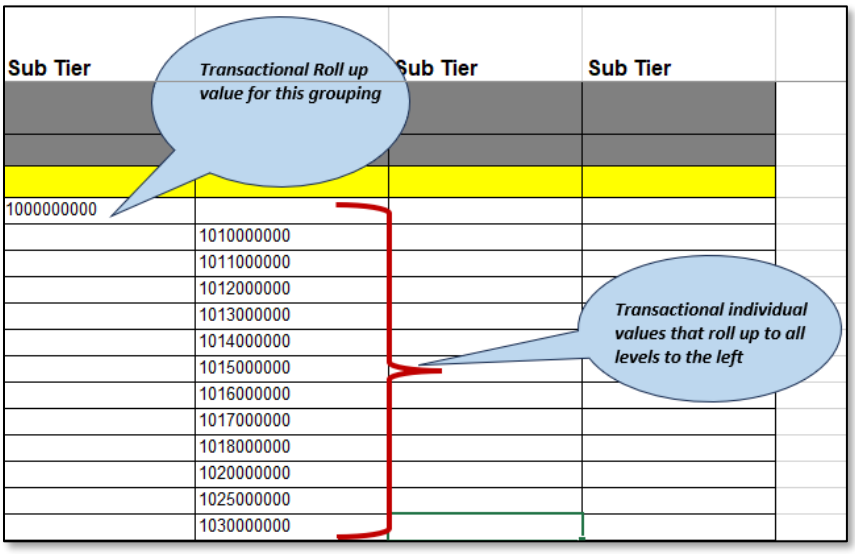

Figure 13: Add to Tree Structure Example

6. Review and correct any errors identified in the *Error Messages* column and *Error Messages – Budgetary* column.

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

Florida PALM Budget Translation Tree Structure

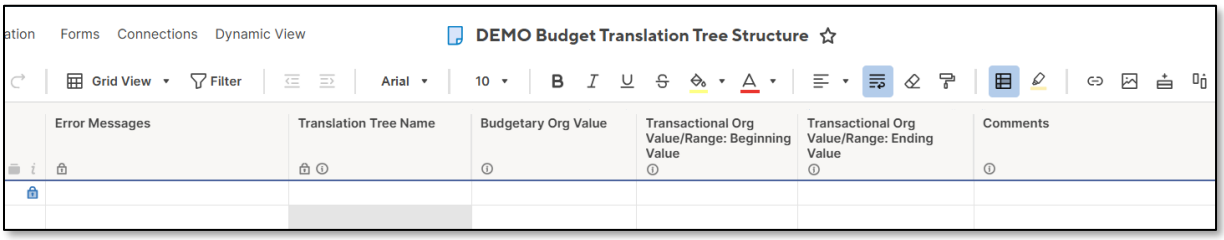

Figure 14: Budget Translation Tree Structure Worksheet in Smartsheet

Configuration Value Definition

The Budget Translation tree will support the Commitment Control Allotment Budget Structures configuration task. Budgetary Organization values identified in the prior steps will auto-populate the Budget Translation Tree configuration in the Budgetary Org Value column. The default Transactional Organization value will auto-populate the appropriation column. Budget Translation Trees will utilize ranges for Transactional values. Establishing ranges helps to minimize maintenance of the translation tree when new values are added.

Business Process and Subprocess

The Budget Translation Tree Structure configuration supports the following business process and subprocess:

Table 3: Organization Business Process and Subprocess

Business Process	Business Subprocess
10.1 Set Up and Maintain Chart of Accounts	10.1.5 Enterprise Set Up and/or Maintain Trees and Combination Edits

Configuration Value Purpose and Use

- Organization ChartField is required on all allotment budget journals in Florida PALM.

The ChartField values that are being utilized in the Budget Translation Tree Structure worksheet are sourced from related agency worksheets (Figure 15) to ensure the most current information is available in associated ChartField drop-down selections.

Failure to complete the <Agency> Organization configuration worksheet will result in Organization ChartField values being unavailable for selection by your agency in the Budget Translation Tree Structure worksheet.

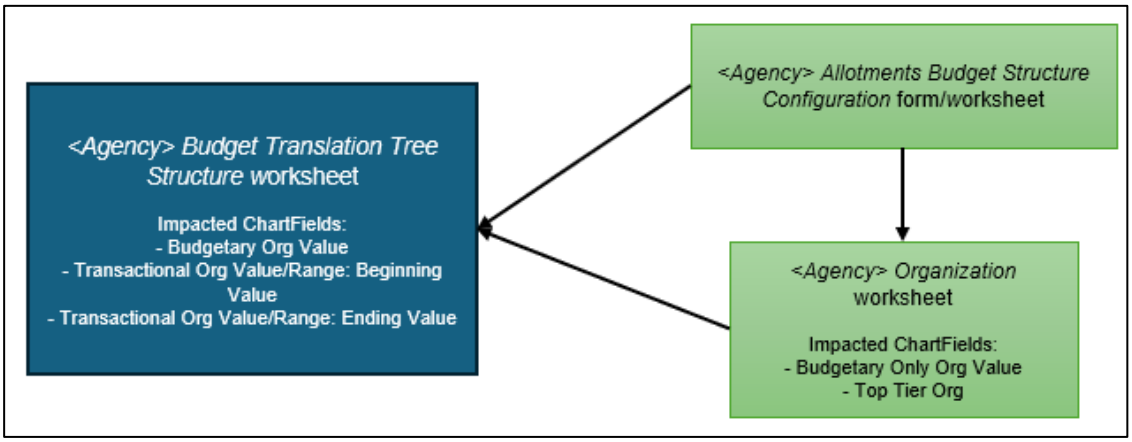

Figure 15: Cross-worksheet Connections for Budget Translation Tree Structure

Configuration Design Details

The following design considerations are applied when defining a Budget Translation Tree Structure in Florida PALM:

- Transactional Organization values applicable to a Budgetary Organization value should be added by the agency.
- For each budgetary value, a range of transactional values that will budget check at the budgetary value level must be indicated. The beginning value should represent the lowest value in the grouping associated with the budgetary value. The ending value should represent the maximum value within the grouping.

Assumptions

The following assumptions are considered when defining a Budget Translation Tree Structure:

- Transactional Organization values will be in ranges (lowest to highest).

- Transactional Organization values cannot duplicate on a Translation tree.
- Transactional Organization values must correspond to a Budgetary Organization value.

Configuration Field Details

Agencies must provide the following Organization-related configuration values as listed in the *<Agency> Budget Translation Tree Structure* worksheet in Smartsheet.

Table 4: Budget Translation Tree Structure 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
Translation Tree Name	Name of the Translation tree as assigned by the Project.	Required	Character	30	Project Provided
Budgetary Org Value	Organization value that will control budget checking for the associated Transactional Organization values.	Required	Alpha-numeric	10	Agency Provided *(Pre-populated)*
Transactional Org Value/Range: Beginning Value	Transactional Organization value that represents the beginning of a range of values that will budget check against the related Budgetary Organization value.	Required	Numeric	10	Agency Provided
Transactional Org Value/Range: Ending Value	Transactional Organization value that represents the end of a range of values that will budget check against the related Budgetary Organization value.	Required	Numeric	10	Agency Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

Worksheet Instructions

The below information provides detailed column instructions on how to complete the *<Agency> Budget Translation Tree Structure* worksheet in Smartsheet. Continue to update your agency's Budget Translation Tree as needed.

1. Select the appropriate value in the Budgetary Org Value column. This column is a drop-down that is updated through overnight processing and contains the Agency Budgetary Default and all Top Tier column items that are marked "Yes" in the Budgetary Only Value column on the <Agency> Organization worksheet.
    a. All Budgetary Organization values in the <Agency> Organization worksheet must have an entry in the Budgetary Org Value column.

2. Using the Organization Reporting Tree data from the <Agency> Organization worksheet, input the ranges of Transactional Organization values associated with the selected Budgetary Organization Value.
    a. Beginning value – Transactional organization value that represents the beginning of a range of values that will budget check against the related Budgetary Organization value.
    b. Ending value – Transactional organization value that represents the end of a range of values that will budget check against the related Budgetary Organization value.
    c. Transactional Organization values must be entered if Budgetary Organization values are in the tree.

NOTE: *One or multiple values that are outside of a designated numbering scheme for a range can be added to the Translation Tree. A value outside of the range can be added to the Translation Tree if an agency determines that the value should budget check at the identified budgetary organization value as an independent value. Values cannot duplicate on a Translation Tree; therefore, if the independent value falls within another range, that range must be adjusted to exclude the value. In the figure below, a value outside of the range is included (highlighted in orange) as an example. Since values cannot duplicate on a Translation Tree, the next sequence of values must be adjusted to remove the value.*

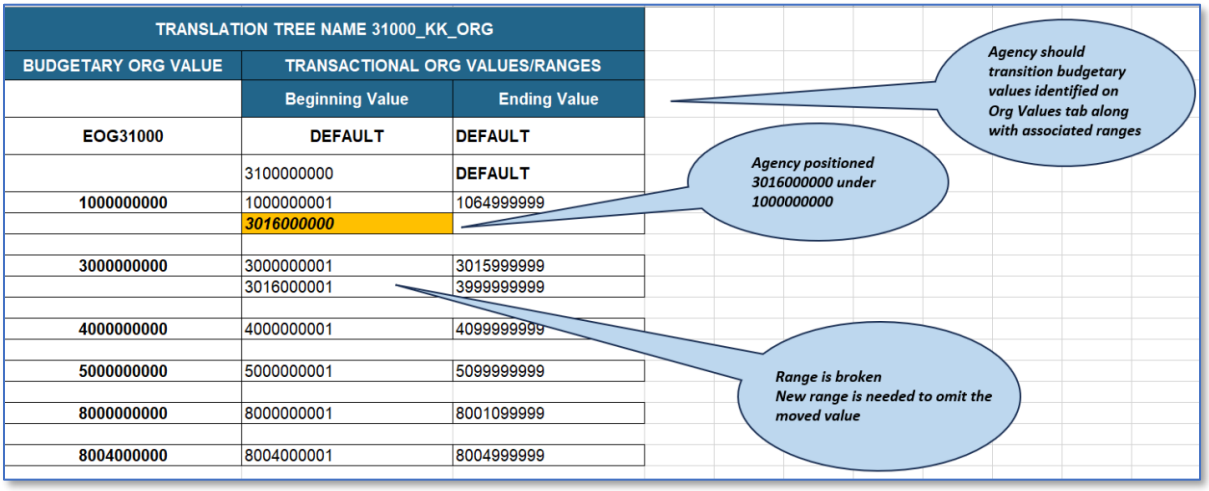

Figure 16: Budget Translation Tree Structure Example

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

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