SEGMENT II DESIGN WORKSHOPS

JANUARY 18, 2024

Housekeeping

- ▸ WiFi is available through the Duesenberg network

- ▸ Restrooms are in the back and to the side

- ▸ Car Museum tours may be taken during breaks or over lunch

- ▸ Place your phones on silent

- ▸ We will take a short break in the morning, an hour and a half for lunch, and one more break in the afternoon

- ▸ There will be pause points for Q&A during the session – Please hold your questions until then

- ▸ Screens are located around the room, but the presentation is also on our website, if you need to follow along

Purpose of Design Workshops

▸ Share the design for the processes and functions being discussed

▸ Answer your questions as they relate to these processes and functions

▸ Help agencies understand the design so they can take action within their agency

▸ Expand agency staff engagement

Important Design Notes

▸ Build has already started → design is completely locked for those items

▸ We still have <u>lots</u> of designs to finalize in Segments III, IV and DW (i.e., we cannot answer every question yet)

▸ Every agency is impacted → Business processes, technology, reporting

▸ Following Segment IV, we will discuss everything financials and payroll related (DW will still be a future discussion)

Cutover Considerations

▶ Cutover discussions are just beginning! → A lot of information to come, all will be known and shared at the end of Design Segment IV

▶ Mid-year closing will have to occur to support cutover from FLAIR to Florida PALM

▶ Conversions will generally be balances, <u>not transactions</u>

▶ Historical transactions, including transactions for FY 25-26 will not be converted to Florida PALM, their results (balances) will be converted

▶ Plan is to start UAT with a simulated mid-year cutover for FY 24-25

Solution Design Workshops
Agenda

▶ Welcome and Introductions

▶ Design Phase Overview

▶ Process Groupings Overview

▶ Enter and Process Journals

  ◦ General Ledger Overview

  ◦ Business Process Models

▶ Reporting

▶ Interfaces

Solution Design Workshops
Agenda (cont'd)

▸ Segment I Updates
- Manage Agency Allotments
  - Commitment Control (KK) Overview
  - Business Process Model 20.1.2
  - Agency Allotment Budget Structure Selection
- Set Up and Maintain SpeedKeys
  - Business Process Model 10.1.6

▸ Agency Configurations

▸ Revenue and Expenditure Account Values

▸ Wrap Up

DESIGN PHASE OVERVIEW

Design Phase Overview

You are Here!

Design Workshops II

COMPLETED Financial Wave BPM Reviews I

COMPLETED Design Workshops I

Design Workshops III

Design Workshops IV

SEGMENT I
August - October 2023

SEGMENT II
November 2023 - January 2024

SEGMENT III
February - April 2024

SEGMENT IV
May - July 2024

COMPLETED Payroll Wave BPM Reviews I

II Financial Wave BPM Reviews

III Financial Wave BPM Reviews

Financials & Payroll Waves BPM Reviews IV

PALMcast

For more information, listen to
Episode #11: The Design Phase

Florida PALM
Planning, Accounting, and Ledger Management

Segment II Design Workshops   01/18/2024

PROCESS GROUPINGS OVERVIEW

ACCOUNT MANAGEMENT AND FINANCIAL REPORTING
& BUDGET MANAGEMENT AND CASH CONTROL

Process Groackings Overview

Process Groupings Overview

Segment 2

Process Groupings Overview

Manage Agency Accounting/ Balances

10.2 Enter and Process Journals

10.2.1 Source Module Journal Entry

10.2.2 Edit Check

10.2.3 Agency Create and Approve Journals

10.2.4 Enterprise Create and Approve Journals

Segment 2

Process Groupings Overview

Manage Agency Accounting/ Balances

- 10.2 Enter and Process Journals
  - 10.2.1 Source Module Journal Entry
  - 10.2.2 Edit Check
  - 10.2.3 Agency Create and Approve Journals
  - 10.2.4 Enterprise Create and Approve Journals

Month End Closing

- 10.3 Analyze and Reconcile Accounts
  - 10.3.1 Perform Month End Close

| Segment 2 | Segment 3 |

Process Groupings Overview

Manage Agency Accounting/ Balances

- **10.2 Enter and Process Journals**
- **10.2.1 Source Module Journal Entry**
- **10.2.2 Edit Check**
- **10.2.3 Agency Create and Approve Journals**
- **10.2.4 Enterprise Create and Approve Journals**

Enforce Budget and Cash Control

- **20.2 Budget Execution and Cash Management**
- **20.2.1 Manage Budget Checking**
- **20.2.2 Manage Cash Checking**
- **20.2.3 Invested Balance Checking**

Month End Closing

- **10.3 Analyze and Reconcile Accounts**
- **10.3.1 Perform Month End Close**

Annual Closing

- **10.4 Close General Ledger and Consolidate Results**
- **20.3 Perform Budget Close**
- **20.3.1 Carry Forward**
- **20.3.2 Certified Forward**
- **20.3.3 Continuing Appropriations**

Segment 2   **Segment 3**   **Segment 4**

Process Groupings Overview

Configure Controls

Manage Agency Accounting/ Balances

Enforce Budget and Cash Control

Month End Closing

Annual Closing

10.1 Set Up and Maintain Chart of Accounts

10.1.1 Agency Add/Modify ChartField Values

10.1.2 Enterprise Add/Modify ChartField Values

10.1.3 Enterprise Add/Modify Fund Values

10.1.4 Enterprise Add/Modify Budgetary ChartField Values

10.1.5 Enterprise Set Up and Maintain Trees and/or Combination Edits

10.1.6 Agency Set Up and MaintainSpeedKeys

20.1 Enter and Process Budget Journals

20.1.1 Enterprise Post Appropriations

20.1.2 Manage Agency Allotments

20.1.3 Enterprise Budget Ledger Reconciliation

20.1.4 Agency Estimated Revenue

10.2 Enter and Process Journals

10.2.1 Source Module Journal Entry

10.2.2 Edit Check

10.2.3 Agency Create and Approve Journals

10.2.4 Enterprise Create and Approve Journals

20.2 Budget Execution and Cash Management

20.2.1 Manage Budget Checking

20.2.2 Manage Cash Checking

20.2.3 Invested Balance Checking

10.3 Analyze and Reconcile Accounts

10.3.1 Perform Month End Close

10.4 Close General Ledger and Consolidate Results

20.3 Perform Budget Close

20.3.1 Carry Forward

20.3.2 Certified Forward

20.3.3 Continuing Appropriations

| Segment 1 | Segment 2 | Segment 3 | Segment 4 |

ENTER AND PROCESS JOURNALS

GENERAL LEDGER OVERVIEW

General Ledger Overview
What is the General Ledger?

▸ The General Ledger serves as the master set of records in which the State of Florida's financial transactions are recorded in detail or in summary form.

▸ Serves as a central repository for accounting data transferred from all source modules.

▸ The General Ledger is the official book of record for the State of Florida and contains financial data for all State of Florida agencies and designated component units.

General Ledger Overview
What is the General Ledger?

General Ledger

- Actuals Ledger
- Cash Ledger
- Financial Reporting Ledger
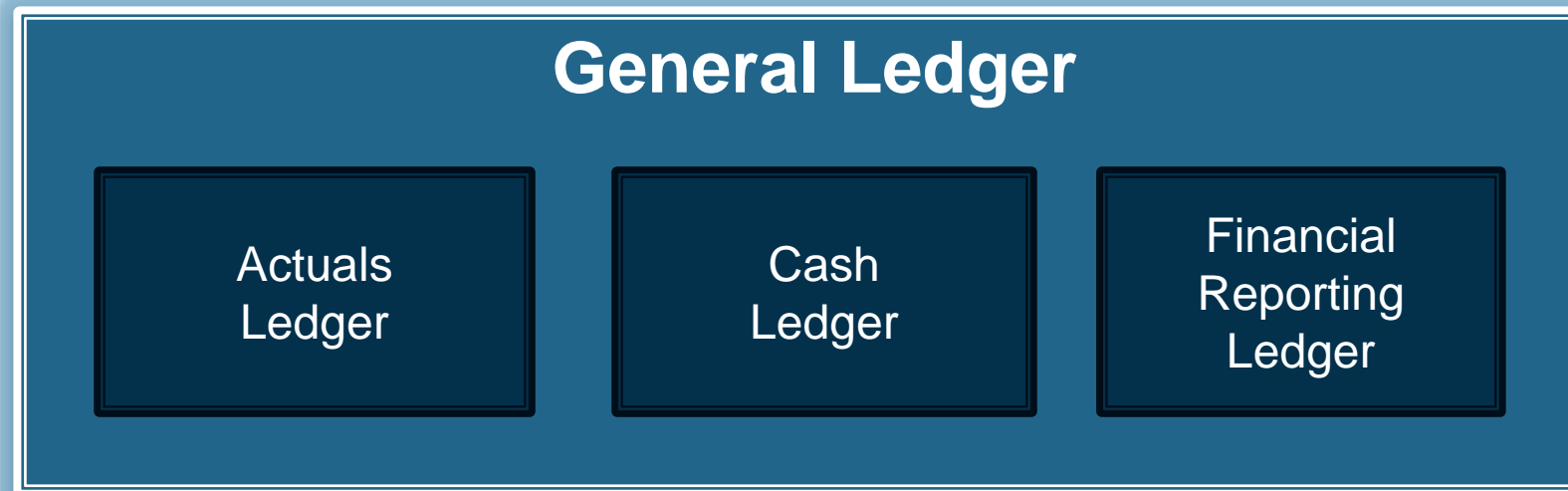
General Ledger Overview
What is the General Ledger?

▸ Actuals Ledger
- Primary ledger and State's book of record for financial reporting
- Represents the table where all non-budgetary financial transactions are posted
- Contains summarized revenue, expense, asset, liability, and equity balances by ChartField string.
- Does not contain budget or encumbrance data

▸ Cash Ledger
- Contains Cash impacting transactions
- Used for Cash specific reporting needs (Cash Basis reporting)

▸ Financial Reporting Ledger
- Contains adjustments entered to affect financial balances during the adjustment period
- Used for annual financial statement preparation
- Allows DFS Financial Statements Section to manage closing

General Ledger Overview
What is the General Ledger?

▶ ChartFields contained in General Ledger table:
- Account
- Organization
- Fund
- Budget Entity
- Category
- State Program
- Other Accumulator 1
- Other Accumulator 2
- Grant
- Contract
- Project

General Ledger Overview
What is the General Ledger?

Questions?

ENTER AND PROCESS JOURNALS

BUSINESS PROCESS

Business Process
Enter and Process Journals

10.2.1 Source Module Journal Entry

- Journal Generator (J-Gen) is a systematic process which creates the appropriate GL journals from source module accounting entries.

- Source module accounting entries are summarized by complete ChartField string (ChartField values used on the transaction including the Project ChartField values).

- J-Gen journals contain balanced (debits and credits) entries from source modules and can contain multiple chartfield strings.
  - **Note:** Users only enter one side of the transaction within the Source Module. The off-setting lines are created by the post process with the Source Module.
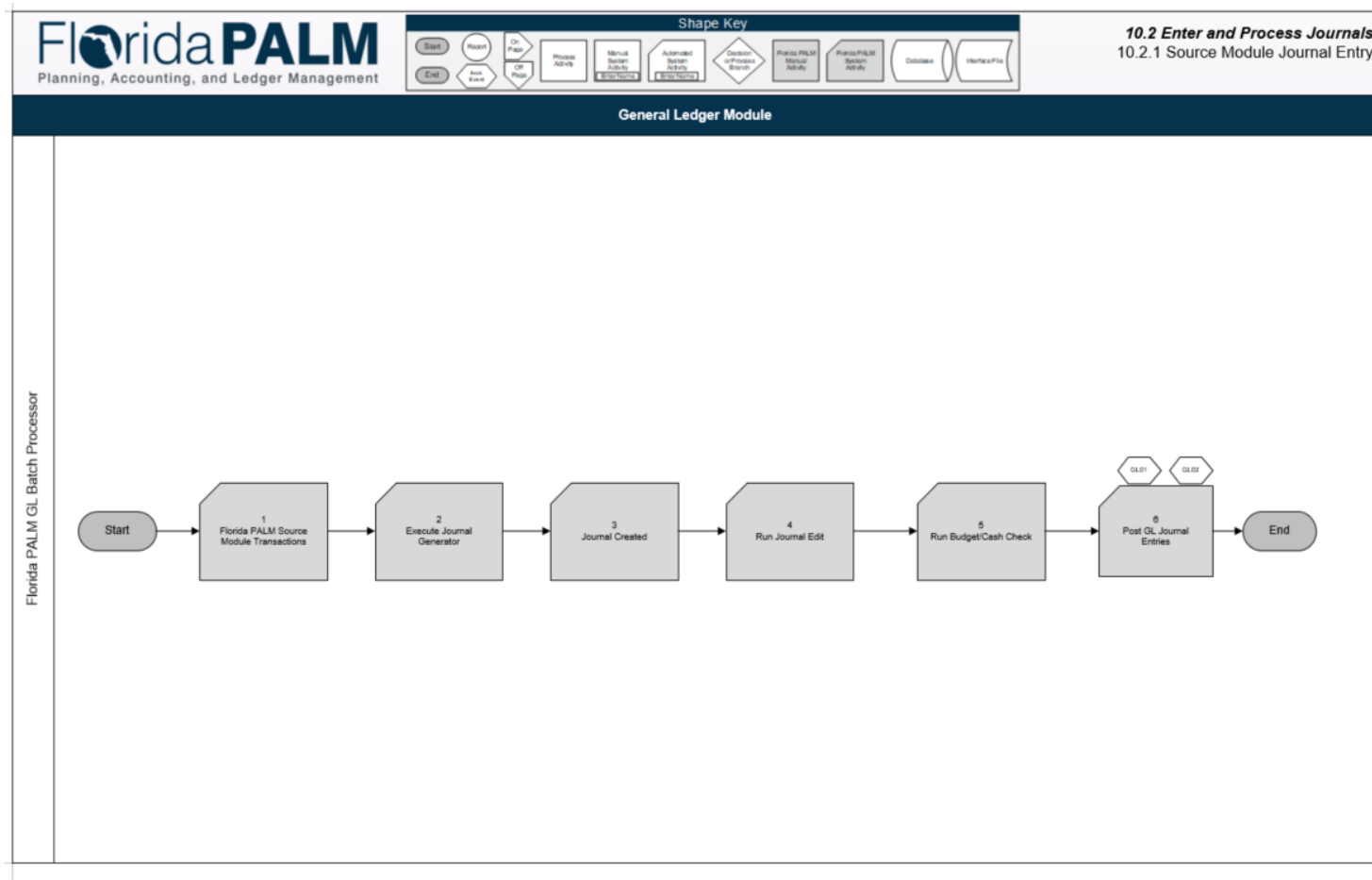
Business Process
Enter and Process Journals

▸ Journals created by the J-Gen process can not be edited, approved, or processed by agencies.
  ◦ **_Note:_** Should an error occur with these journals, the journals will need to be deleted by the Solution Center.

▸ Once the journal passes edit and budget check, the journal is posted to the journal tables and into the Actuals Ledger table.
  ◦ **_Note:_** The lower-level Project Chartfield detail values remain in the Journal lines table. Actuals will represent the balance at the Project level.

▸ The GL journal id and journal posting date is sent back and recorded on the related source module transactions.

Business Process
Enter and Process Journals

Example:

The AP Processor enters the following accounting lines into the AP module:

Voucher ID#	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Amount	
12345678	1010100000	707101	02106	43010100	040000	1168200003	GR001	$ 200.00	**User entered**
12345679	1010100000	707101	02106	43010100	040000	1168200003	GR001	$ 500.00	**User entered**
12345680	1010100000	704801	25001	43200800	040000	1168200003	GR001	$ 1,000.00	**User entered**

Business Process
Enter and Process Journals

Example:

Upon Voucher Post, the off-set accounting lines are created.

Voucher ID#	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Amount	
12345678	1010100000	707101	02106	43010100	040000	1168200003	GR001	$ 200.00	User entered
12345678	1010100000	300900	02106	43010100	040000	1168200003	GR001	$ (200.00)	System generated
12345679	1010100000	707101	02106	43010100	040000	1168200003	GR001	$ 500.00	User entered
12345679	1010100000	300900	02106	43010100	040000	1168200003	GR001	$ (500.00)	System generated
12345680	1010100000	704801	25001	43200800	040000	1168200003	GR001	$ 1,000.00	User entered
12345680	1010100000	300900	25001	43200800	040000	1168200003	GR001	$ 1,000.00	System generated

Business Process
Enter and Process Journals

Example:

The J-Gen will summarize accounting entries to post to the GL Journal lines table and Actuals ledger as follows:

GL Journal ID	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Amount	
AP00120001	1010100000	707101	02106	43010100	040000	1168200003	GR001	$ 700.00	**System generated**
AP00120001	1010100000	300900	02106	43010100	040000	1168200003	GR001	$ (700.00)	**System generated**
AP00120002	1010100000	704801	25001	43200800	040000	1168200003	GR001	$ 1,000.00	**System generated**
AP00120002	1010100000	300900	25001	43200800	040000	1168200003	GR001	$ (1,000.00)	**System generated**

Business Process
Enter and Process Journals

Example:

After summarized journal is posted in GL, the source module accounting entries are updated to show the associated GL Journal ID.

Voucher ID#	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Amount	Journal ID#
12345678	1010100000	707101	02106	43010100	040000	1168200003	GR001	$ 200.00	AP00120001
12345678	1010100000	300900	02106	43010100	040000	1168200003	GR001	$ (200.00)	AP00120001
12345679	1010100000	707101	02106	43010100	040000	1168200003	GR001	$ 500.00	AP00120001
12345679	1010100000	300900	02106	43010100	040000	1168200003	GR001	$ (500.00)	AP00120001
12345680	1010100000	704801	25001	43200800	040000	1168200003	GR001	$ 1,000.00	AP00120002
12345680	1010100000	300900	25001	43200800	040000	1168200003	GR001	$ 1,000.00	AP00120002

Business Process
Enter and Process Journals

Transaction Processing
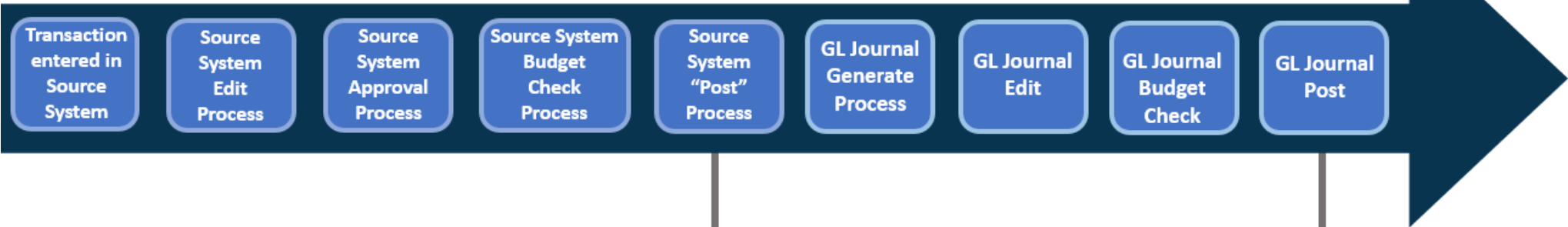
Transaction entered in Source System → Source System Edit Process → Source System Approval Process → Source System Budget Check Process → Source System "Post" Process → GL Journal Generate Process → GL Journal Edit → GL Journal Budget Check → GL Journal Post

Accounting Processing
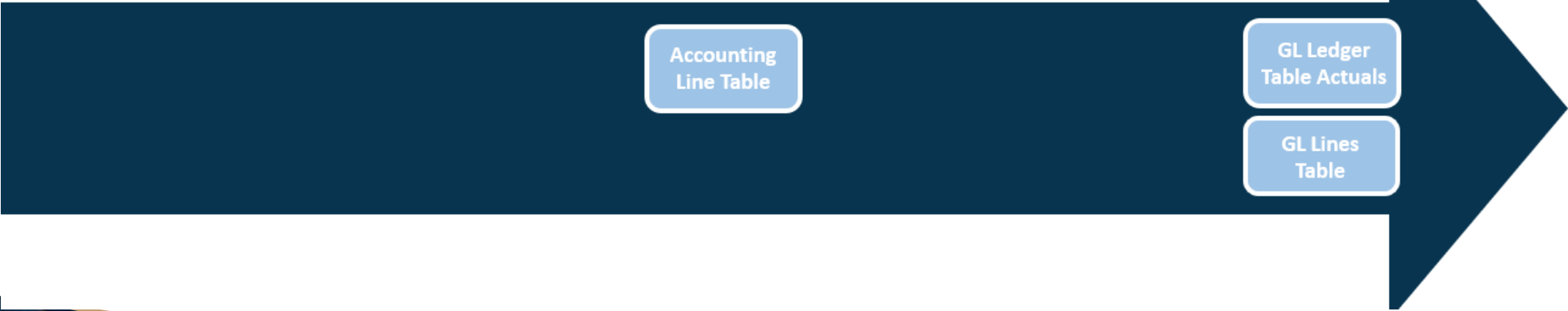
Accounting Line Table

GL Ledger Table Actuals

GL Lines Table

Business Process
Enter and Process Journals

Questions?

Business Process
Enter and Process Journals

10.2.2 Edit Check

- GL Journal entries are edit checked prior to posting and updating the GL.
- The edit check process verifies
  - ChartField values,
  - ChartField combinations edits,
  - Accounting periods are open, as of the date of the journal
  - GL Journals are balanced by BU and Fund

Business Process
Enter and Process Journals

▸ GL Journal Edit Check Common Errors and Resolution

Journal Error Message Text	Message Description	Resolution
ChartField error for value "X" field name "Y", (Prompt table "Y"). Example: Chartfield error for value **701003** fieldname **ACCOUNT**, (Prompt table **GL_ACCOUNT_TBL**).	The ChartField value for a specific ChartField has errored and needs to be assessed.	1. Change the ChartField value. 2. Check the ChartField value to see if the value is inactive or valid. Discuss with COA Maintainer to have value updated.
Combo error for field "Y", group "name". Example: Combo error for field **FUND** group name **FUND_REQ**	A ChartField Combination error has been identified for the specified field for a combination group.	Verify and update the ChartField string on the journal line to include or correct the ChartField

Business Process
Enter and Process Journals

▸ GL Journal Edit Check Common Errors and Resolution

Journal Error Message Text	Message Description	Resolution
Journal is not balanced on journal totals or balancing ChartField totals.	The journal is not balanced.	Verify each journal line amount and adjust to correct amount when necessary
Actual totals do not match control totals.	The journal line totals do not agree with the totals input on the control totals page.	1. Adjust the control totals to match or delete control totals. 2. Adjust journals line amounts to match the control total.
Journal line errors exist for this header	Generic message indicating there are errors with the journal.	1. Review the errors that are listed for each line. 2. Update the journal line
The journal date is not in an open period for this ledger.	The journal is unable to be posted due to the period being closed.	Delete the journal and create a new journal with a valid journal date.

PALM
Ledger Management

/18/2024

Business Process
Enter and Process Journals

▸ Example of WorkCenter Report: Journal with Edit Error

Business Process
Enter and Process Budget Journals

▸ Example of GL Journal with Edit Error

Business Process
Enter and Process Journals

▸ Example of GL Journal line with Edit Error

Business Process
Enter and Process Journals

Questions?

15 Minute Break
(SAY HELLO TO YOUR NEIGHBOR)

Business Process
Enter and Process Journals

- ► What are GL Journals?
  - ◦ GL Journals are the accounting entries which directly update non-budgetary Ledger summary balances
    - • Actuals Ledger
    - • Cash Ledger
    - • Financial Reporting Ledger

  - ◦ Direct entries in the General Ledger are made via journal entries
    - • Journals entered directly in the General Ledger **do not** update the source modules, except for Project Costing
    - • Journals will edit, budget and cash check
    - • Journals will be subject to an approval process
    - • Does not contain supplier or customer information

- ► Journal Entries require a balanced 2-sided entry (debit equals credits)

Business Process
Enter and Process Journals

▸ The journal header contains descriptive information about the journal.

▸ Journals can be entered as adjusting entries and update the 998 adjusting period.
  ◦ ***Note:*** The adjusting period is open and closed by DFS.

▸ Fiscal year and period are derived from the journal date.

▸ Supporting documentation can be attached to the journal
  ◦ ***Note:*** DFS and internal agency policy determines which documents are appropriate to be attached.

Business Process
Enter and Process Journals

‣ GL Journals can auto reverse based on the reversal section options.

‣ The reversal entries maintain the original journal id and receive a new journal entry date.

‣ Agencies are not able to use to the ADB reversal as the ADB functionality is used by Treasury for interest apportionment.

Business Process
Enter and Process Journals

▸ Journal lines contain the chartfield strings and amounts for each accounting entry.

▸ Journal lines must contain balanced entries by BU and Fund.

▸ Journals can use multiple chartfield strings in one journal

Business Process
Enter and Process Journals

Questions?

Business Process
Enter and Process Journals

▸ When are journals expected to be used?

◦ Journals are intended to be used as a tool to maintain the Ledgers by DFS and Agencies.

◦ Agencies are expected to use GL journals to record the following types of accounting entries:

- Recording Trust Fund investing or disinvesting entries
- Recording summary Accounts Receivable entries or adjustments
- Recording summary Accounts Receivable write offs
- Recording summarized balance adjustment
- Recording year end accruals and balance adjustment

Business Process
Enter and Process Journals

▸ Who should have access to process GL Journal entries?

◦ Agency GL Journal Processor role should be limited to users:

- Who perform investment activities for the agency
- Who perform month end closing or year end closing responsibilities
- Who have a thorough understanding of agency accounting and reporting

Business Process
Enter and Process Journals

10.2.3 Agency Create and Approve Journals

- There are 3 ways to create a journal within Florida PALM
  - Online Entry – direct entry in Florida PALM
  - Spreadsheet Upload – used to create journals in mass
  - Interface File – used by an agency business system

- Agencies can choose which method is appropriate for their business needs.

- Interface files and Spreadsheet uploads contain the same information fields for journal header and line as the online entry page.

- Interface files and Spreadsheet Uploads are checked for errors prior to loading into Florida PALM.

- Interface files and Spreadsheet uploads do not require agency approval and will either workflow to DFS, if needed.

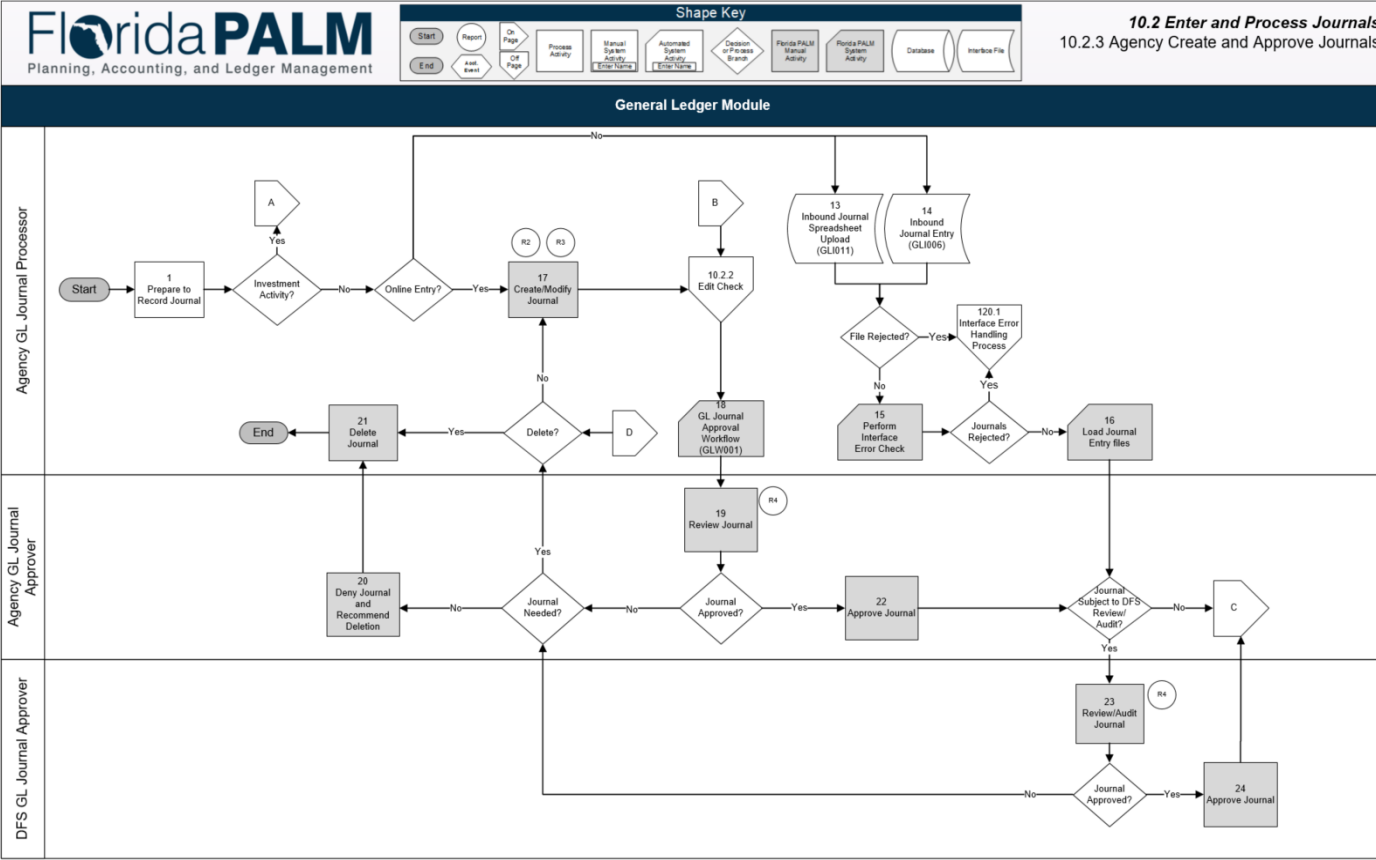- Budget/Cash check runs once the journal entries have been fully approved.
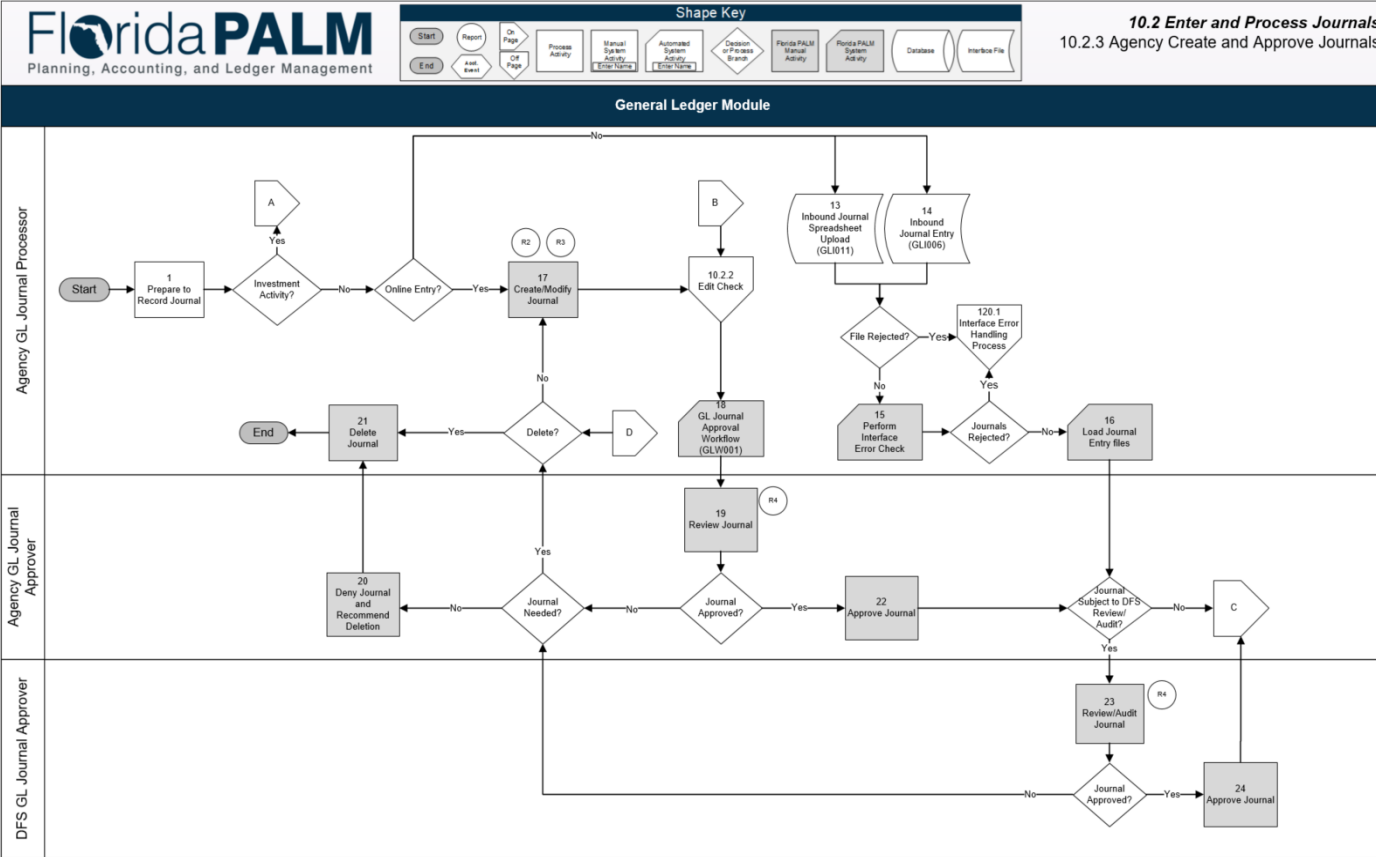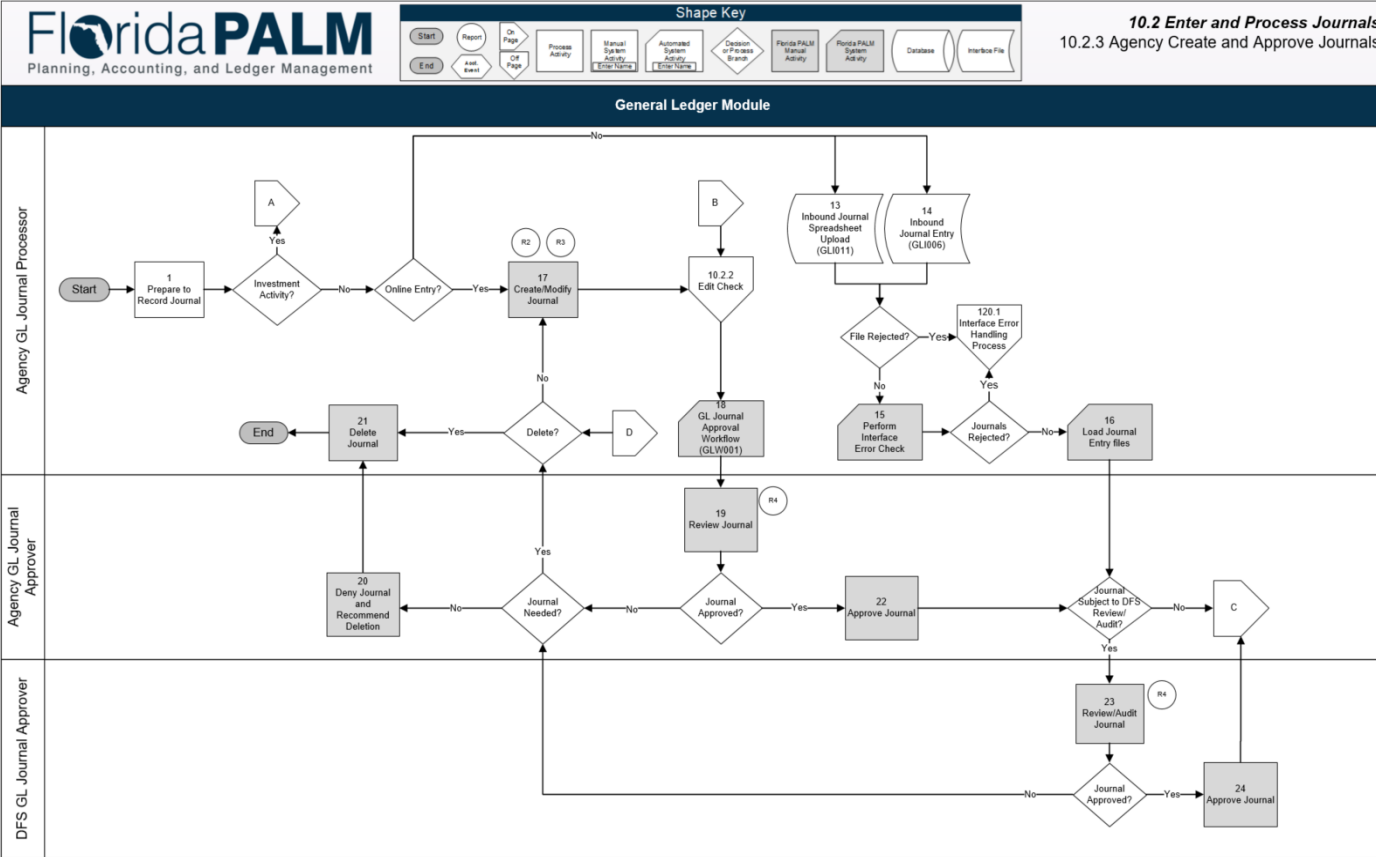
Business Process
Enter and Process Journals

▸ Online entry users complete both journal header and lines with necessary information to process the accounting entry.

▸ Online journals saved in incomplete status or are ready for further processing can be viewed on the GL WorkCenter.

▸ Online journal entries require approval within the agency and can be selected for review by DFS.

  ◦ **_Note:_** Appendix D of the narrative outlines the workflow by Journal Source

Business Process
Enter and Process Journals

▸ Online entry users complete both journal header and lines with necessary information to process the accounting entry.

▸ Online journals saved in incomplete status or are ready for further processing can be viewed on the GL WorkCenter.

▸ Online journal entries require approval within the agency and can be selected for review by DFS.

   ◦ ***Note:*** Appendix D of the narrative outlines the workflow by Journal Source

▸ Journals requiring approval can be viewed on the GL WorkCenter by either the agency approver or the DFS approver.

Business Process
Enter and Process Journals

- Upon final approval, the Budget/Cash check process will systematically run or can be manually run.

- Notification for journals with commitment control errors are located on the GL WorkCenter.

- From the WorkCenter, users can access the journal.

Business Process
Enter and Process Journals

▸ GL Journals in exception status must be addressed and cleared prior to the journal posting.

▸ The GL Journal Exception page indicates what is wrong with the journal.

▸ Agencies will need to address the exceptions before the journal can be posted.

Business Process
Enter and Process Journals

Questions?

REPORTING

GENERAL LEDGER

COMMITMENT CONTROL

Reporting Approach

- Florida PALM
  - Information needed for same day decisions or error handling, used by selected users
  - Agency Query Writer(s) can develop queries to include additional fields as needed.
- Data Warehouse
  - General source for information (reports, queries, and data extracts) for most users
  - Provides Florida PALM data & archived FLAIR data
  - Includes Menu of Reports & Queries
  - Provides Report Tools
  - Support Agency Self-Service
    - Agencies have greater control to create Data Extracts to support periodic or tailored information needs (in lieu of standard interface)

REPORTING APPROACH
DATA AVAILABILITY

= Agency Self Service

= Florida PALM Information Options; Not Agency Specific

Available data/info
- Reports & Queries

Available data/info
- Reports & Queries

PLUS: Self-Service - Queries & Extracts

Agency Business Systems (ABS)

Florida PALM Data Warehouse

Standard interface files are shared between Florida PALM and the ABS

Data transmits to the Florida PALM Data Warehouse each night

Other Users can get data/information from their ABS

Access Reports and Queries in Near Real-Time

Access, build, schedule and distribute Agency Specific Reports and Queries

Other Users

Florida PALM Users

Agency Data Extract

REPORTING APPROACH
REPORTS CATALOG

Florida PALM Reports Catalog Dashboard (View Only) :   ⚠ Report Abuse   ❓ Help

Florida PALM
Planning, Accounting, and Ledger Management

Reports Catalog	The Reports Catalog is a resource for users to identify and understand the planned reports for Florida PALM. The Catalog identifies reports implemented as part of CMS Wave and reports planned for Financials Wave. Additional reports and samples will be added as design activities are completed.
Overview	Overview provides guidance for using the Reports Catalog.
Topics	Topics categorizes the reports by subject.
Acronyms	Acronyms define the abbreviations used within the Reports Catalog.
Public Queries	Public Queries are a list of production queries available to agencies.
Change Log	Change Log documents the update history made to the Reports Catalog.

GLR083 – Investment Activity Report

What
information is available?

Why
do I need this report?

Who
runs and uses this information?

When
should I run this report?

Which
report(s) were previously used?

The report provides details about the investments and disinvestments, interest earnings, and fee activity made to the investment participant GL Accounts.

To monitor and reconcile Trust Fund Investment activity and the amount of interest allocated and recorded.

- DFS GL Journal Processor

- GL Reporter

Could be reviewed daily or when needed. Report can also be scheduled.

CMS Wave Report

GLR083 – Investment Activity Report

Key Considerations

- Only Funds with an attribute of Pool type for Pool 1 or Pool 2
- Summarizes by transaction types: Investments, Disinvestments, Interest Earned, and Administration Fee
- Report is in production currently with minor updates made for Financial wave

Parameter	Description	Required/Optional
Business Unit	Select specific BU's. % or actual value as per BU security	Required
Pool Type	Blank or select POOL 1 or POOL 2	Optional
Fund From/To	Fund range or % will display all funds	Required
Budget Entity From/To	Budget entity range or % will display all budget entity	Required
Fiscal Year	Four-digit value that is the last year of the designated fiscal year for the run	Required
Accounting Period From/To	Range of values representing the Operational Accounting periods of 1 through 12	Required

Page No. 1 of 4
Report ID: GLR0#3
Run Date: MM/HH/T
YYY
Run Time: HH:MM:S
S AM

60

Investment Activity Report

Business Unit:	43000
Pool Type:	Pool 1
Fund From:	03800 ANTI-FRAUD TF
Fund To:	07800 ST RISK MGMT TF
Budget Entity From:	43100200 DEPOSIT SECURITY
Budget Entity To:	43100200 DEPOSIT SECURITY
Fiscal Year:	2023
Accounting Period From:	12
Accounting Period To:	12

Business Unit: 43000   Dept Of Financial Services
Fund: 03800   ANTI-FRAUD TF
Budget Entity: 43100200   DEPOSIT SECURITY

Journal	Journal ID	Transaction	Accoun	Line Description	Additions	Deductions	Balance
....				Beginning Balance			1,507,707.84
6/1/2023	0000001555	Interest Earned	104001	INTEREST APPORTIONMENT	2,810.15		1,510,517.99
6/1/2023	0000001509	Admin Fee	104001	INTEREST ADMIN FEE		-144.95	1,510,373.04
6/14/2023	0000018707	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-9,681.00	1,500,692.04
6/19/2023	0000015209	Investment	104000	D3000565283	30,000.00		1,530,692.04

Account Summary

Transaction Types	Addition Transaction	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Beginning					1,507,707.84
Investment	1		30,000.00		30,000.00
Interest Earned	1		2,810.15		2,810.15
Disinvestment		1		-9,681.00	-9,681.00
Admin Fee		1		-144.95	-144.95
Undefined					
Total	2	2 $	32,810.15 $	-9,825.95 $	1,530,692.04

Florida PALM
Planning, Accounting, and Ledger Management

Investment Activity Report

Business Unit: 43000   Dept Of Financial Services
Fund: 07800   ST RISK MGMT TF
Budget Entity: 43100200   DEPOSIT SECURITY

Journal Date	Journal ID	Transaction	Account	Line Description	Additions	Deductions	Balance
				Beginning Balance			42,227,522.58
6/1/2023	0000001585	Interest Earned	104001	INTEREST APPORTIONMENT	96,065.04		42,323,587.62
6/1/2023	0000016402	Admin Fee	104001	INTEREST ADMIN FEE		-4,955.07	42,318,632.55
6/2/2023	0000016409	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-3,005,000.00	39,313,632.55
6/7/2023	0000016410	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-1,500,000.00	37,813,632.55
6/9/2023	0000016411	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-1,275,000.00	36,538,632.55
6/14/2023	0000016412	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-1,500,000.00	35,038,632.55
6/19/2023	0000016413	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-1,400,000.00	33,638,632.55
6/20/2023	0000016414	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-1,125,000.00	32,513,632.55
6/22/2023	0000016415	Disinvestment	104001	POOL 1 DISINV or REDISTRIB		-2,475,000.00	30,038,632.55

Account Summary

Transaction Types	Addition Transaction	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Beginning Balance					42,227,522.58
Investment					
Interest Earned	1		96,065.04		96,065.04
Disinvestment		7		-12,280,000.00	-12,280,000.00
Admin Fee		1		-4,955.07	-4,955.07
Undefined					
Total	1	8	$ 96,065.04	$ -12,284,955.07	$ 30,038,632.55

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Segment II Design Workshops   01/18/2024

Investment Activity Report

Dept Of Financial Services Summary

Transaction Types	Addition Transaction Types	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Beginning Balance					43,735,230.42
Investment	1		30,000.00		30,000.00
Interest Earned	2		98,875.19		98,875.19
Disinvestment		8		-12,289,681.00	-12,289,681.00
Admin Fee		2		-5,100.02	-5,100.02
Undefined					
Total	3	10	$ 128,875.19	$ -12,294,781.02	$ 31,569,324.59

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Investment Activity Report

Report Summary

Transaction Types	Addition Transaction Types	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Beginning Balance					43,735,230.42
Investment	1		30,000.00		30,000.00
Interest Earned	2		98,875.19		98,875.19
Disinvestment		8		-12,289,681.00	-12,289,681.00
Admin Fee		2		-5,100.02	-5,100.02
Undefined					
Total	3	10	$ 128,875.19	$ -12,294,781.02	$ 31,569,324.59

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GLR169 – Annual GAA Load Values Report

What
information is available?

Report that gives a combination of new budgetary codes from the General Appropriation Act Load.

Why
do I need this report?

To provide information needed to support requests for new transactional Fund values and new Budgetary Value combination edits.

Who
runs and uses this information?

- DFS GL COA Maintainer

- Agency GL COA Maintainer

- Agency GL Fiscal Approver

When
should I run this report?

Run after agency receives email notification that the Annual GAA Load values are available.

Which
report(s) were previously used?

A designated screen in FLAIR was used to view the combinations.

GLR169 – Annual GAA Load Values Report

Parameter	Description	Required/Optional
Business Unit	Select specific Business Unit	Required

Key Considerations

- Report will include new Budgetary Codes and combinations as received from LAS/PBS.

- Annual GAA Load Values Report will have data based on latest Inbound Annual GAA Load Values (GLI086) process run. The data is replaced each new fiscal year (Budget Period)

- Business Process model 10.1 is from Segment I

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Planning, Accounting, and Ledger Management

Page No.	1 of 1
Report ID:	GLR169
Run Date:	MM/DD/YYYY
Run Time:	HH:MM:SS

Annual GAA Load Values Report

Business Unit   21000

Budget Period   2024

Budgetary Fund	Budgetary Fund Description	Budget Entity	BE Description	Category	Category Description
20030	Fund Reserve				
		21300800	Sample BE Descr	000110	Category Descr
		21500100	BE Description	040000	Expenses
		21500200	BE Description	060000	Oper Cap Outlay
23390	Grants & Donations				
		21501100	Sample BE Descr	040000	Expenses
		21600100	BE Description	060000	Oper Cap Outlay
29740	Criminal Trust Fund				
		21300800	Sample BE Descr	040000	Expenses
		21701001	BE Description	060000	Oper Cap Outlay
		21703001	BE Description	100777	Contr Svc

KKR008 – Schedule of Allotment Balance Report

What
information is available?

Reflect recorded allotments, encumbrances, expenditures, and associated remaining balances for time periods grouped by ChartFields and ChartField combinations.

Why
do I need this report?

To monitor and manage budgetary allotment balances.

Who
runs and uses this information?

- KK Reporter

When
should I run this report?

Agencies run reports on an as-needed basis

Which
report(s) were previously used?
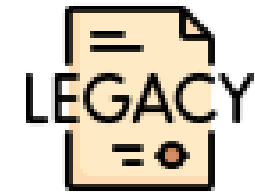
Schedule of Allotment Balance Reports

KKR008 – Schedule of Allotment Balance Report

Key Considerations
- The report will extract the details of any posted transaction whether ChartFields are active or inactive at the time of report.
- Report will not provide allotment balances prior to Financials Implementation go-live.
- Business unit security is applied on the report and data.

Parameter	Description	Required/Optional
Business Unit	Select specific BU's. % or actual value as per BU security	Required
Date From	Select date from	Required
Date To	Select date to	Required
ChartField(s) Selection	Organization, Account, Fund, Budget Entity, Category, State Program, Grant, Contract, OA1, OA2, PC Business Unit, Project, Activity, and PC Source Type	Optional

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SCHEDULE OF ALLOTMENT BALANCES REPORT

Business Unit:	43000
Date From:	08/01/2023
Date To:	08/31/2023
Organinzation:	2100000000 To 2100000000
Account:	% To %
Fund:	03800 To 78200
Budget Entity:	43100200 To 43100200
Category:	% To %

Business Unit:	43000	**Dept Of Financial Services**
Organinzation:	2100000000	**SECURITY**
Fund:	3800	**ANTI-FRAUD TF**
Budget Entity:	43100200	**DEPOSIT SECURITY**

Organization	Account	Account Description	Fund	Budget Entity	Category			Allotments	Expenditures (MTD)	Expenditures (YTD)	Encumbrances	Allotment Balances
2100000000	100000	CASH ON HAND	03800	43100200	100131			500,000.00	55,217.12	419,976.47	0.00	80,023.53
					Category	100131	Total: $	500,000.00 $	55,217.12 $	419,976.47 $	0.00 $	80,023.53
2100000000	100001	CASH WITH STATE BOARD ADMIN	03800	43100200	100132			250,000.00	0.00	247,274.98	0.00	2,725.02
					Category	100132	Total: $	250,000.00 $	0.00 $	247,274.98 $	0.00 $	2,725.02
2100000000	100002	CASH WITH FISCAL AGENTS	03800	43100200	100133			100,000.00	0.00	29,643.02	0.00	70,356.98
					Category	100133	Total: $	100,000.00 $	0.00 $	29,643.02 $	0.00 $	70,356.98
2100000000	100101	2102 SA11 E T	03800	43100200	100136			300,000.00	0.00	261,342.99	0.00	38,657.01
	100102	2103 SA11 D P						50,000.00	0.00	27,234.12	0.00	22,765.88
	100103	2104 PD11 REV FND						150,000.00	0.00	111,298.09	0.00	38,701.91
					Category	100136	Total: $	500,000.00 $	0.00 $	399,875.20 $	0.00 $	100,124.80
					Budget Entity	43100200	Total: $	1,350,000.00 $	55,217.12 $	1,096,769.67 $	0.00 $	253,230.33

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Segment II Design Workshops   01/18/2024

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SCHEDULE OF ALLOTMENT BALANCES REPORT

Business Unit: 43000   **Dept Of Financial Services**
Oragnization: 2100000000   **SECURITY**
Fund: 07800   **ANTI-FRAUD TF**
Budget Entity: 43100200   **DEPOSIT SECURITY**

Organization	Account	Account Description	Fund	Budget Entity	Category				Allotments	Expenditures (MTD)	Expenditures (YTD)	Encumbrances	Allotment Balances
2100000000	200002	REFUNDING BONDS - PAYABLE	07800	43100200	030000				5,000.00	0.00	1,508.90	0.00	3,491.10
	100120	4101 DLA REVOLVING FUND							6,000.00	306.84	2,744.77	0.00	3,255.23
					Category	030000	Total:	$	11,000.00 $	306.84 $	4,253.67 $	0.00 $	6,746.33
2100000000	300004	INS LIABILITY	07800	43100200	060000				1,000.00	0.00	33.00	593.74	373.26
					Category	060000	Total:	$	1,000.00 $	0.00 $	33.00 $	593.74 $	373.26
					Budget Entity	43100200	Total:	$	12,000.00 $	306.84 $	4,286.67 $	593.74 $	7,119.59
					Fund	07800	Total:	$	1,362,000.00 $	55,523.96 $	1,101,056.64 $	593.74 $	260,943.36
							Grand Total:	$	1,362,000.00 $	55,523.96 $	1,101,056.64 $	593.74 $	260,943.36

Segment II Design Workshops   01/18/2024

Reporting

Questions?

INTERFACES

GENERAL LEDGER
COMMITMENT CONTROL

Interface Approach

▶ Interface Approach

  ◦ Data exchanges between Florida PALM and external business systems. Florida PALM will interface with agency business systems, enterprise partners (e.g., MFMP, STMS, People First, PCard Works, LAS/PBS) and third parties (e.g., banks).
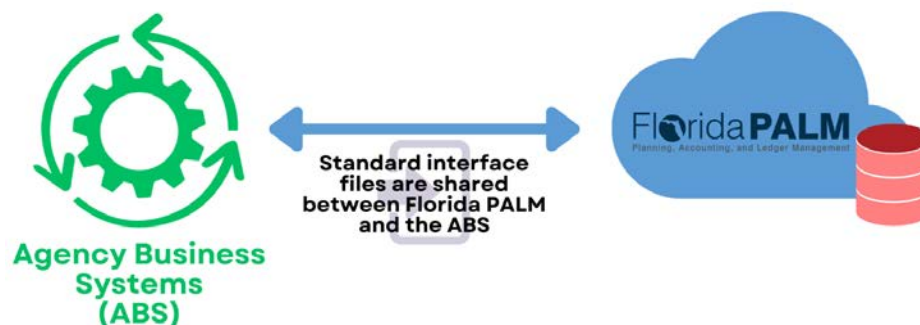
▶ Interface Batch Design Approach

  ◦ Interface Batch Design designates the various scheduling times of batch processes. Nightly and Daily batch schedule times will be figured out later. For any Adhoc or on demand batch job run, agencies need to submit a ticket through solution center.

Interface Approach
Interface Files

▸ Standard Pipe Delimited File Format (with some exceptions)

▸ Inbound File Naming Convention
  ◦ Agency Acronym_RICEFW_Recurrence_AgencyBusinessSystem(3)char_YYYYMMDD-HHMMSS.Extension
    • Example - DOH_GLI006_D_ABC_20231115-145400.txt

▸ Outbound File Naming Convention
  ◦ Agency Acronym_RICEFW_Recurrence_ProcessInstance_YYYYMMDD-HHMM.Extension
    • Example - DOH_GLI006_D_12345_202301115-1454.txt
  ◦ Some Exceptions will be considered as needed.

The following recurrences or frequencies are approved for use in file naming :
D = Daily   W = Weekly
M = Monthly   Q = Quarterly
Y = Yearly/Annually   FY = Fiscal Year
O = On-Demand/Ad-hoc

Interface Approach
Interface Catalog
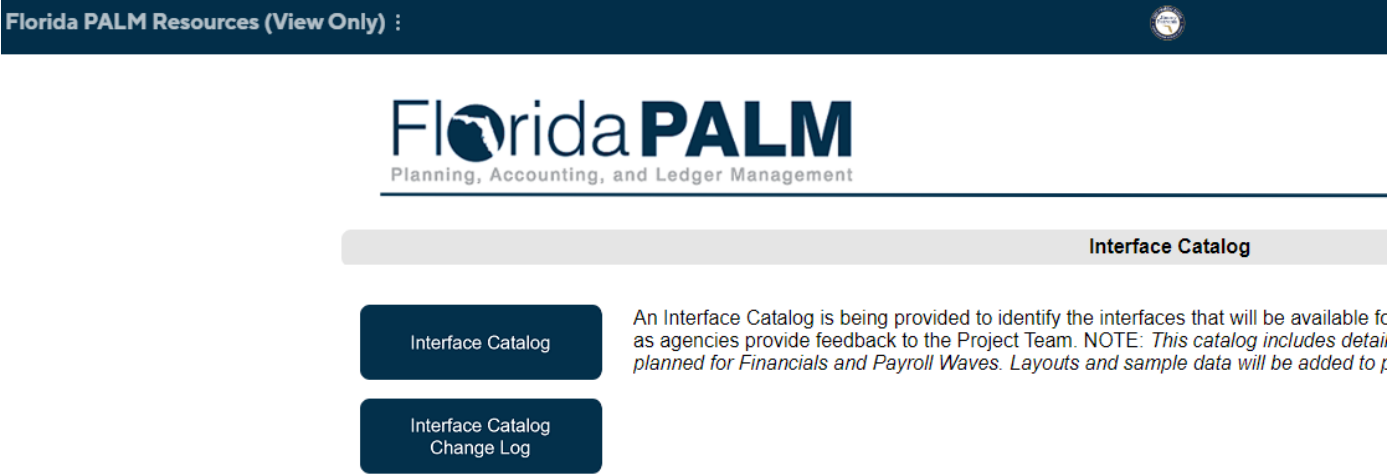
GLI006 – Inbound Journal Entry

What
information is transmitted ?

Agencies load journal entries of journal sources (ACR, ADJ, RED) with non budgetary chartfield values from external agency business systems into Florida PALM.

Why
do I need this?

Agency Business Systems can interact with FLPALM. Then General Ledger is updated to maintain integrity of the financial activities.

Who
runs ?

Automatic Batch Scheduler

When
should this interface file be sent ?

- Daily
- As needed (Ad hoc)

Which
run control parameters are used
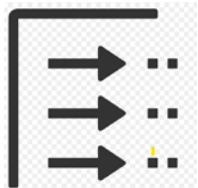
N/A

GLI006 – Inbound Journal Entry

```
GLI006 - Sample Data File.txt

1   H|43000|11/01/2022|N||ACTUALS|ACTUALS|N||0|CLW|34756987|765409|GFA|
2   L|43000|1|ACTUALS|0022500100|110100|10000|11950000|141117|0102020003|||||||||||||123.45||TREASURERS COMMON CASH|11/01/2022|0|Y||
3   L|43000|2|ACTUALS|0022500100|110100|10000|11950000|141117|0102020003|||||||||||||-123.45||TREASURERS COMMON CASH|11/01/2022|0|N||
4   H|43000|11/01/2022|N||ACTUALS|ACTUALS|N||0|ADJ|58568444|PERIOD ADJ|EXT|
5   L|43000|1|ACTUALS|0022500100|110258|25865|11950000|141117|0102020003|||||||||||||50500.47||ASSET|11/01/2022|0|Y||
6   L|43000|2|ACTUALS|0022500100|758255|25865|11950000|141117|0102020003|||||||||||||-50500.47||EQUIP EXP|11/01/2022|0|N||
```

GLI011 – Inbound Journal Spreadsheet Upload

What information is transmitted ?	**Why** do I need this?	**Who** runs ?	**When** should this interface file be sent ?	**Which** run control parameters are used ?
This Journal Spreadsheet Upload is one of the ways to post multiple journal entries within the General Ledger.	Users can upload large volume of Journal Entries into Florida PALM to maintain integrity of the financial activities in General Ledger	• Agency GL Spreadsheet Processor • DFS GL Spreadsheet Processor	As needed (Ad hoc)	N/A

GLI011 – Inbound Journal Spreadsheet Upload Template

GLI011 – Inbound Journal Spreadsheet Upload Template

GLI084 – Inbound Combination Edit Spreadsheet Upload

What	**Why**	**Who**	**When**	**Which**
information is transmitted ?	do I need this?	runs ?	should this interface file be sent ?	run control parameters are used ?
Agencies and A&A can enter combination edit rules and A&A will review and configure rules.	If Agencies need to add to or update existing combinations for the Budgetary Value Edit.	DFS GL COA Maintainer	As needed (Ad hoc)	• Business Unit • Combination Rule.

GLI084 – Inbound Combination Edit Spreadsheet Upload Template

Agency	Process Group	Combintion Rule	Seq	Organization	Account	Fund	Budget Entity	Category	State Program	Grant	Contract	OA1	OA2	PC Business Unit	Project	Activity	PS Source Type	PC Category	PC Subcategory
43000	BUDGTY_VALUE	BUDGTY_VALUE	1			10000	11950000	141117											
43000	BUDGTY_VALUE	BUDGTY_VALUE	2			20000	11950000	141117											

GLI002 – Outbound Actuals Extract

What
information is transmitted ?

Year to Date summarized balances from the ACTUALS Ledger by chartfield string (Organization, Account, Fund, BE, Category, SP, Grant, Contract , OA1,OA2,Project)

Why
do I need this?

Agencies can use this extract for ongoing reconciliations, research and reporting needs within their agency business systems.

Who
runs ?

Automatic Batch Scheduler

When
should this interface file be sent ?

- Daily
- As needed (Ad hoc)

Which
run control parameters are used ?
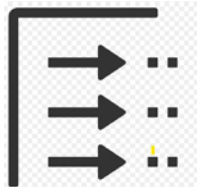
- Business Unit
- Ledger Grp optional)
- As of Date
- Include Adjustment Periods Checkbox (optional)

GLI002 – Outbound Actuals Extract

GLI002-Sample Data-11000.txt

1 11000|ACTUALS|2023|04/20/2023|1110010000|104000|00001|11210000|130500|0102020003|GR144|F001700000|AC011|ACDFMACDFM|D17200RG7110000|50000.60|||||||||||
2 11000|ACTUALS|2023|04/20/2023|1110010000|101014|20301|11800000|030000|0102020003|GR145|F001800026|AC012|ACDFMACDFM|D17200RG7110000|2099195429.54|||||||||||
3 11000|ACTUALS|2023|04/20/2023||100104|33900|11310000|001904|||||||||-154902.00|||||||||||
4 11000|ACTUALS|2023|04/20/2023||101015|05801|11100200|002000|||||||||0.00|||||||||||

GLI002-Sample Data-43000.txt

1 43000|ACTUALS|2023|04/20/2023|4310044000|101013|37000|43200100|000600|0102020003|GR288||AC222|ACDFMACDFM|D17200RG7110000|-20.89|||||||||||
2 43000|ACTUALS|2023|04/20/2023|4310010488|101014|32300|43200100|220030|0102021209|GR109|F001800026|AC678|ACDFMACDFM|D17200RG7110000|5163209.88|||||||||||
3 43001|ACTUALS|2023|04/20/2023|4310013400|101008|79500|43600100|311029|0103045105|GR006|F001800026|AC456|ACDFMACDFM|D17200RG7110000|-12345.82|||||||||||
4 43001|ACTUALS|2023|04/20/2023|101013|00080|43200100|220020|||||||||0.00|||||||||||
5 43002|ACTUALS|2023|04/20/2023|4329113400|101004|79500|43600100|004000|2103610523|GR765|F001900852|AC621|ACDFMACDFM|D17200RG7110000|20201102.00|||||||||||

GLI051 – Outbound Detail GL Journal

What
information is transmitted ?

This interface extracts General Ledger journal entry accounting details for use by external systems.

Why
do I need this?

Agencies can use this extract for ongoing reconciliations, research and reporting needs within their agency business systems.

Who
runs ?

Automatic Batch Scheduler

When
should this interface file be sent ?

- Daily
- As needed (Ad hoc)

Which
run control parameters are used ?
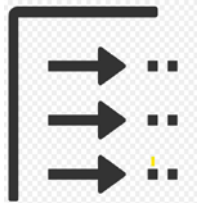
- Incremental Mode – BU, Ledger Group, As of Date (Default)
- Full Mode – BU, Ledger Grp, Fiscal Year, Period (optional)

GLI051 – Outbound Detail GL Journal

GLI051-Sample Data.txt

```
1  H|22000|0000001204|06/01/2023|0|22000|2024|1|ACTUALS|ACTUALS|06/01/2023|2|45683.29|-45683.29|ONL|76540987|P|TEST.USER|Sample Journal|N|CLASS1|Sample General Ledger Journal|||||

2  L|22000|0000001204|06/01/2023|0|1|ACTUALS|5010000000|101015|10000|11950000|141117|0102020003|GR143|F001800026|AC678|ACDFMACDFM|22000|D17200RG7110000|A00000000000980|EQP|DIR|CONS|45683.29|42A|TREASURERS COMMON CASH|
   06/01/2023|||||||||||

3  L|22000|0000001204|06/01/2023|0|2|ACTUALS|5010000000|101013|10000|11950000|141117|0102020003|GR143|F001800026|AC678|ACDFMACDFM|22000|D17200RG7110000|A00000000000980|EQP|DIR|CONS|-45683.29|42A|TREASURERS COMMON CASH|
   06/01/2023|||||||||||

4  H|22000|0000001205|06/04/2023|1|22000|2024|1|ACTUALS|ACTUALS|06/05/2023|2|5110987.29|-5110987.29|ALO|19807651|U|TEST.USER4|Sample Journal|N|CLASS2|Sample General Ledger Journal|||||

5  L|22000|0000001205|06/04/2023|1|1|ACTUALS|9910013400|101008|79500|43600100|311029|0103045105|GR006|F001800026|AC456|ACDFMACDFM|22000|D17200RG7110000|A00000000000981|EQP|DIR|CONS|5110987.29|20B|WARRANTS|06/06/2023||||
   ||||||

6  L|22000|0000001205|06/04/2023|1|2|ACTUALS|9910013400|101012|79500|43600100|311029|0103045105|GR006|F001800026|AC456|ACDFMACDFM|22000|D17200RG7110000|A00000000000981|EQP|DIR|CONS|-5110987.29|20B|WARRANTS|06/06/2023|||
   |||||||
```

Interfaces

Questions?

15 Minute Break
(Say HELLO to your Neighbor)

SEGMENT I UPDATES
COMMITMENT CONTROL (KK) OVERVIEW

Commitment Control (KK) Overview
What is Commitment Control?

▸ The Commitment Control (KK) module is designed for **control**, **management**, and **reporting** of budget. The KK module includes ledgers that maintain appropriations, releases, reserves, allotments, projects, spendable cash, investments, and revenue which controls and tracks budget, cash, encumbrances, expenses, and revenues.

- ◦ **Control Tool** – prevent spending outside of authorizations.
- ◦ **Management Tool** – record and monitor activities against budget.
- ◦ **Reporting Tool** – produce reports on budget and related activities.

Commitment Control (KK) Overview
What is Commitment Control?

▸ KK ledgers are tightly integrated with all Florida PALM modules to provide budgetary control to determine how financial transactions are tracked and recorded.

▸ Commitment Control is the structure and the rules that define the budget and cash control process.

▸ Commitment Control security defines which users can manage, edit, and post budgets (appropriations, allotments, and revenue estimates) including the override of exceptions based upon ChartField combinations used in accounting entries.

Commitment Control (KK) Overview
What is Commitment Control?

Budget	Cash	Investments

Commitment Control ⟷ **Budget/Cash Checking** ⟷ **Budgetary Control**

Commitment Control enables agencies to budget/cash check its transactions against predefined budget/cash/investments to achieve budgetary control.

Commitment Control (KK) Overview
What is Commitment Control?

Questions?

SEGMENT I UPDATES

BUSINESS PROCESS MODELS

ENTER AND PROCESS BUDGET JOURNALS

BUSINESS PROCESS

Segment I Updates
Enter and Process Budget Journals

20.1.2 Manage Agency Allotments

▸ Agency KK Budget Processor and Agency KK Budget Maintainer roles should be limited to users involved with the budget management process.

▸ There are 3 methods to create budget journals within Florida PALM

  ◦ **Online Entry** – direct entry in the Commitment Control module

  ◦ **Spreadsheet Upload** – used to create budget journals in mass

  ◦ **Interface File** – used by agency business system to create budget journals
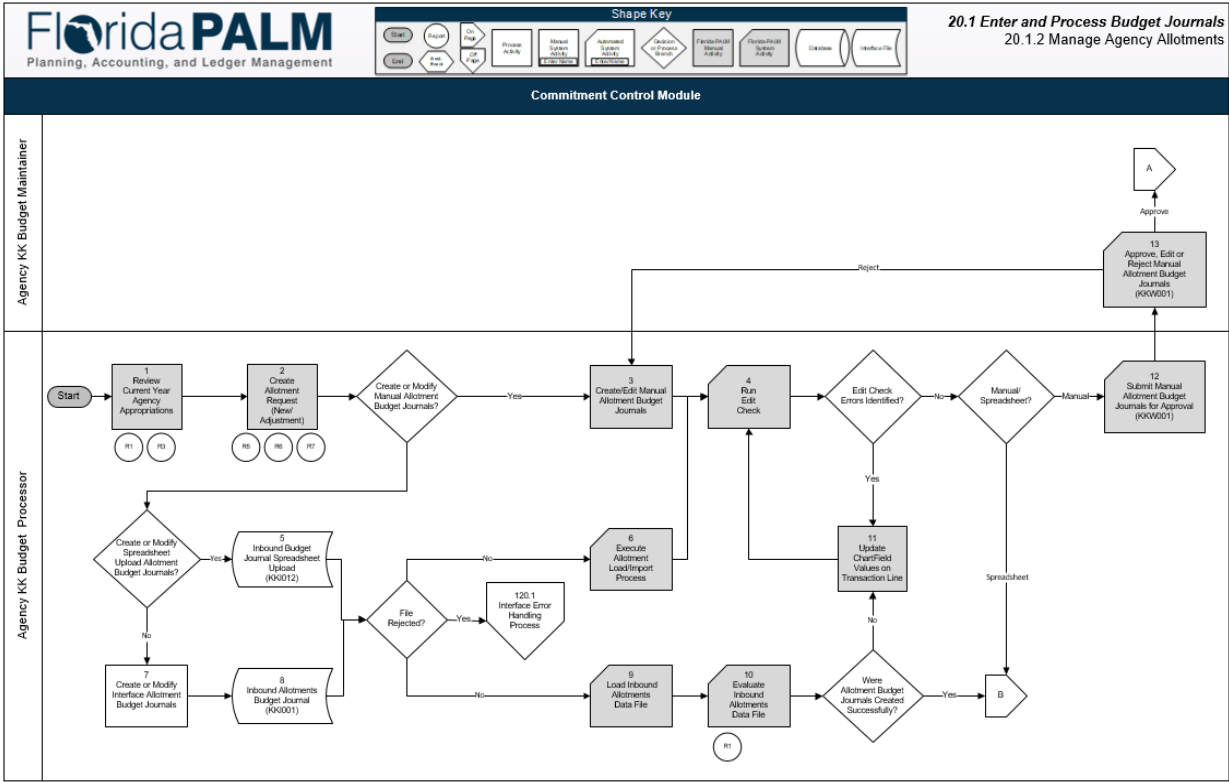
Segment I Updates
Enter and Process Budget Journals

20.1.2 Manage Agency Allotments

▸ Agencies can choose which method is appropriate for their business needs.

▸ Interface file and Spreadsheet Upload methods do not require agency approval through workflow and once submitted, will proceed with edit check and budget/cash check processes.

▸ Added Agency KK Spreadsheet Upload Processor role responsible for uploading Inbound Budget Journal Spreadsheet (this role is not shown as a swim lane on flow diagram).
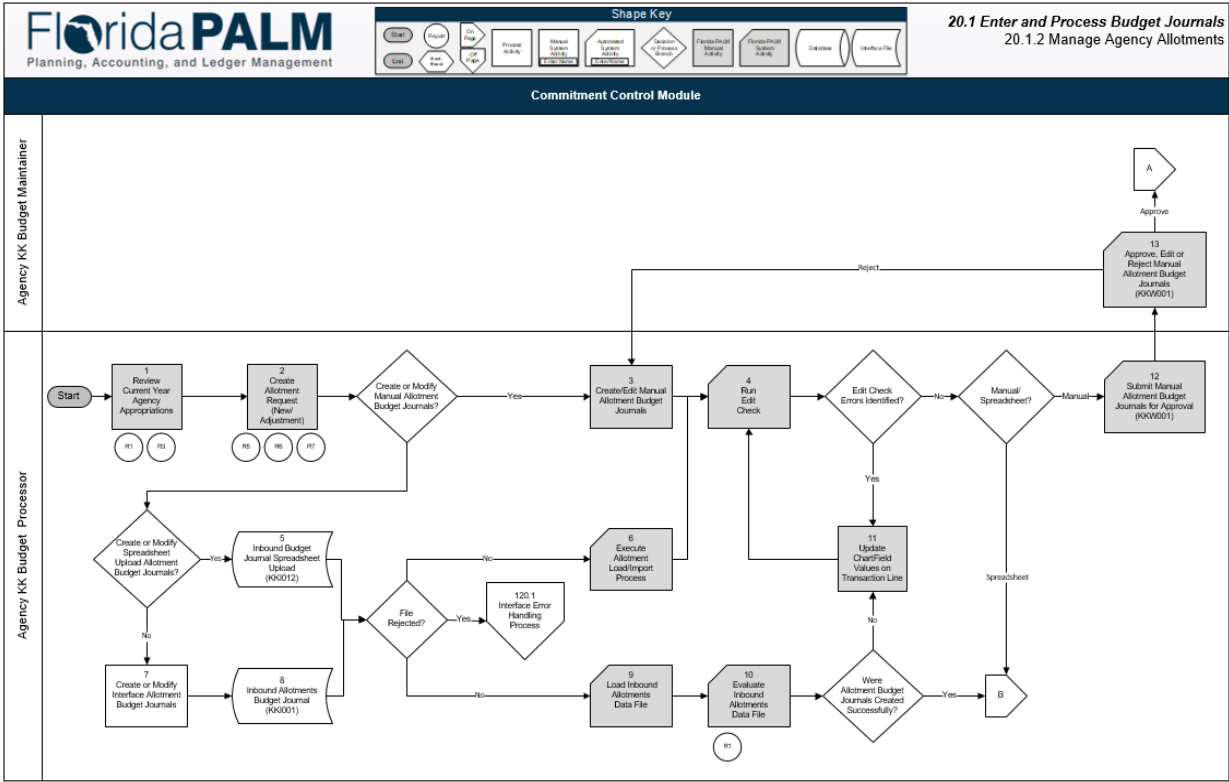
Segment I Updates
Enter and Process Budget Journals

▸ GAA/Adjusted Appropriations – posted to the Account, Florida PALM Budgetary Fund, Budget Entity, and Category level.

▸ Budget Allotments – recorded to the Account, Florida PALM Transactional Fund, Budget Entity, and Category level and can include more granular level ChartFields.

- Budget Allotments cannot exceed appropriations and will be prohibited from doing so by the parent/child relationship of appropriations and allotments.

- There are three methods to create budget allotments which are manual online, spreadsheet upload, and interface (if using an agency business system).

- Workflow is provided to request, adjust, and approve/edit/reject allotment budget journals. Reports and online inquiry screens are available.

Appropriations Level (Budgetary Fund, Budget Entity, Category)
(Controlled, Agencies CANNOT Exceed)

Allot Agency Appropriations Budget
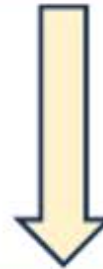
System Checks Against Appropriations

Agency Allotments Below the Appropriations Level
(e.g., transactional fund, org codes)
(Agency Specific; Monitoring)

Encumbrances (Reserve; Restrict)

Internal Agency Budget Reserves (Limit; Restrict)

Allotments Budget Structure Control Options

Option #1 – Track with Budget	Option #2 - Control
Allotments created at the Transactional Fund level, using ChartFields chosen by the agency	Allotments created at the Transactional Fund level, using ChartFields chosen by the agency
Transactions that exceed allotments will proceed when appropriations are available	Transactions that exceed allotments will issue a Budget Exception and require resolution (i.e., transaction cannot be completed until the resolution is completed)
Remaining spending authority is reduced	No impact to remaining spending authority as transaction has been stopped
Warning is issued	Budget Exception is issued
No resolution required or override needed in order for the transaction to proceed. Agencies should employ internal budget and accounting policy and procedures to clear negative balances. For example: • Recording of allotment adjustments to address the negative allotment balances; or • Transferring posted expenditure to different ChartField string.	Budget Exception must be resolved prior to transaction proceeding. Options to resolve are: • Enter Budget journal adjustment • Change the ChartField string on the source transaction • Cancel / Delete the source transaction
	Security can be applied to allow agency override for the allotments ledger only

FloridaPALM
Planning, Accounting, and Ledger Management

Segment I Updates
Enter and Process Budget Journals

▶ Allotment Budget Structure Control Selection

  ◦ Readiness Task

  ◦ Agencies are asked to submit a selection for one option'

  ◦ Draft – format of request is subject to change

Commitment Control (KK)
Allotments Budget Structure Control Options

Purpose

The purpose of this request is to document the agency's selection of an Allotments Budget Structure Control Option that will be set up in the Florida PALM system. Allotments are used to manage agencies' budgets at a level lower than Appropriations. The Allotments Budget Structure provides agencies flexibility to allot to the agency-specific ChartFields in addition to the Key ChartFields (Fund, Budget Entity, Category) in the Appropriations, Releases, and Reserves Budget Structures. The Allotments Budget Structure is configured and maintained by DFS and used to define the level of budget management for each agency.

Instructions

Agencies must make a selection from the following options. **Only one option can be implemented for an agency.** An authorizing signature is required to complete the selection. This selection will be implemented and available for testing during User Acceptance Testing (UAT) for the Financials Wave implementation.

Option #1 – Track with Budget	Option #2 - Control
Allotments created at the Transactional Fund level, using ChartFields chosen by the agency	Allotments created at the Transactional Fund level, using ChartFields chosen by the agency
Transactions that exceed allotments will proceed when appropriations are available	Transactions that exceed allotments will issue a Budget Exception and require resolution (i.e., transaction cannot be completed until the resolution is completed)
Remaining spending authority is reduced	No impact to remaining spending authority as transaction has been stopped

DRAFT

Segment I Updates
Enter and Process Budget Journals

Questions?

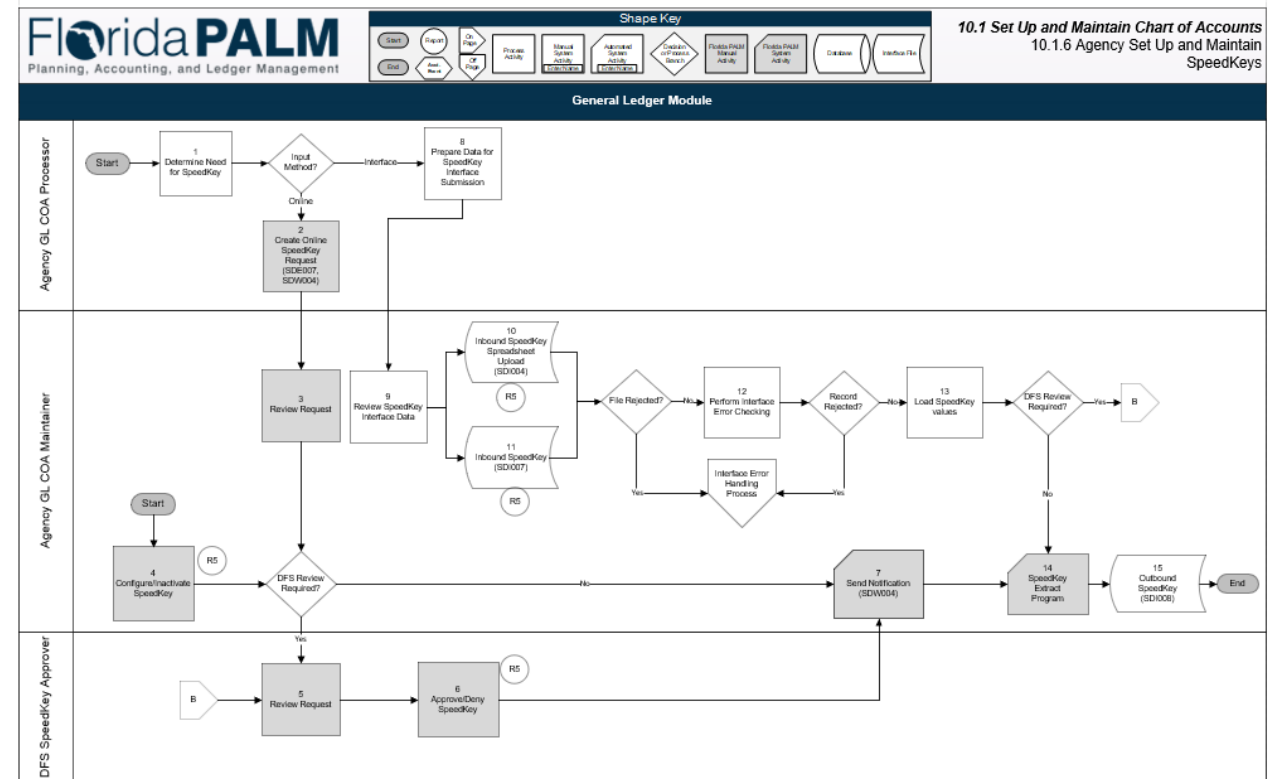# AGENCY SET UP AND MAINTAIN SPEEDKEYS

BUSINESS PROCESS

Segment I Updates
Agency Set Up and Maintain SpeedKeys

10.1.6 Set Up Maintain SpeedKeys

‣ Agency GL COA Processors/Maintainers request, create, and maintain SpeedKeys for their agency

  ◦ SpeedKeys related to payroll funding may route to DFS SpeedKey Approver for review and final approval

‣ SpeedKeys can be used in different modules within Florida PALM

‣ SpeedKeys can not be deleted only inactivated

‣ SpeedKeys can include one (1) or all the COA ChartField values

‣ Agencies have 3 methods to create SpeedKeys in Florida PALM

  o Online SpeedKey Request (Manual)

  o SpeedKey Spreadsheet Upload (Mass Upload)

  o SpeedKey Interface (Agency Business Systems)

Segment I Updates
Agency Set Up and Maintain SpeedKeys

Source Module/Custom Page	Availability	SpeedKey Type
General Ledger	✓	Single
Commitment Control	✓	Single
Account Payable	✓	Single, Multiple
Purchasing	✓	Single, Multiple
Account Receivable (Direct Journal and Item)	✓	Single
Payroll (HCM)*	✓	Single
Asset Management	✗	N/A
Cash Management	✗	N/A
Project Costing	✗	N/A
Grants & Contracts Custom Page	✗	N/A

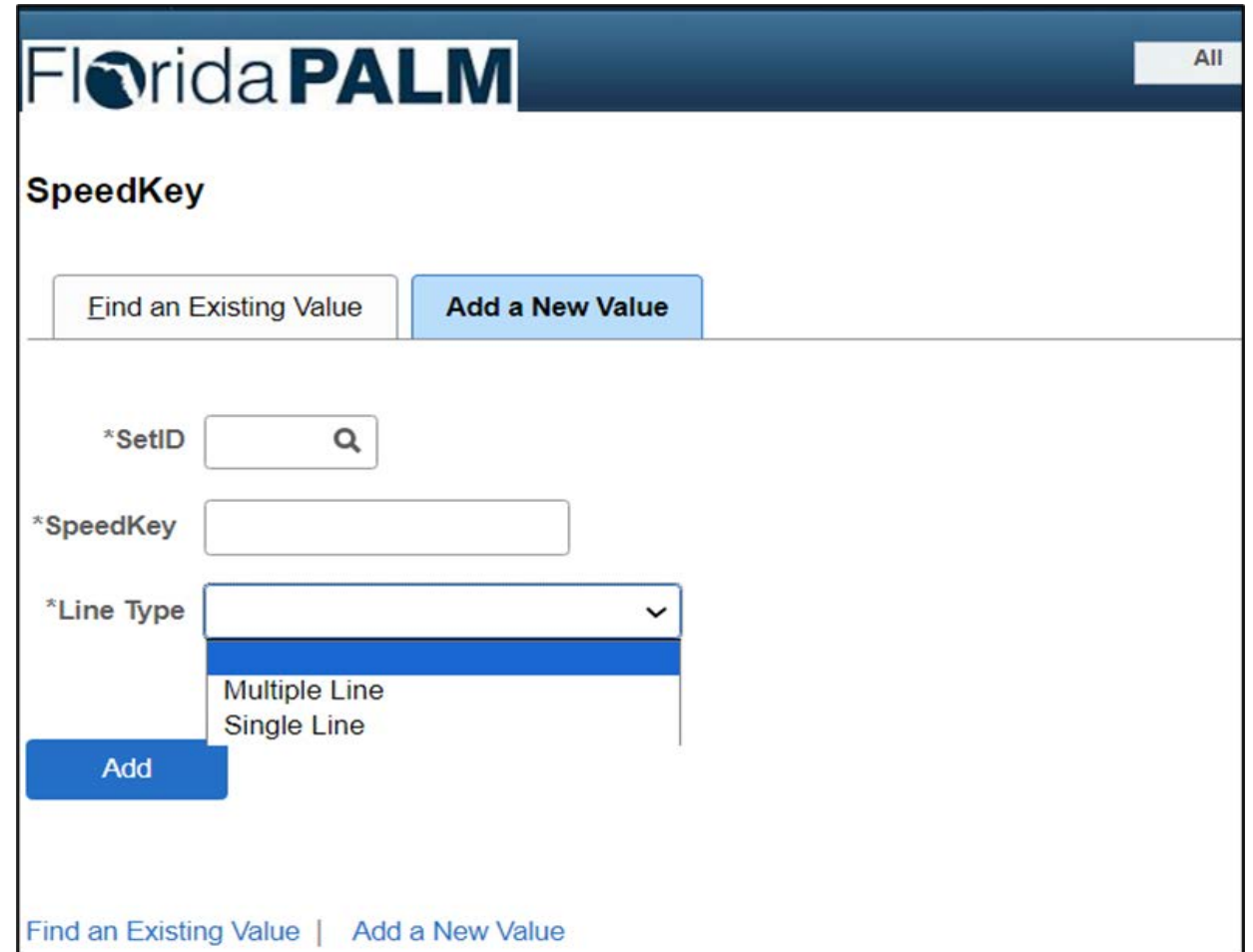*Note: Payroll SpeedKey configuration will be discussed separately

**Note: The use of SpeedKeys in the InterUnit module will be determined during the design phase of the IU functionality.

Segment I Updates
Agency Set Up and Maintain SpeedKeys

▸ SpeedKey Setup Page
  ◦ Set IDs are based on the Business Unit
  ◦ SpeedKeys can be alphanumeric up to 10 characters in length
  ◦ SpeedKeys can be single or multiple distributions lines

Segment I Updates
Agency Set Up and Maintain SpeedKeys

▸ Single Line SpeedKey

- Description of SpeedKey
- Single line ChartField combinations
- Module field set to "ALL"
- Supporting documentation can be attached
- Effective date defaults to current date but is editable for previous or future dates
- ChartField distribution percentage set to 100% and the line defaults to 1

Segment I Updates
Agency Set up and Maintain SpeedKeys

▶ Multiple Line SpeedKey

- ○ Two or more lines of ChartField combinations

- ○ Module field set to "AP/PO"

- ○ ChartField distribution percentage is based the number of CF lines added

  - • Two CF lines will have 50% distribution per line (totaling 100%)

  - • Agencies can modify the distribution percentage as needed but must equal 100%

SET UP AND MAINTAIN SPEEDKEYS

PAYROLL SPEEDKEY CONFIGURATION

Segment I Updates
Agency Set Up and Maintain SpeedKeys

▸ Payroll SpeedKey Configuration
  ◦ Payroll indicator checkbox enable the integration with HCM
  ◦ Payroll SpeedKeys with category (payroll attributes i.e., 010000, 030000) will only route to the Agency COA Maintainer for approval
  ◦ Payroll SpeedKeys with category (w/o payroll attributes) will route to the Agency COA Maintainer and DFS SpeedKey Approver for final approval.
  ◦ When a SpeedKey is inactivated, the Payroll SpeedKey is inactivated
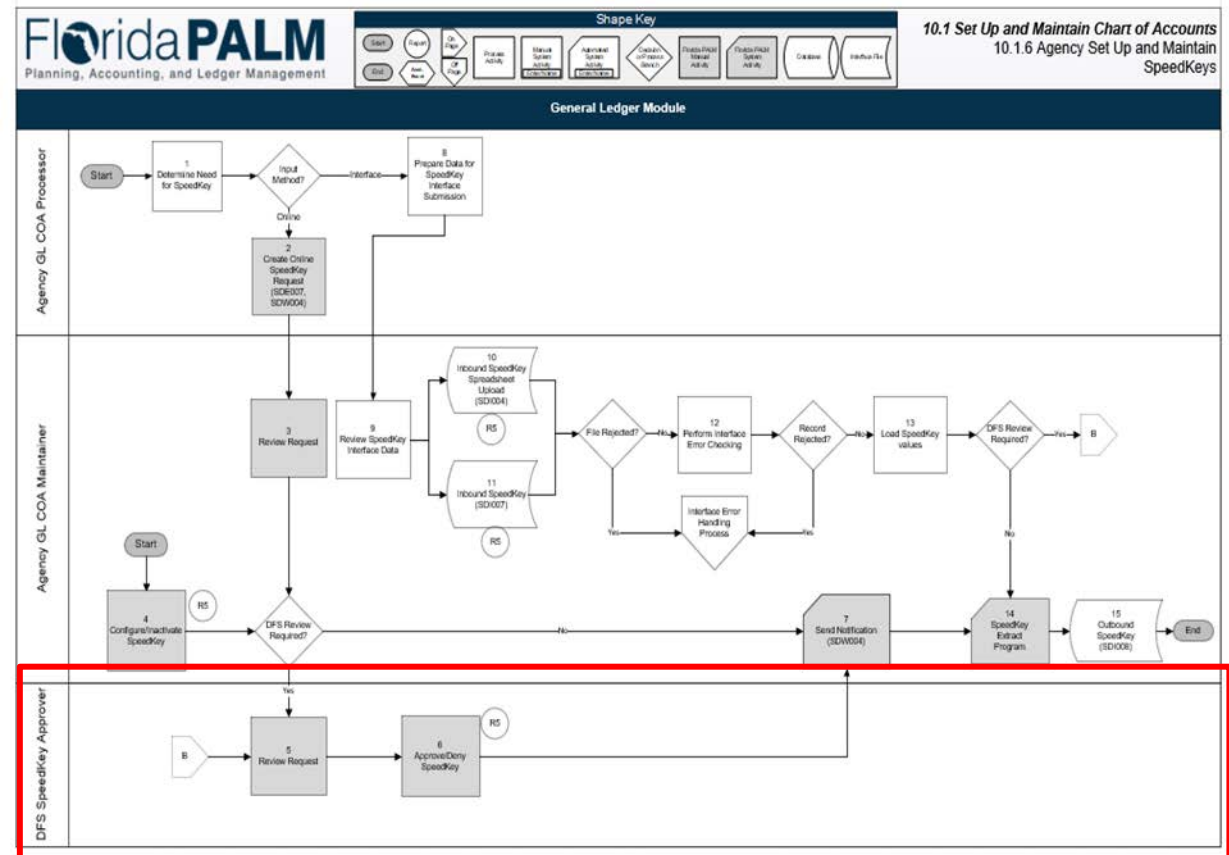
Segment I Updates
Agency Set Up and Maintain SpeedKeys

▸ Payroll SpeedKey Configuration
- ◦ Always configured as Single Line SpeedKey
  - • If multiple lines are selected the Payroll Indicator Flag is disabled
- ◦ Mandatory Chart Fields Required
  - • Organization
  - • Account
  - • Fund
  - • Budget Entity
  - • Category
  - • State Program

Segment I Updates
Agency Set Up and Maintain SpeedKeys

▸ Processing Transactions using SpeedKeys
- Manual Entry Process
  - User enters/select SpeedKey during entry
  - Bases on SpeedKey COA values, COA field are populated
  - User can modify COA values if values pass Combination Edits
  - User must input requires COA values that are not included in the SpeedKey
- Spreadsheet Upload Process
  - User can include either or both SpeedKey and Individual COA values
  - If both are present, values in the COA fields win (SpeedKey values are overridden)
  - Transactions are loaded and can be modified in the source module in Florida PALM until the applicable batch job runs
    - Batch Schedule will not be determined until after Segment IV
- Interfaces
  - SpeedKeys will not be used in Interfaces

Segment I Updates
Agency Set Up and Maintain SpeedKeys

▸ Spreadsheet Uploads containing SpeedKey fields:
- GLI011 – Inbound Journal Spreadsheet Upload
- KKI012 – Inbound Budget Journal Spreadsheet Upload
- API041 – Inbound Voucher Spreadsheet Upload
- POI004 – Inbound Encumbrance Spreadsheet Upload
- ARI010 – Inbound Deposit Spreadsheet Upload
- ARI008 – Inbound AR Data Spreadsheet Upload

Segment I Updates
Agency Set Up and Maintain Chart of Accounts

▸ Combination Edits

- ◦ ChartField Edit Check

  - • Verifies that the ChartField Values are active in Florida PALM

- ◦ Budgetary Value Edit

  - • Validates the combination of BU, Fund, BE, and Category

- ◦ BE to SP

  - • Validates the Budget Entity to State Program Combination

- ◦ Payroll Specific Combo Edit

  - • Combination Edit will be configured later

* There is no validation for agency specific values (No Combination Edits)

EXAMPLES

SPEEDKEYS

SpeedKey Examples

After completing an analysis of transactional data, agency XYZ will create SpeedKeys to help with data entry for their accounting staff.

Example 1: Process invoices for various goods and services like cell phone bills, multiple supplies, and subscriptions. All the invoices are paid from the same Fund, Budget Entity, Category and State Program. The different invoices are for the same Division for each payment. The agency has decided to create a single line SpeedKey.

Example 2: Agency XYZ is renting space for their agency staff. Three different Divisions is using the space and is responsible for paying their portion of the bill. Division One pays 50% of the rent because of the number of employees using the space. Division Two pays 30% and Division Three pays 20% of the rent. The agency will create a multiple line SpeedKey.

Example 3: Agency XYZ received funding for additional OPS workers for a special project. The agency will create a Payroll SpeedKey to process payroll for the new staff.

SpeedKey Examples
Example 1: Single Line SpeedKey

Organization	Account	Fund	Budget Entity	Category	State Program
6200000000	704660	00079	43200100	040000	1603000000
6200000000	704683	00079	43200100	040000	1603000000
6200000000	705207	00079	43200100	040000	1603000000
6200000000	705207	00079	43200100	040000	1603000000
6200000000	705209	00079	43200100	040000	1603000000
6200000000	705215	00079	43200100	040000	1603000000
6200000000	705802	00079	43200100	040000	1603000000

SpeedKey: AdmDivG2

Organization	Account	Fund	Budget Entity	Category	State Program
6200000000		00079	43200100	040000	1603000000

SpeedKey Examples
Example 2: Multiple Line SpeedKey

Organization	Account	Fund	Budget Entity	Category	State Program
5010100000	707905	07800	43400100	100781	1601000000
4340200000	707905	39300	43010300	040000	1603000000
5230000000	707905	57302	43500500	105281	1603000000

SpeedKey: BldgRent43

Percentage	Organization	Account	Fund	Budget Entity	Category	State Program
50.00	5010100000	707905	07800	43400100	100781	1601000000
30.00	4340200000	707905	39300	43010300	040000	1603000000
20.00	5230000000	707905	57302	43500500	105281	1603000000

SpeedKey Examples
Example 3: Payroll Single Line SpeedKey

Organization	Account	Fund	Budget Entity	Category	State Program	Contract
6280100000	700100	07800	43400100	030000	1601000000	AD945

SpeedKey: OPSAD945

Organization	Account	Fund	Budget Entity	Category	State Program	Contract
6280100000	700100	07800	43400100	030000	1601000000	AD945

INTERFACES

SEGMENT I UPDATES
SET UP AND MAINTAIN SPEEDKEYS

SDI004 – Inbound SpeedKey Spreadsheet Upload

What
information is transmitted ?

Why
do I need this?

Who
runs ?

When
should this interface file be sent ?

Which
run control parameters are used ?

Agencies load successfully validated SpeedKeys into Florida PALM.

Agency Users utilize this Spreadsheet Upload to either load new SpeedKeys into the Florida PALM system or inactivate existing SpeedKeys.

Agency GL COA Maintainer

As needed (Ad hoc)
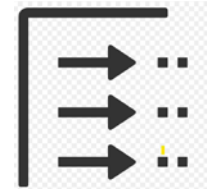
- N/A

SDI004 – Inbound SpeedKey Spreadsheet Upload

SetID	SpeedKey	Payroll Indicator	Accounting	Effective D	Effective S	Description	Total Lines	Sequemce	Percentage	GL Busines	Organization	Account	Fund	Budget Ent	Category	State Program	Grant	Contract	OA1	OA2	PC Busines	Pr
11000	TEST_SPD_	N	S	7/1/2023	A	Test 1	1	1	100	11000	1100110000	104000	32100	11000000	100000							
21000	TEST_SPD_	N	M	7/1/2023	A	Test 2	2	1	60	21000	2100000000	104000	32100	21000000	100000							
21000	TEST_SPD_	N	M	7/1/2023	A	Test 2	2	2	40	21000	2100000000	304000	32100	21000000	100000							
11000	TEST_SPD_	Y	S	7/1/2023	A	Test 3	1	1	100	11000	1100110000	104000	32100	11000000	100000	TEST_PRG_1						

SDI007 – Inbound SpeedKey

What
information is transmitted ?

Agencies load successfully validated SpeedKeys into Florida PALM.

Why
do I need this?

Agency Business Systems use this interface to load new SpeedKeys into the Florida PALM system or inactivate existing SpeedKeys.

Who
runs ?

Automatic Batch Scheduler

When
should this interface file be sent ?

- Daily
- As needed (Ad hoc)

Which
run control parameters are used

N/A

SDI007 – Inbound SpeedKey

SDI007-Sample Data.txt

```
1  H|11000|SPD_111122|Y|S|07/01/2023|A|TEST|1|1|||||
2  D|1|100|1100000000|104000|00001|11000000|190000|0102020003|||||||||||||||||||||||
3  H|11000|SPD_111123|N|M|07/01/2023|I|TEST|2|2|||||
4  D|1|50|1100000000|104000|00001|11000000|190000|||||||||||||||||||||||||
5  D|2|50|1100000000|304000|00001|11000000|190000|||||||||||||||||||||||||
```

SDI008 – Outbound SpeedKey

What	**Why**	**Who**	**When**	**Which**
information is transmitted ?	do I need this?	runs ?	should this interface file be sent ?	run control parameters are used ?

What — This outbound interface extracts SpeedKeys that are newly added or inactivated in Florida PALM.

Why — Using this extract, SpeedKeys are helpful for users to use it in their Agency Business Systems for reducing data input required to enter frequently used ChartField Combinations.
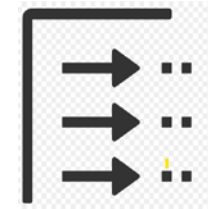
Who — Automatic Batch Scheduler

When —
- Daily
- As needed (Ad hoc)

Which —
- SetID*
- SpeedKey Status (All/Active /Inactive)
- Payroll Indicator
- Data Extract (Full/Delta)
- Exclude Future Dated SpeedKeys

SDI008 – Outbound SpeedKey

SDI008-Sample Data EnterpriseFile.txt

```
1   H|11000|SPD_111122|07/01/2023|A|SpeedKey Test1|S|1|Y|100.00|1|ONL|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|||||
2   L|11000|SPD_111122|1|100.00|5010000000|110100|00001|11210000|130500|0102020003|GR144|CNR0000101|AC011|ACDFMACDFM|11000|D17200RG7110000|A00000000000001|EQP|DIR|CONS|||||
    |||||
3   H|21000|SPD_211144|07/01/2023|A|SpeedKey Value Test2|S|1|Y|100.00|1|ONL|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|||||
4   L|21000|SPD_211144|1|100.00|5012220000|101013|00036|21600400|103226|0102020555|GR145|CNR0000121|AC014|ACDFMACDFM|21000|D17200RG7210022|A00000000004551|EQP|DIR|CONS|||||
    |||||
5   H|21000|SPD_211145|07/01/2023|A|SpeedKey Value Add1|S|1|Y|100.00|1|XLS|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|||||
6   L|21000|SPD_211145|1|100.00|5012220000|101015|00044|21601800|103226|0102040887|GR199|CNR0000129|AC014|ACDFMACDFM|21000|D17200RG7213200|A00000000000211|EQP|DIR|CONS|||||
    |||||
7   H|43000|SPD_430011|07/01/2023|A|SpeedKey Testing|S|1|Y|100.00|1|ONL|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|||||
8   L|43000|SPD_430011|1|100.00|5015520000|101015|15500|43100400|000600|0102020566|GR146|CNR0000128|AC014|ACDFMACDFM|43000|D17200RG7432200|A00000000000688|||||||||||||||
```

SDI008-Sample Data AgencyFile.txt

```
1   H|11000|SPD_111122|07/01/2023|A|SpeedKey Test1|S|1|Y|100.00|1|ONL|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|||||
2   L|11000|SPD_111122|1|100.00|5010000000|110100|00001|11210000|130500|0102020003|GR144|CNR0000101|AC011|ACDFMACDFM|11000|D17200RG7110000|A00000000000001|EQP|DIR|CONS|||||
    |||||
3   H|11000|SPD_111123|07/01/2023|A|SpeedKey Test2|S|1|Y|100.00|1|XLS|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|09-OCT-23 02.39.17.000000000 AM|SUPRIYA.VADDI|||||
4   L|11000|SPD_111123|1|100.00|5012220000|101013|00012|11950000|030000|0102020555|GR145|CNR0000121|AC014|ACDFMACDFM|11000|D17200RG7110000|A00000000000001|EQP|DIR|CONS|||||
    |||||
```

Segment I Updates
Agency Set Up and Maintain SpeedKeys

Questions?

AGENCY CONFIGURATIONS

CHART OF ACCOUNTS

SPEEDKEYS

Agency Configurations
Workbook Discussion

▶ Chart of Accounts

  ◦ Configuration Workbook will contain tabs for the following ChartFields:

    • Organization

    • Other Accumulator 1

    • Other Accumulator 2

    • Budgetary Value Combination Edit

    • Fund ChartField (Local Funds only)

▶ SpeedKeys

Agency Configuration Workbook
Chart of Accounts/SpeedKeys

Questions?

REVENUE AND EXPENDITURE ACCOUNT CHARTFIELD VALUES

CHART OF ACCOUNTS

Account ChartField Values
Chart of Accounts

▸ Published on December 19, 2023

▸ Found on the Florida PALM website under the Chart of Accounts tile:

Revenue and Expenditure Account ChartField values

▸ Contains general instructions, revenue and expenditure account values

- General instructions highlight:
  - Account values not configured at this time
  - Budgetary and System Control accounts
- Revenue tab provides a list of newly developed revenue account values
- Expenditure tab provides a mapping to current FLAIR object codes or General Ledger codes for expenditure

Contact Information

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