

## Journal Processing/Disinvestment Informational Job Aid

**User Role(s):** Agency GL Processor, Agency GL Approver

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### Overview

This document provides information that may be useful in successfully processing journals, reversing journal entries, and includes items to remember and consider during journal processing. Agencies may determine one of two methods to process journals, the Simplified Disinvestment Process, or the Create/Update Journal Entries process. Florida PALM recommends using the Simplified Disinvestment Journal functionality. Using this process will reduce and streamline data entry when creating disinvestment journals.

### **General Ledger (GL) Journal Processing Basics**

- a. GL journal entries use independent ChartFields to make a ChartField string. These ChartField strings are not pre-established as a combination but are instead selected by the user when creating the journal.
- b. The combination of ChartFields selected by the user are not currently being edited in the GL module during the CMS Wave.
- c. GL journal entries require the user to enter a minimum of two balancing lines (debit/credit) to create a journal. System edits confirm the balancing of debits to credits. The journal cannot continue processing until debits/credits are in balance ([see Florida PALM User Manual](#)).
- d. Edits are in place that require a **Fund, Account, and Budget Entity** ChartField value to process a journal.
- e. User must ensure that other ChartField values are entered on the journal as required by the agency or enterprise-driven business processes. If the remaining ChartFields are not included, the journal will fail the COA crosswalk.
- f. All disinvestment journals require Agency approval prior to budget check and posting. Redistribution and back-dated journals require an additional approval from Treasury.

### **Commitment Control (KK) Budget Ledger Processing Basics**

- a. The KK Budget Ledger manages funds from specific Budget ChartField values that monitors GL journal entries for accuracy in Florida PALM to ensure each entry will pass edits for processing.
  - i. **CC\_INVEST** ledger is the Budget ChartField values that maintains the invested balances for agencies as determined by the Division of Treasury.
  - ii. Budgetary control for **CC\_INVEST** ledger is based on balances held at the Fund ChartField.
  - iii. Additional budget ChartField values will be defined in future waves.
- b. The invested balance for a Fund increases for invested amounts received from Central FLAIR via interface and decreases for amounts specified in disinvestment journal entries ([see Florida PALM User Manual](#)).
- c. The system will perform a budget check using Business Unit and the Fund ChartField value selected on the disinvestment journal entry. This is done to ensure that the disinvested value is not greater than what has been invested in the Fund.

### **Disinvestment Journal Entry Processing**

*(The following applies to both the Simplified Disinvestment Process and the Create/Update Journal Entries Process)*

- a. Disinvestment journal processing uses GL and KK functionality.
- b. Disinvestment journals contain **Fund and Account** ChartField values.
- c. When mapping a Florida PALM journal entry to the corresponding FLAIR 29-digit account code, the ChartField string must include information about both the **Budget Entity** and the **Category**. This ensures successful alignment between the two systems.
- d. Disinvestment journals must complete the approval workflow to post in Florida PALM.
- e. Disinvestment journals must pass ChartField value edit check and budget check to post in Florida PALM.
- f. Florida PALM will post journals without a **Budget Entity and/or Category** value if not entered, however omitting a **Fund and Account** value will produce errors and prevent posting journals to the correct ChartField values.

***(The following applies only to the Create/Update Journal Entries Process)***

- g. The **Category** for the Treasury side is 315010 and there should be 1 positive line, the name of the fund description is **Due to Pool 1 DISINV** and 1 negative line, the fund description is **INTERUNIT CASH ACCOUNT**.
- h. The **Category** for the Agency side should be 000200 and there should be a positive line, the fund description is **INTERUNIT CASH ACCOUNT** and a negative line, the fund description is **POOL 1 DISINV OR REDISTRIB**.

**Disinvestment Journal Entry Exceptions**

- a. Disinvestment journal exceptions (errors) are created when a journal fails GL and/or KK system edits.
  - i. Failure to pass the GL combo edit check to confirm entry of **Account and Fund** ChartField values.
  - ii. Failure to pass KK edits to confirm **BU and Fund**, and sufficient investment balance in the Fund.
- b. An exception is also created if Approval workflow is not completed or is altered (i.e., approver changes the journal ChartField values).

**Disinvestment Journal Interface Exceptions**

- a. A daily interface compiles disinvestment journals for transmittal to Central FLAIR. To transmit successfully, the journal must meet the following criteria:
  - i. Journals must pass COA translation - the ChartField string used in Florida PALM must map to a valid FLAIR 29-digit account code established on the COA Crosswalk and in Central FLAIR.
  - ii. Account ChartField values used on the journal must match the values identified for disinvestment journal entries - the interface passes these values and if they are incorrect, Central FLAIR will not accept the record and both FLAIR and Florida PALM will be out of balance, and this can create a reconciliation issue.

**Handling of Disinvestment Journal Exceptions**

- a. Journal Entry exceptions can be identified and managed online in Florida PALM.
  - i. Use GL WorkCenter to view journals that are pending approval and/or have budget check errors.
  - ii. Budget Overview Inquiry can be used to view balances in the Fund.
  - iii. Use the Create/Update Journal Entries screen to identify journals with errors/exceptions.
- b. Journals in error status should be deleted or corrected within 3 business days of creation.
- c. Florida PALM Solution Center can provide guidance concerning errors found and how to correct them.

- d. Journal Reversal Job Aid is a step-by-step guide for processing disinvestment journal entries.
- e. Journal corrections should include the Journal ID and the Statewide Document Number (SWDN) that is being corrected.
- f. Journal corrections should have emails or supporting documentation relating to the correction and the correction request attached to the correcting entry.

**Still have questions?**

Please contact the [Florida PALM Solution Center](#).