

Florida PALM Journal Reversal Job Aid

User Role(s): Agency GL Processor

Agency GL Approver

Last Updated: 07/08/2022

Overview

This guide is intended to show how to reverse a Florida PALM Journal that has posted to Florida PALM but has failed export to FLAIR. This guide uses the Copy function and the Reverse Signs box to save time and to avoid further errors. This process offsets the original incorrect entry, effectively zeroing it out. The reversal is necessary to reconcile Florida PALM balances to FLAIR balances each month. A corrected journal will still need to be completed to accomplish the original journal's purpose.

1. Use the **Find an Existing Value** tab of the **Create/Update Journal Entries Screen**.
2. Locate and open the **Journal ID** that needs to be deleted.

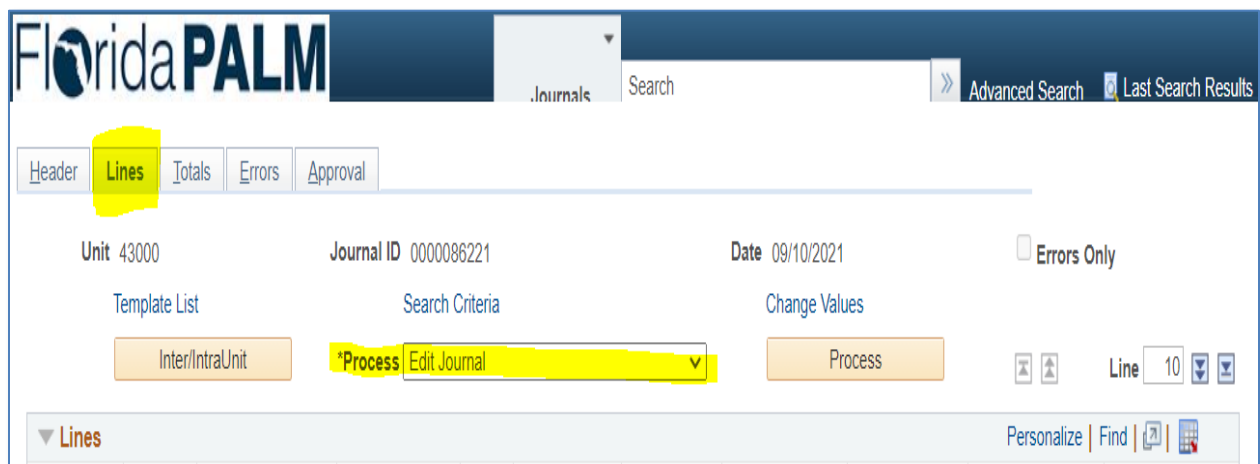


Figure 1: Lines Tab

3. Click the **Lines** tab.

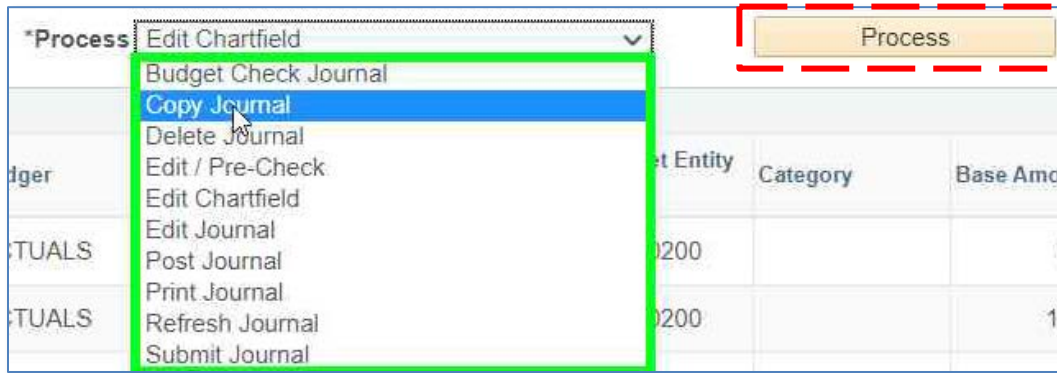


Figure 2: Copy Journal

4. Expand the **Process** dropdown.
5. Select **Copy Journal** in the **Process** dropdown.
6. Select the **Process** button.

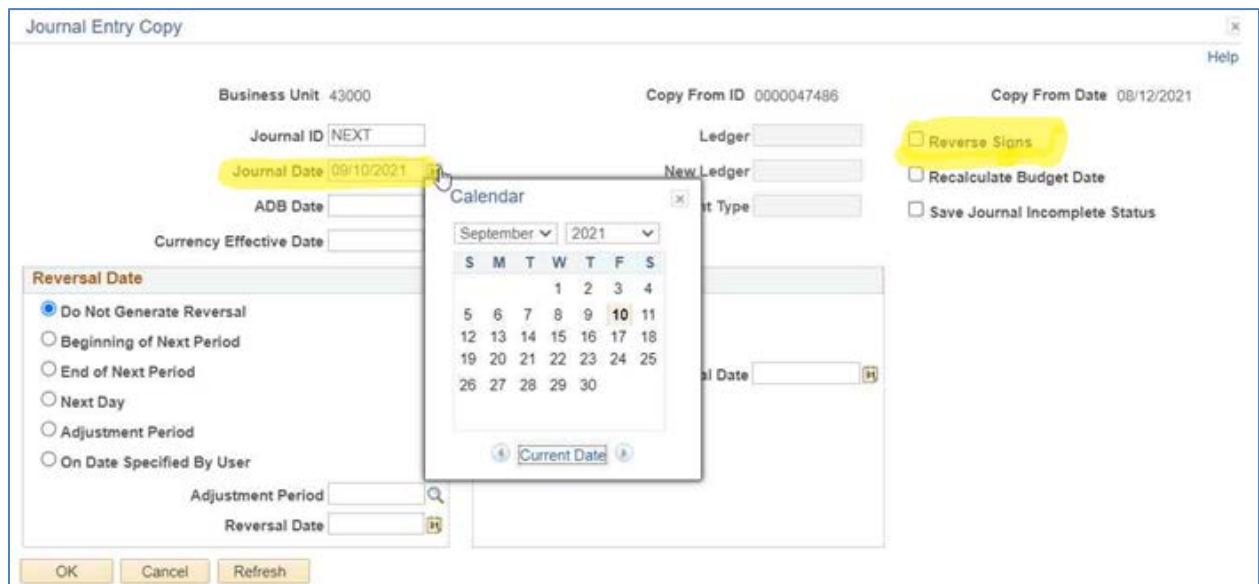


Figure 3: Backdate

7. In the **Journal Entry Screen**, Expand the **Journal Date** field and Backdate the new journal entry to the same date as the original journal entry. Backdating the journal entry will ensure the correct intended investment date is on the journal for interest apportionment.
8. Select the **Reverse Signs** box, this will automatically reverse the copied positive/negative journal's value.
9. Select **OK**.

The screenshot shows the Florida PALM interface with the 'Header' tab selected. The 'Lines' tab is also visible. The 'Header' section displays the following information:

- Unit: 43000
- Journal ID: 0000086221
- Date: 09/10/2021
- Errors Only:
- Template List: Search Criteria
- Change Values:
- Inter/IntraUnit:
- *Process: Edit Journal
- Process:
- Line: 10

The 'Lines' section displays a table with the following columns: Select, Line, *Unit, *Ledger, Account, Fund, Budget Entity, Category, Base Amount, and State Program. The table contains 10 rows of data, all with a Base Amount of a negative value.

Select	Line	*Unit	*Ledger	Account	Fund	Budget Entity	Category	Base Amount	State Program
<input type="checkbox"/>	1	43000	ACTUALS	101013	A0481	43100200		-24,602.47	
<input type="checkbox"/>	2	43000	ACTUALS	101013	A0160	43100200		-166,130.89	
<input type="checkbox"/>	3	43000	ACTUALS	101013	A0012	43100200		-4,078.50	
<input type="checkbox"/>	4	43000	ACTUALS	101013	A0195	43100200		-1,089.40	
<input type="checkbox"/>	5	43000	ACTUALS	101013	A0073	43100200		-5,116.92	
<input type="checkbox"/>	6	43000	ACTUALS	101013	A0630	43100200		-4,627.78	
<input type="checkbox"/>	7	43000	ACTUALS	101013	A0517	43100200		-36,214.68	
<input type="checkbox"/>	8	43000	ACTUALS	101013	A0382	43100200		-24,417.73	
<input type="checkbox"/>	9	43000	ACTUALS	101013	A0563	43100200		-369,356.10	
<input type="checkbox"/>	10	43000	ACTUALS	101013	A0275	43100200		-56,826.40	

Figure 4: Header

- The new **Journal** will be displayed with updated lines. Verify lines that were once positive are now negative and vice versa (Do not change any original errors from the data that was copied). If the Journal date was changed on the previous step, the date at the top should match.
- Click on the **Header** tab.

Figure 5: RED

12. Select and Change the **Source** field to **RED**. This indicates this journal is a redistribution to adjust the invested balances.
13. Make any preferential changes to the **Long Description**.
Note: For reconciliation purposes, be sure to include the **Journal ID** and the **Statewide Document Number (SWDN)** that is being corrected.
14. Attach any email or supporting documentation relating to the correction and the correction request.
15. Select **Save**.

NOTE: Continue to process this journal as normal. Go back to the lines tab, select edit journal on the process drop down and then click process. Then click submit on the approval tab. If your redistribution was backdated, extra approvers will be added to the approval flow ([see Florida PALM End User Manual](#)).

Still have questions?

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