

Florida PALM								
Florida PALM Business Process Grouping	Identifier for the report	Name of the report	Detailed description of the report	Standardized Business Process Model(s) that reference the report	Details of the report usage; information that the report is expected to convey	Intended audience or role for the listed report	General description of fields and types of information to be presented within the report	Expected frequency the report will be run (Periodic, Daily, Weekly, Monthly, Quarterly, Annually)
Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Asset Accounting and Management	AMR001	Asset CFDA/CSFA Report	A report that lists the CFDA/CSFA Number(s) of assets that are Federal or State Funded.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to track Grant related asset information when Federal Funds or State Financial Assistance is associated with the asset.	Agency Asset Processor	CFDA Number, CSFA Number, Asset ID, Asset Description, Tag Number, Fund	Periodic
Asset Accounting and Management	AMR002	Asset Funding Source Report by Percentage	A report that lists assets purchased with Federal Funds and identifies the percentage of purchase price provided Federally.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to track Grant related asset information when Federal Funds and/or State Financial Assistance is associated with the asset and determine financing ratio .	Agency Asset Processor	CFDA Number, CSFA Number, Asset ID, Tag Number, Asset Description, Fund, Percentage, Grant Amount	Periodic
Asset Accounting and Management	AMR003	Asset Ending Useful Life Report	A report that lists assets due for disposition, based on the remaining estimated useful life.	40.2 Deploy and Maintain Assets	Used to identify assets due for disposition based on Useful Life criteria.	Agency Asset Processor	Asset ID, Tag Number, Asset Description, Disposition Date, Remaining Estimated Useful Life	Periodic
Asset Accounting and Management	AMR004	Asset Sale Proceeds Report	A report of assets sold that are greater than a user-specified dollar amount.	40.2 Deploy and Maintain Assets	Used to identify assets sold for proceeds within a specified range.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Disposition Date, Proceeds	Periodic
Asset Accounting and Management	AMR005	Asset Federal Grant Disposition Report	A disposition reports of assets donated by federal government.	40.2 Deploy and Maintain Assets	Used to identify Federally donated assets that have been disposed of.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Disposition Date, Grant ID,	Periodic
Asset Accounting and Management	AMR006	Asset Improvement Report	A report that lists improvements associated with an asset, including optional unique identification of improvements associated with specific assets.	40.2 Deploy and Maintain Assets	Used to identify additional capitalized costs associated with an asset.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Capitalized Costs, Improvement Dates	Periodic
Asset Accounting and Management	AMR007	Asset Report by User and Location	A reports of all assets assigned to an individual by location.	40.2 Deploy and Maintain Assets	Used to identify location and assignee of an asset.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Location, Assignee Name, Employee ID	Periodic
Asset Accounting and Management	AMR008	Asset Sub Ledger Report	Online display or printable subsidiary ledgers of fixed asset balances.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to identify total cost and accumulated depreciation of an asset.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Cost(s), Accumulated Depreciation, Date	Periodic
Asset Accounting and Management	AMR009	Asset Surplus Report	Online display or printable report of certified surplus assets, including financial history of each asset.	40.2 Deploy and Maintain Assets	Used to identify assets certified by Agency Surplus Board and related financial history of each asset.	Agency Asset Custodian	Asset ID, Asset Description, Tag Number, Asset Status, Transactions, Transaction Dates	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Asset Accounting and Management	AMR010	Asset Acquisition Report	A transaction register of all asset acquisitions during a user-defined time period by asset class type, agency, transaction date, or purchase amount.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to list all recorded transactional events occurring throughout the life of an asset.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Class Type, Agency, Purchase Amount, Transactions, Transaction Dates	Periodic
Asset Accounting and Management	AMR011	Asset Funding Source Report	A report that list all assets purchases by year, funding source, agency/division.	40.1 Acquire and Set Up Assets	Used to identify all assets acquired through purchase.	Agency Asset Processor	Asst ID, Asset Description, Tag Number, Acquisition Cost, Acquisition Date, Funding Source, Agency/Division	Periodic
Asset Accounting and Management	AMR012	Asset Scheduled Disposition Report	A report of assets due for disposition, based on the scheduled disposal date and asset type.	40.2 Deploy and Maintain Assets	Used to filter, monitor and control disposition of assets.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Class Type, Disposition Date	Periodic
Asset Accounting and Management	AMR013	Asset Acquisition by PO or Supplier Report	A report that lists assets by Purchase Order or Supplier.	40.1 Acquire and Set Up Assets	Used to identify purchase order and supplier associated with an asset.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Purchase Order Number, Supplier ID, Acquisition Date	Periodic
Asset Accounting and Management	AMR014	Asset Disposition Report	A report that lists disposition of assets by asset class type within a user-defined period.	40.2 Deploy and Maintain Assets	Used to identify assets disposed of within a given period.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Disposition Date, Asset Class Type	Periodic
Asset Accounting and Management	AMR015	Asset Location Report	A report of all assets assigned to a location by asset classification.	40.2 Deploy and Maintain Assets	Used to identify the class types of assets in at a location.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Assignee Name, Employee ID, Asset Location, Asset Class Type	Periodic
Asset Accounting and Management	AMR016	Asset Depreciation Adjustment Report	A report that lists all asset depreciation adjustments for the period.	40.2 Deploy and Maintain Assets	Used to identify depreciation adjustments performed within the current period.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Depreciation Adjustment Date	Periodic
Asset Accounting and Management	AMR017	Asset Summary Depreciation Report	A list of assets depreciated during the period by asset types.	40.2 Deploy and Maintain Assets	Used to identify depreciation executed within the current period.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Depreciation Expense, Depreciation Date, Asset Class Type	Periodic
Asset Accounting and Management	AMR018	Asset Detail Depreciation Report	A depreciation report that list assets by user specified chart of accounts code structure.	40.2 Deploy and Maintain Assets	Used to identify depreciation executed within the current period, filtered by user-specified criteria.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Depreciation Expense, Depreciation Date, Asset Class Type, Fund	Periodic
Asset Accounting and Management	AMR019	Asset Register Report	A transaction register of all changes during a user-defined time period by asset class type, agency, transaction date or purchase amount.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to filter a list of all recorded transactional events associated with an asset within a specified period.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Transactions, Transaction Date, Transaction Amount, Asset Class Type, Agency	Periodic
Asset Accounting and Management	AMR020	Asset Physical Inventory Report	A physical inventory report that sorts, groups and aggregates asset records based on available fields criteria to assist in conducting physical inventory.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to identify inventory items and reconcile physical inventory.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Inventory Date, Asset Class Type	Periodic

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Asset Accounting and Management	AMR021	Asset Transactions Report	A report that lists all changes to an asset record as of a user specified date.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to identify history associated with an asset within a specified period.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Transactions, Transaction Date, Transaction Amount, Asset Class Type, Agency	Periodic
Asset Accounting and Management	AMR022	Asset Transfer Report	A report of all assets transferred within a user defined period.	40.2 Deploy and Maintain Assets	Used to identify assets received or sent by an organization via transfer.	Agency Asset Processor Agency Asset Custodian	Asset ID, Asset Description, Tag Number, Asset Status, Transfer Date	Periodic
Asset Accounting and Management	AMR023	Asset Depreciation Forecast Report	A report that forecasts depreciation by individual asset, groups of assets, or total assets for a user-specified period of time.	40.2 Deploy and Maintain Assets	Used to simulate depreciation results and verify accuracy of asset depreciation perimeters.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Cost(s), Acquisition Date, Depreciation Expense, Accumulated Depreciation, Depreciation Date	Periodic
Asset Accounting and Management	AMR024	Asset Report by Department	A report that lists assets by organizational unit.	40.2 Deploy and Maintain Assets	Used to identify all assets recorded within an organization.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Organization, Asset Status	Periodic
Asset Accounting and Management	AMR025	Asset Assignee Report	A report that list assets assigned to each employee.	40.2 Deploy and Maintain Assets	Used to identify employee responsible for each asset.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Employee Number, Employee Name	Periodic
Asset Accounting and Management	AMR028	Asset Grant Expiration Report	A report that lists the expiration date of a grant associated with an asset.	40.2 Deploy and Maintain Assets	Used to manage assets associated with grants.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Grant ID, Grant Expiration Date	Periodic
Asset Accounting and Management	AMR029	Asset Aging Report	A report that lists assets by the age of assets.	40.2 Deploy and Maintain Assets	Used to manage acquisition and disposition of assets based on age.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Acquisition Date, Current Date	Periodic
Asset Accounting and Management	AMR030	Asset Depreciation Report	A depreciation report based on a user-specified asset value dollar range.	40.2 Deploy and Maintain Assets	Used to filter and monitor depreciation of assets.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Specified Range	Periodic
Asset Accounting and Management	AMR032	Asset Gains or Losses Report	A report that lists all disposed assets with any gains or losses and the associated account coding by type.	40.2 Deploy and Maintain Assets	Used to monitor and control the sale of assets and identify related account types.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Disposition Date, Disposition Proceeds, Asset Cost(s), Accumulated Depreciation, Asset Cost Type	Periodic
Asset Accounting and Management	AMR034	Asset Fund Summary Report	A report that lists acquired, disposed and active assets purchased based on funds by user defined period.	40.2 Deploy and Maintain Assets	Used to monitor and control the source of funding of assets mainly with regards to grants.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Acquisition Date, Disposition Date, Acquisition Fund, Current Date	Periodic
Asset Accounting and Management	AMR035	Asset Parent Child Report	A report that lists the parent/child relationships of an asset and their location.	40.2 Deploy and Maintain Assets	Used to monitor and control associated assets.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Location, Parent Asset, Child Asset	Periodic
Asset Accounting and Management	AMR036	Asset Contents and Values Summary Report	A report that lists summarized total of contents and values of recorded buildings, based on calculated contents of each building.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to monitor and control assets for insurance purposes.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Location/Building, Asset Value	Periodic

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Asset Accounting and Management	AMR037	Asset Contents and Values Detail Report	A report that lists a detail of contents and values of recorded buildings, based on calculated contents of each building.	40.2 Deploy and Maintain Assets	Used to monitor and control assets for insurance purposes.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Location/Building, Asset Value	Periodic
Asset Accounting and Management	AMR038	Asset Hazardous Report	A report that lists Material Safety Data Sheet information.	40.1 Acquire and Set Up Asset 40.2 Deploy and Maintain Assets	Used to monitor and control assets for safety reporting purposes.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Location, Asset Status, Asset Condition	Periodic
Asset Accounting and Management	AMR039	Asset Physical Reconciliation Report	An asset inventory report that lists variances between system amounts and physical counts.	40.1 Acquire and Set Up Asset 40.2 Deploy and Maintain Assets	Used to identify discrepancies and reconcile physical inventory.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Acquisition Date, Asset Disposition Date	Periodic, Monthly, Annual
Asset Accounting and Management	AMR040	Asset Exception Report	A report that lists asset related vouchers with incomplete information.	40.1 Acquire and Set Up Asset 40.2 Deploy and Maintain Assets	Used to manage and control the recording of assets data received via AP/AM integration.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Transaction Date, Voucher ID	Periodic, Monthly
Asset Accounting and Management	AMR041	Pending Asset Records Report	A report that list asset transactions in AM that have not been staged for processing.	40.1 Acquire and Set Up Asset	Used to manage and control the recording of assets in AM.	Agency Asset Processor, Agency F&A Processor	Asset ID, Asset Description, Tag Number, Profile ID, AMBU, Cost	Periodic, Monthly
Asset Accounting and Management	AMR042	Asset Staging Report	A list of asset transactions in AM that have been staged for processing.	40.1 Acquire and Set Up Asset	Used to manage and control the recording of assets in	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Profile ID, AMBU, Cost	Periodic, Monthly
Asset Accounting and Management	AMR043	New Assets Report	A list of asset records created since last inventory date.	40.1 Acquire and Set Up Asset	Used to manage and control the recording of assets in	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Acquisition Date,	Periodic, Monthly
Asset Accounting and Management	AMR044	Assets Purchased Report	A report that lists assets purchased with grant funding by year.	40.1 Acquire and Set Up Asset	Used to manage and control assets purchased with grant funding.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Acquisition Date, Grant ID	Periodic, Monthly, Annually
Asset Accounting and Management	AMR045	Asset Approval/Denial Report	A report that lists asset transactions that have been approved or denied.	40.2 Deploy and Maintain Assets	Used to manage and control the recording of transactions in AM.	Agency A – Approver, Agency B - Approver, Agency Asset Approver, Agency Asset Approver, Agency Surplus Review Board, DMS Asset Approver, DFS Asset	Asset ID, Asset Description, Tag Number, Transaction Date, Transaction Status	Periodic
Asset Accounting and Management	AMR046	Pending Transfers	A report that lists asset transfers with unresolved issues or approved transfers pending processing.	40.2 Deploy and Maintain Assets	Used to manage and control the execution and recording of assets transfers in AM.	Agency A – Asset Processor, Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Status, Approval Status	Periodic
Asset Accounting and Management	AMR049	Assets Disposed without Approval	A disposition report that lists assets that were not approved for disposal.	40.2 Deploy and Maintain Assets	Used to manage and control proper approval and recording of assets disposals in AM.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Disposition Date, Approval Status	Periodic
Asset Accounting and Management	AMR050	Assets Sold	A disposition report that lists assets sold for greater than a user-specified dollar amount.	40.2 Deploy and Maintain Assets	Used to identify and filter asset dispositions.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, Disposition Date, Proceeds, Amount Range	Periodic

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Asset Accounting and Management	AMR051	Extract Asset Data	A list of asset records in Florida PALM by BU or other user-specified group for inventory.	40.2 Deploy and Maintain Assets	Used to identify asset records contained in an inventory grouping.	Agency Asset Processor	Asset ID, Asset Description, Tag Number, BU, OLO	Periodic
Asset Accounting and Management	AMR052	Configuration Report	A report that lists current asset controls.	40.3 Set Up and Maintain Asset Controls	Used to manage access to asset records and establish attributes associated with asset records.	Agency Asset Administrator	BU, Employee Name, Employee Number,	Periodic
Disbursements Management	APR001	Prompt Pay Report	Measures the time elapsed between receipt of invoice, receipt of goods and services, approval of goods and services, and payment date by Business Unit.	30.3 Enter and Process Vouchers, 30.4 Process Payments	This report is used to determine if interest is due to the supplier based on the dates included on the report.	Organizations, DFS	invoice receipt date, goods and services receipt date, date of approval of goods and services and payment date	Periodic, Monthly
Disbursements Management	APR002	Prompt Pay Interest Paid Report	Lists interest paid for invoices not timely paid in accordance with prompt pay requirements.	30.3 Enter and Process Vouchers	This report lists the instances of noncompliance as well as interest penalties paid as a result of noncompliance.	Organizations, DFS	Agency information, statewide document number, penalty information, supplier information, payment date	Periodic, Monthly
Disbursements Management	APR003	Outstanding Vouchers Report	An aging schedule of vouchers that have either not been approved or paid.	30.3 Enter and Process Vouchers	This report lists all vouchers still pending approval to manage workload and prompt payment dates.	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR004	Voucher Match Exceptions Report	Identifies vouchers that failed the match edit to the purchase order for quantity and price.	30.3 Enter and Process Vouchers	This report is used to identify vouchers which did not pass matching.	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR005	Forecast Scheduled Payments	Forecasts scheduled payments for approved vouchers.	30.4 Process Payments	Used to manage cash requirements for disbursements by identifying the number and amount of invoices to be processed during a future pay cycle	Organizations, DFS	COA elements, total number of and amounts of posted invoices, by payment status and type, for a given date or period, processed as payment scheduled	Periodic
Disbursements Management	APR006	Supplier Payments Report	Summarizes payments by key data elements.	30.3 Enter and Process Vouchers	A Supplier Payments Report will provide spend totals for all payment types for each supplier.	Organizations, DFS	by supplier, date ranges, etc. Include specific payment, payment number, payment type (warrant, ACH, wire), date issued, date paid, supplier information, agency, fund, amount, associated transaction reference number	Periodic
Disbursements Management	APR007	Scheduled Payments Report	a listing of payments scheduled to be made as part of the pay cycle	30.3 Enter and Process Vouchers	Identification of the number and amount of invoices processed from the run payments queue	Organizations, DFS	COA elements, total number of and amounts of posted invoices, by payment status and type, for a given date or period, processed as payment scheduled	Periodic

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Disbursements Management	APR008	AP Staff Productivity Report	user activity by User ID which provides counts for the number of actions taken for invoice approvals and rejections within a given time period	30.3 Enter and Process Vouchers	Identification of the total number and amount of posted invoices that successfully passed as having sufficient cash and payment approved	Organizations	COA elements, total number of and amounts of posted invoices, by payment status and type, for a given date or period, processed as payment scheduled and total number of payment issued invoices for a given date (and/or other period)	Periodic
Disbursements Management	APR009	Voucher Register	A listing of vouchers posted with totals. This report can be filtered for certain types of posted vouchers, such as employees as suppliers, foreign suppliers, and offsets	30.3 Enter and Process Vouchers, 30.4 Process Payments	This report is used to identify all vouchers approved in a specific date range.	Organizations, DFS	type, object code, payment information and purchase order or encumbrance transaction number.	Periodic, Daily
Disbursements Management	APR010	Voucher Aging Report	an aging schedule of vouchers pending approval	30.3 Enter and Process Vouchers	This report lists all vouchers still pending approval and the length of time that has elapsed since voucher load.	Organizations, DFS	voucher information, voucher status, agency information, supplier information, voucher load date	Periodic, Daily
Disbursements Management	APR011	Voucher Return Report	lists vouchers that were not approved or held, and the applicable reason codes	30.3 Enter and Process Vouchers	This report is used to identify all vouchers that were held or denied and the specific reason for the action.	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR012	Payment Performance Report	lists time lapse between voucher creation to payment and agency approval to A&A approval.	30.3 Enter and Process Vouchers	This report is used to measure organization timeliness/performance in making supplier payments.	Organizations, DFS	voucher information, payment information, supplier information, dates	Periodic, Monthly
Disbursements Management	APR013	Voucher Activity Report	lists daily voucher activity	30.3 Enter and Process Vouchers	This report is used to list all actions taken on vouchers for a specific date range.	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR014	Voucher Workflow Status Report	lists the status of each voucher (i.e. posted, selected for audit, deleted)	30.3 Enter and Process Vouchers	This report is used to list the status of all vouchers for a specific date range.	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR015	Remittance Advice Report	identifies remittance advice details (i.e., business unit, invoice number, and invoice date) for payments generated during a particular pay cycle	30.3 Enter and Process Vouchers	This report is used to compile all remittance advice from successful payments during a particular pay cycle	Organizations, DFS	supplier information, payment date, payment amount	Periodic
Disbursements Management	APR016	Email Remittance Advice	notification sent to the payees for remittance advice information including business unit, invoice number, invoice date, and payment information	30.3 Enter and Process Vouchers	credit issued by the payee to any of the payee's accounts or invoices with notice to the payee on the remittance advice where the credit has been applied.	Payees/Suppliers	invoice number, payment date and amount of payment. May also need payee and line item detail.	Periodic
Disbursements Management	APR017	Alternate Payee Report	identifies payments issued to alternate payees, such as the IRS or a beneficiary, during a pay cycle	30.3 Enter and Process Vouchers	This report is used to identify all alternate payees associated with a payment.	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Monthly, Annually

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Disbursements Management	APR018	Outstanding Warrants Report	a report that lists the stale-date of all outstanding warrants not cleared by the Bank	30.4 Process Payments, 30.5 Manage Payments	disposition of warrants not presented for payment within one year after the last day of the month in which it was originally issued	Organizations, DFS	COA elements, warrant information, supplier information, invoice information, payment information, date issued, specified date ranges, organization code	Periodic, Monthly
Disbursements Management	APR019	Funds Transferred to Unclaimed Property	a report of payment information for funds transferred to the Unclaimed Property Trust Fund, pursuant to Sections 17.26 and 717.117, Florida Statutes, and payment information for funds returned to the original source.	30.5 Manage Payments	Organizations and DFS will use this report to identify payment information for funds transferred to the Unclaimed Property Trust Fund, and payment information for funds returned to the original source.	Organizations, DFS	COA elements, warrant information, supplier information, invoice information, payment information, date issued, specified date ranges, organization code	Periodic, Monthly, Annually
Disbursements Management	APR020	Funds Exempt from Transfer to Unclaimed Property	a report of payment information for funds exempt from transfer to the Unclaimed Property Trust Fund, pursuant to Sections 17.26 and 717.117, Florida Statutes, and returned to the original source.	30.5 Manage Payments	Organizations and DFS will use this report to identify payment information for funds exempt from transfer to the Unclaimed Property Trust Fund, and returned to the original source.	Organizations, DFS	COA elements, warrant information, supplier information, invoice information, payment information, date issued, specified date ranges, organization code	Periodic, Monthly, Annually
Disbursements Management	APR021	Payment Register Report	lists electronic, warrant, or manual payments made as part of the pay cycle, and any offsets applied to those payments	30.4 Process Payments	This report is used to identify all payments made as part of pay cycle	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly
Disbursements Management	APR022	Payment Offset Report	lists payment offsets applied during a pay cycle	30.4 Process Payments	Identification of each offset processed by type and amount	Organizations, DFS	COA elements, invoice number, invoice amount, vendor information, offset type, offset amount, benefitting agency	Periodic
Disbursements Management	APR023	Budget to Actual Contract Report	expenditures for each individual contract, including budget to actual comparisons by user-defined period (e.g., monthly, quarterly, daily, contract year, fiscal year, contract term).	30.4 Process Payments	Identification of each contract, the expenditures budgeted and expenditures realized within a defined period and their available renewals and the term of each renewal.	Organizations, DFS	budget to actual comparisons by user-defined period (e.g., monthly, quarterly, daily, contract year, fiscal year, contract term). COA elements, contract information, supplier information, encumbrance amount balance (by fiscal year), number of renewals available.	Periodic

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Disbursements Management	APR024	Prompt Pay WorkCenter Report	notifies applicable personnel when the time elapsed on an invoice is approaching Prompt Payment processing deadlines	30.4 Process Payments	to identify when an invoice is approaching Prompt Payment processing deadlines.	Organizations, DFS	COA elements, total number and amount of posted invoices, by type of goods and services purchased (health care, other), period covered, summary of year-to-date numbers and amounts, invoice information, vendor information, submitter's name, date submitted, pending approver's name/ role, number of days in queue, payment due date, prompt payment compliance date	Periodic, Monthly
Disbursements Management	APR026	Travel Expense Report	a report of travel cost of air carriers, car rentals, and hotels (by supplier) regardless of how they are paid (i.e., via P-Card, reimbursement to employee or direct payment).	30.4 Process Payments	data from vouchers created due to an interface with STMS to identify travel related expenses	Organizations, DFS	supplier/employee information, travel expense details and amounts	Periodic
Disbursements Management	APR027	Travel Reimbursement Reconciliation Report	a report to reconcile P-Card travel expenses automatically with reimbursement requests/ payments and report on variances.	30.4 Process Payments	data from vouchers created due to an interface with STMS to identify travel related expenses and reconcile those expenses to the reimbursement request submitted by the supplier/employee.	Organizations, DFS	supplier/employee information, travel expense details and amounts, reimbursement request details	Periodic
Disbursements Management	APR028	Payment Summary	a report to automatically compute the number and dollar amount of payments made by warrant and/or ACH run by day, per month, or other user-defined time-period.	30.4 Process Payments	a listing of electronic, warrant, or manual payments made as part of the pay cycle, and any offsets applied to those payments	Organizations, DFS	total number and amount of posted vouchers, by type of goods and services purchased (health care, other), period covered, summary of year-to-date numbers and amounts	Periodic, Monthly
Disbursements Management	APR029	Credit Vouchers Report	a report of supplier payments to include original credit memo amounts, applied credit amounts, and remaining balance of credit memo amounts	30.4 Process Payments	This report is used to identify all supplier payments to which a credit was applied.	Organizations, DFS	credit voucher information, voucher status, agency information, supplier information	Periodic, Monthly
Disbursements Management	APR030	Wire Payments Report	identifies a listing of suppliers with payment method changed to wire for the current pay cycle	30.4 Process Payments	to identify a listing of suppliers with payment method changed to wire for the current pay cycle	Organizations, DFS	supplier information, payment method	Periodic
Disbursements Management	APR031	Emergency Warrants Report	lists emergency warrants generated	30.4 Process Payments	to identify a listing of emergency warrants generated	Organizations, DFS	COA elements, warrant information, supplier information, invoice information	Periodic, Monthly

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Disbursements Management	APR032	Payment Register Archive Report	a historic listing of electronic, warrant, or manual payments made as part of the pay cycle, and any offsets applied to those payments for archive purposes	30.4 Process Payments	This report is used to identify a historic listing of payments made as part of pay cycle	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly
Disbursements Management	APR033	Payment Status Report	lists warrant and electronic payment detail and status (cleared, outstanding, cancelled, or reissued) for all payments	30.4 Process and Manage Payments	This report identifies the status of electronic, warrant, or manual payments	Organizations, DFS	payment information, supplier information, voucher ID, Statewide Document Number	Periodic, Monthly
Disbursements Management	APR034	Warrant Printing Report	a report of warrants to be printed for distribution	30.4 Process Payments	This report is used to print warrants	DFS	COA elements, warrant information, supplier information, invoice information	Periodic, Daily
Disbursements Management	APR035	Payment Discounts Report	a report of discounts received for payments made in compliance with supplier payment terms	30.4 Process Payments	this report is used to identify discounts received for payments made in compliance with supplier payment terms	Organizations, DFS	voucher information, payment information, supplier information	Periodic, Monthly, Annually
Disbursements Management	APR036	Payment Lost Discounts Report	lists payments made that were not in accordance with supplier payment terms	30.4 Process Payments	This report is used to determine if any discounts were lost and the reason they may have been lost	Organizations, DFS	COA elements, total number of payment issued invoices, total gross amount of payments, total value of the discount line for payments, total net amount of payments	Periodic, Monthly, Annually
Disbursements Management	APR037	1099-S Report	list of proceeds from real estate transactions	30.6 Manage Tax Reporting	This report is used to identify proceeds from real estate transactions for tax reporting purposes	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly, Annually
Disbursements Management	APR038	1099-G Report	lists payments for unemployment compensation as well as any state or local income tax refunds received that year	30.6 Manage Tax Reporting	This report is used to list payments for unemployment compensation as well as any state or local income tax refunds received that year for tax reporting purposes	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly, Annually
Disbursements Management	APR039	1099-A Report	list of acquisition or abandonment of secured property	30.6 Manage Tax Reporting	This report is used to list acquisition or abandonment of secured property for tax reporting purposes	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly, Annually
Disbursements Management	APR040	1099-R Report	lists all distributions From pensions, annuities, retirement or profit-sharing plans, IRAs, insurance contracts	30.6 Manage Tax Reporting	This report is used to identify all distributions from pensions, annuities, retirement or profit-sharing plans, IRAs and insurance contracts for tax reporting purposes	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly, Annually

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	APR041	1099-C Report	lists cancellation of supplier debt	30.6 Manage Tax Reporting	This report is used to identify cancellation of supplier debt for tax reporting purposes	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly, Annually
Disbursements Management	APR042	1099-INT Report	lists the amount of interest income	30.6 Manage Tax Reporting	This report is used to identify the amount of interest income for tax reporting purposes	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly, Annually
Disbursements Management	APR043	1099-MISC Report	lists Miscellaneous Income	30.6 Manage Tax Reporting	This report is used to identify miscellaneous income for tax reporting purposes	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly, Annually
Disbursements Management	APR044	1042/1042S Report	Lists the data that meets the requirements of IRS Form 1042/1042S. Used for tax reporting for foreign suppliers.	30.6 Manage Tax Reporting	This report is used to identify foreign supplier information for tax reporting purposes	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly, Annually
Disbursements Management	APR045	945 Withholding Report	Lists the data that meets the requirements of IRS Form 945. Used to report withheld Federal income tax from nonpayroll payments such as gambling winnings.	30.6 Manage Tax Reporting	This report is used to identify withheld Federal income tax from nonpayroll payments for tax reporting purposes	Organizations, DFS	payment information to include payment method, voucher information to include BU, supplier information	Periodic, Monthly, Annually
Disbursements Management	APR046	1099 Suppliers	Identifies the suppliers subject to 1099 requirements.	30.6 Manage Tax Reporting	This report is used to identify the suppliers subject to 1099 requirements	Organizations, DFS	supplier information including suppliers with the 1099 applicability flag	Periodic
Disbursements Management	APR047	1099 Mismatch	Lists suppliers that have had 1099 applicable transactions but are not flagged as 1099 applicable.	30.6 Manage Tax Reporting	This report is used to identify suppliers that require further review due to a mismatch between the supplier setup and the transactions for which a supplier was paid	Organizations, DFS	supplier information, transaction data, object code	Periodic
Disbursements Management	APR048	Employee Suppliers	Lists employees doing business with the State as a supplier.	30.6 Manage Tax Reporting	This report is used to identify suppliers that are also employees of the State of Florida	Organizations, DFS	supplier information, employee information	Periodic
Disbursements Management	APR049	Employee Taxable Earnings Report	Lists employee taxable earnings and taxes withheld where applicable (e.g., class "c" meals).	30.6 Manage Tax Reporting	This report is used to identify taxable earnings and taxes withheld, where applicable, for employees	Organizations, DFS	payment information, object code, employee information	Periodic
Disbursements Management	APR050	Contract Expense Summary Report	Contract payment information by month, quarter, fiscal and calendar year, inception to date, or time period with the ability to export data into an excel format.	30.4 Process Payments	This report is used to identify contract expenses during a specific time period with the ability to export to excel	Organizations, DFS	contract payment information by month, quarter, fiscal and calendar year, inception to date, or time period with the ability to export data into an excel format.	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	APR051	Payment Cancellation Report	A report that lists all cancelled payments and the number of days outstanding at the point of cancellation.	30.5 Manage Payments	This report is used to identify all payments in a canceled status	Organizations, DFS	voucher information, payment information, supplier information	Periodic, Daily
Disbursements Management	APR052	Voucher Detail Report	Report of contract payment information by Vendor Name, contract ID number, Payment Number, Posted Invoice #, Date Posted Invoice posted, Payment Amount, document number unique to document payment, or available fields with the ability to export data into an excel format.	30.3 Enter and Process Vouchers	This report is used to identify details included on vouchers	Organizations, DFS	contract payment information by supplier Name, contract ID number, Payment Number, Posted Invoice #, Date Posted Invoice posted, Payment Amount, document number unique to document payment, or available fields with the ability to export data into an excel format	Periodic, Daily
Disbursements Management	APR053	Unencumbered Disbursements Report	List of payments made that are not associated with an encumbrance.	30.4 Process Payments	This report is used to identify payments that are not associated with an encumbrance	Organizations, DFS	payment information, voucher information, supplier information	Periodic, Daily
Disbursements Management	APR054	Encumbered Disbursements Report	List of payments made that are associated with an encumbered disbursements.	30.4 Process Payments	This report is used to identify payments that are associated with an encumbrance	Organizations, DFS	payment information, voucher information, supplier information	Periodic, Daily
Disbursements Management	APR055	Journal Voucher Detail Report	Lists journal voucher details.	30.4 Process Payments	This report is used to identify payments that are associated with a journal voucher	Organizations, DFS	journal voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR056	Employee Reimbursement Report	contains all payments to an employee for reimbursable business events (i.e. travel)	30.4 Process Payments	This report is used to identify all payments to an employee for reimbursable business events such as travel	Organizations, DFS	employee information, payment date, payment amount	Periodic
Disbursements Management	APR057	Recurring Voucher Payment	report of recurring transactions / documents / business events that are about to generate	30.3 Enter and Process Vouchers	This report is used to identify upcoming transactions related to a recurring voucher	Organizations, DFS	recurring voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR058	Pre-paid Voucher Settlement Report	list of all advance payments made, the initial advance amount, and any invoices submitted towards the advance that reduces the advance	30.3 Enter and Process Vouchers	this report is used to identify advance payments made and invoices activity	Organizations	pre-paid voucher information, accounting information, supplier information	Periodic, Monthly
Disbursements Management	APR060	Supplier Credit Memo Report	list of suppliers that have an outstanding credit memo	30.4 Process Payments	this report is used to identify suppliers that have an outstanding credit memo	Organizations, DFS	credit voucher information, voucher status, agency information, supplier information	Periodic, Monthly
Disbursements Management	APR061	Payment Offsets Lien Report	all payment offsets applied to liens against suppliers	30.4 Process Payments	This report is used to identify liens which payments were offset against	Organizations, DFS	supplier information, offset date, offset amount, lien information	Periodic
Disbursements Management	APR062	Unpaid Voucher Status (Work Center)	all outstanding vouchers that are pending payment	30.3 Enter and Process Vouchers	This report is used to identify all outstanding vouchers that are pending payment	Organizations, DFS	voucher information, accounting information, supplier information	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	APR063	Post Audit Payment Report	contains all successful payments that were load and post transactions	30.3 Enter and Process Vouchers	This report is used to identify all successful load and post payments for post audit activity	DFS	supplier information, payment date, payment amount, BU	Periodic, daily
Disbursements Management	APR064	Vouchers Pending Payment Report	a report listing all vouchers that have not been processed for payment	30.3 Enter and Process Vouchers	This report is used to identify all vouchers that have not been processed for payment	Organizations, DFS	voucher information, supplier information	Periodic, Monthly
Disbursements Management	APR065	Warrant Register Report	a listing of payments by warrant produced for a specific pay cycle or a period of time	30.4 Process Payments	This report is used to identify payments made by the method of warrant	Organizations, DFS	supplier information, payment date, payment amount, warrant information	Periodic, Daily, Monthly, Annually
Cash Management	APR066	Clearance Pattern Report	Details the clearance pattern for designated projects.	80.2 Monitor and Manage Fund Cash	This report provides the clearance pattern for issued payments to determine Federal Draw timing.	DFS CMIA Processor	Payment amount, Issue date, Clearance date	Annual
Cash Management	APR067	Revolving Fund Replenishment Report	Details the amount due from the advancing Fund to replenish the Revolving Fund activity.	80.2 Monitor and Manage Fund Cash	Agencies use this report to create vouchers to request replenishment of a revolving Fund.	Fund Cash Processor	Replenishment amount, revolving fund payments issued available for replenishment	Periodic
Disbursements Management	APR068	Foreign Suppliers Transaction Report	lists transactions where special tax reporting rules were applied for travel reimbursements to employees who are classified as non-resident aliens	30.1 Set Up and Maintain Suppliers	This report is used to identify transactions where special tax reporting rules were applied for travel reimbursements to employees who are classified as non-resident aliens	DFS	supplier information, payment information	Periodic
Disbursements Management	APR069	Recurring Voucher WorkCenter Report	lists actions for recurring vouchers	30.2 Establish and Maintain Encumbrances	This report is used to identify actions taken for recurring vouchers	Organizations, DFS	supplier information, voucher information	Periodic, Daily, Monthly
Disbursements Management	APR070	Supplier Query	identifies suppliers by name, TIN, or other identifying information	30.1 Set Up and Maintain Suppliers	This report is used to identify suppliers by specific data within their supplier profile	Organizations, DFS	supplier information to include TIN	Periodic
Disbursements Management	APR071	Duplicate Suppliers	identifies potential duplicate supplier records, or related suppliers	30.1 Set Up and Maintain Suppliers	This report is used to identify potential duplicate supplier records	Organizations, DFS	supplier information	Periodic
Disbursements Management	APR072	Supplier Update Request Form Aging Report	measures time elapsed for supplier update requests	30.1 Set Up and Maintain Suppliers	This report is used to identify the timeline from the date the supplier update request was submitted to current date	Organizations, DFS	supplier information, submission date of form, BU	Periodic
Disbursements Management	APR073	New/Updated Suppliers Ready for Review	lists supplier approvals that have complete profiles	30.1 Set Up and Maintain Suppliers	This report is used to identify supplier records ready for review and approval	DFS	supplier information, supplier record status	Periodic
Disbursements Management	APR074	Approved/Denied Suppliers	identifies the status of the request (approved, denied, hold)	30.1 Set Up and Maintain Suppliers	This report is used to identify the status of a supplier update request	Organizations, DFS	supplier information, supplier record status	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	APR075	New/Updated Suppliers	approved suppliers that were added or updated for the specified period	30.1 Set Up and Maintain Suppliers	This report is used to identify the status of a supplier update request	Organizations, DFS	supplier information, supplier record status	Periodic
Disbursements Management	APR076	New/Updated Foreign Suppliers (W8)	manages the unique tax reporting and other requirements for approved foreign suppliers that were added or updated for the specified period	30.1 Set Up and Maintain Suppliers	This report is used to identify the status of a foreign supplier update request	Organizations, DFS	supplier information, supplier record status	Periodic
Disbursements Management	APR077	Suppliers on Hold	suppliers loaded with a hold status. Report includes information to identify the reason for the hold including whether the TIN information has been provided, the TIN match status (pending, failed, or approved), or other reason for the hold	30.1 Set Up and Maintain Suppliers	This report is used to identify the status of a supplier record	Organizations, DFS	supplier information, supplier record status	Periodic
Disbursements Management	APR078	Suppliers Without Required W-9	identifies suppliers that have not provided the required W-9 information	30.1 Set Up and Maintain Suppliers	This report is used to identify suppliers that do not have a valid W-9 on file	Organizations, DFS	supplier information to include W-9 status	Periodic
Disbursements Management	APR079	Supplier/W-9 Reconciliation	identifies any record discrepancies for tax information in Florida PALM and the W-9 System	30.1 Set Up and Maintain Suppliers	This report is used to identify mismatches between Florida PALM information and W-9 System information provided by the supplier	Organizations, DFS	supplier information	Periodic
Disbursements Management	APR080	TIN Match Errors	identifies suppliers with TIN match errors. The tax information provided for these suppliers was not validated as part of the Perform TIN Match business subprocess	30.1 Set Up and Maintain Suppliers	This report is used to identify mismatches between Florida PALM and IRS information	Organizations, DFS	supplier information	Periodic
Disbursements Management	APR081	Supplier OFAC Match List	identifies suppliers that were matched to the OFAC, Federal TOP, or other lists. The report is used to manage if the supplier requires a hold status to intercept any payments to unauthorized suppliers	30.1 Set Up and Maintain Suppliers	This report is used to identify suppliers that require a hold status due to matching lists of unauthorized suppliers	DFS	supplier information, supplier status	Periodic
Disbursements Management	APR082	Approved/Denied Supplier Hold	identifies the status for requested supplier holds	30.1 Set Up and Maintain Suppliers	This report is used to identify status of a supplier hold request	Organizations, DFS	supplier information, supplier hold status	Periodic
Disbursements Management	APR083	Supplier Contract Status	lists if a contract is active or inactive	30.2 Establish and Maintain Encumbrances	This report is used to identify the status of supplier contracts	Organizations, DFS	supplier information, contract information	Periodic
Disbursements Management	APR084	Encumbrances by Supplier ID	lists encumbrances by supplier used to ensure that encumbrances are not duplicated	30.2 Establish and Maintain Encumbrances	This report is used to validate encumbrance records	Organizations, DFS	supplier information to include BU, encumbrance information	Periodic
Disbursements Management	APR085	Closed Encumbrances	lists closed encumbrances	30.2 Establish and Maintain Encumbrances	This report is used to identify encumbrances that have been closed	Organizations, DFS	supplier information to include BU, encumbrance information	Periodic, Monthly

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	APR086	Encumbrance Budget Exceptions	lists encumbrances with budget exceptions	30.2 Establish and Maintain Encumbrances	This report is used to identify encumbrances with budget exception so that organizations can correct errors	Organizations, DFS	supplier information to include BU, encumbrance information, budget error information	Periodic, Monthly
Disbursements Management	APR088	Outstanding Encumbrance Errors	lists unresolved encumbrance exceptions	30.2 Establish and Maintain Encumbrances	This report identifies encumbrances with exceptions so that organizations can correct the issue	Organizations	supplier information, encumbrance information, accounting information, exception information	Periodic, Monthly
Disbursements Management	APR089	Prompt Payment Warning	a report listing invoices approaching Prompt Payment processing deadlines	30.3 Enter and Process Vouchers	This report is used to identify vouchers close to exceeding prompt payment deadlines	Organizations, DFS	voucher information, voucher status, agency information, supplier information, voucher load date	Periodic, Daily
Disbursements Management	APR059	Prompt Pay Compliance Report	measures the time elapsed between receipt of invoice, goods and services, approval of goods and services, and payment date by Business Unit	30.4 Process Payments	This report is used to measure prompt pay compliance dates by BU	Organizations	Processing dates information supplier information, contract information	Periodic, Monthly
Disbursements Management	APR091	Prepaid Vouchers	a listing of all advance payments made, the initial advance amount, and any invoices submitted towards the advance that reduces the advance	30.3 Enter and Process Vouchers	This report is used to identify all vouchers related to advance payments and any subsequent vouchers related to the advance	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR092	Voucher Errors and Overrides	a listing of vouchers with errors and budget exceptions and vouchers where an override was applied	30.3 Enter and Process Vouchers	This report is used to identify all vouchers with errors, budget exceptions and overrides	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR096	Staff Productivity Report	a count, by user, of vouchers processed within a specific date range	30.3 Enter and Process Vouchers	This report is used to measure and manage staff workload	Organizations, DFS	voucher information, employee ID, processed date	Periodic, Daily, Monthly, Annually
Disbursements Management	APR097	AP Holds by Hold Type	a list of all vouchers on hold including the hold reason	30.3 Enter and Process Vouchers	This report is used to identify vouchers on hold and the reason the hold was applied	Organizations, DFS	voucher information, hold reason codes, hold date, employee ID, agency information	Periodic, Daily
Disbursements Management	APR098	Vouchers Deleted	a listing of vouchers deleted within a specific date range	30.3 Enter and Process Vouchers	This report is used to identify all deleted vouchers within a specific date range	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR099	Match Exceptions	a listing of vouchers with match exceptions	30.3 Enter and Process Vouchers	This report is used to identify vouchers that failed the voucher match process	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR100	Match Overrides	a listing of vouchers overridden for match exceptions	30.3 Enter and Process Vouchers	This report is used to identify vouchers that had an override of a match exception	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	APR101	Outstanding STMS Voucher Errors	a report listing unresolved STMS payments due to budget exceptions or combo edits on the voucher	30.3 Enter and Process Vouchers	This report is used to resolve STMS payments that were not able to be processed due to error	Organizations, DFS	voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR102	Single Payment Vouchers	a listing of all vouchers processed using a single payment supplier	30.3 Enter and Process Vouchers	This report is used to identify payments made to single payment suppliers to verify the payments were not for 1099 reportable transactions	Organizations, DFS	object code, voucher information, voucher status, agency information, supplier information	Periodic, Daily
Disbursements Management	APR104	Wire Payments	a listing of suppliers with payment method changed to wire for the current pay cycle	30.4 Process Payments	This report is used to identify suppliers that received a payment method change to wire	Organizations, DFS	payment information, voucher information, supplier information	Periodic, Daily
Disbursements Management	APR105	Post Audit Sampling	a report to manage payments subject to post audit sampling	30.4 Process Payments	This report is used to identify payments requiring sampling after payment has been	Organizations, DFS	payment information, voucher information, supplier information	Periodic, Daily
Disbursements Management	APR108	Early Payments	a report of payments made before the scheduled due date	30.4 Process Payments	This report is used to identify payments made before the scheduled due date	Organizations, DFS	payment information, voucher information, supplier information, scheduled payment due date	Periodic, Daily
Disbursements Management	APR109	Manual Payments	a report of payments made outside of Florida PALM that are entered/loaded into Florida PALM either via manual entry, an agency business system, or PYRL	30.5 Manage Payments	This report is used to identify all payments made outside of Florida PALM and loaded into Florida PALM to capture accounting information (i.e., revolving funds)	Organizations, DFS	payment information, voucher information, supplier information, accounting information	Periodic, Daily
Disbursements Management	APR111	Transferred Payments	a report of all payments transferred to Unclaimed Property due to exceeding the stale date	30.5 Manage Payments	This report is used to identify all payments that meet stale dating criteria and funds were transferred to Unclaimed Property	Organizations, DFS	payment information, voucher information, supplier information, accounting information	Periodic, Daily
Disbursements Management	APR112	Pre-note Failures Report	a report of payments that failed pre-note validation	30.5 Manage Payments	This report is used to identify payments that failed pre-note validation and the supplier's payment method was changed to warrant	DFS	payment information, voucher information, supplier information, accounting information	Periodic, Daily
Disbursements Management	APR113	1099 Updates	lists all suppliers or vouchers that had edits made to supplier setup or transaction detail that effected object code	30.6 Manage Tax Reporting	This report is used to identify edits made to the supplier setup or transaction detail that effected object code	Organizations, DFS	payment information, transaction data, object code, supplier information	Periodic
Disbursements Management	APR114	1099/W-9 Reconciliation	list to reconcile the printed 1099s to the W9s on file to verify that all required 1099s have been printed	30.6 Manage Tax Reporting	This report is used to identify the match discrepancies between the printed 1099s and the W9s on file.	Organizations, DFS	1099 print flag, suppliers with W9, supplier information	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	APR115	AP GL Reconciliation	reconciles accounts payable to the general ledger	30.7 Accounts Payable Period Close	This report is used monthly to reconcile AP to GL before closing the AP module	Organizations	voucher information, budget exception information, cash exception information, payment information	Periodic, Monthly, Annually
Cash Management	APR095	Vouchers for Loan Report	Lists all vouchers for Fund loan repayment for a designated period.	80.2.6 Manage Fund Loans	This report is used to validate that loan repayment is not overdue.	Agency Voucher Processor	Voucher amount, date	Periodic
Accounts Receivables	ARR010	Revenue and Receipts Report by CSFA	A report to provide revenues and receipts by Catalog of State Financial Assistance (CSFA) number.	60.2 Deposit and Apply Receipts	The report is used to track revenues and receipts received for state projects that provide financial assistance to nonstate entities and are tracked by the CSFA number.	DFS, Transparency Florida	Dates, Awarding Organization/Project Title, Revenue/Transfers Received, CSFA Number, Accounting	Periodic
Disbursements Management	APR110	Supplier Debarment Report	A list of suppliers identified in the Federal Debarment List	30.1 Set Up and Maintain Suppliers	This report is used to identify suppliers that require a "hold" due to being a debarred supplier	DFS	supplier information	Periodic
Disbursements Management	APR107	Suspended Supplier List	Supplier OFAC Match - a list of suppliers identified in the Office of Foreign Assets Control (OFAC) List	30.1 Set Up and Maintain Suppliers	This report is used to identify suppliers that require a "hold" due to a supplier match on the OFAC list	DFS	supplier information	Periodic
Disbursements Management	APR106	Suspended Supplier Report	lists suppliers that have been suspended	30.1 Set Up and Maintain Suppliers	This report is used to identify all suppliers that have been placed on hold	DFS	supplier information	Periodic
Accounts Receivables	ARR001	Consolidated Customer Statement	A report to provide a consolidated statement for a customer with multiple accounts.	60.3 Perform Collections and Aging	The report is used to reconcile the customer account for what has been processed in the system (beginning balance, charges, credits/payments, and an ending balance). The report may be presented for internal use, as well as formatted for distribution to customer.	Agency Collection Processor; Customer	Customer Information, Payment Status, Activity, Transaction Information, Amounts	Periodic
Accounts Receivables	ARR002	Customer Statement	A report to provide account balance to customer which includes beginning balance, charges, credits/payments, and an ending balance.	60.1 Enter and Maintain Receivables, 60.3 Perform Collections and Aging	The report is used to reconcile the customer account for what has been processed in the system (beginning balance, charges, credits/payments, and an ending balance). Report may be presented for internal use, as well as formatted for distribution to customer.	Agency Collection Processor; Customer	Customer Information, Payment Status, Activity, Transaction Information, Amounts	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Accounts Receivables	ARR003	Aging Report by Customer	A report that show customers who have outstanding receivable balances and aging period.	60.3 Perform Collections and Aging	The report is used to monitor AR by customer and age of receivable. Depending on the age of receivable specific actions are taken on the account. Report may be presented for internal use, as well as formatted for distribution to customer. Content for customer varies by length of delinquency, consequences, and escalation.	Agency Collection Processor; Agency Collection Approver; Customer	Customer Information, Payment Status, Activity, Transaction Information, Amounts	Periodic
Accounts Receivables	ARR004	Collection Data Report	A report that includes all collectable customer accounts for review by the Agency Collection Approver before the data is submitted to the External Collection Agency.	60.3 Perform Collections and Aging	The report is used to analyze collection data and sending accounts to the External Collection Agency.	Agency Collection Processor; Agency Collection Approver; External Collection Agency	Delinquent Accounts; Referrals of Delinquent Accounts; Bankrupt, Statute of Limitations, Deceased Accounts; Transaction Activity Over Time	Periodic
Accounts Receivables	ARR005	Grant Billing Data Report	A report that provides grant billing data.	60.1 Enter and Maintain Receivables	The report is used to update Federal and Non-Federal systems that do not support direct interfaces.	Agency Billing Processor; Agency Billing Approver	Dates, Amounts, Letter of Credit Number, Project ID, Title, Sponsor/Customer, Accounting	Periodic
Accounts Receivables	ARR006	Deposit Report	A report that provides detailed information for deposits.	60.1 Enter and Maintain Receivables, 60.2 Deposit and Apply Receipts	The report is used to account for deposits entered into the system.	Agency Deposit Processor; Agency Deposit Approver; Wave Organization Deposit Reporter; DOR Wave Exception Processor	Dates, Deposit Number, Deposit Type, Bank, Customer Name, Amount, Accounting, Payment Line Information	Periodic
Accounts Receivables	ARR007	AR Report by COA	A report that provides a listing of AR items by the COA.	60.1 Enter and Maintain Receivables	The report is used to account for AR entered into the system to specific Chart of Account values.	Agency AR Processor; Agency AR Approver; Agency Billing/AR Reconciler	Dates, Item Number, Customer Name, Amount Outstanding, Accounting	Periodic
Revenue Accounting	ARR008	Customer Accounts Detail by Customer Type	A report that provides a listing of customer account details by the Customer Type.	50.1 Set Up and Maintain Customer	The report is used to breakdown a customer type for analysis purposes.	Agency Customer Processor; Agency Customer Approver;	Customer Name, Customer Type, Transaction Information	Periodic
Accounts Receivables	ARR009	AR Aging Report	A report that provides aging of open balances.	60.3 Perform Collections and Aging	The report is used to breakdown outstanding AR balances by the age of the receivable into groups typically 30,60,90 days outstanding for monitoring and analysis purposes.	Agency Collection Processor; Agency Collection Approver	Dates, Aging Groups, Balances	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Accounts Receivables	ARR012	Revenue and Receipts Report by CFDA	A report that provides a listing of revenue and receipts by Catalog Federal Domestic Assistance (CFDA) number.	60.2 Deposit and Apply Receipts	The report is used to track revenues and receipts received for federal programs, projects, services, and activities which provide assistance or benefits to the public and are tracked by the CFDA number.	Agency Grant Manager	Dates, Awarding Organization/Project Title, Revenue/Transfers Received, CFDA Number, Accounting	Periodic
Accounts Receivables	ARR013	AR Balance Report	A report that provides a customer account balance of AR billed in one fiscal year and paid in the next fiscal year.	60.1 Enter and Maintain Receivables	The report is used for year-end reporting.	Agency Billing/AR Reconciler	Dates, Invoice Number, Customer Name, Amount Outstanding, Accounting	Periodic
Accounts Receivables	ARR014	Accounts Referred for Collection in Fiscal Year (Annual Report of Claims for Collections, Section 17.20(4)(a) F.S.	Annual report that provides information on Accounts Referred for Collection in Fiscal Year (Annual Report of Claims for Collections, Section 17.20(4)(a) F.S.	60.3 Perform Collections and Aging	The report is used to monitor the organization's management of AR and delinquent accounts.	Agency Collection Processor; Agency Collection Approver; DFS A&A; President of the Senate; Speaker of the House of Representatives	Organization, Debtor Names, Dates, Amounts, Status	Annual
Accounts Receivables	ARR015	Accounts Not Referred for Collection (Annual Report of Claims for Collections, Section 17.20(4)(b)	Annual report that provides information on Accounts Not Referred for Collection (Annual Report of Claims for Collections, Section 17.20(4)(b).	60.3 Perform Collections and Aging	The report is used to monitor the organization's management of AR and delinquent accounts.	Agency Collection Processor; Agency Collection Approver; DFS A&A; President of the Senate; Speaker of the House of Representatives	Organization, Debtor Names, Dates, Amounts, Status	Annual
Accounts Receivables	ARR016	Accounts Written-Off (Annual Report of Claims for Collections, Section 17.20(4)(c)	Annual report that provides information on Accounts Written-Off (Annual Report of Claims for Collections, Section 17.20(4)©.	60.3 Perform Collections and Aging	The report is used to monitor the organization's management of AR and delinquent accounts.	Agency Collection Processor; Agency Collection Approver; DFS A&A; President of the Senate; Speaker of the House of Representatives	Organization, number and amount of accounts written off, summarized by fiscal year.	Annual
Accounts Receivables	ARR017	Annual Debt Collection Report (Annual CFO Report 17.20(5) F.S.)	Annual report that provides information on Annual Debt Collection Report (Annual CFO Report 17.20(5) F.S.).	60.3 Perform Collections and Aging	The report is used to monitor the organization's management of AR and delinquent accounts.	DFS A&A; Governor; President of the Senate; Speaker of the House of Representatives, Agency Collection Processor	Amount of claims referred for collection by each organization, cumulative and annually; Number of accounts by organization and age; Listing of organizations that failed to report to the CFO, as required; and Total amount of claims collected, cumulatively and annually.	Annual

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Accounts Receivables	ARR018	Collection Payment Report	A report that provides payments collected by the External Collection Agency.	60.3 Perform Collections and Aging	The report is used to list delinquent accounts for which the External Collection Agency has received payment and remitted to the organization.	Agency Collection Processor; Agency Collection Approver; Agency Deposit Processor; Agency Deposit Approver; DFS A&A, External Collection Agency	Delinquent Account Information, Payment Information	Periodic
Accounts Receivables	ARR019	Deposit Report with Tax Details	Report that provides taxing authority information on taxes collected.	60.2 Deposit and Apply Receipts	The report is used to support taxes collected for filing purposes.	Agency Deposit Processor; Agency Deposit Approver	Dates, Amounts, Taxing Authority, Percentages (Basis for Calculations)	Periodic
Accounts Receivables	ARR020	Customer Aging and Contact Information Report	A report that provides a list of customers with aging items and contact information.	60.1 Enter and Maintain Receivables	The report is used to collect outstanding accounts. Content for customer varies by length of delinquency, consequences, and escalation.	Agency Collection Processor; Agency Collection Approver;	Customer, Contact Information, Payment Status, Activity, Transaction Information, Amounts.	Periodic
Accounts Receivables	ARR021	Verified Deposits Report	A report that provides verified deposits.	60.2 Deposit and Apply Receipts	The report is used to list verified/reconciled transactions, sorted by user defined method (date, data entry employee, deposit number, etc.)	Agency Deposit Processor; Agency Deposit Approver	Dates, Transactions, Amounts, Data Entry Employee, Accounting, Deposit Number, Bank Deposit Information	Periodic
Accounts Receivables	ARR022	Unverified Deposits Report	A report that provides a list of unverified deposits.	60.2 Deposit and Apply Receipts	The report is used to list unverified/unreconciled transactions, sorted by user defined method (date, data entry employee, deposit number, etc.)	Agency Deposit Processor; Agency Deposit Approver	Dates, Transactions, Amounts, Data Entry Employee, Accounting, Deposit Number	Periodic
Accounts Receivables	ARR023	Customer Statement Report with Offset Details	A report that provides customer statement that includes payable and receivables offset details.	60.3 Perform Collections and Aging	The report is used to provide customers with offset details.	Agency Collection Processor; Agency Collection Approver; Customer	AR Item, Invoice Number, Invoice Amount, Vendor/Customer Information, Offset Type, Offset Amount, Benefitting Organization	Periodic
Revenue Accounting	ARR025	Customer Balance Report	A report that provides the customer account balance to support credits or refunds.	50.2 Enter and Maintain Bills	The report is used to account for and reconcile amounts received (deposits) and amounts billed (AR) to support credits or refunds for a customer.	Agency Billing Processor; Agency Billing Approver	Customer, Amount, Invoice Number, Dates, Item type	Periodic
Accounts Receivables	ARR026	Debit Memo	A report that provides returned item information (includes image for returned checks).	60.2 Deposit and Apply Receipts	The report is used to account for returned items from the customer and for AR/Collection purposes.	DFS Deposit Processor; Agency AR Processor; Wave Organization Deposit Reporter	Image of Returned Item, Accounting, Original Deposit Information from Bank	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Revenue Accounting	ARR027	Export Billing and AR Data	A query to export raw Billing and AR data.	50.2 Enter and Maintain Bills, 60.1 Enter and Maintain Receivables	The report is used to provide organizations raw Billing and AR data for analysis purposes.	Agency Billing Processor; Agency Billing Approver; Agency AR Processor; Agency AR Approver	Dates, Customer ID and Name, Address, Invoice Number, Amounts, Description, Quantity, Billing Terms and Status	Periodic
Accounts Receivables	CMR010	Organization Bank Deposit Extract Report	A report that provides a query to prepopulate the deposit spreadsheet from the bank statement file to assist agencies in recording deposits.	60.2 Deposit and Apply Receipts	The report is used to extract subaccount deposit information from the bank statement file and prepopulate the deposit spreadsheet upload file. This will assist organizations in recording the individual deposits.	Agency Deposit Processor; Agency Deposit Approver	Dates, Amounts, Payment Line Information, Accounting	Periodic
Accounts Receivables	ARR030	Pending AR	A report that provides receivable information that has been entered in Florida PALM but not yet approved for posting to the ledger.	60.1 Enter and Maintain Receivables	The report is used to provide organizations a list of pending AR items for accrual purposes.	Agency Billing Processor; Agency Billing Approver, Agency AR Processor	Dates, Customer Name, Bill Type, Bill Details, AR Data, Amount	Periodic
Accounts Receivables	ARR031	Outstanding AR Item Receivable Report	A report that provides a listing of items and customer account balances.	60.1 Enter and Maintain Receivables	The report is used to provide a list of customer accounts with outstanding AR items.	Agency AR Processor; Agency AR Approver	Dates, Invoice Number, Customer Name, AR Item, Bill Type, Amount Outstanding, Accounting	Periodic
Accounts Receivables	ARR032	Accrual Unbilled Revenue Report	A report that provides bills and bill lines that have been accrued within a date range.	60.1 Enter and Maintain Receivables	The report is used to provide organizations a list of pending bills and bill lines for accrual purposes.	Agency AR Processor; Agency AR Approver, Agency Billing/AR Reconciler	Dates, Customer Name, Bill Type, Bill Data, Amount	Periodic
Accounts Receivables	ARR033	Organization Notification Report for Offsets	A report that provides agencies a notice of offset receivable transactions.	60.2 Deposit and Apply Receipts	The report is used to notify organizations of offset receivable transactions.	Agency Collection Processor; Agency Collection Approver, DFS Offset Approver	Dates, Invoice Number, Customer Name, Bill Type, Amount Offset, Accounting	Periodic
Accounts Receivables	ARR034	Payment Predictor Detail Report	A report that provides a list of Payment Predictor activities based on set parameters.	60.2 Deposit and Apply Receipts	The report is used to analyze payment predictor results by status and predictor method or algorithm.	Agency Deposit Processor; Agency Deposit Approver, Agency AR Processor	Dates, Bank, Accounting, Deposit Number, Status, Method, Amounts, Payment Application with Invoice Numbers, Customer	Periodic
Accounts Receivables	ARR035	Change of Custody Report	A report that provides the total deposit amount and count with names and signatures of employees transferring and receiving cash.	60.2 Deposit and Apply Receipts	The report is used to support and document the transfer of cash between employees.	Agency Deposit Processor; Agency Deposit Approver	Dates, Total Deposit Amount, Counts, Employee Names	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Accounts Receivables	ARR036	1099 Update Report	A report of expenditure refunds including customer ID, and linked supplier information if available.	60.2 Deposit and Apply Receipts	The report is used to support 1099 value updates when expenditure refunds impact the supplier.	DFS A&A Bureau of Vendor Relations; Agency Deposit Approver	Dates, Customer ID, Customer Name, Amount, Supplier Information (if applicable), Accounting	Periodic
Accounts Receivables	ARR037	Clearing Fund Bank Activity Report	A report that provides deposits entered with a Clearing Fund Bank deposit type for financial reporting.	60.2 Deposit and Apply Receipts	The report is used to account for clearing fund deposits for financial reporting purposes.	Agency Deposit Processor; Agency Deposit Approver	Dates, Deposit Type, Deposit Number, Bank, Customer Name, Amount, Accounting	Periodic
Accounts Receivables	ARR038	Deposit Monitoring Report	A report that provides \$0 reclassification deposits using expenditure coding.	60.2 Deposit and Apply Receipts	The report is used to monitor \$0 reclassification deposits for expenditure coding.	Agency Deposit Processor; Agency Deposit Approver; DFS A&A; Agency GL Close Processor	Dates, Deposit Type, Deposit Number, Bank, Customer Name, Amount, Accounting	Periodic
Accounts Receivables	ARR039	ACH Notifications of Change Report	A report that provides a query and drilldown capability to the NOC detail.	60.2 Deposit and Apply Receipts	The report is used to provide ACH Notifications of Change information related to customers for processing purposes.	Agency Deposit Processor; Agency Deposit Approver	Customer Bank Data, Correct Routing Number, DFI Numbers	Periodic
Accounts Receivables	ARR040	Delinquent Notices	A report that provides delinquent notices to customers with past due balances based on aging timeframes.	60.3 Perform Collections and Aging	The report is used to provide customers with a notice of delinquent invoices. Report may be presented for internal use, as well as formatted for distribution to customer. Content for customer varies by length of delinquency, consequences, and escalation	Agency Collection Processor; Agency Collection Approver; Customer	Customer Information, Payment Status, Activity, Transaction Information, Amounts	Periodic
Accounts Receivables	ARR041	Collection Activities Report	A report that is created from an inbound interface file that provides due diligence (calls, emails, etc.) performed by the external collection agency.	60.3 Perform Collections and Aging	The report is used to analyze and document the External Collection Agencies due diligence (calls, letters, emails, etc.).	Agency Collection Processor; Agency Collection Approver; External Collection Agency; DFS A&A	Dates, Customer Name, Conversations, Notes	Periodic
Accounts Receivables	ARR029	Close and Return Report	A report that provides a list of accounts being closed and returned to the State.	60.3 Perform Collections and Aging	The report is used to list delinquent accounts for which the External Collection Agency has closed and returned to the organization.	Agency Collection Processor; Agency Collection Approver; DFS A&A	Delinquent account information, amount still outstanding, reason for return, if applicable	Periodic
Revenue Accounting	BIR001	Standard Invoice Templates	A standard invoice template.	50.2 Enter and Maintain Bills	The report is used to standardize invoices to customers.	Agency Billing Processor; Agency Billing Approver	Dates, Customer Name, Address, Amounts, Description, Quantity, Billing Terms	Periodic
Revenue Accounting	BIR002	Billing Status Report	A report that provides billing status for reconciliation.	50.2 Enter and Maintain Bills	The report is used to reconcile billings for period close based on status.	Agency Billing Processor; Agency Billing Approver	Dates, Customer Name, Amounts, Billing Status	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Revenue Accounting	BIR003	Customer History Report	A report that provides historical billing information.	50.2 Enter and Maintain Bills	The report is used to analyze a customer account based on billing data for a period of time.	Agency Billing Processor; Agency Billing Approver	Dates, Customer Name, Amounts, Invoice Number	Periodic
Accounts Receivables	BIR004	Billing Details by Timeframe	A report that provides billing details for an organization by timeframe.	60.1 Enter and Maintain Receivables	The report is used to analyze customers billing details for organizations based on a period of time.	Agency Billing Processor; Agency Billing Approver	Dates, Customer Name, Amounts, Invoice Number	Periodic
Revenue Accounting	BIR005	Customer Record Report	A report that provides a listing of new and modified customer data.	50.1 Set Up and Maintain Customer	The report is used to provide new and updated customer record data for an organization.	Agency Customer Processor; Agency Customer Approver	Dates, Customer Name, Address, Contact Information, Supplier ID (if applicable)	Periodic
Revenue Accounting	BIR006	TIN Match	A report that provides a comparison based on Supplier records.	50.1 Set Up and Maintain Customer	The report is used to match TIN numbers for linking the Customer to Supplier.	Agency Customer Processor; Agency Customer Approver	TIN Number, Customer ID and Name, Supplier ID and Name	Periodic
Revenue Accounting	BIR007	All Transactions GL Report	A report that provides detailed revenue and expense/expenditure transactions to support customer billing for projects and grants.	50.2 Enter and Maintain Bills	The report is used to support customer billing for projects and grants based on GL data.	Agency Billing Processor; Agency Billing Approver	Dates, Amounts, Customer ID and Name, Project ID and Title, Accounting	Periodic
Revenue Accounting	BIR008	Billing Sales Tax Report	A report that provides details of calculated sales tax on the invoice.	50.2 Enter and Maintain Bills	The report is used to track taxes invoiced for filing purposes.	Agency Billing Processor; Agency Billing Approver	Dates, Customer Name, Amounts, Invoice Number	Periodic
Treasury Management	CMR001	EPS Approval Letter	Provides agencies the EPS approval needed to complete EPS set up.	70.1 Manage Banking Relationships	This report is used to provide approval for Agencies to set up a contract with the EPS supplier.	Bank Account Requestor	Agency contact information, Service Type	Periodic
Treasury Management	CMR002	Bank Account Listing Report	Listing of bank accounts and status for all bank account types (e.g., revolving, clearing, depository, and disbursement).	70.1 Manage Banking Relationships 70.1.1 Maintain Bank Accounts	This report is used to manage outstanding bank accounts and banking relationships.	DFS Bank Account Maintainer	Bank accounts by type, Status	Periodic
Treasury Management	CMR004	BAI Transaction Counts	Lists all BAI codes associated with the bank/bank account combination and counts the number of BAI codes received for the date range.	70.2 Manage and Reconcile Bank Statements	This report is used to track the number of transactions by BAI code.	DFS Bank Account Maintainer	Bank accounts, count of BAI codes by bank account	Periodic
Treasury Management	CMR005	Reconciled/Unreconciled Items	Lists banking items reconciled or unreconciled for a designated time period by bank account.	70.2 Manage and Reconcile Bank Statements	This report is used to analyze and resolve unreconciled items.	Bank Reconciliation Processor	Banking account, banking transaction, reconciliation status	Periodic
Accounts Receivables	CMR006	Offset Report	Lists comprehensive balance information for all offsets of a specified status and time period.	60.2 Deposit and Apply Receipts	The report is used to monitor balance information for all offsets based on status and time period	DFS Offset Processor, DFS Offset Approver	Dates, Customer ID and Name, Supplier ID and Name, Account, Type, Vendor Type, Amounts, Status	Periodic
Treasury Management	CMR007	Bank Statement Report	A report that provides daily bank statement transactions and balances.	70.2 Manage and Reconcile Bank Statements	This report is used to track and reconcile bank statement transactions.	Bank Reconciliation Processor	Dates, Bank Account and Codes, Description, Reference, Status, Types, Amounts	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	CMR008	ACH/EFT Failures	Identifies ACH/EFT failures from the bank.	30.5 Manage Payments	This report is used to identify failed ACH/EFT payments and the supplier's payment method was changed to warrant	Organizations, DFS	payment information, voucher information, supplier information, accounting information	Periodic, Daily
Treasury Management	CMR009	Unreconciled Book to Bank Accounts	Provides bank accounts that are not confirmed during Book to Bank Reconciliation.	70.5 Reconcile Book to Bank Balances	This report is used to identify bank accounts outstanding from Book to Bank Reconciliation to support reconciliation resolution.	Book to Bank Reconciliation Processor	Bank accounts with Book to Bank status	Monthly
Treasury Management	CMR003	Outside Banking Services Authorization Letter	Letter authorizing agencies to negotiate banking services outside of Treasury.	70.1.1 Maintain Bank Accounts	This report provides documentation that outside banking services are authorized.	DFS Bank Account Maintainer	Service Type, Agency contact information	Periodic
Treasury Management	DMR001	Investment Maturity and Accrual Report	Total investment earnings for a designated period of time by portfolio.	70.6 Create and Maintain Deals; 70.6.2 Maintain Deals	This report is used to track investment maturity and investment accrual entries.	DFS Investment Reporter, DFS Investment Accounting Processor	CUSIP, Investment amount, earning, maturity date	Periodic
Treasury Management	DMR002	Inventory Report	Listing of all current securities held by Treasury.	70.6 Create and Maintain Deals 70.6.1 Create Deals 70.6.2 Maintain Deals	This report is used to review all outstanding security inventory.	DFS Investment Accounting Processor, DFS Investment Reporter	Security name, type, amount, maturity date	Periodic
Treasury Management	DMR003	Cash Movement Report	Income or losses, and interest accrued or earned for a designated period of time.	70.6 Create and Maintain Deals 70.6.2 Maintain Deals	This report is used to monitor and report on security gains, losses, and interest recorded.	DFS Investment Accounting Processor	Interest earning/loss amount, date	Periodic
Treasury Management	DMR004	Reconciliation Report of Trades Entered but not Settled	Listing of Treasury trades entered but not settled.	70.6 Create and Maintain Deals	This report is used to monitor security settlement.	DFS Investment Accounting Processor	CUSIP, security name, settlement date	Daily
Treasury Management	DMR005	Trades Report	Listing of all purchases and sales of investments.	70.6 Create and Maintain Deals	This report is used to validate trades executed with the trading partner were completed and interfaced to Florida PALM.	DFS Investment Accounting Processor, DFS Investment Reporter	Investment amount sold, purchased, date	Periodic
Treasury Management	DMR006	Commercial Paper Report	Details for all commercial paper investments.	70.6 Create and Maintain Deals	This report is used to manage the overall Commercial Paper investment.	DFS Investment Accounting Processor	Commercial paper, amount, purchase date, maturity date	Periodic
Treasury Management	DMR007	Floating Rate Payment Report	Listing of all interest payments for floating rate investments.	70.6 Create and Maintain Deals	This report is used to monitor outstanding investments with floating rates.	DFS Investment Accounting Processor	Investment name, interest rate, payment, date for floating rate securities	Periodic
Treasury Management	DMR008	Income Summary	Report of investment security information including cost and income.	70.6 Create and Maintain Deals	This report is used to summarize income for investments.	DFS Investment Accounting Processor	Investment name, purchase price, interest earning, date	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Budget Management	KKR003	Budget to Actuals to Forecast Report	A report displaying budgeted amounts to actuals and projections expenditures and revenues by Chart of Account code combinations and associated costs.	20.1 Enter and Process Budget Journals	Agencies use this report to effectively manage their budget and expenditures.	Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balance, Release Balance, Reserve Balance, Allotment Balance, Expenditure Amounts, Percent Change, Amount Change	TBD based on organization response
Asset Accounting and Management	AMR031	Asset Replacement Cost Report	A disposition report that lists asset replacement cost resulting from improvements.	40.2 Deploy and Maintain Assets	Used to identify and manage changes in asset basis.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Disposition Date, Capitalized Cost(s)	Periodic
Accounts Receivables	GLR081	Accrued vs Actual Revenue Report	A report that provides the variance between prior year revenue accruals and actual cash collected on year to date revenue.	60.3 Perform Collections and Aging	The report is used to track variances between prior year revenue accruals and actual cash collected on year to date revenue for financial reporting purposes.	Agency Budget Processor, Agency Budget Approver	Dates, Amounts, Accounting	Periodic
Cash Management	GLR115	Atypical Balance Report	Provides atypical balances by agency, Fund, and account.	80.2 Monitor and Manage Fund Cash	This report is used to monitor and correct atypical balances by Chartfield combination	DFS GL Close Processor, Agency GL Close Processor	Agency code, fund id, account, atypical balance	Periodic
Cash Management	GLR116	Inconsistent Transfer Report	Details InterUnit transactions containing transfer and non-transfer accounts.	80.2 Monitor and Manage Fund Cash	This report is used to find and correct transfers that were incorrectly recorded.	DFS Transfer Journal Approver	Interunit transactions with account number, amount, date	Periodic
Account Management & Financial Reporting	GLR069	CAFR Investment Schedules	Required Note disclosures and financial data.	10.4 Close General Ledger and Consolidate Reports		DFS Investment Accounting Processor		Annual
Budget Management	GLR070	Multi-Year Expenditure Report	A report that displays expenditures across multiple fiscal years, by Chart of Account code combinations.	20.1 Enter and Process Budget Journals	This report is used in determining budget allotments and budget amendments.	Agency Budget Processor	Business Unit, Organization, Fund, Account, State Program, Budget Entity, Category, Amount, Fiscal Year, Date	TBD based on organization response
Account Management & Financial Reporting	GLR071	Expenditures by Contract	A report that displays expenditures grouped by Contract ChartField value.	10.3 Analyze and Reconcile Accounts	This report is used in month-end close to monitor expenditures by Contract.	Agency Source Module Processor	Business Unit, Organization, Fund, Account, State Program, Budget Entity, Category, Contract, Amount, Date	TBD based on organization response
Account Management & Financial Reporting	GLR072	Expenditure, Revenue to Project ChartField	A report that displays expenditures and revenues by Project ChartField value.	10.3 Analyze and Reconcile Accounts	This report is used in month-end close to monitor expenditures by Project.	Agency Project Maintainer	Business Unit, Organization, Fund, Account, State Program, Budget Entity, Category, Project, Amount, Date	TBD based on organization response
Cash Management	GLR073	Project Expenditure Report	Expenditure details for a designated grant related project.	80.2 Monitor and Manage Fund Cash 80.2.8 Monitor CMIA	This report is used to support CMIA and SEFA reporting and to provide agencies with details for Federal draws.	Agency Project Maintainer	Business Unit, Organization, Fund, Account, State Program, Budget Entity, Category, Project, Amount, Date	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Account Management & Financial Reporting	GLR074	Project Balance Report	A report that summarizes the project budget, expenditures, encumbrances and revenues over different periods (including state fiscal year, federal fiscal year, multiple-year project periods, and any specified period within the project period) by a combination of ChartField values.	10.3 Analyze and Reconcile Accounts, 20.1 Enter and Process Budget Journals	This report is used to manage financial activity by project.	Agency Project Maintainer	Business Unit, Fund, Account, State Program, Budget Entity, Category, Project, Amount, Fiscal Year, Date	<i>TBD based on organization response</i>
Cash Management	GLR075	GR Service Charge Report	Lists service charges by ChartField combination for each Agency.	80.2 Monitor and Manage Fund Cash 80.2.5 Process GR Service Charge	This report is used to validate and charge GR Service Charge by ChartField combination.	DFS Billing Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, GR Charge Amount	Monthly
Cash Management	GLR076	Cash Balance and Activity Report	Cash balance and related cash transactions for requested combination of ChartFields.	80.2 Monitor and Manage Fund Cash 80.2.1 Monitor Trust Fund Cash Balance 80.2.3 Monitor and Forecast GR Fund Cash Balance 80.2.7 Manage Revolving Funds	This report is used to monitor Trust Fund and GR cash balances.	DFS Fund Cash Processor, Fund Cash Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Cash Amount, Date	Periodic, Annual
Cash Management	GLR077	Cash Balance by Fund Type	Summarizes balances by Fund type.	80.2 Monitor and Manage Fund Cash 80.2.1 Monitor Trust Fund Cash Balance 80.2.3 Monitor and Forecast GR Fund Cash Balance	This report is used to monitor Trust Fund and GR cash balances.	DFS Fund Cash Processor, Fund Cash Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Balance, Date	Annual
Account Management & Financial Reporting	GLR078	Transfer Reconciliation Report	A report that displays intrafund and interfund transfers	10.3 Analyze and Reconcile Accounts	This report is used to reconcile intrafund and interfund transfers within and between agencies	GL Journal Processor	Business Unit, Fund, Account, Organization, State Program, Budget Entity, Category, Amount	<i>TBD based on organization response</i>
Treasury Management	GLR079	Apportionment Report	Interest and administrative fee apportionment details by pool and participant.	70.7 Manage Investment Pools 70.7.2 Distribute Interest Apportionment	This report is used to review and reconcile monthly interest and administrative fee apportionment.	GL Journal Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, Pool, Date Range, Participant	Monthly
Treasury Management	GLR080	Investment Activity Report	Investment transactions and balances by pool and participant.	70.7 Manage Investment Pools 70.7.2 Distribute Interest Apportionment	This report is used to monitor Trust Fund investment balances and activity.	GL Journal Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, Investment Participant	Periodic
Cash Management	ARR011	Loans Report	Lists all invoices generated for Fund loans for a designated period, including outstanding balance if applicable.	80.2 Monitor and Manage Fund Cash 80.2.6 Manage Fund Loans	This report is used to manage and track outstanding Fund loans.	DFS Billing/AR Processor	Invoice with amount, date, fund loan balance	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Cash Management	GLR082	Report for Clearing and Revolving Accounts	Compares ledger cash balance for clearing and Revolving Funds to the authorized amount for each Clearing/Revolving Fund for all agencies.	80.2 Monitor and Manage Fund Cash 80.2.7 Manage Revolving Funds	Agencies use this report to monitor cash balances for clearing and revolving funds to validate that there is sufficient cash for upcoming transfers, determine if replenishments are needed, and verify balances are within the authorized tolerances.	Fund Cash Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Fund Authorized Amount, Balance, Date	Periodic, Monthly, Quarterly, Annually
Cash Management	GLR083	Report of Transactions including Fund Receipts and Payments	Receipt and disbursement transactions by requested combination of ChartFields.	80.2 Monitor and Manage Fund Cash 80.2.1 Monitor Trust Fund Cash Balance 80.2.3 Monitor and Forecast GR Fund Cash Balance	Agencies use this report as part of monitoring trust fund cash balance to view receipt and disbursement transactions.	Fund Cash Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount	Annually
Account Management & Financial Reporting	GLR084	Revenue CAP Report	A report summarizing revenues collected by Business Unit and Category.	10.3 Analyze and Reconcile Accounts	Agencies use this report to view revenue collected by categories and will provide explanation to statewide as required.	GL Close Processor, DFS GL Close Processor, Revenue Estimating Conference	Business Unit, Revenue Account, Category, Amount	<i>TBD based on organization response</i>
Treasury Management	GLR085	SPIA Reconciliation Report	Investment activity and balances by SPIA participant.	70.7 Manage Investment Pools 70.7.2 Distribute Interest Apportionment	This report is used to reconcile SPIA balances to the SPIA application.	GL Journal Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Investment Balance, Transaction Date, SPIA Participant	Monthly
Account Management & Financial Reporting	GLR086	Trust Fund Report	An annual report of trust funds containing fund code, title, fund type, statutory authority, beginning cash balance, direct revenues, operating disbursements, nonoperating disbursements, ending cash balance and associated department and budget entity. The report separately lists all funds that received no revenues other than interest earnings or transfers from the General Revenue Fund or other trust funds. The report separately lists all funds that had unencumbered balances in excess of \$2 million in each of the 2 preceding fiscal years.	10.3 Analyze and Reconcile Accounts	The Chief Financial Officer shall present to the Governor and the Legislature a report listing all trust funds. The report is prepared by DFS-A&A.	DFS GL Close Processor, Florida Legislature	Business Unit, Fund, Fund Title, Fund Type, Account, Category, Budget Entity, Beginning Cash Balance, Ending Cash Balance,	<i>TBD based on organization response</i>

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Account Management & Financial Reporting	GLR087	Unexpended Projects to be Closed Out	A report displaying projects lacking financial activity for a user-defined period. This report is used to identify projects for possible close out.	10.3 Analyze and Reconcile Accounts	Agencies use this report as part of ongoing monitoring to identify projects that do not have financial activity so they can be marked for close out.	Agency Project Maintainer	Business Unit, Fund, Account, State Program, Budget Entity, Category, Project, Activity, Amount	TBD based on organization response
Treasury Management	GLR088	Investment Balances Comparison Report	Provides a comparison of balances between investment participant balances to the total security investment balance each month.	70.6 Create and Maintain Deals	This report is used to validate the total participant investment balance matches to the total security balance monthly prior to allocating monthly interest apportionment.	DFS GL Journal Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Project, Activity, Investment Balance, Investment Participant	Periodic
Account Management & Financial Reporting	GLR089	ChartField Maintenance Report	Listing of ChartField values established.	10.1 Set Up and Maintain Chart of Accounts	Agencies and DFS use this report to view established ChartField values to confirm successful establishment or review established values.	Agency COA Maintainer, DFS COA Maintainer	ChartField Value, Chartfield description, Business Unit (if applicable)	Periodic
Account Management & Financial Reporting	GLR090	SpeedType/SpeedChart Maintenance Report	Listing of SpeedTypes/SpeedCharts combinations established.	10.1 Set Up and Maintain Chart of Accounts	Agencies and DFS use this report to confirm successful establishment of SpeedTypes and SpeedCharts or review established values.	Agency COA Maintainer, DFS COA Maintainer	SpeedType/SpeedChart value, SpeedType/SpeedChart description, effective date, status, Business Unit (if applicable)	Periodic
Account Management & Financial Reporting	GLR091	Transactional Reports	Listing of GL transactions completed.	10.2 Enter and Process Journals	Agencies use this report to view completed GL transactions.	GL Journal Processor	Journal ID, Business Unit, Fund, Account, Organization, State Program, Budget Entity, Category, Amount, Transaction Date	Periodic
Account Management & Financial Reporting	GLR092	Ledger Inquiry Report	Listing of all successfully posted journals including inter/intra journals.	10.2 Enter and Process Journals	Agencies use this report to view a list of transactions that successfully pass edit, budget, and cash check and post to the General Ledger.	GL Journal Approver	Journal ID, Business Unit, Fund, Account, Organization, State Program, Budget Entity, Category, Amount, Transaction Date	Periodic
Account Management & Financial Reporting	GLR093	Source Module Transactional Reports	Detailed reports used to determine successful posting and exception handling.	10.3 Analyze and Reconcile Accounts	Agencies use this report to view a list of source module transactions that successfully pass edit, budget, and cash check and post to the General Ledger or transactions that have failed a check and have not posted to the GL.	Agency Source Module Processor	Transaction ID, Source, Business Unit, Fund, Account, Organization, State Program, Budget Entity, Category, Amount, Transaction Date, Status	Periodic
Account Management & Financial Reporting	GLR094	Journal Inquiry	Online display of requested journals.	10.3 Analyze and Reconcile Accounts	Agencies use this report on an on-going basis to identify necessary corrections.	Agency GL Close Processor, GL Processor, DFS Processor	Transaction ID, Source, Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, Transaction Date, Status	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Account Management & Financial Reporting	GLR095	Ledger Inquiry	Online display of ledger balances by ChartFields.	10.3 Analyze and Reconcile Accounts	Agencies use this report on an on-going basis to identify necessary corrections.	Agency GL Close Processor, GL Processor, DFS Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount	Periodic
Account Management & Financial Reporting	GLR096	Budget vs Actuals Detailed Report	A report displaying budgeted amounts to actual expenditures and revenues by Chart of Account code combinations	10.3 Analyze and Reconcile Accounts	Agencies generate this report as part of month-end close to identify necessary corrections and adjustments.	Agency GL Close Processor, DFS Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balance, Release Balance, Reserve Balance, Allotment Transaction Balance, Actuals Balance	Periodic
Account Management & Financial Reporting	GLR097	Trial Balance	Provide debit/credit activity by ChartField and date.	10.3 Analyze and Reconcile Accounts	Agencies generate this report as part of month-end close to identify necessary corrections and adjustments.	Agency GL Close Processor, DFS Processor, EOG/OPB, Agency/Component Unit GL Close Processor, GL Journal Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category,	Periodic, Annually
Account Management & Financial Reporting	GLR098	GL Reconciliation Report	Report to display reconciled and unreconciled balances by ChartField and source module.	10.3 Analyze and Reconcile Accounts	Agencies generate this report as part of month-end reconciliation.	DFS GL Close Processor, Agency Source Module Processor, Agency GL Close Processor	Source, Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, Transaction Date, Status	Periodic
Account Management & Financial Reporting	GLR099	Balance Sheet Dashboard	Reflects amounts in assets and liabilities and identifies the components that contributes to these amounts.	10.3 Analyze and Reconcile Accounts	Agencies uses the balance sheet dashboard as part of month-end close and monitoring.	DFS GL Close Processor, Agency GL Close Processor, DFS Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Account Type, Balance	Periodic
Cash Management	GLR114	Cash Transfers Report	Provides a listing of all InterUnit Cash Transfers for a designated period.	80.2 Monitor and Manage Fund Cash	This report is used to analyze InterUnit Fund Cash Transfers for Financial Reporting.	DFS GL Close Processor, Agency GL Close Processor, DFS Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, Transaction Date, Status	Periodic
Account Management & Financial Reporting	GLR100	Budget vs Actuals Dashboard	Enables users to perform quick budget variance analysis and provides insight into those areas that are close to going over budget, so that the organization can proactively manage those expenses.	10.3 Analyze and Reconcile Accounts	After reconciling items have been identified and resolve, agencies use this dashboard to confirm successful budget and actuals reconciliation.	DFS GL Close Processor, Agency GL Close Processor, DFS Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balance, Release Balance, Reserve Balance, Allotment Transaction Balance	Periodic
Account Management & Financial Reporting	GLR101	Cash Flow Dashboard	Provides information on an Agency's ability to generate cash from operations and provide trends in the flow of cash relating to investing and disinvesting.	10.3 Analyze and Reconcile Accounts	After reconciling items have been identified and resolve, agencies use this dashboard to confirm successful cash reconciliation.	DFS GL Close Processor, Agency GL Close Processor, DFS Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Transaction Date, Status, Cash Balance	Periodic
Account Management & Financial Reporting	GLR102	Overview Dashboard	Contains key financial indicators used to gauge the overall health of the organization.	10.3 Analyze and Reconcile Accounts	Agencies use this dashboard as part of month end close to gauge overall health of their organization.	DFS GL Close Processor, Agency GL Close Processor, DFS Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Account Management & Financial Reporting	GLR103	GL Balance Dashboard	Contains GL balances by specific GL ChartFields.	10.3 Analyze and Reconcile Accounts	Agencies use this dashboard to monitor GL balances.	DFS Processor, Agency/Component Unit GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount	Periodic
Account Management & Financial Reporting	GLR104	Schedule of Expenditure of Federal Awards	Report of all federal expenditures within the current fiscal year by CFDA number.	10.3 Analyze and Reconcile Accounts	Agencies produce this report on an annual basis to reflect all federal expenditures within the current fiscal year by CFDA number.	Agency GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Project, CFDA Number, Amount, YTD Balance	Periodic, Annually
Account Management & Financial Reporting	GLR105	Depreciation Report	A report of assets with monthly depreciation expense and accumulated depreciation.	10.3 Analyze and Reconcile Accounts	Agencies produce this report as part of month end close and year end close to reflect assets with monthly depreciation expense and accumulated depreciation.	Agency Asset Processor, Agency GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Asset ID, Asset Description, Depreciation Expense, Accumulated Depreciation	Periodic, Monthly, Annually
Account Management & Financial Reporting	GLR106	Simulated Depreciation Report	A report which allows agencies to view the effects of how a real Depreciation Request will affect its accounting and property records	10.3 Analyze and Reconcile Accounts	Agencies use this report as part of month end close and year end close to view the impact of calculating monthly depreciation expense and accumulated depreciation.	Agency Asset Processor, Agency GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Asset ID, Asset Description, Monthly Depreciation Expense, Accumulated Depreciation	Periodic, Monthly, Annually
Account Management & Financial Reporting	GLR107	Capital Assets Account Reconciliation	Reconciliation of rand the Financial Reporting Ledger A report which reconciles the assets recorded on the Financial Reporting Ledger and revenues/expenditures recorded in operating funds	10.3 Analyze and Reconcile Accounts	Agencies use this report as part of month end close to reconcile revenues and expenditures recorded in operating funds and the Fixed Assets Account group.	Agency GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Revenue Balance, Expenditure Balance	Periodic, Monthly, Annually
Account Management & Financial Reporting	GLR108	Long Term Debt Account Reconciliation	Reconciliation of revenues and expenditures recorded as long term obligations in operating funds and the amounts recorded as long term obligations in the Financial Reporting Ledger	10.3 Analyze and Reconcile Accounts	Agencies use this report as part of month end close to reconcile revenues and expenditures recorded in operating funds and the Long Term Debt Account group.	Agency GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Revenue Balance, Expenditure Balance	Periodic, Monthly, Annually
Account Management & Financial Reporting	GLR109	Summary of Assets	A report of total assets and changes made to asset records for a given period. The report includes changes in asset status, useful life, or re-categorization. This report is used to monitor changes to the records and support the details required for financial reporting	10.3 Analyze and Reconcile Accounts	Agencies use this report as part of month end and year end close to monitor changes to asset records and support the details required for financial reporting.	Agency GL Close Processor	Asset ID, Asset Description, Asset Status, Date Range, Business Unit, Fund, Account, State Program, Budget entity, Category	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Account Management & Financial Reporting	GLR110	Agency Balance Sheet Report	Finalized agency balance sheet reflecting the balances of assets, liabilities and fund balance with any adjustments that were made during the close process	10.4 Close General Ledger and Consolidate Results	Agencies produce a balance sheet report that includes any adjustments made in the close process and provide the report to EOG/OPB and agencies.	EOG/OPB, Agency GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Account Type, Balance	Annually
Account Management & Financial Reporting	GLR111	Adjusting Period Entry Report	Report detailing the entries that were created during the adjustment period	10.4 Close General Ledger and Consolidate Results	Agencies, Auditor General, and EOG/OPB uses this report to identify adjusting entries made during the adjustment period.	EOG/OPB, DFS Processor, Agency/Component Unit GL Close Processor, Auditor General	Business Unit, Fund, Account, State Program, Budget Entity, Category, Account Type, Amount, Transaction Date	Periodic, Annually
Account Management & Financial Reporting	GLR112	Disbursements Load Report	Report detailing all the disbursements generated by Florida PALM	10.4 Close General Ledger and Consolidate Results	Agencies produce this report to detail all disbursements generated over the fiscal year.	DFS Processor, Agency GL Close Processor, EOG/OPB	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, Transaction Date	Periodic
Treasury Management	GLR113	General Journal Entries Report	listing of Treasury accounting journal by type of entry	70.2 Manage and Reconcile Bank Statements	This report is used to monitor journal entries created by Cash Management and Deal Management for Treasury accounting.	Bank Reconciliation Processor, DFS Transfer Approver, DFS Investment Accounting Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Account Type, Amount, Transaction Date	Periodic
Cash Management	GLR117	Cash Transfer Reconciliation	lists initiating and receiving agency cash transfer transactions and balances to assist in reconciliation	80.2 Monitor and Manage Fund Cash	This report is used to reconcile InterUnit Fund Cash Transfers.	DFS GL Journal Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Account Type, Amount, Transaction Date	Periodic
Budget Management	KKR001	Budget Overrides Report	A report listing budget overrides approved to enable the creation of an encumbrance.	20.2 Budget Execution and Management 30.2 Establish and Maintain Encumbrances	Agencies use this report to manage budget exceptions.	Agency Encumbrance Processor Agency Budget Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Account Type, Amount, Transaction Date, Budget Check Status, PO Number	TBD based on organization response
Account Management & Financial Reporting	KKR002	Budget to Actuals Report	A report displaying budgeted amounts to actual expenditures and revenues by Chart of Account code combinations.	10.3 Analyze and Reconcile Accounts, 20.2 Budget Execution and Management	Agencies use this report to compared budgeted amounts to actual expenditures and revenues.	Agency GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balance, Release Balance, Reserve Balance, Allotment Balance, Expenditure Amounts	TBD based on organization response
Budget Management	KKR004	Budget to Actuals by Contract	A report displaying budgeted amounts to actual expenditures and revenues by Contract ChartField value.	20.1 Enter and Process Budget Journals	Agencies use this report to compare budgeted amounts to actual expenditures and revenues for specified Contracts.	Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balance, Release Balance, Reserve Balance, Allotment Balance, Expenditure Amounts, Contract	TBD based on organization response

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Account Management & Financial Reporting	KKR005	Budget to Actuals by Project	A report displaying budgeted amounts to actual expenditures and revenues by Project ChartField value.	10.3 Analyze and Reconcile Accounts	Agencies use this report to compared budgeted amounts to actual expenditures and revenues for specified Projects.	Agency GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balance, Release Balance, Reserve Balance, Allotment Balance, Expenditure Amounts, Project	TBD based on organization response
Account Management & Financial Reporting	KKR006	Budget to Actuals Report by percentage and amount change	A report displaying budgeted amounts to actual expenditures and revenues and the percentage and amount of change by Chart of Account code combinations.	10.3 Analyze and Reconcile Accounts	Agencies use this report to compared budgeted amounts to actual expenditures and revenues by percentage and amount change.	Agency GL Close Processor Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balance, Release Balance, Reserve Balance, Allotment Balance, Expenditure Amounts, Percent Change, Amount Change	TBD based on organization response
Budget Management	KKR007	LAS/PBS Appropriation Exception Report	A report which provides detail transactions regarding any errors within the LAS/PBS data files (any budgetary codes, multiple fund match and/or no fund match found, including associated EOG codes) transferred to Florida PALM	20.1 Enter and Process Budget Journals	DFS uses this report as part of the appropriations load process to identify any errors that require additional action.	DFS Budget Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Transaction Status, Exception Description	Periodic
Budget Management	KKR008	Schedule of Allotment Balances (SAB) Report	Report which provides an accrual basis budget report within an expenditure category and account (object) code for recorded allotments, encumbrances, expenditures, and remaining balances. The report is grouped by Fund and/or Budget Entity and available at designated time periods by ChartField combinations	20.1 Enter and Process Budget Journals	Agencies use this report to monitor and manage budget balances.	Agency Program Processor, Agency Budget Processor, Agency Budget Approver	Business Unit, Fund, Account, Account Type, State Program, Budget Entity, Category, Appropriation Balance, Release Balance, Reserve Balance, Allotment Balance, Expenditure Amounts, Period	Periodic
Budget Management	KKR009	Carry Forward Appropriations Report	A report on budgets at the carry forward appropriation level displaying incurred obligations and balances.	20.3 Perform Budget Close	Agencies use this report to identify incurred obligations and balances for carry forward. DFS uses this report to confirm and resolve negative account code balances.	DFS GL Close Processor, Agency Accounting/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Incurred Obligations, Appropriation Balances Marked for Carry Forward	TBD based on organization response
Budget Management	KKR010	Spend Plan Projections Report	A report displaying balances of appropriations, encumbrances, expenditures, scheduled payments and available balances with a variable user-defined projection rates.	20.1 Enter and Process Budget Journals	A report which provides balances for appropriations, encumbrances, expenditures, scheduled payments and available balances.	Agency Budget Processor	Business Unit, Fund, Account, Account Type, State Program, Budget Entity, Category, Appropriation Balance, Allotment Balance, Expenditure Amounts, Period	TBD based on organization response

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Budget Management	KKR011	Allotment Projections Report	An allotment projections report for based upon multiple criteria or calculations.	20.1 Enter and Process Budget Journals	A report which provides allotment projections encompassing multiple factors and/or calculations.	Agency Budget Processor	Business Unit, Fund, Account, Account Type, State Program, Budget Entity, Category, Appropriation Balance, Allotment Balance, Expenditure Amounts, Period	TBD based on organization response
Budget Management	KKR012	Cost Accounting Report	A report displaying labor and projects costs, including projections.	20.1 Enter and Process Budget Journals	A report which provides labor and projects costs, including projections.	DFS Budget Approver, Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Budget Journal Status	TBD based on organization response
Budget Management	KKR013	Annual Operating Budget	A report displaying agency allocations of adjusted appropriations by program.	20.1 Enter and Process Budget Journals	Used by agencies to allocate appropriations for programs.	DFS Budget Approver, Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Budget Journal Status	TBD based on organization response
Budget Management	KKR015	Trend Analysis Report	A report displaying trend analyses at a user-defined set of Chart of Accounts values.	20.1 Enter and Process Budget Journals	Used by agencies to monitor and manage trends as needed	DFS Budget Approver, Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Budget Journal Status	TBD based on organization response
Budget Management	KKR016	Disbursements Report	A report displaying disbursements, estimates and variances used to monitor disbursement estimates.	20.1 Enter and Process Budget Journals	Used by agencies to monitor and manage disbursements and reconciliation	DFS Budget Approver, Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Budget Journal Status	TBD based on organization response
Budget Management	KKR017	Negative Cash Balances Report	A report displaying funds that have a projected negative cash balance at the end of the year.	20.2 Budget Execution and Management	Used by agencies to monitor and manage negative cash balances	DFS Budget Approver, Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Budget Journal Status	TBD based on organization response
Budget Management	KKR018	Revenue Projections Report	A report displaying projected accounts receivable trends. Provides detail transactions of the revenue ledger group, including the ability to forecast/project revenues based on accounts receivable trends.	20.1 Enter and Process Budget Journals	Used by agencies to monitor and manage revenue projections	Agency Budget Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Budget Journal Status	TBD based on organization response
Account Management & Financial Reporting	KKR019	Open Encumbrance	A report displaying open encumbrances, payables or receivables by Chart of Account code combinations.	10.3 Analyze and Reconcile Accounts	Used during month-end close to identify open encumbrances, payables, or receivables by Project	GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, PO Number, Amount, Project	TBD based on organization response

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Budget Management	KKR020	Posted Budget Journals Report	Provides detail transactions regarding any journals posted (appropriations, allotments, Carry Forward, Certified Forward, estimated revenue, etc.) and available by designated journal type, time periods and ChartField combinations.	20.1 Enter and Process Budget Journals	Used by DFS and agencies to verify successful posting of budget journals	DFS Budget Approver, Agency Budget Approver, Agency Budget Maintainer, DFS Budget Maintainer	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Status, Transaction Date, Journal Type	Periodic
Budget Management	KKR021	Allotments Status Report	Provides detail transactions regarding any errors for allotments to ensure a balanced Schedule of Allotment Balances Report is available at ChartField combinations.	20.1 Enter and Process Budget Journals	Used by agencies to monitor allotments balances and any errors	Agency Budget Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Budget Journal Status	Periodic
Budget Management	KKR022	Appropriations Budget Ledger Balances	Provides detail budget ledger balances for Florida PALM and LAS/PBS by Budget Entity, Fund, Program and Category for each state agency. The report includes the following key data elements: Appropriations, Unbudgeted Reserve, Approved Budget, Releases, and Disbursements and is systematically delivered to DFS and EOG/OPB daily.	20.1 Enter and Process Budget Journals	Used by agencies to determine budget allotments to track transactions appropriately	Agency Budget Processor, Agency Budget Approver, EOG/OPB, DFS Budget Processor, DFS Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balances, Unbudgeted Reserve Balance, Approved Budget Balance, Release Balance, Disbursement Amount	Periodic
Budget Management	KKR023	Appropriations Budget Ledger Balances Reconciliation Report	This report is configured to systemically reconcile the Florida PALM and LAS/PBS budget ledger balances. The report includes the fund level, budget entity, category, fund, appropriation, mandatory reserve, unbudgeted reserve and releases, and is systematically delivered to DFS and	20.1 Enter and Process Budget Journals	Used to reconcile balances in LAS/PBS to Florida PALM budget ledgers and used by DFS and EOG/OPB in preparation of analysis.	EOG/OPB, DFS Budget Processor, DFS Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balances, Mandatory Reserve Balance, Approved Budget Balance, Release Balance	Periodic
Budget Management	KKR024	Receipts and Revenue Collected Report	Provides receipts and revenue grouped by Fund and/or Budget Entity and available at designated time periods by ChartField combinations.	20.1 Enter and Process Budget Journals	Used by agency program staff and agency budget staff to review prior year receipts and revenue collected in preparation for recording estimated revenue	Agency Budget Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, Transaction Date	Periodic
Budget Management	KKR025	Florida PALM Oracle BI Financial Analytics Tool	Provides ability to develop budget allotment scenarios based upon each agency's current year appropriations. The tool also provides the ability to analyze past receipts and revenue collected to assist in developing revenue estimates for current FY.	20.1 Enter and Process Budget Journals	Used by agencies to develop budget allotment scenarios and to analyze past receipts and revenue collected to assist in developing revenue estimates.	Agency Budget Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, Fiscal Year	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Budget Management	KKR026	Estimated Revenue Status Report	Provides detail transactions regarding any errors for estimated revenue to ensure all journals are recorded at ChartField combinations.	20.1 Enter and Process Budget Journals	Used by agencies to confirm successful posting of estimated revenue budget journals.	Agency Budget Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, Transaction ID, Transaction Amount, Exception Status	Periodic
Budget Management	KKR027	Budget vs Actual: Current and YTD Operating Expenses Dashboard	Displays total operating expenses budget, actual, variance, and variance amount YTD to help track quarterly variances and trends.	20.1 Enter and Process Budget Journals	Used by agencies to track quarterly budget variances and trends	Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Amount, YTD Expense Balance, Appropriation Balance, Allotment Balance, Variance Amount	Periodic
Budget Management	KKR028	Expense Budget Balances Overview	Displays an overview of budget amount, consumption amount, funds available and funds available percent for a budget period and one user-selected dimension.	20.1 Enter and Process Budget Journals	Used by agencies to track and monitor expense budget balances	Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balance, Allotment Balance, Available Percent, Consumption Amount	Periodic
Budget Management	KKR029	Budget vs Actual: Revenue vs Total Operating Expenses Dashboard	Displays budget, actual and variance information for revenue and total operating expenses monthly/quarterly tracking.	20.1 Enter and Process Budget Journals	Used by agencies to track budget balances, revenues, and expenses for monthly and quarterly tracking.	Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Balance, Allotment Balance, Variance Amount, Expenditure Balance	Periodic
Budget Management	KKR030	Revenue Budget Balances Overview	Displays an overview of revenue budget amount, recognized revenue amount, unrecognized revenue amount and unrecognized revenue percent for the selected budget period and one user-selected dimension.	20.1 Enter and Process Budget Journals	Used by agencies to monitor revenue budget balances	Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Recognized Budget Amount, Recognized Revenue Amount, Unrecognized Revenue Amount, Unrecognized Revenue Percent, Budget Period	Periodic
Budget Management	KKR031	Budget vs Consumption Trend Budget Period over Period	Displays a budget period over budget period trend of budget amount, consumption amount and consumption variance by one user-selected dimension.	20.1 Enter and Process Budget Journals	Used to monitor budget amounts and consumption.	Agency Program Processor, Agency Budget Approver, Agency Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Amount, Allotment Amount, Consumption Amount, Consumption Variance	Periodic
Budget Management	KKR032	Funds Available Overview	Displays an overview of budget amount, commitment amount, obligation amount, other encumbrances amount, expenditure amount, funds available and funds available percent by budget period and one user-selected dimension.	20.1 Enter and Process Budget Journals	Used to view budget amounts and available fund balances.	Agency Program Processor, Agency Budget Approver, DFS GL Close Processor, Agency Accounting/ Budget, Agency Accounting/ Program/Budget, Agency Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Appropriation Amount, Allotment Amount, Commitment Amount, Obligation Amount, Encumbrance Amount, Expenditure Amount, Available Budget Balance, Budget Period	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Budget Management	KKR033	Budget Overview	Displays initial budget amount, amount rolled forward, budget adjustments and budget amount by budget period and one user-selected dimension.	20.1 Enter and Process Budget Journals	Used by agency budget offices to monitor budget balances throughout the year, determine required budget allotments,	Agency Program Processor, Agency Budget Approver, Agency Processor, Agency Accounting/ Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Initial Budget Amount, Amount Rolled Forward, Budget Period	Periodic, Annually
Budget Management	KKR034	Monthly/Quarterly Balance Sheet Dashboard	Displays the balance sheet by month/quarters.	20.1 Enter and Process Budget Journals	Used by agency budget offices to monitor budget balances throughout the year, determine required budget allotments,	Agency Program Processor, Agency Budget Approver, Agency Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Initial Budget Amount, Amount Rolled Forward, Budget Period, Month	Periodic
Budget Management	KKR035	Monthly/Quarterly Cash Flow Dashboard	Displays the cash flow by month/quarter.	20.1 Enter and Process Budget Journals	Used by agency budget offices to monitor available cash flow by month and quarter.	Agency Program Processor, Agency Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Cash Balance, Available Budget Balance, Budget Period, Month	Periodic
Budget Management	KKR036	Journal Details Report (Encumbrances, Expenditures & Revenues)	Displays journal transactions that contribute to the commitments balance amount, obligations balance amount, other encumbrances balance amount, expenditures balance amount and revenue balance amount.	20.1 Enter and Process Budget Journals	Used by DFS and EOG/OPB to research and identify any reconciling items as part of budget ledger reconciliation.	EOG/OPB, DFS Budget Processor, DFS Budget Approver, DFS GL Close Processor, Agency Accounting/ Budget, Agency Accounting/ Program/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Journal ID, Amount, Encumbrance Amount, Expenditure Amount, Revenue Amount	Periodic
Budget Management	KKR037	Journal Details Report (Commitments, Obligations & Expenditures)	Displays journal transactions that contribute to the commitments balance amount.	20.1 Enter and Process Budget Journals	Used by DFS and EOG/OPB to research and identify any reconciling items as part of budget ledger reconciliation.	EOG/OPB, DFS Budget Processor, DFS Budget Approver	Business Unit, Fund, Account, State Program, Budget Entity, Category, Journal ID, Amount	Periodic
Budget Management	KKR038	Budget Overview Inquiry	Displays budget, encumbrance, expenditure, and remaining spending authority balances with the capability to drill into transactions.	20.2 Budget Executions and Management	Used by agencies to manage budget exceptions	Agency Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Journal ID, Amount, Available Budget Balance, Budget Amount, Encumbrance Amount, Expenditure Amount	Periodic
Budget Management	KKR039	Budget Exceptions Report	Displays budget exceptions and adequate reasons for the exceptions with the capability to drill into transactions.	20.2 Budget Executions and Management	Used by the agencies to review and manage budget exceptions	Agency Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Budget Journal Status	Periodic, Monthly
Budget Management	KKR040	Carry Forward Monitoring Report	Provides agency incurred obligations and balances.	20.3 Perform Budget Close	Used by agency accounting and budgeting offices while processing agency obligations and resolving negative balances.	DFS GL Close Processor, Agency Accounting/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Carry Forward Balance	Periodic, Annually

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Budget Management	KKR041	Carry Forward Balances Report	Provides balances to be carried forward and not included in reversions process.	20.3 Perform Budget Close	Used by agency accounting and budgeting offices while processing agency obligations and resolving negative balances.	DFS GL Close Processor, Agency Accounting/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Journal ID, Budget Journal Amount, Carry Forward Balance	Periodic, Annually
Budget Management	KKR042	Agency Operating Recap Report	Displays by fund type all accounts payables, encumbrances, and account receivables balances by agency, including the net amount to be Carried Forward.	20.3 Perform Budget Close	Agencies provide this report to DFS as part of year-end close and development of 1st operating reversion balances by EOG/OPB.	Agency Budget Processor, DFS GL Close Processor, EOG/OPB	Business Unit, Fund, Account, State Program, Budget Entity, Category, Payable Balance, Encumbrance Balance, Receivable Balance, Balance to be Carried Forward	Periodic, Annually
Budget Management	KKR043	Certified Forward Request Detail Report	Displays project number, project title, and appropriation balances.	20.3 Perform Budget Close	Agencies provide this report to DFS as part of year-end close and development of 1st operating reversion balances by EOG/OPB.	DFS GL Close Processor, Agency Accounting/Program/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Project, Project Description, Appropriation Balance	Periodic, Annually
Budget Management	KKR044	Carry Forward/Certified Forward Variance Reports	Includes the Operating and FCO transactions not approved and any other necessary adjustments.	20.3 Perform Budget Close	Agencies provide this report to DFS as part of year-end close and development of 1st operating reversion balances by EOG/OPB.	DFS GL Close Processor, Agency Accounting/Budget, Agency Accounting/Program/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Transaction ID, Transaction Amount, Transaction Status	Periodic, Annually
Budget Management	KKR045	Continuing Appropriations Balances Report	Configured annually to provide available balances per agency to be rolled forward, as granted continuing appropriation, as defined under Section 216.011(1)(i), F.S.	20.3 Perform Budget Close	Used by agencies and DFS to view available balances per agency eligible to be rolled forward as granted continuing appropriation	DFS GL Close Processor, Agency Accounting/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Balance to be Rolled Forward, Budget Year	Periodic, Annually
Budget Management	KKR046	Continuing Appropriations Calculated Balances Report	Configured annually to provide available calculated balances eligible to be rolled forward, as defined under Section 338.2216(3)(b), F.S. and Section 341.303(6)(b), F.S.	20.3 Perform Budget Close	Used by agencies and DFS to view available calculated balances per agency eligible to be rolled forward as granted continuing appropriation	DFS GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Balance to be Rolled Forward, Budget Year, Expenditure Balance, Remaining Balance	Periodic, Annually
Budget Management	KKR047	February Reversion FCO Worksheet	Includes all FCO appropriations (including disbursements and balances) for each agency.	20.3 Perform Budget Close	Used by EOG/OPB during statutory review to determine FCO reversions.	DFS GL Close Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Disbursement Amount, FCO Budget Balance	Periodic, Annually
Budget Management	KKR048	Budgetary Control Dashboard	Provides key analysis pertaining to expense budgets including budget amounts, encumbrances, and expenditures as well as revenue budgets including budget amounts and recognized revenues.	20.3 Perform Budget Close	Used by agencies to process FCO projects payments and review certified appropriation balances	DFS GL Close Processor, Agency Accounting/Budget, Agency Accounting/Program/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Budget Balance, Encumbrance Balance, Expenditure Balance, Revenue Balance, Recognized Revenue Balance	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Budget Management	KKR049	Encumbrance Report	Provides the budget committed for the payment of goods and services ordered but not yet received.	20.3 Perform Budget Close	Used by agencies to monitor and manage open encumbrances	DFS GL Close Processor, Agency Accounting/Program/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, PO Number, PO Amount, Status	Periodic
Budget Management	KKR050	Expenditures Detail Report	Provides expenditures for the cost of goods delivered or services rendered.	20.3 Perform Budget Close	Used by agencies to monitor and manage posted expenditures	DFS GL Close Processor, Agency Accounting/Program/Budget	Business Unit, Fund, Account, State Program, Budget Entity, Category, Transaction ID, Transaction Amount, Transaction Status	Periodic
Cash Management	KKR051	Cash Checking Exceptions	Display cash check exceptions, including reasons for exceptions, and the length of time outstanding.	80.1 Manage Cash Checking	This report is used to review and resolve Fund Cash Checking exceptions.	Fund Cash Checking Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Transaction ID, Transaction Amount, Cash Check Status, Time in Status, Exception Description	Periodic
Cash Management	KKR052	Cash Check Override	All transactions for which cash check has been overridden.	80.1 Manage Cash Checking	This report is used to monitor transactions where Fund Cash Checking has been overridden.	Fund Cash Checking Processor, DFS Override Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Transaction ID, Transaction Amount, Cash Check Status, Overridden by User ID	Periodic
Cash Management	OBR001	Fund Balance Cash Forecast	provides projected cash balances by Fund based on actual transactions, trends, and parameters	80.2 Monitor and Manage Fund Cash 80.2.2 Forecast Trust Fund Cash Balance 80.2.3 Monitor and Forecast GR Fund Cash Balance	This report is used to forecast Fund cash balances.	Fund Cash Processor, DFS Fund Cash Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Cash Balance, Forecast Cash Balance, Transaction Source	Periodic
Account Management & Financial Reporting	GMR001	Grant Summary Report with Details	A report that displays historical summaries with drill down to detailed data for Revenue, Encumbrance and Expenditure amounts by month, quarter, and year for the life of the grant / subrecipient agreement.	10.3 Analyze and Reconcile Accounts, 10.4 Close General Ledger and Consolidate Results	Used by agencies to monitor and manage revenues, encumbrances, and expenditures related to grants	Agency Budget Processor	Business Unit, Fund, Account, State Program, Budget Entity, Category, Project, Revenue Amounts, Encumbrance Amounts, Expenditure Amounts, Period	<i>TBD based on organization response</i>
Disbursements Management	POR001	Contract Expenditure Report	tracks contract expenditures and encumbrances across multiple fiscal years against contract budgets and ensures expenditures plus encumbrance balances do not exceed contractual amounts	30.2 Establish and Maintain Encumbrances	This report is used to identify contract payments are within allowable range of the contract budget	Organizations, DFS	supplier information, contract information,	Periodic
Disbursements Management	POR002	Encumbrance Aging Report	list of all encumbrances, date encumbrance was established, and the date the last activity occurred	30.2 Establish and Maintain Encumbrances	This report is used to identify and validate outstanding encumbrances to determine if action is needed	Organizations	encumbrance information by 30, 60 and 90 day periods	Periodic, Monthly

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	POR003	Encumbrance Detail Report	list of all encumbrance data	30.2 Establish and Maintain Encumbrances	This report is used to identify all outstanding encumbrances and list all of the encumbrance detail to determine if action is needed	Organizations	encumbrance information	Periodic
Disbursements Management	APR103	Incomplete Vouchers (WorkCenter)	a list of all voucher with incomplet information within WorkCenter	30.3 Enter and Process Vouchers	This report is used to identify all incomplete vouchers for review within WorkCenter	Organizations	voucher information	<i>TBD based on organization response</i>
Accounts Receivables	ARR024	Grant Revenue by COA	A report that provides grant revenue by COA codes.	60.2 Deposit and Apply Receipts	The report is used to analyze grant revenue for reconciliation purposes.	Agency Billing Processor; Agency Billing Approver; Agency Deposit Processor; Agency Deposit Approver	Dates, Amounts, Accounting, Grant Number	Periodic
Accounts Receivables	ARR028	Unmatched Remittance and AR Collection Report	A report that provides a list of exceptions when the remittance report received from the External Collection Agency does not match the receivable information.	60.3 Perform Collections and Aging	The report is used to track differences between the remittance data received from the External Collection Agency and does not match the receivable information in Florida PALM.	Agency Collection Processor; Agency Collection Approver	Dates, Amounts, Customer, External Collection Agency	Periodic
Asset Accounting and Management	AMR033	Depreciation by Dollar Range Report	A depreciation report that lists assets based on user specified asset value dollar range.	40.2 Deploy and Maintain Assets	Used to manage and control depreciation of assets.	Agency Asset Processor Agency Asset Custodian	Asset ID, Asset Description, Tag Number, Depreciation Expense, Specified Dollar Range	Periodic
Asset Accounting and Management	AMR060	Incomplete Asset Profile Report	A report used to alert custodian supervisor when an asset is paid for, but the asset profile is incomplete.	40.1 Acquire and Set Up Assets, 40.3 Set Up and Maintain Asset Controls	Used to manage and control the recording of assets data received via AP/AM integration or direct input.	Agency Asset Processor Agency Asset Custodian	Asset ID, Asset Description, Tag Number, Acquisition Date, Acquisition Cost(s)	Periodic
Asset Accounting and Management	AMR061	Asset Grant Expiration Query Report	PeopleSoft query report to send a notification for an asset having a grant and expiring within a specified timeframe.	40.2 Deploy and Maintain Assets	Used to monitor and control the disposition of assets that are grant funded.	Agency Asset Processor Agency Asset Custodian	Asset ID, Asset Description, Tag Number, Grant ID, Grant Expiration Date	Periodic
Asset Accounting and Management	AMR062	Asset Replacement Cost by Asset Class Type	A report that lists asset replacement costs by asset class type.	40.2 Deploy and Maintain Assets	Used to filter and manage changes in asset basis.	Agency Asset Processor Agency Asset Custodian	Asset ID, Asset Description, Tag Number, Asset Replacement Cost, Asset Class Type	Periodic
Asset Accounting and Management	AMR063	Asset Disposition by Proceed Amount and User Period	A report that lists assets sold that are greater than a user-specified dollar amount.	40.2 Deploy and Maintain Assets	Used to manage and control the disposition of assets and identify proceeds relevant to specific criteria.	Agency Asset Processor Agency Asset Custodian	Asset ID, Asset Description, Tag Number, Asset Disposition Date, Specified Range	Periodic
Asset Accounting and Management	AMR064	Detailed Asset Listing Report	A report that lists assets based on available fields.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to manage and control the recording of assets data received via AP/AM integration or direct input and provide accurate reporting.	Agency Asset Processor Agency Asset Custodian	Asset ID, Asset Description, Tag Number, Asset Class Type	Periodic

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Asset Accounting and Management	AMR065	Asset Extract File for Physical Inventory	A report that produces a physical inventory of assets sorted and aggregated based on available fields.	40.2 Deploy and Maintain Assets	Used to facilitate performance of physical inventory of assets outside of AM.	Agency Asset Processor Agency Asset Custodian	Asset ID, Asset Description, Tag Number, BU, Asset Class Type	Periodic, Monthly, Annually
Asset Accounting and Management	AMR066	Asset System Audit Report	A report that lists all changes to an asset record as of a user specified date.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to monitor and control recording of asset data and statewide reporting of assets.	Agency Asset Processor Agency Asset Custodian	Asset ID, Asset Description, Tag Number, Transactions, Transaction Date	Periodic
Asset Accounting and Management	AMR048	Asset Contents and Values Detail with Accumulated Depreciation	A report that displays building, contents (capitalized subsystems, equipment), associated value, and accumulated depreciation at a point in time provided by a user.	40.2 Deploy and Maintain Assets	Used to manage and control reporting for insurance purposes.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Asset Location/Building, Manufacturer, Asset Value, Accumulated Depreciation, As-Of-Date	Periodic
Asset Accounting and Management	AMR047	Asset Statewide Rollup report	A report that lists asset balances at a statewide reporting level.	40.1 Acquire and Set Up Assets, 40.2 Deploy and Maintain Assets	Used to manage and control CAFR reporting.	Agency Asset Processor State Asset Processor	Asset ID, Asset Description, Tag Number, Asset Capitalized Cost, Accumulated Depreciation, Fund	Periodic
Asset Accounting and Management	AMR026	Total Assets Purchased Report	A report that lists the total amount of fixed asset purchases by agency/division.	40.1 Acquire and Set Up Assets	Used to manage and control recording of assets acquired via AP/AM integration and direct input.	Agency Asset Custodian Agency Asset Processor	Asset ID, Asset Description, Tag Number, Acquisition Date, Acquisition Cost, BU, OLO	Periodic
Disbursements Management	APR093	Travel Cost by Supplier Report	A report to track the travel cost of air carriers, car rentals, and hotels (by supplier) regardless of how they are paid.	30.4 Process Payments	This report is used to identify travel costs by supplier to obtain a detailed breakdown of travel costs.	Organizations, DFS	supplier information, payment information	TBD based on organization response
Disbursements Management	APR025	Bank Information Validation Report	validates existing EFT/ACH account information with Bank Title File.	30.1 Set Up and Maintain Suppliers	This report is used to validate existing bank account details against the Bank Title File for suppliers which have been setup with EFT and ACH payment method.	DFS (BVR)	supplier information, supplier name, supplier location, bank account information, routing number, bank name	TBD based on organization response
Disbursements Management	APR090	Minority Suppliers Report	A report that lists the total disbursements for minority suppliers in Florida PALM.	30.1 Set Up and Maintain Suppliers	This report is used to identify the spend to each minority supplier	Organizations, DFS	supplier information, payment information	TBD based on organization response
Disbursements Management	APR118	Accounts Payable Aging Report	an aging schedule of vouchers that have been posted, but not paid.	30.3 Enter and Process Vouchers 30.3.1 Process Vouchers	This report lists all vouchers that have been posted, but have not been paid.	Organizations, DFS	voucher information, voucher status, agency information, supplier information	TBD based on organization response
Disbursements Management	APR119	Outstanding Encumbrance Report	a list of all encumbrances, date encumbrance was established, and the date the last activity occurred	30.2 Establish and Maintain Encumbrances 30.2.2 Monitor Encumbrances	This report is used to identify all outstanding encumbrances	Organizations	Encumbrance information	TBD based on organization response

Business Process Grouping	Report ID	Report Name	Report Description	Florida PALM Business Process	Report Usage	Report Audience	Key Attributes	Frequency
Disbursements Management	APR120	Voucher Audit Selection Report	lists vouchers selected for audit.	30.3 Enter and Process Vouchers 30.3.1 Process Vouchers; 30.3.3 Review and Approve Vouchers	Report used to identify vouchers selected for pre-audit. May also be used to report vouchers selected for post-audit.	Organizations, DFS	voucher information, supplier information	<i>TBD based on organization response</i>
Disbursements Management	APR121	Advanced Payment Interest Report	Captures deposits made or reductions to invoice transactions for interest due and payable to the state as a result of an advance payment.	30.3 Enter and Process Vouchers 30.3.1 Process Vouchers	This report is used to identify interest due to the state as a result of an advance payment.	Organizations, DFS	Payment information, supplier information, voucher information	<i>TBD based on organization response</i>
Disbursements Management	APR122	Payment Lifecycle Report	Determines the number of days between agency payment approval, payment posting, payment issuance, and payment settlement and store for reporting and statistical purposes.	30.4 Process and Manage Payments 30.3.1 Process Vouchers; 30.4.1 Process Pay Cycle	This report is used to identify time lapsed between dates within the payment lifecycle.	Organizations, DFS	Payment dates, payment information	<i>TBD based on organization response</i>
Disbursements Management	APR123	Supplier TOP Match List	A report that identifies suppliers that were matched to the Federal TOP lists. The report is used to manage if the supplier requires a hold status to intercept any payments to unauthorized suppliers.	30.1 Set Up and Maintain Suppliers	This report is used to identify suppliers that require a hold status to intercept payments to suppliers based on a match to the Federal TOP list.	DFS	Supplier information	<i>TBD based on organization response</i>