

# 30.2 Establish and Maintain Encumbrances

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## Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	04/29/2021	Accepted Departmental Version
3.0	11/13/2023	Updates for Financial Wave
3.1	12/22/2023	Updates per Agency Meeting 12/5/2023 to clarify MFMP encumbrances cannot be updated and to update report frequency
3.1.1	01/16/2024	Minor updates from Solution Design Segment II

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## Business Process Overview

The Establish and Maintain Encumbrances business process is within the Disbursement Management (DM) business process grouping. DM includes a collection of business processes that:

- Manage supplier information, including demographic and payment information for tax withholding and reporting purposes.
- Support the disbursement process for State obligations from encumbrance through payment request, payment creation, and escheatment; and
- Perform month-end and year-end closing activities.

Encumbrances are used to obligate Agency appropriations for goods or services ordered and subsequently are unobligated when the goods or services are received and approved for payment.

The business subprocess included are:

- 30.2.1 – Create and Maintain Encumbrances
- 30.2.2 – Monitor Encumbrances
- 30.2.3 – Establish Enterprise Encumbrances

State procurement activity, including the creation of POs, is handled through procurement systems outside Florida PALM. These POs, generated primarily from MyFloridaMarketPlace (MFMP), are used to communicate to suppliers an order for goods or services. All procurement activities including the creation of POs and the approval of goods and services received occurs outside Florida PALM. Florida PALM uses interfaces from MFMP (and other agency business systems, as applicable) to obtain the necessary data to create and update encumbrances. The basic information needed to establish an encumbrance in Florida PALM includes: the supplier ID, a valid ChartField string, and an amount. A grant, contract or project number may also be included to associate the encumbrance to a grant, contract or project.

Creating a manual encumbrance requires the Agency Encumbrance Processor to enter the same information that is provided by MFMP and agency business system for adding an encumbrance. A Budget Check is required for all encumbrances.

In Florida PALM there are several actions that can be taken on a PO/encumbrance: approve, unapproved, cancel, close, dispatch, and delete. Only POs that are approved or pending cancel can be dispatched. Budget Checking a PO creates the encumbrance and Dispatching in Florida PALM makes the PO available for vouchering. Closing a PO makes it unavailable for future processing.

PO/Encumbrance Statuses available:

- Open: PO is created and saved but not submitted for approval.
- Pending Approval: PO is submitted for approval and has not been approved yet.
- Approved: PO has been approved by all levels of approvals defined within PO Workflow.
- Dispatched: The PO dispatch process has been ran and the PO is ready for Vouchering.
- Canceled: The PO has been canceled.

- Pending Cancel: The PO has been canceled, but the dispatch process still needs to be ran to complete the cancellation.
- Closed: The PO Close process has been run to close the PO as it is no longer needed. If it has an encumbrance balance, it is liquidated to zero when the PO is closed.

#### PO Hold:

A PO/encumbrance can be put on hold by selecting the "Hold From Further Processing" check box on a PO/encumbrance. After you place a PO/encumbrance on hold, the system prevents you from performing the following actions:

- Approving a purchase order.
- Dispatching a purchase order.
- Canceling a purchase order.
- Closing a purchase order.
- Deleting a purchase order (at header level).

Definitions for terminology used within this business process can be found at [Terms and Definitions Catalog](#)<sup>1</sup>.

## Dependencies and Constraints

Dependencies and Constraints describe any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

- An encumbrance must be interfaced from a PO created in MFMP or an agency business system, loaded using a encumbrance spreadsheet upload or manually created in Florida PALM.
- A valid supplier ID must exist to create an encumbrance.
- An encumbrance requires sufficient budget authority to be created.
- An encumbrance manually created in Florida PALM is subject to the approval process.
- Errors are reported to the source system or online when manually entering the transaction.
- Agencies may request that an encumbrance created through an interface or spreadsheet upload be subject to the approval process.
- A valid budget check consumes budget and adds the encumbrance to the Encumbrance Ledger, within the Commitment Control Module.

## Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process. Florida PALM screenshots are included within the sections to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or within Department of Financial Services (DFS), and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single

<sup>1</sup> <https://app.smartsheet.com/b/publish?EQBCT=0145b968d515454e9753d4943702576a>

business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

This information should be read in conjunction with the Business Process Flow Diagrams.

### 30.2.1 – Create and Maintain Encumbrances

Table 1: Create and Maintain Encumbrances

30.2.1 – Create and Maintain Encumbrances		
Module	Purchasing	
Related Module(s)	Commitment Control	
Swim Lanes – Definition	<p><b>Agency Encumbrance Processor:</b> agency role responsible for entering encumbrances into Florida PALM.</p> <p><b>Agency Encumbrance Approver:</b> agency role responsible for reviewing and approving an encumbrance request.</p> <p><b>Agency PO Spreadsheet Upload Processor:</b> agency role responsible for uploading inbound encumbrance spreadsheets. (role not shown as a swim lane on flow diagram)</p>	
Process Step ID	Process Step Title	Description of Process
1	Inbound Encumbrance Load (POI002)	<p>A flat file interface is established with agency business systems and Florida PALM to obtain encumbrance data. Florida PALM receives PO data from agency business system in a standard file format.</p> <p>The PO Reference field may be used to capture an agency assigned identifier.</p>
2	Inbound Encumbrance Spreadsheet Upload (POI004)	<p>The Agency PO Spreadsheet Upload Processor can use the Inbound Encumbrance Spreadsheet Upload to prepare and enter encumbrances for import into Florida PALM.</p> <p>A SpeedKey may be used in the PO Spreadsheet Upload to populate the PO/encumbrance distribution lines with ChartField values. Agencies will have the opportunity to define their own SpeedKeys.</p> <p>The PO Reference field may be used to capture an agency assigned identifier.</p>
3	Perform Interface Error Checking	<p>Edit validations are performed on each interface before the data is allowed to load to the PO/Encumbrance tables. If file is rejected, all transactions in the file are rejected and the file must be resubmitted once issue is resolved.</p>

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Process Step ID	Process Step Title	Description of Process
		<p>If the file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing in the PO/Encumbrance module.</p> <p>Edit Validations include:</p> <ul style="list-style-type: none"> <li>• Chartfield Validation</li> <li>• Amount Validation</li> <li>• Open Period Validation</li> <li>• Supplier Validation</li> </ul> <p>Additional Interface exceptions may occur when the data is validated against specific interface edits. Examples include: duplicate data in the file, incorrect data, missing required fields, and inactive chartfields. Agencies will need to resend any transactions that error in a future interface.</p>
4	Load Inbound PO Data	<p>Florida PALM loads the encumbrance data and systematically generates the encumbrance ID. An Approval Required field is provided in the interface file and on the spreadsheet to mark the transactions for approval.</p> <p>Additional validations (e.g., budget check) will be performed during the transaction life cycle. Agencies can correct errors in Florida PALM on the Add/Update PO page. The agency would need to correct their business system if corrected in Florida PALM.</p>
5	Request Encumbrance	<p>The Agency Encumbrance Approver can request an encumbrance be entered or updated directly in Florida PALM.</p>
6	Create/Update Encumbrance	<p>An encumbrance may be established manually or updated by an Agency Encumbrance Processor with information as requested from the Approver or someone else in the agency.</p> <p>A SpeedKey may be used to populate the encumbrance distribution lines with ChartField values when entering a manual encumbrance. Agencies will have the opportunity to define their own SpeedKeys.</p>
7	Run Edit Check	<p>The Edit check process for encumbrances entered manually in the system will occur on the PO save. The Edit check process will validate that ChartField values are active, validate combination edit rules applicable to the transaction and validate that accounting period is open.</p> <p>If edit errors are identified the transaction will not process. The user will get a popup message on the</p>

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Process Step ID	Process Step Title	Description of Process
8	Resolve Edit Errors	<p>PO save if the encumbrance fails the combo edit rules.</p> <p>Edit errors that occur when an encumbrance is entered manually must be resolved prior to the transaction proceeding. The system will not allow the PO/Encumbrance to be saved until all the required fields are provided with valid active values.</p> <p>Processors should confirm the validity of the ChartField values and the ChartField string used on the transaction and make necessary updates. Agency Encumbrance Processor should confirm that date of transaction falls within an open budget period.</p> <p>If errors persist after making updates, and a SpeedKey is being used, The Agency Encumbrance Processor should consult with Agency COA Maintainer to determine if the SpeedKey was established inaccurately. The Agency Encumbrance Processor may resolve by deleting the transaction if needed.</p>
9	Initiate Encumbrance Workflow (POW001)	<p>If the encumbrance passes the initial edits the encumbrance workflow will initiate. Encumbrances established manually require approval from the Agency Encumbrance Approver prior to being submitted for the Budget Check process. Agencies have the option to assign both the Agency Encumbrance Processor and the Agency Encumbrance Approver role to the same person.</p> <p>The encumbrance may be updated on the Add/Update PO page to resolve accounting errors, and for budget errors that occur during the Budget Check.</p> <p>The Monitor Encumbrances business subprocess shows the steps related to monitoring and resolving encumbrance errors.</p> <p>Reference documents may be attached manually in Florida PALM to the PO Encumbrance.</p> <p>Agency encumbrances entered by interface or spreadsheet upload may be designated as pre-approved by entering a "N" in the Approval Required field in the interface or spreadsheet upload or may be designated to process through the approval workflow. It depends on your agency policy.</p>

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Process Step ID	Process Step Title	Description of Process
		<p>Encumbrance Workflow is used to return any items requiring action to the Agency Encumbrance Processor.</p> <p>The Encumbrance Aging Report may be used to monitor encumbrances.</p>
10	Review Encumbrance	<p>An Agency Encumbrance Approver reviews the PO encumbrances selected for approval,. The approver will review ChartField values, supplier information and amounts.</p> <p>If an error is found, the Agency Encumbrance Approver has the option to return the encumbrance to the Agency Encumbrance Processor for corrections or may choose to deny the encumbrance.</p>
11	Deny Encumbrance	<p>If an Agency Encumbrance Approver denies the encumbrance , the encumbrance is returned to the Agency Encumbrance Processor to edit, delete, or cancel the encumbrance. When the encumbrance is denied the Agency Approver will enter a comment with the reason for denial.</p> <p>The PO/Encumbrance cannot be cancelled if it has been budget checked, or partially paid on a voucher. A cancelled PO/Encumbrance is traceable in the system.</p> <p>If a PO/Encumbrance is deleted the record is deleted entirely and is no longer viewable in the system. A PO/encumbrance cannot be deleted if it has been budget checked, or partially paid on a voucher, it is not on hold or dispatched, and it is not a blanket PO.</p>
12	Approve Encumbrance	<p>The Agency Encumbrance Approver approves the PO encumbrance and the PO/encumbrance continues to the Budget Check process.</p>
13	Run Budget Check	<p>Each encumbrance is subject to Budget Check where availability of spending authority is validated. If there is not available spending authority, the transaction fails and must go through exception handling to continue.</p> <p>Any Budget Check errors are followed up for resolution through the Monitor Encumbrances business subprocess.</p> <p>The Agency Encumbrance Processor, and others, use the Budget and Cash Exceptions Report and the</p>

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Process Step ID	Process Step Title	Description of Process
		Outstanding Encumbrance Error Report to manage budget exceptions.
14	Record Encumbrance	<p>Encumbrances passing Budget Check are recorded in the Encumbrance Budget Ledger and budget is consumed. The <b>Encumbrance Aging Report</b> is available for managing encumbrance activity.</p> <p>Each encumbrance is released when a voucher is created referencing the encumbrance. The PO details including the Chart of Account values are brought into the voucher from the encumbrance.</p> <p>Encumbrances may be partially reduced when vouchers do not consume the entire encumbrance.</p> <p>To change the Chart of Account values on the voucher the Agency Encumbrance Processor must first update the encumbrance with the new values, a change order is not required to update Chart of Account values.</p> <p>A change order is required if the PO/Encumbrance was dispatched and then a field such as Supplier ID, PO Line Amount, PO Line Quantity is changed/updated on the PO/Encumbrance.</p>
15	Dispatch PO	<p>A PO/Encumbrance must be dispatched before it is available to be used on a voucher transaction. To be eligible for dispatch, a PO/Encumbrance must have:</p> <ul style="list-style-type: none"> <li>A status of Approved</li> <li>A budget checking status of Valid</li> </ul> <p>The dispatch process does not pick up PO/encumbrances that are On Hold.</p>
16	Outbound Encumbrance Extract (POI001)	Florida PALM interfaces with MFMP and agency business systems, as applicable, to provide encumbrance information, including encumbrance errors, updates, and closures.

**FloridaPALM** ✕

Maintain Purchase Order

**Purchase Order**

Business Unit 43000 PO Status Open ✔ 📄 ✕  
 PO ID 0000004125

Copy From   Hold From Further Processing

**Header** ?

\*PO Date 08/30/2021  Supplier Search  
 \*Supplier COCA COLA-001  Supplier Details  
 \*Supplier ID 0000000109  COCA COLA INC  
 \*Buyer VP1  Kenneth Schumacher

Receipt Status Not Recvd  
 \*Dispatch Method Print  Dispatch

PO Reference

**Amount Summary** ?

Merchandise	1,000.000	
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	<b>1,000.000</b>	USD

Calculate

Header Details Activity Summary  
 PO Defaults Add Comments  
 PO Activities Add ShipTo Comments  
 Actions

**Add Items From** ?

Catalog Item Search  
 Purchasing Kit

**Lines** ? Personalize | Find | View All |  |  | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	supplies	10.0000	EA	SUPPLIES	100.00000	1,000.000	Approved

View Printable Version  \*Go to ... More ...

Figure 1: Encumbrance Transaction Entry Page

Distributions for Schedule 1

Unit 43000 Supplier AESG-002  
 PO ID 0000000159 Item Test  
 Line 1  
 Schedule 1 Status Active

\*Distribute By Quantity  Schedule Qty 1.0000

SpeedChart  Multi-SpeedCharts Doc. Base Amount 10,000.00 USD

**Distribution** Personalize | Find | View All |  |  | First 1-2 of 2 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information			
Dist	Status	Percent	Organization	*Account	Fund	Budget Entity	Category	State Program
1	Open	50.0000	<input type="text"/>	700000	81110	11110000	000101	<input type="text"/>
2	Open	50.0000	<input type="text"/>	700001	80001	11110000	000101	<input type="text"/>

OK Cancel Refresh

Figure 2: Encumbrance Distribution Entry Page

30.2.2 – Monitor Encumbrances

Table 2: Monitor Encumbrances

30.2.2 – Monitor Encumbrances		
Module	<b>Purchasing</b>	
Related Module(s)	<b>Commitment Control</b>	
Swim Lanes – Definition	<p><b>Agency Encumbrance Processor:</b> agency role responsible for entering/updating Encumbrances and monitoring Encumbrance errors into Florida PALM</p> <p><b>Agency Encumbrance Viewer:</b> agency role responsible for managing and reviewing encumbrances.</p>	
Process Step ID	Process Step Title	Description of Process
1	Monitor Encumbrance Errors	<p>Each encumbrance is subject to Budget Check to validate whether spending authority is available. If there is not available spending authority, the transaction fails and must go through exception handling to continue.</p> <p>The Agency Encumbrance Processor monitors encumbrances to ensure resolution of errors. Two types of errors exist: errors that require a budget resolution, such as a budget amendment or budget override, or an error that requires an accounting resolution, such as a ChartField edit on the encumbrance.</p> <p>If the error requires a budget resolution the transaction is subject to the Budget Execution and Management business process.</p> <p>In limited scenarios (e.g., statewide emergency), the Agency Encumbrance Processor May request the DFS Override Processor to override the failed transaction.</p> <p>If the budget error is resolved, the budget check re-runs and the encumbrance is created. If it remains unresolved, the encumbrance is not processed.</p> <p>The Agency Encumbrance Processor uses the Encumbrance Aging Report, and the Budget and Cash Checking Exceptions report to manage the resolution of the budget exceptions.</p> <p>If the error requires an accounting resolution, the Agency Encumbrance Processor may return to the Create/Update Encumbrance step to make the</p>

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Process Step ID	Process Step Title	Description of Process
		<p>necessary edit or delete the transaction and edit in the source system.</p> <p>Each agency has the option to correct non-MFMP interfaced encumbrance errors within Florida PALM or correct in the source system and resend the transaction.</p> <p>MFMP encumbrances may be monitored in Florida PALM, but all updates and addition of MFMP encumbrances will be sent via interface from MFMP.</p> <p>If a budget resolution or accounting resolution is unable to be completed, the Agency Encumbrance Processor may choose to delete the encumbrance.</p>
2	Delete Encumbrance	An encumbrance that has an error that cannot be resolved may be deleted as long as it has not been budget checked or dispatched.
3	Run Close Process	If monitoring determines whether a PO/Encumbrance should be closed or it is at the end of the purchase order lifecycle, the close purchase order process is ran. If you have a dispatched PO/encumbrance with a balance you will not use or is no longer needed, the PO/Encumbrance can be closed. Any amount remaining will be restored to your budget as long as the budget period is still open.
4	Run Re-Open Process	Florida PALM offers an option to re-open a PO/encumbrance you may have inadvertently closed in error. The process reverses the effects of the Close Purchase Order process. Budget will be consumed.
5	Manage/Review Encumbrances	Encumbrances are monitored and reviewed by the Agency Encumbrance Viewer using the Encumbrance Aging Report, the Budget and Cash Checking Exceptions report, and Closed Encumbrances Report. The Agency Encumbrance Viewer provides direction as to the appropriate resolution of any exceptions or required actions to manage established encumbrances.

Distributions for Schedule 1

Unit 43000 Supplier AESG-002  
 PO ID 0000000160 Item Test  
 Line 1  
 Schedule 1 Status Active

\*Distribute By: Quantity

SpeedChart  Multi-SpeedCharts

Schedule Qty: 1.0000  
 Merchandise Amount: 10,000.00 USD  
 Doc. Base Amount: 10,000.00 USD

**Distribution** Personalize | Find | View All | First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information						
Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag	
1	Open	100.0000	Valid	10/23/2023	0.00	USD	0.00	USD	10,000.00	<input type="checkbox"/>	+ -

OK Cancel Refresh

Figure 3: Encumbrance Budget Information Tab

### 30.2.3 – Establish Enterprise Encumbrances

Table 3: Establish Enterprise Encumbrances

30.2.3– Establish Enterprise Encumbrances		
<b>Module</b>	<b>Purchasing</b>	
<b>Related Module(s)</b>	<b>Commitment Control</b>	
<b>Swim Lanes – Definition</b>	<b>Agency Encumbrance Processor:</b> agency role responsible for entering encumbrances into Florida PALM.	
Process Step ID	Process Step Title	Description of Process
1	Inbound Encumbrance Load (POI002)	<p>A flat file interface is established with Enterprise business systems and Florida PALM to establish encumbrances in the new fiscal year. Due to the volume of encumbrances being added at the beginning of a new fiscal year, MFMP will use the Inbound Encumbrance Load file rather than the Inbound Encumbrance Web Service to load new fiscal year encumbrances. Data is in a standard file format.</p> <p>The PO Reference field may be used to capture an assigned identifier.</p>

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Process Step ID	Process Step Title	Description of Process
2	Perform Interface Error Checking	<p>Edit validations are performed on each interface before the data is allowed to load to the PO/Encumbrance staging tables. If the file is rejected, all transactions in the file are rejected and the file must be resubmitted once issue is resolved.</p> <p>If file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing in the PO/Encumbrance module. Additional edits will be performed during the transaction life cycle.</p> <p>Rejected transactions are managed through the Interface Error Handling Process.</p> <p>Edit Validations include:</p> <ul style="list-style-type: none"> <li>• Chartfield Validation</li> <li>• Amount Validation</li> <li>• Open Period Validation</li> <li>• Supplier Validation</li> </ul> <p>Any transactions that are transmitted from an Enterprise system that encounter an error will be deleted and will require resubmission.</p>
3	Inbound Encumbrance Web Service (POI003)	<p>A <b>Web Service</b> is available between MyFloridaMarketPlace (MFMP) and Florida PALM to validate and load daily encumbrance data. Encumbrances will be budget checked and dispatched, MFMP will we receive a message for any data with errors.</p>
4	Perform CI Interface Validation	<p>Encumbrance data received via the Web Service is validated through a Component Interface. Any transactions containing errors will be deleted and an error message will be returned to MFMP.</p>
5	Load Inbound Data/Create PO ID	<p>Florida PALM loads the encumbrance data into staging tables. Florida PALM uses the PO/encumbrance data to create the encumbrance.</p> <p>MFMP encumbrances are reviewed and approved in MFMP and will be received as pre-approved and will not initiate workflow.</p>
6	Run Budget Check	<p>Each encumbrance is subject to Budget Check to validate whether spending authority is available. MFMP/Enterprise encumbrances failing budget check will be deleted and an error message will be returned to MFMP or the Enterprise system. The MFMP/Enterprise encumbrances will need to be corrected in the source system and resent in a subsequent file.</p>

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Process Step ID	Process Step Title	Description of Process
		The Agency Encumbrance Processor, and others, use the Budget and Cash Exceptions Report and the Outstanding Encumbrance Error Report to manage budget exceptions
7	Delete Encumbrance	<p>All MFMP or enterprise transactions with errors will be deleted.</p> <p>Encumbrances entered through an MFMP interface cannot be updated in Florida PALM. They must be updated within MFMP and submitted via a subsequent MFMP interface.</p>
8	Record Encumbrance	<p>Encumbrances passing Budget Check are recorded in the Encumbrance Budget Ledger and budget is consumed. The <b>Encumbrance Aging Report</b> is available for managing encumbrance activity.</p> <p>Each encumbrance is released when a voucher is created referencing the encumbrance. The PO details including the Chart of Account values are brought into the voucher from the encumbrance.</p> <p>Encumbrances may be partially reduced when vouchers do not consume the entire encumbrance.</p>
9	Dispatch PO	A PO/Encumbrance must be dispatched before it is available to be used on a voucher transaction
10	Outbound Encumbrance Extract (POI001)	Florida PALM interfaces with MFMP and agency business systems, as applicable, to provide encumbrance information, including encumbrance errors, updates, and closures
11	Inbound Encumbrance Web Service (POI003)	The Inbound Web Service sends information back to MFMP including newly created encumbrances, updated encumbrances, and error messages as applicable.

## Accounting Events

Accounting events originate during transaction processing in the applicable source module. The accounting events impact the source module, Commitment Control ledgers, and the General ledger (Actuals).

- Source Module accounting entries require user input (U) of the primary line (i.e., expenditure, revenues) with an automated system (S) offsetting line (i.e., payable, receivable) during transaction entry. The source model transaction must pass Edit Check, Budget Check, and Cash Check (on applicable entries) prior to posting the transaction.
- The Run Budget Check (Commitment Control) process automatically affects balances in the appropriate budget ledger (i.e., appropriation, spendable cash) if the transaction passes the budget check process.
- After the transaction is posted in the source module, an automated system process summarizes and posts the entries in the General Ledger module to the Actuals Ledger.

The table below provides the most common accounting events applicable to this business process.

Table 4: Accounting Events Included on Business Process Flow Diagrams

Acct Event ID	Accounting Event	Source Module Accounting Entry	Commitment Control Ledger(s) Impact	General Ledger (Actuals) Entry
PO01	Establish Encumbrance	No Entry	Establishes Encumbrance and reduces Available Appropriation and Allotment balances	No Entry
PO02	Close Encumbrance	No Entry	Liquidates encumbrance and increase Available Appropriation and Allotment Balances	No Entry

## Key Reports

Key Reports are displayed as icons with the Report Number on the Business Process Flow Diagrams. The table below provides the reports identified to be produced at a particular process step or is used to support the completion of a process step.

Table 5: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	KKR018	<b>Agency Obligations Report</b> – A custom report that provides encumbrances and payables by ChartField combinations.	PeopleSoft	Daily, Monthly	Agency

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Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R2	POR008	<b>Closed Encumbrances Report</b> – A report that lists closed encumbrances.	PeopleSoft	Daily, Monthly	Agency
R3	KKR058	<b>Budget and Cash Checking Exceptions Report</b> – A custom report that lists budget and cash check exceptions along with balances, vouchers with errors and budget exceptions, and vouchers where an override was applied.	PeopleSoft	AD Hoc, Daily	Agency, DFS
R4	POR002	<b>Encumbrance Aging Report</b> – A report that lists all encumbrances, date encumbrance was established, and the date the last activity occurred.	Data Warehouse	Daily, Monthly, Annually	Agency
R5	POR006	<b>Purchase Orders Under Pending Approval Group (WorkCenter)</b> – A report that lists purchase orders that are under the 'Pending Approval' group.	PeopleSoft	Daily	Agency
R6	POR009	<b>Outstanding Encumbrance Error Report</b> – A report that lists unresolved encumbrance exceptions.	PeopleSoft	Daily	Agency

**Note:** A complete list of reports may be found in the [Reports Catalog](#)<sup>2</sup>.

## Conversions

The table below identifies the Conversions related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 6: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
POC001	<b>Open Encumbrances</b> – Conversion of open encumbrance balances that are authorized for continued use.	FLAIR

<sup>2</sup> <https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5>

**Note:** A complete list of conversions may be found in the [Conversions Catalog](#)<sup>3</sup>.

## Interfaces

The table below provides the Interface IDs for each interface identified on the Business Process Flow Diagrams.

*Table 7: Interfaces Included on Business Process Flow Diagrams*

Interface Number	Interface Description	Interface Frequency	Source	Target
POI001	<b>Outbound Encumbrance Extract</b> – Outbound interface containing encumbrance errors, updates, and closures.	Daily	Florida PALM	Agency Business System
POI002	<b>Inbound Encumbrance Load</b> – Inbound interface to establish and maintain encumbrances.	Daily	Agency Business System	Florida PALM
POI003	<b>Inbound Encumbrance Web Service</b> – Inbound web service to establish encumbrances from external systems.	Daily	MFMP	Florida PALM
POI004	<b>Inbound Encumbrance Spreadsheet Upload</b> – Inbound interface to load, establish and maintain encumbrances via spreadsheet (Excel) upload.	Daily	Agency Business System	Florida PALM

**Note:** A complete list of interfaces may be found in the [Interface Catalog](#)<sup>4</sup>.

<sup>3</sup> <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

<sup>4</sup> <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

## Forms

The table below provides the Form Numbers for any forms identified on the Business Process Flow Diagrams.

*Table 8: Forms Included on Business Process Flow Diagrams*

Form Number	Form Description	Audience
N/A		

## Workflows

The table below provides the Workflow Numbers for any workflows identified on the Business Process Flow Diagrams.

*Table 9: Workflows Included on Business Process Flow Diagrams*

Workflow Number	Workflow Description	Audience
POW001	<b>Encumbrance Workflow</b> – Workflow to route encumbrances for approval.	Agency

## Agency Configurations

The table below identifies the Agency Configurations related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

*Table 10: Configurations Defined and/or Maintained by Agencies*

Configuration Number	Configuration Description	Configuration Maintainer
N/A		

## Appendix

### Appendix A – Memo Encumbrance

In Florida PALM, Supplier is a required field and only one supplier per PO/Encumbrance is allowed. A generic Encumbrance Supplier will be configured in Florida PALM for agencies to use to create memo encumbrances when the specific supplier is not known. A Voucher cannot be created using the generic Encumbrance Supplier so the Agency Encumbrance Processor must change the generic Encumbrance Supplier to the actual supplier on the PO/Encumbrance before a voucher can be created.

### Appendix B – Budget Period and Budget Date

Commitment Control uses different date concepts to control and track transaction processing in related modules, which are Budget Period and Budget Date.

#### Budget Period

- Represents the State of Florida's fiscal year (FY) that runs from July 1 through June 30, i.e., appropriations year.
- Four-digit value that is the last year of the designated fiscal year, i.e., FY 23/24 will be budget period 2024.
- Will remain open to enable Carry Forward, Fixed Capital Outlay and Continuing Appropriations transactions to process using prior years' appropriations.
- Used only in Commitment Control on budget journal transactions (i.e., appropriations load, agency allotments and revenue estimates budget journals, enterprise manual budget adjustments).

Line	Ledger	Budget Period	Speed Type	Account	Fund	Budget Entity	Category	Set Options	Currency	Amount
1	C_APPR_BD	2023		Q 7	10000	11110000	093000	Set Options	USD	65,000,000.000
2	C_APPR_BD	2023		Q 7	10000	11210000	093100	Set Options	USD	55,000,000.000
3	C_APPR_BD	2023		Q 7	10000	11310000	093212	Set Options	USD	25,625,000.000
4	C_APPR_BD	2023		Q 7	10000	31100500	091010	Set Options	USD	5,000,000.000
5	C_APPR_BD	2023		Q 7	10000	11310000	100565	Set Options	USD	65,000.000
6	C_APPR_BD	2023		Q 7	23390	11310000	093212	Set Options	USD	2,000,000.000
7	C_APPR_BD	2023		Q 7	10000	11110000	103241	Set Options	USD	75,000.000

Figure 8: Budget Period field on Budget Journal file

### Budget Date

- Represents a calendar date field on module transactions.
- Budget date will default to the current date when a new transaction is created in Florida PALM.
- Agencies using current fiscal year appropriations, the budget date does not need to be changed, as it defaults to the current date.
- Agencies using Fixed Capital Outlay and/or Continuing Appropriations, the budget date should be changed to 06/30/XXXX, where XXXX is the budget period (i.e., 06/30/2022 = Budget Period 2022 = FY 21/22).
- Based on the budget date entered, budget checking functionality checks the transaction against the appropriate budget period (i.e., FY).

This document is a draft and subject to change

**Budget Date for Designated Transactions**

- **Carry Forward / Certified Forward Period**
  - Budget date is recorded as 06/30/XXXX where XXXX represents the budget period from which to expend.
  - During the Carry Forward / Certified Forward period, this is the budget period representing the FY just ended.
- **Fixed Capital Outlay**
  - Budget date is recorded as 06/30/XXXX where XXXX represents the budget period (i.e., appropriations year) from which to expend.
  - Could be any prior budget period with FCO appropriations remaining balance.
- **Continuing Appropriations**
  - Budget date is recorded as 06/30/XXXX where XXXX represents the budget period from which to expend.

*Example of Budget Date field on Voucher line:*

Agencies using Fixed Capital Outlay and/or Continuing Appropriations, the budget date should be 06/30/XXXX, where XXXX is the budget period (i.e., 06/30/2022 = Budget Period 2022 = FY 21/22).

**Budget Period**  
 Represents the fiscal year (FY) that runs from July 1 through June 30, i.e., appropriations year.  
  
 Four-digit value that is the last year of the designated fiscal year, i.e., FY 23/24 will be budget period 2024.

Budget Period	From Date	To Date
2020	7/1/2019	6/30/2020
2021	7/1/2020	6/30/2021
2022	7/1/2021	6/30/2022
2023	7/1/2022	6/30/2023
2024	7/1/2023	6/30/2024

Based on the Budget Date entered, budget checking functionality checks the transaction against the appropriate Budget Period (i.e., FY).

**Budget Date**  
 Agencies using current fiscal year appropriations, the budget date does not need to be changed, as it defaults to the current date.

This document is a draft and subject to change

## Appendix C – Disbursement Accounting Date Concepts

### Accounting Date:

Accounting date is applicable to all transactions in Purchasing Module. The accounting date determines the operational accounting period to which the PO/ encumbrance transaction will be posted or recognized. Users can only select dates that fall within an open period in the ledger to which users are posting. Operational accounting periods represent one month timeframes within the fiscal year. For the State of Florida our period 1 represents the month of July, period 2 represents the month of August, etc.

The accounting date is represented by the Accounting Date field on all PO/encumbrance transactions.

The screenshot shows the 'PO Header Details' form. The 'Accounting Date' field is highlighted with a red box and contains the value '11/02/2023'. Other fields include PO Date (11/02/2023), Supplier (FLUIDAPPR1-001), PO Type (GEN), Billing Location (US001), Origin, Currency Code (USD), Rate Date (11/02/2023), Rate Type (CRRNT), Base Currency (USD), Exchange Rate (1.00000000), and Accounting Template (STANDARD). The 'Process Control Option' section includes a checked 'Dispatch' box and 'Acknowledgements required for' set to 'Not required'.

Figure 5: Accounting Date on PO Encumbrance Header