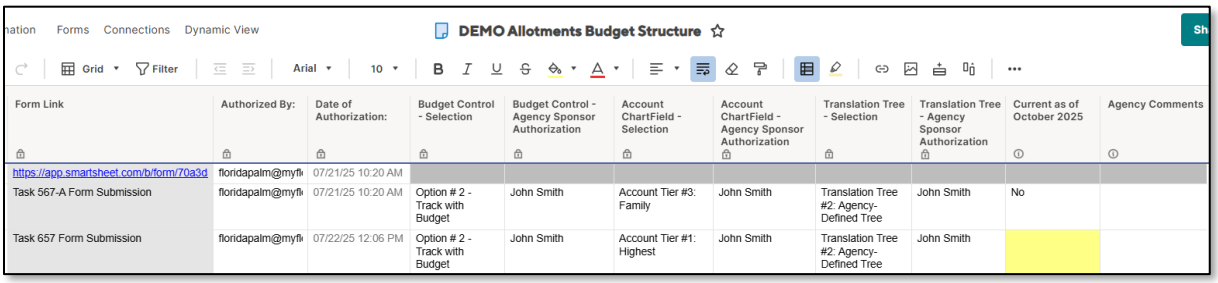
Commitment Control Module Configurations

This workbook contains a single worksheet with a corresponding form which represents a core configuration component in Florida PALM. Form instructions are provided below. This configuration workbook contains the following Commitment Control (KK) module related configurations for which your agency specific selection is being obtained to set up Florida PALM:

- **Budget Allotments – Control Options** *(only one control option can be selected)*
- **Account ChartField Tier Selection** *(only one tier selection can be selected)*
- **Organization ChartField Translation Tree Selection** *(only one translation tree selection can be selected)*

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Commitment Control (KK)

Worksheet –



Form Link	Authorized By:	Date of Authorization:	Budget Control - Selection	Budget Control - Agency Sponsor Authorization	Account ChartField - Selection	Account ChartField - Agency Sponsor Authorization	Translation Tree - Selection	Translation Tree - Agency Sponsor Authorization	Current as of October 2025	Agency Comments
https://app.smartsheet.com/b/form/70a3d	floridapalm@myfl	07/21/25 10:20 AM								
Task 567-A Form Submission	floridapalm@myfl	07/21/25 10:20 AM	Option # 2 - Track with Budget	John Smith	Account Tier #3: Family	John Smith	Translation Tree #2: Agency-Defined Tree	John Smith	No	
Task 657 Form Submission	floridapalm@myfl	07/22/25 12:06 PM	Option # 2 - Track with Budget	John Smith	Account Tier #1: Highest	John Smith	Translation Tree #2: Agency-Defined Tree	John Smith		

Figure 1: Allotments Budget Structure Control Worksheet in Smartsheet

NOTE**: This worksheet contains locked columns which will be automatically populated upon your Primary Agency Sponsor's completion of the form linked in the first row of your worksheet.* ***It is <u>required</u> that your Primary Agency Sponsor complete and submit this form when changing Budget Control, Account ChartField Tier, or Organization ChartField Translation Tree selections.

Form –

Commitment Control (KK) Allotments Budget Structure

The purpose of this request is to record the agency's selection for the Allotments Budget Structure, specifically for:

1. Budget Allotments - Control Options (only one control option can be selected)
2. Account ChartField Tier Selection (only one tier selection can be selected)
3. Organization ChartField Translation Tree Selection (only one translation tree selection can be selected)

The agency's selection will be configured in the Florida PALM system. The Allotments Budget Structure is configured and mainted by DFS and used to define the level of budget management for each agency.

Budget Allotments - Control Options

Budget allotments are used to manage agencies' budgets at a level lower than Appropriations. The Allotments Budget Structure provides agencies flexibility to allot to agency-specific ChartFields in addition to the required Key ChartFields (Account, Fund, Budget Entity, and Category).

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

Figure 2: Commitment Control (KK) Budget Allotments – Control Options Form

Option # 2 - Track with Budget

Allotments created at the Transactional Fund level, using required and optional agency-specific ChartFields, as follows:

- **Required** – Account, Fund, Budget Entity, Category, and Organization
- **Optional** – Grant, Contract, OA1, and OA2

Benefits:

- Agencies have greater control over managing and tracking budget allotments.
- Agencies can create budget allotments using Optional agency specific ChartFields.
- Agencies must enter all required key ChartFields on budget allotments.

Impact:

- Track With Budget Option provides:
  - If ChartField combination on the transaction being budget checked does not have an associated budget allotment, a **no budget exist error** is issued and transaction will stop.
  - If ChartField combination is found then budget check looks to determine if sufficient budget is available, if not then a warning is issued and transaction proceeds.

Option # 3 - Track without Budget

Allotments created at the Transactional Fund level, using required and optional agency-specific ChartFields, as follows:

- **Required** – Account, Fund, Budget Entity, Category, and Organization
- **Optional** – Grant, Contract, OA1, and OA2

Benefits:

- Agencies can manage and track budget allotments.
- Agencies can create budget allotments using optional agency specific ChartFields.
- Agencies must enter all required key ChartFields on budget allotments.

Impact:

- Track Without Budget Option allows:
  - If ChartField combination on the transaction being budget checked does not have an associated budget allotment, no error is issued and transaction proceeds.
  - **No errors are issued**; therefore this control option is for tracking and reporting.

Figure 3: Commitment Control (KK) Budget Allotments – Control Options Form Continued

NOTE: *Option #1 - Control has been removed as a selection in the Commitment Control (KK) Allotments Budget Structure form. If you would like to choose Option #1 – Control, please contact your Readiness Coordinator who will schedule a meeting with the Project to discuss.*

Budget Allotments – Control Options

Configuration Value Definition

The Budget Allotments – Control Options specifies how your budget allotments will be managed (e.g., track with budget or track without budget).

Business Process and Subprocess

The Budget Allotments – Control Options configuration supports the following business process and subprocess:

Table 1: Allotments Budget Structure Control Options Business Process and Subprocess

Business Process	Business Subprocess
20.1 Enter and Process Budget Journals	20.1.1 Enterprise Post Appropriations 20.1.2 Manage Agency Allotments 20.1.3 Enterprise Budget Ledger Reconciliation 20.1.4 Agency Estimated Revenue

Configuration Value Purpose and Use

- Agencies are required to create budget allotments of their appropriations to support budget management methods and to enable the processing of transactions.
- Budget allotments are used to manage agencies' budgets at a level lower than Appropriations. The Allotments Budget Structure provides agencies flexibility to allot to agency specific ChartFields in addition to the required Key ChartFields (Account, Fund, Budget Entity, and Category).

Configuration Design Details

For Budget Allotments:

- General Appropriations Act (GAA)/Adjusted Appropriations will be posted to the Account, Florida PALM Budgetary Fund, Budget Entity, and Category level.
- Budget allotments will be recorded to the Account, Florida PALM Transactional Fund, Budget Entity, and Category level; can also include agency specific ChartFields (Organization, Contract, Grant, OA1, and OA2).
    - No Project ChartField on budget allotments as they will be recorded only in the Project Costing module.
- Budget Allotments cannot exceed appropriations and will be prohibited from doing so by the parent/child relationship of appropriations and allotments.
    - There are three methods to create budget allotments which are manual online, spreadsheet upload, and interface (if using an agency business system).
    - Workflow is provided to request, adjust, and approve/edit/reject manual online allotment budget journals.
    - Reports and online inquiry screens are available.

Configuration Selection Details

Agencies must make a single selection from the following Budget Allotments **–** Control Options configuration as listed in the *<Agency> Allotments Budget Structure* worksheet form in Smartsheet.

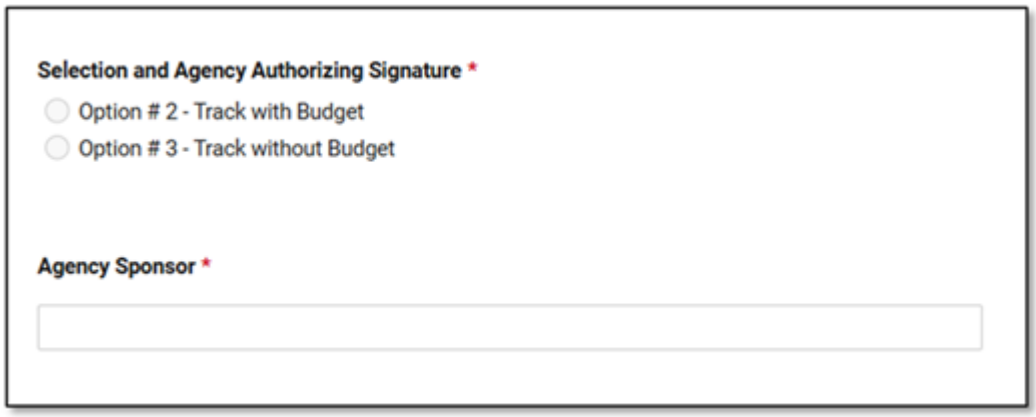


Figure 4: Commitment Control (KK) Budget Allotments – Control Options Form Selection and Signature

Option #2 – Track with Budget

Benefits:

- Agencies can track budget allotments.
- Agencies can create budget allotments using optional agency specific ChartFields.

Impact:

- Agencies must enter all required key ChartFields on budget allotments.
- Track With Budget Option provides:
    - If ChartField combination ***(uses required and optional ChartFields)*** on the transaction being budget checked does not have an associated budget allotment, a 'no budget exists' error is issued, and the transaction will stop.
    - If ChartField combination ***(uses required and optional ChartFields)*** is found, budget check looks to determine if sufficient budget is available; if not then a warning is issued and transaction proceeds as long as the transaction does not exceed appropriations balance.

The following provides an overview of the Allotment Keys and Translation for **Track With Budget Option**:

Key ChartFields	Value Required	Translation	Tree Level
Account	Required	Tree	*Agency Tier Selection (Only one)*
Fund	Required	Tree	Transactional Fund Level
Budget Entity	Required	Not Applicable	
Category	Required	Not Applicable	
Organization	Required	Tree	*Agency-Wide or Agency-Defined (Only one)*
Grant	Optional	Not Applicable	
Contract	Optional	Not Applicable	
OA1	Optional	Not Applicable	
OA2	Optional	Not Applicable	

Figure 5: Allotment Keys and Translation – Option #2 – Track with Budget

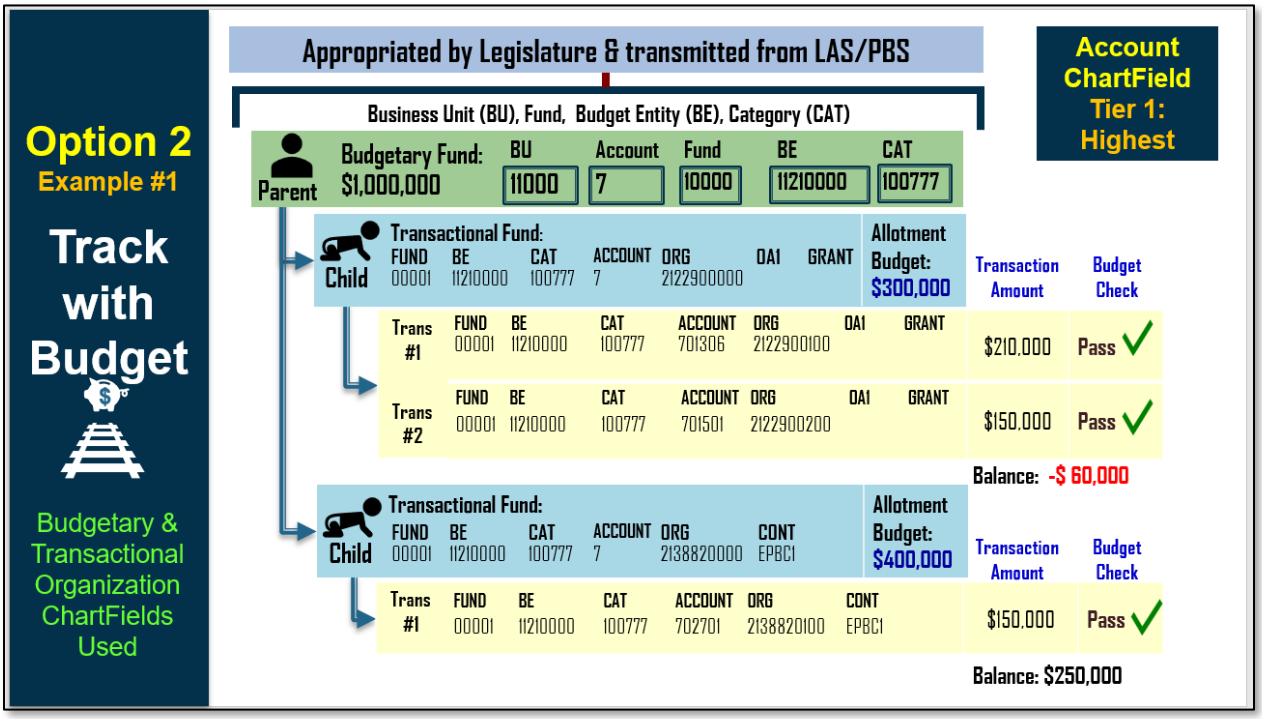


Figure 6: Option #2 – Track with Budget, Example #1

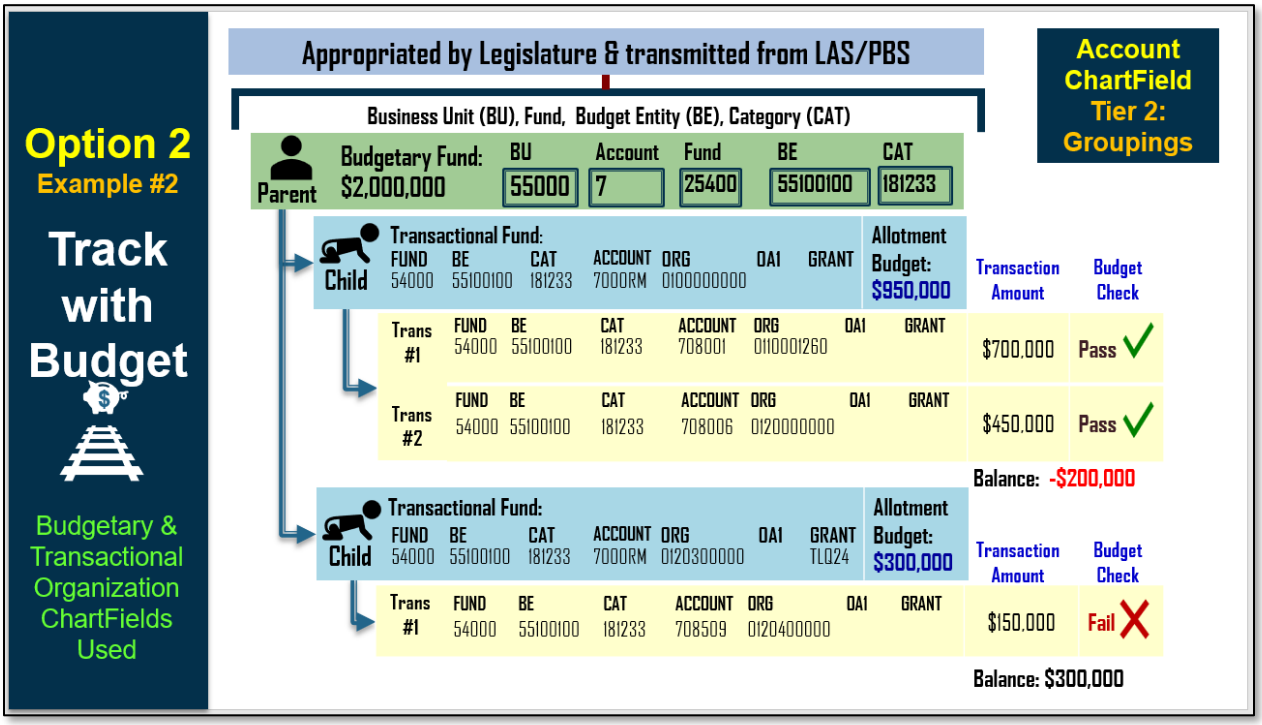


Figure 7: Option #2 – Track with Budget, Example #2

Option #3 – Track without Budget

Benefits:

- Agencies can manage and track budget allotments.
- Agencies can create budget allotments using optional agency specific ChartFields.

Impact:

- Agencies must enter all required key ChartFields on budget allotments.
- Track without Budget Option allows:
  - If ChartField combination ***(uses required and optional ChartFields)*** on the transaction being budget checked does not have an associated budget allotment, no error is issued and transaction proceeds.
- No errors are issued; therefore, this control option is for tracking and reporting as long as the transaction does not exceed appropriations balance.

The following provides an overview of the Allotment Keys and Translation for **Track Without Budget Option**:

Key ChartFields	Value Required	Translation	Tree Level
Account	Required	Tree	*Agency Tier Selection (Only one)*
Fund	Required	Tree	Transactional Fund Level
Budget Entity	Required	Not Applicable	
Category	Required	Not Applicable	
Organization	Required	Tree	*Agency-Wide or Agency-Defined (Only one)*
Grant	Optional	Not Applicable	
Contract	Optional	Not Applicable	
OA1	Optional	Not Applicable	
OA2	Optional	Not Applicable	

Figure 8: Allotment Keys and Translation – Option #3 – Track without Budget

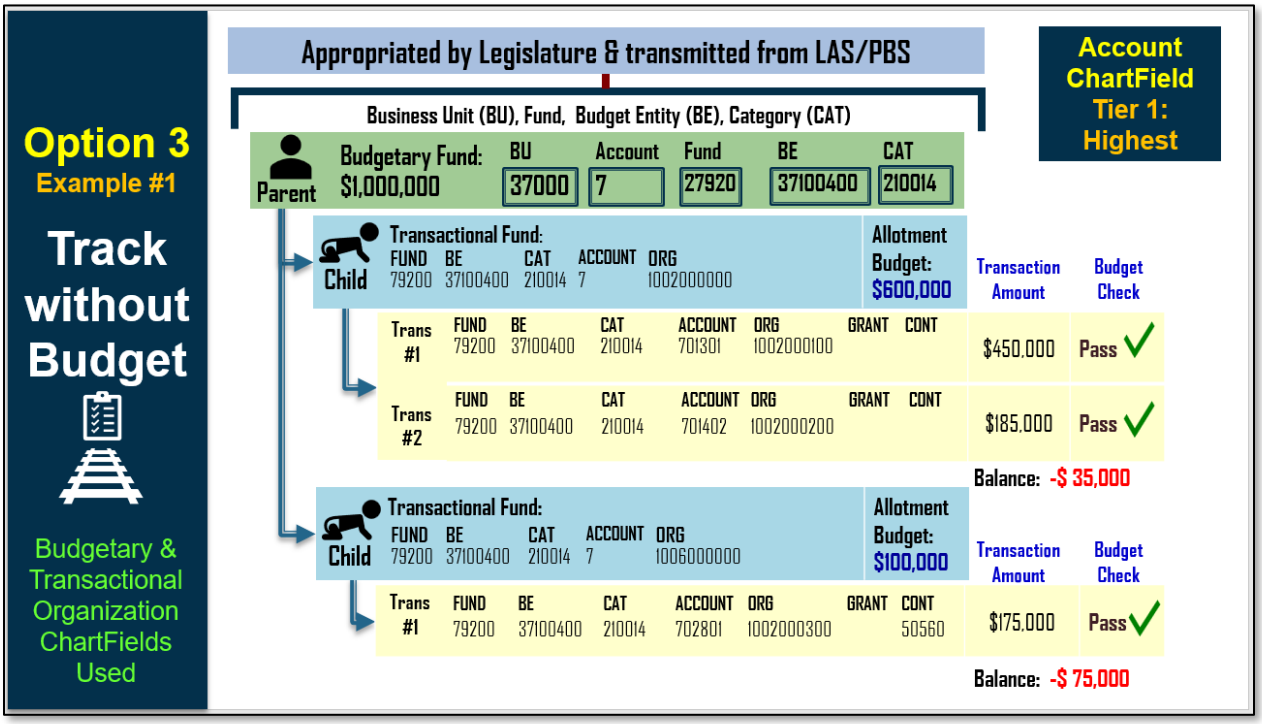


Figure 9: Option #3 – Track without Budget, Example #1

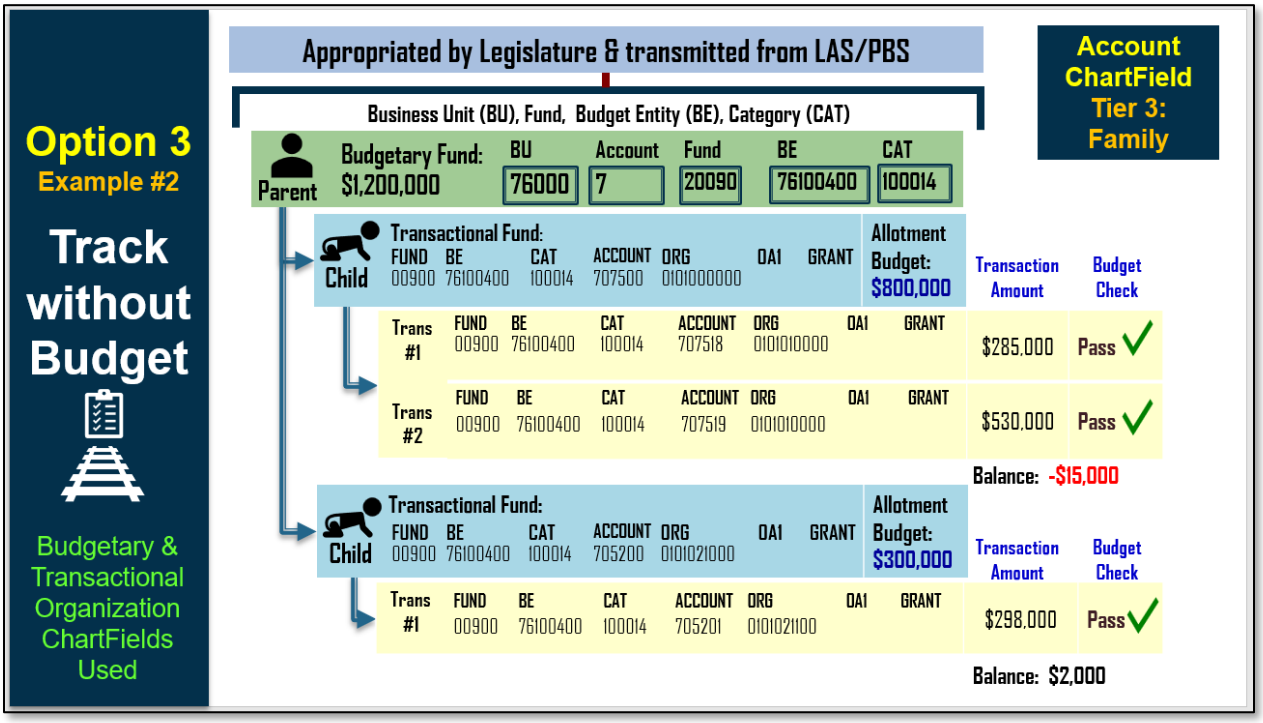
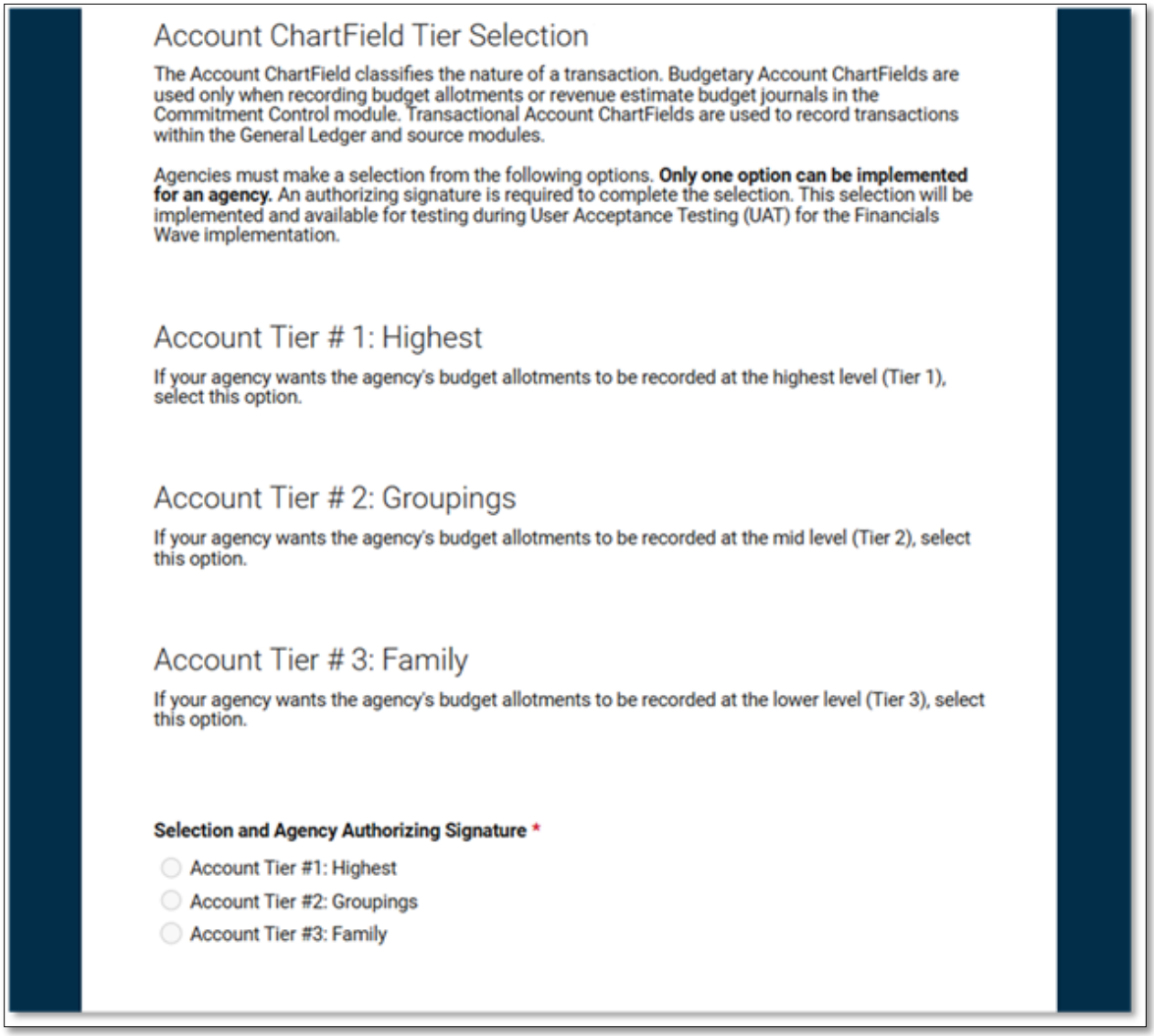


Figure 10: Option #2 – Track without Budget, Example #2

Account ChartField Tier Selection



Account ChartField Tier Selection

The Account ChartField classifies the nature of a transaction. Budgetary Account ChartFields are used only when recording budget allotments or revenue estimate budget journals in the Commitment Control module. Transactional Account ChartFields are used to record transactions within the General Ledger and source modules.

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

Account Tier # 1: Highest

If your agency wants the agency's budget allotments to be recorded at the highest level (Tier 1), select this option.

Account Tier # 2: Groupings

If your agency wants the agency's budget allotments to be recorded at the mid level (Tier 2), select this option.

Account Tier # 3: Family

If your agency wants the agency's budget allotments to be recorded at the lower level (Tier 3), select this option.

Selection and Agency Authorizing Signature *

- Account Tier #1: Highest
- Account Tier #2: Groupings
- Account Tier #3: Family

Figure 11: Commitment Control (KK) Budget Allotments – Account ChartField Tier Selection

Configuration Value Definition

The Account ChartField Tier Selection specifies how your budget allotments will be recorded (e.g., Tier 1: Highest, Tier 2: Groupings, or Tier 3: Family).

Business Process and Subprocess

The Account ChartField Tier Selection configuration supports the following business process and subprocess:

Table 2: Account ChartField Tier Selection Business Process and Subprocess

Business Process	Business Subprocess
20.1 Enter and Process Budget Journals	20.1.1 Enterprise Post Appropriations 20.1.2 Manage Agency Allotments 20.1.3 Enterprise Budget Ledger Reconciliation 20.1.4 Agency Estimated Revenue

Configuration Value Purpose and Use

- Agencies are required to select which Account ChartField Tier *(only one)* for the input of agency budget journals (budget allotments and revenue estimates).

Configuration Design Details

- Account values are established by DFS.
- Agencies cannot add or modify Account values.
- Agencies must select which Budgetary Account ChartField Tier. ***(only one)***
    - Available for input on agency budget journals (allotments and revenue estimates).
    - Not available for use on non-budget transactions such as vouchers and GL journal entries.
- Established as "Budget Items" for the use in Project Costing Module.

Configuration Selection Details

Agencies must make a single selection from the following Account ChartField Tier Selection configuration options as listed in the *<Agency> Allotments Budget Structure* worksheet form in Smartsheet.

Tier 1: Highest

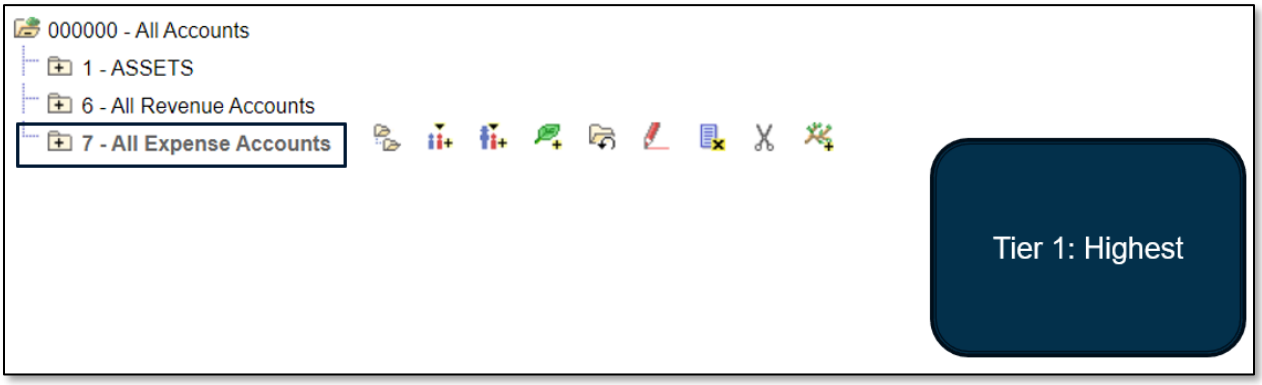


Figure 12: Tier 1

Tier 2: Groupings

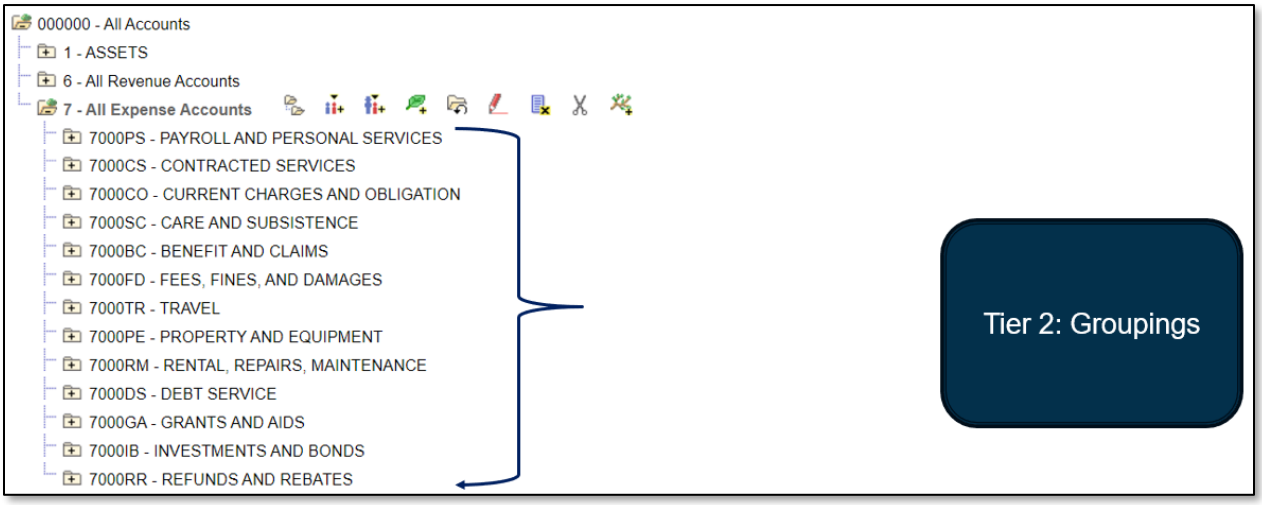


Figure 13: Tier 2

Tier 3: Family

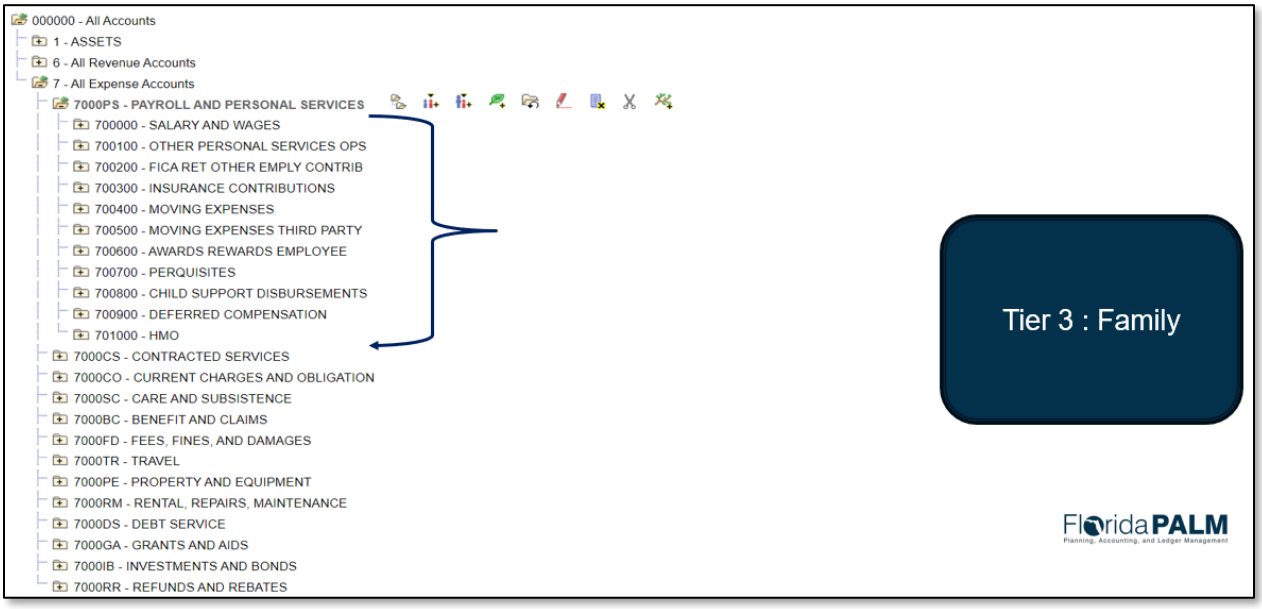
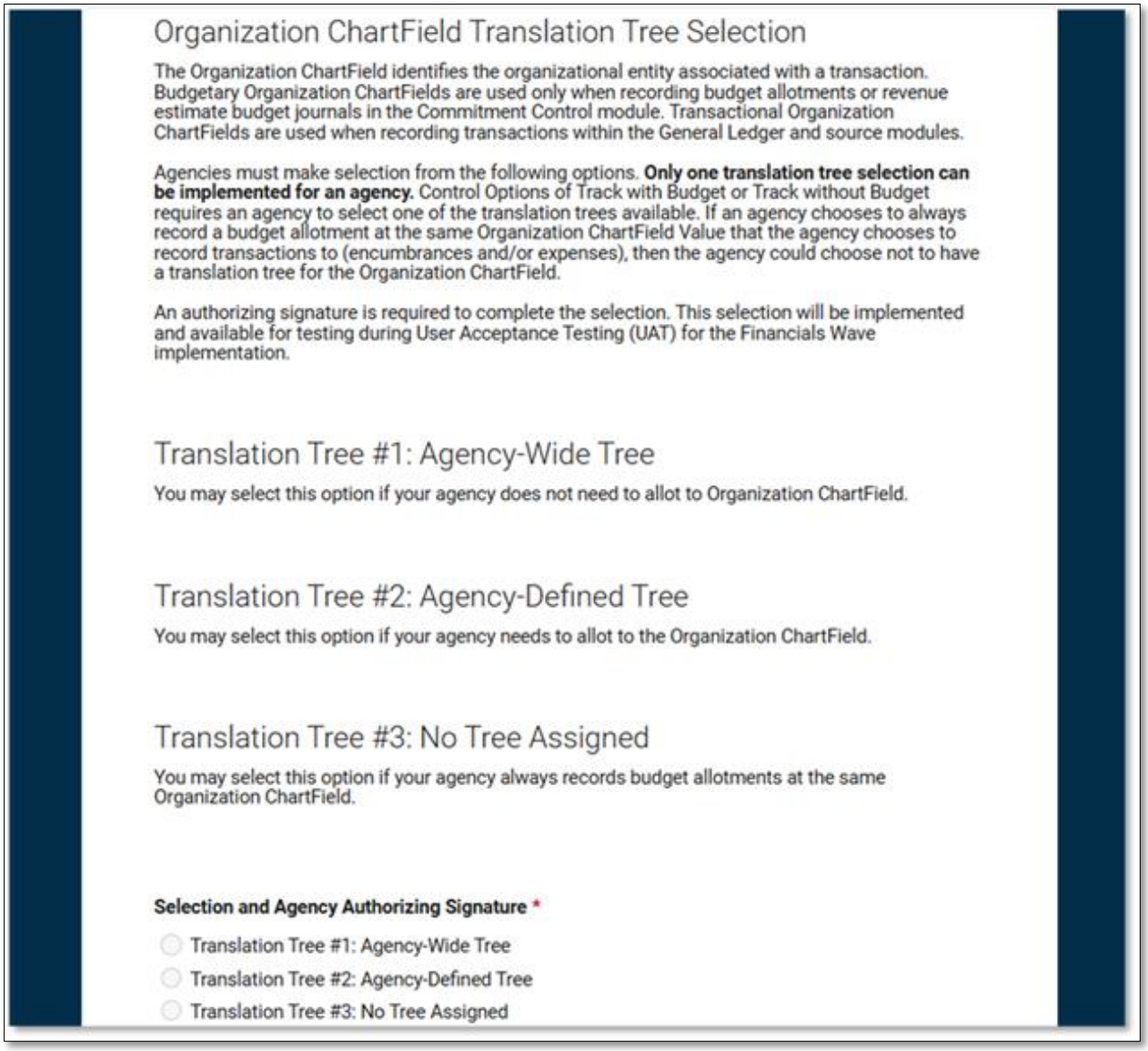


Figure 14: Tier 3

Organization ChartField Translation Tree Selection



Organization ChartField Translation Tree Selection

The Organization ChartField identifies the organizational entity associated with a transaction. Budgetary Organization ChartFields are used only when recording budget allotments or revenue estimate budget journals in the Commitment Control module. Transactional Organization ChartFields are used when recording transactions within the General Ledger and source modules.

Agencies must make selection from the following options. **Only one translation tree selection can be implemented for an agency.** Control Options of Track with Budget or Track without Budget requires an agency to select one of the translation trees available. If an agency chooses to always record a budget allotment at the same Organization ChartField Value that the agency chooses to record transactions to (encumbrances and/or expenses), then the agency could choose not to have a translation tree for the Organization ChartField.

An authorizing signature is required to complete the selection. This selection will be implemented and available for testing during User Acceptance Testing (UAT) for the Financials Wave implementation.

Translation Tree #1: Agency-Wide Tree

You may select this option if your agency does not need to allot to Organization ChartField.

Translation Tree #2: Agency-Defined Tree

You may select this option if your agency needs to allot to the Organization ChartField.

Translation Tree #3: No Tree Assigned

You may select this option if your agency always records budget allotments at the same Organization ChartField.

Selection and Agency Authorizing Signature *

- Translation Tree #1: Agency-Wide Tree
- Translation Tree #2: Agency-Defined Tree
- Translation Tree #3: No Tree Assigned

Figure 15: Commitment Control (KK) Budget Allotments – Translation Tree Selection

Configuration Value Definition

The Organization ChartField Translation Tree Selection specifies how transactions will budget check against your budget allotments using the Organization ChartField. The Translation Tree defines the hierarchical relationships of a ChartField value such as Fund, Account, and Organization. A Translation Tree allows an agency to budget at a higher ChartField value than they record transactions.

Business Process and Subprocess

The Organization ChartField Translation Tree Selection configuration supports the following business process and subprocess:

Table 3: Allotments Budget Structure Control Options Business Process and Subprocess

Business Process	Business Subprocess
20.1 Enter and Process Budget Journals	20.1.1 Enterprise Post Appropriations 20.1.2 Manage Agency Allotments 20.1.3 Enterprise Budget Ledger Reconciliation 20.1.4 Agency Estimated Revenue

Configuration Value Purpose and Use

- Agencies are required to select which Organization ChartField Translation Tree Selection ***(only one)*** for the input of agency budget journals (budget allotments and revenue estimates).
- The Translation Tree may utilize Budgetary and Transactional Organization ChartField values.

The Organization ChartField Translation Tree Selection specifies how transactions will budget check against your budget allotments using the Organization ChartField. The Organization ChartField Translation Tree selection determines which Organization ChartField values are being utilized across agency worksheets (Figure 19) to ensure the most current information is available in associated ChartField drop-down selections as you complete RW Task 662 – Submit Updated Configuration Workbooks, RW Task 661 – Update Conversion Field Mapping, and RW Task 573-B – Complete and Submit End User Role Mapping Worksheet for UAT.

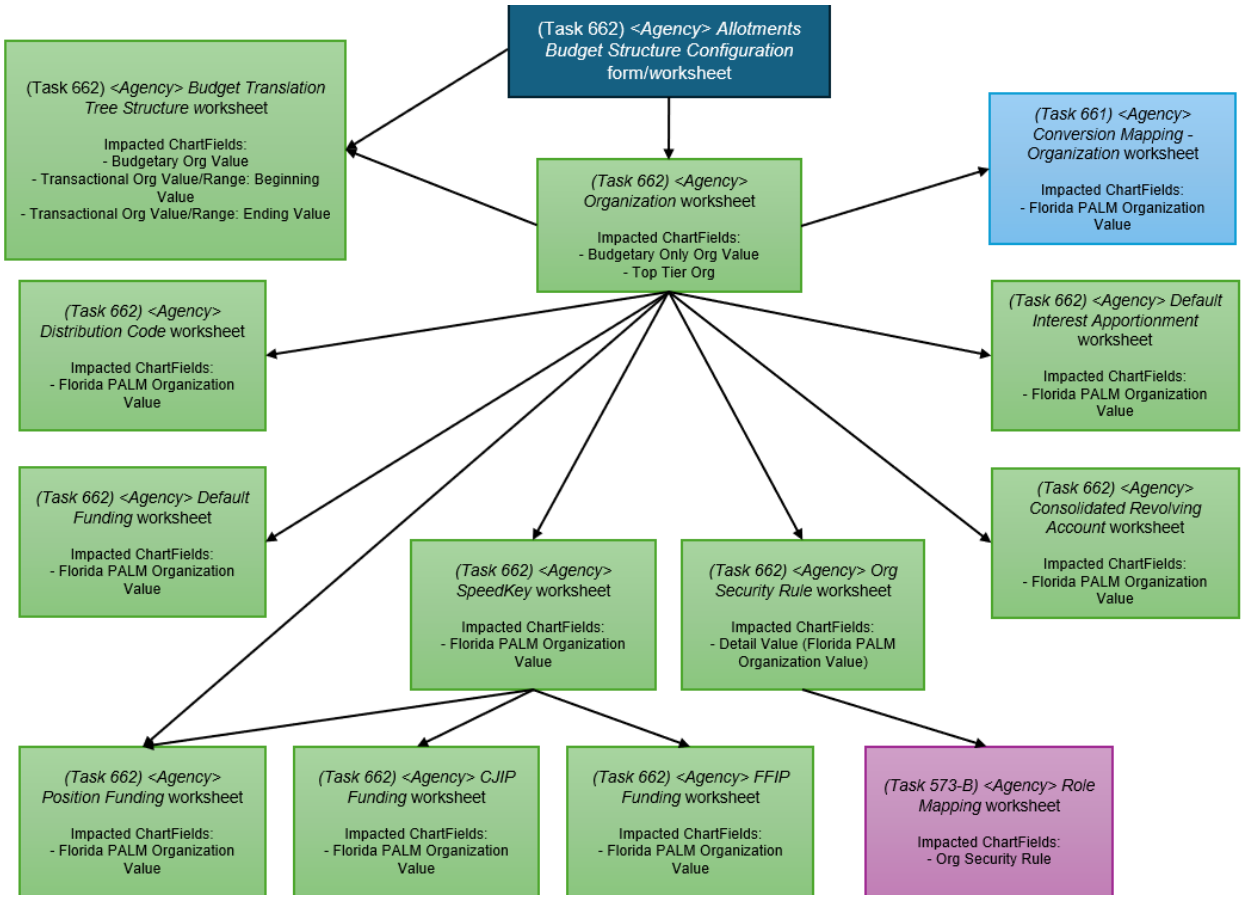


Figure 16: Cross-worksheet Connections for Allotments Budget Structure

Configuration Design Details

Organization ChartField:

- Requested by agencies.
- Agencies can add or modify Organization values.
- Agencies must select which Organization values to use for budget allotments.
    - Needed for the KK Translation Tree
- Available for input on agency budget journals (allotments and revenue estimates), if applicable.
- Not available for use on non-budget transactions such as vouchers and GL journal entries.

Configuration Selection Details

Agencies must make a single selection from the following Allotments Budget Structure Control configuration options as listed in the *<Agency> Allotments Budget Structure* worksheet form in Smartsheet.

Selection #1:

Agency-wide level – Organization Translation Tree
If the agency does not have a need to allot to Organization ChartField, the default agency wide value will be assigned, as represented by the figure below.

TRANSLATION TREE NAME 31000_KK_ORG		
BUDGETARY ORG VALUE	TRANSACTIONAL ORG VALUES/RANGES	
EOG31000	Beginning Value	Ending Value
	0000000000	9999999999

Project will assign and build based on agency selection of Agency Wide

Figure 17: Agency-wide level tree

Selection #2:

Agency-defined level – Organization Budget Translation Tree Structure
If the agency has a need to allot to the Organization ChartField, the agency must define the nodes and the ranges that rollup on the Budget Translation Tree Structure, as represented by the figure below.

TRANSLATION TREE NAME 31000_KK_ORG		
BUDGETARY ORG VALUE	TRANSACTIONAL ORG VALUES/RANGES	
	Beginning Value	Ending Value
EOG31000	DEFAULT	DEFAULT
	3100000000	DEFAULT
1000000000	1000000001	1064999999
	3016000000	
3000000000	3000000001	3015999999
	3016000001	3999999999
4000000000	4000000001	409999999[illegible]
5000000000	5000000001	5099999999
8000000000	8000000001	8001099999
8004000000	8004000001	8004999999

Agency should transition budgetary values identified on Org Values tab along with associated ranges

Agency positioned 3016000000 under 1000000000

Range is broken
New range is needed to omit the moved value

Figure 18: Agency-defined level tree

Selection #3:

No Tree Assigned
If the agency chooses to **always** record a budget allotment at the same Organization ChartField Value that the agency chooses to record transactions to (encumbrances and/or expenses), then the agency could choose not to have a Translation Tree for the Organization ChartField.

Worksheet & Form Instructions

The below information provides detailed instructions on how to complete the *Commitment Control (KK) Allotments Budget Structure* form within your KK configuration workbook in Smartsheet.

Task Completion Requirement: For this task (RW Task 662) to be considered complete, it is necessary that you follow all steps listed below to select and confirm your selected value.

1. Review the worksheet and determine whether the configured selections need updating in Florida PALM.
    a. If your agency ***does not*** want to change the selections made in previous RW Task 657, select 'Yes' in the *Current as of October 2025* column. If selected, no further action is needed, and a new *Commitment Control (KK) Allotments Budget Structure* form is not required and should not be submitted.
    b. If your agency ***does*** want to change the selections made in previous RW Task 657, select 'No' in the *Current as of October 2025* column.
        i. If 'No' is selected in the *Current as of October 2025* column, your Primary Agency Sponsor is required to complete a new *Allotments Budget Structure* Form (steps 2 through 14 below). To access, open the agency specific form link provided in row 1 of the "Form Link" column in your *<Agency> Allotments Budget Structure* worksheet.

<u>*Budget Allotments – Control Options:*</u>

2. Review the information above, under Budget Allotments, to make the best selection for your agency.
3. Make a selection of either Option #2 – Track with Budget or Option #3 – Track without Budget.
4. Enter your name into the "Agency Sponsor" free text box.
5. The Account ChartField Tier Selection will appear.

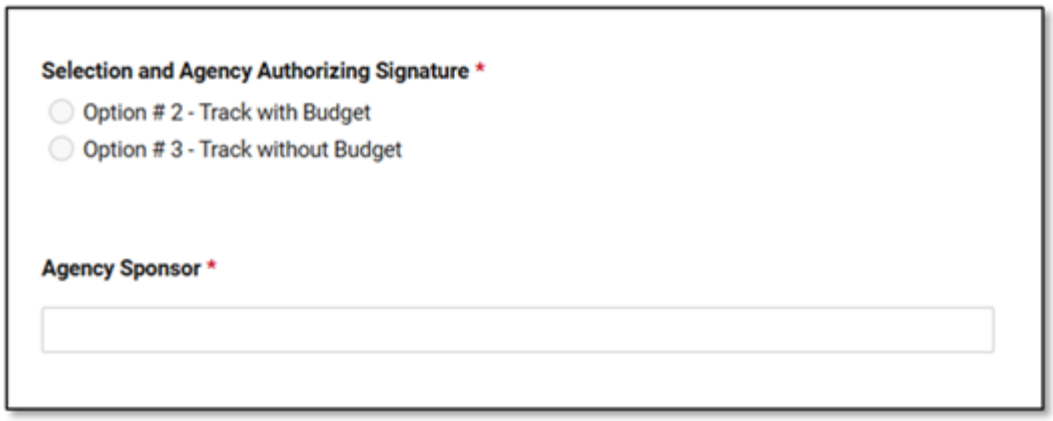


Figure 19: Budget Allotments – Control Options

NOTE: *Option #1 - Control has been removed as a selection in the Commitment Control (KK) Allotments Budget Structure form. If you would like to choose Option #1 – Control, please contact your Readiness Coordinator who will schedule a meeting with the Project to discuss.*

Account ChartField Tier Selection:

6. Review the information above under Account ChartField Tier Selections to make the best selection for your agency.
7. Make a selection of either Account Tier #1: Highest, Account Tier #2: Groupings, or Account Tier #3: Family.
8. Enter your name into the "Agency Sponsor" free text box.
9. The Organization ChartField Translation Tree Selection will appear.

Figure 20: Account ChartField Tier Selection and Signature

Organization ChartField Translation Tree Selection:

10. Review the information above under the Organization ChartField Translation Tree Selection to make the best selection for your agency.
11. Make a selection of either Translation Tree #1: Agency-Wide Tree, Translation Tree #2: Agency-Defined Tree, or Translation Tree #3: No Tree Assigned.

NOTE: *If selecting Translation Tree #2: Agency-Defined Tree option, you are required to complete your agency's Budget Translation Tree Structure worksheet located in your Configuration Workbook Inventory, General Ledger (GL) folder. This worksheet will remain locked until a selection of Translation Tree #2: Agency-Defined Tree option is made, and the form is submitted with this task (662). Following form submission, your <Agency> Budget Translation Tree Structure worksheet will be unlocked through overnight process.*

12. Enter your name into the "Agency Sponsor" free text box.
13. (Optional) Select the check box to receive an email copy of your selection.
14. Click the "Submit" button when you are ready to make your selection.

Figure 21: Organization ChartField Translation Tree Selection

Once your selection is complete, the details of all your selections and Agency Sponsor authorizations will be automatically populated into the *<Agency> Allotments Budget Structure* worksheet.

If your agency would like to add any additional comments regarding your selection and/or authorization, please use the Agency Comments field in the *<Agency> Allotments Budget Structure* worksheet.