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:

- State Program Selection

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

Ongoing Data Update and Refresh Timeline

Agencies must maintain conversion and configuration ("convergeration") related workbooks, as they will be used to support the Project performed Dry Runs and final Cutover as shown in the Testing Timeline. A detailed Convergeration Schedule will be published upon completion of the Project's Amendment 13 schedule updates. The Convergeration Schedule will provide dates that worksheets will be refreshed with new data from FLAIR and when the Project will export values from worksheets to support Dry Run and Cutover activities.
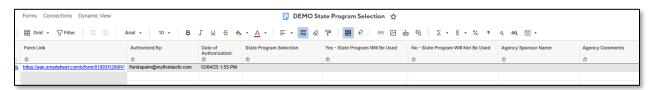
State Program Selection

Figure 1: State Program Selection Worksheet in Smartsheet

NOTE: *This worksheet contains locked columns which will be automatically populated upon your Agency Sponsor's completion of the form linked in the first row of your worksheet.* ***It is*** ***required*** *that your Agency Sponsor complete and submit this form when changing* ***State Program Selection.***

Agencies must make a single selection if they want to use State Program as part of their budget allotments within Florida PALM.

- If State Program is configured to be used on budget allotments, it will be a required field for all budget allotments in Florida PALM. Agencies will be required to include a State Program value for all budget allotments.
- If State Program is not configured to be used on budget allotments, the field will not be available for use in Florida PALM. Agencies will not be able to use State Program on any budget allotments.
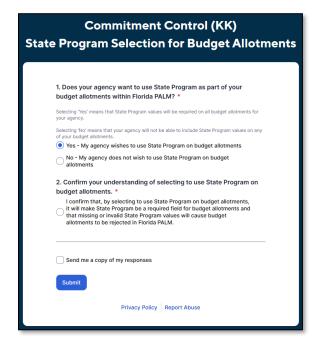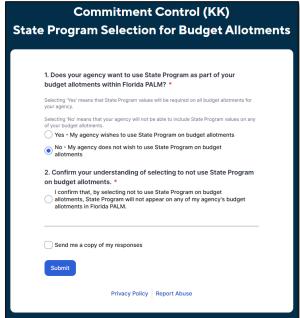
Form –

Figure 2: State Program Selection Form

Figure 3: State Program Selection Form Continued

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 if they want to use State Program as part of their budget allotments within Florida PALM.

- If State Program is configured to be used on budget allotments, it will be a required field for all budget allotments in Florida PALM. Agencies will be required to include a State Program value for all budget allotments.
- If State Program is not configured to be used on budget allotments, the field will not be available for use in Florida PALM. Agencies will not be able to use State Program on any budget allotments.

Worksheet & Form Instructions

The below information provides detailed instructions on how to complete the *State Program Selection* form within your KK configuration workbook in Smartsheet.

1. Review the worksheet and determine whether the configured selections need updating in Florida PALM.
2. **Question 1** – Does your agency want to use State Program as part of your budget allotments within Florida PALM?
    a. Once you have made your selection, you will be prompted to answer Question 2 to confirm your agency's understanding of the State Program.
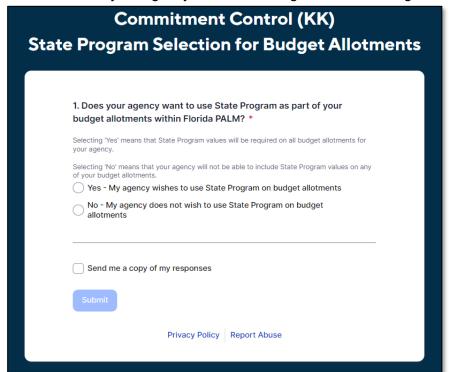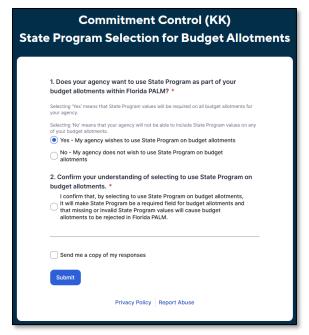

Figure 4: Form Question 1

3. **Question 2** - Please confirm your agency's understanding of their State Program selection.
    a. If opting to use State Program, you must confirm that you understand the State Program ChartField will be required on all budget allotments and that missing or invalid State Program values will cause budget allotments to be rejected in Florida PALM as shown in Figure 5.

b. If opting out of using the State Program ChartField, you must confirm that you understand State Program will not appear on any of your agency's budget allotments in Florida PALM as shown in Figure 6.
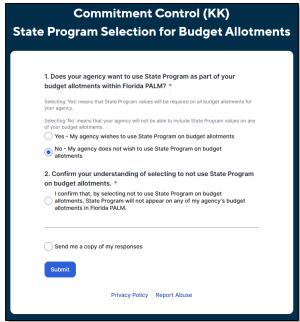

Figure 5: Question 2 – Yes

Figure 6: Question 2 - No

4. After completing the confirmation for Question 2, Agency Sponsors will be required to enter their name and submit the form.

NOTE: *The State Program Selection form is locked. If your agency needs to update their State Program selection, please contact your Readiness Coordinator to have the form unlocked.*

Once your selection is complete, the details of your selection and Agency Sponsor authorization will be automatically populated into the *<Agency> State Program Selection* 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> State Program Selection* worksheet.