

Last Updated: 04/27/2026

Summary of Change: State Program selections have been added to the Allotments Budget Structure sheet under a new column titled "State Program Selection." Previous State Program selection worksheets have been archived in the agency archive workspace in Smartsheet.

Commitment Control Module Configurations

This workbook contains one worksheet which represents a core configuration component in Florida PALM. This configuration workbook contains the following Commitment Control (KK) module configurations that will be set up in Florida PALM, to which agencies will review and request an update (as needed):

- Allotments Budget Structure
- State Program Selection

Smartsheet Navigation:

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

Ongoing Data Maintenance

Agency worksheets are used to support the Project performed Dry Runs and will be loaded into Florida PALM for the final cutover at go-live as shown in the [Testing Timeline](#). Therefore, agencies are required to maintain conversion and configuration related workbooks throughout UAT based on the RW tasks listed below.

- Task 697 – Maintain Configuration and Conversion Workbooks
- Task 699 – Maintain Configuration and Conversion Workbooks
- Task 701 – Submit Configuration and Conversion Workbooks
- Task 703 – Maintain Configuration and Conversion Workbooks
- Task 706 – Submit Configuration and Conversion Workbooks
- Task 709 – Submit Configuration and Conversion Workbooks

Allotments Budget Structure

The Allotments Budget Structure Form, previously required for updating Budget Structure selections, has been inactivated and the <Agency> *Allotments Budget Structure* worksheet has been locked from editing. Any requests for changes must be submitted via a ServiceNow (SNow) ticket.

Submission	Authorized By:	Date of Authorization:	Budget Control - Selection	Account ChartField - Selection	Translation Tree - Selection	State Program Selection	Currently Applicable
Task 567-A Form Submission	floridapalm@myfloridac	07/21/25 10:20 AM	Option # 2 - Track with Budget	Account Tier #3: Family	Translation Tree #2: Agency-Defined Tree		No
Task 657 Form Submission	floridapalm@myfloridac	07/22/25 12:06 PM	Option # 2 - Track with Budget	Account Tier #1: Highest	Translation Tree #2: Agency-Defined Tree		No
Task 662 Form Submission	nicole.jacobik@myfloridac	10/01/25 4:16 PM	Option # 3 - Track without Budget	Account Tier #3: Family	Translation Tree #3: No Tree Assigned		No
Dry Run 1 Submission	floridapalm@myfloridac	03/27/26 11:03 AM	Option # 3 - Track without Budget	Account Tier #1: Highest	Translation Tree #2: Agency-Defined Tree	Yes - My agency wishes to use State Program on budget allotments	Yes

Figure 1: Allotments Budget Structure Worksheet in Smartsheet

NOTE: This worksheet contains locked columns which will be updated by the Project upon your agency’s submission of a SNow ticket.

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.

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	<i>Agency Tier Selection (Only one)</i>
Fund	Required	Tree	Transactional Fund Level
Budget Entity	Required	Not Applicable	
Category	Required	Not Applicable	
Organization	Required	Tree	<i>Agency-Wide or Agency-Defined (Only one)</i>
Grant	Optional	Not Applicable	
Contract	Optional	Not Applicable	
OA1	Optional	Not Applicable	
OA2	Optional	Not Applicable	

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

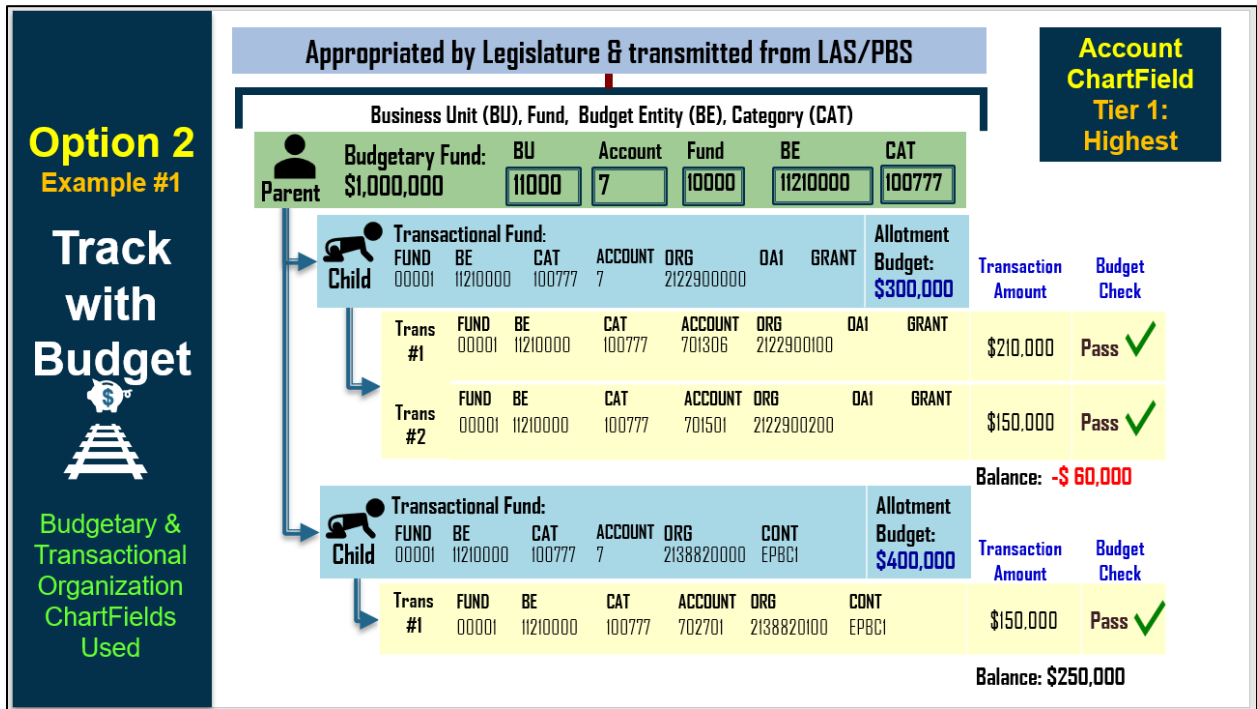


Figure 3: Option #2 – Track with Budget, Example #1

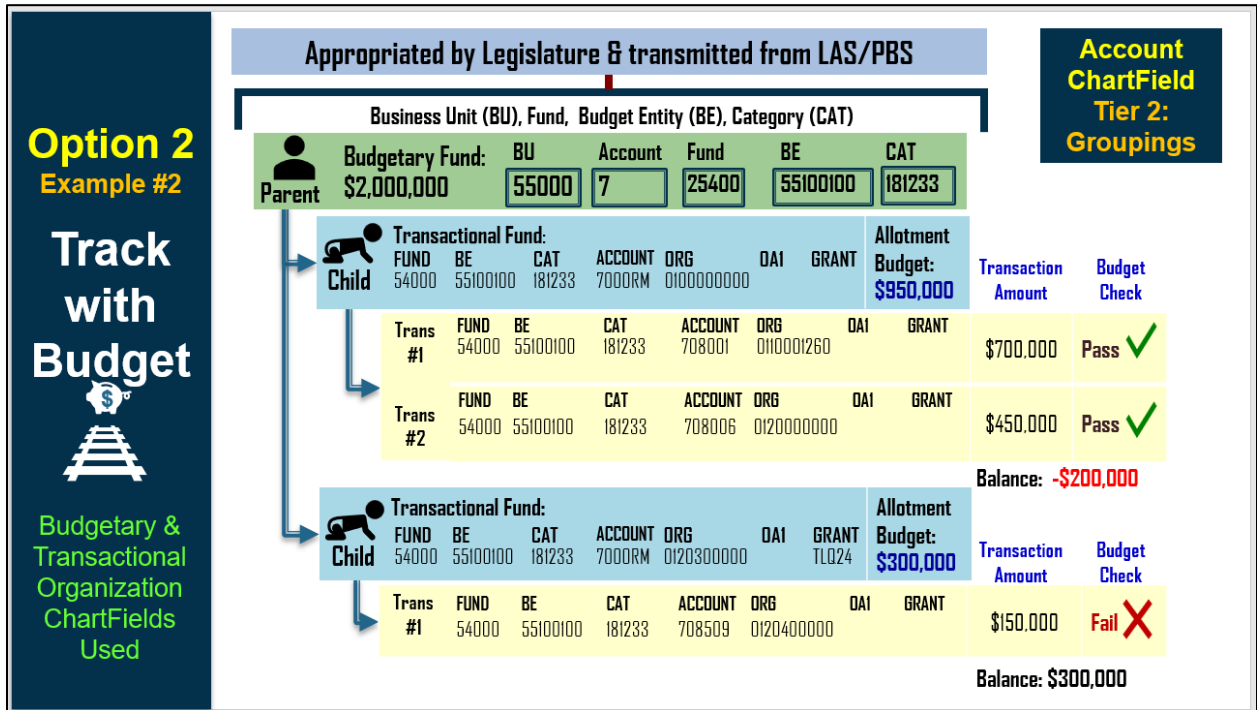


Figure 4: Option #2 – Track with Budget, Example #2

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	<i>Agency Tier Selection (Only one)</i>
Fund	Required	Tree	Transactional Fund Level
Budget Entity	Required	Not Applicable	
Category	Required	Not Applicable	
Organization	Required	Tree	<i>Agency-Wide or Agency-Defined (Only one)</i>
Grant	Optional	Not Applicable	
Contract	Optional	Not Applicable	
OA1	Optional	Not Applicable	
OA2	Optional	Not Applicable	

Figure 5: Allotment Keys and Translation – Option #3 – Track without Budget

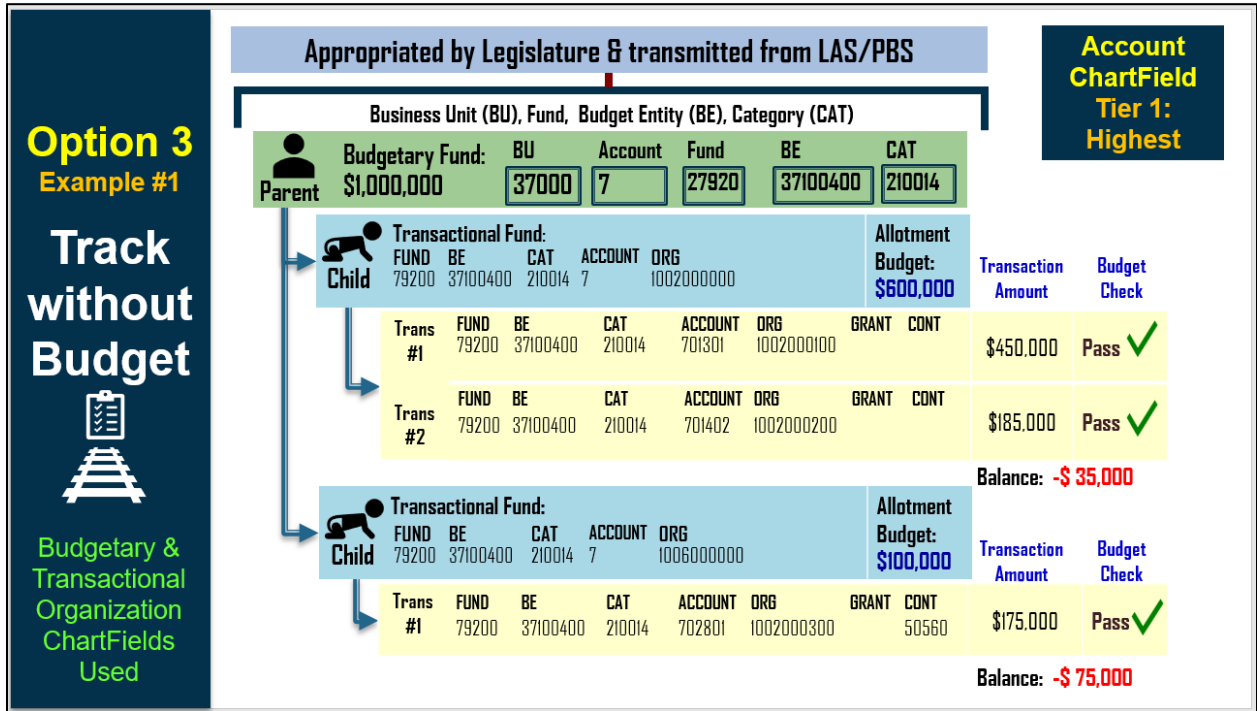


Figure 6: Option #3 – Track without Budget, Example #1

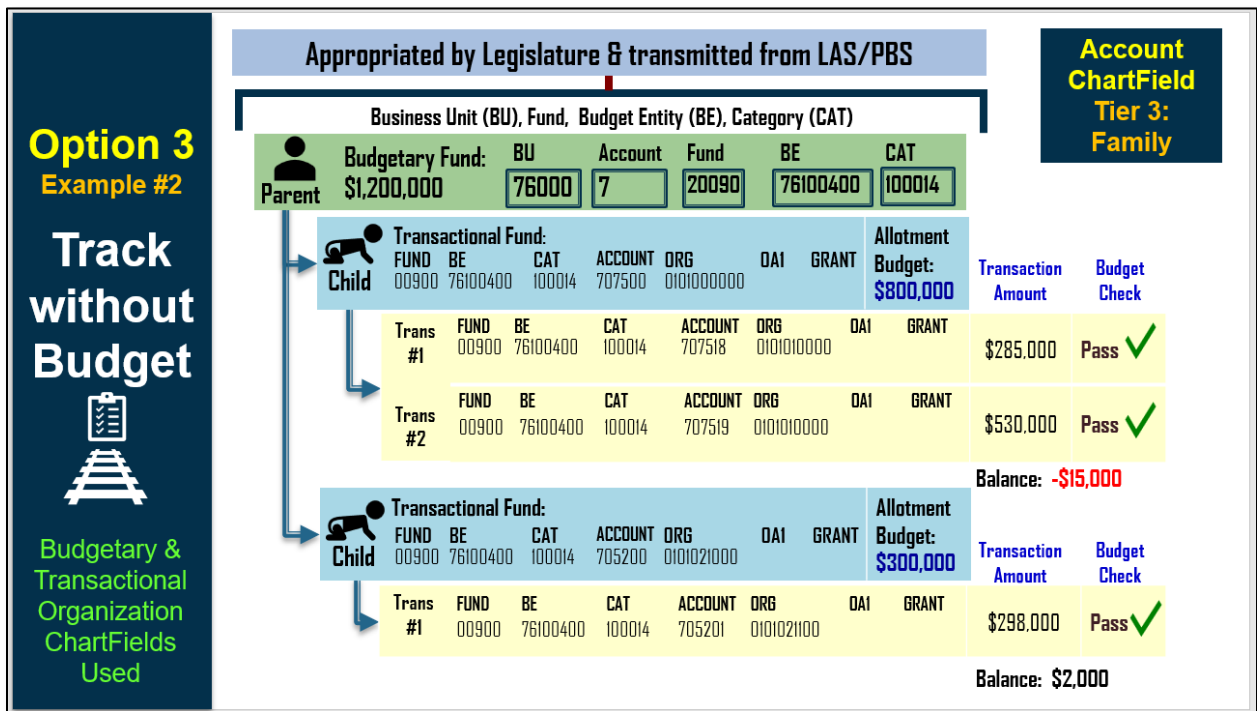


Figure 7: Option #2 – Track without Budget, Example #2

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 have made a single selection from the following Account ChartField Tier Selection configuration options as listed in the <Agency> *Allotments Budget Structure* worksheet in Smartsheet. The ability to update via this worksheet has been removed and all requests to change must be submitted via SNow Ticket.

Tier 1: Highest

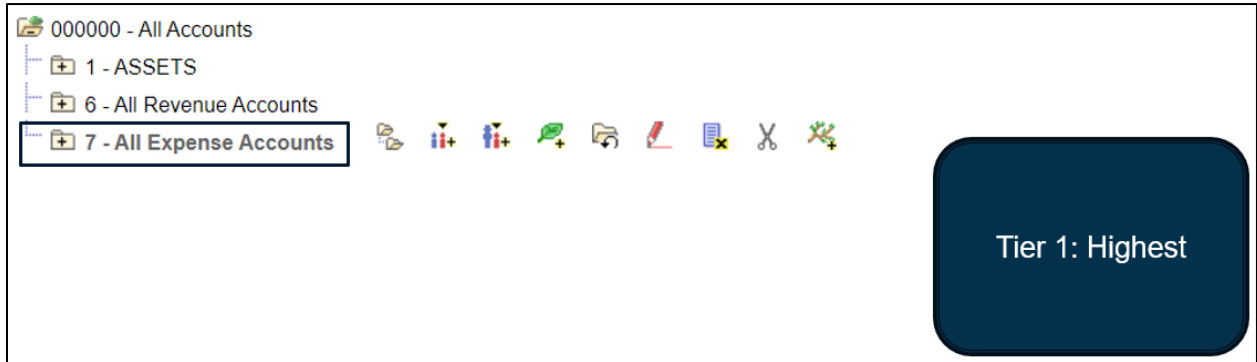


Figure 8: Tier 1

Tier 2: Groupings

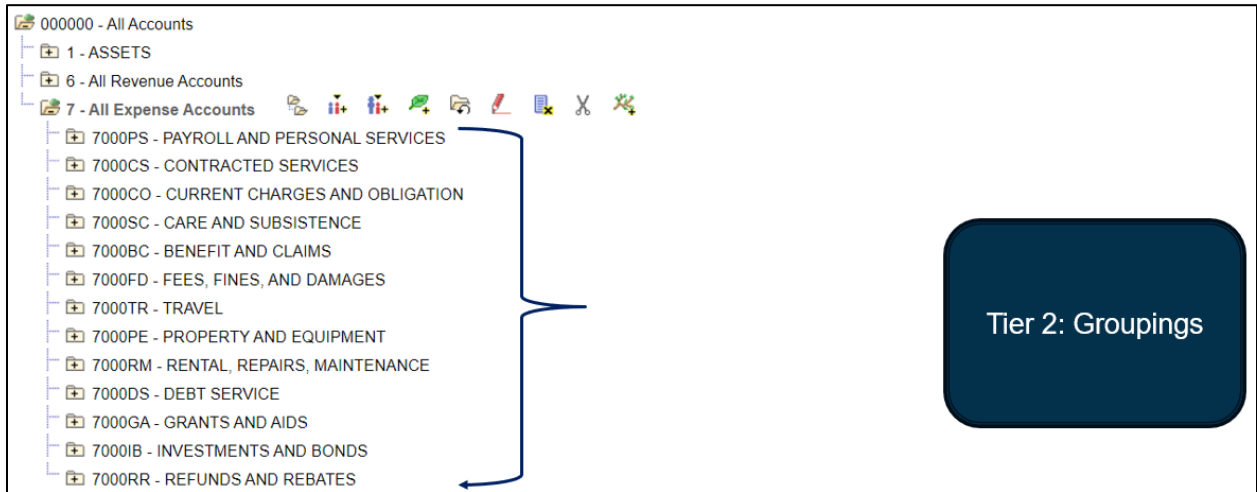


Figure 9: Tier 2

Tier 3: Family

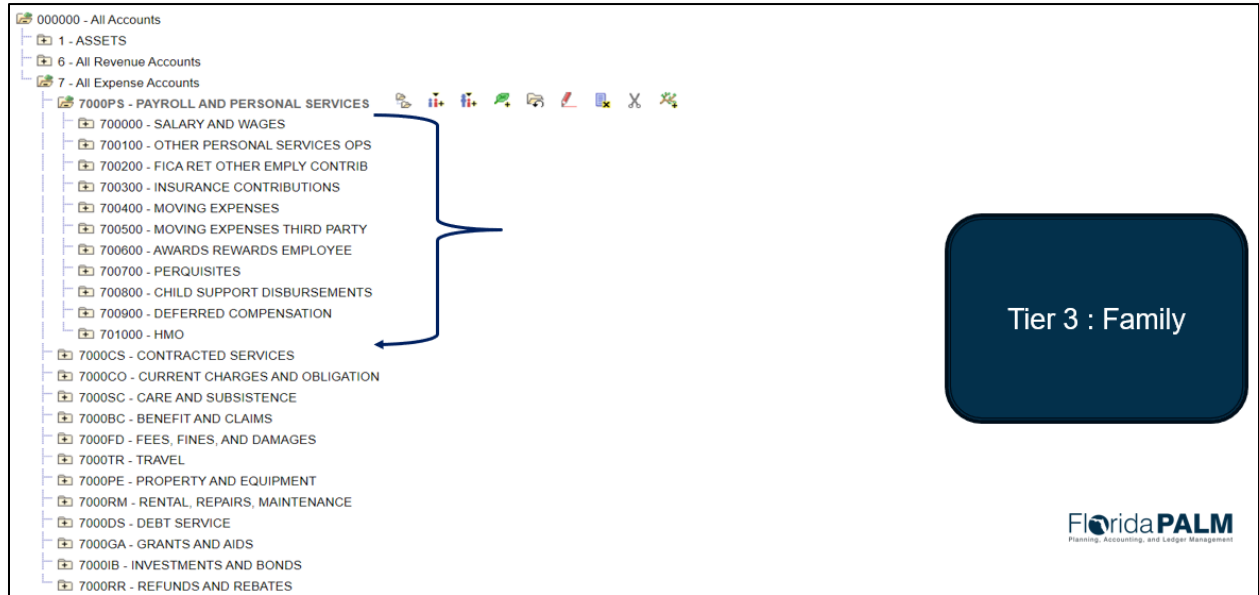


Figure 10: Tier 3

Organization ChartField Translation Tree Selection

Date of Authorization:	Budget Control - Selection	Account ChartField - Selection	Translation Tree - Selection	State Program Selection	Currently Applicable	Comments
03/27/26 11:03 AM	Option # 3 - Track without Budget	Account Tier #1: Highest	Translation Tree #1: Agency-Wide Tree Translation Tree #2: Agency-Defined Tree Translation Tree #3: No Tree Assigned	Yes - My agency wishes to use State Program on budget allotments	Yes	

Figure 11: 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 how 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 11) to ensure the most current information is available in associated ChartField drop-down selections as you complete your agency’s configuration workbooks, conversion field mapping worksheets, and role mapping worksheet tasks.

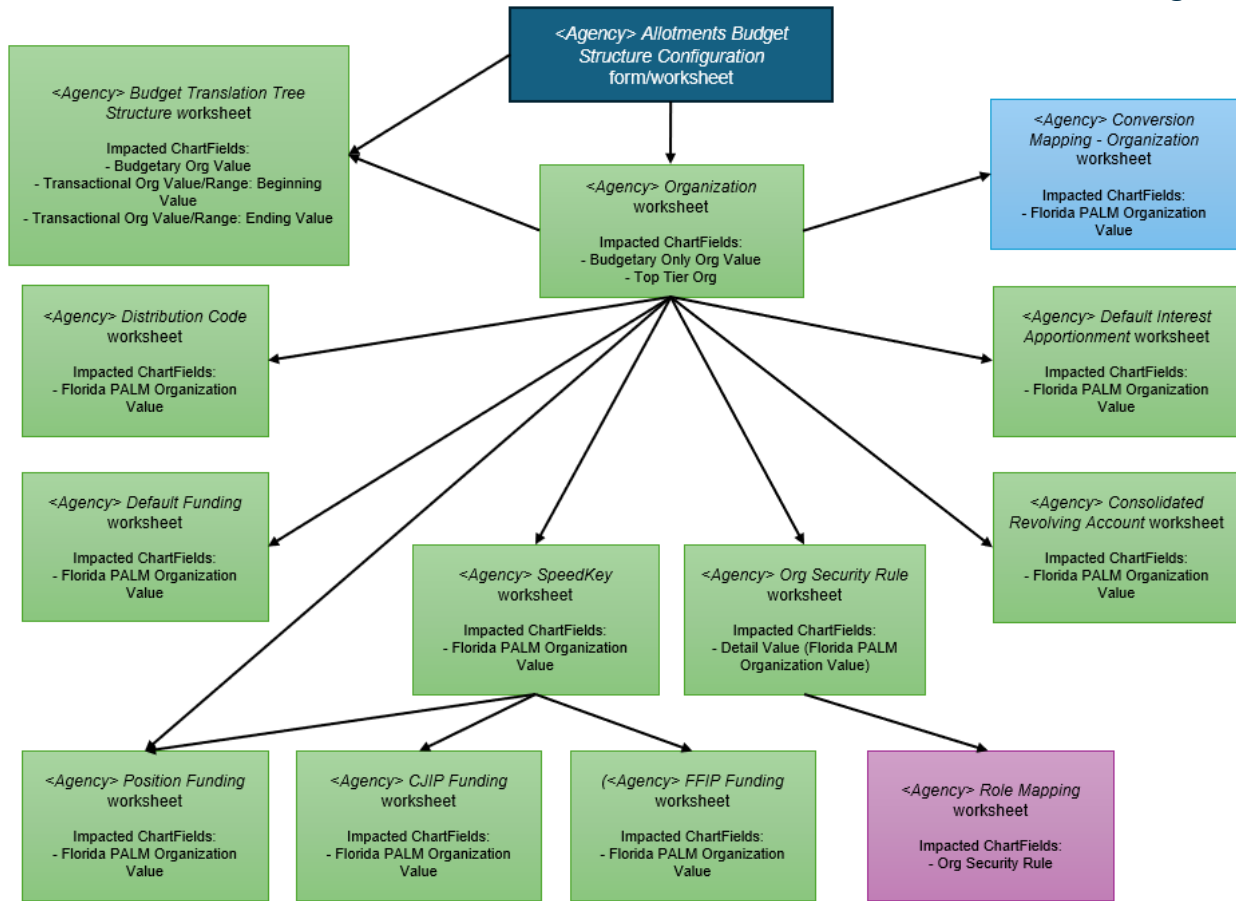


Figure 12: Cross-worksheet Connections for Allotments Budget Structure

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 have made a single selection from the following Allotments Budget Structure Control configuration options as listed in the <Agency> Allotments Budget Structure worksheet in Smartsheet. The ability to update via this worksheet has been removed and all requests to change must be submitted via SNow ticket.

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 13: 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 roll up 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	4099999999
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 14: 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.

State Program Selection

The State Program Selection for Budget Allotments Form, previously required for updating State Program selections, has been inactivated and the <Agency> *Allotments Budget Structure* worksheet has been locked from editing. Any requests for changes must be submitted via a SNow ticket.

Budget Control - Selection	Account ChartField - Selection	Translation Tree - Selection	State Program Selection	Currently Applicable	Comments
Option #3 - Track without Budget	Account Tier #1: Highest	Translation Tree #2: Agency-Defined Tree	Yes	Yes	Yes - My agency wishes to use State Program on budget allotments No - My agency does not wish to use State Program on budget allotments

Figure 15: Allotments Budget Structure Worksheet in Smartsheet

Configuration Selection Details

Agencies have made 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 Instructions

The (KK) Allotments Budget Structure Worksheet is currently locked. The information below provides instructions on how to review the *Commitment Control (KK) Allotments Budget Structure* worksheet within your KK configuration workbook in Smartsheet and request selection changes (if necessary).

1. Review your agency's prior *Budget Control* selection and determine whether the configured selection needs updating in Florida PALM.
 - a. If you would like to change this selection you must submit a SNow ticket providing the current selection and desired change. The request must include confirmation from your Project Sponsor. Once received, the Project will make the update on behalf of your agency.

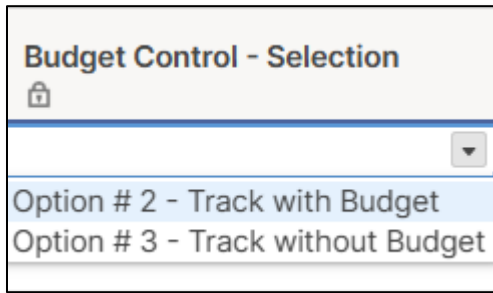


Figure 16: Commitment Control (KK) Budget Allotments – Control Options Selection

2. Review your agency's prior *Account ChartField* selection and determine whether the configured selection needs updating in Florida PALM.
 - a. If you would like to change this selection you must submit a SNow ticket providing the current selection and desired change. Once received, the Project will make the update on behalf of your agency.

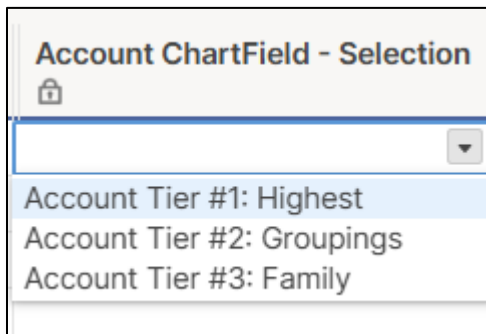


Figure 17: Commitment Control (KK) Budget Allotments – Account ChartField Tier Selection

3. Review your agency's prior *Translation Tree* selection and determine whether the configured selection needs updating in Florida PALM.
 - a. If you would like to change this selection you must submit a SNow ticket providing the current selection and desired change. The request must include confirmation from your Project Sponsor. Once received, the Project will make the update on behalf of your agency.

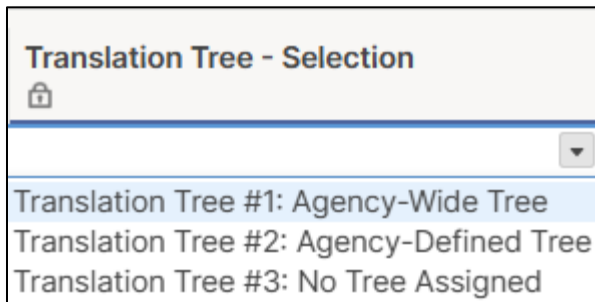


Figure 18: Commitment Control (KK) Budget Allotments – Translation Tree Selection

NOTE: If you select 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.

4. Review your agency's prior *State Program* selection and determine whether the configured selection needs updating in Florida PALM.
 - a. If you would like to change this selection, you must submit a SNow ticket providing the current State Program selection and desired State Program change. The request must include confirmation from your Project Sponsor. Once received, the Project will make the update on behalf of your agency.


State Program Selection	
	
	▼
Yes - My agency wishes to use State Program on budget allotments	
No - My agency does not wish to use State Program on budget allotments	

Figure 19: Commitment Control (KK) Allotments Budget Structure – State Program Selection

NOTE: By requesting to change your State Program Selection to 'Yes' you are confirming that State Program **will** be a required field for budget allotments, and that missing or invalid State Program values will cause your agency's budget allotments to be rejected in Florida PALM. By requesting to change your State Program Selection to 'No' you are confirming that State Program will **not** appear on any of your agency's budget allotments in Florida PALM.