

FloridaPALM

Planning, Accounting, and Ledger Management



ADVISORY COUNCIL MEETING

SEPTEMBER 18, 2024



BUDGET ALLOTMENTS – CONTROL OPTIONS



Agenda

- ▶ Budgetary ChartField Values – Account ChartField Update
- ▶ Budget Allotments Review – Control Options
 - Control – Strict
 - Track with Budget – Less Strict
 - Track without Budget – Flexible
 - How Will Budget Checking Respond?
- ▶ Organization ChartField Rollups for Allotments
- ▶ Agency Confirmation – Wrap Up



BUDGETARY CHARTFIELD VALUES – ACCOUNT CHARTFIELD UPDATE



Budgetary ChartField Values

Account ChartField Update

- ▶ Budgetary Accounts
 - Established by DFS
 - Agencies can not add or modify Account values
 - Agencies must select which Account ChartField Tier (only one) to use for budget allotments
 - 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



Account Tree Structure – Budgetary Accounts

Account ChartField Update

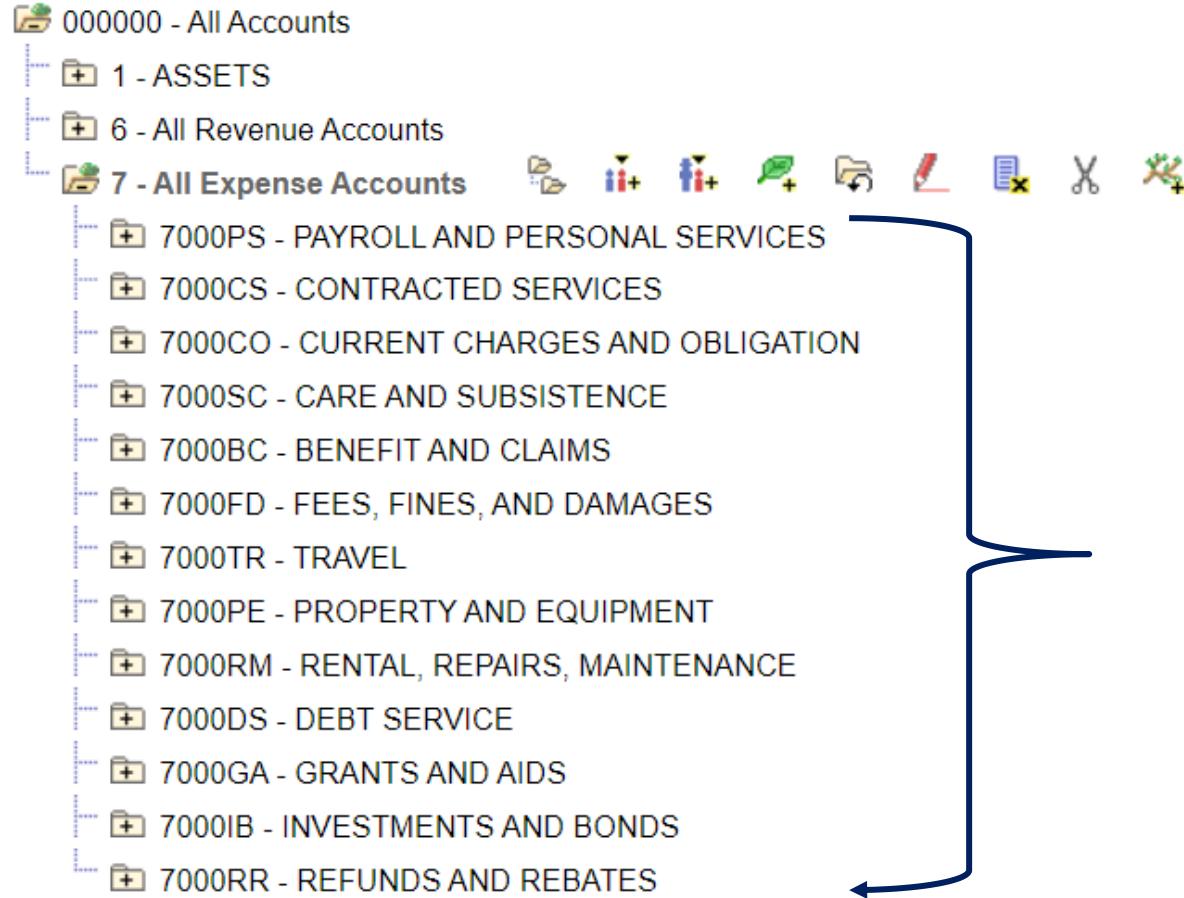


Tier 1: Highest



Account Tree Structure – Budgetary Accounts

Account ChartField Update



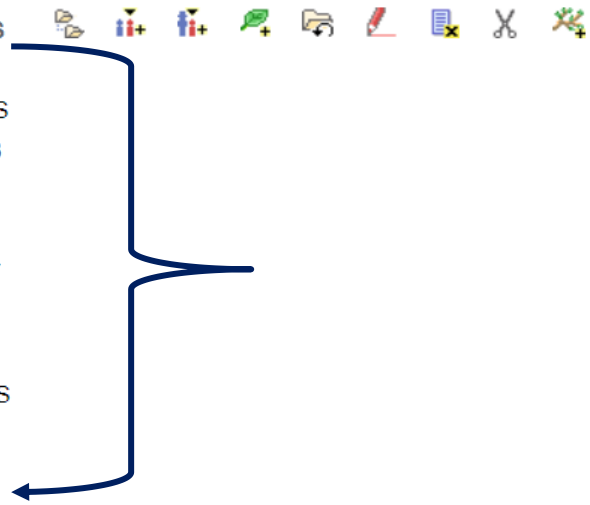
Tier 2: Groupings



Account Tree Structure – Budgetary Accounts

Account ChartField Update

- 000000 - All Accounts
 - 1 - ASSETS
 - 6 - All Revenue Accounts
 - 7 - All Expense Accounts
 - 7000PS - PAYROLL AND PERSONAL SERVICES
 - 700000 - SALARY AND WAGES
 - 700100 - OTHER PERSONAL SERVICES OPS
 - 700200 - FICA RET OTHER EMPLOY CONTRIB
 - 700300 - INSURANCE CONTRIBUTIONS
 - 700400 - MOVING EXPENSES
 - 700500 - MOVING EXPENSES THIRD PARTY
 - 700600 - AWARDS REWARDS EMPLOYEE
 - 700700 - PERQUISITES
 - 700800 - CHILD SUPPORT DISBURSEMENTS
 - 700900 - DEFERRED COMPENSATION
 - 701000 - HMO
 - 7000CS - CONTRACTED SERVICES
 - 7000CO - CURRENT CHARGES AND OBLIGATION
 - 7000SC - CARE AND SUBSISTENCE
 - 7000BC - BENEFIT AND CLAIMS
 - 7000FD - FEES, FINES, AND DAMAGES
 - 7000TR - TRAVEL
 - 7000PE - PROPERTY AND EQUIPMENT
 - 7000RM - RENTAL, REPAIRS, MAINTENANCE
 - 7000DS - DEBT SERVICE
 - 7000GA - GRANTS AND AIDS
 - 7000IB - INVESTMENTS AND BONDS
 - 7000RR - REFUNDS AND REBATES



Tier 3 : Family

BUDGET ALLOTMENTS REVIEW – CONTROL OPTIONS



Budget Allotments Review

Budget Allotments Review

- ▶ GAA/Adjusted Appropriations – posted to the Account, Florida PALM Budgetary Fund, Budget Entity, and Category level
- ▶ Budget Allotments – 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. Recorded only in Project Costing
- ▶ 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.



CONTROL OPTION: CONTROL



Budget Allotments

Allotment Keys and Translations – Control Option

- ▶ The following provides an overview of the Allotment Keys and Translation for **Control Option**:

Key ChartFields	Value Required	Translation	Tree Level
Account	Required	Tree	<i>Agency Selected Tier</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</i>
Grant	Optional	Not Applicable	
Contract	Optional	Not Applicable	
OA1	Optional	Not Applicable	
OA2	Optional	Not Applicable	



Budget Allotments

Allotment Keys and Translations – Control Option

- ▶ **Agencies must enter all required key ChartFields on budget allotments**
- ▶ Below are the benefits and impact of Allotment Keys and Translation setup on agency operations:
 - **Benefits:**
 - Agencies have greater control over managing and tracking budget allotments
 - Agencies can create budget allotments using Optional ChartFields
 - **Impact:**
 - **Control Option** imposes a **hard stop** on transactions:
 - If ChartField combination on the transaction being budget checked does not have an associated budget allotment, a **no budget exist error** will be returned
 - If ChartField combination is found, then budget check looks to determine if sufficient budget is available; if not then, an exception of **exceeds budget tolerance** is issued



CONTROL OPTION: TRACK WITH BUDGET



Budget Allotments

Allotment Keys and Translations – Track With Budget Option

- ▶ 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 Selected Tier</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</i>
Grant	Optional	Not Applicable	
Contract	Optional	Not Applicable	
OA1	Optional	Not Applicable	
OA2	Optional	Not Applicable	



Budget Allotments

Allotment Keys and Translations – Track With Budget Option

- ▶ **Agencies must enter all required key ChartFields on budget allotments**
- ▶ Below are the benefits and impact of Allotment Keys and Translation setup on agency operations:
 - **Benefits:**
 - Agencies have greater control over managing and tracking budget allotments
 - Agencies can create budget allotments using Optional ChartFields
 - **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



CONTROL OPTION: TRACK WITHOUT BUDGET



Budget Allotments

Allotment Keys and Translations – Track Without Budget Option

- ▶ 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 Selected Tier</i>
Fund	Required	Tree	Transactional Fund Level
Budget Entity	Required	Not Applicable	
Category	Required	Not Applicable	
Organization	Optional	Not Applicable	
Grant	Optional	Not Applicable	
Contract	Optional	Not Applicable	
OA1	Optional	Not Applicable	
OA2	Optional	Not Applicable	



Budget Allotments

Allotment Keys and Translations – Track Without Budget Option

- ▶ **Agencies must enter all required key ChartFields on budget allotments**
- ▶ Below are the benefits and impact of Allotment Keys and Translation setup on agency operations:
 - **Benefits:**
 - Agencies can manage and track budget allotments
 - Agencies can create budget allotments using Optional ChartFields
 - **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




CONTROL OPTIONS: HOW WILL BUDGET CHECKING RESPOND?




Appropriated by Legislature & transmitted from LAS/PBS

Account ChartField Tier 1: Highest

Business Unit (BU), Fund, Budget Entity (BE), Category (CAT)

	Budgetary Fund: \$5,000,000	BU 43000	Account 7	Fund 20210	BE 43130000	CAT 040000
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	Transactional Fund:								Allotment Budget: \$200,000
FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT			
02101	43130000	040000	7	7121200000	T0637	PCH24			

Transaction Amount **Budget Check**

Trans #1	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Transaction Amount	Budget Check
	02101	4313000	040000	707102	7121200000	T0637	PCH24	\$100,000	Pass ✓

Trans #2	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Transaction Amount	Budget Check
	02101	4313000	040000	707108	2110000000	T0370	1211J	\$50,000	Fail ✗

Balance: \$100,000

	Transactional Fund:								Allotment Budget: \$300,000
FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT			
02101	43130000	040000	7	7121200000	T0637	PCH24			

Transaction Amount **Budget Check**

Trans #1	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Transaction Amount	Budget Check
	02101	4313000	040000	705207	7121200000	T0637	8183F	\$200,000	Fail ✗

Balance: \$300,000

Option 1


Control



Appropriated by Legislature & transmitted from LAS/PBS

**Account
ChartField
Tier 2:
Groupings**

Business Unit (BU), Fund, Budget Entity (BE), Category (CAT)


	Budgetary Fund:	BU	Account	Fund	BE	CAT
Parent	\$2,000,000	43000	7	20070	43200200	100777

	Transactional Fund:							Allotment Budget:		
Child	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	\$800,000		
	00700	43200200	100777	7000CS	2103014000					

Trans #1	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Transaction Amount	Budget Check
	00700	43200200	100777	701301	2103014000			\$200,000	Pass ✓

Trans #2	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Transaction Amount	Budget Check
	00700	43200200	100777	701401	2103014000			\$700,000	Pass ✓

Balance: **-\$100,000**

	Transactional Fund:							Allotment Budget:		
Child	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	\$300,000		
	00700	43200200	100777	7000RM	4001026000		DJ007			

Trans #1	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Transaction Amount	Budget Check
	00700	43200200	100777	707901	4001026000			\$150,000	Fail ✗

Balance: **\$300,000**

Option 2


**Track
with
Budget**




Appropriated by Legislature & transmitted from LAS/PBS

**Account
ChartField
Tier 3:
Family**

Business Unit (BU), Fund, Budget Entity (BE), Category (CAT)


	Budgetary Fund: \$400,000	BU 43000	Account 7	Fund 22750	BE 43300500	CAT 060000
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	Transactional Fund:	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Allotment Budget: \$100,000
Child	27501	43300500	060000	705200	2190040850				

Trans #1	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Transaction Amount	Budget Check
	27501	43300500	060000	705201	2190040850			\$25,000	Pass ✓

Trans #2	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Transaction Amount	Budget Check
	27501	43300500	060000	705207	2190040900			\$30,000	Pass ✓

Balance: \$45,000

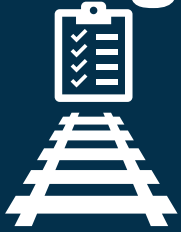
	Transactional Fund:	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Allotment Budget: \$300,000
Child	27501	43300500	060000	705200	1006659080	JVJ01	DJ007		

Trans #1	FUND	BE	CAT	ACCOUNT	ORG	DAI	GRANT	Transaction Amount	Budget Check
	27501	43300500	060000	705211	1006659080			\$150,000	Pass ✓

Balance: \$150,000

Option 3

**Track
without
Budget**



ORGANIZATION CHARTFIELD ROLLUPS FOR ALLOTMENTS



Organization ChartField Rollups for Allotments

- ▶ Organization Translation Tree Requirements
 - An Organization translation tree is required for **Control** and **Track with Budget** control options
 - Organization translation tree can be one of the following:
 - **Agency-wide level** Organization translation tree
 - If agency does not have a need to allot to Organization ChartField, the default agency-wide value will be assigned
 - **Agency-defined level** Organization translation tree
 - If the agency has a need to allot to the Organization ChartField, agency must define the nodes and the ranges that rollup on the translation tree



Organization ChartField Rollups for Allotments

Tree Manager

Tree Manager

SetID	37000	Last Audit	Valid Tree
Effective Date	07/01/2024	Status	Active
Tree Name	37000_KK_ORG	DEP Org Translate Tree	

Default
Agency-Wide
Level
Tree

Save As Close Tree Definition Display Options Print Format Export to PDF

[0000000000](#) > [37000_ORG](#) > Detail

Collapse All | Expand All Find First Page ◀ 3 of 3 ▶ Last Page

- 📁 0000000000 - All Organization Codes Level :LEVEL_1
- └─ 📁 37000_ORG - DEP Default Org Code Level :LEVEL_2
 - └─ 📄 [0000000000 - 9999999999] 🟢 + 🔄 ✂ ✖

EXAMPLE



Organization ChartField Rollups for Allotments

Tree Manager

Tree Manager

SetID	31000	Last Audit	Valid Tree
Effective Date	07/01/2024	Status	Active
Tree Name	31000_KK_ORG	EOG Org Translate Tree	

Agency-
Defined
Level
Tree

Save Draft | Save | Save As Close Tree Definition Display Options Print Format Export to PDF

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- 0000000000 - All Organization Codes 👤 + 📄 + ✍️
- ├── 31EXEC - Executive Direction
 - └── [1000000000 - 1999999999]
- ├── 31COMM - Commissions and Council
 - └── [3000000000 - 3999999999]
- ├── 31DEM - Emergency Management
 - └── [8000000000 - 8999999999]

EXAMPLE



AGENCY CONFIRMATIONS – WRAP UP



Agency Confirmations – Wrap up

- ▶ Agencies will need to choose which Account ChartField Tier (*only one*) to use for budget allotments
- ▶ Agencies will need to reconfirm the allotments ledger control option
- ▶ Agencies will need to decide whether to use an agency-wide or agency-defined level structure for the Organization ChartField Translation Tree



Q & A



CONTACT US

FLORIDAPALM@MYFLORIDACFO.COM

PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO)

