

# FloridaPALM

Planning, Accounting, and Ledger Management



# SEGMENT III DESIGN WORKSHOPS

APRIL 4, 2024



# Housekeeping

- ▶ WiFi is available through the StarLink network
- ▶ Restrooms are in the back and to the side
- ▶ Car Museum tours may be taken during breaks or over lunch
- ▶ Place your phones on silent
- ▶ We will take a short break in the morning, an hour and a half for lunch, and one more break in the afternoon
- ▶ There will be pause points for Q&A during the session – Please hold your questions until then
- ▶ Screens are located around the room, but the presentation is also on our website, if you need to follow along



# Solution Design Workshops

## Agenda

- ▶ Welcome and Introductions
- ▶ Design Phase Overview
- ▶ Process Groupings Overview
- ▶ Budget Execution and Management
  - Business Process Model Review
    - 20.2.1 Manage Budget Checking
    - 20.2.3 Invested Balance Checking
  - Commitment Control Overview
  - Business Process Topics
  - Reports



# Solution Design Workshops

## Agenda (Continued)

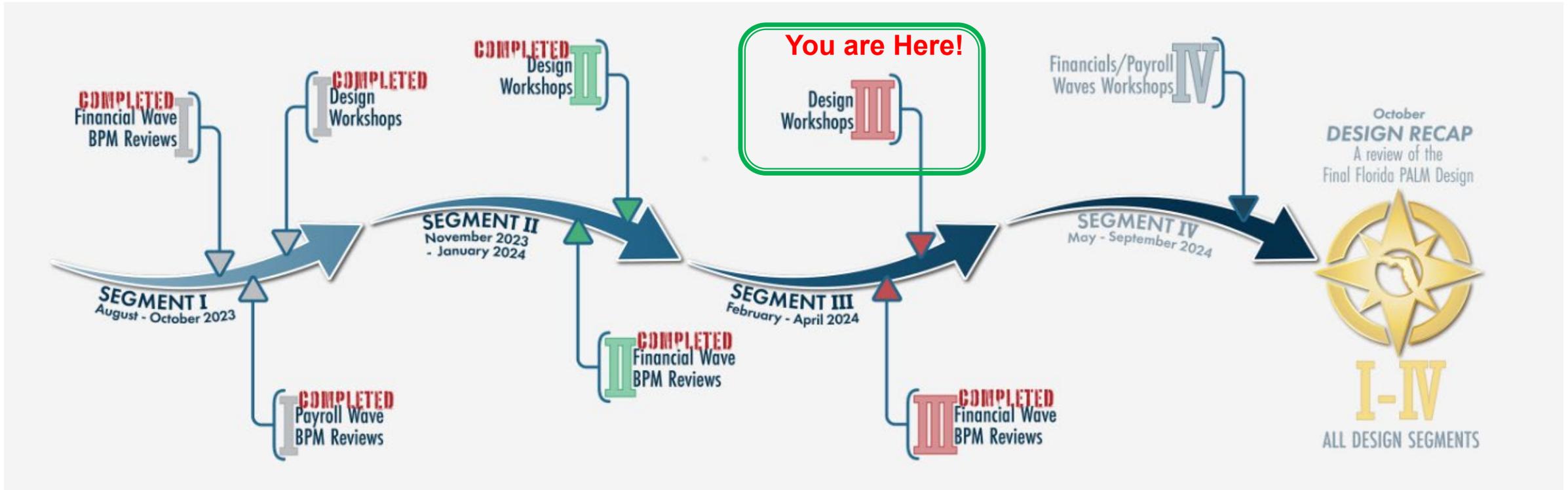
- ▶ Analyze and Reconcile Accounts
  - General Ledger Overview
  - Business Process Topics
  - Reports
- ▶ Wrap Up



# DESIGN PHASE OVERVIEW



# Design Phase Overview



For more information, listen to [Episode #11: The Design Phase](#)

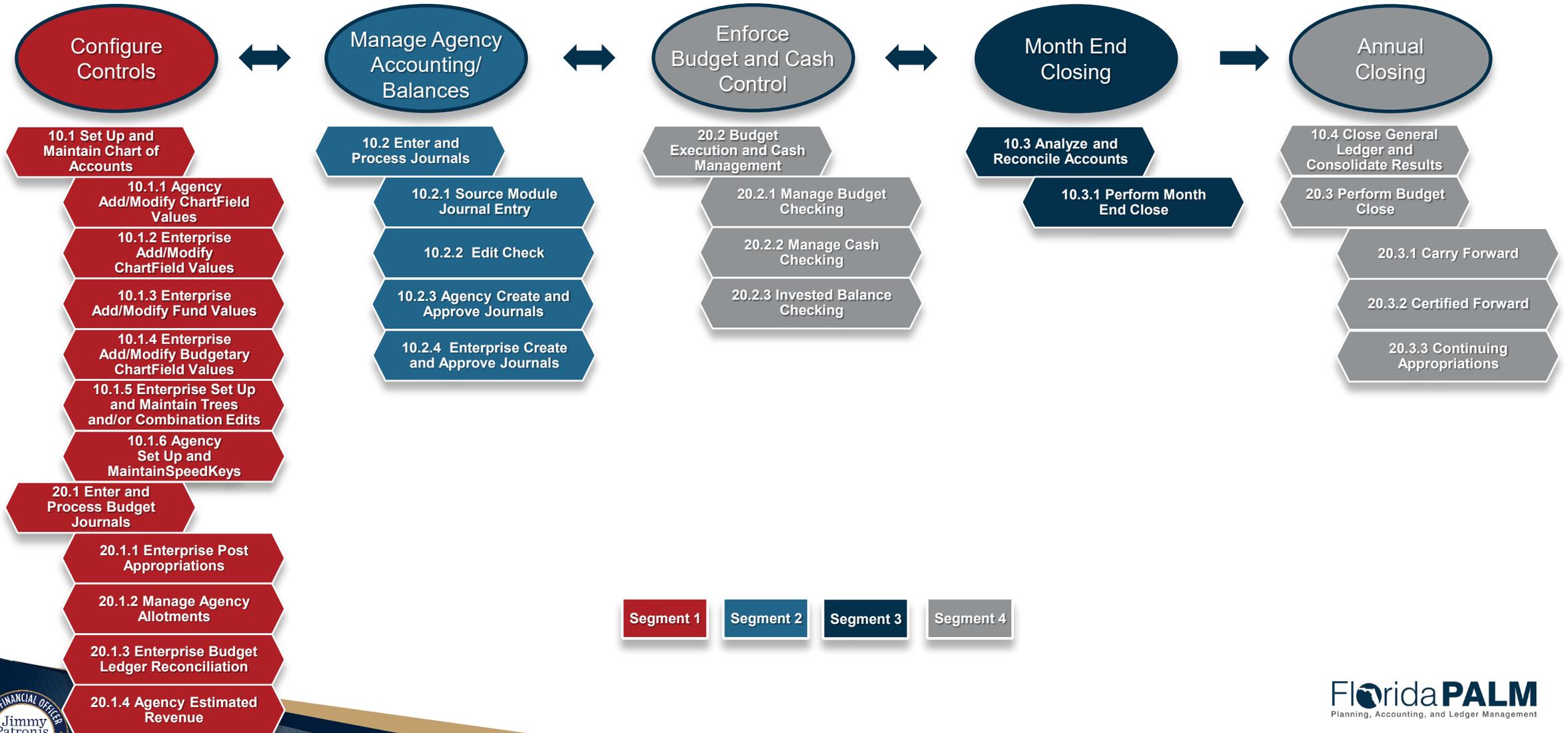


# PROCESS GROUPINGS OVERVIEW

ACCOUNT MANAGEMENT AND FINANCIAL REPORTING  
& BUDGET MANAGEMENT AND CASH CONTROL



# Process Groupings Overview



# BUSINESS PROCESS MODEL UPDATES

## 20.2. BUDGET EXECUTION AND MANAGEMENT



# Business Process Model Updates

## 20.2 Budget Execution and Management

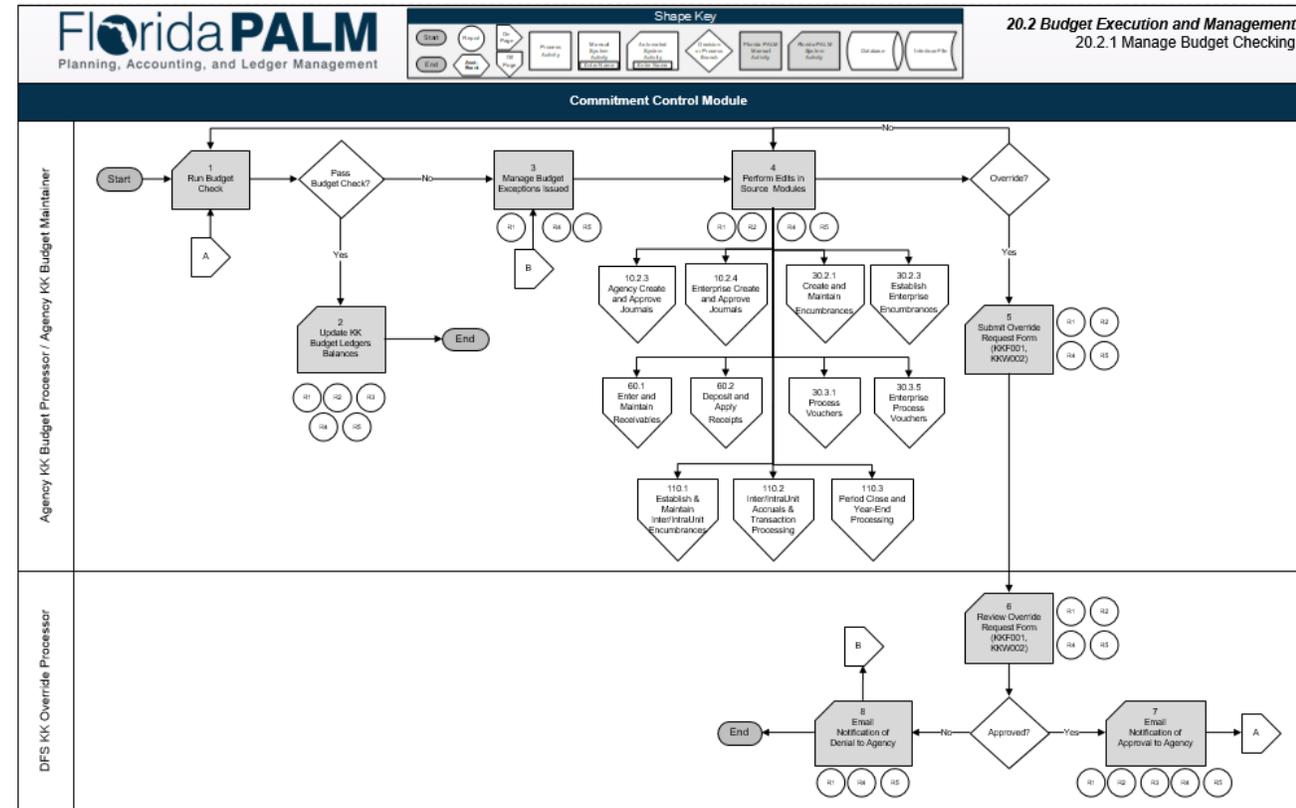
- ▶ Summary of Changes:
  - 20.2.1 Manage Budget Checking
    - Clarified Roles
    - Clarified connection to related Source Modules
    - Expanded emphasis on error handling
  - 20.2.3 Invested Balance Checking
    - In production – no changes since CMS wave implementation
    - Recommend using the Simplified Disinvestment Journal functionality.



# Business Process Model Updates

## 20.2.1 Manage Budget Checking

- ▶ Agency KK Budget Processor, Agency KK Budget Maintainer, and source modules (i.e., General Ledger, Accounts Payable, Purchasing, Accounts Receivable, and Inter/IntraUnit) roles should be involved with the budget exceptions resolution process.
- ▶ These roles will work collaboratively within Florida PALM and perform due diligence to review and resolve budget exceptions.
- ▶ Budget Check errors continue to be systematically checked by KK until the budget errors have been resolved.

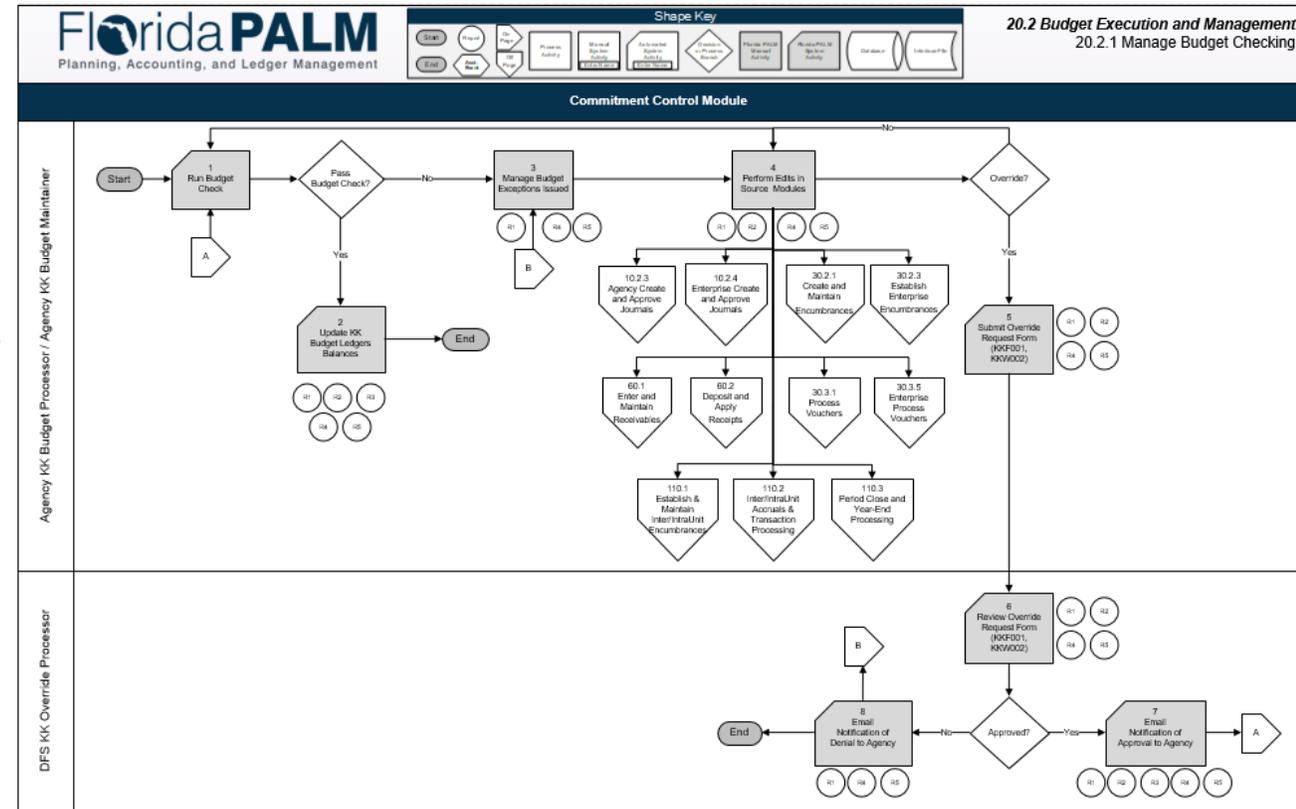


# Business Process Model Updates

## 20.2.1 Manage Budget Checking

- ▶ The Agency KK Budget Maintainer can submit Override Request Form, along with supporting documentation through workflow to the DFS KK Override Processor for consideration.
- ▶ The DFS KK Override Processor reviews the Override Request Form and works collaboratively with EOG/OPB and the Agency where appropriate to reach a decision regarding the Override request.

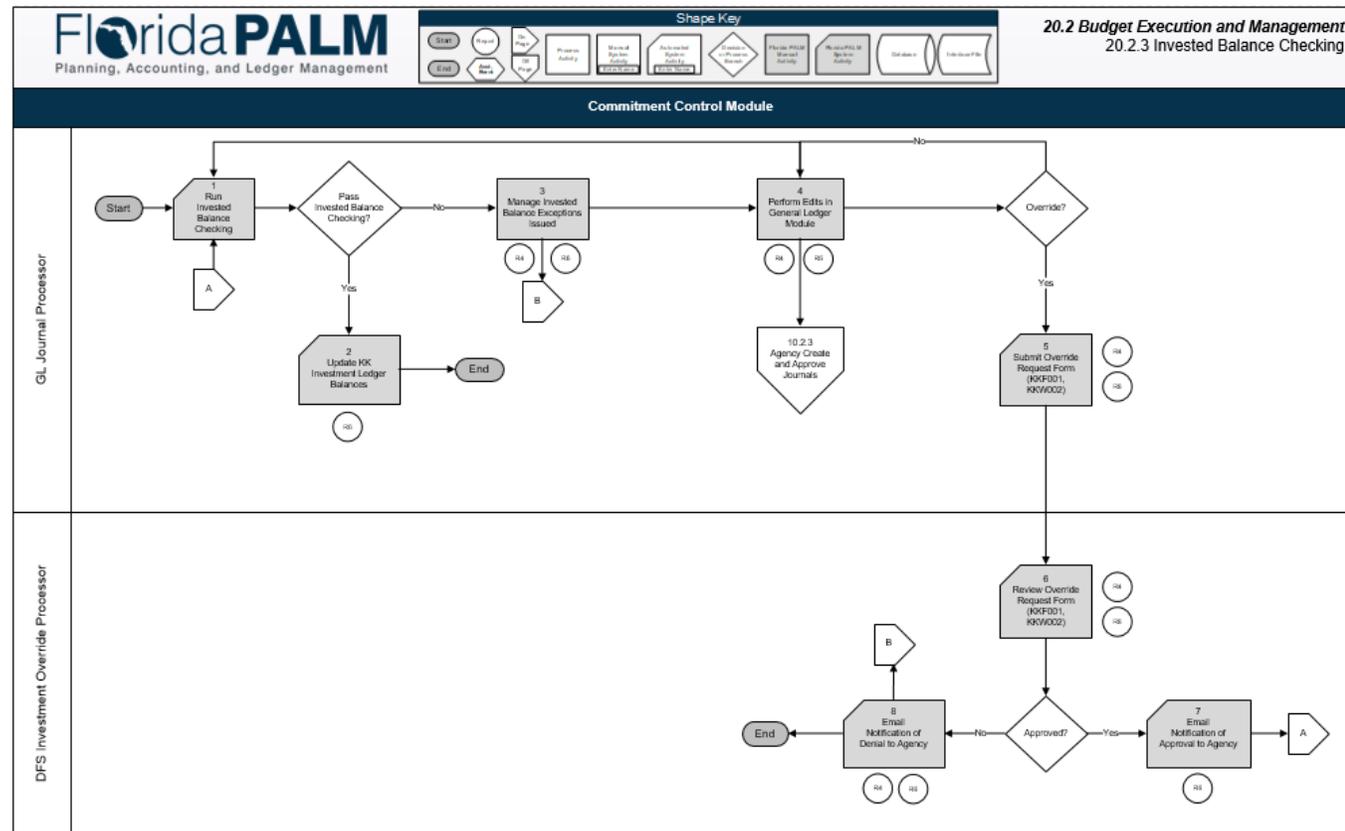
*Note: This override request process is limited to specific circumstances!*



# Business Process Model Updates

## 20.2.3 Invested Balance Checking

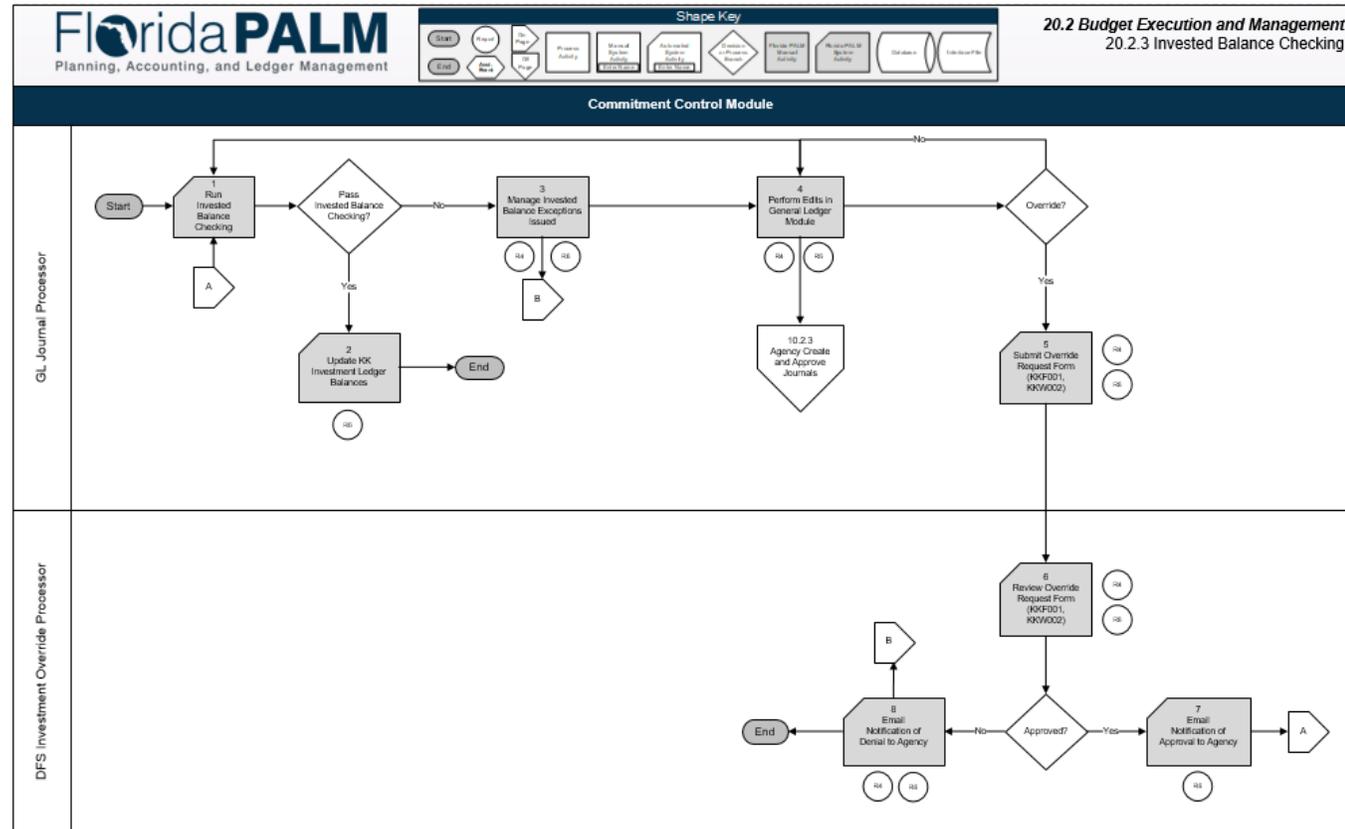
- ▶ The KK module includes the Invested Balance Checking business subprocess within Florida PALM that validates General Ledger module transactions to the Investments Ledger.
- ▶ Invested cash balances are updated as investments and disinvestments are made. The Invested Balance Checking business subprocess compares investments to investment appropriations and disinvestments to the available invested cash balance.



# Business Process Model Updates

## 20.2.3 Invested Balance Checking

- ▶ GL Journal Processor role responsible for managing invested balance checking and exceptions resolution process.
- ▶ The Investment Activity Entry page simplifies the journal entry process to enable agency users to perform the Investments/Disinvestments efficiently in a controlled manner and to minimize errors.



# Segment III

## Invested Balance Checking



# Business Process Model Updates

## Business 20.2 Budget Execution and Management



# Questions?

# BUDGET EXECUTION AND MANAGEMENT

COMMITMENT CONTROL (KK) OVERVIEW



# Commitment Control (KK) Overview

## What is Commitment Control?

- ▶ The Commitment Control (KK) module is designed for **control**, **management**, and **reporting** of budget. The KK module includes ledgers that maintain appropriations, releases, reserves, allotments, projects, fund (spendable) cash, investments, and revenue. These ledgers control and track budget, cash, encumbrances, expenses, and revenues.
  - **Control Tool** – prevent spending outside of authorizations.
  - **Management Tool** – record and monitor activities against budget.
  - **Reporting Tool** – produce reports on budget and related activities.



# Commitment Control (KK) Overview

## What is Commitment Control?

- ▶ KK ledgers are tightly integrated with all Florida PALM modules (i.e., General Ledger, Accounts Payable, Purchasing, Accounts Receivable, and InterUnit / IntraUnit) to provide budgetary control to determine how financial transactions are tracked and recorded.
- ▶ Commitment Control is the structure and the rules that define the budget, cash control, and invested balance process.
- ▶ Commitment Control security defines which users can manage, edit, and post budgets (appropriations, allotments, and revenue estimates) including the override of exceptions based upon ChartField combinations used in entries.



# Commitment Control (KK) Overview

## What is Commitment Control?



- ▶ Commitment Control enables agencies to budget/cash check its transactions against predefined budget/cash/investments to achieve budgetary control.



# Commitment Control (KK) Overview

## What is Commitment Control?

KK Ledger Table ChartFields	
Required	Optional
<ul style="list-style-type: none"> <li>Account</li> <li>Fund</li> <li>Budget Entity</li> <li>Category</li> </ul>	<ul style="list-style-type: none"> <li>Organization</li> <li>State Program</li> <li>Other Accumulator 1</li> <li>Other Accumulator 2</li> <li>Grant</li> <li>Contract</li> <li>Project</li> </ul>

The screenshot shows the Florida PALM Budget Lines interface. A table with the following columns is visible: Delete, Line, Ledger, Budget Period, Account, Fund, Budget Entity, Category, and Amount. The 'Budget Period' field is highlighted with a blue box, and the 'Account', 'Fund', 'Budget Entity', and 'Category' fields are highlighted with a red box. The 'Amount' field is also highlighted with a blue box. The table contains one row with the following values: Line 1, Ledger C\_ALOT\_BD, Budget Period 2023, Account 780009, Fund 42300, Budget Entity 37100400, Category 084108, and Amount 1,000,000.000.

- Appropriations, Releases, and Reserves are recorded using *only* the required ChartFields (*red box*); Allotments must be recorded using required ChartFields, with optional ChartFields at each agency’s discretion. Data fields (*blue box*) are also required.



# Commitment Control (KK) Overview

## What is Commitment Control?



# Questions?

# COMMITMENT CONTROL OVERVIEW

BUDGETARY CHARTFIELD VALUES  
CHART OF ACCOUNTS



# Budgetary ChartField Values

### What



ChartField values created for budgetary controls, tracking, and financial reporting

### Who



- Agency KK Budget Processor
- Agency KK Budget Maintainer
- Agency KK Spreadsheet Upload Processor

### Where



Commitment Control (KK) Module

### When



To store appropriations, releases, and reserves; to record allotments and estimated revenues

### Why



Agencies are required to create budget allotments of their appropriations to support budget management methods.



# Budgetary ChartField Values

## Budgetary Fund

- Established by Legislature
- Agencies can not add or modify Fund values
- Not available for input by end users in KK module
- Stores appropriations, releases, and reserves
- Not used or visible in other source modules

## Budgetary Account

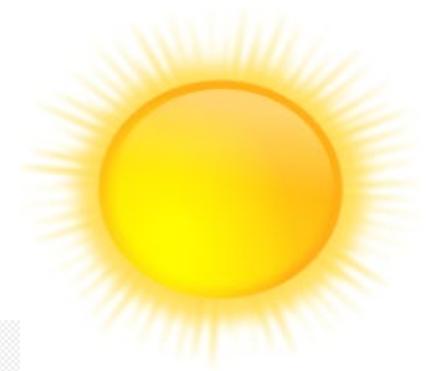
- Established by DFS
- Agencies can not add or modify Account values
- Available for input by end users in KK module
- Records allotments and revenue estimates
- Not used or visible in other source modules



# FLORIDA PALM TREE DESIGN

FUND & ACCOUNT TREE DISCUSSION





By using trees, parent/child relationships or roll-ups are defined for use across, security, reporting and elsewhere where a roll-up of information is needed.

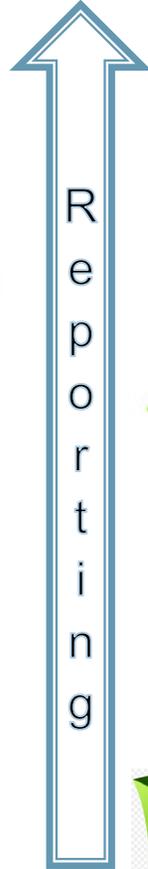
# ida PALM Trees



System functionality to organize ChartField values into a hierarchical structure



- DFS GL COA Maintainer
- Agency GL COA Maintainer



General Ledger Module



Trees simplifies the representation of complex relationships, making it easier to manage data hierarchies



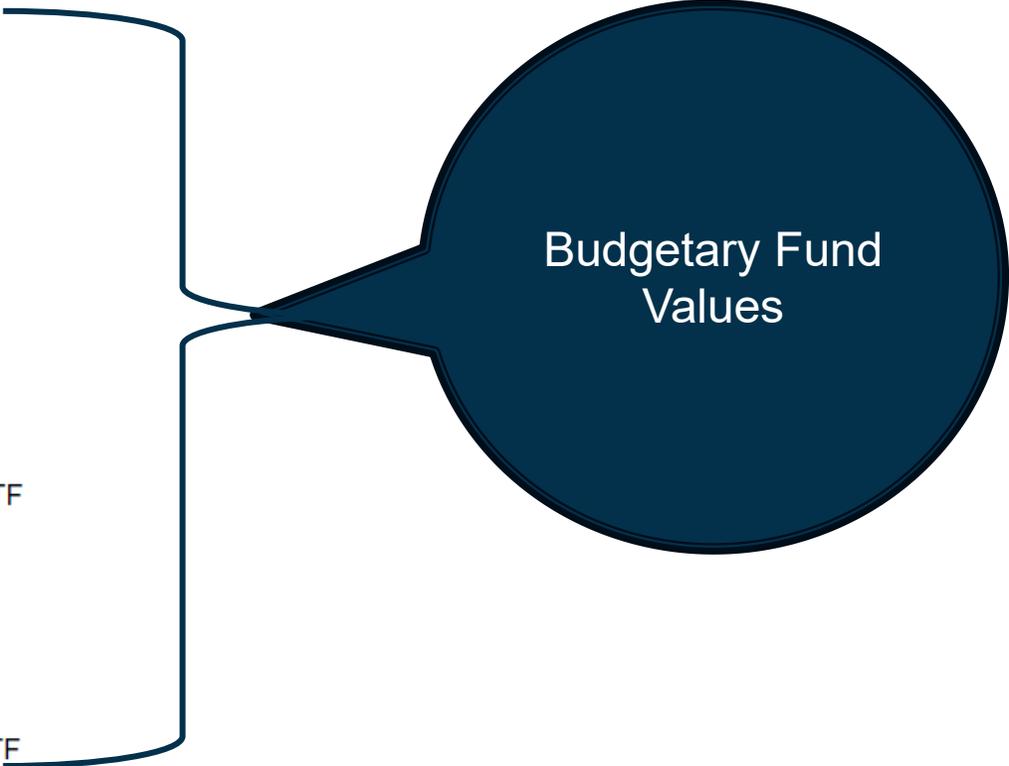
- Facilitate reporting at summarized level
- Assign Security Permissions
- Facilitate Budget



# Fund Tree Design

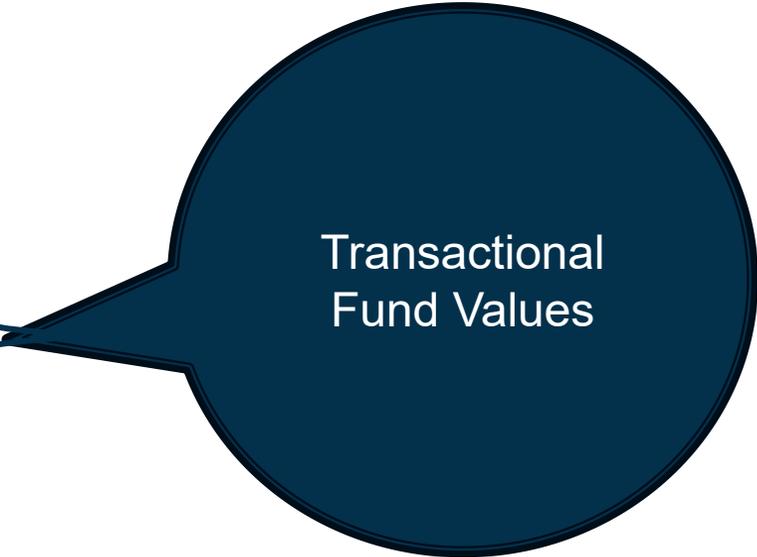
Collapse All | Expand All Find First Page 60 of 2725 Last Page

- 📁 00000 - ALL FUNDS
  - 📁 + 10000 - GEN REV FUND
  - 📁 + 20030 - HLTH CRE TF
  - 📁 + 20040 - LOT CAP OTLY & DBT SVC TR
  - 📁 + 20070 - UNCLAIMED PROPERTY TF
  - 📁 + 20090 - HIGHWAY SAFETY OPER TF
  - 📁 + 20210 - ADMIN TF
  - 📁 + 20220 - ALCOHOLIC BEV & TOBACCO TF
  - 📁 + 20240 - AGENTS CNTY TAX TF
  - 📁 + 20260 - ANCILY FAC CONST TF
  - 📁 + 20270 - ALCHL, DRG ABSE & MNTL HLTH TF
  - 📁 + 20300 - INVASIVE PLANT CTRL TF
  - 📁 + 20330 - ARCHITECTS INCIDENTAL TF
  - 📁 + 20350 - AIR POLLUTION CTRL TF
  - 📁 + 20380 - ANTI-FRAUD TF
  - 📁 + 20410 - ST ECONOMIC ENHANCE & DEV TF



# Fund Tree Design

- 📁 20210 - ADMIN TF 📁
- 🍃 [02100] - SC ADMIN TF
- 🍃 [02101] - EOG ADMIN TF
- 🍃 [02102] - DEP ADMIN TF
- 🍃 [02103] - DEO ADMIN TF
- 🍃 [02104] - DLA ADMIN TF
- 🍃 [02105] - DACS ADMIN DIV ADMIN TF
- 🍃 [02106] - DFS ADMIN DIV ADMIN TF
- 🍃 [02107] - DFS MFMP/PCARD ADMIN REV TF
- 🍃 [02108] - DFS OFR ADMIN TF
- 🍃 [02109] - DFS PUB ASST FRAUD ADMIN TF
- 🍃 [02110] - DFS LCL GOV ART V ADMIN TF
- 🍃 [02111] - DFS SPECIAL PROJ ADMIN TF
- 🍃 [02112] - DFS CLK OF CRT ADMIN TF
- 🍃 [02113] - DOE ADMIN TF
- 🍃 [02114] - DOE FSDB ADMIN TF
- 🍃 [02115] - DCF ADMIN TF



Allotments can be recorded using Transactional Fund Values **Only**



# Account Tree Design

ALL ACCOUNTS > INCOME STATEMENT > 7 - EXPENDITURE > Detail

Collapse All | Expand All Find First Page 34 of 3008 Last Page

- ALL ACCOUNTS - ALL ACCOUNTS
  - + BALANCE SHEET - BALANCE SHEET ACCOUNTS
  - + INCOME STATEMENT - INCOME STATEMENT ACCOUNTS
    - + 6 - REVENUE - REVENUE
    - + 7 - EXPENDITURE - EXPENDITURE
      - + BEN AND CLAIMS - BENEFITS AND CLAIMS
      - + CARE AND SUBS - CARE AND SUBSISTENCE
      - + CONTRACTED SERV - CONTRACTED SERVICES
      - + CRRNT CHRГ AND OBLIG - CURRENT CHARGES AND OBLIGATION
      - + DEBT SERVICE - DEBT SERVICE
      - + FEES FINES DAMAGES - FEES, FINES, AND DAMAGES
      - + GRANTS AND AID - GRANTS AND AID
      - + INVEST AND BONDS - INVESTMENT AND BONDS
      - + PAYROLL PERS SVCS - PAYROLL/PERSONAL SERVICES
      - + PROP AND EQUIP - PROPERTY AND EQUIPMENT
      - + REFUNDS AND REBATES - REFUNDS AND REBATES
      - + SYSTEM OFFSET EXP - SYSTEM OFFSET EXPENDITURES
      - + TRAVEL - TRAVEL



Expenditure Account Value Categories



# Account Tree Design

 CRRNT CHRГ AND OBLIG - CURRENT CHARGES AND OBLIGATION

-  704500 BUD ONLY - POSTAGE AND FREIGHT
-  704600 BUD ONLY - COMMUNICATIONS
-  704700 BUD ONLY - PRINTING AND REPRODUCTION
-  704800 BUD ONLY - UTILITIES
-  704900 BUD ONLY - FINGERPRT AND BACKGROUND CHECK
-  705000 BUD ONLY - BEDDING AND UNIFORMS
-  705100 BUD ONLY - GOODS PURCHASED FOR RESALE
-  705200 BUD ONLY - SUPPLIES
-  705300 BUD ONLY - SUPPLIES MEDICAL
-  705400 BUD ONLY - FOOD PRODUCTS
-  705500 BUD ONLY - REIMBURSEMENT
-  705600 BUD ONLY - INSURANCE AND SURETY BONDS
-  705700 BUD ONLY - LOTTERY PRIZE COMMISION
-  705800 BUD ONLY - SUBSCRIPTIONS
-  705900 BUD ONLY - DUES
-  706000 BUD ONLY - AWARDS REWARDS

Current Charges  
and Obligations  
Budgetary  
Account Values



# Account Tree Structure

- 📁 705200 BUD ONLY - SUPPLIES 📄
- 🌿 [705201] - Supplies General
- 🌿 [705202] - Supplies General Leg District
- 🌿 [705203] - Supplies Public Health
- 🌿 [705204] - Supplies Surgery Treatment
- 🌿 [705205] - Supplies Agricultural
- 🌿 [705206] - Supplies Janitorial Household
- 🌿 [705207] - Supplies Office Consumable
- 🌿 [705208] - Supplies Office Non Consumable
- 🌿 [705209] - Supplies Furniture Equipment
- 🌿 [705210] - Supplies It General
- 🌿 [705211] - Supplies It Software Licenses
- 🌿 [705212] - Supplies It Storage
- 🌿 [705213] - Supplies Ammunition Firearm
- 🌿 [705214] - Supplies Env Health Safety
- 🌿 [705215] - Supplies Audio Visual
- 🌿 [705216] - Supplies Wildlife Animal
- 🌿 [705217] - Supplies Educational
- 🌿 [705218] - Supplies Laboratory
- 🌿 [705219] - Supplies Training

Supplies Transactional Account Values

Allotments can be recorded using the Budgetary Account or Transactional Account Value



# Commitment Control (KK) Overview

## Budgetary ChartField Values



# Questions?

# BUDGET EXECUTION AND MANAGEMENT

BUSINESS PROCESS TOPICS



# Business Process

## Florida PALM KK Ledgers

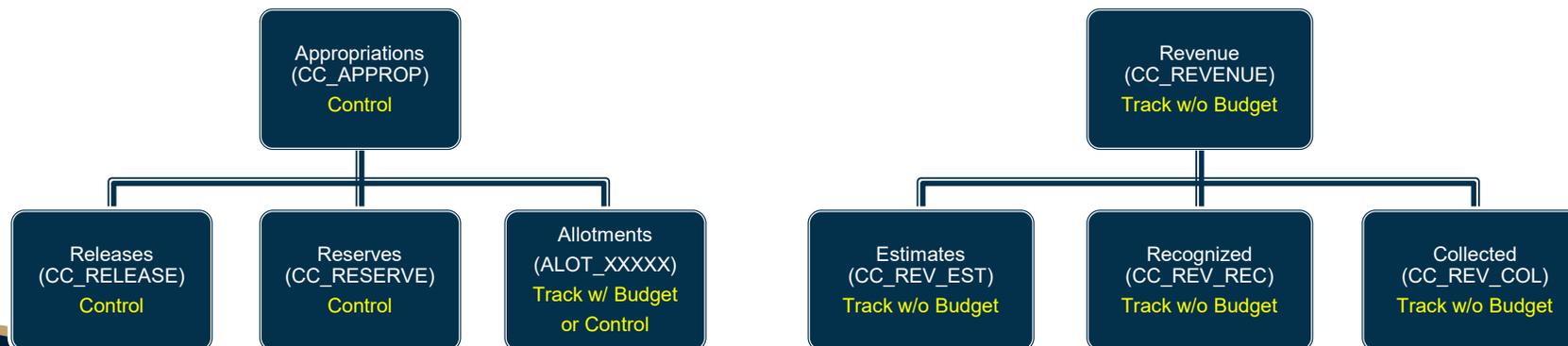
- ▶ **Appropriations (CC\_APPROP)** – Legal authorization to make expenditures for specific purposes within the timeframes and amounts authorized by law
- ▶ **Releases (CC\_RELEASE)** – Method used for controlling the availability for use of appropriations in which the amount of budget is identified (released quarterly in the case of general revenue and annually for trust funds and certain categories)
- ▶ **Reserves (CC\_RESERVE)** – Budgeted amount segregated from available appropriations and held until certain conditions set by the Legislature are met by an agency at which time they are released to the agency for their use
- ▶ **Allotments (ALOT\_XXXXX)** – Planned expenditures of state appropriations recorded by agencies
- ▶ **Projects (CC\_PROJECT)** – Activity or collection of activities, with a defined start and end date designed to achieve a specific goal, outcome, or program objective
- ▶ **Cash (CC\_CASH)** – Represents the remaining available fund cash balance reflected in the KK Cash Ledger (Spendable). The KK Spendable Cash Ledger records transactions that increase the spendable cash balance and transactions that decrease the spendable cash balance.
- ▶ **Investments (CC\_INVEST)** – Provides a method to capture updates to invested balances based on investments and disinvestments. Investments increase the balance while disinvestments reduce the balance.
- ▶ **Revenue (CC\_REVENUE)** – Increase to assets as a result of collecting fees, taxes, or providing services.



# Business Process

## Florida PALM KK Ledgers

- ▶ **Ledger Groups** – assemble and enable the interaction of Detail Ledgers to calculate remaining spending authority, spendable cash, and revenue balances.
- ▶ **Detail Ledgers** – establish budget, cash, track encumbrances, and expenses to record entries as they are budget and cash checked.
- ▶ **Parent/Child Relationship** – establish Parent (higher level) and Child (lower level) which prevents child budget amounts from exceeding parent budget amounts, depending on control option configured to KK Ledgers.



# Business Process

## Florida PALM KK Ledgers

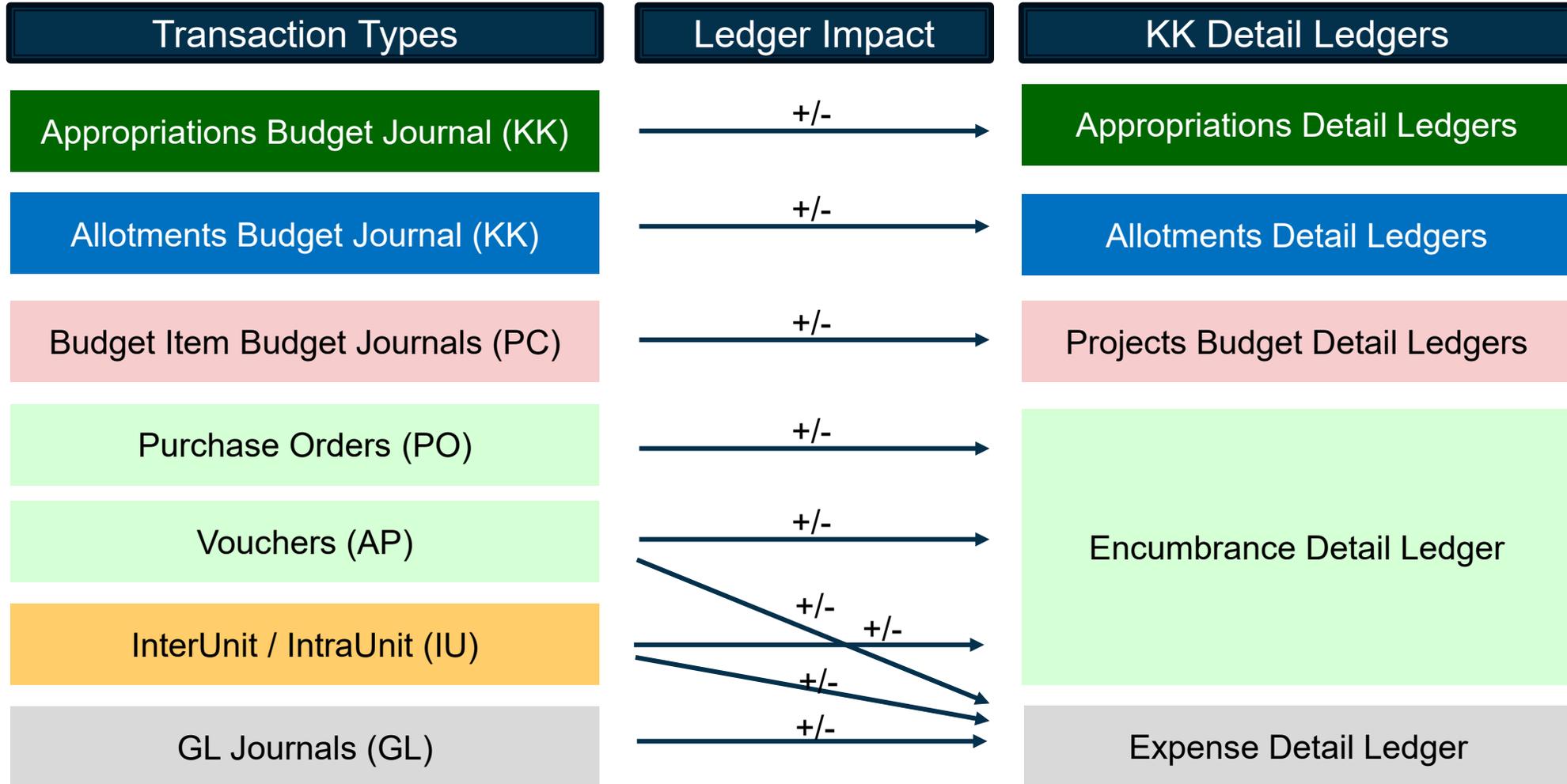
- ▶ **Detail Budget Ledgers** – establish budget, track encumbrances, and expenses to record entries as they are budget checked.

<b>Appropriations Ledger Group</b> <b>Control</b>	<b>Allotments Ledger Group</b> <b>Track with Budget or Control</b>	<b>Revenue Ledger Group</b> <b>Track without Budget</b>
<ul style="list-style-type: none"> <li>• <b>Budget</b> – Proposed plan of expenditures for a given period.</li> <li>• <b>Releases</b> – Method used for controlling the availability for use of an appropriation in which the amount of budget is identified (usually released quarterly in the case of general revenue and annually for trust funds and certain categories).</li> <li>• <b>Reserves</b> – Budgeted amount segregated from available appropriations and held until certain conditions set by the Legislature are met by an agency at which time they are released to the agency for their use.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Allotments</b> – Planned expenditures of state appropriations recorded by agencies in the State’s financial management system.</li> <li>• <b>Encumbrance</b> – Amount of appropriations obligated for the payment of goods and/or services ordered but not yet received.</li> <li>• <b>Expense</b> – Recorded transactions of appropriations spent for goods or services.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Estimates</b> – Impacted when Agencies record revenue estimates budget journals, as appropriate throughout the fiscal year and prior to fiscal year end closing.</li> <li>• <b>Recognized</b> – Impacted when Agencies process accounts receivables and billing invoices as it represents revenue agencies expect to receive.</li> <li>• <b>Collected</b> – Impacted when Agency direct journal and AR (customer) deposits are recorded in AR Module, which represents revenue agencies received.</li> </ul>



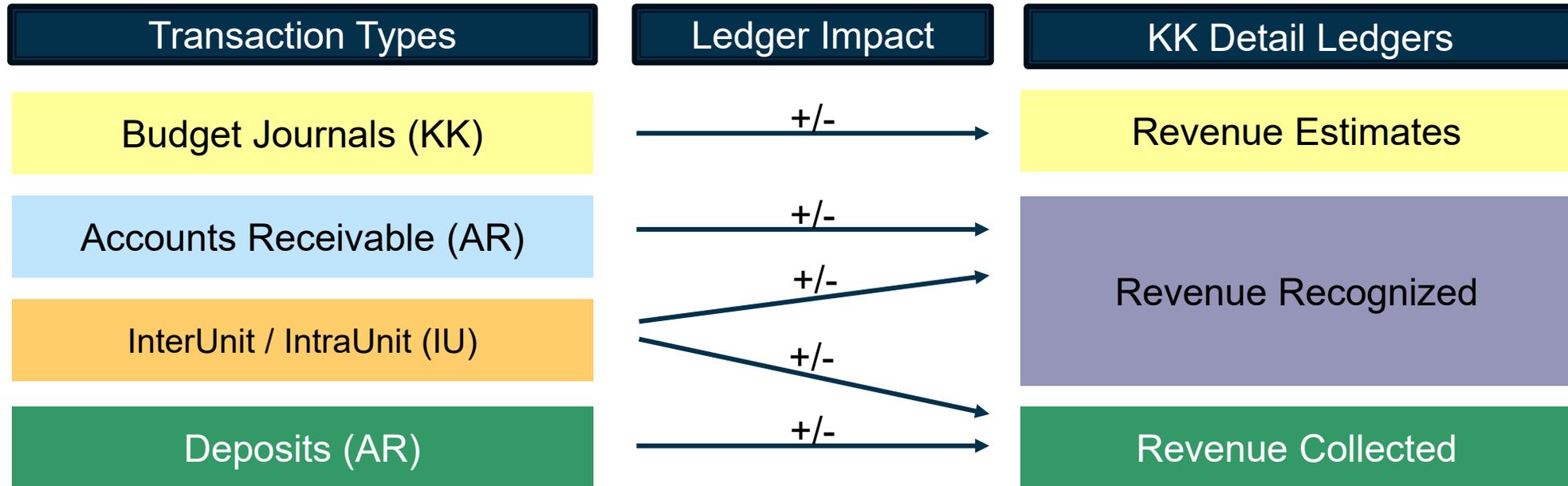
# Business Process

## KK Budget Ledger Impacts - *Expense*



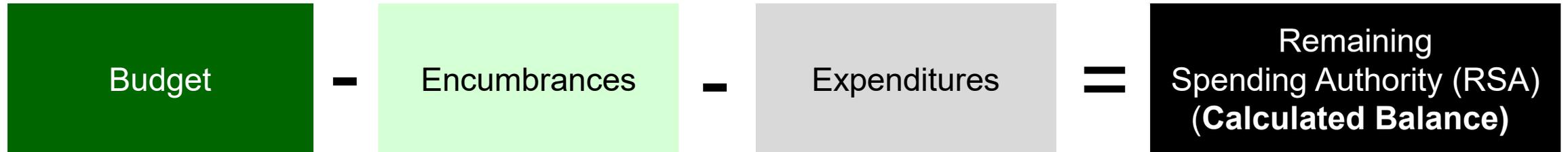
# Business Process

## KK Budget Ledger Impacts - *Revenue*



# Business Process

## What is Remaining Spending Authority?



Budget Detail Ledger	Encumbrances Detail Ledger	Expenditures Detail Ledger	RSA Available Balance
\$5,000.00	\$1,000.00	\$2,500.00	\$1,500.00
\$10,000.00	\$0,000.00	\$2,000.00	\$8,000.00
\$100,000.00	\$30,000.00	\$15,500.00	\$54,500.00



# Business Process

## Florida PALM KK Ledgers



# Questions?

# BUSINESS PROCESS

## COMMITMENT CONTROL DATE CONCEPTS



# Business Process

## Commitment Control Date Concepts – Budget Period

### ▶ 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).



# Business Process

## Commitment Control Date Concepts – Budget Period

•Example of Budget Period field on Budget Journal line:

The screenshot shows the FloridaPALM web interface for 'Enter Budget Journals'. The 'Budget Lines' tab is active. The interface displays metadata for Unit 11000, Journal ID 0000623013, Date 03/31/2023, and Budget Header Status Posted. A table of budget lines is shown below, with the 'Budget Period' column highlighted in red. The table contains 7 lines, all with a budget period of 2023.

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



# Business Process

## Commitment Control Date Concepts – Budget Date

### ▶ 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).



# Business Process

## Commitment Control Date Concepts – Budget Date

- ▶ 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 Encumbrance (PO) Distribution line:

The screenshot shows the Florida PALM system interface. At the top, it says "Florida PALM Planning, Accounting, and Ledger Management". Below that, there are fields for Unit (43000), PO ID (0000000016), Line (1), and Schedule (1). The Supplier is TEST-001. The Status is Active. The Schedule Qty is 10.0000, Merchandise Amount is 10,000.00 USD, and Doc. Base Amount is 10,000.00 USD. The "Budget Information" tab is selected, showing a table with columns for Dist, Status, Percent, \*GL Unit, Organization, \*Account, Fund, Budget Entity, Category, State Program, Grant, Budget Status, Budg Dt, Encumbrance Balance, and Currency. Three rows are visible, with budget dates of 06/30/2022, 06/30/2023, and 06/30/2024. A callout box points to the "Budget Information" tab, and three other callout boxes point to the budget date fields in the table.

Budget Date is located in the **Budget Information Tab**

Budget Date  
**06/30/2022**

Budget Date  
**06/30/2023**

Budget Date  
**06/30/2024**

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.

- 2020
- 2021
- 2022
- 2023
- 2024



- From Date - To Date**
- 7/1/2019 - 6/30/2020
- 7/1/2020 - 6/30/2021
- 7/1/2021 - 6/30/2022
- 7/1/2022 - 6/30/2023
- 7/1/2023 - 6/30/2024

**Budget Date**

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

Based on the budget date entered, budget checking functionality checks the transaction against the appropriate budget period (i.e., FY).

## Example of Budget Date field on Voucher line:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	Budget Date	State
<input type="checkbox"/>	1	40,000.000		37000	2310500400	780013	42300	37100400	084108	10/24/2023	
<input type="checkbox"/>	2	10,000.000		37000	2310500400	780013	42300	37100400	084108	06/30/2020	

**Budget Date**  
**10/24/2023**

**Budget Date**  
**06/30/2020**

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.

2020

2021

2022

2023

2024



### From Date \_ To Date

7/1/2019 - 6/30/2020

7/1/2020 - 6/30/2021

7/1/2021 - 6/30/2022

7/1/2022 - 6/30/2023

7/1/2023 - 6/30/2024

### Budget Date

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

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

# Business Process

## Commitment Control Date Concepts



# Questions?

# BUSINESS PROCESS

## BUDGET CHECKING



# Business Process

## What is Budget Checking?

- ▶ The KK module includes the Manage Budget Checking business subprocess that validates all source modules transactions to available Appropriations, Releases, Reserves, Allotments, Investments, and Revenue ledgers, along with the appropriate ChartField values.
- ▶ KK module controls spending by comparing the expense against appropriations, which includes encumbrances and expenditures.
- ▶ KK module checks to see if there is available budget before a valid budget status can be achieved to ensure that commitments and expenditures do not exceed appropriations.



# Business Process

## What is Budget Checking?

- ▶ All transactions are subject to Budget Check functionality, the configuration of Florida PALM determines if a transaction will update one or more of the KK budget ledgers. Our focus today is regarding the Account types of expense and revenue, which may represent the bulk of transactions processed.
- ▶ Account types such as assets, equity, and liability are budget checked, however they are configured to pass budget check systematically, although there may be designated accounts within these account types noted that impact the KK budget ledgers and proceed with the source modules transaction lifecycle.



# Business Process

## What is Budget Checking?

- ▶ The GAA/Adjusted Appropriations are posted to the Account, Florida PALM Budgetary Fund, Budget Entity, and Category level.
- ▶ Budget Allotments are recorded to the Account, Florida PALM Transactional Fund, Budget Entity, and Category level and can include agency-specific ChartFields (Organization, Project, Contract, Grant, OA1, and OA2).
- ▶ The recording of allotment budget journals will facilitate the management and resolution of budget exceptions.
  - *How?* Let's review the Allotments Budget Structure Control Options.



# Allotments Budget Structure Control Options

Option #1 – Track with Budget	Option #2 - Control
Allotments created at the Transactional Fund level, using ChartFields chosen by the agency	Allotments created at the Transactional Fund level, using ChartFields chosen by the agency
Transactions that exceed allotments will proceed when appropriations are available	Transactions that exceed allotments will issue a Budget Exception and require resolution (i.e., transaction cannot be completed until the resolution is completed)
Remaining spending authority is reduced	No impact to remaining spending authority as transaction has been stopped
Warning is issued	Budget Exception is issued
<p>No resolution required or override needed in order for the transaction to proceed. Agencies should employ internal budget and accounting policy and procedures to clear negative balances. For example:</p> <ul style="list-style-type: none"> <li>Recording of allotment adjustments to address the negative allotment balances; or</li> <li>Transferring posted expenditure to different ChartField string.</li> </ul>	<p>Budget Exception must be resolved prior to transaction proceeding. Options to resolve are:</p> <ul style="list-style-type: none"> <li>Enter Budget journal adjustment</li> <li>Change the ChartField string on the source transaction</li> <li>Cancel / Delete the source transaction</li> </ul> <p>Security can be applied to allow agency override for the allotments ledger only</p>



Appropriated by Legislature & transmitted from LAS/PBS

**Option #1 -  
Track with  
Budget**



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

<b>Budgetary Fund:</b> \$3,000,000	<b>BU</b> 43000	<b>FUND</b> 20210	<b>BE</b> 4313000	<b>CAT</b> 040000
---------------------------------------	--------------------	----------------------	----------------------	----------------------



<b>Transactional Fund:</b>				<b>Allotment budget:</b> \$200,000
Fund	BE	CAT	Account	
02101	4313000	040000	707100	

							Transaction Amount	Budget Check
<b>Transaction 1:</b>								
Fund	BE	CAT	Account	Org. Code	DAI	Grant		
02101	4313000	040000	707102	7121200000	T0637	PCH24	\$100,000	Pass ✓
<b>Transaction 2:</b>								
Fund	BE	CAT	Account	Org. Code	DAI	Grant		
02101	4313000	040000	707108	2110000000	T0370	1211J	\$150,000	Pass ✓

**Balance: -\$50,000**



<b>Transactional Fund:</b>				<b>Allotment budget:</b> \$300,000
Fund	BE	CAT	Account	
02101	4313000	040000	705200	

							Transaction Amount	Budget Check
<b>Transaction 1:</b>								
Fund	BE	CAT	Account	Org. Code	DAI	Grant		
02101	4313000	040000	705207	5310000000	T0244	8183F	\$200,000	Pass ✓

**Balance: \$100,000**

Appropriated by Legislature & transmitted from LAS/PBS



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

<b>Budgetary Fund:</b> \$3,000,000	<b>BU</b> 43000	<b>FUND</b> 20210	<b>BE</b> 4313000	<b>CAT</b> 040000
---------------------------------------	--------------------	----------------------	----------------------	----------------------

Option #2 - Control



<b>Transactional Fund:</b>				<b>Allotment budget:</b> \$200,000
Fund	BE	CAT	Account	
02101	4313000	040000	707100	

								Transaction Amount	Budget Check
<b>Transaction 1:</b>									
Fund	BE	CAT	Account	Org. Code	DAI	Grant			
02101	4313000	040000	707102	7121200000	T0637	PCH24	\$100,000	Pass	
<b>Transaction 2:</b>									
Fund	BE	CAT	Account	Org. Code	DAI	Grant			
02101	4313000	040000	707108	2110000000	T0370	1211J	\$150,000	Fail	

Balance: -\$50,000



<b>Transactional Fund:</b>				<b>Allotment budget:</b> \$300,000
Fund	BE	CAT	Account	
02101	4313000	040000	705200	

								Transaction Amount	Budget Check
<b>Transaction 1:</b>									
Fund	BE	CAT	Account	Org. Code	DAI	Grant			
02101	4313000	040000	705207	5310000000	T0244	8183F	\$200,000	Pass	

Balance: \$100,000

Appropriated by Legislature & transmitted from LAS/PBS



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

<b>Budgetary Fund:</b>	<b>BU</b>	<b>FUND</b>	<b>BE</b>	<b>CAT</b>
\$3,000,000	43000	20210	4313000	040000

Option #1 - Track with Budget  
or Option #2 - Control  
**No Budget Exists  
Error Message**



<b>Transactional Fund:</b>							<b>Allotment budget:</b>		
Fund	BE	CAT	Account	Org. Code	DAI	Grant	\$200,000	Transaction Amount	Budget Check
02101	4313000	040000	707100	7121200000					
<b>Transaction 1:</b>									
Fund	BE	CAT	Account	Org. Code	DAI	Grant			
02101	4313000	040000	707102	7121200000	T0637	PCH24		\$100,000	Pass ✓
<b>Transaction 2:</b>									
Fund	BE	CAT	Account	Org. Code	DAI	Grant			
02101	4313000	040000	707102	2110000000	T0370	1211J		\$50,000	Fail ✗

**Balance: \$100,000**



<b>Transactional Fund:</b>							<b>Allotment budget:</b>		
Fund	BE	CAT	Account	Org. Code	DAI	Grant	\$300,000	Transaction Amount	Budget Check
02102	4313000	040000	705200	5310000000	T0370	1211J			
<b>Transaction 1:</b>									
Fund	BE	CAT	Account	Org. Code	DAI	Grant			
02102	4313000	040000	705200	5310000000	T0370	1211J		\$200,000	Pass ✓

**Balance: \$100,000**

Appropriated by Legislature & transmitted from LAS/PBS



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

<b>Budgetary Fund:</b>	<b>BU</b>	<b>FUND</b>	<b>BE</b>	<b>CAT</b>
\$3,000,000	43000	20210	4313000	040000

**Option #2 – Control Exceeds Budget Tolerance Error Message**



Transactional Fund:

Fund	BE	CAT	Account	Org. Code
02101	4313000	040000	707100	7121200000

Allotment budget: \$200,000

Transaction Amount

Budget Check

Transaction 1:

Fund	BE	CAT	Account	Org. Code	DAI	Grant
02101	4313000	040000	707102	7121200000	T0637	PCH24

\$100,000

Pass



Transaction 2:

Fund	BE	CAT	Account	Org. Code	DAI	Grant
02101	4313000	040000	707102	7121200000	T0370	1211J

\$50,000

Pass



Balance: \$50,000



Transactional Fund:

Fund	BE	CAT	Account	Grant
02102	4313000	040000	705200	8183F

Allotment budget: \$300,000

Transaction Amount

Budget Check

Transaction 1:

Fund	BE	CAT	Account	Org. Code	DAI	Grant
02102	4313000	040000	705207	5310000000	T0244	8183F

\$400,000

Fail



Balance: \$300,000



# BUSINESS PROCESS

## INVESTED BALANCE CHECKING



# Business Process

## What is Invested Balance Checking?

- ▶ The **Investment Activity Entry page** is built to simplify the Investment/Disinvestment journal entry process to enable agency users to perform the Investments/Disinvestments efficiently in a controlled manner and to minimize errors.
  - When there is not sufficient investment appropriations or invested cash balance, the transaction will fail the Invested Balance Checking process, generate budget exception errors (no warnings apply to this process), and there are no impacts to the KK Investment Ledger.



# Business Process

## What is Invested Balance Checking?

- ▶ The Invested Balance Checking budget exceptions are errors and defined as follows:
  - **Errors** – These are budget exceptions that have failed Budget Check because they do not conform to the rules established. Once Budget Check errors occur, the options available to resolve Invested Balance Checking errors in the General Ledger module are as follows:
    - Change Transaction (includes amount and/or ChartFields)
    - Cancel / Delete transaction
    - Request Override (extraordinary instances)
      - Budget Check exceptions continue to be systematically checked by Commitment Control until the budget exceptions have been resolved. Once Budget Check exceptions are resolved the transaction lifecycle continues in the General Ledger module.



# Business Process

## What is Invested Balance Checking?

Journal Entry with Journal Status = E:

The screenshot shows the FloridaPALM interface for creating or updating journal entries. The page title is 'Create/Update Journal Entries'. The header includes tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active, showing a table with 4 lines. The 'Totals' section at the bottom shows a summary table with 'Journal Status' highlighted in red.

Select	Line	Error	*Unit	*Ledger	Account	Fund	Budget Entity	Category	Base Amount
<input type="checkbox"/>	1		40000	ACTUALS	104000	64800	40200100	190000	1,000.00
<input type="checkbox"/>	2	X	43002	ACTUALS	304000	00079	43100300	004000	-1,000.00
<input type="checkbox"/>	3		40000	ACTUALS	101013	64800	40200100	190000	-1,000.00
<input type="checkbox"/>	4	X	43002	ACTUALS	101013	00079	43100300	004000	1,000.00

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
40000	2	1,000.00	1,000.00	E	N
43002	2	1,000.00	1,000.00	E	N

*Use Investment Activity Entry page which simplifies the Investment / Disinvestment journal entry process and minimizes errors*



# Business Process

## What is Invested Balance Checking?

### Error Message

FloridaPALM  
Planning, Accounting, and Ledger Management

Search in Menu

Create/Update Journal Entries

Header Lines Totals **Errors** Approval

Unit 40000 Journal ID 0001281641 Date 02/21/2024

Header Errors

Unit	Field Name	Field Long Name	Set	Msg	Message Text
43002	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

Line Errors

Line #	Field Name	Field Long Name	Set	Msg	Message Text
2	PRODUCT	Category	9600	32	ChartField error for value 004000 fieldname Category. (prompt table PRODUCT_TBL).
4	PRODUCT	Category	9600	32	ChartField error for value 004000 fieldname Category. (prompt table PRODUCT_TBL).

Save Notify Refresh Add Update/Display

*Use Investment Activity Entry page which simplifies the Investment / Disinvestment journal entry process and minimizes errors*



# BUSINESS PROCESS

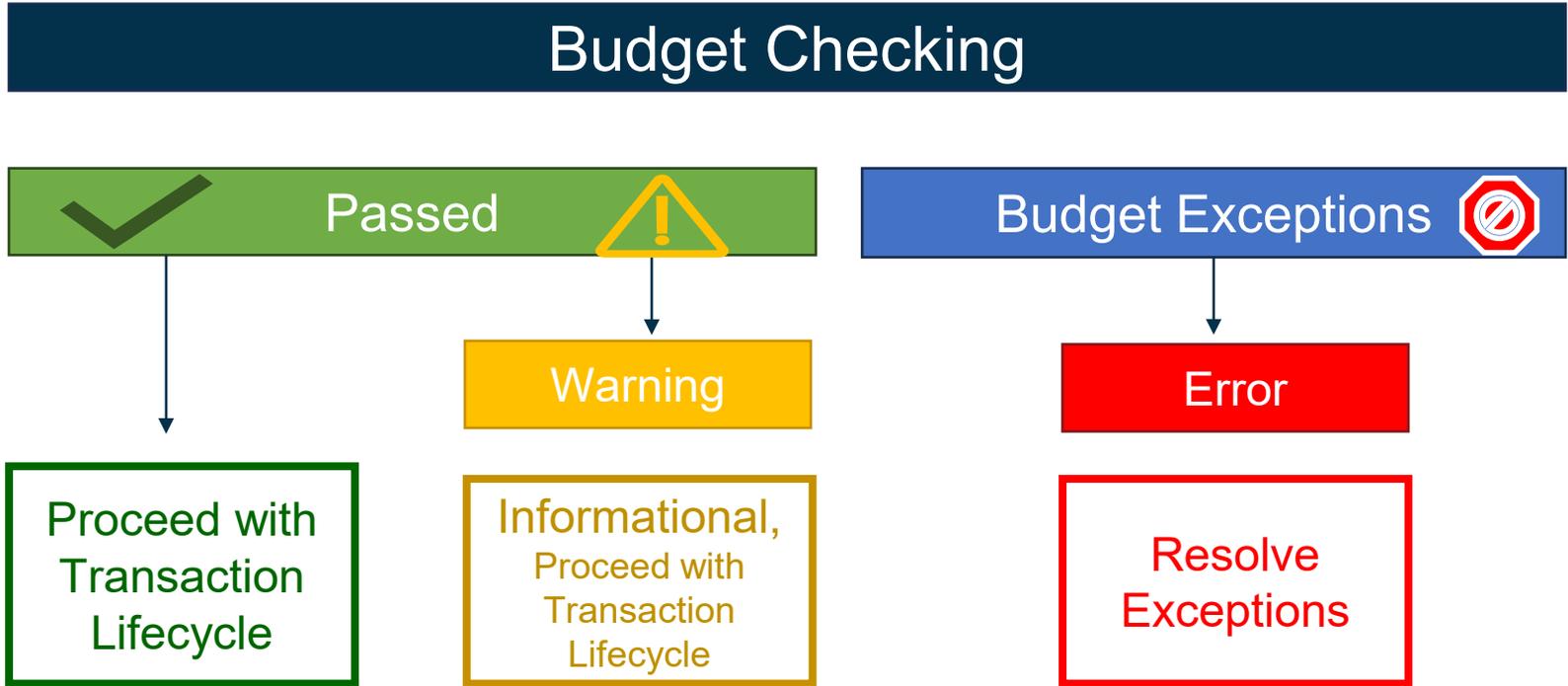
## MANAGE BUDGET EXCEPTIONS



# Business Process

## What are Budget Exceptions?

*Inevitably, some transactions fail the budget checking process or cause the system to issue a warning...*



# Business Process

## What are Budget Exceptions?

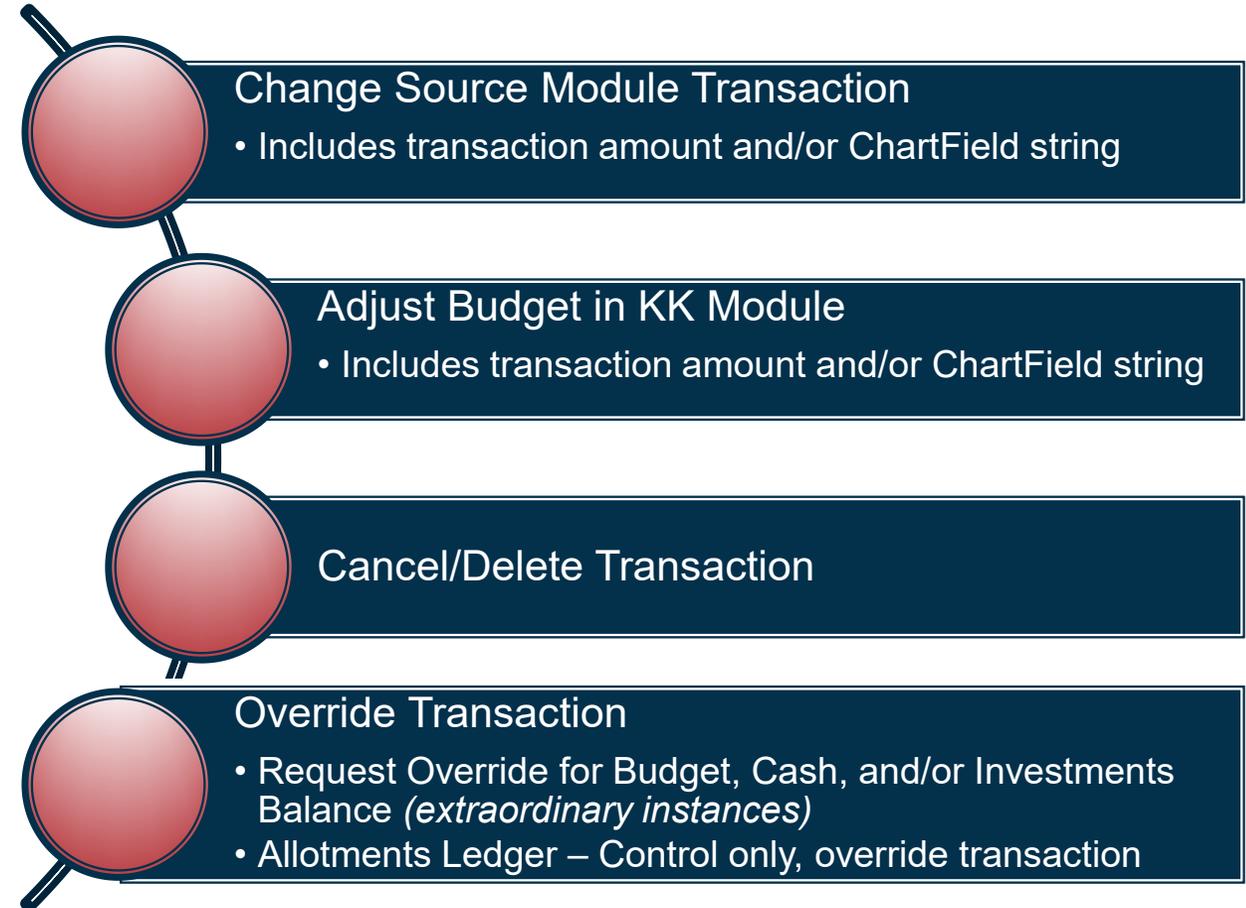
- ▶ The Budget Check process looks at the budget stored in the KK ledger(s) and makes one of the following determinations:
  - **Passes Budget Check** – If there are appropriations available, the transaction will pass, entries are created in the appropriate KK budget/revenue ledger(s), available balances are impacted, and proceed with the source modules transaction lifecycle.
  - **Fails Budget Check** – If there are not sufficient appropriations available, the transaction will fail, budget errors are issued, no entries are created, and there is no impact to available balances as the transaction has been stopped.
- ▶ Commitment Control security will designate users within DFS and agencies to manage budget exceptions resulting from the Budget Check process. The manage budget exceptions is a significant activity that is undertaken in all source modules to resolve exceptions that arise when source transactions fail Budget Check.



# Business Process

## What are Budget Exceptions?

- ▶ Budget Check exceptions fall into two categories, which are **errors** and **warnings**.
- ▶ **Errors** – These are budget exceptions that have failed Budget Check because they do not conform to the rules established. Once Budget Check errors occur, there are four options available to resolve errors in the source modules.



# Business Process

## What are Budget Exceptions?

- ▶ Budget Check errors continue to be systematically checked by Commitment Control until the budget errors have been resolved. Once Budget Check errors are resolved the source modules transaction lifecycle proceeds and KK budget ledgers are updated.
- ▶ Appropriations will be restored systematically based on the impact of a source transaction, i.e., when an encumbrance transaction is reduced and/or cancelled.



# Business Process

## What are Budget Exceptions?

Common Budget Exceptions	Description	Tools/Steps to Research/Resolve
No Budget Exists	No established budget is found for the ChartField values used in the transaction.	Review ChartField values; if not accurate, update. Agencies should follow internal accounting/budget policy and procedures to address budget exceptions.
Exceeds Budget Tolerance	No adequate budget to support transaction for the ChartField values used in the transaction.	Review ChartField values; if not accurate, update. Agencies should follow internal accounting/budget policy and procedures to address budget exceptions.
Required Key ChartField is Blank	Budget journals required ChartFields values are Account, Fund, Budget Entity, and Category.	Review transaction and determine appropriate required ChartField values to use.
Translation Tree Error	Transaction ChartField value is rolling up to a budgetary value that is not at the right level of the tree or doesn't exist on the tree.	Review ChartField values; if not correct, update. If correct, contact Agency COA Maintainer to request resolution to tree roll-up error.
Budget is Closed	Process has been executed to "close" the budget to prevent further charges using those ChartField values.	Review ChartField values; if not correct, update. If correct, contact Agency KK Budget Maintainer/Agency COA Maintainer to request re-open budget period.

# Business Process

## What are Budget Exceptions?

- ▶ **Warnings** – These are budget exceptions that are systematically overridden as defined by rules established but provide a warning, which is informational and included on the Budget and Cash Checking Exceptions/Warnings Report. Once Budget Check warnings occur, agencies should employ internal accounting and budget policy and procedures to clear negative balances, for example:
  - Record allotment adjustments to address negative allotment balances; or
  - Transfer posted expenditures to different ChartField string.
    - Any actions to address Budget Check warnings would occur after the fact as the transaction has passed budget check with the warning. Addressing Budget Check warnings timely could prevent future issues if not addressed appropriately.



# Business Process

## What are Budget Exceptions?

Voucher with a Valid budget check:

The screenshot shows the FloridaPALM software interface for a voucher. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is 'Vouchers' with a search bar and an 'Advanced Search' button. The 'Summary' tab is selected, showing the following details:

<b>Business Unit</b> 71000	<b>Invoice Date</b> 01/15/2024
<b>Voucher ID</b> 00000003	<b>Invoice No</b> 7100DNDJ1
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 85,000.000 USD
<b>Supplier Name</b> Heathers Shoes 1234 Palm Drive Tallahassee, FL 32310	
<b>Entry Status</b> Postable	<b>Pay Terms</b> Due Now
<b>Match Status</b> No Match	<b>Voucher Source</b> Online
<b>Approval Status</b> Approved	<b>Origin</b> ONL
<b>Post Status</b> Unposted	<b>Created On</b> 02/23/2024 11:42AM
	<b>Created By</b> DAWNA.JOHNSON
	<b>Last Update</b> 02/27/2024 4:38PM
	<b>Modified By</b> MATTHEW.CULP
	<b>ERS Type</b> Not Applicable
	<b>Close Status</b> Open

**Budget Status** Valid

**Budget Misc Status** Valid

\*View Related  Go

Buttons: Return to Search, Notify, Refresh, Add, Update/Display



# Business Process

## What are Budget Exceptions?

### Voucher with a Budget Exception:

The screenshot shows the FloridaPALM Voucher interface. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is 'Vouchers' with a search bar and an 'Advanced Search' link. The 'Voucher Attributes' tab is selected, showing the following details:

<b>Business Unit</b> 71000	<b>Invoice Date</b> 06/30/2023
<b>Voucher ID</b> 00000002	<b>Invoice Number</b> FCO-015681
<b>Voucher Style</b> Regular	<b>Invoice Total</b> 150,000.000 USD
<b>Supplier Name</b> Test Supplier 1 Test Street Tallahassee, FL 02740	<b>Pay Terms</b> Due Now
<b>Entry Status</b> Postable	<b>Voucher Source</b> Online
<b>Match Status</b> No Match	<b>Origin</b> ONL
<b>Approval Status</b> Approved	<b>Created On</b> 07/31/2023 3:17PM
<b>Post Status</b> Unposted	<b>Created By</b> DAWNA.JOHNSON
<b>Budget Status</b> Exceptions	<b>Last Update</b> 07/31/2023 3:25PM
<b>Budget Misc Status</b> Valid	<b>Modified By</b> DAWNA.JOHNSON
<b>View Related</b> Payment Inquiry	<b>ERS Type</b> Not Applicable
	<b>Close Status</b> Open

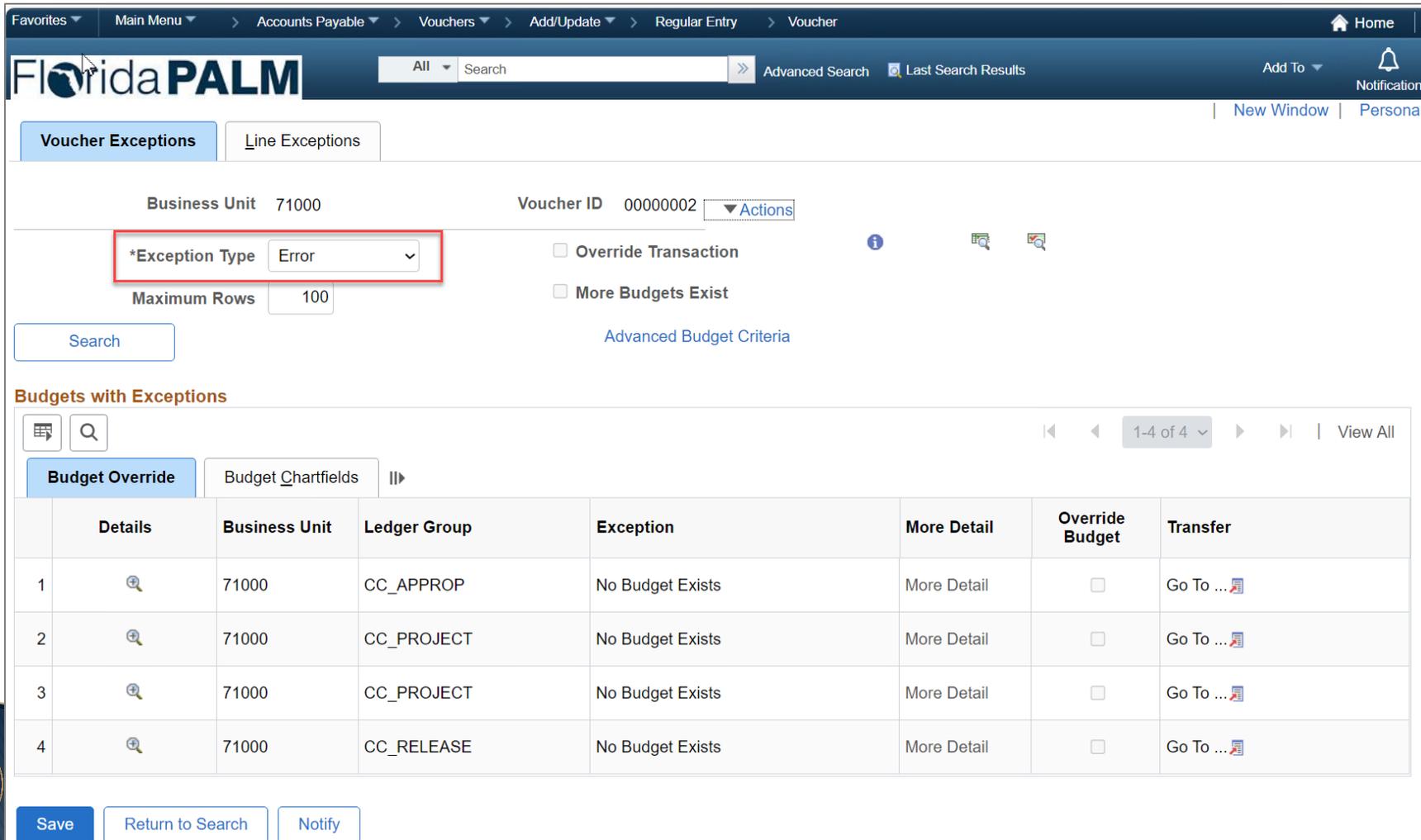
At the bottom, there are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A red box highlights the 'Budget Status: Exceptions' field.



# Business Process

## What are Budget Exceptions?

Page behind link that shows the budget exceptions for the voucher:



The screenshot shows the FloridaPALM web interface for viewing voucher exceptions. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry > Voucher. The page title is "Voucher Exceptions" and "Line Exceptions" tabs are visible. The current view is for Business Unit 71000 and Voucher ID 00000002. A red box highlights the "\*Exception Type" dropdown menu, which is currently set to "Error". Other options include "Override Transaction" and "More Budgets Exist". A "Search" button and "Advanced Budget Criteria" link are also present. Below the search area, a section titled "Budgets with Exceptions" displays a table with 4 rows. The table columns are: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. All four rows show "No Budget Exists" for ledger groups CC\_APPROP, CC\_PROJECT, CC\_PROJECT, and CC\_RELEASE respectively. At the bottom of the page, there are "Save", "Return to Search", and "Notify" buttons.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	71000	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	71000	CC_PROJECT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
3	71000	CC_PROJECT	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
4	71000	CC_RELEASE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...



# BUDGET CHECKING & INVESTED BALANCE CHECKING

## OVERRIDE REQUEST FORM



# Budget Checking & Invested Balance Checking

## What is the Override Request Form?

- ▶ Florida PALM has been designed for extraordinary instances whereas an agency can submit an Override Request Form which includes workflow to DFS for review and consideration.
- ▶ The DFS Override Processor has the appropriate security to override a budget, cash, and invested balance exception based upon an agency's override request form submission, along with supporting documentation.



# Budget Checking & Invested Balance Checking

## What is the Override Request Form?

- ▶ The Override Request Form is not intended as an accounting and budget management tool for day-to-day operations. Agencies are expected to use appropriate accounting and budget policies along with acceptable business practices to manage operations.
- The following are examples of Override Request Form considerations that agencies could use to address time sensitive and/or extraordinary instances, but not limited to:
  - Transactions supported by legislative Back of the Bill appropriations
  - Budget Amendments (*emphasis on extraordinary instances*)
  - Declaration of State of Emergency
- Agencies should be prepared to provide the following:
  - Justification which includes detail information
  - Agency's fiscal impact statement
  - Supporting documentation



# Budget Checking & Invested Balance Checking

## What is the Override Request Form?

- ▶ The DFS Override Processor works collaboratively with EOG/OPB to review override request form and render a decision to approve or deny and request additional information from agency, if needed. Once the transaction is approved or denied, Florida PALM will systematically notify the agency of the decision, with the noted outcome:
  - **Approve** – The DFS Override Processor approves override request, the transaction is overridden and manually submitted for Budget Check to pass, and the transaction will proceed to its source module lifecycle.
  - **Denied** – The DFS Override Processor denies override request and the agency will need to take alternative action to modify transaction and resubmit for Budget Check.



# Budget Checking & Invested Balance Checking

## What is the Override Request Form?

- ▶ Transactions that are approved for override and/or denied will be included on the Budget and Cash Checking Exceptions/Warnings Report.
- ▶ Florida PALM will be configured for those rare instances whereas DFS can assign a Commitment Control attribute to designate ChartField values, to permit systematic override of transactions for a designated period of time, as deemed appropriate.



# Budget Checking & Invested Balance Checking

## What is the Override Request Form?



# Questions?

# BUDGET EXECUTION AND MANAGEMENT

REPORTS



# Commitment Control Exceptions

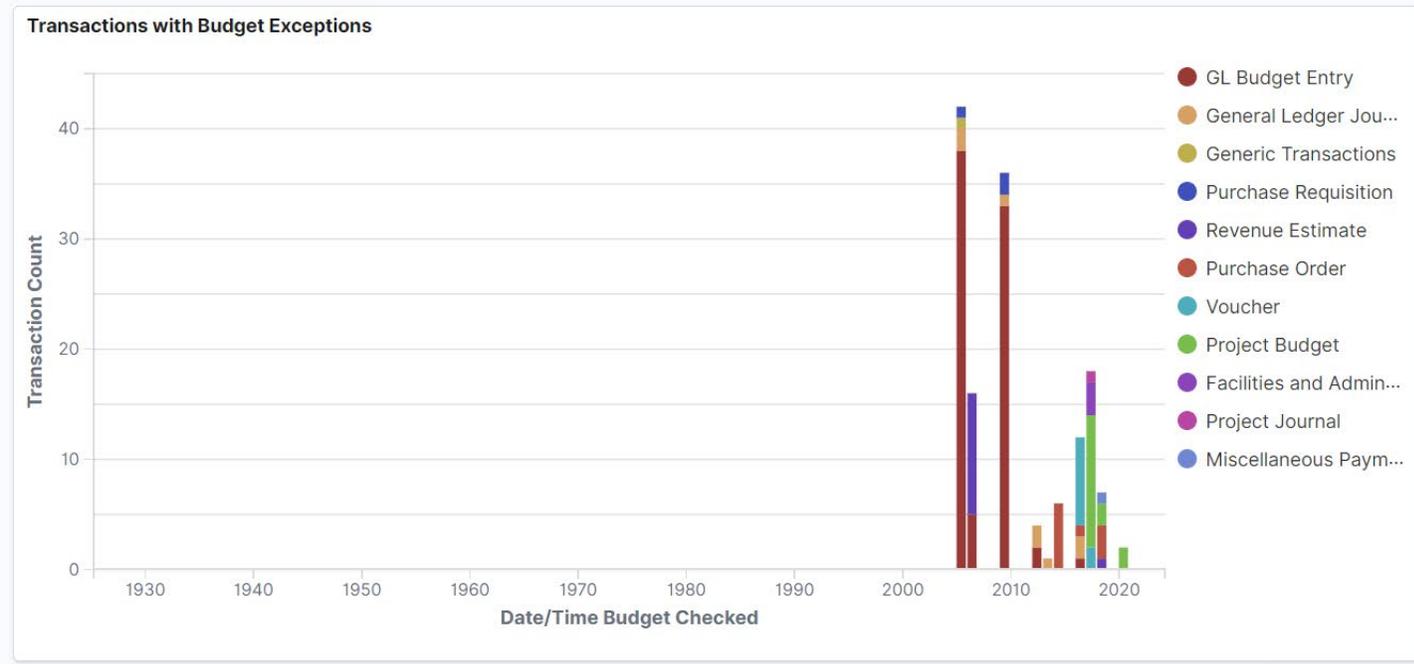
Open In OpenSearch Dashboards

Search DQL 📅 Last 99 years Show dates Refresh

+ Add filter

Business Unit: Select...
Ledger Group: Select...
Budget Period: Select...
Process Status: Select...

Apply changes
Cancel changes
Clear form



**144**  
Transactions

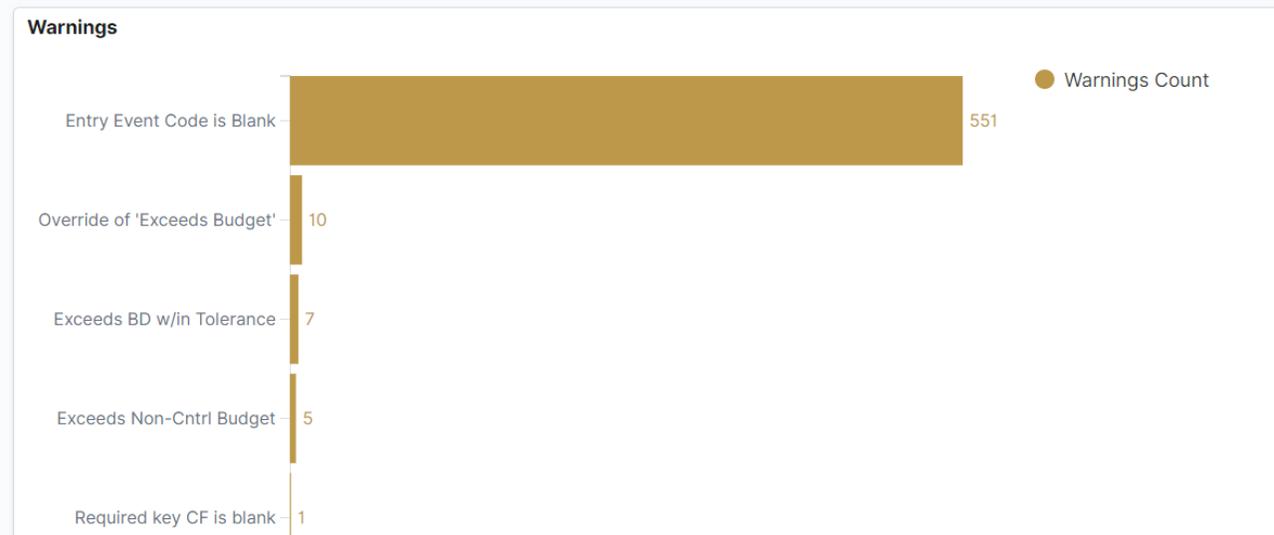
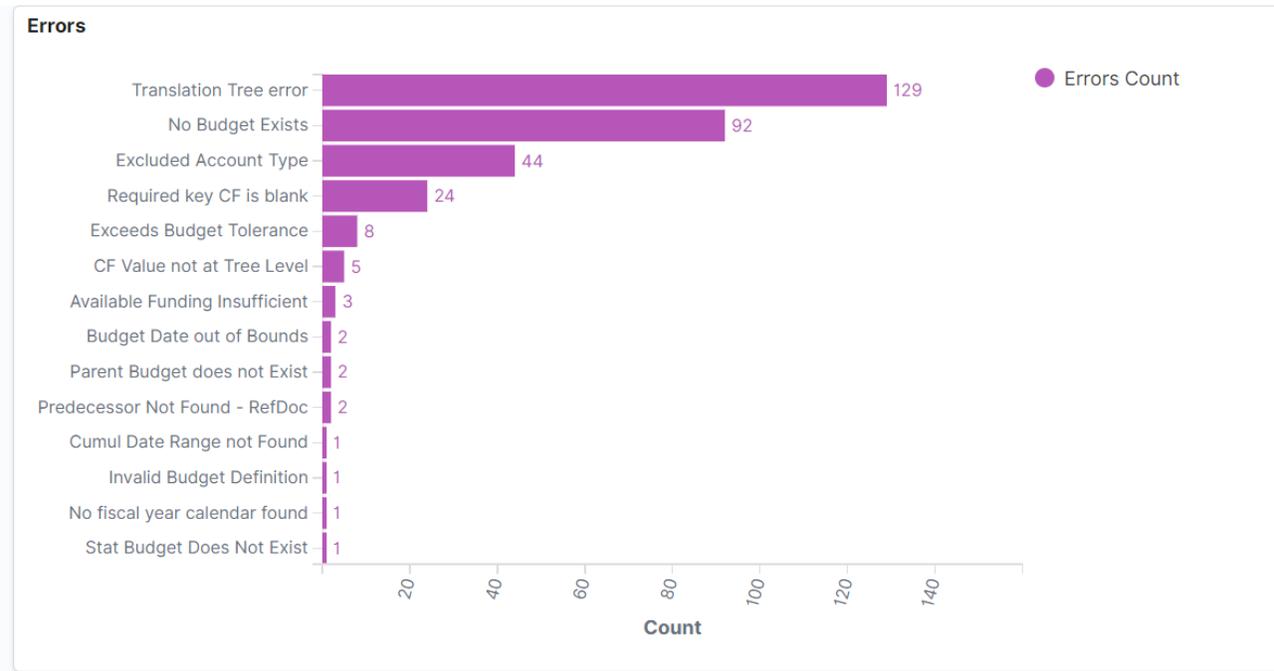
**889**  
Exceptions

**315**  
Errors

**574**  
Warnings

# Commitment Control Exceptions

[Open In OpenSearch Dashboards](#)



### Errors: Exception Type

Details	Count
No Budget Exists	92
Account 0103 is of an excluded Account Type for this budget	44
One of the required Chartfields is blank: Budget Definition GVDEPT, SetID PCNSI, RuleSet DEFAULT.	10
Exceeds Budget Tolerance	8
No translate value for Department: "ALL_DEPTS" in Tree "CC_DEPT_SPRING", SetID "SHARE"	7
One of the required Chartfields is blank: Budget Definition GVAPPROP, SetID PCNSI, RuleSet DEFAULT.	7
One of the required Chartfields is blank: Budget Definition GVPROJECT, SetID PCNSI, RuleSet DEFAULT.	4
Value 650080, for Chartfield ACCOUNT is not in the tree at the correct level	3
Budget Date out of Bounds	2
No translate value for Account: "620001" in Tree "CONTROL_BD_ACCTS", SetID "SHARE"	2

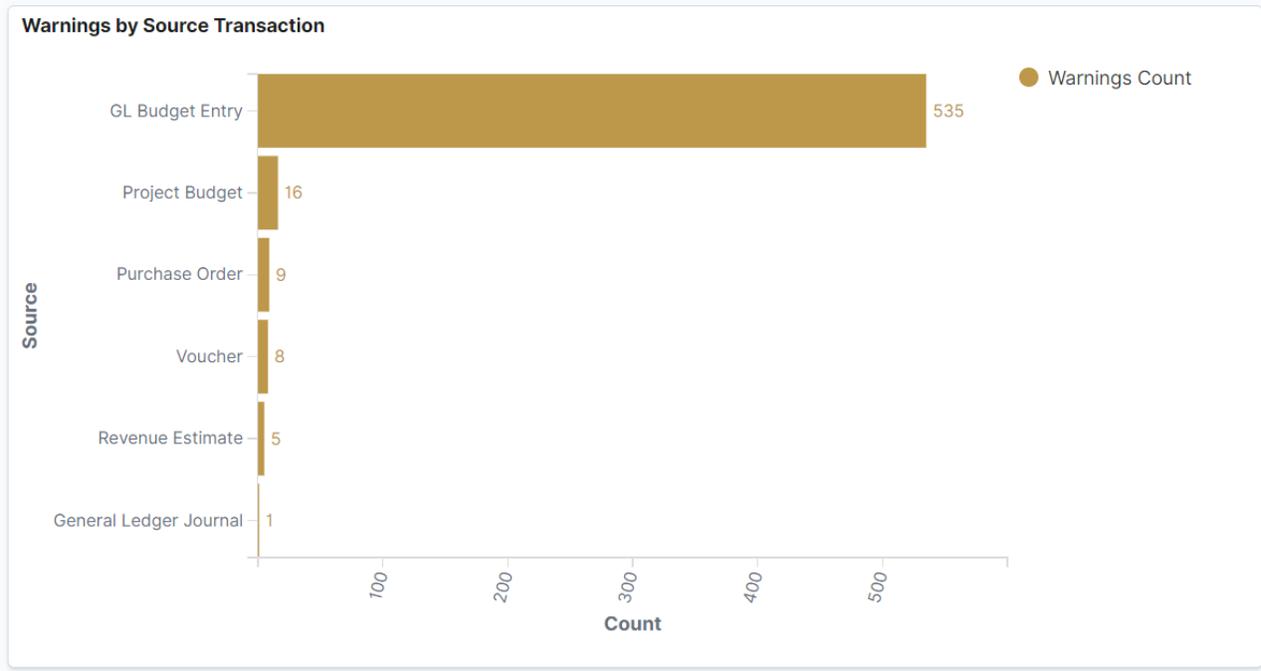
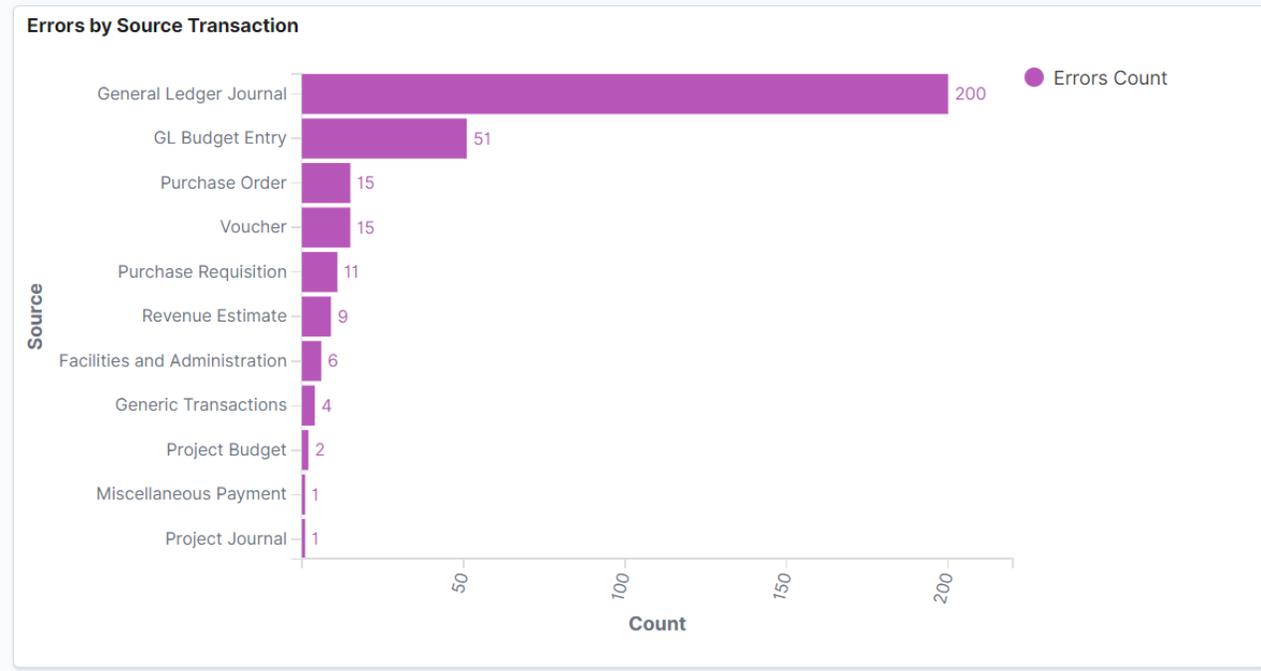
Export: [Raw](#) [Formatted](#)

### Warnings: Exception Type

Details	Count
Entry Event is blank	551
Override of 'Exceeds Budget'	10
Exceeds BD w/in Tolerance	7
Exceeds Non-Cntrl Budget	5
One of the required Chartfields is blank: Budget Definition EG_HOSP_CH, SetID PUBLIC, RuleSet HOSP1.	1

# Commitment Control Exceptions

[Open In OpenSearch Dashboards](#)



### Details

Business Unit	Transaction ID	Transaction Date	Source Transaction	Document ID	Process Status	Drill URL	Count
US006	0000001213	Nov 6, 2013	General Ledger Journal	Journal ID: POOL001	Errors Exist	<a href="#">Review Exceptions</a>	8
US005	0000001223	Oct 24, 2014	Purchase Order	Purchase Order: 0000000261	Only Warnings Exist	<a href="#">Review Exceptions</a>	1
US005	0000001222	Oct 24, 2014	Purchase Order	Purchase Order: 0000000260	Only Warnings Exist	<a href="#">Review Exceptions</a>	1
US005	0000001221	Oct 24, 2014	Purchase Order	Purchase Order: 0000000259	Only Warnings Exist	<a href="#">Review Exceptions</a>	2
US005	0000001220	Oct 24, 2014	Purchase Order	Purchase Order: 0000000258	Only Warnings Exist	<a href="#">Review Exceptions</a>	2
US005	0000001219	Oct 23, 2014	Purchase Order	Purchase Order: 0000000257	Only Warnings Exist	<a href="#">Review Exceptions</a>	2
US005	0000001217	Oct 17, 2014	Purchase Order	Purchase Order: 0000000255	Only Warnings Exist	<a href="#">Review Exceptions</a>	2
US005	0000000810	Apr 5, 2006	GL Budget Entry	Journal ID: COMBO10	Only Warnings Exist	<a href="#">Review Exceptions</a>	6
US005	0000000809	Apr 5, 2006	GL Budget Entry	Journal ID: COMBO09	Only Warnings Exist	<a href="#">Review Exceptions</a>	6

# KKR058 – Budget and Cash Checking Exceptions/Warnings Report

**What**  
information is available?



Reflect Budget and Cash Exceptions / Warnings for time periods grouped by ChartFields and ChartField combinations.

**Why**  
do I need this report?



To monitor and manage Budget and Cash Exceptions / Warnings.

**Who**  
runs and uses this information?



- KK Reporter

**When**  
should I run this report?



Agencies run reports on an as-needed basis

**Which**  
report(s) were previously used?



State Account Screen

# KKR058 – Budget and Cash Checking Exceptions/Warnings Report

## Key Considerations

- The report will show details of any Budget and Cash Exceptions/Warnings by the budget/cash checking processes along with ChartFields.
- The Exceptions/Warnings details for different source transactions will be displayed in the report, along with aging details.
- The report will not provide exceptions prior to Financials Implementation go-live.
- Business unit security is applied on the report and data.

Parameter	Description	Required/Optional
Business Unit	Select specific BU's. % or actual value as per BU security	Required
Source Module	Select Source Module	Optional
Budget Period	Select Budget Period	Optional
Process Instance	Select Process Instance	Optional
Ledger Group	Select Ledger Group	Optional
Exception/Warning	Select Exception/Warning	Optional
Transaction Date From	Select Transaction Date From	Optional
Transaction Date To	Select Transaction Date To	Optional



# Budget and Cash Checking Exceptions/Warnings Report (Mockup) <sup>87</sup>

## Budget and Cash Checking Exceptions/Warnings Report

Business Unit	ALL																			
BUSINESS UNIT	ACCOUNT	FUND	BUDGET ENTITY	CATEGORY	STATE PROGRAM	PC BUSINESS UNIT	PROJECT	ACTIVITY	BUDGET PERIOD	LEDGER GROUP	TRANSACTION ID	TRANSACTION DATE	TRANSACTION LINE	SOURCE TRANSACTION	E/W	EXCEPTION MESSAGE	EXCEPTION AGING	OVERRIDE	OVERRIDE NAME	OVERRIDE DATE
43000	104000	38000	43010100	002000	1602000000				2022	CC_INVEST	0000004138	05/25/2023	1	GL_JOURNAL	Error	Budget is closed.	190	N		
43000	703300	00700	43200200	080990	1601000000	43000	43FCOPJCT	FCO1	2023	CC_ALLOT	10000022	08/01/2023	1	AP_VOUCHER	Error	Exceeds budget and is over tolerance.	123	N		
67000	703400	00103	67100200	080754		67000	APDSOUTH2023000		2023	CC_PROJECT	0010000033	08/09/2023	1	PC_BUDGET	Error	Key Chartfield is Blank	114	N		
37000	707100	10000	37010100	040000					2023	CC_ALLOT	0000004139	10/25/2023	3	GL_BD_JRNL	Error	Exceeds budget and is over tolerance.	36	Y	JOHN.DOE	11/30/2023
55000	702200	54000	55000000	040000					2023	CC_ALLOT	0005104675	11/07/2023	1	GL_BD_JRNL	Error	Exceeds Parent budget	24	N		
43000	702800	79500	43100400	040000	1601000000				2023	CC_ALLOT	0000000001	11/08/2023	1	PO_POENC	Error	No Budget Exists	23	N		
79000	790001	06900	79040200	040000	1602000000				2023	CC_RELEASE	00622967	11/17/2023	1	AP_VOUCHER	Error	Exceeds budget and is over tolerance.	14	Y	JANE.DOE	12/1/2023
79000	790001	71907	79040200	040000					2023	CC_RELEASE	0000622967	11/17/2023	1	GL_BD_JRNL	Error	Translation Tree error	14	N		
79000	705200	22210	79040200	040000					2023	CC_ALLOT	0000006160	11/25/2023	2	GL_BD_JRNL	Warning	Exceeds BD w/in Tolerance	6	N		
43000	708302	20040	43010100	100777	1601000000				2023	CC_APPROP	00004152	11/28/2023	1	AP_VOUCHER	Error	No budget exists.	3	N		
43000	704800	10000	43100400	040000					2023	CC_ALLOT	0000005159	11/30/2023	5	GL_BD_JRNL	Warning	Exceeds BD w/in Tolerance	1	N		
71000	707519	21480	71150200	084455	1202000000				2023	CC_APPROP	05104614	11/31/2023	2	AP_VOUCHER	Error	No Budget Exists	1	N		



# KKR008 – Schedule of Allotment Balance Report

### What

information is available?



Reflect recorded allotments, encumbrances, expenditures, and associated remaining balances for time periods grouped by ChartFields and ChartField combinations.

### Why

do I need this report?



To monitor and manage budgetary allotment balances.

### Who

runs and uses this information?



- KK Reporter

### When

should I run this report?



Agencies run reports on an as-needed basis

### Which

report(s) were previously used?



Schedule of Allotment Balance Reports

# KKR008 – Schedule of Allotment Balance Report

## Key Considerations

- The report will show details of any posted transaction whether ChartFields are active or inactive at the time of report.
- The report will not provide allotment balances prior to Financials Implementation go-live.
- Business unit security is applied on the report and data.

Parameter	Description	Required/Optional
Business Unit	Select specific BU's. % or actual value as per BU security	Required
Budget Period	Select Budget Period	Optional
Date From	Select Date From	Required
Date To	Select Date To	Required
ChartField(s) Selection	Organization, Account, Fund, Budget Entity, Category, State Program, Grant, Contract, OA1, OA2, PC Business Unit, Project, Activity, and PC Source Type	Optional



# Schedule of Allotment Balances Report

## (Mockup)



### SCHEDULE OF ALLOTMENT BALANCES REPORT

**Business Unit:** 43000  
**From Date:** 08/1/2023  
**From Organization:** 1010100000 CFO - TRANSITION TEAM  
**From Account:** 700100 Tangible Personal Property  
**From Fund:** 00079 DFS ADMIN DIV GR  
**From Budget Entity:** 43010100 EXEC DIRECTION & SUPP SVC  
**From Category:** 010000 SALARIES AND BENEFITS  
**To Date:** 08/31/2023  
**To Organization:** 6305304000 DI-UNIX SYSTEMS  
**To Account:** 708300 Repairs & Maintenance - Contract  
**To Fund:** 72500 TREASURY ADMIN & INV TF  
**To Budget Entity:** 43300400 PROF TRAINING & STANDARDS  
**To Category:** 105280 DEFERRED-PAYMENT CONTRACTS

Organization	Account	Account Description	Fund	Budget Entity	Category	Budget Period	Allotments	Expenditures (MTD)	Expenditures (YTD)	Encumbrances	Allotment Balances	
1010100000	707500	Tangible Personal Property	00079	43010500	060000	2021	500,000.00	55,217.12	419,976.47	0.00	80,023.53	
							<b>Category 060000 Total:</b>	<b>\$ 500,000.00</b>	<b>\$ 55,217.12</b>	<b>\$ 419,976.47</b>	<b>\$ 0.00</b>	<b>\$ 80,023.53</b>
2010000000	701300	Management Consulting	02106	43010100	100777	2024	250,000.00	0.00	247,274.98	0.00	2,725.02	
							<b>Category 100777 Total:</b>	<b>\$ 250,000.00</b>	<b>\$ 0.00</b>	<b>\$ 247,274.98</b>	<b>\$ 0.00</b>	<b>\$ 2,725.02</b>
2620100000	708300	Repairs & Maintenance - Contract	02111	43010500	105280	2024	100,000.00	0.00	29,643.02	0.00	70,356.98	
							<b>Category 105280 Total:</b>	<b>\$ 100,000.00</b>	<b>\$ 0.00</b>	<b>\$ 29,643.02</b>	<b>\$ 0.00</b>	<b>\$ 70,356.98</b>
3551220000	705300	Supplies Medical	39300	43300400	040000	2024	300,000.00	0.00	261,342.99	0.00	38,657.01	
	707100	Travel In State	39300	43300400	040000	2024	50,000.00	0.00	27,234.12	0.00	22,765.88	
	704600	Communications	39300	43300400	040000	2024	150,000.00	0.00	111,298.09	0.00	38,701.91	
							<b>Category 040000 Total:</b>	<b>\$ 500,000.00</b>	<b>\$ 0.00</b>	<b>\$ 399,875.20</b>	<b>\$ 0.00</b>	<b>\$ 100,124.80</b>
6305304000	700100	Other Personal Services (OPS)	72500	43100200	010000	2024	75,000.00	25,780.38	44,780.20	0.00	30,219.80	
							<b>Category 010000 Total:</b>	<b>\$ 75,000.00</b>	<b>\$ 25,780.38</b>	<b>\$ 44,780.20</b>	<b>\$ 0.00</b>	<b>\$ 30,219.80</b>
<b>Grand Total:</b>							<b>\$ 1,425,000.00</b>	<b>\$ 80,997.50</b>	<b>\$ 1,141,549.87</b>	<b>\$ 0.00</b>	<b>\$ 283,450.13</b>	



# Budget Execution and Management Reports



# Questions?

# ANALYZE AND RECONCILE ACCOUNTS

## GENERAL LEDGER OVERVIEW



# General Ledger Overview

## General Ledger Review

- ▶ The General Ledger serves as the master set of records in which the State of Florida's financial transactions are recorded in detail or in summary form.
- ▶ It serves as a central repository for accounting data transferred from all source modules.
- ▶ The General Ledger is the official book of record for the State of Florida and contains financial data for all State of Florida agencies and designated component units.



# General Ledger Overview

## General Ledger Review

### Actuals Ledger

- Primary ledger and State's book of record for financial reporting
- Represents the table where all non-budgetary financial transactions are posted
- Contains summarized revenue, expense, asset, liability, and equity balances by ChartField string
- Does not contain budget or encumbrance data

### Cash Ledger

- Contains cash impacting transactions from the Actuals Ledger
- Transactions are systematically posted to the Ledger
- Used to support cash basis reporting for agencies and enterprise partners

### Financial Reporting Ledger

- Contains data from the Actuals Ledger
- Contains adjustments entered to affect financial data during the adjustment period
- Used for annual financial statement preparation
- Allows DFS Bureau of Financial Reporting to manage consolidated financial reporting entries



# General Ledger Overview

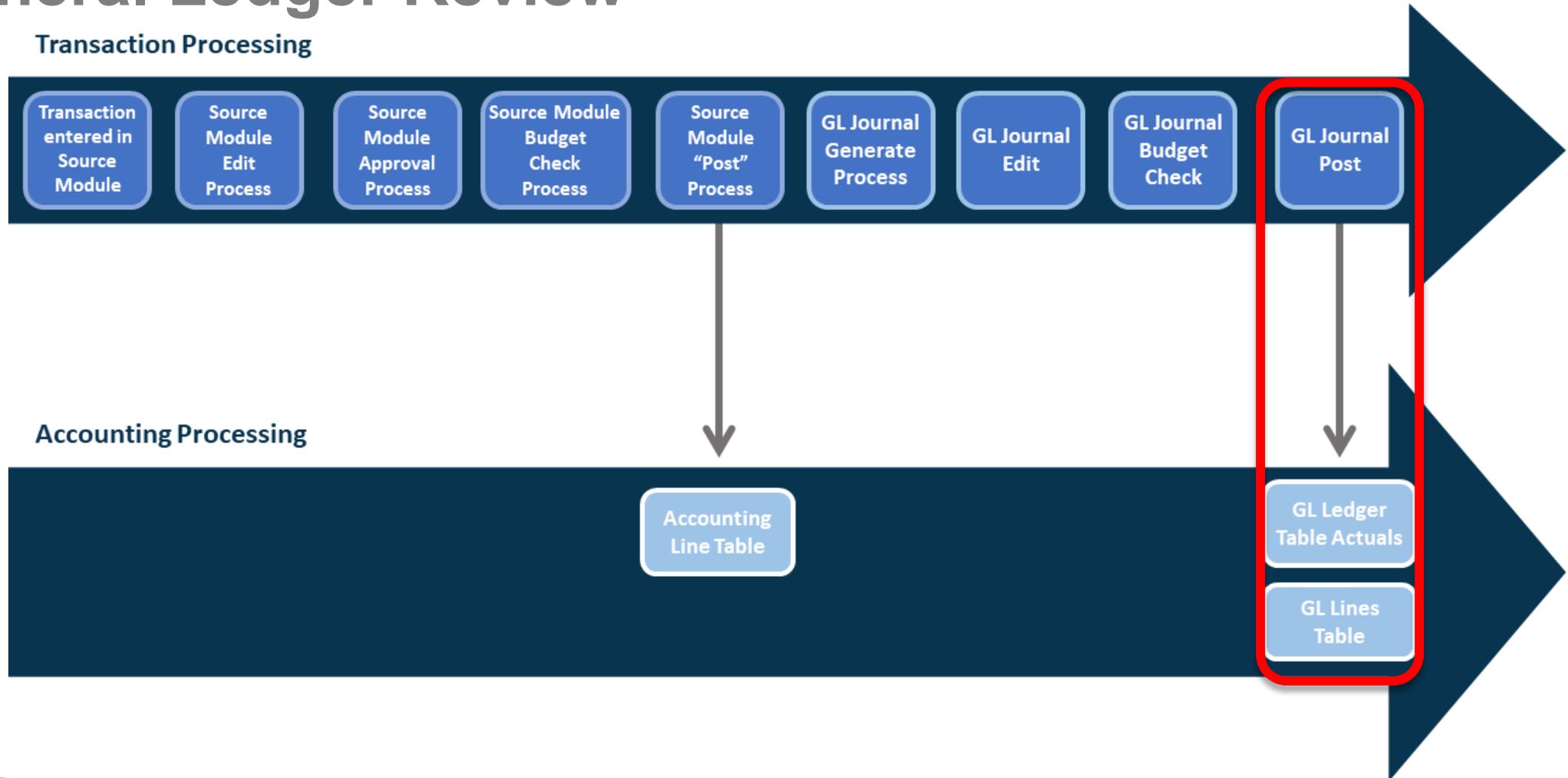
## General Ledger Review

- ▶ The GL can be updated in 2 ways:
  - By directly entering GL journals into the GL. This can be done by online entry, spreadsheet upload, and interface. Updates made directly in the GL **do not** impact other source module tables.
  - By Journal Generator (J-Gen). J-Gen is a systematic process which creates the appropriate GL journals from source module accounting entries.



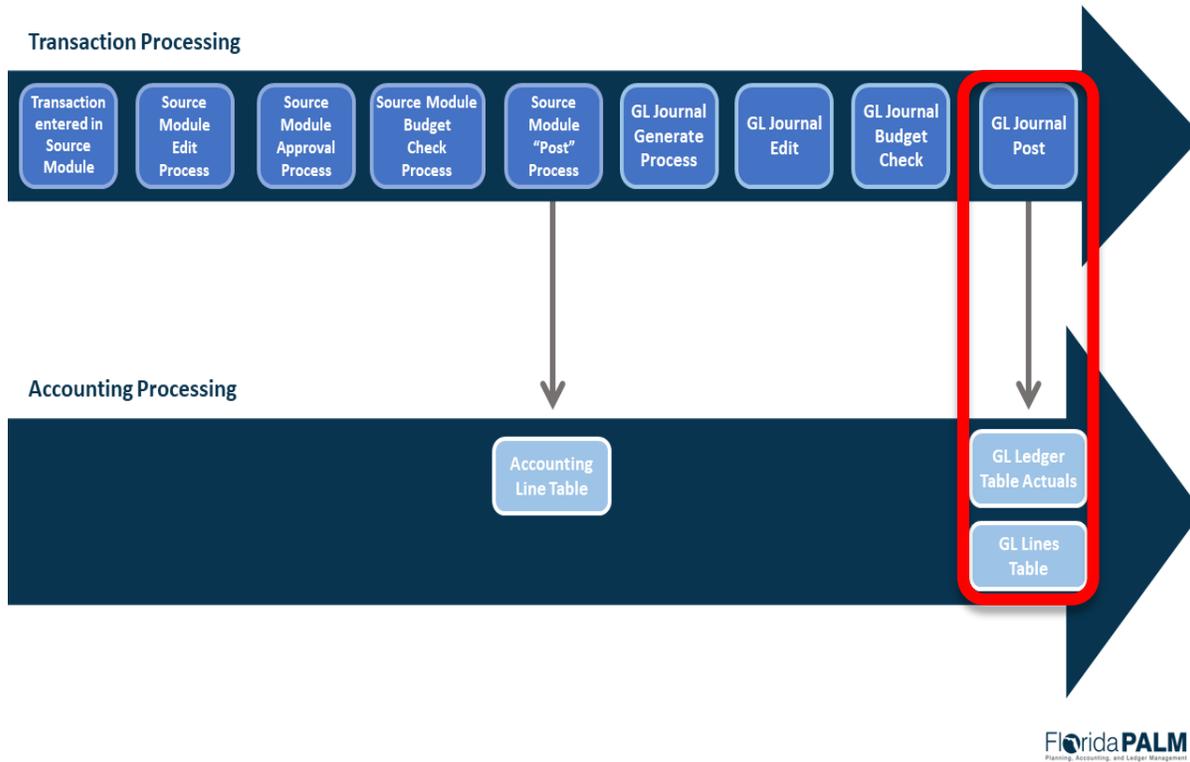
# General Ledger Overview

## General Ledger Review



# General Ledger Overview

## General Ledger Review



### ▶ What is the GL Journal Post process?

- Journal post is a periodic systematic process which posts all journals that have passed edit and budget check to the correct ledger within GL.
- After the process has completed the posted date is updated with the date the journal post process was run for all source module accounting entries, GL journals, and commitment control journals.
- Data is available to be reported from the GL after the posting process is completed.

# General Ledger Overview

## General Ledger Review

### Question # 1:

### When does the GL Journal Post process occur?

- After the GL journal passed edit and budget check.
- Before the GL journal is saved.
- Before the J-Gen process is completed.
- After the source module accounting tables are updated.



# General Ledger Overview

## General Ledger Review

### Question # 2:

### When is data available to be reported from the GL?

- After GL journals have been posted to the correct ledgers.
- Before the GL journal is saved
- Before the J-Gen process is completed.
- After the source module accounting tables are updated.



# General Ledger Overview

## What is the General Ledger?



# Questions?



# General Ledger Overview

## Accounting Date Concept



All transactions within Florida PALM contain an accounting date.



Within the source module, the field is called accounting date. In the GL and Commitment Control modules, the journal date field is the accounting date.



Accounting dates default to the current date and should only be changed if needed and based upon agency internal policy.



The accounting date dictates which operational period a transaction is to be posted.



# General Ledger Overview

## Accounting Date Concept

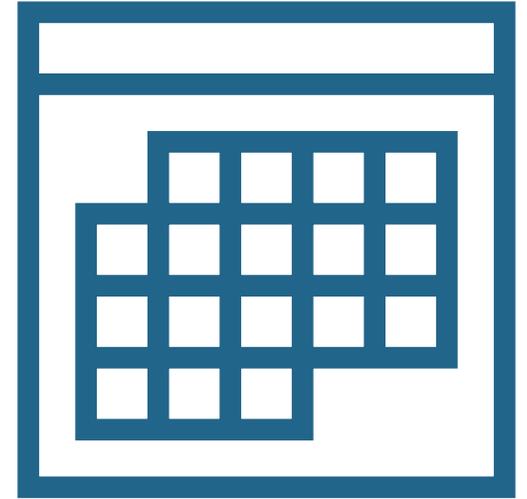
- ▶ What is an operational accounting period?
  - The operational accounting period represents a one-month timeframe within a fiscal year.
  - For the State of Florida, July is the 1<sup>st</sup> period within the fiscal year, followed by August being the 2<sup>nd</sup> period. This pattern ends with June being period 12 and the end of the fiscal year.
  - The operational periods are controlled and maintained by DFS for all agencies.



# General Ledger Overview

## Accounting Date Concept

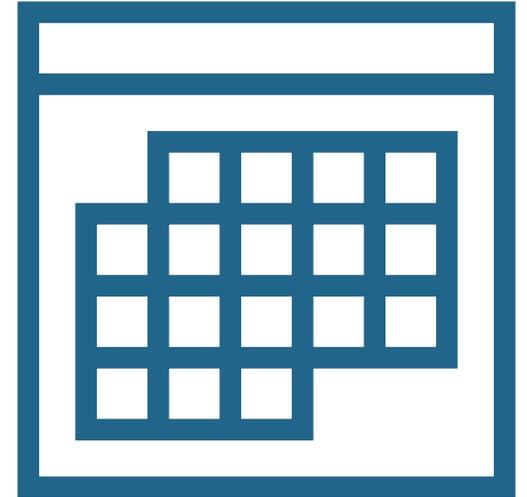
- ▶ How are operational accounting periods controlled?
  - Operational accounting periods are opened and closed based upon a predefined closing schedule by DFS.
  - DFS will close source modules and GL operating periods. Transactions cannot be entered into a closed period.
  - DFS will define the closing schedule for the operational accounting periods. Once the closing schedule is defined, it will be communicated to all agencies and enterprise partners.



# General Ledger Overview

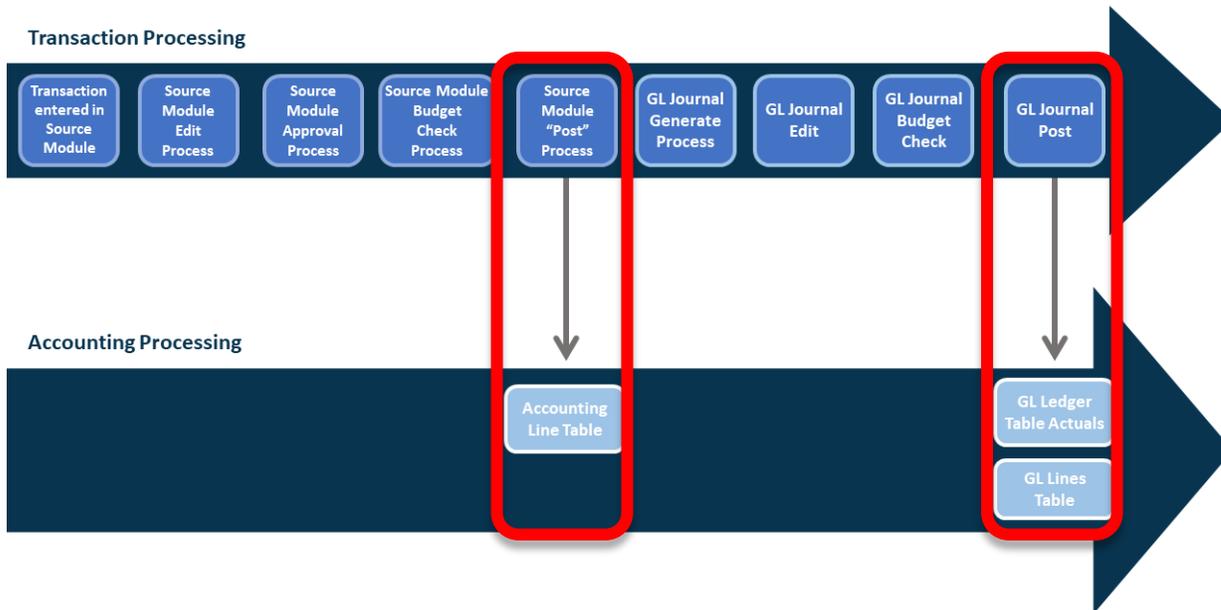
## Accounting Date Concept

- ▶ How are transactions processed when the operational accounting period is open?
  - Source module transactions which contain an accounting date for an operational accounting period that is open, the transaction will post and update the GL balances for the open period.
  - The journal date on the GL journal will be the accounting date from the original source module transaction.



# General Ledger Overview

## Accounting Date Concept



FloridaPALM  
Planning, Accounting, and Ledger Management

Open Period Example:

A source module accounting entry has an accounting date of March 15, 2024. The GL journal is created and posted on March 15, 2024.

The entry will post as follows:

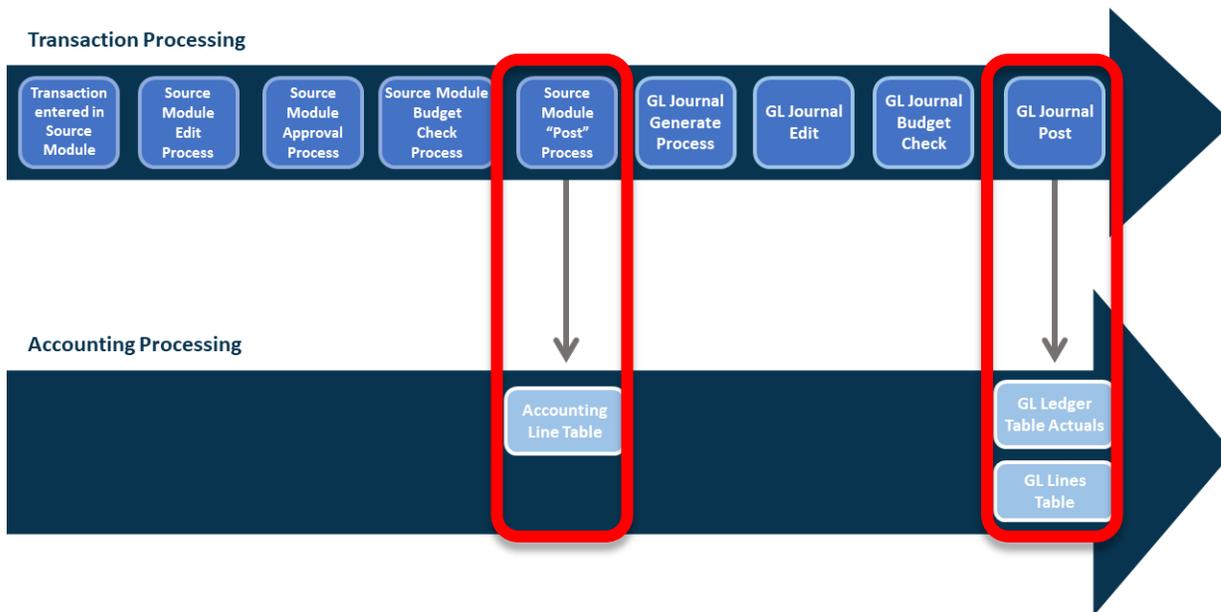
- GL Journal Date = 3/15/2024
- Posting Date = 3/15/2024
- Accounting Period = 9

*\*Posting date represents the day that GL journal post process occurred\**



# General Ledger Overview

## Accounting Date Concept



FloridaPALM  
Planning, Accounting, and Ledger Management

### Open Period Example:

A source module accounting entry has an accounting date of March 31, 2024. March's GL period is open until April 3rd. The GL journal is created and posted on April 1, 2024.

The entry will post as follows:

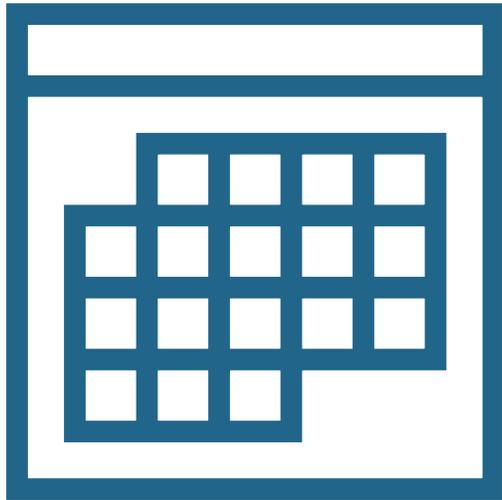
- GL Journal Date = 3/31/2024
- Posting Date = 4/1/2024
- Accounting Period = 9

*\*Posting date represents the day that GL journal post process occurred\**



# General Ledger Overview

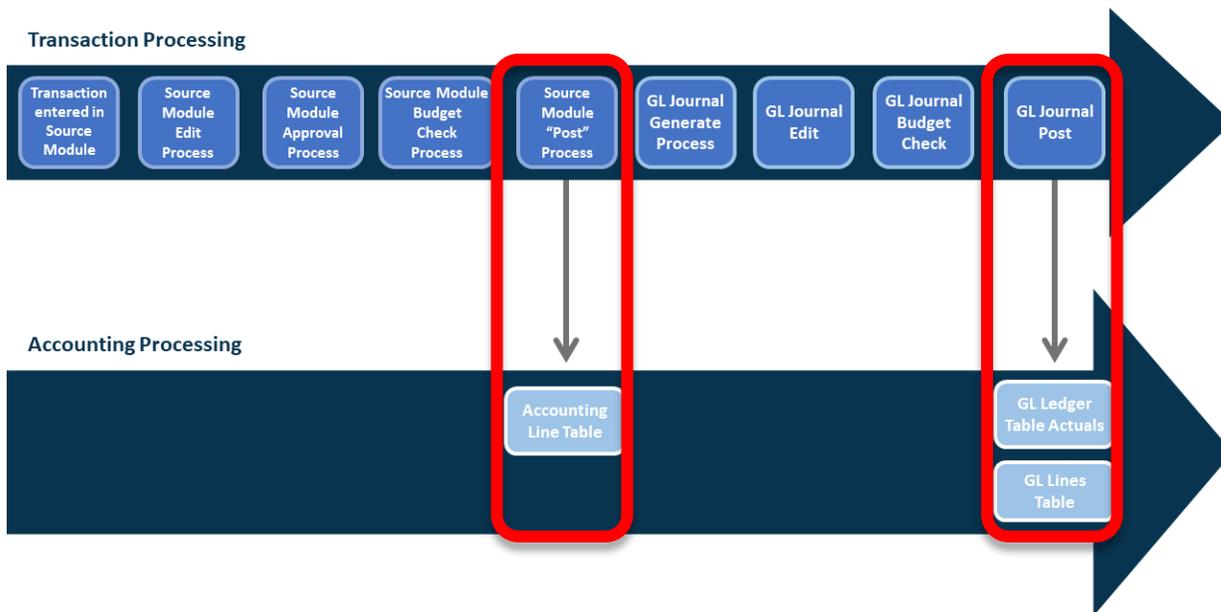
## Accounting Date Concept



- ▶ How are transactions processed when the operational period is closed?
  - Source module transactions containing an accounting date for an operational period that is closed will post in the next open period.
  - The journal date on the GL journal will represent the first day of the next open period.

# General Ledger Overview

## Accounting Date Concept



FloridaPALM  
Planning, Accounting, and Ledger Management

### Closed Period Example:

A source module accounting entry has an accounting date of March 31, 2024. March's operational period is closed on April 3<sup>rd</sup>. The GL journal is created and posted on 4/5/2024.

The entry will post as follows:

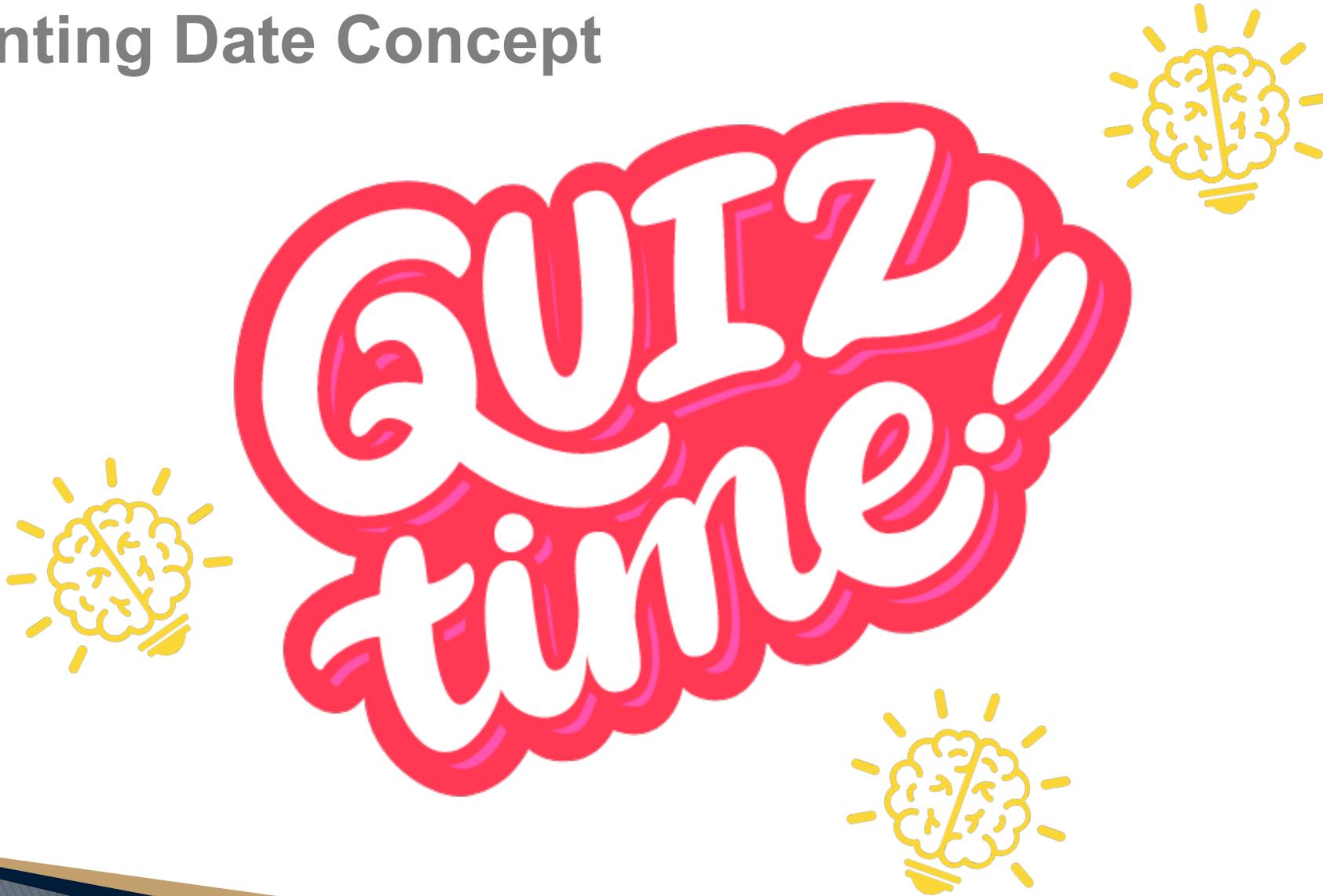
- Journal Date = 4/1/2024
- Posting Date = 4/5/2024
- Accounting Period = 10

*\*Posting date represents the day that GL journal post process occurred\**



# General Ledger Overview

## Accounting Date Concept



# Business Process

## Accounting Date Concept

### Question # 3:

A source module accounting entry has an accounting date of 5/22/2024. May's accounting period is open. J-Gen is successfully run and post the transactions to the GL on 5/22/2024.

What dates will be associated with the GL Journal entry?

- Journal Date =
- Posting Date =
- Accounting Period =

*\*Posting date represents the day that GL journal post process occurred\**



# Business Process

## Accounting Date Concept

### Answer # 3:

A source module accounting entry has an accounting date of 5/22/2024. May's accounting period is open. J-Gen is successfully run and post the transactions to the GL on 5/22/2024.

What dates will be associated with the GL Journal entry?

- Journal Date = **5/22/2024**
- Posting Date = **5/22/2024**
- Accounting Period = **11**

*\*Posting date represents the day that GL journal post process occurred\**



# Business Process

## Accounting Date Concept

### Question # 4:

A source module accounting entry has an accounting date of 11/30/2023. November's operational period is closed. The GL journal is created and posted on 12/5/2023.

What dates will be associated with the GL Journal entry?

- Journal Date =
- Posting Date =
- Accounting Period =

*\*Posting date represents the day that GL journal post process occurred\**



# Business Process

## Accounting Date Concept

### Answer # 4:

A source module accounting entry has an accounting date of 11/30/2023. November's operational period is closed.

The GL journal is created and posted on 12/5/2023.

What dates will be associated with the GL Journal entry?

- Journal Date = **12/1/2023**
- Posting Date = **12/5/2023**
- Accounting Period = **6**

*\*Posting date represents the day that GL journal post process occurred\**



# General Ledger Overview



← 🕒 📍 🔍 Search in Menu

## Journal Drill Down

### Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches

🔖 Saved Searches

\*Business Unit =  🔍

Journal ID begins with

Journal Date =  📅

GL Journal Line Number =

Ledger begins with  🔍

^ Show fewer options

Search
Clear

Enter in all relevant search criteria to find desired journals. BU is the only required field to be populated.



# General Ledger Overview

**FloridaPALM**  
Planning, Accounting, and Ledger Management

Journal Drill Down

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

\*Business Unit = 37000

Journal ID begins with

Journal Date = 03/18/2024

GL Journal Line Number =

Ledger begins with

Show fewer options

Search Clear Save Search

Populated the following fields:  
BU = 37000 (DEP)  
Date = 3/18/2024

Journal Drill Down

Search Results

100 rows - Business Unit "37000" Journal Date "2024-03-18" - Only the first 100 rows can be displayed. Refine your search to see more.

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	
37000	AP01338577	03/18/2024	1	ACTUALS	>
37000	AP01338577	03/18/2024	2	ACTUALS	>
37000	AP01338577	03/18/2024	3	ACTUALS	>
37000	AP01338577	03/18/2024	4	ACTUALS	>
37000	AP01338577	03/18/2024	5	ACTUALS	>
37000	AP01338577	03/18/2024	6	ACTUALS	>



# General Ledger Overview

## Drill to Source

Business Unit 37000      Journal AP01338577      Date 03/18/2024  
Ledger ACTUALS      Line 1      Line Descr AP Accruals

Journal Header Information:  
BU, Ledger impacted, Journal ID, Line number, and Journal Date

## Chartfields

Organization	Account	Fund	Budget Entity	Category	State Program	PC Business Unit	Project	A
	CMSEXP	40800	37500400	088040				

Base Currency USD      Base Amount 5,875.00  
Currency USD      Transaction Amount 5,875.00  
Statistics Code      Statistic Amount

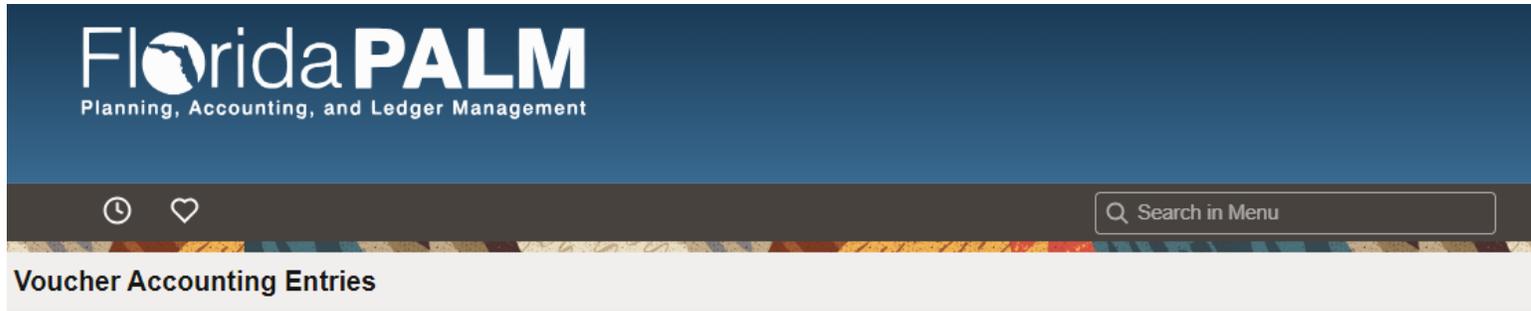
## Details

Voucher ID	Descr	Vchr Line	Distrib Line
00056031	Expense Distribution	1	1

Voucher information is displayed in the details. The Voucher ID can be selected to see more information on the voucher.



# General Ledger Overview



\*Business Unit  Voucher ID  Invoice Number

\*Accounting Line View Option   Show Foreign Currency

Supplier ID \_\_\_\_\_ \*Sort By

Supplier Name \_\_\_\_\_

**Accounting Information**

Posting Process AP

Find | View 1 First 1-2 of 2 Last

Posting Date 03/18/2024

View All |  1-2 of 2

Main Information | Chartfields

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	5,875.00	USD	ACTUALS	37000	03/18/2024
Expense Distribution	5,875.00	USD	ACTUALS	37000	03/18/2024

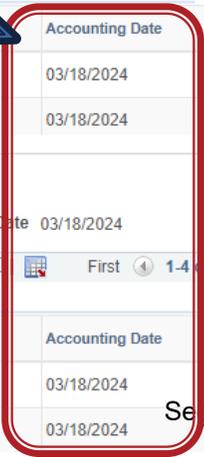
Posting Process Payments GL Dist Status Distributed Posting Date 03/18/2024

Personalize | Find | View All |  1-4 of 4

Main Information | Chartfields | Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	5,875.00	USD	ACTUALS	37000	03/18/2024
INTERUNIT CASH ACCOUNT	-5,875.00	USD	ACTUALS	37000	03/18/2024

The voucher accounting has 3 tabs to detail information about the voucher. The main information tab contains the accounting date which matches the journal date.



# General Ledger Overview

## Accounting Date Take Away

The GL is the book of record for the State of Florida.

The GL is updated on a periodic basis.

Posting date represents the day the GL posting process was run.

Accounting date drives the period transactions will post.

- Open Period = accounting date of the source module transaction
- Closed Period = first day of the next open period



# General Ledger Overview

## Accounting Date Take Away



# Questions?

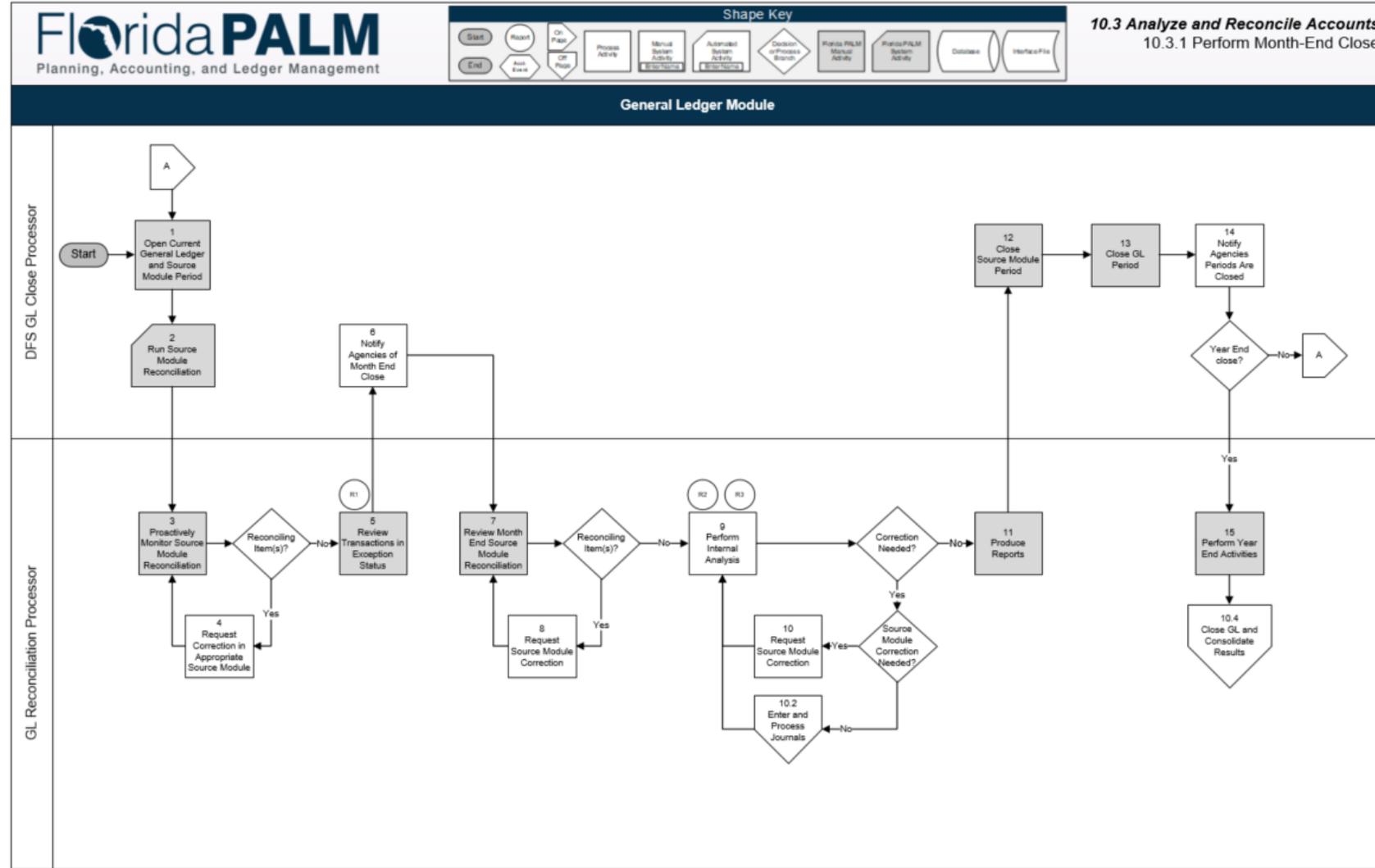
# ANALYZE AND RECONCILE ACCOUNTS

BUSINESS PROCESS TOPICS



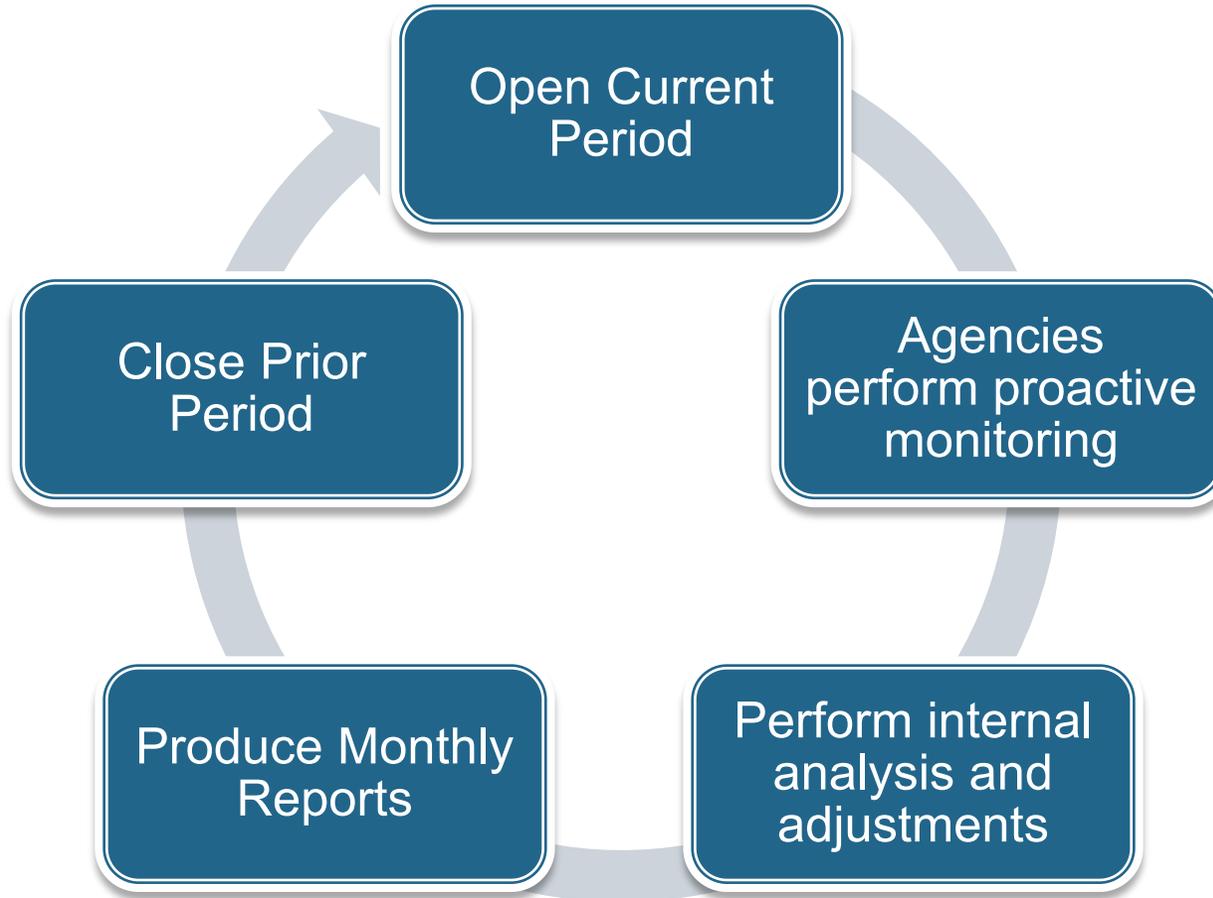
# Business Process

## Perform Month-End Close



# Business Process

## Perform Month-End Close



# Business Process

## Perform Month-End Close

### Open Current Period

- Periods are controlled by DFS
- DFS will notify agencies of the period opening schedule

### Agencies perform proactive monitoring

- Monitor source module to GL reconciliations
- Monitor accounting transactions in edit error status
- Monitor transactions that are in the approval flows to ensure timely approvals
- Monitor accounting transactions in budget exception status

# Business Process

## Perform Month-End Close

### Perform internal analysis and adjustments

- Analyze and reconcile financial reports such as the Trial Balance, Grant Financial Reports, Schedule of Allotment Balances, etc.
- Request any necessary adjustments to be made in the source modules
- Record any necessary balance adjustments, such as AR balance updates, within GL
- Review and verify inter/intra unit transactions and reports within IU module
- Review and verify asset balances, such as ensuring depreciation process was successfully run

# Business Process

## Perform Month-End Close

### Produce Monthly Reports

- Agencies notify users when to produce reports for month end balances
- Reports can be emailed by creating a distribution list from the run control
- Reports can be saved externally if needed

### Close Prior Period

- DFS will notify agencies when closing has occurred for the source module periods and GL period

# Business Process

## Perform Month-End Close

Data Source	When is data available to be reported?	What data is available to report?
Source Module Accounting Tables	Source module accounting entries are available for reporting upon successful completion of the source module posting process such as Voucher posting, Payment posting, or AR Updates.	Detailed transactional data (accounting entries) including chartfield string and budget date, accounting date, corresponding GL journal information, etc.
Commitment Control Module	Source module transactions update the commitment control ledgers upon passing budget check.	Budget period, budget date, transaction id, transaction source
General Ledger	Source module transactions are available for reporting upon successful completion of the J-Gen posting process.  Journal entries created directly in the GL are available to be reported upon successful posting.	Summarized ChartField balances and GL journal details such as ChartField string, journal source, journal date, budget date*, and journal id.  <i>*source module budget date is converted to GL journal date upon posting within GL.</i>



# Business Process

## Perform Month-End Close



# Questions?

# ANALYZE AND RECONCILE ACCOUNTS

REPORTS



# GLR099 – Trial Balance Report

## What

information is available?



Summarized balances (debits & credits) pulled for Actuals Ledger by ChartField string, selected accounting period and other parameters.

## Why

do I need this report?



Report can be used for agencies to perform data analysis, reconciliation purposes and support external reporting.

## Who

runs and uses this information?



Agency and Enterprise Partners

## When

should I run this report?



Report can be run as needed

## Which

report(s) were previously used?



Trial balance reports

# GLR099 Report – Trial Balance Report

## Key Considerations

- Contains YTD Beginning balances, select period activities, adjustments, and ending balances
- Report detail section will include all ChartFields selected by user.
- Additional optional parameter values available are Budget Entity, Category, State Program, Grant, Contract, Other Accumulator 1, Other Accumulator 2, and Project. They can each be specific, range, or blank.
- Selected ChartFields can be sorted in any order desired by agency. Default sorting is Fund and Account.

Parameter	Description	Required/Optional
Business Unit	Business Unit prompt with security.	Required
Fiscal Year	Specific Fiscal Year.	Optional
Period	Specific period.	Optional
Adjustment Period	This would be period 998 in Financials Wave.	Optional
Organization	Can select a specific or range of Organization values.	Optional
Account	Can select a specific or range of account values.	Required
Fund	Can select a specific or range of fund values.	Required



# GLR099 – Trial Balance Report

## Mock Trial Balance Report

**Trial Balance Report**

Run Control ID: Trial\_Balance      Report Manager:      Process Monitor: Run

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**Report Request Parameters**

\*Business Unit: All Specific   

Fiscal Year:         Period:   

Include Adjustment Periods

Adjustment Period: 1 998 v + -

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**ChartField Selection** 1-11 of 11

SAMPLE RUN CONTROL

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value	Sort
1	Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	2
3	Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	1
4	Budget Entity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	3
5	Category	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
6	State Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
7	Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
8	Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
9	Other Accumulator 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
10	Other Accumulator 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	
11	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	

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Save
Return to Search
Previous in List
Next in List
Notify



# GLR099 – Trial Balance Report



Page No. 1 of 1  
 Report ID: GLR099  
 Run Date: MM/DD/YYYY  
 Run Time: HH:MM:SS AM

## TRIAL BALANCE REPORT

**Business Unit** 37000 Dept Of Environ Protection  
**Fiscal Year** 2024  
**Period** 04  
**Fund** 78000 WATER QUAL ASSURANCE TF  
**Account** *Description if single*  
**Adjustment Period**  
**Ledger** ACTUALS

MOCK TRIAL BALANCE REPORT

**Business Unit** 37000 Dept Of Environ Protection  
**Fund** 78000 WATER QUAL ASSURANCE TF

Budget Entity	Budget Entity Description	Account	Account Description	YTD Beginning Balance	Current Month Activity	Adjustments	Ending Balance
37350400	WATER RESC MGMT						
		101013	INTERUNIT CASH ACCOUNT	2,154,010.00	(202,276.00)	0.00	1,951,734.00
		600001	State Fees	(300,000.00)	(20,000.00)	0.00	(320,000.00)
		605146	Fees LP Water Wastewater	(110,000.00)	(8,000.00)	0.00	(118,000.00)
		607101	Fines General	(90.00)	0.00	0.00	(90.00)
		609002	Settlements General	(50,000.00)	0.00	0.00	(50,000.00)
		621610	Refunds Other Revs	(5,000.00)	0.00	0.00	(5,000.00)
		700101	OPS General	15,000.34	1,507.82	0.00	16,508.16
		701403	IT Svcs Software Development	2,548.99	150.78	0.00	2,699.77
		705201	Supplies Office Consumable	0.00	6,348.58	0.00	6,348.58
		WFC134	3700000 FL DEPT OF ENVIR PROT	616,000.00	18,000.00	0.00	634,000.00
			<b>*** FUND Total</b>	<b>2,322,469.33</b>	<b>(204,268.82)</b>	<b>0.00</b>	<b>2,118,200.51</b>



# Questions?

# CONTACT INFORMATION

CONTACT US

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PROJECT WEBSITE

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