Florida PALM

Planning, Accounting, and Ledger Management

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FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Segment IV Design Workshop

September 11, 2024

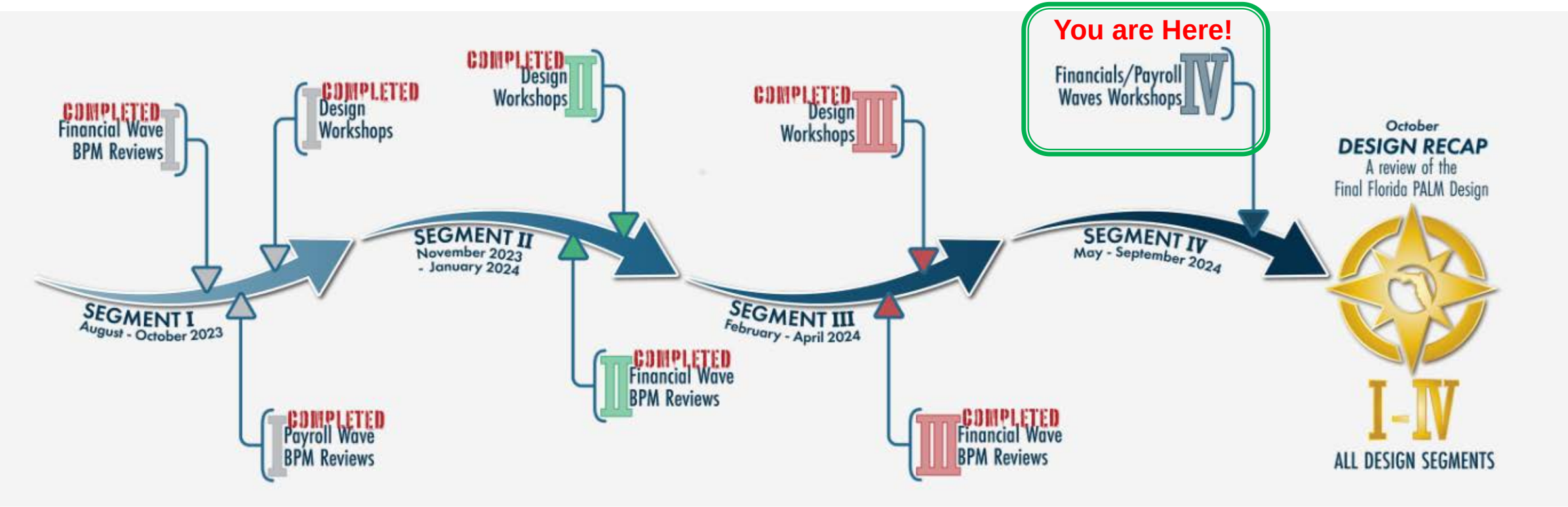
FloridaPALM
Planning, Accounting, and Ledger Management

Solution Design Workshops

Agenda

- Welcome and Introductions
- Design Phase Overview
- Commitment Control Overview
- Business Process Model
  - 20.2 Budget Execution and Management
    - 20.2.2 Manage Cash Checking
- Statewide & Agency ChartField Values
- Wrap Up

Design Phase Overview



PALMcast

For more information, listen to Episode #11: The Design Phase

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, 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 (e.g., 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 (i.e., appropriations, allotments, and revenue estimates) including the override of exceptions based upon ChartField combinations used in entries

Commitment Control (KK) Overview

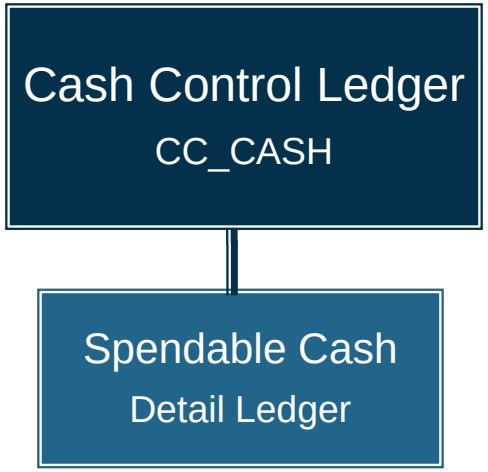
What is Commitment Control?

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

Commitment Control Overview

Florida PALM KK Ledgers Structure

- **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



Commitment Control Overview

Questions?

Commitment Control Overview

Commitment Control Overview

Quiz

Question #1 :

Which of the following ledgers are included in the Commitment Control module? More than one can be selected.

- ❑ Actuals
- ❑ Projects
- ❑ Spendable Cash
- ❑ Investments
- ❑ Bank Accounts

Commitment Control Overview

Quiz

Question #1 :

Which of the following ledgers are included in the Commitment Control module? More than one can be selected.

- ❑ Actuals
- ☑ Projects
- ☑ Spendable Cash
- ☑ Investments
- ❑ Bank Accounts

Commitment Control (KK) Overview

What is Cash Checking?

Commitment Control Overview

What is Cash Checking?

- All transactions are subject to Budget/Cash Check functionality; the configuration of Florida PALM determines if a transaction will update one or more of the KK ledgers
- The KK module includes the Manage Cash Checking business subprocess that validates source modules transactions to available Spendable Cash based on the Fund
- The Spendable Cash ledger is set at Control and therefore only cash exceptions will be rendered, and the transaction will be stopped
- **KK budget journals cannot be directly entered in the Spendable Cash ledger to impact/adjust balances**

Commitment Control Overview

What is Cash Checking?

- The following criteria is applied for Cash Checking:
  - All Trust Fund cash transactions are subject to Cash Check functionality and will update the Spendable Cash ledger within the Commitment Control module
  - All General Revenue (GR) Fund cash transactions are subject to Budget Check functionality of each agency's GR releases appropriations within the Commitment Control module; The GR Fund cash balance is managed exclusively by DFS/A&A
  - Deposits are cash checked and if approved and verified, updates (increases) the Spendable Cash ledger balance if the transaction passes
  - Spendable Cash will be restored systematically based on the impact of a source transaction (e.g., expenditure refund is processed)

Commitment Control Overview

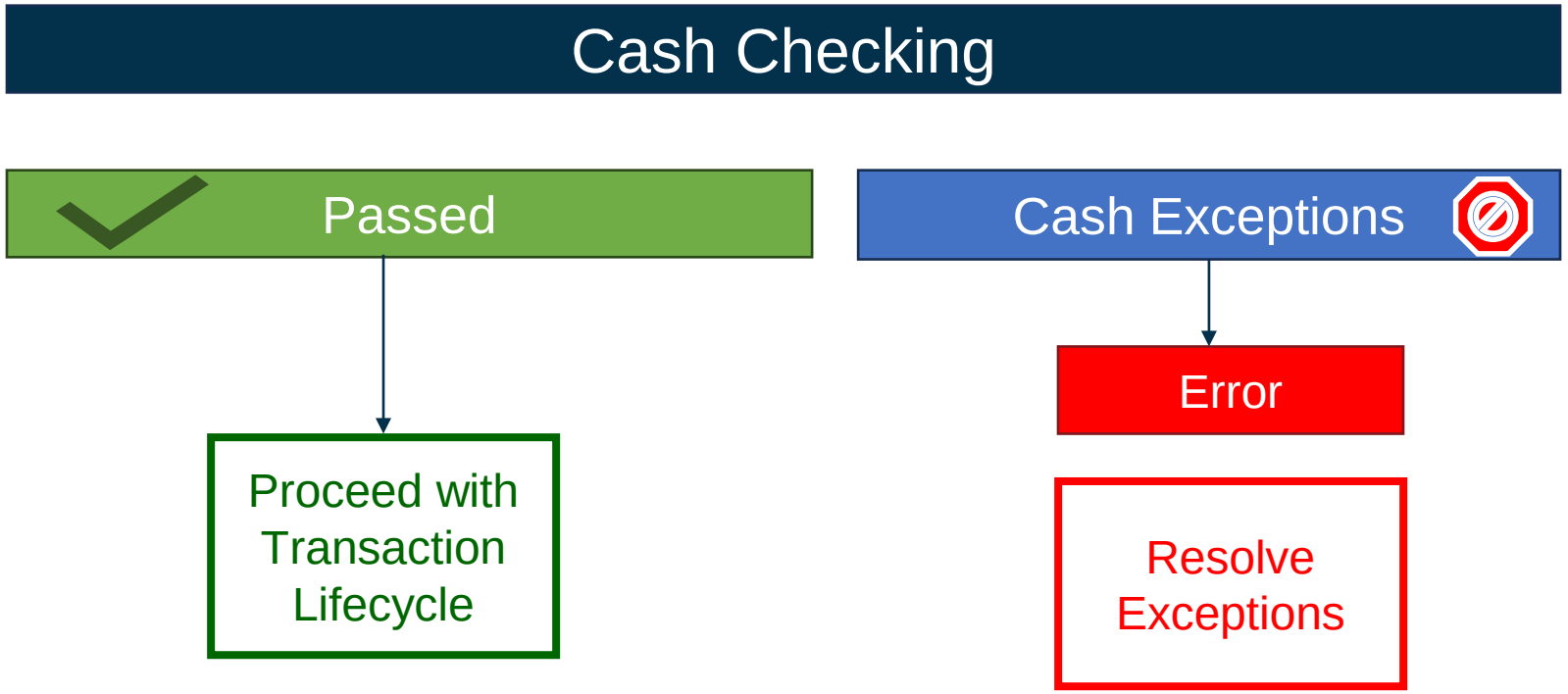
What are Cash Exceptions?

- The Cash Check process looks at the cash balance stored in the KK Spendable Cash ledger and makes one of the following determinations:
  - **Passes Cash Check** – if there is spendable cash available, the transaction will pass Cash Check, entries are created in the Spendable Cash ledger, available spendable cash balance is impacted, and it will proceed with the source modules transaction lifecycle
  - **Fails Cash Check** – if there is not sufficient spendable cash available, the transaction will fail Cash Check, cash errors are issued, no entries are created, and there is no impact to available spendable cash balance as the transaction has been stopped
- Commitment Control security will designate users within DFS and agencies to manage cash exceptions resulting from the Cash Check process; to manage exceptions is a significant activity that is undertaken in all source modules to resolve exceptions that arise when source transactions fail Cash Check

Commitment Control Overview

What are Cash Exceptions?

Inevitably, some transactions fail the cash checking process and require resolution…



Commitment Control Overview

What are Cash Exceptions?

- Cash Check exceptions result in ***errors***
- **Errors** – these are exceptions that have failed Cash Check because they do not conform to the rules established
- Cash Check errors are resolved in the source module
- Detailed in BPM 20.2 - Appendix B - Commitment Control Budget and Cash Checking Exceptions

Appendix B
Budget_Cash Ckg

Commitment Control Overview

What are Cash Exceptions?

- Cash Check errors continue to be systematically checked by Commitment Control until the cash errors have been resolved
- Once Cash Check errors are resolved the source modules transaction lifecycle proceeds and the Spendable Cash ledger is updated
- The Human Capital Management Module (Payroll) transactions are configured to pass budget and cash checking for the successful processing of time sensitive transactions; **this is the only module that allows for its transactions to go negative for budget and cash**

Commitment Control Overview

Questions?

Commitment Control Overview

Commitment Control Overview

Quiz

Question #2 :

Some transactions in Florida PALM may not be subject to budget/cash checking.

- ❑ True
- ❑ False

Commitment Control Overview

Quiz

Question #2 :

Some transactions in Florida PALM may not be subject to budget/cash checking.

- ❑ True
- ❑ False

Commitment Control Overview

Quiz

Question #3:

Which KK Control option is applicable to the Spendable Cash Ledger?

- ❑ Track with Budget
- ❑ Track without Budget
- ❑ Control

Commitment Control Overview

Quiz

Question #3:

Which KK Control option is applicable to the Spendable Cash Ledger?

- ❑ Track with Budget
- ❑ Track without Budget
- ☑ Control

Commitment Control Overview

Quiz

Question #4:

Cash Check errors are resolved in the source module.

- ❑ True
- ❑ False

Commitment Control Overview

Quiz

Question #4:

Cash Check errors are resolved in the source module.

☑ True

☐ False

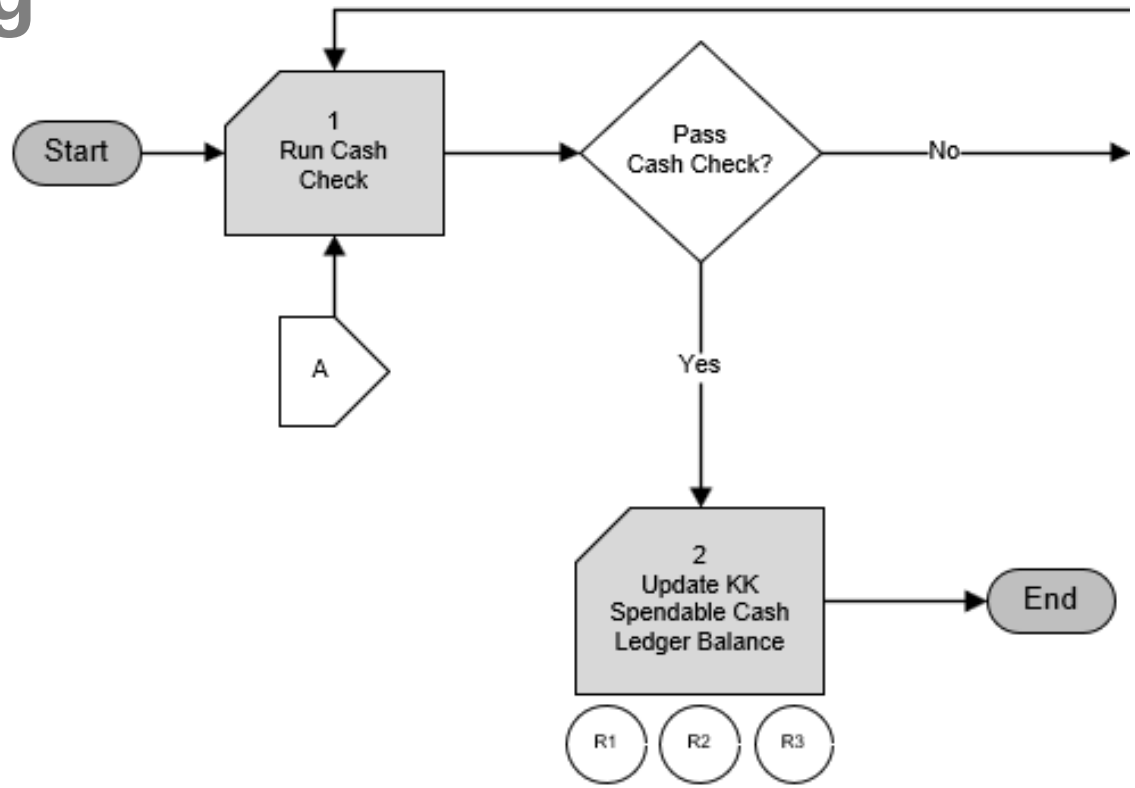
Business Process Model Review

20.2.2 Manage Cash Checking

Business Process Model Review

20.2.2 Manage Cash Checking

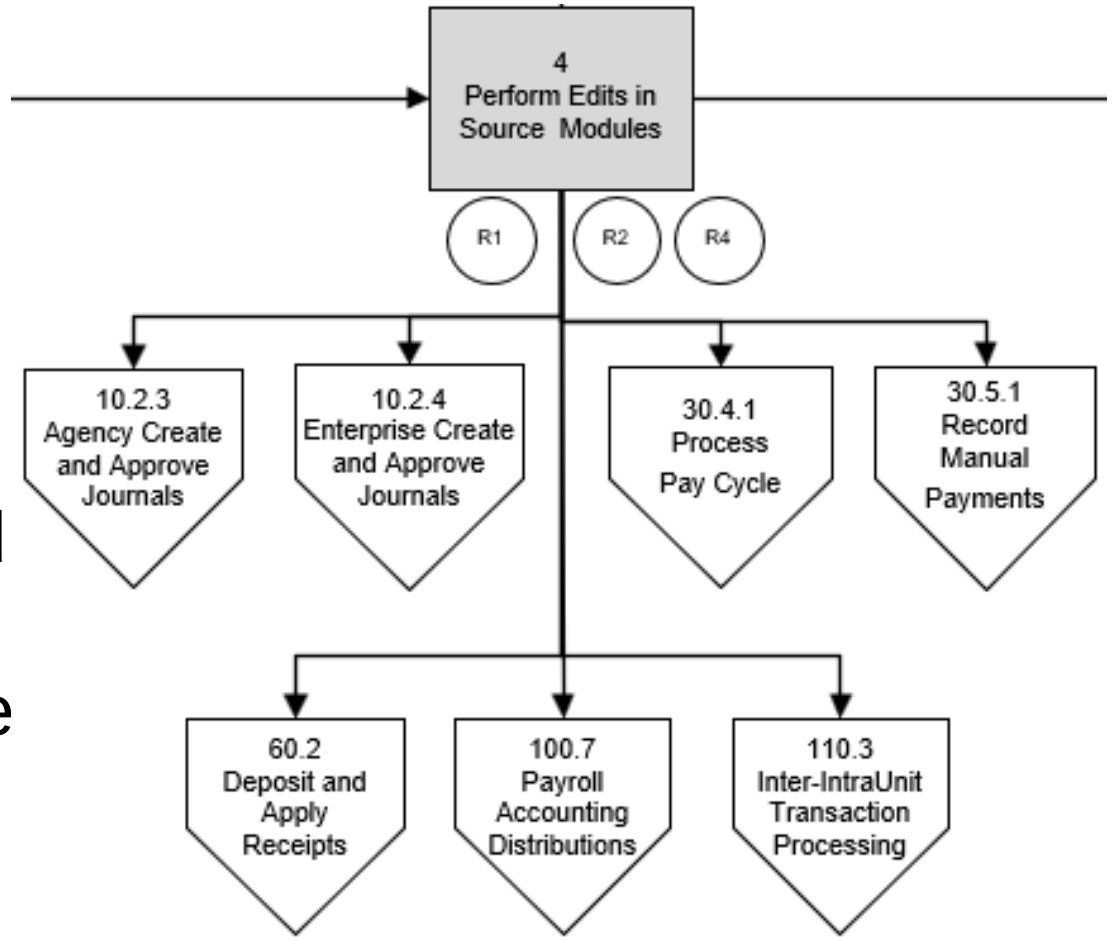
- Agency KK Cash Maintainer and source modules roles should be involved with the cash exceptions resolution process
- These roles will work collaboratively within Florida PALM and perform due diligence to review and resolve cash exception
- Cash Check errors continue to be systematically checked by KK until the cash errors have been resolved



Business Process Model Review

20.2.2 Manage Cash Checking

- All exceptions are resolved in the Source Modules
- Once Cash Check errors are resolved in the source modules transaction lifecycle proceeds and the Spendable Cash ledger is updated
- Transactions with errors that have failed Cash Checking, do not consume Spendable Cash, and therefore do not update the KK Spendable Cash ledger



Business Process Model

20.2.2 Manage Cash Checking

Cash Checking Exceptions

Pay Cycle ID: 55000_ACH DOT ACH Pay Cycle
Pay Cycle Run Date: 12/7/2023

Funds Find | View All | First 1 of 2 Last

Fund: 00123 Fund Descr

Spendable Cash Balance	$	1,500.00
Selected Vouchers Total	$	1,900.00
Amount over Cash Balance	$	(400.00)

Voucher selected in Pay Cycle Find | View All | First 1 of 2 Last

Business Unit	Voucher ID	Voucher Line	Supplier ID	Supplier Descr	Due Date		Amount
55000	00001001	1	000012345	ACME Roofing	12/7/2023	$	800.00
55000	00001002	1	000012345	ACME Roofing	12/8/2023	$	500.00
55000	00001003	1	000012345	ACME Roofing	12/7/2023	$	200.00
55000	00001003	2	000012345	ACME Roofing	12/9/2023	$	400.00

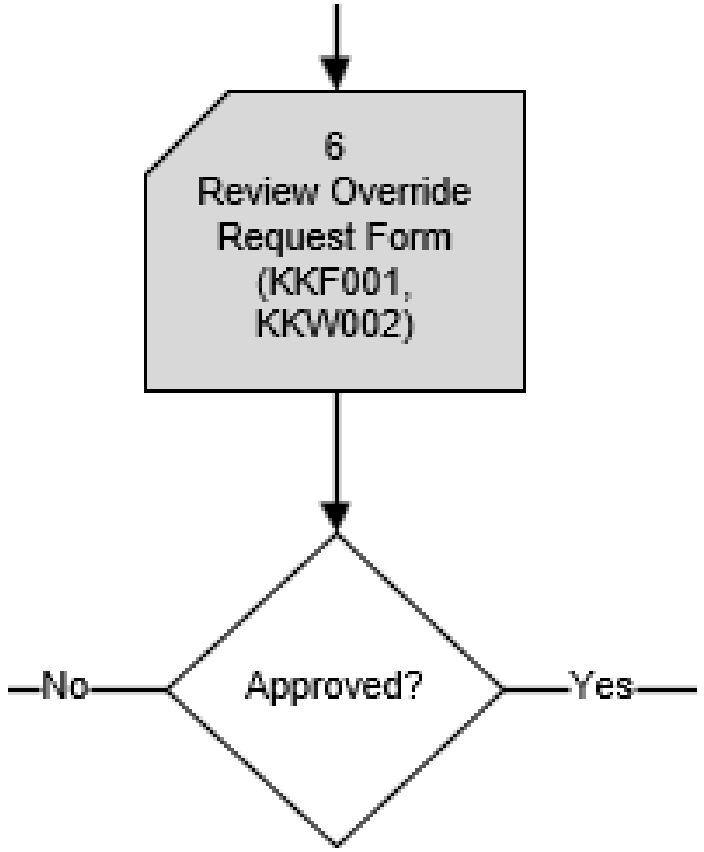
Save | Notify | Refresh | Update/Display

Business Process Model Review

20.2.2 Manage Cash Checking

- The Agency KK Cash 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

20.2.2 Manage Cash Checking

- Monitoring Tools:
  - Trust Fund Cash Balance and Activity Report (KKR059)

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Report ID: KKR059
Run Date: 05/10/2024
Run Time: 12:03:00 AM

TRUST FUND CASH BALANCE AND ACTIVITY REPORT

Business Unit: All
Fund From: % **Fund To:** %

Business Unit	Fund	Spendable Cash Balance	Pending AP Transactions	AR Unverified Deposits	Pending IU Transactions	Pending GL Journals	Anticipated Cash Balance
11000	02111	2,562,779.00	349,368.00	325,549.00	140,656.00	326,004.00	3,005,620.00
11000	02130	8,764,006.00	910,371.00	157,751.00	453,836.00	(688,638.00)	7,776,584.00
11000	02131	5,692,834.00	72,151.00	52,593.00	(407,587.00)	787,451.00	6,053,140.00
21000	02130	8,764,006.00	910,371.00	157,751.00	453,836.00	689.00	8,465,911.00
22000	02131	5,692,834.00	72,151.00	52,593.00	407,587.00	787,451.00	6,868,314.00

Business Process Model

20.2.2 Manage Cash Checking

- Monitoring Tools:
  - Budget and Cash Checking Exceptions/Warnings Report (KKR058)

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Report ID: KKR058
Run Date: 09/04/2024
Run Time: 05:06:28 PM

Budget and Cash Checking Exceptions / Warnings Report

Business Unit: 64000
Source Transaction: ALL
Period: ALL

Business Unit	Account	Fund	Budget Entity	Category	Budget Period	Ledger Group	Transaction ID	Transaction Date	Transaction Line	Source Transaction	E/W	Exception Message	Exception Aging	Override	Override Name	Override Date
64000	702800	14101	64200700	040000	2025	CC_ALLOT	0000000001	11/08/2023	5	PO_POENC	Error	No Budget Exists	23	N		
64000	702200	08900	64300100	040000	2025	CC_ALLOT	0005104675	11/07/2023	3	GL_BD_JRNL	Error	Exceeds Parent budget	21	N		
64000	790001	14100	64200800	040000	2025	CC_RELEASE	00622967	11/17/2023	4	AP_VOUCHER	Error	Exceeds budget and is over tolerance.	14	Y	JANE.DOE	12/1/2023
64000	790001	14100	64200800	040000	2025	CC_RELEASE	00622968	11/17/2023	6	AP_VOUCHER	Error	Exceeds budget and is over tolerance.	14	Y	JANE.DOE	12/1/2023
64000	703400	12200	64100200	083643	2023	CC_PROJECT	0010000033	08/09/2023	1	PC_BUDGET	Error	Key Chartfield is Blank	9	N		
64000	703400	12200	64400100	083643	2023	CC_PROJECT	0010000034	08/09/2023	1	PC_BUDGET	Error	Key Chartfield is Blank	9	N		
64000	7	20210	64100200	040000	2025	CC_APPROP	0001171186	07/05/2024	1	GL_BD_JRNL	Exception	CF Value not at Tree Level	5	N		
64000	7	02116	64200200	040000	2025	CC_APPROP	0001171187	08/30/2024	1	GL_JOURNAL	Exception	No Budget Exists	5	N		

Business Process Model

20.2.2 Manage Cash Checking

- Monitoring Tools:
  - Negative Budget and Cash Balance Report (KKR016)

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Report ID: KKR016
Run Date: MM/DD/YYYY
Run Time: HH:MM:SS AM

Negative Budget and Cash Balances Report

Business Unit: 43000 — DEPARTMENT OF FINANCIAL SERVICES
Option: ALL — All negative balances

As-of: 05/13/2024 2:35 PM

BUDGETARY FUND	BUDGETARY FUND DESCRIPTION	TRANSACTIONAL FUND	TRANSACTIONAL FUND DESCRIPTION	BUDGET ENTITY	CATEGORY	BUDGET PERIOD	CASH BALANCE	APPROPRIATION BALANCE
BFUND	BFUND DESCRIPTION	FCO FUND	FCO FUND NAME	BE1	CAT1	2023	0.00	(2,500.00)
20210	ADMIN TF	FUND1	FUND1 NAME	43100400	010000	2024	84,230.22	(10,488.06)
20210	ADMIN TF	FUND2	FUND2 NAME	43100400	010000	2024	(6,438.01)	(10,488.06)
20210	ADMIN TF	FUND3	FUND3 NAME	43100400	010000	2024	190,324.00	(10,488.06)
20230	SPECIAL ADMIN TF	FUND8	FUND8 NAME	43900120	011000	2024	24,588.19	(5,647.11)
20250	OTHER ADMIN TF	FUND11	FUND11 NAME	43500200	011001	2024	(14,288.44)	100,258.55

Business Process Model

20.2.2 Manage Cash Checking

Common Cash Exceptions	Description	Tools/Steps to Research/Resolve
No Budget Exists	No established cash is found for the ChartField values used in the transaction.	Review ChartField values; if not accurate, update. Agencies should follow internal accounting/cash policy and procedures to address cash exceptions.
Exceeds Budget Tolerance	No adequate cash to support transaction for the ChartField values used in the transaction.	Review ChartField values; if not accurate, update. Agencies should follow internal accounting/cash policy and procedures to address cash exceptions.

Business Process Model Review

Questions?

Agency & Statewide ChartField Values

Agency & Statewide ChartField Values
Agency Configuration Workbooks (ACW)

- ACW are being updated to denote that values have been configured
  - Organization **- 24,659**
  - OA1**- 9,456**
  - OA2**- 769**
  - Local Funds***- 372**
- Contains configured Fund Group values
  - Revolving Funds (RF)
  - Component Units (BD/DP)
  - Capital Assets (CA)
  - Long-Term Debt (LT)
- RW Task #567 will provide opportunity for agencies to update the configuration workbooks

Agency & Statewide ChartField Values
Agency Configuration Workbooks (ACW)

- Updates to Agency Configuration workbooks include:
  - Configured values
  - Removal of FLAIR data
  - Removal of special characters in titles and values
    - & replaced with _ (underscore)
    - / replaced with – (dash)
    - % replaced with PCT
    - () replaced with _ (underscore)
    - . replaced with space
    - , replaced with _ (underscore)
    - ‘ removed

Agency & Statewide ChartField Values

Questions?

Agency & Statewide ChartField Values
Statewide Configuration Workbook

- Statewide COA Configuration Workbook will be updated to include all statewide configured values available at the time of distribution
  - Attributes are only assigned to Statewide ChartFields by DFS and only available in Florida PALM for reporting purpose
- Account Values for Distributions and Transfers added
  - Distributions – money out the door
  - Transfers – movement of money within or between agencies
- Transfers are specific to IU module and uniquely numbered
  - Revenue Transfers 69XXXX
  - Expenditure Transfers 79XXXX

Agency & Statewide ChartField Values
Statewide Configuration Workbook

- Updates to Statewide Configuration workbook includes:
  - Additional ChartField Values since last published
  - Distribution/Transfers Account values added
  - Fund Group Values added
  - Removal of special characters in titles and values
    - & replaced with _ (underscore)
    - / replaced with – (dash)
    - % replaced with PCT
    - () replaced with _ (underscore)
    - . replaced with space
    - , replaced with _ (underscore)
    - ‘ removed
- Plans to republish to the Knowledge Center by end of September

Agency & Statewide ChartField Values

Questions?

Contact us

FloridaPALM@myfloridacfo.com

Project Website

www.myfloridacfo.com/floridapalm/

Knowledge Center

https//:myfloridacfofloridapalm.us.document360.io

Knowledge Center