

# FloridaPALM

Planning, Accounting, and Ledger Management



# SEGMENT IV DESIGN WORKSHOP

JULY 23 – 24, 2024



# Agenda

## ▶ Day 1 – 07/23/2024

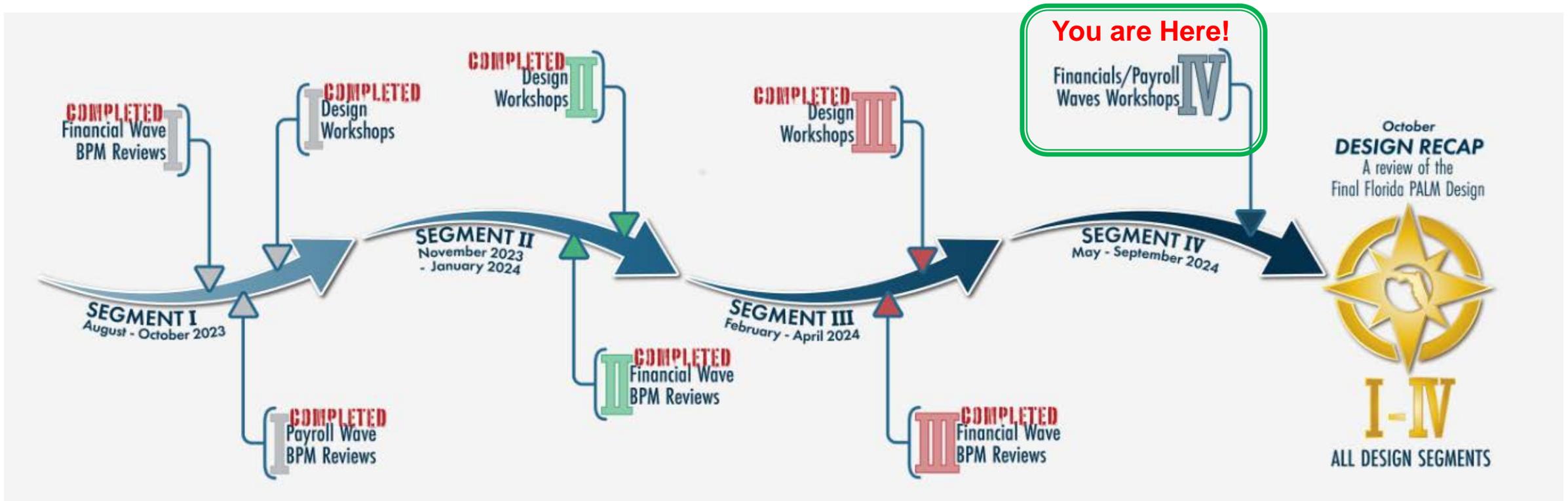
- Welcome and Introductions
- Intro Project Costing Module
- Project Costing Integration
- Business Process Modules
  - 90.1.1 Add or Modify Project
  - 90.1.2 Add or Modify Activity
  - 90.1.3 Define Project Budget
  - 90.1.4 Add or Modify Project Related ChartFields
  - 90.1.5 Monitor and Closeout Project
  - 90.1.6 FCO Certification Forward Request
  - 90.1.7 Manager Transaction Review for PCard Process
  - 90.1.8 Maintain Project
- Day 1 Recap

## ▶ Day 2 – 07/24/2024

- Agency Configurations
  - PC Related ChartFields
- PC Interfaces
- PC Conversions
  - FLAIR to Florida PALM
  - Life to Date
  - Grants to Projects
- PC Reporting and Monitoring
  - Interactive Reports
  - Delivered Reports
- Using PC for Grants
  - Adjustments and Corrections

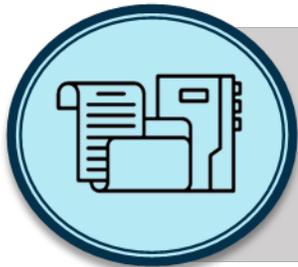


# Design Phase Overview



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





Project Costing

# INTRODUCTION TO PROJECT COSTING (PC) MODULE



# What is a Project?

## ▶ FLAIR

- A Project is a value with limited details used for reporting

## ▶ Florida PALM

- A Project is an activity or collection of activities with a defined start and end date, designed to achieve a specific goal, outcome, or program objective
- Detailed tracking, reporting and analysis

## ▶ A project may span multiple years and multiple funding sources

## ▶ Examples:

- Grants, state funded projects, fixed capital outlay (FCO) projects, community projects, information technology projects, marketing campaigns



# When is Project Costing required?

- ▶ Project Costing is required for ALL FCO projects
  - Combo Edit rules will require a Project be recorded on any transaction that uses an FCO Category (08\*\*\*\* or 14\*\*\*\*)
- ▶ Project Costing is optional (but highly encouraged) for all other projects
  - Will be required for future planned implementation
  - Ability to track granular details
  - Provide Project Management functionality



# Who can relate?

- ▶ Monthly reporting
  - Running reports
  - Reconciling multiple data sets
  - Verifying accuracy
  - Compiling data for final reporting
  - Manual Data Analysis
- ▶ Annual Reporting
  - Large Excel files
  - Research
  - Reconciliation



# What tools do you use?



# Overview of PC

- ▶ What is the Project Costing module?
  - A functionality in Florida PALM used to capture information about projects and their activities, including transactional data, from all modules, for reporting and analysis
- ▶ What is its function or purpose?
  - To serve as a robust analysis tool providing comprehensive and flexible tracking and reporting
  - To track project-related activity that occurs within other modules by collecting those transactions and copying them to the PC transaction tables

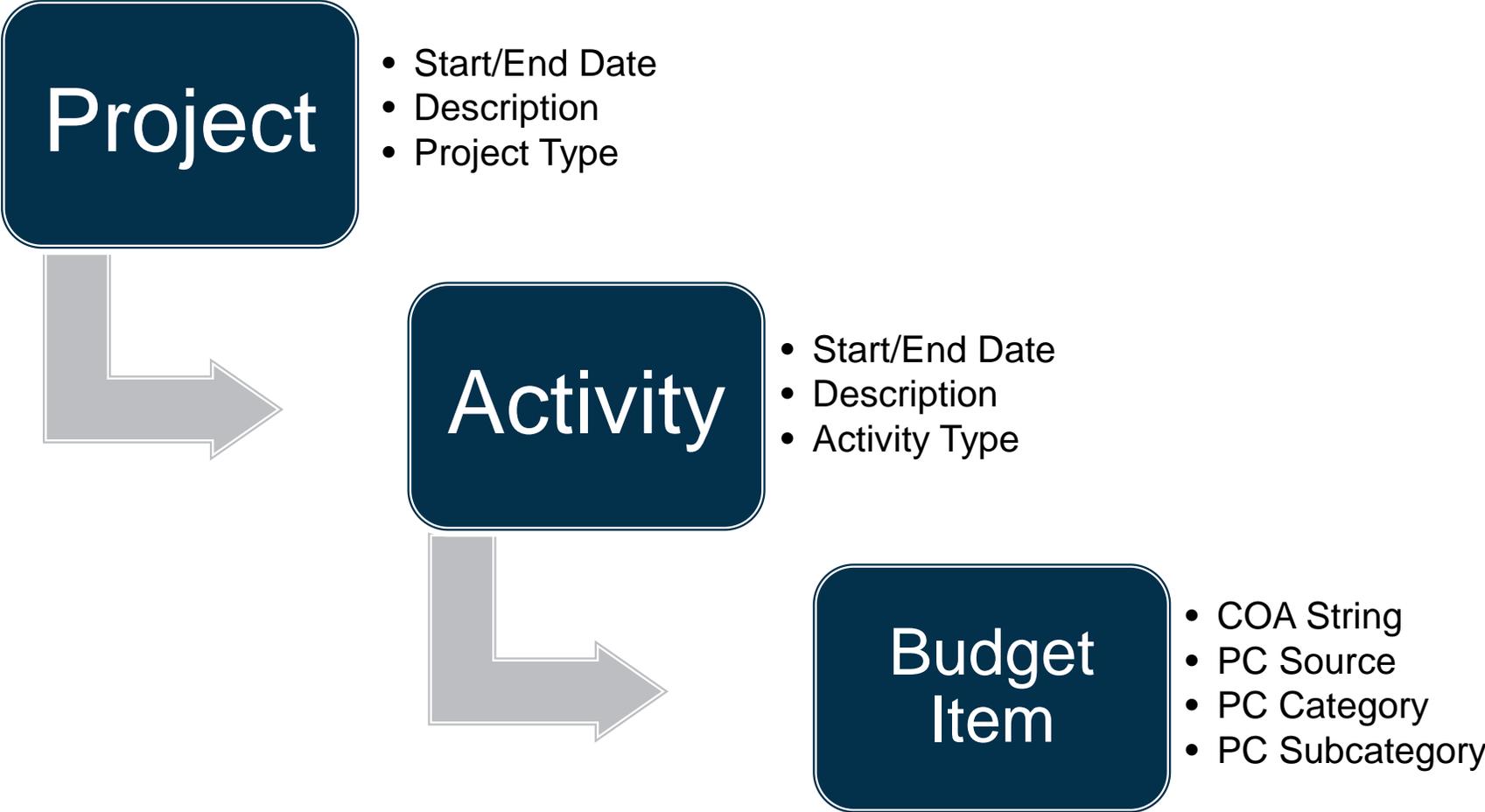


# Overview of PC

- ▶ Why would my agency want to use this module?
  - PC is REQUIRED for FCO projects
  - PC is a powerful tool for all project types, not just FCO
  - PC provides an agency the ability to track a project at a more granular level than what is available in the COA ChartFields
  - PC includes exceptional spending and budget planning functionality



# Florida PALM Project Structure



# Project Level Details



Data Element	REQUIRED	FLAIR field
Project ID 	<input checked="" type="checkbox"/>	Project ID
Project Type 	<input checked="" type="checkbox"/>	
Description		Short Title
Long Description		Long Title
Start Date 	<input checked="" type="checkbox"/>	Start Date
End Date 	<input checked="" type="checkbox"/>	End Date
Project Status 	<input checked="" type="checkbox"/>	

- Additional Fields**
- 5 Open Text fields
  - 3 Amount fields
  - 2 Date fields

 = This field is look up only and must be a valid value on the list.



# Activity Level Details



# Activity

Data Element	Required	FLAIR field
Activity ID 	<input checked="" type="checkbox"/>	
Activity Type 		
Description Long Description	<input checked="" type="checkbox"/>	
Start Date 	<input checked="" type="checkbox"/>	
End Date 	<input checked="" type="checkbox"/>	
Activity Status 	<input checked="" type="checkbox"/>	
Location		

### Additional Fields

- 5 Open Text fields
- 3 Amount fields
- 2 Date fields

 = This field is look up only and must be a valid value on the list.



# Budget Item Level

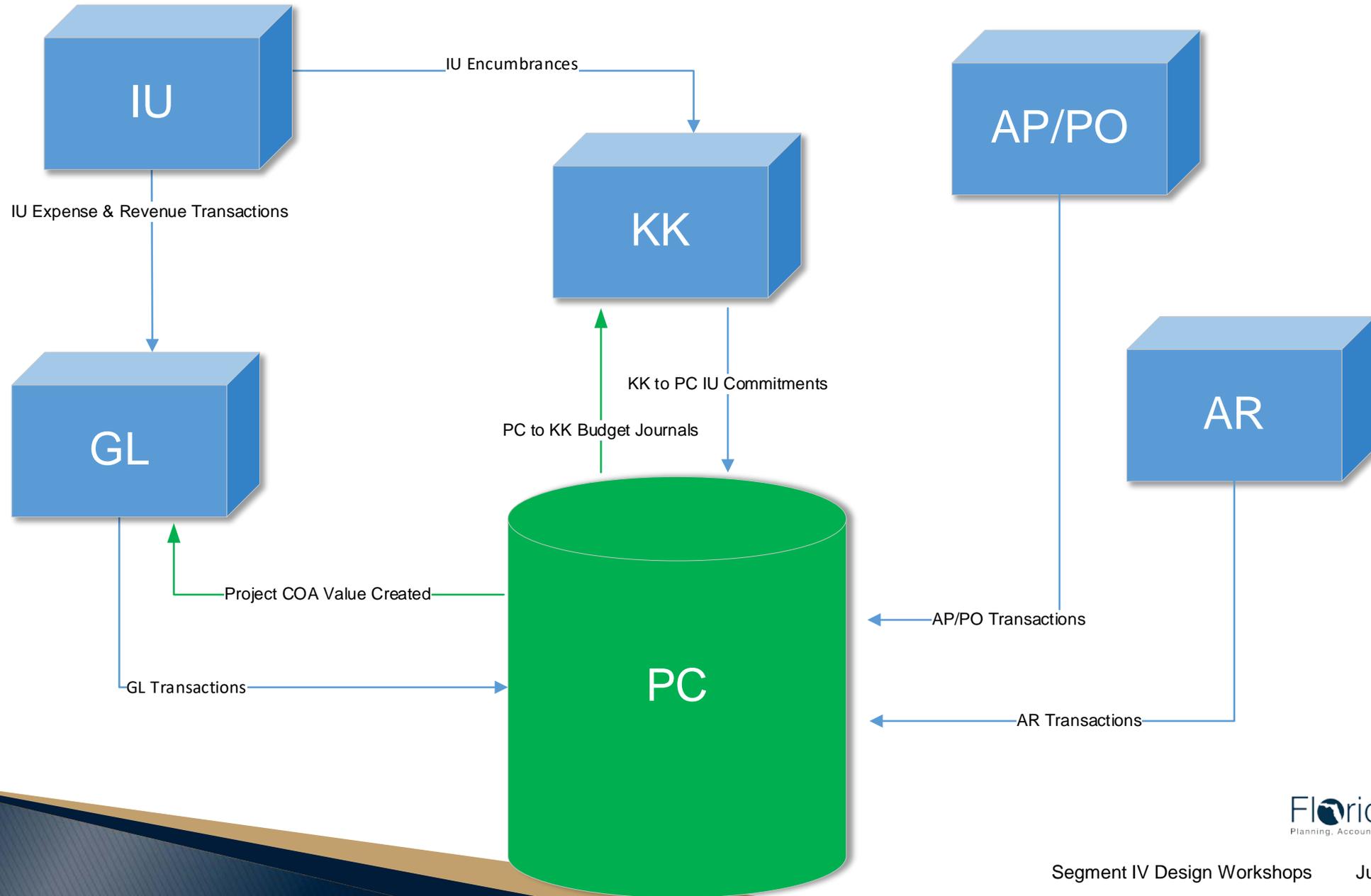


**Budget Item**

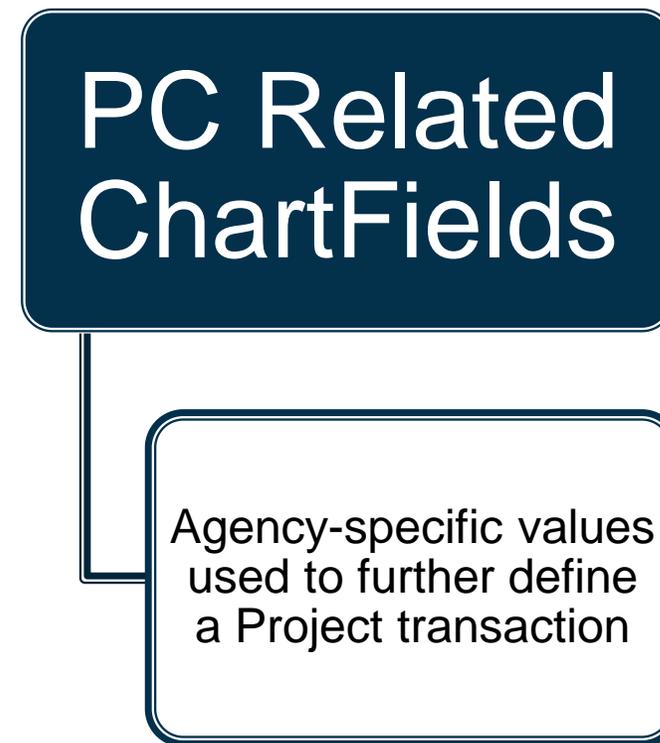
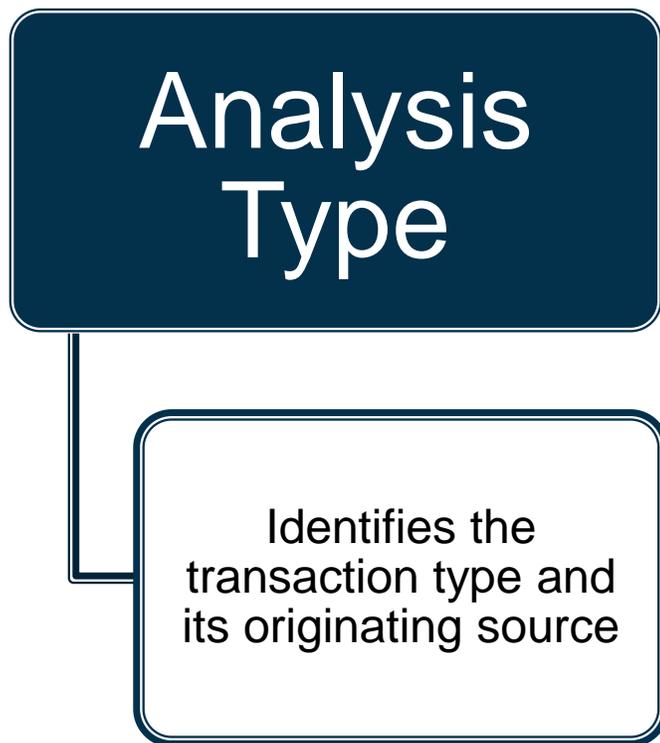
Data Element	REQUIRED	FLAIR Field
Budget Item	<input checked="" type="checkbox"/>	
GL BU	<input checked="" type="checkbox"/>	OLO
Organization		Organization
Account	<input checked="" type="checkbox"/>	Object Code/GL
Fund	<input checked="" type="checkbox"/>	Fund ID
Budget Entity	<input checked="" type="checkbox"/>	Budget Entity
Category	<input checked="" type="checkbox"/>	Category
State Program		State Program
Grant		Grant ID
Contract		Contract ID
OA1		OCA
OA2		OCA
Additional Information		
Budget Period	<input checked="" type="checkbox"/>	
PC Source Type		
PC Category		
PC Subcategory		

= This field is look up only and must be a valid value on the list.

# Module Connections for PC



# Project Transactional Information



# Analysis Type and Groups



**Analysis Type**



**Analysis Groups**

Analysis Type	Type	Source Module
BUD	Budget	PC
ACT	Actual Expense	AP
REV	Revenue	AR
COM	Commitment	PO
ADJ	Adjustment	PC
GLE	Actual Expense	GL
GLR	Revenue	GL

Analysis Type	Analysis Group Name	Analysis Group
BUD	Budgeted	BUD
COM	Budgeted	BUD
ACT	Actuals	ACT
GLE	Actuals	ACT
ADJ	Actuals	ACT
REV	Revenue	REV
GLR	Revenue	REV



# Project Related ChartFields



## PC Related ChartFields

Data Element		REQUIRED	FLAIR Field
Source Type	🔍	NO	
PC Category	🔍	NO	
PC Subcategory	🔍	NO	

### Additional Information

- Only available when a Project is used on a transaction
- Appears anywhere the Project ChartField is included
- Are Agency Unique
- Available for use on all projects within the Agency
- Each ChartField can be used independently of each other



# Project Costing Overview

## What is the Project Costing Module?



# Questions?



# Knowledge Check

1. Project Costing is optional for ALL projects?
  - a) TRUE
  - b) FALSE
2. What is the structure of a Project?
  - a) Project, Budget Item, Account
  - b) Activity, Budget Item, Account
  - c) Project, Activity, Budget Item
  - d) None of the above
3. What is a Project within Florida PALM?
  - a) A set of specific activities to be completed
  - b) An activity or set of activities to be completed in order to accomplish or achieve a goal, objective or specific outcome
  - c) A value used track expenses for reporting



# Knowledge Check

1. Project Costing is optional for ALL Projects?
  - a) TRUE
  - b) **FALSE**, *PC is required for all FCO Projects, but is optional for all other project types*
2. What is the structure of a project?
  - a) Project, Budget Item, Account
  - b) Activity, Budget Item, Account
  - c) **Project, Activity, Budget Item**
  - d) None of the above
3. What is a Florida PALM Project?
  - a) A set of specific activities to be completed
  - b) **An activity or set of activities to be completed to accomplish or achieve a goal, objective or specific outcome**
  - c) A value used track expenses for reporting



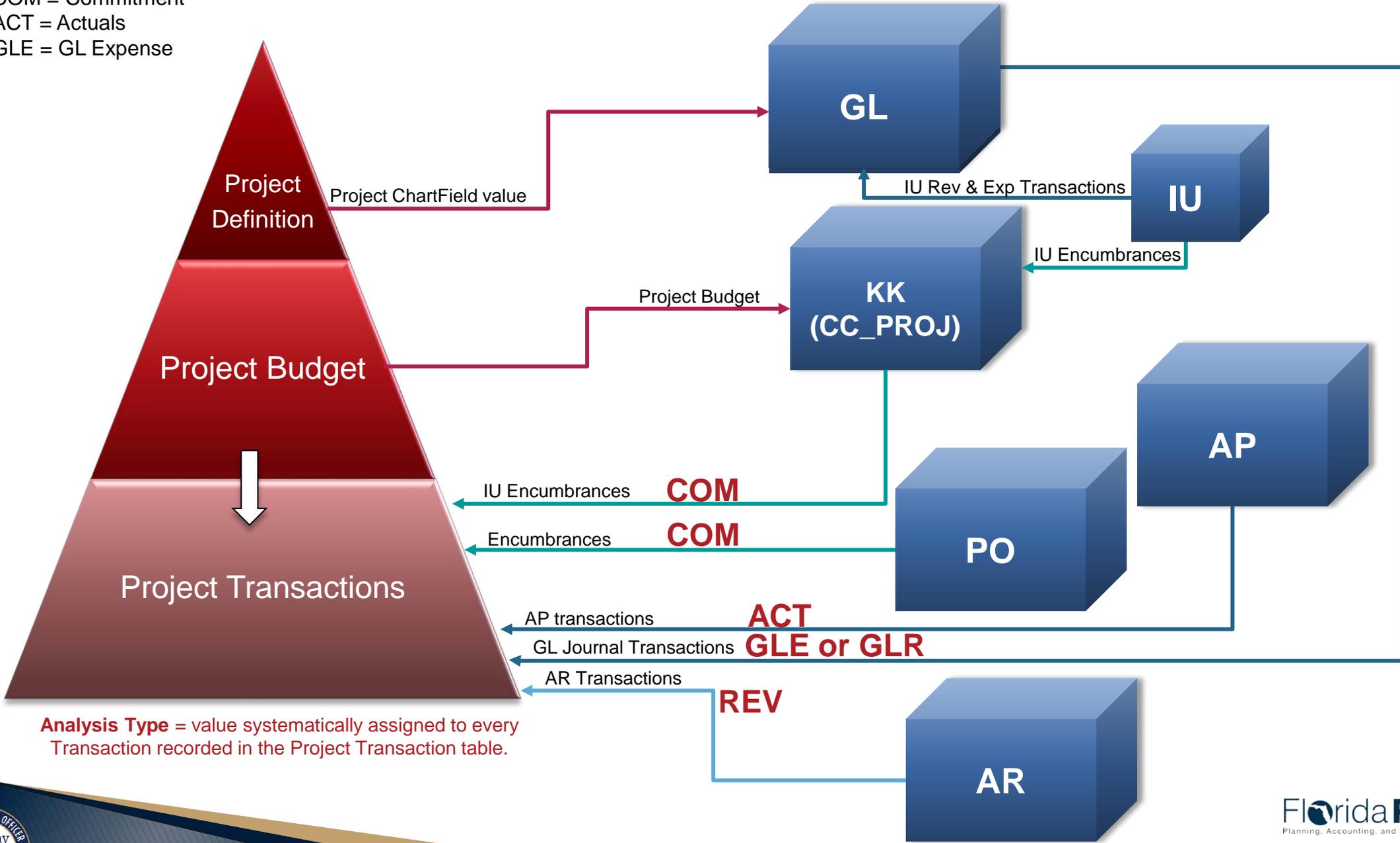
# PROJECT COSTING INTEGRATION

PC INTEGRATION WITH OTHER MODULES



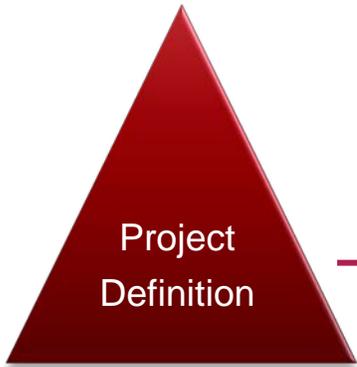
COM = Commitment  
ACT = Actuals  
GLE = GL Expense

PROJECT COSTING

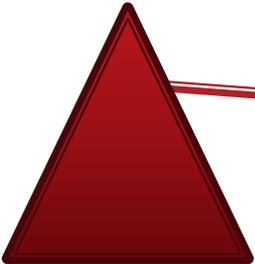


**Analysis Type** = value systematically assigned to every Transaction recorded in the Project Transaction table.





Project Information



- Project ID
- Project Name
- Project Description
- Project Status
- Project Start Date
- Project End Date
- Project Type
- Activity ID(s)

### Project ChartField Value

*Information recorded in the GL ChartField table to create the Project ChartField*

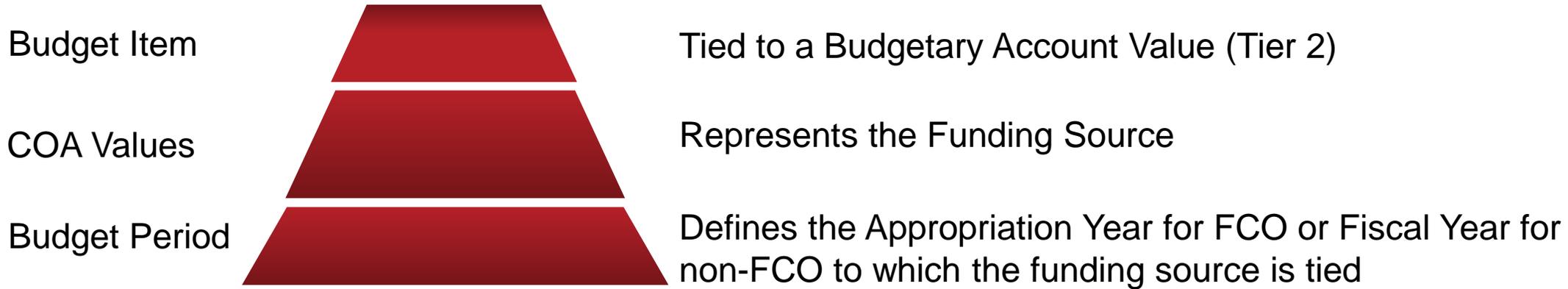
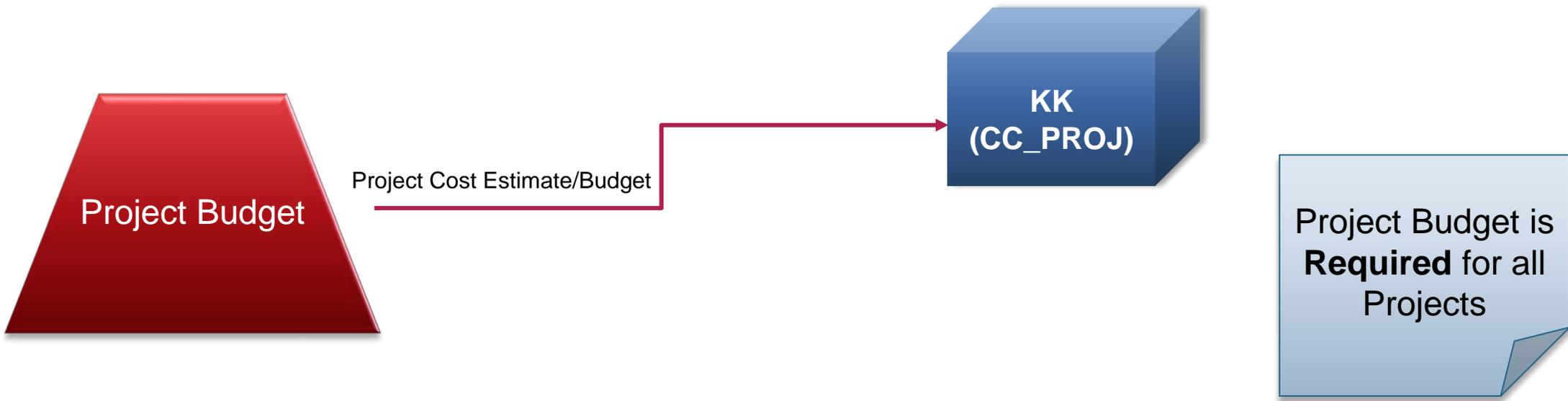
Activity Information

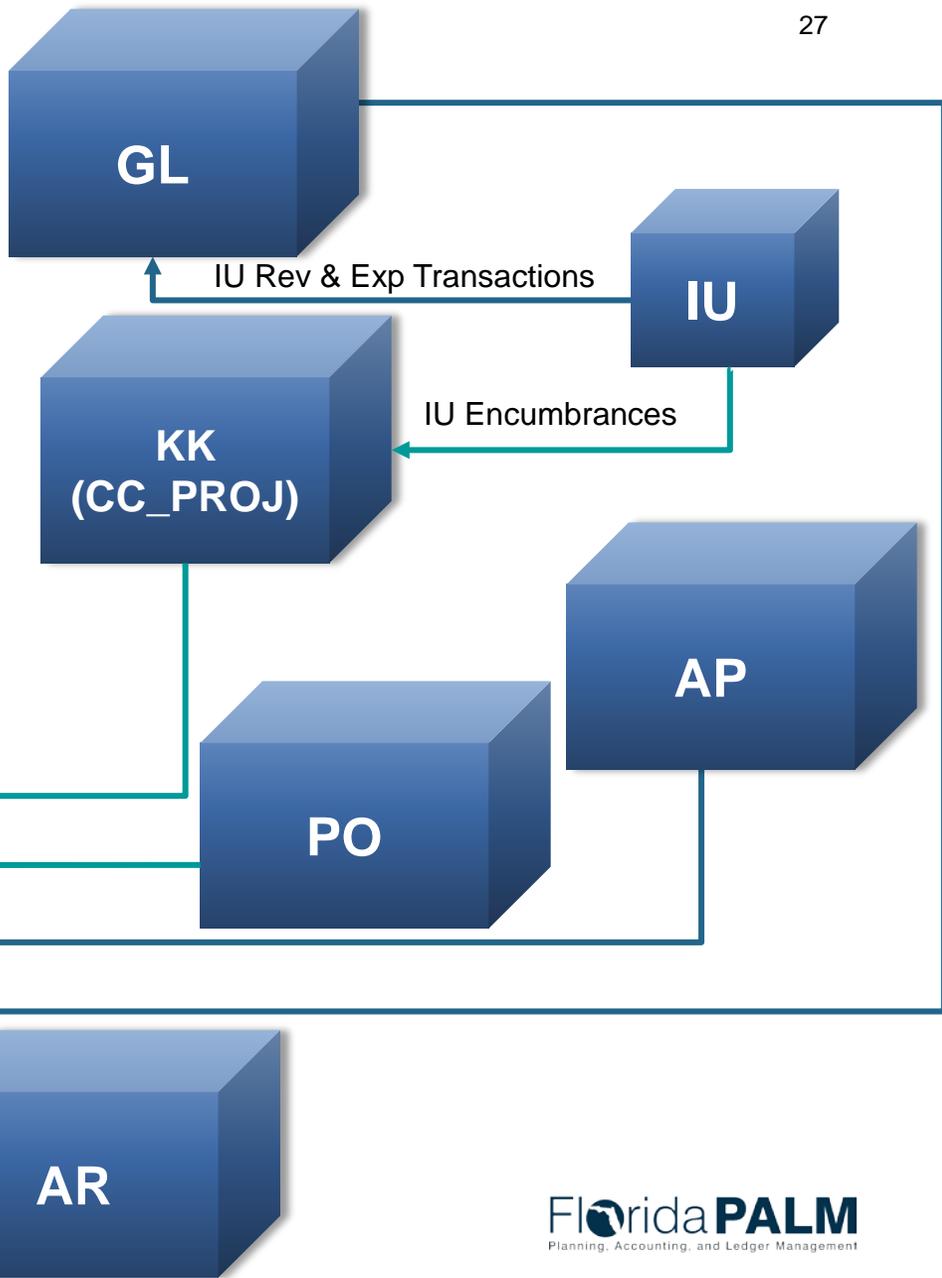
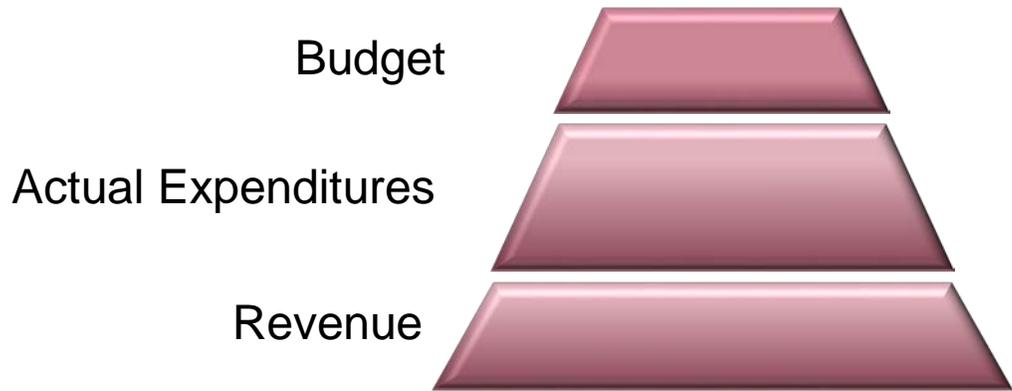


- Activity ID
- Activity Name
- Activity Description
- Activity Start Date
- Activity End Date

Activity information does not get recorded in GL ChartField table







Project Transactions

IU Encumbrances

Encumbrances

AP transactions

GL Journal Transactions

AR Transactions



# Knowledge Check

1. Project Costing will hold all Project related transactions regardless of what module the transaction occurred?
  - a) TRUE
  - b) FALSE
2. The General Ledger will provide Project Costing with which type of transactions?
  - a) GL Journals and all IU transactions
  - b) Revenue and Expenditure IU transactions and GL Journals entered directly in GL
  - c) GL Journals only
  - d) None of the above
3. The Analysis Type in Project Costing is used to:
  - a) Identify the module the transaction occurred
  - b) Identify the type of transaction being recorded
  - c) Both A & B



# Knowledge Check

1. Project Costing will hold all project related transactions regardless of what module the transaction occurred?
  - a) **TRUE,** *All Transactions recorded with a Project Id will be collected from each module and recorded in the Project Costing module*
  - b) FALSE
2. The General Ledger will provide Project Costing with which type of transactions?
  - a) GL Journals and all IU transactions
  - b) **Revenue and Expenditure IU transactions and GL Journals entered directly in GL**
  - c) GL Journals only
  - d) None of the above
3. The Analysis Type in Project Costing is used to:
  - a) Identify the module the transaction occurred
  - b) Identify the type of transaction being recorded
  - c) **Both A & B** *Mainly used to identify the type of transaction being recorded, such as a budget transaction, and Actual expense or Actual revenue; however, it may also be used to determine in which module the transaction was recorded*



# PC Integrations



# Questions?

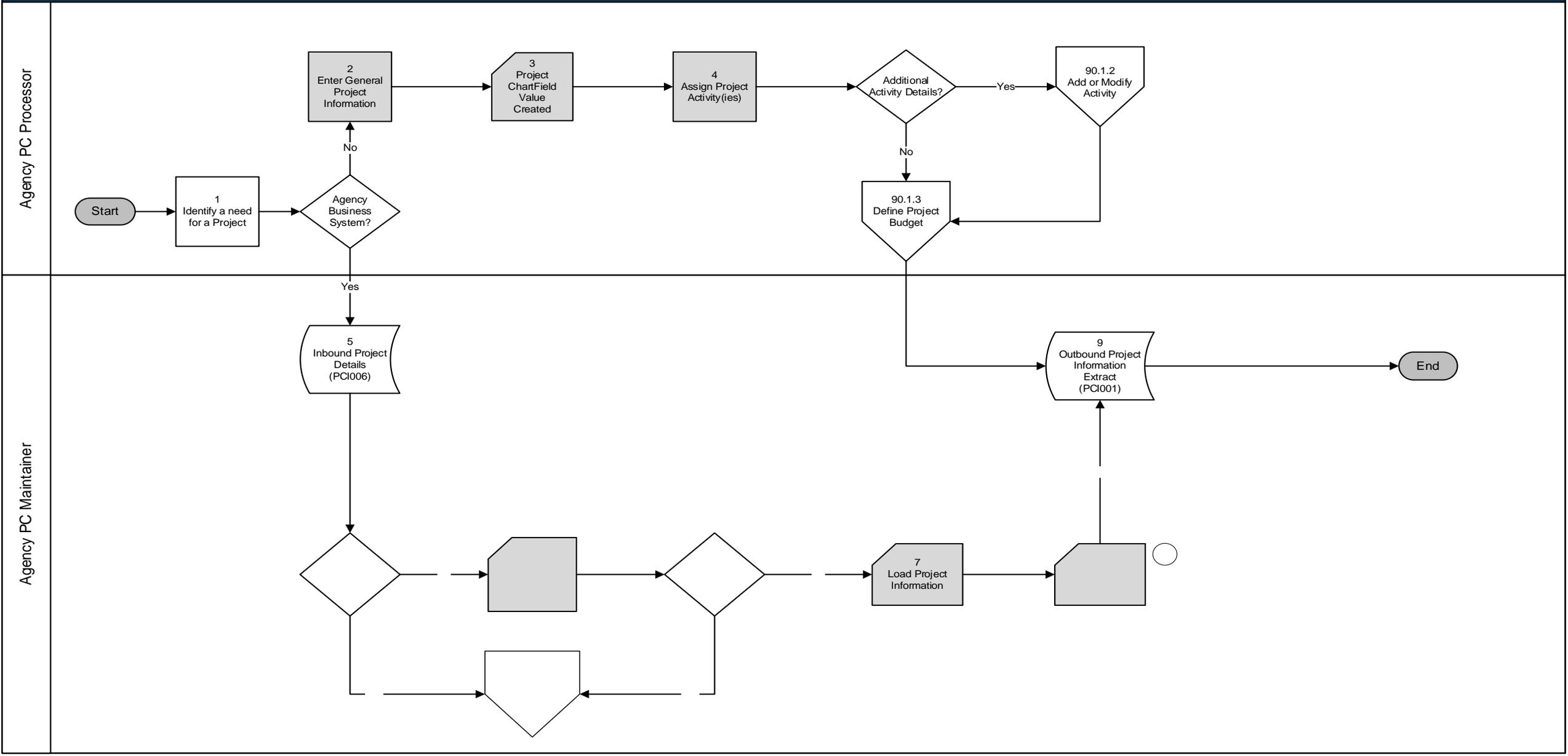


# PROJECT BUSINESS PROCESS REVIEW

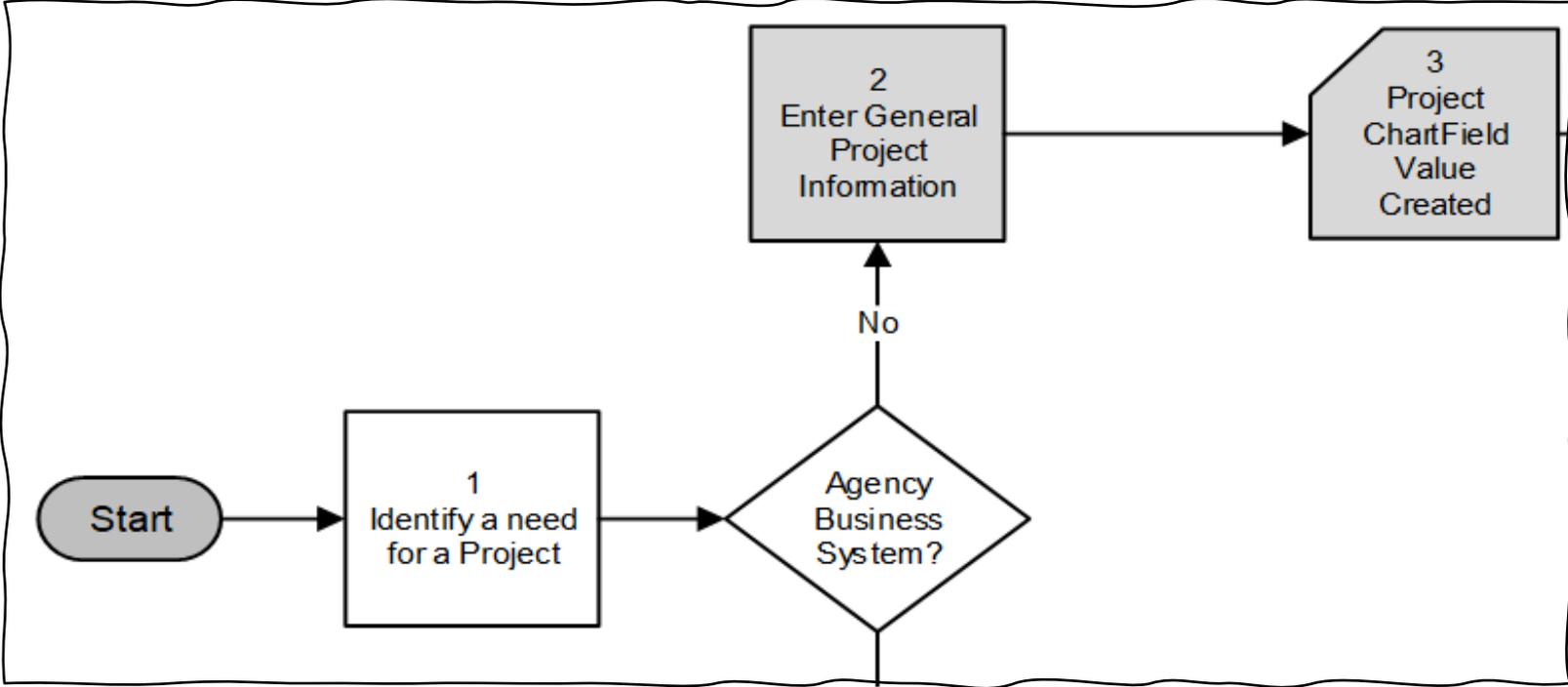
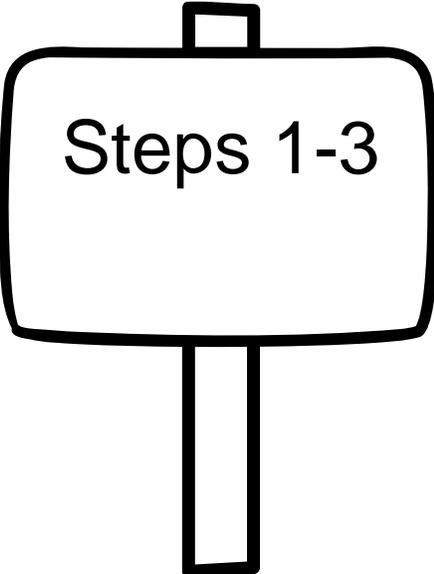
## 90.1 CREATE AND MAINTAIN PROJECTS



**Project Costing Module**



# 90.1.1 Add or Modify Project



# Florida PALM

## General Information

[Find an Existing Value](#)

[Add a New Value](#)

\*Business Unit  

\*Project

\*Create  

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)



General Information

Project Costing Definition

Manager

Location

Phases

Approval

Justification

User Fields

Rates



Project 43PC2024EGRANT

Add to My Projects

1

\*Description E Grant Implementation

Program

Processing Status Pending

2

\*Integration 43000

Dept of Financial Services

Project Status P Proposed

3

Project Type GRANT

Grant Project

Percent Complete 0.00

As Of

Project Schedule ?

4

\*Start Date 07/02/2024

\*End Date 07/02/2024

Additional Dates

Description

Find | View All

First



1 of 1



Last

Date/Time Stamp 07/02/24 9:57:31AM

User ID DAWNA.JOHNSON

Description:

[Empty text area for description]



254 characters remaining

Long Description:

[Empty text area for long description]

**FloridaPALM** All Search >> Advanced Search Last Search Results

General Information Project Costing Definition Primavera Program Management Manager Location Phases Approval Justification User Fields Rates

Project 43PC2024EGRANT [Add to My Projects](#)

\*Description E Grant Implementation  Program Processing Status Active  
Project Status: Active

\*End Date 07/02/2024 [Additional Dates](#)

**Description** Find | View All First 1 of 1 Last

Date/Time Stamp 07/02/24 9:57:31AM User ID DAWNA.JOHNSON

Description:

254 characters remaining

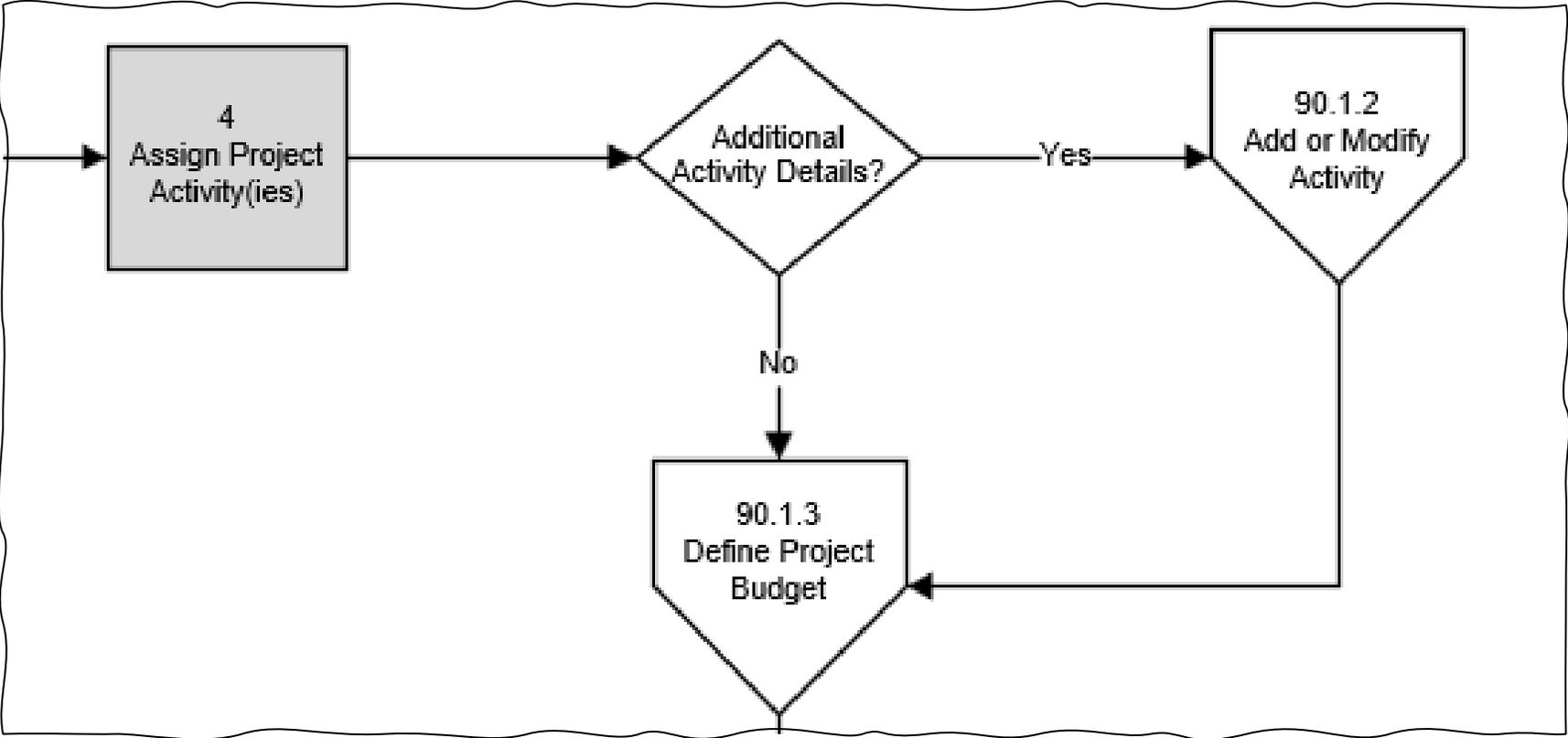
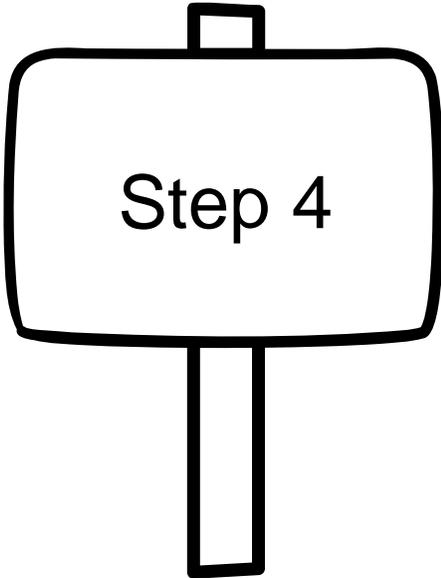
Long Description:

**Processing Status Active**

**Project Status: Active**



# 90.1.1 Add or Modify Project (Continued)



# Assigning Activities to a Project

**FloridaPALM** All Search >> Advanced Search Last Search Results

Project Activities | Gantt Chart

Project 43PC2024EGRANT Description E Grant Implementation Processing Status Active Charging Level Detail

Number Rows 2 Expand All Subtasks Run to Excel

Project Activities Personalize | Find | View All | First

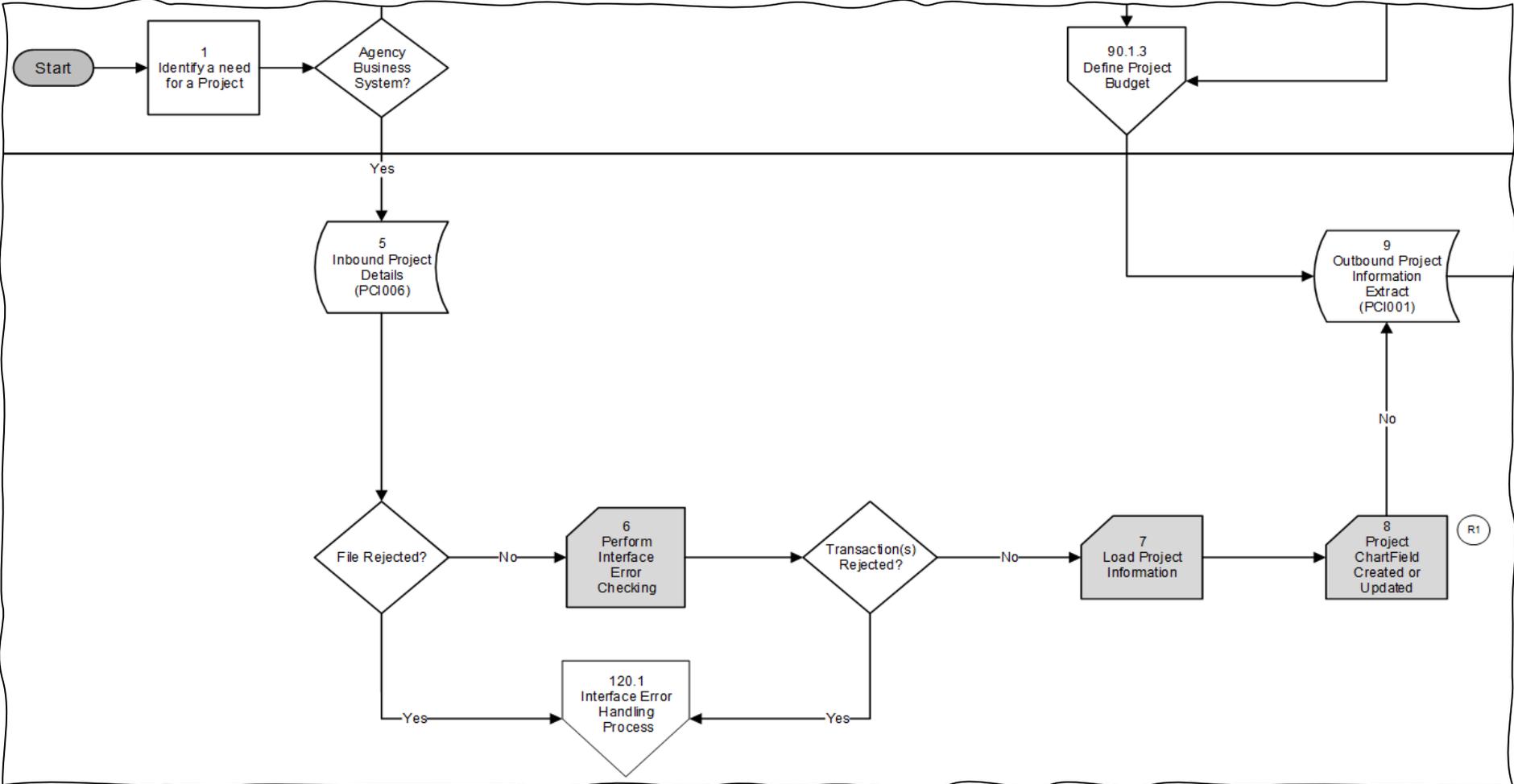
Schedule | More Dates | Details | User Fields

Select	WBS ID	*Activity Name	*Activity	Duration (Days)	*Start Date	*End Date	Percent Complete
<input checked="" type="checkbox"/>	1	All Grant Costs	ALLG	0	08/01/2020	08/01/2025	0.00
<input type="checkbox"/>	2	All Match Costs	ALLM	0	08/01/2023	08/01/2028	0.00
<input type="checkbox"/>	3	Indirect Costs Chrgd to Gra	INDIRECT	0	08/01/2020	08/01/2028	0.00



# Creating a Project via an Interface

Steps 5 - 9



# Additional Project Information

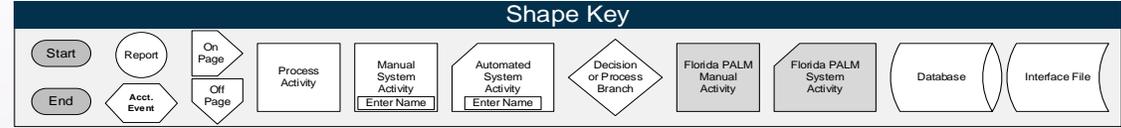
- ▶ **Location** – assign one or more locations to the Project
- ▶ **Approval Tab** – used for FCO February Reversion process to capture the related questions
- ▶ **User Fields** – used to record Agency specific information at the project level
  - Field 1 – 5 alpha numeric
  - Amount 1 – 3 numeric
  - Date 1 – 2 Date/Time
- ▶ **Budget Alerts** – used to establish a visual indicator of the Project's budget usage or balance
- ▶ **Attachments** – attach project related documents



# Add or Modify Project Overview

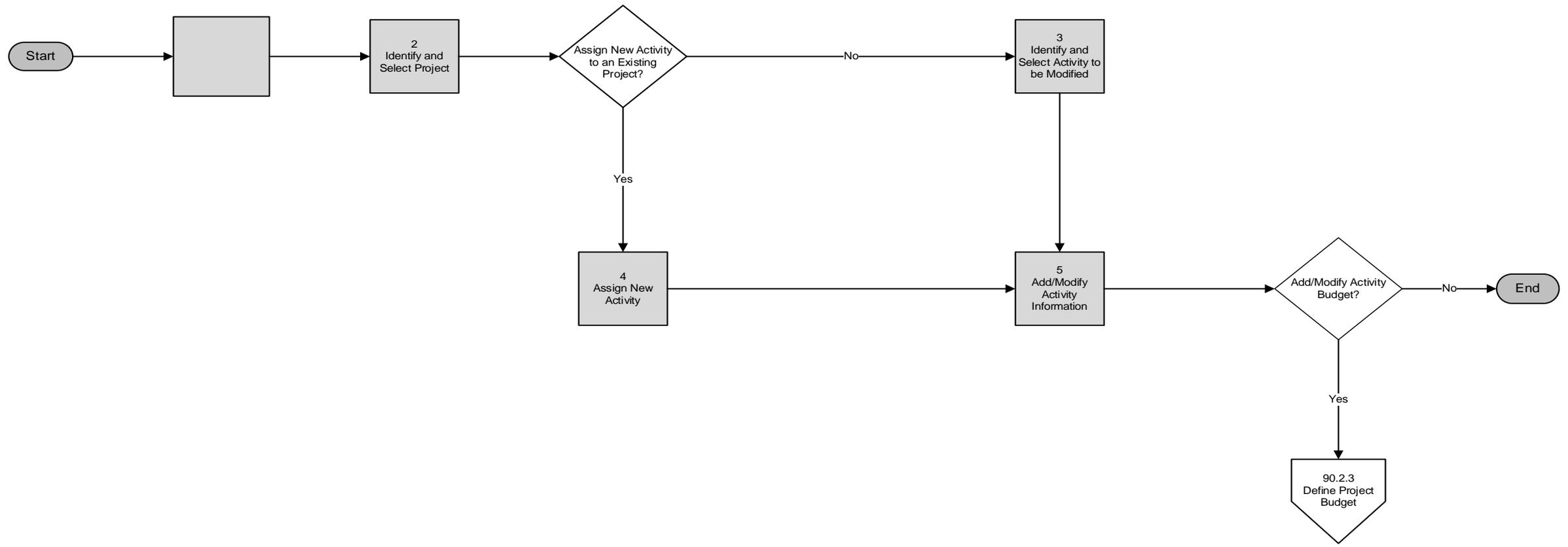


# Questions?

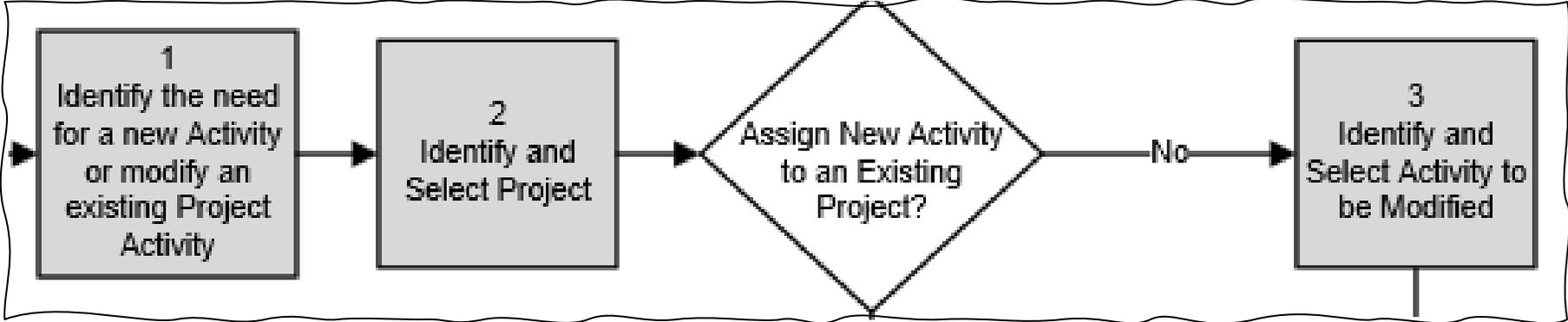
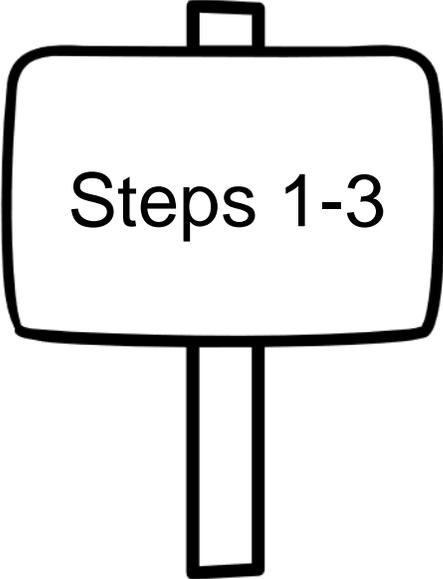


**Project Costing Module**

Agency PC Processor



# Modifying an Existing Activity



## General Information

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



### ▼ Search Criteria

\*Business Unit = ▾  🔍

Project begins with ▾  🔍

Activity begins with ▾  🔍

WBS ID begins with ▾

Project Description begins with ▾

Activity Description begins with ▾

Activity Type begins with ▾  🔍

Processing Status = ▾  ▾

Activity Owner begins with ▾  🔍

New Milestone = ▾  ▾

Include History
  Correct History
  Case Sensitive


[Basic Search](#)

[Save Search Criteria](#)

## Search Results

[View All](#)

First



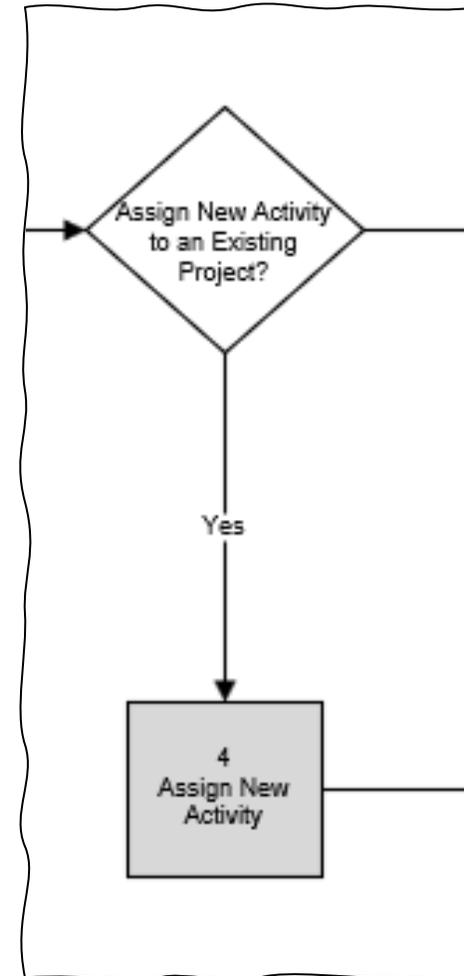
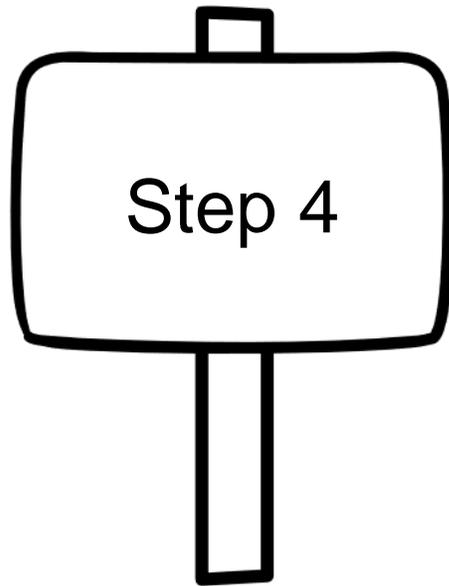
1-3 of 3



Last

Business Unit	Project	Row Number	WBS ID	Activity	Project Description	Activity Description	Activity Type	Processing Status	Activity Owner	New Milestone
43000	43PC2024EGRANT	1	1	ALLG	E Grant Implementation	All Grant Costs	(blank)	Active	(blank)	(blank)
43000	43PC2024EGRANT	2	2	ALLM	E Grant Implementation	All Match Costs	(blank)	Active	(blank)	(blank)
43000	43PC2024EGRANT	3	3	INDIRECT	E Grant Implementation	Indirect Costs Chrgd to Grant	(blank)	Active	(blank)	(blank)

# Assigning a New Activity



## General Information

Find an Existing Value | Add a New Value

\*Business Unit    
\*Project    
\*Activity

Find an Existing Value | Add a New Value

### Look Up Activity

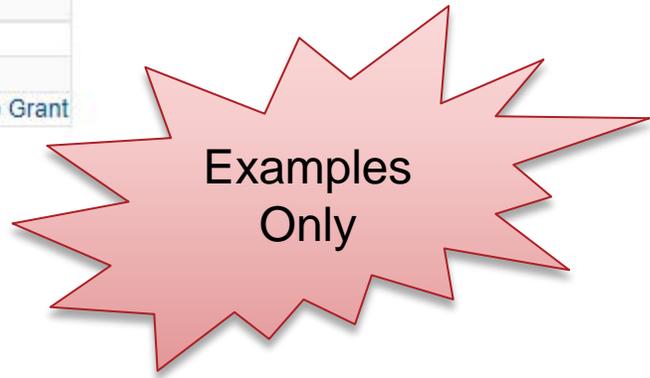
Activity

Basic Lookup

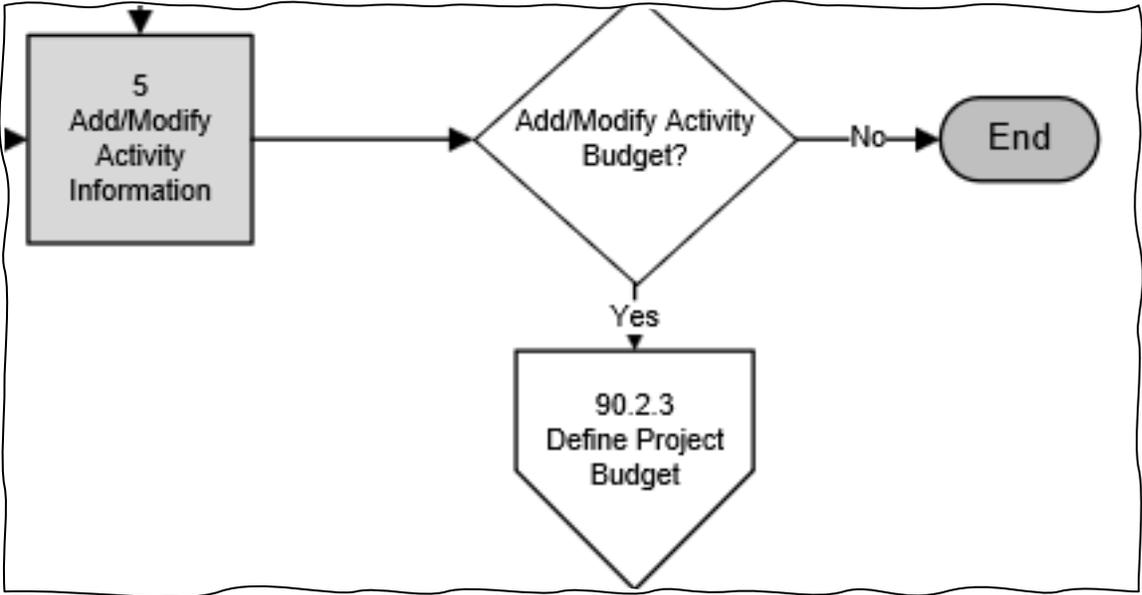
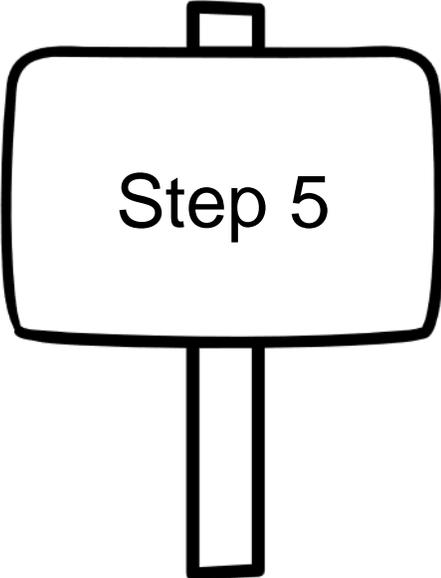
#### Search Results

View 100 First 1-3 of 3 Last

Activity	Description
ALLG	All Grant Costs
ALLM	All Match Costs
INDIRECT	Indirect Costs Chrgd to Grant



# Adding or Modifying Activity Information



General Information | Definition | Location | Attachments | Quality | User Fields | Rates | Budget Alerts | Asset Integration Rules

Project 43PC2024EGRANT

Description E Grant Implementation

Activity ALLG

\*Description All Grant Costs

Activity Type PLAN Plan

Percent Complete 0.00

System Source PPC

Processing Status Active

Activity Owner

### Activity Schedule ?

Duration in Days 0

\*Start Date 08/01/2020

\*End Date 08/01/2025

Deadline Date

Create Predecessors

Constraint Type

Baseline Start Date

Baseline Finish Date

Early Start Date

Early Finish Date

Actual Start Date

Actual Finish Date

Late Start Date

Late Finish Date

### Description ?

Find | View All First 1 of 1 Last

Date/Time Stamp 07/02/24 10:16:50AM

User ID DAWNA.JOHNSON

Description Add additional details to the activity

216 characters remaining

Long Description

# Additional Activity Information

- ▶ **Location** – assign one or more locations to the Activity
  - This can be different than the location(s) assigned at the Project Level
- ▶ **User Fields** – used to record Agency specific information at the Activity level
  - Field 1 – 5 alpha numeric
  - Amount 1 – 3 numeric
  - Date 1 – 2 Date/Time
- ▶ **Budget Alerts** – used to establish a visual indicator of the Activity’s budget usage or balance
- ▶ **Attachments** – attach Activity related documents



# Knowledge Check

1. Projects in Florida PALM do not require a start and end date.
  - a) TRUE
  - b) FALSE
2. Which of the following is FALSE about Activities in Florida PALM?
  - a) Activities are standard across all agencies
  - b) A Project must have at least one Activity but can have many
  - c) A Project may not use the same activity twice
  - d) Activity information is not used in reporting
3. Additional information, such as location, attachments, and budget alerts, can be recorded for a Project and/or an Activity.
  - a) TRUE
  - b) FALSE



# Knowledge Check

1. Projects in Florida PALM do not require a start and end date.
  - a) TRUE
  - b) **FALSE**, *All Projects within Florida PALM require a Start and End date. The End Date should be reasonable and align with the project's timeline to achieve its purpose or goals.*
2. Which of the following is FALSE about Activities in Florida PALM?
  - a) Activities are Standard across all agencies
  - b) A Project must have at least one Activity but can have multiple
  - c) A Project may not use the same activity twice
  - d) **Activity information is not used in reporting**, *Any information recorded within the Activity definition can be included in queries or reports.*
3. Additional information, such as location, attachments, and budget alerts, can be recorded for a Project and/or an Activity.
  - a) **TRUE**, *Information can be assigned to be Project-specific and applies to all activities, or information can be recorded for a single activity in which it will apply to that specific Project/Activity combination.*
  - b) FALSE

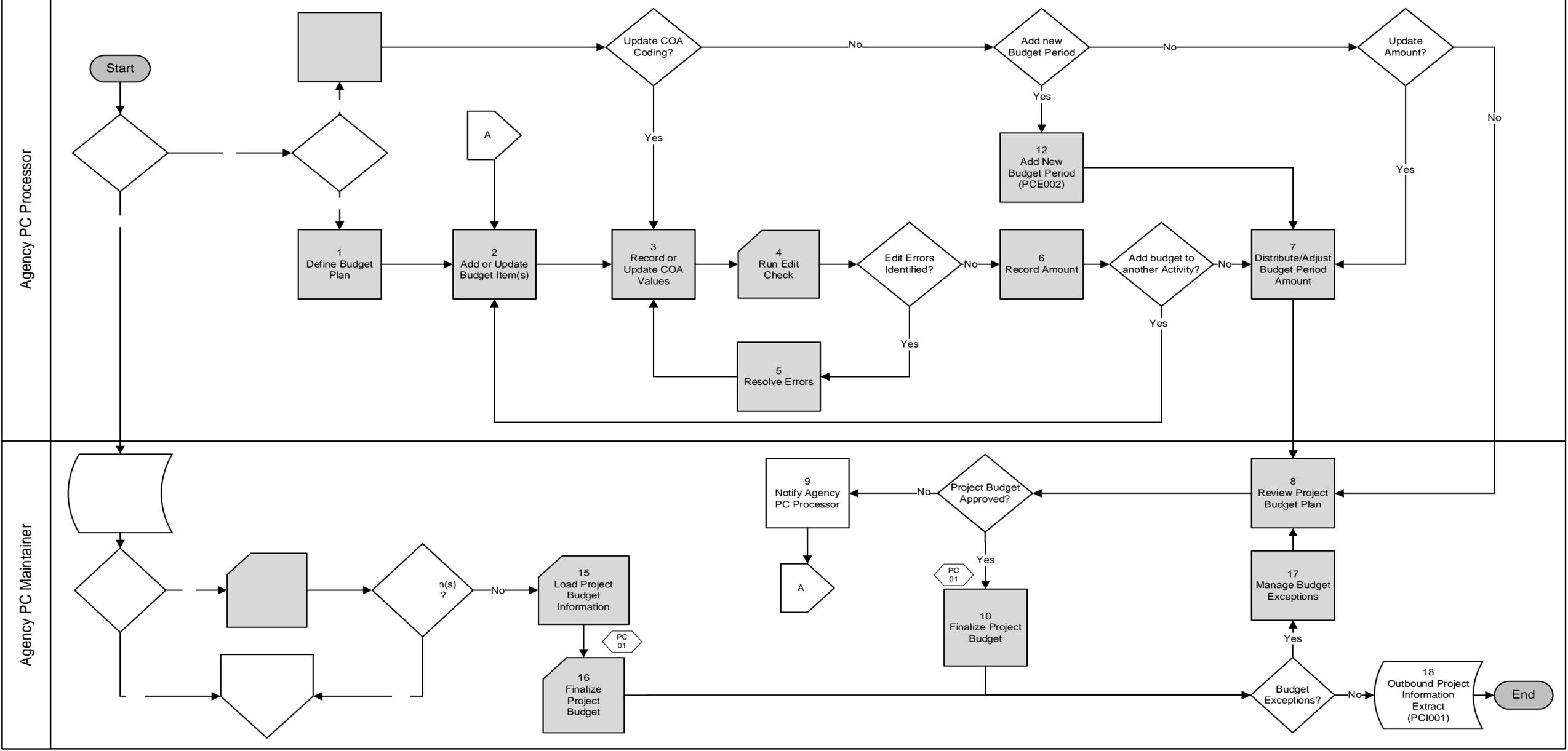


# Add or Modify Activity Overview



# Questions?

**Project Costing Module**

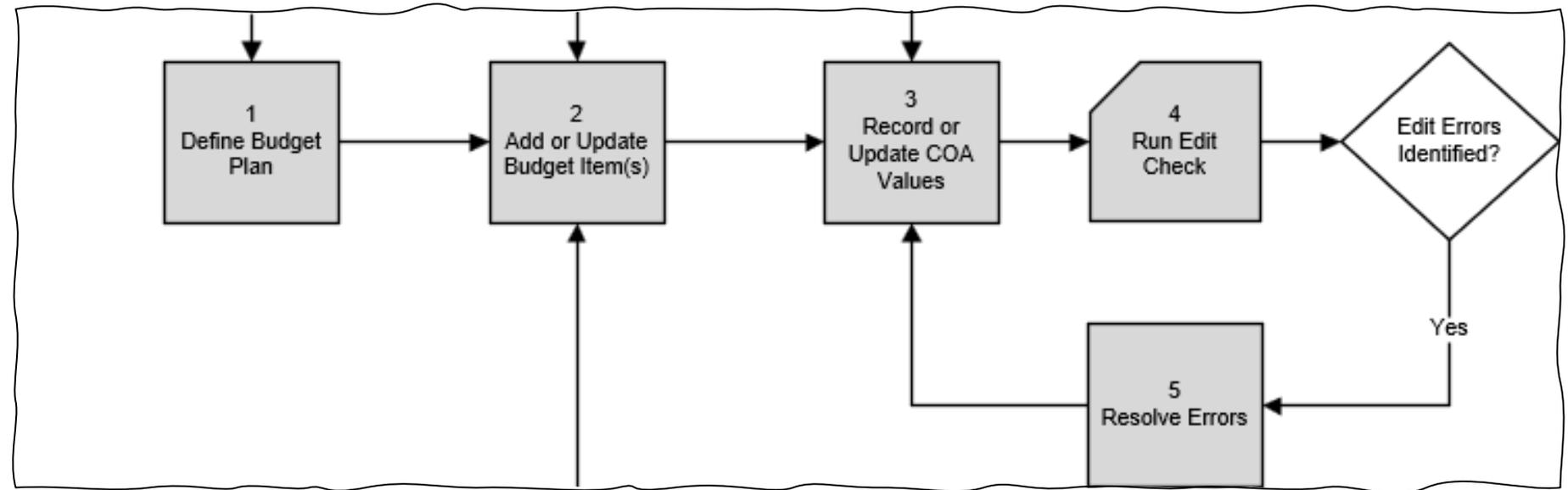
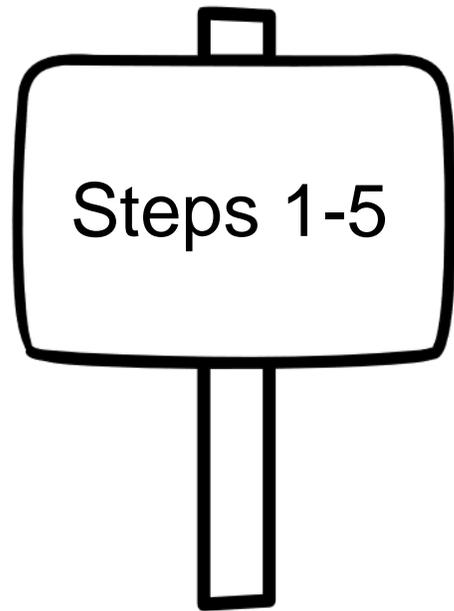


# Commitment vs Obligation

- ▶ **Commitment** – budgetary and accounting action taken to reserve allotted funds (i.e., encumbrances) that may not exceed the appropriations made by law for the fiscal year in which the funds are committed
  - **Example:** “I am committing \$10,000 of my current budget to pay for office supplies.” These commitments are represented by **Encumbrances**
- ▶ **Obligation** – the amount of orders placed, contracts awarded or other similar transaction during an accounting period that will require payment during the same or future period
  - **Example:** “I am obligated to paying \$20,000 over the next three years to Office Depot.” These obligations are represented by **Purchase Orders or Formal Contracts**



# Recording Budget Details Online



## Budget Plan

Project 43PC2024EGRANT

Description E Grant Implementation

Processing Status Active

Process Monitor

### Project Budget Plans

Personalize | Find | View All | | | First 1 of 1 Last

*Plan ID	Description	*Status	Total Distributed Budget	*Calendar ID	*Start Date	*Number of Periods
1	EGrant Spending Plan	Active	0.00	AN	08/01/2020	

Save as Template

Save
 Notify
 Refresh

Add
 Update/Display



# Budget Detail

Project **43PC2024EGRANT**

Description E Grant Implementation

Plan ID 1

Description EGrant Spending Plan

Currency Code USD

Charging Level Detail

Calendar ID AN

Number of Periods 8

Analysis Type BUD

Budget eligible for finalization

Budget not eligible for finalization

[Distribute Budget](#)

Distributed Budget [Add To/Subtract From](#)

Expand [All Subtasks](#)

Filter Budget Item  [Search](#)

## Project Budget Details

Personalize | Find | | First 1-4 of 4 Last

Budget Periods	Project Detail	General Ledger Detail	Commitment Control Detail										
Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment		2021		
		EGrant Spending Plan		Select Spread		0.00	0.00	0.00	0.00				
	1	All Grant Costs				0.00	0.00	0.00	0.00				
	2	All Match Costs				0.00	0.00	0.00	0.00				
	3	Indirect Costs Chrgd to Grant				0.00	0.00	0.00	0.00				

[Distribute Budget](#)

[Copy From Another Plan](#)

[Refresh Budgeting Analytics](#)

Go To: [Budget Plan](#)

[Budget Items](#)

[Budget vs. Actual](#)

[Project Activities](#)

[Process Monitor](#)

[Return to Budget Plan](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Update/Display](#) [Include History](#)



Activity ALLG Description All Grant Costs  
 Budget Adjustment 0.00 Currency Code USD  
 Distributed Budget 0.00  
 Target Budget 0.00  
 Undistributed Adjustment 0.00

Distribute Budget Spread Option

Distributed Budget Add To/Subtract From

Budget Item Distribution

Personalize | Find | First 1-4 of 4 Last

Budget Items Project Detail General Ledger Detail Commitment Control Detail

Project Budget Item	Seq #	Percentage	Distributed Budget	Target Budget	Undistributed Adjustment		
<input type="text" value="SALARIES"/> 🔍	1		0.00	0.00		+	-
<input type="text" value="CONSLT"/> 🔍	1		0.00	0.00		+	-
<input type="text" value="FRINGE"/> 🔍	1		0.00	0.00		+	-
<input type="text" value="BUPL"/> 🔍	1		0.00	0.00		+	-

Distribute Budget

OK Cancel

Activity ALLG Description All Grant Costs  
 Budget Adjustment 0.00 Currency Code USD  
 Distributed Budget 0.00  
 Target Budget 0.00  
 Undistributed Adjustment 0.00

Distribute Budget Spread Option

Distributed Budget Add To/Subtract From

Budget Item Distribution Personalize | Find | First 1-4 of 4 Last

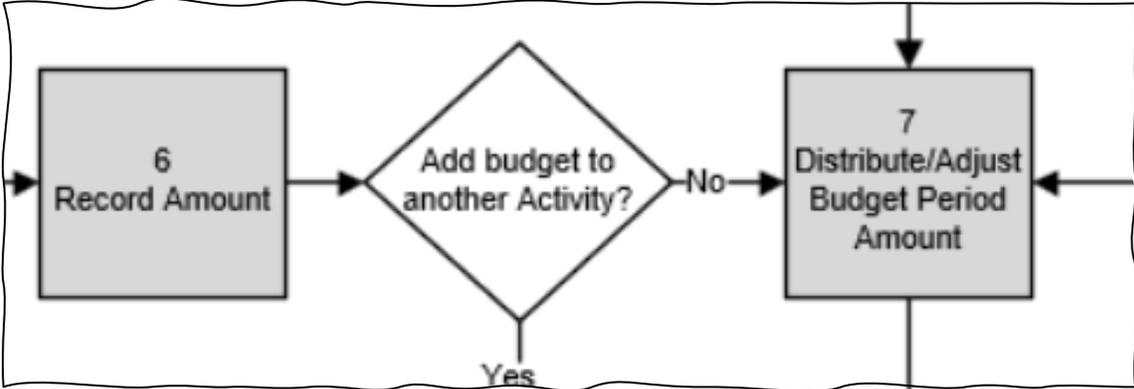
Budget Items		Project Detail		General Ledger Detail		Commitment Control Detail		
Project Budget Item	Seq #	GL Business Unit	Account	Fund	Organization	Grant	OA1	Budget Entity
SALARIES	1	43000	700000	43102				
CONSLT	1	43000	702002					
FRINGE	1	43000	700008					
SUPL	1	43000	714005					

Distribute Budget

OK Cancel

# Recording Amounts by Budget Period

Steps 6-7



Budget Detail

Project 43PC2024EGRANT Description E Grant Implementation  
 Plan ID 1 Description EGrant Spending Plan  
 Currency Code USD Charging Level Detail  
 Calendar ID AN Number of Periods 8  
 Analysis Type BUD  
 Budget eligible for finalization  
 Budget not eligible for finalization

Distribute Budget Distributed Budget Add To/Subtract From Expand All Subtasks Filter Budget Item Search

Project Budget Details Personalize Find 1-15 of 15 Last

Budget Periods	Project Detail	General Ledger Detail	Commitment Control Detail									
Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	2021
✓		EGrant Spending Plan		Adjust by Amount		25,000,000.00	0.00	0.00	0.00			
	1	All Grant Costs		Adjust by Amount		0.00	0.00	0.00	0.00			
		Salaries & Wages				0.00	0.00	0.00	0.00	Even Spread	Other	
		Consultant Services				0.00	0.00	0.00	0.00	Even Spread	Other	
		Fringe Benefits				0.00	0.00	0.00	0.00	Even Spread	Other	
		Supplies				0.00	0.00	0.00	0.00	Even Spread	Other	
	2	All Match Costs		Adjust by Percentage		0.00	0.00	0.00	0.00			
		Salaries & Wages				0.00	0.00	0.00	0.00	Even Spread	Other	
		Consultant Services				0.00	0.00	0.00	0.00	Even Spread	Other	
		Fringe Benefits				0.00	0.00	0.00	0.00	Even Spread	Other	
		Supplies				0.00	0.00	0.00	0.00	Even Spread	Other	
	3	Indirect Costs Chrgd to Grant		Even Spread		0.00	0.00	0.00	0.00			
		Salaries & Wages				0.00	0.00	0.00	0.00	Even Spread	Other	
		Facilities Admin				0.00	0.00	0.00	0.00	Even Spread	Other	
		Subs < \$25,000				0.00	0.00	0.00	0.00	Even Spread	Other	

Distribute Budget Copy From Another Plan Refresh Budgeting Analytics

Go To: Budget Plan Budget Items Budget vs. Actual Project Activities Process Monitor

Return to Budget Plan

Save Return to Search Notify Refresh

Update/Display Include History

Activity ALLG

Description All Grant Costs

Budget Item SALARIES

Description Salaries & Wages

Seq Number 1

Budget Adjustment 3,000,000.00

Currency Code USD

Distributed Budget 0.00

Target Budget 3,000,000.00

Undistributed Adjustment 3,000,000.00

Distribute Budget

Spread Option Adjust by Amount

Distributed Budget Add To/Subtract From

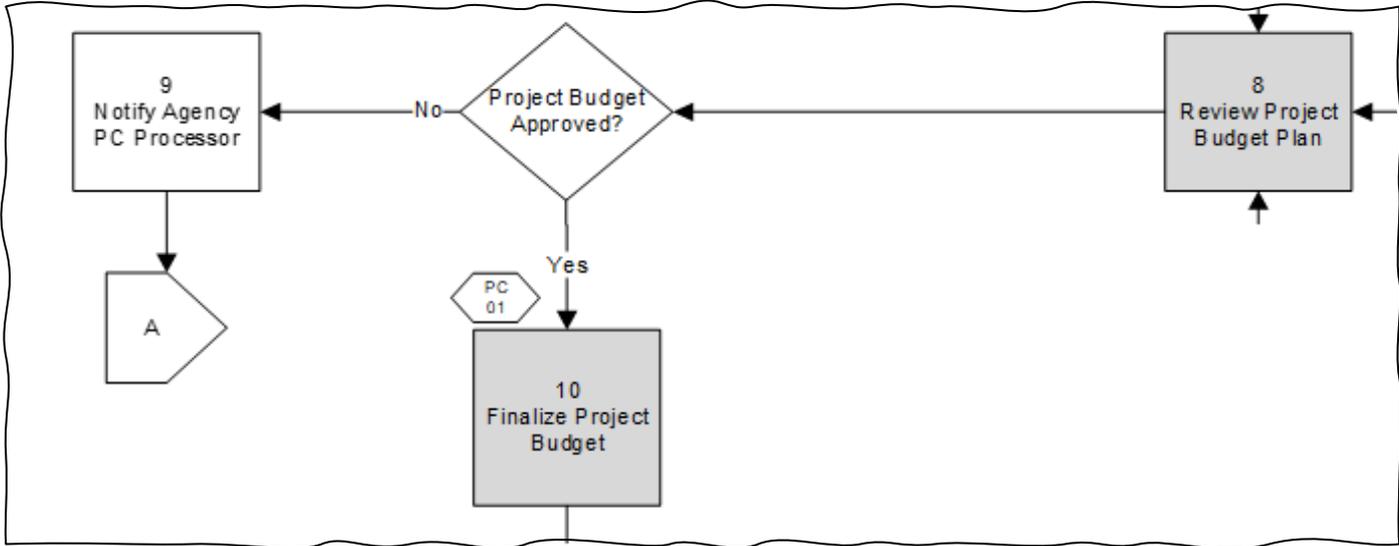
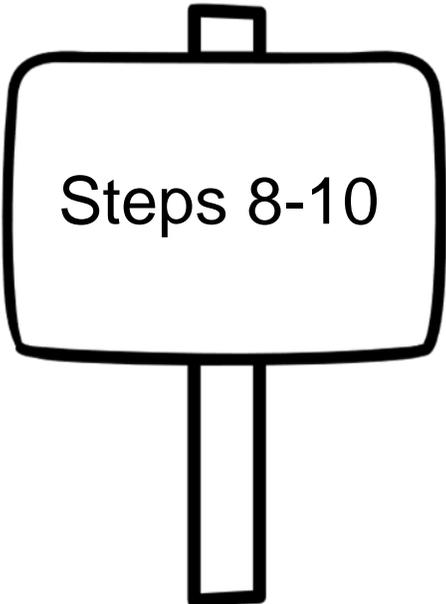
Budget Period Distribution

Personalize | Find | View All | First 1-8 of 8 Last

Period Distribution | Project Details | General Ledger Detail | Commitment Control Detail

Budget Period	Quantity	Unit of Measure	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
2021	<input type="text"/>	<input type="text"/>		<input type="text"/>			
2022	<input type="text"/>	<input type="text"/>		<input type="text"/>			
2023	<input type="text"/>	<input type="text"/>		<input type="text"/>			
2024	<input type="text"/>	<input type="text"/>		<input type="text"/>			
2025	<input type="text"/>	<input type="text"/>		<input type="text"/>			
2026	<input type="text"/>	<input type="text"/>		<input type="text"/>			

# Reviewing Project Budget



Budget Detail

Project 43PC2024EGRANT Description E Grant Implementation  
 Plan ID 1 Description EGrant Spending Plan  
 Currency Code USD Charging Level Detail  
 Calendar ID AN Number of Periods 8  
 Analysis Type BUD

✓ Budget eligible for finalization  
 ⚠ Budget not eligible for finalization

Distribute Budget Distributed Budget  Expand  Filter Budget Item  Search

Project Budget Details Personalize | Find |  |  First 1-15 of 15 Last

Budget Periods Project Detail General Ledger Detail Commitment Control Detail

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	2021	
✓		EGrant Spending Plan		Select Spread		0.00	25,000,000.00	25,000,000.00	0.00				
	1	All Grant Costs		Select Spread		0.00	12,000,000.00	12,000,000.00	0.00				
✓		Salaries & Wages				0.00	3,000,000.00	3,000,000.00	0.00	Even Spread	Other	375,000.00	
✓		Consultant Services				0.00	3,000,000.00	3,000,000.00	0.00	Even Spread	Other	375,000.00	
✓		Fringe Benefits				0.00	3,000,000.00	3,000,000.00	0.00	Even Spread	Other	375,000.00	
✓		Supplies				0.00	3,000,000.00	3,000,000.00	0.00	Even Spread	Other	375,000.00	
	2	All Match Costs		Select Spread		0.00	12,000,000.00	12,000,000.00	0.00				
✓		Salaries & Wages				0.00	3,000,000.00	3,000,000.00	0.00	Even Spread	Other	375,000.00	
✓		Consultant Services				0.00	3,000,000.00	3,000,000.00	0.00	Even Spread	Other	375,000.00	
✓		Fringe Benefits				0.00	3,000,000.00	3,000,000.00	0.00	Even Spread	Other	375,000.00	
✓		Supplies				0.00	3,000,000.00	3,000,000.00	0.00	Even Spread	Other	375,000.00	
	3	Indirect Costs Chrgd to Grant		Select Spread		0.00	1,000,000.00	1,000,000.00	0.00				
✓		Salaries & Wages				0.00	250,000.00	250,000.00	0.00	Even Spread	Other	31,250.00	
✓		Facilities Admin				0.00	250,000.00	250,000.00	0.00	Even Spread	Other	31,250.00	
✓		Subs < \$25,000				0.00	500,000.00	500,000.00	0.00	Even Spread	Other	62,500.00	

Distribute Budget Copy From Another Plan Refresh Budgeting Analytics

## Budget Plan

Project 43PC2024EGRANT Description E Grant Implementation

Processing Status Active

Process Monitor

### Project Budget Plans

Personalize | Find | View All | [Grid Icon] [Calendar Icon] First 1 of 1 Last

<a href="#">General</a>	<a href="#">Calendar</a>	<a href="#">Commitment Control</a>	<a href="#">Finalize</a>					
Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized			
1	EGrant Spending Plan	Active	25,000,000.00	0.00		Finalize	+	-

Save as Template

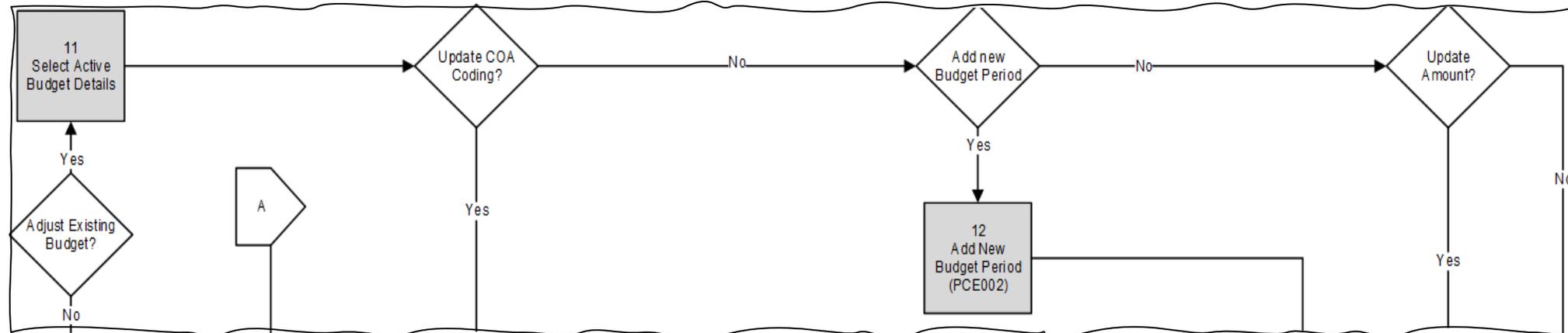
Save Return to Search Notify Refresh

Add Update/Display



# Adjust Existing Budget Details

Steps 11-12





View All | Rerun Query | Download to Excel | Download to XML

First 1-88 of 88 Last

Row	Unit	Project	Activity	Trans ID	GL Unit	Account	Organization	Category	Fund	Budget Entity	An Type	Ledger Grp	User	Rate Type	Amount	Multiplier	Divisor	Cur Effdt	Instance	PC Status	Status	Trans Type	Trans Code	Status	Descr	Sys Source	UOM ID	Empl Rcd#	Number	Time Rptg Cd	Job Code	Co	AP Unit	Supplier	Voucher	Line	Templat		
1	43000	43PC2024EGRANT	ALLG	10005359	43000	702002					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2020	600610	N	I			A	PCB			0	1								0		
2	43000	43PC2024EGRANT	ALLG	10005360	43000	702002					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2021	600610	N	I			A	PCB			0	1									0	
3	43000	43PC2024EGRANT	ALLG	10005361	43000	702002					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2022	600610	N	I			A	PCB			0	1									0	
4	43000	43PC2024EGRANT	ALLG	10005362	43000	702002					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2023	600610	N	I			A	PCB			0	1									0	
5	43000	43PC2024EGRANT	ALLG	10005363	43000	702002					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2024	600610	N	I			A	PCB			0	1									0	
6	43000	43PC2024EGRANT	ALLG	10005364	43000	702002					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2025	600610	N	I			A	PCB			0	1									0	
7	43000	43PC2024EGRANT	ALLG	10005365	43000	702002					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2026	600610	N	I			A	PCB			0	1									0	
8	43000	43PC2024EGRANT	ALLG	10005366	43000	702002					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2027	600610	N	I			A	PCB			0	1									0	
9	43000	43PC2024EGRANT	ALLG	10005367	43000	700008					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2020	600610	N	I			A	PCB			0	1									0	
10	43000	43PC2024EGRANT	ALLG	10005368	43000	700008					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2021	600610	N	I			A	PCB			0	1									0	
11	43000	43PC2024EGRANT	ALLG	10005369	43000	700008					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2022	600610	N	I			A	PCB			0	1									0	
12	43000	43PC2024EGRANT	ALLG	10005370	43000	700008					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2023	600610	N	I			A	PCB			0	1									0	
13	43000	43PC2024EGRANT	ALLG	10005371	43000	700008					BUD	CC_DETAIL	DAWNA.JOHNSON	CRRNT	375000.000	1.00000000	1.00000000	07/01/2024	600610	N	I			A	PCB			0	1									0	



# DEMO – Project, Activity, Budget Set up



# Knowledge Check

1. Florida PALM Project Budget is an estimate of the planned costs for the life of the Project
  - a) TRUE
  - b) FALSE
2. A Project Budget is required for all Projects, and must include the minimum COA information:
  - a) Activity, Fund, Account, Category, Org, Budget Period
  - b) Fund, Category, PC Subcategory, Budget Entity
  - c) Budget Item, GL BU, Fund, Budget Entity, Category, Budget Period
  - d) Activity, GL BU, Fund, Budget Entity, Category, Budget Period, OA1



# Knowledge Check

1. Florida PALM Project Budget is an estimate of the planned costs for the life of the project
  - a) **TRUE**, *The project's budget is an estimate and is used for planning and managing expenses*
  - b) FALSE
2. A Project Budget is required for all Projects, and must include the minimum COA information:
  - a) Activity, Fund, Account, Category, Org, Budget Period
  - b) Fund, Category, PC Subcategory, Budget Entity
  - c) **Budget Item, GL BU, Fund, Budget Entity, Category, Budget Period**; *This is the minimal information needed, additional values and multiple combinations of COA ChartField Strings may be recorded*
  - d) Activity, GL BU, Fund, Budget Entity, Category, Budget Period, OA1



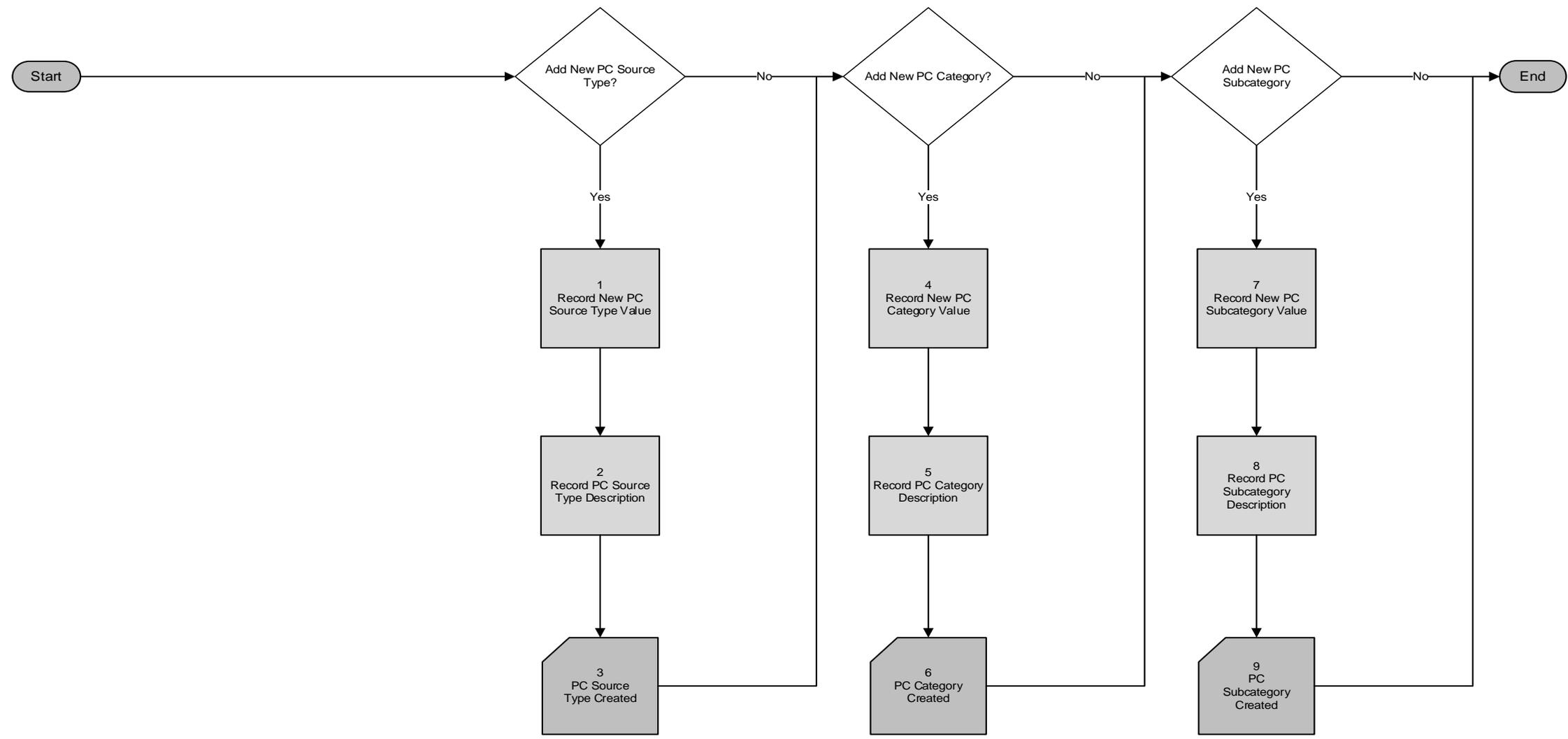
# Define Project Budget Overview



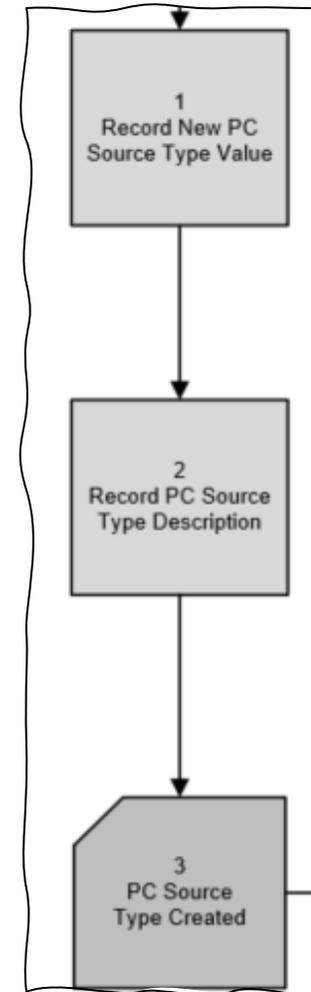
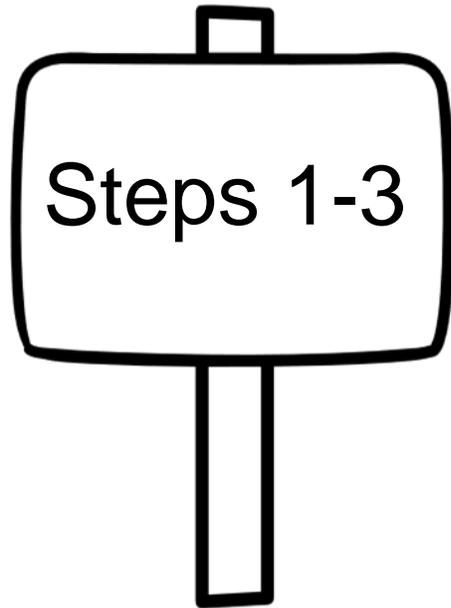
# Questions?

**Project Costing Module**

Agency PC Maintainer



# Adding a New PC Source Type



# FloridaPALM

## Source Types

[Find an Existing Value](#) [Add a New Value](#)

\*SetID

\*PC Source Type

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

# FloridaPALM

All

## Source Types

SetID 43000 PC Source Type GYR1

**Source Type** Find | View All First  1 of 1  Last

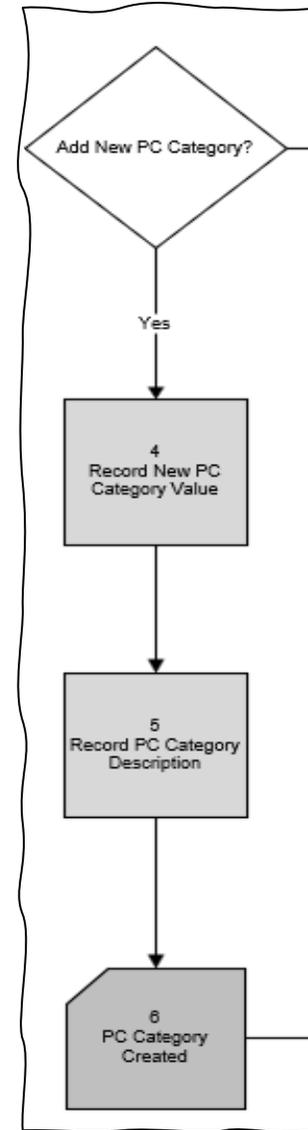
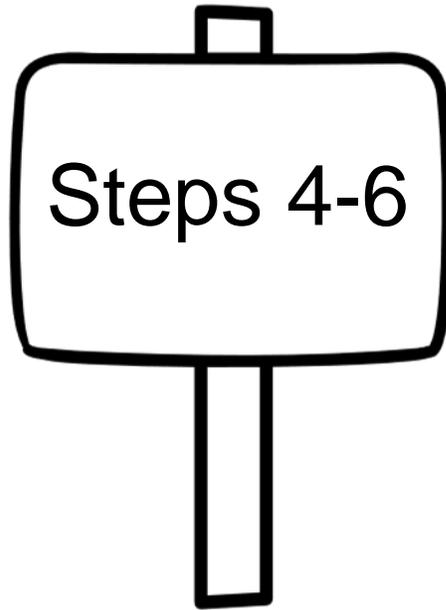
\*Effective Date  \*Status

\*Description

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)



# Add New PC Category



# FloridaPALM

## Categories

[Find an Existing Value](#) [Add a New Value](#)

\*SetID

\*PC Category

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

# FloridaPALM

All

## Categories

SetID 43000    PC Category BUD01

**Category** [Find](#) | [View All](#)    First  **1 of 1**  Last

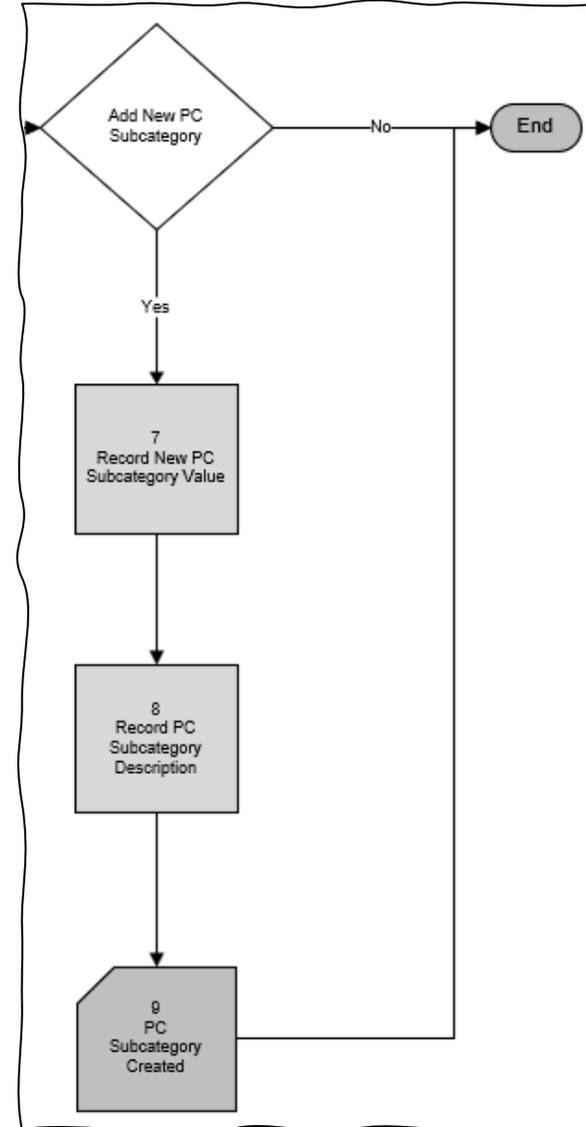
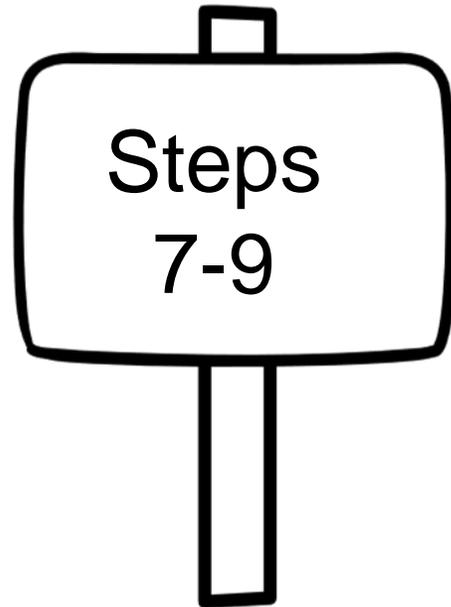
\*Effective Date      \*Status

\*Description



# Add New PC Subcategory



# Florida PALM

## Subcategories

Find an Existing Value   Add a New Value

\*SetID

\*PC Subcategory

**Add**

Find an Existing Value | Add a New Value

# Florida PALM

All Search

## Subcategories

SetID 43000   PC Subcategory ADMIN

**Subcategory** Find | View All   First 1 of 1 Last

\*Effective Date    \*Status

\*Description

Save   Notify   Add   Update/Display   Include History   Correct History



Budget Adjustment	0.00	Currency Code	USD
Distributed Budget	6,000.00		
Target Budget	6,000.00		
Undistributed Adjustment	0.00		

Spread Option  Distributed Budget Add To/Subtract From

**Budget Item Distribution** Personalize | Find | First 1-2 of 2 Last

Project Budget Item	Seq #	Project Distribution Status	PC Source Type	PC Category	PC Subcategory		
<input type="text" value="ASSET"/>	1	Distributed	<input type="text" value="OTHER"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="ASSET"/>	2	Not Distributed	<input type="text" value="OTHER"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

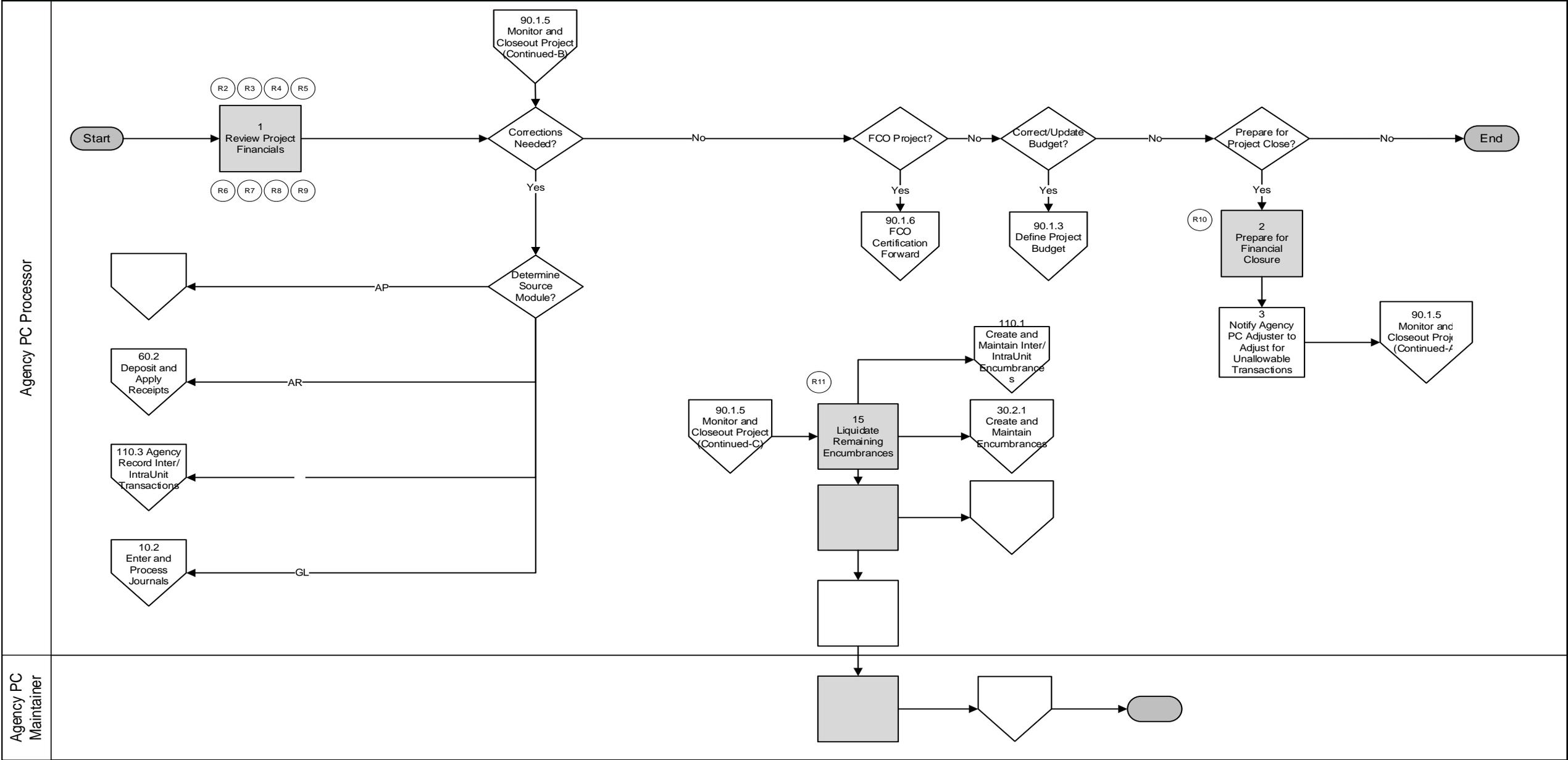


# Add or Modify Project Related ChartField Values Overview



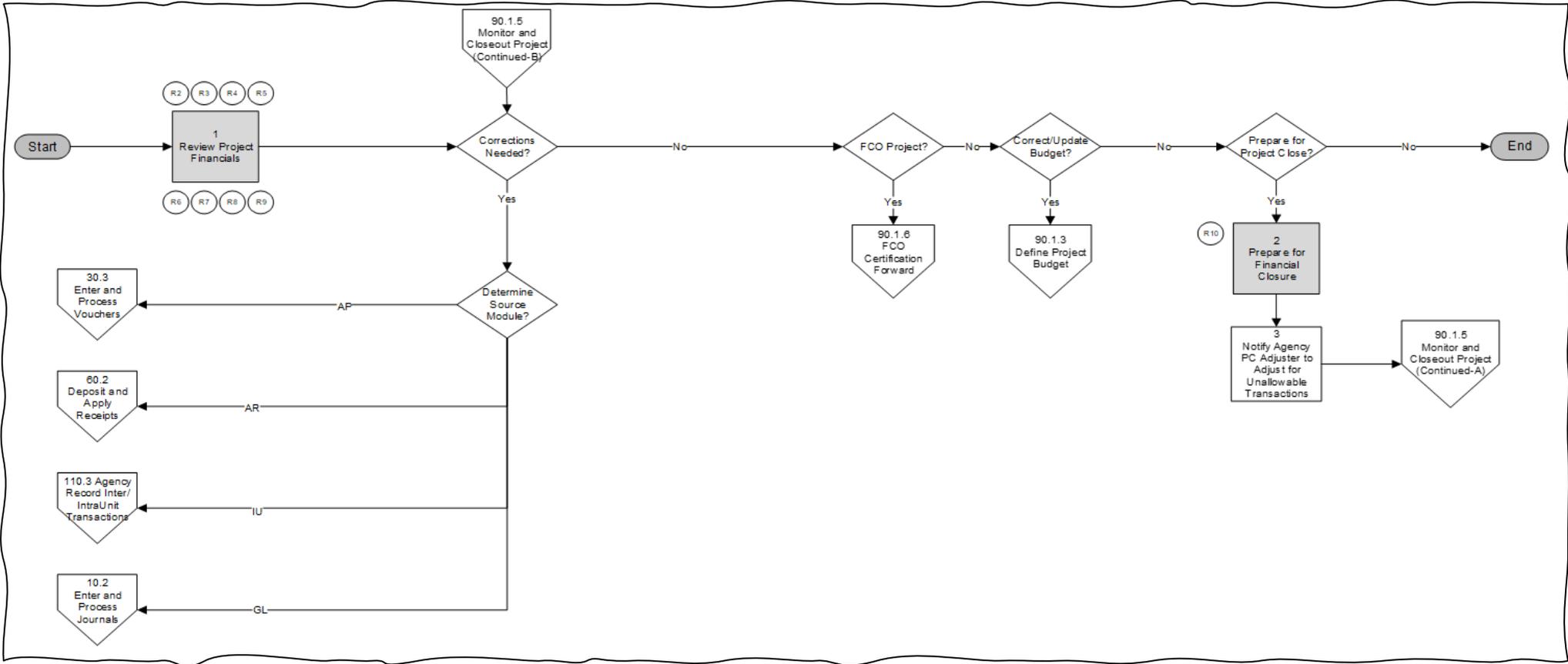
## Questions?

## Project Costing Module



# Monitor Project and Review Reports

Steps  
1-3



## Budget vs. Actual

Project 43PC2024EGRANT  
Charging Level Detail

Project Description E Grant Implementation

Budget Plan ID 1

Plan Description EGrant Spending Plan

Budget Type Cost Budget

Start Date 08/01/2020

Calendar Annual Budget Year

### Amounts

Budget Amount	25,000,000.00	Actual Amount	0.00	Currency USD
Remaining Amount	25,000,000.00	● Status	Low	

### Select Activity

### Activity Details

#### E Grant Implementation

All Grant Costs

All Match Costs

Indirect Costs Chrgd to Grant

Activity Project Details

Description

Budget Amount	25,000,000.00	Actual Amount	0.00
Remaining Amount	25,000,000.00	● Status	Low

### Items

Personalize | Find | View All | First 1 of 1 Last

Budget Item	Budget Amount	Actual Amount	Detail
	0.00	0.00	



## Project Profitability Details

▼ Selection Parameters

\*Business Unit   My Projects Project Type

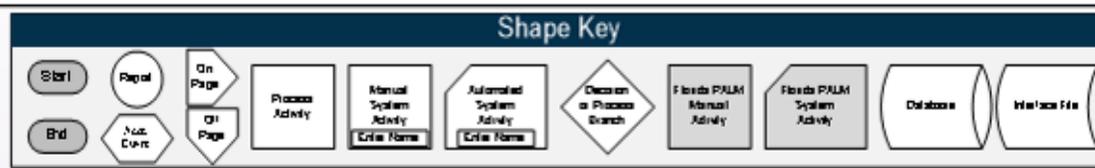
PC Source Type  PC Category  PC Subcategory

Project Manager  Project  Processing Status  ▼

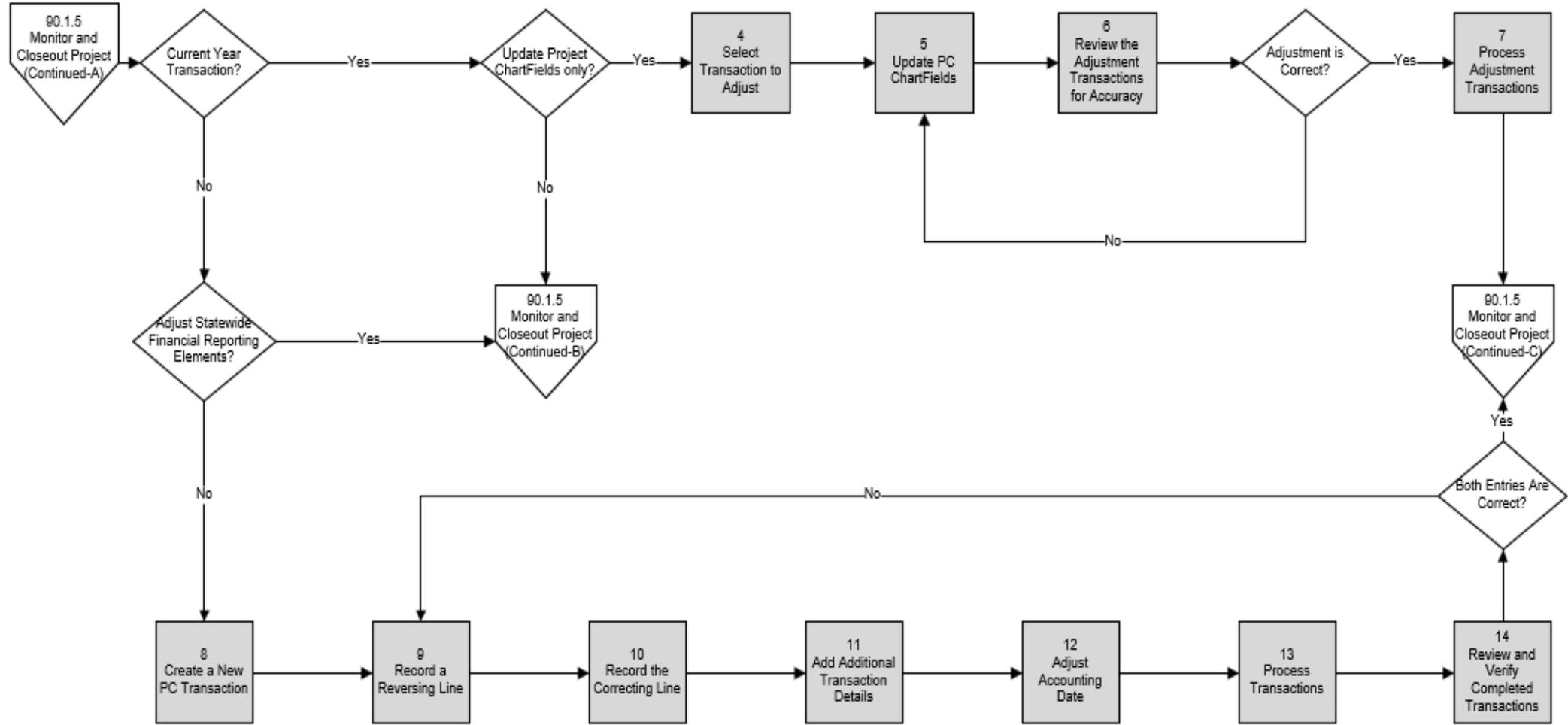
▼ Grid View Personalize | Find | View All | First 1 of 1 Last

Project	Description	Project Manager	Project Type	Processing Status	Currency Code	Budget Amount	Revenue Amount	Cost Amount	Margin	Margin Percent	Budget-Cost Variance
43PC2024EGRANT	E Grant Implementation		GRANT	Active	USD	25,000,000.00		0.00	0.00		25,000,000.00



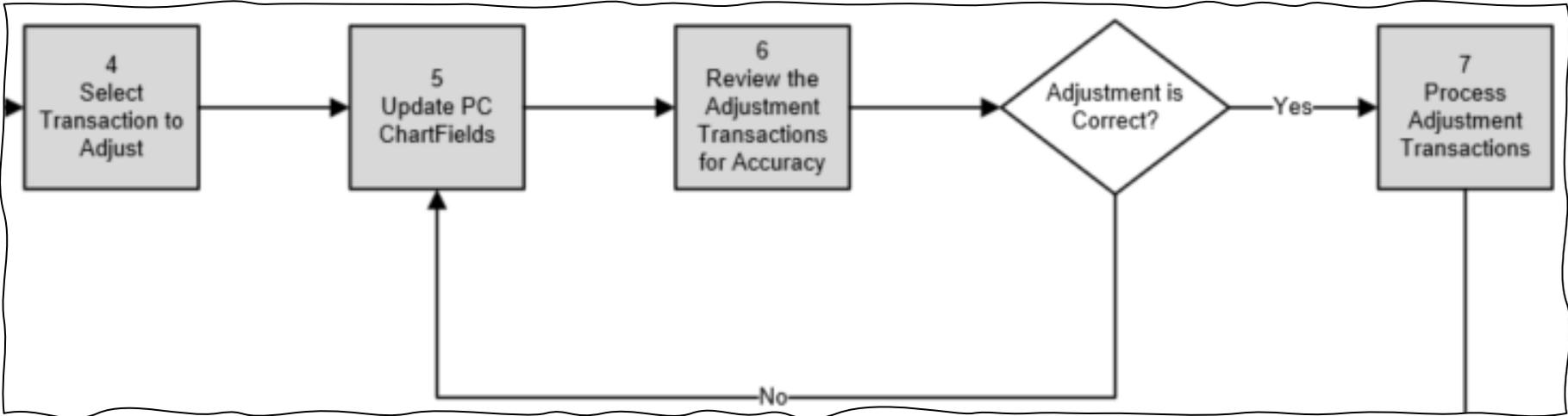
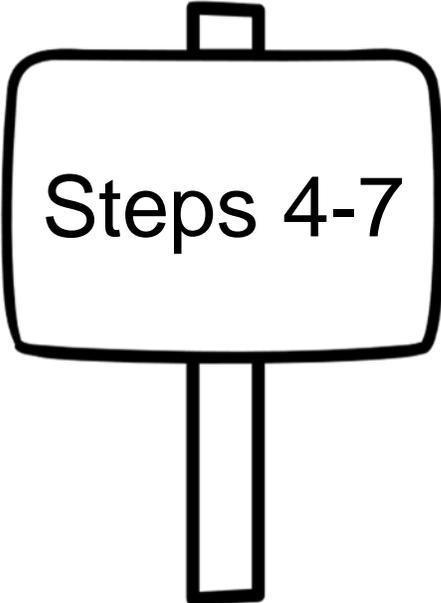


**Project Costing Module**

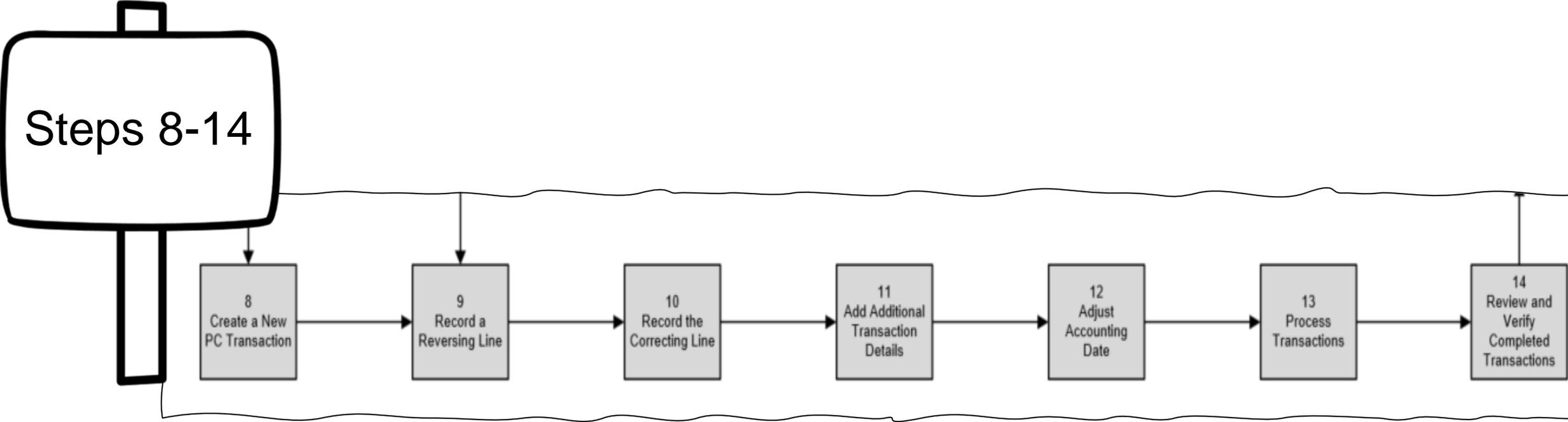


Agency PC Adjustment Processor

# Adjust PC ChartFields on Transaction

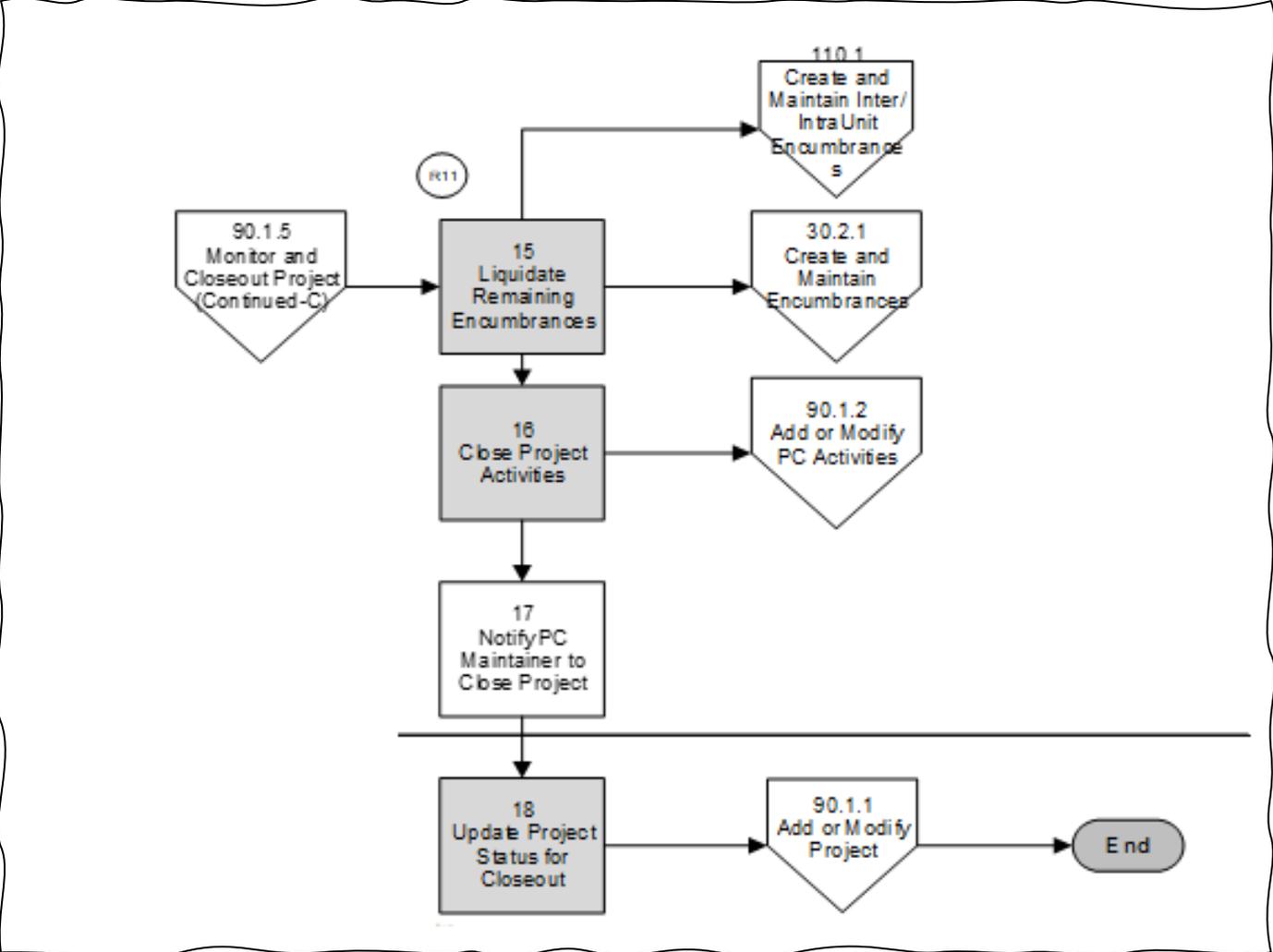


# Create PC Correcting Transactions



# Monitor and Closeout Project

Steps  
15-18



# Monitor and Closeout Project Overview



# Questions?



# Knowledge Check

1. PC Related ChartFields may be configured by agencies and may be used to capture details about a specific transaction?
  - a) TRUE
  - b) FALSE
2. Project Monitoring is completed with online pages and printable reports?
  - a) TRUE
  - b) FALSE
3. Project adjustment transactions can be made directly in PC when they meet the following conditions:
  - a) Original transaction occurred within the current FY and only the PC related transactions are to be changed
  - b) Original transaction occurred within a closed period (PY) and only agency maintained ChartField values are being adjusted
  - c) Both A and B

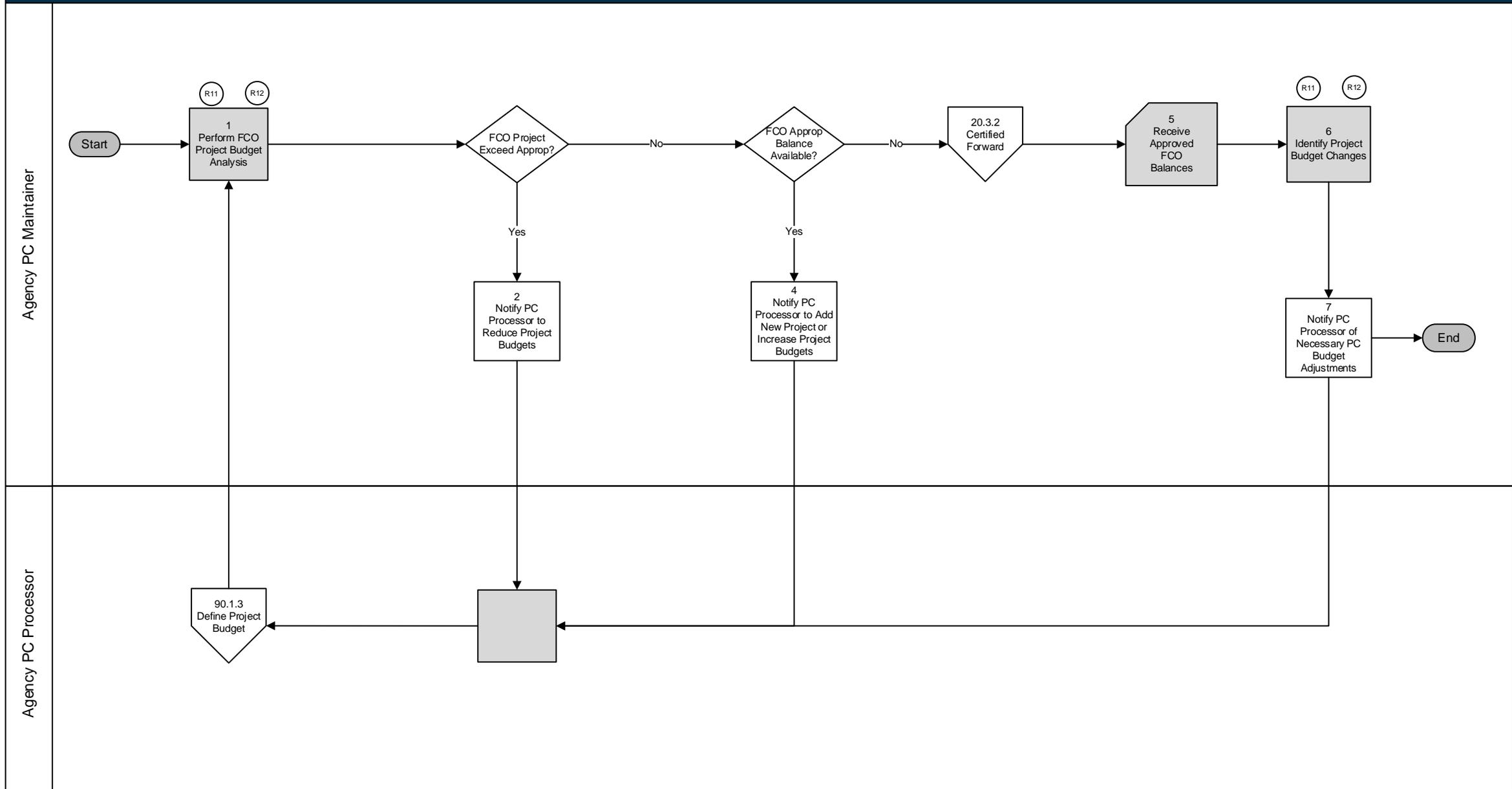


# Knowledge Check

1. PC Related ChartFields may be configured by agencies and may be used to capture details about a specific transaction?
  - a) **TRUE,** *The PC Source Type, PC Category, and PC Subcategory are agency unique and are recorded at the transaction level to further define a specific transaction. The values can be used across all projects within the agency.*
  - b) FALSE
2. Project Monitoring is completed with online pages and printable reports?
  - a) **TRUE,** *The PC module provides many online reporting and analysis pages to aid in monitoring progress and financial activity. Additionally, there are several reports within other modules as well as PC, that support project monitoring.*
  - b) FALSE
3. Project Adjustment transactions can be made directly in PC when they meet the following conditions:
  - a) Original transaction occurred within the current FY and only the PC Related transactions are to be changed
  - b) Original transaction occurred within a closed period (PY) and only agency maintained ChartField values are being adjusted
  - c) **Both A and B,** *Adjustments (including adding a new transaction) in PC will not impact the GL or Appropriation budgetary ledgers. Therefore, any changes to PC transactions in which a financial statement ChartField element such as Fund, Budget Entity, Category, or Budget Period needs to be adjusted must be done within the source module or through a journal recorded directly within the GL.*



**Project Costing Module**



# PCR015 – Appropriations Budget vs Project Budget



Page No. 1 of 1  
 Report ID: PCR015  
 Run Date: MM/DD/YYYY  
 Run Time: HH:MM:SS AM

## Appropriations Budget vs. Project Budget

Business Unit:	1	37000
Budgetary Fund:		ALL
Budget Entity:		ALL
Category:		ALL
Budget Period:		ALL

Transactional Fund	Project Budget			Appropriation	
	Committed Obligations	Uncommitted Obligations	Certified Forward Amount Requested	Appropriation Balance	Unobligated Appropriations
2	3	4	5	6	7

1. Appropriations ChartField String
2. **Transactional Fund** within the Appropriation ChartField Strings Budgetary Fund. This is the Fund value used on transactions within the source modules.
3. **Committed Obligations** are the total amount of the Project Budget that have been committed via an Encumbrance
4. **Uncommitted Obligation** amount is total Project Budget has not been committed (encumbered) and not expended.
5. **Certified Forward Amount Requested** is the balance for the Appropriation ChartFields String to be requested to be certified forward and is the total sum of committed and uncommitted obligation balances.
6. **Appropriation Balance** is the Appropriations Available Balance (Appropriation Amount minus committed and expended amounts)
7. **Unobligated Appropriation** is the difference between the Uncommitted Obligations and the Appropriation Balance
  1. Due to commitments consuming budget when established, they are not considered in the calculation for what has not been obligated.
  2. This amount will indicate if there is a balance of the Appropriation that is available to be used on a new project or added to an existing project.



**Appropriations Budget vs. Project Budget**

Business Unit: 37000  
 Budgetary Fund: ALL  
 Budget Entity: ALL  
 Category: ALL  
 Budget Period: ALL

Transactional Fund	Project Budget			Appropriation	
	Committed Obligations	Uncommitted Obligations	Certified Forward Amount Requested	Appropriation Balance	Unobligated Appropriations
00001	\$1,500,000.00	\$2,000,000.00	\$3,500,000.00		
00002	\$1,000,210.00	\$5,000,210.00	\$6,000,420.00		
<b>Total : 37000-26750-37150700-084108-2021</b>	<b>\$2,500,210.00</b>	<b>\$7,000,210.00</b>	<b>\$9,500,420.00</b>	<b>\$4,100,000.00</b>	<b>(\$2,900,210.00) OVER OBLIGATED</b>
00003	\$2,000,000.00	\$1,500,000.00	\$3,500,000.00		
00004	\$6,700,000.00	\$2,000,000.00	\$8,700,000.00		
00005	\$7,000,000.00	\$1,500,000.00	\$8,500,000.00		
<b>Total : 37000-22610-37500300-088137-2022</b>	<b>\$15,700,000.00</b>	<b>\$5,000,000.00</b>	<b>\$20,700,000.00</b>	<b>\$9,100,000.00</b>	<b>\$4,100,000.00</b>



# PCR013 – FCO Certification Forward Request Detail Report



Page No. 1 of 1  
Report ID: PCR013  
Run Date: MM/DD/YYYY  
Run Time: HH:MM:SS AM

### FCO Certified Forward Request Detail Report

Business Unit: 1 37000 Environmental Protection Budgetary Fund: 22610 Budget Entity: 37500300 Category: 088137 Budget Period: 2020	2				3	
	Appropriation				Calculated Balances	
	Beginning Balance	Committed	Expense	Available Appropriation Balance	Amount to Certify Forward	Pending Reversion
\$3,000,000.00	\$502,388.72	\$180,019.14	\$2,317,592.14	\$1,860,580.86	\$959,400.00	

Project Costing Details									
Transactional Fund	Project ID	Project Description	Activity ID	Activity Description	Obligated	Committed	Expended	Uncommitted	Amount to Certify Forward
4	5				6	7	8	9	10

1. Appropriation ChartField String and Budget Period
2. Appropriation ledger information for the Appropriation ChartField String referenced
3. **Calculated Balances** represent the summarized totals for all projects recorded with the referenced Appropriation ChartField String
4. **Transactional Fund** is the transaction fund within the Budgetary Fund noted in the Report Parameters
5. **Project ID, Project Description, Activity ID, Activity Description** is specific information about each project with a budgeted amount within the noted appropriation ChartField String.
6. **Obligated Balance** is the total estimated cost of the project over its lifetime (can be 6 months or 10 years)
7. **Committed Balance** is the total amount of the Project Budget that has been Committed via an encumbrance and the appropriations budget has been consumed and committed for that purpose.
8. **Expended** is the total expenses recorded for that project's activity within the specified Appropriation ChartField String
9. **Uncommitted** is the total Project Budget that has not been committed via an encumbrance or expended.
10. **Amount to Certify Forward** is the amount that will be requested to certify forward for each project's activity.



**FCO Certified Forward Request Detail Report**

<b>Business Unit:</b>	37000	<b>Environmental Protection</b>						
<b>Budgetary Fund:</b>	22610							
<b>Budget Entity:</b>	37500300							
<b>Category:</b>	088137							
<b>Budget Period:</b>	2020							
			<b>Appropriation</b>					
			Beginning Balance	Committed	Expense	Available Appropriation Balance	<b>Calculated Balances</b>	
			\$3,000,000.00	\$502,388.72	\$180,019.14	\$2,317,592.14	\$1,860,580.86	\$959,400.00

**Project Costing Details**

Transactional Fund	Project ID	Project Description	Activity ID	Activity Description	Obligated	Committed	Expended	Uncommitted	Amount to Certify Forward
26109	3761235C	Hugh Tayler Birch N Tres	FCO1	DESIGN	\$25,000.00	\$20,000.00	\$5,000.00	\$0.00	\$20,000.00
			FCO2	EQUIPMENT				\$0.00	\$0.00
			FCO3	CONSTRUCTION				\$0.00	\$0.00
			FCO4	MAINTENANCE	\$200,000.00	\$85,000.00	\$75,000.00	\$40,000.00	\$125,000.00
			FCO5	PLANNING				\$0.00	\$0.00
			FCO6	RESERVE	\$1,200,000.00	\$99,500.00	\$10,000.00	\$1,090,500.00	\$1,190,000.00
			FCO7	RETAINAGE				\$0.00	\$0.00
		<b>Project Total: 3761235C</b>			<b>\$1,425,000.00</b>	<b>\$204,500.00</b>	<b>\$90,000.00</b>	<b>\$1,130,500.00</b>	<b>\$1,335,000.00</b>
	376G801	Upper Sugarloaf Key Tri	FCO1	DESIGN	\$20,000.00	\$3,988.72	\$10,000.00	\$6,011.28	\$10,000.00
			FCO2	EQUIPMENT	\$2,000.00		\$2,000.00	\$0.00	\$0.00
			FCO3	CONSTRUCTION	\$80,000.00			\$80,000.00	\$80,000.00
			FCO4	MAINTENANCE	\$5,000.00	\$3,500.00	\$500.00	\$1,000.00	\$4,500.00
			FCO5	PLANNING	\$10,000.00			\$10,000.00	\$10,000.00
			FCO6	RESERVE	\$212,000.00	\$190,000.00	\$22,000.00	\$0.00	\$190,000.00
FCO7			RETAINAGE				\$0.00	\$0.00	
	<b>Project Total: 376G801</b>			<b>\$329,000.00</b>	<b>\$197,488.72</b>	<b>\$34,500.00</b>	<b>\$97,011.28</b>	<b>\$294,500.00</b>	
	<b>Subtotal for Transactional Fund 26109</b>			<b>\$1,754,000.00</b>	<b>\$401,988.72</b>	<b>\$124,500.00</b>	<b>\$1,227,511.28</b>	<b>\$1,629,500.00</b>	
26110	376G801	Upper Sugarloaf Key Tri	FCO1	DESIGN	\$100,000.00	\$2,000.00	\$200.00	\$97,800.00	\$99,800.00
			FCO2	EQUIPMENT	\$10,000.00	\$8,000.00	\$2,000.00	\$0.00	\$8,000.00
			FCO3	CONSTRUCTION	\$50,000.00	\$35,500.00	\$3,000.00	\$11,500.00	\$47,000.00
			FCO4	MAINTENANCE	\$60,000.00	\$1,100.00	\$39,319.14	\$19,580.86	\$20,680.86
			FCO5	PLANNING	\$8,500.00		\$8,500.00	\$0.00	\$0.00
			FCO6	RESERVE	\$2,000.00	\$900.00	\$900.00	\$200.00	\$1,100.00
			FCO7	RETAINAGE				\$0.00	\$0.00
		<b>Project Total: 376G801</b>			<b>\$230,500.00</b>	<b>\$47,500.00</b>	<b>\$53,919.14</b>	<b>\$129,080.86</b>	<b>\$176,580.86</b>
	PRJ28	New Proj	FCO1	DESIGN	\$11,000.00	\$2,000.00	\$200.00	\$200.00	\$2,200.00
			FCO2	EQUIPMENT	\$760,500.00				\$0.00
			FCO3	CONSTRUCTION					\$0.00
			FCO4	MAINTENANCE	\$222,000.00	\$50,000.00	\$500.00	\$500.00	\$50,500.00
			FCO5	PLANNING					\$0.00
			FCO6	RESERVE	\$22,000.00	\$900.00	\$900.00	\$900.00	\$1,800.00
FCO7			RETAINAGE					\$0.00	
	<b>Project Total: PRJ28</b>			<b>\$1,015,500.00</b>	<b>\$52,900.00</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>	<b>\$54,500.00</b>	
	<b>Subtotal for Transactional Fund 26110</b>			<b>\$1,246,000.00</b>	<b>\$100,400.00</b>	<b>\$55,519.14</b>	<b>\$130,680.86</b>	<b>\$231,080.86</b>	
<b>Total for Appropriation 37000 22610 37500300 088137 2020</b>					<b>\$3,000,000.00</b>	<b>\$502,388.72</b>	<b>\$180,019.14</b>	<b>\$1,358,192.14</b>	<b>\$1,860,580.86</b>



# FCO Certified Forward Request Overview



# Questions?



# Knowledge Check

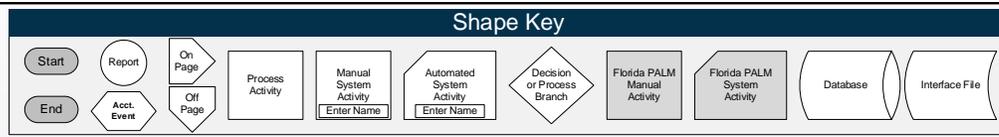
1. The FCO Certification Forward Request process relies on Project information being maintained throughout the year.
  - a) TRUE
  - b) FALSE
2. Transactions recorded with an FCO appropriation category is required to use a Project?
  - a) TRUE
  - b) FALSE
3. The balance to be requested for each appropriation is determined by:
  - a) The total Project budget
  - b) The Balance of Obligated Amount minus Expensed
  - c) The Balance of Uncommitted Obligated Amount plus Committed Amount
  - d) The Uncommitted Obligated Amount of the Project



# Knowledge Check

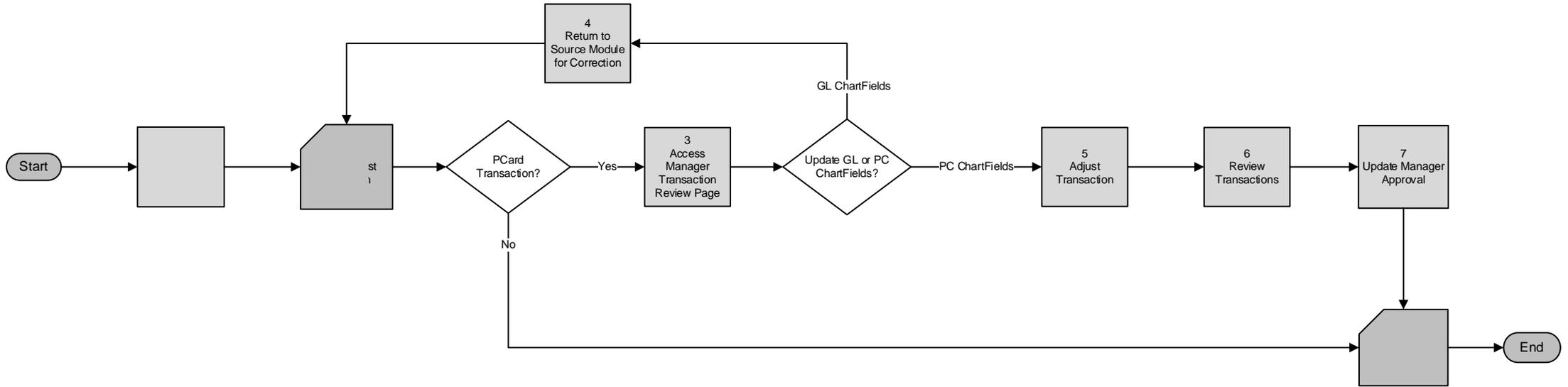
1. The FCO Certification Forward Request process relies on Project information being maintained throughout the year.
  - a) **TRUE,** *Agencies are required to use the Project Costing module to set up and maintain FCO Projects and record those projects on relevant transactions.*
  - b) FALSE
2. Transactions recorded with an FCO appropriation category is required to use a Project?
  - a) **TRUE,** *A combo edit is in place to ensure all FCO transactions are recorded with a Project.*
  - b) FALSE
3. The balance to be requested for each appropriation is determined by:
  - a) The total Project budget
  - b) The Balance of Obligated Amount minus Expensed
  - c) **The Balance of Uncommitted Obligated Amount plus Committed Amount,** *This amount represents the total encumbered and estimated future costs of the project.*
  - d) The Uncommitted Obligated Amount of the Project.





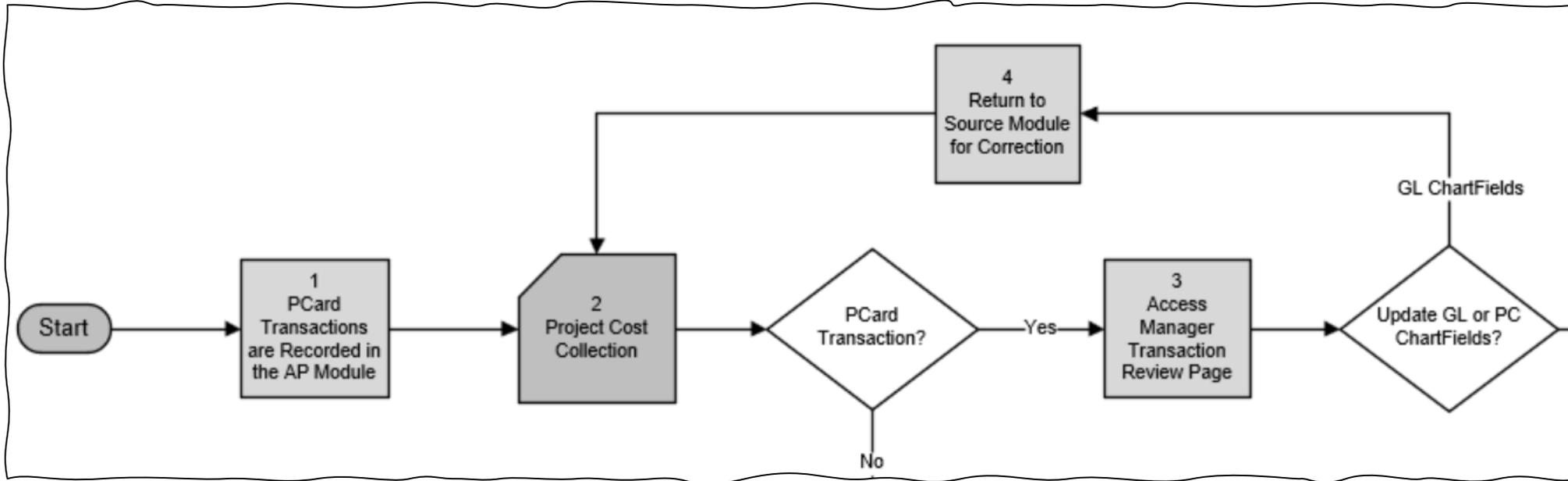
**Project Costing Module**

Agency PC Adjustment Processor



# Review Transactions

Steps 1-4

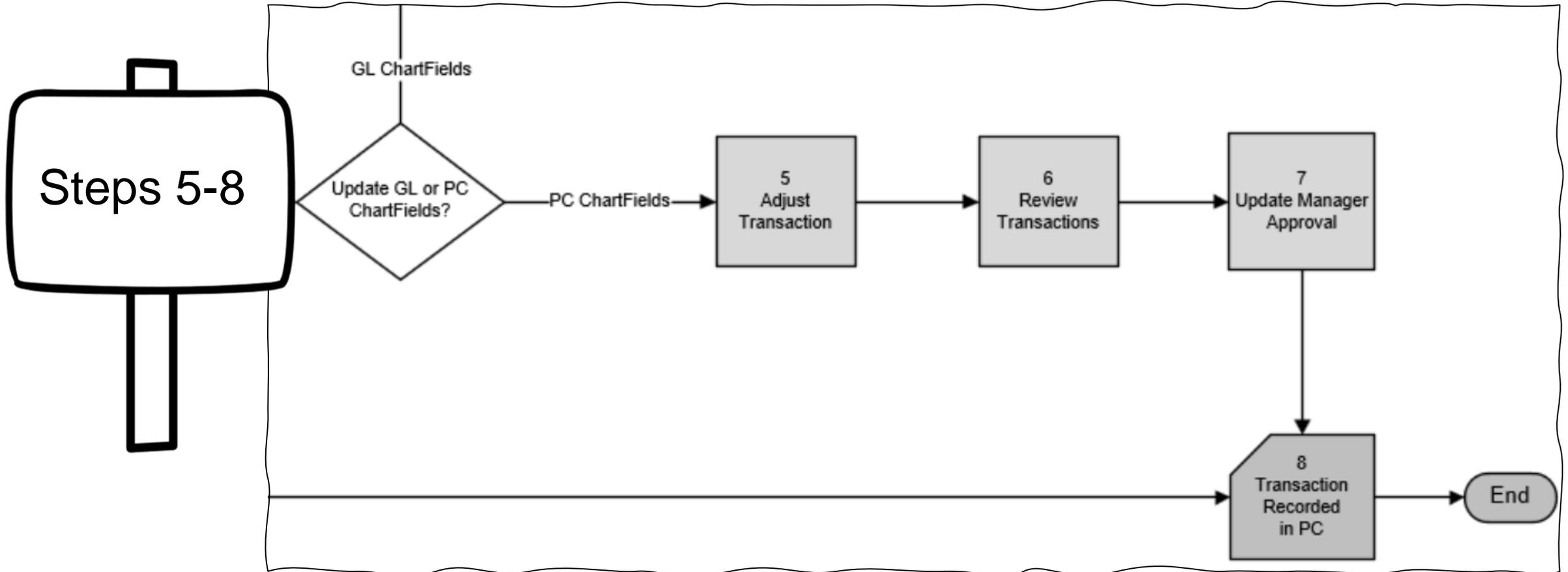


[Manager Transaction Review](#)[Cost Review](#)[Billing Review](#)**Select** ?\*Business Unit  Contract  Project  Contract Line Number  Activity  [Select Project Activities](#)Analysis Type  Employee ID  PC Source Type  Revenue Distribution Status  PC Category  Billing Distribution Status  PC Subcategory  **View Type** ? Detail SummaryTemplate ID [Transaction Summary Template](#)**Reviewed** ? All Reviewed Not Reviewed**Date Type**Date Type  From Date  Through Date 

Search

Reset

# Add Missing PC ChartFields to Transactions



Reviewed	Project	Activity
<input type="checkbox"/>	000000000000379	000000000000001
<input checked="" type="checkbox"/>	000000000000379	000000000000001
<input type="checkbox"/>	000000000000443	FCOS1
<input checked="" type="checkbox"/>	43002020COVID19	ADMINISTRATIVE
<input checked="" type="checkbox"/>	43002020COVID19	ADMINISTRATIVE
<input checked="" type="checkbox"/>	43002020COVID19	ADMINISTRATIVE
<input checked="" type="checkbox"/>	43002020COVID19	ADMINISTRATIVE
<input checked="" type="checkbox"/>	43002020COVID19	ADMINISTRATIVE
<input checked="" type="checkbox"/>	43002020COVID19	ADMINISTRATIVE
<input checked="" type="checkbox"/>	ANALYSIS	000000000000001
<input type="checkbox"/>	TEST_AM_PC	000000000000001
<input type="checkbox"/>	TEST_AM_PC	000000000000001
<input type="checkbox"/>	TEST_AM_PC	000000000000001

**Transaction Adjustment** Help

Choose type of adjustment

Adjust Amounts Only  
 Adjust ChartFields Only  
 Adjust Amounts and ChartFields [More info..](#)

---

**Selected Project Transactions for Adjustment** Personalize Find 1 of 1 Last

Project Detail	General Ledger Detail	Transaction Detail	Source Detail						
Analysis Type	PC Source Type	PC Category	PC Subcategory	Transaction Date	Accounting Date	Currency Effective Date	Unit of Measure	Quantity	So Cu
1 ACT	MATER	AUDIT	10001	10/09/2023	07/31/2023	10/09/2023	EA	1.00	US

Select All Reviewed Clear All Reviewed Total Cost Amount \$323,810.00 USD

Adjust Save



### Transaction Adjustment

#### Original Transaction Lines

Find | View All First 1 of 1 Last

\*Project Business Unit  \*Project  Activity   
 \*Analysis Type  Transaction ID  Description   
 Transaction Date  Accounting Date  Projects Business Unit Amount   
 Source Currency  Source Amount  Quantity   
 Currency Effective Date  Unit of Measure  Ledger Distribution Status   
 General Ledger Business Unit

#### General Ledger ChartFields

Personalize | Find | View All | First 1 of 1 Last

General Ledger Chartfields

PC Source Type	PC Category	PC Subcategory	Account	Fund	Organization	Grant	OA1	Budget Entity	Category	Contract	\$
MATER	AUDIT	10001	701000	00300				11110000	100005		

#### Offset Transaction Lines

Find | View All First 1 of 1 Last

\*Project Business Unit  \*Project  Activity   
 \*Analysis Type  Transaction ID  Description   
 Transaction Date  Accounting Date  Projects Business Unit Amount   
 Source Currency  Source Amount  Quantity   
 Currency Effective Date  Unit of Measure  Ledger Distribution Status   
 General Ledger Business Unit

#### General Ledger ChartFields

Personalize | Find | View All | First 1 of 1 Last

General Ledger Chartfields

PC Source Type	PC Category	PC Subcategory	Account	Fund	Organization	Grant	OA1	Budget Entity	Category	Contract	\$
MATER	AUDIT	10001	701000	00300				11110000	100005		

#### New Transaction Lines

Find | View All First 1 of 1 Last

\*Project Business Unit  \*Project  Activity   
 Analysis Type  Transaction ID  Description

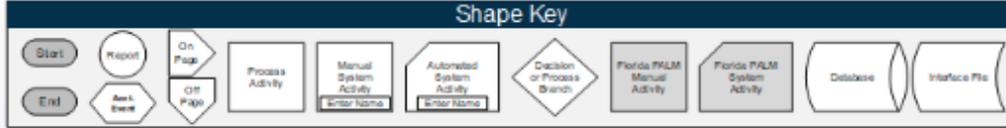
# DEMO – Manager Transaction Review Process



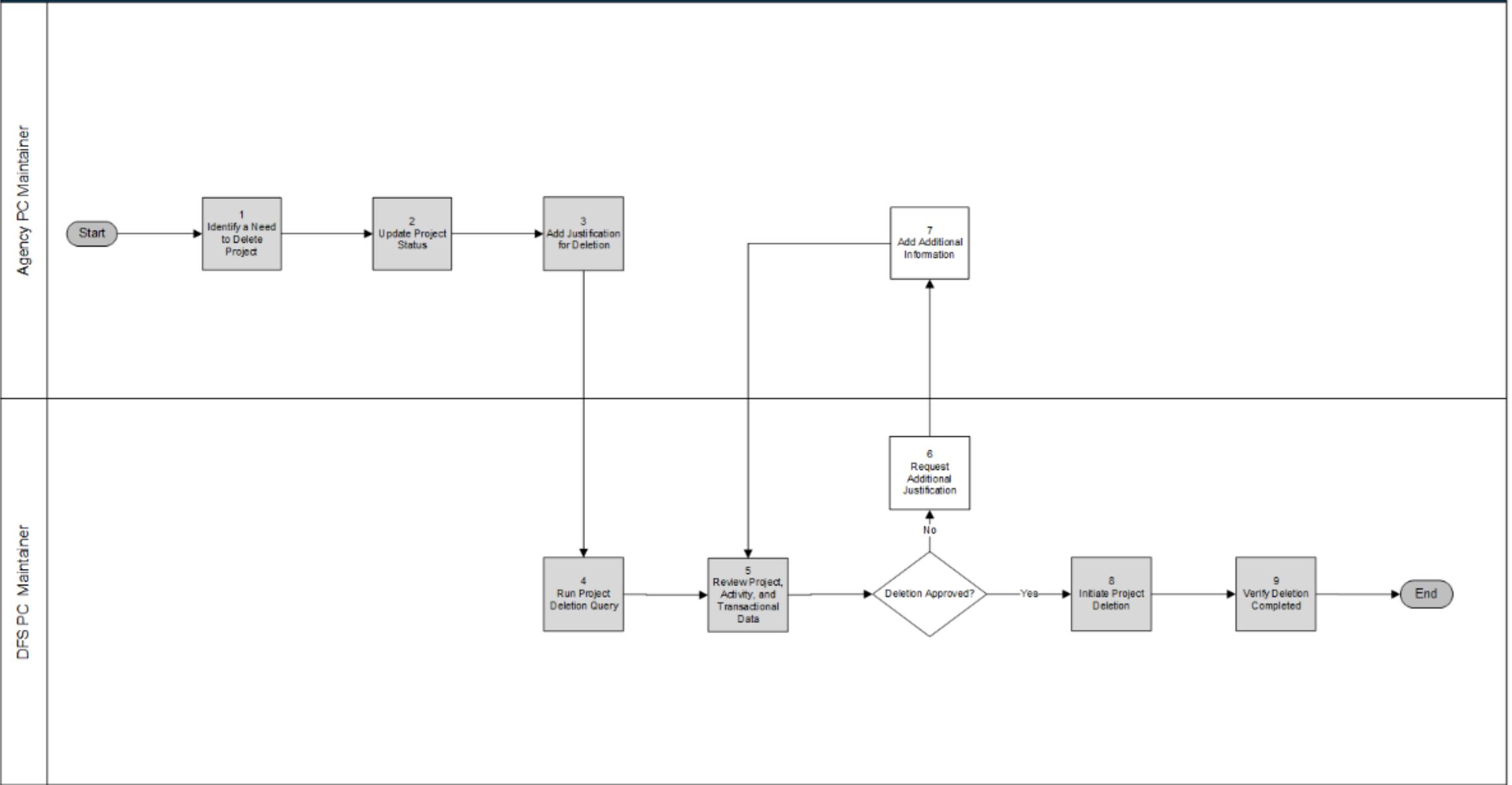
# Manager Transaction Review for PCard Process Overview



# Questions?



Project Costing Module



## Project Delete Utility

Project 43002020COVID19

Description FY2020 Coronavirus Emerg Supp

### Options

 Transaction Level DeletionAnalysis Group 

(OR)

Analysis Type System Source  Activity Level Deletion Project Level Deletion

### Delete Project Tree Node

Tree Name Tree Effective Date 

Delete

Clear

### Activities

Personalize | Find | View All |  | First  1 of 1  Last

WBS ID	Activity Name	Activity	Delete
1	Administrative	ADMINISTRATIVE	<input type="checkbox"/> 

 Select All Activities Return to Search Previous in List Next in List Notify Refresh

# Maintain Project Overview



# Questions?

# Knowledge Check

1. All PCard transactions will include the Project related ChartFields of PC Source Type, PC Category, and PC Subcategory directly from Works.
  - a) TRUE
  - b) FALSE
2. PCard transactions may have the PC related ChartFields assigned after Cost Collection.
  - a) TRUE
  - b) FALSE
3. A Project may be deleted when:
  - a) No transactions have been recorded, including budget rows
  - b) Only Budget transactions have been recorded
  - c) No Activity has been assigned
  - d) When any transaction has been recorded



# Knowledge Check

1. All PCard transactions will include the Project related ChartFields of PC Source Type, PC Category, and PC Subcategory directly from Works.
  - a) TRUE
  - b) **FALSE**, *Works will not include the ability to record these additional fields and therefore all transactions from Works will be received with these values as Blanks.*
2. The Manager Transaction Review page is used to add the PC Source Type, PC Category and PC Subcategory to PCard transactions after Cost Collection.
  - a) **TRUE**, *The transactions must be cost collected prior to being available for assigning the Project Related ChartFields values.*
  - b) FALSE
3. A Project may be deleted when:
  - a) **No transactions have been recorded, not even budget rows**, *To prevent orphaned records, a Project may not be deleted if ANY transactional data, including budget information, has been recorded.*
  - b) Only Budget transactions have been recorded.
  - c) No Activity has been assigned
  - d) When any transaction has been recorded.



# DAY 1 RECAP



# Key Points Summary

- ▶ Projects are **REQUIRED** for FCO Projects but encouraged to be used for all other projects
- ▶ The Project Costing module will collect and retain a copy of all project related transactions from each module through delivered integrations
- ▶ The Analysis Type will provide identification of the transaction and where it originated
- ▶ A Project Budget is the estimated or planned costs over the life of the project and is required for all projects
- ▶ The Project Budget represents the total obligated costs and includes the total amount committed through encumbrances
- ▶ Project related ChartFields are agency configurations and available for agency use that best suits their business needs
- ▶ The PC module provides several online screens and analysis tools for monitoring and tracking projects
- ▶ Some transaction adjustments may occur directly within the PC module
- ▶ FCO process is accomplished through establishing a Project and maintaining it throughout the year
- ▶ PCard transactions will not include the Project related ChartFields of PC Source Type, PC Category, and PC Subcategory when collected into the PC Module; however, users can add this information after cost collection of those transactions
- ▶ Projects may only be deleted when no transactions have been recorded



# AGENCY CONFIGURATIONS

## PROJECT RELATED CHARTFIELDS



# Project Related ChartFields

- ▶ Business Unit (BU) specific
- ▶ Used to further define a transaction
- ▶ Available for use with all Projects within the BU
- ▶ Recorded within the Project Budget Details or within a transaction
- ▶ Always appears with the PC BU, Project, and Activity fields
- ▶ Independent of each other



# Configuration Considerations

- ▶ PC Category and PC Subcategory have special use in HCM
- ▶ Future process implementation and the limits on PC Related ChartField usage



# Project Related ChartFields & HCM

- ▶ Specific Values required
  - PC Category = LABOR
  - PC Subcategory = Budget Year (FCO Appropriation Year)
- ▶ Must be included on Payroll SpeedKeys for FCO Funded Positions
- ▶ Values can be updated within PC after it is collected through the Cost Collection process
  - **Only changes the values within PC;** both HCM and GL will retain the original information



# Project Related ChartFields & Future Implementation

- ▶ Future process implementation
  - Funds Distribution
  - Accounting rules
  - PC ChartField Relation and Dependency



# PC ChartField Examples

- ▶ Define funding sources
  - Into types – Bond, Grant, GAA, Loan
  - Into specific values – B12456, EPA24, 10025, A48568
- ▶ Define Cost Pools
  - Into groups – Direct, Indirect, Project, Salary
  - Into Pre and Post Award charges
- ▶ Define Disaster categories
  - Into Types – Tornadoes and Severe Storms, Hurricanes and Tropical Storms, Floods, Wildfires
  - Into Public Assistance categories – Debris removal, emergency protective measures, Roads and Bridges, Water Control Facilities, Buildings and Equipment, Utilities, Parks/Recreational/Other



# PC ChartField Examples

- ▶ Define labor costs
  - Into specific job roles – Developer, Designer, Manager, Admin Support
  - Into different hours type – regular, overtime, call back, on call
- ▶ Define materials and supplies
  - Into groups by types – hardware, software, office supplies
  - Into specific item groups – laptops, printer cartridges
- ▶ Define consulting fees
  - Into groups of service type – Legal, IT Consulting, Management



# Readiness Workplan Task 541 – Example

## Worksheet Instructions

The below information provides detailed instructions on how to complete the <Agency> PC Source Type worksheet in Smartsheet.

**Task Completion Requirement:** For this task (RW Task 541) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

For each PC Source Type needed:

1. Specify a 5-character value in the PC Source Type column. PC Source Types can be as general or as specific as needed. For example, you can use a “Labor” source type to track total project labor costs.
2. Provide the 30-character description that needs to be configured for the PC Source Type in Florida PALM into the Long Description column.
3. Provide the **optional** Short Description 10-character value that needs to be configured in Florida PALM.
4. Add Comments **optionally** for your internal purposes.



# Readiness Workplan Task 541 – Example

Forms Connections Dynamic View DEMO Source Type ☆

Grid View Filter Arial 10 B I U

SetID	PC Source Type	Effective Date	Status as of Effective Date	Short Description	Long Description	Comments

Figure xx: PC Source Type Worksheet Required Columns (if applicable)

# PC Agency Configurations



# Questions?

# Knowledge Check

1. PC Related ChartFields available for agency configuration include:
  - a) PC Source Type, PC Category, PC Subcategory
  - b) PC BU, Activity, PC Source Type, PC Category, PC Subcategory
  - c) PC BU, PC Category, PC Subcategory
2. PC Category and PC Subcategory have specific values and use in HCM for FCO funded positions.
  - a) TRUE
  - b) FALSE
3. PC Source Type, PC Category, and PC Subcategory are independent and can be used alone or together but cannot be used without a Project.
  - a) TRUE
  - b) FALSE



# Knowledge Check

1. PC Related ChartFields available for agency configuration include:
  - a) **PC Source Type, PC Category, PC Subcategory**
  - b) PC BU, Activity, PC Source Type, PC Category, PC Subcategory
  - c) PC BU, PC Category, PC Subcategory
2. PC Category and PC Subcategory have specific values and use in HCM for FCO funded positions.
  - a) **TRUE,** *PC Category = LABOR, and PC Subcategory = Budget Year*
  - b) FALSE
3. PC Source Type, PC Category, and PC Subcategory are independent and can be used alone or together but cannot be used without a Project.
  - a) **TRUE,** *They can be used together or individually for Financials Wave but cannot be used if not related to a project and a project value is recorded on the transaction.*
  - b) FALSE



# PROJECT COSTING INTERFACES



# PC Interfaces

## ▶ Inbound

- PCI006 Inbound Project Details from Agency Business Systems
  - Includes the minimal amount of information needed to establish a project and assign an activity
- PCI008 Project Budget Spreadsheet Upload
  - Can be used to create, or for mass updates, to Project Budget details, such as FCO funding changes or non-FCO project Budget Period updates

## ▶ Outbound

- PCI001 Outbound Project Details



# PC Interfaces



# Questions?

# PROJECT COSTING CONVERSIONS

PROJECT AND LTD CONVERSIONS



# FLAIR Project Tables

- ▶ Project Information File
  - General Project information such as Project ID, Title, Location, Project ID status, etc.
- ▶ Project Status File
  - Two-digit code to represent a project status that is not tied to the validity of the Project ID value
  - Information only
- ▶ Project Amendment File
  - Captures amendment number and amount
  - Information only
- ▶ Project Correlation File
  - Records one or more FLAIR 29-digit account code the project value can be used with
  - If correlation exists, it is enforced before the transaction is complete



# FLAIR PROJECT TO FLORIDA PALM PROJECT CONVERSION

PCC001

(ACCOUNTING PURPOSES ONLY)



# Converted Projects

- ▶ Must be Active with a Status Code of “A” within FLAIR
- ▶ Agency Input required, different from other conversions



# FLAIR Project Information File

- ▶ Project ID
- ▶ Short Title
- ▶ Long Title
- ▶ Status Code
- ▶ Original Amount
- ▶ Amount Correlated
- ▶ Amount of Amendments
- ▶ Total Project Amount
- ▶ County
- ▶ Acreage
- ▶ Project Type
- ▶ Project Status
- ▶ Other Project Number
- ▶ Begin Date
- ▶ End Date
- ▶ OFS
- ▶ Type of Appropriation
- ▶ DGS Delegated
- ▶ Project Approved
- ▶ Purchase Complete
- ▶ Architectural/Engineering Contract Let
- ▶ Construction Contract
- ▶ Organization Codes
- ▶ Contractor Vendor IDs
- ▶ Architect/Engineer Vendor ID
- ▶ Agency Project Director Name
- ▶ Agency Use 1 - 5



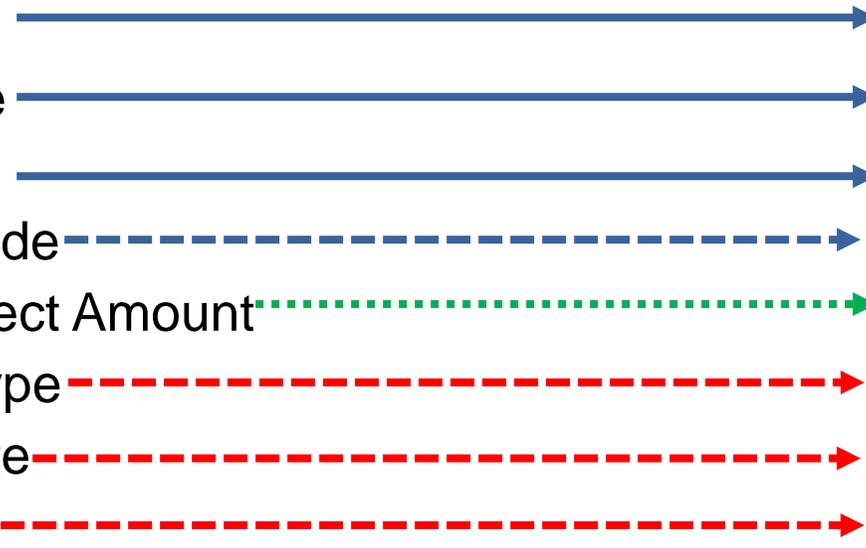
# General Project Information

## FLAIR Fields

- Project ID
- Short Title
- Long Title
- Status Code
- Total Project Amount
- Project Type
- Begin Date
- End Date

## Florida PALM Fields

- Project
- Description
- Long Description
- Processing Status (ChartField Status)
- Total Finalized Amount
- Project Type
- Start Date
- End Date

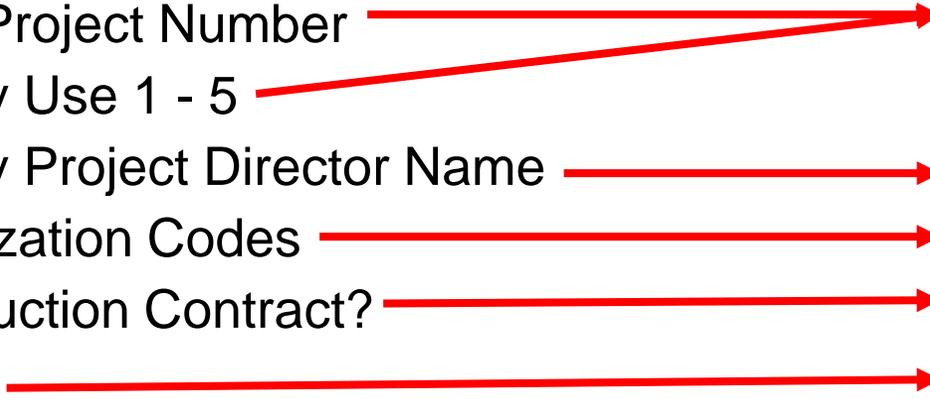


**Legend**

- Converted from FLAIR
- Derived systematically
- Agency input required
- Calculated field



# Additional Project information

- ▶ Additional FLAIR Fields
    - Other Project Number
    - Agency Use 1 - 5
    - Agency Project Director Name
    - Organization Codes
    - Construction Contract?
    - County
  - ▶ Florida PALM fields
    - User Fields 1-5 (alphanumeric)
    - Project Team Members
    - Project Budget
    - Project Event
    - Location
- 



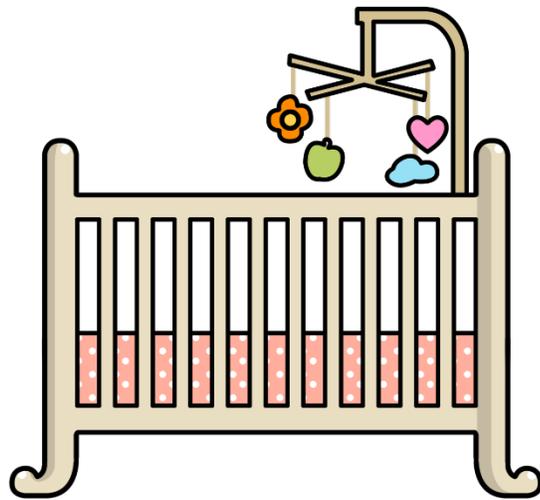
# Florida PALM Project Activity

- ▶ Project Activity for conversion purposes
  - All converted Projects will be assigned conversion Activity = CNV26
  - Only available for conversion
- ▶ Project Activity for transactional use after go-live
  - Agency will assign Activities to converted Projects through online pages in Project Costing or through PCI006 – Inbound Project Details interface
  - Required in order to record a project on transactions successfully



# PROJECT LIFE TO DATE (LTD) CONVERSION

PCC002



# Project Life To Date Conversion

- ▶ Create beginning **totals** within Florida PALM
- ▶ Summarize FLAIR GL Master File by OLO, Fund, Budget Entity, Category, and Budget Year
- ▶ No impact to GL or Budget
- ▶ Agencies to review and confirm totals
- ▶ Benefits to reporting and analysis
- ▶ Only impacts Projects that are successfully converted from FLAIR
- ▶ Only FLAIR GL Codes 7\*\*\*\* and 6\*\*\*\*\* will be converted



# FLAIR Transactions

OLO	FID	BE_CD	CAT	APPR_YR	GL_CD	EXOP_ID	VENDOR_ID	TRN_DESC	PROJECT_ID	SWDN	TRN_AMT
720000	000733	72400100	083400	22	72200	GC	F472777490001	BASIC SERVICES	02103180	D4000320526	\$ 9,937.00
720000	000733	72400100	083400	22	72200	GC	F591706838001	GMP	02103180	D4000354595	\$ 8,566.54
720000	000733	72400100	083400	22	72200	GC	F591706838001	GMP	02103180	D4000370974	\$ 19,743.99
720000	000733	72400100	083400	22	71100	GC	F591706838001	GMP	02103180	D4000471422	\$ 6,643.94
720000	000733	72400100	083400	22	72200	GC	F591706838001	GMP	02103180	D4000026113	\$ (1,968.68)
720000	000733	72400100	083400	22	71100	GC	F472777490001	BASIC SERVICES	02103180	D4000320526	\$ 9,937.00
720000	000733	72400100	083400	22	71100	GC	F591706838001	GMP	02103180	D4000026113	\$ 1,968.68
720000	000733	72400100	083400	22	71100	GC	F591706838001	GMP	02103180	D4000233009	\$ 11,800.20
720000	000733	72400100	083400	22	71100	GC	F591706838001	GMP	02103180	D4000279130	\$ 95,637.98
720000	000733	72400100	083400	22	71100	GC	F591706838001	GMP	02103180	D4000354595	\$ 8,566.54
720000	000733	72400100	083400	22	71100	GC	F591706838001	GMP	02103180	D4000370974	\$ 19,743.99
720000	000733	72400100	083400	22	72200	GC	F472777490001	BASIC SERVICES	02103180	D4000320526	\$ (9,937.00)
720000	000733	72400100	083400	22	72200	GC	F591706838001	GMP	02103180	D4000233009	\$ (11,800.20)
720000	000733	72400100	083400	22	72200	GC	F591706838001	GMP	02103180	D4000279130	\$ (95,637.98)
720000	000733	72400100	083400	22	72200	GC	F591706838001	GMP	02103180	D4000354595	\$ (8,566.54)
720000	000733	72400100	083400	22	72200	GC	F591706838001	GMP	02103180	D4000370974	\$ (19,743.99)
<b>TOTAL</b>											<b>\$ 44,891.47</b>



# Project Costing Transaction

Analysis Type	GL BU	Account	Fund	Budget Entity	Category	Budget Period	PC BU	Project ID	Activity ID	Total Amount
ACT	72000	720006	00124	72400100	083400	22	72000	02103180	CNV26	\$44,891.47

Analysis Type – Identifier systematically assigned to identify what type of transaction is recorded.  
 Ex: ACT = Actual, REV = Revenue, COM = Commitment (encumbrance)

## Summary Account values

720006 = PC Conversion Expense  
 656006 = PC Conversion Revenue



# Transaction Detail Screen

## Transaction Detail

Project 43DANNYTEST Description Test Driving PC w/ Danny  
 Activity FCOS1 Description Danny Study Test

### Transactions

Find First 1 of 1

Description  [Show All Transaction Details](#) +

*Analysis Type <input type="text" value="ACT"/>	Quantity <input type="text"/>	Unit of Measure <input type="text" value="MHR"/>
Cost Type <input type="text" value="C"/>	Source Amount <input type="text"/>	Source Currency <input type="text" value="USD"/>
Detail Activity <input type="text" value="FCOS1"/>	Project Amount	Project Currency <input type="text" value="USD"/>
Rate Type <input type="text" value="CRRNT"/>	*GL Business Unit <input type="text" value="43000"/>	Asset ID <input type="text"/>
Asset Business Unit <input type="text" value="43000"/>	Profile ID <input type="text"/>	Currency Effective Date <input type="text" value="01/01/1900"/>
From Business Unit GL <input type="text" value="43000"/>	Ledger Group <input type="text" value="ACTUALS"/>	Rev Distribution Status <input type="text" value="N"/>
Transaction Date <input type="text" value="01/30/2023"/>	Accounting Date <input type="text" value="01/30/2023"/>	PC Distribution Status <input type="text" value="N"/>
Transaction Code <input type="text" value="Y_END"/>	Transaction Type <input type="text" value="DEF"/>	Cost Distribution Status <input type="text" value="N"/>
GL Distribution Status <input type="text" value="I"/>	BI Distribution Status <input type="text" value="N"/>	

### General Ledger ChartFields

Personalize

PC Source Type	PC Category	PC Subcategory	*GL Business Unit	Account	Fund	Organization	Other Accumulator 1	Budget Entity	Category	Contract	State Program	Other Accumulator 2	Affiliate	Fund Affiliate	Statistics Code
LABOR		DIR	43000	700000	02106	4310000000		43010100	010000						

[Process Transactions](#)
[Process Monitor](#)
[Return to Add Transactions](#)

[Return to Transaction List](#)

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)

[Update/Display](#)
[Correct Hist](#)



# Agency Verification

- ▶ All transactions for a Project are accounted for in the conversion
- ▶ Adjustments reflect properly in FLAIR with a Project ID populated
- ▶ Verify the summarized COA string is valid in Florida PALM
- ▶ Verify totals for both expense and revenue, if applicable



# PC Conversions



# Questions?

# GRANT TO PROJECT

TRACKING A FLAIR GRANT AS A  
FLORIDA PALM PROJECT



# Grant to Project

- ▶ Establish a Project in FLAIR to represent your grant
- ▶ Complete the conversion process for PCC001
  - Additional information provided by agencies
  - Address any conversion errors
- ▶ Prepare your data
- ▶ Provide Summary Transactions for the grant and include the new Project ID and Conversion Activity ID of CNV26
  - Verify Project Balances to be converted where a Project represents your grant
  - Verify COA values are active in Florida PALM
  - Address any conversion errors



# Knowledge Check

1. All information from FLAIR Project Information File will be converted to Florida PALM.
  - a) TRUE
  - b) FALSE
2. Project Life to Date transactions will be summarized in Florida PALM by:
  - a) Project, Fund, Category, and Grant
  - b) Fund, Budget Entity, Category and Appropriation Year
  - c) Project, Fund, Budget Entity, Category and Appropriation Year
3. All values used in the conversion file must be valid values in Florida PALM; invalid values will cause records to fail.
  - a) TRUE
  - b) FALSE
4. Which of the following statements is TRUE?
  - a) Project Conversion, PCC001, is optional, but Project Life to Date conversion, PCC002 is required
  - b) Project Conversion, PCC001, is required, but Project Life to Date conversion, PCC002, is optional
  - c) Both A and B
  - d) None of the above



# Knowledge Check

1. All information from FLAIR Project Information File will be converted to Florida PALM
  - a) TRUE
  - b) **FALSE;** *limited information and nonstandard use of FLAIR Project fields means we will not convert all FLAIR Project information. However, agencies will have the ability to update a Project's general information to record missing information after go-live.*
  
2. Project Life to Date transactions will be summarized in Florida PALM by:
  - a) Project, Fund, Category, and Grant
  - b) Fund, Budget Entity, Category and Appropriation Year
  - c) **Project, Fund, Budget Entity, Category and Appropriation Year;** *Establish transactions in PC for reporting purposes only. Detailed information will not be converted.*
  
3. All values used in the conversion file must be valid values in Florida PALM; invalid values will cause records to fail.
  - a) **TRUE,** *Old or inactive fund, budget entity, or categories will not be accepted within Florida PALM conversion files. A Project must exist in Florida PALM for the life to date transactions to post.*
  - b) FALSE
  
4. Which of the following statements is TRUE?
  - a) Project Conversion, PCC001, is optional, but Project Life to Date conversion, PCC002 is required.
  - b) **Project Conversion(PCC001) is required, but Project Life to Date conversion (PCC002) is optional.** *Agencies are not required to convert life to date totals for their projects.*
  - c) Both A and B
  - d) None of the above



# PC MONITORING AND REPORTING



## Projects WorkCenter



Main Reports/Queries

### My Work

Edit Filters

#### Pre-Billing Exceptions

- Billing Over The Limit Transactions \*\*
- Deferred Billing Transactions \*\*
- PC Unpaid Vouchers \*\*
- Missing Journal Analysis Type \*\*
- Bill Rows Not Created \*\*

#### Setup and Maintenance Exceptions

- Missing Project Managers \*\*
- Blank Project Type \*\*

### Links

- General
  - Manager Workbench
  - Resource Workbench
  - My Projects
- Project Setup
  - Project Request
  - General Information
  - Project Activities
  - Status
  - Team

## My Projects

User ID DAWNA.JOHNSON

Name Johnson, Dawna

My Projects Personalize | Find | View All | First 1-3 of 3 Last

My Projects											
General   Details   Amounts											
Project Business Unit	Project	Description	Program	Project Status	Processing Status	Project Overall	Schedule Health	Budget Health	Resources Health	Issues Health	Risks Health
43000	4300FCO15356888	Lab 2 Construction	<input type="checkbox"/>	Active	Active						
43000	43DJ12345678901	DJ Test ScreenShots	<input type="checkbox"/>	Active	Active						
60000	60KKPROJSET1	PC Budget Period Example	<input type="checkbox"/>	Active	Active						

Create New Project Projects List Create Project from Microsoft

## My Projects

User ID DAWNA.JOHNSON

Name Johnson, Dawna

My Projects											
Personalize   Find   View All   [Print] [Calendar] First 1-3 of 3 Last											
General   Details   Amounts [Filter]											
Project Business Unit	Project	Description	Program	Project Status	Processing Status	Project Overall	Schedule Health	Budget Health	Resources Health	Issues Health	Risks Health
43000	4300FCO15356888	Lab 2 Construction	<input type="checkbox"/>	Active	Active						
43000	43DJ12345678901	DJ Test ScreenShots	<input type="checkbox"/>	Active	Active						
60000	60KKPROJSET1	PC Budget Period Example	<input type="checkbox"/>	Active	Active						

Create New Project

Projects List

Create Project from Microsoft



# INTERACTIVE REPORTS

REPORTS AND ANALYSIS



- Projects
- Billing
- Budgets
- Contracts
- Expenses
- Grants F A
- General Ledger
- Inventory
- Purchasing
- Payables
- Receivables

## Projects Reconciliation Workbench

Reconciliation ID TEST      User ID DAWNA.JOHNSON      Name Sonya Vincent  
 Business Unit 43000      Project 43PC2024EGRANT      Activity

### Selection Parameters

#### Payables Specifics

- Payables Transactions in Progress       Unpaid Vouchers Distributed to PC

Method of Payment

#### Payables Transactions in Progress

Personalize | Find | |    First 1 of 1 Last

		System Source	Activity	Business Unit	Voucher ID	Monetary Amount	Currency Code
1				43000			

#### Unpaid Vouchers Distributed to PC

Personalize | Find | |    First 1 of 1 Last

		System Source	Activity	Business Unit	Voucher ID	Monetary Amount	Currency Code
1							

# Budget vs. Actual

Project BCPBR  
Charging Level Costing Level 1  
Budget Plan ID 1  
Budget Type Cost Budget

Project Description BCP - Branch offices  
Plan Description Baseline Cost  
Start Date 09/01/2005  
Calendar Monthly Periods Calendar 1/1

Amounts			
Budget Amount	400,000.00	Actual Amount	0.00
Remaining Amount	400,000.00	Status	Low
Currency USD			

## Select Activity

## Activity Details

- BCP - Branch offices
- Planning
- Construction
- Implementation

Activity 000000000000005  
Description Construction  
Budget Amount 280,000.00 Actual Amount 0.00  
Remaining Amount 280,000.00 Status Low

Items			
Personalize   Find   View All   [Print]   [Calendar]			
Budget Item	Budget Amount	Actual Amount	Detail
EQUIP	84,000.00	0.00	[Detail]
LABOR	168,000.00	0.00	[Detail]



# Project Valuation Report

[Print](#) |

**Project Valuation**

Activity Valuation

**Project** 43DJTEST\_DEMO

**Description** DJTESTProject\_Demo

**Template ID** PROJCSH\_DEMO

**Description** Available Project Cash

**From Date** 01/01/2014

**To Date** 07/09/2024

**Currency Code** USD

[Refresh](#)

## PCOTR\_DEMO

<b>REVENUE</b>	178,816.66
<b>EXPENSE</b>	91,361.92
<b>BILLING</b>	0.00
Available Project Cash	87,454.74

## PROJCSH\_DEMO

<b>Cost Type</b>	<b>PCOTR_DEMO</b>
Revenue	178,816.66

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Project Valuation](#) | [Activity Valuation](#)





# Project Valuation Report

Project Valuation

**Activity Valuation**

**Project:** 43DJTEST\_DEMO

**Descr:** DJTESTProject\_Demo

**Template ID:** PROJCSH\_DEMO

**Descr:** Available Project Cash

**From Date:** 07/09/2024

**To Date:** 07/09/2024

**Currency Code:** USD

[Refresh](#)

## Activity Valuation



Navigation: << < 1-2 of 2 > >> | [View All](#)

WBS ID	Activity Name	Activity	Expense	Revenue	Budgeted
1	Task 1	0000000000000001	0.00	0.00	1,000.00
2	Task 2	0000000000000002	0.00	0.00	8,100.00



# Valuation Template

Business Unit 43000

Description Dept Of Financial Services

**Valuation Template** Find | View All First 1 of 1 Last

\*Template ID  \*Description  + -

## Transaction Groupings

\*Transaction Grouping Label

### Transaction Group Criteria

Criteria ID	*Label	*Analysis Group	PC Source Type	PC Category	PC Subcategory		
1	<input type="text" value="Budgeted"/>	<input type="text" value="BUD"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	+ -	
2	<input type="text" value="Expenses"/>	<input type="text" value="ACT"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	+ -	
3	<input type="text" value="Revenue"/>	<input type="text" value="PCBUD"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	+ -	

## Reporting Calculations

*Label	Parenthesis	Criteria ID	Operator	Parenthesis	Criteria ID	Parenthesis	Operator	Criteria ID	Parenthesis		
<input type="text" value="% Complete"/>	(	<input type="text" value="1"/>	/		<input type="text" value="2"/>			<input type="text"/>	<input type="text"/>	+ -	
<input type="text" value="% Remaining"/>	(	<input type="text" value="1"/>	-		<input type="text" value="2"/>	)	/	<input type="text" value="1"/>	<input type="text"/>	+ -	

## Project Overview

\*Project Overview Label

### Analysis Group Columns

*Label	*Analysis Group		
<input type="text" value="Budgeted"/>	<input type="text" value="BUD"/> 🔍	+ -	
<input type="text" value="Spent"/>	<input type="text" value="ACT"/> 🔍	+ -	

### Project Chartfield Rows

*Label	PC Source Type	PC Category	PC Subcategory		
<input type="text" value="Admin Costs"/>	<input type="text"/> 🔍	<input type="text"/> 🔍	<input type="text" value="ADMIN"/> 🔍	+ -	
<input type="text" value="Budget Year 1"/>	<input type="text"/> 🔍	<input type="text" value="BUD01"/> 🔍	<input type="text"/> 🔍	+ -	
<input type="text" value="Grant Year 1"/>	<input type="text" value="GYR1"/> 🔍	<input type="text"/> 🔍	<input type="text"/> 🔍	+ -	

Project Valuation

Activity Valuation

Project 43PC2024EGRANT

Description E Grant Implementation

Template ID PROJ\_COMP

Description Project Progress

From Date

To Date

Currency Code USD

Refresh

Progress	
Budgeted	25,000,000.00
Expenses	0.00
Revenue	25,000,000.00
% Complete	0.00 %
% Remaining	100.00 %

Budgeted		
Cost Type	Budgeted	Spent
	100,000.00	
Admin Costs	5,500,000.00	0.00
Budget Year 1	10,000,000.00	0.00
Grant Year 1	0.00	0.00

Return to Search
 Previous in List
 Next in List
 Notify

Project Valuation | Activity Valuation



# DELIVERED REPORTS



PeopleSoft PC  
PROJECT FINANCIAL REPORT

Page No. 1  
Run Date 07/23/2012  
Run Time 12:24:16

Report ID: PCPL1000  
Bus. Unit: US004 -- US004 ILLINOIS OPERATIONS  
Project: --  
Dept: --  
From Date 01/01/1900 Thru Date 12/31/2999

Project Id	Activity Id	Analysis Type	Source Type	Category	Amount
0000000108	0000000000000001	ACT			100.00
	Total For Unit Of Measure				100.00
	Total For Category				100.00
	Total For Source Type				100.00
	Total For Analysis Type ACT				100.00
	Total For Activity ID 0000000000000001				100.00
	Total For Project ID 0000000108				100.00
0000000130	0000000000000002	ACT			2,000.00
	Total For Unit Of Measure				2,000.00
	Total For Category				2,000.00
	Total For Source Type				2,000.00
	Total For Analysis Type ACT				2,000.00
	Total For Activity ID 0000000000000002				2,000.00
0000000130	0000000000000003	ACT			1,000.00
	Total For Unit Of Measure				1,000.00
	Total For Category				1,000.00
	Total For Source Type				1,000.00
	Total For Analysis Type ACT				1,000.00
	Total For Activity ID 0000000000000003				1,000.00
0000000130	0000000000000004	ACT			1,000.00
	Total For Unit Of Measure				1,000.00
	Total For Category				1,000.00
	Total For Source Type				1,000.00
	Total For Analysis Type ACT				1,000.00
	Total For Activity ID 0000000000000004				1,000.00
0000000130	0000000000000005	ACT			1,000.00
	Total For Unit Of Measure				1,000.00
	Total For Category				1,000.00
	Total For Source Type				1,000.00
	Total For Analysis Type ACT				1,000.00
	Total For Activity ID 0000000000000005				1,000.00



PeopleSoft PC  
PROJECT TRANSACTION REPORT

Page No. 1  
Run Date 07/23/2012  
Run Time 14:56:39

Report ID: PCPL2000  
Bus. Unit: US004 -- US004 ILLINOIS OPERATIONS  
Project: --  
Dept: --  
From Date 01/01/1900 Thru Date 12/31/2999

Project Id	Activity Id	Analysis Type	Source Type	Category	SubCategory	Currency Code	Unit of Measure	Amount
0000000108	0000000000000001	ACT				USD		100.00
	Total For Source Type							100.00
	Total For Analysis Type ACT							100.00
	Total For Currency CD USD							100.00
	Total For Project ID 0000000108							100.00
0000000130	0000000000000002	ACT				USD		2,000.00
0000000130	0000000000000003	ACT				USD		1,000.00
0000000130	0000000000000004	ACT				USD		1,000.00
0000000130	0000000000000005	ACT				USD		1,000.00
0000000130	0000000000000006	ACT				USD		1,000.00
0000000130	0000000000000007	ACT				USD		1,000.00
0000000130	0000000000000008	ACT				USD		1,000.00
	Total For Source Type							8,000.00
	Total For Analysis Type ACT							8,000.00
	Total For Currency CD USD							8,000.00
	Total For Project ID 0000000130							8,000.00
BCPBR	0000000000000001	ACT				USD		1,700.00
	Total For Source Type							1,700.00
	Total For Analysis Type ACT							1,700.00
	Total For Currency CD USD							1,700.00
	Total For Project ID BCPBR							1,700.00
BCPHQ	0000000000000002	ACT				USD		32,500.00
	Total For Source Type							32,500.00
	Total For Analysis Type ACT							32,500.00
	Total For Currency CD USD							32,500.00
	Total For Project ID BCPHQ							32,500.00
BIOMECHANICS	PROMOTE	ACT				USD		230,000.00
	Total For Source Type							230,000.00
	Total For Analysis Type ACT							230,000.00
	Total For Currency CD USD							230,000.00
	Total For Project ID BIOMECHANICS							230,000.00



<b>Business Unit:</b> US004	<b>Budget Plan:</b> 1
<b>Project ID:</b> BCPBR	<b>Start Date:</b> 09/01/2005
<b>Currency CD:</b> USD	<b>Calendar:</b> MN

**Budget Item: LABOR**

Budget Period	Category	Amount
2005M09	BUDGETS	40,000.00
	VARIANCE	40,000.00
2005M10	BUDGETS	40,000.00
	VARIANCE	40,000.00
2005M11	BUDGETS	25,000.00
	VARIANCE	25,000.00
2005M12	BUDGETS	25,000.00
	VARIANCE	25,000.00
2006M01	BUDGETS	25,000.00
	VARIANCE	25,000.00
2006M02	BUDGETS	25,000.00
	VARIANCE	25,000.00
2006M03	BUDGETS	17,000.00
	VARIANCE	17,000.00
2006M04	BUDGETS	17,000.00
	VARIANCE	17,000.00
2006M05	BUDGETS	17,000.00
	VARIANCE	17,000.00
2006M06	BUDGETS	17,000.00
	VARIANCE	17,000.00
2006M07	BUDGETS	16,000.00
	VARIANCE	16,000.00
2006M08	BUDGETS	16,000.00
	VARIANCE	16,000.00

**Budget Item: EQUIP**

Budget Period	Category	Amount
2005M05	COSTS	1,700.00
	VARIANCE	-1,700.00
2006M03	BUDGETS	70,000.00
	VARIANCE	70,000.00



# Monitoring and Reporting Overview

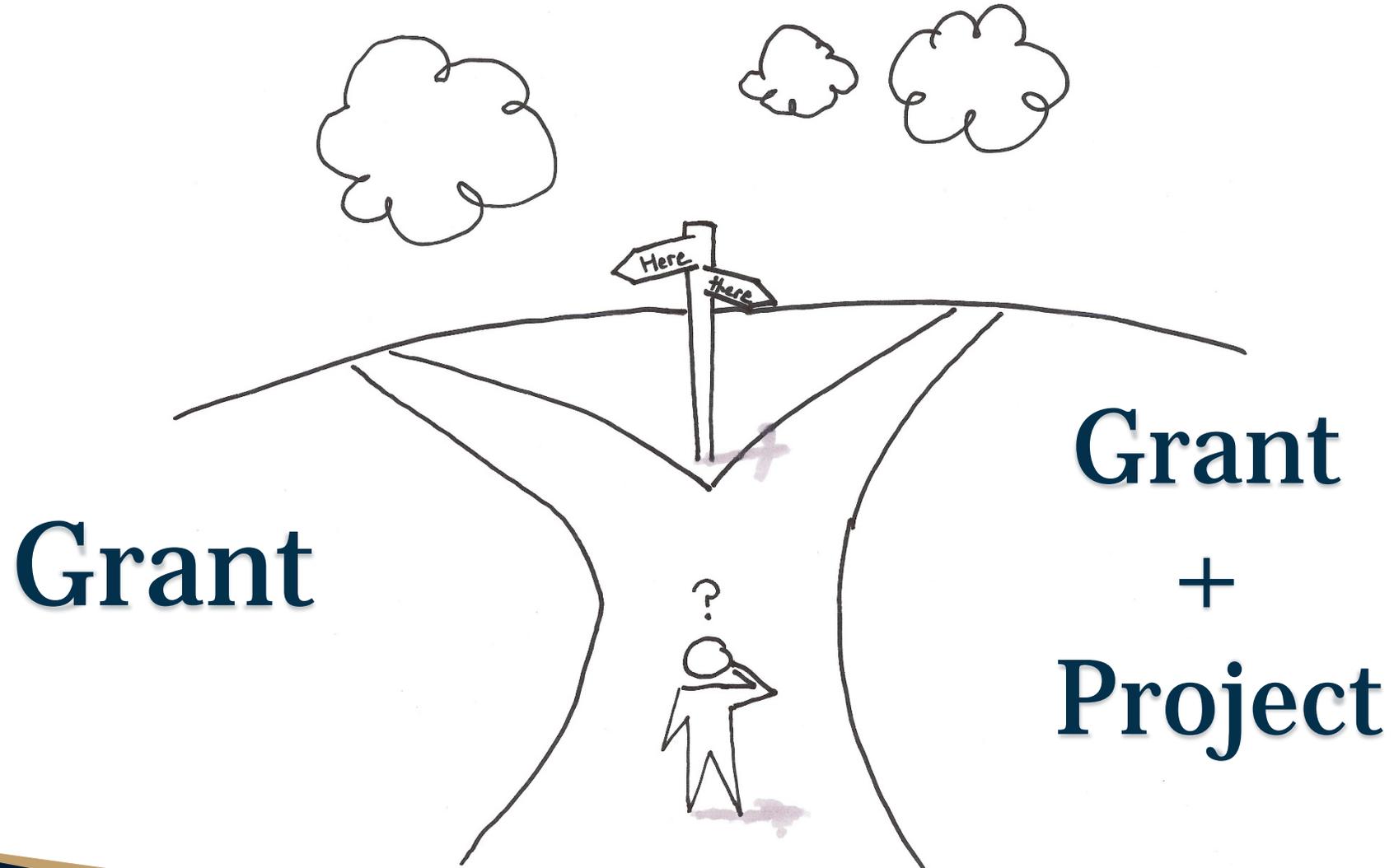


# Questions?

# USING PC FOR GRANTS



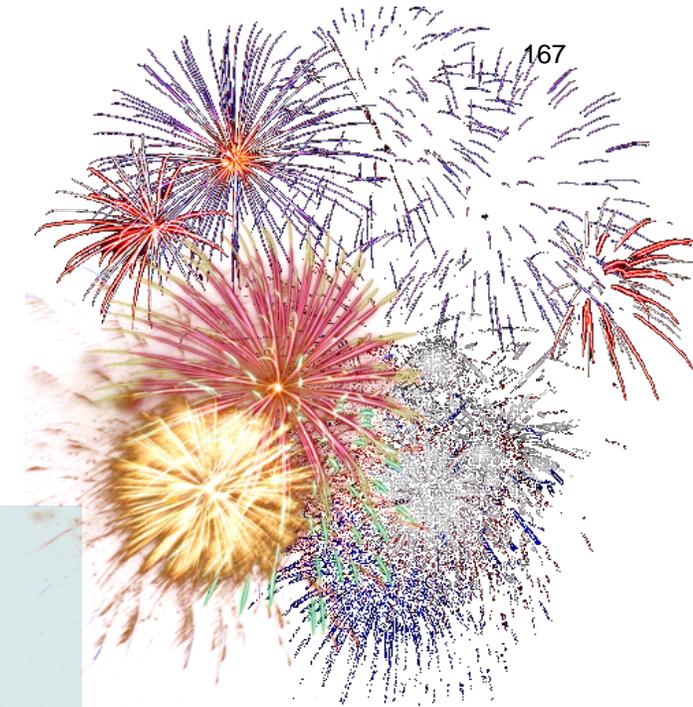
# Two Paths



# One Destination

# Success

- Support Grant Objectives
- Tracking Grant Financial Performance
- Accurate Grant Reporting
- Successful Internal and External Audits



# Grant

## ▶ Pros

- Use of a single field

## ▶ Cons

- Additional COA fields would need to be utilized for detailed tracking
- Requires diligent financial oversight and monitoring
- Potential impact to Grant Module implementation



# Grant + Project

## ▶ Pros

- Granular Tracking
- Flexible Reporting
- Flexible correction
- Free up OA1 and OA2 for other types of tracking
- Prepared for future functionality implementation
- Utilizing reporting and analysis available within the Project Costing module

## ▶ Cons

- Initial Implementation
- Grant and Project relationship maintained outside of the system



# Reporting

## ▶ Grant

- Summary information from the GL
- Granular reports run from each module
- May use any report where the parameters include COA ChartFields

## ▶ Grant + Project

- Summary information from the GL
- May use any report where the parameters include COA ChartFields
- Granular reports run from Project Costing module
- Online analysis tools and WorkCenter
- Online drilldown ability to source module
- Reporting can include additional Project or Activity details not captured within the submodules



## Budget vs. Actual

Project **BCPBR**  
Charging Level Costing Level 1  
Budget Plan ID 1  
Budget Type Cost Budget

Project Description BCP - Branch offices  
Plan Description Baseline Cost  
Start Date 09/01/2005  
Calendar Monthly Periods Calendar 1/1

### Amounts

Budget Amount	400,000.00
Remaining Amount	400,000.00

Actual Amount	0.00
Status	Low

Currency USD



# Budget vs. Actual

Project **BCPBR**  
 Charging Level Costing Level 1  
 Budget Plan ID 1  
 Budget Type Cost Budget

Project Description BCP - Branch offices  
 Plan Description Baseline Cost  
 Start Date 09/01/2005  
 Calendar Monthly Periods Calendar 1/1

Amounts			
Budget Amount	400,000.00	Actual Amount	0.00
Remaining Amount	400,000.00	Status	Low
		Currency	USD

## Select Activity

## Activity Details

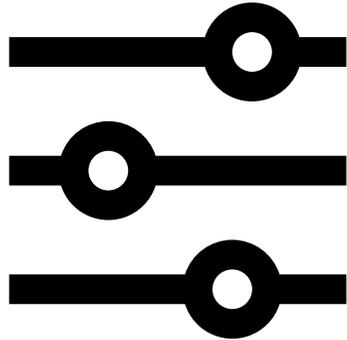
- BCP - Branch offices
- Planning
- Construction
- Implementation

Activity 000000000000005  
 Description Construction  
 Budget Amount 280,000.00 Actual Amount 0.00  
 Remaining Amount 280,000.00 Status Low

Items			
Budget Item	Budget Amount	Actual Amount	Detail
EQUIP	84,000.00	0.00	
LABOR	168,000.00	0.00	

# ADJUSTMENTS AND CORRECTIONS

WHAT CAN I CORRECT AND WHEN?



# Grant ChartField

- ▶ Adjustments and corrections must be completed within the fiscal year in which the error occurs
- ▶ Increased monitoring efforts
- ▶ Redistributions would need to occur prior to fiscal year close



# Grant + Project ChartFields

- ▶ Non-Statewide Financial reporting elements for Prior Year transactions can be adjusted in PC with no impact to GL or Budget.
- ▶ Project specific values can be corrected within the Project Costing module
- ▶ Project transaction amounts can be distributed within the same project within the Project Costing module with no change to the General Ledger



# Grant in PC Overview



# Questions?

# CONTACT INFORMATION

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