

UNDERSTANDING DISTRIBUTIONS AND ALLOCATIONS

DECEMBER 15, 2021



NOTES:

House Keeping and GoToWebinar Logistics

- Introduction
- Use the Question Box
- Notes to be posted on the website

Agenda

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- ▶ Overview of Distributions and Allocations
- ▶ Entering Distribution Lines on Transactions
- ▶ Using Shortcut Keys on Distribution Lines
- ▶ Establishing and Processing GL Allocations



NOTES:

- Overview
- Entering Distribution Lines on Transactions
- Using Shortcut Keys
- Establishing and Processing GL Allocations

Overview - Distribution Lines

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▶ What is a Distribution Line?

- Distribution lines represent the ChartField coding on a transaction that identifies how the applicable expenses or revenues are recorded.
- All Statewide and Business Unit specific ChartFields may be entered on transaction distribution lines to record costs.
- Distribution lines entered on source module transactions (i.e., vouchers, deposits, assets, etc.) are posted, which creates detailed accounting entries in the source module, and generates summarized journals in the General Ledger (GL) at the GL ChartField level.
- In general, corrections / re-distributions of ChartField coding strings on transactions should be completed within the source module, then generated to the GL, to keep the source module and the GL in sync.



NOTES:

- Discussion to identify what distribution lines are and how they are used

Overview - Distribution Lines

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▶ **Distribution Line Benefits:**

- ChartField coding may be distributed across one or many distribution lines (no limit) to record costs
- Distribution line amounts or quantities may be distributed by percentage
- Shortcut keys may be leveraged to support data entry

▶ The following identifies the ChartFields that will be required or optional for entry on expense and revenue transaction distribution lines at the Financials Wave:

• **Required ChartFields:**

- GL Business Unit, Organization, Account, Fund, Budget Entity, Category, State Program

• **Optional ChartFields:**

- PC Business Unit, Project, Activity, Source Type, PC Source Type, PC Category, PC Subcategory, Contract, Other Accumulator 1, Other Accumulator 2



NOTES:

- Discussion of the benefits of distribution lines

Overview - Allocations

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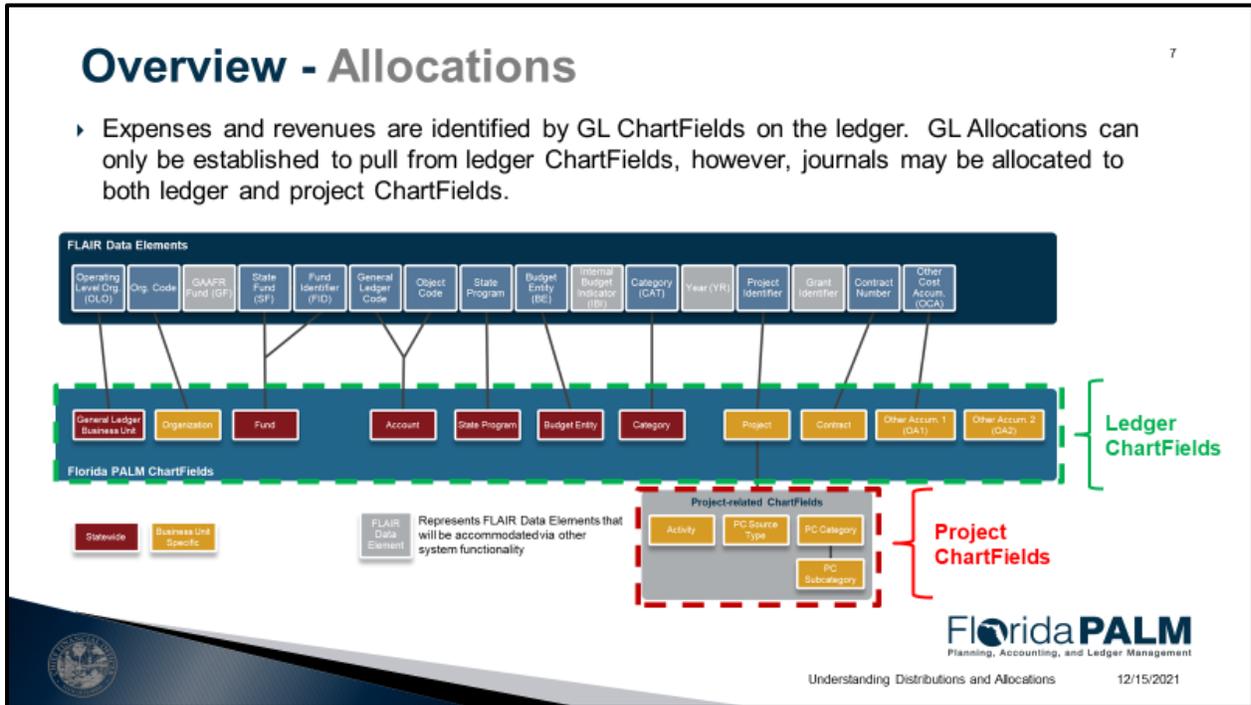
▶ What is an Allocation?

- There are two categories of allocations:
 1. General Ledger (GL) Allocations, which include:
 - GL Allocation
 - GL to PC Allocation
 2. Project Costing (PC) Allocations, which include:
 - PC to PC Allocation
 - Funds Distribution



NOTES:

- Discussion about allocation categories



NOTES:

- Walkthrough of allocations on the General Ledger

Overview – GL Allocations 8

▶ The following table provides details for the **GL Allocation** method:

Method	Usage	Data Source	Outcome	Wave
GL Allocation	<ul style="list-style-type: none"> Used to allocate expenses and revenues held or accumulated in one entity (e.g., business unit, organization) to be shared by more than one entity. Established to allocate costs in the Ledger to non-Project related ChartFields 	Actuals Ledger	Creation of allocation journals in the GL recorded to non-Project related ChartField coding strings	Financials

GL Allocations are typically used when:

1. The detailed expense or revenue ChartField coding and/or percentage split is not known at the time of recording the transaction in the source module or GL.
2. Costs need to be re-allocated to a lower-level ChartField coding string based on a certain percentage that is determined on a specified timeframe (e.g., weekly, monthly).
 - The original transaction distribution line should be recorded at a high-level (i.e., single distribution line of all costs to a default Fund, Organization, etc.)

Example: Rent is coded to one specific Organization when recording the AP voucher. The allocation re-allocates the cost to the respective ChartField values based on a percentage.

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NOTES:

GL Allocations:

- Used to allocate expenses and revenues held or accumulated in one entity to be shared by more than one entity
- Established to allocate costs in the Ledger to non-Project related Chartfields

Overview – GL Allocations 9

› The following table provides details for the **GL to PC Allocation** method:

Method	Usage	Data Source	Outcome	Wave
GL to PC Allocations	<ul style="list-style-type: none"> Used to allocate expenses and revenues held or accumulated in one entity to be shared across one or more Projects. Established to allocate costs in the Ledger to Project related ChartFields The allocation process will credit the original expense and offset the costs to the allocated projects. 	Journal Line	Creation of allocation journals in the GL recorded to Project related ChartField coding strings	Financials

GL to PC Allocations are typically used when:

1. Transactions in a source module are recorded to ChartField coding strings on distribution lines that do not reference Project ChartFields.

Example: Utilities are recorded on an AP voucher to a ChartField coding string for one Organization which does not reference a Project. The allocation process allocates the utility cost to multiple Organizations and Projects based on a percentage.

Note: The Cost Collection process will send posted expenses from source transactions that reference Project ChartFields (e.g., Project, Activity, etc.) to the Project Costing module, specifically the Proj Resource table.





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NOTES:

GL to PC Allocations:

- Used to allocate expenses and revenues held or accumulated in one entity to be shared across one or more Projects
- Established to allocate costs in the Ledger to Project related ChartFields
- The allocation process will credit the original expense and offset the costs to the allocated projects

Overview – PC Allocations 10

▶ The following table provides details for the **PC to PC Allocation** method :

Method	Usage	Data Source	Outcome	Wave
PC to PC Allocations	<ul style="list-style-type: none"> Established to allocate costs within the Project Costing module Used to calculate and generate grant indirect costs against transactions that have been cost collected from the GL (i.e., payroll costs) and AP (i.e., payments) to Project Costing. The Facilities and Administration costs (i.e., indirect costs) are then integrated to the Customer Contracts (CA) module as revenue, and subsequently generated to the GL. 	Project Transactions	<ul style="list-style-type: none"> Creation of indirect costs in PC Creation of revenue in CA Generation of revenue to the GL 	Expansion

Example: A project incurred payroll costs for \$1000 and an AP voucher payment for \$500. These expenses are then cost collected to Project Costing. Let's assume that the project F&A rate is setup at 30% MTDC. The system will create 2 indirect cost transactions in Project Costing. Transaction 1 will be for \$300 and transaction 2 will be for \$150.


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NOTES:

PC to PC Allocations:

- Established to allocate costs within the Project Costing module
- Used to calculate and generate grant indirect costs against transactions that have been cost collected from the GL to Project Costing
- The Facilities and Administration costs then integrate to the Customer Contracts (CA) module as revenue, and subsequently generated to the GL

Overview – PC Allocations 11

▶ The following table provides details for the **Funds Distribution** allocation method:

Method	Usage	Data Source	Outcome	Wave
Funds Distribution	<ul style="list-style-type: none"> Used to allocate expenses that are cost collected from GL and AP to multiple Projects, Activities, etc., in Project Costing. The purpose of Funds Distribution is to bill the appropriate portion of the costs to the applicable sponsor(s). The revenue is then integrated to the Customer Contracts (CA) module as revenue, and subsequently generated to the GL. 	Project Transactions	<ul style="list-style-type: none"> Allocation of Project costs in PC Creation of revenue in CA Creation of revenue in the GL 	Expansion

Example: A DOT project to build a bridge is funded 50% by the Federal Government, 30% by the State government and 20% with a Bond. An AP voucher belonging to project 123 is paid to a supplier for \$1,000 and then cost collected to Project Costing. Funds Distribution will allocate the following:

- \$500 from project 123 to Federal project 234
- \$300 from project 123 to State project 345
- \$200 from project 123 to Bond project 456.

These 3 projects will be associated to 3 separate Customer Contract lines where the sponsoring agency for line 1 is Federal, line 2 is State and line 3 is Bond. This process will serve to invoice each sponsor for their appropriate fund matching.





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NOTES:

Funds Distribution:

- Used to allocate expenses that are cost collected from GL and AP to multiple Projects, Activities, etc., in Project Costing.
- Used to bill the appropriate portion of the costs to applicable sponsors
- Revenue is then integrated to the Customer Contracts (CA) module as revenue, and subsequently generated to the GL

Entering Distribution Lines on Transactions



Encumbrance Distribution Lines

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The following image provides an example of how multiple distribution lines may be entered on an encumbrance to distribute cost for an asset across multiple ChartField coding strings.

Line	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL, Unit	Organization	*Account	Fund	Budget Entry	Category	State Program
1	Open	25.0000	8.2500	25,000.000	USD	43000	4310000000	742000	88001	53810500	100000	0335010000
2	Open	25.0000	8.2500	25,000.000	USD	43000	4320000000	702000	88002	53810500	100000	0335010000
3	Open	25.0000	8.2500	25,000.000	USD	43000	4321000000	702000	88003	53810500	100000	0335010000
4	Open	25.0000	8.2500	25,000.000	USD	43000	4321000000	702000	88004	53810500	100000	0335010000

NOTES:

- Example of using multiple distribution lines on an encumbrance to distribute cost for an asset across multiple ChartField coding strings

Voucher Distribution Lines

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The following image provides an example of how multiple distribution lines may be entered on a voucher to distribute costs for a utility payment across multiple ChartField coding strings.

The screenshot displays the FloridaPALM system interface for a voucher. Key sections include:

- Invoice Information:** Business Unit: 43800, Invoice No: FLP-003456, Invoice Date: 12/15/2021, Supplier: Florida Power and Light Company.
- Invoice Total:** Line Total: 10,700,000, Total: 10,700,000.
- Invoice Lines:** A section for entering individual line items with fields for Description, Quantity, and Unit Price.
- Distribution Lines:** A table showing how the total cost is allocated across different ChartField coding strings.

Line	Merchandise Amt	Quantity	%L Unit	Operation	Account	Fund	Budget Entry	Category	DC Bus Unit	Project
1	3,800,000		43000	432000000	71700	10001	53010000	10000		
2	2,000,000		43000	432000000	71700	10002	53010000	10000		
3	2,000,000		43000	432000000	71700	10003	53010000	10000		
4	6,000,000		43000	432000000	71700	10004	53010000	10000		

NOTES:

- Example of using multiple distribution lines on a voucher to distribute costs for a utility payment across multiple ChartField coding strings

Asset Distribution Lines

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The following image provides an example of how multiple distribution lines may be entered on an asset to distribute cost for an asset across multiple ChartField coding strings.

The screenshot displays the FloridaPALM interface for an asset. At the top, it shows the asset details: Unit 50100, Asset ID 00000000390, Building, Tag, and In Service. Below this, the 'Book' information is shown: Book Name CAFR, CAFR Reporting Book, and Currency USD, with a Total Cost of 100,000,000. The main section is 'Asset Cost Information', which contains a table with four rows of distribution data. Each row shows an account date, transaction type (ADD), quantity, total cost, and various ChartField coding strings (Organization, Fund, Budget Entity, Category, State Program, Category, Detail).

Accy Date	Trans Type	Quantity	Total Cost	Detail	Trans Type	Organization	Fund	Budget Entity	Category	State Program	Category	Detail
1 12/02/2021	ADD	0.2500	25,000.000	Detail	ADD	4321200000	00004	53010500	100000	0305010000	BDIMP	Detail
2 12/02/2021	ADD	0.2500	25,000.000	Detail	ADD	4321200000	00003	53010500	100000	0305010000	BDIMP	Detail
3 12/02/2021	ADD	0.2500	25,000.000	Detail	ADD	4320000000	00002	53010500	100000	0305010000	BDIMP	Detail
4 12/02/2021	ADD	0.2500	25,000.000	Detail	ADD	4310000000	00001	53010500	100000	0305010000	BDIMP	Detail

NOTES:

- Example of using multiple distribution lines on an asset to distribute cost for an asset across multiple ChartField coding strings.

Billing Invoice Distribution Lines

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The following image provides an example of how multiple distribution lines may be entered on an invoice to distribute revenue for DFS billing of Licenses & Fees across multiple ChartField coding strings.

The screenshot displays the FloridaPALM interface for a Billing Invoice Distribution Lines. The main header shows 'Unit 43000', 'Bill To 000000157', and 'Pretax Amt 100,000.000 USD'. Below this, the 'Bill Line' section shows 'Seq 1', 'Line 1', and 'Net Extended 100,000.000'. The 'Identifier' is 'BULLNOSE3' and the 'Description' is 'Bull Nose Term - Med Cost SA'. The 'Accy Distribution - Revenue' section contains a table with two rows of distribution lines.

Code	Organization	Account	Fund	Budget Entry	Category	PC Business Unit	Project	Activity
431000000		600000	00004	43010100	000200			
432000000		600000	00005	40200100	000200			

Summary values at the bottom of the table:
 Percent: -100.00
 Amount: -100,000.000
 Gross Extended: 100,000.000

NOTES:

- Example of using multiple distribution lines on an invoice to distribute revenue across multiple ChartField coding strings

AR Item Distribution Lines

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The following image provides an example of how multiple distribution lines may be entered on an AR Item to distribute revenue for DFS billing of Licenses & Fees across multiple ChartField coding strings.

The screenshot displays the FloridaPALM Accounting Entries interface. At the top, there are navigation tabs: Group Control, Pending Item 1, Pending Item 2, Pending Item 3, Accounting Entries (selected), and Group Action. Below these, the Group Unit is 43000 and Group ID is 39. The Accounting Entries section shows Item ID 00000012345, Line 1000000025, Entry Type DR, and Reason FUEL1. The Bus. Unit is 43000, Customer is 1000000025, SubCust1 is blank, and SubCust2 is blank. The Amount is 100,000 USD. Below this, there is a 'Distribution Lines' table with 4 rows of data.

Line	GL Unit	*Type	Amount	Organization	*Account	Fund	Budget Entity	Category	State Program
1	43000	User	-50,000	4310000000	605000	00006	43010100	000200	0305010000
2	43000	User	-50,000	4320000000	605000	00007	43100400	000200	0305010000
3	43000	AR	50,000	4310000000	130100	00006	43010100	000200	0305010000
4	43000	AR	50,000	4310000000	130100	00006	43100400	000200	0305010000



NOTES:

- Example of using multiple distribution lines on an AR Item to distribute revenue across multiple ChartField coding strings

Deposit Distribution Lines

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The following image provides an example of how multiple distribution lines may be entered on a deposit to distribute revenue if DFS receives payment for Licenses and Fees across multiple ChartField coding strings.

The screenshot shows the FloridaPALM interface for a deposit. At the top, it displays 'Unit 43000', 'Deposit ID 331', 'Payment TEST', and 'Seq 1'. Below this, the 'Currency Details' section shows an amount of 100,000 USD. The 'Distribution Lines' section contains a table with four rows, each representing a distribution line. Each line has a 'Speed Type' of 'Speed Type', a 'Line Amount' of 25,000 USD, and is associated with a unique organization and account number.

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Organization	*Account	Fund	Category	Budget Entity	State Program
1	43000	Speed Type	-25,000	USD	4310000000	605000	00001	000200	43010100	03050100
2	43000	Speed Type	-25,000	USD	4320000000	605000	00002	000200	43010200	03050100
3	43000	Speed Type	-25,000	USD	4320100000	605000	00003	000200	43010300	03050100
4	43000	Speed Type	-25,000	USD	4321000000	605000	00004	000200	43010400	03050100

NOTES:

- Example of using multiple distribution lines on a deposit to distribute revenue across multiple ChartField coding strings

Journal Distribution Lines

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The following image provides an example of how multiple distribution lines may be entered on a journal to distribute supply expenses across multiple ChartField coding strings.

Select	Line	*Unit	*Ledger	SpeedType	Organization	Account	Fund	Budget Entity	Category
<input type="checkbox"/>	1	43000	ACTUALS		4320000000	723001	51009	40100200	040000
<input type="checkbox"/>	2	43000	ACTUALS		4320100000	723001	51009	41100400	040000
<input type="checkbox"/>	3	43000	ACTUALS		4321100000	723001	51009	40100300	040000
<input type="checkbox"/>	4	43000	ACTUALS		4321200000	723001	51009	42170300	040000

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	4	0.000	0.000	N	N

NOTES:

- Example of using multiple distribution lines on a journal to distribute supply expenses across multiple ChartField coding strings.

Journal Distribution Lines (continued)

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The following image displays the amounts for each journal distribution line.

Select	Line	N/R	Base Amount	*Calculate	Budget Date	Reference	Journal Line Description	PC Status
<input type="checkbox"/>	1	<input type="checkbox"/>	-10,000.000	System Rule	12/03/2021		SUPPLY- GEN-LEG- DIST	Not Distributed
<input type="checkbox"/>	2	<input type="checkbox"/>	2,500.000	System Rule	12/03/2021		SUPPLY- GEN-LEG- DIST	Not Distributed
<input type="checkbox"/>	3	<input type="checkbox"/>	2,500.000	System Rule	12/03/2021		SUPPLY- GEN-LEG- DIST	Not Distributed
<input type="checkbox"/>	4	<input type="checkbox"/>	5,000.000	System Rule	12/03/2021		SUPPLY- GEN-LEG- DIST	Not Distributed

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	4	0.000	0.000	N	N

NOTES:

- Example displaying amounts for each journal distribution line

Using Shortcut Keys on Distribution Lines



What are Shortcut Keys?

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- ▶ Shortcut keys provide functionality to support efficient data entry of full or partial combinations of ChartField values on transaction distribution lines.
- ▶ There are 3 types of shortcut keys:
 - **SpeedTypes** – Used on GL journals and AR deposits
 - **SpeedCharts** – Used on encumbrances and AP vouchers
 - **Distribution Codes** – Used on Billing invoices and AR items
- ▶ ChartField values defaulted on transaction distribution lines from a shortcut key may be subsequently changed, as needed
- ▶ Shortcut keys will be established at the Business Unit level and maintained by agencies



NOTES:

- Shortcut keys used to support quick, efficient data entry for ChartField values
- Three types of Shortcut Keys:
 - SpeedTypes – used for GL Journals and AR Deposits
 - SpeedCharts – used for Encumbrances and AP Vouchers
 - Distribution Codes – Used for Billing invoices and AR items

Shortcut Key Elements				
Shortcut Key	Transactions	Usage	Distribution Line Setup	Key Points
SpeedType	<ul style="list-style-type: none"> GL Journals AR Deposits 	Optional	Single Line	<ul style="list-style-type: none"> SpeedType Keys are <u>not stored</u> on the <u>online</u> transaction page. SpeedType Keys used on journals are <u>stored</u> on the <u>database</u> for historical reference. SpeedTypes Keys used on AR deposits are <u>not</u> stored on the <u>database</u> for historical reference.
SpeedChart	<ul style="list-style-type: none"> Encumbrances AP Vouchers 	Optional	Single or Multiple Line	<ul style="list-style-type: none"> SpeedChart Keys used on encumbrances and vouchers are <u>neither</u> stored on the <u>online</u> transaction page or on the <u>database</u> for historical reference.
Distribution Code	<ul style="list-style-type: none"> Billing Invoice AR Pending Item 	Required	Single or Multiple Line	<ul style="list-style-type: none"> Distribution Codes used on invoices are stored on the <u>online</u> transaction page and on the <u>database</u> for historical reference. Distribution Codes used on AR items are <u>neither</u> stored on the <u>online</u> transaction page or on the <u>database</u> for historical reference.

NOTES:

- SpeedTypes, SpeedCharts and Distribution Codes are available for use on specific transactions
- Depending on the shortcut key, the value entered on a transaction to populate ChartField values may or may not be available for reference on the online transaction and/or on the database for historical reference

Shortcut Key - SpeedTypes

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The following image provides an example of the SpeedType setup page.

FloridaPALM
 SpeedType

SetID: 43000

SpeedType Key: SUPLEXPT

Type of SpeedType: Universal (All Users)

Description: Supply Expense Dist 1

Organization	432000000	CHIEF OF STAFF
Account	723001	SUPPLY- GEN-LEG- DIST
Fund	51000	DMS MOTR VEH OPER TF
Budget Entity	40100200	FIN & ADMIN
Category	040000	EXPENSES
State Program		
PC Business Unit		
Project		
Activity		
PC Source Type		
PC Category		
PC Subcategory		
Contract		
Other Accumulator 1		
Other Accumulator 2		

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NOTES:

- SpeedType Setup Page with values used to set up an example SpeedType

Shortcut Key - SpeedTypes

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The following provides an example of a SpeedType being used on a journal to populate the respective ChartField combination on the distribution line.

The screenshot shows the FloridaPALM journal entry interface. At the top, it displays 'Unit: 43000', 'Journal ID: 000000130', and 'Date: 12/03/2021'. Below this is a table of distribution lines. The 'SpeedType' column is highlighted with a red box, showing values 'SUPLEXP1', 'SUPLEXP2', 'SUPLEXP3', and 'SUPLEXP4' for lines 1, 2, 3, and 4 respectively. The table also includes columns for Organization, Account, Fund, Budget Entity, and Category.

Select	Line	*Unit	*Ledger	SpeedType	Organization	Account	Fund	Budget Entity	Category
<input type="checkbox"/>	1	43000	ACTUALS	SUPLEXP1	4320000000	723001	51009	40100200	040000
<input type="checkbox"/>	2	43000	ACTUALS	SUPLEXP2	4320100000	723001	51009	41100400	040000
<input type="checkbox"/>	3	43000	ACTUALS	SUPLEXP3	4321100000	723001	51009	40100300	040000
<input type="checkbox"/>	4	43000	ACTUALS	SUPLEXP4	4321200000	723001	51009	42170300	040000

Below the table is a 'Totals' section showing 'Unit: 43000', 'Total Lines: 4', 'Total Debits: 10,000,000', 'Total Credits: 10,000,000', 'Journal Status: N', and 'Budget Status: N'.

NOTES:

- Example of a journal using SpeedType “SUPLEXP1” to populate the ChartField values on the distribution lines based on the values used to create the “SUPLEXP1” example SpeedType

Shortcut Key - SpeedCharts

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The following image provides an example of the SpeedChart setup page.

SpeedChart

SetID: 43000 **SpeedChart** ORG1 Eff Date: 01/01/1901 *Status: Active

Description: _____ Total Percent: 100.00

Security Option

Universal (All Users) Enter Percentages
 One User Enter Weights
 One Permission UOM: _____

Description: _____

Speed Charts Personalize | Find | View All | 1-4 of 4 | Last

Chartfields	Percent	Weight	GL Unit	Organization	Account	Fund	Budget Entity	Category	State Program	PC Bus Unit
1	25.00	0.00000	43000	4310000000	742000	00001	53010500	1000000	5305010000	
2	25.00	0.00000	43000	4320000000	702005	00002	53010500	1000000	5305010000	
3	25.00	0.00000	43000	4321200000	702005	00003	53010500	1000000	5305010000	
4	25.00	0.00000	43000	4321200000	702005	00004	53010500	1000000	5305010000	

NOTES:

- SpeedChart Setup Page with values used to set up an example SpeedChart

Shortcut Key - SpeedCharts

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The following image provides an example of a SpeedChart being used on a voucher to populate the respective ChartField combination and percentage split on the distribution line.

The screenshot shows the FloridaPALM software interface for a voucher. The 'Invoice Information' tab is active. The 'Invoice Total' section shows a Line Total of 100,000.000. The 'Distribution Lines' section is expanded, showing a table with columns: Line, Merchandise amt, Quantity, %L line, Organization, Account, Fund, Budget/Entity, Category, State Program, and PC #. A red box highlights the 'SpeedChart' dropdown menu in the 'Line 1' row, which is currently set to 'ORG1'. Below the dropdown, there are fields for 'Description' and 'Packing Slip'.

Line	Merchandise amt	Quantity	%L line	Organization	Account	Fund	Budget/Entity	Category	State Program	PC #
1	25,000.000			43000	4310000000	74000	00001	53010508	100000	0305410000
2	25,000.000			43000	4320000000	74200	00002	53010508	100000	
3	25,000.000			43000	4331000000	74300	00003	53010508	100000	
4	25,000.000			43000	4311000000	74100	00004	53010508	100000	

NOTES:

- Example of a voucher using SpeedChart “ORG1” to populate the ChartField values and percentage split on the distribution lines based on the values used to create the “ORG1” example SpeedChart

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Distribution Codes

The following image provides an example of the Distribution Code setup page.

FloridaPALM
 Distribution Code

SetID: 43000 **Distribution Code: 430001**

Distribution Code Definition

*Effective Date: 01/01/1901 *Status: Active

*Description: Revenue distribution licenses

Short Description: Revenue

*Distribution Type: Revenue

Contract Liability Dist Code: []

ChartField Values

Organization	*Account	Fund	Budget Entity	Category	State Program	PC Business Unit	Project
1 4310000000	605000	00004	43010100	000200	0305010000		

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NOTES:

- Distribution Code Setup Page with values used to set up an example Distribution Code

Distribution Codes

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The following provides an example of a Distribution Code being used on a billing invoice to populate the respective ChartField combination on the distribution line.

The screenshot displays the 'Revenue Distribution' section of the FloridaPALM system. It shows a 'Bill Line' for 'Seq 1' with a 'Net Extended' amount of 100,000.000. Below this, the 'Bill Line Distribution - Revenue' table is visible, with the 'Code' column highlighted by a red box. The table contains two rows of distribution codes and their associated ChartField values.

Code	Organization	Account	Fund	Budget Entry	Category	PC Business Unit	Project	Activity
430001	4310000000	600000	00004	43010100	000200			
430002	4320000000	600000	00005	40200100	000200			

Summary statistics at the bottom of the table:

Percent	-100.00	Amount	-100,000.000	Gross Extended	100,000.000
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NOTES:

- Example of a billing invoice using Distribution Code “430001” to populate the ChartField values on the distribution lines based on the values used to create the “430001” example Distribution Code

Establishing and Processing GL Allocations



Basic Elements of a GL Allocation

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- ▶ GL Allocations leverage the following basic elements to allocate costs:
 - **Allocation Type:** This is the calculation method for the pool and basis and describes how the basis is used to distribute the pool amounts to the target.
 - **Pool:** The amount(s) to be allocated. This amount can originate from a ledger or table, or you can specify a fixed amount.
 - **Basis:** Determines how and in what proportion the pool amounts are distributed to the various targets.
 - **Target:** This is the destination where the amounts are allocated.
 - **Offset:** Entries that balance the targets. These entries reflect the clearing of pool amounts as they are transferred to the targets or amounts that offset the target.
 - **Amount Fields:** Determine the mapping of the amount fields between the pool, basis, and target records.
- ▶ Allocation journals created from the allocation process do not redistribute the allocated expenses/revenues back to source module transactions (i.e., AP voucher, AR deposit).

Note: Allocations will be established and maintained at an enterprise level as they require functional knowledge, time and resources to configure and test prior to implementing in Production.



NOTES:

- Elements used with GL Allocations:
 - Allocation Type
 - Pool
 - Basis
 - Target
 - Offset
 - Amount Fields
- Allocation Journals created from allocation process do not redistribute allocated expenses/revenues back to source module transactions
- Allocations will be established and maintained at the enterprise level

GL Allocation Example – Rent Allocation

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► **Rent Allocation Example:**

- Each month DFS, business unit 43000, makes payment for rental costs of Summit East. The total rent payment is \$200,000 per month.
- DFS needs to distribute the rent costs to each Division/Bureau utilizing space within the building.
- Utilization of the space is based on the square footage each Division/Bureau occupies.

Organization	Square Footage	% of Square Footage
431000000 – Chief Financial Officer	4558	9%
432110000 – Office of Communications	28788	57%
432110100 – Office of Publications	12500	25%
432130000 – Office of Cabinet Affairs	4500	9%



NOTES:

- Example of establishing an allocation to allocate rent costs across multiple organizations

GL Allocation Example – Rent Allocation

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▶ Rent payment of \$200,000 is identified by Account 700000 and Fund 22501

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 Understanding Distributions and Allocations 12/15/2021

NOTES:

- The allocation Pool page reflects the amounts to be allocated by defining the selection criteria used to select transactions to allocate from

GL Allocation Example – Rent Allocation

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▶ The percentage of utilization is setup for each Organization Code

The screenshot displays the FloridaPALM Basis Record configuration for 'DFS Rent Allocation'. The 'How Specified' section is set to 'Selected Detail Values'. The following table shows the configuration for each Organization Code:

Value	To	Exceptions	%
431000000			9.00
4321100000		Details	57.00
4321101000		Details	25.00
4321300000		Details	9.00

NOTES:

- The Basis page determines the percentage and how Pool amounts are distributed to the various targets

GL Allocation Example – Rent Allocation

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- ▶ The following table depicts the expected result of the allocation to spread the \$200,000 payment across the respective ChartFields.

Organization	Account	Fund	Budget Entity	Category	Amount
4310000000	700000	22501	43600100	040000	\$18,106.70
4321100000	700000	22501	43600100	040000	\$114,360.62
4321101000	700000	22501	43600100	040000	\$49,656.38
4321300000	700000	22501	43600100	040000	\$17,876.30
Total					\$200,000.00



NOTES:

- This table shows the expected result of the allocation, spreading the total rent payment across the respective ChartFields

GL Allocation Example – Rent Allocation

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▶ The image below shows the setup of the ChartFields used to record the allocated \$200,000.

Field Name	Source	Field Mapping	Value / Mask
Account	Pool		
Budget Entity	Value		43600100
Organization	Basis		
Fund	Value		20301
Category	Value		040000

NOTES:

- The allocation Target page defines the destination (i.e., ChartField Coding values) where the amounts are allocated for the journals that are generated by the allocation process

GL Allocation Example – Rent Allocation

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- ▶ The following image provides an example of how the Offset balances the allocation entry by using the data from the Pool.

The screenshot displays the 'Offset Record' configuration page in FloridaPALM. At the top, it shows 'SetID 43000' and 'Step RENT1'. Below this, there are tabs for 'Type', 'Pool', 'Basis', 'Target', 'Offset', 'Output Options', 'Bound Options', 'Batch Records', and 'Amount Fields'. The 'Offset' tab is active, showing an 'Effective Date' of 01/01/1901 and a 'Status' of 'Active'. The description is 'DFS Rent Allocation'. Below this, there is a section for 'Offset Record' with a dropdown for 'Offset Record Type' set to 'Journal Records' and a search field for 'Offset Ledger' set to 'ACTUALS'. The main section is 'Specify Field Values', which contains a table with the following columns: Field Name, Source, Field Mapping, and Value / Mask. The table has five rows, each with a dropdown menu for the field name and a dropdown menu for the source, both set to 'Pool'. The 'Field Mapping' and 'Value / Mask' columns are empty. Navigation buttons for 'First', '1.5 of 5', and 'Last' are visible at the bottom right of the table.

*Field Name	*Source	Field Mapping	Value / Mask
Account	Pool		
Fund	Pool		
Budget Entity	Pool		
Category	Pool		
Organization	Pool		

NOTES:

- The allocation Offset page defines the entries that balance the targets. These entries reflect the clearing of Pool amounts as they are transferred to the targets or amounts that offset the target

GL Allocation Example – Rent Allocation

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- ▶ The following table depicts the allocated portion of the total \$200,000 rent payment after the allocation is performed.

Organization	% of Square Footage	Allocated Portion of Rent
4310000000 – Chief Financial Officer	9%	\$18,170
4321100000 – Office of Communications	57%	\$114,361
4321101000 – Office of Publications	25%	\$49,656
4321300000 – Office of Cabinet Affairs	9%	\$17,876
Total	100%	\$200,000



NOTES:

- This table shows the allocated portion of the total rent payment for each organization

GL Allocation Example – Rent Allocation

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▶ The below image reflects the journal entry created from the Rent Allocation process.

Select	Line	*Unit	*Ledger	Organization	Account	Fund	Budget Entity	Category	Base Amount	*C
<input type="checkbox"/>	1	43000	ACTUALS	4310000000	700000	20301	43600100	040000	18,106,700	S
<input type="checkbox"/>	5	43000	ACTUALS	4320000000	700000	22501	43610100	040000	-200,000,000	S
<input type="checkbox"/>	2	43000	ACTUALS	4321100000	700000	20301	43600100	040000	114,360,620	S
<input type="checkbox"/>	3	43000	ACTUALS	4321101000	700000	20301	43600100	040000	49,656,380	S
<input type="checkbox"/>	4	43000	ACTUALS	4321300000	700000	20301	43600100	040000	17,876,300	S

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
43000	5	200,000,000	200,000,000	N	N

NOTES:

- The journal created from the allocation process records the ChartField Coding string and amounts based on the allocation Basis, Target, and Offset definitions



NOTES:

- View collective resources for Module Workgroups, including a consolidated list of Questions and Answers from this session, posted on the [Module Workgroups](#) page of the Florida PALM Website

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