



The slide features a white background with a dark blue footer. In the top right corner, there is a circular icon containing a document with a checkmark, labeled 'Commitment Control' and the number '67'. The main title 'COMMITMENT CONTROL' is centered in a large, bold, dark blue font, with 'WRAP-UP' in a smaller, grey font below it. The FloridaPALM logo is in the bottom right corner, with the text 'Commitment Control' and '11/30/2021' underneath. A small seal is visible in the bottom left corner of the slide area.

NOTES:

House Keeping and GoToWebinar Logistics

- Question Box
- Recorded session to be posted on the website


RECORDING TIME: 00:00 – 05:33

Commitment Control Wrap-up Agenda

- ▶ Workgroup Summary
- ▶ Points to Remember
- ▶ Questions
- ▶ Next Steps



68



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NOTES:

- Workgroup Summary – Summary of the business process modules, key benefits and process changes, and pending policy decisions
- Points to Remember – Key concepts to remember
- Questions – Discussion of questions asked during Workgroup Sessions and where the consolidated log is posted:
- Next Steps – Activities the Project and Agencies will continue to work on to prepare for the transformation to the Financials Wave

RECORDING TIME: 05:34 – 06:18

Commitment Control Key Benefits

- ▶ Florida PALM KK Business Processes:
 - Control and track budgets
 - Budget using Allotments
 - Configure multiple budget ledgers



69



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NOTES:

- Highlight key benefits:
 - Control and Track budgets
 - Budget using Allotments
 - Configure multiple budet ledgers

RECORDING TIME: 06:19 – 07:34

Commitment Control Workgroup goals

- › Relationship between Business Process Models and Florida PALM Modules
- › Evaluate Agency Business Systems, Interfaces, Processes and Procedures

Commitment Control70



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NOTES:


- Identify the relationship between the Business Process Models and the Florida PALM Modules
- Highlight the importance of agency evaluation of internal business systems, interfaces, and agency processes and procedures to prepare for transition to Florida PALM

RECORDING TIME: 07:35 – 08:12

Commitment Control Workgroup Summary

 Commitment Control 71

- ▶ Commitment Control Module Business Processes:
 - 20.1 Enter and Process Budget Journals
 - 20.1.2 Manage Agency Allotments
 - 20.1.4 Agency Estimated Revenue
 - 20.2 Budget Execution and Management
 - 20.3 Perform Budget Close
 - 80.1.1 Manage Cash Checking


Planning, Accounting, and Ledger Management
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NOTES:

- Enter and Process Budget Journals
 - Manage Agency Allotments
 - Agency Estimated Revenue
- Budget Execution and Management
- Perform Budget Close
- Manage Cash Checking



RECORDING TIME: 08:13 – 08:25

Commitment Control Workgroup Session 1

- ▶ 20.2 Budget Execution and Management
- ▶ 80.1 Manage Cash Checking



Commitment Control 72



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NOTES:

- 20.2 Budget Execution and Management
 - Establishing and maintaining customer records
- 80.1 Manage Cash Checking



RECORDING TIME: 08:26 – 11:34

Commitment Control Workgroup Session 2

- ▶ 20.1 Enter and Process Budget Journals
 - 20.1.2 Manage Agency Allotments
 - 20.1.4 Agency Estimated Revenue
- ▶ 20.3 Perform Budget Close



73



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NOTES:

- 20.1 Enter and Process Budget Journals
 - 20.1.2 Manage Agency Allotments
 - 20.1.74 Agency Estimated Revenue
- 20.3 Perform Budget Close

RECORDING TIME:11:35 – 17:24

Commitment Control Points to Remember

- ▶ Key Process Changes
 - Budget Structures
 - Budget & Cash Exception Handling
 - Workflow and Forms
 - Reports vs Online Inquiry Screens



74




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NOTES:

- The General Appropriations Act (GAA) authorizes appropriations that are developed and published in the Legislative Appropriations System/Planning and Budgeting Sub-system (LAS/PBS) and transferred to Florida PALM.
- LAS/PBS continues to be the official budget management system for the state of Florida and remains out of scope for the Florida PALM project. BAPS will also remain in place to process agency budget amendments.
- Agency appropriation balances should not exceed appropriations that are authorized in the GAA. Authorized/Adjusted appropriations are required to be released prior to recording an expenditure.
- Budgetary Funds are used on budgetary transactions only to store appropriations, releases, and reserves budgets. Transactional Funds are used to record financial accounting entries or budget entries for allotments and revenue estimates.
- DFS and EOG/OPB will continue to publish memorandums that provide direction and guidance for the management of appropriations.



RECORDING TIME: 17:25 – 18:51

Commitment Control Points to Remember



75

- ▶ Key Process Changes
 - **Budget Structures**
 - Budget & Cash Exception Handling
 - Workflow and Forms
 - Reports vs Online Inquiry Screens



Commitment Control 11/30/2021

NOTES:

- The Florida PALM Budget Structures design lays the foundation and defines the structural framework to support budget management, cash and investment balance checking business processes.
- Budget Structures are supported by the Florida PALM Chart of Accounts structure and associated detailed values.
- Budget Structures define the ledgers, rules, and security that are used to manage budget and cash within Florida PALM.
- The Florida PALM Budget Structures are: Appropriations, Releases, Reserves, Cash, Investments, Revenue Estimates, and Allotments.
- These Budget Structures support transaction processing using the delivered budget and cash checking process. Budget and Cash checking are steps in the transaction lifecycle before an accounting entry is posted to the ledger governing appropriate tracking and controlling measures, established by the Legislature.
- The establishment of budgets and revenue estimates, along with budget and cash checking outcomes of accounting entries, are directly controlled in the Commitment Control module. Budget and Cash checking on accounting entries is configured to strictly control expenditure transactions.

RECORDING TIME: 18:52 – 18:53

Ledger Groups		Appropriations, Releases, Reserves	Cash	Investments	Revenue	Allotments		
						Operational	Projects	
Budget Definition Rules	Detail Budget Ledgers	Holds posted appropriations, cash, invested balance, and estimated revenue budgets, which maintain the relationship with the actuals ledger.	Budget Encumbrance Expenditure	Budget Recognized	Budget Recognized Collected	Budget Recognized Collected	Budget Expense Encumbrance	Budget Expense Encumbrance
	Control Options	Defines the degree of control: <ul style="list-style-type: none"> Control – Strict. Fails when transaction amount exceeds appropriations, cash or invested balance budgets. Track with Budget – Less strict. Passes with warning when transaction amount exceeds allotments budgets. Track without Budget – Lenient. Passes even when budget has not been created. No warning is provided. 	Control	Control	Control	Track w/o Budget	Control Track w/ Budget Track w/o Budget	Control Track w/ Budget Track w/o Budget
	Key ChartFields	Identifies the specific ChartFields that control appropriations, cash, invested balance, revenue estimates, budget and cash checking.	Fund Budget Entity Category Account ⁽¹⁾	Fund Account ⁽¹⁾	Fund Account ⁽²⁾	Fund Budget Entity Category Account ⁽¹⁾	Fund Budget Entity Category Account ⁽¹⁾⁽²⁾ Organization	Fund Budget Entity Category Account ⁽¹⁾⁽²⁾ Organization Project
	Account Types	Defines the Account ChartField values which are subject to appropriations, cash, invested balance or revenue estimates budget checking.	Expense	Asset – Cash in State Treasury	Asset – Investment / Disinvestment	Revenue	Expense	Expense
	Calendars	The feature that defines the availability duration for appropriations, cash, invested balance and revenue estimates budgets.	Annual	None	None	Annual	Annual	None

⁽¹⁾Summary or ⁽²⁾Detailed

Page 1 of 1 11/29/2021

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Budget – Statutory Guidance

Chapter 216, F.S. Planning & Budgeting

Chapter 215, F.S. Financial Matters

Chapter 20, F.S. Organizational Structure


Agency's appropriation balances can never exceed what is legally authorized and adjusted.
Several statutory references:

- 216.011, F.S. has several definitions that address the “appropriations, appropriations act and original approved budget.”
- 216.181, F.S. which addresses the original approved operating budgets and rules for amendments.
- 216.221, F.S. which states that all appropriations shall be “maximum” appropriations based upon the collection of sufficient revenues to meet and provide for such appropriations.
- Florida Constitution Article VII, Section 1. No money shall be drawn from the treasury except in pursuance of appropriations made by law and that sufficient revenue should be raised to defray the expenses of the state for the fiscal year.

RECORDING TIME: 18:54 – 23:20

Commitment Control Points to Remember

- ▶ Key Process Changes
 - Budget Structures
 - **Budget & Cash Exception Handling**
 - Workflow and Forms
 - Reports vs Online Inquiry Screens



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77



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NOTES:

- Budget & Cash Exception Handling

RECORDING TIME: 23:21 -23:25

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Account	Fund	Budget Entity	Category	Budget Period
1	43000	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To	104000	22030	43010200	000100	2021
2	43000	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To	104000	20380	43010200	103005	2021
3	43000	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To	104000	20380	43010200	103032	2021
4	43000	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To	104000	20380	43010200	103000	2021
5	43000	CC_APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To	304001	22030	43010200	000100	2021

NOTES:

Budget & Cash Exception Handling

- Budget and Cash Check exceptions continue to be systematically checked by Commitment Control until they have been resolved. Once resolved the transaction lifecycle continues, which includes reducing the available appropriation or cash amount.
- Budget exceptions screenshot of appropriations (CC_APPROP) transactions which have failed budget check.
- Designated users can view budget and cash exceptions with custom and delivered reports, online Exception Inquiry pages, Process Monitor, as well as, the configured Commitment Control Notification feature which includes notifications by email and workflow worklist page, which list all warnings and exceptions.


RECORDING TIME: 23:26 – 26:35

Commitment Control Points to Remember

- ▶ Key Process Changes
 - Budget Structures
 - Budget & Cash Exception Handling
 - **Workflow and Forms**
 - Reports vs Online Inquiry Screens



79



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NOTES:


Workflow and Forms

- The Override Request Form will be used by agencies to request override of budget and/or cash exceptions; Workflow will automatically transition to DFS for consideration.
- Workflow will be used to transition budget journal entries for allotments, revenue estimates, and override request between users within an agency and DFS where appropriate.



RECORDING TIME: 26:36 – 27:10

Commitment Control Points to Remember

- ▶ Key Process Changes
 - Budget Structures
 - Budget & Cash Exception Handling
 - Workflow and Forms
 - **Reports vs Online Inquiry Screens**



80



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NOTES:

Reports vs System Inquiry Screens

- Florida PALM provides online inquiry screens, as well as, custom and delivered reports. System online inquiry screens will allow navigation across the system navigating end users to source transactions and/or to other pertinent information.
- In addition to custom and delivered reports, Commitment Control includes the Budget Overview, Budget Detail, Activity Log, and other online inquiry screens which display and enable drill down capability to view summarized and detailed information regarding individual budget journal lines and source transactions, and budget exceptions, with user-defined dimensions. Drill down is a system feature that allows the use of a link on the screen to navigate to other screens or to the original transaction. Most inquiry results can also be exported to excel.
- A visual representation of online system reporting capability was shown in a brief demo.

RECORDING TIME: 27:11 -28:36

Commitment Control Questions/Clarification

- ▶ Agency KK Budget Maintainer Role
- ▶ Budget Override
- ▶ Agency Allotments



81



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NOTES:

Summary of questions from the workgroup sessions, grouped by topics.


- Clarification on the Agency KK Budget Maintainer Role;
- Clarification on the Budget Override process;
- and Additional information on Agency Allotments

RECORDING TIME: 41:18 – 1:00:16

Commitment Control Questions/Clarification

 Commitment Control 82

- ▶ Agency KK Budget Maintainer Role
 - Will perform functions of creating and approving budget journals
 - Workflow will require the budget journal to pass from creator to approver
 - Segregation of Duties conflicts can be discussed with DFS


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NOTES:


- The Agency KK Budget Maintainer role will perform the functions of creating and approving budget journals
- Budget processes where workflow is invoked require at least two people in this role within an agency
- The workflow for this process will need to pass from the creator to the approver to finalize the budget journal
- This is the same role, however workflow and commitment control security will drive and separate the process
- During the workgroup, it was pointed out that some smaller agencies may not be able to have two people in this role. If having two individuals is problematic, we recommend this be discussed with DFS during the upcoming role mapping exercises

RECORDING TIME: 1:00:17 – 1:01:17

Commitment Control Questions/Clarification

 Commitment Control 83

- ▶ Budget Override
 - Reserved for unique circumstances
 - Not applicable to allotments
 - Corrections and Adjustments



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NOTES:



- The budget override feature is available for those unique situations where sufficient spending authority may not be available however the agency is in an emergency position (for example, for a disaster) or some other circumstance such as in the case of a budget amendment that is pending but the agency has received the authorization to proceed. These overrides will be received and vetted by DFS prior to approval.
- There is a budget attribute feature that will allow to preprogram certain categories to pass the budget check process.
- The override is not applicable to allotments. Allotments are under the control of the agency therefore these can be adjusted as deemed appropriate by the agency.
- Regarding managing budget and cash checking for adjustments made through the GL, it is not anticipated that GL adjustments will fall within the criteria for the override process depicted in 20.2. However, based on what is known,
 - As designed, the system will run budget and cash check on all journals and transactions from source modules
 - It is understood there may be a need to bypass the budget and cash checking process. This will be reviewed in more detail in conjunction with DFS as part of the design for GL and year end processes.

RECORDING TIME: 1:01:18 – 1:03:17

Commitment Control Questions/Clarification

 Commitment Control 84

- ▶ Agency Allotments
 - Used to redistribute appropriations to Transactional Funds
 - Must have one allotment for each Transactional Fund
 - Spreadsheet Upload Tool

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NOTES:

Allotments are used to distribute appropriations to multiple Transactional funds

- GAA will post at the budgetary fund level (store appropriations, releases, and reserves budgets).
- Transactional Funds are used to record financial accounting entries or budget entries for allotments.
- Must have at least one allotment line for each Transactional Fund in order to enter transactions against the fund.


There is no “draft” or “hold” functionality whereas allotments are created prior to posting the GAA – agencies can use the spreadsheet upload tool to create the allotments but not upload until the GAA is loaded.

RECORDING TIME: 1:03:18 – 1:04:21

Commitment Control Questions/Clarification

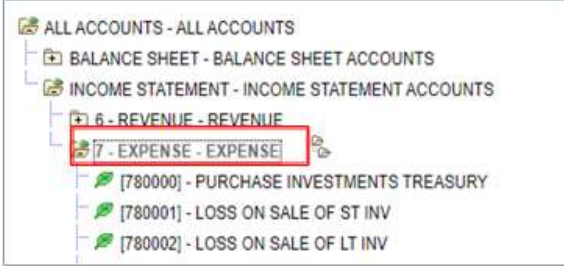
▶ Agency Allotments


- ChartFields used in Allotments
 - Account ChartField can be used at the Summary Level on Allotments
 - Trees allow the translation of the Summary Level when a Detailed level value is used on a transaction




Commitment Control

85







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NOTES:

- Review of DFS question related to how ChartFields are used in the Allotment process.
- Allotment lines must include the BU, Transactional Fund, Category, Budget Entity and Account.
 - Other ChartFields are available for your allotment but are not required. An agency can allot down to the OA1 and OA2 level
 - The Account value used on your allotment can be at the summary level or detailed level
- Summary level versus detailed level for ChartFields
 - The Account Tree holds Expense accounts at a summary level (denoted by the red box) and detailed level values on each leaf.
 - Because of this relationship on the tree, when allotting you can use the summary level value for expense (7). When a user enters a transaction and selects a 7 series account value (which will be at the leaf level), it will perform the budget check at the summarized level.
 - You can allot down to the detail level if desired; however, we don't advise this method due to the level of maintenance.



RECORDING TIME: 1:04:22 – 1:18:22

Commitment Control Future Face of Florida PALM

- ▶ One System
- ▶ Budget and Cash Ledgers
- ▶ Fixed Capital Outlay Certification Forward Request moves to Project Costing Module (1SX functionality)



86



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NOTES:

- Discussion of what Florida PALM will look like in the future

Recording Time: 1:18:23 – 1:22:10

Commitment Control
Points to Remember



Pathfinder



Commitment Control 87

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NOTES:

- Review of points to remember and available resources:
- Pathfinder
- Study Guide
 - Tools
 - Review questions to prepare for transition to Florida PALM
- Review Chart of Accounts (D66) found on the Florida PALM Website under the Financials Wave tab, Chart of Accounts link

Recording Time: 1:22:11 – 1:24:39

Commitment Control Next Steps

- ▶ Project
 - Standardized BPMs
 - Functional Design
 - Build
- ▶ Agency
 - Continue Reviewing BPMs
 - Discuss necessary business transformation
 - Complete MRW Tasks



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88



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NOTES:

- Reviewed the steps the Project will take to prepare for Functional Design and Build of Florida PALM and discussed activities agencies should complete as they analyze their internal processes, procedures, interfaces, and systems

Recording Time: 1:24:40 - 1:26:25

**Commitment Control
Session Questions**



 Commitment Control 89


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NOTES:


- Questions and Answers

Recording Time: 1:26:26 – 1:34:35

Commitment Control Wrap-up

- ▶ What we did
- ▶ What is coming
- ▶ Where we're going

Design, Build, and Test



Commitment Control 90



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NOTES:

- Recap of Review of why Module Workgroup sessions were held and the desired outcome
- Discussion of upcoming activities for both the Project and Agencies
- Review of Design, Build, and Test activities

Recording Time: 1:34:36 – 1:38:00

CONTACT INFORMATION

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Recording Time: 1:38:01 - 1:39:00