



Budget Allotment Schedule

2.001





Lesson Details



Learning Objectives:

To ensure that users understand when and how to use the Budget Allotment Schedule,



Duration:

45 minutes



Pre-requisites:

An Overview of Documents
User Interface Basics
Using the Data Grid
Using the Work Tray



Recommended:

[None, or list]

Agenda



Budget Allotment Schedule



Q&A



Agenda



Budget Allotment Schedule



Q&A





Purpose

- Used to break down the annual budget, by Division, Object and Fund type, across the 12 periods for the upcoming Budget Year
- When approved, automatically transfers allotted budget financials into the General Ledger for the upcoming Budget Year to allow commitment control / budget tracking

performa
PROFESSIONAL & BUSINESS SERVICES

PROJECT UNITY

The Budget Allotment Schedule is used to break down (allot) the annual budget, by Division, Object and Fund type, across the 12 periods for the upcoming Budget Year.

Once the schedule has been approved, the allotments are automatically transferred into the General Ledger Budget Control module for the upcoming Budget Year to allow commitment control / budget tracking.

Overview Tab



Step	Step
1. Select the Year	5. Enter the Authority (if required)
2. Select the Organization	6. Enter a description for the schedule
3. Select the Fund: The Allotment and Narrative tabs become visible once you have selected the Organization and Fund.	7. Attach any supporting documents that you think are relevant
4. Enter a name for the schedule	8. Go to the Allotment tab



The Overview tab has the following fields:

Header:

- **Year:** Lookup. The year the allotment schedule is submitted for. This defaults to the year marked as Budget Round on the Maintain Year document.
- **Organization:** Lookup. The Organization the allotment schedule is submitted for. The lookup will only contain items that you have access to and which have been selected on the Chart of Accounts Fund tab.
- **Fund:** Lookup. The fund the appropriation allotment refers to. The lookup will only contain items that you have access to.
- **Reserve %:** Read-only. The default percentage of the Appropriation that may be withheld from Allotment for the Year/Organization/Fund selected. The default Reserve % is set on the Appropriation tab of the Maintain Controls document.
- **Created By:** System maintained. This is the username of the person who created the document.
- **Document Name:** Text. It provides the ability for the document creator to give a descriptive name to the allotment schedule.
- **Appropriation:** Read-only. The legislated appropriation for the Year/Organization/Fund selected. This value is loaded from the budget approved by the legislature during the Review and Adoption phase of the budget process.
- **Authority:** Read-only. Reference to the specific legislation that authorizes the appropriation of funds to the Year/Organization/Fund selected. This value is loaded with the budget approved by the legislature during the Review and Adoption phase of the budget process.

- **Journal Status:** System maintained. Indicates whether the allotment schedule has been posted to the Dynamics 365 F&O Budget Control module.

Description: Text. It provides the ability for the submitting area to give an overall description of changes in their allotment schedule

Supporting Documents: Attachment. A user can add any documents they feel necessary to support the allotment schedule.



Validation Tab

Displays validation messages triggered when:

1. You click the **Validate** icon, or
2. You click the **Submit** icon



There are three types of validation message which may be displayed:

Type	Icon	Comment
Error		Indicates a value that has failed a mandatory validation rule. The document cannot be progressed through its workflow
Warning		Indicates a value that has failed an optional validation rule. The document can be progressed through its workflow but should be reviewed before doing so.
Information		General information. For example, indicating the start and completion of the validation check.



The Validation tab displays the messages generated from validating the document's content. There are two ways in which you can validate the document's content:

1. Clicking the **Validate** icon runs the document's validation rules without processing it through its workflow;
2. Clicking the **Submit** icon runs the document's validation rules and then processes it through its workflow if there are no errors.

The focus shifts to the Validation tab, which displays all the validation messages specific to the document.

There are three types of validation message which may be displayed:

Error: This type indicates a value that has failed a mandatory validation rule. The document cannot be progressed through its workflow until the error is resolved.

Warning: This type indicates a value that has failed an optional validation rule. The document can be progressed through its workflow but should be reviewed before doing so.

Information: This type provides general information. For example, indicating the start and completion of the validation check.



Validation Rules: Overview Tab

Type	Rule
✘	A Year must be selected
✘	An Organization must be selected
✘	A Fund must be selected
✘	Name must be entered
✘	Description must be entered

These validation messages may be generated from the fields on the Overview tab:

- **Year must be specified**
Select a Year from the lookup.
- **Organization must be specified**
Select an Organization from the lookup.
- **Fund must be specified**
Select a Fund from the lookup.
- **Document name must be specified**
Enter a Document name in the textbox.
- **Description must be specified**
Enter a Description in the textbox.



Hands-on Lab Exercise 1

1. Create a new Budget Allotment Schedule
2. Complete and Validate the Overview tab



Objective

1. Create a new Budget Allotment Schedule
2. Complete and Validate the Overview tab

Duration: 5 minutes

Process


1. From the menu, select Budget Execution > New Budget Allotment Schedule
2. **Year:** Leave the Year as the default
3. **Organization:** Select 0200120 - CLIMATE CHANGE ACTION PLAN from the lookup
4. **Fund:** Select 100 - GENERAL FUND (1) from the lookup
5. **Name:** Enter a name that will help you identify your document
6. Click the Validate icon

Two validation errors are reported. For now, we can ignore the second as it relates to the Allotment tab which we haven't looked at yet. The first error reports that we have not entered a Description for this document.

7. Click the Go To Error link and enter a Description
8. **Supporting Documents:** Click the Upload file link and navigate to a file on your PC. Enter a Comment and click OK.
9. Hover the cursor over the file in the list and view the information in the tooltip
10. Click the Validate icon. The Description field error should not appear. Keep this document open.

Allotment Tab



Step	Step
1. Create a new row on the grid and select an Account	4. In the Weight column, select a pre-defined phasing profile or enter a comma-delimited profile string to allot the Allotted column value into the required period column(s), click the arrow icon to push the allotments into the months:  You can also leave this empty and manually enter values into the period column(s)
2. Enter the amount of the Appropriation to be allocated to the selected Account	
3. Enter the Reserved \$	5. Enter a submission comment and submit the document through the workflow



The Allotment tab is exposed after the user has selected an Organization and Fund on the Overview tab.

Process:

1. Add a new row to the grid and select an Account from the lookup
2. Enter the amount of the Appropriation to be allocated to the selected Account
3. In the Reserved \$ field, enter the amount of the Appropriation that will be reserved
4. In the Weight column, either:
 - a. Select the row, then select a pre-defined phasing profile (or enter a comma-delimited profile string) to allot the Allotted column value into the required period column(s), click the arrow icon on the grid toolbar to push the appropriation into the monthly allotments, or
 - b. You can also leave it empty and manually enter values directly into the month column(s)
5. Submit the Budget Allotment Schedule through the workflow.

The Allotment tab has the following fields:

Header: Read-only. This repeats all the fields from the Overview tab header.

Allotment: This is a grid with the following columns:

- **Account Code:** System maintained. This is derived from the various elements of the Chart of Accounts, and is structured:
Account-Fund-Year-DepartmentDivision-JobNo
For example: **620001-100-24-0200-0200001**
- **Object:** Lookup. Displays a list of Object codes that are open for Budget (typically nn0 codes, with some special cases). This is maintained using the Chart of Accounts document.
- **Appropriation:** Number. The amount of the legislated Appropriation that will be allocated to the selected Object.
- **Reserved %:** Number. The percentage of the Appropriation that will be withheld from Allotment for the Year/Organization/Fund/Object selected. This will default to the Reserve % for the Year/Organization/Fund shown in the header but can be overwritten if specified in the Object Properties document.
- **Reserved \$:** System maintained. Calculated by the application:
$$\text{Appropriation} * \text{Reserved \%}$$
- **Allotted:** System maintained. Represents the amount that must be allotted by month. Calculated by the application:
$$\text{Appropriation} - \text{Reserved \$}$$
- **Var:** System maintained. Calculates the variance between the value in the Allotted column and the sum of the allotments in the Period columns. This cell will be colored light-green when the value is 0, light-yellow if the value is greater than 0, otherwise light-red.
- **Weight:** Lookup. Allows the user to select a pre-defined phasing profile to allot the Allotted column value into the required period column(s) or enter a comma-delimited profile string.
- **Oct thru Sep:** Number. A column for each period of the fiscal year, to hold the monthly allotment. If a value is selected/entered in the Weight column, this will be used to calculate the amount allotted in each period. Alternatively, the user can leave the Weight column empty and manually enter the desired allotment amount directly into the required months.
- **Changes:** Records the changes made to values on the row.



Validation Rules: Allotment Tab

For the grid overall:

Type	Rule
✘	The Allotment grid must have at least one row
✘	The total of the Appropriation column on the grid must not exceed the Fund's Appropriation
⚠	The total amount allotted by month for all grid rows is not the same as the amount available for allotment which is calculated as: [sum of the Appropriation column] – [sum of the Reserved \$ column]
⚠	The total Reserve % for all rows on the grid is not the same as the Fund's Reserve %.



These validation messages may be generated from the fields on the Allotment tab. Some messages generated refer to the grid overall, for example the sum of the values in a column. Others refer to individual rows on the grid.

Allotment grid overall:

- **Allotment has not been specified**
Error: The grid must have at least one row.
- **Total allocated [value] exceeds appropriation [value]**
Error: The total amount allocated for all grid rows is greater than the Fund's appropriation.
- **Total allotted [value] does not reconcile to the available appropriation less fund default reserve % [value]**
Warning: The total amount allotted for all grid rows exceeds the amount available for allotment (which is calculated as: Fund's Appropriation - (Fund's Appropriation * Fund's Reserve %))
- **Allocated reserve % [value] < fund reserve % [value]**
Warning: The total Reserve % for all rows on the grid is less than the Fund's Reserve %.



...Validation Rules: Allotment Tab

For each row on the grid:

Type	Rule
✘	You must select an Account
✘	You must enter a value in Appropriation
✘	You cannot have two rows that allot to the same Account
✘	You must enter an amount in the Allotted column, and allot by month
✘	The value in the Allotted column must equal the sum of the Allotments by month
⚠	The value of the Reserve % on the row is not the same as the Fund's Reserve %

For each row on the Allotment grid (identified by Row [number]):

- **Row [number] => account and allocation must be specified**
Error: Ensure that an Account has been selected, and an Appropriation value has been entered.
- **Row [number] => account must be specified**
Error: Ensure that an Account has been selected.
- **Row [number] => duplicate object**
Error: You cannot have two rows that allot to the same Object.
- **Row [number]} => an amount must be specified and allotted**
Error: There must be an amount in the Allotted column, which is allotted by month.
- **Row [number] => reserve % [value] does not reconcile to fund reserve % [value]**
Warning: The value of the Reserve % on the row is less than the Fund's Reserve %
- **Row [number] => allotted [value] does not reconcile to sum of allotments [value]**
Error: The value of the Allotted column must equal the sum of the Allotments by month



Hands-on Lab Exercise 2

1. Complete and Validate the Allotment tab
2. Submit the document for Approval



Objective

1. Complete and Validate the Allotment tab
2. Submit the document for Approval

Duration: 10 minutes

Process

1. Go to the Allotment tab
2. Add a row to the grid:
 - a. **Account:** Select 6111001 - REGULAR SALARY
 - b. **Appropriation:** Enter 12000
 - c. **Reserved \$:** Leave as default
 - d. **Weight:** Select Pay Periods FY24 from the lookup
 - e. Select the row and click the ►► icon on the grid toolbar to push the allotment to the months
3. Add another row to the grid:
 - a. **Account:** Select 6220001 - TRAVEL
 - b. **Appropriation:** Enter 1098
 - c. **Reserved \$:** Enter 98
 - d. **Weight:** Leave as default
 - e. **Oct:** Enter 500
4. Click the Validate icon

Several Validation messages are reported; one Error and three Warnings:

- a. A Warning is reported for row 2 on the grid because the Reserve % calculated is not equal to the General Fund's default (in this case 15%)
- b. Also on row 2, an Error is reported because the amount to be Allotted and the allotments by month are not equal
- c. For the total schedule, a Warning is reported that the total amount allotted is not equal to the Fund's total Appropriation less the default Reserve % (in this case 15%)
- d. Also for the total schedule, a Warning is reported that the Reserve % calculated is not equal to the General Fund's default (in this case 15%).

The Warnings can be ignored if you are satisfied that the data you entered is correct. The Error must be corrected before the document can be processed.

5. Click on the Allotment tab and correct the error reported on row 2.
6. Click the Validate icon and verify that the error has been corrected.
7. Click the Submit icon
 - Select Submit for budget office review
 - Enter a submission comment
 - Click Confirm
8. Select your document from the Work Tray and claim it
9. Submit the document through the workflow until it reaches the Budget Office Approval step
10. Select your document from the Work Tray



Narrative Tab

Step	Step
1. Review all the workflow comments	4. Print the Approval Report for the Director's signature
2. Select the user who is Approving this Schedule	5. Attach the signed Approval report to the document
3. Enter a comment regarding the approval or rejection of this Schedule	6. Submit the document to the Approved step The Allotments are then posted to the D365 F&O Budget Control module

The Narrative tab is completed once the document has reached the BudgetOffice Approval workflow step. It has the following fields/controls:

Header: Read-only. This repeats all the fields from the Overview tab header.

Comments: Read-only Lookup. This is a list of all comments entered as the document moves through the workflow. Values are stamped with the user and date/time of input and cannot be edited once they have been entered.

Approved by: Lookup. Select the name of the user who is giving final approval to the allotment schedule.

Approval Report: This button opens a report formatted for printing that can be signed as official approval of the Budget Allotment Schedule. Once signed, it would be attached to the Director's signature field.

Comment: Text. Required. Allows for the entry of any comment regarding the approval or rejection of this schedule. This field is only enabled for BudgetOffice Approver user role at the Approval workflow step.

Director's signature: Attachment. Required. Allows the attachment of a formally signed copy of the document. This field is only enabled for BudgetOffice Approver user role at the Approval workflow step.



Validation Rules: Narrative Tab

Type	Rule
⊗	An Approval Comment must be entered
⊗	A document must be attached in the Director's signature field before the document can be submitted to the Approved workflow step



These validation messages may be generated from the fields on the Narrative tab:

- **Approval comment must be specified**
Enter a comment in the Approval tab's Comment text box.
- **Approval documents must be uploaded**
Attach a document in the Director's signature field.



Hands-on Lab Exercise 3

1. Complete and Validate the Narrative tab



Objective

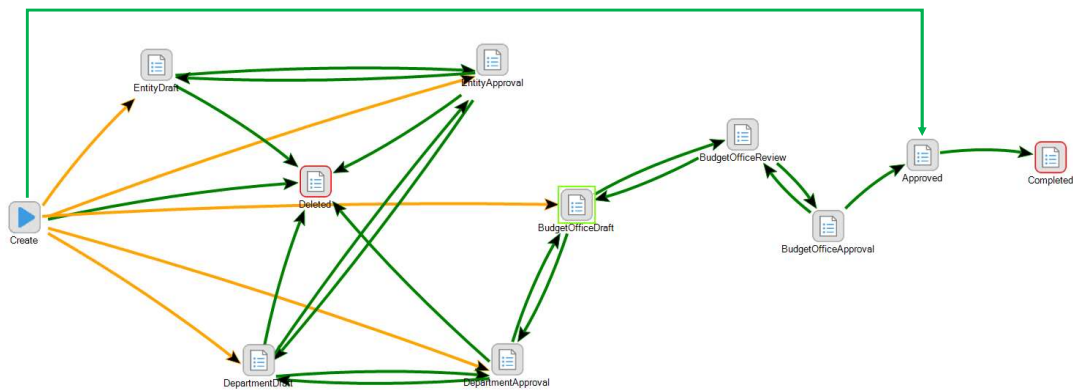
1. Complete and Validate the Narrative tab

Duration: 5 minutes

Process

1. Claim the document
2. Go to the Narrative tab
3. Note that the comments section lists all the comments entered as the document moved through the workflow
4. Click the Info icon and note the progression of the document through the workflow
5. Click the Approval Report button to print the report for signature
6. Click the Submit icon
 - Submit to the Approve step
 - Enter a submission comment
 - Click Confirm
7. Correct the validation errors
8. Click the Validate icon and confirm that the errors have been corrected

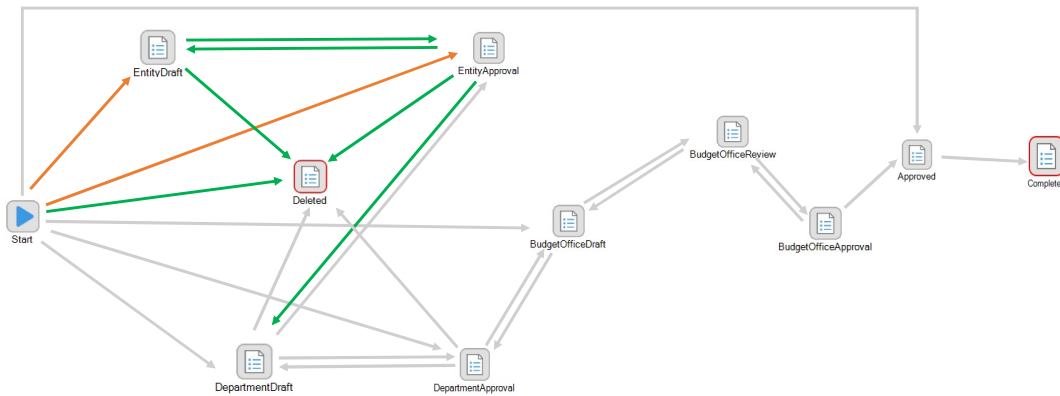
Workflow



The Budget Allotment Schedule has a multi-tiered workflow, where a document is passed up through an approval chain from Division to Department, to BBMR.

This workflow is the same as for the Appropriation/Allotment Modification.

Workflow - Entity

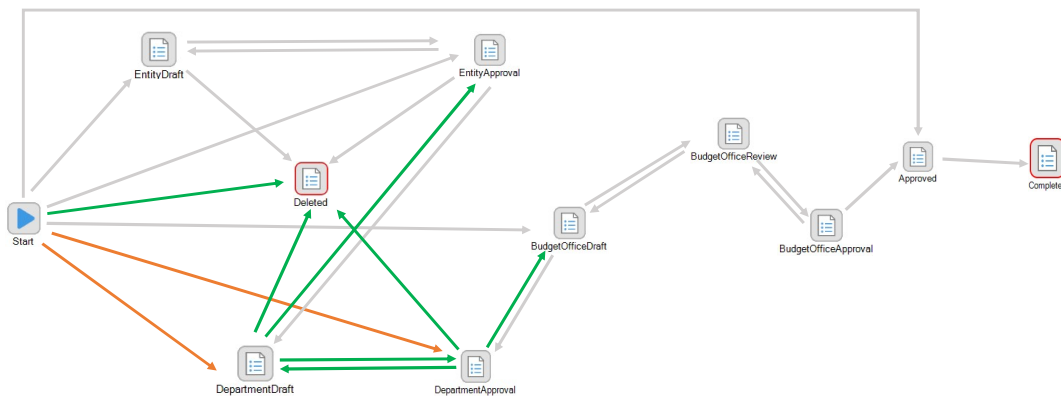


At the entity level, users can:

- Create a Budget Allotment Schedule
- Continue working on it
- Submit it for approval within the entity
- Submit it to the department
- Delete it

Step	Description	Transition to
Create	Continue working	EntityDraft
	Delete	Deleted
EntityDraft	Continue working	EntityDraft
	Submit for approval	EntityApproval
	Delete	Deleted
EntityApproval	Continue working	EntityApproval
	Return for update	EntityDraft
	Submit for department approval	DepartmentDraft
	Delete	Deleted

Workflow - Department



At the department level, users can:

- Review an Allotment Schedule submitted from an entity, optionally return it to the entity for update
- Create a Budget Allotment Schedule
- Continue working on the Schedule
- Submit the Schedule for approval within the department
- Submit the Schedule to the Budget Office
- Delete it

Step	Description	Transition to
Create	Continue working	DepartmentDraft
	Delete	Deleted
DepartmentDraft	Return for update	EntityApproval
	Continue working	DepartmentDraft
	Submit for approval	DepartmentApproval
	Delete	Deleted
DepartmentApproval	Return for update	DepartmentDraft
	Continue working	DepartmentApproval
	Submit for Budget Office approval	BudgetOfficeDraft
	Delete	Deleted

Step	Description	Transition to
Create		
	Continue working	BudgetOfficeDraft
	Approve	Approved
	Delete	Deleted
BudgetOfficeDraft		
	Return for update	DepartmentApproval
	Continue working	BudgetOfficeDraft
	Submit for budget office review	BudgetOfficeReview
	Delete	Deleted
BudgetOfficeReview		
	Return for update	BudgetOfficeDraft
	Continue working	BudgetOfficeReview
	Submit for budget office approval	BudgetOfficeApproval
BudgetOfficeApproval		
	Return for update	BudgetOfficeReview
	Approve	Completed
		Dynamics 365 F&O

Agenda



Budget Allotment Schedule



Q&A





Thank you for undertaking the lesson:
Budget Allotment Schedule

Please complete the survey:



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