



# Appropriation/Allotment Modification

2.002

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PILIPINAS AIRCRAFT CORPORATION

PROJECT  NITY



## Lesson Details



Learning Objectives:

To ensure that users understand when and how to use the Appropriation/Allotment Modification.



Duration:

60 minutes



Pre-requisites:

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



Recommended:

Budget Allotment Schedule

# Agenda



Appropriation/Allotment  
Modification



Q&A

# Agenda



**Appropriation/Allotment  
Modification**



Q&A





## Purpose

Allows users to request a modification to their previously approved Appropriation, a modification to their previously approved allocation/allotments, and the transfer of Appropriation between Divisions or Agencies within the same parent Department. BBMR can, under controlled circumstances, also transfer Appropriation between departments.



The Appropriation/Allotment Modification document allows authorized users to request a modification to their previously approved Appropriation, a modification to their previously approved allocation/allotments, and the transfer of Appropriation between Divisions or Agencies within the same parent Department. BBMR can, under controlled circumstances, also transfer Appropriation between departments.

It supports the Budget Execution and Administration stage of the Budget process and allows commitment control / budget tracking as modified allotments are posted to the Budget Control module in D365 F&O.

# Overview Tab



Step	Step
1. Select the Year	5. Enter a description for the modification
2. Select the Organization	6. Attach any supporting documents that you think are relevant
3. Select the Adjustment Type: The Modification and Narrative tabs become visible once you have selected the Organization and Adjustment Type.	7. Go to the Modification tab ...
4. Enter a name for the modification	



The Overview tab has the following fields:

### Header:

- **Year:** Lookup. The year the modification is submitted for. This defaults to the year marked as Budget Round on the Maintain Year document.
- **Organization:** Lookup. The Organization the modification is submitted for. The lookup will only contain items that you have access to.
- 1. **Adjustment Type:** Lookup. The type of adjustment that is to be made. The lookup will only contain items that you have access to. The selections currently available are:
  - For all entities:
    1. Supplementary Funding - Supplementary appropriation request
    2. Transfer - Division and/or Account realignment
    3. Reduction - Appropriation reduction
  - For BBMR only:
    1. Transfer - Department and/or Account realignment
- **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 modification.
- **Journal Status:** System maintained. Indicates whether the allotments have 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 the changes made in their modification

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



# 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 as a result of 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
✘	An Adjustment Type 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.
- **Adjustment Type must be specified**  
Select an Adjustment Type 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.

## Modification Tab: Sections



Appropriation/Allotment Modification (Create) - AAM

Overview | Request | Aggregate | Effective YTD Position

Adjustment Type: [Dropdown] | Priority: [Dropdown]

1. Approved Appropriation

Entity	Account	Approved	Request	Aggregate	Effective YTD Position
...	...	...	...	...	...

2. Request

Entity	Account	Approved	Request	Aggregate	Effective YTD Position
...	...	...	...	...	...

3. Aggregate

Entity	Account	Approved	Request	Aggregate	Effective YTD Position
...	...	...	...	...	...

4. Effective YTD Position

Entity	Account	Approved	Request	Aggregate	Effective YTD Position
...	...	...	...	...	...

The Allotment tab consists of four sections:

1. **Approved Appropriation:** This section shows the approved appropriation and allotments by Fund and Account.
2. **Request:** This section is where you construct the request to modify the approved appropriation and allotments. This consists of a grid, the layout of which depends on the Adjustment Type selected in the Overview tab. The selections currently available are:
  - For all entities:
    1. Supplementary Funding - Supplementary appropriation request
    2. Transfer - Division and/or Account realignment
    3. Reduction - Appropriation reduction
  - For BBMR only:
    1. Transfer - Department and/or Account realignment
3. **Aggregate:** This section shows the totals of each row in the Request section aggregated by Fund and Account, so that you can see the overall impact of the modification.
4. **Effective YTD Position:** This section shows the effective position of the source Fund/Account after the requested transfer and highlights in red if it results in a negative budget.

# Modification Tab: Approved Appropriation



## Step

The Schedule grid is populated with the approved Budget Allotments for each Account by Fund



**Approved Appropriation:** This section shows the approved appropriation and allotments by Fund and Account. This grid is for review and is read-only.

This section has the following fields:

**Schedule:** This is a grid in which there will be a row for each Fund and Account that has an approved Budget Allotment Schedule in the selected year. The grid has these columns:

- **Fund:** Read-only. Lists the Funds against which there is an appropriation.
- **Account:** Read-only: Each selected account against which there is an appropriation for the Fund
- **Appropriation:** Read-only. The amount of the legislated Appropriation that has been allocated to the selected Account/Fund combination.
- **Reserve %:** Read-only. The percentage of the Appropriation that will be withheld from Allotment for the Year/Organization/Fund/Account selected.
- **Allotted:** Read-only. Represents the amount that has been allotted by month.

Calculated by the application:

$$\text{Appropriation} - \text{Reserved } \$$$

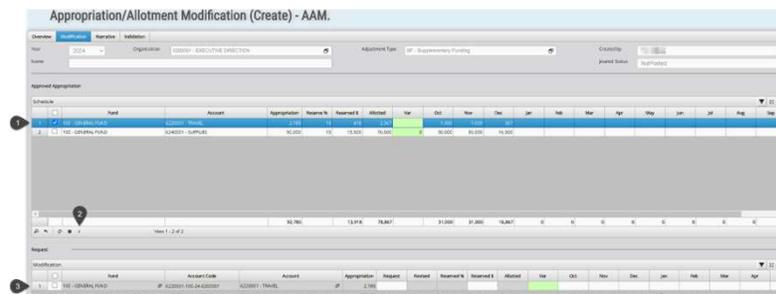
- **Var:** Read-only. Calculates the variance between the value in the Allotted column and the sum of the allotments in the Period columns. This cell will be colored light-green when the value is 0, light-yellow if the value is greater than 0, otherwise light-red.
- **Oct thru Sep:** Read-only. A column for each period of the fiscal year, holding the monthly allotments.

## Modification Tab: Schedule (Supplementary Funding)



### Step

1. In the Schedule grid, select one or more accounts that require Supplementary funding
2. Click the 'down-arrow' icon  on the Schedule grid toolbar,
3. Each selected account and its approved appropriation is loaded into the Modification grid ...



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When you are submitting a Supplementary Funding modification, the next step is to load the Modification grid with the Fund/Accounts that require supplementary funding.

1. In the Schedule grid, select one or more rows (Fund by Account)
2. Click the 'down-arrow' icon  in the toolbar at the bottom left corner of the Schedule grid to load the selected rows into the Modification grid
3. When the Modification grid has been loaded with the current position for each of the selected rows, we can request the required supplementary funding and enter the appropriate allotment.

## Modification Tab: Request (Supplementary Funding)



Step	Step
1. In the Request column, enter the amount of supplementary funding that is required.	3. Enter the required allotments in the Oct – Sep columns until the Var column equals 0
2. In the Reserved \$ column. Enter the amount to be held in reserve. The Revised, Reserved %, Allotted, and Var values are updated	4. Click the Refresh icon  to update the Aggregate grid ...

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This is where the user will request the supplementary funding and make the required allotments.

The Modification grid has these columns:

- **Fund:** Read-only. For each selected account, lists the Funds against which there is an appropriation.
- **Account Code:** Read-only. The complete Account Code constructed as [AccountId]-[FundId]-[Year]-[JobNumber]  
For example: 6220001-100-24-0200001
- **Account:** Read-only: Each selected account
- **Appropriation:** Read-only. The amount of the legislated Appropriation that was allocated to the selected Fund/Account combination.
- **Request:** Number. The amount of supplementary funding requested. This must be entered as a positive number, greater than zero.
- **Revised:** System maintained. Calculated as:  
$$\text{Appropriation} + \text{Request}$$
- **Reserved %:** System maintained. Calculated as  $[\text{Reserved } \$] \% [\text{Request}]$ .
- **Reserved \$:** Number. The dollar amount of the Supplementary funding that will be kept in reserve
- **Allotted:** System maintained. Calculated as:  
$$\text{Request} - \text{Reserve } \$$$
- **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.

- **Oct – Sep:** Number. A column for each period of the fiscal year, to hold the monthly allotment. The user manually enters the desired amount directly into the required months.
1. In the Request column, enter the amount of Supplementary Funding requested, The application calculates the values for Revised, Reserve % (based on the default for the Fund), Allotted, and Var
  2. In the Reserved \$ column, enter the amount if the additional funding that will be held in reserve. The application recalculates the values for Reserve % (based on the Reserve \$), Allotted, and Var
  3. Enter the required allotments into the month columns (Oct – Sep). The application calculates the difference between Allotted and the sum of the monthly allotments, which is reported in the Var column
  4. The Aggregate grid summarizes the rows on the Modification grid and presents the net results of all the requests for supplementary funds

## Validation Rules: Modification Tab (Supplementary Funding)



Type	Rule
✘	The Modification grid must have at least one row
✘	Supplementary funding request must be greater than zero
✘	A value must be entered in the Request column
✘	The sum of the Oct – Sep month columns must equal the Allotted column

These validation messages may be generated from the fields on the Modification tab for a Supplementary Funding adjustment:

- **Modification has not been specified**  
The Modification grid must have at least one row.
- **Row [rownumber] => Supplementary funding request must be greater than zero**  
The number entered in the Request column must be greater than zero
- **Row [rownumber] => Request must be specified**  
A number must be entered in the Request column; it cannot be empty.
- **Row [rownumber] => allotted [number] does not reconcile to sum of allotments [number]**  
The sum of the Oct – Sep month columns is not equal to the Allotted column.  
Note: the difference is reported in the Var column.



## Hands-on Lab Exercise 1

1. Create a new Supplementary Funding Appropriation/Allotment Modification



### Objective

1. Create a new Supplementary Funding Appropriation/Allotment Modification to increase the appropriation for the selected JobNumber.

**Duration:** 10 minutes

### Process

#### **Overview tab**

1. From the menu, select Budget Execution > New Appropriation/Allotment Modification
2. **Year:** Leave the Year as the default
3. **Organization:** Select 0200001 - EXECUTIVE DIRECTION from the lookup
4. **Adjustment Type:** Select Supplementary Funding from the lookup
5. **Name:** Enter a name that will help you identify your document
6. **Description:** Enter an explanatory description
7. Click the Validate icon

For now, we can ignore the error as it relates to the Modification tab which we haven't looked at yet.

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 Modification tab

***Modification tab***

1. In the Approved Appropriation grid, select both rows and click the ↓ icon in the grid's toolbar to add them to the Request grid
2. In the Request grid:
  - a. **Request:** Enter an amount in the Request column to increase the appropriation for the Fund/Account
  - b. **Reserved \$:** Enter an amount in the Reserved \$ column to hold some of the additional appropriation in reserve
3. Click the Validate icon
4. Correct the validation error
5. Keep the document open for the next exercise

## Modification Tab: Request (Reduction)



Step	Step
1. In the Request column, enter the amount of by which the approved appropriation is to be reduced	3. Enter the required allotments in the Oct – Sep columns until the Var column equals 0
2. In the Reserved \$ column. Enter the amount to be held in reserve. The Revised, Reserved %, Allotted, and Var values are updated	4. Click the Refresh icon  to update the Aggregate grid ...

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This is where a user will request that the approved appropriation be reduced and make the required allotment modifications. It is essentially the reverse of the Supplementary Funding adjustment type.

The Modification grid has these columns:

- **Fund:** Read-only. For each selected object, lists the Funds against which there is an appropriation.
- **Account Code:** The complete Account Code constructed as [AccountId]-[FundId]-[Year]-[JobNumber]  
For example: 6220001-100-24-0200001
- **Account:** Read-only: Each selected account
- **Appropriation:** Read-only. The amount of the legislated Appropriation that was allocated to the selected Account/Fund combination.
- **Request:** Number. The amount by which the appropriation will be reduced. This is entered as a negative number.
- **Revised:** System maintained. Calculated as:  
$$\text{Appropriation} + \text{Request}$$
- **Reserved %:** System maintained. Calculated as [Reserved \$] % [Request].
- **Reserved \$:** Number. The dollar amount of the Request that will be kept in reserve:  
$$\text{Request} - (\text{Request} * \text{Reserve } \%)$$
- **Allotted:** System maintained. Calculated as:  
$$\text{Request} - \text{Reserve } \$$$

- **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.
  - **Oct – Sep:** Number. A column for each period of the fiscal year, to hold the monthly allotment. The user manually enters the desired amount directly into the required months.
1. In the Request column, enter the amount of by which the appropriation will be reduced. This is entered as a negative number. The application calculates the values for Revised, Reserve % (based on the default for the Fund), Allotted, and Var
  2. In the Reserved \$ column, enter the amount if the additional funding that will be held in reserve. The application recalculates the values for Reserve % (based on the Reserve \$), Allotted, and Var.
  3. Enter the required allotments into the month columns (Oct – Sep). The application calculates the difference between Allotted and the sum of the monthly allotments, which is reported in the Var column.
  4. The Aggregate grid summarizes the rows on the Modification grid and presents the net results of all the requests for appropriation reductions.



## Validation Rules: Modification Tab (Reduction)

Type	Rule
✘	The Modification grid must have at least one row
✘	The Reduction request must be less than zero
✘	A value must be entered in the Request column
✘	The sum of the Oct – Sep month columns must equal the Allotted column

These validation messages may be generated from the fields on the Modification tab for a Reduction adjustment:

- **Modification has not been specified**  
The Modification grid must have at least one row.
- **Row [rownumber] => Reduction request must be less than zero**  
The number entered in the Request column must be less than zero.
- **Row [rownumber] => Request must be specified**  
A number must be entered in the Request column; it cannot be empty.
- **Row [rownumber] => allotted  $\{\text{Math.Round}(\text{allotted}, 2)\}$  does not reconcile to sum of allottments [number]**  
The sum of the Oct – Sep month columns is not equal to the Allotted column.  
Note: the difference is reported in the Var column.



## Hands-on Lab Exercise 2

1. Create a new Reduction Appropriation/Allotment Modification



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### Objective

1. Create a new Reduction Appropriation/Allotment Modification to reduce the appropriation for the selected JobNumber.

**Duration:** 10 minutes

### Process

#### **Overview tab**

1. Click the Overview tab
2. **Year:** Leave the Year as the default
3. **Organization:** Select 0200001 - EXECUTIVE DIRECTION from the lookup
4. **Adjustment Type:** Select Reduction from the lookup
5. **Name:** Enter a name that will help you identify your document
6. **Description:** Enter an explanatory description
7. Click the Validate icon

For now, we can ignore the error as it relates to the Modification tab which we haven't looked at yet.

8. Click the Modification tab

**Modification tab**

1. In the Approved Appropriation grid, select one or more rows and click the ↓ icon in the grid's toolbar to add them to the Request grid
2. In the Request grid:
  - a. **Request:** Enter an amount in the Request column to reduce the appropriation for the Fund/Account
  - b. **Reserved \$:** Enter an amount in the Reserved \$ column to reduce some of the appropriation in reserve
3. Click the Validate icon
4. Correct the validation error
5. Keep the document open for the next exercise

## Modification Tab: Request (Transfer: Schedule)



Step	Step
1. Select row(s) on the Schedule grid and add them to the Modification grid.	2. Each row selected is shown on the Modification grid as a From/To pair (additional 'To' lines can be added to the grid).

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This is where a user will request the realignment of appropriation between Divisions and/or Object within a Department and make the required allotment modifications. Amounts can be released from the Reserve, or added to the Reserve, to facilitate the realignment.

### Process

- On the Schedule grid, select the rows that you want to make the source of the transfer, and move them to the Modification grid:
  - Select each row to be moved
  - Click the ↓ icon in the toolbar at the bottom-left of the grid
- The Modification grid shows two rows for each row selected: the first is for the 'From' side of the transfer, and the second is for the 'To' side. Additional 'To' rows can be added to the grid by selecting an existing row and clicking the copy icon on the grid toolbar. If the selected row contains values, these will be copied and can be edited as required.

## Modification Tab: Request (Transfer: Modification)



Step	Step
3. On the From row, enter negative value(s) in the Reserve \$ and monthly allotments to reduce the appropriation	4. On the To row, select the Organization and Account that will be increased and enter positive value(s) in the Reserve \$ and monthly allotments. Add additional rows if needed.

Appropriation/Allotment Modification (Create) - AAM. [REDACTED]

Overview | **Modification** | Narrative | Validation

Year: 2024 | Organization: 000001 - EXECUTIVE DIRECTION | Adjustment Type: DIV-TFR - Transfer | Created by: [REDACTED] | Journal Status: NotPosted

Name: [REDACTED]

Request

Modification	Fund	Account Code	Account	Destination Organization	Destination Account	Total Request	Current Appropriation	Current Reserved \$	Request	Revised Appropriation	Reserved \$	Revised Reserved \$
3	DR 100 - GENERAL FUND	# 6220001-100-24-620001	6220001 - TRAVEL	# 0200001 - EXECUTIVE DIRECTION	6220001 - TRAVEL		54,785					
4	CR 100 - GENERAL FUND	# *100-24***	6220001 - TRAVEL	# 0200001 - EXECUTIVE DIRECTION			0	0				
3	DR 100 - GENERAL FUND	# 6240001-100-24-620001	6240001 - SUPPLIES	# 0200001 - EXECUTIVE DIRECTION	6240001 - SUPPLIES		50,000	7,500				
4	CR 100 - GENERAL FUND	# *100-24***	6240001 - SUPPLIES	# 0200001 - EXECUTIVE DIRECTION			0	0				



For a Transfer adjustment, the total of the Request column must be zero. Each row selected from the Appropriation grid represents a source of funds to be transferred; the Modification grid shows two rows for each row selected:

3. **From:** The first row of the pair represents where the appropriation is being transferred from, so values are entered as negative numbers to reduce the Reserve \$ and monthly allotments. The Organization and Account are read-only, as these were selected from the Approved Appropriation grid.
4. **To:** The second row of the pair represents where (by Organization and Account) the appropriation is being transferred to:
  - a. Select the Organization and Account the funds will be transferred to
  - b. Enter the Reserve \$ and monthly allotments as positive numbers to increase the allotments and appropriation.
  - c. Additional 'To' rows can be added to the grid by selecting an existing row and clicking the copy icon on the grid toolbar. If the selected row contains values, these will be copied and can be edited as required (see next slide).
5. Repeat this for each From/To pair of lines.

The Modification grid has these columns:

- **Fund:** Read-only. For each selected object, lists the Funds against which there is an appropriation.
- **Account Code:** Read-only. The complete Account Code constructed as [Account]-[Fund]-[Year]-[DepartmentDivision]-[JobNo]  
For example: 6220010-100-24-0200-0200001
- **Account:** Read-only: Each selected account
- **Destination Organization:**
  - From line: Read-only. The organization that the funds will be transferred from
  - To line: Lookup. Select the organization that will receive the transferred funds
- **Destination Account:**
  - From line: Read-only. The account that the funds will be transferred from
  - To line: Lookup. Select the account that will receive the transferred funds
- **Total Request:** System maintained. The sum of values entered in the Reserved \$ and monthly allotment columns.
- **Current Appropriation:** Read-only. The amount of the legislated Appropriation that was allocated to the selected Organization/Account combination.
- **Current Reserved \$:** Read-only. The amount of the Current Appropriation that was reserved.
- **Request:** System maintained. The amount by which the appropriation will be revised. Calculated as the sum of the Reserved \$ and monthly allotment columns.
- **Revised Appropriation:** System maintained. Calculated as:  
$$\text{Current Appropriation} + \text{Request}$$
- **Reserved \$:** Number.
  - From line: Enter an amount to release from the Current Reserved \$. Must be entered as a negative value and must not be greater than the Current Reserved \$.
  - To line: Enter a positive value increase the Reserved \$ for the Organization and Account.
- **Oct – Sep:** Number
  - From line: Must be entered as a negative value, to reduce the allotments
  - To line: Must be entered as a positive value, to increase the allotments



## Modification Tab: Adding a New 'To' Row

Step	Step
i. Select a 'To' row	ii. Click the 'Copy' icon on the grid toolbar

The screenshot shows a 'Request' window with a 'Modification' tab. The grid contains the following data:

	Fund	Account Code	Account	Destination Organisation	Destination Account	Current Appropriation	Current Reserved \$
1	DR 100 - GENERAL FUND	6220001-100-24-0200001	6220001 - TRAVEL	0200001 - EXECUTIVE DIRECTION	6220001 - TRAVEL	54,785	
2	DR 100 - GENERAL FUND	6240001-100-24-0200001	6240001 - TRAVEL	0200102 - 'B'F - GOVERNOR'S FUND			
3	DR 100 - GENERAL FUND	6240001-100-24-0200001	6240001 - SUPPLIES	0200001 - EXECUTIVE DIRECTION	6240001 - SUPPLIES	50,000	7,500
4	DR 100 - GENERAL FUND	6240001-100-24-0200001	6240001 - SUPPLIES	0200001 - EXECUTIVE DIRECTION		0	0

The toolbar at the bottom of the grid includes a 'Copy' icon (two overlapping documents) which is highlighted. The status bar at the bottom indicates 'View 1 - 4 of 4' and a total value of '104,785'.

Additional 'To' rows can be added to the grid by:

- i. Selecting an existing 'To' row. If the selected row contains values, these will be copied and can be edited as required.
- ii. Clicking the Copy icon on the grid toolbar. A new row is appended to the grid. You can re-sort the grid by clicking the column headers.

# Modification Tab: Request (Transfer: Aggregate)



## Step

5. Aggregate the rows in the Modification grid to see the net impact for each Organization, Fund, Account combination

Appropriation/Allotment Modification (Create) - AAM

Overview | **Request** | Narrative | Validation

Year: 2014 | Organization: 00001 - EXECUTIVE DIRECTION | Adjustment Type: DR-TRF - Transfer | Created by: Bob Lee | Journal Status: NotPosted

Request

Request	Destination Organization	Destination Account	Total Request	Current Appropriation	Current Request	Request	Annual Appropriation	Annual Request	Annual Request	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
1	000001 - EXECUTIVE DIRECTION	420001 - TRAVEL	1,500	54,750	0	1,500	53,250	0	1,500											
2	000012 - REP-GOVERNOR'S FUND	324001 - MISCELLANEOUS	1,500	0	0	1,500	1,500	0	1,500											
3	000001 - EXECUTIVE DIRECTION	324001 - SUPPLIES	4,000	36,000	7,500	4,000	40,000	40,000	7,500	4,000										
4	000012 - REP-GOVERNOR'S FUND	324001 - MISCELLANEOUS	4,000	0	0	2,000	2,000	2,000	2,000	2,000										
5			154,750		-3,000	2,000	-3,000	-1,500	1,500	0	0	0	0	0	0	0	0	0	0	0

Aggregates

Organization	Fund	Account	Total Request	Request	Request	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
000001 - EXECUTIVE DIRECTION	TRF - GENERAL FUND	420001 - TRAVEL	1,500	1,500	1,500											
000012 - REP-GOVERNOR'S FUND	TRF - GENERAL FUND	324001 - MISCELLANEOUS	5,500	1,500	2,000			1,500								
000001 - EXECUTIVE DIRECTION	TRF - GENERAL FUND	324001 - SUPPLIES	4,000	4,000	4,000											



Since you can transfer funds from many Organizations and/or Accounts to a single Organization and Account, it can be helpful to see the aggregated total of all the individual transfers.

In our example, we transferred funds from two different Accounts (Travel and Supplies) into a single Account (Miscellaneous) for a different Organization, to see the aggregated impact of the transfer:

- Click the circular Refresh icon at the top-left corner of the Modification grid to aggregate the transfers and populate the Aggregate grid

## Modification Tab: Request (Effective YTD Position)



Step	Step
6. If the transfer from an Organization/Fund/Account results in a negative budget, it will be highlighted in red in the Effective YTD Position grid and cause a validation error.	7. Submit the Modification through the workflow when all validation errors have been corrected.

Effective YTD Position				Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
	Organization	Fund	Account												
1	Current Periodic	0200001 - EXECUTIVE DIRECTION	100 - GENERAL FUND	6220001 - TRAVEL	1,000	1,000	807								
2	Current YTD				-4,000	-5,000	-8,133	-8,133	-8,133	-8,133	-8,133	-8,133	-8,133	-8,133	-8,133
3	Changes				-8,000	-600									
4	Effective YTD	0200001 - EXECUTIVE DIRECTION	100 - GENERAL FUND	6220001 - TRAVEL	-4,000	-3,500	-3,133	-3,133	-3,133	-3,133	-3,133	-3,133	-3,133	-3,133	-3,133
5	Current Periodic	0200001 - EXECUTIVE DIRECTION	100 - GENERAL FUND	6240001 - SUPPLIES	30,000	30,000	16,500								
6	Current YTD				26,000	56,000	72,500	72,500	72,500	72,500	72,500	72,500	72,500	72,500	72,500
7	Changes				-4,000										
8	Effective YTD	0200001 - EXECUTIVE DIRECTION	100 - GENERAL FUND	6240001 - SUPPLIES	26,000	56,000	72,500	72,500	72,500	72,500	72,500	72,500	72,500	72,500	72,500



The Effective YTD Position grid shows the effective position of the source Organization/Fund/Account after the requested transfer and highlights in red if it results in a negative budget.

The grid displays four rows for each transfer from an Organization/Funs/Account combination:

**Current Periodic:** Shows the original periodic allotment per the Schedule grid.

**Current YTD:** Calculated as [Effective YTD from prior month] + [Current Periodic]

**Changes:** The amount being transferred per the Modification grid

**Effective YTD:** Calculated as [Current YTD] + [Changes]. A negative result indicates a negative budget and is highlighted in red. A validation error will be reported.

Once you're satisfied with the transfer request and there are no validation errors, you can submit it through the workflow.



## Validation Rules: Modification Tab (Transfer)

For a Transfer adjustment:

Type	Rule
✘	The Modification grid must have at least one row
✘	Destination organization must be specified on the Modification
✘	Destination account must be specified on the Modification
✘	The sum of the monthly allotments entered in the Modification grid cannot exceed the approved Allotted amount for this Organization/Fund/Account
✘	The source Appropriation schedule must have an Allotted amount for this Organization/Fund/Account
✘	An amount must be entered in the Request column
✘	Total debits must equal total credits
✘	The modification must not result in a negative budget on the 'From' side of the transfer

These validation messages may be generated from the fields on the Modification tab for a Transfer adjustment:

- **Modification has not been specified**  
The Modification grid must have at least one row.
- **Row [rownumber] => Transfer must be specified**  
An amount must be entered in the Request column
- **Row [rownumber] => Allotment must be specified**  
The source Appropriation schedule must have an Allotted amount for this Organization/Fund/Account
- **Row [rownumber] => Revised allotment [number] exceeds current available allotment [number]**  
The sum of the monthly allotments entered in the Modification grid cannot exceed the approved Allotted amount for this Organization/Fund/Account
- **Row [rownumber] => Destination organization must be specified**  
Select an Organization from the lookup.
- **Row [rownumber] => Destination account must be specified**  
Select an Account from the Lookup.
- **Fund [FundName] => Sum of debits [number] does not reconcile to sum of credits [number]**  
The total aggregate adjustments must be zero.
- **Row [number] => '{account}' allotment results in a negative budget**  
The modification must not result in a negative budget on the 'From' side of the transfer. This is highlighted in the Trial Balance grid.



## Hands-on Lab Exercise 3a

Create new Transfer Appropriation/Allotment Modifications

- a. Simple transfer. Multiple rows selected from Schedule
- b. Transfer to multiple target rows, including a release from reserve



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### Exercise 3a: Objective

1. Create a new Appropriation/Allotment Transfer Modification to realign appropriation between divisions and accounts.

**Duration:** 15 minutes

### Process

#### **Overview tab**

1. Click the Overview tab
2. **Year:** Leave the Year as the default
3. **Organization:** Select 0200001 - EXECUTIVE DIRECTION from the lookup
4. **Adjustment Type:** Select Transfer - Division and/or Account realignment from the lookup
5. **Name:** Enter a name that will help you identify your document
6. **Description:** Enter an explanatory description
7. Click the Validate icon

For now, we can ignore the error as it relates to the Modification tab which we haven't looked at yet.

8. Click the Modification tab

## Process

### **Modification tab**

1. In the Schedule grid, select both rows and click the ↓ icon in the grid's toolbar to add them to the Request grid
  
2. In the Modification grid:
  - a. **Row 1:** Enter -2500 in both Oct and Nov to reduce the allotment from the source Organization/Account
  - b. Row 2:
    - a. **Destination Organization:** Select 0200102 - ESF - GOVERNOR'S FUND from the lookup
    - b. **Destination Account:** Select 6240001 - SUPPLIES from the lookup
    - c. **Dec:** Enter +5000 in Dec to increase the allotment
  - c. Row 3: Enter -40000 in Oct to reduce the allotment from the source Organization/Account
  - d. Row 4:
    - a. **Destination Organization:** Select 0200102 - ESF - GOVERNOR'S FUND from the lookup
    - b. **Destination Account:** Select 6240001 – SUPPLIES from the lookup
    - c. **Dec:** Enter +4000 in Oct to increase the allotment
  
3. In the Aggregate grid, click the Refresh icon at the top-left of the grid. The four rows from the Modification grid have been summed into three rows, as rows 2 and 4 have the same Destination Organization and Account.
  
4. In the Effective YTD Position grid, note that a transfer caused a negative budget.
5. Click the Validate icon then correct the errors
  
6. Submit the document through the workflow:
  - a. Submit for budget office review
  - b. Claim the document from the Budget Office Draft step and submit for budget office review
  - c. Claim the document from the Budget Office Review step and submit for budget office approval
  - d. Claim the document from the Budget Office Approval step and submit to Approve

Your role will determine how far through the workflow you can submit the document.



## Hands-on Lab Exercise 3b

Create new Transfer Appropriation/Allotment Modifications

- a. Simple transfer. Multiple rows selected from Schedule
- b. Transfer to multiple target rows, including a release from reserve



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PROJECT  NITY

### Exercise 3b: Objective

1. Create a new Appropriation/Allotment Transfer Modification to realign appropriation between divisions and accounts, transferring to multiple target rows and releasing funds from the reserve. We will transfer 4,500, taking some from the reserve and the remainder from the monthly allotments.

**Duration:** 15 minutes

### Process

#### **Overview tab**

1. Click the Overview tab
2. **Year:** Leave the Year as the default
3. **Organization:** Select 0200001 - EXECUTIVE DIRECTION from the lookup
4. **Adjustment Type:** Select Transfer - Division and/or Account realignment from the lookup
5. **Name:** Enter a name that will help you identify your document
6. **Description:** Enter an explanatory description
7. Click the Modification tab

## Process

### **Modification tab**

1. In the Schedule grid, select row 2 and click the ↓ icon in the grid's toolbar to add them to the Request grid
  
2. In the Modification grid:
  - a. **Row 1:** Enter -2500 in the Reserved \$ column and -1000 in both Oct and Nov to reduce the allotments in those months
  - b. Row 2:
    - a. **Destination Organization:** Select 0200102 - ESF - GOVERNOR'S FUND from the lookup
  - c. Select the row and click the Copy icon in the Modification grid toolbar to add an additional row to the grid
  - d. Row 2:
    - a. **Destination Account:** Select 6240001 - SUPPLIES from the lookup
    - b. **Reserved \$:** Enter 250 to increase the amount reserved
    - c. **Dec:** Enter 1000 in Dec to increase the allotment
  - e. Row 3:
    - a. **Destination Account:** Select 6290001 – MISCELLANEOUS from the lookup
    - b. **Oct:** Enter 1250 in Oct and 100 in both Nov and Dec to increase the allotments
  
3. Review the Aggregate grid,
4. Review the Effective YTD Position grid.
5. Click the Validate icon then correct any errors
  
6. Submit the document through the workflow:
  - a. Submit to the Approve stepYour role will determine how far through the workflow you can submit the document.

# 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 Modification	5. Attach the signed Approval report to the document
3. Enter a comment regarding the approval or rejection of this Modification	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 passed the BudgetOffice Review workflow step. It has the following fields:

**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 modification.

**Comment:** Text. Required. Allows for the entry of any comment regarding the approval or rejection of this modification. 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.



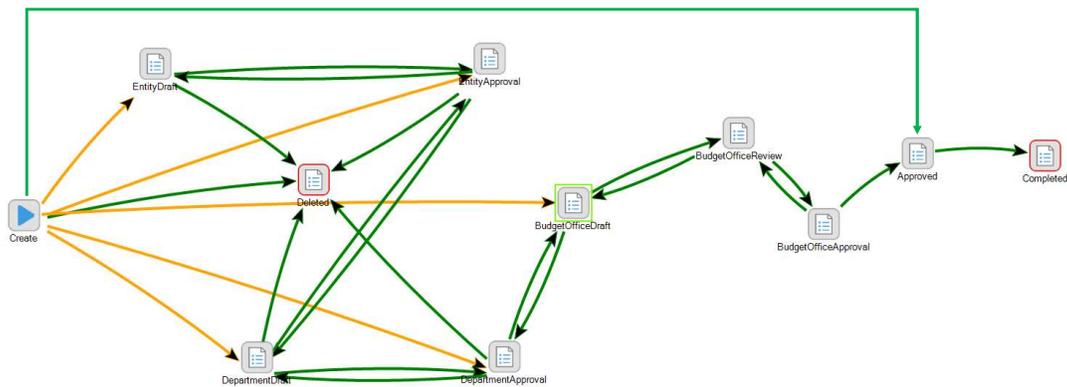
## Validation Rules: Narrative Tab

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 Approval 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.

# Workflow



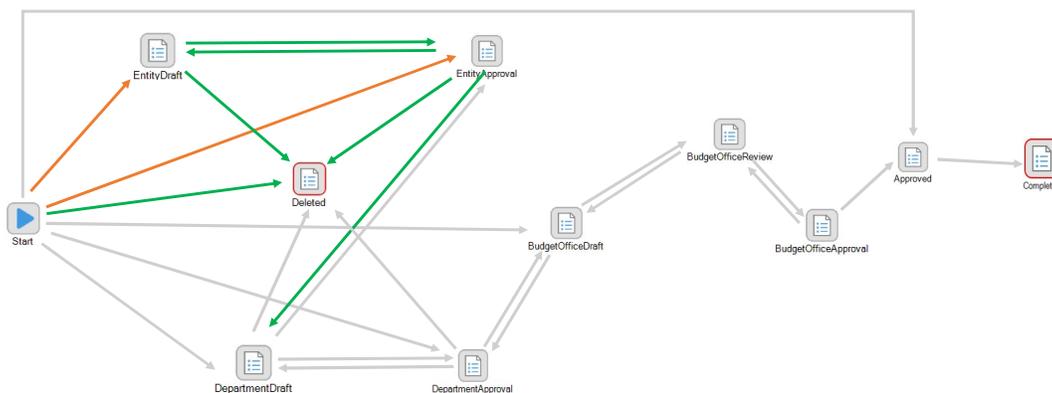
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The Appropriation/Allotment Modification has a multi-tiered workflow, where a document is passed up through an approval chain from Division to Department, to BBMR.

This workflow is the same as for the Budget Allotment Schedule.

# Workflow - Entity

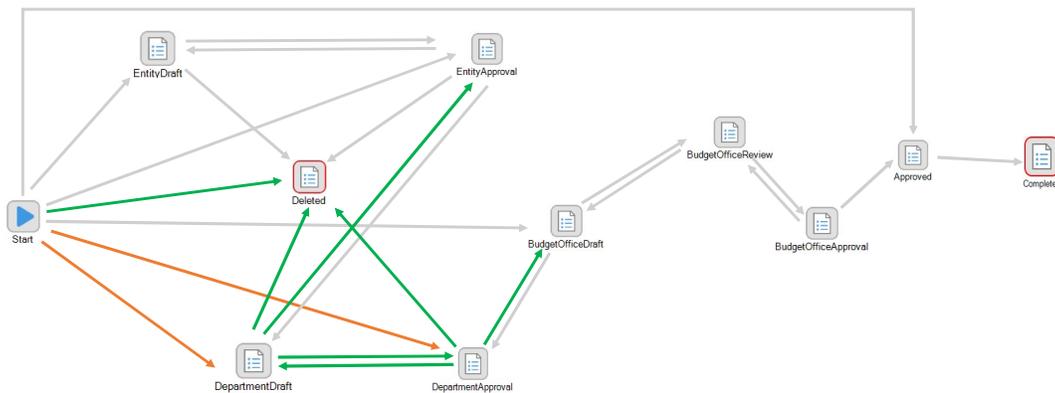


At the entity level, users can:

- Create an Appropriation/Allotment Modification
- Continue working on it
- Submit it for approval within the entity
- Submit it to the department
- Delete it

<b>Step</b>	<b>Description</b>	<b>Transition to</b>
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

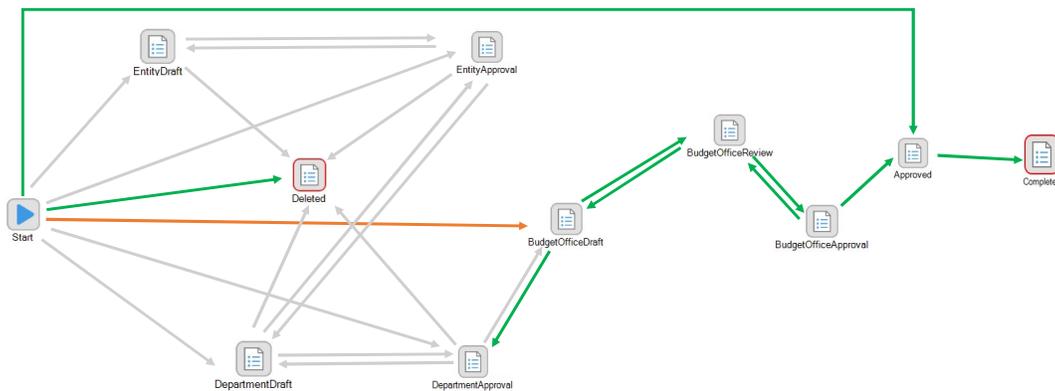


At the department level, users can:

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

<b>Step</b>	<b>Description</b>	<b>Transition to</b>
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

## Workflow – Budget Office



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At the Budget Office level, users can:

- Review a Modification submitted from a department, optionally return it to the department for update
- Create a Modification
- Continue working on the Modification
- Submit the Modification for review within the Budget Office
- Submit the Modification for final approval at the Budget Office. After approval, the allotments are posted to the Dynamics 365 F&O Budget Control module
- Immediately submit the document as Approved, bypassing intermediate workflow steps. The allotments are posted to the Dynamics 365 F&O Budget Control module
- Delete it

<b>Step</b>	<b>Description</b>	<b>Transition to</b>
Create		
	Continue working	BudgetOfficeDraft
	Delete	Deleted
	Approve	Approved
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



Appropriation/Allotment  
Modification



Q&A



Thank you for undertaking the lesson:  
**Appropriation/Allotment Modification**

.

Please complete the survey:



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