

Agency Data Readiness Guidance

Revision History

Version	Date	Revision Notes
1.0	01/31/2024	Initial Release – Includes Segment II
2.0	04/29/2024	Segment III Release
3.0	07/22/2024	Segment IV Release
3.1	10/07/2024	Updated Appendix A - Table 2 for RW Tasks and dates. Provided additional clarification for legacy data cleansing.
4.0	05/12/2025	Alignment to updated Project timeline

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Overview

Agencies are responsible for the data that will be needed to transact in Florida PALM. This document provides helpful information to support agency activities to prepare their data for Florida PALM. “Data Readiness” means that the records are accurate and up to date, complete, valid, current, and reconciled to appropriate sources before agency data is loaded into Florida PALM. The quality of the data recorded in Florida PALM directly impacts the quality of reports and the success of conversion and configuration activities. If the legacy data is not adequately evaluated and prepared for these activities, errors or issues in the data will likely require agency troubleshooting and the need to make appropriate accounting entries or corrections to resolve discrepancies, which may cause delays during the critical go-live period. After go-live, discrepancies in the data will become more apparent as all parties will be operating in one system, rather than the various segregated components of FLAIR. Figure 1 provides an overview of the data that will be in Florida PALM as a starting point and how data will be added to Florida PALM through ongoing transactions / uses.

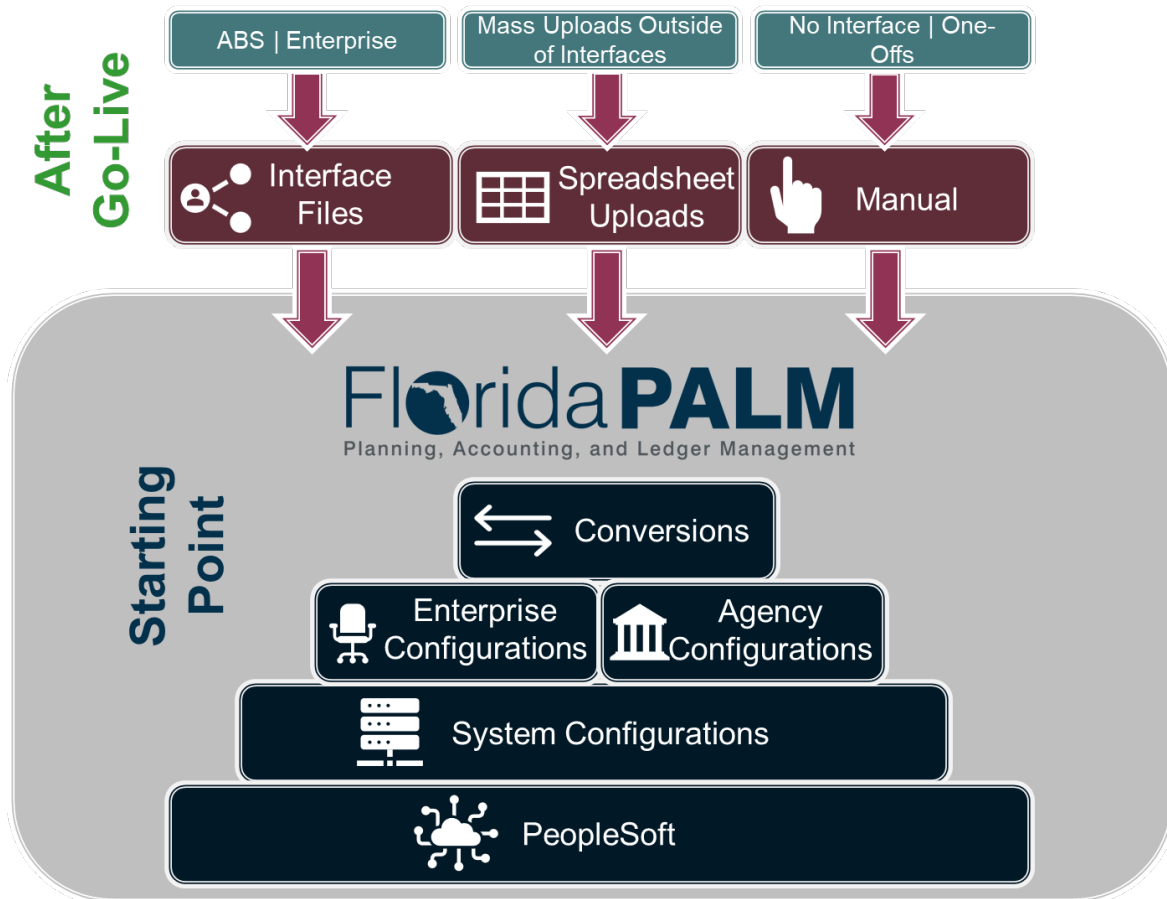


Figure 1: Data Source Depiction

Ready data is broadly described as:

- The data is accurate and up to date. No adjustments, corrections or other actions are required to clean up the data.

- The record is complete. All required fields are populated with correct information.
- The population of records is complete. All transactions or activities have been accounted for in the records.
- The record is valid. Specific fields, such as dates, are logical and formatted correctly.
- The record is valid (e.g., it is tied to an actual business event, transaction or related activity, not pseudo information). Fields within the record are used for the intended purpose. Any alternative uses of a field are understood and corrected or planned for alternative handling in Florida PALM.
- The data is accurate and reconciled. Information in one system (such as Departmental FLAIR) is tied to corresponding data in other systems (such as MFMP or FACTS).
- The general ledger (Departmental FLAIR) balances are reconciled to applicable subsidiary (detailed) records. Examples include reconciliations for assets and accounts receivable.
- The record status is current. The data is actively used and not historical in nature. Applicable business activities have been completed. Changes to the status occur when applicable events occur.

Florida PALM

Florida PALM Solution

Agencies should be reviewing information published on the Florida PALM website, with a focus on the [Knowledge Center](#) resources. In addition to participation in Florida PALM workshops and project-led discussions, agency subject matter experts should be actively collaborating to understand the planned functionality and support agency preparation for go-live. Key resources important for understanding Florida PALM data:

- [Business process models](#) which include narratives and flow diagrams describing user roles, interfaces, key steps and controls, reports, accounting entries and more. This information should be reviewed to understand the activities and transactions that will be available in Florida PALM. Agencies will make decisions about whether their agency uses this functionality, and if so, how it will provide and receive applicable information. Users with applicable roles can enter information into Florida PALM or use spreadsheet uploads (where specified), or the agency may need to use one or more of the available interfaces.
- The [Interface Catalog](#) provides information about the available interfaces with descriptions and key information for each. A file layout and sample data file are included for each interface. Agencies should use this information to understand the options for exchanging information to support agency business systems.
- The planned [conversions](#) of FLAIR or other data that is needed by agencies to do business going forward in Florida PALM. The Knowledge Center describes the types of records to be converted and the expected source systems. Most information will come from FLAIR and be converted by the Project. However, some information will come from applicable enterprise systems like People First or MyFloridaMarketPlace (MFMP). Additionally, in limited circumstances, it may be appropriate to convert information from an agency business system where those records include information not maintained in FLAIR. File layouts are included for each conversion. Agencies should review this information to understand the types of data to be converted, regardless of if the agency has an agency business system or not.
- The [Reports Catalog](#) provides information about the planned reports for Florida PALM. Additional reports and samples will be added as design activities are completed.

Florida PALM Data

Opening balances and information needed to transact in Florida PALM going forward for Financials and Payroll Waves will be configured or converted by the Project. Most of the data needed will come from FLAIR or from agency determination of new values during configuration activities. The Project will configure Florida PALM for statewide values and agency-specific values provided via the agency configuration workbooks. The Project will convert FLAIR ending balances for opening balances and active records for use in Florida PALM.

Agencies will be asked to validate the accuracy and completeness of the records to be converted or configured in Florida PALM. Agencies will also be asked to validate the results of conversion and configuration activities for the data populated in Florida PALM. Agencies should be evaluating and preparing agency FLAIR records and other systems, where applicable, to be ready for these data activities.

Configurations

Florida PALM will be configured with both statewide (available to all agencies) and agency-specific information prior to Financials and Payroll implementation. To execute a business process within Florida PALM, the system must be configured for the values needed in each data field. A configuration establishes the parameters and initial settings needed to enable transactions to be recorded and the data to be stored in Florida PALM.

As part of Readiness Workplan tasks, agencies are required to provide agency-specific values in the applicable Agency Configuration Workbooks. These values may come from FLAIR, other enterprise systems or an agency business system. These values will be set up in Florida PALM to support operations and reporting going forward.

The Project will share enterprise-wide data values for applicable data fields as applicable activities are completed, i.e., by Segment. Agencies should consider the guidance for populating specific values in the Agency Configuration Workbooks while developing the agency data management plan and evaluating legacy data readiness.

Conversions

The Knowledge Center describes the planned conversions for Florida PALM. As described in the [Conversion Approach](#), the Project will primarily be converting opening balances from the closing balances in FLAIR (e.g., which will be closed for the partial fiscal year), but will also convert active records, such as suppliers, employees, and customers (for Florida Department of Agriculture and Consumer Services, only) to support operations going forward.

Historical FLAIR and agency business system transactional information will not be converted or recorded in Florida PALM. Florida PALM will include conversion data and will have the information for any activities completed after go-live. The Florida PALM Data Warehouse will include both Florida PALM data and historical FLAIR information from the FLAIR Information Warehouse, maintained in separate tables in their respective data structures. Both sets of data will be accessible for agency self-service, using reporting tools provided through the Data Warehouse.

For each Mock Conversion and Dry Run, the Project will extract records from FLAIR for conversion to Florida PALM. In those instances, agencies will participate in validating the data to be converted and that the conversions recorded data as expected. Agencies should review and

understand the conversion file layout to support creation of a data management plan for the legacy data.

Conversion Inventory

Table 1: Conversion Inventory Description and Source

Conversion	Description	Source
ARC001 – Customers	Conversion of active customers. This conversion file layout was completed during Segment II but was discussed as part of the Segment III business process models. <i>*Florida Department of Agriculture and Consumer Services is the only agency participating in this conversion.</i>	FLAIR
ARC002 – Open Accounts Receivable	Conversion of open subsidiary records for accounts subject to collection or required to be tracked for other purposes. <i>*Florida Department of Agriculture and Consumer Services is the only agency participating in this conversion.</i>	FLAIR
AMC001 – Assets & Property	Conversion of all types of active depreciable and non-depreciable tangible personal property, intangible assets, buildings and real property, or attractive items that are tracked for custody and reporting purposes.	FLAIR
KKC001 – Budgets	Conversion of current Appropriation Budgets and Fund Cash Balances.	FLAIR
GLC001 – Ledger	Conversion of delta opening balances for statewide level ledger data.	FLAIR
GMC001 – Grants	Conversion of active and current grant values into Florida PALM, which are used to track financial activity for federal, state, private, local, or other financial assistance, that provides support or stimulation to accomplish a public purpose.	FLAIR
PCC001 – Projects (for Accounting Purposes)	Conversion only applies to active projects being initially established within Florida PALM and will provide agencies with ability to migrate project information currently in FLAIR and their agency business system to the Florida PALM Application.	FLAIR
PCC002 – Projects Life-to-Date Balances	Conversion is an optional tool provided to agencies wishing to establish access to historical financial information at a summary level	FLAIR
POC001 – Open Encumbrances	Conversion of open Encumbrance balances that are authorized for continued use.	FLAIR, MFMP
APC001 – Suppliers	Conversion of active supplies/payees from the Statewide Vendor File (SWVF) to include EFT information from FLAIR EFT File, as well as MFMP.	FLAIR Statewide Vendor File; FLAIR EFT File;

Conversion	Description	Source
		PYRL; W-9; FRS; MFMP
CTC001 – Contracts	Conversion of contract ChartField values.	FLAIR
PRC017 – Department Budget Position Funding Load	Conversion of load position funding to the department budget table.	N/A – Agencies will be required to provide this data via the <Agency> Position Funding Configuration Worksheet

The Suppliers, Budget, and Payroll (except for PCR017) conversions will be handled primarily by enterprise partners, with limited data validation by agencies. The remaining conversions require agencies to validate the data that will be converted by the Project, regardless of source system.

Current-State Analyses - Legacy Data

Agencies should be monitoring and managing their data and records on an ongoing basis. This includes monitoring the outcomes of transactions by reviewing reports and onscreen results, resolving errors, and completing reconciliations. As part of year end annual closing activities, agencies complete more in-depth analyses and corrections to provide assurance that the data is accurate and complete for financial reporting. Similar efforts are needed on an ongoing basis to detect and correct any errors or issues within the agency records that will be used as the basis for conversion and agency specific value configuration. In Florida PALM, agencies will continue these activities as part of the monthly period close processes.

This guidance provides a starting point for agencies to focus data readiness efforts. Agencies should focus on validating and updating legacy data in FLAIR that will be subject to conversion or configuration for agency specific values (e.g., in the Agency Workbook). For conversions, the Project will manage the translation of FLAIR data to the applicable Florida PALM data fields. For agency specific configurations, such as organization code, through RW Tasks, agencies will be asked to cleanse and validate a list for use in Florida PALM. Agencies should validate if the agency specific values provided in the Agency Configuration Workbooks meet the provided instructions and intended purpose.

This guidance suggests self-assessment questions, reconciliations, and applicable resources for records by topic. Agencies likely have more specific guidance, desk procedures, reports and other resources which are more applicable for their business operations and data readiness efforts. This guidance will be updated as additional Segment work is shared or data issues are identified. Agencies are encouraged to share their guidance and lessons learned with other agencies for this data readiness effort.

Financials Conversions

Assets and Property

The AMC001 – Assets and Property Conversion will be used for active asset records recorded in the FLAIR Property Subsystem.

The conversion of asset records is required to continue the business process of maintaining asset records over an asset's life cycle, including maintenance, depreciation, transfers, dispositions, and physical inventory. Attractive Item records (assets with acquisition cost below the capitalization threshold but recorded in FLAIR for inventory purpose) will also be converted.

The conversion of the asset records supports continued compliance with section 216.102(1), Florida Statutes (F.S), the Agency Asset Custodian (Custodian) maintains financial and physical information of state-owned assets. Maintenance of asset records in Florida PALM includes scheduling regular, periodic functions such as depreciation, inventory, transfers, disposals, and end-of-period closing activities.

Only active asset records will be recorded in Florida PALM. The following types of records should be marked as active in the agency's records:

- The asset has remaining useful life and book value.
- The asset remains in service after being fully depreciated or is an attractive item that needs to be tracked for physical inventory or other reasons.

Agencies should review the AMC001 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. In the file layout, the fields to be converted are described. Agencies should focus on evaluating the active asset records in the FLAIR Property Master File (or an agency business system if applicable). Agencies should focus validation efforts on the information required for Florida PALM, which includes:

- Organization
- Fund
- Budget Entity
- Category
- State Program
- Asset Category
- Useful Life
- Asset Quantity
- Cost
- Depreciation Amount
- Asset Type
- Asset Category
- Asset Custodian Employee ID
- Location

In the AMC001 file layout, the fields will be converted as described. The Asset ID field is a Florida PALM system generated unique field. At conversion, Florida PALM field Tag Number and Conversion ID will contain Item Number (Property Item Number/Tag Number) and will act as a bridge to support legacy agency reporting.

Configurations applicable to this conversion includes:

- Location Definition – indicates an agency's physical location (e.g., address) for each location code.

- Area ID Values – specific areas within an established location (e.g., rooms, floors).

Data Management and Preparing Data for Florida PALM

Having accurate, up-to-date asset records and maintaining them in FLAIR will have an impact on conversion and an agency's reporting and monthly closing process in Florida PALM. That is why it is important to take the time now to review your agency's asset records and develop a plan to keep the information up to date. If an agency uses an agency business system or a third-party vendor, it is recommended to pull data from those systems and reconcile. Below we have provided guidance to help agencies begin reviewing asset records in FLAIR.

The Property Pending File serves as a temporary holding area for property related items that remain incomplete or contain inaccuracies. Each item within this file necessitates one of three actions:

1. Add Appropriate Information. If any details are missing, ensure they are added.
2. Correction. Identify and rectify any errors on the asset record.
3. Deletion. If an item is no longer relevant, delete it from the property pending file.

Below are steps to assist agencies in managing their property pending files. While additional reports or tools may be specific to each agency, these steps provide a guide to start the process.

Step 1: **Gather Information.**

- Report Distribution Report (RDS) – Access the DPPR08 – List of Property Pending File. This report provides a comprehensive list of pending property items.
- Information Warehouse – Alternatively, explore the PROPPEND Table within Information Warehouse. This table contains detailed data related to pending property records that require action.
- Agency Resources – Agencies may have agency business systems or agency specific FLAIR reports should be considered and gathered as part of this effort.

Step 2: **Review and make decisions.** Review the information and determine if the asset record requires one of the three actions of addition, correction, or deletion.

DPPR08 – List of Property Pending File

- Does the asset record meet the capitalization threshold or need to be tracked as an attractive item? (Refer to [Chief Financial Officer Memorandum No. 13](#))
- Is the Item Number (Property Item Number) included?
- Is the Item Number (Property Item Number) a valid value?
 - If the Item Number (Property Item Number) is all ZZZZZ's update the field to a valid value.
- Does the record have a correlating Ownership Fund? Is it correlated to the correct Ownership fund?
- Is the General Ledger Code correct for the asset record type?
- Are the values in the fields correct for Object Code, Class Code, Location Code?
- Does the record meet the [capitalization threshold](#) or need to be tracked as an attractive item? If not, then the record can be deleted from the property pending file.

- Once any necessary updates have been made, is the record marked for posting to the Property Master file?



Reviewing the error codes associated with the property pending file is essential for agencies seeking to understand why the asset record was unable to be added to the Property Master File. To access a comprehensive list of these codes and their corresponding errors, refer to Section 514.3.3 Error Codes in the [FLAIR Property Manual](#). Keep in mind that not all codes listed in the table are strictly related to errors; some may pertain to specific scenarios that necessitate further action.

The FLAIR Property Subsystem is a primary tool used by state agencies to record tangible and intangible property records. If property records are not properly recorded in the Property Master file the general ledger, accounting records and financial statements can all be affected.

Below are steps to assist agencies in managing their property pending files. While additional reports or tools may be specific to each agency, these steps provide a guide to start the process.

Step 1: Gather information.

- Report Distribution Report (RDS) – Access all FLAIR RDS reports that contain asset record information. DPR01 – Listing of Incomplete Property Master, DPRR11 – Listing of Property Master by Class Code, DPRR07 – Listing of Property Master File by Department, RDS Report DPRR03A – Listing of Property Custodian File and DPRR06, RDS Reports – DFCR01 – List of Fully Depreciated Property and Errors, DFCR02 and DCFR02A – Automated Deprecation Summary, and DFCR03, DCFR03A, DCFR03B – Depreciation Report on Fields.
- Information Warehouse – Alternatively explore the PROPMSTR Table in Information Warehouse. This table contains detailed information regarding asset records on the property master file.
- Agency Resources – Agencies may have agency business systems(s), agency specific FLAIR reports, or a third-party vendor that should be considered as part of this effort.

Step 2: Review and make decisions. Review the information gathered and determine if your agency's asset records are valid, complete, and accurate. These questions can assist you:

RDS Report DPR01 – Listing of Incomplete Property Master Records

- Do you have incomplete property records? Review the report and determine what records are incomplete and where additional information is needed.

RDS Report DPRR11 – Listing of Property Master by Class Code

- Is this an item that is still in use?
- Is the asset lost or stolen? If yes, have the forms been submitted for property write off? Where is it in the process of being written off?
- Is there an Item Number for every property Item?
- Is there a description of the asset? Is it accurate?
- Is there a serial number associated with the asset? Is it accurate?

- Is the class code correct for the asset?

RDS Report DPRR07 – Listing of Property Master File by Department

- Is the record tied to an active organization code?
- Is the location of the asset accurate?

RDS Report DPRR03A – Listing of Property Custodian File and DPRR06 – Custodian's Inventory List

- Is the custodian information up to date?
- Is the location of the asset accurate?

RDS Report – DPRR09 – List of Ownership Funds with Correlated Operating Fund

- Is the Ownership Fund correctly correlated to the Operating Fund? (Refer to [Section 506.2](#) of FLAIR Asset Management Manual for additional information.

RDS Reports – DFCR01 – List of Fully Depreciated Property and Errors, DFCR02 and DCFR02A – Automated Deprecation Summary, DFCR03, DCFR03A, DCFR03B – Depreciation Report on Fields.

- If the asset is not a capital asset (e.g. land, capital improvement), it should have a limited useful life.
- Does your agency use automatic depreciation in FLAIR? Are all the requirements met to perform this action?
 - The Monthly Depreciation Computed (MDC) field must contain a Y.
 - Only Record Types (RTYP) considered for calculating depreciation:
 - 2 = Building
 - 3 = Furniture and Equipment
 - 4 = Improvements Other Than Buildings
 - 6 = Other Fixed Assets
 - The depreciation method (DPM) must = 1 (straight line).
 - Property Status (SC) must be blank (active).
 - For straight-line depreciation, the following elements are required:
 - Receiving Date/Acquisition Date
 - Acquisition Cost
 - Estimated Salvage (may = blank or 0.00)
 - Estimated Life Units (ELU)
 - Life Units (LU = 1)



Only the property records that match the Custodian ID (CID) will be selected and depreciated.

Step 3: **Reconcile** the sum of active Property Master records to the corresponding asset general ledger code. There are several different FLAIR reports that can assist:

- DPRR12 – Trial Balance by Current Fund, DPRR13 – Trail Balance by Purchasing Fund with YD/LT.
- DPRR20 – List of Property in Ownership Fund/Organization Code/Item Number.
- DPRR99 – Property/General Ledger Reconciliation.

AMC001 Conversion File

Agencies should review the AMC001 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. To support legacy agency reporting, at conversion the Item Number (Property Item Number Field), in FLAIR will be converted into the Tag Number field in Florida PALM. This will act as a bridge between FLAIR and Florida PALM data, that can assist agencies in reconciliation. Below are some steps to assist agencies in reviewing this file:

Step 1: Gather Information.

- Knowledge Center - Conversions obtain a copy of the layout of AMC001.
- Agency Current State Analysis
- [RW Task 324: FLAIR Data Elements](#)
- [RW Task 326: Update Current State Agency Business System Inventory and Documentation](#)
- [RW Task 327: Complete Reports Inventory](#)
- [RW Task 328: Document Current Agency Business Processes](#)
- [Segment II Workshop](#) materials and Agency's notes

Step 2: Review Information. Review AMC001 to understand the required, optional, and conditional fields in Florida PALM. This can be achieved by reviewing the description field in the conversion file, and materials/agency notes from Segment II Workshop.

Step 3: Document. Compare your FLAIR Property Master File to the Conversion file and begin to identify where you have missing required fields, or incorrectly labeled fields in FLAIR.



RW tasks previously discussed would serve as a valuable resource for gaining insights into how FLAIR/ABS asset data fields are currently utilized within your agency. Additionally, they could aid in identifying change impacts.

Resources

Below are resources available through FLAIR/RDS Reports, FLAIR Information Warehouse, and other online sources.

FLAIR/RDS Reports

DPRR29	LISTING OF GENERAL FIXED ASSETS
DPRR26	DETAIL LISTING OF CHANGES IN GENERAL FIXED ASSETS
DFCR01	FULLY DEPRECIATED PROPERTY ITEMS AND ERRORS
DFCR02/DFCR02A	AUTOMATED DEPRECIATED SUMMARY
DFCR03/DFCR03A&B	DEPRECIATION REPORT ON FIELDS UPDATED
DPRR23A	MASS TRANSFER ERROR REPORT
DPRR23B	MASS TRANSFER REPORT

DPRR28	PROPERTY MASTER UPDATE ERROR LISTING
YPRR24Y	CHANGES IN GENERAL FIXED ASSETS REPORT
DPRR10	PURGED PROPERTY HISTORY RECORDS
YPRR01	PURGED PROPERTY MASTER RECORDS - YEARLY REPORT
YPRR02	PROPERTY MASTER FILE LISTING AS OF END OF FISCAL YEAR
YPRR03	PROPERTY MASTER FILE ITEM NUMBER CHANGES
PROPBAL/DPRF09	PROPERTY BALANCE INFORMATION

FLAIR Information Warehouse (fldfs.com)

PROPBAL/DPRF09	PROPERTY BALANCE INFORMATION
PROPCSTO/DPRF08	PROPERTY CUSTODIAN INFORMATION
PROPFUND	PROPERTY MASTER PURCHASING FUND OCCURRENCES
PROPHIST/DPRF02	PROPERTY HISTORY INFORMATION
PROPLOG/DPRF02	PROPERTY HISTORY LOG OCCURRENCES
PROMMSTR/DPRF01	PROPERTY MASTER INFORMATION
PROPPEND/DPRF04	PROPERTY PENDING INFORMATION
ZDSPN	PROPERTY DISPOSITION CODES & DESCRIPTIONS
ZPRCLASS	PROPERTY CLASSES & TITLES

Other Resources

- [500 FLAIR Asset Management Manual](#)
- [propertymasterfilerecords.pdf \(myfloridacfo.com\)](#)
- [propertypendingfilerecords.pdf \(myfloridacfo.com\)](#)
- CHIEF FINANCIAL OFFICER MEMORANDUM NO. 13 [August 20, 2010 \(myfloridacfo.com\)](#)
- DFS-A1-1951 Property Write-Off Form (<https://myfloridacfo.com/division/aa/all-forms>)

Grants

The GMC001 – Grants (for Accounting Purposes) will record active grant values in Florida PALM. These grant values are used to track financial activity for federal, state, private, local, or other financial assistance that provide support or stimulation to accomplish a public purpose. The Project will convert active grant information from FLAIR to the Florida PALM system. Agencies should validate the FLAIR grant values and descriptions are ready for conversion.

Agencies should review the GMC001 file layout to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the active grants in FLAIR. Important fields for the grant record in Florida PALM includes:

- Grant ID
- Short Title
- Long Title
- Grant Amount
- Grant Start Date
- Grantor ID

The Grantor ID field will convert to the Florida PALM Supplier ID based on the legacy Vendor ID. The system will populate the Grantor Name or Grantor Type based on the Grantor ID. This information will be included in the new Supplier record in Florida PALM. For purposes of the conversion only, the connection is the Grantor ID from FLAIR to the Florida PALM supplier legacy number. To be included in the conversion the Grant must have a Status of Active(A) in FLAIR, and FACTS indicator of Y, except for agencies that exempt by [Florida Statute 215.985](#). In addition, the amount field must be greater than \$0.00 or it will result in an error.

The Federal Assistance Listing Number (ALN), which was formerly a Catalog of Federal Domestic Assistance (CFDA), and the Catalog of State Financial Assistance (CSFA) number are not required fields in Florida PALM. However, if a legacy record contains an ALN or CSFA number, it must be a valid value or the record will be in error.

Data Management and Preparing Data for Florida PALM

Active Grant Information in FLAIR and FACTS

Step 1: **Gather Information.** Using the Knowledge Center, presentations, and agency's notes from the Segment Workshops. Also, [Task 324: FLAIR Data Elements](#), that your agency completed last year may be helpful in understanding how you are using FLAIR fields. Gather all supporting documentation, such as grant agreement/notice of awards for Active grants.

Step 2: **Review and make decisions.** Review the information and determine if your agency's grant records are valid, complete, and accurate. The agency should reconcile active grants to the supporting grant award documentation, including the award letter and letter of credit and consider that the grant information records are up to date for These questions can assist you:

- Grant title information, correct?
 - Grant status (active, inactive/closed)?
 - Period of performance?
- Grant award amount, correct?
 - Subaccounts included?
- Grant type and Grant Status updated correctly?
- Do all federal grants tie to a valid ALN/CFDA number?
- Duplicate records, deleted?
- Do all State grants tie to a valid CSFA number?
 - FLAIR report: DSFRGIER - ACTIVE GRANT RECORDS WITH INVALID CSFA CODES
- Does the agency have other types of grants? If so, how are these identified and distinguished from the federal and state grants?
- FLAIR
 - DGIR01 - GRANT INFORMATION FILE LISTING
 - Displays: Grant number, Facts-Ind, Status, Grant Amount, Grantor-ID, Grantor Type, CFDA/ALN, CSFA, Dates, Letter of Credit, Grant Reference Number, and Sub-accounts
 - DTIR03 - TITLE FILE GRANT LISTING
 - Displays: Grant number, Short Title, Long Title, and Status Code
 - GRANT/DENF01 - GRANT INFORMATION
 - GRNTINFO/DGIF01GRANT INFORMATION
 - Download the Grant Title File

- Run FACTS dashboard grant reports listed below:
 - Active Grant Disbursement Agreements with Past End Date
 - Either update the dates or change grant status from active.
 - Unfinished Grant Awards Entries
 - Should this record exist? Complete and update it.
 - Duplicate? If the completed record already exists, then delete it.
 - Active Grant award with Inactive Grantors

Step 3: **Reconcile.** For agencies required to record grant title information in FACTS for use in FLAIR.

- Do FLAIR and FACTS have the same active grants?
 - Are there grants with FACTS indicator of Y?
 - Please note that if a grant is in FLAIR without the FACT's indicator marked, it will not be brought into Florida PALM. These must be entered into FACT's.
- Does key grant information, such as status, title information, ALN or CSFA and grant amount reconcile between these systems?
 - Note: The transaction history will not be recorded in Florida PALM; however, the population of active grants should be the same.
- Are there grants that can be closed (inactivated) based on a review of the grant activities? For example, has the entire amount of the grant award been expended or the grant period has expired, but does the grant remain open and active.

Grant Award/Revenues to Grant Expenditures

Agencies have various reporting requirements for grant revenues and expenditures.

Step 1: **Gather Information.** The Department could Run the FLAIR report: CGMASTER/ICGF01-CONTRACT & GRANTS MASTER BALANCES to help ensure accuracy of the information for conversion.

Step 2: **Review and make decisions.** Review the information and determine if your agency's grant records are valid, complete, and accurate. Things that should be considered:

- Are grant revenues and expenditures periodically compared to evaluate if the grant has expended the entirety of the grant award?
- Do any active grants meet criteria to be closed?
- Has the Transactional data been reviewed against the allowable categories to confirm allowable grant activities?
- Does the revenue record match the federal drawdown system (such as Payment Management System)?



When setting up grants, it may be useful to establish a numbering convention among grant types to help standards and track transactions. It may be helpful to standardize operations and update policies, such as adding a grant into FACT's in lieu of adding them directly into FLAIR.

Resources

Below are resources available through FLAIR/RDS Reports, FLAIR Information Warehouse, and other online sources.

FLAIR/RDS Reports

DEXR03	EXPANSION OPTION FILE LISTING BY GRANT WITHIN ORG
DTIR03	TITLE FILE GRANT LISTING
DMAR09A	REVENUES AND EXPENDATURES BY CFDA
DMAR082	SCHEDULE OF ALLOTMENT BALANCES BY GRANT WITHIN FUND
DMARG01	TRIAL BALANCE BY GRANT WITHIN FUND LTD
DCGR01	GRANT SUBSIDIARY - DAILY DETAIL JOURNAL BY FUND
DCGR02	C & G MASTER FILE LISTING
DCGR04	MERGED C & G DETAIL JOURNAL BY FUND
DCGR07G	TRIAL BALANCE BY GRANT WITHIN FUND
DCGR08G	TRIAL BALANCE BY GRANT WITHIN FUND LTD
DCGR081	SCHEDULE OF ALLOTMENT BALANCE BY GRANT / FUND
DCGR082	SCHEDULE OF ALLOTMENT BALANCE BY GRANT / ORG
DCGR083	SCHEDULE OF ALLOTMENT BALANCE BY GRANT / FUND LTD
DCGR084	SCHEDULE OF ALLOTMENT BALANCE BY GRANT / ORG LTD
DGIR01	GRANT INFORMATION FILE LISTING

FLAIR Information Warehouse (fldfs.com)

CGMASTER/ICGF01	CONTRACT & GRANTS MASTER BALANCES
DEPTCNTS	ACCUMULATED AGENCY COUNTS FOR GL HISTORY, GL MASTER, AND GRANTS MASTER RECORDS FOR THE 12 MONTHS OF A FISCAL YEAR PLUS THE 13TH MO
GRANT/DENF01	GRANT INFORMATION
GRNTINFO/DGIF01	GRANT INFORMATION

Other Resources

- FACTS Website - <https://facts.fldfs.com/Search/AdvancedSearchResult.aspx>
- [DFS-A0-2131 - FACTS Data Correction Request Form](#)

Encumbrances

The POC001 – Open Encumbrances conversion will be used to reserve the state’s budgetary authority for goods or services ordered. Encumbrances are released when the goods or services are received and approved for payment. Encumbrances in Florida PALM are created based on information recorded in a purchase order (PO). State procurement activity, including the creation of POs, is handled through procurement systems outside Florida PALM. These POs, generated primarily from MFMP, are used to communicate to suppliers an order for goods or services. All procurement activities, including the creation of POs and the approval of goods and services, occur outside Florida PALM.

Florida PALM will convert information from MFMP and FLAIR (for non-MFMP encumbrances) to obtain the necessary data to create and update encumbrances. The open encumbrances conversion file will contain open encumbrance balances that are authorized for continued use.

Only active encumbrances will be converted. Active encumbrances include:

- Encumbrances with a balance at cutover
- Encumbrances that will continue or start to be used in Florida PALM beginning in July 2026.

Agencies should review the POC001 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the open encumbrances (e.g., those with a balance) in FLAIR. Key information required for the encumbrance record in Florida PALM includes:

- PO Reference
- PO Origin
- Category Code
- Item Description
- PO Price
- Organization
- Account
- Fund
- Budget Entity
- Category
- State Program
- Budget Date

The Purchase Order (PO) / Encumbrance ID field will be a system-generated identifier. In the POC001 file layout, the fields to be converted are described. Florida PALM PO Reference will be the field where the FLAIR encumbrance number will be recorded.

Data Management and Preparing Data for Florida PALM

Having accurate and up to date encumbrance records and maintaining them in FLAIR and MFMP will have an impact on conversion and thus your agency's ability to transact at go-live. Also, in Florida PALM encumbrances will consume budget, and having active old encumbrances or incorrect amounts will have an impact on your agency's budget. That is why it is important to take the time now to review your agency's encumbrance records and develop a plan to keep the information up to date. Below we have provided some guidance to help agencies start these efforts:

Step 1: **Gather Information.**

- Report Distribution System (RDS) - Access the DEN03 – Outstanding Encumbrance by Number. This report provides a listing of all open encumbrances.
- Information Warehouse – Alternatively, explore the ENCUMBER Table in the Information warehouse. This table contains detailed data related to encumbrances.
- MFMP – If your agency uses MFMP obtain All Open Order Current FY, all outstanding, and Encumbrance Current FY reports, and any additional reports that your agency uses.
- Agency Resources – Agencies may have an agency business system or agency specific FLAIR reports that should be considered and gathered as part of this effort.

Step 2: Review and make decisions. Review the information gathered and determine if your agency's encumbrance records are valid, complete, and accurate. These reports and questions can assist you.

RDS Reports – DENR03 – Outstanding Encumbrance by Number/Encumber Table in Information Warehouse

- Is the encumbrance still needed? Have you disbursed the funds and not released the encumbrance?
- Have you over encumbered?
- Is the projected dollar amount much higher than needed?
- Is the dollar amount low or a negative balance? Focus on encumbrances that are low dollar amounts (\$1, \$20, etc.), to determine if additional activity is expected.
- Are the dates recorded for open encumbrances within the last year? Any open encumbrances over a year should be evaluated for validity.
- Is the encumbrance tied to a valid vendor/supplier? If not, does the encumbrance tie to an estimate used to record it? Has the estimate been updated, closed, or require any other changes for the encumbrance?
- Is the encumbrance tied to the correct vendor/supplier?
- Is the encumbrance tied to the correct account code? Fund? Budget Entity? Category? Object Code?
- Is the description clear?



Encumbrances (EN-NO field) with a prefix of E indicates a manually encumbered transaction in FLAIR, and a prefix of A indicates MFMP encumbered transaction within FLAIR.

Step 3: Reconcile encumbrance information between FLAIR and MFMP. Using the DEN03 – Outstanding Encumbrance by Number/Encumber Table in IW and MFMP Reports All Outstanding Encumbrances Current FY and All Open Orders Current reports to reconcile and these questions can assist you.

- Does the count of open encumbrances match in both systems?
- Do the remaining balances on open encumbrances match both systems?
- Do the number of open encumbrances by vendor/supplier match in both systems?
- Do the accounting information on open encumbrance match in both systems?

If there are discrepancies, reconcile in at a more detailed level.

POC001 Conversion File

Agencies should review the POC001 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. To support legacy agency reporting, at conversion the Encumbrance ID/Purchase Order ID will be converted into the PO Reference field in Florida PALM. This will act as a bridge between FLAIR and Florida PALM data, that can assist agencies in reconciliation. Below are some steps to assist agencies in reviewing this file:

Step 1: Gather Information. In Smartsheet, obtain a copy of the layout of POC001.

Agency Resources

Agencies have completed several Readiness Workplan (RW) tasks focusing on understanding current business processes and systems. In addition, there are materials from the Segment II Workshop and your agency's notes that can assist you when reviewing the conversion interface.

- [RW Task 324: FLAIR Data Elements](#)
- [RW Task 326: Update Current State Agency Business System Inventory and Documentation](#)
- [RW Task 327: Complete Reports Inventory](#)
- [RW Task 328: Document Current Agency Business Processes](#)
- [Segment II Workshop](#) materials and Agency's notes

Step 2: Review Information. Review POC001 to understand the required, optional, and conditional fields in Florida PALM. This can be achieved by reviewing the description in the conversion file, and materials and agency notes from Segment II Workshop.

Step 3: Document. Compare your FLAIR and MFMP data to the Conversion file and begin to identify where you have missing information in FLAIR that is required for Florida PALM.



RW tasks previously discussed would serve as a valuable resource for gaining insights into how FLAIR/ABS asset data fields are currently utilized within your agency. Additionally, they could aid in identifying change impacts.

Resources

FLAIR/RDS Reports

DENR03

FLAIR Information Warehouse (fldfs.com)

Encumbrance Balances

Encumbrance Detail

ENCUMBER Table

Other Resources

- Encumbrance Records Guidance from DFS Accounting & Auditing – https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/training/encumbrancerecords.pdf?sfvrsn=a266cd9f_4
- [Segment II Workshop](#)
- [MFMP Reporting Crosswalk](#)
- MFMP Secure Reports:
 - All Open Orders Current FY
 - All Outstanding
 - Encumbrance Current FY
 - Encumbrance Records Guidance from DFS Accounting and Auditing

Customers

This conversion file layout was created during Segment II but was discussed with Segment III business processes. Florida Department of Agriculture and Consumer Services is the only agency participating in this conversion.

Customer records are not required in Florida PALM, due to the extensive use of ABSs. The ARC001 – Customer conversion will convert and load customer data from ABSs or FLAIR as a starting point for the conversion. However, additional data points will be needed for required fields (e.g., Since Date, Customer Type, Primary Bill To, Primary Ship To, Primary Sold to), which will need to be provided by agencies before converting to Florida PALM.

The customer record conversion process will load active customers that are relevant to agency or enterprise operations in Florida PALM going forward. This will enable each agency to maintain accounts receivable by customers and associate customers with transactions in Florida PALM. Customers meeting one or more of these criteria will be identified as active in Florida PALM. Active customers include:

- Customers that have or are anticipated to have an accounts receivable balance with the agency as of closing in FLAIR.
- Customers that the agency expects deposit transactions or accounts receivable activities to continue in Florida PALM.
- Customers with activities (e.g., deposit returns, receipts not recorded in the bank and/or FLAIR, remittance of monies from collections agencies, etc.) as of cutover.
- Customers that are tracked with specific projects, grants, or contracts that will continue to be used in Florida PALM.

Agencies should review the ARC001 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the active customers in FLAIR or the agency business system (as applicable). Information required for the Customers record in Florida PALM includes:

- Customer Status
- Customer Type
- Customer Name
- Agency Customer ID
- Customer Bill To Options Effective Date
- Customer Bill To Options Effective Status
- Address Sequence Number
- Effective Date
- Effective Status
- Description
- Primary Bill To
- Address 1
- City
- State
- Postal

In the ARC001 file layout, the fields to be converted are described. Florida PALM Agency Customer ID is created or provided by the agency for linking customer numbers. Effective Statuses must be A – Active to be converted.

Data Management and Preparing Data for Florida PALM:

Most agencies utilize an ABS to maintain customer records so minimal customer information is maintained in FLAIR. Where applicable, reconcile the ABS with the information in FLAIR for customer records.

Monitor and Review Records on the Customer File

Step 1: **Gather Information.** Use FLAIR Reports DVCR01, DVCR02 or AR Customer File Inquiry By Name to identify existing accounts receivable records for customer name and number. Use Section 111.3.6 of the [FLAIR Procedures Manual](#) for instructions to update individual Accounts Receivable Customer File records.

Step 2: **Review and make decisions.** Determine if action is needed. These questions can assist:

- Does the customer record display the correct status (active vs. inactive)? See the active criteria described above.
- Does the agency periodically analyze inactive records and purge records that have not been used within a predetermined amount of time established by your agency?
- Is additional information needed in the customer record (e.g., location, county, circuit)?
- Is the record valid?
 - When was the customer last used in a transaction? More than 2 years?
- Are all fields complete?
 - Address
- Do you have customers that have had no open Accounts Receivables?

Agencies may need to:

- Delete the record.
- Update or complete current customer information.

Please see Section 111.3.6 of the [FLAIR Procedures Manual](#) for instructions to update RC File records.

Resources

Below are resources available through FLAIR/RDS Reports, FLAIR Information Warehouse, and other online sources.

FLAIR/RDS Reports

DVCR01	AR	CUSTOMER LISTING BY NUMBER
DVCR02	AR	CUSTOMER LISTING BY NAME

FLAIR Information Warehouse (fldfs.com)

ACCRVBL/DARF01 ACCOUNTS RECEIVABLE INFORMATION

Other Resources

- Reference Guide for State Expenditures:
[reference-guide-for-state-expenditures.pdf \(myfloridacfo.com\), \(pages 79-80\)](#)

Suppliers

The APC001 – Suppliers Conversion will be used for active supplier information that supports business processes in Florida PALM. The Project will work with DFS to convert the data from the FLAIR Statewide Vendor File (SWVF), the FLAIR EFT File (EFT File), W-9 system (W-9), Integrated Retirement Information System (IRIS), MFMP, and Payroll related suppliers.

Agencies should review the APC001 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the confidential suppliers or those unique to the agency in the FLAIR Statewide Vendor File. Key information required for the supplier record in Florida PALM includes:

- Supplier ID
- Short Supplier Name
- Classification
- Business Designation
- Business Designation Effective Date
- Supplier Location
- Effective Date
- Remitting Address
- Hold Payment
- Payment Method

A new Florida PALM Supplier ID is generated for each record found on the Supplier header file with corresponding addresses, contact and Location files. Once the conversion is complete, a crosswalk associating the source system supplier ID to the new Florida PALM Supplier ID will be created. The one-time generated crosswalk is used to map supplier information for converted suppliers.

Data Management and Preparing Data for Florida PALM

More information will be provided by the Project and Division of Accounting and Auditing regarding data management activities for Suppliers.

APC001 Conversion File

Agencies should review the APC001 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. The Tax Identification Number (TIN) and Social Security Number will act as a key field that will be in both FLAIR and Florida PALM records. This will act as a bridge between FLAIR and Florida PALM data, that can assist agencies in tracing records between FLAIR and Florida PALM. Below are some steps to assist agencies in reviewing this file, and there will be a onetime crosswalk created at conversion from the FLAIR record to the Florida PALM record and assign a Florida PALM supplier ID.

Step 1: **Gather Information.**

- In the Knowledge Center, obtain a copy of the layout of APC001, and presentation and agency's note from the Segment Workshops.
- Agency Resources
 - Agencies within the last year have completed several Readiness Workplan (RW) tasks focusing on understanding current business processes and systems. In addition, there are materials from the Segment II Workshop and your agency's notes that can assist you when reviewing the conversion interface.
 - [RW Task 324: FLAIR Data Elements](#)
 - [RW Task 326: Update Current State Agency Business System Inventory and Documentation](#)
 - [RW Task 327: Complete Reports Inventory](#)
 - [RW Task 328: Document Current Agency Business Processes](#)

Step 2: Review Information. Review APC001 to understand the required, optional, and conditional fields in Florida PALM. This can be achieved by reviewing the description in the conversion file, and materials and attending Segment III workshop.

Resources

- Statewide Vendor File Record Search - [statewidevendorfilerecordsearch.pdf \(myfloridacfo.com\)](#)
- Statewide Vendor File Reference Guide - [swvf-manual-2022.pdf \(myfloridacfo.com\)](#)
- Confidential Vendor Records: [confidentialvendorrecords.pdf \(myfloridacfo.com\)](#)
 - Delete or update a record-Email VMS section at:
StatewideVendorFile@myfloridacfo.com

Open Accounts Receivable

The ARC002 – Open Accounts Receivable conversion will convert all open receivables (Items) from Agency business systems or FLAIR. However, additional data points will be needed for required fields (e.g., Item ID, As Of Date, Customers, etc.) which will need to be reviewed by agencies before converting to Florida PALM. The process will convert items with an open balance that are relevant to agency operations in Florida PALM going forward. This will provide each agency with the ability to maintain AR by customer in Florida PALM. Florida Department of Agriculture and Consumer Services is the only agency participating in this conversion

Open item balance includes the following populations:

- Receivable items within agency that have an open balance of not equal to zero at cutover.
- Receivable items that the agency expects deposits to be applied/matched beginning in July 2026.

Agencies should review the ARC002 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the open accounts receivable in FLAIR. Information required for the accounts receivable record in Florida PALM includes:

- Customer ID
- Item
- Item Line

- Entry Amount
- As of Date
- AR Distribution Code
- GL Business Unit
- Organization
- Account
- Fund
- Budget Entity
- Category
- State Program
- Foreign Amount
- Accounting Date

The Customer ID field will be the identifier for the accounts receivable record. However, existing identifiers used by agencies will be recorded in Florida PALM under the Agency Customer ID. Failure to provide a Customer ID will result in an error preventing the transaction from loading into Florida PALM.

Data Management and Preparing Data for Florida PALM

Monitoring Records on the Accounts Receivable Subsidiary Ledger (9S)

Step 1: **Gather information.** Review open accounts receivable records either in FLAIR or ABS. When reviewing records, reconcile at a detailed level and not at a summation.

- Accounts Receivable Subsidiary Ledger (9s) - [accountsreceivablerecords.pdf](https://myfloridacfo.com/accountsreceivablerecords.pdf) (myfloridacfo.com)

Step 2: **Review and make decisions.** Determine if the record needs to be deleted, updated, or completed. These questions can assist:

- Identify existing AR records and balances:
 - Is the record valid?
 - Is the record complete?
 - Is the record Accurate?

If any of these record questions are no, action needs to be taken. May need to either delete or update the record. Items to consider:

- Confirm errors from daily reports throughout the month have been resolved.
- Review and follow-up on outstanding items from previous reconciliations.
- Follow-up with Divisions and Programs to validate records and confirm status of any outstanding items.
- Identify past due invoices that are still open and should be sent to collections through the write-off process.
- Consider using Aging Reports or any reports specific to your Agency Business System to identify outstanding invoices.
- Identify if cash receipts were processed as a TR30 instead of a TR33. If confirmed, reduce, or delete the account receivable.

- If not already established, create an agency policy and guidance for write-offs so that it aligns with Section 17.20, Florida Statutes, which requires each state agency to assign delinquent accounts to a CFO's contracted collection agent within 120 days after the date the accounts are due and payable.
- Resolve any invoice overpayments as quickly as possible to avoid items being sent to Unclaimed Property at the end of the year.
- Review of the Trial Balance Reports to identify FLAIR account codes and general ledgers that may be out of balance.
- Review error reports daily to ensure errors related to accounts receivable have been identified and items are handled as necessary. Below are some FLAIR reports to consider:
 - DARR01 - AGED ACCOUNTS RECEIVABLE REPORT
 - DVCR01 - AR CUSTOMER LISTING BY NUMBER
 - DVCR02 - AR CUSTOMER LISTING BY NAME
- Ask questions and research:
 - Have Divisions and Programs validate and confirm account receivable information regularly. Example: Confirming that accounts receivable is still outstanding, or if they are past due and need to be sent to collections.
 - Empower and encourage staff to ask questions and request justification for items that do not reconcile or stand out.
 - Have any refunds or any over-payments have been issued so that it does not have to go to unclaimed property at the end of year?
 - Does the agency have open accounts receivable with no customers associated with them?

Resources

FLAIR/RDS

DARR01	AGED ACCOUNTS RECEIVABLE REPORT
DVCR01	AR CUSTOMER LISTING BY NUMBER
DVCR02	AR CUSTOMER LISTING BY NAME

FLAIR Information Warehouse (fldfs.com)

Receivables balances
Receivable Detail
ACCRVBL Table
Trial balance reports

Other Resources

- All Forms: (<https://www.myfloridacfo.com/division/aa/all-forms>)
 - DFS-A1-1829 DFS Debt Collection Referral Form:
<https://www.myfloridacfo.com/division/aa/state-agencies/debt-collection-program>
 - DFS-A1-1950 Accounts Receivables Write-Off Form:
<https://www.myfloridacfo.com/division/aa/state-agencies>
 - DFS-A6-2095 Annual Report of Claims for Collections Form:
<https://www.myfloridacfo.com/division/aa/state-agencies/debt-collection-program>
- Information on the [Debt Collection Program | Accounting and Auditing | MyFloridaCFO.com](#) can be found on the Division of Accounting & Auditing's website.

- Accounts Receivable Subsidiary Ledger (9s) - [accountsreceivablerecords.pdf](#)
([myfloridacfo.com](#))

Contracts

The CTC001 – Contracts (for Accounting Purposes) conversion of titling and administrative information is required to manage financial activity for active contracts. FACTS and FLAIR hold the data to be converted; however, only data in FLAIR will be converted.

This modification is designed with the following assumptions:

- Only Active ChartField Contract values will be converted.
- Agencies will ensure only valid contracts are marked as active.
- Conversion strategy and additional details are captured within D638 Conversion and Migration Strategy.
- Contract values are housed in FACTS unless the Agency is statutorily exempt from using FACTS.
- Conversion data will be from FLAIR not the FACTS application.

Agencies should review the CTC001 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the active contracts in FLAIR. Information required for the contract record in Florida PALM includes:

- Business Unit
- Contract ID
- Status
- FACTS Indicator
- Short Title
- Long Title

The Contract ID is used to identify the Contract managed by agencies in FLAIR. The Contract ID and Business Unit combination should be unique.

Data Management and Preparing Data for Florida PALM

Agencies are responsible for reconciling the two sources of information and ensuring that FLAIR represents the accurate and complete information and representing that the data to be converted from FLAIR is ready for conversion.

Monitor and Reconcile FLAIR, ABS and MFMP.

Step 1: **Gather Information.** Monitor and review contract information recorded in FLAIR, MFMP, and agency business systems on a regular cadence to confirm that the data elements ties to the contract are still active and valid for the following:

- Extension/Amendments
- Contract manager
- Authorized users
- Financial information

- Did all purchase orders tie to the correct contract
- Remaining balances on open contracts
- Number of open contracts passed the ending date
- Beginning date after today
- Verify the inactive contracts in MFMP. Expired but has a remaining balance

Step 2: **Review and make decisions.** Validate the accuracy and completion of the records, such as establishing, monitoring, and closing out contracts.

- Is the record valid? Atypical balance or funds disbursed and not released.
- Payments in Flair match FACTS accounting/funding information.
- Lingering balances could be final payments processed without the Final Payment Indicator.
- Does the encumbrance have multiple lines that net to zero?
- Records created in previous fiscal years should be evaluated for validity.
- If an encumbrance is updated in FLAIR, it will not show up in FACTS.
- Reconcile to ensure that all systems are in sync.

Pull the statewide vendor file and ensure that the vendor information is still valid and accurate.

Step 3: **Document.** Does the contract need to be closed out in FACT's? When closing out contracts, ensure the following:

- All payments have been made to the vendor(s) and all revenues or refunds associated with them have been collected.
- Reconcile for outstanding Encumbrances, POs, and receivables have been collected and marked received, and assets have been properly transferred or updated so the contract data code, or other agency codes used for the contract, can be marked inactive.
- Once all appropriate items have been closed out, inactivate data codes that should no longer be used.

Resources

FLAIR/RDS Reports

DCGR02	C & G MASTER FILE LISTING
DCGR04	MERGED C & G DETAIL JOURNAL BY FUND
DCIR01	CONTRACT INFORMATION FILE LISTING
DCTR07/DCTR08	TRIAL BALANCE BY CONTRACT WITHIN FUND
DCTR071	SCHEDULE OF ALLOTMENT BALANCES BY CONTRACT WITHIN FUND
DCTR072	SCHEDULE OF ALLOTMENT BALANCES BY CONTRACT WITHIN ORG
DCTR073	SCHEDULE OF ALLOTMENT BALANCES BY CONTRACT WITHIN FUND LTD
DCTR074	SCHEDULE OF ALLOTMENT BALANCES BY CONTRACT WITHIN ORG LTD

DCTR10	LISTING OF CONTRACTS ON GENERAL LEDGER MASTER THAT DO NOT HAVE A MATCHING RECORD ON THE CONTRACT INFORMATION FILE
DSFRCIER	ACTIVE CONTRACT RECORDS WITH INVALID CSFA CODES
CGMASTER/ICGF01	CONTRACT & GRANTS MASTER BALANCES
CTRTCFDA	CFDA RECORDS LINKED TO THEIR PARENT CONTRACT INFORMATION RECORDS
CTRTCSCFA	CSFA RECORDS LINKED TO THEIR PARENT CONTRACT INFORMATION RECORDS
CTRTRINFO	CONTRACT INFORMATION ON ALL CONTRACTS AUDITED BY COMPTROLLER'S OFFICE
CTRRTTOT	SUMMARIZED CONTRACT PAYMENT TOTALS BY OLO, FY, AND CONTRACT NBR
CTRRTTRAN	ALL CONTRACT TRANSACTIONS CONTAINING A CONTRACT NUMBER (POSTED AND DELETED)
ZCFDA	CODE TABLE - CFDA CODES AND DISCRIPTIONS
ZCONTRACT	CONTRACT CODE TABLE
ZCRTEVAL	CODE TABLE - CONTRACT EVALUATION CODES AND TITLES
ZCRTTYPE	CODE TABLE - CONTRACT TYPE CODES AND TITLES
ZFDCRTTP	CODE TABLE - CONTRACT FUNDING TYPE CODES AND TITLES
ZMTPRCD	CODE TABLES - METHOD OF PROCUREMENT CODES AND TITLES
ZSTATCRT	CODE TABLE - CONTRACT STATUS CODES AND TITLES
CSFADISB	CSFA-RELATED DISBURSEMENT TRANSACTIONS
CTRTCFDA	CFDA RECORDS LINKED TO THEIR PARENT CONTRACT INFORMATION RECORDS - SUBSIDIARY FILES/SUBSYSTEM
CTRTCSCFA	CSFA RECORDS LINKED TO THEIR PARENET CONTRACT INFORMATION RECORD - SUBSIDIARY FILE/SUBSYSTEM

Other Resources

- [Contracts Data Management – Best Practices](#)
- [Florida Accounting Information Resource \(FLAIR\)](#)
- [Secure Reports: Master Agreements](#)

Projects

Florida PALM includes fields for Project information. The PCC001 – Projects (for accounting purposes) only applies to active projects being initially established within Florida PALM and will provide agencies the ability to migrate project information currently in FLAIR to Florida PALM. This conversion will consume nonfinancial data pertaining to projects and insert the data into the Florida PALM Project Costing records. The data is imperative for the transition from FLAIR to Florida PALM for projects. Agencies will need to verify project data and provide additional information for conversion.

Agencies should review the PCC001 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. Agency input is required. Agencies

should focus on evaluating the active Projects in FLAIR. Information required for the project record in Florida PALM includes:

- Project
- Short Title
- Long Title
- Project Status
- Start Date
- End Date

The fields to be converted are described in the PCC001 file layout. Projects in FLAIR must be active to be converted to Florida PALM. They will be linked via the Project field after conversion.

NOTE: *If it is determined that your agency will need to add a new Project that is not listed, you must first add the Project ID in FLAIR and then you will be asked to provide the additional values needed for Florida PALM conversion in a future RW task. If new Project IDs are not added in FLAIR before final conversion, the Project ID's will not be converted to Projects in Florida PALM.*

Data Management and Preparing Data for Florida PALM

Monitor and Reconcile FLAIR and/or ABS

Agencies are responsible for ensuring their Project records in FLAIR are accurate and up to date. This includes reconciling the source of the information and ensuring that FLAIR represents the accurate and complete information in the records to ensure the data is ready for conversion.

Step 1: **Gather Information.** When running reports, it is recommended that agencies start with the DPJR10-Listing of Projects. Consider the following questions:

- Is the project still active?
- Have all activities related to the project been completed?
- Is the original amount of the project correct?
- Is the project end date passed and the project still active? Have projects records been on the file longer than would be typical?
- Are all balances associated with a project cleared before the project is marked for deletion?
- Are there any purchase orders open that are associated with the Project ID?

Step 2: **Review and make decisions.** Determine if action is needed. Does the project need to be marked inactive? If yes, change the status code to D to mark the record for deletion. Once it is marked for deletion, it will purge after 12 months.

Resources

FLAIR/RDS Reports

DPJR01	LISTING OF THE PROJECT INFORMATION FILE.
DPJR10	LISTING OF PROJECT RECORDS ON THE GENERAL LEDGER MASTER THAT DO NOT HAVE A MATCHING PROJECT INFORMATION RECORD
DPJR02	LISTING OF THE PROJECT AMENDMENT FILE.

FLAIR Information Warehouse (fldfs.com)

PROJECT table

Other Resources

- [projectinformationfilerecords.pdf \(myfloridacfo.com\)](#)

Projects Life-to-Date Balances

The PCC002 – Projects Life-to-Date Balances is an optional conversion provided to agencies wishing to establish access to historical financial information at a summary level within Florida PALM after PCC001 – Projects (for Account Purposes) has been completed. This conversion will summarize all the financial data pertaining to projects within the FLAIR Master GL Balance File and insert the data into the Florida PALM Project Costing records by OLO, Fund, Budget Entity, Category, and Budget Year. Agencies will need to verify project accounting data before providing information for conversion.

Agencies should review the PCC002 file layout in the Knowledge Center to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating active projects in FLAIR. Information required for the project Life-to-Date balances in Florida PALM includes:

- Project
- OLO
- Fund
- Budget Entity
- Category
- Object Code
- Amount

The Project field will be converted as part of PCC001 conversion and will be the connection between the FLAIR Project ID and the Florida PALM Project ChartField. To be included in the conversion, the Project must be converted as part of PCC001 and must be active. In addition, only FLAIR GL codes 7**** and 6**** will be converted with no impact to the GL or Budget.

Data Management and Preparing Data for Florida PALM

Monitor and Review Record

Step 1: **Gather Information.** Review the records on the GL and Grant Master Files to see if they have balances related to the Project ID.

Step 2: **Review and make decisions.** Determine if action is needed. Are the Project Balances correct? Make any needed corrections.

Resources

FLAIR/RDS Reports

DPJR08	TRIAL BALANCE BY PROJECT WITHIN FUND LTD.
DPJR02	LISTING OF THE PROJECT AMENDMENT FILE.
DCFR03	FCO CERTIFIED FORWARD REQUEST DETAIL REPORT

DPJR07	TRAIL BALANCE BY PROJECT WITHIN FUND
DPJR071	SCHEDULE OF ALLOTMENT BALANCES BY PROJECT WITHIN FUND
DPJR072	SCHEDULE OF ALLOTMENT BALANCES BY PROJECT WITHIN ORG
DPJR073	SCHEDULE OF ALLOTMENT BALANCES BY PROJECT WITHIN FUND LTD
DPJR074	SCHEDULE OF ALLOTMENT BALANCES BY PROJECT WITHIN ORG LTD

FLAIR Information Warehouse (fldfs.com)

PROJORG table

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Other Resources

- [projectinformationfilerecords.pdf \(myfloridacfo.com\)](https://myfloridacfo.com/projectinformationfilerecords.pdf)

General Data Guidance

Agencies should be aware of some general guidelines in evaluating their agency data. These items apply to all FLAIR and agency business system data that will be converted or configured in Florida PALM.

Begin by analyzing your transaction data for completeness and accuracy. Keep in mind that only active transaction data will be converted and entered in Florida PALM. Whether the data comes from FLAIR or another enterprise system, focus your attention on active records.

Ensure that all the data fields your agency uses are filled out and are uniform with your business practices. Verify that each transaction record contains, at a minimum, the same necessary fields that are required when entering transactions into FLAIR.

Pull reports of your data, either entire data sets or subsets. Use Excel (or something similar that offers the ability to view the data and perform analysis) to filter, pivot, search, and delve into your data. When there are corrections to make, document it. Organize all the updates and then either use FLAIR or the enterprise system to enter the corrected transactions.

Examples:

The agency discovers that the custodian listed for custodian ID XXXX retired or left the agency. Use FLAIR or your ABS to make the necessary adjustments to get the new name of the custodian represented correctly for each property item with XXXX as its custodian ID.

The agency discovers that CFDA (ALN) code was transposed (it was entered as 20.129 but should be 20.219). Identify all the records that need this correction and enter the correcting transaction(s) in FLAIR or your ABS.

The agency discovers that a field your agency uses for its own purposes is blank on several records. Obtain the information that should be populated and enter the correcting transaction(s) in FLAIR or your ABS.

Helpful resources and additional considerations to also keep in mind:

- [Chart of Accounts Design](#) which shows:
 - Florida PALM ChartFields with FLAIR data elements

- Budget Structures
 - ChartField Attributes
 - ChartField Combination Edits
- Conversion/Interface Mapping layout column names/usage in the File Format Legend tab
- Agencies are recommended to do source data analysis by mapping with conversion layouts
- Florida PALM uses pipes (|) in interfaces to denote the separation of data fields - therefore, pipe symbols should not be used as part of values in specific fields that will be provided to Florida PALM
- Sample conversion/interface files have sample data that agencies can use to visualize how their data and how it will be transmitted/uploaded to Florida PALM
- Some terminology has changed; for example, encumbrances are identified as POs and vendors are suppliers in Florida PALM

Appendix A – Florida PALM Data Frequently Asked Questions

Interfaces, Spreadsheet Uploads and Online Entry

1) What data is required to transact and available for specific business activities or transactions?

The interface file layouts identified in the business process models describe the required, optional, and conditional data fields used for the process or subprocess. These data fields are relevant regardless of if the agency chooses to use the interface or if the agency decides to use online entry for the information.

The conversion file layouts describe the information that will be converted from FLAIR or other sources and loaded for use in Florida PALM. Information needed to transact in Florida PALM going forward will be converted.

The business process models include sample screen shots for a general understanding of the types of information expected for the transactions and activities.

Interfaces

2) What interfaces are available?

The Business Process Models describe the inbound and outbound interfaces for the applicable business transactions or activities of that process or subprocess. Interfaces are identified by a unique file shape on all models.

3) What is in each interface and what does it mean?

The interface file layout lists the data fields and provides a description for how that field is used. Where applicable, processing logic and key system values are described.

Agencies need to understand the underlying business processes by reviewing both the narrative and flow. Screenshots are also included within the narrative.

4) How to pick interfaces for agency business systems?

Agencies should review the results of their current state analyses. These analyses were completed as part of Readiness Workplan tasks and included documenting an inventory of agency business systems and usage of FLAIR information.

Agencies should review and understand the Florida PALM business processes by reviewing the narratives and flows. Agencies then evaluate the input options (online entry, interfaces and where applicable, spreadsheet uploads) and make decisions about how their agency will initiate transactions and activities. Likewise, agencies then evaluate the output options for consuming Florida PALM information (online screens, reports, interfaces). Agencies should review the interface selection guidance included in the task instructions to consider whether an interface is needed to support ongoing operations of an agency business system. Agencies should also consider the self-service options and reports available using the Data Warehouse.

Agencies should plan to remediate their agency business system to use any selected interfaces, and plan to test the connection and exchange of information as part of testing.

NOTE: *The agency interface selection process for Financials and Payroll Waves is now closed.*

Conversions

5) What legacy data will be in Florida PALM?

Florida PALM will have the information needed to transact going forward. Florida PALM will not have a transaction history for activities completed in FLAIR. The conversions include Agency specific values for applicable ChartFields or other data fields will be configured in Florida PALM based on information provided by the agency via the agency configuration workbooks.

6) Will the legacy interfaces and data be mapped to Florida PALM interfaces and data?

No. The Florida PALM and FLAIR data structures and functionality are very different. There is not a one for one relationship between all data fields or interfaces.

The Florida PALM Chart of Accounts is published to the Knowledge Center, and it includes a mapping to the related FLAIR data elements. The Project has also created mappings for conversions which is also published to the Knowledge Center.

To identify relevant Florida PALM interfaces, agencies need to leverage the results of their current state analyses to validate the specific types of information needed to support agency business systems. Then, agencies need to have a working understanding of the Florida PALM business processes and related interfaces (and file layouts).

7) What are agencies expected to do for legacy data cleansing?

Agencies are responsible for their own data. Agencies should have existing processes to ensure that their records are up to date and properly maintained. Agencies currently perform additional procedures as part of the annual fiscal year closings and financial reporting. Similar efforts are expected by agencies to prepare data for the cutover from FLAIR to Florida PALM. The Project is responsible for converting applicable data from FLAIR. Agencies will be asked to validate data extracts as part of the mock conversions, dry runs and final conversion processes.

If agencies discover converted data errors after go-live, agencies can make updates as part of normal operations in the current period or use Adjustment Period 998, when the period is available, to update the balances. If assistance is required to make the entries, agencies can contact the DFS – Bureau of Financial Reporting for additional guidance.

8) How should agencies approach evaluating if their data is ready for conversion?

Review the Knowledge Center to understand what will be converted, as well as what will not be converted. Review the Conversion file layouts to understand the specific data fields that will be included as part of the conversion. Determine if the agency, where applicable, has

records other than in FLAIR (e.g., MFMP, FACTs). If not, the agency should focus its efforts on reviewing its FLAIR data.

Read the Agency Data Readiness Guidance for a starting point for evaluating and assessing agency data. Most data management focuses on activities which should be occurring as part of normal operations, such as reconciliations and managing active versus inactive records.

Note that some conversions will be the primary responsibility of DFS and enterprise partners, such as suppliers and payroll information. DFS will reach out if specific assistance is needed for those items.

9) What happens if data errors or problems are discovered as part of conversions? Or after conversions? What can agencies do now if problems are discovered with agency FLAIR data?

Data errors or problems discovered as part of conversions will require troubleshooting and resolution to complete the conversion process. Some records will simply fail conversion and must be addressed post-conversion by the agency. Any data failing in the conversion process will require the use of default values or be loaded as an incomplete record requiring agency attention (updates via online entry, interface, or where applicable spreadsheet upload).

Agency Specific Values

10) What are agencies expected to do for agency configuration workbooks? How will it be used?

Agencies are asked to provide agency specific values, where needed, for data fields such as agency specific ChartField values, asset locations, etc. These values will be set up in Florida PALM to support agency operations beginning at go-live. Agencies should pay attention to the intended use of the data field and provide active values that meet that intended use.

11) What happens if agencies need changes to the configured values provided?

After go-live, agencies will leverage business processes to request, set up or update values for changes in business operations. See business process model 10.1.1 Agency Add or Modify ChartField Values.

12) What if agencies want to implement new agency-specific values or make major improvements or updates to their records?

The Project encourages agencies to implement new agency-specific values or make any relevant improvements or updates to their records prior to the cutover and conversion processes. If these changes can be easily incorporated within normal business operations before Florida PALM go-live then those changes can improve the transition. However, if the changes include significant impacts for users, then the timing should be carefully considered to not coincide with Florida PALM go-live.

Agencies may choose to supplement the information loaded as part of conversions after go-live. Agencies can use the available interfaces and normal business processes to update applicable records if there is a business need. For example, if the agencies want to use the optional data fields in Florida PALM for which there is not a counterpart in FLAIR, the agency

may update the records with additional information after go-live when operations have stabilized.

The focus for conversion efforts is to load the information needed to support operations beginning at go-live. As agencies become familiar with Florida PALM, opportunities for improvement for agency records may be identified and acted upon where it fits within normal business processes.

Legacy Data Cleansing

13) When will data resources, such as a data dictionary or entity relationship diagram, be available to agencies?

Until the building work is completed, specific table names and fields are not final. When design and build work is completed for Florida PALM and the Data Warehouse, the Project will finalize and share data resources to support agency understanding. For now, agencies should focus on the information provided in the interface and conversion file layouts.

The Knowledge Center also lists data fields associated with specific business processes and interfaces. Each data field includes a general description.

The Design Workshop presentations and other materials also include screen shots and tables for key data fields.

Agencies should review and understand the Chart of Accounts. Each ChartField is mapped to the comparable FLAIR data element. A Chart of Accounts Design overview and the Revenue and Expenditure Account Values are also published on the website.

Reporting & Data Warehouse

14) When will the Data Warehouse be implemented?

The Data Warehouse will be implemented with Financials and Payroll Wave. The Data Warehouse will replace the FLAIR Information Warehouse as of July 2026.

15) What will the Data Warehouse include?

The Data Warehouse will serve as a repository of Florida PALM data. The Data Warehouse will also separately hold FLAIR Information Warehouse data. Both data sets will be available to agencies based on applicable data security and access privileges. The FLAIR legacy data will not be updated after FLAIR is retired. The Project has started work on the Data Warehouse. Descriptions of reports are added to the Knowledge Center as work is completed.

16) What is the difference between Florida PALM and Data Warehouse reports?

The Data Warehouse will be updated on a nightly basis for Florida PALM operations following the processing of the nightly batch processes. Florida PALM will be the source for real time or near real time data, while the data in the Data Warehouse will be available the next day. The Data Warehouse will also offer self-service reporting tools for agencies.

17) What reporting tools will be available to agencies?

Reports are available to Florida PALM and DW/BI users which offer detail and summarized information and include prompts to support user analysis for specific information.

Agencies that need to meet other agency-specific reporting needs will have self-service tools available in DW/BI. Users in the Author role can use the drag and drop functionality to create queries or modify existing queries. These reports can be scheduled and distributed to other users as needed.

The specific reporting tools used for the Florida PALM and DW/BI reports include PS Query, Business Intelligence Publisher (BIP) and Business Intelligence (BI) Classic. PS Query and BIP were implemented during CMS Wave.

18) How will my agency get information if we do not have users that can write queries?

Reports needed to support normal business operations are available in Florida PALM and the Data Warehouse. These reports are available based on user role, and must be run with specific parameters, such as business unit, date ranges, or other information. The Knowledge Center describes the available reports, the navigation path, and required parameters (e.g., criteria).

Self-service functionality for queries will be available to a limited number of qualified users to create queries for agency needs. While training will be offered on how to use the Data Warehouse Business Intelligence tools, query writers will need an understanding of the data and basic query concepts.

For on-going, frequent needs for agency-specific data not available through the available reports, the agency should add or train staff with the needed skill sets. For one-off requests, the agency may request assistance from the Solution Center.

Data Management

19) How long will Florida PALM and the Data Warehouse retain records and documents?

As part of Optional Services, the Project will develop record retention policies and processes. Information will not be purged until such policies and processes are developed and shared with agencies. DFS will retain Florida PALM information in accordance with applicable record retention policies.

As discussed in the Executive Steering Committee and Advisory Council meetings, Florida PALM is not a document management system and will not serve as the primary source for supporting documentation (attached to Florida PALM transactions). Agencies are responsible for maintaining supporting documentation.

20) How is confidential and sensitive information protected?

Access to information is based on user roles and privileges. Roles which require access to confidential or sensitive information are segregated from other roles. Agencies are responsible for understanding the role access privileges and making user role assignments.

Where sensitive information is required for general use, it is obfuscated. Interfaces are exchanged using secure connections with limited access. Agencies are responsible for

safeguarding information included in interfaces or reports that include confidential or sensitive information.