

Overview

Data conversion refers to the activities of **extracting** and **transforming** legacy data and **loading** it to Florida PALM. Florida PALM will use legacy data from FLAIR and enterprise systems to populate opening balances in the General Ledger and many other pieces of data needed to support operations at go-live. Data conversion is a shared responsibility between the Florida PALM Project (Project) and agencies.

Through a series of conversions, “mock” and then final, the Project is responsible for performing conversions, extracting agency legacy data from source systems, transforming that data, and loading it in Florida PALM. The Project will collaborate with source system owners (e.g., Department of Financial Services and Department of Management Services) to obtain the necessary data for conversion. Agencies are responsible for ensuring their data is ready for conversion from those source systems and may be asked to provide additional information, needed for Florida PALM, that is not available in the legacy source system.

Planned Data Conversions

There are multiple types of data, or data groups, needed for Florida PALM opening balances and on-going operations. The primary data groups include the following:

1. Agency ending balances (e.g., General Ledger balance sheet items) in the legacy system will be the opening balances in the Florida PALM General Ledger. This information will come from Departmental FLAIR. Agency available budget balances will be the opening balance in the Commitment Control (KK) Ledger. This information will come from Central FLAIR.
2. Subsidiary ledger records, the underlying details that comprise the General Ledger balances, will be recorded in Florida PALM to support the balance and to support operations going forward. The legacy subsidiary ledger records for assets and accounts receivable, will come from Departmental FLAIR, and encumbrances will come from Departmental FLAIR and MyFloridaMarketPlace.
3. Records for the individuals and entities (e.g., active suppliers, employees and customers) with whom the State does business (e.g., disbursements, payroll and receipts) will be established in Florida PALM. This information will come from the Statewide Vendor File, Departmental FLAIR Customer File, People First, MFMP and Payroll (PYRL).

The [Conversions Catalog](#) provides information about the planned conversions, includes the conversion file layouts for all conversions pertaining to agency data and [data field mapping](#) from the legacy system to Florida PALM.

Mock Conversions

Data conversions are tested through a series of four practice runs called “Mock Conversions”, depicted in Figure 1. After each Mock Conversion cycle, the conversion results will be analyzed to understand the successful load rate, the error rate, and the cause of any errors. Action should be taken to resolve errors before the next Mock Conversion cycle. The goal of Mock Conversion is for successful load results to increase and error results to decrease with each cycle. This requires both cleansing of data based on Mock Conversion results and changes to agency data management in the legacy system to prevent new issues from arising.

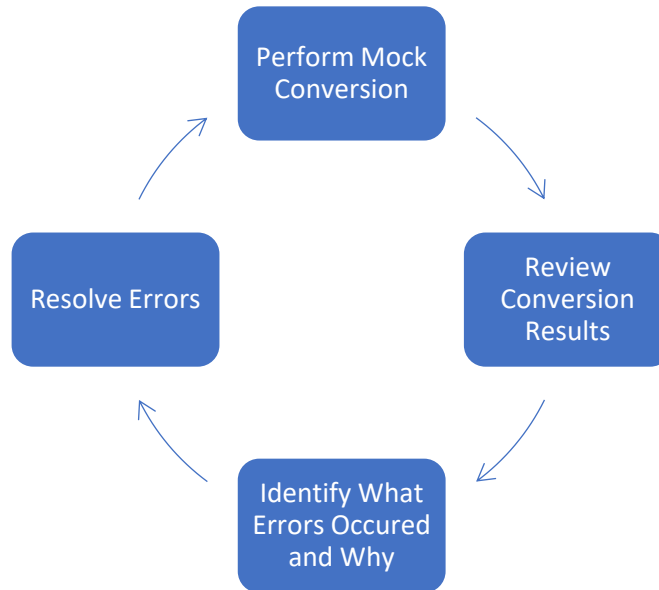


Figure 1: Mock Conversion Cycle

After each Mock Conversion cycle, the Project will review the results and determine the cause of any errors. The type of error determines if the Project or agency must take action to resolve the error. For example, errors that occur because of the conversion program must be resolved by the Project. Whereas errors that occur because of data discrepancies must be resolved by agencies. After the Project reviews conversion results and identifies the cause of any conversion errors, the results will be shared with the agencies to review and perform any needed data cleanup.

The Project will perform four cycles of Mock Conversions, as identified in Table 1 below. Three additional Mock Conversions will occur as part of the three Dry Runs. Conversion results will be shared with agencies beginning with Mock Conversion 1 through a series of RW tasks. Agencies are expected to review the shared conversion results and perform data clean-up to address any data errors.

Table 1: Mock Conversions

Cycle	Data Pull Timeframe	Related RW Tasks to Review Conversion Results	Agency Impact
Mock Conversion 1	September 2024	555-A, 555-B and 555-C	Agency's first opportunity to review and respond to Mock Conversion results.
Mock Conversion 2	March 2025	571	Mock Conversion 2 data will be used for Interface Testing – Cycle 2.
Mock Conversion 3	July 2025	587	Mock Conversion 3 data will be used at the start of UAT.
Mock Conversion 4	October 2025	597	Mock Conversion 4 data will be used for the data refresh in UAT and will be used for Interface Testing – Cycle 3.

Agency Preparation for Mock Conversion Activities

As described in the [Agency Data Readiness Guidance](#) document, agencies are responsible for evaluating and managing their data to ensure agency data readiness for conversion activities, this includes agency managed data in FLAIR and enterprise systems. Agencies have prepared for conversion activities through a series of RW tasks (514, 517, 526, 529, 542, and 545) requiring agencies to:

- Understand the planned conversions for Florida PALM;
- Identify which conversions are needed for your agency (i.e., some agencies do not have active customers or projects that need to be converted);
- Analyze your related data and develop an agency-specific Data Readiness Plan; and
- Perform data cleansing of the identified data groups to prepare for conversion activities (e.g., remove or inactivate all unnecessary information).

Agency Mock Conversion Responsibilities

The Project will share Mock Conversion results with agencies through a series of RW tasks listed in Table 1. For each applicable conversion, agencies will receive up to four files for review.

- **Conversion flat file** is created from information from the source system, configurations, or agency-specified information. Agencies should review the data in the file to understand the data records that are being converted. Agencies should reference the conversion layout and the conversion data mapping to support this review.
- **Log file** is generated from Florida PALM as a result of the conversion load. Agencies should review this file to understand the total number of records extracted from the source system, the total number of records that successfully processed or processed with a warning, and the total number of records with an error that did not load.
- **Error file** is generated from Florida PALM and indicates the row count of the error and field name which caused the error. Agencies should review this file to understand the records that were rejected.
- **Report extract** is generated from Florida PALM and provides a view of successfully loaded records. Agencies should review this file to understand how their data will look in Florida PALM.

Upon review of the conversion results, agencies should perform data cleansing to address the conversion load errors. Agencies should reference their Data Readiness Plan, and the Project provided Data Readiness Guidance to understand tools and resources available to support data cleansing efforts. Agencies are expected to perform data cleansing activities for errors in all conversions to improve the successful conversion load rate for the next Mock Conversion cycle.

NOTE: *Some conversions, such as PCC001 and ARC001, require additional data fields that do not exist in the source system. Agencies participating in these conversions will need to provide the additional required data to the Project through a workbook, collected through related RW tasks.*

Final Data Conversions

It is critical for agencies to maintain data cleansing efforts, beyond the Mock Conversion and Dry Run activities, and ensure best practices in data entry into legacy systems is followed as identified in their Data Readiness Plans. It is also critical that agencies maintain their Florida PALM configuration values as these have a direct impact on conversions. Collectively, this will provide

the best and most efficient data conversion results for agencies. To prepare for go-live, the Project will conduct a series of Dry Runs to practice cutover activities. Agencies will be provided conversion errors identified during the Dry Runs and will be expected to continue to perform data cleansing, if needed. The final data conversion occurs just before go-live.