

## Data Conversions Approach

### Overview

Data conversion refers to the activities of transforming legacy data and loading it to Florida PALM. Florida PALM will use legacy data from FLAIR and agency business systems to populate opening balances in the General Ledger and the data needed to support operations. This approach describes overall expectations for legacy data that will be converted for use in Florida PALM for future Waves.

### Planned Data Conversions

There are multiple types of data, or data groups, needed for Florida PALM opening balances and on-going operations. These 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.
2. Subsidiary ledger records, the underlying details that comprise the General Ledger balances, will be recorded in Florida PALM to support operations going forward. The legacy subsidiary ledger records for assets, accounts receivable, encumbrances and allotments will come from Departmental FLAIR and agency business systems, as applicable.
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, People First, Payroll (PYRL) and agency business systems, as applicable.
4. Year to Date (YTD) and Life to Date (LTD) balances for projects, grants and contracts will be obtained from Departmental FLAIR and agency business systems, as applicable. YTD and LTD balances for employee and supplier tax reporting will come from PYRL and Central FLAIR.

The Conversions Catalog describes the planned conversions and includes the draft file layouts. The Catalog is available in Smartsheet. The Conversions Catalog and the file layouts will be updated based on updates to requirements and completion of design work. The Catalog and file layouts will be updated when finalized versions are available.

### Agency Responsibilities

Agencies are responsible for managing their data to ensure that their records are accurate, complete and valid. On-going maintenance is helpful to prepare for conversion activities for Financials Wave and Payroll Wave. Agencies should review the Conversions Catalog to understand the type of data that will be subject to conversions and complete on-going maintenance of agency-managed data.

Agencies should manage data in FLAIR and agency business systems using existing tools and processes. Agencies should complete relevant periodic and year-end activities to cleanup records as needed. For example, agencies should complete asset inventories and write-offs. Agencies should manage inactive and incomplete records in accordance with current practices. These practices, performed as part of normal operations, are important to support current financial reporting and to support readiness for conversions.

Agencies will use file layouts provided by the Project to prepare and provide agency-managed data for conversion. Updated file layouts will be provided after the appropriate design activities are completed. The Project will provide more guidance and direction when resources are updated, and specific tasks are assigned.

## Other Data Considerations

Highlights for related data topics are described here:

1. The [Data Management Project](#) initiated by the Department of Financial Services Division of Accounting and Auditing (A&A) provides guidance related to data management expectations. Through this website, the DFS A&A describes data sources, tools and an approach for evaluating agency data.
2. The [Chart of Accounts](#) (COA) is the structure used to record accounting entries in the General Ledger and to support budgetary controls and financial reporting. The legacy COA will be retired and replaced by the Florida PALM COA. The current COA crosswalk will not be maintained when FLAIR is retired. The ChartFields comprising the COA, have been defined and mapped to the legacy data element counterparts. Various COA resources are available on the Florida PALM website.
3. A limited list of ChartField data values was implemented for the Cash Management System (CMS) Wave to support banking and investment activities. The ChartField data values, needed for Financials Wave and Payroll Wave, will be developed, in conjunction with enterprise partners and agencies, through various activities as described in the [Configuration Approach](#) on the Florida PALM website. Enterprise values will be provided to agencies. Agencies will be asked to provide agency-specific values in configuration workbooks.
4. Each business process includes the collection and processing of specific data, such as transaction details. Florida PALM data will be made available to agencies and other stakeholders via outbound interfaces, online inquiries and through reporting tools. The Project will update business process documents, the interface inventory and the related file layouts when design work is completed. Florida PALM will have comparable or more information than FLAIR for each business process. However, the data structure and values will be different from the legacy data structure. Upon completion of design work, the interface file layouts will be shared. The interface file layouts will identify the specific data elements for the related transactions (e.g., payments) or activities (e.g., suppliers), as well as key data values and processing logic.
5. The Florida PALM [Data Dictionary](#) currently describes the data used for the CMS Wave. The Data Dictionary will be updated when additional data is identified for Financials Wave and Payroll Wave. The Data Dictionary describes tables, data elements, related legacy data elements, and the functional definitions.