

120.1 Interface Error Handling Process

This document is a draft and subject to change

Revision History

Version	Date	Revision Notes
1.0	11/13/2023	Initial Financial Wave Draft
2.0	12/22/2023	Split Spreadsheet Upload Error Handling into a separate flow and updated narrative for clarity based upon Design Segment II BPM feedback.

This document is a draft and subject to change

Table of Contents

Business Process Overview	4
Dependencies and Constraints	5
Business Process Flow Details	6
120.1.1 – Interface File Error Handling	6
120.1.2 – Spreadsheet Upload Error Handling	8
Accounting Events	10
Key Reports	11
Conversions	12
Interfaces	12
Forms	12
Workflows	12
Agency Configurations	13

Business Process Overview

This business process addresses how Florida PALM identifies, tracks, and provides interface partners with the necessary information during interface processing which assists in locating and correcting a transaction.

The business subprocesses included are:

- 120.1.1 – Interface File Error Handling
- 120.1.2 – Spreadsheet Upload Error Handling

120.1.1 – Interface File Error Handling

Florida PALM provides each Agency, Enterprise Partner or 3rd Party with a specific file folder on the Managed File Transfer (MFT server) for holding inbound files. Once files are processed, interfacing parties will be notified by email if an error has occurred. The interfacing partner will be able to review the error log in the folder specified in the email. A link to the Report Distribution Manager page will also be included which will allow users with Florida PALM access to view the error log online. The interfacing partner will be able to identify the file processed with the unique name sent for processing and the unique process instance linked to the file which was processed.

120.1.2 – Spreadsheet Upload Error Handling

Spreadsheets are uploaded directly into Florida PALM by Agency users with appropriate Florida PALM module roles. Once spreadsheets are uploaded, users may review the results including any transaction errors in the Report Distribution Manager.

Error Types

If errors are present, the interfacing partner or Agency user will be able to review failed records. An error file (unique to each interface or spreadsheet upload) will provide the needed information to identify transactions which have failed and facilitate corrections in the interfacing partner source system or spreadsheet. Once corrected, the interfacing partner can send a new file (Agency, Enterprise Partner or 3rd Party), create a spreadsheet upload (Agency only) or enter transactions directly into PALM (Agency only). The Inbound Interface Error Handling process describes the failure points that may be encountered during processing and the steps which are required to correct the file or transaction. Depending on where in the process an error occurs, a whole or partial file may be resubmitted for processing. It is important to understand how log and error files are identified and the primary role(s) responsible for reviewing and correcting errors. Listed below are three error types which may be encountered during inbound interface processing.

- **Fatal Errors** – File errors which cannot be processed and will abend the load program if encountered. These may be data type errors, invalid formatting, and unique key constraints. The entire file will be rejected, and a new corrected file must be submitted or transactions must be entered manually online. This type of error only applies to the 120.1.1 Interface File Error Handling process.
- **Hard Errors** – Transaction errors which cannot be processed and will be rejected. These errors once corrected, will need to be resubmitted for processing by file, spreadsheet upload, or manual entry. These errors may include PALM required fields which are missing, or contain incorrect ChartFields, and have monetary amounts that don't total header and lines.
- **Soft Errors** – Transaction errors that occur downstream from the Inbound Interface Error Handling Process. These transactions cannot be processed but will be held in Florida

This document is a draft and subject to change

PALM for correction. Errors at this stage will need to be addressed to move further into the transaction tables. Agencies may elect to resolve these errored transactions online, delete and continue processing, or delete and resubmit corrected records. For enterprise partners (i.e., MFMP, STMS, Works), these transactions must be deleted and resubmitted from the source system. Transactions in error that are not addressed will remain in an error status and will not be included in further processing. These edits include additional error checking performed by Florida PALM such as budget check errors or invalid supplier or customer id listed on a transaction.

For each error type listed above, interfacing partners have other ways of correcting or resubmitting transactions without sending a new file. These include spreadsheet uploads and manual entry. Generally, transaction volume will be the key determinant in which method is utilized.

Definitions for terminology used within this business process can be found at [Terms and Definitions Catalog](#)¹.

Dependencies and Constraints

- Error handling will be completed by the interfacing partner sending the transaction.
- Florida PALM provides the ability for interfacing partners to resubmit an entire file if a fatal error occurs or partial files if hard errors are present and certain transactions are rejected during execution.
- Soft Errors are errors that can be addressed in Florida PALM and generally corrected by the business user. For budget check errors, transactions that originate from enterprise partners must be corrected in the source system and resubmitted for processing. For all others, Florida PALM would hold the transaction and attempt to reprocess until corrected or deleted.

¹ <https://app.smartsheet.com/b/publish?EQBCT=0145b968d515454e9753d4943702576a>.

Business Process Flow Details

The table below describes steps in each business subprocess as reflected on the Business Process Flow Diagrams. The table also reflects information associated with each step describing the intent of the specific process.

The Business Process Flow Diagram uses horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or in some cases, representative of an external entity or system.

This information should be read in conjunction with the Business Process Flow Diagrams.

120.1.1 – Interface File Error Handling

Table 1: Interface File Error Handling

120.1.1 – Interface File Error Handling		
Module	N/A	
Related Module(s)	All Modules	
Swim Lanes – Definition	<p>Florida PALM Batch Scheduler: System role that loads and processes interfaces.</p> <p>Automated Batch Processing: Processes that occur automatically as part of the automated batch schedule.</p> <p>Agency Module Processor: Various agency roles in Florida PALM modules that process transactions through spreadsheet uploads and resolve errors.</p> <p>Technical Interface Contact: Interface partner (e.g., Agency, Enterprise Partner, Third Party) technical resource responsible for loading/transmitting files to Florida PALM for processing.</p>	
Process Step ID	Process Step Title	Description of Process
1	Inbound Interface File	The interfacing partner will transmit the file to the specified inbound file folder on MFT where it will be held until processed.
2	Perform File Validations	File level validations are performed. Errors encountered during this step are considered fatal errors and a new file will be required for processing.
3	Perform Key Field Validations	Key interface fields are validated. Errors during this step are considered hard errors and will be written to the error log. Records with hard errors must be corrected and resubmitted for processing in a new interface file or entered manually in Florida PALM.
4	Perform ChartField/Combo Edit Validations	<p>ChartFields and ChartField combination edits are validated. Errors during this step are considered hard errors. Valid transactions will continue to the next step while hard errors must be corrected and resubmitted for processing. Hard errors will be listed in a log and error file for review.</p> <p>Please see 10.1 Set Up and Maintain Chart of Accounts for more information on valid ChartFields and ChartField combination edits.</p>

This document is a draft and subject to change

Process Step ID	Process Step Title	Description of Process
5	Load Inbound Transactions to Staging Tables	Transactions are loaded to Florida PALM staging tables. The transactions will remain in the staging tables until processed by delivered Florida PALM functionality.
6	Load/Validate Transactions from Staging to Final	Transactions are validated and will be loaded to the transaction tables if no soft errors are present. Transactions with soft errors will remain in the staging tables and will be marked in error. Agency Module Processors will be able to review and correct most errors utilizing a Work Center page. PeopleSoft WorkCenters are designed to allow users to access their most used reports, queries, pages, and processes in a single location.
7	Continue Processing	All transactions that pass validations will continue processing and be loaded into the final transaction tables.
8	Send Interface Error Notification Email	After an error log has been generated, an email notification will be automatically created and sent to the appropriate agency email distribution list. This email will contain both a link to the Florida PALM Report Distribution Manager as well as error file name information for retrieval from MFT.
9	Review Message from Florida PALM Report Distribution Manager	If fatal or hard errors are encountered Agency Module Processors will be notified by email that an error has occurred. A link will be provided in the email to view errors in Florida PALM.
10	Review Email Message and MFT Error File	If fatal or hard errors are encountered, Agency Technical Interface Contacts will be notified by email that an error has occurred and will provide the log/error name which can be found on MFT.
11	Create Manual Entries	Agency Module Processors may choose to create transactions directly in Florida PALM to correct transaction errors.
12	Review/Resolve Transaction/Data Errors	Pages and reports are available to Agency Module Processors which will aid in the review and correction of soft errors directly in Florida PALM. If the transaction is no longer needed the transaction can be deleted. For Enterprise submitted data, transactions encountering soft errors will be deleted from Florida PALM and will require resubmission from the source system.
13	Create Corrected File and Place on MFT Inbound Folder	If a fatal error occurs, a new file needs to be placed on the inbound MFT folder. If a hard error occurs, only transactions that failed validations need to be placed in a file on the inbound MFT folder.

This document is a draft and subject to change

120.1.2 – Spreadsheet Upload Error Handling

Table 2: Spreadsheet Upload Error Handling

120.1.2 – Spreadsheet Upload Error Handling		
Module	N/A	
Related Module(s)	All Modules	
Swim Lanes – Definition	Spreadsheet Upload Interface Validation: System role that loads and processes interfaces. Agency Module Processor: Various agency roles in Florida PALM modules that process transactions through spreadsheet uploads and resolve errors.	
Process Step ID	Process Step Title	Description of Process
1	Spreadsheet Upload	The Agency Module Processor generates the spreadsheet upload file and uploads into Florida PALM using the applicable custom run control page.
2	Perform Key Field Validations	Key interface fields are validated. Errors during this step are considered hard errors and will be written to the error log. Records with hard errors must be corrected and resubmitted for processing in a new interface file or entered manually in Florida PALM.
3	Perform ChartField/Combo Edit Validations	ChartFields and ChartField combination edits are validated. Errors during this step are considered hard errors. Valid transactions will continue to the next step while hard errors must be corrected and resubmitted for processing. Hard errors will be listed in a log and error file for review. Please see 10.1 Set Up and Maintain Chart of Accounts for more information on valid ChartFields and ChartField combination edits.
4	Load Inbound Transactions to Staging Tables	Transactions are loaded to Florida PALM staging tables. The transactions will remain in the staging tables until processed by delivered Florida PALM functionality.
5	Load/Validate Transactions from Staging to Final	Transactions are validated and will be loaded to the transaction tables if no soft errors are present. Transactions with soft errors will remain in the staging tables and will be marked in error. Agency Module Processors will be able to review and correct most errors utilizing a Work Center page. PeopleSoft WorkCenters are designed to allow users to access their most used reports, queries, pages, and processes in a single location.
6	Continue Processing	All transactions that pass validations will continue processing and be loaded into the final transaction tables.
7	Review Error Log from Florida PALM Report Distribution Manager	Hard errors will be captured in the error log, which will be available for Agency Module Processors to review through the Report Distribution Manager page.

This document is a draft and subject to change

Process Step ID	Process Step Title	Description of Process
8	Create Manual Entries	Agency Module Processors may choose to create transactions directly in Florida PALM to correct transaction errors.
9	Create Corrections in Spreadsheet Upload Template	The Agency Module Processor may make corrections and generate a supplemental spreadsheet upload file containing only the corrected records.
10	Review/Resolve Transaction/Data Errors	Pages and reports are available to Agency Module Processors which will aid in the review and correction of soft errors. If the transaction is no longer needed the transaction can be deleted.

DRAFT

This document is a draft and subject to change

Accounting Events

Accounting events originate during transaction processing in the applicable source module. The accounting events impact the source module, Commitment Control ledgers, and the General ledger (Actuals).

- Source Module accounting entries require user input (U) of the primary line (i.e., expenditure, revenues) with an automated system (S) offsetting line (i.e., payable, receivable) during transaction entry. The source model transaction must pass Edit Check, Budget Check, and Cash Check (on applicable entries) prior to posting the transaction.
- The Run Budget Check (Commitment Control) process automatically affects balances in the appropriate budget ledger (i.e., appropriation, spendable cash) if the transaction passes the budget check process.
- After the transaction is posted in the source module, an automated system process summarizes and posts the entries in the General Ledger module to the Actuals Ledger.

The table below provides the most common accounting events applicable to this business process.

Table 3: Accounting Events Included on Business Process Flow Diagrams

Acct Event ID	Accounting Event	Source Module Accounting Entry	Commitment Control Ledger(s) Impact	General Ledger (Actuals) Entry
N/A				

This document is a draft and subject to change

Key Reports

Table 4: Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	APR125	Budget Check Errors – A report in the WorkCenter used to display a list of vouchers with budget check errors.	PeopleSoft	Periodic	DFS, Agency
R2	APR126	Cash Check Errors – A delivered report used to review Revenue Estimate budget checking errors.	WorkCenter	Periodic	Agency Module Processor
R3	ARR022	Revenue Estimate Exceptions – A delivered report used to review Revenue Estimate budget checking errors.	WorkCenter	Periodic	Agency Module Processor
R4	ARR029	Direct Journal Budget Exceptions – A delivered report used to review Direct Journal budget checking errors.	WorkCenter	Periodic	Agency Module Processor
R5	ARR065	Posting Errors – A delivered report in the WorkCenter used to display pending items containing errors, with access to Online Error Correction pages.	WorkCenter	Periodic	Agency Module Processor
R6	ARR067	Direct Journal Accounting Entry Errors – Used to correct Direct Journal accounting entry edit errors.	WorkCenter	Periodic	Agency Module Processor
R7	CMR011	Accounting Errors – Summary listing of accounting errors.	WorkCenter	Periodic	Agency Module Processor
R8	GLR139	Journals with Errors - Journals with any type of error that requires action.	PeopleSoft	Periodic	DFS, Agency
R9	GLR140	Journals with Edit Errors - Journals specifically with edit errors that require action.	PeopleSoft	Periodic	DFS, Agency

Note: A complete list of reports may be found in the [Reports Catalog](#)².

² <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Conversions

Table 5: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
N/A		

Note: A complete list of conversions may be found in the [Conversions Catalog](#)³.

Interfaces

Table 6: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
N/A				

Note: A complete list of interfaces may be found in the [Interface Catalog](#)⁴.

Forms

Table 7: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Audience
N/A		

Workflows

Table 8: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Audience
N/A		

³<https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

⁴<https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Agency Configurations

Table 9: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A		

This document is a draft and subject to change