POC001 – Open Encumbrances

This document provides guidance for Mock 4 encumbrance data converted from the Departmental FLAIR Encumbrance Subsidiary file (EN1) into Florida PALM Purchasing module. The data from the Departmental FLAIR Subsidiary contains encumbrances directly created within FLAIR, and encumbrances that were created in Ariba on Demand (AOD) for MyFloridaMarketPlace (MFMP).

Budget checking will occur as part of downstream processes, and agencies will be able to see any encumbrances that have a budget error during User Acceptance Testing (UAT).

NOTE: *Most agencies will have multiple conversion files to review for POC001, a set of files from FLAIR and a set from MFMP. DACS, FDOT, JAC and PSC will only have conversion files from FLAIR.*

NOTE: *This conversion is not applicable to Citrus.*

Review the Mock Conversion 4 results for POC001, which includes data as of November 8, 2025. Validate the open encumbrances and resolve errors by updating records in FLAIR or MFMP. The most common errors and the recommended action to resolve errors are provided in table below.

NOTE: *If you do not want an encumbrance converted, you must inactivate it in FLAIR before go-live. Encumbrances will remain as part of future conversions until closed or the encumbrance balance is reduced to $0.*

How to Use the Results:

Table 1 below lists the POC001 conversion files and related information.

NOTE: *Encumbrances (EN-NO field) with a prefix of 'E' indicates a manually encumbered transaction in FLAIR. A prefix of 'A' indicates the encumbrance in FLAIR was created from AOD. The Voucher Origin is provided in the POC001 Record Extract with a 'MFM' for MFMP and 'FLR' for FLAIR.*

Table 1: POC001 Results Data Files, Description, and Intended Use

POC001 Results Data File Name	Description	Intended Use
FLAIR_Agency_POC001_ Record Extract	File contains the encumbrances created in Florida PALM that were originally created within FLAIR.	Agencies will use this file to review and verify encumbrances that were loaded into Florida PALM.
MFMP_Agency_POC001_ Record Extract	File contains the encumbrances created in Florida PALM from FLAIR but initiated in AOD.	Agencies will use this file to review and verify encumbrances that were loaded into Florida PALM.
FLAIR_Agency_POC001_ Log File	The file details the number of transactions that were received, processed, in error, or warning. This file was created based upon	Agency should review this file for counts related to transactions.

POC001 Results Data File Name	Description	Intended Use
	encumbrances originally created within FLAIR.	
MFMP_Agency_POC001_Log File	The file details the number of transactions that were received, processed, in error, or warning. This file was created based upon FLAIR encumbrances that were initiated in AOD.	Agency should review this file for counts related to transactions.
FLAIR_Agency_POC001_Conversion Flat File	File contains detailed encumbrance transactional data. The layout format for this file is the POC001 conversion layout. This data is organized such that each encumbrance has a separate header with the line, supplier record, and distribution line. This file was created based upon encumbrances created within FLAIR.	Agencies can use this file as a reference to support the record extract file.
MFMP_POC001_Agency_Flat File	File contains detailed encumbrance transactional data. The layout format for this file is the POC001 conversion layout. This data is organized such that each encumbrance has a separate header with the line, supplier record, and distribution line. This file was created from FLAIR encumbrances that were initiated in AOD.	Agencies can use this file as a reference to support the record extract file.
FLAIR_Agency_POC001_Error File	File contains detailed error/warning messages for encumbrances originally created within FLAIR.	If provided, agencies will use this file to research errors.
MFMP_Agency_POC001_Error File	File contains detailed error/warning messages for FLAIR encumbrances that were initiated in AOD.	If provided, agencies will use this file to research errors.
FLAIR Defaults_Agency_POC001	The file was generated prior to the initiation of the conversion program. As a result, it contains encumbrance records along with the corresponding default values that would apply, regardless of whether each encumbrance was successfully converted.	Agencies can use this file as a reference to support the record extract file and determine what encumbrances were defaulted.

POC001 Results Data File Name	Description	Intended Use
	The file includes FLAIR fields (yellow) and Florida PALM fields (green) that were used in conversion. This can be used to determine when a Grant, Contract, or Project ID was defaulted to blank because of an invalid value. This file was created from encumbrances created within FLAIR.	
MFMP Defaults_Agency_POC001	The file was generated prior to the initiation of the conversion program. As a result, it contains encumbrance records along with the corresponding default values that would apply, regardless of whether each encumbrance was successfully converted. The file includes FLAIR fields (yellow) and Florida PALM fields (green) that were used in conversion. This can be used to determine when a Grant, Contract, or Project ID was defaulted to blank because of an invalid value. This file was created from FLAIR encumbrances that were initiated in AOD.	Agencies can use this file as a reference to support the record extract file and determine what encumbrances were defaulted.

Due to the complexities of the encumbrance data, targeted error-handling measures were implemented to ensure successful translation of FLAIR data elements into Florida PALM ChartField values. Table 2 below outlines the most frequent errors encountered, the corrective actions applied during the conversion process and options available to agencies for addressing these issues when appropriate.

NOTE: *ChartFields that were defaulted (see list below) <u>will not appear</u> in the error log, as the encumbrance record was converted.*

Table 2: POC001 Common Errors, Florida PALM Approach, and Recommended Action

Common Errors	Error Handling During Conversion	Recommended Action
Required Field VENDOR_SETID is missing/data format is incorrect/length is exceeding OR	Encumbrances were not converted into Florida PALM.	The errored records are associated with a Vendor ID that was not successfully converted as part of APC001 – Supplier Conversion. Vendor ID and Set ID are required

Common Errors	Error Handling During Conversion	Recommended Action
Required Field VENDOR_ID is missing/data format is incorrect/length is exceeding		fields in Florida PALM, there are two options: ***Option 1 – Vendor type is "N":*** If the Vendor ID starts with an "N" and you determine the vendor is needed for conversion, you should work with DFS A&A - Bureau of Vendor Relations to add the vendor to the Statewide Vendor File using a valid FEIN or SSN. OR ***Option 2 – Vendor type is "E":*** If the vendor ID starts with an "E" the encumbrance was not converted. No action is needed by the agency. The Project will implement a fix for this. For all other records work with DFS A&A - Bureau of Vendor Relations in reviewing the vendor on the Statewide Vendor File (SWVF) to confirm that all of the required fields exist on the record for a successful conversion.
Agency Organization value was not mapped to a corresponding Florida PALM Organization	Organization value was defaulted to the agency level organization value, which is the highest-level org value.	Organization ChartField is a required field in Florida PALM, there are two options: ***Option 1 – Identified Organization value that was converted was not appropriate on the encumbrance:*** Determine if the FLAIR Organization code is active in FLAIR. Review your *<Agency> Conversion Mapping - Organization* worksheet in Smartsheet and confirm the FLAIR Organization Code has been mapped to a valid Florida PALM Organization value. Update the mapping, as needed.

Common Errors	Error Handling During Conversion	Recommended Action
		Option 2: Identified Organization value is appropriate on the Encumbrance: No Action
Agency OCA value was not mapped to a Florida PALM Field.	These values are removed from the conversion process and will be defaulted to blank.	Since the OA1 or OA2 ChartFields are optional in Florida PALM, there are three options: *Option 1 – Identified FLAIR OCA is needed on encumbrance:* Review your *<Agency> Conversion Mapping – OCA* worksheet in Smartsheet and confirm the FLAIR OCA has been mapped to a valid Florida PALM value. Update the mapping, as needed. *Option 2 – Identified FLAIR OCA encumbrance should be shown for another valid OCA in FLAIR:* Update the encumbrance in FLAIR and review and update the *Conversion Mapping – OCA* worksheet, as appropriate. During the next conversion, the encumbrance will be converted to the other identified ChartField value. *Option 3 – Identified FLAIR OCA is not needed on encumbrance:* No action
Agency Contract value was not configured as a Florida PALM Contract value	These values are removed from the conversion process and will be defaulted to blank.	Since the Contract ChartField is optional in Florida PALM, there are two options: *Option 1 – FLAIR Contract is needed on encumbrance:* Add/modify encumbrance in FLAIR to include an active Contract value. Once an active Contract value exists, the field will be included in conversion. *Option 2 – FLAIR Contract is not needed on encumbrance:* No action

Common Errors	Error Handling During Conversion	Recommended Action
Agency Project ID value was not configured as a Florida PALM Project value.	These values are removed from the conversion process and will be defaulted to blank.	Since the Project related ChartFields are optional in Florida PALM (except when a Fixed Capital Outlay category is used), there are two options: ***Option 1: Identified FLAIR Project is needed on Encumbrance:*** Add/modify to include an active Project ID. Once an active Project ID exists on the encumbrance record, the field will be included in conversion. ***Option 2: Identified FLAIR Project is not needed on encumbrance*** No action
Agency Grant value was not configured as a Florida PALM Grant value.	These values are removed from the conversion process and will be defaulted to blank.	Since the Grant ChartField is optional in Florida PALM, there are three options: ***Option 1 – Identified FLAIR Grant ID is needed on encumbrance***: Determine if the Grant ID is active in FLAIR and determine if the Grant ID was successfully converted to Florida PALM. Review your converted Grant values *Conversion Mapping – Grant ID* worksheet in Smartsheet and then confirm if the Grant ID has been mapped to a valid Florida PALM value. ***Option 2 – Identified FLAIR Grant ID should be shown for another valid Grant ID in FLAIR:*** Update the encumbrance in FLAIR and review and update the *Conversion Mapping – Grant ID* worksheet, as appropriate. During the next conversion, the encumbrance will be converted to the other Grant ChartField value. ***Option 3 – Identified FLAIR Grant ID is not needed on encumbrance:***

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Common Errors	Error Handling During Conversion	Recommended Action
		No action
Combo error for fields PRODUCT/ PROJECT_ID in group FCO_PROJ	Encumbrances were not converted into Florida PALM.	Add/modify to include a valid Project ID. If the encumbrance has a Fixed Capital Outlay (FCO) Category of 08XXXX or 14XXXX, then a valid Project ID is required.
Combo error for fields ACCOUNT/FUND_CODE	Encumbrances were not converted into Florida PALM.	No Action - The Project will implement a fix for this in future conversions.
Required Field (Organization; Account; Fund; Budget Entity; Category; State Program) is/are missing	Encumbrances were not converted into Florida PALM.	No Action – The Project will implement a fix for this in future conversions. The required fields that failed during this conversion were due to the Account/Object Code values, and an update will be made for future conversions
Required Field PC Business Unit, Project ID, and Activity ID are all required if at least one is entered	Encumbrances were not converted into Florida PALM.	No Action – The Project will implement a fix for this in future conversions.
Cannot process PO Header as the Purchase Order contains error(s)	Encumbrances were not converted into Florida PALM.	This is a secondary error that appears when the encumbrance was not successfully converted due to another error (e.g., ChartField error, combo error). Once the initial error is resolved this error is resolved.
Cannot process PO Line Distribution record as the Purchase Order contains error(s) Cannot process PO Line record as the Purchase Order contains error(s)	Encumbrances were not converted into Florida PALM.	This is a secondary error that appears when the encumbrance was not successfully converted due to another error (e.g., ChartField error, combo error). Once the initial error is resolved this error is resolved.
Cannot process PO Line Ship record as the Purchase Order contains error(s)	Encumbrances were not converted into Florida PALM.	This is a secondary error that appears when the encumbrance was not successfully converted due to another error (e.g., ChartField error, combo error). Once the initial error is resolved this error is resolved.

Additional Information:

- Conversion criteria were updated to exclude encumbrances when the Vendor ID was a FLAIR Account Code.
- For Encumbrances that have a Continuing Appropriation Category, the Budget Date year has been defaulted based upon guidance from the Office of Policy and Budget (OPB).
- Agencies can direct any data clean up questions to the FLAIR data cleanup team at acctaudtransformationsupport@myfloridacfo.com.