

## Task Instructions

Task ID: 698

Task Name: *Complete Data Cleansing in Preparation for Dry Run 2*

Task Start Date: *April 20, 2026*

Task Due and Close Date: *June 17, 2026*

Project Impact: *Direct*

**Agency data readiness has a direct impact on Dry Run 2. Results of Dry Run 2 will be used to update the UAT environment for the UAT Refresh.**

## Task Description

Perform cleansing activities to prepare data for Dry Run 2.

## Task Instructions

This task contains three parts:

1. Review the Dry Run 1 conversion results for your agency.
2. Perform data cleansing.
3. Report data readiness progress in Smartsheet.

## Review Dry Run 1 Results

The Dry Run 1 results are provided for the conversions listed below in Table 1.

### SharePoint Navigation:

*Florida PALM Secure File Share Portal > (Agency) Folder > Conversion Workbook Inventory > Dry Run 1*

Table 1: Dry Run 1 List

Conversion ID	Conversion Name	Source System	Applicable Agencies*
APC001	Suppliers	FLAIR	All Agencies
AMC001	Assets and Property	FLAIR	All Agencies
CTC001	Contracts	FLAIR	AHCA, APD, CITRUS, COM, DACS, DBPR, DCF, DEM, DEP, DFS, DJJ, DMS, DOAH, DOE, DOEA, DOH, DOL, DVA, EOG, FCOR, FDC, FDLE, FDOT, FGCC, FLHSMV, FSDB, FWC, PSC, SCS
GLC001	Ledger	FLAIR	All Agencies
GMC001	Grants (for accounting purposes)	FLAIR	AHCA, CITRUS, COM, DACS, DCF, DEM, DEP, DFS, DJJ, DOE, DOEA, DOH, DOR, DVA, EOG, FDC, FDLE, FDOT, FLHSMV, FSDB, FWC, JAC
KKC001	Budgets	FLAIR	All Agencies
PCC001	Projects (for accounting purposes)	FLAIR	APD, COM, DACS, DCF, DEM, DEP, DFS, DJJ, DMA, DMS,

Conversion ID	Conversion Name	Source System	Applicable Agencies*
			DOE, DOEA, DOH, DVA, EOG, FDC, FDLE, FDOT, FLHSMV, FWC, JAC, SCS
PCC002	Projects Life-to-Date Balances	FLAIR	APD, DACS, DCF, DEM, DEP, DOE, DOH, DVA, EOG, FDC, FDLE, FDOT, FWC
POC001	Open Encumbrances	FLAIR, MFMP	All Agencies – <i>except</i> Citrus

*\*Applicable agencies listed as reported by agencies in the <Agency> Conversion Inventory worksheets, “Conversion Needed” column in Smartsheet.*

Conversion results are detailed for each applicable conversion for your agency. Most conversions will have the four documents, as described below. These documents are shared in your Florida PALM Secure File Share Portal in the Conversion Workbook Inventory, Dry Run 1 folder.

1. **<Agency> <Conversion Name> Conversion Flat File** generated using your related data from the source system. This file is for information only.
2. **<Agency> <Conversion Name> Log File** generated from Florida PALM after your data was transformed and loaded.
  - *Agency action:* Review the log file for summary count of processed and rejected records. This log shows the total number of records extracted, total records successfully processed, total records with errors and total records with warnings, if any.
3. **<Agency> <Conversion Name> Error File** generated from Florida PALM after your data was transformed and loaded.
  - *Agency action:* Review the error file to understand your records with errors. The file indicates the record row in the Conversion Flat File and provides the field name that caused the error.
4. **<Agency> <Conversion Name> Record Extract** generated from Florida PALM after your data was transformed and loaded.
  - *Agency action:* Review the record extract to view the records that successfully loaded into Florida PALM. This will help you understand how your data will look in Florida PALM.

**NOTE:** For KKC001, agencies will only receive two files; the KKC001 Record Extract and the KKC001 Conversion Flat File.

**NOTE:** For APC001, agencies will receive three files; the Supplier Crosswalk, the Employee Crosswalk, and the Agency Crosswalk.

**NOTE:** For AMC001, some agencies will receive an additional error file related to duplicate serial numbers.

**NOTE:** For POC001, some agencies will receive an additional error file related to budget exceptions.

## Perform Data Cleansing

After reviewing your Dry Run 1 results, it is now time to cleanse your agency’s data based on the conversion errors and your agency’s Data Readiness Plan. You should reference the related supplemental guidance for the corresponding conversion, as well as the [Agency Data Readiness Guidance](#) document to support your understanding of the conversions, errors, and the necessary actions required. Using those documents, make the appropriate updates in the source system for each conversion applicable to your agency.

**NOTE:** Data cleansing in FLAIR is not required for APC001 or KKC001; however, RW Task 713 requires agencies to confirm confidential suppliers and agency supplier records for APC001.

## Report Data Readiness Progress in Smartsheet

For all applicable conversions, document the status of your agency data clean-up efforts in the Data Cleansing Status column in your <Agency> Mock Conversion worksheet. This worksheet also includes results from your prior Mock conversions.

### Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory > Mock Conversions

Conversion Name	Dry Run 1 - Total Number of Records Received	Dry Run 1 - Successful Load Percentage	Dry Run 1 - Data Cleansing Status	Comments
AMC001 - Asset and Property				
CTC001 - Contracts				
GLC001 - Ledger				
GMC001 - Grants				
PCC001 - Projects				
PCC002 - Projects Life-To-Date Balances				
POC001 - Open Encumbrances				

Figure 1: DEMO Mock Conversions Worksheet in Smartsheet

**NOTE:** KKC001 and APC001 are not included in your <Agency> Mock Conversion worksheet as no data cleansing in FLAIR is required.

Table 2: <Agency> Mock Conversions Worksheet Columns

Column Name	Column Description
Conversion Name	Name of the conversion, beginning with the Project-assigned RICEFW ID.

Column Name	Column Description
Dry Run 1 - Total Number of Records Received	Number of records received from the source system for the Dry Run.
Dry Run 1 - Successful Load Percentage	The percentage of records that successfully loaded for the Dry Run. The objective is to have a higher percentage each Dry Run cycle.
Dry Run 1 - Data Cleansing Status	Agency reported status of data cleansing per Dry Run.  Available Drop-Down Options: <ul style="list-style-type: none"> <li>• <u>Not Applicable</u>: Select this value if the conversion does not apply to your agency. This would only be selected if there are no values in the <i>Total Number of Records Received</i> column.</li> <li>• <u>In Progress</u>: Select this value if your data cleansing efforts have begun.</li> <li>• <u>Complete</u>: Select this value if your data cleansing efforts are complete.</li> </ul>
Comments	Optional; use for agency internal comments.

Through the duration of this task, your agency should continue ongoing maintenance of configuration and conversion worksheets (RW Tasks 697, 699 and 701) and review your Data Readiness Plan to see how your agency planned for data cleansing and update as needed based upon ongoing data clean-up efforts. You may also reference the [Agency Data Readiness Guidance](#) for additional information and resources to support your data cleansing activities.

## Task Completion Requirements

The Project team will review your task submission based on the following criteria to confirm completion:

Table 3: Task Completion Rubric

Task Completion Rubric
In the Mock Conversions workbook in Smartsheet, for each row, a Dry Run 1 – Data Cleansing Status of ‘Complete’ has been selected or ‘Not Applicable’ if the conversion is not applicable to your agency.
Task tracker must be marked as 100% complete.

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 3 above.

**NOTE:** Due to this task being timebound, the task will be closed at the close of business on the due date; therefore, late submissions and resubmissions after the due date will not be permitted.

### Supporting Materials & Resources:

- [Agency Data Readiness Guidance](#)
- [AMC001 Supplemental](#)

- [APC001 Supplemental](#)
- [CTC001 Supplemental](#)
- [GLC001 Supplemental](#)
- [GMC001 Supplemental](#)
- [KKC001 Supplemental](#)
- [PCC001 Supplemental](#)
- [PCC002 Supplemental](#)
- [POC001 Supplemental](#)