

# Agency Data Readiness Guidance

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Revision Notes</b>
1.0	01/31/2024	Initial Release – Includes Segment II
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## Overview

Agencies are responsible for the data that will be needed to transact in Florida PALM. This document provides helpful information to support agency activities to prepare their data for Florida PALM. It includes information by Segment, which will be updated as the Segment designs are finalized and to support ongoing Readiness Workplan (RW) tasks, listed in Table 2: Agency Activities section, around data readiness.

“Data Readiness” means that the records are accurate and up to date, complete, valid, current, and reconciled to appropriate sources before agency data is loaded into Florida PALM. The quality of the data recorded in Florida PALM directly impacts the quality of reports and the success of conversion and configuration activities. If the legacy data is not adequately evaluated and prepared for these activities, errors or issues in the data will likely require agency troubleshooting and the need to make appropriate accounting entries or corrections to resolve discrepancies, which may cause delays during the critical go-live period. After go-live, discrepancies in the data will become more apparent as all parties will be operating in one system, rather than the various segregated components of FLAIR. Figure 1 provides an overview of the data that will be in Florida PALM as a starting point and how data will be added to Florida PALM through ongoing transactions / uses.

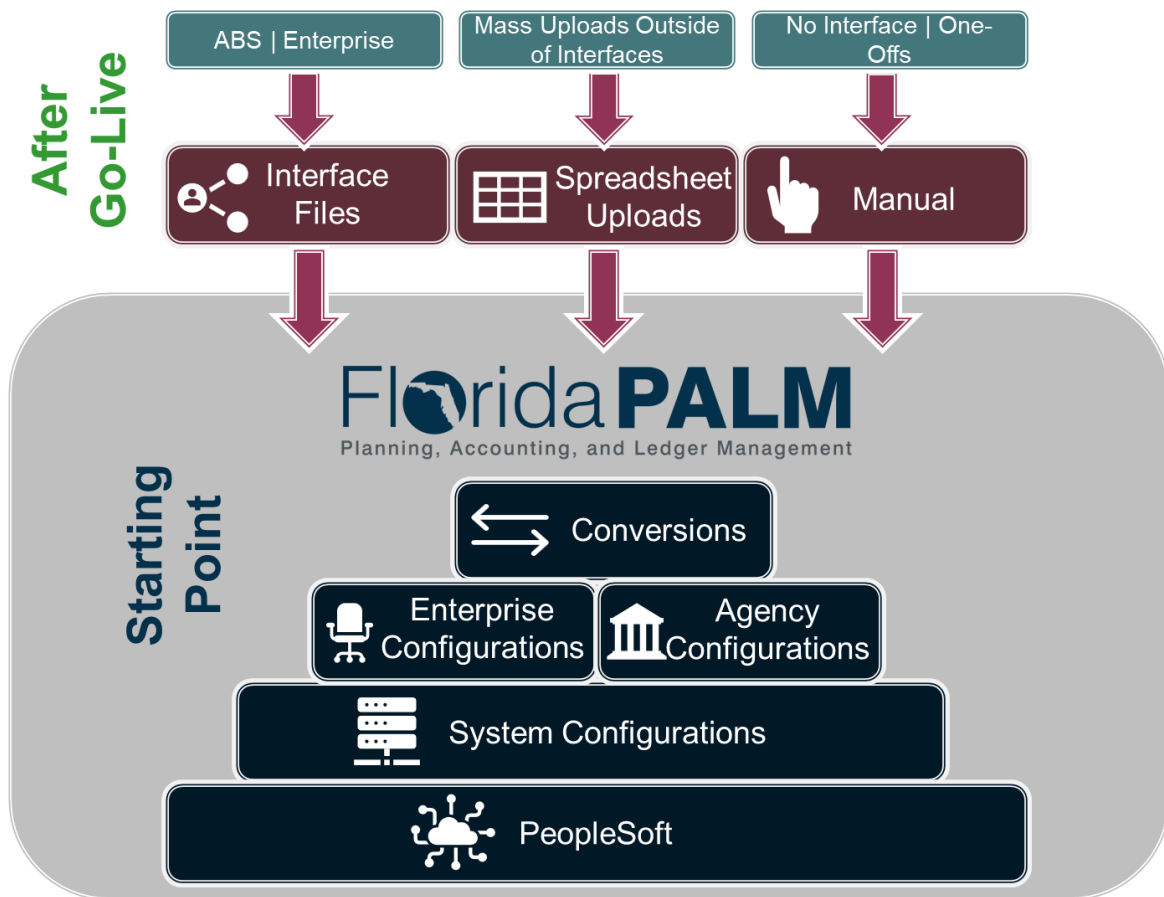


Figure 1: Data Source Depiction

Ready data is broadly described as:

- The data is accurate and up to date. No adjustments, corrections or other actions are required to clean up the data.
- The record is complete. All required fields are populated with correct information.
- The population of records is complete. All transactions or activities have been accounted for in the records.
- The record is valid. Specific fields, such as dates, are logical and formatted correctly.
- The record is valid (e.g., it is tied to an actual business event, transaction or related activity, not pseudo information). Fields within the record are used for the intended purpose. Any alternative uses of a field are understood and corrected or planned for alternative handling in Florida PALM.
- The data is accurate and reconciled. Information in one system (such as Departmental FLAIR) is tied to corresponding data in other systems (such as MFMP or FACTS).
- The general ledger (Departmental FLAIR) balances are reconciled to applicable subsidiary (detailed) records. Examples include reconciliations for assets and accounts receivable.
- The record status is current. The data is actively used and not historical in nature. Applicable business activities have been completed. Changes to the status occur when applicable events occur.

## Florida PALM

### Florida PALM Solution

Agencies should be reviewing information published on the Florida PALM website, with a focus on the Knowledge Center resources. In addition to participation in Florida PALM workshops and forums, agency subject matter experts should be actively collaborating to understand the planned functionality and support agency preparation for go-live. Resources have been published for Segments I, II and III. Additional information will be provided as more design and build work is completed. Key resources important for understanding Florida PALM data:

- **Business process models** which include narratives and flow diagrams describing user roles, interfaces, key steps and controls, reports, accounting entries and more. This information should be reviewed to understand the activities and transactions that will be available in Florida PALM. Agencies will make decisions about whether their agency uses this functionality, and if so, how it will provide and receive applicable information. Users with applicable roles can enter information into Florida PALM or use spreadsheet uploads (where specified), or the agency may need to use one or more of the available interfaces.
- The **Interface Catalog** is an inventory of the available interfaces with descriptions and key information for each. A file layout and sample data file are included for each interface. Agencies should use the Catalog to understand the options for exchanging information to support agency business systems. Agencies should also review the Considerations for Selecting Interfaces to understand alternatives to using an interface, including use of spreadsheet uploads (where available) and self-service functionality for extracting information from the Data Warehouse.
- The **Conversions Catalog** is an inventory of the planned conversions of FLAIR or other data that is needed by agencies to do business going forward in Florida PALM. The Catalog describes the types of records to be converted and the expected source systems. Most information will come from FLAIR and be converted by the Project. However, some information will come from applicable enterprise systems like People First or MyFloridaMarketPlace (MFMP). Additionally, in limited circumstances, it may be

appropriate to convert information from an agency business system where those records include information not maintained in FLAIR. The Catalog describes the expected sources. File layouts are included for each conversion. Agencies should review this Catalog to understand the types of data to be converted, regardless of if the agency has an agency business system or not.

- The **Reports Catalog** is a resource for users to identify and understand the planned reports for Florida PALM. The Catalog identifies reports implemented as part of CMS wave and reports planned for Financials Wave. Additional reports and samples will be added as design activities are completed.

## Florida PALM Data

Opening balances and information needed to transact in Florida PALM going forward for Financials and Payroll Waves will be configured or converted by the Project. Most of the data needed will come from FLAIR, and where applicable, from agency business systems (ABS) or from agency determination of new values during configuration activities. The Project will configure Florida PALM for statewide values and agency-specific values provided via the agency configuration workbooks. The Project will convert FLAIR ending balances for opening balances and active records for use in Florida PALM.

Agencies will be asked to validate the accuracy and completeness of the records to be converted or configured in Florida PALM. Agencies will also be asked to validate the results of conversion and configuration activities for the data populated in Florida PALM. Agencies should be evaluating and preparing agency FLAIR records and other systems, where applicable, to be ready for these data activities.

## Configurations

Florida PALM will be configured with both statewide (available to all agencies) and agency-specific information prior to Financials and Payroll implementation. To execute a business process within Florida PALM, the system must be configured for the values needed in each data field. A configuration establishes the parameters and initial settings needed to enable transactions to be recorded and the data to be stored in Florida PALM.

As part of Readiness Workplan tasks, agencies are required to provide agency-specific values in the applicable Agency Configuration Workbooks. These values may come from FLAIR, other enterprise systems or an agency business system. These values will be set up in Florida PALM to support operations and reporting going forward.

The Project will share enterprise-wide data values for applicable data fields as applicable activities are completed, i.e., by Segment. Agencies should consider the guidance for populating specific values in the Agency Configuration Workbooks while developing the agency data management plan and evaluating legacy data readiness.

## Conversions

The [Conversions Catalog](#) describes the planned conversions for Florida PALM. The Project will primarily be converting opening balances from the closing balances in FLAIR (e.g., which will be closed for the partial fiscal year), but will also convert active records, such as suppliers, employees, and customers to support operations going forward.

Historical FLAIR and agency business system transactional information will not be converted or recorded in Florida PALM. Florida PALM will include conversion data and will have the information for any activities completed after go-live. The Florida PALM Data Warehouse will include both Florida PALM data and historical FLAIR information from the FLAIR Information Warehouse, maintained in separate tables in their respective data structures. Both sets of data will be accessible for agency self-service, using reporting tools provided through the Data Warehouse.

As applicable design work is completed, as described in the sections below, the Conversion Catalog is updated to include descriptions of the conversions, the source(s), data elements, and processing logic. The Conversion Catalog also includes the file layouts that will be used for the conversions.

The Project will extract records from FLAIR for conversion to Florida PALM. In those instances, agencies will participate in validating the data to be converted and that the conversions recorded data as expected. For some conversions, the agencies will provide information from their ABS (where applicable and described in the conversion). Agencies should review and understand the conversion file layout to support creation of a data management plan for the legacy data.

### Conversion Inventory

Table 1: Conversion Inventory Description and Source

Segment	Conversion	Description	Source
II	AMC001 Assets & Property	Conversion of all types of active depreciable and non-depreciable tangible personal property, intangible assets, buildings and real property, or attractive items that are tracked for custody and reporting purposes.	FLAIR or ABS
II	ARC001 Customers	Conversion of active customers. This conversion file layout was completed during Segment II, but it will be discussed as part of the Segment III business process models.	FLAIR or ABS
II	GMC001 Grants	Conversion of active and current grant values into Florida PALM, which are used to track financial activity for federal, state, private, local, or other financial assistance, that provides support or stimulation to accomplish a public purpose.	FLAIR
II	POC001 Open Encumbrances	Conversion of open Encumbrance balances that are authorized for continued use.	FLAIR, ABS, MFMP
III	APC001 Suppliers	Conversion of active supplies/payees from the Statewide Vendor File (SWVF) to include EFT information from FLAIR EFT File, as well as MFMP.	FLAIR Statewide Vendor File; FLAIR EFT File;



Segment	Conversion	Description	Source
			PYRL; W-9; FRS; MFMP
III	ARC002 Open Accounts Receivable	Conversion of open subsidiary records for accounts subject to collection or required to be tracked for other purposes.	FLAIR or ABS
III	CTC001 Contracts	Conversion of contract ChartField values.	FLAIR

The Suppliers conversion will be handled primarily by enterprise partners, with limited data validation by agencies. The remaining conversions require agencies to validate the data that will be converted by the Project, regardless of source system.

### *Current-State Analyses - Legacy Data*

Agencies should be monitoring and managing their data and records on an ongoing basis. This includes monitoring the outcomes of transactions by reviewing reports and onscreen results, resolving errors, and completing reconciliations. As part of year end annual closing activities, agencies complete more in-depth analyses and corrections to provide assurance that the data is accurate and complete for financial reporting. Similar efforts are needed on an ongoing basis to detect and correct any errors or issues within the agency records that will be used as the basis for conversion and agency specific value configuration. In Florida PALM, agencies will continue these activities as part of the monthly period close processes.

This guidance provides a starting point for agencies to focus data readiness efforts. Agencies should focus on validating and updating legacy data in FLAIR that will be subject to conversion or configuration for agency specific values (e.g., in the Agency Workbook). For conversions, the Project will manage the translation of FLAIR data to the applicable Florida PALM data fields. For agency specific configurations, such as organization code, through RW Tasks, agencies will be asked to cleanse and validate a list for use in Florida PALM. Agencies should validate if the agency specific values provided in the Agency Configuration Workbooks meet the provided instructions and intended purpose.

This guidance suggests self-assessment questions, reconciliations, and applicable resources for records by topic. Agencies likely have more specific guidance, desk procedures, reports and other resources which are more applicable for their business operations and data readiness efforts. This guidance will be updated as additional Segment work is shared or data issues are identified. Agencies are encouraged to share their guidance and lessons learned with other agencies for this data readiness effort.

## **Segment II Conversions**

### **Assets and Property**

The AMC001 Assets and Property Conversion will be used for active asset records recorded in the FLAIR Property Subsystem.

The conversion of asset records is required to continue the business process of maintaining asset records over an asset's life cycle, including maintenance, depreciation, transfers, dispositions,

and physical inventory. Attractive Item records (assets with acquisition cost below the capitalization threshold but recorded in FLAIR for inventory purpose) will also be converted.

The conversion of the asset records supports continued compliance with section 216.102(1), Florida Statutes (F.S), the Agency Asset Custodian (Custodian) maintains financial and physical information of state-owned assets. Maintenance of asset records in Florida PALM includes scheduling regular, periodic functions such as depreciation, inventory, transfers, disposals, and end-of-period closing activities.

Only active asset records will be recorded in Florida PALM. The following types of records should be marked as active in the agency's records:

- The asset has remaining useful life and book value.
- The asset remains in service after being fully depreciated or is an attractive item that needs to be tracked for physical inventory or other reasons.

Agencies should review the AMC001 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. In the file layout, the fields to be converted are described. Agencies should focus on evaluating the active asset records in the FLAIR Property Master File (or an agency business system if applicable). Agencies should focus validation efforts on the information required for Florida PALM, which includes:

- Organization
- Fund
- Budget Entity
- Category
- State Program
- Asset Category
- Useful Life
- Asset Quantity
- Cost
- Depreciation Amount
- Asset Type
- Asset Category
- Asset Custodian Employee ID
- Location

In the AMC001 file layout, the fields will be converted as described. The Asset ID field is a Florida PALM system generated unique field. At conversion, Florida PALM field Tag Number and Conversion ID will contain Item Number (Property Item Number/Tag Number) and will act as a bridge to support legacy agency reporting.

Configurations applicable to this conversion includes:

- Location Definition – indicates an agency's physical location (e.g. address) for each location code.
- Area ID Values – specific areas within an established location (e.g. rooms, floors).

## Data Management and Preparing Data for Florida PALM

Having accurate, up-to-date asset records and maintaining them in FLAIR will have an impact on conversion and an agency's reporting and monthly closing process in Florida PALM. That is why it is important to take the time now to review your agency's asset records and develop a plan to keep the information up to date. If an agency uses an agency business system or a third-party vendor, it is recommended to pull data from those systems and reconcile. Below we have provided guidance to help agencies begin reviewing asset records in FLAIR.

The Property Pending File (PP) serves as a temporary holding area for property related items that remain incomplete or contain inaccuracies. Each item within this file necessitates one of three actions:

1. Add Appropriate Information. If any details are missing, ensure they are added.
2. Correction. Identify and rectify any errors on the asset record.
3. Deletion. If an item is no longer relevant, delete it from the property pending file.

Below are steps to assist agencies in managing their property pending files. While additional reports or tools may be specific to each agency, these steps provide a guide to start the process.

### Step 1: **Gather Information.**

- Report Distribution Report (RDS) – Access the DPPR08 – List of Property Pending File. This report provides a comprehensive list of pending property items.
- Information Warehouse – Alternatively, explore the PROPPEND Table within Information Warehouse. This table contains detailed data related to pending property records that require action.
- Agency Resources – Agencies may have agency business systems or agency specific FLAIR reports should be considered and gathered as part of this effort.

**Step 2: Review and make decisions.** Review the information and determine if the asset record requires one of the three actions of addition, correction, or deletion.

#### DPPR08 – List of Property Pending File

- Does the asset record meet the capitalization threshold or need to be tracked as an attractive item? (Refer to [Chief Financial Officer Memorandum No. 13](#))
- Is the Item Number (Property Item Number) included?
- Is the Item Number (Property Item Number) a valid value?
  - If the Item Number (Property Item Number) is all ZZZZZ's update the field to a valid value.
- Does the record have a correlating Ownership Fund? Is it correlated to the correct Ownership fund?
- Is the General Ledger Code correct for the asset record type?
- Are the values in the fields correct for Object Code, Class Code, Location Code?
- Does the record meet the [capitalization threshold](#) or need to be tracked as an attractive item? If not, then the record can be deleted from the property pending file.
- Once any necessary updates have been made, is the record marked for posting to the Property Master file?



Reviewing the error codes associated with the property pending file is essential for agencies seeking to understand why the asset record was unable to be added to the Property Master File. To access a comprehensive list of these codes and their corresponding errors, refer to Section 514.3.3 Error Codes in the [FLAIR Property Manual](#). Keep in mind that not all codes listed in the table are strictly related to errors; some may pertain to specific scenarios that necessitate further action.

The FLAIR Property Subsystem is a primary tool used by state agencies to record tangible and intangible property records. If property records are not properly recorded in the Property Master file the general ledger, accounting records and financial statements can all be affected.

Below are steps to assist agencies in managing their property pending files. While additional reports or tools may be specific to each agency, these steps provide a guide to start the process.

**Step 1: Gather information.**

- Report Distribution Report (RDS) – Access all FLAIR RDS reports that contain asset record information. DPR01 – Listing of Incomplete Property Master, DPRR11 – Listing of Property Master by Class Code, DPRR07 – Listing of Property Master File by Department, RDS Report DPRR03A– Listing of Property Custodian File and DPRR06, RDS Reports – DFCR01 – List of Fully Depreciated Property and Errors, DFCR02 and DCFR02A – Automated Deprecation Summary, and DFCR03, DCFR03A, DCFR03B – Depreciation Report on Fields.
- Information Warehouse – Alternatively explore the PROPMSTR Table in Information Warehouse. This table contains detailed information regarding asset records on the property master file.
- Agency Resources – Agencies may have agency business systems(s), agency specific FLAIR reports, or a third-party vendor that should be considered as part of this effort.

**Step 2: Review and make decisions.** Review the information gathered and determine if your agency's asset records are valid, complete, and accurate. These questions can assist you:

**RDS Report DPR01 – Listing of Incomplete Property Master Records**

- Do you have incomplete property records? Review the report and determine what records are incomplete and where additional information is needed.

**RDS Report DPRR11 – Listing of Property Master by Class Code**

- Is this an item that is still in use?
- Is the asset lost or stolen? If yes, have the forms been submitted for property write off? Where is it in the process of being written off?
- Is there an Item Number for every property Item?
- Is there a description of the asset? Is it accurate?
- Is there a serial number associated with the asset? Is it accurate?
- Is the class code correct for the asset?

RDS Report DPRR07 – Listing of Property Master File by Department

- Is the record tied to an active organization code?
- Is the location of the asset accurate?

RDS Report DPRR03A– Listing of Property Custodian File and DPRR06 – Custodian’s Inventory List

- Is the custodian information up to date?
- Is the location of the asset accurate?

RDS Report – DPRR09 – List of Ownership Funds with Correlated Operating Fund

- Is the Ownership Fund correctly correlated to the Operating Fund? (Refer to [Section 506.2](#) of FLAIR Asset Management Manual for additional information.

RDS Reports – DFCR01 – List of Fully Depreciated Property and Errors, DFCR02 and DCFR02A – Automated Deprecation Summary, DFCR03, DCFR03A, DCFR03B – Depreciation Report on Fields.

- If the asset is not a capital asset (e.g. land, capital improvement), it should have a limited useful life.
- Does your agency use automatic depreciation in FLAIR? Are all the requirements met to perform this action?
  - The Monthly Depreciation Computed (MDC) field must contain a Y.
  - Only Record Types (RTYP) considered for calculating depreciation:
    - 2 = Building
    - 3 = Furniture and Equipment
    - 4 = Improvements Other Than Buildings
    - 6 = Other Fixed Assets
  - The depreciation method (DPM) must = 1 (straight line).
  - Property Status (SC) must be blank (active).
  - For straight-line depreciation, the following elements are required:
    - Receiving Date/Acquisition Date
    - Acquisition Cost
    - Estimated Salvage (may = blank or 0.00)
    - Estimated Life Units (ELU)
    - Life Units (LU = 1)



Only the property records that match the Custodian ID (CID) will be selected and depreciated.

Step 3: **Reconcile** the sum of active Property Master records to the corresponding asset general ledger code. There are several different FLAIR reports that can assist:

- DPRR12 – Trial Balance by Current Fund, DPRR13 – Trail Balance by Purchasing Fund with YD/LT.

- DPRR20 – List of Property in Ownership Fund/Organization Code/Item Number.
- DPRR99 – Property/General Ledger Reconciliation.

### **AMC001 Conversion File**

Agencies should review the AMC001 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. To support legacy agency reporting, at conversion the Item Number (Property Item Number Field), in FLAIR will be converted into the Tag Number field in Florida PALM. This will act as a bridge between FLAIR and Florida PALM data, that can assist agencies in reconciliation. Below are some steps to assist agencies in reviewing this file:

#### **Step 1: Gather Information.**

##### Conversion Catalog

- [Conversion Catalog](#) - In Smartsheet, obtain a copy of the layout of AMC001.
- Agency Resources  
Agencies within the last year have completed several Readiness Workplan (RW) tasks focusing on understanding current business processes and systems. In addition, there are materials from the Segment II Workshop and your agency's notes that can assist you when reviewing the conversion interface.
- [RW Task 324: FLAIR Data Elements](#)
- [RW Task 326: Update Current State Agency Business System Inventory and Documentation](#)
- [RW Task 327: Complete Reports Inventory](#)
- [RW Task 328: Document Current Agency Business Processes](#)
- [Segment II Workshop](#) materials and Agency's notes

**Step 2: Review Information.** Review AMC001 to understand the required, optional, and conditional fields in Florida PALM. This can be achieved by reviewing the description field in the conversion file, and materials/agency notes from Segment II Workshop.

**Step 3: Document.** Compare your FLAIR Property Master File to the Conversion file and begin to identify where you have missing required fields, or incorrectly labeled fields in FLAIR.



RW tasks previously discussed would serve as a valuable resource for gaining insights into how FLAIR/ABS asset data fields are currently utilized within your agency. Additionally, they could aid in identifying change impacts.

### **Resources**

Below are resources available through FLAIR/RDS Reports, FLAIR Information Warehouse, and other online sources.

#### *FLAIR/RDS Reports*

DPRR29

LISTING OF GENERAL FIXED ASSETS

DPRR26

DETAIL LISTING OF CHANGES IN GENERAL FIXED ASSETS

DFCR01	FULLY DEPRECIATED PROPERTY ITEMS AND ERRORS
DFCR02/DFCR02A	AUTOMATED DEPRECIATED SUMMARY
DFCR03/DFCR03A&B	DEPRECIATION REPORT ON FIELDS UPDATED
DPRR23A	MASS TRANSFER ERROR REPORT
DPRR23B	MASS TRANSFER REPORT
DPRR28	PROPERTY MASTER UPDATE ERROR LISTING
YPRR24Y	CHANGES IN GENERAL FIXED ASSETS REPORT
DPRR10	PURGED PROPERTY HISTORY RECORDS
YPRR01	PURGED PROPERTY MASTER RECORDS - YEARLY REPORT
YPRR02	PROPERTY MASTER FILE LISTING AS OF END OF FISCAL YEAR
YPRR03	PROPERTY MASTER FILE ITEM NUMBER CHANGES
PROPBAL/DPRF09	PROPERTY BALANCE INFORMATION

*FLAIR Information Warehouse (fldfs.com)*

PROPBAL/DPRF09	PROPERTY BALANCE INFORMATION
PROPCSTO/DPRF08	PROPERTY CUSTODIAN INFORMATION
PROPFUND	PROPERTY MASTER PURCHASING FUND OCCURRENCES
PROPHIST/DPRF02	PROPERTY HISTORY INFORMATION
PROPLOG/DPRF02	PROPERTY HISTORY LOG OCCURRENCES
PROMSTR/DPRF01	PROPERTY MASTER INFORMATION
PROPPEND/DPRF04	PROPERTY PENDING INFORMATION
ZDSPN	PROPERTY DISPOSITION CODES & DESCRIPTIONS
ZPRCLASS	PROPERTY CLASSES & TITLES

*Other Resources*

- [500 FLAIR Asset Management Manual](#)
- [propertymasterfilerecords.pdf \(myfloridacfo.com\)](#)
- [propertypendingfilerecords.pdf \(myfloridacfo.com\)](#)
- CHIEF FINANCIAL OFFICER MEMORANDUM NO. 13 [August 20, 2010 \(myfloridacfo.com\)](#)
- DFS-A1-1951 Property Write-Off Form (<https://myfloridacfo.com/division/aa/all-forms>)

**Grants**

The GMC001- Grants (for Accounting Purposes) will record active grant values in Florida PALM. These grant values are used to track financial activity for federal, state, private, local, or other financial assistance that provide support or stimulation to accomplish a public purpose. The Project will convert active grant information from FLAIR to the Florida PALM system. Agencies should validate the FLAIR grant values and descriptions are ready for conversion. If the grant award amount is zero, a default value of \$1 will be assigned as part of conversion.

Agencies should review the GMC001 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the active grants in FLAIR. Important fields for the grant record in Florida PALM includes:

- Grant ID
- Short Title

- Long Title
- Grant Amount
- Grant Start Date
- Grantor ID

The Grantor ID field will convert to the Florida PALM Supplier ID based on the legacy Vendor ID. The system will populate the Grantor Name or Grantor Type based on the Grantor ID. This information will be included in the new Supplier record in Florida PALM. For purposes of the conversion only, the connection is the Grantor ID from FLAIR to the Florida PALM supplier legacy number. To be included in the conversion the Grant must have a Status of Active(A) in FLAIR, and FACTS indicator of Y, except for agencies that exempt by [Florida Statute 215.985](#). In addition, the amount field must be greater than \$0.00 or it will be defaulted to \$1.00.

### Data Management and Preparing Data for Florida PALM Active Grant Information in FLAIR and FACTS

**Step 1: Gather Information.** Using the [Conversion Catalog](#) in Smartsheet, obtain a copy of the layout of GMC001, and presentation and agency’s note from the Segment Workshops. Also, [Task 324: FLAIR Data Elements](#), that your agency completed last year may be helpful in understanding how you are using FLAIR fields. Gather all supporting documentation, such as grant agreement/notice of awards for Active grants.

**Step 2: Review and make decisions.** Review the information and determine if your agency’s grant records are valid, complete, and accurate. The agency should reconcile active grants to the supporting grant award documentation, including the award letter and letter of credit and consider that the grant information records are up to date for These questions can assist you:

- Grant title information, correct?
    - Grant status (active, inactive/closed)?
    - Period of performance?
  - Grant award amount, correct?
    - Must be greater than zero or it will be assigned a \$1.00 value.
    - Subaccounts included?
  - Grant type and Grant Status updated correctly?
  - Do all federal grants tie to a valid Federal Assistance Listing Number (ALN), which was formerly a Catalog of Federal Domestic Assistance (CFDA) number?
  - Duplicate records, deleted?
  - Do all State grants tie to a valid Catalog of State Financial Assistance (CSFA) number?
    - FLAIR report: DSFRGIER - ACTIVE GRANT RECORDS WITH INVALID CSFA CODES
  - Does the agency have other types of grants? If so, how are these identified and distinguished from the federal and state grants?
- FLAIR
    - DGI01 - GRANT INFORMATION FILE LISTING
      - Displays: Grant number, Facts-Ind, Status, Grant Amount, Grantor-ID, Grantor Type, CFDA/ALN, CSFA, Dates, Letter of Credit, Grant Reference Number, and Sub-accounts
    - DTIR03 - TITLE FILE GRANT LISTING



- Displays: Grant number, Short Title, Long Title, and Status Code
  - GRANT/DENF01 - GRANT INFORMATION
  - GRNTINFO/DGIF01 GRANT INFORMATION
  - Download the Grant Title File
- Run FACTS dashboard grant reports listed below:
  - Active Grant Disbursement Agreements with Past End Date
    - Either update the dates or change grant status from active.
  - Unfinished Grant Awards Entries
    - Should this record exist? Complete and update it.
    - Duplicate? If the completed record already exists, then delete it.
  - Active Grant award with Inactive Grantors

Step 3: **Reconcile.** For agencies required to record grant title information in FACTS for use in FLAIR.

- Do FLAIR and FACTS have the same active grants?
  - Are there grants with FACTS indicator of Y?
  - Please note: that if a grant is in FLAIR without the FACT's indicator marked, it will not be brought into Florida PALM. These must be entered into FACT's.
- Does key grant information, such as status, title information, ALN or CSFA and grant amount reconcile between these systems?
  - Note: The transaction history will not be recorded in Florida PALM; however, the population of active grants should be the same.
- Are there grants that can be closed (inactivated) based on a review of the grant activities? For example, has the entire amount of the grant award been expended or the grant period has expired, but does the grant remain open and active.

### **Grant Award/Revenues to Grant Expenditures**

Agencies have various reporting requirements for grant revenues and expenditures.

Step 1: **Gather Information.** The Department could Run the FLAIR report: CGMASTER/ICGF01-CONTRACT & GRANTS MASTER BALANCES to help ensure accuracy of the information for conversion.

Step 2: **Review and make decisions.** Review the information and determine if your agency's grant records are valid, complete, and accurate. Things that should be considered:

- Are grant revenues and expenditures periodically compared to evaluate if the grant has expended the entirety of the grant award?
- Do any active grants meet criteria to be closed?
- Has the Transactional data been reviewed against the allowable categories to confirm allowable grant activities?
- Does the revenue record match the federal drawdown system (such as Payment Management System)?



When setting up grants, it may be useful to establish a numbering convention among grant types to help standards and track transactions. It may be helpful to standardize operations and update policies, such as adding a grant into FACT's in lieu of adding them directly into FLAIR.

### Resources

Below are resources available through FLAIR/RDS Reports, FLAIR Information Warehouse, and other online sources.

#### FLAIR/RDS Reports

DEXR03	EXPANSION OPTION FILE LISTING BY GRANT WITHIN ORG
DTIR03	TITLE FILE GRANT LISTING
DMAR09A	REVENUES AND EXPENDATURES BY CFDA
DMAR082	SCHEDULE OF ALLOTMENT BALANCES BY GRANT WITHIN FUND
DMARG01	TRIAL BALANCE BY GRANT WITHIN FUND LTD
DCGR01	GRANT SUBSIDIARY - DAILY DETAIL JOURNAL BY FUND
DCGR02	C & G MASTER FILE LISTING
DCGR04	MERGED C & G DETAIL JOURNAL BY FUND
DCGR07G	TRIAL BALANCE BY GRANT WITHIN FUND
DCGR08G	TRIAL BALANCE BY GRANT WITHIN FUND LTD
DCGR081	SCHEDULE OF ALLOTMENT BALANCE BY GRANT / FUND
DCGR082	SCHEDULE OF ALLOTMENT BALANCE BY GRANT / ORG
DCGR083	SCHEDULE OF ALLOTMENT BALANCE BY GRANT / FUND LTD
DCGR084	SCHEDULE OF ALLOTMENT BALANCE BY GRANT / ORG LTD
DGIR01	GRANT INFORMATION FILE LISTING

#### FLAIR Information Warehouse ([fldfs.com](http://fldfs.com))

CGMASTER/ICGF01	CONTRACT & GRANTS MASTER BALANCES
DEPTCNTS	ACCUMULATED AGENCY COUNTS FOR GL HISTORY, GL MASTER, AND GRANTS MASTER RECORDS FOR THE 12 MONTHS OF A FISCAL YEAR PLUS THE 13TH MO
GRANT/DENF01	GRANT INFORMATION
GRNTINFO/DGIF01	GRANT INFORMATION

#### Other Resources

- FACTS Website - <https://facts.fldfs.com/Search/AdvancedSearchResult.aspx>
- [DFS-A0-2131 - FACTS Data Correction Request Form](#)

### Encumbrances

The POC001 Open Encumbrances conversion will be used to reserve the state's budgetary authority for goods or services ordered. Encumbrances are released when the goods or services are received and approved for payment. Encumbrances in Florida PALM is created based on information recorded in a purchase order (PO). State procurement activity, including the creation of POs, is handled through procurement systems outside Florida PALM. These POs, generated

primarily from MFMP, are used to communicate to suppliers an order for goods or services. All procurement activities, including the creation of POs and the approval of goods and services, occur outside Florida PALM.

Florida PALM will convert information from MFMP, FLAIR (for non-MFMP encumbrances) or other ABSs, as applicable to obtain the necessary data to create and update encumbrances. The open encumbrances conversion file will contain open encumbrance balances that are authorized for continued use.

Only active encumbrances will be converted. Active encumbrances include:

- Encumbrances with a balance at cutover (e.g., December 31, 2025).
- Encumbrances that will continue or start to be used in Florida PALM beginning in January 2026.

Agencies should review the POC001 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the open encumbrances (e.g., those with a balance) in FLAIR. Key information required for the encumbrance record in Florida PALM includes:

- PO Reference
- PO Origin  
Category Code
- Item Description
- PO Price
- Organization
- Account
- Fund
- Budget Entity
- Category
- State Program
- Budget Date

The Purchase Order (PO) / Encumbrance ID field will be a system-generated identifier. In the POC001 file layout, the fields to be converted are described. Florida PALM PO Reference will be the field where the FLAIR encumbrance number will be recorded.

### Data Management and Preparing Data for Florida PALM

Having accurate and up to date encumbrance records and maintaining them in FLAIR and MFMP will have an impact on conversion and thus your agency's ability to transact at go-live. Also, in Florida PALM encumbrances will consume budget, and having active old encumbrances or incorrect amounts will have an impact on your agency's budget. That is why it is important to take the time now to review your agency's encumbrance records and develop a plan to keep the information up to date. Below we have provided some guidance to help agencies start these efforts:

Step 1: **Gather Information.**

- Report Distribution System (RDS) - Access the DEN03 – Outstanding Encumbrance by Number. This report provides a listing of all open encumbrances.
- Information Warehouse – Alternatively, explore the ENCUMBER Table in the Information warehouse. This table contains detailed data related to encumbrances.
- MFMP– If your agency uses MFMP obtain All Open Order Current FY, all outstanding, and Encumbrance Current FY reports, and any additional reports that your agency uses.
- Agency Resources – Agencies may have an agency business system or agency specific FLAIR reports that should be considered and gathered as part of this effort.

**Step 2: Review and make decisions.** Review the information gathered and determine if your agency's encumbrance records are valid, complete, and accurate. These reports and questions can assist you.

RDS Reports – DENR03 – Outstanding Encumbrance by Number/Encumber Table in Information Warehouse

- Is the encumbrance still needed? Have you disbursed the funds and not released the encumbrance?
- Is the projected dollar amount much higher than needed?
- Is the dollar amount low or a negative balance? Focus on encumbrances that are low dollar amounts (\$1, \$20 etc.), to determine if additional activity is expected.
- Are the dates recorded for open encumbrances within the last year? Any open encumbrances over a year should be evaluated for validity.
- Is the encumbrance tied to a valid vendor/supplier? If not, does the encumbrance tie to an estimate used to record it? Has the estimate been updated, closed, or require any other changes for the encumbrance?
- Is the encumbrance tied to the correct vendor/supplier?
- Is the encumbrance tied to the correct account code? Fund? Budget Entity? Category? Object Code?
- Is the description clear?



Encumbrances (EN-NO field) with a prefix of E indicates a manually encumbered transaction in FLAIR, and a prefix of A indicates MFMP encumbered transaction within FLAIR.

**Step 3: Reconcile** encumbrance information between FLAIR and MFMP. Using the DEN03 – Outstanding Encumbrance by Number/Encumber Table in IW and MFMP Reports All Outstanding Encumbrances Current FY and All Open Orders Current reports to reconcile and these questions can assist you.

- Does the count of open encumbrances match in both systems?
- Do the remaining balances on open encumbrances match both systems?
- Do the number of open encumbrances by vendor/supplier match in both systems?
- Do the accounting information on open encumbrance match in both systems?

If there are discrepancies, reconcile in at a more detailed level.

### **POC001 Conversion File**

Agencies should review the POC001 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. To support legacy agency reporting, at conversion the Encumbrance ID/Purchase Order ID will be converted into the PO Reference field in Florida PALM. This will act as a bridge between FLAIR and Florida PALM data, that can assist agencies in reconciliation. Below are some steps to assist agencies in reviewing this file:

#### **Step 1: Gather Information.**

- [Conversion Catalog](#)  
In Smartsheet, obtain a copy of the layout of POC001.
- Agency Resources  
Agencies within the last year have completed several Readiness Workplan (RW) tasks focusing on understanding current business processes and systems. In addition, there are materials from the Segment II Workshop and your agency's notes that can assist you when reviewing the conversion interface.
  - [RW Task 324: FLAIR Data Elements](#)
  - [RW Task 326: Update Current State Agency Business System Inventory and Documentation](#)
  - [RW Task 327: Complete Reports Inventory](#)
  - [RW Task 328: Document Current Agency Business Processes](#)
  - [Segment II Workshop](#) materials and Agency's notes

**Step 2: Review Information.** Review POC001 to understand the required, optional, and conditional fields in Florida PALM. This can be achieved by reviewing the description in the conversion file, and materials and agency notes from Segment II Workshop.

**Step 3: Document.** Compare your FLAIR and MFMP data to the Conversion file and begin to identify where you have missing information in FLAIR that is required for Florida PALM.



RW tasks previously discussed would serve as a valuable resource for gaining insights into how FLAIR/ABS asset data fields are currently utilized within your agency. Additionally, they could aid in identifying change impacts.

#### **Resources**

[FLAIR/RDS Reports](#)  
DENR03

[FLAIR Information Warehouse \(fldfs.com\)](#)  
Encumbrance Balances  
Encumbrance Detail  
ENCUMBER Table

### *Other Resources*

- Encumbrance Records Guidance from DFS Accounting & Auditing – [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/training/encumbrancerecords.pdf?sfvrsn=a266cd9f\\_4](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/training/encumbrancerecords.pdf?sfvrsn=a266cd9f_4)
- [Segment II Workshop](#)
- [MFMP Reporting Crosswalk](#)
- MFMP Secure Reports:
  - All Open Orders Current FY
  - All Outstanding
  - Encumbrance Current FY
  - Encumbrance Records Guidance from DFS Accounting and Auditing

### **Customers**

This conversion file layout was created during Segment II but will be discussed with Segment III business processes.

Customer records are not required in Florida PALM, due to the extensive use of ABSs. The ARC001 Customer conversion will convert and load customer data from ABSs or FLAIR as a starting point for the conversion. However, additional data points will be needed for required fields (e.g., Since Date, Customer Type, Primary Bill To, Primary Ship To, Primary Sold to), which will need to be provided by agencies before converting to Florida PALM.

The customer record conversion process will load active customers that are relevant to agency or enterprise operations in Florida PALM going forward. This will enable each agency to maintain accounts receivable by customers and associate customers with transactions in Florida PALM. Customers meeting one or more of these criteria will be identified as active in Florida PALM. Active customers include:

- Customers that have or are anticipated to have an accounts receivable balance with the agency as of closing in FLAIR.
- Customers that the agency expects deposit transactions or accounts receivable activities to continue in Florida PALM.
- Customers with activities (e.g., deposit returns, receipts not recorded in the bank and/or FLAIR, remittance of monies from collections agencies, etc.) as of cutover.
- Customers that are tracked with specific projects, grants, or contracts that will continue to be used in Florida PALM.

Agencies should review the ARC001 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the active customers in FLAIR or the agency business system (as applicable). Information required for the Customers record in Florida PALM includes:

- Customer Status
- Customer Type
- Customer Name
- Agency Customer ID
- Customer Bill To Options Effective Date

- Customer Bill To Options Effective Status
- Address Sequence Number
- Effective Date
- Effective Status
- Description
- Primary Bill To
- Address 1
- City
- State
- Postal

In the ARC001 file layout, the fields to be converted are described. Florida PALM Agency Customer ID is created or provided by the agency for linking customer numbers. Effective Statuses must be A – Active to be converted.

### Data Management and Preparing Data for Florida PALM:

Most agencies utilize an ABS to maintain customer records so minimal customer information is maintained in FLAIR. Where applicable, reconcile the ABS with the information in FLAIR for customer records.

### Monitor and Review Records on the Customer File

Step 1: **Gather Information.** Use FLAIR Reports DVCR01, DVCR02 or AR Customer File Inquiry By Name to identify existing accounts receivable records for customer name and number. Use Section 111.3.6 of the [FLAIR Procedures Manual](#) for instructions to update individual Accounts Receivable Customer File records.

Step 2: **Review and make decisions.** Determine if action is needed. These questions can assist:

- Does the customer record display the correct status (active vs. inactive)? See the active criteria described above.
- Does the agency periodically analyze inactive records and purge records that have not been used within a predetermined amount of time established by your agency?
- Is additional information needed in the customer record (e.g., location, county, circuit)?
- Is the record valid?
  - When was the customer last used in a transaction? More than 2 years?
- Are all fields complete?
  - Address
- Do you have customers that have had no open Accounts Receivables?

Agencies may need to:

- Delete the record.
- Update or complete current customer information.

Please see Section 111.3.6 of the [FLAIR Procedures Manual](#) for instructions to update RC File records.

## Resources

Below are resources available through FLAIR/RDS Reports, FLAIR Information Warehouse, and other online sources.

### *FLAIR/RDS Reports*

DVCR01	AR	CUSTOMER LISTING BY NUMBER
DVCR02	AR	CUSTOMER LISTING BY NAME

### *FLAIR Information Warehouse (fldfs.com)*

ACCRVBL/DARF01 ACCOUNTS RECEIVABLE INFORMATION

### *Other Resources*

- Reference Guide for State Expenditures:  
[reference-guide-for-state-expenditures.pdf \(myfloridacfo.com\)](#). (pages 79-80)

## Segment III Conversions

### Suppliers

The APC001 Suppliers Conversion will be used for active supplier information that supports business processes in Florida PALM. The Project will work with DFS to convert the data from the FLAIR Statewide Vendor File (SWVF), the FLAIR EFT File (EFT File), W-9 system (W-9), Integrated Retirement Information System (IRIS), MFMP, and Payroll related suppliers.

Agencies should review the APC001 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the confidential suppliers or those unique to the agency in the FLAIR Statewide Vendor File. Key information required for the supplier record in Florida PALM includes:

- Supplier ID
- Short Supplier Name
- Classification
- Business Designation
- Business Designation Effective Date
- Supplier Location
- Effective Date
- Remitting Address
- Hold Payment
- Payment Method

A new Florida PALM Supplier ID is generated for each record found on the Supplier header file with corresponding addresses, contact and Location files. Once the conversion is complete, a crosswalk associating the source system supplier ID to the new Florida PALM Supplier ID will be created. The one-time generated crosswalk is used to map supplier information for converted suppliers.



## Data Management and Preparing Data for Florida PALM

More information will be provided by the Project and Division of Accounting and Auditing regarding data management activities for Suppliers.

### APC001 Conversion File

Agencies should review the APC001 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. The Tax Identification Number (TIN) and Social Security Number will act as a key field that will be in both FLAIR and Florida PALM records. This will act as a bridge between FLAIR and Florida PALM data, that can assist agencies in tracing records between FLAIR and Florida PALM. Below are some steps to assist agencies in reviewing this file, and there will be a onetime crosswalk created at conversion from the FLAIR record to the Florida PALM record and assign a Florida PALM supplier ID.

#### Step 1: Gather Information.

- [Conversion Catalog](#) - In Smartsheet, obtain a copy of the layout of APC01, and presentation and agency's note from the Segment Workshops.
- Agency Resources  
Agencies within the last year have completed several Readiness Workplan (RW) tasks focusing on understanding current business processes and systems. In addition, there are materials from the Segment II Workshop and your agency's notes that can assist you when reviewing the conversion interface.
  - [RW Task 324: FLAIR Data Elements](#)
  - [RW Task 326: Update Current State Agency Business System Inventory and Documentation](#)
  - [RW Task 327: Complete Reports Inventory](#)
  - [RW Task 328: Document Current Agency Business Processes](#)

**Step 2: Review Information.** Review APC001 to understand the required, optional, and conditional fields in Florida PALM. This can be achieved by reviewing the description in the conversion file, and materials and attending Segment III workshop.

#### Resources

- Statewide Vendor File Record Search - [statewidevendorfilerrecordsearch.pdf \(myfloridacfo.com\)](#)
- Statewide Vendor File Reference Guide - [swvf-manual-2022.pdf \(myfloridacfo.com\)](#)
- Confidential Vendor Records: [confidentialvendorrecords.pdf \(myfloridacfo.com\)](#)
  - Delete or update a record-Email VMS section at: [StatewideVendorFile@myfloridacfo.com](#)

### Open Accounts Receivable

The ARC002-Open Accounts Receivable conversion will convert all open receivables (Items) from Agency business systems or FLAIR. However, additional data points will be needed for required fields (e.g., Item ID, As Of Date, Customers, etc.) which will need to be reviewed by agencies before converting to Florida PALM. The process will convert items with an

open balance that are relevant to agency operations in Florida PALM going forward. This will provide each agency with the ability to maintain AR by customer in Florida PALM.

Open item balance includes the following populations:

- Receivable items within agency that have an open balance of not equal to zero as of December 31, 2025.
- Receivable items that the agency expects deposits to be applied/matched beginning January 1, 2026.

Agencies should review the ARC002 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the open accounts receivable in FLAIR. Information required for the accounts receivable record in Florida PALM includes:

- Customer ID
- Item
- Item Line
- Entry Amount
- As of Date
- AR Distribution Code
- GL Business Unit
- Organization
- Account
- Fund
- Budget Entity
- Category
- State Program
- Foreign Amount
- Accounting Date

The Customer ID field will be the identifier for the accounts receivable record. However, existing identifiers used by agencies will be recorded in Florida PALM under the Agency Customer ID. Failure to provide a Customer ID will result in an error preventing the transaction from loading into Florida PALM.

## Data Management and Preparing Data for Florida PALM

### Monitoring Records on the Accounts Receivable Subsidiary Ledger (9S)

Step 1: **Gather information.** Review open accounts receivable records either in FLAIR or ABS. When reviewing records, reconcile at a detailed level and not at a summation.

- Accounts Receivable Subsidiary Ledger (9s) - [accountsreceivablerecords.pdf](https://myfloridacfo.com/accountsreceivablerecords.pdf) ([myfloridacfo.com](https://myfloridacfo.com))

Step 2: **Review and make decisions.** Determine if the record needs to be deleted, updated, or completed. These questions can assist:

- Identify existing AR records and balances:
  - Is the record valid?
  - Is the record complete?
  - Is the record Accurate?

If any of these record questions are no, action needs to be taken. May need to either delete or update the record. Items to consider:

- Confirm errors from daily reports throughout the month have been resolved.
- Review and follow-up on outstanding items from previous reconciliations.
- Follow-up with Divisions and Programs to validate records and confirm status of any outstanding items.
- Identify past due invoices that are still open and should be sent to collections through the write-off process.
- Consider using Aging Reports or any reports specific to your Agency Business System to identify outstanding invoices.
- Identify if cash receipts were processed as a TR30 instead of a TR33. If confirmed, reduce, or delete the account receivable.
- If not already established, create an agency policy and guidance for write-offs so that it aligns with Section 17.20, Florida Statutes, which requires each state agency to assign delinquent accounts to a CFO's contracted collection agent within 120 days after the date the accounts are due and payable.
- Resolve any invoice overpayments as quickly as possible to avoid items being sent to Unclaimed Property at the end of the year.
- Review of the Trial Balance Reports to identify FLAIR account codes and general ledgers that may be out of balance.
- Review error reports daily to ensure errors related to accounts receivable have been identified and items are handled as necessary. Below are some FLAIR reports to consider:
  - DARR01 - AGED ACCOUNTS RECEIVABLE REPORT
  - DVCR01 - AR CUSTOMER LISTING BY NUMBER
  - DVCR02 - AR CUSTOMER LISTING BY NAME
- Ask questions and research:
  - Have Divisions and Programs validate and confirm account receivable information regularly. Example: Confirming that accounts receivable is still outstanding, or if they are past due and need to be sent to collections.
  - Empower and encourage staff to ask questions and request justification for items that do not reconcile or stand out.
  - Have any refunds or any over-payments have been issued so that it does not have to go to unclaimed property at the end of year?
  - Does the agency have open accounts receivable with no customers associated with them?

## Resources

### FLAIR/RDS

DARR01

AGED ACCOUNTS RECEIVABLE REPORT

DVCR01

AR CUSTOMER LISTING BY NUMBER

DVCR02

AR CUSTOMER LISTING BY NAME

*FLAIR Information Warehouse (fldfs.com)*

Receivables balances  
Receivable Detail  
ACCRVBL Table  
Trial balance reports

*Other Resources*

- All Forms: (<https://www.myfloridacfo.com/division/aa/all-forms>)
  - DFS-A1-1829 DFS Debt Collection Referral Form: <https://www.myfloridacfo.com/division/aa/state-agencies/debt-collection-program>
  - DFS-A1-1950 Accounts Receivables Write-Off Form: <https://www.myfloridacfo.com/division/aa/state-agencies>
  - DFS-A6-2095 Annual Report of Claims for Collections Form: <https://www.myfloridacfo.com/division/aa/state-agencies/debt-collection-program>
- Information on the [Debt Collection Program | Accounting and Auditing | MyFloridaCFO.com](#) can be found on the Division of Accounting & Auditing's website.
- Accounts Receivable Subsidiary Ledger (9s) - [accountsreceivablerecords.pdf \(myfloridacfo.com\)](#)

## Contracts

The CTC001- Contracts (for Accounting Purposes) conversion of titling and administrative information is required to manage financial activity for active contracts. FACTS and FLAIR hold the data to be converted; however, only data in FLAIR will be converted.

This modification is designed with the following assumptions:

- Only Active ChartField Contract values will be converted.
- Agencies will ensure only valid contracts are marked as active.
- Conversion strategy and additional details are captured within D638 Conversion and Migration Strategy.
- Contract values are housed in FACTS unless the Agency is statutorily exempt from using FACTS.
- Conversion data will be from FLAIR not the FACTS application.

Agencies should review the CTC001 file layout in the Conversion Catalog to understand the required, optional, and conditional fields in Florida PALM. Agencies should focus on evaluating the active contracts in FLAIR. Information required for the contract record in Florida PALM includes:

- Business Unit
- Contract ID
- Status
- FACTS Indicator
- Short Title
- Long Title

The Contract ID is used to identify the Contract managed by agencies in FLAIR. The Contract ID and Business Unit combination should be unique.

### Data Management and Preparing Data for Florida PALM

Agencies are responsible for reconciling the two sources of information and ensuring that FLAIR represents the accurate and complete information and representing that the data to be converted from FLAIR is ready for conversion.

#### Monitor and Reconcile MFMP, FLAIR, ABS

Step 1: **Gather Information.** Monitor and review contract information recorded in FLAIR, MFMP, and agency business systems on a regular cadence to confirm that the data elements ties to the contract are still active and valid for the following:

- Extension/Amendments
- Contract manager
- Authorized users
- Financial information
- Did all purchase orders tie to the correct contract
- Remaining balances on open contracts
- Number of open contracts passed the ending date
- Beginning date after today
- Verify the inactive contracts in MFMP. Expired but has a remaining balance

Step 2: **Review and make decisions.** Validate the accuracy and completion of the records, such as establishing, monitoring, and closing out contracts.

- Is the record valid? Atypical balance or funds disbursed and not released.
- Payments in Flair match FACTS accounting/funding information.
- Lingering balances could be final payments processed without the Final Payment Indicator.
- Does the encumbrance have multiple lines that net to zero?
- Records created in previous fiscal years should be evaluated for validity.
- If an encumbrance is updated in FLAIR, it will not show up in FACTS.
- Reconcile to ensure that all systems are in sync.

Pull the statewide vendor file and ensure that the vendor information is still valid and accurate.

Step 3: **Document.** Does the contract need to be closed out in FACT's? When closing out contracts, ensure the following:

- All payments have been made to the vendor(s) and all revenues or refunds associated with them have been collected.
- Reconcile for outstanding Encumbrances, POs, and receivables have been collected and marked received, and assets have been properly transferred or updated so the contract data code, or other agency codes used for the contract, can be marked inactive.

- Once all appropriate items have been closed out, inactivate data codes that should no longer be used.

**Resources**

*FLAIR/RDS Reports*

DCGR02	C & G MASTER FILE LISTING
DCGR04	MERGED C & G DETAIL JOURNAL BY FUND
DCIR01	CONTRACT INFORMATION FILE LISTING
DCTR07/DCTR08	TRIAL BALANCE BY CONTRACT WITHIN FUND
DCTR071	SCHEDULE OF ALLOTMENT BALANCES BY CONTRACT WITHIN FUND
DCTR072	SCHEDULE OF ALLOTMENT BALANCES BY CONTRACT WITHIN ORG
DCTR073	SCHEDULE OF ALLOTMENT BALANCES BY CONTRACT WITHIN FUND LTD
DCTR074	SCHEDULE OF ALLOTMENT BALANCES BY CONTRACT WITHIN ORG LTD
DCTR10	LISTING OF CONTRACTS ON GENERAL LEDGER MASTER THAT DO NOT HAVE A MATCHING RECORD ON THE CONTRACT INFORMATION FILE
DSFRCIER	ACTIVE CONTRACT RECORDS WITH INVALID CSFA CODES
CGMASTER/ICGF01	CONTRACT & GRANTS MASTER BALANCES
CTRTCFDA	CFDA RECORDS LINKED TO THEIR PARENT CONTRACT INFORMATION RECORDS
CTRTCSEFA	CSFA RECORDS LINKED TO THEIR PARENT CONTRACT INFORMATION RECORDS
CTRTRINFO	CONTRACT INFORMATION ON ALL CONTRACTS AUDITED BY COMPTROLLER'S OFFICE
CTRRTOT	SUMMARIZED CONTRACT PAYMENT TOTALS BY OLO, FY, AND CONTRACT NBR
CTRTRTRAN	ALL CONTRACT TRANSACTIONS CONTAINING A CONTRACT NUMBER (POSTED AND DELETED)
ZCFDA	CODE TABLE - CFDA CODES AND DISCRIPTIONS
ZCONTRACT	CONTRACT CODE TABLE
ZCRTEVAL	CODE TABLE - CONTRACT EVALUATION CODES AND TITLES
ZCRTTYPE	CODE TABLE - CONTRACT TYPE CODES AND TITLES
ZFDCRTPP	CODE TABLE - CONTRACT FUNDING TYPE CODES AND TITLES
ZMTPRCD	CODE TABLES - METHOD OF PROCUREMENT CODES AND TITLES
ZSTATCRT	CODE TABLE - CONTRACT STATUS CODES AND TITLES
CSFADISB	CSFA-RELATED DISBURSEMENT TRANSACTIONS
CTRTCFDA	CFDA RECORDS LINKED TO THEIR PARENT CONTRACT INFORMATION RECORDS - SUBSIDIARY FILES/SUBSYSTEM
CTRTCSEFA	CSFA RECORDS LINKED TO THEIR PARENET CONTRACT INFORMATION RECORD - SUBSIDIARY FILE/SUBSYSTEM

### *Other Resources*

- [Contracts Data Management – Best Practices](#)
- [Florida Accounting Information Resource \(FLAIR\)](#)
- [Secure Reports: Master Agreements](#)

## **General Data Guidance**

Agencies should be aware of some general guidelines in evaluating their agency data. These items apply to all FLAIR and agency business system data that will be converted or configured in Florida PALM.

Begin by analyzing your transaction data for completeness and accuracy. Keep in mind that only active transaction data will be converted and entered in Florida PALM. Whether the data comes from FLAIR or your ABS or both, focus your attention on active records.

Ensure that all the data fields your agency uses are filled out and are uniform with your business practices. Verify that each transaction record contains, at a minimum, the same necessary fields that are required when entering transactions into FLAIR.

Pull reports of your data, either entire data sets or subsets. Use Excel (or something similar that offers the ability to view the data and perform analysis) to filter, pivot, search, and delve into your data. When there are corrections to make, document it. Organize all the updates and then either use FLAIR or your ABS to enter the corrected transactions.

#### Examples:

You discover that the custodian listed for custodian ID XXXX retired or left the agency. Use FLAIR or your ABS to make the necessary adjustments to get the new name of the custodian represented correctly for each property item with XXXX as its custodian ID.

You discover that CFDA (ALN) code was transposed (it was entered as 20.129 but should be 20.219). Identify all the records that need this correction and enter the correcting transaction(s) in FLAIR or your ABS.

You discover that a field your agency uses for its own purposes is blank on several records. Obtain the information that should be populated and enter the correcting transaction(s) in FLAIR or your ABS.

#### Helpful resources to also keep in mind:

- D066, Chart of Accounts Design, which shows:
  - Florida PALM ChartFields with FLAIR data elements
  - Budget Structures
  - ChartField Attributes
  - ChartField Combination Edits
- Conversion/Interface Mapping layout column names/usage in the File Format Legend tab
- Agencies are recommended to do source data analysis by mapping with conversion layouts

- Florida PALM uses pipes (|) in interfaces to denote the separation of data fields - therefore, pipe symbols should not be used as part of values in specific fields that will be provided to Florida PALM
- Sample conversion/interface files have sample data that agencies can use to visualize how their data and how it will be transmitted/uploaded to Florida PALM
- Some terminology has changed. For example, encumbrances are identified as POs and vendors are suppliers in Florida PALM



## Appendix A – Agency Activities

Agencies will complete the following RW tasks to ready their data for Florida PALM. Additional guidance and Task Instructions will be released to support agency activities.

Table 2: Agency Data Readiness Tasks

Task ID	Task Name	Task Planned Start Date	Task Planned End Date
513	Complete Configuration Workbooks for Segments I and II	01/29/24	03/29/24
514	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	01/29/24	04/12/24
517	Update Florida PALM Conversion Inventory for Segment II	01/29/24	05/10/24
526	Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	04/29/24	07/12/24
529	Update Florida PALM Conversion Inventory for Segment III	04/29/24	07/12/24
541	Complete Configuration Workbooks for Segment IV	07/22/24	08/09/24
542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24
545	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24
554	Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1	09/16/24	09/27/24
555	Certify Data Readiness in Preparation for Mock Conversion 2	09/30/24	11/08/24
556	Create Conversion Files in Preparation for Mock Conversion 2	09/30/24	11/08/24
565	Participate in Mock Conversion 2	11/12/24	11/22/24
567	Share, Review, and Update Configuration Workbooks	12/02/24	01/24/25
571	Complete Data Cleansing Based on Mock Conversion 2	01/06/25	01/17/25
583	Participate in Mock Conversion 3	01/21/25	01/31/25
587	Complete Data Cleansing Based on Mock Conversion 3	02/24/25	03/21/25
594	Participate in Mock Conversion 4	03/24/25	04/11/25
597	Complete Data Cleansing Based on Mock Conversion 4	04/14/25	04/25/25
622	Review and Confirm Updated Configuration Workbooks	10/06/25	10/31/25
636	Submit Final Conversion Files to Florida PALM for Go-Live	12/29/25	01/02/26

## Appendix B – Florida PALM Data Frequently Asked Questions

### Interfaces, Spreadsheet Uploads and Online Entry

#### 1) What data is required to transact and available for specific business activities or transactions?

The interface file layouts identified in the business process models describe the required, optional, and conditional data fields used for the process or subprocess. These data fields are relevant regardless of if the agency chooses to use the interface or if the agency decides to use online entry for the information.

The conversion file layouts describe the information that will be converted from FLAIR or other sources and loaded for use in Florida PALM. Information needed to transact in Florida PALM going forward will be converted.

The published information represents design work completed through Segment III. These resources, including the Catalogs and file layouts will be published after the completion of Segment IV.

The business process models include sample screen shots for a general understanding of the types of information expected for the transactions and activities.

### Interfaces

#### 2) What interfaces are available?

The Business Process Models describe the inbound and outbound interfaces for the applicable business transactions or activities of that process or subprocess. Interfaces are identified by a unique file shape on all models.

The Interface Catalog describes the interfaces designed through Segment III. Segment IV interfaces will be added in summer 2024.

#### 3) What is in each interface and what does it mean?

The interface file layout lists the data fields and provides a description for how that field is used. Where applicable, processing logic and key system values are described.

Agencies need to understand the underlying business processes by reviewing both the narrative and flow. Screenshots are also included within the narrative.

#### 4) How to pick interfaces for agency business systems?

Agencies should review the results of their current state analyses. These analyses were completed as part of Readiness Workplan tasks and included documenting an inventory of agency business systems and usage of FLAIR information.

Agencies should review and understand the Florida PALM business processes by reviewing the narratives and flows. Agencies then evaluate the input options (online entry, interfaces and where applicable, spreadsheet uploads) and make decisions about how their agency will initiate transactions and activities. Likewise, agencies then evaluate the output options for consuming Florida PALM information (online screens, reports, interfaces). Agencies should review the interface selection guidance included in the task instructions to consider whether an interface is needed to support ongoing operations of an agency business system. Agencies should also consider the self-service options and reports available using the Data Warehouse.

Agencies should use the Interface Catalog to locate the available interfaces, either by filtering for specific interfaces identified in a business process, or by using the multiple filter options available, such as Florida PALM module (e.g., Accounts Payable – AP, General Ledger – GL, etc.). Agencies should pay attention to the interfaces available to agencies versus those designed for specific parties or systems. Agencies should only choose interfaces available to them as an agency, or for applicable agencies, if they are an enterprise partner with specific interfaces for those business systems.

Agencies should plan to remediate their agency business system to use any selected interfaces, and plan to test the connection and exchange of information as part of testing in \_\_\_\_\_.

## Conversions

### 5) What legacy data will be in Florida PALM?

Florida PALM will have the information needed to transact going forward. Florida PALM will not have a transaction history for activities completed in FLAIR. The conversions published through Segment III include Agency specific values for applicable ChartFields or other data fields will be configured in Florida PALM based on information provided by the agency via the agency configuration workbooks. See Readiness Workplan tasks 513 and 541, described in Table 2 for the configurations due from agencies.

### 6) Will the legacy interfaces and data be mapped to Florida PALM interfaces and data?

The Florida PALM and FLAIR data structures and functionality are very different. There is not a one for one relationship between all data fields or interfaces.

The Florida PALM Chart of Accounts is published to the website, and it includes a mapping to the related FLAIR data elements. The Project will create mappings for conversions as part of the build activities which will be shared with agencies beginning in September 2025.

To identify relevant Florida PALM interfaces, agencies need to leverage the results of their current state analyses to validate the specific types of information needed to support agency business systems. Then, agencies need to have a working understanding of the Florida PALM business processes and related interfaces (and file layouts).

**7) What are agencies expected to do for legacy data cleansing?**

Agencies are responsible for their own data. Agencies should have existing processes to ensure that their records are up to date and properly maintained. Agencies currently perform additional procedures as part of the annual fiscal year closings and financial reporting. Similar efforts are expected by agencies to prepare data for the cutover from FLAIR to Florida PALM. The Project is responsible for converting applicable data from FLAIR. Agencies will be asked to validate data extracts as part of the mock and final conversion processes.

Agencies are wholly responsible for evaluating whether conversions are needed from agency business systems. If such conversions are needed (expected to be very limited), then agencies are responsible for the data cleansing and translation of that information to the conversion file layout.

If agencies discover data errors or problems after go-live, agencies will use prior period adjustments to correct information, or where appropriate, make updates as part of normal operations in the current period.

**8) How should agencies approach evaluating if their data is ready for conversion?**

Review the Conversions Catalog to understand what will be converted, as well as what will not be converted. Review the Conversion file layouts to understand the specific data fields that will be included as part of the conversion. Determine if the agency has records other than in FLAIR. If not, the agency should focus its efforts on reviewing its FLAIR data. If the agency has information in an agency business system, such as customers which may not be recorded in FLAIR, the agency must make decisions about how it will use Florida PALM. If that information is needed in Florida PALM and not available in FLAIR, then the agency will need to identify it as part of the conversion selection Readiness Task.

Read the Agency Data Readiness Guidance for a starting point for evaluating and assessing agency data. Most data management focuses on activities which should be occurring as part of normal operations, such as reconciliations and managing active versus inactive records.

Note that some conversions will be the primary responsibility of DFS, such as suppliers and employees. DFS will reach out if specific assistance is needed for those items.

**9) What happens if data errors or problems are discovered as part of conversions? Or after conversions? What can agencies do now if problems are discovered with agency FLAIR data?**

Data errors or problems discovered as part of conversions will require troubleshooting and resolution to complete the conversion process. Any data failing in the conversion process will require the use of default values or be loaded as an incomplete record requiring agency attention (updates via online entry, interface, or where applicable spreadsheet upload).

## Agency Specific Values

### **10) What are agencies expected to do for agency configuration workbooks? How will it be used?**

Agencies are asked to provide agency specific values, where needed, for data fields such as asset locations. These values will be set up in Florida PALM to support agency operations beginning at go-live. Agencies should pay attention to the intended use of the data field and provide active values that meet that intended use.

After go-live, agencies will leverage business processes to request or set up or update values for changes in business operations.

### **11) What happens if agencies need changes to the configured values provided?**

After go-live, agencies will leverage business processes to request or set up or update values for changes in business operations. See business process model 10.1.1 Agency Add or Modify Chartfield Values.

### **12) What if agencies want to implement new agency-specific values or make major improvements or updates to their records?**

The Project encourages agencies to implement new agency-specific values or make any relevant improvements or updates to their records prior to the cutover and conversion processes. If these changes can be easily incorporated within normal business operations before Florida PALM go-live then those changes can improve the transition. However, if the changes include significant impacts for users, then the timing should be carefully considered to not coincide with Florida PALM go-live.

Agencies may choose to supplement the information loaded as part of conversions after go-live. Agencies can use the available interfaces and normal business processes to update applicable records if there is a business need. For example, if the agencies want to use the optional data fields in Florida PALM for which there is not a counterpart in FLAIR, the agency may update the asset records with additional information after go-live when operations have stabilized.

The focus for conversion efforts is to load the information needed to support operations beginning at go-live. As agencies become familiar with Florida PALM, opportunities for improvement for agency records may be identified and acted upon where it fits within normal business processes.

## Legacy Data Cleansing

### **13) When will data resources, such as a data dictionary or entity relationship diagram, be available to agencies?**

At this stage, the Project is focusing on completing specific business processes and functional designs, including required versus optional data fields, and the needed data values (e.g., status, types). Until the building work is completed, specific table names and fields are not final. When design and build work is completed for Florida PALM and the Data Warehouse in 2025, the Project will develop and share data resources to support agency understanding. For now, agencies should focus on the information provided in the interface and conversion file layouts.

The Knowledge Center also lists data fields associated with specific business processes and interfaces. Each data field includes a general description.

The Design Workshop presentations and other materials also include screen shots and tables for key data fields.

Agencies should review and understand the Chart of Accounts materials published to the website. Each ChartField is mapped to the comparable FLAIR data element. A Chart of Accounts Design overview and the Revenue and Expenditure Account Values are also published on the website.

## Reporting & Data Warehouse

### **14) When will the Data Warehouse be implemented?**

The Data Warehouse will be implemented with Financials and Payroll Wave. The Data Warehouse will replace the FLAIR Information Warehouse as of January 2026.

### **15) What will the Data Warehouse include?**

The Data Warehouse will serve as a repository of Florida PALM data. The Data Warehouse will also separately hold FLAIR Information Warehouse data. Both data sets will be available to agencies based on applicable data security and access privileges. The FLAIR legacy data will not be updated after FLAIR is retired.

### **16) What is the difference between Florida PALM and Data Warehouse reports?**

The Data Warehouse will be updated on a nightly basis for Florida PALM operations. Florida PALM will be the source for real time or near real time data, while the Data Warehouse will have next day data available. The Data Warehouse will also offer self-service reporting tools for agencies.

### **17) What reporting tools will be available to agencies?**

The Florida PALM reporting tools for queries and formatted reports used in CMS Wave will continue to be used for Financials and Payroll Waves. These tools include PS Query and BI Publisher (for formatted reports).

The Data Warehouse will be an Oracle Analytics Cloud (OAC) solution which provides traditional dashboards and data visualizations.

**18) How will my agency get information if we do not have users that can write queries?**

Reports needed to support normal business operations are available in Florida PALM and the Data Warehouse. These reports are available based on user role, and must be run with specific parameters, such as business unit, date ranges, or other information. The Reports Catalog describes the available reports, the navigation path, and required parameters (e.g., criteria). The Reports Catalog also includes samples of these reports for the ones completed through Segment III Design.

Self-service functionality for queries will be available to a limited number of qualified users to create data extracts for agency needs. Limited training will be available in using the Data Warehouse Business Intelligence tools. However, the user will need an understanding of the data and query concepts.

For on-going, frequent needs for agency-specific data not available through the available reports, the agency should add or train staff with the needed skill sets. For one-off requests, the agency may request assistance from the Solution Center.

**19) How will my agency report financial data for fiscal year 2025-26, with a mid-year transition from FLAIR to Florida PALM?**

Transactions and activities that occur in FLAIR should be reported from FLAIR. The partial fiscal year will be closed as of cutover (December 31, 2025) to allow for a complete set of records that supports applicable audits and provides a starting point for opening balances in Florida PALM. Transactions and activities that occur in Florida PALM should be reported from Florida PALM.

Due to differences in the data structures, two versions of reports should be considered. Where the data must be combined for reports, interim processes are required to combine and validate the information and presentation.

Agencies, with applicable query writers, can create agency-specific queries for information from FLAIR and Florida PALM information, and combine selected information. For example, the chart of accounts is different in FLAIR and Florida PALM. Therefore, the applicable parameters for each data set must be known to the query writer.

Crosswalks created as part of the conversion process will be shared to support agencies. However, these crosswalks will not be maintained going forward.

## Data Management

**20) How long will Florida PALM and the Data Warehouse retain records and documents?**

As part of Optional Services, the Project will develop record retention policies and processes. Information will not be purged until such policies and processes are developed and shared with agencies. DFS will retain Florida PALM information in accordance with applicable record retention policies.

As discussed in the Executive Steering Committee and Advisory Council meetings, Florida PALM is not a document management system, and will not serve as the primary source for supporting documentation (attached to Florida PALM transactions). Agencies are responsible for maintaining supporting documentation.

**21) How is confidential and sensitive information protected?**

Access to information is based on user roles and privileges. Roles which require access to confidential or sensitive information are segregated from other roles. Agencies are responsible for understanding the role access privileges and making user role assignments.

Where sensitive information is required for general use, it is obfuscated. Interfaces are exchanged using secure connections with limited access. Agencies are responsible for safeguarding information included in interfaces or reports that include confidential or sensitive information.