

GLC001 – Ledger

GLC001 converts the FLAIR Master File records into Florida PALM to establish beginning balances for agencies. Agency detailed balances are recorded, at minimum, to the following required Florida PALM ChartFields: Organization, Account, Fund, Budget Entity, Category and State Program. The Dry Run 1 conversion data for GLC001 represents an agency’s FLAIR Master Balances as of March 13, 2026.

NOTE: Agencies should focus on reviewing the results of this conversion for this Dry Run, which reflects the latest and most comprehensive conversion results. GLC001 is an independent data set and contains all Departmental FLAIR updates made through the above indicated date.

How to Use the Results:

Dry Run 1 was performed by loading General Ledger (GL) Journals. The conversion results file has six or seven companion files, each described in Table 1, to aid agencies in reviewing the results.

NOTE: A critical source of information for this conversion is the crosswalk from FLAIR to Florida PALM. This crosswalk is housed within Florida PALM production (i.e., CMS Wave.) Agencies can review the Crosswalk Value report within Florida PALM production to verify the mapping of 29-digit account values to the new corresponding Florida PALM values and combinations. The New Accounts team within the DFS Division of Accounting and Auditing (A&A) supports and maintains this crosswalk on behalf of Florida PALM and agencies. If your agency’s GL conversion results are impacted by lack of crosswalk information, you will need to work with that team to make sure the valid combinations are configured.

Table 1: GLC001 Results Data Files, Description, and Intended Use

GLC001 Results Data File Name	Description	Intended Use
GLC001_ChartFields_<agency BU>_<agency acronym>	File contains the conversion results, which include the FLAIR Master File Key and how the FLAIR data elements were translated into Florida PALM and the amounts for each record.	Agencies will use this file to identify how FLAIR Data elements were translated into Florida PALM ChartField values.
Agency Record Extract	File contains the created GL Journals for the agency. The layout format for this information is like <i>GLI051 – Outbound GL Journal Details</i> .	Agencies will use this file to review and verify balances that were loaded into Florida PALM.
Agency Log File	File contains details related to the file that was loaded to create the Agency Record Extract. It details the number of transactions that were received, the number of transactions that were processed, the number of transactions in error, and the number of transactions in warning.	Agency should review this file for counts related to transactions.

GLC001 Results Data File Name	Description	Intended Use
Agency Conversion Details Flat File	File contains detailed GL Journal transactional data. The layout format for this file is the GLC001 – Ledger Conversion Layout. The data is organized such that each agency fund has a separate header, which indicates a new journal.	Agencies can use this file as a reference to support the validation file.
Agency Error File	File contains detailed error/warning messages for Florida PALM transactions in error or warning. The error log <i>is only produced</i> and provided if there are errors or warnings with an agency’s data. NOTE: If an error file was not provided for your agency, your review and focus should concentrate on the other provided data file results.	If provided, agencies will use this file to research errors.
Agency Validation File	File contains reconciling, detailed, uploaded GL Journals (Agency Record Extract) to the ChartField File (GLC001_ChartFields_<agency BU>_<agency acronym>). File contains: <ul style="list-style-type: none"> • A worksheet which has a summary pivot table of all GL Journals loaded into Florida PALM and a summary pivot of Master File balances from the ChartField file. • A worksheet which has a summary pivot table of a reconciliation between the DMAF01 FLAIR MB Trial Balance, and the Master File balances from the ChartField file. 	Use this file to validate converted balances.

Due to the nature of the FLAIR Master File data, there were specific actions that were applied during the translation of FLAIR data elements to Florida PALM ChartField values to allow the FLAIR balances to successfully convert. Table 2 below provides the most common FLAIR data errors, how these errors were handled during the conversion process, and the recommended agency action to address errors, where appropriate. If there are balances that should not be converted into Florida PALM, the balance will need to be addressed within FLAIR.

Table 2: GLC001 Common Errors, Florida PALM Approach, and Recommended Action

Common Errors in the FLAIR Master File Data	Error Handling During Conversion	Recommended Action
<p>FLAIR General Ledger Code (GLC) or Object Code not mapped to a Florida PALM Account value</p>	<p>Balances were converted into Florida PALM using a temporary conversion Account value.</p> <p>Temporary Account Values used:</p> <p>CNVEXP is used to convert expenditure balances with an invalid or missing object code to align with the FLAIR Master File balance. CNVEXP is used when the General Ledger Code (GLC) starts with a 7.</p> <p>CNVREV is used to convert revenue balances with an invalid or missing object code to align with the FLAIR Master File balance. CNVREV is used when the GLC starts with a 6.</p>	<p>Review FLAIR balances for the associated GLC or object code.</p> <p>If the balance is correct, the balance MUST be reclassified, within FLAIR, to another GLC and object code.</p> <p>OR</p> <p>If the balance is incorrect, perform close out entries within FLAIR. For assistance with close out entries, contact the DFS Transition Team and copy the DFS Financial Reporting Team.</p>
<p>FLAIR Fund not mapped to a Florida PALM Fund value</p>	<p>Balances were not converted into Florida PALM.</p>	<p>Review FLAIR balances for the associated Fund on your agency Trial Balance.</p> <p>Local Funds (SF = 8) that have not been mapped to a Florida PALM fund value require agencies to submit a new Fund Questionnaire for each fund. Submit completed form to newaccountcode@myfloridacfo.com.</p>

Common Errors in the FLAIR Master File Data	Error Handling During Conversion	Recommended Action
		If there are any questions, contact the New Accounts team using the contact information provided in the form.
FLAIR Data is not in balance	Funds that were not balanced as of March 13, 2026, were forced to balance using a temporary Florida PALM Account value. Temporary Account Value used: CNVBAL is used to temporarily balance a fund's debits and credits during conversion to ensure journals can be posted within Florida PALM.	Review the GLC001 Validation File to determine which funds are out of balance. Agencies can get details of each balance from the GLC001 Validation pivot to determine the corrective action within FLAIR. By clicking on the fund that is out of balance in the pivot, agencies can see the amounts associated with the balances to determine what needs to be corrected. Agencies will need to update balances within FLAIR to have funds in balance. If the fund had a reconciling balance due to timing, and had been addressed in FLAIR, then no action needs to be taken. If more information is needed to support agency corrections, contact the DFS Transition Team.
FLAIR Budget Entity (BE) contained all zeros or is not active within Florida PALM	Budget Entity (BE) value, Category value, and the State Program (SP) are defaulted to an all-zeros value.	The agency will need to perform additional analysis to determine the appropriate correction needed to have the balance recorded properly. To perform the analysis, agencies can review the Master File validation details by reviewing the balances recorded with all zeros in the Florida PALM BE, Category, or SP fields.
FLAIR Category contained all zeros or is not active within Florida PALM	Budget Entity (BE) value, Category value, and the State Program (SP) are defaulted to an all-zeros value.	If more information is needed to support agency corrections, contact the DFS Transition Team.
FLAIR State Program (SP) contained all zeros or is not a valid value	Budget Entity (BE) value, Category value, and the State Program (SP) are	

Common Errors in the FLAIR Master File Data	Error Handling During Conversion	Recommended Action
within Florida PALM	defaulted to an all-zeros value. OR State Program (SP) value defaulted to first valid value in BE to SP combination edit list.	
Agency Organization value was not mapped to a corresponding Florida PALM Organization value	Organization value was defaulted to the agency level organization value, which is the highest-level org value.	Determine if the FLAIR Organization code is active in FLAIR. Review your <Agency> <i>Conversion Mapping - Organization</i> worksheet in Smartsheet and confirm that the FLAIR Organization Code has been mapped to a valid Florida PALM Organization value. Update the mapping, as needed.
Agency Grant value was not configured as a Florida PALM Grant value	These values are removed from the conversion record 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 converted balance: 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 <i>Conversion Mapping – Grant ID</i> worksheet in Smartsheet and then confirm if the Grant ID has been mapped to a valid Florida PALM value. OR Option 2 – Identified FLAIR Grant ID balance should be shown for another valid Grant ID in FLAIR: Update the balance record in FLAIR to move the balance to another active grant. Review and update the <i>Conversion Mapping – Grant ID</i> worksheet, as appropriate. During the next conversion, the balance will be converted to the other Grant ChartField value. OR Option 3 – Identified FLAIR Grant ID is not needed on converted balance:

Common Errors in the FLAIR Master File Data	Error Handling During Conversion	Recommended Action
		No action
Agency Contract value was not configured as a Florida PALM Contract value	These values are removed from the conversion record and will be defaulted to blank.	<p>Since the Contract ChartField is optional in Florida PALM, there are two options:</p> <p>Option 1 – FLAIR Contract is needed on converted balance: Add/modify balance in FLAIR to include an active Contract value. Once an active contract value exists, the field will be included in conversion.</p> <p>OR</p> <p>Option 2 – FLAIR Contract is not needed on converted balance: No action</p>
Agency OCA value was not mapped to a Florida PALM Field	These values are removed from the conversion record and will be defaulted to blank.	<p>Since the OA1 or OA2 ChartFields are optional in Florida PALM, there are three options:</p> <p>Option 1 – Identified FLAIR OCA is needed on converted balance: 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.</p> <p>OR</p> <p>Option 2 – Identified FLAIR OCA balance should be shown for another valid OCA in FLAIR: Update the balance record in FLAIR to move the balance to another active OCA. Review and update the Conversion Mapping – OCA worksheet, as appropriate. During the next conversion, the balance will be converted to the other identified ChartField value.</p> <p>OR</p> <p>Option 3 – Identified FLAIR OCA is not needed on converted balance: No action</p>
Agency Project ID value was not configured as a	These values are removed from the conversion record	Since the Project related ChartFields are optional in Florida PALM, there are two options:

Common Errors in the FLAIR Master File Data	Error Handling During Conversion	Recommended Action
Florida PALM Project value	and will be defaulted to blank.	<p>Option 1 – Identified FLAIR Project is needed on converted balance: Add/modify to include an active Project ID. Once an active Project ID exists on the record, it will be included in conversion.</p> <p>OR</p> <p>Option 2 – Identified FLAIR Project is not needed on converted balance: No action</p>

Additional Information:

- General Ledger Codes (GLCs) related to recording budget transactions within FLAIR (GLCs which start with an 8 or 9) were not considered during this conversion.
- For General Revenue (GR) Funds, GLCs 13100 and 13400 are temporarily converted to Florida PALM Account ChartField value ‘CNVCSH’, conversion cash.
- For General Revenue (GR) Funds, GLCs starting with 63*** are temporarily converted to Florida PALM Account ChartField value ‘500000’, conversion cash.
- Non-Transfer related revenue and expenditure balances were recorded in Florida PALM using the Revenue Object Code mapping provided by agencies and the Expenditure Object Code mapping documented in the Statewide COA workbook provided in the Florida PALM Knowledge Center.
- Transfer-related revenue and expenditure values were mapped based upon the GLC code and the correct Florida PALM Account value.
- For funds that have IBIs within FLAIR today, the balances for each IBI were recorded in its new Florida PALM Transactional fund value. In addition, the equity for those IBIs was removed from the equity in the main fund and added to the new Transactional Fund with the Florida PALM Account value of 500013 – Committed Fund Balance.
- The statewide level for recording balance sheet transactions within Florida PALM is different than the FLAIR Master File level for recording balance sheet transactions. Transactions within Florida PALM are recorded with, at minimum, Account, Organization, Fund, Budget Entity, Category, and State Program. These are considered the minimum required ChartFields in Florida PALM.

Florida PALM Resources:

- Revenue Object Code Mapping – This agency Smartsheet Workbook contains the FLAIR object code mappings provided by each agency. Agencies can continue to update their mappings until workbooks close, prior to go-live. If additional values are needed to complete the mapping, the agency will need to contact DFS Transition Team to have new values established.
- [Statewide COA Configuration Workbook](#) – The Statewide COA Configuration Workbook documents the Florida PALM Chart of Account values for Financials and Payroll waves.
- [Statewide COA Configuration - Combo Edit](#) – The Statewide COA Configuration – Combo Edits workbook displays valid combinations for BU, Fund, BE, Category, and SP.

Contact information for the DFS Teams:

- DFS Transition Team: AcctAudTransformationSupport@myfloridacfo.com
- DFS Financial Reporting Team: FinancialReporting@myfloridacfo.com
- DFS New Accounts Team: newaccountcode@myfloridacfo.com