

POC001 – Open Encumbrances

New as of Dry Run 2: Encumbrances have been created based upon a sequencing system for each agency as outlined in Table 4: POC001 Encumbrance Sequence ID. A new file has been shared with agencies to provide additional details for vendor issues that caused encumbrances to be in error and not convert.

This document provides guidance for Dry Run 2 encumbrance data converted from the Departmental FLAIR Encumbrance Subsidiary file (EN1) into the Florida PALM Purchasing module. The data from the Departmental FLAIR Subsidiary contains encumbrances directly created within FLAIR, and Encumbrances that were created in Ariba on Demand (AOD) for MyFloridaMarketPlace (MFMP). Agencies can determine the original source by reviewing the FLAIR N-NO field. A prefix of 'E' indicates a manually encumbered transaction in FLAIR. A prefix of 'A' indicates the encumbrance in FLAIR was created from AOD. The Voucher Origin is provided in the POC001 Record Extract with a 'MFM' for MFMP and 'FLR' for FLAIR.

Agencies should review the Dry Run 2 results for POC001, which include data as of July 1, 2026. Any modifications or new lines created after July 1st to existing encumbrances are not included. To support year-end testing, encumbrances recorded in FLAIR from July 1, 2026, through August 1, 2026, for FY 2026/27 were also converted using Budget Period of 2027.

Agencies should validate all open encumbrances and resolve any identified errors by updating the applicable records in FLAIR or MFMP. The table below outlines the most common budget errors and the recommended actions for resolving them.

NOTE: Most agencies will have multiple conversion files to review for POC001, a set of files from FLAIR, and a set from MFMP. DACS, FDOT, JAC and PSC will only have conversion files from FLAIR. This conversion is not applicable to Citrus.

How to Use the Results:

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

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

POC001 Results Data File Name	Description	Intended Use
FLAIR_Agency_POC001_Record Extract	File contains the encumbrances created in Florida PALM that were originally created within FLAIR.	Agencies will use this file to review and verify encumbrances that were loaded into Florida PALM. Budget errors can be identified by reviewing the Budget Header Status column.
MFMP_Agency_POC001_Record Extract	File contains the encumbrances created in Florida PALM from FLAIR but initiated in AOD.	Agencies will use this file to review and verify encumbrances that were loaded into Florida PALM.

POC001 Results Data File Name	Description	Intended Use
		Budget errors can be identified by reviewing the Budget Header Status column.
FLAIR_Agency_POC001_ Log File	The file details the number of transactions that were received, processed, in error, or warning. This file was created based upon encumbrances originally created within FLAIR.	Agency should review this file for counts related to transactions.
MFMP_Agency_POC001_ Log File	The file details the number of transactions that were received, processed, in error, or warning. This file was created based upon FLAIR encumbrances that were initiated in AOD.	Agency should review this file for counts related to transactions.
FLAIR_Agency_POC001_ Conversion Flat File	File contains detailed encumbrance transactional data. The layout format for this file is the POC001 conversion layout. This data is organized such that each encumbrance has a separate header with the line, supplier record, and distribution line. This file was created based upon encumbrances created within FLAIR.	Agencies can use this file as a reference to support the record extract file.
MFMP_POC001_Agency_ Flat File	File contains detailed encumbrance transactional data. The layout format for this file is the POC001 conversion layout. This data is organized such that each encumbrance has a separate header with the line, supplier record, and distribution line. This file was created from FLAIR encumbrances that were initiated in AOD.	Agencies can use this file as a reference to support the record extract file.
FLAIR_Agency_POC001_ Error File	File contains detailed error/warning messages for encumbrances originally created within FLAIR.	If provided, agencies will use this file to research errors.
MFMP_Agency_POC001_ Error File	File contains detailed error/warning messages for	If provided, agencies will use this file to research errors.

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

POC001 Results Data File Name	Description	Intended Use
File_Agency_POC001_Budget_Exceptions_Error	The file includes converted encumbrances that are in budget error.	Agencies can use this file to determine the encumbrances that are in budget error.
MFMP_AGENCY_POC001_Vendor errors	The file includes additional details on the reason for vendor errors. This file will only be provided to agencies that had MFMP origin encumbrance conversion errors due to a vendor issue.	Agencies can use this file to determine additional details on vendor error for encumbrances that were not converted.
FLAIR_AGENCY_POC001_Vendor errors	The file includes additional details on the reason for vendor errors. This file will only be provided to agencies that had FLAIR origin encumbrance conversion errors due to a vendor issue.	Agencies can use this file to determine additional details on vendor error for encumbrances that were not converted.

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

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

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

Common Errors	Error Handling During Conversion	Recommended Action
Required Field VENDOR_SETID is missing/data format is incorrect/length is exceeding OR Required Field VENDOR_ID is missing/data format is incorrect/length is exceeding OR	Encumbrances were not converted into Florida PALM.	The errored records are associated with a Vendor ID that was not successfully converted as part of APC001 – Supplier Conversion. Vendor ID and Set ID are required fields in Florida PALM; there are a few potential reasons: Reason 1 – Vendor type is “N”: If the Vendor ID starts with an “N” and you determine the vendor is needed for conversion, you should work with DFS A&A - Bureau of Vendor Relations to add the vendor to the Statewide Vendor File using a valid FEIN or SSN.

Common Errors	Error Handling During Conversion	Recommended Action
Required Field VENDOR_ID is missing/data format is incorrect as the Vendor ID in FLAIR is Employee OR Required Field VENDOR_ID is missing/data format is incorrect. The Vendor ID in FLAIR is related to PCard Transactions and the supplier record was not converted therefore the encumbrance errors. OR Required Field VENDOR ID is missing/data format is incorrect. When an Encumbrance has a state agency listed as the Vendor and the Vendor ID is related to an Agency Tax Identification (TIN), these encumbrances will error. OR The Vendor ID in FLAIR is in inactive status. OR The FLAIR Vendor ID starts with N and is Not a Foreign Vendor. OR The FLAIR Vendor ID is missing the City. OR		OR Reason 2 – Invalid Vendor Sequence Number: If an Encumbrance contained a FLAIR Vendor ID sequence that was not valid, the Encumbrance failed. Agencies should review the Vendor ID with the sequence ID to determine if the value is valid. For all other records, work with DFS A&A - Bureau of Vendor Relations in reviewing the vendor on the Statewide Vendor File (SWVF) to confirm that all the required fields exist on the record for a successful conversion. OR Reason 3 – PCard Transactions: PCard transactions are excluded from the POC001 conversion. No action is needed by the agency. OR Reason 4 – Sequence number is inactive in the Statewide Vendor File (SWVF): Agencies should review the Vendor ID with the sequence ID to determine if the value is valid. If the supplier sequence number is valid, the supplier needs to be updated in FLAIR. OR Reason 5 – Sequence number was not included in earlier supplier (APC001) conversions:

Common Errors	Error Handling During Conversion	Recommended Action
The FLAIR Vendor ID is blank in FLAIR. OR The Vendor ID in FLAIR is in D status.		Agencies should review the Vendor ID with the sequence ID to determine if the value is valid. OR Reason 6 – FLAIR Vendor ID and sequence number errored in the APC001: Agencies should review the Vendor ID with the sequence ID to determine if the value is valid. <i>Refer to File_POC001_XXXX_Vendor errors mentioned in Table 1 for how agencies can determine the specific error that impacted encumbrance conversion.</i>
Cannot process PO Header as the Purchase Order contains error(s)	Encumbrances were not converted into Florida PALM.	This is a secondary error that appears when the encumbrance was not successfully converted due to another error (e.g., ChartField error, combo error). Once the initial error is resolved this error is resolved.
Cannot process PO Line Distribution record as the Purchase Order contains error(s) Cannot process PO Line record as the Purchase Order contains error(s)	Encumbrances were not converted into Florida PALM.	This is a secondary error that appears when the encumbrance was not successfully converted due to another error (e.g., ChartField error, combo error). Once the initial error is resolved this error is resolved.
Cannot process PO Line Ship record as the Purchase Order contains error(s)	Encumbrances were not converted into Florida PALM.	This is a secondary error that appears when the encumbrance was not successfully converted due to another error (e.g., ChartField error, combo error). Once the initial error is resolved this error is resolved.
Required Field PO Line is missing/data format is incorrect/length is exceeding from Record L.	Encumbrances were not converted into Florida PALM.	This is a secondary error that appears when the encumbrance was not successfully converted due to another error (e.g., ChartField error, combo error). Once the initial error is resolved this error is resolved.
This FLAIR sequence was not converted as part of APC001 early run, it will be extracted for Dry Run 3	Encumbrances were not converted into Florida PALM.	No Action Needed

Table 3 below lists the POC001 budget errors and recommended action for resolution.

Table 3: POC001 Budget Exceptions

Budget Error	Description	Recommended Action
E1- Exceeds Budget Tolerance	No budget or cash available in Commitment Control at the time of budget checking.	Agencies should review their Budget, Allotments and Appropriations to ensure the encumbrance has the appropriate funding available.
E2- No Budget Exists	This exists primarily for agencies that are Track with Budget and have not established allotments.	Agencies who are established in Florida PALM as “Track Without Budget” should consider this a warning and no additional action is needed. Agencies who are established in Florida PALM as “Track With Budget” should review their Budget, Allotments and Appropriations to ensure the encumbrance has the appropriate funding available.

Refer to [Outstanding Encumbrance Errors Report \(POR009\)](#) and [Managing Budget and Cash Check Exceptions](#) in the Knowledge Center to continue to monitor encumbrances that were converted in Dry Run 2 in the UAT environment.

Agencies that selected the Control Option of “Track with Budget” will have all their encumbrances in error until budget allotments have been recorded in UAT.

A unique prefix was added to the Encumbrance ID sequence for each Business Unit to ensure each Encumbrance ID is unique. The sequencing structure was designed to support future long-term numbering by reserving dedicated numbering ranges and maximizing the available sequence capacity.

Table 4: POC001 Encumbrance Sequence ID

Business Unit	Prefix	First Encumbrance ID
11000	027	0270000001
21000	033	0330000001
22000	020	0200000001
31000	006	0060000001
36000	028	0280000001
37000	003	0030000001
40000	025	0250000001
41000	019	0190000001
41500	030	0300000001
42000	008	0080000001
43000	016	0160000001

Business Unit	Prefix	First Encumbrance ID
45000	017	0170000001
48000	009	0090000001
48900	026	0260000001
50000	011	0110000001
55000	001	0010000001
57000	034	0340000001
60000	005	0050000001
61000	032	0320000001
62000	024	0240000001
64000	002	0020000001
65000	022	0220000001
67000	013	0130000001
68000	018	0180000001
70000	004	0040000001
71000	010	0100000001
72000	014	0140000001
72970	029	0290000001
73000	023	0230000001
76000	015	0150000001
77000	012	0120000001
78000	031	0310000001
79000	021	0210000001
80000	007	0070000001

Additional Information:

- Florida PALM is not converting encumbrances (POs) that are set up with an invalid Agency Tax ID.
- Agencies should review all encumbrances (POs) established with a valid agency Tax ID to determine whether each encumbrance (PO) should be created in the Inter/Intra Unit (IU) module or the Accounts Payable module in Florida PALM.
- For encumbrances associated with a Continuing Appropriation Category (13XXXX), the Budget Period has been determined based on guidance provided by the Executive Office of the Governor/Office of Policy and Budget (EOG/OPB).
- Encumbrances set up in FLAIR as 'memo encumbrances' will be converted into Florida PALM during Dry Run 3 using the generic supplier number of 0000000003.
- Agencies should pay special attention to ChartField Strings and encumbrance amounts, especially for encumbrance balances that include multiple years, since encumbrances in Florida PALM will consume budget.
- If an agency does not want an encumbrance converted, it must inactivate it in FLAIR before go-live. Encumbrances will remain as part of future conversions until closed or the balance of encumbrance is reduced to \$0.
- Agencies can direct any data clean up questions to the FLAIR data cleanup team at acctaudtransformationsupport@myfloridacfo.com.