

POC001 – Open Encumbrances

New as of Dry Run 1: Guidance has been restructured to improve agency understanding and review of Encumbrance records. A new file of encumbrances that are in budget errors status has been provided to applicable agencies for agency review. Error handling guidance for budget errors has been added in Table 3 below.

This document provides guidance for Dry Run 1 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 1 results for POC001, which includes data as of March 13, 2026. Validate the open encumbrances and resolve errors by updating records in FLAIR or MFMP. The most common errors, budget errors and the recommended action to resolve errors are provided in the table below.

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.
MFMP_Agency_POC001_Record Extract	File contains the encumbrances created in Florida PALM from FLAIR but initiated in AOD.	Agencies will use this file to review and verify encumbrances that were loaded into Florida PALM.
FLAIR_Agency_POC001_Log File	The file details the number of transactions that were received, processed, in error, or warning. This file was created based upon encumbrances originally created within FLAIR.	Agency should review this file for counts related to transactions.

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

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
<p>Required Field VENDOR_SETID is missing/data format is incorrect/length is exceeding</p> <p>OR</p> <p>Required Field VENDOR_ID is missing/data format is incorrect/length is exceeding</p>	<p>Encumbrances were not converted into Florida PALM.</p>	<p>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:</p> <p>Reason 1 – Vendor type is “N”:</p> <p>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.</p> <p>OR</p> <p>Reason 2 – Invalid Vendor Sequence Number:</p> <p>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.</p> <p>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.</p> <p>OR</p> <p>Reason 3 – PCard Transactions:</p> <p>PCard transactions are excluded from the POC001 conversion. No action is needed by the agency.</p> <p>OR</p>

Common Errors	Error Handling During Conversion	Recommended Action
		<p>Reason 4 – Sequence number is inactive in the Statewide Vendor File (SWVF):</p> <p>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.</p> <p>OR</p> <p>Reason 5 – Sequence number was not included in earlier supplier (APC001) conversions:</p> <p>Agencies should review the Vendor ID with the sequence ID to determine if the value is valid.</p> <p>OR</p> <p>Reason 6 – FLAIR Vendor ID and sequence number errored in the APC001:</p> <p>Agencies should review the Vendor ID with the sequence ID to determine if the value is valid.</p>
<p>Cannot process PO Header as the Purchase Order contains error(s)</p>	<p>Encumbrances were not converted into Florida PALM.</p>	<p>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.</p>
<p>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)</p>	<p>Encumbrances were not converted into Florida PALM.</p>	<p>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.</p>
<p>Cannot process PO Line Ship record as the Purchase Order contains error(s)</p>	<p>Encumbrances were not converted into Florida PALM.</p>	<p>This is a secondary error that appears when the encumbrance was not successfully converted due to another error (e.g., ChartField error, combo error).</p>

Common Errors	Error Handling During Conversion	Recommended Action
		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.

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 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.

Additional Information:

- Conversion criteria exclude encumbrances when the Vendor ID was a FLAIR Account Code.
- 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 2 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.