Housekeeping

▸ WiFi is available through the Duesenberg network

▸ Restrooms are in the back and to the side

▸ Car Museum tours may be taken during breaks or over lunch

▸ Place your phones on silent

▸ We will take a short break in the morning, an hour and a half for lunch, and one more break in the afternoon

▸ There will be pause points for Q&A during the session – Please hold your questions until then

▸ Screens are located around the room, but the presentation is also on our website, if you need to follow along

Purpose of Design Workshops

▸ Share the design for the processes and functions being discussed

▸ Answer your questions as they relate to these processes and functions

▸ Help agencies understand the design so they can take action within their agency

▸ Expand agency staff engagement

Important Design Notes

▸ Build has already started → design is completely locked for those items

▸ We still have <u>lots</u> of designs to finalize in Segments III, IV and DW (i.e., we cannot answer every question yet)

▸ Every agency is impacted → Business processes, technology, reporting

▸ Following Segment IV, we will discuss everything financials and payroll related (DW will still be a future discussion)

Cutover Considerations

▶ Cutover discussions are just beginning! → A lot of information to come, all will be known and shared at the end of Design Segment IV

▶ Mid-year closing will have to occur to support cutover from FLAIR to Florida PALM

▶ Conversions will generally be balances, <u>not transactions</u>

▶ Historical transactions, including transactions for FY 25-26 will not be converted to Florida PALM, their results (balances) will be converted

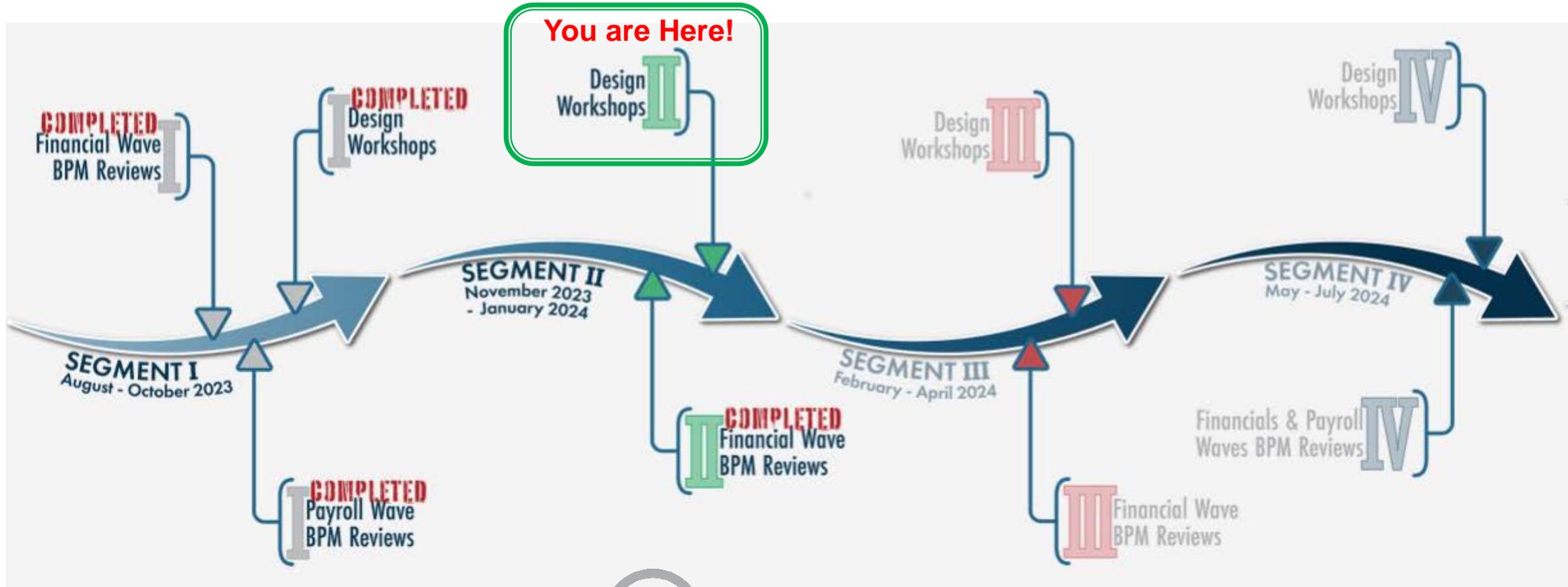▶ Plan is to start UAT with a simulated mid-year cutover for FY 24-25

Solution Design Workshops
Agenda

- Welcome and Introductions
- Design Phase Overview
- Interface Error Handling Process
  - Terminology Refresher
  - Updates to 120.1 BPM

- Grants and Contracts
  - Process Impacts
  - 90.2.1 Add or Modify Grant
  - 90.2.2 Add or Modify ALN/CSFA
  - 90.2.3 Monitor and Maintain Grant
  - 90.3.1 Add or Modify Contract
  - 90.3.2 Monitor and Closeout Contract
  - Interface Layouts
  - Grant Conversion
- Wrap Up

Design Phase Overview

You are Here!

For more information, listen to
Episode #11: The Design Phase

INBOUND INTERFACE ERROR HANDLING

Inbound Interface Error Handling Terminology
Fatal Errors and Hard Errors

▶ Fatal Errors – issues preventing load of inbound file
  ◦ Interface process abends. Generally, an indicator of a larger technical issue.
  ◦ Examples
    • Incorrect number of fields
    • Data type errors
    • File corruption

▶ Hard Errors – Interface specific validations where failure will cause a <u>record</u> to be rejected but the interface load continues processing.
  ◦ Errored records require agency correction and resubmission via interface, spreadsheet upload or online entry.
  ◦ Examples
    • Invalid COA value
    • Sum of line amounts does not equal amount in header

Inbound Interface Error Handling Terminology
Soft Errors

- Errors that occur further along the transaction lifecycle (i.e <u>after</u> interface load)
  - Examples
    - Budget check errors
    - Non-COA code value validations such as invalid customer ID or supplier ID
  - Records remain in staging tables
  - Several custom error reports planned
  - Errors are accessible via WorkCenter for online correction

- Soft Error Resolution Options
  - Agency Submitted Data
    - Corrections can be made online, deleted (if not needed), or delete and resubmit
  - Enterprise Partner/Third Party Submitted Data
    - Errored transactions will be deleted in PALM
    - Corrected record must be resubmitted from Enterprise Partner/Third Party

120.1 Business Process Model Updates
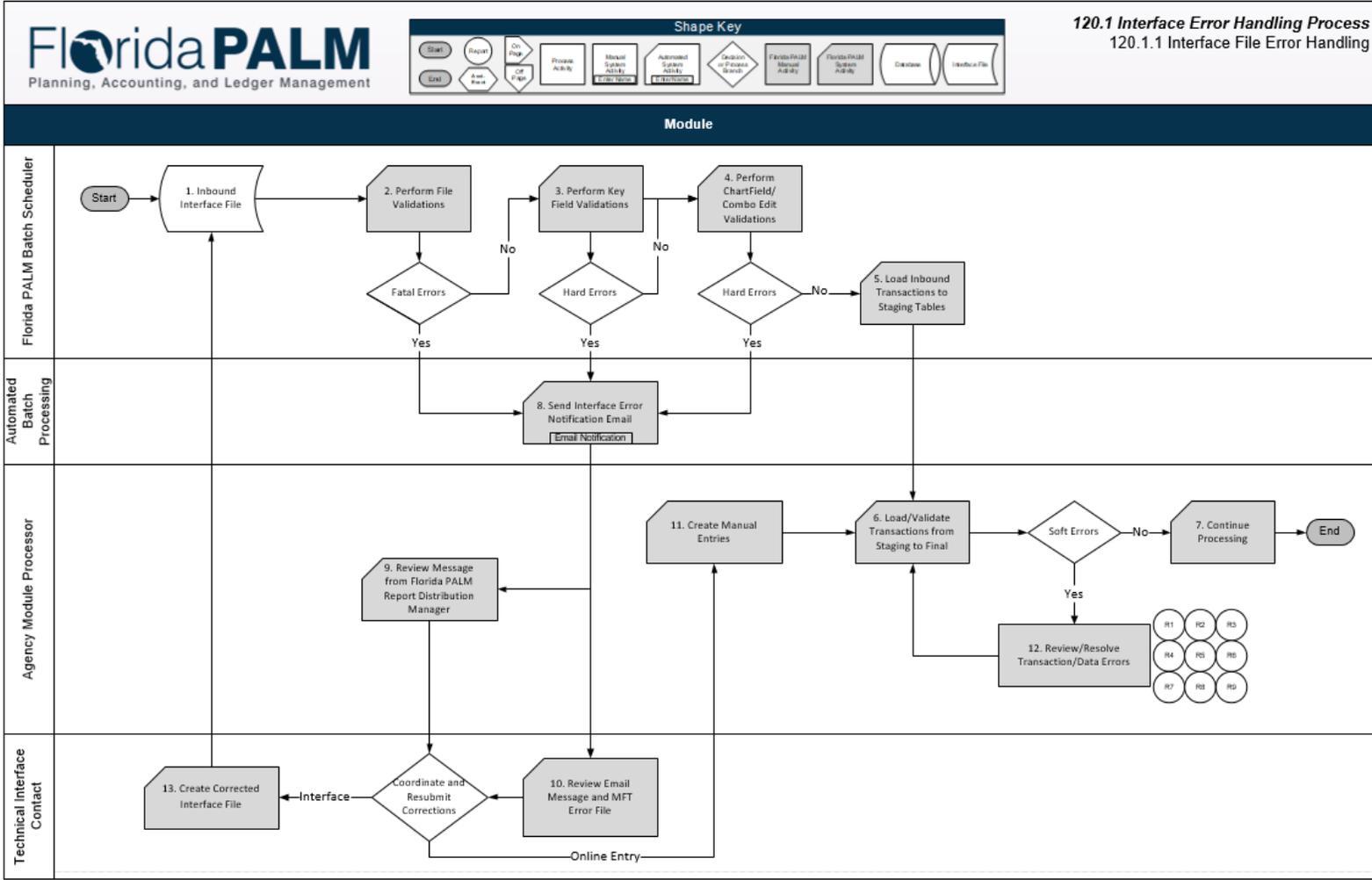
▶ Process Flow Updates

- Split previous 120.1 process flow into two models
  - 120.1.1   Interface File Error Handling
  - 120.1.2   Spreadsheet Upload Error HandlingData type errors
- Simplify process flow
- Clarify where coordination is required between module process and agency technical resources
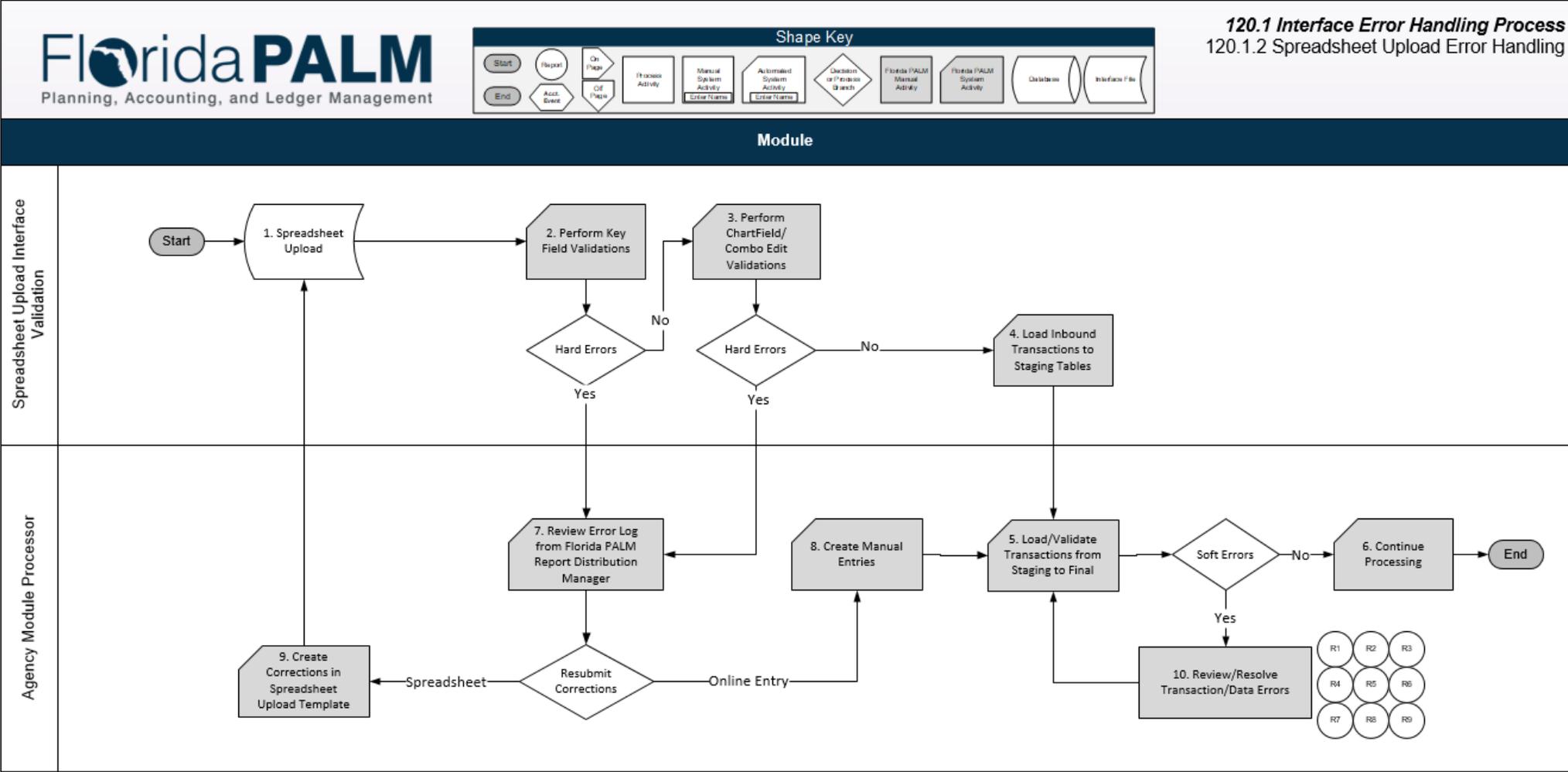
▶ Narrative Updates

- Clarify Soft Error resolution process for Enterprise Partner submitted data

120.1.1 Interface File Error Handling

120.1.2 Spreadsheet Upload Error Handling

Interface Error Email Notification

From: FLPALM_Alert@myfloridacfo.gov <FLPALM_Alert@myfloridacfo.gov>
Sent: Wednesday, January 12, 2024 9:01 PM
To: Breeding, Matthew <Matthew.Breeding@myfloridacfo.com>
Subject: [EXT] Process API107 completed successfully with Warnings.

External
Email

Report information for Process Instance : 785647, Process Name : FLP_AP_WR_AE

https://fin.flpalm.myfloridacfo.gov/psp/psfinprd1/EMPLOYEE/PSFT_EP/c/CDM_RPT.CDM_RPT.GBL?Page=CDM_RPT_INDEX&Action=U&CDM_ID=1307480

External Email: Please do not click on links or attachments unless you know the content is safe.

View Log/Trace Screen

Interface Error Report

```
Inbound Issued Warrant & Cancellation Error Report


Process Name                     :  FLP_AP_WR_AE

Process Description              :  Inbound Issued Warrant & Cancellation

Process Instance                 :  785647

Total number of File(s) Processed  :  1

Start Date time of Process      :  01/12/2024 09:00:08

Input/Output File Name          :  /psoft/psoftpr/fin/fincst/FINPRD1/FLAIRC/Inbound/working/FLAIRC_API107_D_20240112-1950.txt

---------------------------------------------------------------------------------------------

No. of Total Transactions Rejected  :  20

<Record Type>,<FY><Warrant Type><Warrant Number><Duplicate Indicator>,<Issued Warrant Amount>,<Issued Warrant Date>,<Error Message Text>

 2,3407276940,0,04/03/2023,Warrant  3407276940 Already cancelled in System
 2,3407392700,0,04/06/2023,Warrant  3407392700 Already cancelled in System
 2,3407760090,0,04/20/2023,Warrant  3407760090 Already cancelled in System
 2,3408357300,0,05/11/2023,Warrant  3408357300 Already cancelled in System
 2,3408383000,0,05/12/2023,Warrant  3408383000 Already cancelled in System
 2,4400077800,0,07/07/2023,Warrant  4400077800 Already cancelled in System
 2,4401000060,0,08/09/2023,Warrant  4401000060 Already cancelled in System
 2,4401348450,0,08/23/2023,Warrant  4401348450 Already cancelled in System
 2,4402058590,0,09/13/2023,Warrant  4402058590 Already cancelled in System
 2,4402058630,0,09/13/2023,Warrant  4402058630 Already cancelled in System
 2,4402282190,0,09/20/2023,Warrant  4402282190 Already cancelled in System
 2,4402409670,0,09/25/2023,Warrant  4402409670 Already cancelled in System
 2,4403501240,0,11/03/2023,Warrant  4403501240 Already cancelled in System
 2,4403626930,0,11/09/2023,Warrant  4403626930 Already cancelled in System
 2,4403641060,0,11/09/2023,Warrant  4403641060 Already cancelled in System
 2,4403918980,0,11/21/2023,Warrant  4403918980 Already cancelled in System
 2,4404129280,0,12/01/2023,Warrant  4404129280 Already cancelled in System
 2,4404189370,0,12/05/2023,Warrant  4404189370 Already cancelled in System
 3,4404643480,759.8,12/14/2023,Warrant  4404643480 Already cancelled in System
 3,4404674830,1102.15,12/15/2023,Warrant  4404674830 Already cancelled in System
---------------------------------------------------------------------------------------------
```

Interface Log File

```
Inbound Issued Warrant & Cancellation Summary Report

Process Name                     :  FLP_AP_WR_AE

Process Description              :  Inbound Issued Warrant & Cancellation

Process Instance                 :  785647

Total number of File(s) Processed :  1

Process Start Date time          :  01/12/2024 09:00:08

Process End Date time            :  01/12/2024 09:00:28

-------------------------------------------------------------------------------

Run Control Parameters

-------------------------------------------------------------------------------

Operator Id                      :  FLP_BATCH

Run Control ID                   :  FLAIRC_API107_D_FLP_AP_WR_AE_1

Request ID                       :  API107

As Of Date                       :

Description                      :  API107

-------------------------------------------------------------------------------

Input File Name                  :  /psoft/psoftpr/fin/fincst/FINPRD1/FLAIRC/Inbound/working/FLAIRC_API107_D_20240112-1950.txt

No. of Total Transactions Received  :  4207

No. of Total Transactions Processed :  4187

No. of Total Transactions in Error  :  0

No. of Total Transactions Rejected  :  20

No. of Total Transactions in Warning :  0
```

Key Reports Supporting Soft Error Resolution

Key Reports

Table 4: Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	APR125	**Budget Check Errors** – A report in the WorkCenter used to display a list of vouchers with budget check errors.	PeopleSoft	Periodic	DFS, Agency
R2	APR126	**Cash Check Errors** – A delivered report used to review Revenue Estimate budget checking errors.	WorkCenter	Periodic	Agency Module Processor
R3	ARR022	**Revenue Estimate Exceptions** – A delivered report used to review Revenue Estimate budget checking errors.	WorkCenter	Periodic	Agency Module Processor
R4	ARR029	**Direct Journal Budget Exceptions** – A delivered report used to review Direct Journal budget checking errors.	WorkCenter	Periodic	Agency Module Processor
R5	ARR065	**Posting Errors** – A delivered report in the WorkCenter used to display pending items containing errors, with access to Online Error Correction pages.	WorkCenter	Periodic	Agency Module Processor
R6	ARR067	**Direct Journal Accounting Entry Errors** – Used to correct Direct Journal accounting entry edit errors.	WorkCenter	Periodic	Agency Module Processor
R7	CMR011	**Accounting Errors** – Summary listing of accounting errors.	WorkCenter	Periodic	Agency Module Processor
R8	GLR139	**Journals with Errors** - Journals with any type of error that requires action.	PeopleSoft	Periodic	DFS, Agency
R9	GLR140	**Journals with Edit Errors** - Journals specifically with edit errors that require action.	PeopleSoft	Periodic	DFS, Agency

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