

FloridaPALM

Planning, Accounting, and Ledger Management



SEGMENT II DESIGN WORKSHOPS

JANUARY 17, 2024



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 lots 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, not transactions
- ▶ 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



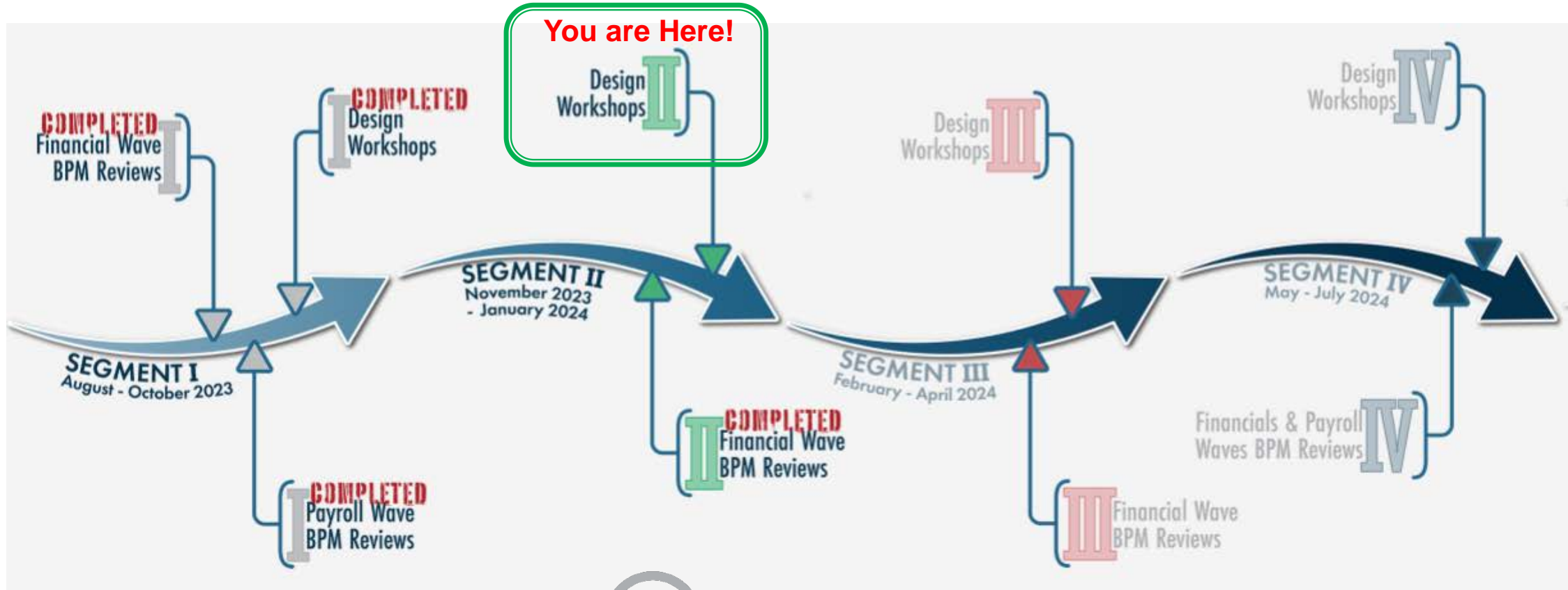
Solution Design Workshops

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



PALMcast

For more information, listen to [Episode #11: The Design Phase](#)

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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 record 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. after 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

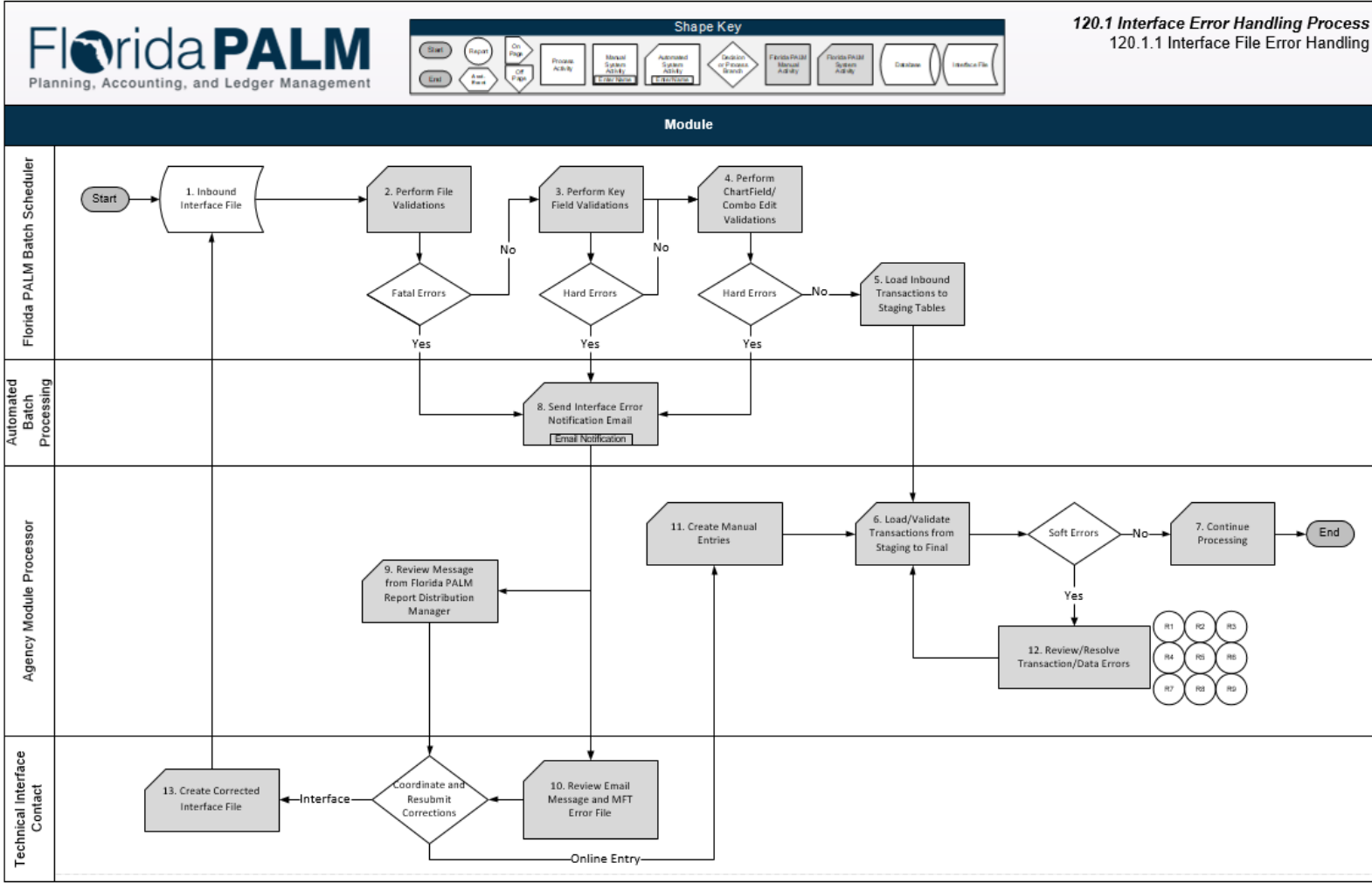
- Split previous 120.1 process flow into two models
 - 120.1.1 Interface File Error Handling
 - 120.1.2 Spreadsheet Upload Error HandlingData type errors
- Simplify process flow
- Clarify where coordination is required between module process and agency technical resources

▶ Narrative Updates

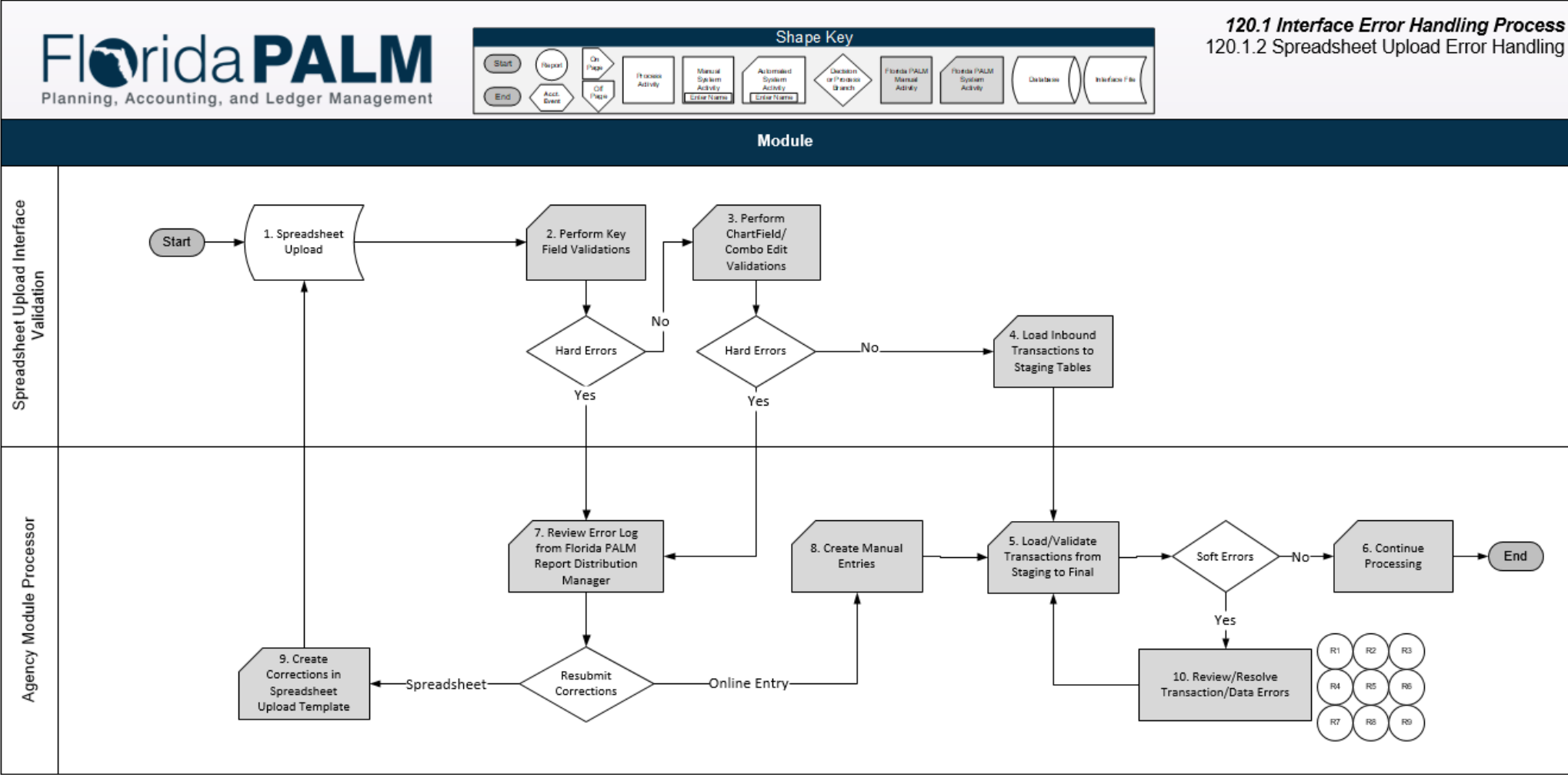
- Clarify Soft Error resolution process for Enterprise Partner submitted data



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

[Help](#)

Report

Report ID 1311285 Process Instance 785647 [Message Log](#)
Name FLP_AP_WR_AE Process Type Application Engine
Run Status Warning

Central FLAIR Warrant Process

Distribution Details

Distribution Node SFTP Expiration Date 03/12/2024

File List

Name	File Size (bytes)	Datetime Created
AE_FLP_AP_WR_AE_785647.stdout	29,929	01/12/2024 9:00:32.243585PM EST
FLAIRC_API107_D_20240112-1950.err	2,428	01/12/2024 9:00:32.243585PM EST
FLAIRC_API107_D_20240112-1950.log	3,218	01/12/2024 9:00:32.243585PM EST

Distribute To

Distribution ID Type	Distribution ID
User	FLP_BATCH

[Return](#)



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/finrst/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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