

## 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 ChartFields: Organization, Account, Fund, Budget Entity, and State Program. The Mock Conversion 2 data for GLC001 represents an agency’s FLAIR Master Balances as of March 1, 2025.

### How to Use the Results:

The Mock Conversion 2 was performed by loading General Ledger (GL) Journals. The conversion results file has 3 or 4 companion files, each described in Table 1, to aid agencies in reviewing the results.

*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.	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.
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.  <i>Note: If an error file was not provided for your agency, your review and focus should concentrate on the other provided data file results.</i>	If provided, agencies will use this file to research errors.

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. The table 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
FLAIR GLC not mapped to a Florida PALM Account value.	Balances were not converted into Florida PALM.	Review FLAIR balances for the associated GLC.  If the balance is correct, reclassify balance, within FLAIR, to the proper GLC.  OR  If the balance is incorrect, perform close out entries within FLAIR. For assistance with close out entries, please contact the DFS -Transition Team and copy the DFS - Financial Reporting Team.
FLAIR Data is not in balance.	Journals created but cannot be posted due to journal not balancing. Errors are reflected in the Agency Error File.	The agency will need to perform monthly reconciliation to have all funds in balance.  If more information needed to support agency reconciliation, please contact the DFS -Transition Team.
FLAIR Budget Entity (BE) contained all zeros or is not active within Florida PALM.	Budget Entity value, Category value, and the State Program are defaulted to an all-zeros value.	The agency will need to perform additional analysis to determine which GLC (e.g. capitalized asset GLCs) is on the transaction. Based on the GLC, an agency will reclassify the transaction to an active BE.  If more information needed to support agency corrections, please contact the DFS -Transition Team.
FLAIR Category contained all zeros or is not active within Florida PALM.	Budget Entity value, Category value, and the State Program are defaulted to an all-zeros value.	The agency will perform additional analysis to determine if additional correction is needed.  If more information needed to support agency corrections, please contact the DFS -Transition Team.
FLAIR State Program contained all zeros or is not a valid value	Budget Entity value, Category value, and the State Program are defaulted to an all-zeros value.	The agency will perform additional analysis to determine if additional correction is needed.  If more information needed to support agency corrections, please contact the DFS-Transition Team.

Common Errors in the FLAIR Master File Data	Error Handling During Conversion	Recommended Action
within Florida PALM.	OR  State Program 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 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 process and will remain blank.	<p>Since the Grant ChartField is optional in Florida PALM, there are three options:</p> <p><b>Option 1 – Identified FLAIR Grant ID is needed on converted balance:</b>            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.</p> <p><b>Option 2 – Identified FLAIR Grant ID balance should be shown for another valid Grant ID in FLAIR:</b>            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.</p> <p><b>Option 3 – Identified FLAIR Grant ID is not needed on converted balance:</b>            No action</p>
Agency Contract value was not configured as a Florida PALM Contract value.	These values are removed from the process and will remain blank.	<p>Since the Contract ChartField is optional in Florida PALM, there are two options:</p> <p><b>Option 1 – FLAIR Contract is needed on converted balance:</b></p>

Common Errors in the FLAIR Master File Data	Error Handling During Conversion	Recommended Action
		<p>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><b>Option 2 – FLAIR Contract is not needed on converted balance:</b>            No action</p>
<p>Agency OCA value was not mapped to a Florida PALM Field.</p>	<p>These values are removed from the process and will remain blank.</p>	<p>Since the OA1 or OA2 ChartFields are optional in Florida PALM, there are three options:</p> <p><b>Option 1 – Identified FLAIR OCA is needed on converted balance:</b>            Review your &lt;Agency&gt; 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><b>Option 2 – Identified FLAIR OCA balance should be shown for another valid OCA in FLAIR:</b>            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><b>Option 3 – Identified FLAIR OCA is not needed on converted balance:</b>            No action</p>
<p>Agency Project ID value was not configured as a Florida PALM Project value.</p>	<p>These values are removed from the process and will remain blank.</p>	<p>Since the Project related ChartFields are optional in Florida PALM, there are two options:</p> <p><b>Option 1 – Identified FLAIR Project is needed on converted balance:</b>            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><b>Option 2 – Identified FLAIR Project is not needed on converted balance:</b>            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.
- GLCs related to FLAIR revenues and expenditures are mapped temporarily to Florida PALM Account ChartField value 500000, Conversion Equity. Due to the timing of Mock Conversion 2, the conversion is simulating that FLAIR closing has occurred and all balances have closed into 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.

### FLAIR Master File Clean-Up Resources:

- [Data Management Best Practices](#) – This document outlines best practices for agencies to analyze and manage FLAIR data for implementation into Florida PALM.
- [FLAIR Master File Analysis Tool Job Aid](#) – This job aid provides guidance on using the FLAIR Master File Analysis Tool.
- [FLAIR Master Balance File Clean Up Office Hours \(Presentation\)](#) – This presentation outlines the current DFS-OIT data cleansing process.
- [FLAIR Master Balance File Clean Up Office Hours \(Recording\)](#) – This recording outlines the current DFS-OIT data cleansing process.

### Contact information for the DFS Teams:

- DFS Transition Team: [AcctAudTransformationSupport@myfloridacfo.com](mailto:AcctAudTransformationSupport@myfloridacfo.com)
- DFS Financial Reporting Team: [FinancialReporting@myfloridacfo.com](mailto:FinancialReporting@myfloridacfo.com)
- DFS New Accounts Team: [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com)