

Overview

The [PCC001 – Projects \(for accounting purposes\) Conversion](#) will provide agencies with the ability to migrate Project information, currently in FLAIR, to Florida PALM. This conversion will consume non-financial data pertaining to projects and insert the data into the Florida PALM Project Costing records.

The following agencies are participating in the PCC001 conversion: APD, DACS, DCF, DEM, DEP, DJJ, DMA, DMS, DOE, DOEA, DOH, DVA, EOG, FDC, FDLE, FDOT, FLHSMV, FWC, SCS.

Use the information in this supplemental document as a resource for completing Readiness Workplan (RW) task 571, which requires agencies to complete data cleansing based on Mock Conversion 2 results. Additionally, RW Task 571 requires agencies participating in the PCC001 Conversion to provide additional projects information required for conversion by updating the PCC001 Conversion Workbook. This supplemental describes how to complete the <Agency> PCC001 – Projects Conversion worksheet located in your agency-specific folder in Smartsheet.

As you complete the required workbook, this supplemental document will guide your agency through a process of providing the correct values that will be converted for your agency for use in Florida PALM.

NOTE: *The information provided by your agency in this workbook will be loaded for Mock Conversion 3 and the results will be provided back to your agency for review, analysis, and future data readiness during RW Task 587.*

Midpoint Data Refresh

It is the Project's goal to provide timely and accurate data requests to agencies. As agencies and the Project prepares for additional Mock Conversions, User Acceptance Testing, and cutover activities, the need to keep source data (e.g., FLAIR data) and Florida PALM data in sync becomes greater; therefore, the Project and agencies must increase the frequency of data updates. Beginning with this task and continuing through the final conversion task prior to cutover, these worksheets will remain available to agencies for continued, ongoing maintenance and updates.

The Project will, at defined points, add additional FLAIR values from legacy records subject to conversion, which require an agency provided conversion values. A data refresh will be provided while this task (Task 571) is open. Any new FLAIR data as of May 30, 2025, that require additional agency input for conversion purposes will be added to your applicable worksheets in Smartsheet on Wednesday, June 4, 2025.

Agency Impact: Agencies may be required to provide additional data compared to the initial amount at the task release. Agencies cannot submit the task (Task 571) as 100% complete until after the Midpoint Data Refresh has been released. If any agency submits the task as 100% complete prior to the release of the Midpoint Data Refresh, the Project will reset the task status to 75%, requiring the agency to resubmit the task after the data refresh.

Projects (PCC001) Conversion

This workbook represents a core conversion for Florida PALM. Column/field definitions and instructions are provided below.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory > (Task 571) (Agency)
PCC001 - Projects

Figure 1: Projects Conversion Worksheet

Conversion Value Definition

Convert non-financial data pertaining to Projects into the Florida PALM Project Costing module.

Business Process and Subprocess

The PCC001 Projects conversion can be found in the following business process and subprocesses:

Table 1: Projects Business Process and Subprocess

| Business Process | Business Subprocess |
|---|--|
| 90.1 Create and Maintain Projects | 90.1.1 Add and Modify Project |
| | 90.1.2 Add or Modify PC Activity |

Conversion Value Purpose and Use

The conversion values are imperative for the transition from FLAIR to the Florida PALM for Projects. This workbook contains agency Project records. Agencies must provide values for **Project Type, Project Start Date, and Project End Date** fields if the cell contains no data.

Failure to establish Project Type, Project Start Date, and Project End Date values will result in:

- Project records not being converted into Florida PALM for go-live; or
- Information being converted that is incorrect or that needs to be updated.

The PCC001 conversion establishes valid Project ChartField values for agency use. These Project ChartField values are being utilized across agency worksheets (Figure 2) to ensure the most current information is available in associated ChartField drop-down selections as you complete RW Task 657 – Submit Updated Configuration Workbooks and RW Task 659 – Update Conversion Field Mapping.

Failure to complete the <Agency> PCC001 – Projects Conversion worksheet will result in Project ChartField values being unavailable for selection by your agency in the related worksheets.

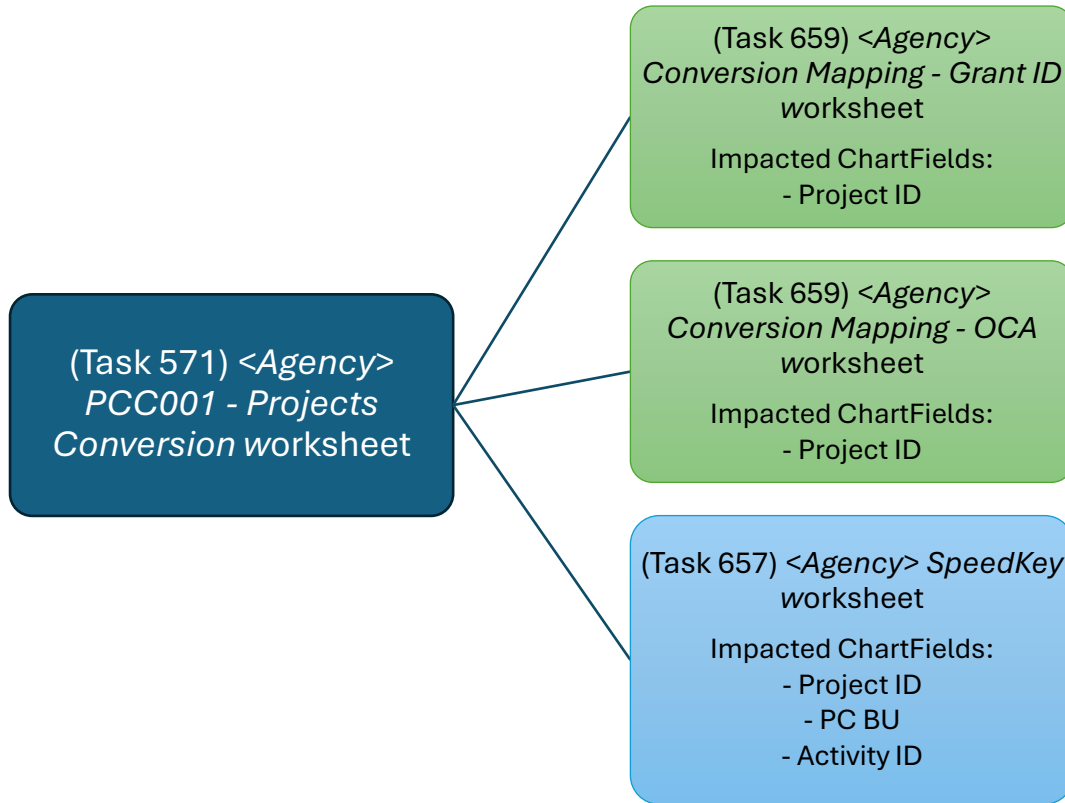


Figure 2: Cross-worksheet Connections for PCC001

Assumptions

The following assumptions are considered when defining converted Projects:

- Converted Projects must be active with a Status Code of "A" within FLAIR
- All new Projects needed for conversion into Florida PALM must be added to FLAIR as Project ID

Conversion Field Details

Agencies will review Project records that successfully loaded in Florida PALM during Mock Conversion 2. Table 2 below provides:

- A list of the field names included in the <Agency> PCC001 – Projects worksheet
- Field descriptions
- Indication if the field is required or optional in Florida PALM and within the worksheet
- Field type and field length
- Indication if the field value input is provided by the Project or if the agency needs to provide a response or information

Valid Field Types include:

- Character – The field can include numbers, letters, spaces, or symbols
- Date – The field must contain an 8-digit date (i.e., MM/DD/YYYY)

Valid Field Value Inputs include:

- Agency Indicated – Select “Yes”, “No” or “Update” in this field
- Agency Provided – Provide (required or optional) information in this field, in accordance with the field type and field length requirements
- Agency Specified – Select from the available drop-down values
- Project Provided – Information is provided in the field; some are locked (i.e., not editable) and some are unlocked (i.e., available for edit)

Table 2: Project ChartFields Details

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|--------------------------------------|--|---------------------------|------------|--------------|-------------------|
| Error Messages | Real-time “[RT]” and/or interfaced “[API]” messages which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields. | N/A | N/A | N/A | Project Provided |
| Mock 2 Conversion Load Status | Indicates the status of the Project record for Mock Conversion 2: “Successful”, “Excluded”, “Errors”, or “New” | Required | Character | 10 | Project Provided |
| Convert Value | Convert Value: “Yes”, “No” or “Update”. | Required | Character | 6 | Agency Indicated |
| PC Business Unit | Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions for Project-related ChartFields. | Required | Character | 5 | Project Provided |
| Project | Represents the Project ChartField which is used to capture a planned undertaking of something to be accomplished or produced, having a beginning and ending date, for which expenditures/costs and revenues are to be tracked. | Required | Character | 15 | Project Provided |

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|-------------------------------|---|--|------------|--------------|-------------------|
| Project Description | Briefly defines the Project's purpose. This field is also used as the Project's Title. | Required | Character | 30 | Project Provided |
| Project Type | Identifier of the type of Project. (Valid options are provided in Table 3 below) | Required | Character | 5 | Project Provided |
| New Project Type | Value is required to be entered here if the response in the Convert Value column is "Update" and the value in the Project Type column is missing or incorrect. | Required or Optional (Based on prior column dependency) | Character | 5 | Agency Specified |
| Project Start Date | Represents the Project Start Date. The Start Date has to be before or equal to Project's Activity Start Date. Project Start Date should be before the Project End Date. | Required | Date | 10 | Project Provided |
| New Project Start Date | Value is required to be entered here if the response in the Convert Value column is "Update" and the value in the Project Start Date is missing or incorrect. | Required or Optional (Based on prior column dependency) | Date | 10 | Agency Provided |
| Project End Date | Represents the date that the project ends. The end date has to be greater than or equal to Project's Activity End Date. | Required | Date | 10 | Project Provided |
| New Project End Date | Value is required to be entered here if the response in the Convert Value column is "Update" and the value in the Project End Date column is missing or incorrect. | Required or Optional (Based on prior column dependency) | Date | 10 | Agency Provided |

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|------------|-------------------|---------------------------|------------|--------------|-------------------|
| Comments | Agency comments | Optional | Character | 254 | Agency Provided |

Table 3 provides a list of the available Project Type values and descriptions.

Table 3: Project Types

| Project Types | Description |
|---------------|------------------------|
| FCO | Fixed Capital Outlay |
| GRANT | Grant |
| OPER | Operating |
| IT | Information Technology |
| ADMIN | Administrative |
| EDUC | Education |
| CMNTY | Community |

NOTE: A Project that utilizes FCO funding **MUST** be identified as an FCO Project Type.

Project Costing Screens

The following provides an example of the page(s) where the agency defined Project values will be in Florida PALM.

The screenshot displays the 'General Information' section of the Florida PALM Project Page. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, there are three input fields: '*Business Unit' with the value '43000', '*Project' with the value '43PC2024EGrant', and '*Create' with a dropdown menu showing 'Blank Project'. An 'Add' button is located below the input fields. At the bottom of the section, there are links for 'Find an Existing Value' and 'Add a New Value'.

Figure 3: Project Page in Florida PALM

The screenshot shows the FloridaPALM interface for Project 43PC2024EGRANT. The 'General Information' tab is selected. Fields include:

- *Description: E Grant Implementation
- *Integration: 43000
- Project Type: GRANT
- Percent Complete: 0.00
- Program: ☐
- Dept of Financial Services
- Grant Project
- Processing Status: Pending
- Project Status: P

 The 'Project Schedule' section shows:

- *Start Date: 07/02/2024
- *End Date: 07/02/2024

 The 'Description' section at the bottom shows a text area with '254 characters remaining' and a 'Long Description' field.

Figure 4: Project Page in Florida PALM

Workbook Instructions

The below information provides detailed instructions on how to complete the <Agency> PCC001 - Projects Conversion Workbook.

Task Completion Requirement: For this task (Task 571) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

Successful Conversions

Your agency's Projects that were successfully converted in Mock Conversion 2 are listed in your worksheet with a *Mock 2 Conversion Load Status* of "Successful". For each Project successfully converted:

1. Review the list of successful Project conversions.
2. Update the *Convert Value* column to "Yes" if your agency needs the Project converted in the next mock conversion and all information is correct (no updates are needed).
3. Update the *Convert Value* column to "No" if your agency no longer needs to convert the Project and would like it excluded from the next mock conversion.
4. Update the *Convert Value* column to "Update" if your agency still wants to convert the Project in the next mock conversion but needs to make changes to the Agency Specified and/or Agency Provided fields. Update any of the following.
 - a. Update the Project Type from the provided values in the *New Project Type* column.
 - b. Update the date value in the *New Project End Date* column.
 - c. Review and correct any errors identified in the *Error Messages* column.
5. Add comments *optionally* for your internal purposes.

| Error Messages | Mock 2 Conversion Load Status | Convert Value | PC Business Unit | Project | Project Description | Project Type | New Project Type | Project Start Date | New Project Start Date | Project End Date | New Project End Date | Comments |
|----------------|-------------------------------|---------------|------------------|---------|---------------------|--------------|------------------|--------------------|------------------------|------------------|----------------------|----------|
| | | | | | | | | | | | | |

Figure 5: PCC001 – Projects Conversion Worksheet Required Columns

NOTE: If it is determined that your agency will need to add a new Project that is not listed, you must first add the Project ID in FLAIR and will be asked to provide the additional values needed for Florida PALM conversion in a future RW task. If new Projects are not added in FLAIR before final conversion, the Project will not be converted to the Project Costing module in Florida PALM.

Excluded Conversions

Any Projects your agency indicated to not include in conversion in prior RW Task 555-A - Complete Data Cleansing Based on Mock Conversion 1 – Projects (PCC001) were excluded from Mock Conversion 2. These Projects are listed in your worksheet with a *Mock 2 Conversion Load Status* of “Excluded”. For each Project excluded from conversion:

1. Review the list of excluded Project conversions.
2. Update the *Convert Value* column to “No” if your agency still does not need to convert the Project.
3. Update the *Convert Value* column to “Update” if your agency wants to convert the Project.
 - a. Provide the Project Type from the available drop-down values in the *New Project Type* column.
 - i. Any project that will utilize FCO funding MUST be a “FCO” Project Type.
 - b. Provide the date value in the *New Project Start Date* column.
 - c. Provide the date value in the *New Project End Date* column.
 - d. Review and correct any errors identified in the *Error Messages* column.
4. Add comments *optionally* for your internal purposes.

| Error Messages | Mock 2 Conversion Load Status | Convert Value | PC Business Unit | Project | Project Description | Project Type | New Project Type | Project Start Date | New Project Start Date | Project End Date | New Project End Date | Comments |
|----------------|-------------------------------|---------------|------------------|---------|---------------------|--------------|------------------|--------------------|------------------------|------------------|----------------------|----------|
| | | | | | | | | | | | | |

Figure 6: PCC001 – Projects Conversion Worksheet Required Columns

Conversion Errors

Any Projects that did not successfully load for Mock Conversion 2 are identified with a *Mock 2 Conversion Load Status* value of “Error(s)”. For each Project in error:

1. Review the Project records that received an error during Mock Conversion 2.
2. Compare the errors in the worksheet to those identified in the Mock Conversion 2 <Agency> PCC001 Error File located in your agency specific Florida PALM Secure File Share portal.
 - a. Sort by Project ID to find the corresponding error.
 - b. For each Project ID, review the Error Message in the <Agency> PCC001 Error File and make the required updates in the <Agency> Projects – PCC001 Conversion Workbook.

| | | | | | | | | |
|---|-----|-------|-------------|----------|------------|--|----------------------|---|
| No. of Total Errors | | : 639 | | | | | | |
| <Error Type>,<Record Type>,<Line Nbr>,<Business Unit>,<Project Id>,<Field Name>,<Field Value>,<Error Message>,<End Indicator> | | | | | | | | |
| E,H | 001 | 12345 | 12345678912 | START_DT | 2024-07-24 | Start Date is after End Date for Project | in the file uploaded | Z |
| E,H | 012 | 12345 | 14582697412 | START_DT | 2023-03-07 | Start Date is after End Date for Project | in the file uploaded | Z |
| E,H | 015 | 12345 | 15742698351 | START_DT | 2024-05-20 | Start Date is after End Date for Project | in the file uploaded | Z |
| E,H | 105 | 12345 | 15863958742 | START_DT | 2024-05-17 | Start Date is after End Date for Project | in the file uploaded | Z |

Figure 7: PCC001 Error File

| | | | | | | | | |
|---|-----|-------|-------------|----------|------------|--|----------------------|---|
| No. of Total Errors | | : 639 | | | | | | |
| <Error Type>,<Record Type>,<Line Nbr>,<Business Unit>,<Project Id>,<Field Name>,<Field Value>,<Error Message>,<End Indicator> | | | | | | | | |
| E,H | 001 | 12345 | 12345678912 | START_DT | 2024-07-24 | Start Date is after End Date for Project | in the file uploaded | Z |
| E,H | 012 | 12345 | 14582697412 | START_DT | 2023-03-07 | Start Date is after End Date for Project | in the file uploaded | Z |
| E,H | 015 | 12345 | 15742698351 | START_DT | 2024-05-20 | Start Date is after End Date for Project | in the file uploaded | Z |
| E,H | 105 | 12345 | 15863958742 | START_DT | 2024-05-17 | Start Date is after End Date for Project | in the file uploaded | Z |

Figure 8: PCC001 Error File

3. Depending on the type of error:
 - a. Update the *Convert Value* column to “No” if your agency does not need the Project converted.
 - b. Update the *Convert Value* column to “Update” if your agency wants to convert the Project and provide the values needed in the Agency Specified and/or Agency Provided fields.
 - c. Provide the Project Type from the available drop-down values in the *New Project Type* column.
 - i. Any project that will utilize FCO funding MUST be a “FCO” Project Type.
 - d. Provide the date value in the *New Project Start Date* column.
 - e. Provide the date value in the *New Project End Date* column.
 - f. Review and correct any errors identified in the *Error Messages* column.
4. Add Comments, *optionally*, for your internal purposes.

New Projects

In an effort to reduce Project record errors in Mock Conversion 3, a new data set will be pulled from FLAIR as of May 30, 2025. Any new Projects your agency has added to FLAIR between the months of March and May 2025 will be added to your <Agency> PCC001 – Projects worksheet with a *Mock 2 Conversion Load Status* value of “New” during the Midpoint Data Refresh releasing on June 4, 2025. Any new projects that are added during the Midpoint Data Refresh will require action by your agency in the workbook to indicate if the Project should be included or excluded in Mock Conversion 3.

NOTE: Within the worksheet, for any field which requires agency input, even those with other field selection dependencies, the cell will turn yellow while empty, indicating that action must be taken by the agency.

NOTE: It is recommended that you update Project Start Date and Project End Date in FLAIR as well to reduce data errors during future conversion.

Agencies can direct any data clean up questions to DFSFinancialEd@MyFloridaCFO.com to reach the FLAIR data cleanup team.