

POC001 – Open Encumbrances

This document provides guidance for the Mock 2 encumbrance data from FLAIR and MyFloridaMarketPlace (MFMP) converted into the Florida PALM Purchasing module. POC001 converts open encumbrances from the Departmental FLAIR Encumbrance Subsidiary file (EN1). Encumbrances (EN-NO field) with a prefix of 'E' indicates a manually encumbered transaction in FLAIR. A prefix of 'A' indicates the encumbrance was created from Ariba on Demand (AOD). The Voucher Origin is provided in the POC001 Record Extract.

MFMP is also providing an outbound file of encumbrances from AOD for the purpose of creating distribution lines. When an encumbrance with a prefix of 'A' matches with the list provided from AOD, distribution lines are created with the Florida PALM encumbrance.

Budget checking for encumbrances did not occur as of Mock Conversion 2; however, will be part of Interface Cycle 2 – Technical Testing. As a result, agencies will not see this as an error in Mock Conversion 2, but agencies are strongly encouraged to review open encumbrances to determine if any should be closed.

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.

NOTE: This conversion is not applicable to Citrus.

Review the Mock Conversion 2 results for POC001, which includes data as of March 1, 2025. Validate the open encumbrances and resolve errors by updating records in FLAIR. The most common errors and the recommended action to resolve errors are provided in the table below. **If you do not want the encumbrance converted, you must inactivate in the source system.**

NOTE: In future conversions, if the encumbrance record does not have a valid project, grant, or contract, the asset record will still be loaded; however, the respective field will be blank.

Table 1: POC001 Common Errors and Recommended Action

Common Error Messages in Error File	Recommended Action in FLAIR
Required Field VENDOR_SETID is missing/data format is incorrect/length is exceeding OR Required Field VENDOR_ID is missing/data format is incorrect/length is exceeding OR Required Field PO Header is missing/data format is incorrect/length is exceeding	The errored records are associated with a Vendor ID that is either a FLAIR account code, starts with an "N" (i.e., non-standard number on the Statewide Vendor File), or was not converted as part of APC001 – Supplier Conversion. <ul style="list-style-type: none"> If the Vendor ID is a FLAIR account code, no action is required at this time. Agencies will need to add the encumbrance after go-live in the Inter/IntraUnit Module. Refer to the additional information section below, and APC001 Supplemental document for more details. If the Vendor ID starts with an "N" and you determine that the Vendor is needed for

Common Error Messages in Error File	Recommended Action in FLAIR
	<p>conversion, you should work with DFS A&A to add the Vendor to the Statewide Vendor File using a valid FEIN or SSN.</p> <ul style="list-style-type: none"> If the above scenarios are not applicable, then you should review the Mock Conversion 2 Supplier Crosswalk and determine if the Supplier was included. If the supplier is not included on the Supplier Crosswalk, you should work with DFS A&A to add the vendor to the Statewide Vendor File.
ChartField Error DEPT ID (Organization)	<p>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.</p> <p><i>*<Agency> Conversion Mapping worksheets will be open for editing beginning 5/19/2025 for RW task 659 - Update Conversion Field Mapping</i></p>
ChartField Error CLASS	<p>Option 1: Review your <Agency> <i>Conversion Mapping – OCA</i> worksheet in Smartsheet and confirm the FLAIR OCA has been mapped to a valid Florida PALM value. Update the mapping as, needed.</p> <p><i>*<Agency> Conversion Mapping worksheets will be open for editing beginning 5/19/2025 for RW task 659 - Update Conversion Field Mapping</i></p> <p>Option 2: No action – The Project will implement a change for this in future conversions to convert the encumbrance record, defaulting this field to blank.</p>
ChartField Error CHARTFIELD1 (Contract)	<p>Option 1: Add/modify to include an active Contract value. Once an active contract value exists on the encumbrance record, the field will be included in conversion.</p> <p>Option 2: No action – The Project will implement a change for this in future conversions to convert the encumbrance record, defaulting this field to blank.</p>
ChartField Error Project_ID	<p>Option 1: Add/modify to include an active Project ID. Once an active Project ID exists on</p>

Common Error Messages in Error File	Recommended Action in FLAIR
	the encumbrance record, the field will be included in conversion. Option 2: No action – The Project will implement a change for this in future conversions to convert the encumbrance record, defaulting this field to blank.
ChartField Error PROGRAM_CODE (Grant).	Option 1: Add an active Grant. Once an active Grant exists on the encumbrance record, the field will be included in conversion. Option 2: No action – The Project will implement a change for this in future conversions to convert the encumbrance record, defaulting this field to blank.
Combo error for fields PRODUCT/PROJECT_ID in group FCO_PROJ	Add/modify a valid Project ID. If the encumbrance has a Fixed Capital Outlay (FCO) Category of 08XXXX or 14XXXX, then a valid Project ID is required.
Combo error for fields BUDGET_REF (Budget Entity)/ CHARTFIELD2 (State Program)	Add/Modify the encumbrance record to include an active Budget Entity or State Program. Review the Statewide COA Configuration Workbook to ensure that the State Program/Budget Entity combination is valid
Required Field (Organization; Account; Fund; Budget Entity; Category; State Program) is/are missing	No Action – The project will implement a fix for this in future conversions. <i>The required fields that failed during this conversion was due to the account/object code value, and an update will be made for future conversions.</i>

Additional Information:

- Budget Checking was not included as part of this Mock Conversion; however, agencies **will see** budget checking errors as part of User Acceptance Testing (UAT). In addition, encumbrances will be subject to Budget Check as part of conversion efforts. Agencies are strongly encouraged to monitor and close any encumbrances that are not needed.
- **As part of future conversions, Agency Supplier records will be added, as a result encumbrances that include an Agency's Tax Identification Number (TIN) will be included in the conversion. This does not include where an Agency's 29-digit FLAIR Account Code is used as the TIN.

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