

POC001 – Open Encumbrances

POC001 converts all identified open encumbrances from FLAIR and MFMP to Florida PALM. The Open Encumbrance conversion file will contain open encumbrance balances that are authorized for continued use.

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. This conversion is not applicable to Citrus.

Validate the open encumbrances and address errors by updating records in FLAIR or MFMP. The most common errors and the recommended action to address errors are provided in the table below. If you do not want the encumbrance converted, you must inactivate in the source system.

Table 1: POC001 Common Errors and Recommended Action

Common Error Messages in Error File	Recommended Action in FLAIR or MFMP
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 or starts with an “N” (i.e., not on the Statewide Vendor File). <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. • If the Vendor ID starts with an “N” and agencies determine that the Vendor is needed for conversion, agencies should work with DFS A&A to add the Vendor to the Statewide Vendor File.
Required Field (Organization; Account; Fund; Budget Entity; Category; State Program) is/are missing	For statewide values (e.g., Category), no action is required as these errors will be addressed for future mock conversions. For agency-specific values (e.g., Organization), review your applicable configuration workbook to confirm values have been requested, and be prepared to update specific configuration values in future RW Task 567. For Organization ChartField values, you may see an agency-wide, default value for some records. If you requested new values in your configuration workbook and did not cross walk old to new values, the encumbrances that use the old value have been mapped to the default value. If those records remain at go live, you may update them post go live.
Total distrib quant not equal sched quant for PO	None – The Project will implement a fix for this error.