

Task Instructions

Task ID: 705

Task Name: *Complete Data Cleansing in Preparation for Dry Run 3*

Task Start Date: *July 13, 2026*

~~Task Due and Close Date: *September 4, 2026*~~

UPDATED Task Due and Close Date: *August 21, 2026*

Project Impact: Indirect

Task Description

Perform cleansing activities to prepare data for Dry Run 3.

Task Instructions

This task contains three parts:

1. Maintain cleansed data in legacy systems.
2. Review the Dry Run 2 conversion results for your agency and perform necessary data cleansing.
3. Report progress of data readiness for Dry Run 3 in Smartsheet.

Maintain Cleansed Data in Legacy Systems

You previously completed an RW task to create an agency-specific Data Cleansing Plan (RW 514) and multiple RW tasks to cleanse your agency data in FLAIR, MFMP, and FACTS after each conversion and update your agency Data Cleansing Plan accordingly (RW Tasks 555, 571, 587, 597 and 698). As we approach deployment, it is critical that your agency maintain cleansed data in the legacy systems until cutover.

Ensure that your agency has employed appropriate processes so that your agency data in the legacy systems remain in a cleansed and ready state. “Data Readiness” means that the records are accurate and up to date, complete, valid, current, and reconciled to appropriate sources before agency data is loaded into Florida PALM. This also means that no new transactions or records are being recorded with incomplete or inaccurate information, which may fail future conversions. Refer to the [Agency Data Readiness Guidance](#) for resources and information to prepare your data for Florida PALM.

Review Dry Run 2 Results and Perform Data Cleansing

The Dry Run 2 results for each conversion listed below in Table 1 and related updated conversion guidance will be shared with agencies as they become available. Results for CTC001 and GMC001 have been shared with applicable agencies in the agency Secure File Share Dry Run 2 folder.

You will receive notification from Florida PALM as additional conversion results are published throughout the duration of this task.

SharePoint Navigation:

Florida PALM Secure File Share Portal > (Agency) Folder > Conversion Workbook Inventory > Dry Run 2

Table 1: Dry Run 2 List

Conversion ID	Conversion Name	Source System	Applicable Agencies*
APC001	Suppliers	FLAIR	All Agencies
AMC001	Assets and Property	FLAIR	All Agencies
CTC001	Contracts	FLAIR	AHCA, APD, CITRUS, COM, DACS, DBPR, DCF, DEM, DEP, DFS, DJJ, DMS, DOAH, DOE, DOEA, DOH, DOL, DVA, EOG, FCOR, FDC, FDLE, FDOT, FGCC, FLHSMV, FSDB, FWC, PSC, SCS
GLC001	Ledger	FLAIR	All Agencies
GMC001	Grants (for accounting purposes)	FLAIR	AHCA, CITRUS, COM, DACS, DCF, DEM, DEP, DFS, DJJ, DOE, DOEA, DOH, DOR, DVA, EOG, FDC, FDLE, FDOT, FLHSMV, FSDB, FWC, JAC
KKC001	Budgets	FLAIR	All Agencies
PCC001	Projects (for accounting purposes)	FLAIR	APD, COM, DACS, DCF, DEM, DEP, DFS, DJJ, DMA, DMS, DOE, DOEA, DOH, DVA, EOG, FDC, FDLE, FDOT, FLHSMV, FWC, JAC, SCS
PCC002	Projects Life-to-Date Balances	FLAIR	APD, DACS, DCF, DEM, DEP, DOE, DOH, DVA, EOG, FDC, FDLE, FDOT, FWC
POC001	Open Encumbrances	FLAIR, MFMP	All Agencies – <i>except Citrus</i>

*Applicable agencies listed as reported by agencies in the <Agency> Conversion Inventory worksheets, "Conversion Needed" column in Smartsheet.

Conversion results are detailed for each applicable conversion for your agency. Most conversions will have the four documents, as described below. These documents are or will be shared in your Florida PALM Secure File Share Portal in the Conversion Workbook Inventory, Dry Run 2 folder.

1. **<Agency> <Conversion Name> Conversion Flat File** generated using your related data from the source system. This file is for information only.
2. **<Agency> <Conversion Name> Log File** generated from Florida PALM after your data was transformed and loaded.
 - *Agency action:* Review the log file for summary count of processed and rejected records. This log shows the total number of records extracted, total records successfully processed, total records with errors and total records with warnings, if any.
3. **<Agency> <Conversion Name> Error File** generated from Florida PALM after your data was transformed and loaded.
 - *Agency action:* Review the error file to understand your records with errors. The file indicates the record row in the Conversion Flat File and provides the field name that caused the error.

4. **<Agency> <Conversion Name> Record Extract** generated from Florida PALM after your data was transformed and loaded.
 - **Agency action:** Review the record extract to view the records that successfully loaded into Florida PALM. This will help you understand how your data will look in Florida PALM.

NOTE: *The list above is general guidance to use when reviewing conversion files. Some conversions do not produce all the files listed above or can result in additional files. Refer to the supplemental documentation for each conversion for a complete list of applicable files.*

After reviewing your Dry Run 2 results, it is now time to cleanse your agency's data based on the conversion errors and your agency's Data Cleansing Plan. You should reference the related supplemental guidance for the corresponding conversion, as well as the [Agency Data Readiness Guidance](#) document to support your understanding of the conversions, errors, and the necessary actions required. Using those documents, make the appropriate updates in the source system for each conversion applicable to your agency.

Report Progress of Data Readiness for Dry Run 3

For all applicable conversions, document the status of your agency data clean-up efforts in the Data Cleansing Status column in your **<Agency> Mock Conversion** worksheet. This worksheet also includes results from your prior Mock conversions. The data in this worksheet will be populated as results are published.

NOTE: *Conversion results for CTC001 and GMC001 have been provided for applicable agencies. All other rows will remain locked until the conversion results are available. At which time, the Project team will provide the conversion results in your worksheet and unlock the row so that you may provide a data cleansing status.*

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory > Mock Conversions

Conversion Name	Dry Run 2 - Total Number of Records Received	Dry Run 2 - Successful Load Percentage	Dry Run 2 - Data Cleansing Status	Comments
AMC001 - Asset and Property				
CTC001 - Contracts				
GLC001 - Ledger				
GMC001 - Grants				
PCC001 - Projects				
PCC002 - Projects Life-To-Date Balances				
POC001 - Open Encumbrances				

Figure 1: DEMO Mock Conversions Worksheet in Smartsheet

NOTE: KKC001 and APC001 are not included in your <Agency> Mock Conversion worksheet as no data cleansing in FLAIR is required.

Table 2: <Agency> Mock Conversions Worksheet Columns

Column Name	Column Description
Conversion Name	Name of the conversion, beginning with the Project-assigned RICEFW ID.
Dry Run 2 - Total Number of Records Received	Number of records received from the source system for the Dry Run.
Dry Run 2 - Successful Load Percentage	The percentage of records that successfully loaded for the Dry Run. The objective is to have a higher percentage for each Dry Run cycle.
Dry Run 2 - Data Cleansing Status	Agency reported status of data cleansing per the previous Dry Run and in preparation of the next Dry Run. Available Drop-Down Options: <u>Not Applicable</u>: Select this value if the conversion does not apply to your agency. This would only be selected if there are no values in the <i>Total Number of Records Received</i> column. <u>In Progress</u>: Select this value if your data cleansing efforts have begun. <u>Complete</u>: Select this value if your data cleansing efforts are complete and ready for the next Dry Run.
Comments	Optional; use for agency internal comments.

Through the duration of this task, your agency should continue ongoing maintenance of configuration and conversion worksheets and review your Data Cleansing Plan to see how your agency planned for data cleansing and update as needed based upon ongoing data clean-up

efforts. You may also reference the [Agency Data Readiness Guidance](#) for additional information and resources to support your data cleansing activities.

Task Completion Requirements

The Project team will review your task submission based on the following criteria to confirm completion:

Table 3: Task Completion Rubric

Task Completion Rubric
In the Mock Conversions workbook in Smartsheet, for each row, indicate you are ready for the next Dry Run by selecting a Dry Run 2 – Data Cleansing Status of 'Complete' or 'Not Applicable' if the conversion is not applicable to your agency.
Task tracker must be marked as 100% complete.

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 3 above.

Supporting Materials & Resources:

- [Agency Data Readiness Guidance](#)
- [CTC001 Supplemental](#)
- [GMC001 Supplemental](#)

NOTE: Updates to all other conversion guidance documents will be published when the conversion results are shared.