

04/23/2026: This document and the PCC001 worksheet was updated to reflect the ability for agencies to update an existing Project Start Date.

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. Review your conversion results that have been loaded into the Dry Run 1 folder in Secure File Share and perform any necessary data cleansing in FLAIR.

NOTE: 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, JAC, SCS.

Use the information in this supplemental document as a resource for completing data cleansing based on Dry Run 1 results and 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.

Smartsheet Navigation:

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

Ongoing Data Maintenance

Agency worksheets are used to support the Project performed Dry Runs and will be loaded into Florida PALM for the final cutover at go-live as shown in the [Testing Timeline](#). Therefore, agencies are required to maintain conversion and configuration related workbooks throughout UAT based on the RW tasks listed below.

- Task 697 – Maintain Configuration and Conversion Workbooks
- Task 699 – Maintain Configuration and Conversion Workbooks
- Task 701 – Submit Configuration and Conversion Workbooks
- Task 703 – Maintain Configuration and Conversion Workbooks
- Task 706 – Submit Configuration and Conversion Workbooks
- Task 709 – Submit Configuration and Conversion Workbooks

Projects (PCC001) Conversion

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

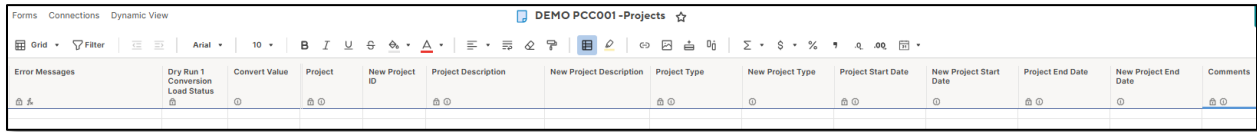


Figure 1: Projects Conversion Worksheet

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. Agencies must provide new values for **Project ID and Project Description** if the FLAIR Project ID and Project Description contain prohibited spaces or special characters.

Failure to establish Project Type, Project Start Date, and Project End Date values and failure to correct prohibited spaces or special character use 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 update your configuration and conversion mapping workbooks.

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

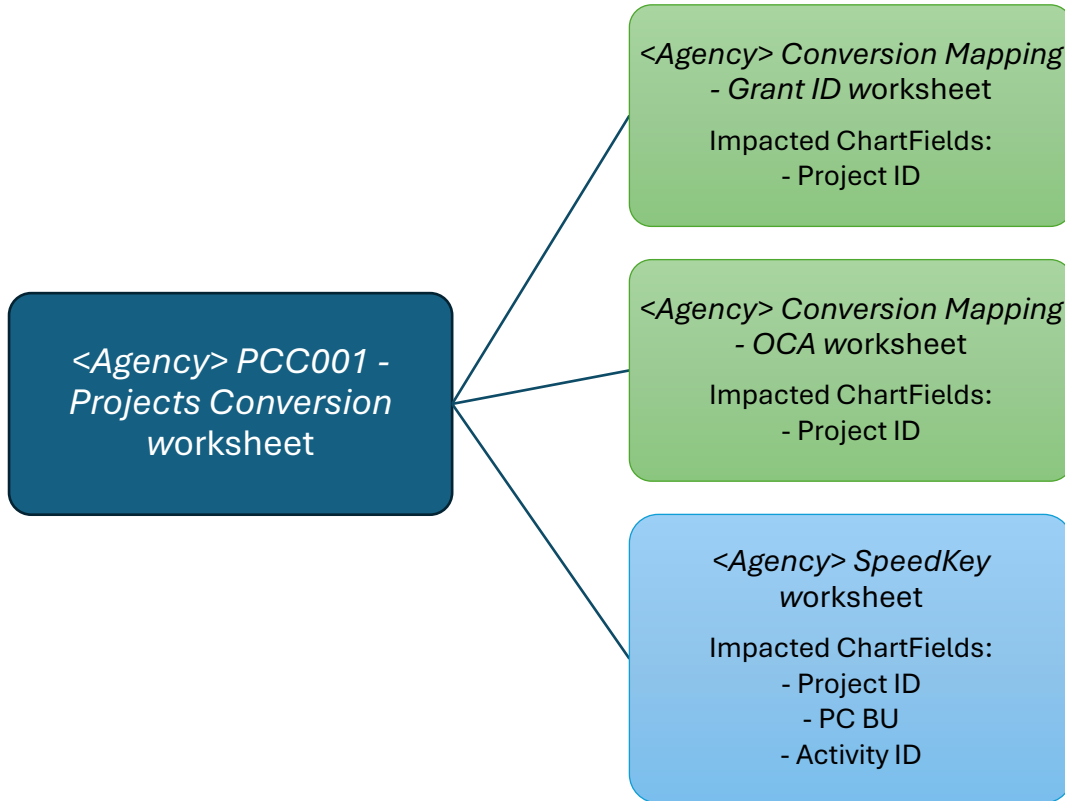


Figure 2: Cross-worksheet Connections for PCC001

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 Dry Run 1. Table 3 below provides:

- A list of the field names included in the <Agency> PCC001 – Projects worksheet
- Field descriptions
- Indication whether 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)

NOTE: Smartsheet date fields must be entered in MM/DD/YYYY (i.e., 07/01/2025) and upon entering will appear in Weekday MM/DD/YYYY format (i.e., Tue 07/01/2025). **Do not enter values in any format other than MM/DD/YYYY.** To verify the format used to enter the information, double click in the date cell.

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 |
| Dry Run 1 Conversion Load Status | Indicates the status of the Project record for Dry Run 1: “Successful”, “Excluded”, or “Error(s)”. | 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 | Required | Character | 15 | Project Provided |

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|--------------------------------|---|---|------------|--------------|-------------------|
| | <p>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.</p> <p>NOTE: <i>The use of special characters and spaces are prohibited.</i></p> | | | | |
| New Project ID | <p>Value is required to be entered here if the current Project ID has special characters as noted in the Error Messages column and if the agency wants the Project to be converted to Florida PALM.</p> <p>NOTE: <i>The use of special characters and spaces are prohibited.</i></p> | Required or Optional (Based on prior column dependency) | Character | 15 | Agency Provided |
| Project Description | <p>Briefly defines the Project's purpose. This field is also used as the Project's Title.</p> <p>NOTE: <i>The use of special characters other than an underscore (_) is prohibited.</i></p> | Required | Character | 30 | Project Provided |
| New Project Description | <p>Value is required to be entered here if the current Project Description has special characters as noted in the Error Messages column and if the agency wants the Project to be converted to Florida PALM.</p> | Required or Optional (Based on prior column dependency) | Character | 30 | Agency Provided |

| Field Name | Field Description | Required / Optional Field | Field Type | Field Length | Field Value Input |
|-------------------------------|---|--|------------|--------------|-------------------|
| | <i>NOTE: The use of special characters other than an underscore (_) is prohibited.</i> | | | | |
| Project Type | Identifier of the type of Project. (Valid options are provided in Table 4 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 | 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 |
|-----------------|---|---------------------------|------------|--------------|-------------------|
| | value in the Project End Date column is missing or incorrect. | | | | |
| 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.

NOTE: When establishing new Projects in FLAIR, be aware that spaces and special characters are prohibited in the Project value fields, and the only allowable special characters in Project Description fields are underscores. Existing Projects with special characters will need to be corrected in FLAIR, or in the PCC001 worksheet, to be available for use in Florida PALM Project ChartField values.

Project Costing Screens

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

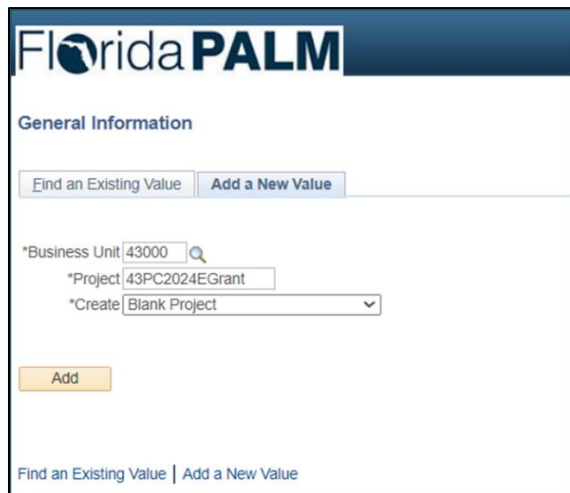


Figure 3: Project Page in Florida PALM

Figure 4: Project Page in Florida PALM

Workbook Instructions

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

Successful Conversions

Your agency’s Projects that were successfully converted in Dry Run 1 are listed in your worksheet with a *Dry Run 1 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 dry run conversion and all information is correct, and no updates are needed. The *New Project ID*, *New Project Description*, *New Project Type*, *New Project Start Date*, and *New Project End Date* fields should remain blank, as indicated by grey conditional formatting.
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 dry run conversion. The *New Project ID*, *New Project Description*, *New Project Type*, *New Project Start Date*, and *New Project End Date* fields should remain blank, as indicated by grey conditional formatting.

4. Update the *Convert Value* column to “Update” if your agency still wants to convert the Project in the next dry run conversion but needs to make changes to the Agency Specified and/or Agency Provided fields. Update any of the following.
 - a. Update the Project ID in the *New Project ID* column if the current Project ID contains special characters as noted in the Error Messages column.
 - i. *A new Project ID can **only** be provided if the current Project ID has special characters.*
 - b. Update the Project Description in the *New Project Description* column if the current Project Description contains special characters besides an underscore, as noted in the Error Messages column.
 - i. *A new Project Description can **only** be provided if the current Project Description has special characters.*
 - c. Update the Project Type from the provided values in the *New Project Type* column if the value in the *Project Type* column is missing or incorrect.
 - i. Any Project that will utilize FCO funding **MUST** be a “FCO” Project Type.
 - d. Update the date value in the *New Project Start Date* column if the value in the *Project Start Date* column is missing or incorrect.
 - e. Update the date value in the *New Project End Date* column if the value in the *Project End Date* column is missing or incorrect.
 - f. Review and correct any errors identified in the *Error Messages* column.
5. Add comments *optionally* for your internal purposes.

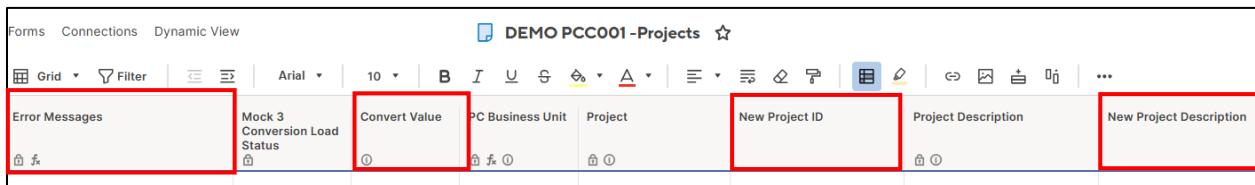


Figure 5: PCC001 – Projects Conversion Worksheet (Panel 1)

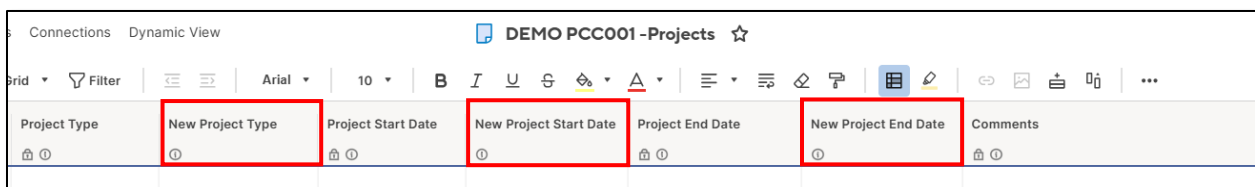


Figure 6: PCC001 – Projects Conversion Worksheet (Panel 2)

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. Your workbook will be periodically updated with new FLAIR data until the final conversion at go-live. After each data refresh, you will be asked to provide the additional values needed for Florida PALM conversion. 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.

NOTE: When establishing new Projects in FLAIR, be aware that spaces and special characters are prohibited in the Project value fields, and the only allowable special characters in Project Description fields are underscores. Existing Projects with special characters will

need to be corrected in FLAIR, or in the PCC001 worksheet located in Smartsheet, in order to be available for use in Florida PALM Project ChartField values.

NOTE: *Smartsheet date fields must be entered in MM/DD/YYYY (i.e., 07/01/2025) and upon entering will appear in Weekday MM/DD/YYYY format (i.e., Tue 07/01/2025). Do not enter values in any format other than MM/DD/YYYY. To verify the format used to enter the information, double click in the date cell.*

Excluded Conversions

Any Projects your agency indicated to not include in conversion in prior RW Task 597 - Complete Data Cleansing Based on Mock Conversion 4 – Projects (PCC001) were excluded from Dry Run 1. These Projects are listed in your worksheet with a *Dry Run 1 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. The *New Project ID*, *New Project Description*, *New Project Type*, *New Project Start Date*, and *New Project End Date* fields should remain blank, as indicated by grey conditional formatting.
3. Update the *Convert Value* column to “Update” if your agency wants to convert the Project.
 - a. Update the Project ID in the *New Project ID* column if the current Project ID contains special characters as noted in the Error Messages column.
 - i. *A new Project ID can **only** be provided if the current Project ID has special characters.*
 - b. Update the Project Description in the *New Project Description* column if the current Project Description contains special characters besides an underscore, as noted in the Error Messages column.
 - i. *A new Project Description can **only** be provided if the current Project Description has special characters.*
 - c. Update the Project Type from the provided values in the *New Project Type* column if the value in the *Project Type* column is missing or incorrect.
 - i. Any Project that will utilize FCO funding **MUST** be a “FCO” Project Type.
 - d. Update the date value in the *New Project Start Date* column if the value in the *Project Start Date* column is missing or incorrect.
 - e. Update the date value in the *New Project End Date* column if the value in the *Project End Date* column is missing or incorrect.
 - f. Review and correct any errors identified in the *Error Messages* column.
4. Add comments *optionally* for your internal purposes.

NOTE: *Smartsheet date fields must be entered in MM/DD/YYYY (i.e., 07/01/2025) and upon entering will appear in Weekday MM/DD/YYYY format (i.e., Tue 07/01/2025). Do not enter values in any format other than MM/DD/YYYY. To verify the format used to enter the information, double click in the date cell.*

Conversion Errors

Any Projects that did not successfully load for Dry Run 1 are identified with a *Dry Run 1 Conversion Load Status* value of “Error(s)”. For each Project in error:

1. Review the Project records that received an error during Dry Run 1.
2. Compare the errors in the worksheet to those identified in the Dry Run 1 <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. Update the Convert Value column to “No” if your agency does not need the Project converted. The *New Project ID*, *New Project Description*, *New Project Type*, *New Project Start Date*, and *New Project End Date* should remain blank, as indicated by grey conditional formatting.
4. 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.
 - a. Update the Project ID in the *New Project ID* column if the current Project ID contains special characters as noted in the Error Messages column.
 - i. A new Project ID can **only** be provided if the current Project ID has special characters.
 - b. Update the Project Description in the *New Project Description* column if the current Project Description contains special characters besides an underscore, as noted in the Error Messages column.
 - i. A new Project Description can **only** be provided if the current Project Description has special characters.
 - c. Update the Project Type from the provided values in the *New Project Type* column if the value in the *Project Type* column is missing or incorrect.
 - i. Any Project that will utilize FCO funding **MUST** be a “FCO” Project Type.

- d. Update the date value in the *New Project Start Date* column if the value in the *Project Start Date* column is missing or incorrect.
 - e. Update the date value in the *New Project End Date* column if the value in the *Project End Date* column is missing or incorrect.
 - f. Review and correct any errors identified in the *Error Messages* column.
5. Add comments *optionally* for your internal purposes.

NOTE: Smartsheet date fields must be entered in MM/DD/YYYY (i.e., 07/01/2025) and upon entering will appear in Weekday MM/DD/YYYY format (i.e., Tue 07/01/2025). **Do not enter values in any format other than MM/DD/YYYY.** To verify the format used to enter the information, double click in the date cell.

New Projects

In an effort to reduce Project record errors, new data sets will be pulled from FLAIR. Any new Projects that are added during the data refreshes will require action by your agency in the workbook to indicate if the Project should be included or excluded in future dry runs.

NOTE: Florida PALM is creating a default project (e.g., 43OUTSTNDNGWRNT) for each agency to account for outstanding warrants with a FCO Category of '08' and '14' converted from FLAIR through the APC004 conversion, where a FLAIR Project ID was not recorded. If the outstanding warrant needs to be cancelled or escheated in Florida PALM after go-live, the default project is needed to account for the Florida PALM FCO Project combo edit used to successfully post the transaction. The default project start and end dates will be aligned with the escheatment process timing, and the Project will be monitored for closing if the outstanding warrant clears the bank. The PCC001 Smartsheet data will include this default project that may be used on the APC004 conversion if the agency has an outstanding warrant in future conversions. This record can be found in a locked row at the top of your agency's PCC001 – Projects Conversion worksheet in Smartsheet.

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.

NOTE: When establishing new Projects in FLAIR, be aware that spaces and special characters are prohibited in the Project value fields, and the only allowable special characters in Project Description fields are underscores. Existing projects with special characters will need to be corrected in FLAIR, or in the PCC001 worksheet, in order to be available for use in Florida PALM Project ChartField values.

NOTE: Smartsheet date fields must be entered in MM/DD/YYYY (i.e., 07/01/2025) and upon entering will appear in Weekday MM/DD/YYYY format (i.e., Tue 07/01/2025). **Do not enter values in any format other than MM/DD/YYYY.** To verify the format used to enter the information, double click in the date cell.