Task Instructions

Subtask ID: 541-C
Task Name: *Complete Configuration Workbooks for Segment IV*
Task Start Date: *August 26, 2024*
Task Due Date: *September 27, 2024*
Project Impact: *Direct*

Task Description

Confirm agency-specific configurations for Segment IV.

541-C: *Provide the agency-specific configurations needed for SpeedKey and Payroll (PR).*

Task Overview

Florida PALM will be configured with both statewide and agency-specific information prior to the Financials and Payroll waves implementation. In order to execute a business process within Florida PALM, the system must first be configured. A configuration establishes the parameters and initial settings needed to enable transactions to be recorded and data to be stored within Florida PALM. The purpose of an agency configuration workbook is to document and confirm detailed agency-specific values that will be set up in Florida PALM to support agency business.

Your agency has begun completing configuration activities iteratively through a series of Readiness Workplan (RW) tasks. You will provide configuration values after each design segment (Tasks 513 and 541), update and confirm configuration values before User Acceptance Testing (Task 567) and again before go-live (Task 622).

This task (Task 541) has been separated into three manageable subtasks, one for each of the following required Segment IV configuration workbooks, which contain one or more configuration items:

- 541-A - Project Costing (PC)
- 541-B - Cash Management (CM)
- 541-C:
  - SpeedKey
  - Payroll (PR)

Table 1: Segment IV Configuration RW Subtasks

Subtask	Configuration Workbook Description	Planned Dates
541-A	Agencies will be required to complete the Project Costing (PC) Configuration Workbook, establishing the ***optional*** PC Source Type, PC Category, or PC Subcategory configurations, if needed by the agency.	July 22, 2024 – Sept. 6, 2024
541-B	*Select* agencies will be required to complete the Cash Management (CM) Configuration Workbook, establishing Consolidated Revolving Account configurations. ***Applicable Agencies:*** AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG	July 22, 2024 – Sept. 6, 2024

Subtask	Configuration Workbook Description	Planned Dates
541-C	All agencies will be required to: 1) Complete the SpeedKey Configuration Workbook, establishing the ***required*** SpeedKey(s) (i.e., Payroll, Pcard), and any other ***optional*** SpeedKey configuration values needed by the agency. 2) Complete the Payroll (PR) Configuration Workbook, establishing position level funding split configurations.	Aug 26, 2024 – Sept. 27, 2024

Subtask C Elements

This task contains three parts:

1. Gain an understanding of the functionality in Segment IV, Florida PALM Chart of Accounts, and SpeedKeys
2. Develop an approach to using SpeedKeys
3. Complete agency-specific configuration workbooks

Gain Understanding of Segment IV Functionality, Florida PALM Chart of Accounts, and SpeedKeys

Review the Project-published resources for Segment IV, the Chart of Accounts Design, and the Speedkey Overview with your functional and technical subject matter experts (SMEs) to gain an understanding of the related agency-specific configurations. The following resources for Segment IV have been published to the Knowledge Center and shared with agencies. These resources will also be presented and discussed in the related Design Workshops:

- Business Process Models for Segment IV
- Related interface and report layouts found in the Interface Catalog and the Reports Catalog

Develop Approach to Using Speedkeys

Agencies should develop an approach for using Speedkeys. As described in the Speedkey Overview:

- The purpose of the SpeedKey is to provide a shortcut for users entering ChartField values in transactions online. **Speedkey is not a replication of the EO functionality in FLAIR.**
- SpeedKeys are agency specific and established with a SetID equal to the agency Business Unit (BU).
- The SpeedKey field has a maximum length of 10 digits.
- Acceptable values include letters, numbers, and alphanumeric characters. Users must input a meaningful description to ensure clarity and accurate identification.
- Within Florida PALM, the use of SpeedKeys is only required in HCM (Payroll) and is optional in all other modules.
- Use of single line SpeedKeys is required for use in the PCard Works system.
- Payroll SpeedKeys can be inactivated or reactivated. No other updates are permitted.

Consider the following questions when determining your agency's approach to using SpeedKey functionality:

- Will we use SpeedKeys beyond the required Payroll and PCard SpeedKeys?
- What will our agency policies be regarding the use of SpeedKeys (e.g., when to use, when is use optional, when is use required)?
- How should we plan for a meaningful naming convention?
- How will we develop and maintain SpeedKeys?
- How will SpeedKeys impact our agency business systems?
- If we use SpeedKeys, how will we train our end users on the use of SpeedKeys within our agency?

Complete Configuration Workbook

Due to the potential volume of lines you may wish to provide, the configuration workbooks listed in Table 2 are located within your Florida PALM Secure File Share in SharePoint under the Configuration Workbook Inventory folder (see Figure 1). Guidance for completing the worksheets within your agency-specific configuration workbooks has been provided in the RW 541 Agency Configuration Workbooks Supplemental document.

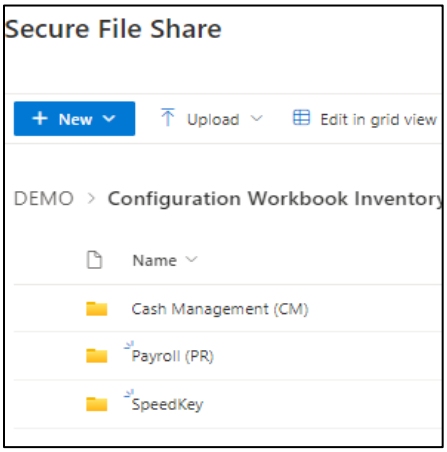

Figure 1: Configuration Workbook Inventory in Florida PALM Secure File Share

Table 2: Segment IV Configuration – Payroll (PR) and Speedkey

Module	Configuration Worksheet(s)
All	• SpeedKey
Payroll (PR)	• Position Funding • CJIP Funding • FFIP Funding • Default Funding

NOTE: *Agency Sponsors recently completed a task to identify two current agency Change Champion Network (CCN) members that have been granted access to your agency's Florida PALM Secure File Share in SharePoint. These individuals, who are listed within your agency specific CCN worksheet in Smartsheet, will be responsible for accessing and updating the configuration workbooks for your agency.*

This task is the first opportunity for agencies to provide configurations for SpeedKeys. You will have another opportunity to provide updates to the SpeedKey configuration before User Acceptance Testing (Task 567).

How will agencies use this information?

The information you gather in your configuration workbooks is crucial for your agency to be able to ensure proper controls are in place around processing and reporting for your financial resources in Florida PALM. Providing accurate data in your configuration workbooks is crucial for your agency to be able to transact in Florida PALM during User Acceptance Testing and after go-live. You will use the data to:

- Remediate agency business systems
- Document business process changes
- Provide agency-specific training or job aids so end users understand the new values

You will also use the information in this task to complete these future RW tasks:

- 567 – Share, Review, and Update Configuration Workbooks – December 2024 (Prior to UAT)
- 622 – Review and Confirm Updated Configuration Workbooks – October 2025 (After UAT)

What will the Florida PALM Team do with this information?

This task has a direct impact to the Florida PALM Project. The Florida PALM team will use your configuration workbooks to complete Mock Conversion activities starting in September 2024 and to configure your agency's information in Florida PALM in preparation for system test, User Acceptance Testing, and go-live activities. A delay in submission of this task may result in the Project loading "test" (e.g., sample) configuration values for your agency for testing purposes, and not using your agency-specific values.

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

Table 3: Task Completion Rubric

Task Completion Rubric
All required columns in the SpeedKey configuration worksheet in Sharepoint are complete according to the instructions in the RW 541 Agency Configuration Workbooks Supplemental document.
All required columns in each Segment IV – Payroll (PR) configuration workbook worksheets (Position Funding, CJIP Funding, FFIP Funding, Default Funding) in Sharepoint are complete according to the instructions in the RW 541 Agency Configuration Workbooks Supplemental document.
The Task Tracker has been marked as 100% complete for this Task.

Task Instructions

Review the Segment IV functional designs and work with your Change Champion Network and functional and technical SMEs (e.g., staff familiar with your agency's Chart of Accounts configuration values) to review, update, and complete all SpeedKey and Payroll (PR) configuration worksheets.

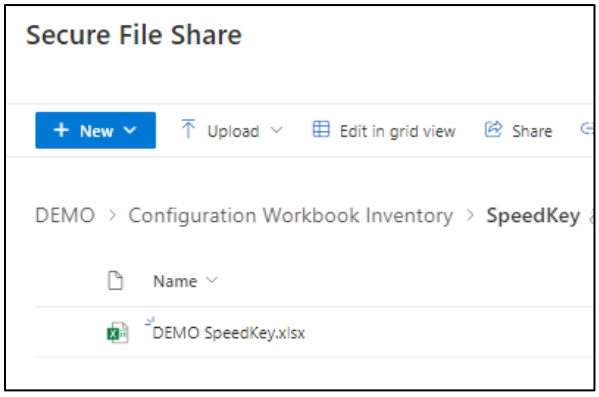

Figure 2: SpeedKey Worksheet in SharePoint

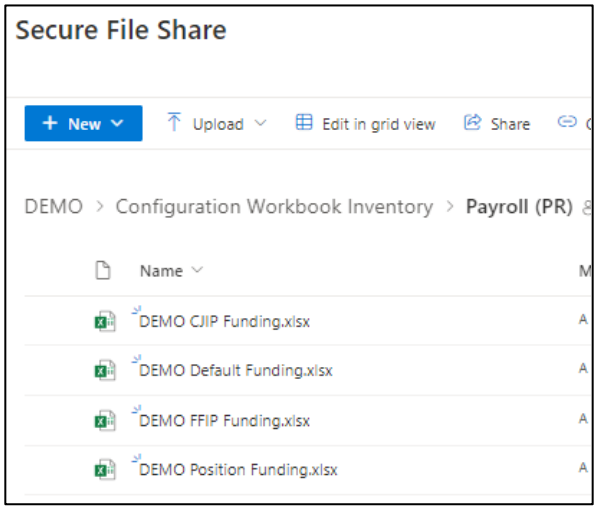

Figure 3: Payroll (PR) Worksheets in SharePoint

SharePoint Navigation:

- SpeedKey Workbook:
  Florida PALM Secure File Share Site > Agency-Specific Library > Configuration Workbook Inventory > Speedkey
- Payroll (PR) Workbook:
  Florida PALM Secure File Share Site > Agency-Specific Library > Configuration Workbook Inventory > Payroll (PR)

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.

Table 4: Summary of Task Completion Steps

Summary of Task Completion Steps
1) *Collaborate with your CCN and functional and technical SMEs to complete each configuration workbook worksheet. Collaborate with your CCN and functional and technical SMEs to review the module specific configuration workbook instructions provided in the RW 541 Agency Configuration Workbooks Supplemental document.*
2) *Review and complete the SpeedKey configuration worksheet in Sharepoint.*
3) *Review and complete the four agency-specific Payroll (PR) configuration worksheets in Sharepoint.*
4) *Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and Technical Readiness Team.*
5) *Complete task by* ***September 27, 2024.***
6) *When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.*
7) *If you have questions regarding this task, participate in the Thursday Task Talks or contact your Readiness Coordinator.*

Supporting Materials & Resources:

- RW 541 Agency Configuration Workbooks Supplemental
- Chart of Accounts Design
- Payroll Management website
- Knowledge Center – SpeedKey Overview