

## Task Instructions

**Subtask ID:** 541-D

**Task Name:** *Complete Configuration Workbooks for Segment IV*

**Task Start Date:** *October 7, 2024*

**Task Due Date:** *November 1, 2024*

**Project Impact:** *Direct*

## Task Description

Confirm agency-specific configurations for Segment IV.

**541-D:** *Provide the agency-specific configurations needed for General Ledger (GL).*

## 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 four 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)
- 541-D - General Ledger (GL)

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

Subtask	Configuration Workbook Description	Planned Dates
541-C	All agencies will be required to: <ol style="list-style-type: none"> <li>1) Complete the SpeedKey Configuration Workbook, establishing the <b>required</b> SpeedKey(s) (i.e., Payroll, Pcard), and any other <b>optional</b> SpeedKey configuration values needed by the agency.</li> <li>2) Complete the Payroll (PR) Configuration Workbook, establishing position level funding split configurations.</li> </ol>	Aug 26, 2024 – Oct. 4, 2024 <b>COMPLETED</b>
541-D	Agencies will be required to complete the General Ledger (GL) Configuration Workbook, establishing the <b>required</b> Default Interest Apportionment values and General Ledger Allocation values.	Oct. 7, 2024 – Nov. 1, 2024

## Subtask D Elements

This task contains two parts:

1. Gain an understanding of the functionality in Design Segment IV and Florida PALM Chart of Accounts.
2. Complete agency-specific configuration workbooks.

## Gain Understanding of Segment IV Functionality and Florida PALM Chart of Accounts

Review the Project-published resources for Segment IV and the [Chart of Accounts Design](#) 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 have also been 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](#)

## Complete Configuration Workbook

The Configuration workbook listed in Table 2 is located in your Florida PALM Agency Workspace in Smartsheet under the Inventories folder (see Figure 1). Guidance for completing the worksheets within your agency-specific configuration workbook has been provided in the [RW 541 Agency Configuration Workbooks Supplemental](#) document.

Table 2: Segment IV Configuration – General Ledger (GL)

Module	Configuration Worksheet(s)
General Ledger (GL)	<ul style="list-style-type: none"> <li>• Default Interest Apportionment</li> <li>• General Ledger Allocation</li> </ul>

**NOTE:** Individuals who are listed within your agency specific CCN worksheet in Smartsheet will be responsible for accessing and updating the configuration workbook for your agency.

## 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
- Understand Florida PALM reports
- 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 each Segment IV – General Ledger (GL) configuration workbook worksheet (Default Interest Apportionment and General Ledger Allocation) in Smartsheet 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.

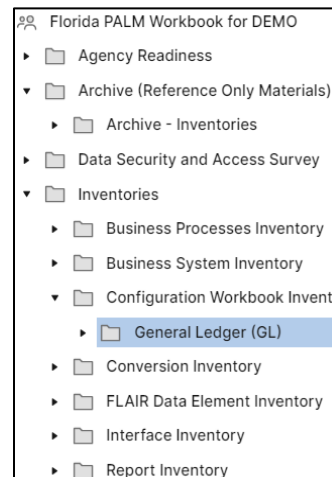


Figure 1: Configuration Workbook Inventory in Smartsheet

## 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 Segment IV General Ledger (GL) configuration workbook worksheets.

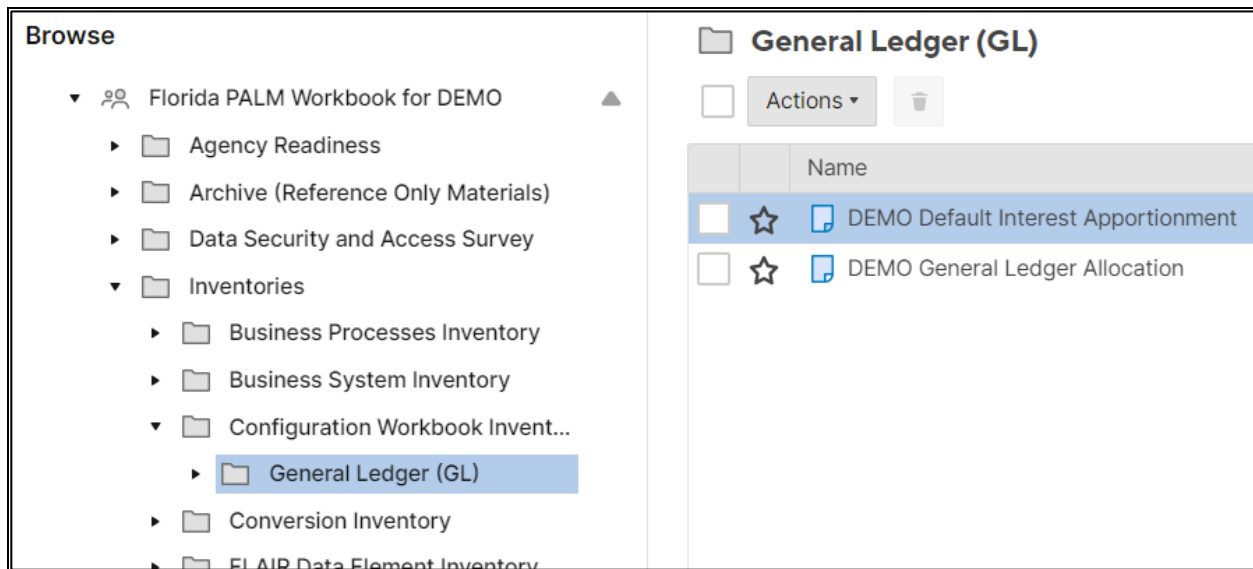


Figure 2: General Ledger (GL) Configuration Workbook in Smartsheet

### SharePoint Navigation:

- Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > General Ledger (GL)

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 agency-specific General Ledger (GL) Configuration Workbook in Smartsheet.
3) 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.
4) Complete task by <b>November 1, 2024</b> .
5) When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.
6) 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](#)
- [Segment IV Design Workshop Materials](#)