Task Instructions

Subtask ID: 567 J-K, & P
Task Name: *Share, Review, and Update Configuration Workbooks*
Task Start Date: *December 18, 2024*
Task Due Date: *January 17, 2025*
Project Impact: *Direct*

Task Description

Share, Review, and Update Configuration Workbooks.

567: *Update Configuration Workbooks to prepare for User Acceptance Testing*
- ***J:*** *AR – Distribution Code*
- ***K:*** *CM – Consolidated Revolving Account*
- ***P:*** *All – SpeedKey*

Task Overview

This task relies on Florida PALM values provided by agencies in previous RW Tasks, specifically configurations values for Org (RW Task 567-B), OA1 (RW Task 567-C) and OA2 (RW Task 567-D) and confirmation of Project IDs (RW Task 555-A). If your agency's RW Tasks are incomplete, your worksheet will be locked from editing until all outstanding are verified as complete. If your Tasks were submitted late or had to be returned for correction, this can also delay the unlocking of your worksheet.

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. Florida PALM will be configured with both statewide and agency-specific information prior to the Financials and Payroll waves implementation. 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 completed configuration activities iteratively through a series of Readiness Workplan (RW) tasks. During this task (Task 567), you will update and confirm those configuration values in preparation for User Acceptance Testing.

This task (Task 567) has been separated into multiple subtasks for ease of data management and agency progress reporting. Each subtask represents a separate configuration workbook. Subtasks J-K, and P are starting today, as indicated in Table 1. The additional subtasks (L through R) have future start dates, as noted in the Readiness Workplan.

Table 1: Configuration RW Subtasks

Subtask	Configuration Workbook Description	Planned Dates
567-A	Agencies will be required to review and update the Allotments Budget Structure Control (KK) Configuration Workbook.	Nov. 18, 2024 – Dec. 13, 2024
567-B	Agencies will be required to review and update the Organization (GL) Configuration Workbook. Additionally, agencies will be required to complete the Budget Translation Tree Structure worksheet, if applicable, based on the Task 567-A selection.	Nov. 18, 2024 – Dec. 13, 2024
567-C	Agencies will be required to review and update the OA1 (GL) Configuration Workbook.	Nov. 18, 2024 – Dec. 13, 2024

Subtask	Configuration Workbook Description	Planned Dates
567-D	Agencies will be required to review and update the OA2 (GL) Configuration Workbook.	Nov. 18, 2024 – Dec. 13, 2024
567-E	Agencies will be required to review and update the Budgetary Value Combination Edit (GL) Configuration Workbook.	Nov. 18, 2024 – Dec. 13, 2024
567-G	Agencies will be required to review and update the Location and Area ID (AM) Configuration Workbooks, if needed by the agency.	Nov. 18, 2024 – Dec. 13, 2024
567-H	Agencies will be required to review and update the Source Type, Category, and Subcategory (PC) Configuration Workbooks.	Nov. 18, 2024 – Dec. 13, 2024
567-I	Agencies will be required to review and update the Org Security Rule Configuration Workbook.	Nov. 18, 2024 – Dec. 13, 2024
567-J	Agencies will be required to review and update the Distribution Code (AR) Configuration Workbook.	Dec. 18, 2024 – Jan. 17, 2025
567-K	*Select* agencies will be required to review and update the Consolidated Revolving Account (CM) Configuration Workbook. ***Applicable Agencies:*** AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG.	Dec. 18, 2024 – Jan. 17, 2025
567-P	Agencies will be required to review and update the SpeedKey Configuration Workbook.	Dec. 18, 2024 – Jan. 17, 2025
567-L	Agencies will be required to review and update the Position Funding (PR) Configuration Workbook.	Jan. 21, 2025 – Feb. 14, 2025
567-M	Agencies will be required to review and update the Default Funding (PR) Configuration Workbook.	Jan. 21, 2025 – Feb. 14, 2025
567-N	Agencies will be required to review and update the CJIP Funding (PR) Configuration Workbook.	Jan. 21, 2025 – Feb. 14, 2025
567-O	Agencies will be required to review and update the FFIP Funding (PR) Configuration Workbook.	Jan. 21, 2025 – Feb. 14, 2025
567-Q	Agencies will be required to review and update the Default Interest Apportionment (GL) Configuration Workbook.	Jan. 21, 2025 – Feb. 14, 2025
567-R	Agencies will be required to review and update the General Ledger Allocation (GL) Configuration Workbook.	Jan. 21, 2025 – Feb. 14, 2025

Subtask J-K, & P Elements

Each subtask contains two parts:

1. Gain an understanding of Florida PALM functionality and Florida PALM Chart of Accounts.
2. Review and update agency configuration workbooks.

Gain Understanding of Florida PALM Functionality and Florida PALM Chart of Accounts

Review the Project-published resources for Financials and Payroll waves designs 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 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](#)
- Related interface and report layouts found in the [Interface Catalog](#) and the [Reports Catalog](#)

Review and Update Agency Configuration Workbooks

The Configuration Worksheets listed in Table 2 are located in your Florida PALM Agency Workspace in Smartsheet under the Inventories folder (see Figure 1). The Configuration Worksheet listed in Table 3 is located within your Florida PALM Secure File Share Agency portal in SharePoint under the Configuration Workbook Inventory folder (see Figure 2). Guidance for completing the worksheets within your agency-specific configuration workbooks has been provided in the related RW 567 Agency Configuration Workbooks Supplemental documents.
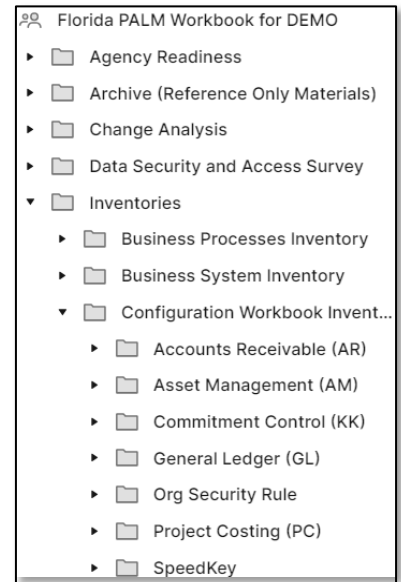
Table 2: Configuration Worksheets in Smartsheet

Module	Configuration Worksheet(s)
Accounts Receivable (AR)	• Distribution Code
All	• SpeedKey

Table 3: Configuration Worksheet in SharePoint

Module	Configuration Worksheet(s)
Cash Management (CM)	• Consolidated Revolving Account

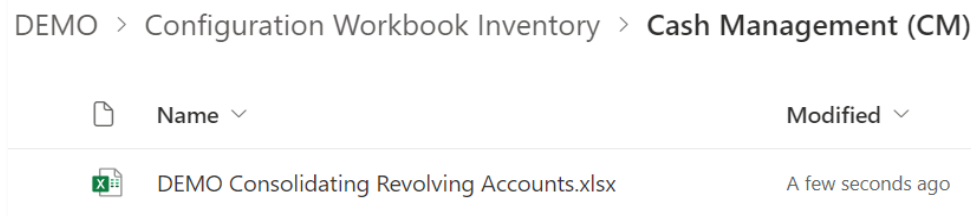*Figure 1: Configuration Workbook Inventory in Smartsheet*

Figure 2: Configuration Workbook Inventory in SharePoint

NOTE: *Individuals who are listed within your agency specific CCN worksheet in Smartsheet will be responsible for accessing and updating the Accounts Receivable (AR) and SpeedKey configuration workbooks for your agency.*

NOTE: *Change Champion Network (CCN) members that have been granted access to your Florida PALM Secure File Share Agency portal in SharePoint will be responsible for accessing and updating the Cash Management (CM) configuration workbook for your agency.*

Configuration Workbook Inventory Instructions

Some or all of the following sections of information have been included for each module's configuration value(s), where applicable, and should be utilized as you complete configuration workbook activities in the required format.

Configuration Value Definition – Provides a high-level definition of the configuration value(s) for that module.

Business Process and Subprocess – Provides the Florida PALM business process and subprocess of the configuration data type, as well as a link to the standardized business process model(s) on the Knowledge Center.

Configuration Value Purpose and Use – Provides a high-level summary of why this configuration is important and/or necessary for your agency.

Configuration Design Details – Provides the considerations and/or assumptions applied when defining the configuration value.

Configuration Field Details – Provides a table of the field names included in the corresponding worksheet. Worksheet fields are a combination of both fields to allow agencies to complete configuration activities (i.e., included in the worksheet only), as well as fields pulled from the related Florida PALM records (i.e., that will be configured).

Within the tables we have also included the field description, whether the field is required or optional in Florida PALM; and within the worksheet, the field type and field length; and finally if the field value input is provided by the Project or if the agency needs to provide a response or information.

Field Types include:

- Alphanumeric – The field can contain letters or numbers.
- Character – The field can include numbers, letters, spaces, or symbols.
- Date – The field must contain an 8-digit date (i.e., MM/DD/YYYY).
- Numeric – The field can only contain numbers.

Field Value Input values include:

- Agency Indicated – Select "yes" or "no" 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 editing).

NOTE: *Within each worksheet, for any field where information is provided by the agency and the provided information exceeds the allowable length, the cell will turn red, indicating that the value entered is too long and must be adjusted.*

NOTE: *Within each 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.*

Configuration Page(s) – Provides screenshot examples of the configuration page(s) where the defined field values will be set up in Florida PALM.

Worksheet Instructions –This section provides task completion requirements and detailed instructions on how to complete all columns requiring agency input.

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 L-O & Q-R – Share, Review, and Update Configuration Workbooks – January 2025
- 657 – Submit Updated Configuration Workbooks – April 2025
- 622 – Review and Confirm Updated Configuration Workbooks – October 2025

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 configure your agency's information in Florida PALM in preparation for interace testing and User Acceptance Testing. 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 4: Task Completion Rubric

Task Completion Rubric
All required columns in each Accounts Receivable (AR), and SpeedKey configuration workbook worksheets in Smartsheet are complete according to the instructions in the individual RW 567 Agency Configuration Workbooks Supplemental documents.
All required columns in the Cash Management (CM) configuration workbook worksheet, located within your agency's Secure File Share folder in SharePoint, are complete according to the instructions in the individual RW 567 Agency Configuration Workbooks Supplemental document.
The Task Tracker has been marked as 100% complete for this Task.

Task Instructions

Review the Financials and Payroll waves 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 share, review, and update all configuration workbook worksheets.

Smartsheet Navigation:
- Accounts Receivable (AR) Worksheet: Distribution Code
  Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Accounts Receivable (AR)
- SpeedKey Worksheet
  Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > SpeedKey

SharePoint Navigation:
- Cash Management (CM) Worksheet: Consolidated Revolving Accounts
  Florida PALM Secure File Share Site > Agency-Specific Library > Configuration Workbook Inventory > Cash Management (CM)

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 4 above.

Table 5: Summary of Task Completion Steps

Summary of Task Completion Steps
1) *Collaborate with your CCN and functional and technical SMEs to review the module specific configuration workbook instructions provided in the individual RW 567 Agency Configuration Workbooks Supplemental documents.*
2) *Collaborate with your CCN and functional and technical SMEs to review and complete the agency-specific Accounts Receivable (AR), and SpeedKey Configuration Workbooks in Smartsheet.*
3) *Collaborate with your CCN and functional and technical SMEs to review and complete the agency-specific Cash Management (CM) Configuration Workbook 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 January 17, 2025.*
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 567-J Agency Configuration Workbooks Supplemental (AR – Distribution Code)
- RW 567-K Agency Configuration Workbooks Supplemental (CM – Consolidated Revolving Accounts)
- RW 567-P Agency Configuration Workbooks Supplemental (All – SpeedKey)
- Chart of Accounts Design
- Design Workshop Materials