

Task Instruction Addendum

567-P Task Addendum Release: February 14, 2025

Subtask ID: 567-P

Task Name: *Share, Review, and Update Configuration Workbooks*

Task Start Date: *December 18, 2024*

Task Due Date: **February 14, 2025**

Project Impact: *Direct*

Task Instruction Update

Additional guidance has been provided for Projects-related Speedkey fields in the [RW 567-P Agency Configuration Workbooks Supplemental](#) (All – SpeedKey).

The changes are in light blue text and include the following:

- Payroll SpeedKeys that require the use of Project, PC Business Unit, or Activity ID ChartFields will require all three ChartFields and cannot contain just one or the payroll transaction will fail.
- A note to share that Project, PC Business Unit, and Activity ID columns are locked and greyed out, indicating that no values can be entered if your agency chose not to establish Florida PALM Project ChartField values in the Projects (PCC001) conversion workbook with the submission of RW Task 555-A.
- Examples to explain the appropriate use of "Replace" and "Update" in the *Configure Value* column when addressing errors received in the *SpeedKey Error(s) from Task 541-C Submission* column.

With this update, the task due date has changed to February 14, 2025.

As a reminder, the Project team will also review your task submission based on the following criteria to confirm completion:

Table 1: Task Completion Rubric

Task Completion Rubric
All required columns in the SpeedKey configuration workbook worksheets in Smartsheet are complete according to the instructions in the RW 567-P Agency Configuration Workbooks Supplemental documents.
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 subject matter experts (e.g., staff familiar with your agency's Chart of Accounts configuration values) to share, review, and update all configuration workbook worksheets.

Smartsheet Navigation:

- *Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > SpeedKey*

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 1 above.

Table 2: Summary of Task Completion Steps

Summary of Task Completion Steps
1) Collaborate with your CCN and functional and technical SMEs to review the updated Speedkey configuration workbook instructions provided in the individual RW 567-P Agency Configuration Workbooks Supplemental documents.
2) Collaborate with your CCN and functional and technical SMEs to review and complete the agency-specific SpeedKey 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 February 14, 2025 . (Updated 01/27/2025)
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 567-P Agency Configuration Workbooks Supplemental](#) (All – SpeedKey)
- [Chart of Accounts Design](#)
- [Design Workshop Materials](#)