All Module Configuration

This workbook contains one worksheet that represents a core configuration component in Florida PALM. Column/field definitions and instructions are provided below. The configuration workbook contains the following all module configuration to which agency-specific values are being obtained to setup Florida PALM:

- SpeedKey

NOTE: *The data provided in this worksheet is the configured values based on agencies Task 541-C submissions.*

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > SpeedKey

SpeedKey

Figure 1: SpeedKey Worksheet in Smartsheet (Panel 1)

Figure 2: SpeedKey Worksheet in Smartsheet (Panel 2)

Figure 3: SpeedKey Worksheet in Smartsheet (Panel 3)

NOTE: *This worksheet can only be completed if Tasks 555-A (Complete Data Cleansing Based on Mock Conversion 1 – Projects (PCC001), 567 B-D (Share, Review, and Update Configuration Workbook – GL Organization, OA1, OA2), and Task 567-H (Share, Review, and Update Configuration Workbook – PC Source Type, PC Category, PC Subcategory) have been verified complete.* ***This worksheet will remain locked until all tasks listed***

have been verified complete within your agency specific Task Tracker in Smartsheet.

Configuration Value Definition

SpeedKey provides a shortcut for users entering ChartField values for online transactions in the Financials application. The Human Capital Management (HCM) application uses the ChartField values defined in the Payroll SpeedKey to establish position funding needed to process payroll transactions. Payroll SpeedKeys are used in People First to create a one-time payment (e.g., leave payout). PCard SpeedKeys are used in PCard Works to define the Fund, Budget Entity, Category, and State Program that users can select when processing PCard transaction.

Business Process and Subprocess

The SpeedKey configuration supports the following business process and subprocess:

Table 1: SpeedKey Business Process and Subprocess

Business Process	Business Subprocess
10.1 Set Up and Maintain Chart of Accounts	10.1.6 Agency Set Up and Maintain SpeedKeys

Configuration Value Purpose and Use

The purpose of the SpeedKey is to provide a shortcut for users entering ChartField values in transactions online. The SpeedKey can contain one or more ChartFields and values can be overridden by the user in all Financials modules in Florida PALM. HCM application uses the ChartField values defined in the Payroll SpeedKey to process payroll transactions.

Configuration Design Details

The following design considerations are applied when defining a SpeedKey value in Florida PALM:

- All Florida PALM ChartFields, including all Project ChartFields, are available on the SpeedKey Setup Page. Values for each ChartField can be directly entered or selected from a dropdown list. Scroll bar allows visibility of each ChartField.
- For the purposes of this configuration Task 567-P, the Activity ID column drop-down only includes one default value: CNV26. Future Readiness Workplan (RW) tasks will allow agencies the opportunity to map Project IDs to the appropriate Activity ID based on project type and then update SpeedKey Configuration Workbooks using the mapped values.
- Selecting the Payroll Indicator option of *(Y)es* identifies the SpeedKey is being established for use in the HCM application for payroll processing and must be indicated to allow for use in HCM.
- Selecting the PCard Indicator option of *(Y)es* identifies the SpeedKey is being established for use in the Works system and must be indicated to allow for use in Works.
- SpeedKey description is a 30-character field and is intended to provide information on the purpose/usage of the specific SpeedKey value.

All SpeedKeys

- Are validated against applicable combination rules based on ChartFields included in the SpeedKey. As an example, if the SpeedKey includes a Fund, Budget Entity and Category

value, it will be validated against the Budgetary Combination Edit when the SpeedKey is used in a transaction in Florida PALM.

- Must be approved and active to be used on transactions.
- If entered by the Agency GL COA Processor, are routed for approval to the Agency GL COA Maintainer. No additional agency approval is required if entered directly by the Agency GL COA Maintainer.
- Can be inactivated and reactivated without re-approval.

Non-Payroll SpeedKeys

- Once configured, can be updated by adding a new effective-dated row for changes to descriptions, ChartField values, or lines and percentages for Multiple Line SpeedKeys.
- Updates other than inactivation/reactivation require Agency approval if entered by the Agency COA Processor.

Payroll SpeedKeys

- Must have the Payroll Indicator option of *(Y)es* selected.
- Must be a single line SpeedKey.
- Require Account, Fund, Budget Entity, Category, State Program, and Organization ChartFields.
- Once established, it can only be inactivated or reactivated. No other updates are permitted.
- Should have the default Account value of 700001 for all Payroll SpeedKeys. The actual Account values will be generated in Payroll based on the earnings or deduction code processed in the transaction.
- If contains an FCO Category (08XXXX or 14XXXX) ChartField value, are required to have specific PC ChartFields: PC BU, Project, Activity ID, ~~PC Source Type~~ (Removed 1/31/25), PC Category, and PC Subcategory. The PC Category must be 'Labor' and the PC Subcategory should be the appropriate Budget Year associated to the FCO category being used.
- Do not allow more than one SpeedKey to have the same combination of ChartField values.
- If include a Category other than pre-approved payroll eligible categories (i.e., 010000, 030000, 103290, 104166), must be approved by the DFS SpeedKey Approver before it will be available for use in HCM or People First.
- Once configured, will have the Payroll Indicator greyed out and cannot be changed to a non-Payroll SpeedKey.
- If a Payroll SpeedKey is using a Project, PC Business Unit, or Activity ID, then all three ChartFields are required, or the payroll transaction will fail. (Added 1/17/25)

PCard SpeedKeys

- Must have the PCard Indicator option of *(Y)es* selected.
- Must be a single line SpeedKey.
- Require the Fund, Budget Entity, Category, and State Program ChartFields. These are the only ChartFields that can be used; no other ChartFields should be entered.
- Once configured, the PCard Indicator will be greyed out and cannot be changed to non-PCard SpeedKey.
- Can be inactivated, reactivated, or updated.

Assumptions

The following assumptions are considered when defining a SpeedKey in Florida PALM:

- 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. Configured values for the field may be less than or up to 10 digits.
- Acceptable values must only include letters and/or numbers (e.g., SPEEDK2389). Special characters (e.g., %, &) and blank spaces are not allowed. Users must input a meaningful description to ensure clarity and accurate identification.

Within Florida PALM:

- Single line SpeedKeys can be used in all modules in Financials.
- Multiple line SpeedKeys are only used in AP and PO modules. The individual line percent values must be positive, greater than zero, and the lines must total to (equal) 100 percent.
- Only single line SpeedKeys that are approved for Payroll use can be used in HCM (Payroll).
- Within Florida PALM, use of SpeedKeys is only required in HCM (Payroll) and is optional in all other modules.
- SpeedKeys will not be available for use in the Asset Module (AM) as asset records are generally created from AP transactions with minimal direct entry into the AM module.

Within Enterprise Systems:

- As stated above, single line SpeedKeys are required for use in HCM (Payroll). Additionally, single line SpeedKeys will also be required for use in People First when creating one-time payments such as leave payouts, recurring payments such as Criminal Justice Incentive Payments (CJIP), Firefighters Incentive Payments (FFIP) and Uniform Allowance, and when the agency wants to pay overtime and on-call payments out of a separate SpeedKey from the regular salary SpeedKey.
- Single line SpeedKeys will be required for use in the PCard Works system.
- Single line SpeedKeys will be available for use in MyFloridaMarketPlace (MFMP) (Ariba On-Demand).
- Both single line and multiple line SpeedKeys will be allowed for use in the Statewide Travel Management System (STMS).

Configuration Field Details

Agencies must provide the following SpeedKey related configuration values as listed in the *<Agency> SpeedKey* worksheet.

Table 2: SpeedKey Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
SpeedKey Error(s) from	Errors generated by Florida PALM initial configuration attempt	N/A	N/A	N/A	Project Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Task 541-C Submission	using Agency provided data.				
Configure Value	Configure Value: "Yes", "No", "Replace", "Update", or "New". *SpeedKey is required for Payroll and PCard and is an optional agency configuration for all other uses.*	Required	Character	7	Agency Indicated
SetID	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
Configured Florida PALM SpeedKey	Unique name of the SpeedKey that has been configured, based on prior RW Task submissions, which will be used by agency transaction processors to populate one or more ChartField values.	Required	Alphanumeric	10	Project Provided
Agency Provided SpeedKey	Unique name of the SpeedKey which will be used by agency transaction processors to populate one or more ChartField values.	Required *(based on prior column dependency)*	Alphanumeric	10	Agency Provided
Payroll Indicator	Specifies whether the SpeedKey is a Payroll or non-Payroll SpeedKey.	Required *(based on prior column dependency)*	Character	1	Agency Indicated
PCard Indicator	Specifies whether the SpeedKey is a PCard	Required *(based on*	Character	1	Agency Indicated

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	or non-PCard SpeedKey.	*prior column dependency)*			
Line Type	SpeedKey Accounting Line Type: "(S)ingle Line", "(M)ultiple Line".	Required *(based on prior column dependency)*	Character	1	Agency Specified
Description	SpeedKey Description.	Required *(based on prior column dependency)*	Character	30	Agency Provided
Sequence Number	Uniquely identifies a SpeedKey line with a sequence number. *For Single Line SpeedKey, the Sequence Number must be 1.* *For Multiple Line SpeedKey the Sequence Number should start at 1 and continue sequentially for the number of distribution lines in the SpeedKey.*	Required *(based on prior column dependency)*	Numeric	6	Agency Provided
Percentage	Specifies the SpeedKey Line distribution percentages. *For Single Line SpeedKeys the percentage must always equal 100.00.* *For a Multiple Line SpeedKey, each line can have a different percentage, but the total of all line percentages within the sequence must equal 100.00.*	Required *(based on prior column dependency)*	Character	6	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Organization	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required *(based on prior column dependency)*	Character	10	Agency Specified
Account	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Required *(based on prior column dependency)*	Character	6	Agency Specified
Fund	Segregates and captures specific activities or classifies certain objectives in accordance with special regulations, restrictions, or limitations.	Required *(based on prior column dependency)*	Character	5	Agency Specified
Budget Entity	Represents organizations and/or functions to which appropriations are made and typically represents a Program.	Required *(based on prior column dependency)*	Character	8	Agency Specified
Category	Represents both appropriation categories and revenue source codes.	Required *(based on prior column dependency)*	Character	6	Agency Specified
State Program	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged	Required *(based on prior column dependency)*	Character	10	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	from the Program Component values as established in LAS/PBS.				
Grant ID	Grant ID value is used to track financial assistance that provides support or stimulation to accomplish a public purpose.	Optional	Character	5	Agency Specified
Contract	Contract ChartField captures expenditure and revenue transactions for two party agreements.	Optional	Character	10	Agency Specified
OA1	Other Accumulator 1 (OA1) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses.	Optional	Alphanumeric	5	Agency Specified
OA2	Other Accumulator 2 (OA2) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses.	Optional	Alphanumeric	10	Agency Specified
Project	Project ChartField is used to capture a 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.	Required *(based on prior column dependency)*	Character	15	Agency Specified
PC Business Unit	Used to define an organization or	Required *(based on*	Numeric	5	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	organizational subset that is independent with regards to one or more accounting or operational functions for Project related ChartFields.	*prior column dependency)*			
Activity ID	Tracks specific tasks that make up a Project and records transactional details. A project must have at least one associated Activity ID. *For the purposes of this configuration Task, the Activity ID column drop-down only includes one default value: CNV26.*	Required *(based on prior column dependency)*	Character	15	Agency Specified
PC Source Type	The PC Source Type is used to further define a Project transaction. Examples of Source Types: Grant, Bond, Loan, and GAA.	Optional (Updated 1/31/25)	Character	5	Agency Specified
PC Category	PC Category can further define source types. For example, you can divide a labor source type into different categories labor, such as architect labor, carpenter labor, and plumber labor.	Required *(based on prior column dependency)*	Character	5	Agency Specified
PC Subcategory	PC Subcategory can further define source types. For example, you can divide a labor source type into	Required *(based on prior column dependency)*	Character	5	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	different categories of labor, such as architect labor, carpenter labor, plumber labor and use subcategories for regular hours and overtime hours.				
Comments	Agency comments.	Optional	Character	254	Agency Provided

Configuration Page(s)

The following provides an example of the configuration pages where the defined SpeedKey field values will be setup in Florida PALM:
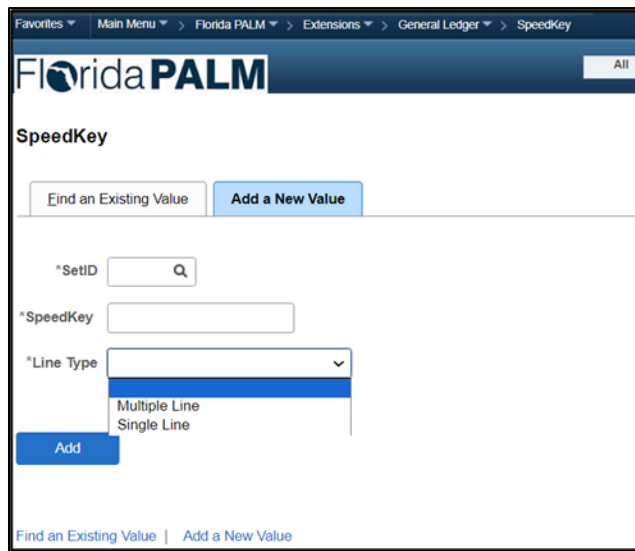
Figure 4: SpeedKey Add
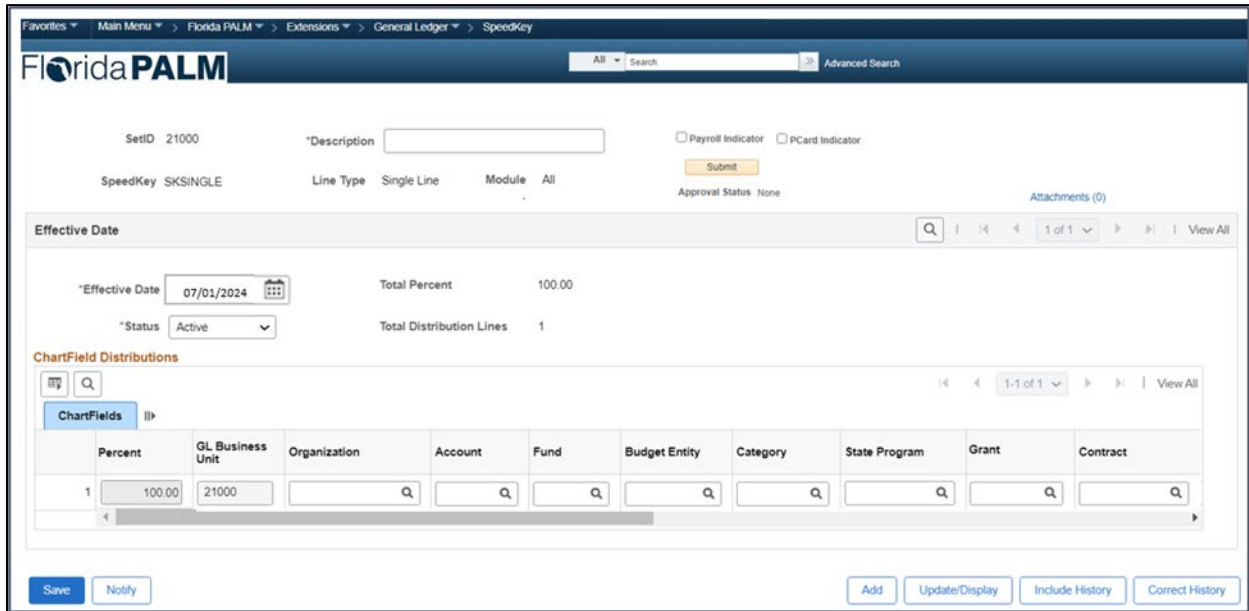
Figure 5: SpeedKey Setup

Worksheet Instructions

The below information provides detailed instructions on how to complete the *<Agency> SpeedKey* worksheet in Smartsheet.

Task Completion Requirement: For this task (RW Task 567-P) to be considered complete, it is necessary that you follow all steps listed below to ensure you have filled in or selected the appropriate values.

1. Review the worksheet and the errors, if any, within the *SpeedKey Error(s) from Task 541-C Submission* column to determine whether the configured values need updating in Florida PALM.
2. In the *Configure Value* column:
   a. Select "Yes" to confirm the configured SpeedKey.
      i. If selected, no further action is needed on this row and the *Agency Provided SpeedKey* column will turn grey.

Figure 6: Configure SpeedKey

NOTE: *If one or more errors have been identified in the SpeedKey Error(s) from Task 541-C Submission column for the configured SpeedKey, the Configure Value column <u>cannot</u> contain a value of "Yes".*

b. Select "No" to inactivate the configured SpeedKey.
   i. If selected, no further action is needed on this row and the row will turn grey.

SpeedKey Error(s) from Task 541-C Submission	Configure Value	SetID	Configured Florida PALM SpeedKey	Agency Provided SpeedKey	Payroll Indicator	PCard Indicator	Line Type	Description	Sequence Number	Percentage
	Yes / No / Replace / Update / New									

Figure 7: Inactivate SpeedKey

c. Select "Replace" to replace <u>only the configured SpeedKey name</u>.
   i. If selected, you are required to provide an updated SpeedKey name in the *Agency Provided SpeedKey* column. The *Configured Florida PALM SpeedKey* column will turn grey and the *Agency Provided SpeedKey* column will remain yellow until an updated value has been entered.
   ii. The field remains ten characters in Florida PALM. If the *Agency Provided SpeedKey* is shaded red, you have exceeded the 10-character maximum and must provide an updated shorter SpeedKey.

SpeedKey Error(s) from Task 541-C Submission	Configure Value	SetID	Configured Florida PALM SpeedKey	Agency Provided SpeedKey	Payroll Indicator	PCard Indicator	Line Type	Description	Sequence Number	Percentage
	Yes / No / Replace / Update / New									

Figure 8: Replace SpeedKey

NOTE: *If one or more errors related to the Configured Florida PALM SpeedKey column value have been identified in the SpeedKey Error(s) from Task 541-C Submission column for the configured SpeedKey and the SpeedKey record is still needed by your agency, you are required to select "Replace" in the Configure Value column, provide an updated SpeedKey name in the Agency Provided SpeedKey column, and address any additional ChartField value errors received, if any. **Example:** If you receive the error message "SpeedKey value cannot contain Spaces or Special Characters" in the SpeedKey Error(s) from Task 541-C Submission column, you will select "Replace" in the Configure Value column and provide an updated SpeedKey name in the Agency Provided SpeedKey column.* (Added 1/17/25)

d. Select "Update" to update any field within a configured SpeedKey, except the *Configured Florida PALM SpeedKey* value.

Figure 9: Update SpeedKey

NOTE: *If one or more errors unrelated to the Configured Florida PALM SpeedKey column value have been identified in the SpeedKey Error(s) from Task 541-C Submission column for the configured SpeedKey, the SpeedKey is still needed, and the error was resolved through the submission of another RW Task, you are required to select "Update" in the Configure Value column and put a comment in the "Comments" column stating the error was resolved. **Example:** If you receive the error message "Organization value is invalid" in the SpeedKey Error(s) from Task 541-C Submission column but the Organization value was added in your Task 567-B GL <Agency> Organization worksheet and is now a valid drop-down option, you will select "Update" in the Configure Value column and enter a comment similar to "Error resolved through Task 567-B submission".* (Added 1/17/25)

    e. Select "New" in a blank row to establish a new SpeedKey. If selected, you must complete the following columns as required:

        i. Agency Provided SpeedKey – Provide a new SpeedKey name. The field will remain yellow until a value has been entered. If the *Agency Provided SpeedKey* is shaded red, you have exceeded the 10-character maximum and must provide an updated shorter SpeedKey.

        ii. Payroll Indicator – Select a value of *(Y)es* to indicate the SpeedKey is allowed for Payroll transactions, or *(N)o* to indicate it is not allowed for Payroll transactions. If a *Configure Value* selection of "Yes", "Replace", "Update", or "New" has been made and the Payroll Indicator is blank, the Payroll Indicator field will remain yellow until a value is provided.

           a. **Only Single Line SpeedKeys are permitted for Payroll.**

           b. Note that setting a Payroll Indicator to *(Y)es* does not restrict the SpeedKey to Payroll use only.

        iii. PCard Indicator – Select a value of *(Y)es* to indicate the SpeedKey is allowed for PCard-related transactions, or *(N)o* to indicate it is not allowed for PCard-related transactions. If a *Configure Value* selection of "Yes", "Replace", "Update", or "New" has been made and the Pcard Indicator is blank, the PCard Indicator field will remain yellow until a value is provided.

           a. **Only Single Line SpeedKeys are permitted for PCard.**

           b. Note that setting a PCard Indicator to *(Y)es* does not restrict the SpeedKey to PCard use only.

        iv. Line Type – Identify if the SpeedKey Line Type is *(S)ingle Line* or *(M)ultiple Line*. If a *Configure Value* selection of "Yes", "Replace", "Update", or "New" has been made and the Line Type is blank, the Line Type field will remain yellow until a value is provided.

a. Single Line: If a SpeedKey is a Single Line SpeedKey, the Line Type field value should be *(S)ingle Line*. There should be only one distribution line with a Sequence Number of 1.

    a. **Only Single (S) Line SpeedKeys are permitted for MFMF, PCard and HCM (Payroll).**

b. Multiple Line: If a SpeedKey is a Multiple Line SpeedKey, the Line Type field value should be *(M)ultiple Line*. Multiple Line SpeedKeys can only be used in the Accounts Payable (AP) and Purchase Order (PO) modules. Each line will have a different combination of ChartField values and will allocate the transaction amount by a fixed percentage to more than one funding source. There should be more than one distribution line, with Sequence Numbers starting from *1*.

    a. **Multiple (M) Line SpeedKeys cannot be used in MFMP, PF, or PCard Works.**

v. Description – Enter a SpeedKey description, up to 30 characters which gives insights about the SpeedKey usage. If a *Configure Value* selection of "Yes", "Replace", "Update", or "New" has been made and the Description is blank, the Description field will remain yellow until a value is provided. If the *Description* is shaded red, you have exceeded the 30-character maximum and must provide an updated shorter Description.

vi. Sequence Number – Enter a Sequence Number, up to 6 digits, to uniquely identify the SpeedKey line. If a *Configure Value* selection of "Yes", "Replace", "Update", or "New" has been made and the Sequence Number is blank, the Sequence Number field will remain yellow until a value is provided. If the *Sequence Number* is shaded red, you have exceeded the 6-character maximum and must provide an updated shorter Sequence Number.

    a. For a Single Line SpeedKey, the Sequence Number must be 1.

    b. For a Multiple Line SpeedKey, the Sequence Number should start at 1 and continue sequentially for the number of distribution lines in the SpeedKey.

        a. Utilize a consecutive row in the worksheet for each distribution line needed beneath the initial *(M)ultiple Line* SpeedKey selection. The SpeedKey, Payroll Indicator, PCard Indicator, Line Type, and Description column values should match exactly the *initial Multiple Line distribution selection for* each additional row within the sequence.

vii. Percentage – Insert the distribution percentage for each SpeedKey line in the required format: 3 integers, 1 decimal, 2 decimals (Example: 100.00). If a *Configure Value* selection of "Yes", "Replace", "Update", or "New" has been made and the Percentage is blank, the Percentage field will remain yellow until a value is provided.

    a. For Single Line SpeedKeys the percentage must always equal "100.00".

        a. For a Multiple Line SpeedKey, each line can have a different percentage, but the total of all line percentages must equal "100.00".

    b. Percent values cannot be negative or zero.

SpeedKey Error(s) from Task 541-C Submission	Configure Value	SetID	Configured Florida PALM SpeedKey	Agency Provided SpeedKey	Payroll Indicator	PCard Indicator	Line Type	Description	Sequence Number	Percentage
	Yes / No / Replace / Update / New									

Figure 10: New SpeedKey

viii. Organization – Select the needed Organization value, if applicable, from the drop-down list. This list contains all Florida PALM Organization ChartField values established in the Task 567-B GL <Agency> Organization worksheet with a *Configure Value* column selection of "Yes", "Replace Org Value", Update Descriptions" or "New Org Value".

    a. The Organization ChartField value is **required** for each Payroll SpeedKey**,** and the field will turn yellow until a value is entered.

ix. Account – Select the needed Account value, if applicable, from the drop-down list or insert the desired Account value. This list contains all state standard Florida PALM Revenue, Expense, Invest, and Disinvest Account ChartField values within the Statewide COA Configuration Workbook.

    a. For Payroll SpeedKeys, the Account ChartField value is **required,** and the field will turn yellow until a value of 700001 is entered.

x. Fund – Select the needed Fund value, if applicable, from the drop-down list. This list contains all agency specific Fund ChartField values listed within the Statewide COA Configuration Workbook.

    a. The Fund ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.

    b. The Fund ChartField value is optional for other SpeedKey types.

xi. Budget Entity – Select the needed Budget Entity value, if applicable, from the drop-down list. This list contains all agency specific Budget Entity ChartField values listed within the Statewide COA Configuration Workbook.

    a. The Budget Entity ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.

    b. The Budget Entity ChartField value is optional for other SpeedKey types.

xii. Category – Select the needed Category value, if applicable, from the drop-down list. This list contains all state standard Category ChartField values listed within the Statewide COA Configuration Workbook.

    a. The Category ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.

    b. The Category ChartField value is optional for other SpeedKey types.

xiii. State Program – Select the needed State Program value, if applicable, from the drop-down list. This list contains all agency specific State Program ChartField values established by LAS/PBS and listed within the Statewide COA Configuration Workbook.

a. The State Program ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.

b. The State Program ChartField value is optional for other SpeedKey types.

xiv. Grant ID – Select the desired Grant ID value, optionally, from the drop-down list. This list contains all active Grant ID ChartField values for your agency as of November 30, 2024.

xv. Contract – Select the desired Contract value, optionally, from the drop-down list. This list contains all active Contract ChartField values for your agency as of November 30, 2024.

xvi. OA1 – Select the desired OA1 value, optionally, from the drop-down list. This list contains all Florida PALM OA1 ChartField values, if any, established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 567-C.

xvii. OA2 – Select the desired OA2 value, optionally, from the drop-down list. This list contains all Florida PALM OA2 ChartField values, if any, established in the General Ledger (GL) configuration workbook by your agency with the submission of RW Task 567-D.

xviii. Project – Select the needed Project value, if applicable, from the drop-down list. This list contains all Florida PALM Project ChartField values, if any, established in the Projects (PCC001) conversion workbook by your agency with the submission of RW Task 555-A.

a. The Project ChartField value is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and the Project field will turn yellow until a value is entered.

b. The Project ChartField value is optional for other SpeedKey types.

NOTE: *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, the Project, PC Business Unit, and Activity ID columns are locked and greyed out, indicating that no values can be entered.* (Added 1/17/25)

xix. PC Business Unit – Select the needed PC Business Unit value, if applicable, from the drop-down list. This list contains all Florida PALM PC Business Unit ChartField values, if any, established in the Projects (PCC001) conversion workbook by your agency with the submission of RW Task 555-A.

a. The PC Business Unit ChartField value is **required** if you choose to establish a Project ChartField SpeedKey value and the field will turn yellow until a value is entered.

b. The PC Business Unit ChartField value is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and the PC Business Unit field will turn yellow until a value is entered.

c. The PC Business Unit ChartField value is optional for other SpeedKey types.

xx. Activity ID – Select the Activity ID value of "CNV26", if applicable, from the drop-down list.
   a. The Activity ID ChartField value is **required** if you choose to establish a Project ChartField SpeedKey value and the field will turn yellow until a value is entered.
   b. The Activity ID ChartField value is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and the Activity ID field will turn yellow until a value is entered.
   c. The Activity ID ChartField value is optional for other SpeedKey types.

xxi. PC Source Type – Select the needed PC Source Type value, if applicable, from the drop-down list. This list contains all Florida PALM PC Source Type ChartField values, if any, established in the Project Costing (PC) configuration workbook by your agency with the submission of RW Task 567-H.
   a. ~~The PC Source Type ChartField value is required for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and the PC Source Type field will turn yellow until a value is entered.~~ (Removed 1/31/25)
   b. ~~The PC Source Type ChartField value is optional for other SpeedKey types.~~ (Removed 1/31/25)

xxii. PC Category – Select the needed PC Category value, if applicable, from the drop-down list. This list contains all Florida PALM PC Category ChartField values, if any, established in the Project Costing (PC) configuration workbook by your agency with the submission of RW Task 567-H.
   a. The PC Category ChartField value of "Labor" is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and the PC Category field will turn yellow until a value is entered.
   b. The PC Category ChartField value is optional for other SpeedKey types.

xxiii. PC Subcategory – Select the needed PC Subcategory value, if applicable, from the drop-down list. This list contains all Florida PALM PC Subcategory ChartField values, if any, established in the Project Costing (PC) configuration workbook by your agency with the submission of RW Task 567-H.
   a. The PC Subcategory ChartField value is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and should be the appropriate Budget Year associated to the FCO Category being used. The PC Subcategory field will turn yellow until a value is entered.
   b. The PC Subcategory ChartField value is optional for other SpeedKey types.

3. For all SpeedKeys without an identified error in the *SpeedKey Error(s) from Task 541-C Submission* column, use the Comments field, optionally, for your internal purposes. (Updated 1/17/25)