

Location Code Mapping

Active assets in FLAIR will be converted to Florida PALM using the Assets and Property Conversion (AMC001). Location Code is a required field on all Florida PALM asset records.

Agencies provided an updated mapping of FLAIR Location Codes to Florida PALM Location Codes in previous RW Task 659. Those mappings were used for Mock Conversion 3. This task (RW Task 661) requires agencies to review the Location Code mapping that was previously provided and make any updates, as necessary, to be used in Mock Conversion 4.

NOTE: For active asset records subject to conversion that have a FLAIR Location Code that was not mapped to a Florida PALM Location Code, a default conversion value was used in the required Location field. The default conversion value will appear as “agency BU_CONV” (e.g., for Legislature the default is 11000_CONV).

Worksheet Details

Your <Agency> Conversion Mapping – Location Code worksheet is pre-populated with all FLAIR Location Codes that have been found on your active asset records that are subject to conversion as of June 30, 2025, and the mapped Florida PALM Location Code or the default conversion value.

Review your worksheet to determine if the Location Code mapping is correct, if an update is needed, or if the FLAIR Location Code is no longer valid. If an update is needed, you may choose to map the identified FLAIR Location Code to any valid Florida PALM Location Code you provided in the previous configuration task (RW Task 657) or updated values provided as part of the current configuration task (RW Task 662), as displayed in Figure 1 below. Updates made as part of RW Task 662 will be available through nightly processing throughout the duration of this task (Task 661).

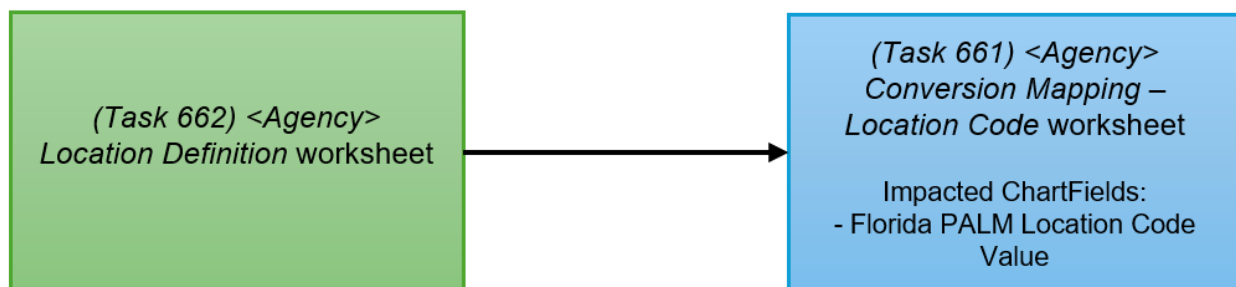


Figure 1: Cross-worksheet Connections for Location Code Mapping

An Excel document is attached to the top row of your <Agency> Conversion Mapping – Location Code worksheet. The Excel document provides a listing of the asset records by Property ID with its associated FLAIR Location Code, pulled from FLAIR as of June 30, 2025. Use the Excel document to support your completion of the mapping of the Location Codes.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Conversion Inventory > Agency Conversion Mapping – Location Code

Field Details

Error Messages	Value Mapping Confirmation	Departmental FLAIR Location Code	Mapped Florida PALM Location Code	Update Mapping to Florida PALM Location Code	Comments
	Yes - Mapping is Correct				
	Remove - FLAIR Location Code Not Valid				
	Update Mapping				

Figure 2: Demo Conversion Mapping – Location Code

The <Agency> Conversion Mapping – Location Code worksheet contains the following columns:

- **Error Messages** (Locked from editing)
 - This column populates Real-time “[RT]” and/or interfaced “[API]” messages generated by Florida PALM using Agency provided data. Once the error gets corrected, the Error Message will disappear.
 - This column includes a message for checks related to the following:
 - any errors related to your agency’s Location Definition configuration found in the <Agency> Location Code configuration worksheet.
- **Value Mapping Confirmation** (Required for all rows of data)
 - Select the appropriate option from the drop-down.
 - Yes – Mapping is Correct: Select this option if the provided ‘FLAIR Location Code’ and ‘Mapped Florida PALM Location Code’ are correct and no changes are needed.
 - This is **not** a valid selection if the *Mapped Florida PALM Location Code* contains the default conversion value (agency BU_CONV), or if this field is blank.
 - If you select this option, there should be no values provided in the Update Mapping to Florida PALM Location Code column, as indicated by grey conditional formatting.
 - Remove – FLAIR Location Code Not Valid: Select this option if the FLAIR Location Code is no longer valid or active, therefore a mapping is not needed.
 - If you select this option, you must update any related asset records in FLAIR (see the Excel document) containing the Location Code so that the record will either (a) include a valid Location Code or (b) be inactivated and thereby not included in the next conversion data pull
 - If you select this option, there should be no values provided in the Update Mapping to Florida PALM Location Code column, as indicated by grey conditional formatting.
 - Update Mapping: Select this option if the provided mapping is blank, contains the default conversion value (agency BU_CONV), or incorrect and you need to provide a different Florida PALM Location Code.

- **Departmental FLAIR Location Code** (Locked from editing)
 - This column is prepopulated to include FLAIR Location Codes for your agency, as of June 30, 2025, that are included in active asset records subject to conversion.
- **Mapped Florida PALM Location Code** (Locked from editing)
 - This column contains a mapping to the Florida PALM Location Code, if you previously provided a mapping for the associated FLAIR Location Codes with RW Task 659.
 - If a mapping for the FLAIR Location Code **was not provided** in RW Task 659, the default conversion value (agency BU_CONV) is included.
- **Update Mapping to Florida PALM Location Code** (Required if “Update Mapping” is selected in the Value Mapping Confirmation column)
 - This column contains a prepopulated drop-down list that includes all Florida PALM Location Codes confirmed in RW Task 657 and updated Location Codes provided as part of the current configuration task (RW Task 662).
 - Updates made as part of RW Task 662 will be available through nightly processing throughout the duration of this task (Task 661).
 - Select the correct Florida PALM Location Code that should be mapped to the provided FLAIR Location Code.
- **Comments** (Optional for agency use)

NOTE: Any FLAIR values mapped to the default conversion value (agency BU_CONV) should be updated to a valid value or be removed in FLAIR so that it does not appear in future conversions.

Helpful Considerations

Below are a few helpful considerations to support your task completion:

- All FLAIR Location Codes provided in this worksheet must be mapped to one, and only one, Florida PALM Location Code, if ‘Remove – FLAIR Location Code Not Valid’ is not selected in the Value Mapping Confirmation field.
 - You will need to take action in FLAIR on any items marked ‘Remove – FLAIR Location Code Not Valid’ or the value will appear in future conversions.
 - If a valid Florida PALM Location Code is not provided, any asset record with an unmapped FLAIR Location Code will be converted using a default agency Florida PALM Location Code, which may require mitigative action by the agency after go-live to update the records.
- A single Florida PALM Location Code can be mapped to multiple FLAIR Location Codes.
- The FLAIR Location Codes were pulled from FLAIR as of June 30, 2025. The provided FLAIR Location Codes are not representative of all active codes, only those FLAIR Location Codes that are found in active asset records subject to conversion.