

Task Instructions

Task ID: 661

Task Name: Update Conversion Field Mapping

Task Start Date: August 11, 2025

Midpoint Data Refresh Date: As of September 28, updating October 6, 2025

Task Due and Close Date: November 5, 2025

Project Impact: Direct

Task Description

Complete and submit mapping of FLAIR codes (Grant ID, Location Code, OCA, and ORG) to Florida PALM values for Mock Conversion 4.

Task Overview

Data conversion refers to the activities of **extracting** and **transforming** legacy data and **loading** it to Florida PALM. Florida PALM will use legacy data from FLAIR and enterprise systems to populate opening balances in the General Ledger and many other pieces of data needed to support operations at go-live. Data conversion is a shared responsibility between the Florida PALM Project (Project) and agencies.

Conversion activities require accurate field data mapping of legacy data to Florida PALM. To support the understanding of conversion mapping, the Project has provided the Excel file, titled **Agency Conversion Field Mapping Spreadsheet**, in the Knowledge Center on the [Conversion Catalog](#) page.

Your agency has completed data field mapping activities iteratively through a series of Readiness Workplan (RW) subtasks. During this task (Task 661), you will review and update those configuration values to support conversion activities.

Table 1: Field Mapping Conversion Worksheets

	Conversion Worksheet Description
Grant ID	Agencies will be required to review and update mapping of FLAIR Grant ID values to Florida PALM values. <i>The following agencies do not have Grant ID Mapping: DOAH, DOL, FCOR, FGCC, LEG and are not required to complete this worksheet.</i>
Location Code	Agencies will be required to review and update mapping of FLAIR Location Code values to Florida PALM Location Code values. <i>JAC is not participating in the assets conversion and is not required to complete this worksheet.</i>
OCA	Agencies will be required to review and update mapping of FLAIR OCA values to Florida PALM values. <i>The following agencies do not have OCA Mapping: DOAH and PSC and are not required to complete this worksheet.</i>
Organization	Agencies will be required to review and update mapping of FLAIR Org values to Florida PALM Organization values.

Midpoint Data Refresh

It is the Project's goal to provide timely and accurate data requests to agencies. As agencies and the Project prepares for additional Mock Conversions, User Acceptance Testing, and cutover activities, the need to keep source data (e.g., FLAIR data) and Florida PALM data in sync becomes greater; therefore, the Project and agencies must increase the frequency of data updates. As with the prior conversion task, this task and continuing through the final conversion mapping task prior to cutover, these worksheets will remain available to agencies for continued, ongoing maintenance and updates.

The Project will, at defined points, add additional FLAIR values from legacy records subject to conversion, which require a mapping to Florida PALM values. A data refresh will be provided while this task (Task 661) is open. Any new FLAIR data as of [September 28, 2025](#), that requires mapping for conversion purposes will be added to your applicable worksheets in Smartsheet on Friday, [October 6, 2025](#).

Agency Impact: Agencies may be required to complete additional mappings compared to the initial amount at the task release. Agencies cannot submit the task (Task 661) as 100% complete until after the Midpoint Data Refresh has been released. If any agency submits the task as 100% complete prior to the release of the Midpoint Data Refresh, the Project will reset the task status to 75%, requiring the agency to resubmit the task after the data refresh.

Task Elements

The Conversion Worksheets listed in Table 1 are located in your Florida PALM Agency Workspace in Smartsheet under the Inventories folder.

You previously provided the initial submission of Florida PALM configuration values with RW Task 513, which allowed you to map FLAIR values to new Florida PALM values. You then provided necessary updates and a confirmation of your agency-needed FLAIR to Florida PALM Field Mapping in RW Task 659.

If you provided a mapping of FLAIR values to Florida PALM values during RW Task 659, that mapping has been prepopulated in your <Agency> *Conversion Mapping* worksheets. You must review the mappings and update as necessary. If you did not provide a mapping of values with RW Task 659, or if new values were identified during Mock Conversion 3, you must provide a mapping using this task (Task 661).

How will agencies use this information?

Agencies will use the FLAIR mapping to Florida PALM mapping to validate future Mock Conversion results. The mapping can also be used to support your end user understanding of the data change from the FLAIR to the new Florida PALM value.

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 update the FLAIR value to Florida PALM value mapping for Mock Conversion 4, providing more accurate conversion results for the agency.

The Project team will also review your task submission based on the following criteria to confirm completion:

Table 2: Task Completion Rubric

Task Completion Rubric
All required columns in the Grant ID, Location Code, OCA and Organization Conversion Mapping worksheets in Smartsheet are complete according to the instructions in the individual RW 661 Agency Data Field Mapping Workbooks Supplemental documents.
The Task Tracker has been marked as 100% complete for this Task.

Task Instructions

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory

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 2 above.

NOTE: Due to this task being timebound, the task will be closed at the close of business on the due date; therefore, late submissions and resubmissions after the due date will not be permitted.

Table 3: Summary of Task Completion Steps

Summary of Task Completion Steps
1) Collaborate with your CCN and functional SMEs to review and update the Agency Conversion Mapping worksheets.
2) Perform any necessary data cleanup in FLAIR for values where you have indicated "Remove – FLAIR Code Not Valid".
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 November 5, 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:

- Agency Conversion Field Mapping Spreadsheet, in the Knowledge Center, on the [Conversion Catalog](#) page
- [RW 661 Agency Data Field Mapping Workbooks Supplemental \(Grant ID\)](#)
- [RW 661 Agency Data Field Mapping Workbooks Supplemental \(Location Code\)](#)
- [RW 661 Agency Data Field Mapping Workbooks Supplemental \(OCA\)](#)
- [RW 661 Agency Data Field Mapping Workbooks Supplemental \(Organization\)](#)