

Task Instructions

Task ID: 662

Task Name: *Submit Updated Configuration Workbooks*

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

Update Configuration Workbooks to prepare for Mock Conversion 4 and UAT data refresh.

Task Overview

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 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 previously completed configuration activities iteratively through a series of Readiness Workplan (RW) tasks. During this task (Task 662), you will update and confirm those configuration values in preparation for Mock Conversion 4 and User Acceptance Testing (UAT) Full.

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, UAT, 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 configuration tasks prior to cutover, these worksheets will remain available to agencies for continued, ongoing maintenance and updates.

The Project will, at defined points, add additional records or dropdown values that are sourced from FLAIR, the Statewide Chart of Accounts, or People First through periodic data pulls from those source systems. A data refresh will be provided, within the task workbooks, while this task (Task 662) is open. Any new FLAIR or People First data as of **September 28, 2025**, that is needed for configuration purposes will be added to your applicable worksheets in Smartsheet by Friday, **October 6, 2025**.

Agency Impact: Agencies may be required to complete additional configurations compared to the initial amount at the task release. Agencies cannot submit the task (Task 662) 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

This task 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 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 workbooks listed in Table 1 are located in your Florida PALM Agency Workspace. Guidance for completing the worksheets within your agency-specific configuration workbooks has been provided in the related RW 662 Agency Configuration Workbooks Supplemental documents.

Table 1: Configuration Worksheets

Module	Configuration Workbooks	Location
Accounts Receivable (AR)	Distribution Code Worksheet	Florida PALM Agency Specific Workbook in Smartsheet
Asset Management (AM)	• Location Definition Worksheet • Area ID Values Worksheet	Florida PALM Agency Specific Workbook in Smartsheet
Cash Management (CM)	Consolidated Revolving Account Worksheet Applicable Agencies: AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG	Florida PALM Secure File Share Agency portal in SharePoint
Commitment Control (KK)	Allotments Budget Structure Control Worksheet If changing selections, a new form <u>MUST</u> be completed by your Primary Agency Sponsor. NOTE: Option #1 has been removed from selection on the Form. Agencies interested in changing their selection to	Florida PALM Agency Specific Workbook in Smartsheet

Module	Configuration Workbooks	Location
	<i>this must first meet with the Project team to discuss.</i>	
General Ledger (GL)	- Budget Translation Tree Structure Form - Budget Translation Tree Structure Worksheet (<i>if applicable, based on Form selection</i>) - Default Interest Apportionment Worksheet - General Ledger Allocation Worksheet - Organization Worksheet - Other Accumulator 1 (OA1) Worksheet - Other Accumulator 2 (OA2) Worksheet	Florida PALM Agency Specific Workbook in Smartsheet
Org Security Rule	Org Security Rule Worksheet	Florida PALM Agency Specific Workbook in Smartsheet
Payroll (PR)	- Default Funding Worksheet - Position Funding Worksheet - CJIP Funding Worksheet CJIP Applicable Agencies: APD, DACS, DBPR, DCF, DEP, DFS, DLA, DOL, FDC, FDLE, FGCC, FLHSMV, FSDB, FWC, JAC, and SCS. - FFIP Funding Worksheet FFIP Applicable Agencies: DACS, DFS, and DMA.	Florida PALM Agency Specific Workbook in Smartsheet
Project Costing (PC)	- PC Source Type Worksheet - PC Category Worksheet - PC Subcategory Worksheet This is an Optional Configuration	Florida PALM Agency Specific Workbook in Smartsheet
SpeedKey	SpeedKey Worksheet	Florida PALM Agency Specific Workbook in Smartsheet

NOTE: Individuals who are listed within your agency-specific Change Champion Network (CCN) worksheet in Smartsheet will be responsible for accessing and updating the configuration workbooks for your agency within Smartsheet.

NOTE: Agency Sponsors have assigned the agency CCN members that have been granted access to your Florida PALM Secure File Share Agency portal in SharePoint. These individuals, who are listed within your agency specific CCN worksheet in Smartsheet, will

be responsible for accessing and updating the Cash Management (CM) Configuration Workbook for your agency in SharePoint.

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 to 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 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.

NOTE: Within each worksheet, unlocked agency-provided fields are set to turn grey to indicate responses are not required and should not be provided, unless otherwise directed.

NOTE: Within each worksheet, fields are set to turn red, with either red fill or red text, to indicate an error is present and an action must be taken by the agency before proceeding.

NOTE: Within each worksheet, the Error Messages column will be populated by the Project with real-time “[RT]” and/or interfaced “[API]” messages (Figure 1) which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields. Interfaced error messages are added through nightly processing, which means that errors, if found, will be identified the day following any agency changes, and will be removed the day following the correction of the error.

Error Messages	Configure Value	Configured Florida PALM Organization Value	Agency Provided Organization Value	Long Description
[API] Organization <10000BUDGT> is duplicated on multiple lines/sheets. [API] Non-budgetary Configured/Agency Provided Organization contains invalid (non-numeric) characters. [API] The right-most [Tier] column value must equal the Configured/Agency Provided Organization column value.	Replace Org Value	1000000000	10000BUDGT	OFFICE OF THE SECRETARY
[RT] Configured/Provided Org cannot be duplicated. [API] Organization <10000BUDGT> is duplicated on multiple lines/sheets. [API] [Long Description] is required. [API] [Short Description] is required. [API] [Sub Tier B] must be 10 characters. [API] The right-most [Tier] column value must equal the Configured/Agency Provided Organization column value. [API] [Tiers], from left-most entered to right-most entered cannot have gaps between them. [API] [Sub Tier B] missing from valid Configured/Agency Provided Organization values.	Yes	10000BUDGT		
[RT] Configured Org must be blank when Configure Value = New	New Org Value	1010000000		CHIEF OF STAFF
[RT] Agency Provided Org must be blank when Configure Value = Update Description(s)	Update Description(s)	10100BUDGT	1234567890	CHIEF OF STAFF
		1020000000		DEPUTY CHIEF OF STAFF

Figure 1: Error Messages Example

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 vital for your agency to be able to transact in Florida PALM during UAT Full 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 future RW tasks.

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 Mock Conversion 4 and UAT Full.

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 and fields in each Accounts Receivable (AR), Asset Management (AM), General Ledger (GL), Commitment Control (KK), Project Costing (PC), Payroll (PR), Org Security Rule and SpeedKey Configuration Workbooks in Smartsheet are complete according to the instructions in the individual RW 662 Agency Configuration Workbooks Supplemental documents.
All required columns in the Cash Management (CM) Configuration Workbook worksheet in SharePoint are complete according to the instructions in the individual RW 662 Agency Configuration Workbooks Supplemental document.
The Task Tracker has been marked as 100% complete for this Task.

Task Instructions

Review the Financials and Payroll implementation functional designs and work with your CCN 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.

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.

SharePoint Navigation:

- Cash Management (CM) Worksheet: Consolidated Revolving Accounts

Florida PALM Secure File Share Site > Agency-Specific Library > Configuration Workbook Inventory > Cash Management (CM)

Smartsheet Navigation:

- Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Accounts Receivable (AR)
- Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Asset Management (AM)
- Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Commitment Control (KK)
- Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > General Ledger (GL)
- Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Org Security Rule
- Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Payroll (PR)
- Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Project Costing (PC)
- 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 2 above.

Table 3: 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 662 Agency Configuration Workbooks Supplemental documents.
2)	Collaborate with your CCN and functional and technical SMEs to review and complete the agency-specific AR, AM, GL, KK, PC, PR, Org Security Rule, and SpeedKey Configuration Workbooks in Smartsheet, where applicable for your agency.
3)	Collaborate with your CCN and functional and technical SMEs to review and complete the agency-specific CM Configuration Workbook in SharePoint, if applicable for your agency.
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 November 5, 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 662 Agency Configuration Workbooks Supplemental \(AR – Distribution Code\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(AM\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(CM – CRA\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(KK\)](#)

- [RW 662 Agency Configuration Workbooks Supplemental \(GL – Default Interest Apportionment\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(GL – Allocation\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(GL – Organization\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(GL – OA1\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(GL – OA2\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(All – Org Security Rule\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(PR – Default Funding\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(PR – Position Funding\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(PR – CJIP Funding\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(PR – FFIP Funding\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(PC\)](#)
- [RW 662 Agency Configuration Workbooks Supplemental \(All – SpeedKey\)](#)
- [Chart of Accounts Design](#)
- [Design Workshop Materials](#)