

## Task Instructions

Task ID: 701

Task Name: *Submit Configuration and Conversion Workbooks*

Task Start Date: June 1, 2026

Task Due Date: June 17, 2026

Project Impact: *Direct*

**Configuration and Conversion have a direct impact on Dry Run 2. Results of Dry Run 2 will be used to update the UAT environment for the UAT Refresh.**

## Task Description

Review and update all configuration and conversion worksheets. Submit workbooks to be included in Dry Run 2 and the UAT Refresh.

## Task Instructions

### Submit All Configuration and Conversion Workbooks

- Ensure **ALL** configuration and conversion workbooks are complete.
  - As new agency-specific Chart of Account codes are being created in FLAIR and/or UAT, ensure those values are being added to your workbooks, as applicable.
  - Update all rows requiring agency input, clearing all yellow and red cells.
- Resolve errors in **ALL** configuration and conversion workbooks.
  - The *<Agency> Consolidated Error Message Report* provides a view of all error messages for all configuration and conversion workbooks.

A [Configuration and Conversion Workbook Checklist](#) has been created to help track the status of your workbook updates. Use the checklist to help track progress and status of the ongoing maintenance activities to help ensure that your agency has made all the appropriate updates, as necessary.

Guidance for completing the workbooks and addressing the error messages is provided in the supplemental documents listed in Table 1 below.

### Smartsheet Navigation:

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

## Recent Workbook Updates

Supplemental documents have been updated to reflect the following changes:

- [Agency Configuration Workbooks Supplemental: CRA](#) – The CRA worksheet has been removed from Secure File Share and must now be completed in Smartsheet.
- [Agency Conversion Mapping Workbooks Supplemental: Location Code](#) – FLAIR Location Code can now be mapped to a Florida PALM Location Code and Florida PALM Area ID, allowing assets to be converted with additional location details. Conversion Mapping – Location Code worksheets have been updated to allow the inclusion of Area ID.
- [Agency Configuration Workbooks Supplemental: Location and Area ID](#) – Florida PALM Location Code Configuration worksheets have been updated to include two separate columns to allow for *OPTIONAL* identification of room number and floor number. The

guidance has also been enhanced to clarify when values must be in all caps (e.g., for Florida PALM Location Code, Room #, Floor #, and Area ID).

Table 1: Supplemental Documents

Agency Configuration Workbooks	Agency Conversion Workbooks
<a href="#">Org Security Rule</a>	<a href="#">Grant ID</a>
<a href="#">AM</a>	<a href="#">Location Code</a>
<a href="#">AR - Distribution Code</a>	<a href="#">Object Code</a>
<a href="#">BK - Banking Default Cash Line</a>	<a href="#">OCA</a>
<a href="#">CM - CRA*</a>	<a href="#">Organization</a>
<a href="#">GL - Default Interest Apportionment</a>	<a href="#">PCC001 - Projects*</a>
<a href="#">GL - Allocation</a>	
<a href="#">GL - OA1</a>	
<a href="#">GL - OA2</a>	
<a href="#">GL - Organization</a>	
<a href="#">KK - Allotments Budget Structure and State Program</a>	
<a href="#">PC</a>	
<a href="#">PR - CJIP Funding*</a>	
<a href="#">PR - Default Funding</a>	
<a href="#">PR - FFIP Funding*</a>	
<a href="#">PR - Position Funding</a>	
<a href="#">SpeedKey</a>	

\*Select Agencies Only

## Workbook Data Refresh

The Project will perform a data refresh of agency worksheets by Monday, June 8. This update will include any new FLAIR data as of May 22, 2026. Worksheets that may be impacted include:

- Lookup worksheets including COA and Grant IDs
  - Changes in Lookup values may have downstream impacts to other worksheets such as conversion mappings, SpeedKey, and Payroll worksheets.
- Payroll worksheets (Position Funding, CJIP, FFIP, and Default Funding)
  - Any new positions will require an agency response.
- PCC001 – Projects
  - Any new Projects will require an agency response.
  - Any removed Projects may have downstream impacts to other worksheets such as conversion mappings, SpeedKey, and Payroll worksheets.
- Conversion Mapping worksheets
  - Any new values added in mapping worksheets will require an agency response.

## Task Completion Requirements

The Project Team will extract your workbooks to be loaded for the Dry Run 2 conversion. Any values in error will be excluded from Dry Run 2. After Dry Run 2, your configuration and conversion results will be loaded to the UAT environment during the UAT Refresh period.

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

*Table 2: Task Completion Rubric*

Task Completion Rubric
There are no error messages in the Error Message columns across all worksheets.
There are no yellow or red cells across all worksheets.
The RW Task Tracker, Agency Reported Task Progress column, has been updated to 100% - Submitted.

**NOTE:** *This task will close at 6:00 p.m. on its due date. Submissions after that will not be accepted and your agency will be marked as 'Task Closed – Submission Incomplete'.*

**Supporting Materials & Resources:**

- [Configuration and Conversion Workbook Check List](#)