

## Task Instructions

Task ID: 714

Task Name: *Submit Configuration and Conversion Workbooks*

Task Start Date: October 12, 2026

Task Due Date: November 30, 2026

Project Impact: *Direct*

**NOTE: This is the final task to submit your Configuration and Conversion workbooks for go-live. Workbooks will close promptly at 6 p.m. on November 30. Your workbooks have a direct impact on your agency data that will be configured and converted at cutover and loaded into Florida PALM.**

## Task Description

Review and update all configuration and conversion worksheets. Submit workbooks for Go-Live.

## Task Instructions

### Review and Update 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.

As in prior Maintain Configuration and Conversion Workbooks tasks, a [Configuration and Conversion Workbook Checklist](#) is available 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.

## Workbook Refresh

The Project will complete a data pull from FLAIR and People First and apply updated values to your workbooks during the duration of this task. The updated data will be valid data as of Friday, November 13. Your workbooks will be refreshed with updated data by Friday, November 20<sup>th</sup>.

**Agencies must be prepared to respond to refreshed data and clear any error messages by the task due date of November 30.**

## Recent Workbook Guidance Updates

The [Agency Conversion Mapping Workbooks Supplemental: Assets](#) has had the following updates:

- Selections in *Value Mapping Confirmation* column have been updated.

- The Mapped Property Class Code column has been abbreviated to show only the first 4 characters.
- Updated guidance for requesting assistance with clearing errors.

The [Agency Configuration Workbook Supplemental: General Ledger Allocation](#) has had the following updates:

- A new FLAIR Purchasing Fund to Ownership Fund Correlation table has been attached to the top row of the workbook.
- A new “Complement Your Knowledge” article, [Supporting the GL Capital Asset Allocation Process](#) has been published to support your understanding and testing in UAT.

The [Agency Configuration Workbooks Supplemental: SpeedKey](#) and the [Agency Configuration Workbooks Supplemental: Payroll Position Funding](#) were both updated to clarify Alternate Overtime and On-Call Payroll SpeedKeys assigned to excluded positions will not be loaded to the position in People First.

Cutover considerations were added to the following:

- [Agency Configuration Workbooks Supplemental: Payroll Position Funding](#)
- [Agency Configuration Workbooks Supplemental: Payroll CJIP Funding](#)
- [Agency Configuration Workbooks Supplemental: Payroll FFIP Funding](#)

**Smartsheet Navigation:**

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

Table 1: Supplemental Documents

| Agency Configuration Workbooks                                     | Agency Conversion Workbooks                     |
|--------------------------------------------------------------------|-------------------------------------------------|
| <a href="#">Org Security Rule</a>                                  | <a href="#">Assets</a>                          |
| <a href="#">AM</a>                                                 | <a href="#">Grant ID</a>                        |
| <a href="#">AR - Distribution Code</a>                             | <a href="#">Location Code</a>                   |
| <a href="#">BK - Banking Default Cash Line</a>                     | <a href="#">Object Code</a>                     |
| <a href="#">CM - CRA*</a>                                          | <a href="#">OCA</a>                             |
| <a href="#">GL - Default Interest Apportionment</a>                | <a href="#">Organization</a>                    |
| <a href="#">GL - Allocation</a>                                    | <a href="#">PCC001 - Projects*</a>              |
| <a href="#">GL - OA1</a>                                           | <a href="#">APC001 - Agency Supplier Record</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*

## Task Completion Requirements

The Project will extract all data submitted in your workbooks to be used for Go-Live. Any rows of data in error will be excluded from the load at cutover. 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                                                                                       |
|--------------------------------------------------------------------------------------------------------------|
| There are no error messages in the Error Message columns across all Configuration and Conversion worksheets. |
| There are no yellow or red cells across all Configuration and Conversion 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](#)