Project Costing Module Configurations

This workbook contains multiple worksheets that represent core configuration components in Florida PALM. Column/field definitions and instructions are provided below. These configuration workbooks contain the following Project Costing (PC) module configurations to which agencies will review and update (as needed) the values that will be set up in Florida PALM:

- PC Source Type
- PC Category
- PC Subcategory

As part of this Task, agencies should determine if a statewide ChartField or other Project Costing-related data element will meet its needs prior to establishing values for any of the above.

The Project Costing module is required for ALL Fixed Capital Outlay (FCO) projects. Combo Edit rules in Florida PALM will require a Project to be recorded on any transaction in source modules (AP/PO, AR, IU, HCM-PR) that uses an FCO Category (08**** or 14****). In addition, Payroll (HCM module) will be using the PC Category and PC Subcategory for a specific purpose when a position is funded by FCO. Project Costing remains optional for all other projects.

NOTE: *Since the HCM module will utilize the Project Costing's PC Category and PC Subcategory for positions funded with FCO categories, the values to be utilized will be configured for every agency and do not need to be set up by agencies. The values to be configured and that will need to be assigned to the position will be LABOR for PC Category and Budget Years for PC Subcategory. These values will appear in your worksheets.*

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Project Costing (PC)

Ongoing Data Maintenance

Agency worksheets are used to support the Project performed Dry Runs and will be loaded into Florida PALM for the final cutover at go-live as shown in the Testing Timeline. Therefore, agencies are required to maintain and submit conversion and configuration related workbooks throughout UAT and for go-live based on the RW tasks listed below.

- Task 697 – Maintain Configuration and Conversion Workbooks
- Task 699 – Maintain Configuration and Conversion Workbooks
- Task 701 – Submit Configuration and Conversion Workbooks
- Task 703 – Maintain Configuration and Conversion Workbooks
- Task 706 – Submit Configuration and Conversion Workbooks
- Task 709 – Submit Configuration and Conversion Workbooks
- Task 714 - Submit Configuration and Conversion Workbooks in Preparation for Go-Live

PC Source Type

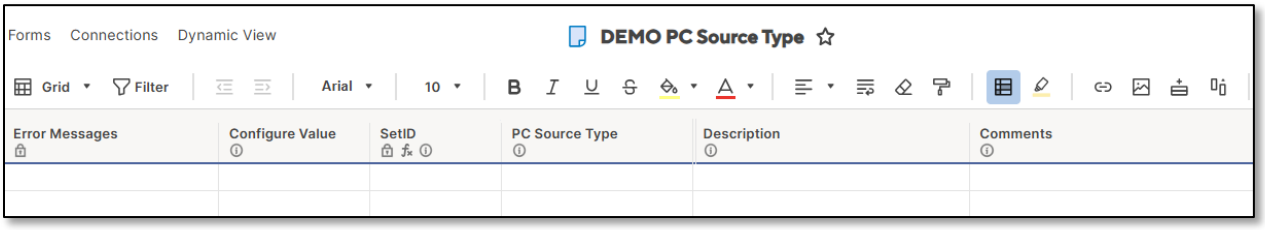

Figure 1: PC Source Type Worksheet in Smartsheet

Configuration Value Definition

The PC Source Type is used to further define a project-related transaction. The PC Source Type value is used to identify, track, analyze and report the project transaction's purpose. The PC Source Type is assigned to an individual transaction to track the budgeted and actual project cost. This value may be used when establishing a project's budget within Project Costing or on a project related accounting transaction in any module.

Business Process and Subprocess

The PC Source Type configuration supports the following business process and subprocess:

Table 1: PC Source Type Business Process and Subprocess

Business Process	Business Subprocess
90.1 Create and Maintain Projects	90.1.4 Add or Modify PC ChartFields

Configuration Value Purpose and Use

- The PC Source Type value will be used to further define a project transaction. This value may be used when establishing a Project's Budget within Project Costing or on a Project related accounting transaction in any module.
- Failure to establish and/or confirm Source Type values will result in the PC Source Type ChartField to be unused in any source module.

The PC Source Type configuration establishes valid PC Source Type ChartField values for agency use. The Project ChartField value is being utilized across agency worksheets (Figure 2) to ensure the most current information is available in associated ChartField drop-down selections as you complete your agency's configuration workbooks.

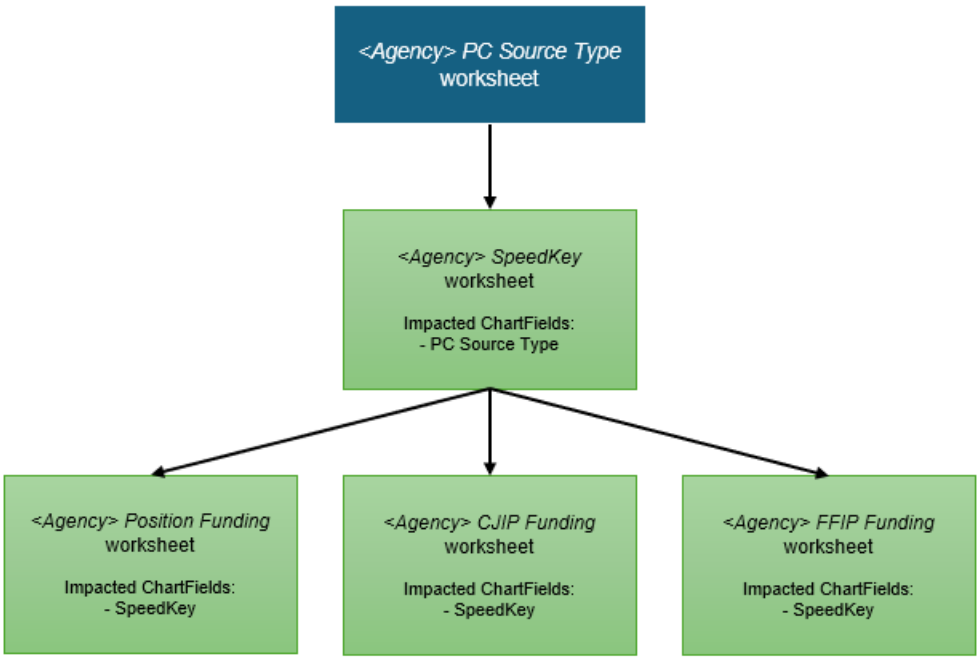

Figure 2: Cross-worksheet Connections for PC Source Type

Configuration Design Details

The following design considerations are applied when defining a PC Source Type value in Florida PALM:

- PC Source Type may be used independently or together with PC Category and PC Subcategory.
- PC Source Type is an optional field on project related transactions.
- PC Source Type is Agency specific.
- PC Source Type values can be alphanumeric but **may not contain** special characters or spaces.
- PC Source Type alpha values should be entered in all caps.
- PC Source Type value should represent information not identifiable via COA ChartField values, Activity values, Activity Type values, or other Project specific ChartField values.
- PC Source Type values can be used multiple times on a single project.
- PC Source Type values should not be Project specific and are available for use on all projects within the PC BU.
- PC Source Type is only available for use on transactions where the Project ChartField is populated.
- PC Source Type value must be unique and cannot be repeated.

Assumptions

The following assumptions are considered when defining PC Source Type value:

- PC Source Type is meaningful to agencies.

- PC Source Type is used for agency reporting.
- PC Source Type value does not represent a value or meaning that can be derived for other COA ChartField values or PC ChartFields such as Activity, Activity Type, Project Type.

Configuration Field Details

Agencies must provide the following PC Source Type related configuration values as listed in the *<Agency> PC Source Type* worksheet in Smartsheet.

Table 2: PC Source Type Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	*Real-time "[RT]" and/or interfaced "[API]" messages which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.*	N/A	N/A	N/A	Project Provided
Configure Value	Configuration Needed: "Yes" or "Remove". *PC Source Type is an optional agency configuration.*	Required	Character	6	Agency Indicated
SetID	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
PC Source Type	The PC Source Type is a unique value used to further define a project transaction. Examples of Source Types: Grant, Bond, Loan, and GAA. ***NOTE**: PC Source Type alpha values*	Required	Alphanumeric	5	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	should be entered in call caps. ***NOTE:** The use of special characters and spaces are prohibited.*				
Description	Provides a description of PC Source Type. ***NOTE:** The use of special characters is prohibited.*	Required	Character	30	Agency Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

***NOTE:** Short Title has been removed. A short title will be system derived from the first ten characters of the Description field. Users will only see the Description field (30-character length) within Florida PALM and reports.*

Configuration Page(s)

The following provides an example of the configuration page where the defined PC Source Type field values will be set up in Florida PALM.

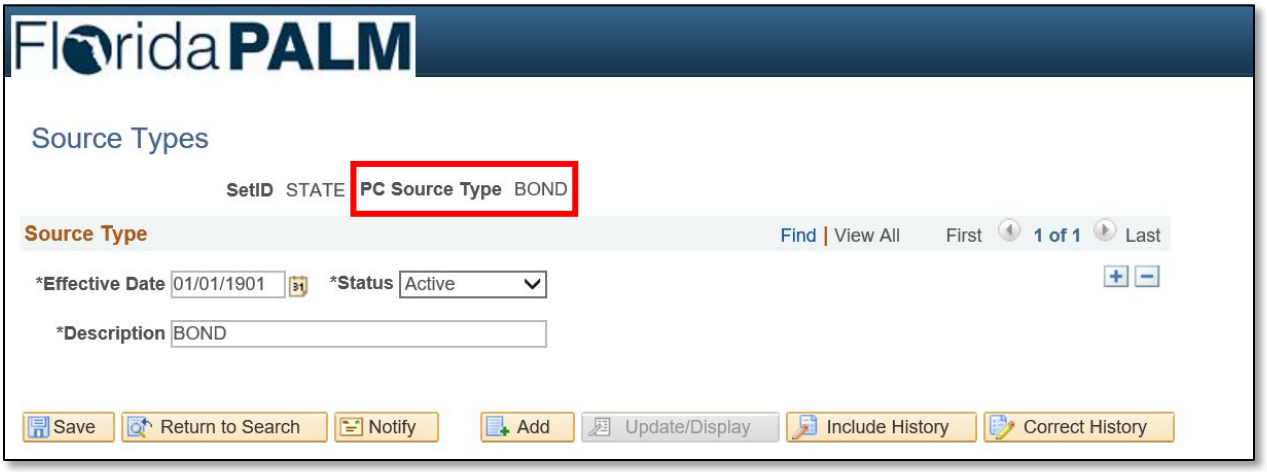

Figure 3: PC Source Type Configuration Page

The following provides an example of a project budget page where the configured PC Source Type values are entered in Florida PALM.

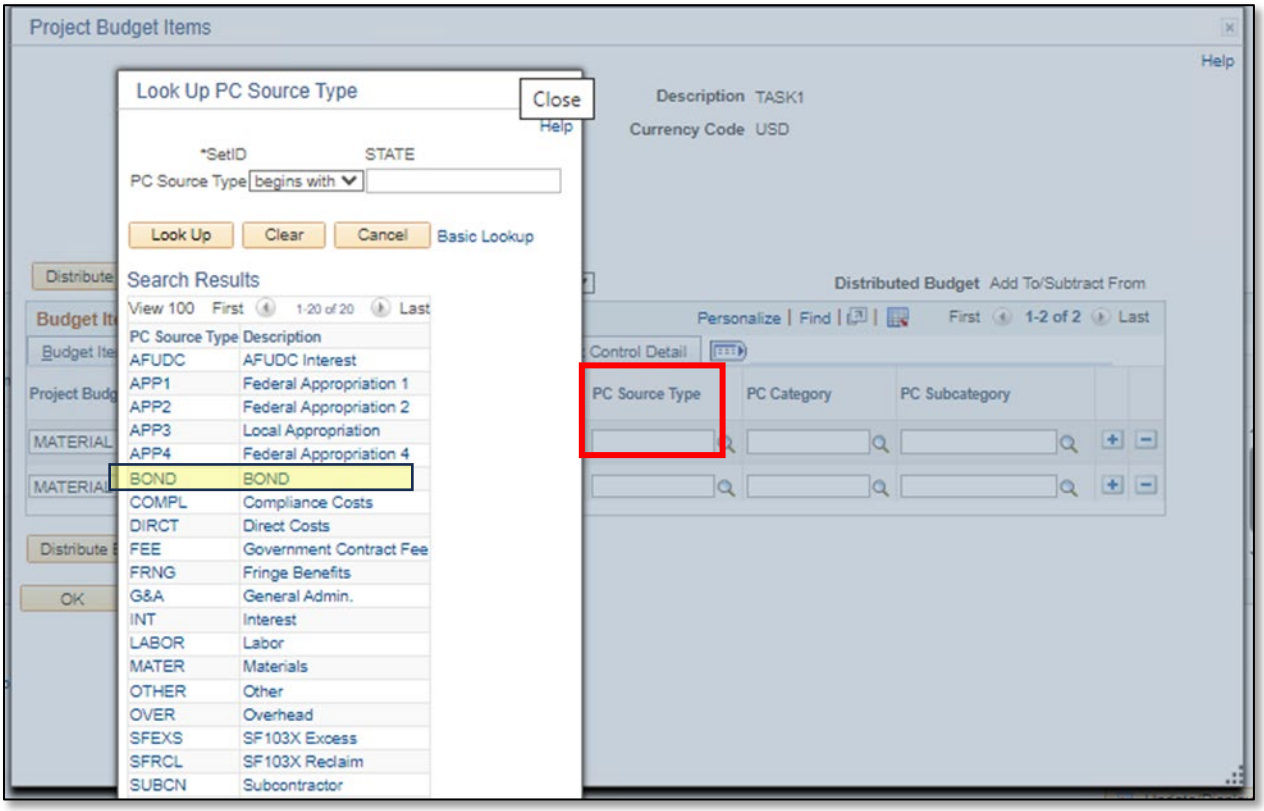

Figure 4: Use of PC Source Type Configuration Value on Funds Distribution Transaction Page

Worksheet Instructions

The below information provides detailed instructions on how to complete the *<Agency> PC Source Type* worksheet in Smartsheet. Continue to update PC Source Type values for your agency as needed.

1. Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured PC Source Type. Indicate "Yes" or "Remove" as appropriate.

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured PC Source Type. If updates are needed, select "Yes" and make the updates to the applicable fields.
    b. Select "Yes" in a blank row to establish a new PC Source Type value. If selected, you must complete the following columns as required:

        i. PC Source Type - Specify a unique value, limited to five characters, in the PC Source Type column. PC Source Types can be as general or as specific, as needed. For example, you can use a "BOND" source type to track total project bond costs.
            a. If there are duplicate values, the text within the cell will turn red.

b. PC Source Type alpha values should be entered in all caps.

ii. Description - Provide the description, limited to 30 characters, that needs to be configured for the PC Source Type in Florida PALM into the Description column.
   a. If more than 30 characters are entered the cell will turn red.

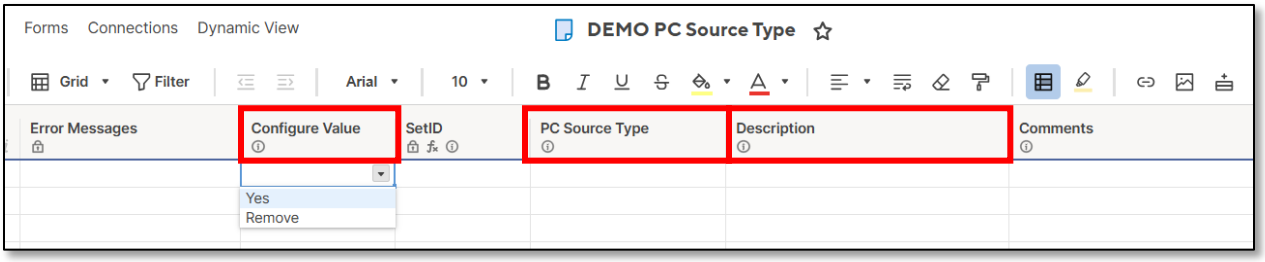

Figure 5: PC Source Type Worksheet Required Columns (if applicable)

c. Select "Remove" to inactivate the configured PC Source Type.
   i. If selected, no further action is needed on this row, the row will turn grey, and it will be removed from the sheet via overnight processing.

NOTE: *Rows removed via overnight processing cannot be retrieved. If removed rows need to be added back into the workbook, add the value's information onto a blank row and follow the guidance for establishing a new value.*

3. Review and correct any errors identified in the *Error Messages* column.

4. Use the Comments field, optionally, for your internal purposes.

PC Category

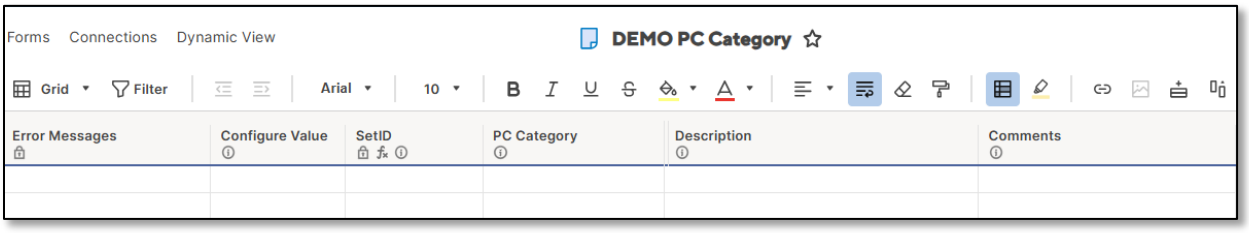

Figure 6: PC Category Worksheet in Smartsheet

Configuration Value Definition

PC Category is independent of PC Source Type and PC Subcategory. The PC Category is available to categorize transactions into meaningful groups for reporting and analysis. PC Category provides flexibility to track the project cost at the detailed level for reporting and analysis.

Business Process and Subprocess

The PC Category configuration supports the following business process and subprocess:

Table 3: PC Category Business Process and Subprocess

Business Process	Business Subprocess
90.1 Create and Maintain Projects	90.1.4 Add or Modify PC ChartFields

Configuration Value Purpose and Use

- The PC Category field value provides additional definition of the project transaction and provides flexibility to track the project cost at the detailed level for reporting and analysis.
- Failure to establish and/or confirm PC Category values will result in the PC Category ChartField to be unused in any source module.

The PC Category configuration establishes valid PC Category ChartField values for agency use. The Project ChartField value is being utilized across agency worksheets (Figure 7) to ensure the most current information is available in associated ChartField drop-down selections as you complete your agency's configuration workbooks.

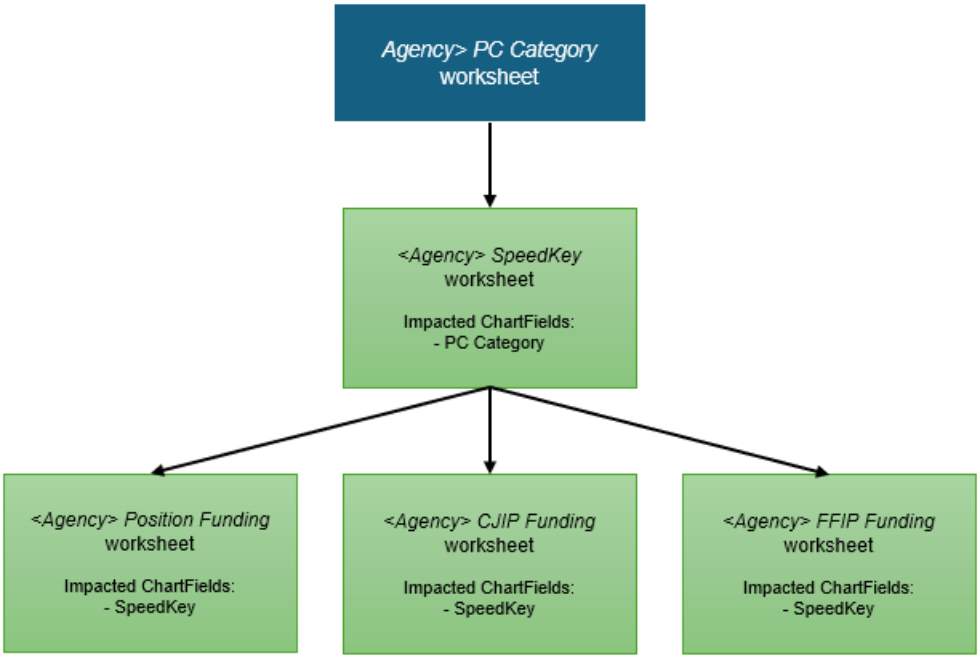

Figure 7: Cross-worksheet Connections for PC Category

Configuration Design Details

The following design considerations are applied when defining a PC Category value in Florida PALM:

- PC Category may be used independently or together with PC Source Type and PC Subcategory.
- PC Category is an optional field on transactions.
- PC Category is Agency-specific.
- PC Category values that contain letters should be entered in all caps.
- PC Category should not repeat Activity or Activity Type values, review Configuration Data Values for PC within Knowledge Center.

Assumptions

The following assumption is considered when defining a PC Category value:

- PC Category should be meaningful to the agency.
- PC Category is used for reporting and analysis.
- PC Category is used to represent data not represented by other COA ChartFields, Project definition elements or Activity definition elements.
- PC Category value must be unique and cannot be repeated.

Configuration Field Details

Agencies must provide the following PC Category related configuration values as listed in the *<Agency> PC Category* worksheet in Smartsheet.

Table 4: PC Category Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	*Real-time "[RT]" and/or interfaced "[API]" messages which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.*	N/A	N/A	N/A	Project Provided
Configure Value	Configuration Needed: "Yes", "Remove". *PC Category is an optional agency configuration.*	Required	Character	6	Agency Indicated
SetID	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
PC Category	PC Category is a unique value to further define source types. For example, you can divide a labor source type into different categories of labor, such as architect labor, carpenter labor, and plumber labor. ***NOTE**: PC Category alpha values should be entered in all caps.*	Required	Alphanumeric	5	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	NOTE: *The use of special characters and spaces are prohibited.*				
Description	Provides a description of PC Category. ***NOTE:*** *The use of special characters is prohibited.*	Required	Character	30	Agency Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

NOTE: *Short Title has been removed. A short title will be system derived from the first ten characters of the Description field. Users will only see the Description field (30-character length) within Florida PALM and reports.*

Configuration Page(s)

- The following provides an example of the configuration page where the defined PC Category field values will be set up in Florida PALM.

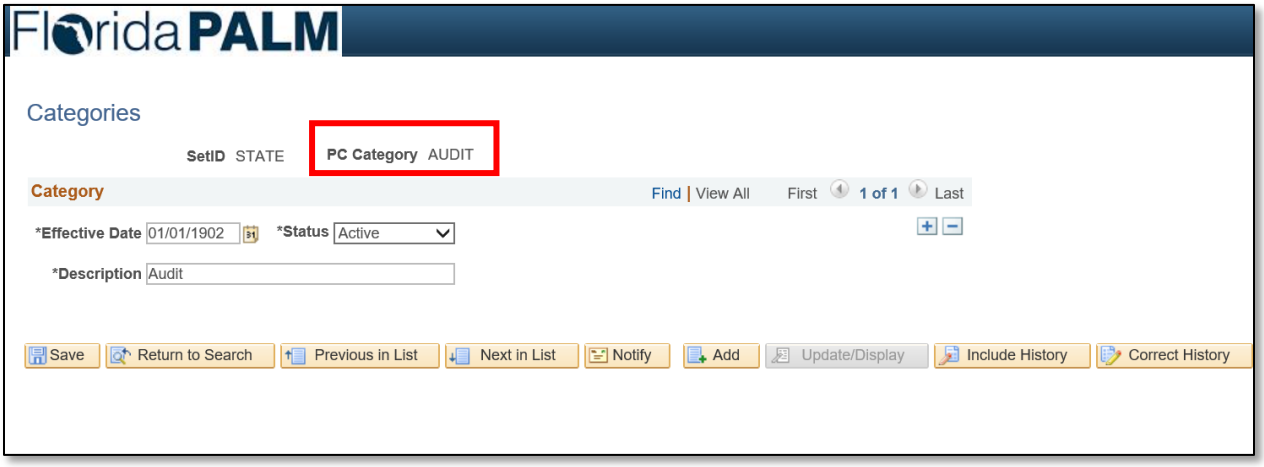

Figure 8: PC Category Configuration Page

- The following provides an example of a project budget page where the configured PC Category values are entered in Florida PALM.

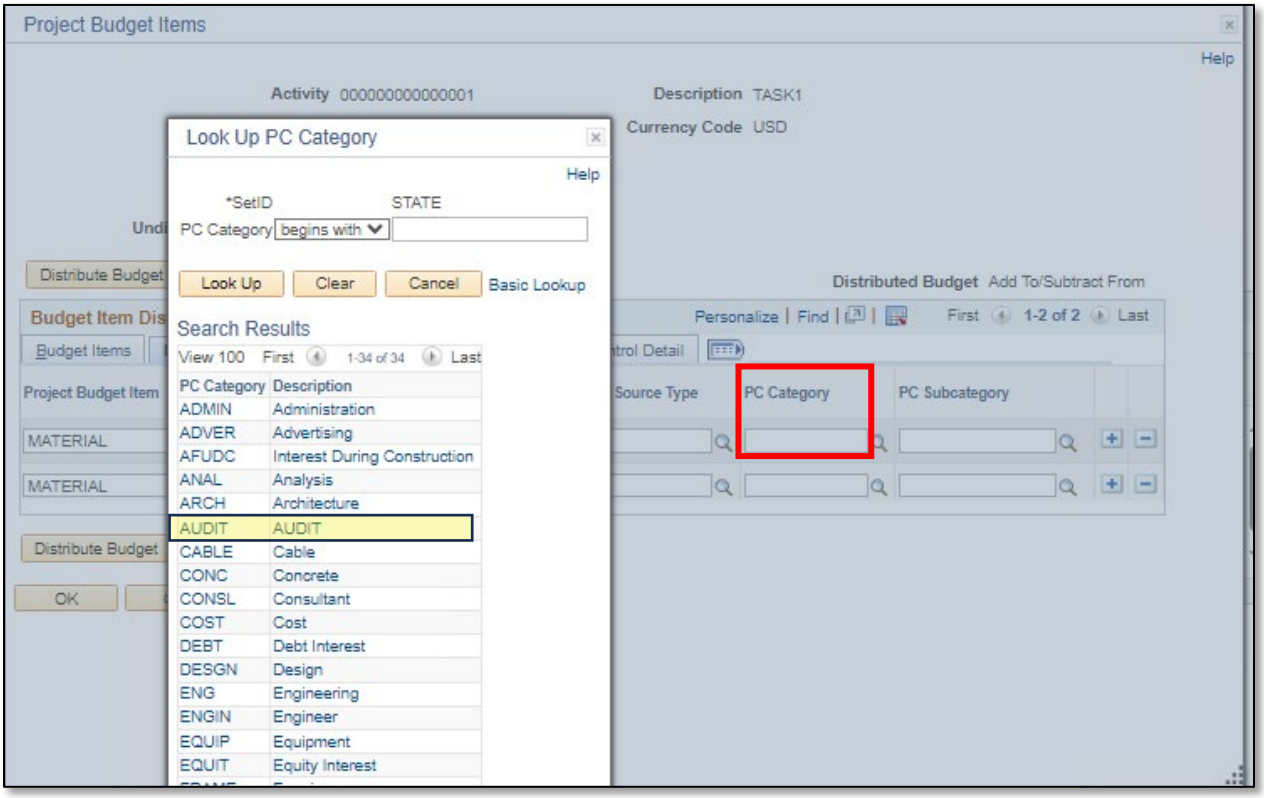

Figure 9: Use of PC Category Configuration Value on Funds Distribution Page

Worksheet Instructions

The information below provides detailed instructions on how to complete the <*Agency*> *PC Category* worksheet in Smartsheet. Continue to update PC Category values for your agency as needed.

1. Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured PC Category. Indicate "Yes" or "Remove", as appropriate.

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured PC Category. If updates are needed, select "Yes" and make the updates to the applicable fields.

    b. Select "Yes" in a blank row to establish a new PC Category value. If selected, you must complete the following columns as required:

        i. PC Category - Specify a unique value, limited to five characters and alpha values should be entered in all caps, in the PC Category column. Category can be used to categorize transactions into meaningful

groups. For example, you can use a "Audit" category to group project Audit costs.
    a. If there are duplicate values, the text within the cell will turn red.

i. Description - Provide the description, limited to 30 characters, that needs to be configured for the PC Category in Florida PALM into the Description column.
    a. If more than 30 characters are entered the cell will turn red.

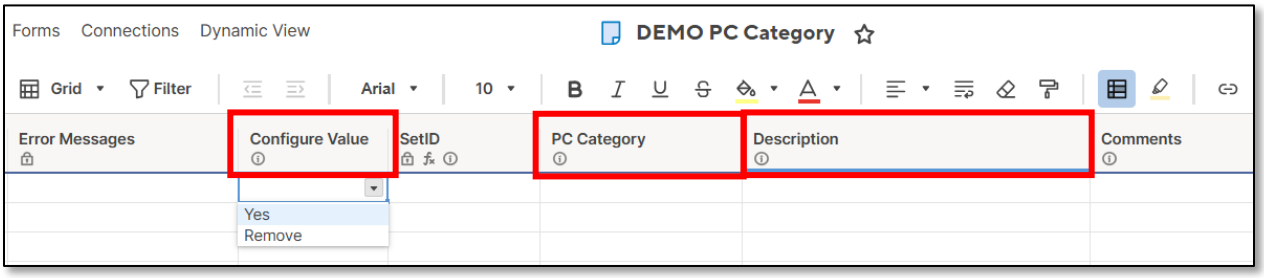

Figure 10: PC Category Worksheet Required Columns, if applicable.

c. Select "Remove" to inactivate the configured PC Category.
    i. If selected, no further action is needed on this row, the row will turn grey, and it will be removed from the sheet via overnight processing.

NOTE: *Rows removed via overnight processing cannot be retrieved. If removed rows need to be added back into the workbook, add the value's information onto a blank row and follow the guidance for establishing a new value*

3. Review and correct any errors identified in the *Error Messages* column.

4. Use the Comments field, optionally, for your internal purposes.

NOTE*: Your agency's standard FCO has been added to this worksheet. The PC Category is listed as LABOR. This row is locked, and no changes can be made. It is for awareness only.*

PC Subcategory

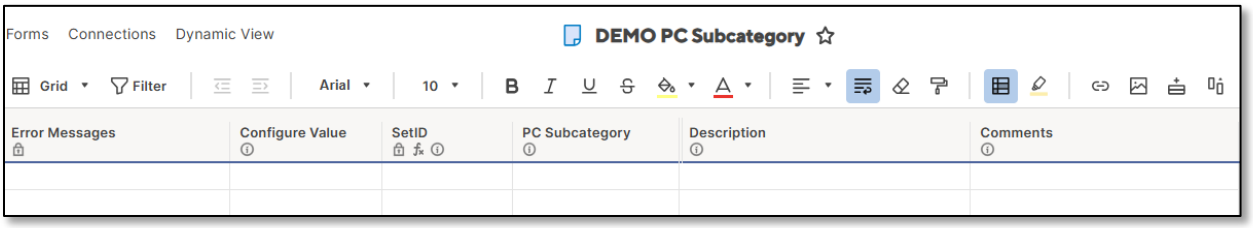

Figure 11: PC Subcategory Worksheet in Smartsheet

Configuration Value Definition

This Project Costing Subcategory field value defines the PC Source Type and PC Category further. The PC Subcategory is available to categorize transactions into meaningful groups for reporting and analysis. PC Subcategory is independent of PC Source Type and PC Category and may be used together or separately on a project related transaction. The PC Subcategory would be an ideal place for agencies to add Federal tracking information (i.e., Federal Grant ID) into Florida PALM.

PC Category and PC Subcategory provide flexibility to track the project cost at the detailed level for reporting and analysis.

Business Process and Subprocess

The PC Subcategory configuration supports the following business process and subprocess:

Table 5: PC Subcategory Business Process and Subprocess

Business Process	Business Subprocess
90.1 Create and Maintain Projects	90.1.4 Add or Modify PC ChartFields

Configuration Value Purpose and Use

This Project Costing Subcategory field value defines the PC Source Type and PC Category further. The PC Subcategory would be an ideal place for agencies to add Federal tracking information (i.e., Federal Grant ID) into Florida PALM. Failure to establish and/or confirm Subcategory values will result in the PC Subcategory ChartField to be unused in any source module.

The PC Subcategory configuration establishes valid PC Subcategory ChartField values for agency use. The Project ChartField value is being utilized across agency worksheets (Figure 12) to ensure the most current information is available in associated ChartField drop-down selections as you complete your agency's configuration workbooks.

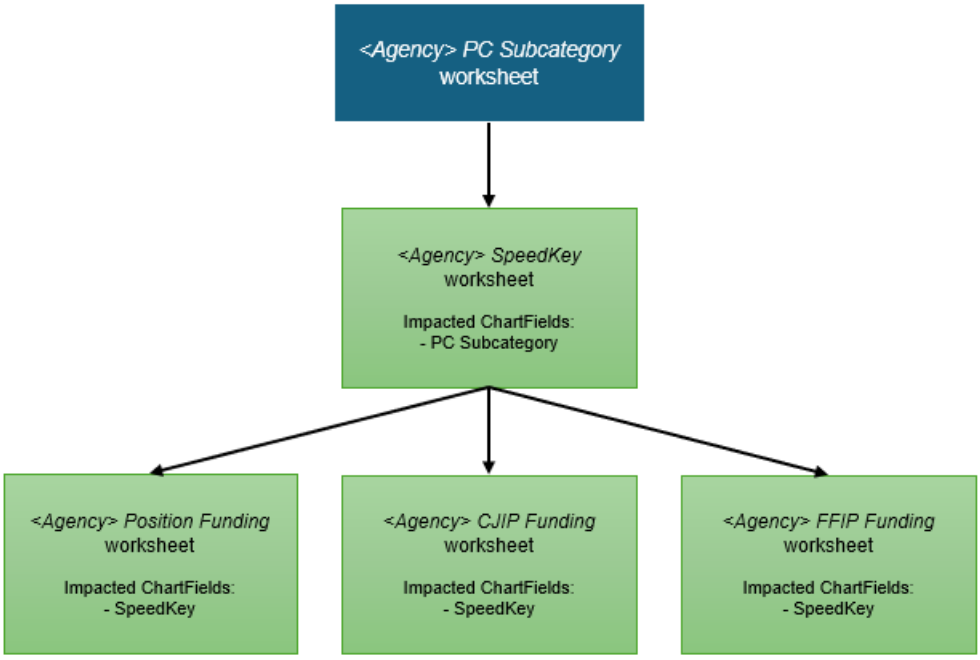

Figure 12: Cross-worksheet Connections for PC Subcategory

Configuration Design Details

The following design considerations are applied when defining a PC Subcategory value in Florida PALM:

- PC Subcategory may be used independently or together with PC Source Type and PC Category.
- PC Subcategory alpha values should be entered in all caps.
- PC Subcategory is an optional field on transactions.
- PC Subcategory is Agency specific.
- PC Subcategory should not repeat Activity or Activity Type values.

Assumptions

The following assumption is considered when defining a PC Subcategory value:

- PC Subcategory is meaningful to agencies.
- PC Subcategory is used for agency reporting.
- PC Subcategory is used to represent data not represented by other COA ChartFields, Project definition elements or Activity definition elements.
- PC Subcategory value must be unique and cannot be repeated.

Configuration Field Details

Agencies must provide the following PC Subcategory related configuration values as listed in the *<Agency> PC Subcategory* worksheet in Smartsheet.

Table 6: PC Subcategory Field Details

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
Error Messages	*Real-time "[RT]" and/or interfaced "[API]" messages which describe all errors found in the Agency Indicated, Agency Provided, or Agency Specified fields.*	N/A	N/A	N/A	Project Provided
Configure Value	Configuration Needed: "Yes", "Remove". *PC Subcategory is an optional agency configuration.*	Required	Character	6	Agency Indicated
SetID	Value used in Florida PALM to define setup data. It allows the sharing of common setup data across business units or specific to business unit.	Required	Alphanumeric	5	Project Provided
PC Subcategory	PC Subcategory is a unique value that can further define PC Categories. For example, you can divide a labor Category type into different Subcategories of labor, such as architect labor, carpenter labor, plumber labor and use subcategories for regular hours and overtime hours. ***NOTE**: PC Subcategory alpha values should be entered in all caps.*	Required	Alphanumeric	5	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	NOTE: *The use of special characters and spaces are prohibited.*				
Description	Provides a description of PC Subcategory. ***NOTE:*** *The use of special characters is prohibited.*	Required	Character	30	Agency Provided
Comments	Agency comments.	Optional	Character	254	Agency Provided

NOTE: *Short Title has been removed. A short title will be system derived from the first ten characters of the Description field. Users will only see the Description field (30-character length) within Florida PALM and reports.*

Configuration Page(s)

The following provides an example of the configuration page where the defined PC Subcategory field values will be set up in Florida PALM:

- The following provides an example of the configuration page where the defined PC Subcategory field values will be set up in Florida PALM.

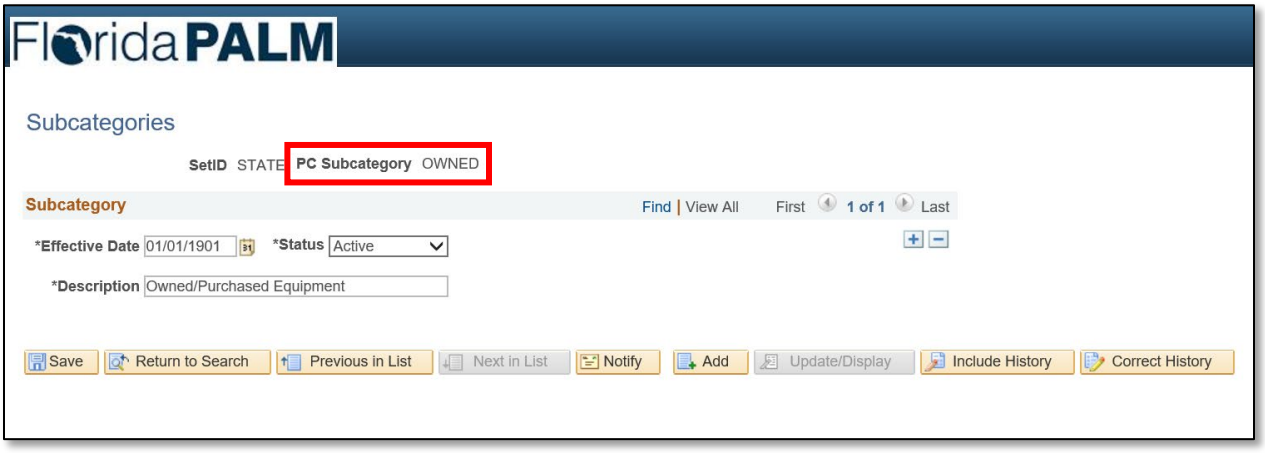

Figure 13: PC Subcategory Configuration Page Example

- The following provides an example of a Project Budget page where the configured PC Subcategory values are entered in Florida PALM.

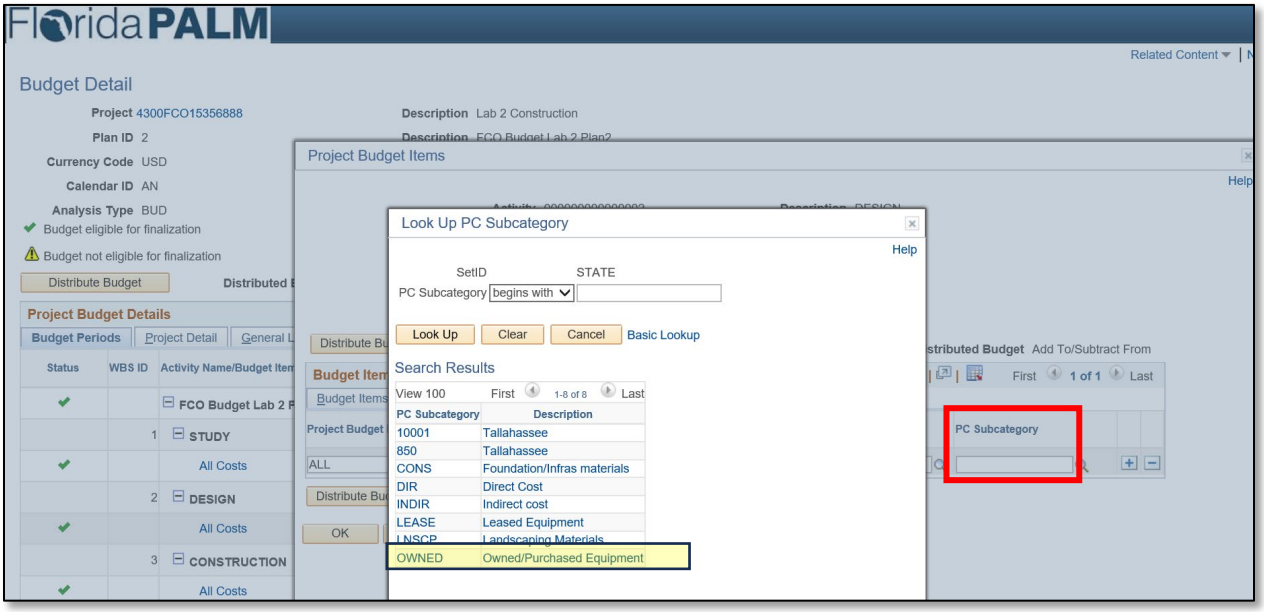

Figure 14: Use of PC Subcategory Configuration Value on a Funds Distribution Transaction Page

Worksheet Instructions

The below information provides detailed instructions on how to complete the *<Agency> PC Subcategory* worksheet in Smartsheet. Continue to update PC Subcategory values for your agency as needed.

1. Review the worksheet and determine whether the configured values need updating in Florida PALM. A *Configure Value* column is provided to capture your agency's determination of the disposition of a configured PC Subcategory. Indicate "Yes" or "Remove" as appropriate.

2. In the *Configure Value* column:
    a. Select "Yes" to confirm the configured PC Subcategory. If updates are needed, select "Yes" and make the updates to the applicable fields.

    b. Select "Remove" to inactivate the configured PC Subcategory.
        i. If selected, no further action is needed on this row and the row will turn grey. The PC Subcategory value will be removed from the sheet via overnight processing.

NOTE: *Rows removed via overnight processing cannot be retrieved. If removed rows need to be added back into the workbook, add the value's information onto a blank row and follow the guidance for establishing a new value*

    c. Select "Yes" in a blank row to establish a new PC Subcategory value. If selected, you must complete the following columns as required:

i. PC Subcategory - Specify a unique value, limited to five characters and alpha values entered in all caps, in the PC Subcategory column. PC Subcategory can be used to categorize transactions into meaningful groups. For example, you can use a "Owned" PC Subcategory to group project Owned/Purchased equipment costs.
    a. If there are duplicate values, the text within the cell will turn red.
ii. Description - Provide the description, limited to 30 characters, that needs to be configured for the PC Subcategory in Florida PALM into the Description column.
    a. If more than 30 characters are entered the cell will turn red.

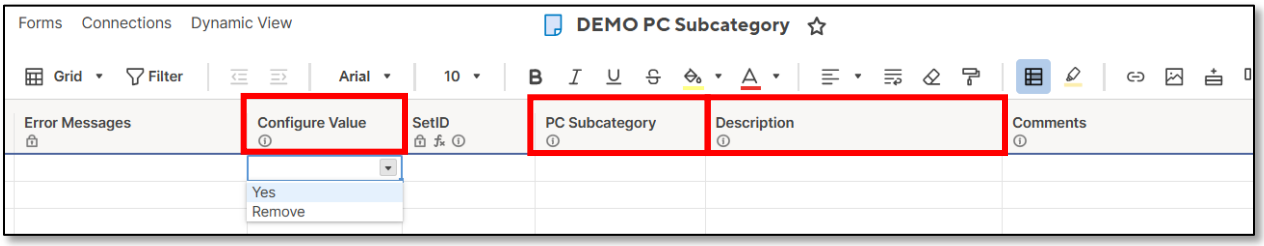

Figure 15: PC Subcategory Worksheet Required Columns, if applicable

3. Review and correct any errors identified in the *Error Messages* column.

4. Use the Comments field, optionally, for your internal purposes.

NOTE: *For the PC Category of LABOR, 41 standard FCO Budget Year values for payroll have been configured for agency use and included on this worksheet. These rows are locked, and no changes can be made. It is for awareness only.*