Last Updated: 9/01/2026

Summary of Change: Added requirement for SpeedKeys to contain at least one ChartField value and for agencies to have at least one generic OPS and one generic payroll SpeedKey to be used as a default for any positions with no assigned SpeedKey at cutover.

SpeedKey Configuration

This workbook contains a single worksheet that represents a core configuration component in Florida PALM that crosses multiple modules. Column/field definitions and instructions are provided below. The configuration workbook contains the following module configuration to which agencies will review and update (as needed) the values that will be set up in Florida PALM:

- SpeedKey

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > SpeedKey
Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > _Configuration Lookup Values

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

SpeedKey

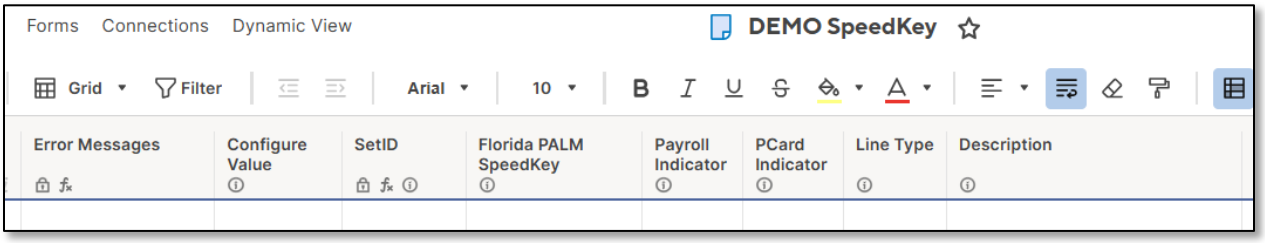

Figure 1: SpeedKey Worksheet in Smartsheet (Panel 1)

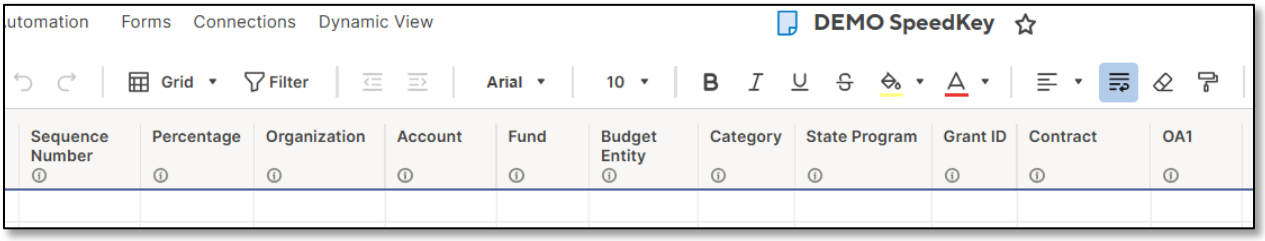

Figure 2: SpeedKey Worksheet in Smartsheet (Panel 2)

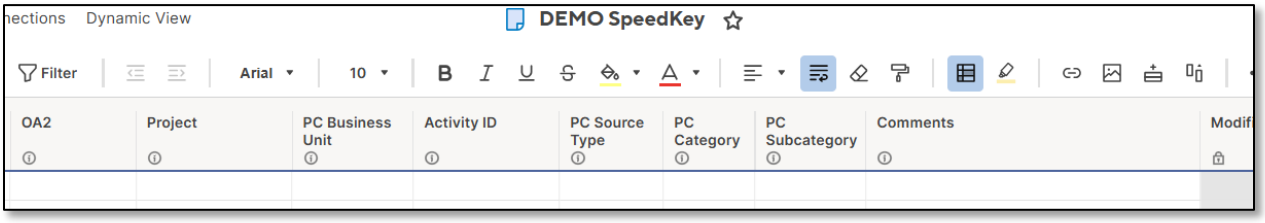

Figure 3: SpeedKey Worksheet in Smartsheet (Panel 3)

Configuration Value Definition

SpeedKey provides a shortcut for users entering ChartField values for online transactions in the Financials application. The Human Capital Management (HCM) application uses the ChartField values defined in the Payroll SpeedKey to establish position funding needed to process payroll transactions. Payroll SpeedKeys are used in People First to create a one-time payment (e.g., leave payout). PCard SpeedKeys are used in PCard Works to define the Fund, Budget Entity, Category, and State Program that users can select when processing PCard transactions.

Business Process and Subprocess

The SpeedKey configuration supports the following business process and subprocess:

Table 1: SpeedKey Business Process and Subprocess

Business Process	Business Subprocess
10.1 Set Up and Maintain Chart of Accounts	10.1.6 Agency Set Up and Maintain SpeedKeys

Configuration Value Purpose and Use

The purpose of the SpeedKey is to provide a shortcut for users entering ChartField values in transactions online. The SpeedKey can contain one or more ChartFields and values can be overridden by the user in all Financials modules in Florida PALM. HCM application uses the

ChartField values defined in the Payroll SpeedKey to process payroll transactions. SpeedKey ChartField values cannot be overridden in the HCM application.

The ChartField values that are being utilized in the SpeedKey worksheet are sourced from related agency worksheets, FLAIR, and statewide values (Figure 4) to ensure the most current information is available in associated ChartField drop-down selections as you complete your Agency Configuration Workbooks.

Failure to complete the <Agency> SpeedKey configuration worksheet will result in SpeedKey ChartField values being unavailable for selection by your agency in the Payroll Configuration worksheets.

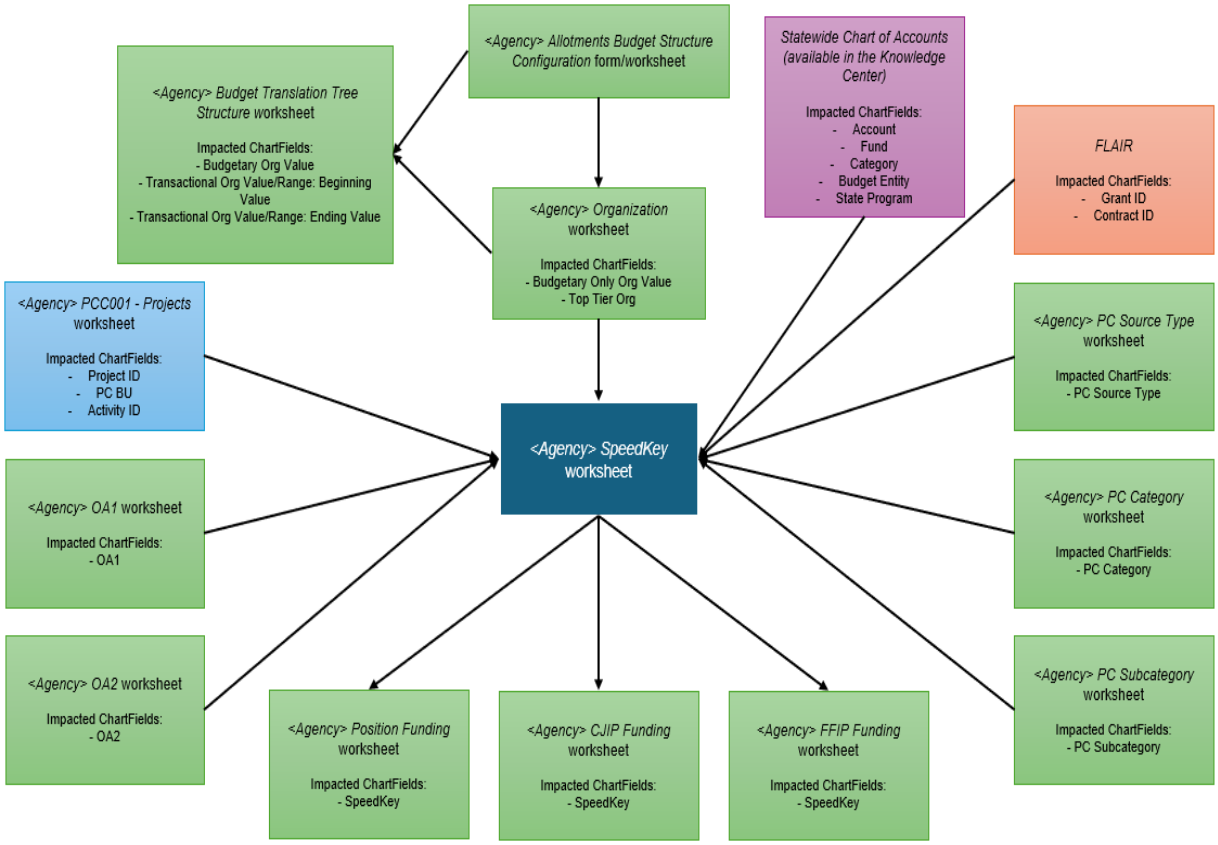

Figure 4: Cross-worksheet Connections for SpeedKey

Configuration Design Details

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

- All Florida PALM ChartFields, including all Project ChartFields, are available on the SpeedKey Setup Page. Values for each ChartField must be configured and active and can be directly entered or selected from a dropdown list. Scroll bar allows visibility of each ChartField.

- For the purposes of this configuration, the Activity ID column drop-down only includes valid values configured for the specific Project and Project Type.
- Selecting the Payroll Indicator option of *(Y)es* identifies the SpeedKey is being established for use in the HCM application for payroll processing and must be indicated to allow for use in HCM.
- Selecting the PCard Indicator option of *(Y)es* identifies the SpeedKey is being established for use in the Works system and must be indicated to allow for use in Works.
- SpeedKey description is a 30-character field and is intended to provide information on the purpose/usage of the specific SpeedKey value.

All SpeedKeys

- Are validated against the Budgetary Value combination Edits and Budget Entity to State Program combination rules based on ChartFields included in the SpeedKey. As an example, if the SpeedKey includes a Fund, Budget Entity and Category value, it will be validated against the Budgetary Value Combination Edit when the SpeedKey is being established and when used in a transaction in Florida PALM.
- Must be approved and active to be used on transactions.
- If entered by the Agency GL COA Processor, are routed for approval to the Agency GL COA Maintainer. No additional agency approval is required if entered directly by the Agency GL COA Maintainer.
- Non-Payroll and Non-PCard SpeedKeys can be inactivated and reactivated without re-approval. Payroll and PCard SpeedKeys cannot be inactivated or reactivated by the agency due to their impacts on related transactions. Request to inactivate or reactivate a Payroll or PCard SpeedKey will go through the Florida PALM Solution Center.
- Must contain at least one ChartField, such as Organization, Account, Fund, Budget Entity, Category, State Program, Grant ID, Contract, OA1, OA2, or Project.

Non-Payroll SpeedKeys

- Once configured, can be updated by adding a new effective-dated row for changes to descriptions, ChartField values, or lines and percentages for Multiple Line SpeedKeys.
- Updates other than inactivation/reactivation require Agency approval if entered by the Agency COA Processor.

Payroll SpeedKeys

- Must have the Payroll Indicator option of *(Y)es* selected.
- Must be a single line SpeedKey.
- Requires valid and configured Account, Transactional Fund, Budget Entity, Category, State Program, and Organization ChartField values.
- Once established, it can only be inactivated or reactivated. No other updates are permitted.
- Should have the default Account value of 700001 for all Payroll SpeedKeys. The actual Account values will be generated in Payroll based on the earnings or deduction code processed in the transaction.
- Containing an FCO Category (08XXXX or 14XXXX) ChartField value are required to have specific PC ChartFields: PC BU, Project, Activity ID, PC Category, and PC Subcategory. The PC Category must be ‘LABOR’ and the PC Subcategory should be the appropriate Budget Year associated to the FCO category being used.

- Do not allow more than one SpeedKey to have the same combination of ChartField values.
- If including a Category other than pre-approved payroll eligible categories (e.g., 010000, 030000, 103290, 104166), must be approved by the DFS SpeedKey Approver before it will be available for use in HCM or People First.
- Once configured, the Payroll Indicator will be greyed out and cannot be changed to a non-Payroll SpeedKey.
- If a Payroll SpeedKey is using a Project, PC Business Unit, or Activity ID, then all three ChartFields are required, or the payroll transaction will fail.
- All agencies should have at least one Payroll SpeedKey that uses Category 010000 and does not contain ChartFields other than Account, Transactional Fund, Budget Entity, Category, State Program, and Organization. This SpeedKey will be used at cutover to default any salary positions that did not have a SpeedKey assigned in the position funding workbook.
- All agencies should have at least one Payroll SpeedKey that uses Category 030000 and does not contain ChartFields other than Account, Transactional Fund, Budget Entity, Category, State Program, and Organization. This SpeedKey will be used at cutover to default any OPS salary positions that did not have a SpeedKey assigned in the position funding workbook.

NOTE: *Agencies will be asked to identify the SpeedKeys to be used as default values prior to cutover.*

PCard SpeedKeys

- Must have the PCard Indicator option of *(Y)es* selected.
- Must be a single line SpeedKey.
- Require valid and configured Transactional Fund, Budget Entity, Category, and State Program ChartField values. These are the only ChartFields that can be used; no other ChartFields should be entered.
- Once configured, the PCard Indicator will be greyed out and cannot be changed to non-PCard SpeedKey.
- Can be inactivated, reactivated, or updated.

Assumptions

The following assumptions are considered when defining a SpeedKey in Florida PALM:

- SpeedKeys are agency specific and established with a SetID equal to the agency Business Unit (BU).
- The SpeedKey field has a maximum length of ten digits. Configured values for the field may be less than or up to ten digits.
- SpeedKey values (names) should not be duplicated.
- Acceptable values must only include letters and/or numbers (e.g., SPEEDK2389). Special characters (e.g., %, &) and blank spaces are not allowed. Users must input a meaningful description to ensure clarity and accurate identification.

Within Florida PALM:

- Single line SpeedKeys can be used in all modules in Financials.

- Multiple line SpeedKeys are only used in AP and PO modules. The individual line percent values must be positive, greater than zero, and the lines must total (equal) 100 percent.
- Only single line SpeedKeys that are approved for Payroll use can be used in HCM (Payroll).
- Within Florida PALM, use of SpeedKeys is only required in HCM (Payroll) and is optional in all other modules.
- SpeedKeys will not be available for use in the Asset Module (AM) as asset records are generally created from AP transactions with minimal direct entry into the AM module.

Within Enterprise Systems:

- As stated above, single line SpeedKeys are required for use in HCM (Payroll). Additionally, single line SpeedKeys will also be required for use in People First when creating one-time payments such as leave payouts, recurring payments such as Criminal Justice Incentive Payments (CJIP), Firefighters Incentive Payments (FFIP) and Uniform Allowance, and when the agency wants to pay overtime and on-call payments out of a separate SpeedKey from the regular salary SpeedKey.
- Single line SpeedKeys will be required for use in the PCard Works system.
- Single line SpeedKeys will be available for use in MyFloridaMarketPlace (MFMP) (Ariba On-Demand).
- Both single line and multiple line SpeedKeys will be allowed for use in the Statewide Travel Management System (STMS).

Configuration Field Details

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

Table 2: SpeedKey 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	Configure Value: "Yes" or "Remove". *SpeedKey is required for Payroll and PCard and is an optional agency configuration for all other uses.*	Required	Character	6	Agency Indicated

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
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
Florida PALM SpeedKey	Unique name of the SpeedKey that has been configured, based on prior RW Task submissions, which will be used by agency transaction processors to populate one or more ChartField values.	Required	Alphanumeric	10	Project Provided
Payroll Indicator	Specifies whether the SpeedKey is a Payroll or non-Payroll SpeedKey.	Required *(based on prior column dependency)*	Character	1	Agency Indicated
PCard Indicator	Specifies whether the SpeedKey is a PCard or non-PCard SpeedKey.	Required *(based on prior column dependency)*	Character	1	Agency Indicated
Line Type	SpeedKey Accounting Line Type: "(S)ingle Line", "(M)ultiple Line".	Required *(based on prior column dependency)*	Character	1	Agency Specified
Description	SpeedKey Description.	Required *(based on prior column dependency)*	Character	30	Agency Provided
Sequence Number	Uniquely identifies a SpeedKey line with a sequence number. *For Single Line SpeedKey, the Sequence Number must be 1.* *For Multiple Line SpeedKey the*	Required *(based on prior column dependency)*	Numeric	6	Agency Provided

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	Sequence Number should start at 1 and continue sequentially for the number of distribution lines in the SpeedKey.				
Percentage	Specifies the SpeedKey Line distribution percentages. *For Single Line SpeedKeys the percentage must always equal 100.00.* *For a Multiple Line SpeedKey, each line can have a different percentage, but the total of all line percentages within the sequence must equal 100.00.*	Required *(based on prior column dependency)*	Character	6	Agency Provided
Organization	Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Required *(based on prior column dependency)*	Character	10	Agency Specified
Account	Provides functionality to capture detailed transactional data. Can be specified as a balance sheet account or operating account.	Required *(based on prior column dependency)*	Character	6	Agency Specified
Fund	Segregates and captures specific activities or classifies certain objectives in	Required *(based on prior column dependency)*	Character	5	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	accordance with special regulations, restrictions, or limitations.				
Budget Entity	Represents organizations and/or functions to which appropriations are made and typically represents a Program.	Required *(based on prior column dependency)*	Character	8	Agency Specified
Category	Represents both appropriation categories and revenue source codes.	Required *(based on prior column dependency)*	Character	6	Agency Specified
State Program	State Program tracks both revenue and expenditures for programs within or across organizations. State Program values remain unchanged from the Program Component values as established in LAS/PBS.	Required *(based on prior column dependency)*	Character	10	Agency Specified
Grant ID	Grant ID value is used to track financial assistance that provides support or stimulation to accomplish a public purpose.	Optional	Character	5	Agency Specified
Contract	Contract ChartField captures expenditure and revenue transactions for two party agreements.	Optional	Character	10	Agency Specified
OA1	Other Accumulator 1 (OA1) is used to track optional agency reporting needs including cost pools, expenditures,	Optional	Alphanumeric	5	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	revenues, or other specific uses.				
OA2	Other Accumulator 2 (OA2) is used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses.	Optional	Alphanumeric	10	Agency Specified
Project	Project ChartField is used to capture a planned undertaking of something to be accomplished or produced, having a beginning and ending date, for which expenditures/costs and revenues are to be tracked.	Required *(based on prior column dependency)*	Character	15	Agency Specified
PC Business Unit	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions for Project related ChartFields.	Required *(based on prior column dependency)*	Numeric	5	Agency Specified
Activity ID	Tracks specific tasks that make up a Project and records transactional details. A project must have at least one associated Activity ID. *For the purposes of this configuration Task, the Activity ID column drop-down only includes valid values configured for*	Required *(based on prior column dependency)*	Character	15	Agency Specified

Field Name	Field Description	Required / Optional Field	Field Type	Field Length	Field Value Input
	the specific Project and Project Type.				
PC Source Type	The PC Source Type is used to further define a Project transaction. Examples of Source Types: Grant, Bond, Loan, and GAA.	Optional	Character	5	Agency Specified
PC Category	PC Category can 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.	Required *(based on prior column dependency)*	Character	5	Agency Specified
PC Subcategory	PC Subcategory can further define source types. For example, you can divide a labor source type into different categories of labor, such as architect labor, carpenter labor, plumber labor and use subcategories for regular hours and overtime hours.	Required *(based on prior column dependency)*	Character	5	Agency Specified
Comments	Agency comments.	Optional	Character	254	Agency Provided

Configuration Page(s)

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

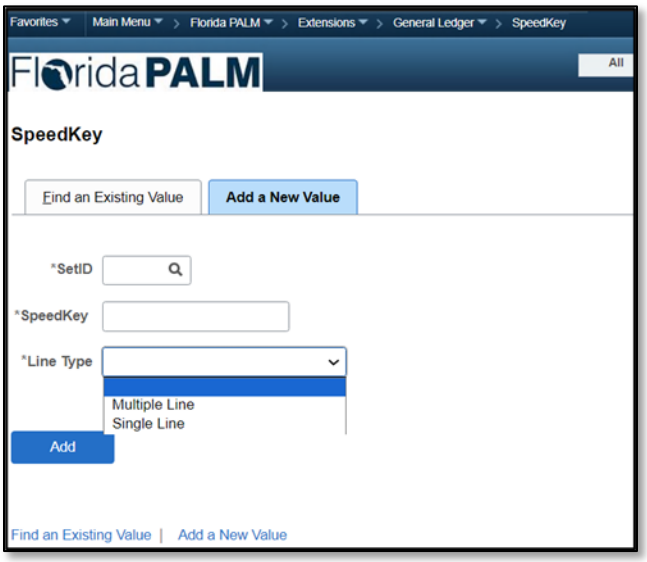

Figure 5: SpeedKey Add

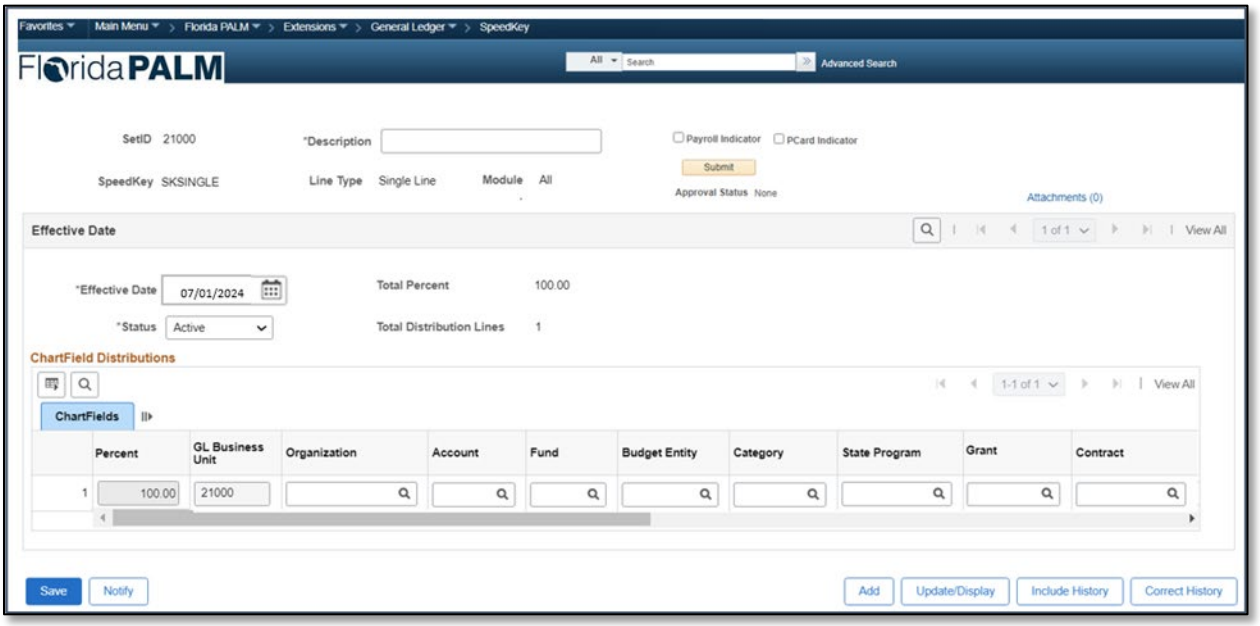

Figure 6: SpeedKey Setup

Worksheet Instructions

The below information provides detailed instructions on how to complete the *<Agency> SpeedKey* worksheet in Smartsheet. Continue to update SpeedKey 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 SpeedKey. Indicate "Yes" or "Remove" as appropriate.

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

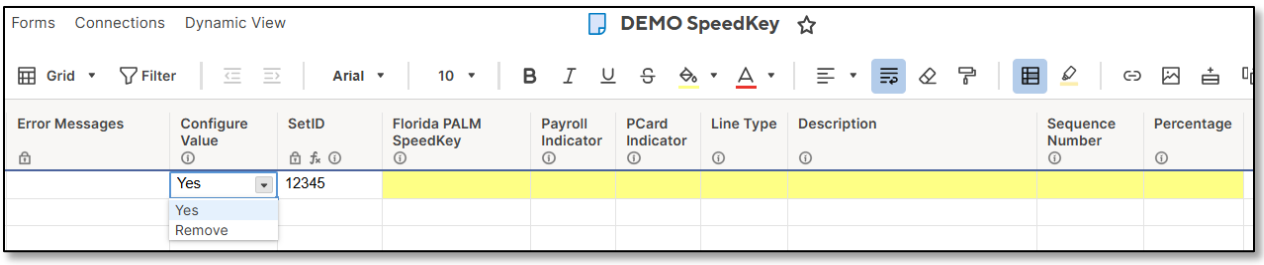

Figure 7: Configure SpeedKey

    b. Select "Yes" in a blank row to establish a new SpeedKey. If selected, you must complete the following columns as required:
        i. Agency Provided SpeedKey – Provide a new SpeedKey name. The field will remain yellow until a value has been entered. If the *Agency Provided SpeedKey* is shaded red, you have exceeded the 10-character maximum and must provide an updated shorter SpeedKey. **SpeedKey names must be entered using all caps.**
        ii. Payroll Indicator – Select a value of *(Y)es* to indicate the SpeedKey is allowed for Payroll transactions, or *(N)o* to indicate it is not allowed for Payroll transactions. If a *Configure Value* selection of "Yes" has been made and the Payroll Indicator is blank, the Payroll Indicator field will remain yellow until a value is provided.
            a. **Only Single (S) Line SpeedKeys are permitted for Payroll.**
            b. Note that setting a Payroll Indicator to *(Y)es* does not restrict the SpeedKey to Payroll use only.
        iii. PCard Indicator – Select a value of *(Y)es* to indicate the SpeedKey is allowed for PCard-related transactions, or *(N)o* to indicate it is not allowed for PCard-related transactions. If a *Configure Value* selection of "Yes" has been made and the PCard Indicator is blank, the PCard Indicator field will remain yellow until a value is provided.
            a. **Only Single (S) Line SpeedKeys are permitted for PCard.**
            b. Note that setting a PCard Indicator to *(Y)es* does not restrict the SpeedKey to PCard use only.
        iv. Line Type – Identify if the SpeedKey Line Type is *(S)ingle Line* or *(M)ultiple Line*. If a *Configure Value* selection of "Yes" has been made and the Line Type is blank, the Line Type field will remain yellow until a value is provided.
            a. Single Line: If a SpeedKey is a Single Line SpeedKey, the Line Type field value should be *(S)ingle Line*. There should be only one distribution line with a Sequence Number of 1.
                i. **Only Single (S) Line SpeedKeys are permitted for MFMP PCard and HCM (Payroll).**
            b. Multiple Line: If a SpeedKey is a Multiple Line SpeedKey, the Line Type field value should be *(M)ultiple Line*. Multiple Line SpeedKeys can only be used in the Accounts Payable (AP) and Purchase Order (PO) modules. Each line will have a different combination of ChartField values and will allocate the transaction amount by a fixed

percentage to more than one funding source. There should be more than one distribution line, with Sequence Numbers starting from 1.

i. **Multiple (M) Line SpeedKeys cannot be used in MFMP, PF, or PCard Works.**

v. Description – Enter a SpeedKey description, up to 30 characters which gives insights about the SpeedKey usage. If a *Configure Value* selection of "Yes" has been made and the Description is blank, the Description field will remain yellow until a value is provided. If the *Description* is shaded red, you have exceeded the 30-character maximum and must provide an updated shorter Description.

vi. Sequence Number – Enter a Sequence Number, up to 6 digits, to uniquely identify the SpeedKey line. If a *Configure Value* selection of "Yes" has been made and the Sequence Number is blank, the Sequence Number field will remain yellow until a value is provided. If the *Sequence Number* is shaded red, you have exceeded the 6-character maximum and must provide an updated shorter Sequence Number.

a. For a Single Line SpeedKey, the Sequence Number must be 1.
b. For a Multiple Line SpeedKey, the Sequence Number should start at 1 and continue sequentially for the number of distribution lines in the SpeedKey.
   i. Utilize a consecutive row in the worksheet for each distribution line needed beneath the initial *(M)ultiple Line* SpeedKey selection. The SpeedKey, Payroll Indicator, PCard Indicator, Line Type, and Description column values should match **exactly** the *initial Multiple Line distribution selection for* each additional row within the sequence.

vii. Percentage – Insert the distribution percentage for each SpeedKey line in the required format: 3 integers, 1 decimal, 2 decimals (Example: 100.00). If a *Configure Value* selection of "Yes" has been made and the Percentage is blank, the Percentage field will remain yellow until a value is provided.

a. For Single Line SpeedKeys the percentage must always equal "100.00".
   i. For a Multiple Line SpeedKey, each line can have a different percentage, but the total of all line percentages must equal "100.00".
   ii. Percent values cannot be negative or zero.

viii. Organization – Select the needed Organization value, if applicable, from the drop-down list. This list contains all agency specified Organization ChartField values found in your <*Agency*> *Organization* worksheet. New or updated Organization values will appear via overnight processing. Only Organization values with a *Configure Value* column selection of "Yes" are available for selection.

a. The Organization ChartField value is **required** for each Payroll SpeedKey**,** and the field will turn yellow until a value is entered.
b. Organization values found in your <*Agency*> *Organization* worksheet must not contain errors, as indicated in the *Error Messages* column and through conditional formatting in the Agency Organization configuration workbook.

ix. Account – Select the needed Account value, if applicable, from the drop-down list or insert the desired configured Account value. This list contains all state standard Florida PALM Revenue, Expense, Invest, and Disinvest Account ChartField values within the Statewide COA Configuration Workbook.
    a. For Payroll SpeedKeys, the Account ChartField value is **required,** and the field will turn red until a value of 700001 is entered.

x. Fund – Select the needed Transactional Fund value, if applicable, from the drop-down list. This list contains all agency specific Fund ChartField values configured in Florida PALM and listed within the Statewide COA Configuration Workbook.
    a. The Transactional Fund ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.
    b. The Transactional Fund ChartField value is optional for other SpeedKey types.

xi. Budget Entity – Select the needed Budget Entity value, if applicable, from the drop-down list. This list contains state standard Budget Entity ChartField values configured in Florida PALM and listed within the Statewide COA Configuration Workbook.
    a. The Budget Entity ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.
    b. The Budget Entity ChartField value is optional for other SpeedKey types.

xii. Category – Select the needed Category value, if applicable, from the drop-down list. This list contains all state standard Category ChartField values configured in Florida PALM and listed within the Statewide COA Configuration Workbook.
    a. The Category ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.
        i. The Category value entered for Payroll SpeedKeys must be pre-approved by DFS Bureau of State Payroll. The Category field will turn red if the Category value entered is not an approved value. To get a Category value approved, email a request to the Bureau of State Payroll using the following emails: BOSPPAYProcessing@myfloridacfo.com and Constance.Parramore@myfloridacfo.com and copy Jennifer.Peddicord@myfloridacfo.com requesting BOSP add a payroll indicator to the 29-digit FLAIR account code which will allow the category to be authorized in Florida PALM. The agency must also include a copy of the documentation that authorizes the payroll expenditures from the special category, as authorized in statute or by an appropriation bill, or the approval from the Governor's Office of Policy and Budget. BOSP will not be able to process any requests until all the appropriate information has been received. You will not be able to use the category value in a

Payroll SpeedKey until authorization is received from BOSP.

b. The Category ChartField value is optional for other SpeedKey types.

xiii. State Program – Select the needed State Program value, if applicable, from the drop-down list. This list contains state standard State Program ChartField values maintained by LAS/PBS, configured in Florida PALM and listed within the Statewide COA Configuration Workbook.
   a. The State Program ChartField value is **required** for each Payroll and PCard SpeedKey and the field will turn yellow until a value is entered.
   b. The State Program ChartField value is optional for other SpeedKey types.

NOTE: *When selecting ChartField values, the combination of the Fund, Budget Entity, Category, and/or State Program Value must be a valid combination located in the Budgetary Value Combination Edit Values workbook in Smartsheet.*

xiv. Grant ID – Select the desired Grant ID value, optionally, from the drop-down list. This list contains all active Grant ID ChartField values for your agency as of the most recent data pull.

xv. Contract – Select the desired Contract value, optionally, from the drop-down list. This list contains all active Contract ChartField values for your agency as the most recent data pull.

xvi. OA1 – Select the desired OA1 value, optionally, from the drop-down list. This list contains all Florida PALM OA1 ChartField values, if any, found in your *<Agency> Other Accumulator 1 (OA1)* worksheet. New or updated OA1 values will appear via overnight processing.

xvii. OA2 – Select the desired OA2 value, optionally, from the drop-down list. This list contains all Florida PALM OA2 ChartField values, if any, found in your *<Agency> Other Accumulator 2 (OA2)* worksheet. New or updated OA2 values will appear via overnight processing. Project – Select the needed Project value, if applicable, from the drop-down list.

xviii. Project – This list contains all Florida PALM Project ChartField values, if any, found in your *<Agency> PCC001 - Projects* worksheet. New or updated values will appear via overnight processing.
   a. The Project ChartField value is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and the Project field will turn yellow until a value is entered.
   b. The Project ChartField value is optional for other SpeedKey types.

NOTE: *If your agency chose not to establish Florida PALM Project ChartField values in the Projects (PCC001) conversion workbook, the Project, PC Business Unit, and Activity ID columns are locked and greyed out, indicating that no values can be entered.*

xix. PC Business Unit – Select the needed PC Business Unit value, if applicable, from the drop-down list. This list contains all Florida PALM PC Business Unit ChartField values, if any, found in your *<Agency> PCC001 -*

Projects worksheet. New or updated values will appear via overnight processing.

a. The PC Business Unit ChartField value is **required** if you choose to establish a Project ChartField SpeedKey value and the field will turn yellow until a value is entered.
b. The PC Business Unit ChartField value is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and the PC Business Unit field will turn yellow until a value is entered.
c. The PC Business Unit ChartField value is optional for other SpeedKey types that are not using a Project ChartField value.

xx. Activity ID – Select the Activity ID value, if applicable, from the drop-down list.
    a. The Activity ID ChartField value is **required** if you choose to establish a Project ChartField value in a non-FCO Payroll SpeedKey the field will turn yellow until a value is entered.
    b. The Activity ID ChartField value is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and the Activity ID field will turn yellow until a value is entered.
    c. The Activity ID ChartField value is optional for other SpeedKey types but will be required on the Project transaction during processing in the source modules (e.g., AP, AR, IU, GL).

xxi. PC Source Type – Select the needed PC Source Type value, if applicable, from the drop-down list. This list contains all Florida PALM PC Source Type ChartField values, if any, found in your *<Agency> PC Source Type* worksheet. New or updated values will appear via overnight processing.

xxii. PC Category – Select the needed PC Category value, if applicable, from the drop-down list. This list contains all Florida PALM PC Category ChartField values, if any, found in your *<Agency> PC Category* worksheet. New or updated values will appear via overnight processing.
    a. The PC Category ChartField value of "LABOR" is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and the PC Category field will turn yellow until a value is entered.
    b. The PC Category ChartField value is optional for other SpeedKey types.

xxiii. PC Subcategory – Select the needed PC Subcategory value, if applicable, from the drop-down list. This list contains all Florida PALM PC Subcategory ChartField values, if any, found in your *<Agency> PC Subcategory* worksheet. New or updated values will appear via overnight processing.
    a. The PC Subcategory ChartField value is **required** for each Payroll SpeedKey with an FCO Category (08XXXX or 14XXXX) ChartField value and should be the appropriate Budget Year associated to the FCO Category being used. The PC Subcategory field will turn yellow until a value is entered.
    b. The PC Subcategory ChartField value is optional for other SpeedKey types.

c. Select "Remove" to inactivate the configured SpeedKey.

i. If selected, no further action is needed on this row and the row will turn grey. The SpeedKey value will be removed via overnight process.

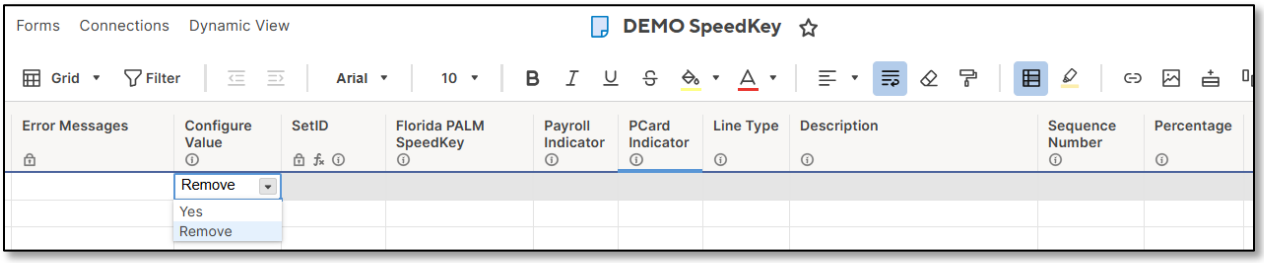

Figure 8: Remove SpeedKey

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

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