Location Code Mapping

Active assets in FLAIR will be converted to Florida PALM using the Assets and Property Conversion (AMC001). Location Code is a required field on all Florida PALM asset records.

Agencies provided an updated mapping of FLAIR Location Codes to Florida PALM Location Codes in previous RW Task 701. Those mappings were used for Dry Run 2. Review the Location Code mapping that was previously provided and make any updates, as necessary, to be used in Dry Run 3.

NOTE: *For active asset records subject to conversion that have a FLAIR Location Code that was not mapped to a Florida PALM Location Code, a default conversion value was used in the required Location field. The default conversion value will appear as "agency BU_CONV" (e.g., for Legislature the default is 11000_CONV).*

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

Worksheet Details

Your *<Agency> Conversion Mapping – Location Code* worksheet is pre-populated with all FLAIR Location Codes that have been found on your active asset records that are subject to conversion, the mapped Florida PALM Location Code (or the default conversion value), and the mapped Florida PALM Area ID (if applicable).

NOTE*: For this task, there are no values in the Mapped Florida PALM Area ID column for any agency. For future tasks, this field will include values which your agency indicates, in this task, to map.*

Review your worksheet to determine if both the Location Code and Area ID mappings are correct as presented, if an update is needed, or if the FLAIR Location Code is no longer valid (i.e., need to be removed). Location ID and Area ID values must first be established in your *<Agency> Location Definition* worksheet and your *<Agency> Area ID Values* worksheet and will be available in your *<Agency> Conversion Mapping – Location Code* worksheet through nightly processing. See Figure 1 below.

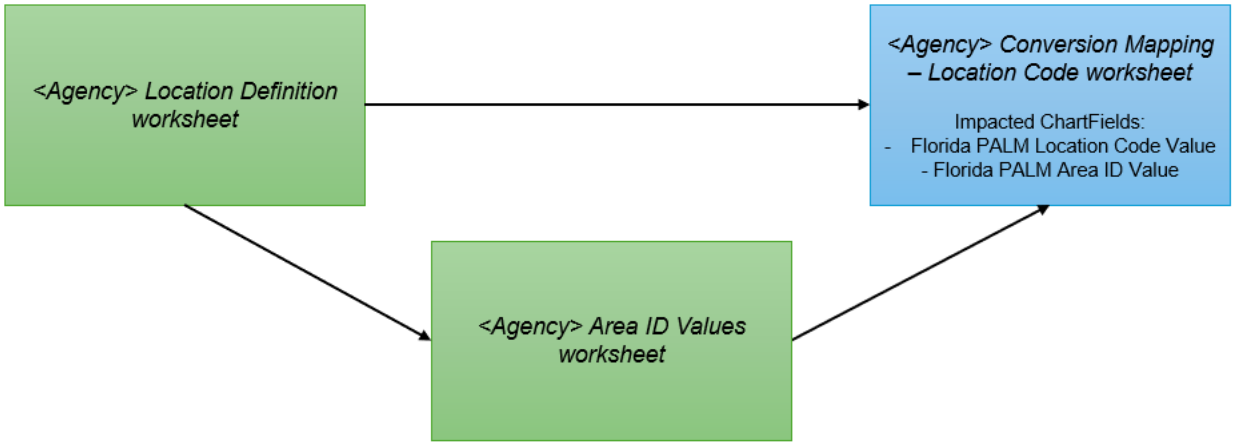

Figure 1: Cross-worksheet Connections for Location Code Mapping

An Excel document is attached to the top row of your *<Agency> Conversion Mapping – Location Code* worksheet. The Excel document provides a listing of the asset records by Property ID with its associated FLAIR Location Code. Use the Excel document to support your completion of the mapping of the Location Codes.

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Conversion Inventory > Agency Conversion Mapping – Location Code

Field Details

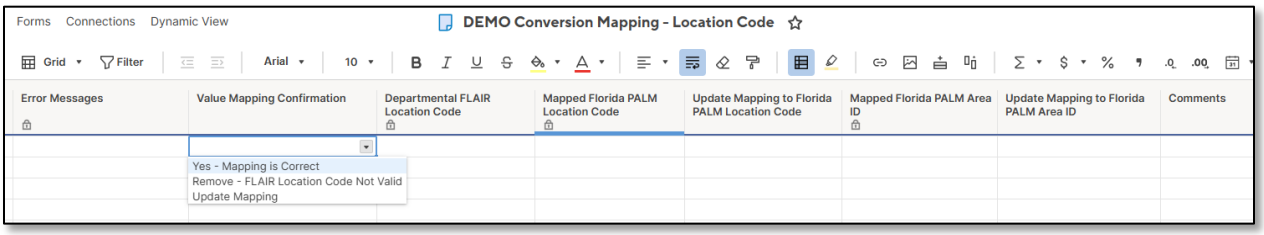

Figure 2: Demo Conversion Mapping – Location Code

The *<Agency> Conversion Mapping – Location Code* worksheet contains the following columns:

- **Error Messages** (Locked from editing)
  - This column populates Real-time "[RT]" and/or interfaced "[API]" messages generated by Florida PALM using Agency provided data. Once the error gets corrected, the Error Message will disappear.
  - This column includes a message for checks related to the following:
    - Any errors related to your agency's Location Definition/Area ID configuration found in the *<Agency> Location Code* configuration worksheet and/or *<Agency> Area ID Values* configuration worksheet.

- **Value Mapping Confirmation** (Required for all rows of data)
  - Select the appropriate option from the dropdown.
    - Yes – Mapping is Correct: Select this option if the provided 'FLAIR Location Code', 'Mapped Florida PALM Location Code', and 'Mapped Florida PALM Area ID' are correct and no changes are needed.
      - This is **not** a valid selection if the *Mapped Florida PALM Location Code* contains the default conversion value (agency BU_CONV), or if this field is blank.
      - Area ID is an optional field and should remain blank if you do not wish to map to an Area ID.
      - If you select this option, there should be no values provided in the 'Update Mapping to Florida PALM Location Code' and 'Update Mapping to Florida PALM Area ID' columns, as indicated by grey conditional formatting.
    - Remove – FLAIR Location Code Not Valid: Select this option if the FLAIR Location Code is no longer valid or active; therefore, a mapping is not needed.
      - If you select this option, you must update any related asset records in FLAIR (see the Excel document) containing the FLAIR Location Code so that the record will either (a) include a valid FLAIR Location Code or (b) be inactivated and thereby not included in the next conversion data pull.
      - If you select this option, there should be no values provided in the 'Update Mapping to Florida PALM Location Code' and 'Update Mapping to Florida PALM Area ID' columns, as indicated by grey conditional formatting.
    - Update Mapping: Select this option if the 'Mapped Florida PALM Location Code' provided mapping is blank and/or contains the default conversion value (agency BU_CONV), or if the current 'Mapped Florida PALM Location Code' or 'Mapped Florida PALM Area ID' are incorrect or need an updated mapping.

- **Departmental FLAIR Location Code** (Locked from editing)
  - This column is prepopulated to include FLAIR Location Codes for your agency, that are included in active asset records subject to conversion.

- **Mapped Florida PALM Location Code** (Locked from editing)
  - This column contains a mapping to the Florida PALM Location Code, if a mapping was provided previously.
  - If a mapping for the FLAIR Location Code **was not previously provided**, the default conversion value (agency BU_CONV) is included.

- **Update Mapping to Florida PALM Location Code** (Required if the Mapped Florida PALM Location Code field is the default conversion value (agency BU_CONV) or if the field is blank.
  - This column contains a prepopulated dropdown list that includes all valid Florida PALM Location Codes.

        - Updates made in your *<Agency> Location Definition* worksheet will be available through nightly processing.
    - Select the correct Florida PALM Location Code that should be mapped to the provided FLAIR Location Code.

- **Mapped Florida PALM Area ID** (Locked from editing)
    - Beginning with Dry Run 2, this column contains a mapping to the Florida PALM Location Code, if a mapping was provided previously.

- **Updated Mapping to Florida PALM Area ID** (Optional Column)
    - This column contains a prepopulated dropdown list that includes all valid Florida PALM Area IDs for your agency.
        - If mapping to an Area ID, you will need to have the Florida PALM Location Code established in your *<Agency> Location Code* configuration worksheet **AND** associated with an Area ID *<Agency> Area ID Values* worksheet prior to mapping it on your *<Agency> Conversion Mapping – Location Code* worksheet.
            - If you select an Area ID that is not associated to the selected Location Code, an error will not appear immediately but will appear after overnight processing.
        - Updates made in your *<Agency> Area ID Values* worksheet will be available through nightly processing.
    - Select the correct Florida PALM Area ID value that should be mapped to the FLAIR Location Code.
        - Mapping to Area ID is optional and this field should remain blank if you do not wish to map to an Area ID.
    - Beginning with Dry Run 2, if you have previously mapped to an Area ID and you no longer wish to map to an Area ID, then you must select “REMOVE AREA ID MAPPING” from the Updated Mapping to Florida PALM Area ID dropdown.

- **Comments** (Optional for agency use)

NOTE: *Any FLAIR values mapped to the default conversion value (agency BU_CONV) must be updated to a valid value or be removed in FLAIR so that it does not appear in future conversions*.

Helpful Considerations

Below are a few helpful considerations to support your task completion:

- All FLAIR Location Codes provided in this worksheet must be mapped to one, and only one, Florida PALM Location Code, if ‘Remove – FLAIR Location Code Not Valid’ is not selected in the Value Mapping Confirmation field.
    - You will need to take action in FLAIR on any items marked ‘Remove – FLAIR Location Code Not Valid’ or the value will appear in future conversions.
    - If a valid Florida PALM Location Code is not provided, any asset record with an unmapped FLAIR Location Code will be converted using a default agency Florida PALM Location Code, which may require mitigative action by the agency after go-live to update the records.

- Mapping to Area ID is optional. Agencies needing to convert assets with detailed location information may use this option.
- A valid Florida PALM Location Code must be selected if also mapping to Area ID.
- A single Florida PALM Area ID can be associated to only one Florida PALM Location Code.
- Each FLAIR Location Code can only be mapped to one Florida PALM Location Code / Area ID combination.
- A single Florida PALM Location Code can be mapped to multiple FLAIR Location Codes.
- The provided FLAIR Location Codes are not representative of all active codes, only those FLAIR Location Codes that are found in active asset records subject to conversion.