Organization Mapping

Agencies provided a mapping of FLAIR Organization values to Florida PALM Organization IDs in previous RW Task 701. Those mappings were used in Dry Run 2. Review the Organization mapping that was previously provided and make any updates, as necessary, to be used in Dry Run 3.

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 – Organization* worksheet is pre-populated with FLAIR Organization Codes that were found in the following active record types in FLAIR:

- GL Balances
- Assets
- Encumbrances (with balances)
- Open Accounts Receivables

Review your worksheet to determine if the Organization mapping is correct, if an update is needed, or if the FLAIR Organization value is no longer valid. If an update is needed, you may choose to map the identified FLAIR Organization value to any valid Florida PALM Organization ID, as displayed in Figure 1. Updates made to your *<Agency> Organization* workbook will be available through nightly processing.

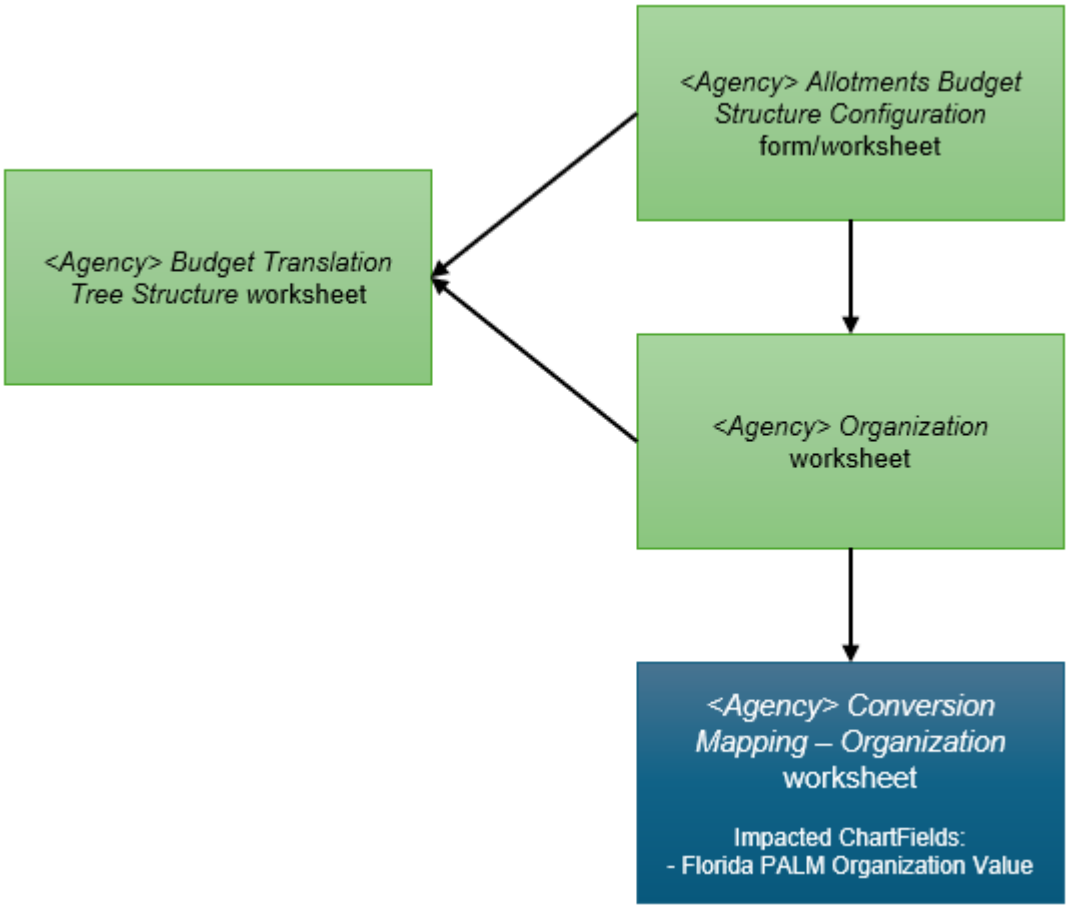

Figure 1: Cross-worksheet Connections for Org Mapping

An Excel document is attached to the top row of your *<Agency> Conversion Mapping – Organization* worksheet. The Excel document provides a listing of the active records that were pulled from FLAIR, that included the FLAIR Organization Codes listed in your worksheet. Use the Excel document to support your understanding of how the FLAIR values are being used for Florida PALM conversion items.

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Conversion Inventory > Agency Conversion Mapping - Organization

Field Details

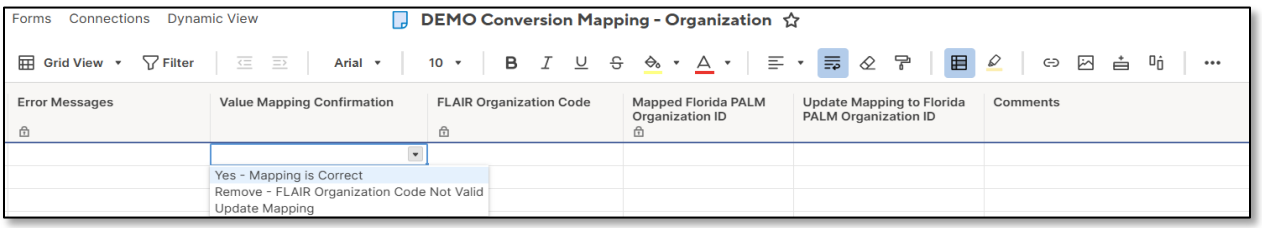

Figure 2: Conversion Mapping – Organization Worksheet

The *<Agency> Conversion Mapping – Organization* 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 Organization configuration found in the *<Agency> Organization* configuration worksheet.

- **Value Mapping Confirmation** (Required for all rows of data)
  - Select the appropriate option from the drop-down.
    - Yes – Mapping is Correct: Select this option if the provided 'FLAIR Organization Code' and 'Mapped Florida PALM Organization ID' is correct and no changes are needed.
      - If you select this option, there should be no values provided in the 'Update Mapping to Florida PALM Organization ID' column, as indicated by grey conditional formatting.
    - Remove – FLAIR Organization Code Not Valid: Select this option if the FLAIR Organization code is no longer valid or active (i.e., is no longer being used in FLAIR for any purpose, including payroll), therefore a mapping is not needed.
      - If you select this option, you must update any related records (see the Excel document) containing the Organization Code in FLAIR so that the record will include a valid Organization Code in the next conversion data pull,
      - If you select this option, there should be no values provided in the 'Update Mapping to Florida PALM Organization ID' column, as indicated by grey conditional formatting.
    - Update Mapping: Select this option if:
      - The provided mapping is incorrect, and you need to provide a different Florida PALM Organization ID, or
      - There is no mapping provided; therefore, you must provide a mapping to one of the values in the Update Mapping to Florida PALM Organization ID column.

- **FLAIR Organization Code** (Locked from editing)
  - This column is prepopulated to include FLAIR Organization Codes for your agency, that are included in the following active record types:
    - GL Balances
    - Assets
    - Encumbrances (with balances)
    - Open Accounts Receivables

- **Mapped Florida PALM Organization ID** (Locked from editing)

  - This column contains the mapping to the Florida PALM Organization ID, if you previously provided a mapping for the FLAIR Organization codes or your agency's default Florida PALM Organization ID if a mapping was not previously provided.

- **Update Mapping to Florida PALM Organization ID** (Required if "Update Mapping" is selected in the Value Mapping Confirmation column)
  - This column contains a prepopulated drop-down list that includes all valid Florida PALM Organization IDs.
    - Updates made in your <*Agency*> *Organization* worksheet will be available through nightly processing.
  - Select the correct Florida PALM Organization ID that should be mapped to the provided FLAIR Organization Code.

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

NOTE: *All FLAIR Organization Codes provided in the worksheet must be mapped to a valid Florida PALM Organization ID or be marked as not valid. If marked as not valid you must stop use of the FLAIR Organization Code in FLAIR.*

Helpful Considerations

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

- All FLAIR Organization Codes provided in this worksheet must be mapped to one, and only one, Florida PALM Organization ID, if not identified as 'Remove – FLAIR Organization Code Not Valid'.
  - You will need to take action in FLAIR on any items marked 'Remove – FLAIR Organization Code Not Valid' or the value will appear in future conversions.
  - **Any conversion record with an unmapped FLAIR Organization Code will be loaded using a default agency Florida PALM Organization ID**, which may require mitigative action by the agency after go-live to update the records.
- A single Florida PALM Organization ID can be mapped to multiple FLAIR Organization Codes.
- The provided FLAIR Organization Codes are not representative of all active codes. The provided list only includes FLAIR Organization Codes that are found in active records subject to conversion (AMC001 - Assets and Property, POC001 – Open Encumbrances, ARC002 – Open Accounts Receivable, and GLC001 - General Ledger Balances).