

Task Instructions

Subtasks ID: 658-D

Task Name: *Submit Data Field Mapping (Location Code)*

Task Start Date: *February 3, 2025*

Task Due Date: *March 14, 2025*

Project Impact: Direct

Task Description

Complete and submit data field mapping to support conversion activities.

658-D: Complete and submit mapping of FLAIR Location Codes to Florida PALM Location Code values to support conversion activities.

NOTE: JAC is not participating in the assets conversion and is not required to complete this task.

Task Overview

Data conversion refers to the activities of **extracting** and **transforming** legacy data and **loading** it to Florida PALM. Florida PALM will use legacy data from FLAIR and enterprise systems to populate opening balances in the General Ledger and many other pieces of data needed to support operations at go-live. Data conversion is a shared responsibility between the Florida PALM Project (Project) and agencies.

Conversion activities require accurate field data mapping of legacy data to Florida PALM. To support the understanding of conversion mapping, the Project has provided the Excel file, titled **Agency Conversion Field Mapping Spreadsheet**, in the Knowledge Center on the [Conversion Catalog](#) page. This task series (RW Task 658) requires agencies to confirm the mapped values of FLAIR Organization, OCA, Location Code, and Grant ID, which are required in agency conversions.

This task has been separated into multiple subtasks for ease of data management and agency progress reporting. Each subtask represents a separate field mapping workbook. Subtasks A-D are described below in Table 1.

Table 1: Field Mapping RW Subtasks

Subtask	Configuration Workbook Description	Planned Dates
658-A	Agencies will be required to review and update mapping of FLAIR Org values to Florida PALM Organization values.	Dec. 18, 2024 – Feb. 14, 2025
658-B	Agencies will be required to review and update mapping of FLAIR OCA values to Florida PALM values.	Dec. 18, 2024 – Feb. 14, 2025
658-C	Agencies will be required to review and update mapping of FLAIR Grant ID values to Florida PALM values.	Jan. 6, 2025 – Feb. 14, 2025
658-D	Agencies will be required to review and update mapping of FLAIR Location Codes values to Florida PALM Location Code values.	Feb. 3, 2025 – March 14, 2025

Task Elements

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.

You previously provided a mapping of FLAIR Location Codes to Florida PALM Location Codes in your first Location Code configuration task submission in May 2024 (RW Task 513). Your Location Code mapping was used in the Assets and Property Conversion during Mock Conversion 1 in November 2024. This task (RW Task 658-D) requires you to review the Location Code mapping that was used for Mock Conversion 1 and provide any updates, as necessary.

For any active asset records subject to conversion with 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” (ex: 11000_CONV).

A new worksheet, *<Agency> Field Mapping – Location Code*, has been added to the Conversion Inventory folder of your Agency Workspace in Smartsheet. The worksheet is populated with all FLAIR Location Codes that have been found on your active asset records that are subject to conversion and the mapped Florida PALM Location Code or the default conversion value.

Review your worksheet to determine if the Location Code mapping is correct, if an update is needed, or if the FLAIR Location Code is no longer valid. If an update is needed, you may choose to map to any valid Florida PALM Location Code you provided in the most recent configuration task (RW Task 567-G). **Any FLAIR values mapped to the default conversion value should be updated to a valid value or be removed in FLAIR so that it does not appear in future conversions.**

A supplemental Excel document is attached to the top row of your *<Agency> Conversion Mapping – Location Code* worksheet. This supplemental document provides a listing of the asset records by Property ID with its associated FLAIR Location Code, pulled from FLAIR on November 30, 2024. Use this supplemental document to support your completion of the mapping of the Location Codes.

Value Mapping Confirmation	Departmental FLAIR Location Code	Mapped Florida PALM Location Code	Update Mapping to Florida PALM Location Code	Comments
<div> <input type="text"/> </div> <div> Yes - Mapping is Correct Remove - FLAIR Location Code Not Valid Update Mapping </div>				

Figure 1: Demo Conversion Mapping – Location Code

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

- **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 Location Code' and 'Mapped Florida PALM Location Code' 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).
- 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 supplemental document) containing the Location Code so that the record will either (a) include a valid Location Code or (b) be inactivated and thereby not included in the next conversion data pull.
- Update Mapping: Select this option if the provided mapping is incorrect or contains the default conversion value (agency BU_CONV), and you need to provide a different Florida PALM Location Code.
- **Departmental FLAIR Location Code** (Locked from editing)
 - This column is prepopulated to include FLAIR Location Codes for your agency, as of November 30, 2024, 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 new Florida PALM Location Code if you previously provided a mapping for the associated FLAIR Location Codes with RW Task 513.
 - If a mapping for the FLAIR Location Code **was not provided** in RW Task 513, the default conversion value (agency BU_CONV) is included.
- **Update Mapping to Florida PALM Location Code** (Required if "Update Mapping" is selected in the Value Mapping Confirmation column)
 - This column contains a prepopulated drop-down list that includes all Florida PALM Location Codes confirmed in the recent configuration task RW Task 567-G.
 - Select the correct Florida PALM Location Code that should be mapped to the provided FLAIR Location Code.
- **Comments** (Optional for agency use)

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.
- A single Florida PALM Location Code can be mapped to multiple FLAIR Location Codes.

- The FLAIR Location Codes were pulled from FLAIR as of November 30, 2024. 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.

How will agencies use this information?

Agencies will use the FLAIR Location Code mapping to Florida PALM Location Code mapping to validate future Mock Conversion results. The mapping can also be used to support your end user understanding of the data change from the FLAIR Location Code to the new Florida PALM value.

What will the Florida PALM Team do with this information?

The FLAIR Location Code to Florida PALM value mapping has a direct impact to the AMC001 – Assets and Property conversion, which requires a valid Florida PALM Location Code for the conversion record to successfully load. The Florida PALM team will update the FLAIR Location Code to Florida PALM value mapping, providing more accurate conversion results for the agency.

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
The <i>Value Mapping Confirmation</i> column has a selection for all rows of data.
“Update Mapping” or “Remove – FLAIR Location Code Not Valid” is selected in the <i>Value Mapping Confirmation</i> column when a default conversion value is used in the <i>Mapped Florida PALM Location Code</i> column.
If “Update Mapping” is selected in the <i>Value Mapping Confirmation</i> column, a valid Location Code is selected in the <i>Update Mapping to Florida PALM Location Code</i> column.
If ‘agency BU_CONV’ is listed in the <i>Mapped Florida PALM Location Code</i> column, a valid selection is selected in the <i>Update Mapping to Florida PALM Location Code</i> column.

Task Instructions

Smartsheet Navigation:

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

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 2 above.

Table 3: Summary of Task Completion Steps

Summary of Task Completion Steps
1) Collaborate with your CCN and functional SMEs to review and update the Agency Conversion Mapping – Location Code.
2) Perform any necessary data cleanup in FLAIR for values where you have indicated “Remove – FLAIR Location Code Not Valid”.
3) Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and Technical Readiness Team.

Summary of Task Completion Steps
4) Complete task by March 14, 2025 .
5) When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.
6) If you have questions regarding this task, participate in the Thursday Task Talks or contact your Readiness Coordinator.

Supporting Materials & Resources:

- Agency Conversion Field Mapping Spreadsheet, in the Knowledge Center, on the [Conversion Catalog](#) page
- Agency-Specific Supplemental Conversion Information – Attached to the top row of your <Agency> Field Mapping – Location Code worksheet in Smartsheet