

Task Instructions

Task ID: 697

Task Name: *Maintain Configuration and Conversion Workbooks*

Task Start Date: April 1, 2026

Task Due Date: April 30, 2026

Project Impact: Indirect

Task Description

Review and update all configuration and conversion worksheets during UAT.

Task Instructions

Review and Update All Configuration and Conversion Workbooks

- Resolve errors in **ALL** configuration and conversion workbooks.
 - The <Agency> *Consolidated Error Message Report* provides a view of all error messages for all configuration and conversion workbooks.
- Ensure **ALL** configuration and conversion workbooks are complete.
 - As new agency-specific Chart of Account codes are being created in FLAIR and/or UAT, ensure those values are being added to your workbooks, as applicable.
 - Update all rows requiring agency input, clearing all yellow and red cells.

A [Configuration and Conversion Workbook Checklist](#) has been created to help track the status of your workbook updates. Use the checklist to help track progress and status of the ongoing maintenance activities to help ensure that your agency has made all the appropriate updates, as necessary.

Guidance for completing the workbooks and addressing the error messages is provided in the supplemental documents listed in Table 1 below.

NOTE: *Conversion and Payroll configuration workbooks are currently locked. These workbooks will be updated by the Project and unlocked for agency maintenance after Dry Run 1.*

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory

Florida PALM Workbook for (Agency) > Inventories > Conversion Workbook Inventory

SharePoint Navigation:

Florida PALM Secure File Share Portal > (Agency) > Configuration Workbook Inventory > Cash Management (CM)

Table 1: Supplemental Documents

Agency Configuration Workbooks	Agency Conversion Workbooks
Org Security Rule	Agency Supplier Record
AM	Grant ID
AR - Distribution Code	Location Code
BK - Banking Default Cash Line	Object Code
CM - CRA*	OCA
GL - Default Interest Apportionment	Organization
GL - Allocation	PCC001 - Projects*
GL - OA1	
GL - OA2	
GL - Organization	
KK - Allotments Budget Structure	
KK - State Program Selection	
PC	
PR - CJIP Funding*	
PR - Default Funding	
PR - FFIP Funding*	
PR - Position Funding	
SpeedKey	

*Select Agencies Only

Task Completion Requirements

The Project team will review your task submission based on the following criteria to confirm completion:

Table 2: Task Completion Rubric

Task Completion Rubric
There are no error messages in the Error Message columns across all worksheets.
There are no yellow or red cells across all worksheets.
The RW Task Tracker, Agency Reported Task Progress column, has been updated to 100% - Submitted.

NOTE: This task will close at 6:00 p.m. on its due date. Submissions after that will not be accepted and your agency will be marked as 'Task Closed – Submission Incomplete'

Supporting Materials & Resources:

- [Configuration and Conversion Workbook Check List](#)