

## Task Instructions

Task ID: 699

Task Name: *Maintain Configuration and Conversion Workbooks*

Task Start Date: May 1, 2026

Task Due Date: May 29, 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.

## Recent Workbook Updates

Supplemental documents have been updated to reflect the following changes:

- PCC001 – Updated to allow changes to already established start date.
- Location Code Mapping – Updated to allow mapping to a Florida PALM Location Code plus Area ID.
- KK Budget Structure and State Program Selection Worksheets – Combined into one worksheet in Smartsheet to view current agency selection.

### **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
<a href="#">Org Security Rule</a>	<a href="#">Grant ID</a>
<a href="#">AM</a>	<a href="#">Location Code</a>
<a href="#">AR - Distribution Code</a>	<a href="#">Object Code</a>
<a href="#">BK - Banking Default Cash Line</a>	<a href="#">OCA</a>
<a href="#">CM - CRA*</a>	<a href="#">Organization</a>
<a href="#">GL - Default Interest Apportionment</a>	<a href="#">PCC001 - Projects*</a>
<a href="#">GL - Allocation</a>	
<a href="#">GL - OA1</a>	
<a href="#">GL - OA2</a>	
<a href="#">GL - Organization</a>	
<a href="#">KK - Allotments Budget Structure and State Program</a>	
<a href="#">PC</a>	
<a href="#">PR - CJIP Funding*</a>	
<a href="#">PR - Default Funding</a>	
<a href="#">PR - FFIP Funding*</a>	
<a href="#">PR - Position Funding</a>	
<a href="#">SpeedKey</a>	

\*Select Agencies Only

**NOTE:** Your Agency Supplier Record Worksheet located in Secure File Share must be completed for RW Task 713 – Confirm Supplier Records with a due date of May 22, 2026.

## 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](#)