

Task Instructions

Task ID: 513

Task Name: *Complete Configuration Workbooks for Segments I and II*

Task Start Date: *February 12, 2024*

Task Due Date: *May 10, 2024*

Task Description

Confirm agency-specific configurations for Segments I and II.

Task Overview

Florida PALM will be configured with both statewide and agency-specific information prior to Financials and Payroll implementation. In order to execute a business process within Florida PALM, the system must first be configured. A configuration establishes the parameters and initial settings needed to enable transactions to be recorded and data to be stored within Florida PALM. The purpose of an agency configuration workbook is to document and confirm detailed agency-specific values that will be set up in Florida PALM to support agency business.

You will complete configuration activities iteratively through a series of Readiness Workplan (RW) tasks. You will provide initial configuration values after each design segment (RW Tasks 513, 525 and 541), update and confirm configuration values before User Acceptance Testing (RW Task 567) and again before go-live (RW Task 622).

This task (RW Task 513) requires you to complete the following configuration workbooks, which contain one or more configuration items:

- Accounts Receivable (AR)
- Asset Management (AM)
- Commitment Control (KK)
- General Ledger (GL)

Task Elements

This task contains two parts:

1. Gain an understanding of the functionality in Segments I and II and Florida PALM Chart of Accounts
2. Complete agency-specific configuration worksheets

Gain Understanding of Segments I and II Functionality and Florida PALM Chart of Accounts

Review the Project-published resources for Segments I and II and the [Chart of Accounts Design](#) with your functional and technical subject matter experts (SMEs) to gain an understanding of the related agency-specific configurations. The following resources for Segments I and II have been published to the [Knowledge Center](#) and shared with agencies. These resources were also presented and discussed in the related [Design Workshops](#):

- [Business Process Models](#) for Segments I and II.
- Related interface and report layouts found in the [Interface Catalog and the Reports Catalog](#).

Complete Configuration Workbooks

The Configuration workbooks listed in Table 1 are now located in your Florida PALM Agency Workspace under the Inventories folder (see Figure 1). Guidance for completing each configuration workbook has been provided in the RW513 Supplemental - Configuration Workbooks for Segments I and II document.

Table 1: Segments I and II Configurations

Module	Configuration Workbooks
Accounts Receivable (AR)	Distribution Code Worksheet
Asset Management (AM)	<ul style="list-style-type: none"> Location Definition Worksheet Area ID Values Worksheet
Commitment Control (KK)	Allotments Budget Structure Control Worksheet <i>This MUST be completed by your Agency Sponsor</i>
General Ledger (GL)	<ul style="list-style-type: none"> Organization Worksheet Other Accumulator 1 (OA1) Worksheet Other Accumulator 2 (OA2) Worksheet Budgetary Value Combination Edit Worksheet Local Funds Worksheet <i>The Organization Worksheet MUST be completed before the AR Configuration Worksheet, as there are data-related dependencies</i>

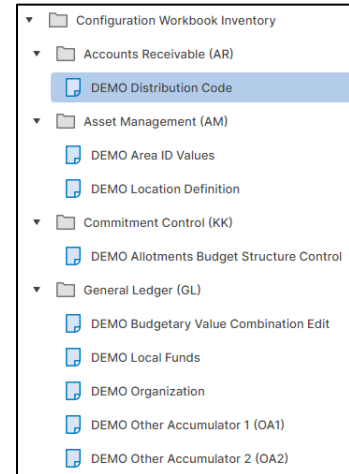


Figure 1: Configuration Workbook Inventory in Smartsheet

How will agencies use this information?

The information you gather in your configuration workbooks is crucial for your agency to be able to ensure proper controls are in place around processing and reporting for your financial resources in Florida PALM. Providing accurate data in your configuration workbooks is crucial for your agency to be able to transact in Florida PALM during User Acceptance Testing and after go-live. You will use the data to:

- Remediate agency business systems
- Document business process changes
- Understand Florida PALM reports
- Provide agency-specific training or job aids so end users understand the new values

You will also use the information in this task to complete the following Readiness Workplan Tasks:

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date (dates subject to change)	Task Planned End Date (dates subject to change)
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Direct	Data	513	Complete Configuration Workbooks for Segments I and II	02/12/24	05/10/24
	Data	525	Complete Configuration Workbooks for Segment III	04/29/24	05/31/24
Direct	Data	541	Complete Configuration Workbooks for Segment IV	07/22/24	08/09/24
Direct	Data	567	Share, Review, and Update Configuration Workbooks	12/02/24	01/24/25
Direct	Data	622	Review and Confirm Updated Configuration Workbooks	10/06/25	10/31/25

Figure 2: Readiness Workplan Configuration Workbook Tasks

What will the Florida PALM Team do with this information?

The Florida PALM team will use your final Configuration Workbooks to configure your agency's information in Florida PALM in preparation for future User Acceptance Testing and go-live activities. 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
All columns in each Segment I and II configuration workbook in Smartsheet are complete according to the instructions in the RW513 Supplemental - Configuration Workbooks for Segments I and II document instructions.
Allotments Budget Structure Control Options form is completed by the Agency Sponsor.
The Task Tracker has been marked as 100% complete for this Task.

Task Instructions

Review the Segment I and II functional designs and work with your Change Champion Network and functional and technical SMEs (e.g., staff familiar with your agency's Chart of Accounts configuration values) to review, update, and complete all configuration workbooks.

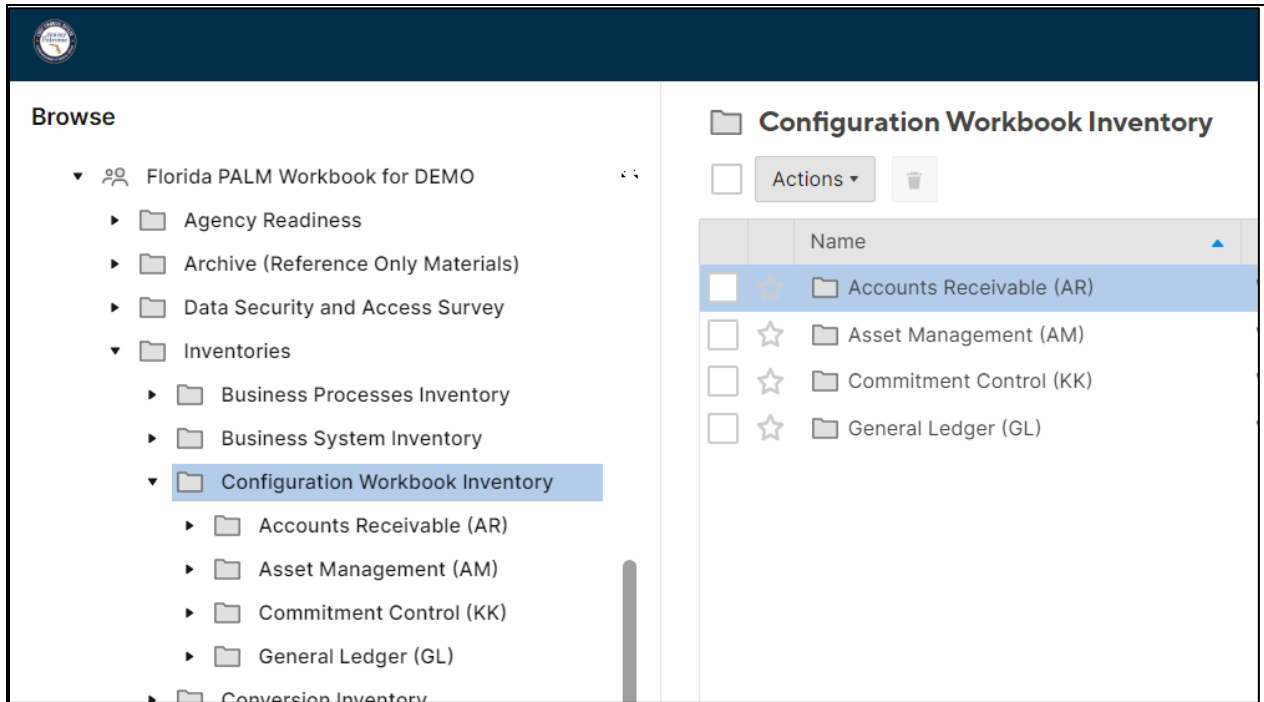


Figure 3: Configuration Workbook Inventory navigation in Smartsheet

Smartsheet Navigation:

- Accounts Receivable (AR), Asset Management (AM), Commitment Control (KK), and General Ledger (GL) Worksheets
Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory

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 and technical SMEs to complete each Configuration Workbook. Collaborate with your CCN and functional and technical SMEs to review the module specific configuration workbook instructions provided in the RW 513 Supplemental – Configuration Workbooks for Segments I and II document.
2) For all impacted modules (AR, AM, KK, GL), review and complete the agency specific Configuration Workbooks in Smartsheet.
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.
4) Complete task by May 10, 2024 .
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 a future Thursday Task Talk or contact your Readiness Coordinator.

Supporting Materials & Resources:

- [RW 513 Supplemental – Complete Configuration Workbooks for Segments I and II](#)

- [Chart of Accounts Design](#)
- [Segments I & II Design Workshop Materials](#)
- [Segment II Design Workshop: Account Management and Financial Reporting](#)