Know Your Change Impact
Will SpeedKeys replace the Expansion Option?

In FLAIR: The Expansion Option (EO) retrieves a unique combination of data elements pre-defined by an agency. EOs are required for some transactions or methods of input, are useful for frequently used data combinations, and provide consistent reporting.

In Florida PALM: A SpeedKey provides a shortcut for users manually entering ChartField values in online transactions. It is required in order to process PCard and HCM (payroll) transactions. However, it is optional for all other transactions and not available for use in reporting.

Agency Considerations

What transactions will we be keying manually?

For what transactions will a consistent set of ChartFields be used?

Can the use of code sheets reduce the amount of SpeedKeys needed?

What ChartFields do we already know and don't need within the SpeedKey (e.g., ORG, Grant)?

Can any payments be set to use a multi-line SpeedKey (i.e., utility bill split by percentage)?

SpeedKeys were discussed in the **Design Segment IV Workshop**. Presentations and videos are available on the Florida PALM website. Additionally, the **Knowledge Center** has more information about **SpeedKeys**.