

FloridaP^{ALM}

Planning, Accounting, and Ledger Management



Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how your agency manages data security and user access.
326	Technology	Update Current State Agency Business Systems	Review and update the current Agency Business Systems. Re-documentation of current state technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR reports.
328	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.
329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and additional support contacts.
	People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida FRS resources.
	N/A	Submit Monthly Agency Status Report	Agency Sponsor to confirm and submit monthly status report, in the Project, to the agency's sponsor, ensuring within the agency to project impact reports for the agency's sponsor.
		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks Florida PALM Implementation.
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THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

FEBRUARY 6, 2025



Agenda

- Task Spotlight:
 - Task 658-D Submit Data Field Mapping – Location Code
 - 567-P Share, Review, Update Configuration Workbook – SpeedKey
- Reminders
- Questions



658-D – Submit Data Field Mapping – Location Code

Due February 14

- 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to determine if the Location Code mapping is correct, if an update is needed, or if the FLAIR Location Code is no longer valid. (RW Task 567-G).
- Active asset records subject to conversion with a FLAIR Location Code that were not mapped to a Florida PALM Location Code, a default conversion value was used “agency BU_CONV” (11000_CONV).
 - 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.

Resources:

- Supplemental Excel attached to the top row of your agency Conversion Mapping Location Worksheet. Provides listing of the asset records by Property ID with it’s associated FLAIR Location Code, pulled from FLAIR on November 30, 2024

Forms Connections Dynamic View **DEMO Conversion Mapping - Location Code** ☆

Grid View Filter Arial 10 B I U S A [Icons]

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



567-P Share, Review, Update Configuration Workbook – SpeedKey

Due February 14

Direct Impact – Critical for Payroll and Mock 2 Conversion

- ▶ **Task must be completed and verified by the Due Date.**
- ▶ **Validation Report will be provided regularly by RC's throughout the week to indicate Invalid values based on drop-down values.**
- ▶ **Task Trackers for Agencies that submitted with Invalid values were moved to 75% and will not be penalized for Completeness.**



Reminder: Upcoming Due Dates

February 7

- ✓ 582 – Share Florida PALM Updates
- ✓ 584 – Update Authorized Smartsheet Users

February 14

- ✓ **567-P SpeedKey Configuration Workbook**
- ✓ 658-A – Submit Data Field Mapping (Org)
- ✓ 658-B – Submit Data Field Mapping (OCA)
- ✓ 658-C – Submit Data Field Mapping (Grant ID)

February 21

- ✓ 567-Q – Default Interest Apportionment Configuration Workbook

February 28

- ✓ 570 – Manage Agency-specific Implementation Schedule, Risks, Issues
 - ❖ Confirmation Column added



Questions?



***The Golden Girls!
BeeJay & Gertie***

CONTACT US

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