Property Pending File Records

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Property Pending File (PP)

The Property Pending File (PP) is a temporary holding file that contains property-related items that have not been completed or are incorrect in some way. Every item on this file requires action. The record will need to be completed, by adding the appropriate information, or deleted.

The property record will remain on the property pending file until the accounting and/or non-accounting information is entered or corrected. This may include:

- Beginning Property Identification Number (BPIN),
- General Ledger (GL), or
- Correlation to the General Fixed Asset Account (GF=80).

Things to consider

- All items meeting the capitalization threshold per CFO Memo No.5 (2011-2012) should be added to the Property Master File.
- Items deleted from the PP File can be recovered within 45 days of deletion. See Section 514.2 of the FLAIR Procedures Manual.
- As a best practice, the PP File should be monitored and worked daily. Neglect in doing so could result in lost assets, improper capitalization and incorrect financial reporting.
- Agencies not using the FLAIR Property subsystem must still monitor and clear the PP File.

TOOLS

FLAIR Reports
DPRR08

IW Reports
PROPPEND Table

Monitoring Records on the Property Pending File (PP)

1. Using a report listed in the Tools box, identify existing property pending records.
2. Use the following questions to determine if action is needed:

Is the record valid?

- Does the item meet the Capitalization threshold or need to be tracked as an attractive item?
- Is the record less than 30 days old?
- Can the record be correted on the PP File?

Is the record accurate?

- Is the Property Number correct?
- Is the correct asset General Ledger Code assigned?
- Is the item correlated to the correct Ownership Fund?

3. If you answered no to any of the questions above, action needs to be taken. You may need to:
   a. **Delete a record** – For invalid records, items should be deleted from the PP File. For guidance on how to delete a record, please see Section 514.2 of the FLAIR Procedures Manual.
   b. **Update information** – For incomplete or inaccurate records, updates will be necessary. See Section 514 of the FLAIR Procedures Manual for instructions to update records.

For more information on how to manage Agency data, please see the Data Management Project website at https://www.myfloridacfo.com/division/aa/state-agencies/data-management-project