

## I.40.2 Asset Transfers

This document is a draft and subject to change

## Revision History

Version	Date	Revision Notes

DRAFT

This document is draft and subject to change

## Table of Contents

Business Process Overview .....	4
Dependencies and Constraints .....	4
Business Process Flow Details .....	4
Interim Reports .....	5

DRAFT

## Business Process Overview

The Asset Transfers interim business process addresses how assets are transferred between Pilot organizations and Wave organizations. Asset records for Wave organizations are maintained in Departmental FLAIR. Transfers of assets between Pilot organizations and Wave organizations require separate independent transactions in Florida PALM and Departmental FLAIR, respectively.

## Dependencies and Constraints

- The transferor retires assets in their system and the transferee manually creates new asset records.
- All reports are available to Wave organizations in Florida PALM and/or the Information Warehouse.

## Business Process Flow Details

Table 1: Process Steps Included on Interim Business Process Model Flow

I.40.2 Asset Transfers		
Swim Lanes – Definition	<b>Pilot Organization Asset Processor:</b> Pilot organization role responsible for executing an asset transfer <b>Wave Organization Asset Processor:</b> Wave organization role responsible for executing an asset transfer	
Process Step ID	Process Step Title	Description of Process
1	Initiate Asset Transfer	Pilot organizations use electronic workflow within Florida PALM to manage asset transfer approvals. Prior to executing the transfer, the Pilot Organization Asset Processor verifies that all approval requirements are met, including the Department of Management Services (DMS) approval, if applicable.
2	40.2.2 InterUnit Asset Transfer	If the interunit transfer is between Pilot organizations, the Pilot Organization Asset Processor executes the InterUnit Asset Transfer business process in Florida PALM.
3	Retire Asset	<p>If the Pilot organization is transferring an asset to a Wave organization, the Pilot Organization Asset Processor retires the asset from service in Florida PALM using a subset of 'Retired' that indicates the asset has been transferred.</p> <p>The Pilot Organization Asset Processor changes asset statuses individually or executes a mass disposal transaction to retire assets.</p>
4	Notify/Provide Asset Data to Wave Organization	The Pilot organization notifies the Wave organization that the asset is retired, and provides Acquisition, Accumulated Depreciation, Asset Physical Information, and applicable maintenance data to establish the asset in the Wave organization. If the Pilot organization executes a mass

This document is draft and subject to change

Process Step ID	Process Step Title	Description of Process
		retirement of assets, the data is provided via an electronic spreadsheet.
5	Create Asset Record	If the Wave organization receives an asset from a Pilot organization, the Wave Organization Asset Processor uses the data received from the Pilot organization to manually create a new asset in Departmental FLAIR and assigns an Asset Tag Number.
6	Initiate Asset Transfer	Wave organizations manage asset transfer approvals via a manual workflow process outside of Departmental FLAIR. Prior to executing the transfer, the Wave Organization Asset Processor verifies that all approval requirements are met, including DMS approval, if applicable.
7	Retire Asset	If the Wave organization is transferring an asset to a Pilot organization, the Wave Organization Asset Processor retires the asset from service in Departmental FLAIR. The Wave Organization Asset Processor changes asset statuses individually or executes a mass disposal transaction to retire assets.
8	Notify/Provide Asset Data to Pilot Organization	The Wave organization notifies the Pilot organization that the asset is retired, and provides Acquisition, Accumulated Depreciation, Asset Physical Information, and applicable maintenance data to establish the asset in the Pilot organization. If the Wave organization executes a mass retirement of assets, the data is provided via an electronic spreadsheet.
9	Create Asset Record	If the Pilot organization receives an asset from a Wave organization, the Pilot Organization Asset Processor uses the data received from the Wave organization to manually create a new asset in the Asset Management (AM) module and assign a unique Asset ID. The Pilot Organization Asset Processor updates the Asset Location and Tag Number. For mass uploads, AM uses data received via an Excel Upload to create and assign a unique identifier to each asset record.
10	Execute Transfer	If a Wave organization is transferring an asset to another Wave organization, the Asset Processor executes the interunit transfer in Departmental FLAIR.

## Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Transferred Asset Report – a report of assets acquired or disposed of through transfer	Periodic	Organizations

This document is draft and subject to change