

40.1 Acquire and Set Up Assets

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Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	04/29/2021	Accepted Departmental Version
3.0	11/13/2023	Updates for Financials Wave
3.1	12/22/2023	Update per Agency Workshop to Clarify Interface Language

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Business Process Overview

The Acquire and Set Up Assets business process is within the Asset Accounting and Management (AAM) business process grouping. AAM includes a collection of business processes that:

- Manage the records of agency property that supports State operations, including financial and custodial information.
- Establish the controls that ensure the integrity of statewide financial reporting; and
- Perform month-end and year-end closing activities.

This business process addresses Acquire and Set Up Assets. Newly acquired assets are recorded in Florida PALM through interface, integration, or direct input.

The business subprocess included are:

- 40.1.1 – Import Asset Add
- 40.1.2 – Online Asset Add

In accordance with section 273.03, Florida Statutes (F.S.), the Agency AM Custodian is primarily responsible for the supervision, control, and disposition of State-owned property within their custody. Therefore, the terms ‘property’ and ‘fixed asset’ are used interchangeably in this document. Fixed assets are defined as any real, tangible, or intangible property that a business uses, including but not limited to computers, tools, software, or office equipment.

Assets that meet the thresholds outlined in the [Statewide Asset Capitalization Policy¹](#) are capitalized in Florida PALM for inventory and reporting purposes. Assets that do not meet the capitalization threshold outlined in the Statewide Asset Capitalization Policy (i.e., attractive items) are recorded in Florida PALM for tracking purposes as non-capitalized assets.

Import Asset Add business subprocess uses templates to create mass asset records in Asset Management (AM). The Asset Profile defines criteria for an asset type that AM uses as default values when adding assets. AM uses financial details from Accounts Payable (AP), such as Asset Profile ID, acquisition date, and cost, to create asset records. Import Asset Add also creates asset records in mass through an interface flat file and Excel to AM interface. A predefined excel spreadsheet is used to upload details into AM to create asset records. Online Asset Add business subprocess creates individual asset records from details through direct input in AM. Both business subprocesses invoke data edits that reject invalid data, produce error messages, and allow correction.

The Agency AM Spreadsheet Upload Processor role will be responsible for uploading the predefined excel spreadsheet used via the Inbound Asset Spreadsheet Upload process. The spreadsheet will be approved by an agency designated approver before the upload occurs.

¹https://myfloridacfo.sharepoint.com/:w:/r/sites/accaud/FinMgmtManual/_layouts/15/Doc.aspx?sourcedoc=%7B29AFD790-2460-427F-8807-6672173E1ABF%7D&file=Asset%20Capitalization%20policy.doc&action=default&mobileredirect=true&DefaultItemOpen=1

Definitions for terminology used within this business process can be found at [Terms and Definitions Catalog²](#).

Dependencies and Constraints

Dependencies and Constraints describe any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

- Florida PALM will use the established capitalization threshold limits to identify purchases qualifying for capitalization.
- Interface data requires specific accounting information, in a standardized format, to create assets in Florida PALM

Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process. Florida PALM screenshots are included within the sections to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or within Department of Financial Services (DFS), and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

This information should be read in conjunction with the Business Process Flow Diagrams.

40.1.1 – Import Asset Add

Table 1: Import Asset Add

40.1.1 – Import Asset Add	
Module	Asset Management
Related Module(S)	Accounts Payable
Swim Lane – Definition	<p>Agency AM Asset Processor: agency role responsible for creating and maintaining asset records in Florida PALM</p> <p>Agency AM Spreadsheet Upload Processor: agency role responsible for uploading inbound asset spreadsheets (role not shown as a swim lane on flow diagram).</p> <p>Agency AM Sensitive Asset Processor: agency role responsible for updating the asset sensitive drop down list, and the asset sensitive data elements.</p>

² <https://app.smartsheet.com/b/publish?EQBCT=0145b968d515454e9753d4943702576a>.

Process Step ID	Process Step Title	Description of Process
1	Inbound Asset Additions, Adjustments, and Physical Updates (AMI006)	<p>The Agency AM Asset Processor identifies a large volume of newly acquired assets (not integrated through AP) and elects to use an interface to input assets in Florida PALM.</p> <p>The Agency AM Asset Processor identifies a large volume of cost additions, cost adjustments, or physical information updates, and elects to use an interface to input or update the asset transactions in Florida PALM.</p> <p>The Inbound Asset Additions, Adjustments, and Physical Updates interface can be used to trigger the Sensitive Data dropdown list. The Interface type must be Asset Addition (FAD). The user submitting the interface must have the Agency AM Sensitive Asset Processor business role, and the Sensitive Data Security (FLP_AM_SENS_PROCESSOR) system role.</p>
2	Inbound Asset Spreadsheet Upload (AMI007)	<p>The Agency AM Asset Processor identifies a large volume of newly acquired assets (not integrated through AP). The Agency AM Asset Processor determines the Inbound Asset Spreadsheet Upload is the appropriate tool to input the assets in Florida PALM.</p> <p>The Custodian or agency designated personnel authorizes the use of the Inbound Asset Spreadsheet to input the assets in Florida PALM. The Agency AM Spreadsheet Upload Processor uses a predefined spreadsheet to organize and upload information required to create mass asset records. This step uses the same data edits enforced when entering assets via online entry.</p>
3	Perform Interface Error Checking	<p>Edit validations are performed on each interface before the data is allowed to load to the Asset Management staging tables.</p> <p>If the file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved.</p> <p>If the file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing in the Asset</p>

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Process Step ID	Process Step Title	Description of Process
		<p>Management module. Additional edits will be performed during the transaction life cycle.</p> <p>Rejected transactions are managed through the 120.1 Interface Error Handling Process.</p>
4	AP Integration	<p>Assets are acquired through MyFloridaMarketPlace (MFMP) and Agency Business Systems. All asset acquisition payments are processed through Florida PALM AP module. Florida PALM AP and AM modules are integrated to create new asset records or update existing asset records in AM.</p> <p>This integration would also be applicable for Encumbrances that include asset related data elements and were vouchered through AP.</p> <p>Asset-related vouchers processed in the AP module must include basic data elements such as:</p> <p>AM Business Unit (BU), Asset Profile ID, Quantity, and Acquisition Merchandise Amount (Cost) to establish an asset record in AM. The Asset ID must be included on the voucher for update to existing asset records.</p> <p>AP integration constitutes two distinct processes: Pre-Interface and Interface.</p> <p>The Load Asset Process (INTFAPAP) transfers data from Accounts Payable to the Asset Management pre-interface table.</p> <p>Agency AM Asset Processor can view the AM Pre-Interface Table to validate transactions pending inclusion on the Interface Table for processing.</p>
5	AP to AM Process	<p>Integration of asset data from AP to AM is automatically initiated by Florida PALM.</p> <p>The Asset Management Payables/Purchasing Interface (AMPS1000) transfers data from the pre-interface table to the AM interface tables.</p>
6	Load Staging Tables	<p>Load Staging Tables houses the AP integrated data, spreadsheet upload data, and interfaced data.</p>

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Process Step ID	Process Step Title	Description of Process
		Data in the physical and financial tables is used to automate asset creation.
7	Review/Update/Approve Information	<p>The Agency AM Asset Processor uses the staging table to perform a review of data before a new asset is established, or updates to existing assets occur.</p> <p>Upon review, the Agency AM Asset Processor may exclude a transaction or update the asset physical information, such as custodian, location, and acquisition date.</p> <p>The asset Profile ID may also be updated on the staging table. However, the asset Profile ID cannot be changed after the Run Transaction Loader Process occurs.</p> <p>Elements controlled by the asset Profile ID such as estimated useful life and asset category can be updated after the asset record is created.</p> <p>The Asset Staging Report can also be used to identify corrections needed.</p>
8	Unitize Assets	<p>The Agency AM Asset Processor can unitize grouped assets imported as a single line item.</p> <p>Unitize means converting a group of assets listed as a single line item on a voucher into individual assets in Florida PALM with unique Asset IDs. This step is used if the assets are identical in cost (homogenous).</p>
9	Run Transaction Loader Process	Florida PALM or the Agency AM Asset Processor executes the Transaction Loader Process, which selects data from Transaction Loader tables (interface tables) and populates core Asset Management tables.
10	Establish Asset	<p>Florida PALM creates new asset records, each with a unique, system-generated, numeric Asset ID. New Assets Report and Assets Purchased Reports are used to list assets established.</p> <p><i>Below Figure 1 (Asset Add, General Information Tab) represents the asset physical information Florida PALM after the imported asset record has been created.</i></p> <p><i>Below Figure 2 (Asset Add, Acquisition Detail Tab) represents the asset financial information in Florida PALM after the imported asset record has been created.</i></p>

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Process Step ID	Process Step Title	Description of Process
11	Calculate Depreciation	<p>If the asset is depreciable, Florida PALM initiates the Calculate Depreciation process based on an established schedule. This process calculates the depreciation for an asset for its entire useful life based on the depreciation attributes selected for the Asset – cost, salvage value, and useful life.</p> <p>Calculate Depreciation may also be initiated on demand for individual asset transactions.</p> <p>This process must be run when core asset transactions are processed such as:</p> <ul style="list-style-type: none"> • Addition of asset • Update of asset records • Transfer of asset • Disposal of asset <p>If the asset is non-depreciable, Florida PALM bypasses the Calculate Depreciation process and completes the Create Accounting Entries process.</p>
12	Complete Creation of Asset	<p>After the Depreciation Calculation process is successfully executed against each Asset, Florida PALM (per enterprise schedule), runs the following core processes to acquire updated Asset information and create accounting transactions. The Agency AM Asset Processor may also run these processes on demand.</p> <p>Load Depreciation Reporting Table process - This process loads the Depreciation Reporting table (DEPR_RPT) with life-to-date depreciation expense data. Content of DEPR_RPT table provides the basis for most depreciation reports.</p> <p>Load Asset Net Book Value Process - This process loads the Asset Net Book Value table (ASSET_NBV_TBL) with data used for Asset Net Book Value reports.</p> <p>Depreciation Close - This process generates period depreciation accounting entries for all depreciable assets in a particular accounting period. The process should be run for an accounting period that has not yet been closed.</p> <p>Create Accounting Entries - This process generates accounting entries for all financial transactions unrelated to depreciation. Examples of accounting</p>

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Process Step ID	Process Step Title	Description of Process
		<p>entries are asset cost, increase of asset cost, and transfer of assets.</p> <p>Depreciation Allocation - This process allocates asset cost and/or depreciation expense from Governmental Fund to Ownership Fund if applicable. Governmental funds account for one fiscal year of information and cannot own assets with useful life greater than one year. An ownership fund is a long-term account that represents the entity in which assets are maintained for governmental funds.</p>
13	Generate GL Journals	<p>Journal Generator (JGEN) processes posted accounting entry data from the Florida PALM source modules, summarizes the data, and creates journals in the General Ledger. The Journal Generator process will edit, budget check, and post the journal entries created during the process. Please see 10.2, Enter and Process Journals for more information on source module journal entries.</p>
14	Outbound Asset Extract (AMI003)	<p>Florida PALM provides an outbound file with data on asset additions, updates, transfers, and disposals. The Outbound Asset Extract includes asset records marked as Fully Sensitive and asset records marked as Partially Sensitive.</p>

The screenshot shows the 'Asset Information' tab in the FloridaPALM system. At the top, it displays 'Unit 50100', 'Asset ID 00000000150', 'Office Furniture', 'Tag LXX1148', and 'Transferred'. The main form area contains several input fields and checkboxes:

- Description:** Office Furniture
- Short Desc:** Office Fur
- CAP #:** (empty)
- Seq #:** (empty)
- Tag Number:** LXX1148
- Asset Class:** CAPITAL (Capitalized Asset)
- Asset Type:** Furniture
- Asset Subtype:** (empty)
- *Asset Status:** Transferred
- Capitalized Asset:** Capitalized Asset
- New Asset:** New Asset
- Available For Use:** Available For Use
- In Physical Use:** In Physical Use
- Acquisition Date:** 06/23/2014
- Placement Date:** 06/23/2014
- Collateral Asset:** (empty)
- *Acquisition Code:** Purchased
- FERC Code:** (empty)
- Financing Code:** (empty)
- Fair Value:** 0.000 USD
- Appraisal Date:** (empty)
- Replacement Cost:** (empty)
- Last Update:** (empty)
- Index Name:** (empty)
- SubIndex Name:** (empty)
- Parent/Child:** None
- Parent ID:** (empty)
- Profile ID:** 540310
- Region Code:** (empty)
- Threshold ID:** (empty)
- Composite Asset:** Composite Asset
- Composite Asset ID:** (empty)

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', 'Update/Display', 'Include History', and 'Correct History'. There are also links for 'Book Page', 'Fair Value Details', 'Set R and D Info...', and 'Attachments (0)'.

Figure 1: Import Asset Add, General Information Tab

The screenshot shows the 'Asset Acquisition Detail' tab in the FloridaPALM system. At the top, it displays 'Unit 50100', 'Asset ID 00000000150', 'Office Furniture', 'Tag LXX1148', and 'Transferred'. The main form area contains several input fields and a table:

- Description:** Office Furniture
- System Source:** AM Online Entry Page
- Incentive ID:** (empty)
- Quantity:** 1.0000
- Amount:** 50,000.000
- Sales Tax:** 0.000
- Use Tax:** 0.000
- Freight:** 0.000
- Misc Charge:** 0.000
- Total Amount:** \$50,000.000
- *Capitalize:** Already Capitalized
- Base Currency:** USD
- Currency:** USD
- Category:** EQFRN
- Cost Type:** (empty)

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', 'Update/Display', 'Include History', and 'Correct History'. There are also links for 'Interfaces Info...' and 'Acquisition Detail Chartfields'.

Figure 2: Import Asset Add, Asset Acquisition Detail Tab

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40.1.2 – Online Asset Add

Table 2: Online Asset Add

40.1.2 – Online Asset Add		
Module	Asset Management	
Related Module(s)	N/A	
Swim Lanes - Definition	<p>Agency AM Asset Processor: agency role responsible for creating and maintaining asset records in Florida PALM</p> <p>Agency AM F&A Processor: agency role responsible for controlling and managing Asset records (cost information) in Florida PALM</p>	
Process Step ID	Process Step Title	Description of Process
1	Identify Asset Records to be Created	The Agency AM F&A Processor identifies information for the newly acquired asset that requires manual entry into Florida PALM. Manual entry is necessary for assets created or constructed by or on behalf of the State, and assets received through donation or seizure. Manual entry is also required for assets purchased but not entered through integration with the AP module.
2	Request Asset Information	The Agency AM F&A Processor and the Agency AM Asset Processor coordinate to collect the relevant asset information to create and update asset records per applicable policies and procedures.
3	Create/Update Asset Record	<p>The Agency AM F&A Processor inputs asset cost information which creates incomplete asset records.</p> <p>The Agency F&A Processor also updates asset cost information (but not physical information) on existing incomplete asset records.</p> <p>A complete asset record requires financial and physical information in Florida PALM.</p> <p>The Tag Number can be added at any point in the creation of the asset record in Florida PALM.</p> <p>When adding or updating an asset record, the Sensitive Data dropdown list can be triggered, and the Sensitive Data Elements can be updated with proper security. The user must have the Agency AM Sensitive Asset Processor business role and the Sensitive Data Security (FLP_AM_SENS_PROCESSOR) system role.</p>
4	Identify Asset Records to be Created/Updated	The Agency AM Asset Processor identifies information on newly acquired assets that require a manual entry in Florida PALM. Manual entry is necessary for assets created or constructed by or on behalf of the State, and assets received through donation or seizure. Manual entry is also required for assets purchased but not entered through integration with the AP module.

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Process Step ID	Process Step Title	Description of Process
		Agency AM Asset Processor also reviews Florida PALM asset reports to identify asset records that need to be updated.
5	Request Asset Information	<p>The Agency AM F&A Processor and the Agency AM Asset Processor coordinate to acquire asset information in accordance with agency policy & procedure.</p> <p>This step includes identifying assets added by Agency AM F&A Processor that need to be updated with physical asset information.</p>
6	Create/ Update Asset Record	<p>The Agency AM Asset Processor inputs asset financial and asset physical information to create new asset records. The Agency AM Asset Processor also updates physical asset information for incomplete asset records created by the Agency AM F&A Processor.</p> <p>The Agency AM Asset Processor performs various asset record maintenance functions in Florida PALM, including:</p> <ul style="list-style-type: none"> • Maintain Asset Status • Maintain Asset Parent/Child Relationship • Update Physical Information • Maintain Cost • Capitalize Asset • Update Useful Life • Transfer Assets <p>The Tag Number can be added at any point in the creation or update of the asset record in Florida PALM.</p> <p>When adding or updating an asset record, the Sensitive Data dropdown list can be triggered, and the Sensitive Data Elements can be updated with proper security. The user must have the Agency AM Sensitive Asset Processor business role and the Sensitive Data Security (FLP_AM_SENS_PROCESSOR) system role.</p>
7	Establish Asset	Florida PALM uses data input by the Agency AM Asset Processor and the Agency AM F&A Processor to create asset records. Each asset record is created with a unique, system-generated numeric Asset ID. New Assets Report and Assets Purchased Reports are used to list asset records established.
8	Calculate Depreciation	If the asset is depreciable, Florida PALM initiates the Calculate Depreciation process based on an established schedule. This process calculates the depreciation for an asset for its entire useful life based on the depreciation attributes selected for the Asset – cost, salvage value, and useful life.

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Process Step ID	Process Step Title	Description of Process
		<p>Calculate Depreciation may also be initiated on demand for individual asset transactions.</p> <p>This process must be run when core asset transactions are processed such as:</p> <ul style="list-style-type: none"> • Addition of asset • Update of asset records • Transfer of asset • Disposal of asset <p>If the asset is non-depreciable, Florida PALM by-passes the Calculate Depreciation, and completes the Create Accounting Entries process.</p>
9	Complete Creation of Asset	<p>After Depreciation Calculation is successfully executed against each asset, Florida PALM (per enterprise schedule), runs the following core processes to acquire updated asset information and create accounting transactions. The Agency AM Asset Processor may also run these processes on demand.</p> <p>Load Depreciation Reporting Table process - This process loads the Depreciation Reporting table (DEPR_RPT) with life-to-date depreciation expense data. Content of DEPR_RPT table provides the basis for most depreciation reports.</p> <p>Load Asset Net Book Value Process - This process loads the Asset Net Book Value table (ASSET_NBV_TBL) with data used for Asset Net Book Value reports.</p> <p>Depreciation Close - This process generates period depreciation accounting entries for all depreciable assets in a particular accounting period. The process should be run for an accounting period that has not yet been closed.</p> <p>Create Accounting Entries - This process generates accounting entries for all financial transactions unrelated to depreciation. Examples for accounting entries are asset cost, increase of asset cost, and transfer of assets.</p> <p>Depreciation Allocation - This process allocates asset cost and/or depreciation expense from Governmental Fund to Ownership Fund if applicable. Governmental funds account for one fiscal year of information and cannot own assets with useful life greater than one year. An ownership fund is a long-term account that represents the</p>

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Process Step ID	Process Step Title	Description of Process
		entity in which assets are maintained for governmental funds.
10	Generate GL Journals	Journal Generator (JGEN) processes posted accounting entry data from the Florida PALM source modules, summarizes the data, and creates journals in the General Ledger. The Journal Generator process will edit, budget check, and post the journal entries created during the process. Please see 10.2, Enter and Process Journals for more information on source module journal entries.
11	Outbound Asset Extract (AMI003)	Florida PALM provides an outbound file with data of asset additions, updates, transfers, and disposals. The Outbound Asset Extract includes asset records marked as Fully Sensitive and asset records marked as Partially Sensitive.

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Accounting Events

Accounting events originate during transaction processing in the applicable source module. The accounting events impact the source module, Commitment Control ledgers, and the General ledger (Actuals).

- Source Module accounting entries require user input (I) of the primary line (i.e., expenditure, revenues) with an automated (A) system offsetting line (i.e., payable, receivable) during transaction entry. The source model transaction must pass Edit Check, Budget Check, and Cash Check (on applicable entries) prior to posting the transaction.
- The Run Budget Check (Commitment Control) process automatically affects balances in the appropriate budget ledger (i.e., appropriation, spendable cash) if the transaction passes the budget check process.
- After the transaction is posted in the source module, an automated system process summarizes and posts the entries in the General Ledger module to the Actuals Ledger.

The table below provides the most common accounting events applicable to this business process.

Table 3: Accounting Events Included on Business Process Flow Diagrams

Acct Event ID	Accounting Event	Source Module Accounting Entry	Commitment Control Ledger(s) Impact	General Ledger (Actuals) Entry
AM01	Record New Asset.	Debit: Asset (S) Credit: Asset Expenditure (S)	No Entry	Debit: Asset Credit: Asset Expenditure
AM02	Record Asset Depreciation.	Debit: Depreciation (S) Credit: Accumulated Depreciation (S)	No Entry	Debit: Depreciation Credit: Accumulated Depreciation
AM03	Depreciation Move – Governmental Fund to Ownership Fund (Part 1)	Debit: Accumulated Depreciation – with Governmental Fund (S) Credit: Depreciation – with Governmental Fund (S)	No Entry	Debit: Accumulated Depreciation – with Governmental Fund (S) Credit: Depreciation – with Governmental Fund (S)

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Acct Event ID	Accounting Event	Source Module Accounting Entry	Commitment Control Ledger(s) Impact	General Ledger (Actuals) Entry
AM04	Depreciation Adjustment - Governmental Fund to Ownership Fund (Part 2)	Debit: Depreciation Expenditure – with Ownership Fund (S) Credit: Accumulated Depreciation – with Ownership Fund (S)	No Entry	Debit: Depreciation Expenditure – with Ownership Fund Credit: Accumulated Depreciation – with Ownership Fund

Key Reports

Key Reports are displayed as icons with the Report Number on the Business Process Flow Diagrams. The table below provides the reports identified to be produced at a particular process step or is used to support the completion of a process step.

Table 4: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	AMR040	Asset Exception Report – identifies Asset related vouchers with incomplete information	Data Warehouse	Periodic	Agency
R2	AMR042	Asset Staging Report – a list of asset records ready to be processed	Data Warehouse	Periodic	Agency
R3	AMR043	New Assets Report – a list of asset records created since last inventory date	Data Warehouse	Periodic	Agency
R4	AMR026	Total Assets Purchased Report - a report that lists the total amount of fixed asset purchases by agency/division	Data Warehouse	Periodic	Agency

Note: A complete list of reports may be found in the [Reports Catalog](#)³.

³ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Conversions

The table below identifies the Conversions related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 5: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
AMC001	Assets and Property - Conversion of all types of active depreciable and non-depreciable tangible personal property, intangible assets, buildings and real property, or attractive items that are tracked for custody and reporting purposes.	FLAIR

Note: A complete list of conversions may be found in the [Conversions Catalog](#)⁴.

Interfaces

The table below provides the Interface IDs for each interface identified on the Business Process Flow Diagrams.

Table 6: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
AMI006	Inbound Asset Additions, Adjustments and Physical Updates – Inbound interface to load new asset data, as well as adjustments and physical updates	Daily	Agency Business Systems	Florida PALM
AMI003	Outbound Asset Extract – Outbound asset extract file containing both physical and cost information	Daily	Florida PALM	Agency Business Systems
AMI007	Inbound Asset Spreadsheet Upload – Inbound interface to load new asset data via spreadsheet (Excel) upload	Daily	Agency Business Systems	Florida PALM

Note: A complete list of interfaces may be found in the [Interface Catalog](#)⁵.

⁴ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

⁵ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Forms

The table below provides the Form Numbers for any forms identified on the Business Process Flow Diagrams.

Table 7: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Audience
N/A		

Workflows

The table below provides the Workflow Numbers for any workflows identified on the Business Process Flow Diagrams.

Table 8: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Audience
N/A		

Agency Configurations

The table below identifies the Agency Configurations related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 9: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A		