

## AMC001 – Asset and Property

AMC001 converts active asset records, including Attractive Item records, from FLAIR Information Warehouse Property Master (PROPMSTR) and Property Custodian information (PROPCSTO) tables to Florida PALM. The conversion of asset records is required to continue the business process of maintaining asset records over an asset's life cycle including maintenance, depreciation, transfers, dispositions and physical inventory. The Mock Conversion 4 results for AMC001 includes agency data as of November 8, 2025.

### How to Use the Results:

The conversion results file has 5 companion files, each described in Table 1, to aid agencies in reviewing the results.

Table 1: AMC001 Results Data Files, Description, and Intended Use

AMC001 Results Data File Name	Description	Intended Use
Agency Record Extract	File contains the assets that were created for the agency. The layout format for this information is like <i>AMC001 – Asset and Property Conversion</i> .	Agencies will use this file to review and validate assets that were loaded into Florida PALM.
Agency Log File	File contains details related to the file that was loaded to create the Agency Record Extract. It details the number of transactions that were received, the number of transactions that were processed, the number of transactions in error.	Agency should review this file for counts related to transactions.
Agency Error File	File contains detailed error messages for Florida PALM transactions in error. The error log <i>is only produced</i> and provided if there are errors with an agency's data.  <b>NOTE:</b> <i>If an error file was not provided for your agency, your review and focus should concentrate on the other provided data file results.</i>	If provided, agencies will use this file to research errors.
Agency Conversion Flat File	File contains the assets that were created for the agency. The layout format for this information is like <i>AMC001 – Asset and Property Conversion</i> .	Agencies can use this file as a reference to support the validation file.
AMC001_Agency_FLAIR_Defaults	File contains asset records where ChartFields have been defaulted during the conversion	Agencies can use this file as a reference to support the validation file and

AMC001 Results Data File Name	Description	Intended Use
	<p>program process. The file includes FLAIR Fields (yellow) and Florida PALM fields (green) that were used in conversion.</p> <p>This file includes columns that indicate which ChartField value was defaulted.</p>	determine which assets have defaulted ChartField values.

Due to the nature of the FLAIR Information Warehouse Property Master (PROPMSTR) data, there were specific actions that were applied during the translation of FLAIR data elements to Florida PALM ChartField values to allow the Asset records to successfully convert. The table below provides the most common FLAIR data errors, how these errors were handled during the conversion process, and the recommended agency action to address errors, where appropriate. If there are assets that should not be converted into Florida PALM, you can simply inactivate the record in FLAIR.

**NOTE:** The “Error Handling During Conversion” column has been added to Table 2: AMC001 Common Errors and Recommended Action to explain which values were defaulted and which values could not be defaulted. Values that have been defaulted will not appear on the error log because they were successfully converted. Values that were not defaulted will appear on the error log because they were not successfully converted.

Table 2: AMC001 Common Errors and Recommended Action

Common Error Messages in Error File	Error Handling During Conversion	Recommended Action in FLAIR
Required field ASSET_TYPE is missing	<p>Attractive and Non-Capitalized assets without a Property Class Code were defaulted to ASSET TYPE ‘999’ (Other) and the Asset was converted to Florida PALM.</p> <p>Capitalized Assets without a Property Class Code were <b>not</b> converted into Florida PALM.</p>	Add Property Class Code
Required field PROFILE_ID is missing	<p>Attractive and Non-Capitalized assets without a Property Class Code were defaulted to ‘PROFILE ID CNVNONCAP’ and the Asset was converted to Florida PALM.</p> <p>Capitalized Assets without a Property Class Code were <b>not</b> converted into Florida PALM.</p>	Add Property Class Code

Common Error Messages in Error File	Error Handling During Conversion	Recommended Action in FLAIR
Required field CATEGORY (Asset Category) is missing	<p>Attractive and Non-Capitalized assets without a Property Class Code were defaulted to CATEGORY 'Equipment General' and the Asset was converted to Florida PALM.</p> <p>Capitalized Assets without a Property Class Code were <b>not</b> converted into Florida PALM.</p>	Add Property Class Code
Required field FUND_CODE is missing	<p>Attractive and Non-Capitalized Assets FUND_CODE was defaulted to blank, and the asset was converted to Florida PALM.</p> <p>Capitalized Assets that did not include a valid Fund were not converted into Florida PALM.</p>	<p>Review the Asset and determine if it is a Capital Asset.</p> <p>If the Asset is a Capital Asset, then review the FLAIR 29-digit Account Code for valid values and update as needed.</p> <p>OR</p> <p>If not a Capital Asset, then update the asset to Non-Depreciable.</p>
Required field BUDGET_REF (Budget Entity) is missing	<p>Attractive and Non-Capitalized Assets Budget Entity (BE) was defaulted to blank, and the asset was converted to Florida PALM.</p> <p>Capitalized Assets that did not include a valid Budget Entity were not converted into Florida PALM.</p>	<p>Review the Asset and determine if it is a Capital Asset.</p> <p>If the asset is a Capital Asset, then review the FLAIR 29-digit Account Code for valid values and update as needed.</p> <p>OR</p> <p>If not a Capital Asset, then update the asset to Non-Depreciable.</p>
Required field ACTIVITY_ID is missing	Missing or Invalid Activity ID was defaulted to blank, and the Asset was converted to Florida PALM.	Option 1: Add/modify to include an active Project ID. Once an active Project ID exists on the asset record, the field will be included in conversion.

Common Error Messages in Error File	Error Handling During Conversion	Recommended Action in FLAIR
		Option 2: None – In future conversions, the Project will convert the Asset record and default the Activity ID to blank.
Required field COST is missing	<p>Attractive and Non-Capitalized Assets without a cost were defaulted to 0.000 and converted to Florida PALM.</p> <p>Capitalized Assets without a cost were not converted into Florida PALM.</p>	<p>Determine if the Asset is a Capitalized Asset:</p> <p>If yes, add the Property Acquisition Amount.</p> <p>OR</p> <p>If no, update to a Non-Depreciable Asset.</p>
Required field In-Service date is missing	<p>Missing In-Service date was defaulted to Received date and the Asset was converted into Florida PALM.</p> <p>If both dates were missing then the Asset was not converted into Florida PALM.</p>	Agencies should update the Asset Received date.
Cannot process financial record as it contains error data at Physical A/Supplemental records	N/A	Agencies should correct all existing financial record errors (e.g., ChartField, cost), then this error will be resolved.
Cannot process Physical A record as financial record contains error data	N/A	Agencies should correct all the existing physical record errors (e.g., acquisition date, asset profile, asset category) then this error will be resolved.
Leased Asset – Acquisition Code is 'L' or Profile ID is 'Leased Asset'	Leased Assets are errored out and not loaded into Florida PALM.	Leases will need to be manually added into Florida PALM during UAT for testing purposes or after go-live.
ChartField Error PROGRAM_CODE (Grant)	Missing or Invalid PROGRAM_CODE (Grant) was defaulted to Agency mapped Florida PALM grant if available or to blank if no Agency mapped Florida PALM grant exists, and the Asset was converted to Florida PALM.	Option 1: Add/modify to include an active Grant ID. Once an active Grant ID exists on the asset record, the field will be included in conversion.

Common Error Messages in Error File	Error Handling During Conversion	Recommended Action in FLAIR
		Option 2: No action – The Project will continue to convert the asset record and default the Grant field to blank.
ChartField Error CHARTFIELD2 (State Program)	Missing or Invalid State Program (SP) was defaulted to the first valid State Program associated to the Budget Entity (BE) and the Asset was converted to Florida PALM.	<p>Determine if the asset is a Capitalized Asset.</p> <p>If yes, confirm the value is valid in Florida PALM by reviewing the <a href="#">Statewide COA Configuration Workbook</a> in the Knowledge Center.</p> <p>OR</p> <p>If no, update to a Non-Depreciable Asset.</p> <p>OR</p> <p>No action – The Project will convert the asset record and default to the first valid State Program (SP) associated to the Budget Entity (BE).</p>
ChartField Error DEPT ID (Organization)	Organization value was defaulted to the agency level organization value, which is the highest-level org value.	<p>Determine if the FLAIR Organization code is active in FLAIR. Review your <i>&lt;Agency&gt; Conversion Mapping - Organization</i> worksheet in Smartsheet and confirm the FLAIR Organization Code has been mapped to a valid Florida PALM Organization value. Update the mapping, as needed.</p> <p>OR</p> <p>No action – The Project will convert the asset record and default Dept ID to the</p>

Common Error Messages in Error File	Error Handling During Conversion	Recommended Action in FLAIR
		agency level organization value.
ChartField Error PRODUCT (Category)	<p>If the FUND_CODE and BUDGET_REF (Budget Entity) were valid values, Category was defaulted to 060000, and the Asset was converted to Florida PALM.</p> <p>If the FUND_CODE and BUDGET_REF (Budget Entity) were not valid values, the Category was not defaulted, and the Asset was not converted to Florida PALM.</p>	<p>Option 1: If there is a low volume of errors, agencies can fully depreciate the Asset, dispose, and then re-add with the correct Category.</p> <p>Option 2: For Assets with a valid FUND_CODE and BUDGET_REF (Budget Entity), No Action - The Project will continue to default the category to 060000. The agency can reclassify the Category in Florida PALM after conversion.</p> <p>For assets with invalid FUND_CODE and BUDGET_REF (Budget Entity) the agency should contact DFS A&amp;A.</p>
ChartField Error PROJECT ID (Project)	Missing or Invalid PROJECT ID (Project) was defaulted to blank, and the Asset was converted to Florida PALM.	<p>Option 1: Add/modify to include an active Project ID. Once an active Project ID exists on the encumbrance record, the field will be included in conversion.</p> <p>Option 2: No action – The Project will convert the asset record and default Project ID to blank.</p>
Combo error for fields BUDGET_REF (Budget Entity)/ CHARTFIELD2 (State Program)	Missing or Invalid State Program (SP) was defaulted to first valid State Program associated to the Budget Entity (BE).	Add/Modify the asset record to include an active Budget Entity (BE) or State Program (SP). Review the <a href="#">Statewide COA Configuration Workbook</a> in the Knowledge Center to ensure that the State Program/Budget Entity combination is valid.

Common Error Messages in Error File	Error Handling During Conversion	Recommended Action in FLAIR
		<p>OR</p> <p>No action – The Project will convert the asset record and default to the first valid State Program (SP) associated to the Budget Entity (BE).</p>
Combo error for fields FUND_CODE/ BUDGET_REF/ PRODUCT	<p>Attractive and Non-Capitalized Assets were defaulted to blank and converted to Florida PALM.</p> <p>Capitalized Assets without a valid Fund/Budget Entity/Product were not converted into Florida PALM.</p>	<p>Add/Modify asset record to include active Fund/Budget Entity/Product.</p> <p>OR</p> <p>Confirm the FLAIR 29-digit Account Code is mapped to Florida PALM values on the Crosswalk Value Report (GLR121).</p> <p>OR</p> <p>No action – The Project will implement a change for this in future conversions to convert the asset record.</p>

Agencies can direct all data clean up questions to the FLAIR data cleanup team at [acctaudtransformationsupport@myfloridacfo.com](mailto:acctaudtransformationsupport@myfloridacfo.com).