Asset Mapping

The 2026-2027 Implementing Bill includes a requirement that *"State Agencies can verify all their active asset management records recorded in FLAIR can be converted with the proper asset and depreciation values established in Florida PALM."* The previous dry runs have identified a large number of assets that cannot be converted to Florida PALM without data cleansing. To help with Asset data cleansing, a new Conversion Mapping workbook has been created.

The *Conversion Mapping Workbook: Assets* will be used to convert the errored assets into Florida PALM and is based on your agency's Dry Run 2 errors and configured values. Review the table below for the errors encountered during the conversion and the recommended action to address these errors.

Table 1: Common Errors and Recommended Action

Error	Additional Information	Recommended Action in *<Agency> Conversion Mapping – Assets* Worksheet
Mapped Florida PALM Fund is missing or is no longer valid.	Fund guidance can be found in the *Helpful Considerations* and *Field Details* sections of this document.	Select the appropriate Mapped Florida PALM Fund.
Mapped Budget Entity (BE) is missing or is no longer valid.	A valid Budget Entity is required on all asset conversions. The Budget Entity being used on the asset record is coming from the FLAIR Current Use Fund.	Select the appropriate Budget Entity. The Budget Entity you select must be associated with the corresponding Fund and Category on your *<AGENCY> DR2 Budgetary Value Combination Edit Values* lookup sheet.
Mapped Category is missing or is no longer valid.	A valid Category is required on all asset conversions. In the past, the Project defaulted missing categories to 060000. We are now asking agencies to select the appropriate Category to be used with the asset record. Agencies should select 060000 if you do not want to specify a category.	Select the appropriate Category. The Category you select must be associated with the corresponding Fund and BE on your *<AGENCY> DR2 Budgetary Value Combination Edit Values* lookup sheet.
Mapped Property Class Code is missing or is no longer valid.	Property Class Codes are used to determine the Asset Profile, which populates various fields to help determine the correct classification of an asset,	Select the appropriate Property Class Code.

Error	Additional Information	Recommended Action in <*Agency*> *Conversion Mapping – Assets* Worksheet
	and ensures that depreciation is correctly calculated and posted.	

Worksheet Details

Your *<Agency> Conversion Mapping – Assets worksheet* is pre-populated with Dry Run 2 conversion data as of June 30, 2026.

The file contains:

- FLAIR Asset IDs that did not convert and were provided on the Dry Run 2 *<Agency>_AMC001_Error Log* file located in Secure File Share.
- FLAIR Asset IDs where the category was defaulted to 060000 were provided on the *Dry Run 2 AMC001_Agency_FLAIR_ Defaults* file located in Secure File Share.

The following definitions will be helpful in completing this worksheet:

- FLAIR General Fixed Asset Fund – A fund in FLAIR used to correlate to an operating fund. Assets acquired with a Current Use Fund must be recorded in a corresponding General Fixed Asset Fund.
- FLAIR Current Use Fund – Indicates a category of fund used in the accounting of assets. A Current Use Fund cannot own assets. Assets acquired with Current Use Fund must be recorded in a corresponding General Fixed Asset Fund.
- Florida PALM Capital Assets Fund – A Capital Asset Fund in Florida PALM assumes the role of a FLAIR General Fixed Asset Fund. Each valid FLAIR General Fixed Asset Fund is cross walked to a Florida PALM Capital Asset Fund.
- Florida PALM Transactional Fund – A Transactional Fund in Florida PALM assumes the role of a FLAIR Current Use Fund. Each valid FLAIR Current Use Fund is cross walked to a Florida PALM Transactional Fund.

NOTE*: All values in your <Agency> Conversion Mapping – Assets workbook are values currently found in UAT, which are configured values from Dry Run 2.*

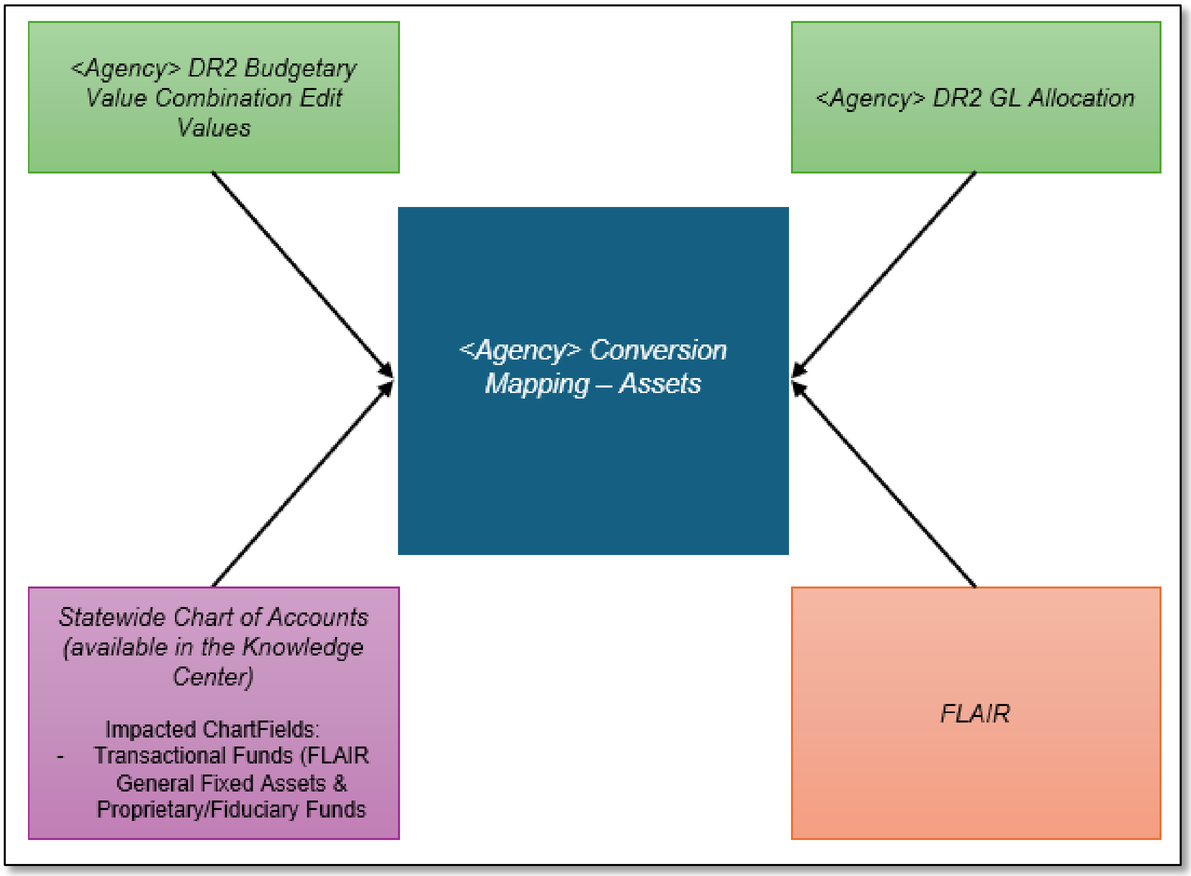

Figure 1: Cross-worksheet Connections for Asset Mapping

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory > Agency Conversion Mapping – Assets

Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > _Configuration Lookup Values

Helpful Considerations

Below are a few helpful considerations to support your completion:

- Review the *Error Messages* column and focus on correcting errors in the following order: Fund, Budget Entity, Category, and Property Class Code.
- When updating the Current Use Fund, agencies should ensure that the updated fund is mapped to the same Florida PALM Capital Asset Fund. A mapping of funds available for this workbook can be found in a new worksheet called *<Agency> DR2 General Ledger Allocation Lookup*.

- To help your agency correctly map assets, we have split out the Florida PALM Current Use Funds into three categories: General Fixed Asset, Proprietary/Fiduciary Asset, and No FLAIR Fund Provided columns.
    - FLAIR General Fixed Asset Funds that start with 80- and need their Current Use Fund updated will use the *Update Current Use Fund - General Fixed Asset* column.
        - The funds in this dropdown pull from your *<Agency> DR2 General Ledger Allocation Lookup* sheet, which is based on your Dry Run 2 General Ledger configured values.
        - When updating the Current Use Fund, agencies should ensure that the updated fund is mapped to the same Florida PALM Capital Asset Fund.
    - FLAIR General Fixed Asset Funds that start with 50-, 60-, 71-, 73-, 74-, 76- and need their Current Use Fund updated will use the *Update Current Use Fund - Propriet./Fiduc. Asset* column.
        - The funds in this dropdown pull from your *<AGENCY> Fiduciary and Proprietary Lookup* sheet, which is based on the Proprietary and Fiduciary funds that were configured for Dry Run 2.
    - If the asset did not have a FLAIR General Fixed Asset Fund associated with it, it has been reported in your workbook as 00-0-000000. Since we could not determine if the asset requires the Current Use Fund to be related to a General Fixed Asset Fund or a Proprietary/Fiduciary Fund, you will need to select a fund from the *Update Current Use Fund - No FLAIR Fund Provided* column.
        - The funds in this dropdown pull from your *<AGENCY> DR2 Budgetary Value Combination Edit Values* sheet and are based on your agency's Dry Run 2 configured values.
        - If you determine that a General Fixed Asset fund is required, you must select the appropriate one from the dropdown and verify it is mapped to the appropriate Florida PALM Capital Asset Fund. A mapping of funds can be found in your *<Agency> DR2 General Ledger Allocation Lookup* sheet.
- If the Asset is currently assigned to a Local Fund (SF = 8) in FLAIR and that Fund has not been mapped to a configured Florida PALM Fund value, agencies are required to submit a new [Fund Questionnaire]() to Accounting and Auditing for each fund. Submit completed form to newaccountcode@myfloridacfo.com.
- This workbook will be used for the conversion process only and updates will not be applied in FLAIR. It is strongly recommended that agencies continue to perform data cleansing in the FLAIR environment to ensure records are accurate and do not error during conversion.

Field Details

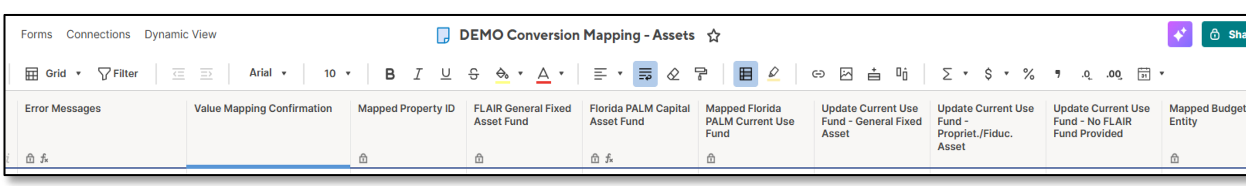

Figure 2: Conversion Mapping – Assets (Panel 1)

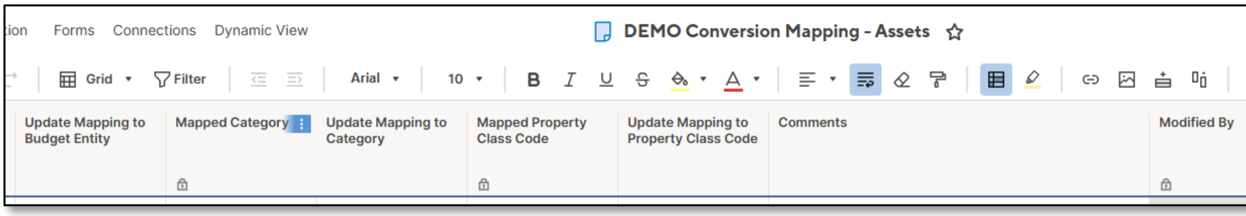

Figure 3: Conversion Mapping – Assets (Panel 2)

The *<Agency> Conversion Mapping – Asset* worksheet contains the following columns:

- **Error Messages** (Locked from editing)
  - This column populates Real-time "[RT]" and/or interfaced "[API]" messages generated by Florida PALM using Agency provided data. Once the error gets corrected and after API has been run during overnight processing, the Error Message will disappear.
  - Error messages instructing you to select "Capital Asset Fund Assistance Requested" will not clear, even after making the selection in the *Value Mapping Confirmation* column. This is to ensure the error is flagged for Florida PALM review and assistance since you will not be able to fully remedy it on their own due to the limitations of this workbook.
    - Select "Capital Asset Fund Assistance Requested" in the *Value Mapping Confirmation* column and update the *Comments* column with how you propose the errors on this line be remedied and any additional information that will be useful in resolving the error.

- **Value Mapping Confirmation**
  - Select the appropriate option from the dropdown.
    - Yes – Mapping is Correct: Select this option if the values provided in the following columns are correct and not blank:
      - Mapped Property ID
      - Florida PALM Capital Asset Fund
      - Mapped Florida PALM Current Use Fund
      - Mapped Budget Entity
      - Mapped Category
      - Mapped Property Class Code

  ***NOTE**: All Assets upon initial release of this workbook contain errors so selecting 'Yes – Mapping is Correct' is currently not a valid option.*

    - Update Mapping: Select this option to provide an updated mapping in the following columns:
      - Update Current Use Fund – General Fixed Asset
      - Update Current Use Fund – Proriet./Fiduc. Asset
      - Update Current Use Fund – FLAIR Fund Provided
      - Update Mapping to Budget Entity
      - Update Mapping to Category
      - Update Mapping to Property Class Code

        - Capital Asset Fund Assistance Requested: Select this option if you need to change the Capital Asset Fund or if you have questions.
            - A comment that includes a detailed question about why you need to change the Capital Asset Fund and what new Capital Asset Fund you need to change it to is required when selecting this option.
            - This option has a deadline of **Friday, August 14, 2026.** After the deadline, you will no longer be able to select this selection.

- **Mapped Property ID** (Locked from editing)
    - This column represents the FLAIR Property ID / Tag Number and is for informational purposes only.

- **FLAIR General Fixed Asset Fund** (Locked from editing)
    - This column represents the FLAIR Ownership Fund. This is for informational purposes only.
    - If the General Fixed Asset Fund is '00-0-000000' then you currently do not have a FLAIR General Fixed Asset Fund assigned to the Property ID in FLAIR and you will be required to provide a fund using the *Update Mapping to Current Use Fund – No FLAIR Fund Provided* column.

- **Florida PALM Capital Asset Fund** (Locked from editing)
    - This column represents the mapped Florida PALM Capital Asset Fund.
    - This field will display 'N/A' when the Current Use Fund for the asset is a Proprietary and Fiduciary fund since these funds are not mapped to Capital Asset Funds.
    - If the FLAIR General Fixed Asset Fund is '00-0-000000', meaning it was not mapped to a fund, the *Capital Asset Fund* column will be 0. When selecting a fund from the *Update Current Use Fund - No FLAIR Fund Provided* column, the Florida PALM Capital Asset Fund will automatically update if the fund you selected is mapped to a Capital Asset Fund in your *<Agency> DR2 General Ledger Allocation Lookup* sheet.
    - If you have a question about the Capital Asset Fund or are requesting a change, select 'Capital Asset Assistance Requested' in the Value Mapping Confirmation column and explain in the comments why you need to change and to what new value **before Friday, August 14, 2026**.

- **Mapped Current Use Fund Code** (Locked from editing)
    - This column represents the Florida PALM Transactional Fund that is mapped to the FLAIR Current Use Fund for the asset.

- **Update Mapping to Current Use Fund – General Fixed Asset**
    - Provide an update in this column only if the FLAIR General Fixed Asset Fund starts with 80-.
    - This column is prepopulated with General Fixed Asset Funds found in your <Agency> DR2 General Ledger Allocation Lookup sheet, that are configured in the UAT environment.
    - If updating the General Fixed Asset fund, you must select a fund that is tied to the same Capital Assets Fund.

- **Update Mapping to Current Use Fund – Propriet./Fiduc. Asset**
  - Provide an update to this column only if the FLAIR General Fixed Asset Fund starts with 50-, 60-, 71-, 73-, 74-, or 76-.
  - The values in the dropdown are from your *<Agency> Fiduciary and Proprietary Fund Lookup* sheet, which contains Proprietary and Fiduciary Funds assigned to your agency as of June 5, 2026.

- **Update Mapping to Current Use Fund – No FLAIR Fund Provided**
  - This column is prepopulated with configured fund values found in your *<AGENCY> DR2 Budgetary Value Combination Edit Values* lookup sheet. These are also the values currently found in UAT.
  - If you determine that a General Fixed Asset fund is required, you must select the appropriate one from the dropdown and verify it is mapped to the appropriate Florida PALM Capital Asset Fund. A mapping of funds can be found in your *<Agency> DR2 General Ledger Allocation Lookup* sheet.

- **Mapped Budget Entity** (Locked from editing)
  - This column represents the Budget Entity currently mapped to the asset.

- **Update Mapping to Budget Entity**
  - This column is prepopulated with configured budget entity values for your agency, based on Dry Run 2 data. If the mapped Budget Entity is invalid, a Budget Entity must be populated.
  - The Budget Entity that is selected must be part of your *<Agency> DR2 Budgetary Value Combination Edit* values and be tied to the fund and category associated with this asset.

- **Mapped Category** (Locked from editing)
  - This column represents the acquisition Category on the FLAIR Asset record.

- **Update Mapping to Category**
  - This column is prepopulated with configured category values for your agency, based on Dry Run 2 data.
  - The category that is selected needs to be part of your *<Agency> DR2 Budgetary Value Combination Edit* values and be tied to the fund and budget entity associated with the asset.
  - Records with the category in error or missing a category at workbook close will have the category value defaulted to 060000.

- **Mapped Property Class Code** (Locked from editing)
  - This column represents the Property Class Code on the FLAIR Asset record.

- **Update Mapping to Property Class Code**
  - This column's dropdown is prepopulated with a list of Property Class Code values along with their short descriptions.
  - If the Mapped Property Class Code field is blank, a Property Class Code must be selected.

- **Comments** (Optional for agency use)