

AMC001 – Asset and Property

New as of Dry Run 1: Capitalization Threshold ID has been implemented for converted assets, and a new error file for duplicate serial numbers is being provided for agencies with these errors as described in Table 1.

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 Dry Run 1 results for AMC001 includes agency data as of March 19, 2026.

Additional Information:

- Capitalization Threshold IDs were implemented with Dry Run 1. Capitalization thresholds determine whether a purchase is recorded as a capitalized asset or a non-capitalized asset in Florida PALM.
 - Assets that meet the capitalization threshold are recorded as a capital asset in the AM module and are subject to depreciation and financial reporting requirements.
 - Assets that do not meet the capitalization threshold are recorded as a non-capital asset in the AM module and are not subject to depreciation and financial reporting requirements.
 - Capitalization threshold details can be found in the [AM Configuration Values](#) workbook in the Knowledge Center.
- Tag Numbers – For any tag numbers that had leading blank spaces, the blank spaces were removed.
- The Florida PALM Calendar begins with 01/01/1901. The year of the In-Service Date was updated to 1901 for assets with an acquisition date prior to 01/01/1901.
- There were approximately 1,500 asset records that failed conversion due to duplicate serial numbers, and a file containing these errors has been provided to applicable agencies. More information is provided below in Table 1.

How to Use the Results:

The conversion results file has five 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.

AMC001 Results Data File Name	Description	Intended Use
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, and 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. NOTE: <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 program process. The file includes FLAIR Fields (yellow) and Florida PALM fields (green) that were used in conversion. This file includes columns that indicate which ChartField value was defaulted.	Agencies can use this file as a reference to support the validation file and determine which assets have defaulted ChartField values.
Duplicate Serial Number Errors	File contains the assets that errored during the transaction loader process. NOTE: <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>	With this file, Agencies should review records containing serial numbers to determine if the values are correct. Records that contain a value that is not a serial number should be updated to a serial number or made blank. If the values are not correct,

AMC001 Results Data File Name	Description	Intended Use
		the field should be updated.

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. Table 2 below provides the most common 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 explains 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
Required field ASSET_TYPE is missing	Assets without a Property Class Code were not converted into Florida PALM.	Add Property Class Code
Required field PROFILE_ID is missing	Assets without a Property Class Code were not converted into Florida PALM.	Add Property Class Code
Required field CATEGORY (Asset Category) is missing	Assets without a Property Class Code were not converted into Florida PALM.	Add Property Class Code
Required field FUND_CODE is missing	Assets that did not include a valid Fund were not converted into Florida PALM.	Review the FLAIR 29-digit Account Code for valid values and update as needed.
Required field BUDGET_REF (Budget Entity) is missing	Assets that did not include a valid Budget Entity were not converted into Florida PALM.	Review the FLAIR 29-digit Account Code for valid values and update as needed.
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
		Option 2: None –The Project will convert the Asset record and default the Activity ID to blank.
Required field COST is missing	Assets without a cost were not converted into Florida PALM.	Add the Property Acquisition Amount.
Required field In-Service date is missing	Missing In-Service date was defaulted to Received date and the Asset was converted into Florida PALM. If both dates were missing then the Asset was not converted into Florida PALM.	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 Supplemental record as financial record contains error data	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. Option 2: No action – The Project will convert the asset record and default the Grant field to blank.

Common Error Messages in Error File	Error Handling During Conversion	Recommended Action
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.	Confirm the value is valid in Florida PALM by reviewing the Statewide COA Configuration Workbook in the Knowledge Center. OR No action – The Project will convert the asset record and default to the first valid State Program (SP) associated to the Budget Entity (BE).
ChartField Error DEPT ID (Organization)	Organization value was defaulted to the agency level organization value, which is the highest-level org value.	Determine if the FLAIR Organization code is active in FLAIR. Review your <i><Agency> 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. OR No action – The Project will convert the asset record and default Dept ID to the agency level organization value.
ChartField Error PRODUCT (Category)	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. 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.	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. Option 2: For Assets with a valid FUND_CODE and BUDGET_REF (Budget Entity), No Action - The Project will default the category to 060000. The

Common Error Messages in Error File	Error Handling During Conversion	Recommended Action
		<p>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&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 asset 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).	<p>Add/Modify the asset record to include an active Budget Entity (BE) or State Program (SP). Review the Statewide COA Configuration Workbook in the Knowledge Center to ensure that the State Program/Budget Entity combination is valid.</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>
Combo error for fields FUND_CODE/ BUDGET_REF/ PRODUCT	Assets without a valid Fund/Budget Entity/Product were not converted into Florida PALM.	<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</p>

Common Error Messages in Error File	Error Handling During Conversion	Recommended Action
		Florida PALM values on the Crosswalk Value Report (GLR121).

Agencies can direct all data clean up questions to the FLAIR data cleanup team at acctaudtransformationsupport@myfloridacfo.com.