

## 40.2 Deploy and Maintain Assets

## Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version

## Table of Contents

General Information .....	4
Dependencies and Constraints .....	4
Business Process Overview.....	4
Business Process Flow Details .....	6
Ledger Impacts .....	16
Reports .....	17
Terminology .....	19

## General Information

This document describes and depicts the process steps and supporting information for the identified State of Florida financial management business process. This information should be read in conjunction with the Business Process Flow Diagrams.

The Dependencies and Constraints section describes 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).

The Business Process Overview section summarizes the business process and provides context for understanding the objectives and desired outcomes of the described business process.

Within the Business Process Flow Details section, included for each process step are:

- **Process Step ID** – A unique number assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Process Step Title** – A short description assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Description of Process** – A detailed narrative description of the process step, which provides additional information and context for understanding the process step

Also described below are the Ledger Impacts and Reports, which are displayed as icons on the Business Process Flow Diagrams. Ledger impacts describe where there is an update to one of the ledgers used to track activity for accounting, budget management, or financial reporting purposes. Reports describe where a report is identified to be produced at a particular process step or is used to support the completion of a process step.

Finally, included in the Terminology section are definitions of terms which will help the reader to better understand the document. These are terms that are used within this document that may be new or that require a description for common understanding.

## Dependencies and Constraints

- Asset maintenance is applicable to asset records already established
- Role-Based Access Control is used to restrict system access to authorized users
- Policy determines user access that is administered at the State versus agency level

## Business Process Overview

The Deploy and Maintain 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 includes maintenance of asset records over the life cycle of an asset including record maintenance, depreciation, transfers, dispositions, and physical inventory.

The business subprocess included are:

- 40.2.1 – Deploy and Maintain Assets
- 40.2.2 – InterUnit Asset Transfer
- 40.2.3 – Intraunit Asset Transfer
- 40.2.4 – Asset Disposal
- 40.2.5 – Physical Inventory

In accordance with section 216.102(1), Florida Statutes (F.S), the Agency Asset Custodian (Custodian) maintains financial and physical information of State-owned assets. Maintenance of asset records in Florida PALM includes scheduling regular, periodic functions such as depreciation, inventory, transfers, disposals, and end of period closing activities. Maintenance also includes on-demand updates that reflect daily activities such as change in asset status. Effective record maintenance also supports compliance with requirements for the recording of assets outlined in section 273.02, F.S., and related rules.

All accounting entries are recorded to the Financial Reporting Ledger. The Financial Reporting Ledger supports the General Ledger and is used for CAFR reporting. The Federal Financial Reporting Ledger is used only for applicable assets where a separate depreciation basis or method is used. The Federal Financial Reporting Ledger is used for grant reporting. The transactions in the Federal Financial Reporting Ledger are not reported to the General Ledger.

## 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.

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.

Table 1: Deploy and Maintain Assets

40.2.1 – Deploy and Maintain Assets		
Swim Lane – Definition	<b>Agency Asset Processor:</b> agency role responsible for creating and maintaining asset records in Florida PALM <b>Agency Asset Keeper:</b> (Non-Florida PALM role) agency role responsible for physical custody of an asset <b>Mass Asset Processor:</b> agency or DFS roles responsible for executing mass asset transactions	
Process Step ID	Process Step Title	Description of Process
1	Verify Physical Status of Asset	The asset record should reflect the physical status of the asset. The Agency Asset Keeper verifies the physical location and condition of the asset and communicates the information to the Agency Asset Processor.
2	Identify Function Required	The Agency Asset Processor manages asset records to accurately track, record, and report on State-owned assets. The physical status of the asset may result in changes to the asset record. Asset Processor identifies the business functions required to maintain asset records.
3	Asset Maintenance Data	The agency business system Interface uploads asset maintenance data (asset physical information and asset transfer information) to Florida PALM.
4	Maintain Asset Status	The Agency Asset Processor uses the asset status to manage and control asset records from acquisition through disposal, such as placing new assets in service, suspending usage, or retiring old assets. The in-service status triggers depreciation calculation if the asset is set to depreciate. The Summary of Assets report is used to monitor changes to the records and support the details required for financial reporting.
5	Maintain Asset Parent/Child Relationship	Some assets are recorded as stand-alone, while others are grouped together for ease of processing and reporting. The parent/child relationship is a feature in Florida PALM that allows related assets to be grouped together (e.g. Server, CPU with printers/displays). The Agency Asset Processor identifies the parent asset and associates the parent to the child from the Basic

Process Step ID	Process Step Title	Description of Process
		Add page. The Agency Asset Processor performs Create/Update Asset function to complete this step.
6	Capitalize Asset/ Update Useful Life	The Agency Asset Processor capitalizes an asset in Florida PALM by updating the asset class and the capitalize status. The Agency Asset Processor updates the estimated useful life of an asset based on a revaluation of usefulness. The estimated life for each capital asset is based on the property class code assigned. The Agency Asset Processor updates the asset record from the Basic Add page. This function affects depreciation calculation. The Agency Asset Processor performs Create/Update Asset function to complete this step.
7	Maintain Cost	There are two types of cost maintenance: Additions and Adjustments. An addition establishes a new cost. An adjustment increases or decreases an existing cost.
8	Update Physical Information	Physical information consists of non-accounting (non-financial) information such as asset acquisition date, asset class, asset description, or asset type. The Agency Asset Processor updates required changes in the physical information from the Basic Add page. The Agency Asset Processor performs Create/Update Asset function to complete this step.
9	Change Ownership	The Agency Asset Processor recategorizes, or transfers assets in accordance with approved procedures. The Agency Asset Processor updates ownership of assets from the Cost Adjust/Transfer Asset page. Depreciation calculation is required prior to recording a change of ownership in Florida PALM. The Agency Asset Processor performs Initiate/Update Asset Transfer Request function to complete this step.
10	Initiate/ Update Asset Transfer Request	The Agency Asset Processor initiates or updates the Asset Transfer process, in Florida PALM, by completing an electronic Asset Request Form, specific to the type of transfer (inter-agency or intra-agency).
11	Create/ Update Asset Record	The Agency Asset Processor performs Create/Update Asset Record to complete functions listed in steps 4 through 10.
12	Calculate Period Depreciation	The Agency Asset Processor runs scheduled depreciation to calculate monthly depreciation for a group of assets. Depreciation may be scheduled monthly, quarterly or annually. (Mass Depreciation)
13	Run What If Depreciation Simulation	Florida PALM provides ability to perform "What If Depreciation" simulation modeling to see how changing various depreciation parameters affects depreciation calculation without performing the actual depreciation. The Agency Asset Processor uses simulation to determine the depreciation forecasted amount, modify the depreciation parameters, and repeat the step as needed. (Mass

Process Step ID	Process Step Title	Description of Process
		Depreciation) Simulated Depreciation Report is used to forecast depreciation results before depreciation is performed.
14	Run Depreciation	<p>If depreciation parameters are satisfactory, the Agency Asset Processor runs scheduled depreciation to calculate depreciation expense and accumulated depreciation in compliance with reporting requirements. (Mass Depreciation)</p> <p>The Agency Asset Processor runs depreciation on-demand to update individual asset records. (Single Item Depreciation)</p>
15	Run Depreciation Close Process	<p>This automated step generates period depreciation accounting entries for all depreciable assets in a given accounting period. Florida PALM calculates the depreciation expense and accumulated depreciation. Calculation of depreciation using the straight-line depreciation method begins in the first month the asset is placed into service. Depreciation is calculated in full month increments, no matter what day of the month the depreciation is run. Property placed in service at any time during a month is treated as though it was placed in service on the first day of the month. The depreciation calculation should be through the time of disposal and include the month of disposal. Depreciation Report is used to identify assets that have been depreciated during the period.</p>
16	Execute Mass Function	Agency Mass Asset Processor or DFS Mass Asset Processor uses an electronic Asset Request Form or mass transaction template to execute mass functions and process the approved transactions.



Table 2: InterUnit Asset Transfer

40.2.2 – InterUnit Asset Transfer		
<b>Swim Lanes – Definition</b>	<p><b>Agency A – Approver:</b> agency role responsible for approving asset transfers in Florida PALM</p> <p><b>Agency A - Asset Custodian:</b> agency role responsible for asset</p> <p><b>Agency A – Asset Processor (Current Owner of Asset):</b> agency role responsible for creating and maintaining asset records in Florida PALM</p> <p><b>Agency B – Approver:</b> agency role responsible for approving asset transfers in Florida PALM</p> <p><b>Agency B – Asset Processor (New Owner of Asset):</b> agency role responsible for creating and maintaining asset records in Florida PALM</p> <p><b>DMS Asset Approver:</b> agency role responsible for approving asset transfers in Florida PALM</p>	
Process Step ID	Process Step Title	Description of Process
1	Transfer Agreement	Agency A and Agency B agree to the transfer of an asset. The transfer agreement could be mandated by law or a written or verbal agreement between two agencies.
2	Asset Transfer Data	The agency business system uploads asset transfer data to Florida PALM.
3	Initiate/Update Asset Transfer Request	The Agency A Asset Processor uses the electronic Asset Request Form to initiate or update a transfer, and corresponding workflow approval. The Agency A Asset Processor must input the new Business Unit (Agency B) to execute the transfer.
4	Approve Transfer	The Agency A Approver reviews request and takes appropriate action. If the transfer is approved by Agency A, and DMS approval is not required, Agency B is notified via workflow. Asset Approval/Denial Report is used to identify the disposition of approval requests.
5	Deny Transfer	If the request is denied, workflow will redirect the transfer request to the Agency A Asset Processor. Asset Approval/Denial Report is used to identify the disposition of approval requests.
6	Resolve Issues	The Agency Asset Processor resolves transfer issues and resubmit transfer request if applicable. Pending Transfers report is used to identify denied transfers awaiting resolution.
7	Deny Transfer	If Agency A approves the transfer, and the asset is an automobile, aircraft, or watercraft, DMS reviews the transfer request, and determines appropriate action. If DMS denies the transfer, workflow redirects the request to Agency A Asset Processor. Asset Approval/Denial Report is used to identify the disposition of approval requests.
8	Approve Transfer	If DMS approves the transfer, Agency A and Agency B are notified via workflow. Asset Approval/Denial Report is used to identify the disposition of approval requests.
9	Deny Transfer	The Agency B Approver reviews request and takes appropriate action. If request is denied, workflow redirects the request to

Process Step ID	Process Step Title	Description of Process
		Agency A Asset Processor. Asset Approval/Denial Report is used to identify the disposition of approval requests.
10	Approve Transfer	If request is approved, Agency A Asset Processor and Custodian are notified via workflow. Asset Approval/Denial Report is used to identify the disposition of approval requests.
11	Authorize Asset Transfer	If transfer is approved by Agency B, Agency A Asset Custodian executes the physical transfer of the asset.
12	Execute Transfer	The Agency A Asset Processor runs depreciation and executes the asset transfer in Florida PALM.
13	Establish Asset	Florida PALM establishes the asset record in Agency B with a new, agency unique Asset ID. The asset record in Agency B inherits the depreciation profile from Agency A. The net book value from Agency A establishes the asset cost for Agency B. Financial transactions occurring in the Asset Management module are automatically sent to the General Ledger to record financial activities for statewide reporting. Transferred Asset Report is used to identify assets acquired via transfer.
14	Update Asset Information	The Agency B Asset Processor updates depreciation profile and other attributes if applicable.

Table 3: Intraunit Asset Transfer

40.2.3 – Intraunit Asset Transfer		
<b>Swim Lanes – Definition</b>	<b>Agency Asset Approver:</b> agency role responsible for approving asset transfers in Florida PALM <b>Agency Asset Custodian:</b> agency role responsible for asset <b>Agency Asset Processor:</b> agency role responsible for creating and maintaining asset records in Florida PALM	
Process Step ID	Process Step Title	Description of Process
1	Transfer Agreement	The Agency Asset Custodian must implement internal controls for managing and controlling asset, including written or oral agreements to transfer assets within the agency.
2	Asset Transfer Data	The agency business system interface uploads asset transfer data to Florida PALM.
3	Initiate/Update Asset Transfer Request	The Agency Asset Processor initiates or updates the Intraunit Asset Transfer business subprocess and corresponding workflow approval, in Florida PALM, by completing an electronic Asset Request Form.
4	Initiate Workflow	The Agency Asset Processor initiates the approval workflow for the transfer.

Process Step ID	Process Step Title	Description of Process
5	Deny Transfer	The Agency approver reviews the transfer request and takes appropriate action. If the transfer is denied, notification is sent to the Agency Asset Processor. Asset Approval/Denial Report is used to identify the disposition of approval requests.
6	Resolve Issues	If a transfer is denied by an agency approver, Agency Asset Processor resolves transfer issues and resubmit transfer request if applicable. Pending Transfers report is used to identify denied transfers awaiting resolution.
7	Approve Transfer	The Agency approver reviews the transfer request and takes appropriate action. If the transfer is approved, notification is sent to the Agency Asset Processor and Custodian. Asset Approval/Denial Report is used to identify the disposition of approval requests.
8	Authorize Asset Transfer	If the asset transfer is approved, the Agency Asset Custodian executes the physical asset transfer.
9	Run Depreciation	The Agency Asset Processor runs depreciation to calculate up-to-date balances prior to the transfer of an asset. Property placed in service at any time during a month is treated as though it was placed in service on the first day of the month. Calculation of depreciation using the straight-line depreciation method begins in the first month after the asset is placed into service. Depreciation is calculated in full month increments, no matter what day of the month the depreciation is run. The depreciation calculation should be through the time of disposal and include the month of disposal. Depreciation Report is used to identify assets that have been depreciated during the period.
10	Review/Update ChartField Information	The Agency Asset Processor reviews and updates the ChartField values for fund or organizational entity to complete the transfer of an asset in Florida PALM.
11	Run Parent/Child Transfer Process	If an asset has a parent/child relationship, the Agency Asset Processor runs the Parent/Child Transfer Process.
12	Review/Update Asset	If applicable, the Agency Asset Processor reviews the parent/child relationship and updates accordingly.
13	Transfer Complete	Florida PALM makes changes to the asset record to complete transfer of ownership. The asset record remains in the same BU, but in a different fund or organizational level. Financial transaction activities from Asset Management are sent to the General Ledger, to record depreciation, and other asset-related transactions. Journal entries are created in the Florida PALM General Ledger through an automated step.

Table 4: Asset Disposal

40.2.4 – Asset Disposal		
<b>Swim Lanes – Definition</b>	<p><b>Agency Asset Approver:</b> agency role responsible for approving asset transfers in Florida PALM</p> <p><b>Agency Asset Custodian:</b> agency role responsible for asset</p> <p><b>Agency Asset Processor:</b> agency role responsible for creating and maintaining asset records in Florida PALM</p> <p><b>DFS Asset Approver:</b> enterprise role responsible for identifying and approving asset records in Florida PALM</p> <p><b>DMS Asset Approver:</b> DMS role responsible for approving asset transfers in Florida PALM</p> <p><b>Agency Surplus Review Board:</b> Agency Surplus Review Board role responsible for approving asset transfers in Florida PALM</p>	
Process Step ID	Process Step Title	Description of Process
1	Identify/ Review Assets for Disposal	The Agency Asset Custodian identifies assets for disposal. Assets Due for Disposition report is used to identify assets due for disposition based on remaining estimated useful life or disposition date.
2	Attach Documents/Verify Proceeds Information	The Agency Asset Processor attaches the documents to the asset record to support the reason for the disposal and support the required accounting transactions. Applicable documents may include lease contracts, internal incident report, or police report. If applicable, the Agency Asset Processor verifies disposition proceeds are updated through integration with AR module in Florida PALM (proceeds result from sale of assets or insurance proceeds). In some instances, proceeds information is not available at the initiation of disposition.
3	Asset Disposal Data	The agency business system Interface uploads asset disposal data to Florida PALM.
4	Initiate/Update Asset Disposal Request	The Agency Asset Processor initiates the disposal in Florida PALM by completing an electronic authorization Asset Request Form specific to the type of disposal.
5	Initiate Approval Workflow	Florida PALM initiates the approval workflow identified by the Asset Request Form. All asset disposals require intra-agency approval. If the asset is an automobile, aircraft, or watercraft, the disposition must be reviewed by DMS. If the asset is categorized as surplus, the certification must be reviewed by the Agency Surplus Review Board. If the asset was reported lost or stolen, the disposition must be reviewed by DFS. The approval workflow may have multiple approvers at each level of approval.
6	Deny Disposition	If the asset is identified as a surplus item, the Agency Surplus Review Board reviews the surplus certification request. If the Agency Surplus Review Board denies the request, workflow sends a denial notification to the Agency

Process Step ID	Process Step Title	Description of Process
		Asset Processor. Agency Asset Processor updates the Asset Request Form or deletes the request. Asset Approval/Denial Report is used to identify the disposition of approval requests.
7	Approve Disposition	If the Agency Surplus Review Board approves the surplus certification, workflow sends an approval notification to the Agency Asset Processor. The Agency Surplus Review Board approval authorizes disposition of the asset, as a surplus item; pending applicable agency approval. Asset Approval/Denial Report is used to identify the disposition of approval requests.
8	Deny Disposition	If the asset is an automobile, aircraft or watercraft DMS reviews the disposal request. If DMS denies the request, workflow sends a denial notification to the Agency Asset Processor. Agency Asset Processor updates the Asset Request Form or deletes the request. Asset Approval/Denial Report is used to identify the disposition of approval requests.
9	Approve Disposition	If DMS approves the disposition, workflow sends an approval notification to the Agency Asset Processor. DMS Approval authorizes disposition of the asset; pending applicable agency approval. Asset Approval/Denial Report is used to identify the disposition of approval requests.
10	Deny Disposition	If the asset is lost or stolen DFS reviews the write-off request. If DFS denies the request, workflow sends a denial notification to the Agency Asset Processor. Agency Asset Processor updates the Asset Request Form or deletes the request. Asset Approval/Denial Report is used to identify the disposition of approval requests.
11	Approve Disposition	If DFS approves the request to write-off an asset, workflow sends an approval notification to the Agency Asset Processor. DFS approval authorizes adjustment of the asset record; pending applicable agency approval. DFS Approval is not required for the write-off of attractive items. Asset Approval/Denial Report is used to identify the disposition of approval requests.
12	Deny Disposition	Dispositions that require intra-agency approval only are routed and approved within the agency for review. If Agency Asset Approver denies the request, workflow sends a denial notification to the Agency Asset Processor. Agency Asset Processor updates the Asset Request Form or deletes the request. Asset Approval/Denial Report is used to identify the disposition of approval requests.
13	Approve Disposition	If the Agency Asset Approver approves the disposition request, workflow sends an approval notification to the Agency Asset Processor and Agency Asset Custodian.

Process Step ID	Process Step Title	Description of Process
		Asset Approval/Denial Report is used to identify the disposition of approval requests.
14	Authorize Asset Disposition	If asset disposal is approved at all levels, the Agency Asset Custodian executes the physical disposition of the Asset.
15	Run Depreciation	The Agency Asset Processor runs the depreciation expense and accumulated depreciation. Property placed in service at any time during a month is treated as though it was placed in service on the first day of the month. Calculation of depreciation using the straight-line depreciation method begins in the first month after the asset is placed into service. Depreciation is calculated in full month increments, no matter what day of the month the depreciation is run. The depreciation calculation should be through the time of disposal and include the month of disposal. Depreciation Report is used to identify assets that have been depreciated during the period.
16	Perform Asset Retirement	The Agency Asset Processor initiates the Asset Retirement Process by recording the asset proceeds and any cost associated with disposal of the asset. The Agency Asset Processor updates the Asset Request Form to indicate completion. Asset Dispositions report is used to monitor asset dispositions for compliance and reporting purposes. Asset Disposed Without Approval report is used to identify asset records not listed on an approval report but were removed from Florida PALM.
17	Calculate Gain/Loss	Florida PALM calculates any gain or loss on disposal of assets if applicable. Assets Sold is report used to monitor assets sold based on user-specified dollar amount.

Table 5: Physical Inventory

40.2.5 – Physical Inventory		
Swim Lane – Definition	Agency Asset Processor: agency role responsible for creating and maintaining asset records in Florida PALM	
Process Step ID	Process Step Title	Description of Process
1	Set Up Physical Inventory	The Agency Asset Processor sets up the physical inventory by defining each physical inventory occurrence, selecting inventory parameters, and entering selection criteria. Florida PALM establishes a physical inventory ID, for each inventory cycle.
2	Review Asset Extract	After a physical inventory ID is established, the Agency Asset Processor reviews the physical inventory data, as defined by the selected inventory parameters, in Florida PALM before extracting the data.
3	Extract Asset Data	The Agency Asset Processor extracts the inventory data, for the physical inventory ID, to be used in subsequent steps of the

Process Step ID	Process Step Title	Description of Process
		physical inventory. Extract Asset Data report is used to identify asset records in Florida PALM before current inventory is conducted.
4	Perform Physical Inventory	The Agency Asset Processor performs the physical inventory in Florida PALM (used to inventory groups with limited number of assets). The Agency Asset Processor collects Asset ID and count of assets defined within the inventory ID, performs a manual inventory, and inputs data in Florida PALM.
5	Asset Extract	If the physical inventory is conducted outside Florida PALM, the Agency Asset Processor uses a file of the asset data extracted from Florida PALM to complete the inventory.
6	Perform Physical Inventory	If the physical inventory is conducted outside of Florida PALM, the Agency Asset Processor collects the physical counts and identifying features of verified assets via handheld scanner devices configured for an agency business system.
7	Reconcile Physical Inventory Results	If the physical inventory is conducted outside of Florida PALM, the Agency Asset Processor reconciles the inventory data from the handheld scanners to the Florida PALM data to identify missing or unrecorded items.
8	Physical Inventory Scan Results	If the physical inventory is conducted outside of Florida PALM, the Agency Asset Processor creates a file for transmittal to Florida PALM.
9	Load Inventory File	The Agency Asset Processor uploads the reconciled inventory data.
10	Review Inventory Data	The Agency Asset Processor reviews reconciled inventory data uploaded to Florida PALM.
11	Verify Duplicate Tag Number	The physical inventory functionality in Florida PALM requires a tag number be affixed to each asset record for tracking. The Agency Asset Processor identifies any duplicate tag number and marks the records as errors in the final inventory.
12	Generate Results	The Agency Asset Processor performs matching between the uploaded, reconciled data and Florida PALM data to create physical inventory results for review. Physical Inventory report is used to identify asset records in Florida PALM after current inventory is conducted and asset count is reconciled.
13	Generate Transactions	This step identifies potential changes to correct inventory results. The Agency Asset Processor performs function Identify Asset Records to be Created or Identify Assets for Disposal function to complete this step or executes Generate Transactions Process job which automatically stages transactions for review and acceptance of changes.
14	Create/ Update Asset Records	The Agency Asset Processor inputs asset physical & cost information to create a new record. Agency Asset Processor performs Maintain Asset Status, Maintain Asset Parent/Child Relationship, Update Physical Information, Maintain Cost,

Process Step ID	Process Step Title	Description of Process
		Capitalize Asset/Update Useful Life or Change Ownership functions to update asset records. The tag number can be added at any point in the creation of the asset record.
15	Initiate Asset Disposal Request	The Agency Asset Processor initiates the Asset Disposal process, in Florida PALM, by completing an electronic authorization Asset Request Form specific to the type of disposal.
16	Delete Data	The Agency Asset Processor deletes data generated for each inventory from Florida PALM. Delete feature removes extract data and other non-essential data.

## Ledger Impacts

Table 6: Ledger Impacts Included on Business Process Flow Diagrams

Ledger Impact ID	Ledger – Ledger Impact Title	Ledger Impact Description
LI1	Financial Reporting Ledger and/or Federal Financial Reporting Ledger – Maintain Asset Cost	Increases Assets Decreases Expense Or, Decreases Assets Increases Expense
LI2	Financial Reporting Ledger and/or Federal Financial Reporting Ledger – Capitalize, Non-Capitalize Asset	Increases Assets Decreases Expense Contra  For Donated/Seized Assets: Increases Assets Increases Revenues  No ledger impact to the Reporting ledger for Non-Capitalize Assets
LI3	Financial Reporting Ledger and/or Federal Financial Reporting Ledger – InterUnit Transfer	Decreases Assets for ChartField String 1 BU1 Increases Expense for ChartField String 1 BU 1 And, Increases Assets for ChartField String 2 BU2 Increases Revenues for ChartField String 2 BU 2
LI4	Financial Reporting Ledger and/or Federal Financial Reporting Ledger – Intraunit Transfer	Decreases Assets for ChartField String 1 BU1 Increases Expense for ChartField String 1 BU1 And, Increases Assets for ChartField String 2 BU2 Increases Revenue for ChartField String 2 BU2
LI5	Financial Reporting Ledger and/or Federal Financial Reporting – Depreciation Close Process	Increases Expense (Depreciation Expense) Increases Asset Contra (Accumulated Depreciation)



Ledger Impact ID	Ledger – Ledger Impact Title	Ledger Impact Description
LI6	Financial Reporting Ledger and/or Federal Financial Reporting Ledger – Disposal with Proceeds - Gain/Loss	Decreases Assets Decreases Assets Contra (Accumulated Depreciation) Increases Gain/Loss  Deposit recorded in separate transaction. Cash proceeds amount used to calculate the gain/loss.
LI7	Financial Reporting Ledger and/or Federal Financial Reporting – Disposal without Proceeds (Write-off)	Decreases Assets Decreases Assets Contra (Accumulated Depreciation) Increases Gain/Loss
LI8	Financial Reporting Ledger – Physical Inventory – Additions (Reinstate Asset)	Increases Assets Increases Assets Contra (Accumulated Depreciation) Decreases Gain/Loss
LI9	Financial Reporting Ledger – Physical Inventory – Disposals (Retire Asset)	Decreases Assets Decreases Assets Contra (Accumulated Depreciation) Increases Gain/Loss

## Reports

Table 2: Reports Included on Business Process Flow Diagrams

Report Number	Report Description	Report Frequency	Audience
R1	Summary of Assets Report – a report of total assets and changes made to asset records for a given period. The report includes changes in asset status, useful life, or re-categorization.	Periodic	DFS, Agency
R2	Simulated Depreciation Report – a report that shows the impact of calculating monthly depreciation expense and accumulated depreciation prior to actual recording of depreciation	Periodic, Monthly	Agency
R3	Depreciation Report – a report of assets with monthly depreciation expense and accumulated depreciation	Periodic, Monthly	Agency
R4	Asset Approval/Denial Report – a report of asset transactions	Periodic	Agency

Report Number	Report Description	Report Frequency	Audience
	that have been approved or denied		
R5	Pending Transfers – a report of transfers with issues pending resolution	Periodic	Agency
R6	Transferred Asset Report – a report of assets acquired or disposed of through transfer	Periodic	Agency
R7	Assets Due for Disposition – a report of assets due for disposition, based on the remaining estimated useful life, disposal date and Asset Type	Periodic	Agency
R8	Assets Disposed without Approval – a report of assets that have been disposed without approval	Periodic	Agency, DFS
R9	Asset Dispositions – a report of asset dispositions by type. The report provides totals for the asset dispositions and details regarding the asset descriptions, custodians, and dates of acquisition and disposition. This report is used to monitor asset dispositions for compliance with applicable statutory and other requirements, and supports details required for financial reporting	Periodic	DFS, Agency
R10	Assets Sold – a report of items sold that are greater than a user-specified dollar amount	Periodic	Agency
R11	Extract Asset Data – a list of asset records in Florida PALM per BU for inventory	Periodic	Agency
R12	Physical Inventory Report – asset records in Florida PALM. The report can be used to identify assets not accounted for and asset records that require updates to locations, custodians, or conditions	Periodic	Agency, DFS

## Terminology

**Business Unit (BU)** – a unique identifier that represents an agency in Florida PALM. The equivalent of OLO in FLAIR.

**ChartField** – each informational field of the Florida PALM chart of accounts (COA), which provide the basic structure to segregate and categorize transactional and budget data.

**Custodian** – any elected or appointed state officer, board, commission, or authority, and any other person or agency entitled to lawful custody of property owned by the State, pursuant to section 273.01, F.S.

**Agency Surplus Review Board** – a review board appointed by the Custodian to examine and make recommendations on approval or disapproval of classification of property as surplus.