

The slide features a white background with a dark blue gradient at the bottom. In the top right corner, there is a pink circular icon containing a house and a dollar sign, with the text 'Asset Management' next to it. The number '30' is positioned to the right of this icon. The main title 'ASSETS MANAGEMENT' is centered in a large, bold, dark blue font, with 'WRAP-UP' in a smaller, grey font below it. The FloridaPALM logo is located in the bottom right corner, with the text 'Planning, Accounting, and Ledger Management' and 'Asset Management' below it, and the date '12/07/2021' to its right. A small circular seal is visible in the bottom left corner of the slide.

NOTES:

House Keeping and GoToWebinar Logistics

- Question Box
- Recorded session to be posted on the website

RECORDING TIME: 00:00 – 05:41

Asset Management Wrap-Up Agenda

- ▶ Workgroup Summary
- ▶ Points to Remember
- ▶ Questions
- ▶ Next Steps

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NOTES:

- Workgroup Summary – Summary of the business process modules, key benefits and process changes, and pending policy decisions
- Points to Remember – Key concepts to remember
- Questions – Discussion of questions asked during Workgroup Sessions and where the consolidated log is posted:
- Next Steps – Activities the Project and Agencies will continue to work on to prepare for the transformation to the Financials Wave

RECORDING TIME: 05:42 – 06:43

Asset Management Key Benefits



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- ▶ Florida PALM provides the following benefits:
 - Integrated Electronic Workflow
 - Disposal Worksheet (Performs Single or Mass Asset Disposal)
 - Unitization (Establishes individual assets with unique Asset ID)
 - System Generated Asset ID (BU Unique Asset ID for each Asset Record)



NOTES:

- Highlight key benefits:
 - Integrated Electronic Workflow
 - Disposal Worksheet for single or mass asset disposal
 - Unitization to establish unique id's for individual assets
 - System Generated Asset IDs

RECORDING TIME: 06:44 – 09:20

Asset Management Workgroup Goals



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- ▶ Relationship between Business Process Models and Florida PALM Modules
- ▶ Evaluate Agency Business Systems, Interfaces, Processes and Procedures



NOTES:

- Identify the relationship between the Business Process Models and the Florida PALM Modules
- Highlight the importance of agency evaluation of internal business systems, interfaces, and agency processes and procedures to prepare for transition to Florida PALM

RECORDING TIME: 09:21 – 10:03

Asset Management Workgroup Summary



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- ▶ Asset Management Module Business Processes:
 - 40.1 Acquire and Set Up Assets
 - 40.2 Deploy and Maintain Asset
 - 40.3 Set Up and Maintain Asset Controls
 - 40.4 Asset Management Pre-Period Close




NOTES:


- Acquire and Set Up Assets
- Deploy and Maintain Asset
- Set Up and Maintain Asset Controls
- Asset Management Pre-Period Close

RECORDING TIME: 10:04 – 10:20

Asset Management Workgroup Session 1

- ▶ 40.1 Acquire and Set Up Assets
 - 40.1.1 Import Asset Add
 - 40.1.2 Online Asset Add
- ▶ 40.3 Set Up and Maintain Assets Controls
- ▶ 40.4 Asset Management Pre-Period Close

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NOTES:

- 40.1 Acquire and Set Up Assets
 - Importing mass asset records to Florida PALM
 - Adding a single asset record
- 40.3 Set Up and Maintain Asset Controls – used for standardization and management of recording assets
- 40.4 Asset Management Pre-Period Close – used to segregate and record transactions for reporting purposes

RECORDING TIME: 10:21 – 11:53

Asset Management Workgroup Session 2

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- ▶ **40.2 Deploy and Maintain Assets**
 - 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



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NOTES:

- 40.2 Deploy and Maintain Assets
 - 40.2.1 Deploy and Maintain Assets – the general maintenance of asset records
 - 40.2.2 InterUnit Asset Transfer
 - 40.2.3 Intraunit Asset Transfer
 - 40.2.4 Asset Disposal – worksheet to enter one or multiple disposal transactions
 - 40.2.5 Physical Inventory

RECORDING TIME: 11:54 – 13:36

Asset Management Key Discussion Points



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- ▶ No Property Pending File
 - Use of Staging Table to Replace Pending File
- ▶ Profile ID's Trigger Automatic Creation of Asset Records in the Florida AM Module
 - Change Asset Attributes After Asset Records Are Created



NOTES:

- Staging Table will replace the "Pending File"
 - Asset transactions can be reviewed, prior to being processed
 - Asset Attributes may be changed
 - Payment Data cannot be changed
- Profile ID's drive creation of Asset Records
 - Incorporate functionality of current Cost Codes
 - Input on the Vouchers
 - May be changed up until voucher is processed
 - Profile ID locked after Asset Record is created
 - Changes will need to be made in the Asset Book
 - Asset Book houses the Depreciation Profile

RECORDING TIME: 13:37 – 37:26

Asset Management Source of Asset Vouchers



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- ▶ Florida PALM Encumbrance Vouchers (online entry) and Encumbrance Vouchers from MFMP and ABS (Interfaces)
 - Asset Related Item Category used to create Encumbrance
 - Voucher created from Encumbrance automatically populate Asset Information
- ▶ Non-Encumbrance Vouchers from MFMP and ABS (Interfaces)
 - Interface Layout requires Asset Information
- ▶ Non-Encumbrance Vouchers entered directly into Florida PALM (On-line AP entries)
 - Users required to enter Asset Information



NOTES:

- Asset Records created automatically based on specific criteria when vouchers are integrated from Accounts Payable to Asset Management
- Indicators such as Item Category, Account Code and Profile ID trigger the voucher for selection to create an asset

RECORDING TIME: 37:27 – 41:18

Asset Management Impact on Criteria



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- ▶ Florida PALM Encumbrance Vouchers (online entry) and Encumbrance Vouchers from MFMP and ABS (Interfaces)
 - System cross-walk MFMP Commodity Code to Florida PALM Item Category
 - System identifies and selects Asset Related Vouchers based on Item Category
 - Item Category determines Asset Related Account Code
 - System selects Profile ID (FLAIR Cost Codes translated to produce Florida PALM Profile ID's)
 - Profile ID's based on Usage History (Default values based on most frequently used FLAIR Cost Codes)
 - Profile ID's Provide Depreciation Attributes needed to automatically create Asset records in Florida PALM



NOTES:

- Asset Records created automatically from vouchers resulting from Encumbrances through online entry, MFMP or agency business systems.
 - Florida PALM verifies combination of Item Category and valid Account Code
 - A default Profile ID is created or changed in the Staging Table, which automatically create the Asset record

RECORDING TIME: 41:19 – 47:49

Asset Management Impact on Criteria(Continued)



40

- ▶ Florida PALM Encumbrance Vouchers (online entry) and Encumbrance Vouchers from MFMP and ABS (Interfaces)
 - Voucher moves to AM Staging Table
 - Agency Asset Processor reviews items on the Staging Table and CHANGE Profile ID if needed
 - Agency Asset Processor or system triggers 'Run Transaction Loader Process'
 - System creates Asset Records
 - Asset Profile ID is protected (cannot be changed)
 - Agency Asset Processor accesses the Asset Book to change Asset Depreciation Attributes



NOTES:

- Encumbrance Vouchers automatically move to the AM Staging Table for review and any asset related updates
- Asset Records created by Florida PALM
- Asset Depreciation Attributes updated in Asset Book

RECORDING TIME: 47:50 – 1:03:17

Asset Management Impact on Criteria



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- ▶ Non-Encumbrance Vouchers from MFMP and ABS (Interfaces)
 - User inputs Asset Related Account Code
 - Interface requires Profile ID because an Asset Related Account Code is inputted
 - User inputs Profile ID
 - Profile ID's Provide Depreciation Attributes needed to automatically create Asset records in Florida PALM



NOTES:

- Non-Encumbrance Vouchers from interfaces/uploads require valid Asset Related Account code and valid Profile ID

RECORDING TIME: 1:03:18 – 1:04:19

Asset Management Impact on Criteria(Continued)



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- ▶ Non-Encumbrance Vouchers from MFMP and ABS (Interfaces)
 - Voucher moves to AM Staging Table
 - Agency Asset Processor reviews items on the Staging Table and CHANGE Profile ID if needed
 - Agency Asset Processor or system triggers 'Run Transaction Loader Process'
 - System creates Asset Records
 - Asset Profile ID is protected (cannot be changed)
 - Agency Asset Processor accesses the Asset Book to change Asset Depreciation Attributes



NOTES:

- Authorized users may view Non-Encumbrance Vouchers from interfaces/uploads on the Staging Table and change the Profile ID or other asset data
- Asset Records created by Florida PALM
- Asset Depreciation Attributes updated in Asset Book

RECORDING TIME: 1:04:20 – 1:06:04

Asset Management Impact on Criteria



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- ▶ Non-Encumbrance Vouchers entered directly into Florida PALM (On-line AP entries)
 - User inputs Asset Related Account Code
 - User selects 'Asset' Flag
 - *Processed voucher will NOT create an asset if the 'Asset' Flag is not selected
 - System generated Query lists processed vouchers with Asset Related Account Codes that did not create asset records (No Profile ID inputted on the voucher)
 - User inputs Profile ID
 - Profile ID's Provide Depreciation Attributes needed to automatically create Asset records in Florida PALM



NOTES:

- End User determines all data entered on the voucher for Non-Encumbrance Vouchers entered as AP online entries
- End Users must select the Asset Flag, when selected a valid Profile ID is required

RECORDING TIME: 1:06:05 – 1:10:33

Asset Management Impact on Criteria(Continued)



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- ▶ Non-Encumbrance Vouchers entered directly into Florida PALM (On-line AP entries)
 - Voucher moves to AM Staging Table
 - Agency Asset Processor reviews items on the Staging Table and CHANGE Profile ID if needed
 - Agency Asset Processor or system triggers 'Run Transaction Loader Process'
 - System creates Asset Records
 - Asset Profile ID is protected (cannot be changed)
 - Agency Asset Processor accesses the Asset Book to change Asset Depreciation Attributes



NOTES:

- Invalid entries or omissions may be corrected on the AM Staging Table
- Asset Record will be automatically created from corrected data

RECORDING TIME: 1:10:34 – 1:19:41

Asset Management
Points to Remember



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Study Guide



Pathfinder



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NOTES:

- Review of points to remember and available resources:
 - Pathfinder
 - Study Guide
 - Tools
 - Review questions to prepare for transition to Florida PALM


RECORDING TIME: 1:19:42 – 1:22:04

Asset Management Next Steps

- ▶ Project
 - Standardized BPMs
 - Functional Design
 - Build
- ▶ Agency
 - Continue Reviewing BPMs
 - Discuss necessary business transformation
 - Complete MRW Tasks



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NOTES:

- Reviewed the steps the Project will take to prepare for Functional Design and Build of Florida PALM and discussed activities agencies should complete as they analyze their internal processes, procedures, interfaces, and systems

RECORDING TIME: 1:22:05 – 1:23:48

**Asset Management
Session Questions**



Asset Management

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NOTES:


- Questions and Answers

RECORDING TIME: 1:23:49 – 1:26:30



Asset Management Wrap-up

- ▶ What we did
- ▶ What is coming
- ▶ Where we're going

Design, Build, and Test



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NOTES:

- Recap of Review of why Module Workgroup sessions were held and the desired outcome
- Discussion of upcoming activities for both the Project and Agencies
- Review of Design, Build, and Test activities

RECORDING TIME: 1:26:31 – 1:28:34

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RECORDING TIME: 1:28:35 – 1:29:59