Florida PALM

Planning, Accounting, and Ledger Management

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Purpose of Design Workshops

- Share the design for the processes and functions being discussed
- Answer your questions as they relate to these processes and functions
- Help agencies understand the design so they can take action within their agency
- Expand agency staff engagement

Important Design Notes

- Build has already started → design is completely locked for those items
- We still have lots of designs to finalize in Segments III, IV and DW (i.e., we cannot answer every question yet)
- Every agency is impacted → Business processes, technology, reporting
- Following Segment IV, we will discuss everything financials and payroll related (DW will still be a future discussion)

Cutover Considerations

- Cutover discussions are just beginning! → A lot of information to come, all will be known and shared at the end of Design Segment IV
- Mid-year closing will have to occur to support cutover from FLAIR to Florida PALM
- Conversations will be generally be balances, not transactions
- Historical transactions, including transactions for FY 25-26 will not be converted to Florida PALM, their results (balances) will be
- Plan is to start UAT with a simulated mid-year cutover for FY 24-25

Asset Accounting & Management

FloridaPALM
Planning, Accounting, and Ledger Management

Agenda

- COA Overview
- Asset Lifecycle Review
- Creating Assets in Florida PALM
  - Asset Entry Points
  - Asset Integration Criteria
  - PO to AP to AM Integration
  - Staging Table and Load into AM
  - Online Add

Agenda Continued

- Interface Layouts
- Reports Catalog
- Overview of Florida PALM Asset Topics:
  - WIP/CIP
  - Location Codes
  - Asset Conversion
  - Accounting Events
- Definitions

Set Up and Maintain Chart of Accounts

COA Overview

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- Chart of Accounts Design
  - ChartField Structure
  - ChartField Details

Chart of Accounts Overview

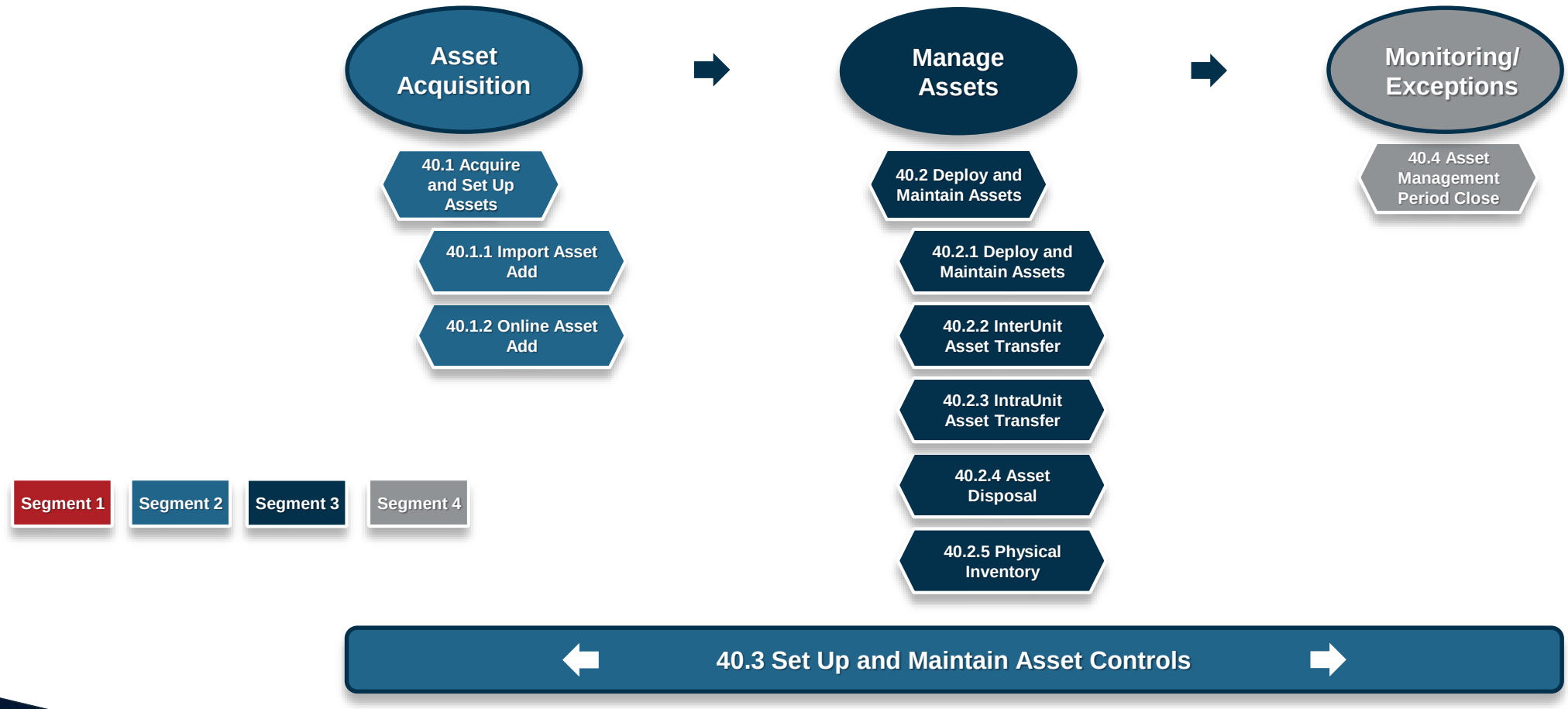
ChartField Value Review

Florida PALM ChartFields	
GL Business Unit	Other Accumulator 2 (OA2)
Budget Entity	Grant* (Segment 2)
Category	Contract* (Segment 2)
State Program	Project* (Segment 4)
Fund	Activity*
Account	PC Source Type*
Organization	PC Project Category*
Other Accumulator 1 (OA1)	PC Subcategory*

Asset Management

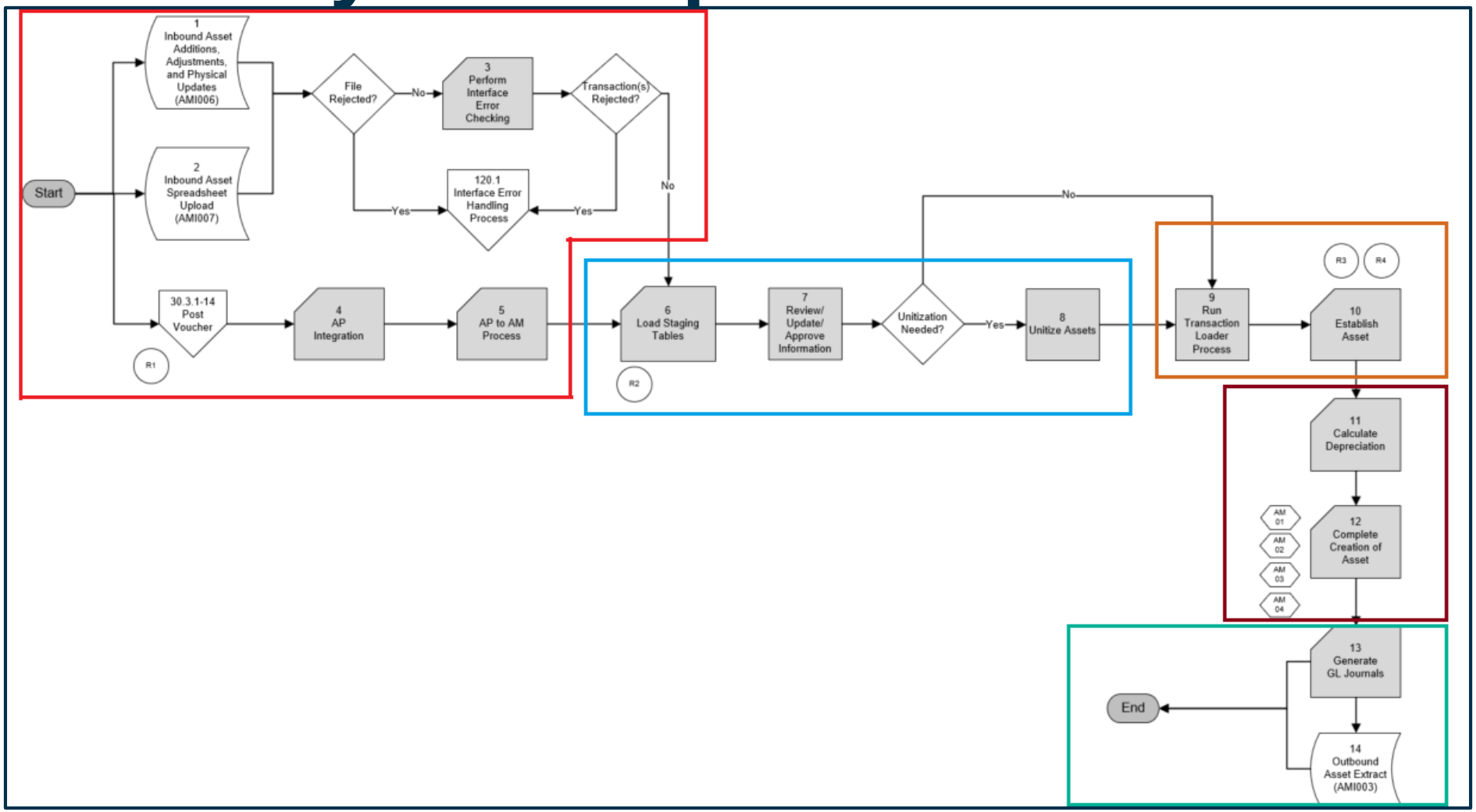
FloridaPALM
Planning, Accounting, and Ledger Management

Asset Accounting and Management Process



Asset Lifecycle

Asset Lifecycle – Import Asset Add



CREATING ASSETS IN FLORIDA PALM

ASSET ENTRY POINTS

Asset Data Creation Source

Interfaces

- AMI006 Inbound Asset Additions, Adjustments and Physical Updates
  - Purpose: For a high volume of asset additions, updates, or adjustment transactions.
  - Updates vs. Adjustments
- AMI007 Inbound Asset Spreadsheet Upload
  - Purpose: For a high volume of asset additions
- AMI006 vs AMI007

Asset Data Creation Source

Integration and Direct Input

- Accounts Payable (AP)/Asset Management (AM) Integration
  - Criteria and Requirements
  - Voucher Scenarios
- Online Asset Add

CREATING ASSETS IN FLORIDA PALM

ASSET INTEGRATION CRITERIA

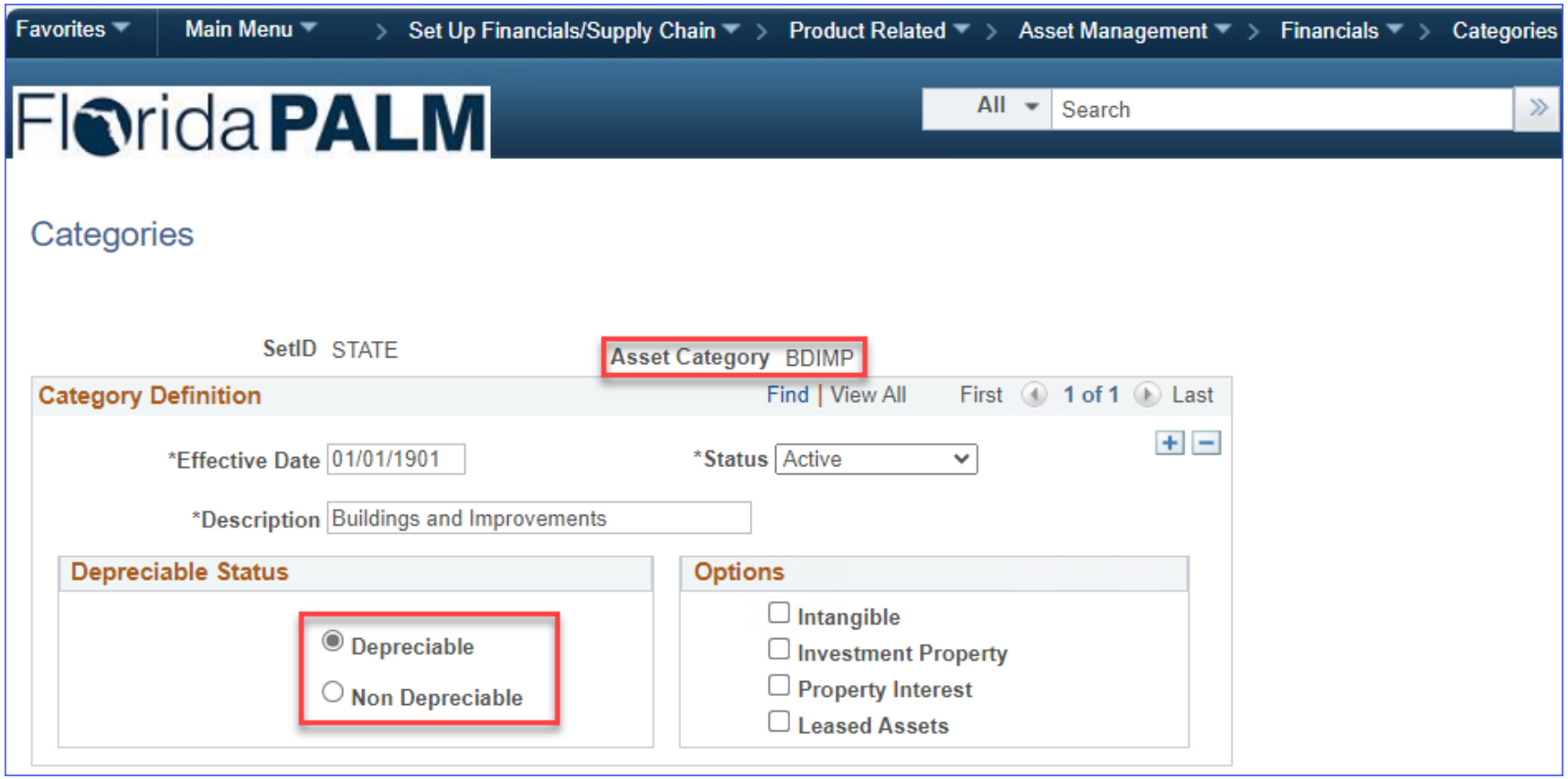
AM Transaction Criteria

- To create asset records in AM, the following criteria must be met:
  - Asset Categories must be established with a Depreciable or Non-Depreciable status.
  - Asset Profiles must be created, each with an assigned Profile ID.
  - Item Categories must be created, each with an assigned Item Category Code (If a Purchase Order is applicable).

- Up next – Definition of these three critical elements - Asset Category, Asset Profile, and Item Category.

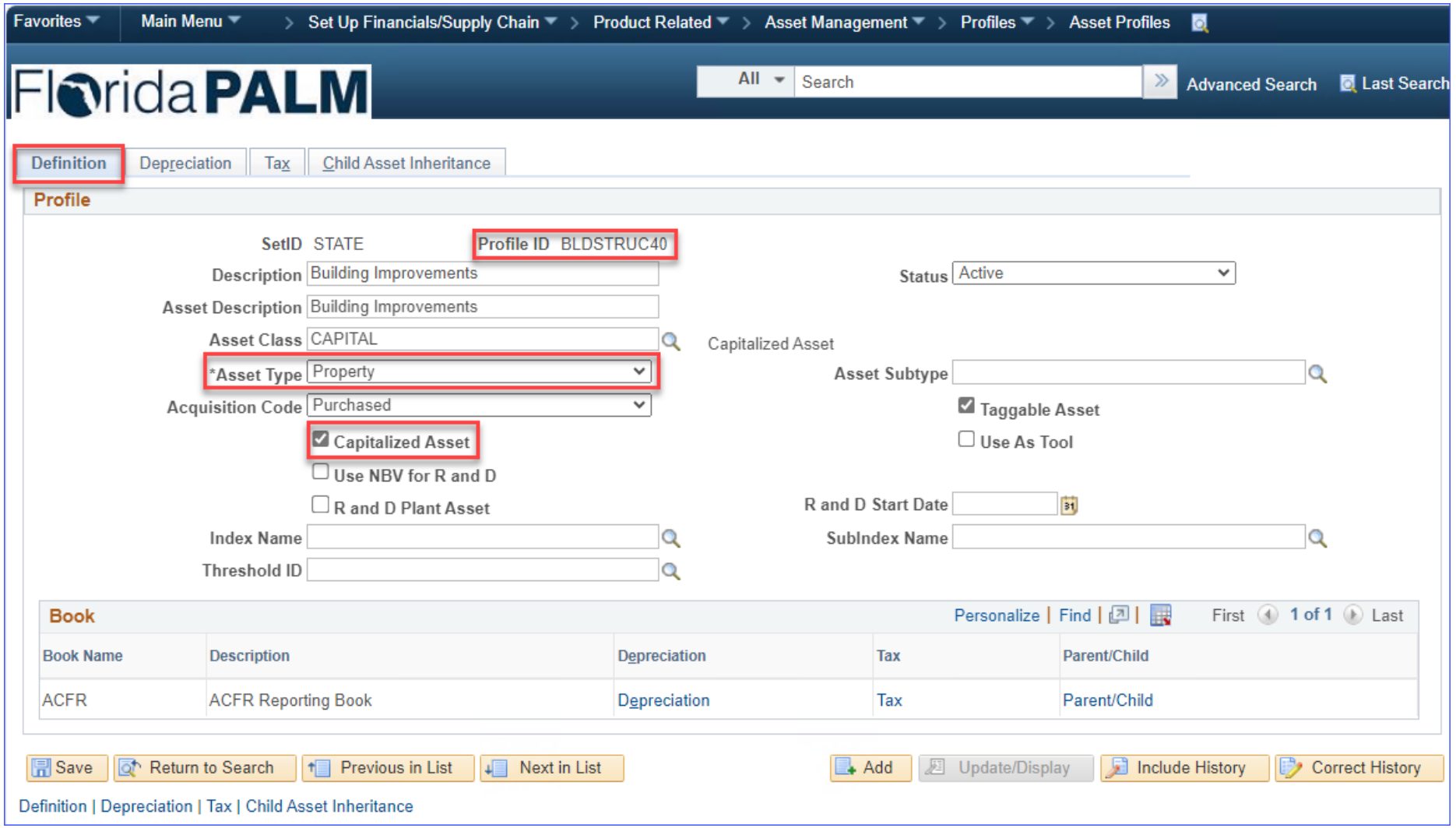
Asset Category

- Defines the category of an asset, such as Furniture, Fixtures or Equipment General.
- Identify the depreciable status as Depreciable or Non-Depreciable.



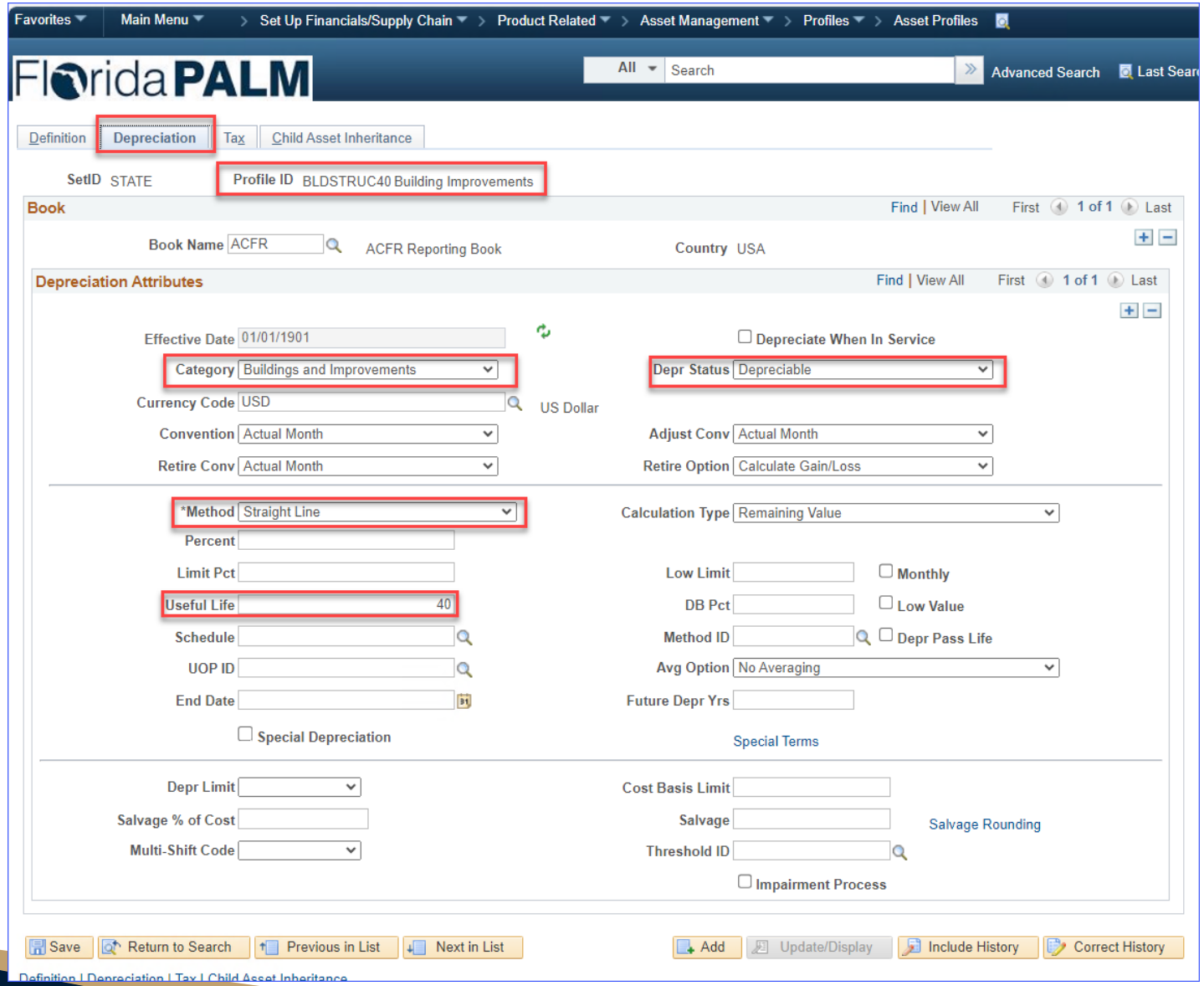
Asset Profile - Definition

- Asset Profile uses multiple pages to Identify criteria used in depreciation calculation
- Asset Profile Definition page identifies:
  - Profile ID Code
  - Asset Type
  - Asset Capitalization Status
- Next, we look at some of the fields on the Asset Profile Depreciation page



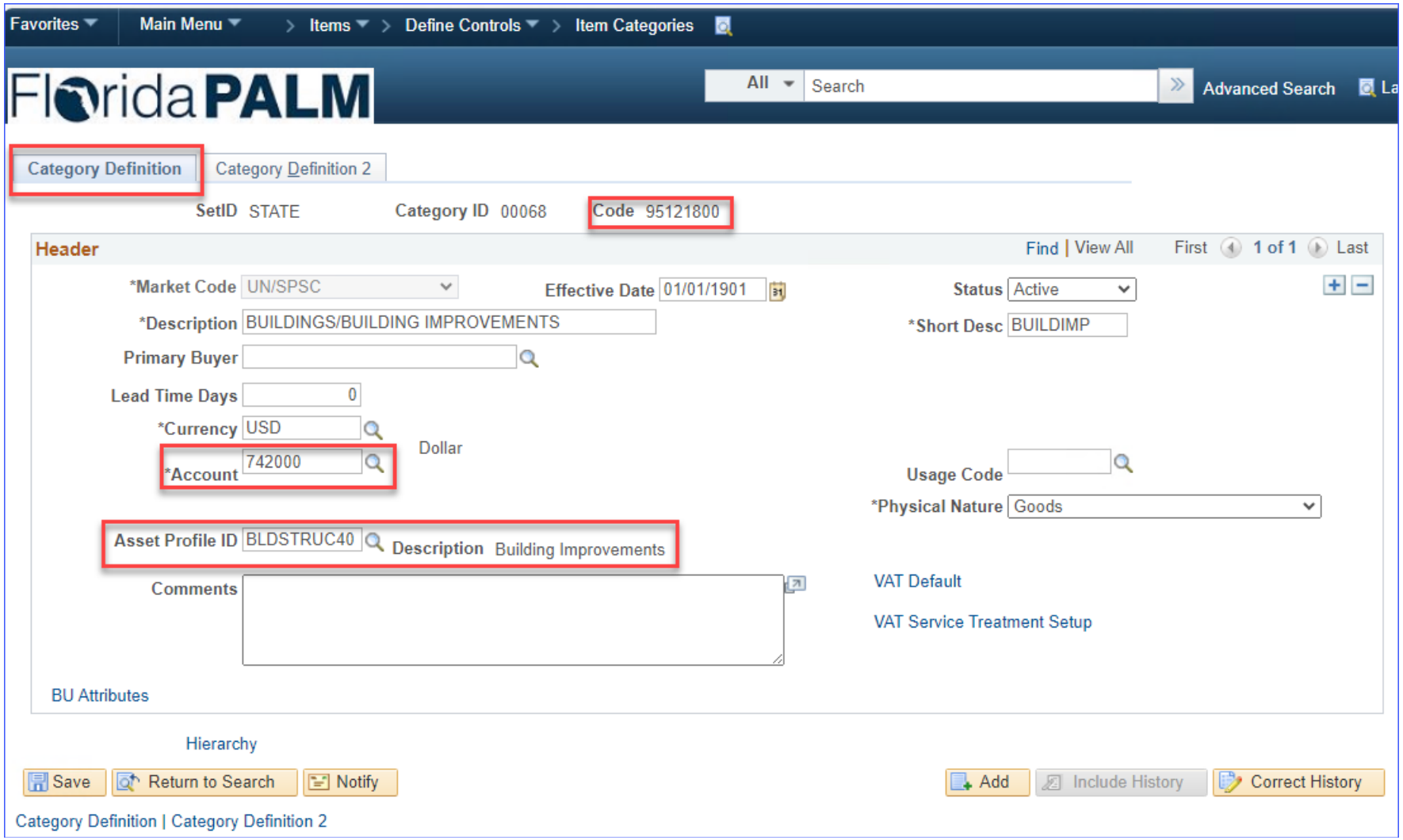
Asset Profile - Depreciation

- Asset Profile Depreciation page identifies:
  - Asset Category
  - Depreciation Status
  - Method
  - Useful Life



Item Category

- Category Code – Category selected on the Purchase Order (95121800).
  - Same as Commodity Code 95121800 Utility Buildings & Structure
- Note the following details:
  - Account Number
  - Asset Profile ID



CREATING ASSETS IN FLORIDA PALM

PO TO AP TO AM INTEGRATION

Asset Data Creation

AP/AM Integration - Criteria

- To create asset records in the AM module from the AP module, Vouchers must meet the following conditions before integrating into the AM module:
  - Vouchers must have at least one distribution line, which includes an Asset Profile ID.
  - If applicable, the voucher must have a Match Status of ‘Matched’ or ‘Overridden’.
  - Vouchers must have a Post Status of ‘Posted.’

Asset Data Creation

AP/AM Integration – Required Fields

- Asset-related vouchers that meet the specified criteria are integrated into the AM module.
- Interfaced asset transactions rely on the Asset Profile ID and Item Category, if applicable, to facilitate the automatic creation of asset records.
- Two distinct categories of AP Vouchers integrated into AM:
  - Encumbered voucher (PO associated)
    - Item Category tied to PO
    - Asset Profile ID is defaulted
  - Unencumbered voucher (PO is not associated)
    - Asset Profile ID is NOT defaulted
      - Asset Profile ID populated manually by the user or system if the transaction meets specific criteria (details included in the upcoming slide).
- Up next – Analyze scenarios involving encumbered and non-encumbered vouchers.

AM AP Voucher Transaction Scenario #1

Scenario #1	Scenario #2	Scenario #3
Encumbered Voucher	Unencumbered Voucher	Unencumbered Voucher
PO associated with the voucher	No PO associated with the voucher	No PO associated with the voucher
Asset information auto-populated on voucher from PO	User manually enters asset information on voucher	User does not enter asset information on the voucher
Voucher transmitted to AM module via Integration	Voucher transmitted to AM module via Integration	Florida PALM determines if any voucher distribution line is associated with an asset, and if so, auto-populate asset information
		Voucher transmitted to AM module via Integration, if applicable

AM AP Voucher Transaction Scenario #1

Encumbered Voucher to Create Asset Record

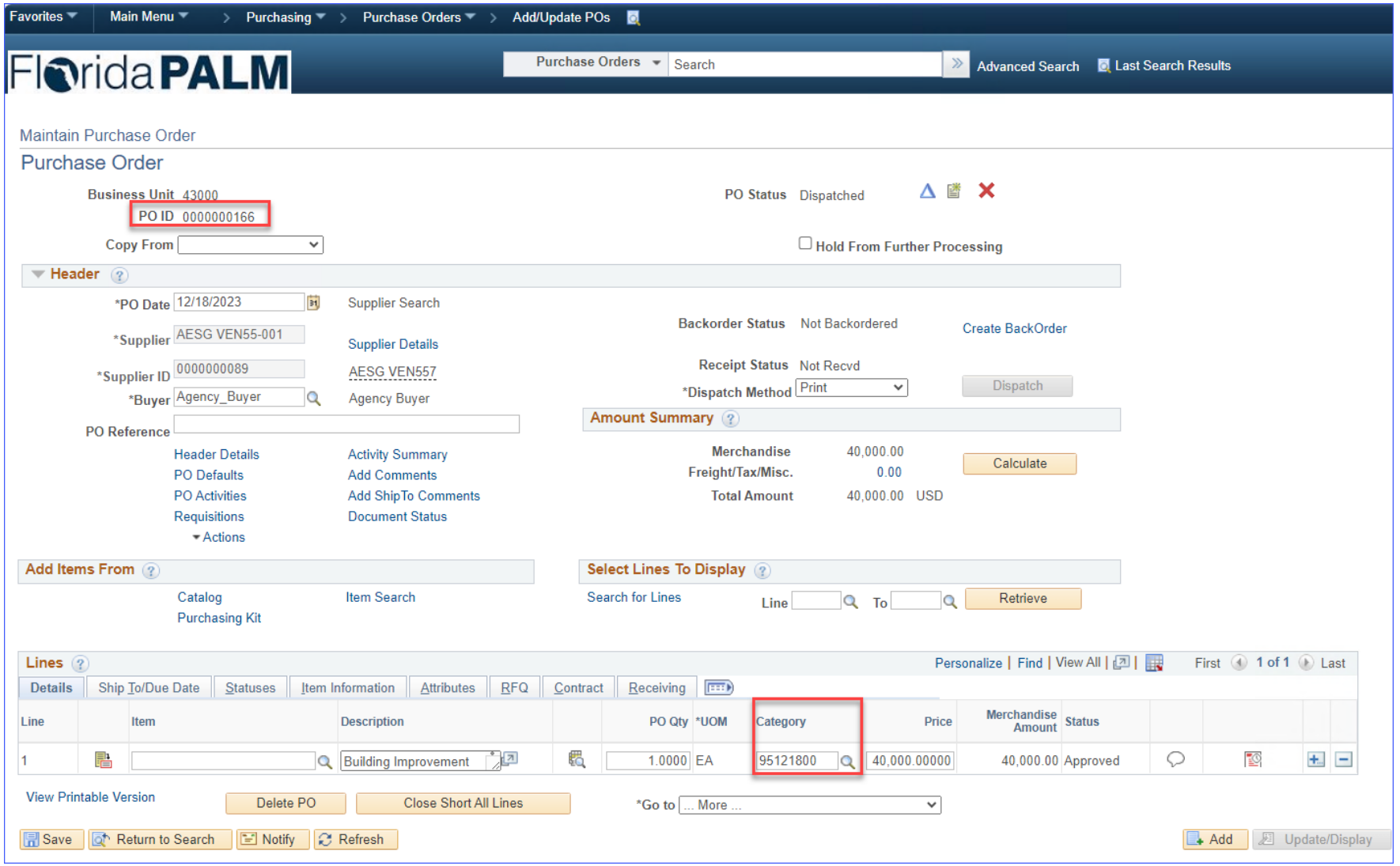
- PO is created in Florida PALM
- Item Category included on the PO (mirrors the Commodity Code)
  - PALM configures Commodity Code 95121800 to Buildings/Building Improvements
- Florida PALM populates the following fields on the PO based on the Item Category:
  - Account # = 742000
  - Asset Profile ID = BLDSTRUC40 (Asset Category = Buildings and Improvements)
- Voucher is created in AP, with the following fields populated from the PO
  - Account # = 742000
  - Asset Profile ID = BLDSTRUC40 (Asset Category = Buildings and Improvements)

AM AP Voucher Transaction Scenario #1

- Asset Profile ID facilitates the interface of voucher data to the AM module and populates the following data elements when the asset record is created:
  - Asset Capitalization
  - Depreciable or Non-Depreciable Asset
  - Asset Book
  - Estimated Useful Life
  - Asset Category

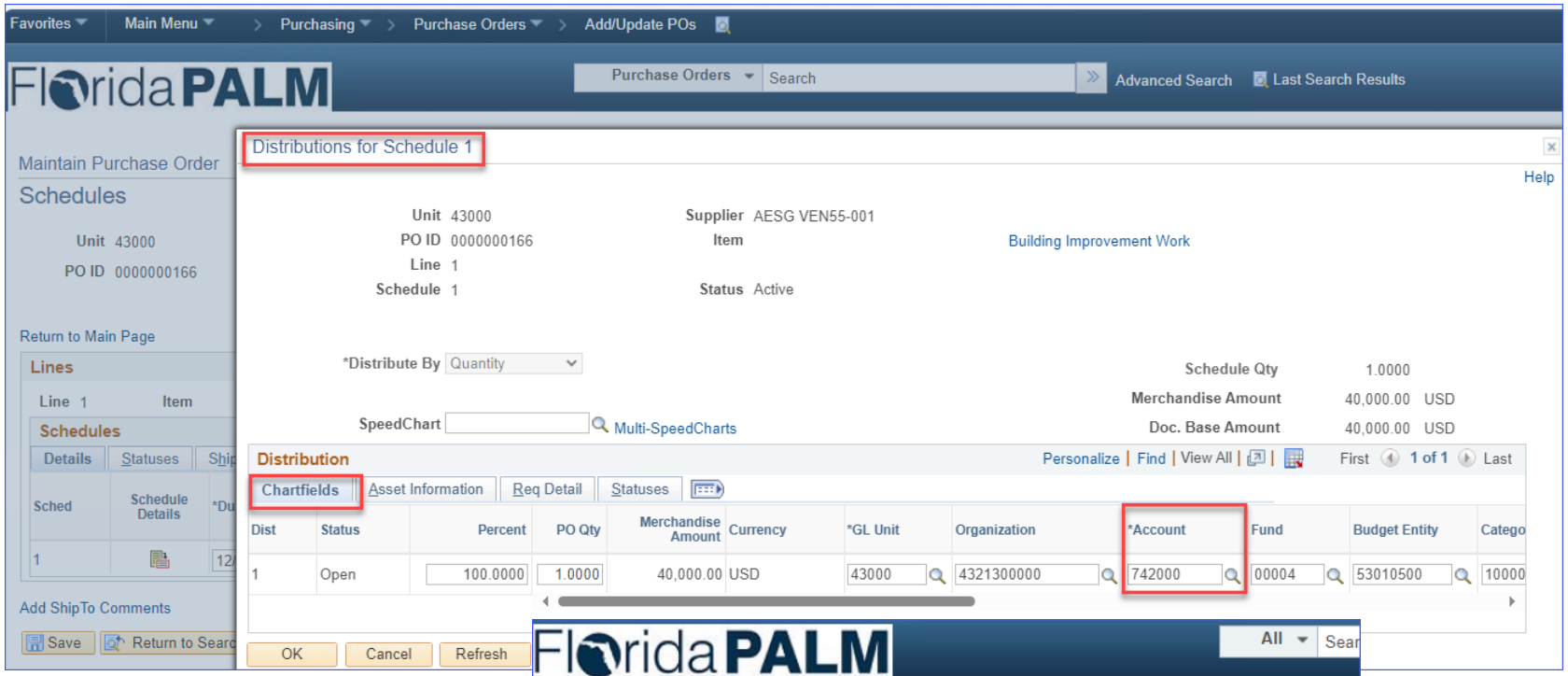
Purchase Order – Item Category Selected

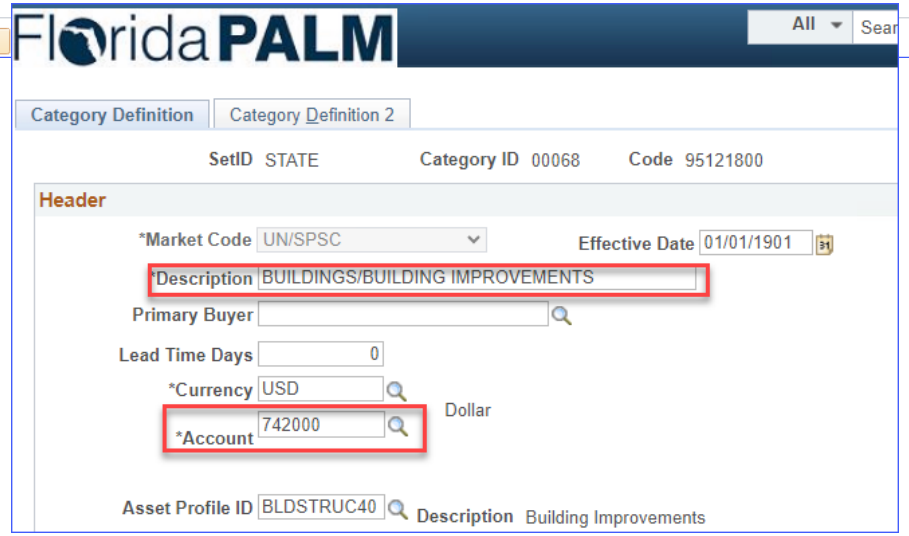
- Category Code entered on PO line



Purchase Order – Defaulted Account Number

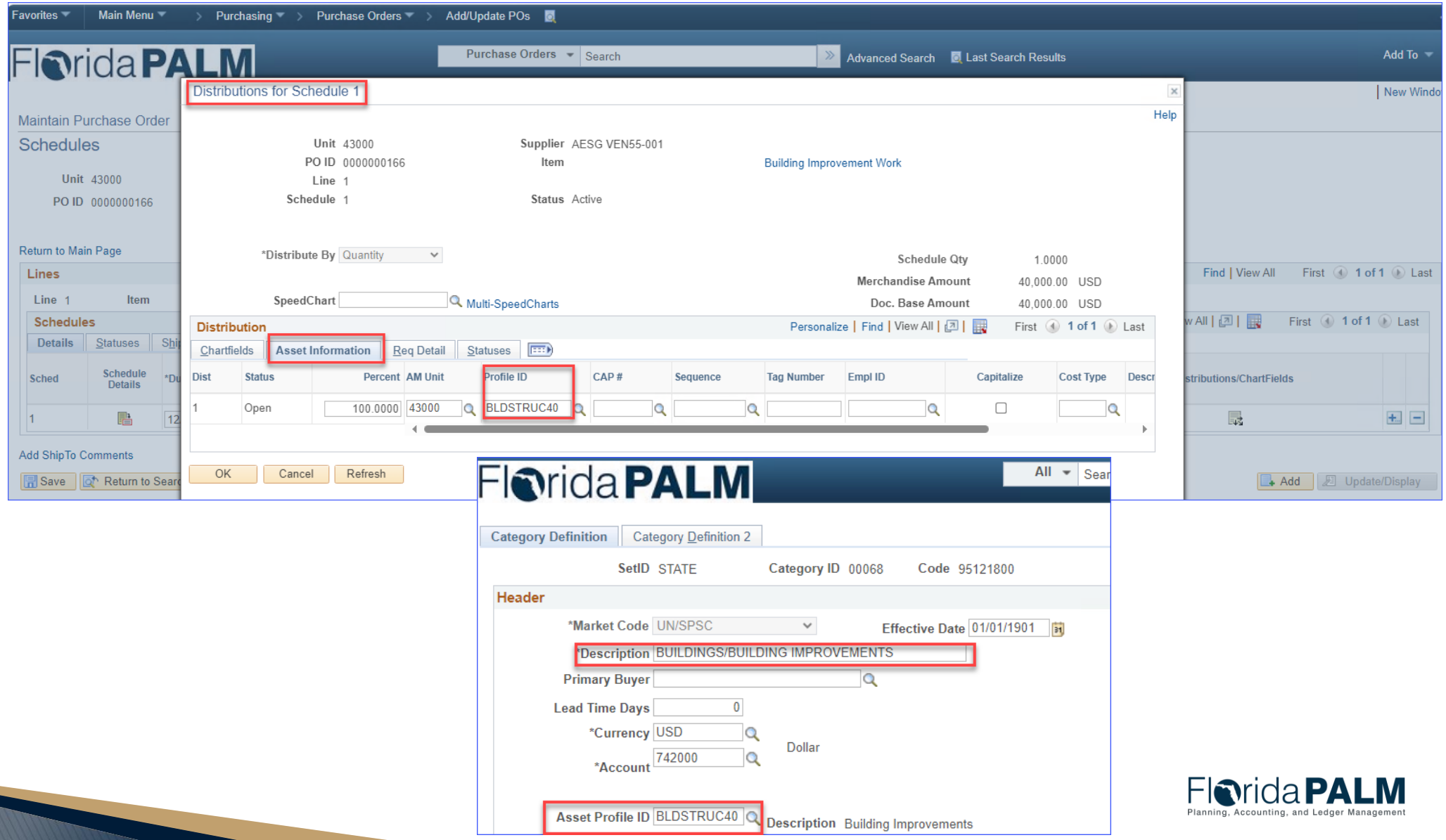
- Category Code/Item Category defaults Account number onto PO
- Users should not change the Account number here
- Change Account number by changing the PO Item Category





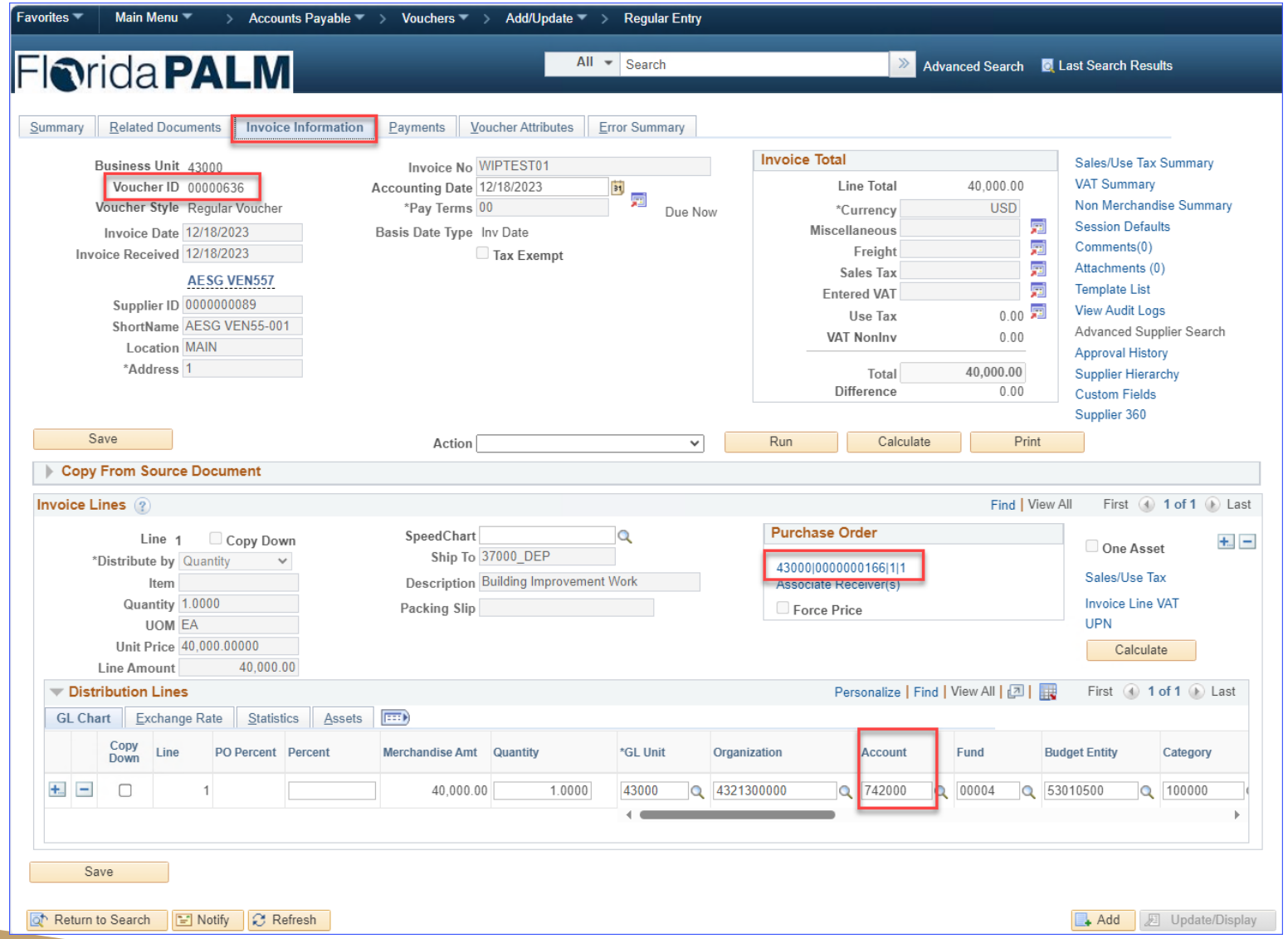
Purchase Order – Defaulted Asset Profile ID

- Category Code defaults Asset Profile ID onto PO



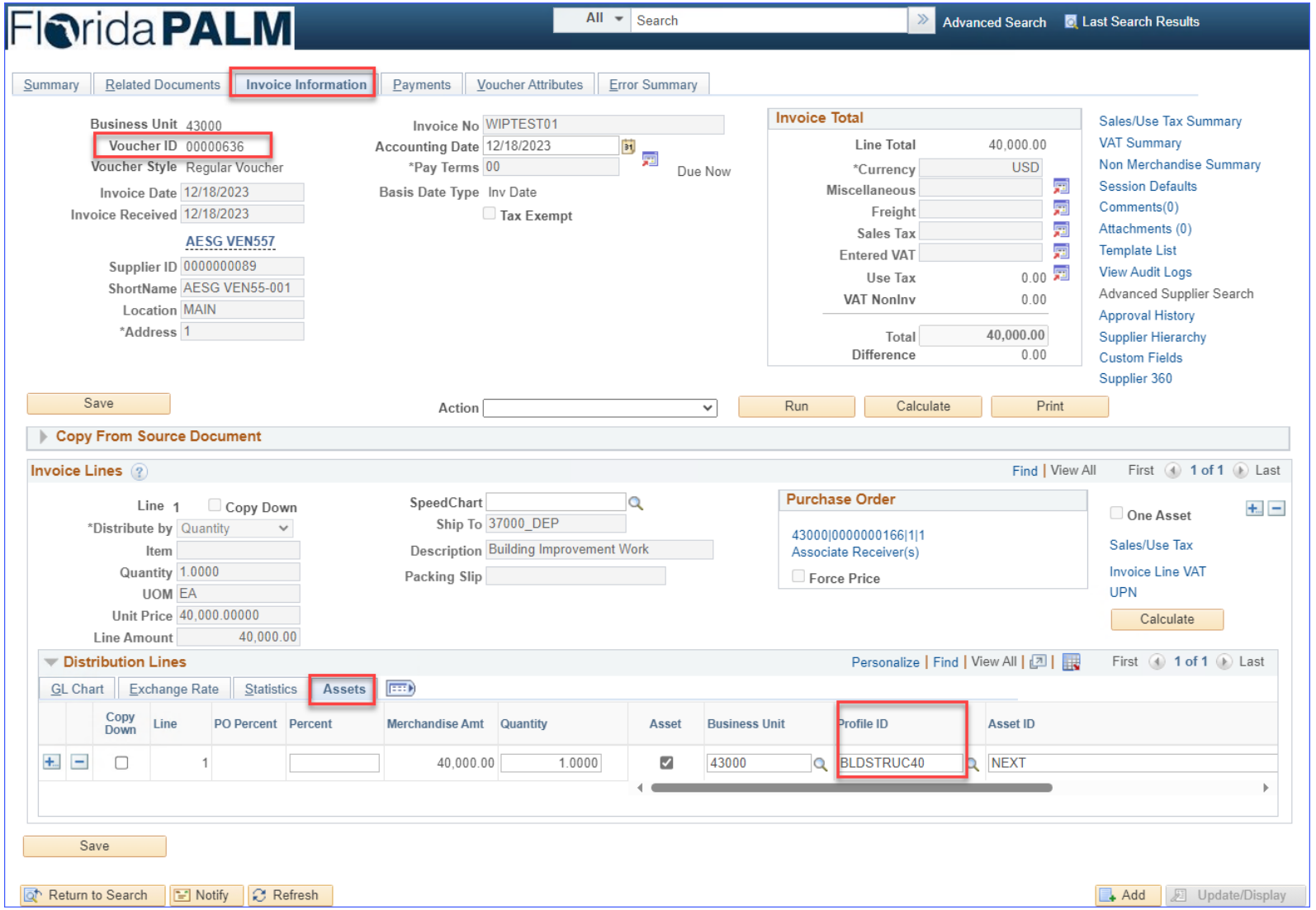
Voucher – Created from Purchase Order

- PO ID is noted on the voucher
- The Account number is populated on the voucher



Voucher – Asset Data Populated

- Voucher has an asset applicable distribution line
  - PO ID
  - Amount & Quantity
  - Asset Checkbox
  - Business Unit
  - Profile ID
  - Asset ID



AM AP Voucher Transaction Scenario #2

Scenario #1	Scenario #2	Scenario #3
Encumbered Voucher	Unencumbered Voucher	Unencumbered Voucher
PO associated with the voucher	No PO associated with the voucher	No PO associated with the voucher
Asset information auto-populated on voucher from PO	User manually enters asset information on voucher	User does not enter asset information on the voucher
Voucher transmitted to AM module via Integration	Voucher transmitted to AM module via Integration	Florida PALM determines if any voucher distribution line is associated with an asset, and if so, auto-populate asset information
		Voucher transmitted to AM module via Integration, if applicable

AM AP Voucher Transaction Scenario #2

Unencumbered Voucher to Create Asset Record

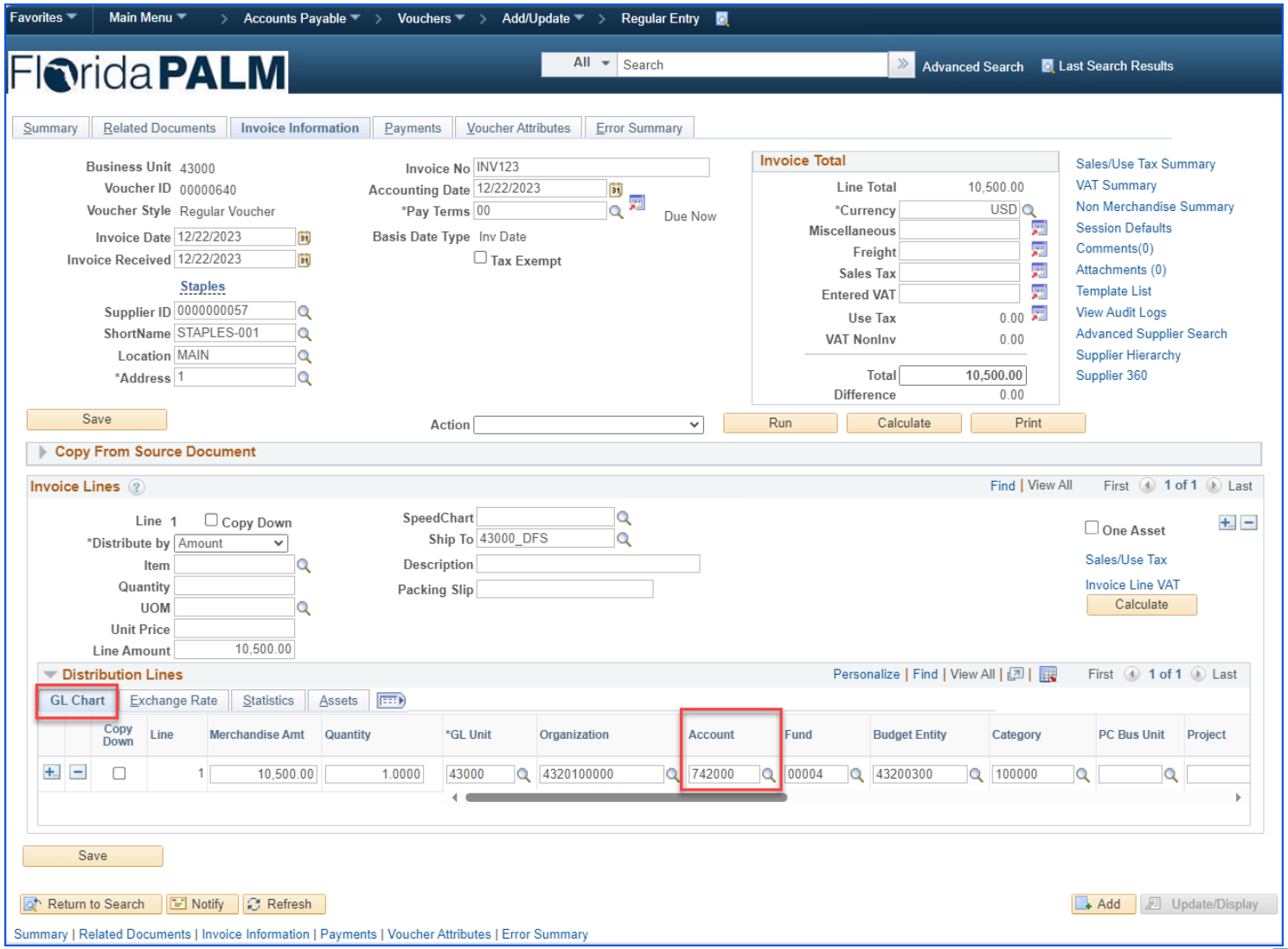
- The voucher is not associated with a PO in Florida PALM
- Agency user manually enters asset information on the distribution line
  - Quantity
  - Asset Checkbox
  - Business Unit
  - Asset Profile ID
- Voucher is transmitted to AM module via integration

AM AP Voucher Transaction Scenario #2

- Asset Profile ID facilitates the interface of voucher data to the AM module and populates the following data elements when the asset record is created:
  - Asset Capitalization
  - Depreciable or Non-Depreciable Asset
  - Asset Book
  - Estimated Useful Life
  - Asset Category

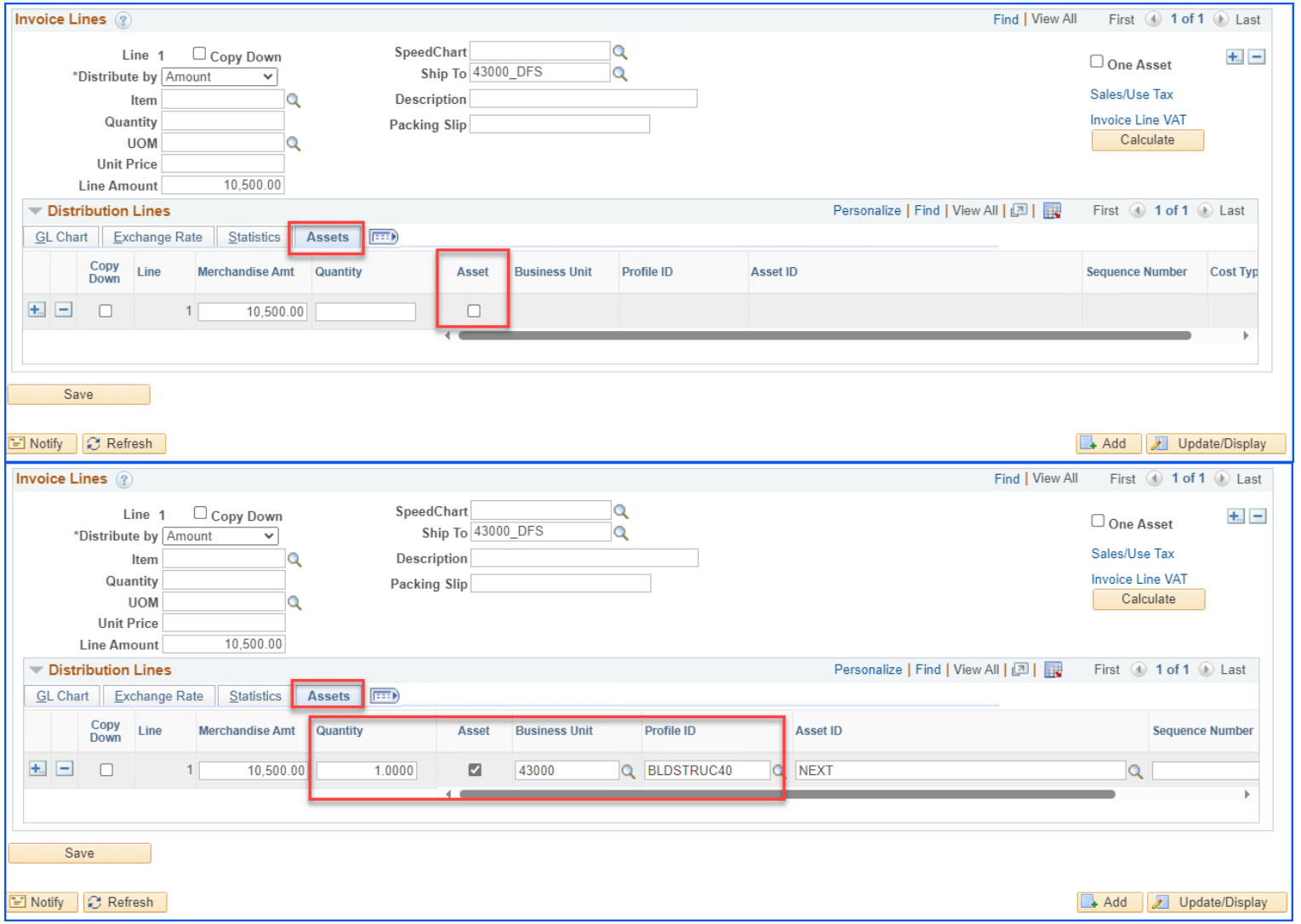
Voucher – Created without PO

- No PO ID is noted on the voucher
- The user manually populates the Account number



Voucher – Asset Data Manually Entered

- Voucher asset distribution line
  - Asset checkbox is not selected by default
- Once the Asset box has been checked, the user manually enters the appropriate asset data
  - Quantity
  - Business Unit
  - Profile ID



AM AP Voucher Transaction Scenario #3

Scenario #1	Scenario #2	Scenario #3
Encumbered Voucher	Unencumbered Voucher	Unencumbered Voucher
PO associated with the voucher	No PO associated with the voucher	No PO associated with the voucher
Asset information auto-populated on voucher from PO	User manually enters asset information on voucher	User does not enter asset information on the voucher
Voucher transmitted to AM module via Integration	Voucher transmitted to AM module via Integration	Florida PALM determines if any voucher distribution line is associated with an asset, and if so, auto-populate asset information
		Voucher transmitted to AM module via Integration, if applicable

AM AP Voucher Transaction Scenario #3

Unencumbered Voucher to Create Asset Record

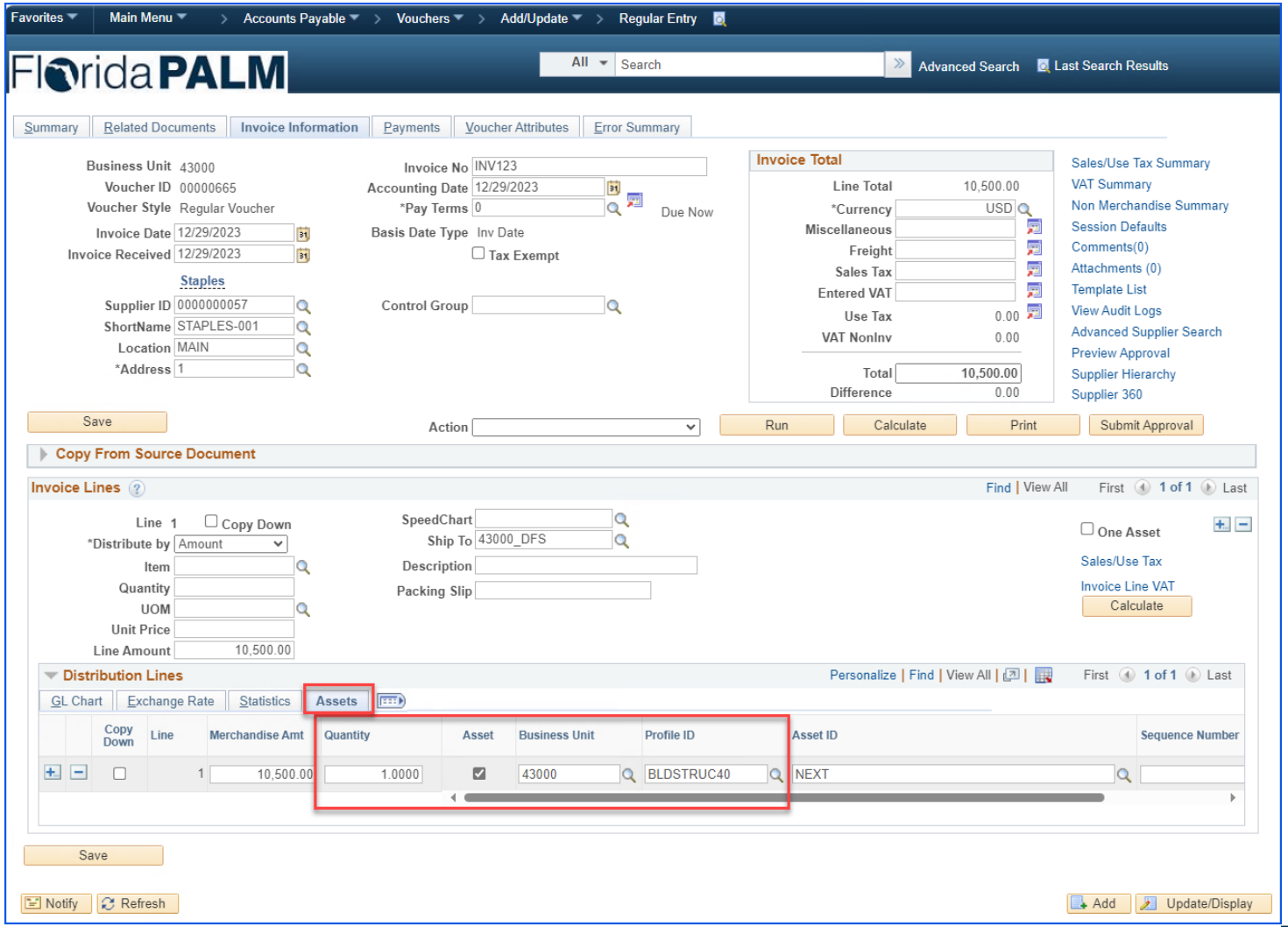
- The voucher is not associated with a PO in Florida PALM
- Agency user does **not** enter asset-related information on the distribution line
  - Asset Checkbox not checked
  - Asset Profile ID not entered
- Florida PALM uses the Account Value to determine if this is an asset-related voucher distribution line
  - Account # = 742000
- If found to be an asset-related voucher, Florida PALM will populate the asset information
- The Voucher is transmitted to the AM module because the asset information was populated.

AM AP Voucher Transaction Scenario #3

- Asset Profile ID facilitates the interface of voucher data to the AM module and populates the following data elements when the asset record is created:
  - Asset Capitalization
  - Depreciable or Non-Depreciable Asset
  - Asset Book
  - Estimated Useful Life
  - Asset Category

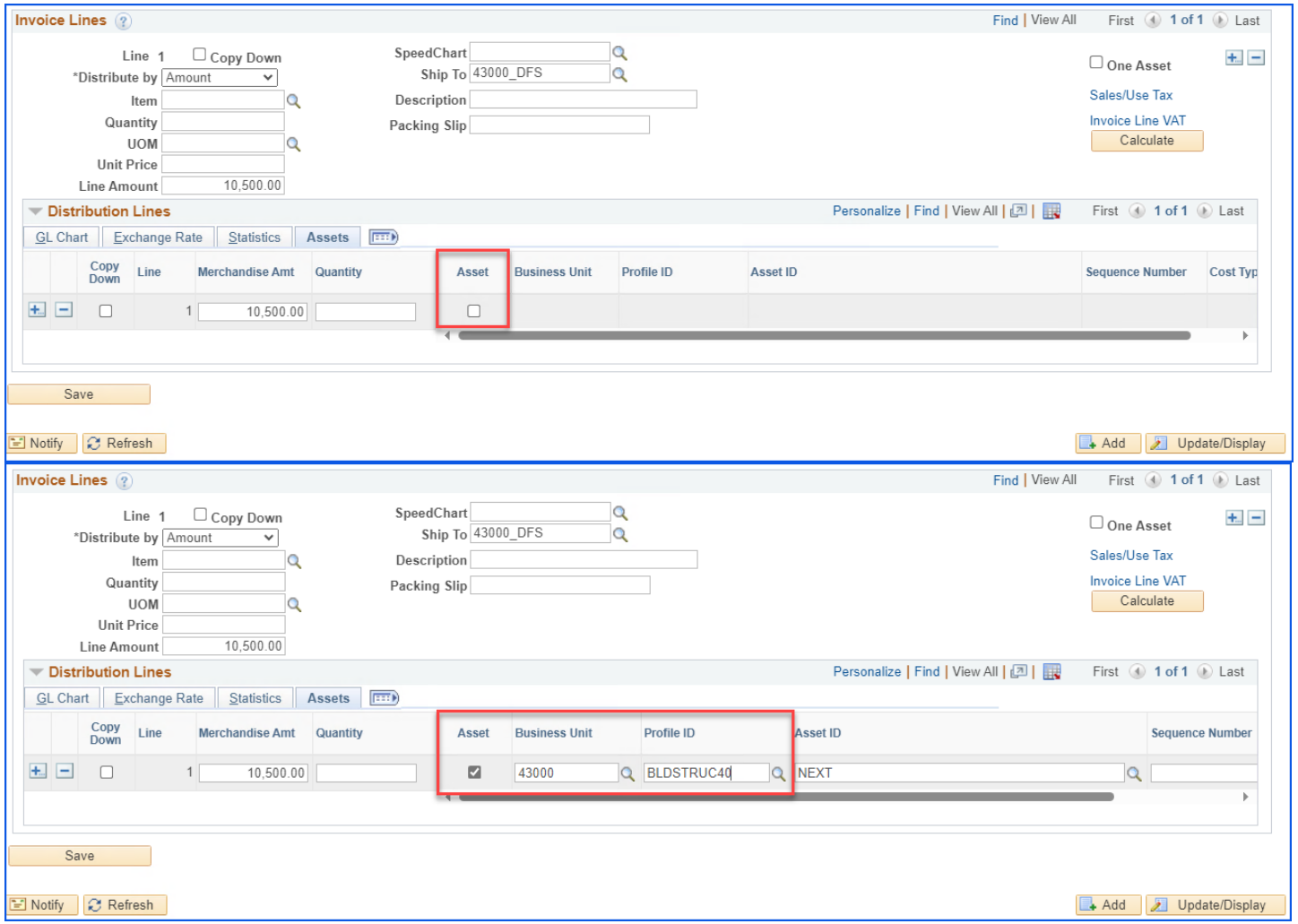
Voucher – Created without PO

- No PO ID is noted on the voucher
- The user manually populates the Account number



Voucher – Asset Data Auto-Populated

- Florida PALM system recognizes that the Account number is associated with an Asset Profile
- The Florida PALM system will auto-populate the asset distribution line
- Voucher will be transmitted to the AM module



CREATING ASSETS IN FLORIDA PALM

STAGING TABLE AND LOAD INTO AM

Staging Table Overview

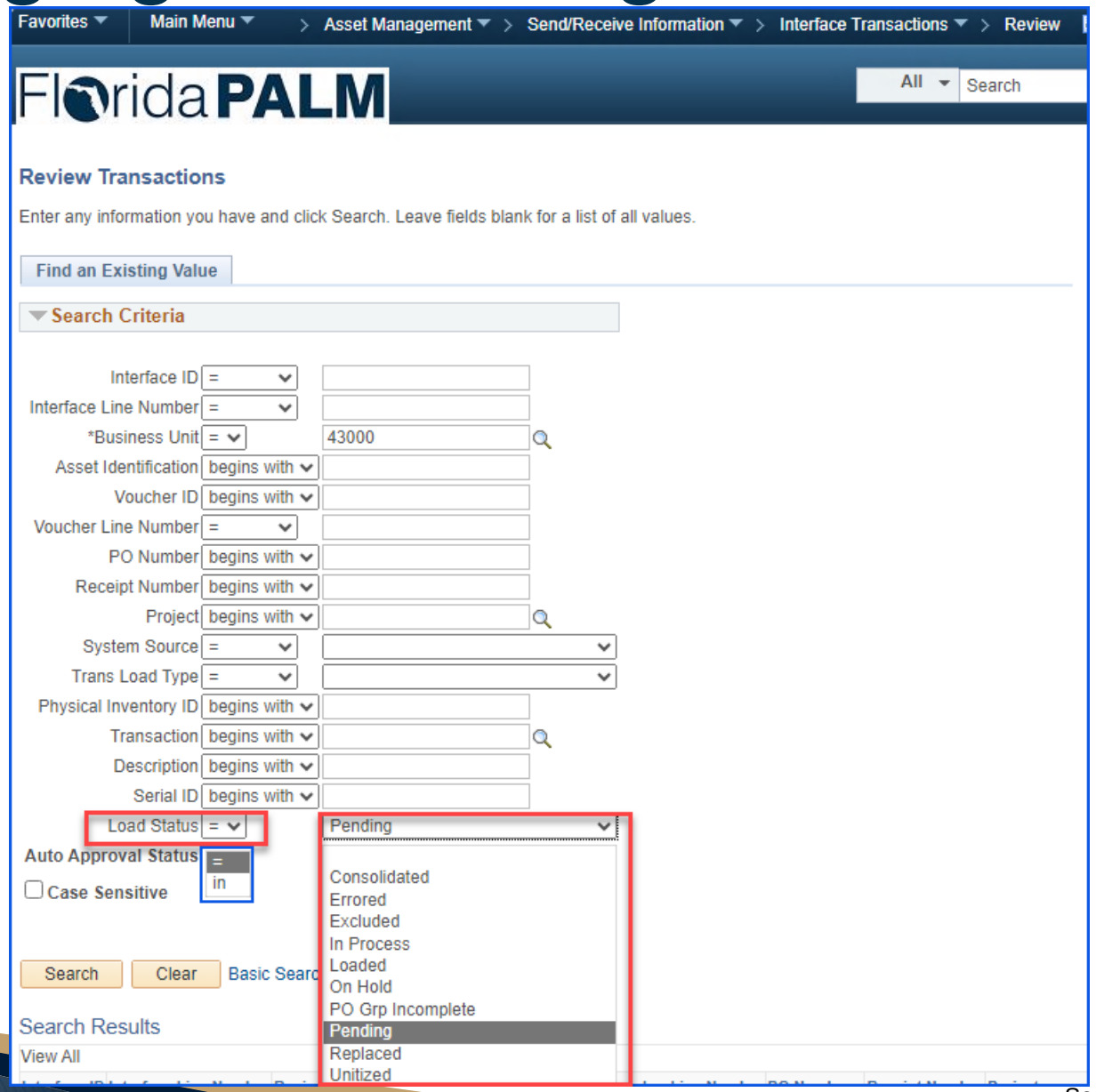
- Review and approve Staging Table data
  - Approve transactions
  - Exclude transactions
  - Place transactions on Hold
  - Make changes to transactions
  - Delete staging table data
- Processing Staging Table data

CREATING ASSETS IN FLORIDA PALM

REVIEW AND APPROVE THE STAGING TABLE DATA

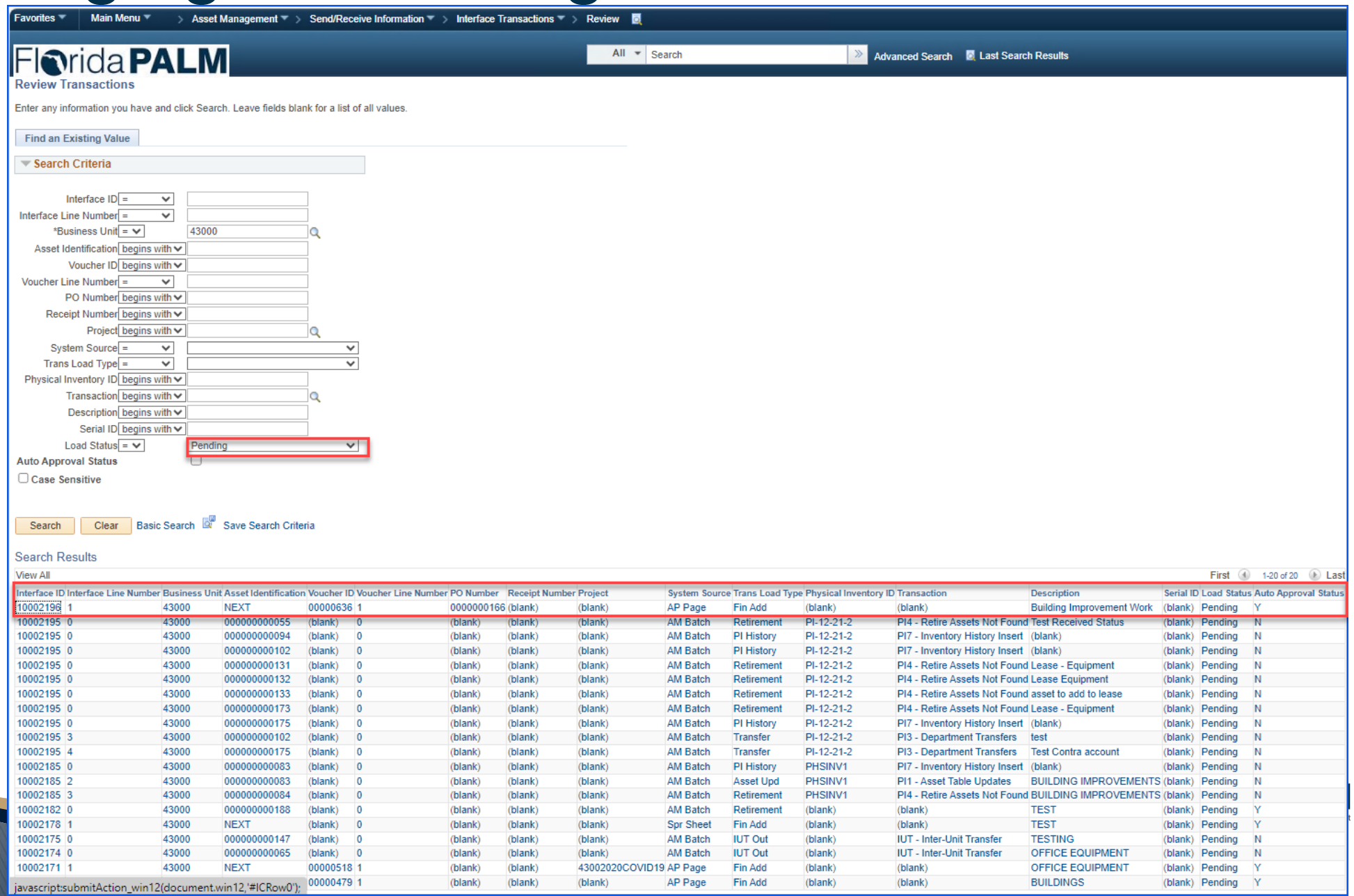
Interface/Staging Search Page

- Searching Staging Table Transactions
  - The search page criteria provides various options to retrieve transactions for processing.



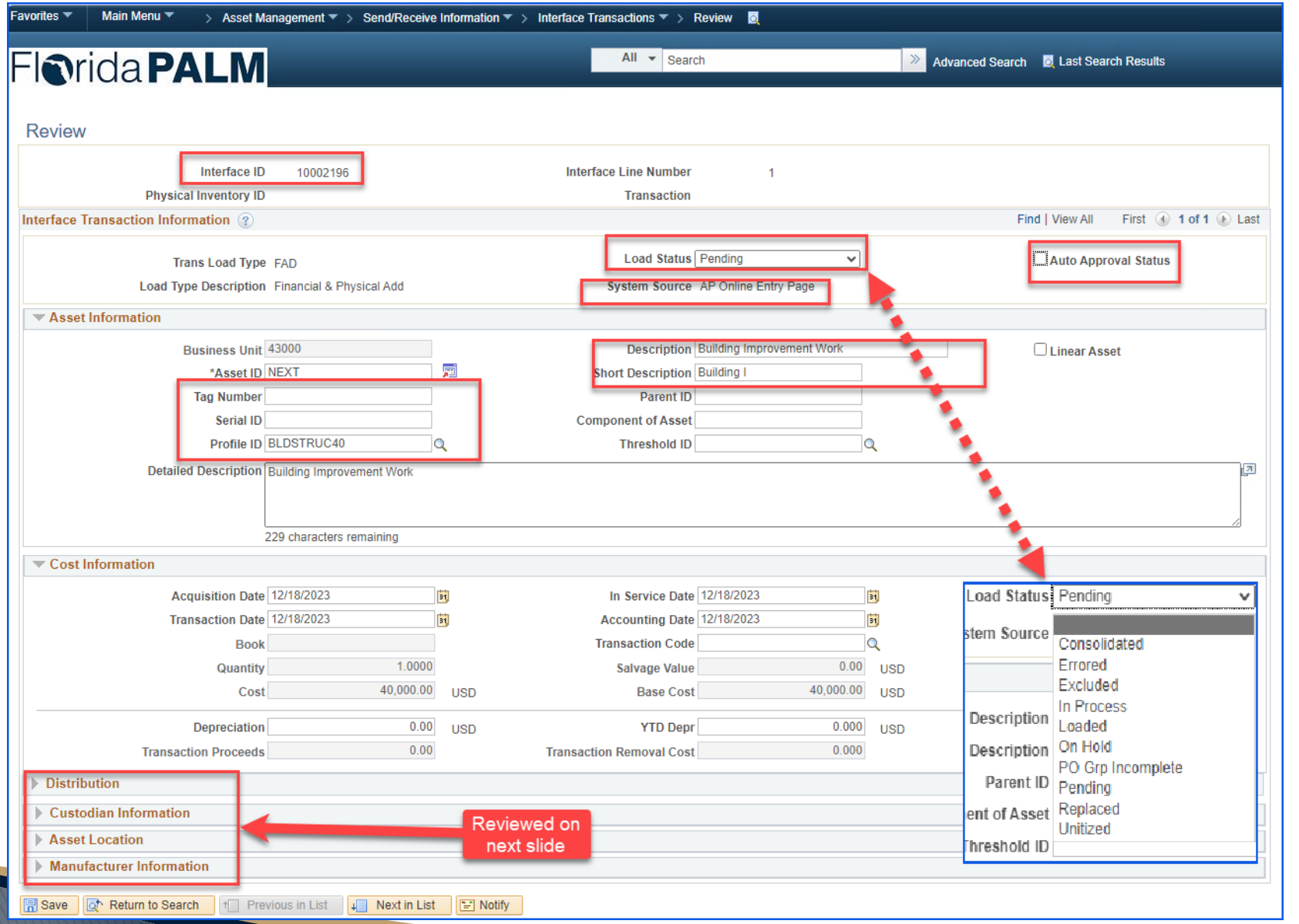
Interface/Staging Search Page – Search Results

- Search Results
  - Search results for pending transactions



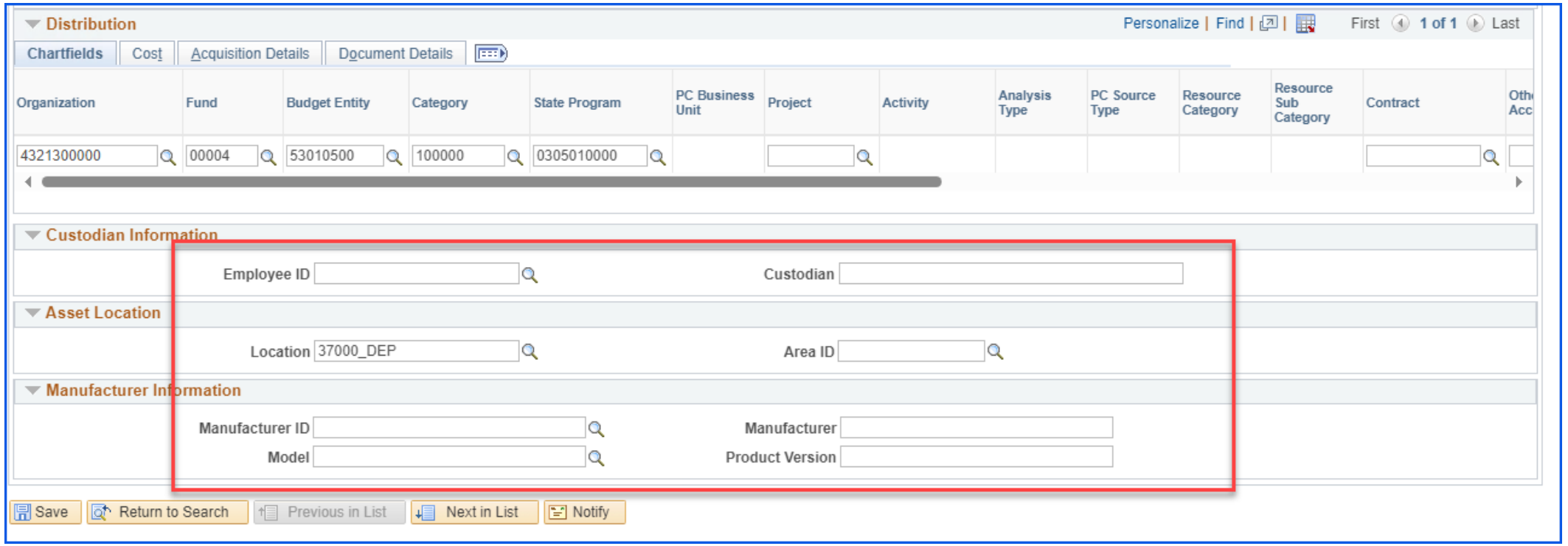
Review/Update Interface Page

- Updatable Fields
  - Some fields can be updated.
  - Cost data cannot be updated.



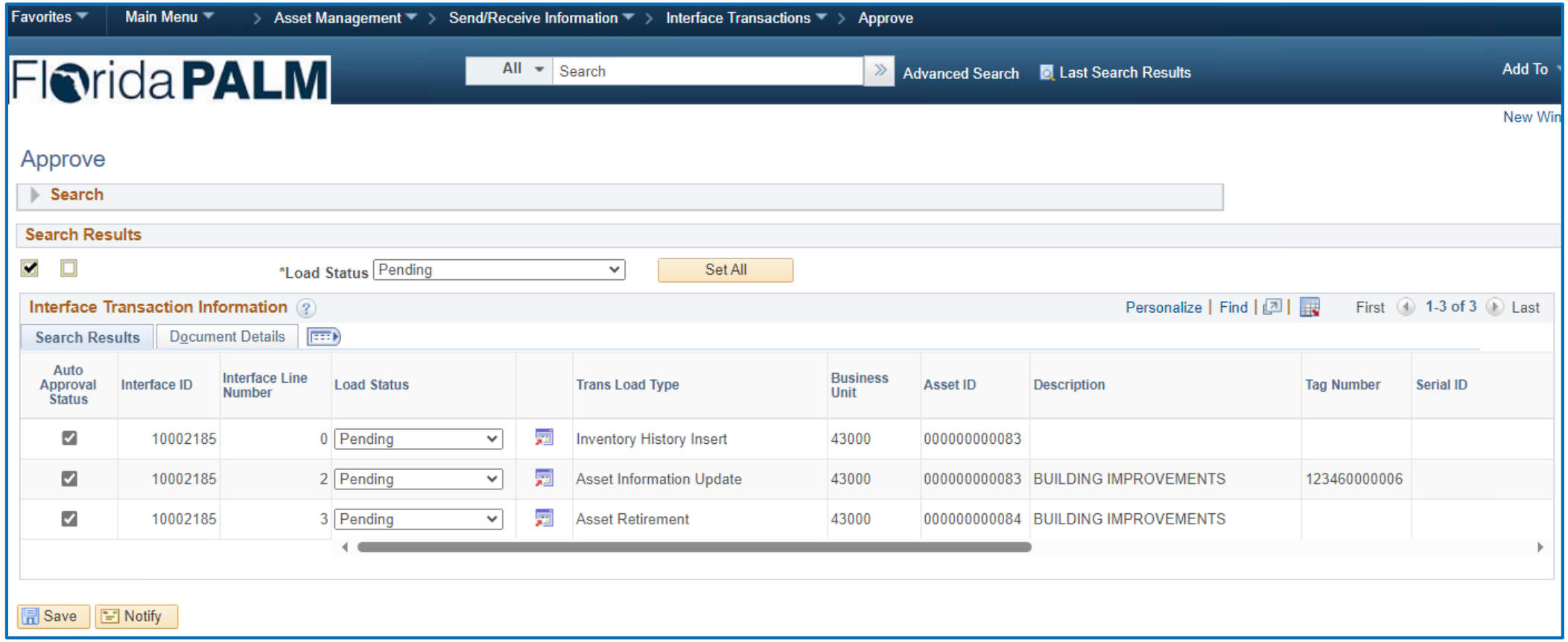
Review/Update Interface Page – Continued

- Updatable Fields
  - Some fields can be updated.



Mass Approval Page

- On the Approve page, users can select the “Auto Approval Status” checkbox for multiple records in the staging table at a time.

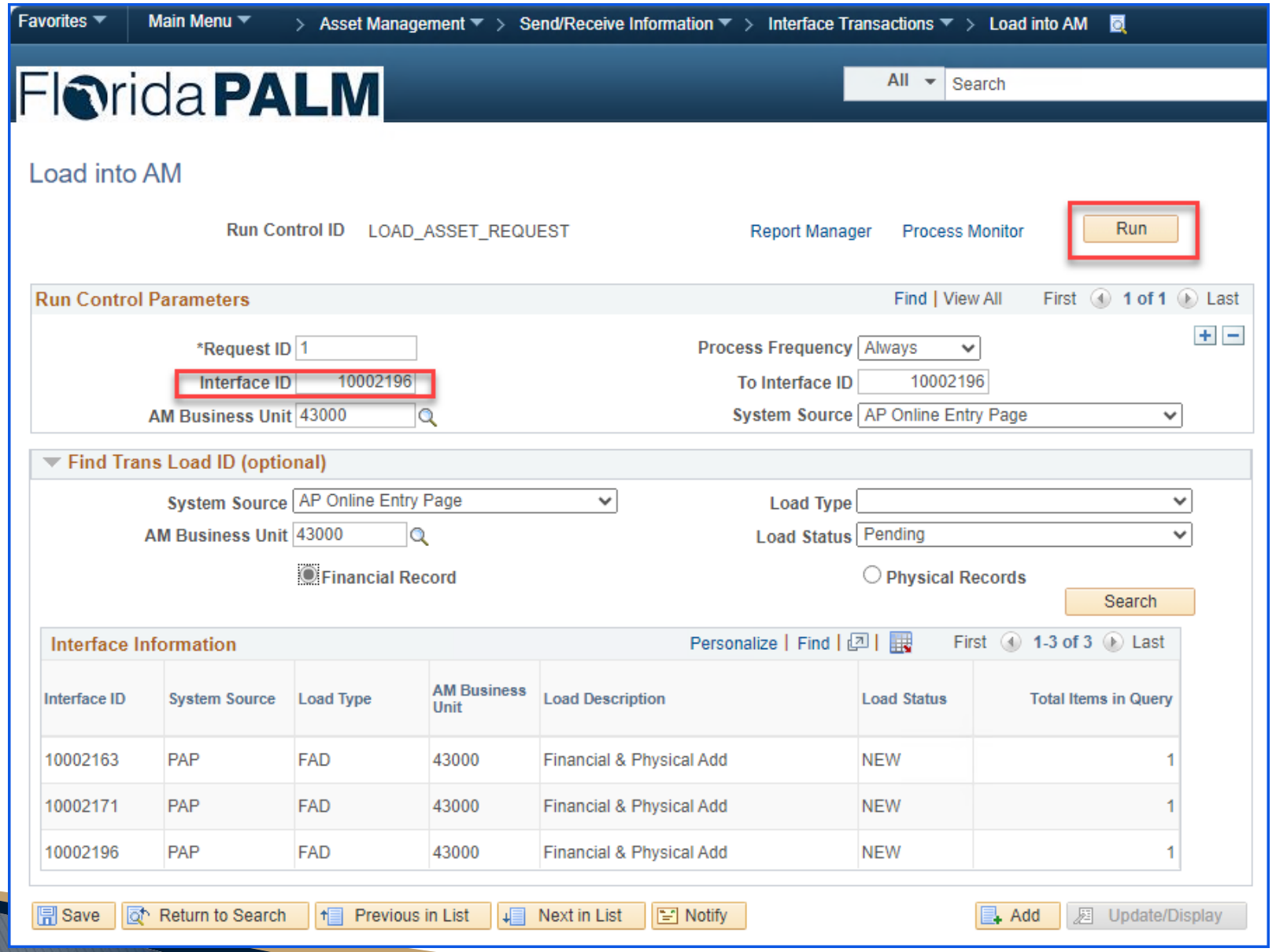


CREATING ASSETS IN FLORIDA PALM

PROCESSING STAGING TABLE DATA

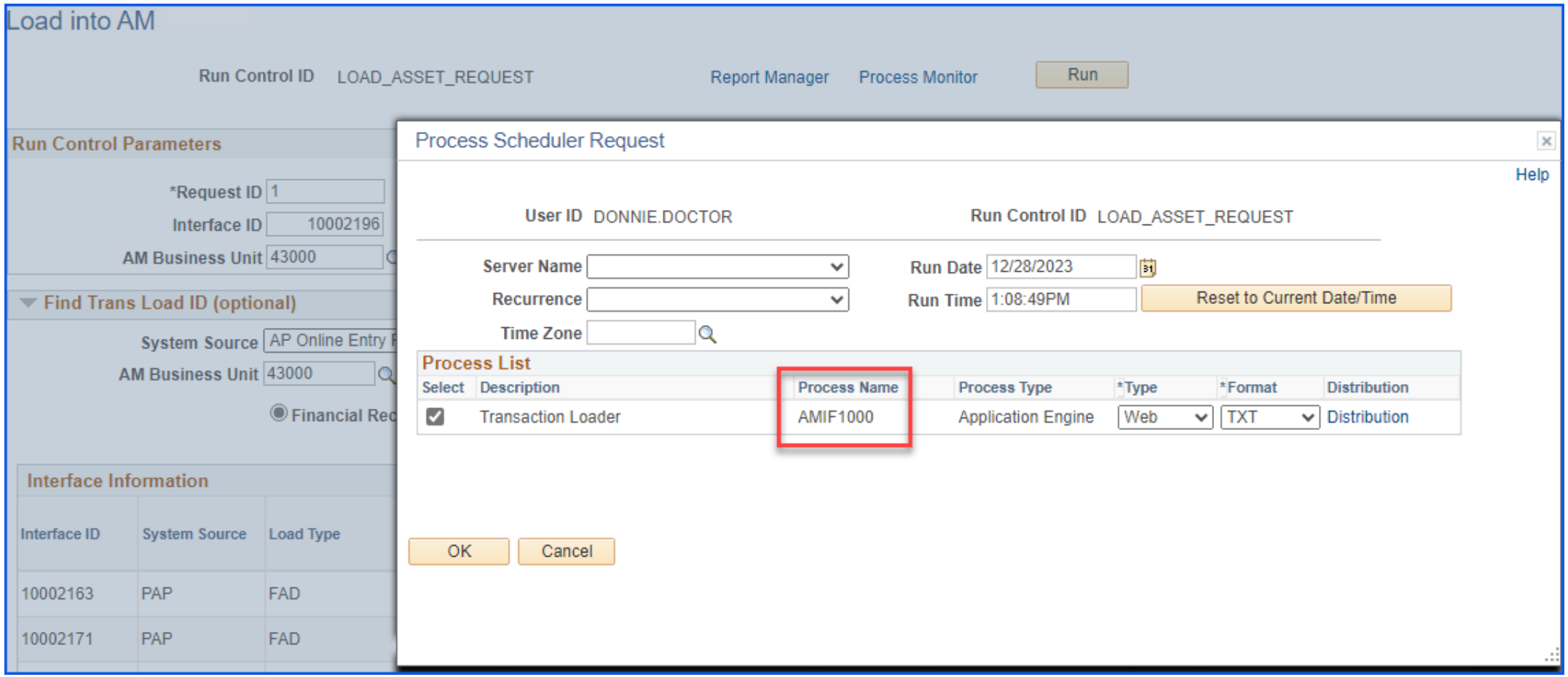
Load from Interface to AM Core Tables

- Transaction Loader Process
  - Run process after interface transactions are reviewed, updated and approved.



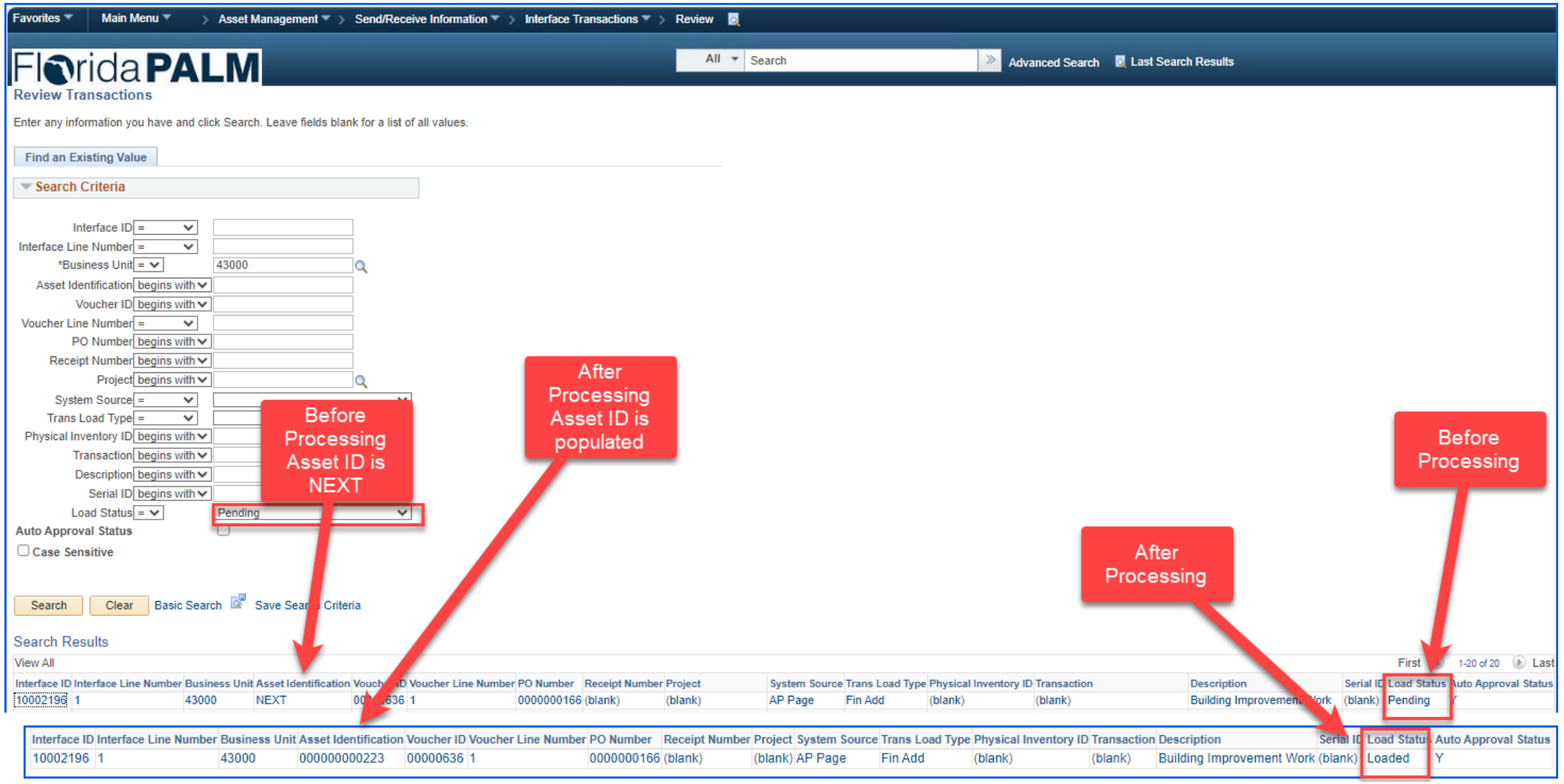
Load from Interface to AM Core Tables - Continued

- Transaction Loader Process
  - Run process after interface transactions are reviewed, updated and approved.



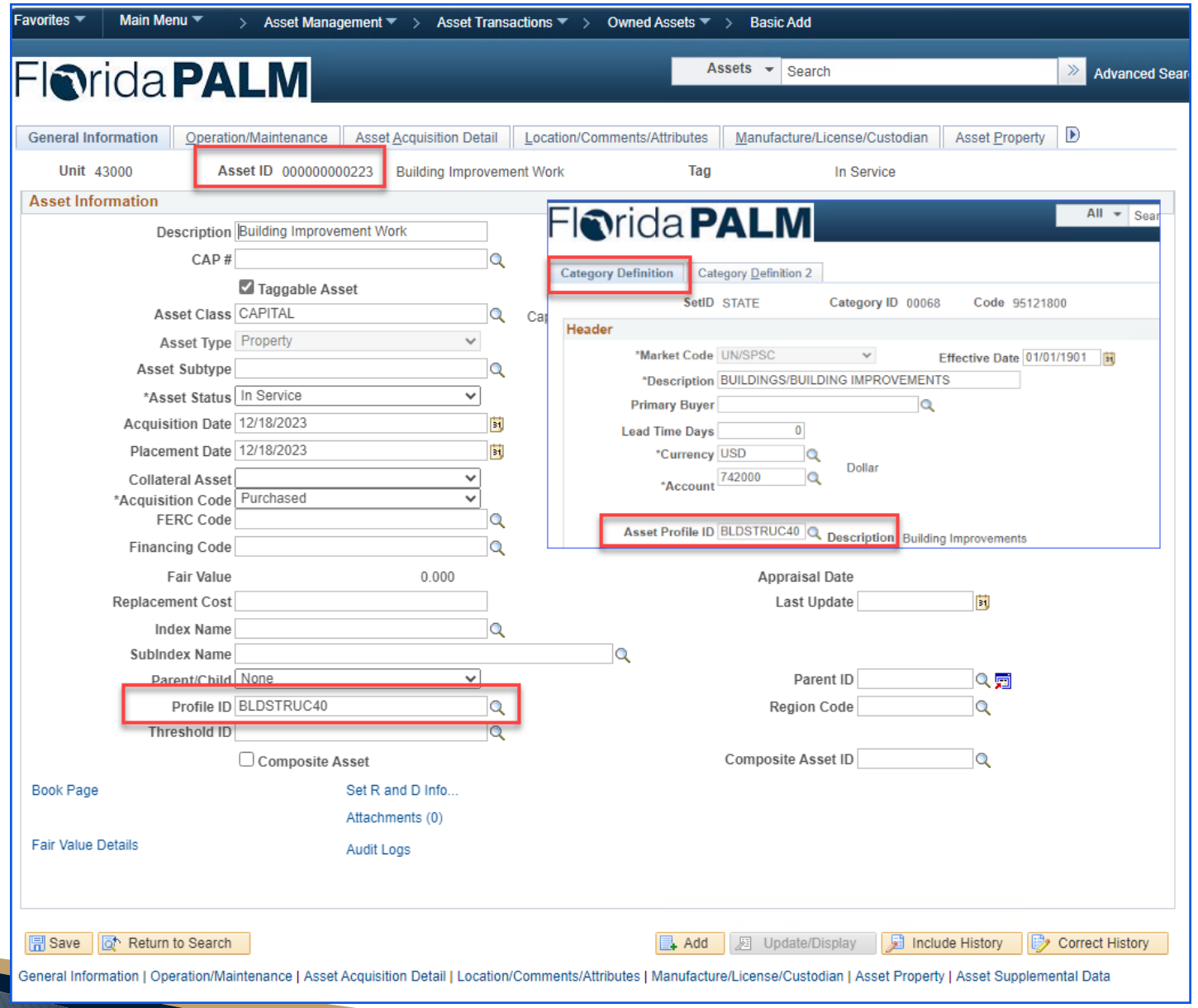
Load from Interface to AM Core Tables - Continued

- Transaction Loader Process
  - Results after Transaction Loader process



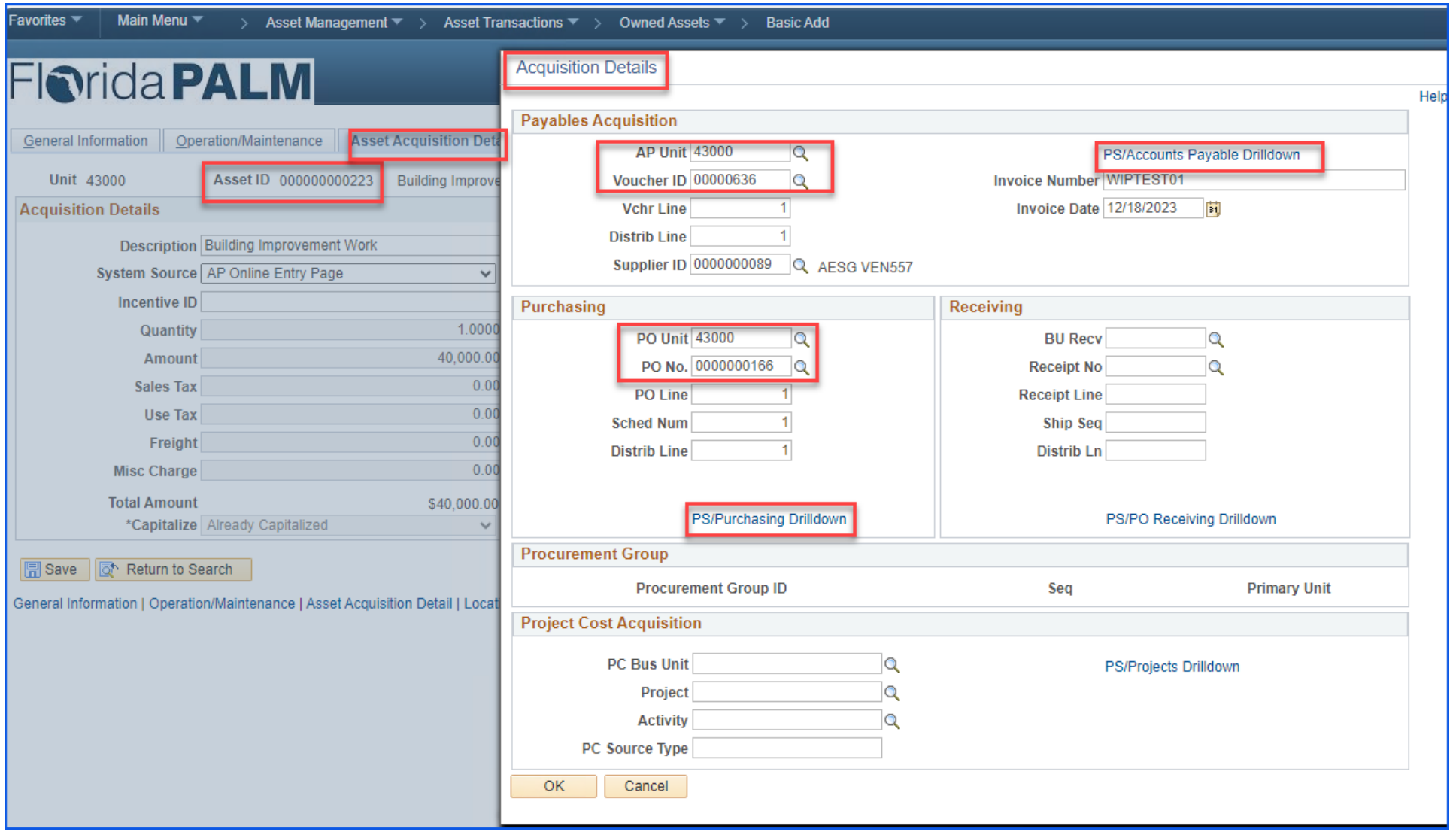
Asset Created

- Review Asset Record
  - Asset record created after transaction loader runs successfully.



Asset Created

- Review Asset Record
  - Asset record Acquisition details.



CREATING ASSETS IN FLORIDA PALM

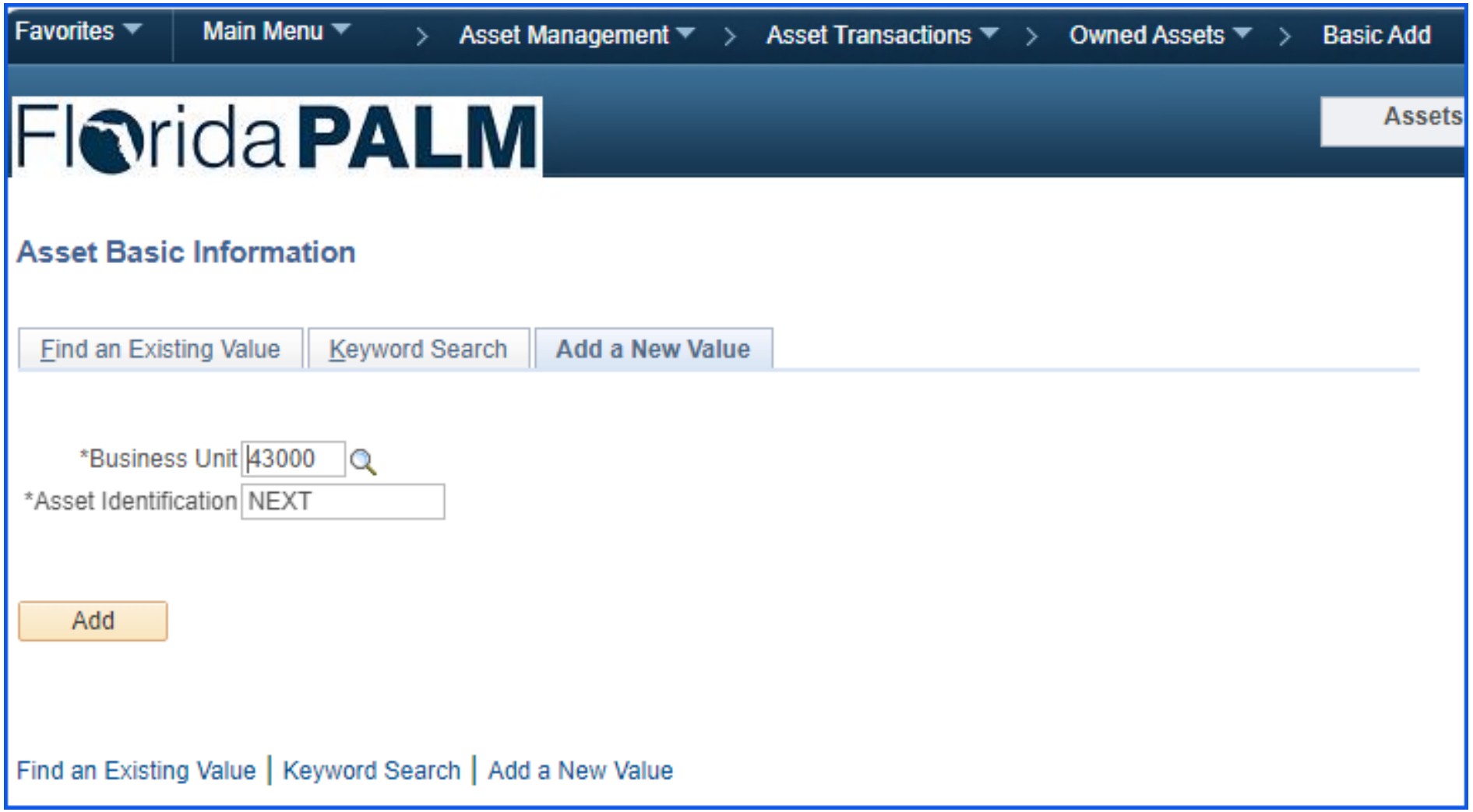
ONLINE ADD

Online Add and Asset Record Updates

- Must have Cost Information to enter asset records in Florida PALM
- Basic Add pages used to input asset Cost and Physical Information
- Minimum (required) asset information:
  - Business Unit (BU)
  - Quantity (Usually 1)
  - Amount (Asset Cost including Ancillary Charges)
- Update of existing asset records:
  - Adding Ancillary Charges to existing asset cost
  - Adding new cost to an existing asset record
  - Adjusting existing cost
- Recording Attractive Items and Donated Assets
- Sensitive
  - Description
  - Location/Address
  - Vehicle Identification Number
- AMI003 Outbound Asset Data Extract
  - Includes Sensitive asset records

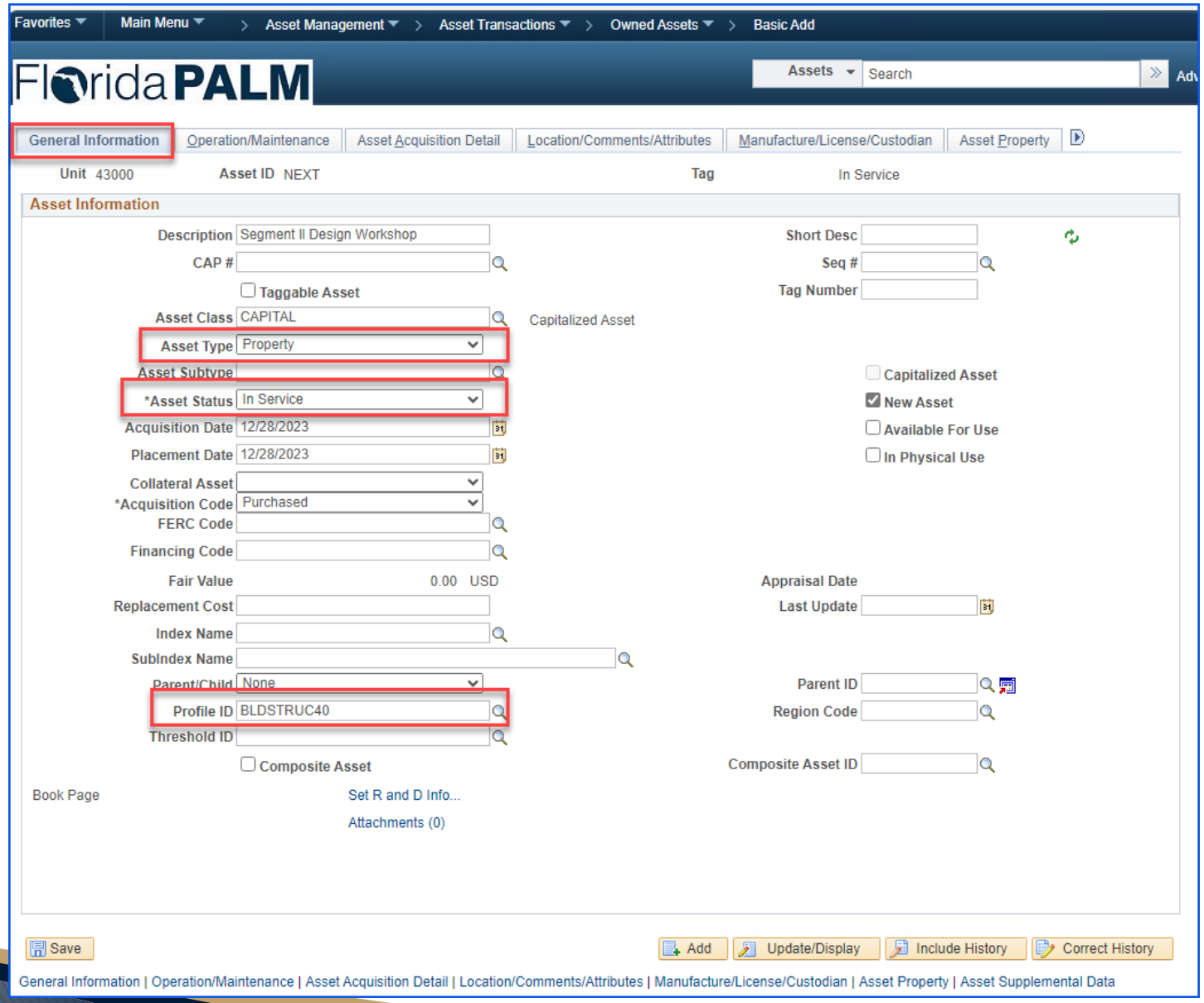
Create Asset Online – Basic Add Page

- Asset Addition
  - Asset addition page



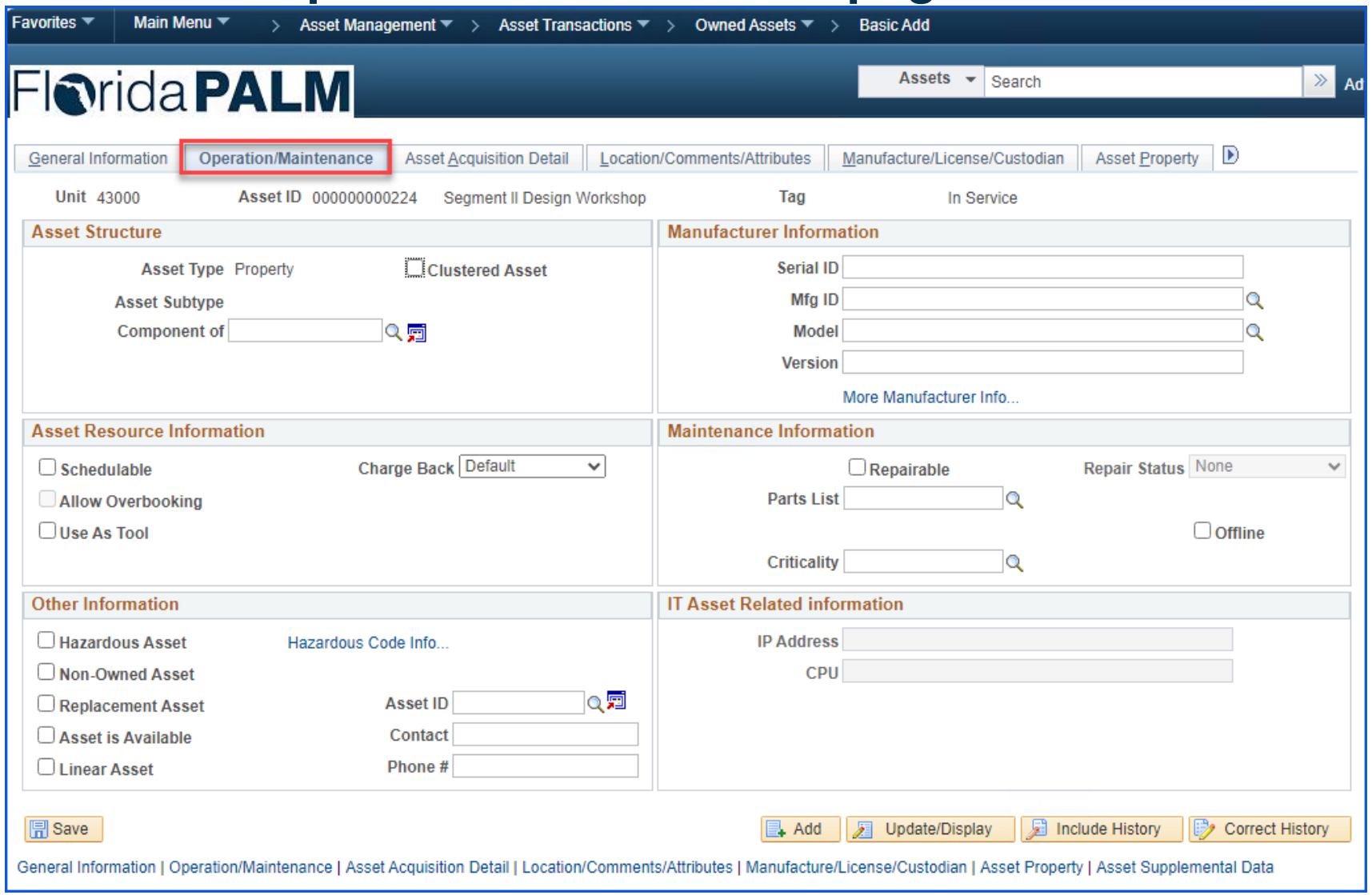
Create Asset Online – General Information Page

- Asset Addition
  - Use this page to add asset basic info manually or modify existing asset information.
  - Inputting the Asset Profile ID will populate other asset attributes, such as Asset Category, on the Asset Acquisition Detail page.



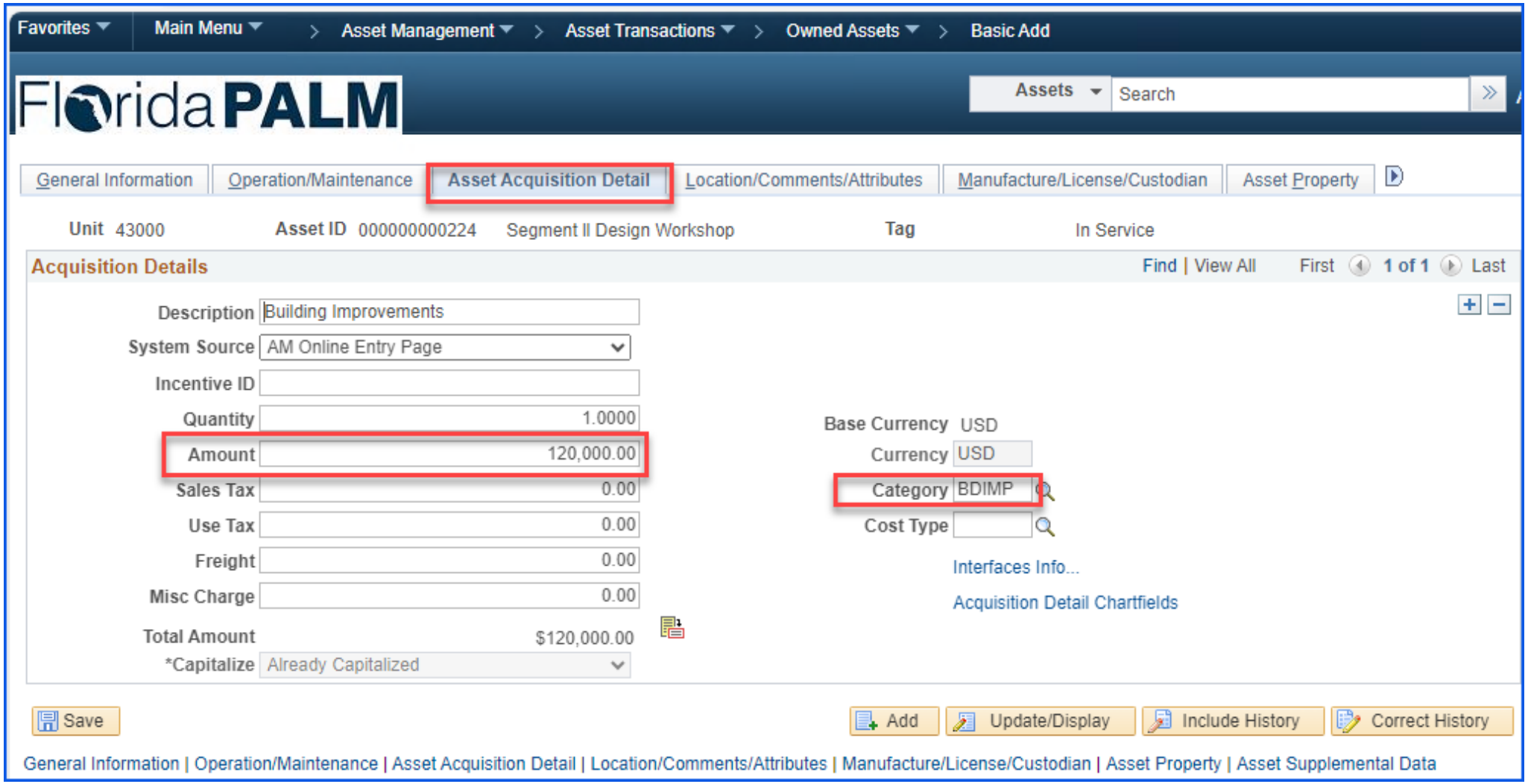
Create Asset Online – Operation/Maintenance page

- Asset Addition
  - Use the Operation/Maintenance page to add or update:
    - Manufacturer Info
    - Resource information
    - Maintenance info
    - Hazardous materials info



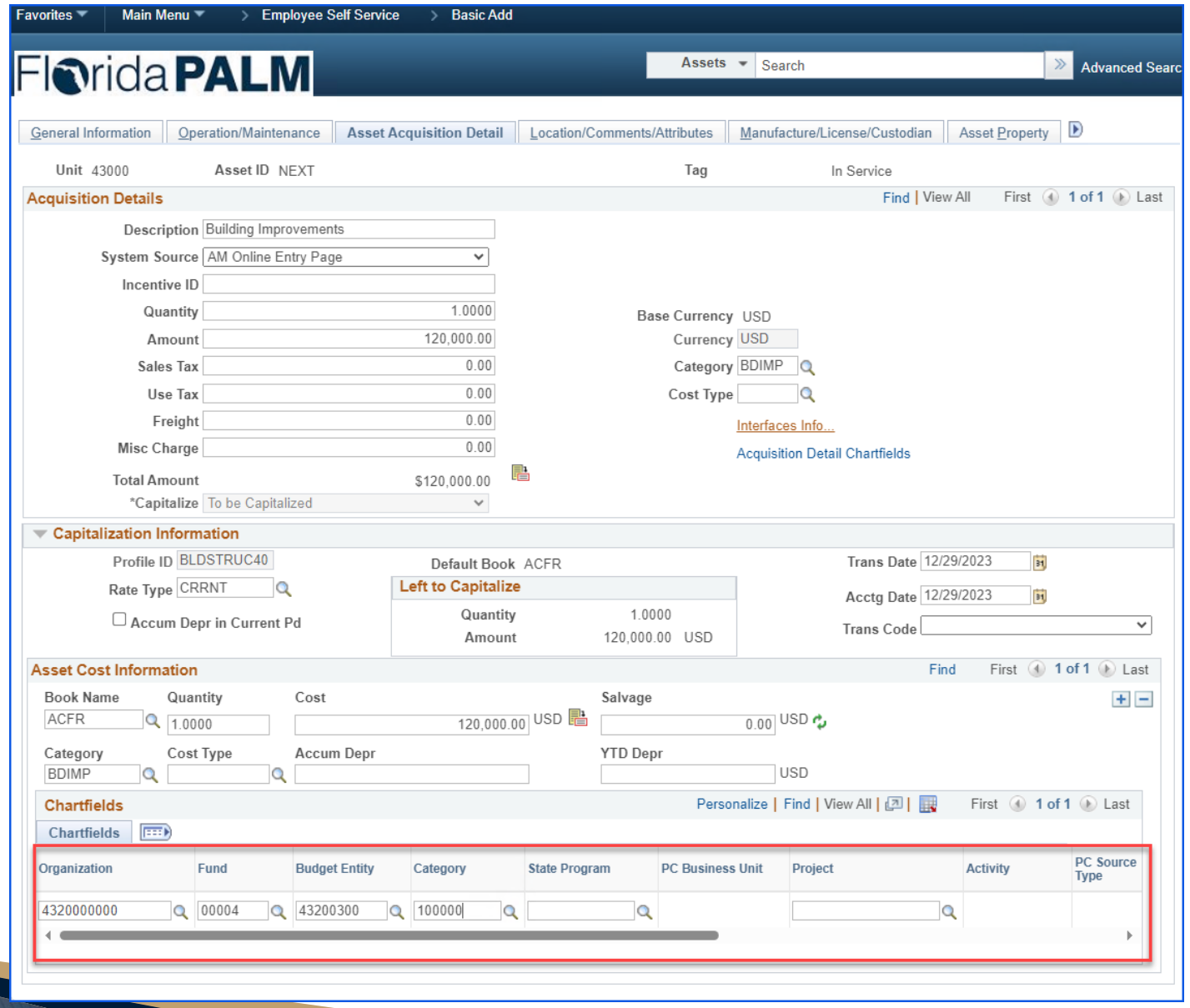
Create Asset Online – Asset Acquisition Detail

- Asset Addition
  - Use this page when adding assets to input acquisition info such as cost and COA values.



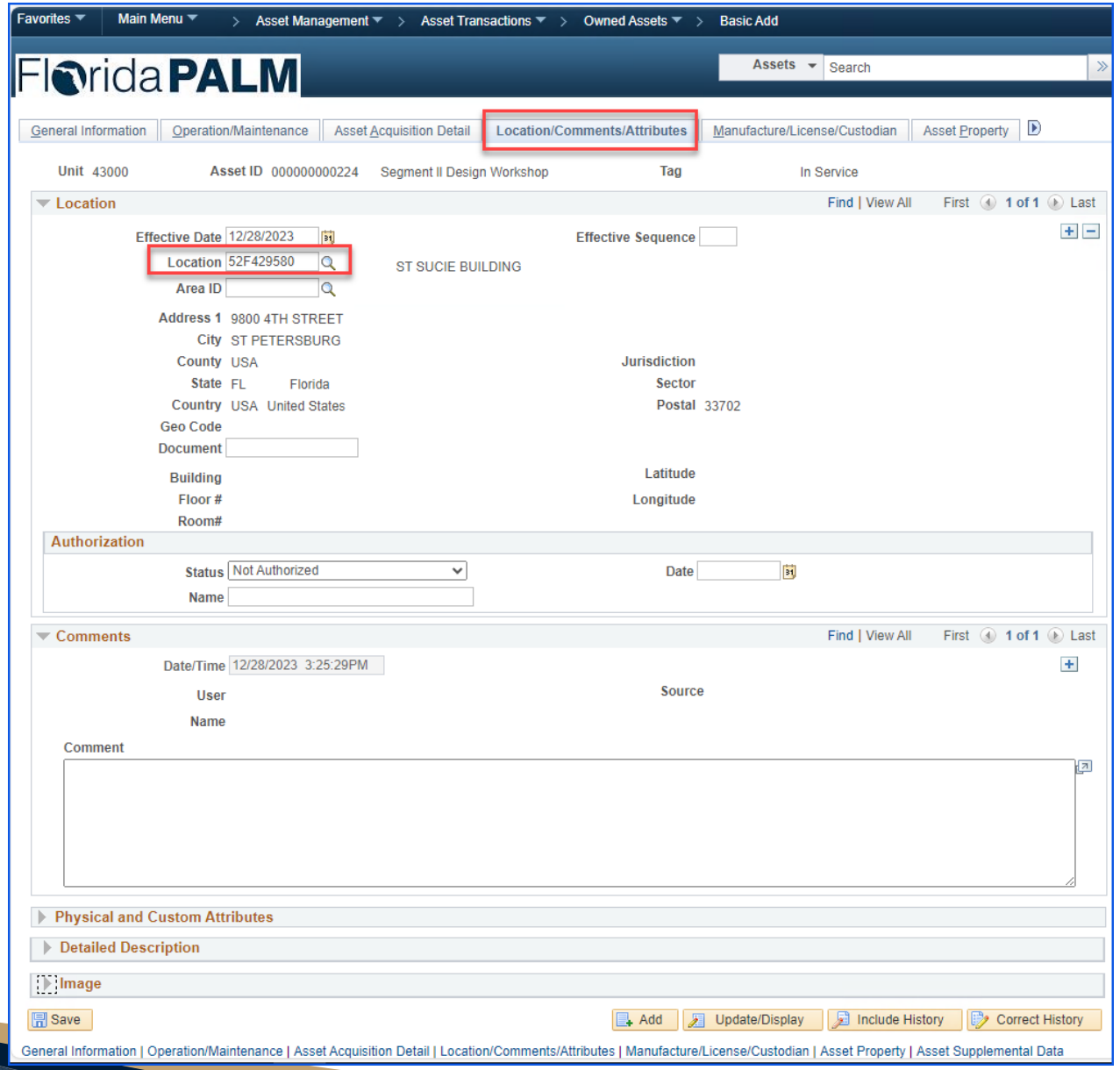
Create Asset Online – Asset Acquisition Detail

- Asset Addition
  - Use this page when adding assets to input acquisition info such as cost and COA values.



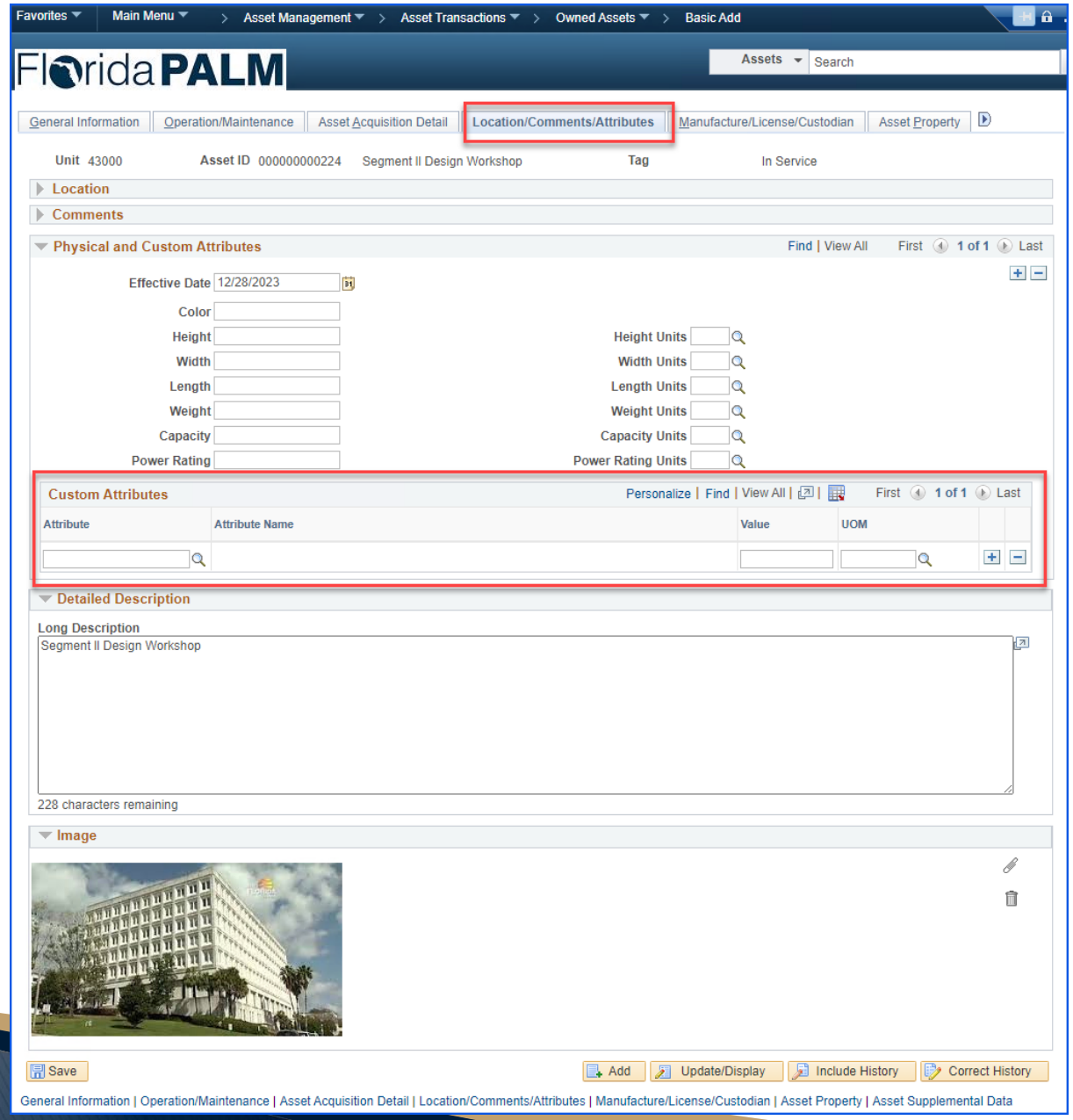
Create Asset Online – Location/Comments/Attributes

- Asset Addition
  - Use this page to record the location and physical properties of the asset and store comments about it.
  - You can also add document attachments and images.



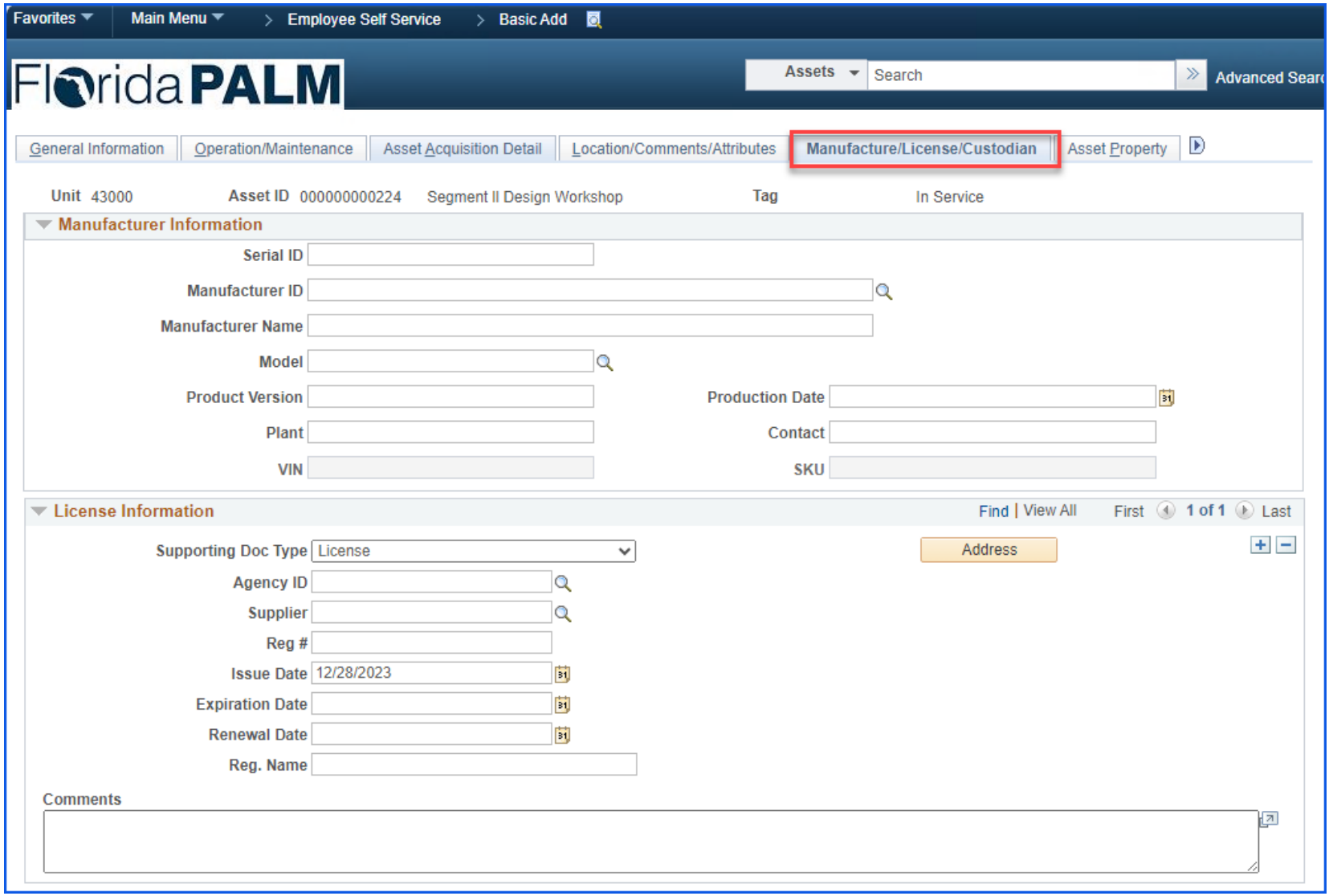
Create Asset Online – Location/Comments/Attributes

- Asset Addition
  - Use this page to record the location and physical properties of the asset and store comments about it.
  - You can also add document attachments and images.



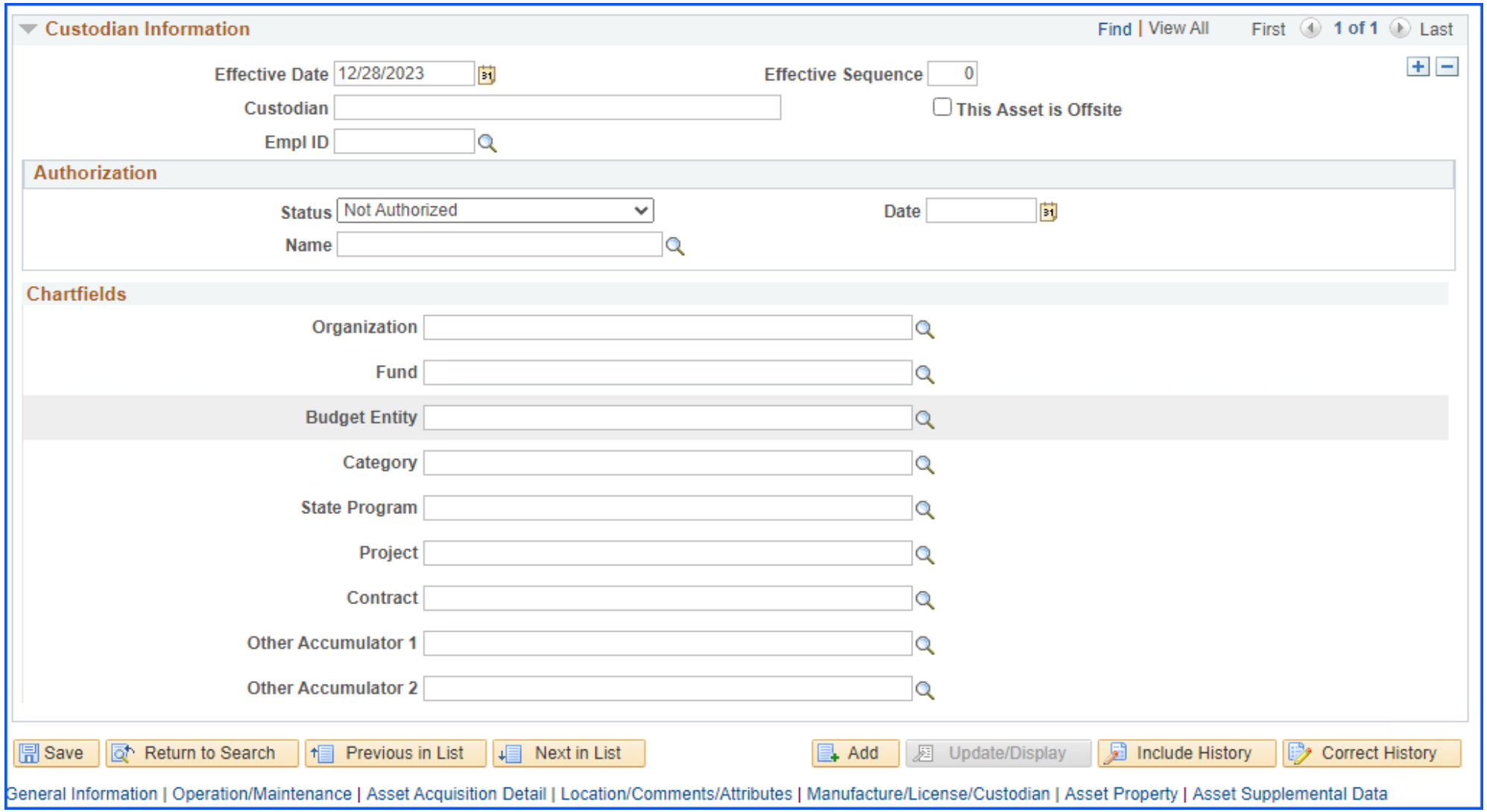
Create Asset Online – Manufacturer/License/Custodian

- Asset Addition
  - Use this page to record custodial info, maintain license info, and store manufacturer-related info.



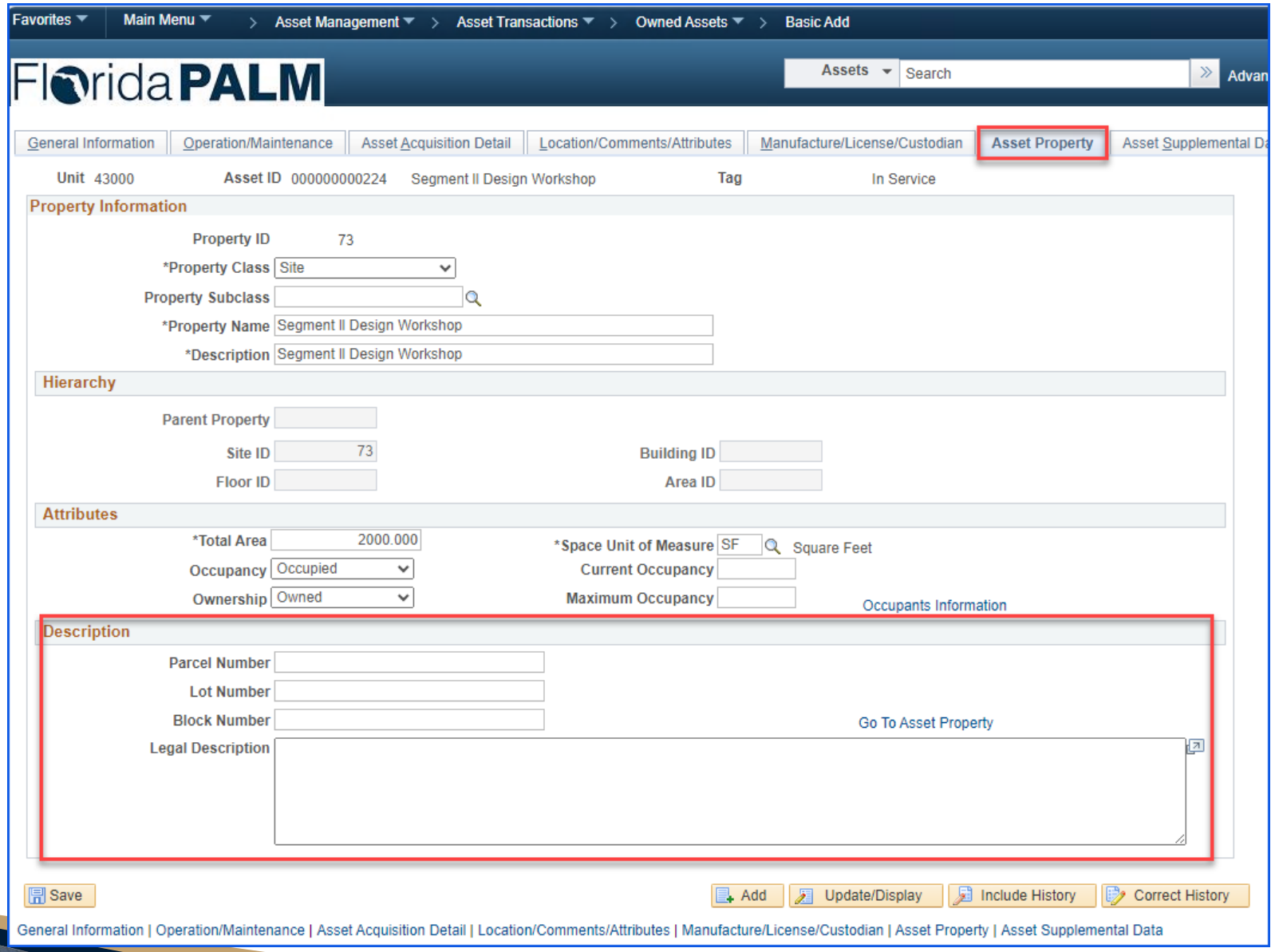
Create Asset Online – Manufacturer/License/Custodian

- Asset Addition
  - Use this page to record custodial info, maintain license info, and store manufacturer-related info.



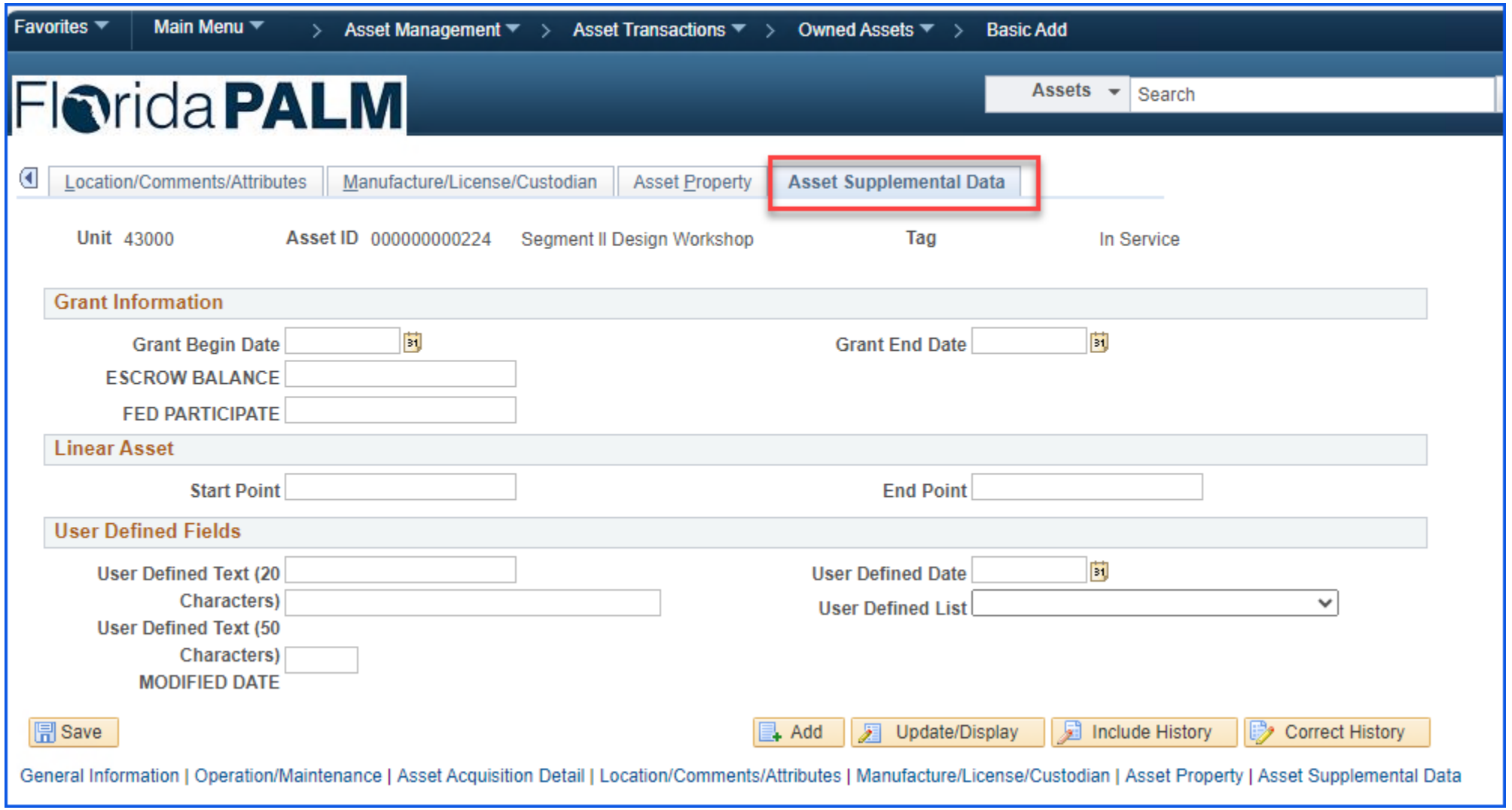
Create Asset Online – Asset Property

- Asset Addition
  - This page is available if the Asset Type is Property.
  - The page can be used to enter details and maintain property-specific attributes such as identifying info and legal descriptions.



Create Asset Online – Asset Supplemental Data

- Asset Addition
  - This page is being customized to house State-specific information.
  - Additional information will be provided in the future.



INTERFACE LAYOUTS

AMI006 – Inbound Asset Additions, Adjustments and Physical Updates

What
information is transmitted ?

This interface adds the new fixed/owned Assets in Florida PALM, adjust the cost of existing assets and update the physical information of assets like Tag number, Location, Custodian , Serial number and manufacturer ID.

Why
do I need this?

This interface helps to reconcile the data between Agency Business Systems and Florida PALM.

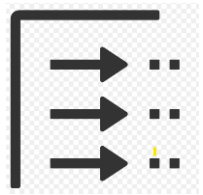
Who
runs ?

- Automatic Batch Scheduler

When
should this interface file be sent ?

- Daily
- As needed (Adhoc)

Which
run control parameters are used ?



N/A

AMI003 – Outbound Asset Extract

What
information is transmitted ?

This outbound interface is an extract file containing both physical and cost information of the asset records in Florida PALM.

Why
do I need this?

This interface helps to reconcile the data between Agency Business Systems and Florida PALM.

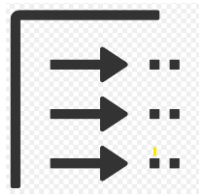
Who
runs ?

Automatic Batch Scheduler

When
should this interface file be sent ?

- Daily
- As needed (Adhoc)

Which
run control parameters are used ?



- Business Unit
- Last Update Date From
- Last Update Date To

REPORTS

AMR042 – Asset Staging Report

What
information is available?

Report of asset transactions in Asset Module that have been stagged for processing

Why
do I need this report?

Report is used to monitor asset records requiring action.

Who
runs and uses this information?

- AM Reporter
- Agency AM Asset Processor
- Agency AM F&A Processor
- DFS AM Reporter

When
should I run this report?

Daily

Which
report(s) were previously used?

Prompt Payment Summary

AMR042 – Asset Staging Report

Key Considerations

- Report details are extracted from the delivered Asset Management interface staging records.
- Asset transactions performed online (for which details are not present in staging records) are not extracted in the report.

Parameter	Description	Required/Optional
Business Unit	Field prompt. User can select specific BU's. % or actual value as per BU security	Required
In Service Date From	Field prompt. User can select specific dates	Required
In Service Date To	Field prompt. User can select specific dates	Required
Load Status	Consolidated Errored Excluded In Process Loaded On Hold PO Grp Incomplete Pending Replaced Unitized	Optional

AMR045 – Asset Workflow Status Report

What information is available?

Report that provides details of asset transfer or disposal transactions.

Why do I need this report?

Report is used to monitor the status of transferred/disposed assets.

Who runs and uses this information?

- AM Reporter

When should I run this report?

Ad-Hoc

Which report(s) were previously used?

AMR045 – Asset Workflow Status Report

Key Considerations

- Business Unit and Org Security applies
- Available in AM WorkCenter

Parameter	Description	Required/Optional
Business Unit	Displays list of BU's and corresponding descriptions.	Required
Asset ID	Displays list of asset id's	Optional
Accounting Date From	Delivered Date Option	Optional
Accounting Date To	Delivered Date Option	Optional
Approval Status	A dropdown field displaying values: Pending, Approved, Denied.	Optional

AMR023 – Asset Depreciation Forecast Report

What
information is available?

A report that forecasts depreciation by individual asset, groups of assets, or total assets for a user-specified of time.

Why
do I need this report?

Report is used to confirm elements of depreciation algin with agency's expectations

Who
runs and uses this information?

- AM Reporter
- Agency AM Asset Processor
- Agency AM F&A Processor
- Agency AM Sensitive Asset Processor
- Agency AM sensitive Asset Viewer

When
should I run this report?

Monthly
Ad-Hoc

Which
report(s) were previously used?

Asset Depreciation Forecast Report

AMR023 – Asset Depreciation Forecast Report

Key Considerations

- Confidentiality does apply to this report.
- Excludes assets that are non-depreciable, or assets that were retired in prior accounting periods
- Assets retired in the current reporting period will have a current depreciation amount of zero.
- **Parameter – Also includes Asset ID From, and Asset ID to**

Parameter	Description	Required/Optional
Business Unit	Displays list of BU's and corresponding descriptions.	Required
Organization	Displays list of Organization values and descriptions.	Optional
Fund	Displays list of Fund values and descriptions.	Optional
Category	Displays list of Asset Category values and descriptions. If value is provided for From Asset ID/To Asset ID, then Asset Category is non-editable.	Required
Fiscal Year	Accounting Period	Required
Accounting Period	Default it with current Accounting Period and should be editable. Prompt displays list of all the Accounting Periods.	

40.2 Deploy and Maintain Assets – Additional Reports

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	**AMR068**	**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.	Data Warehouse	Periodic	Agency, DFS
R2	**AMR023**	**Asset Depreciation Forecast Report** – a report that shows the impact of calculating monthly depreciation expense and accumulated depreciation prior to actual recording of depreciation	PeopleSoft	Periodic	Agency
R3	**AMR045**	**Asset Approval/Denial Report** – a report of asset transactions that have been approved or denied.	Data Warehouse	Periodic	Agency
R4	**AMR046**	**Pending Transfers Report** – a report of transfers with issues pending resolution .	Data Warehouse	Periodic	Agency
R5	**AMR022**	**Asset Transfer Report** – a report of assets acquired or disposed of through transfer.	Data Warehouse	Periodic	Agency
R6	**AMR003**	**Asset Remaining Useful Life Report** – a report of assets due for disposition, based on the remaining estimated Useful Life, disposal date and Asset Type .	Data Warehouse	Periodic	Agency
R7	**AMR014**	**Asset Disposition Report** – 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.	Data Warehouse	Periodic	Agency, DFS
R8	**AMR020**	**Asset 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.	Data Warehouse	Periodic	Agency

DRAFT

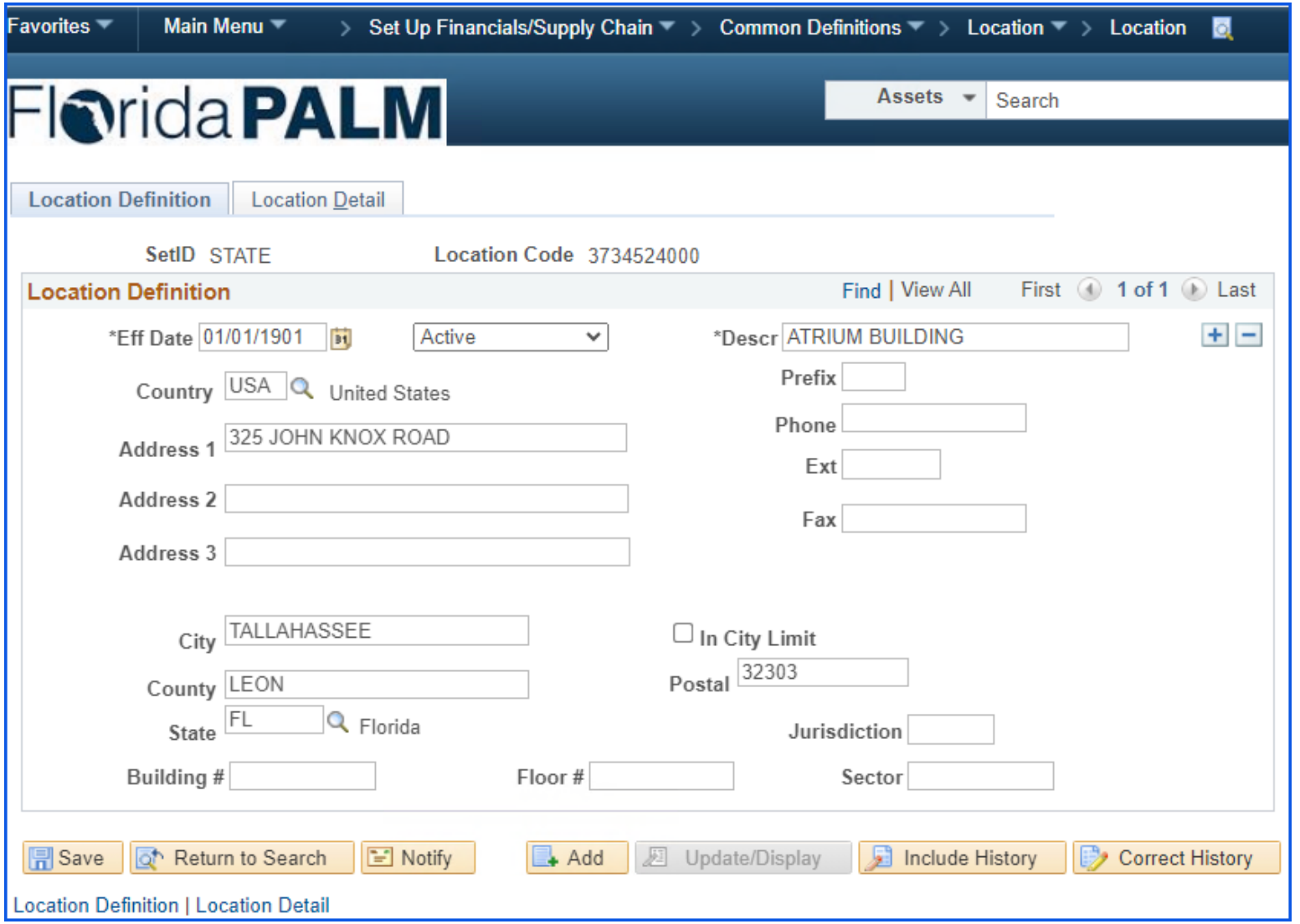
Additional Asset Topics

WIP/CIP

- WIP/CIP – Construction/Work In Progress Criteria
  - Use of Fixed Capital Outlay (FCO)
  - Project ID required for transactions with FCO funds
  - WIP/CIP transactions reflected in AM with separate Asset IDs
  - Reconcile disbursements with the WIP category
  - Consolidate Asset IDs and create depreciable assets based on Project IDs

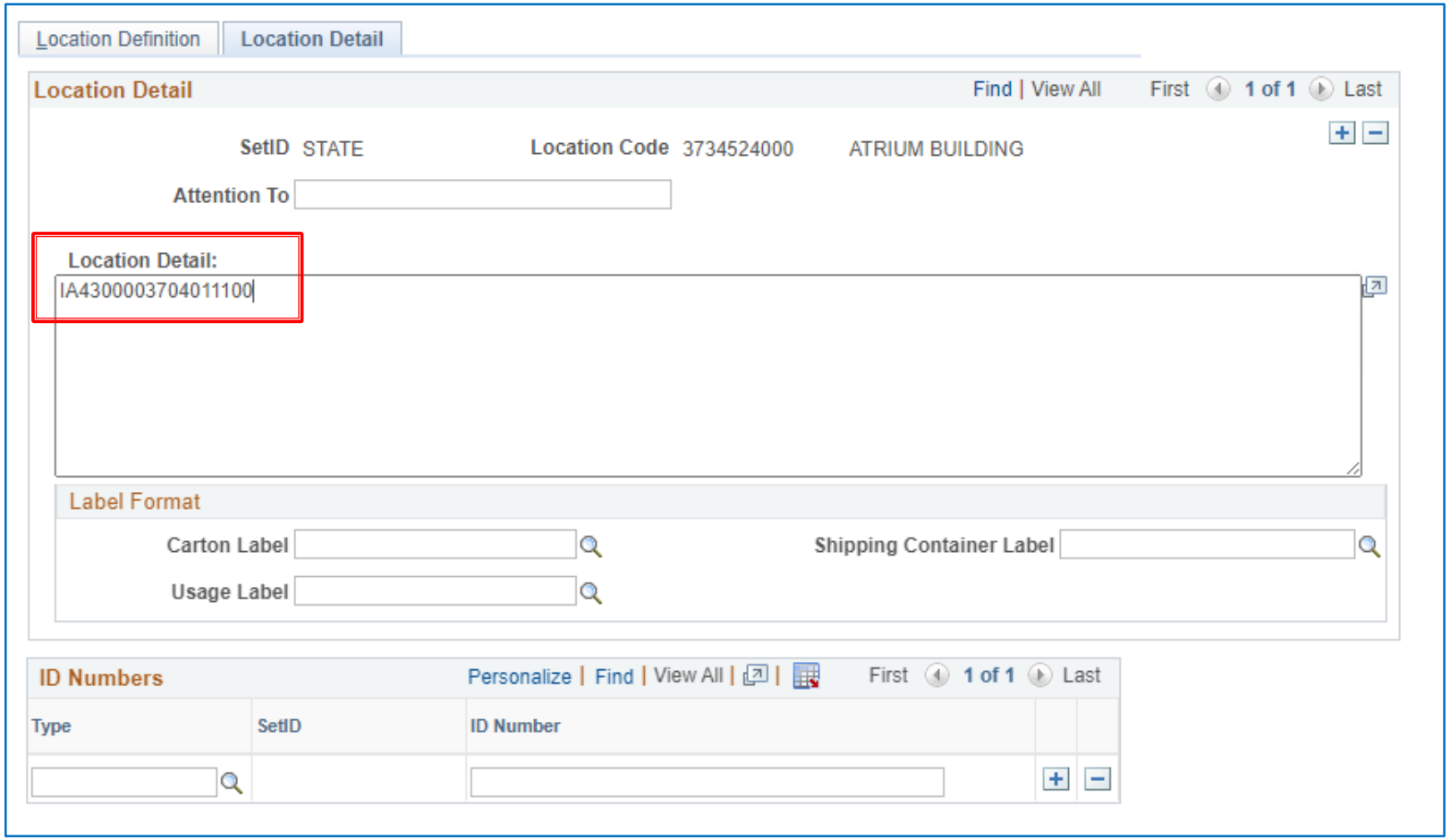
Location Codes

- Location Codes will be used by all Florida PALM modules
- Structure of 10-character code: **3734524000**
  - **2-character County Number**
  - **5-character ending of FL-SOLARIS Facility Number**
  - **3-character Agency Floor/Room Number**



Location Codes

- The legacy FLAIR location code will be stored in the Location Detail field for reference.



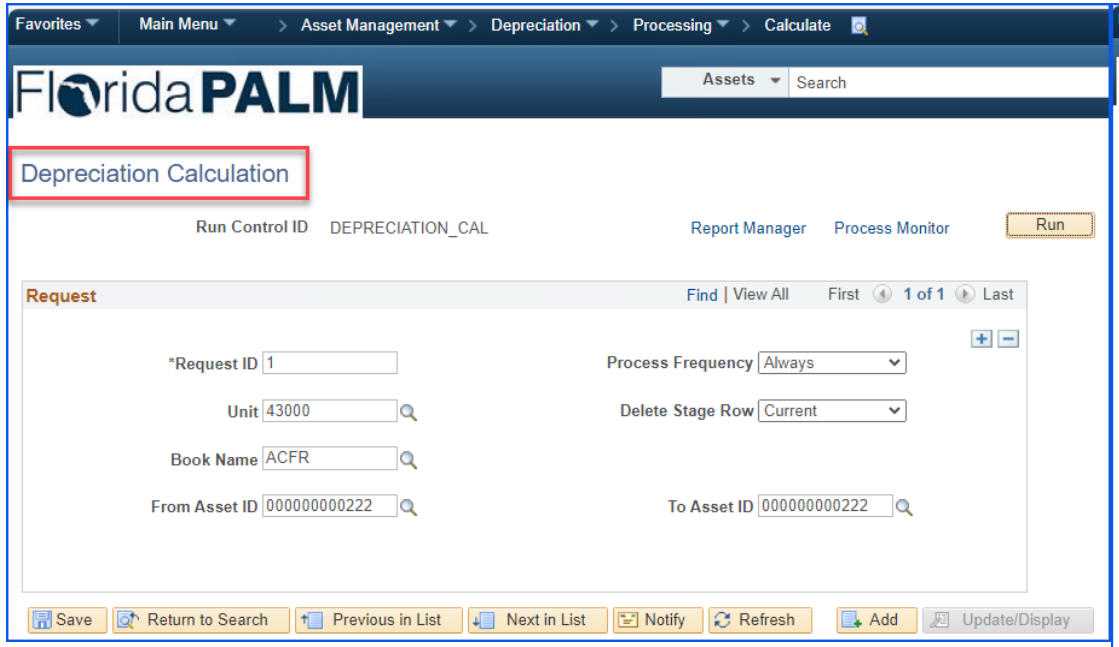
Asset Conversion

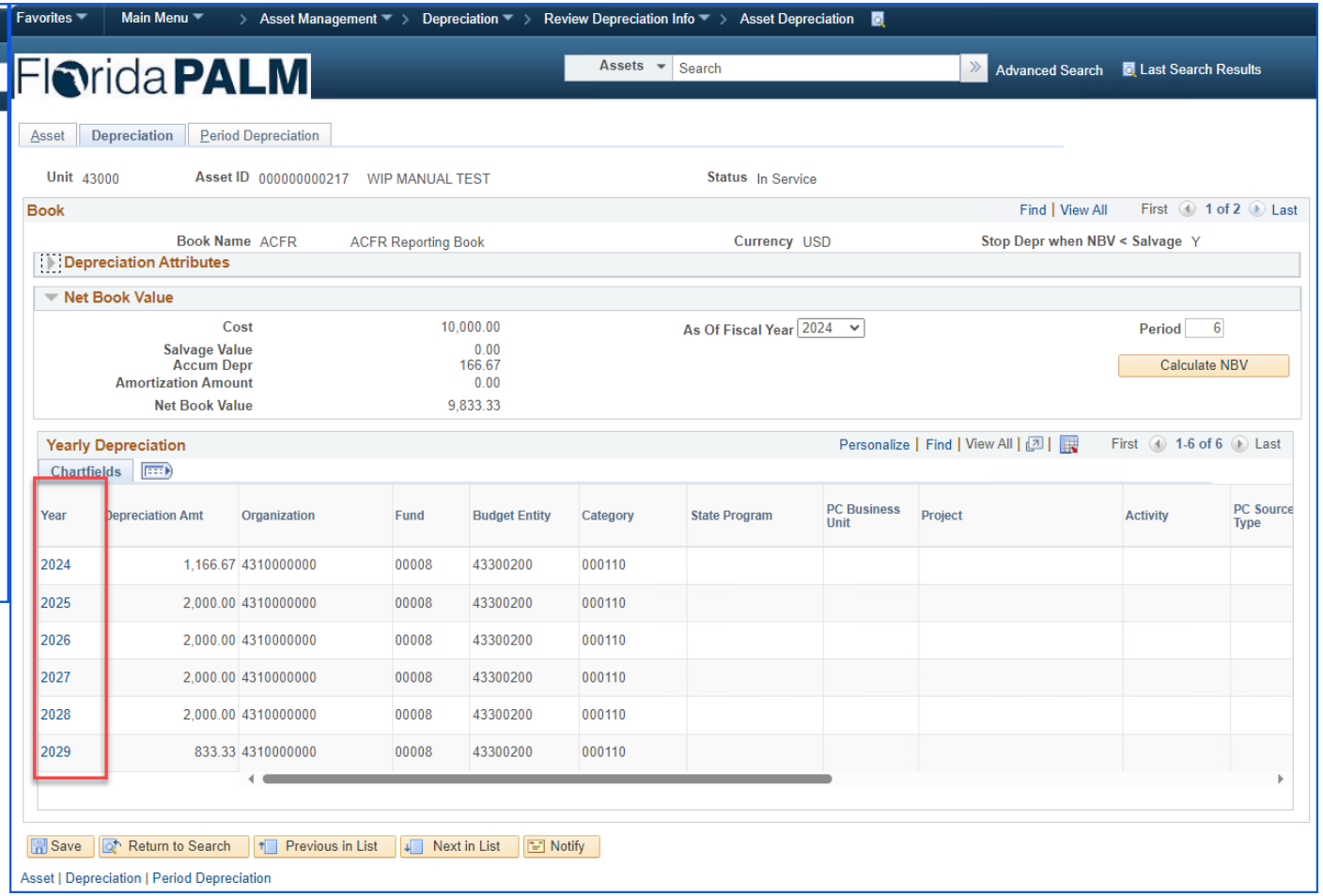
- At Financials Launch, FLAIR Property records will be extracted and converted into Florida PALM Asset records
- Florida PALM will work with Agencies to confirm the converted records
- Conversion:
  - Source
  - Data cleanup

Asset Accounting – Calculate Depreciation

- If the asset is depreciable, Florida PALM initiates the Calculate Depreciation process based on an established schedule.
- This process calculates the depreciation for an asset for its entire useful life based on the depreciation attributes selected for the Asset – cost, salvage value, and useful life.

Asset Accounting – Calculate Depreciation

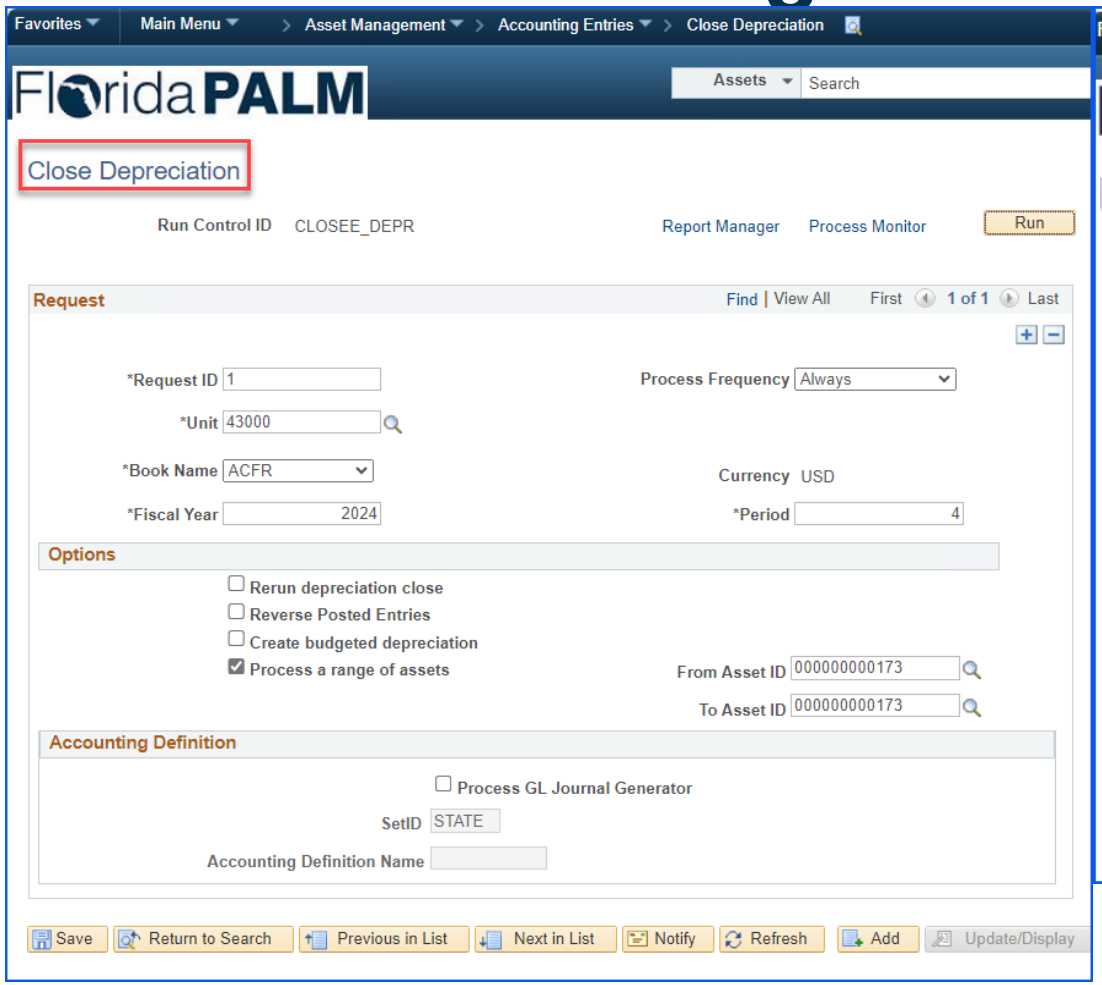


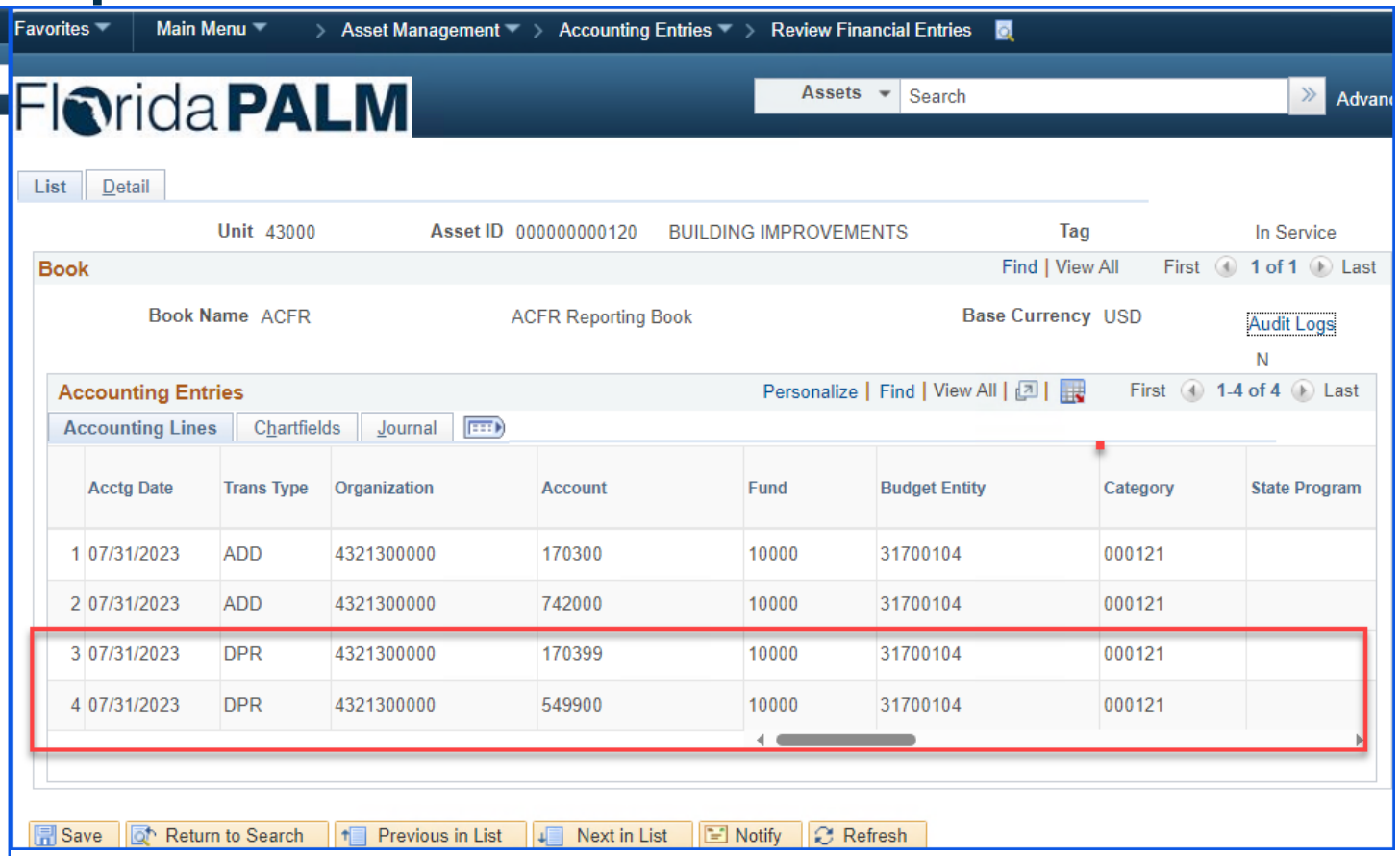


Asset Accounting – Close Depreciation

- This process generates period depreciation accounting entries for all depreciable assets in a particular accounting period.
- The process should be run for an accounting period that has not yet been closed.
- Depreciation expense will be recorded monthly in Florida PALM.

Asset Accounting – Close Depreciation

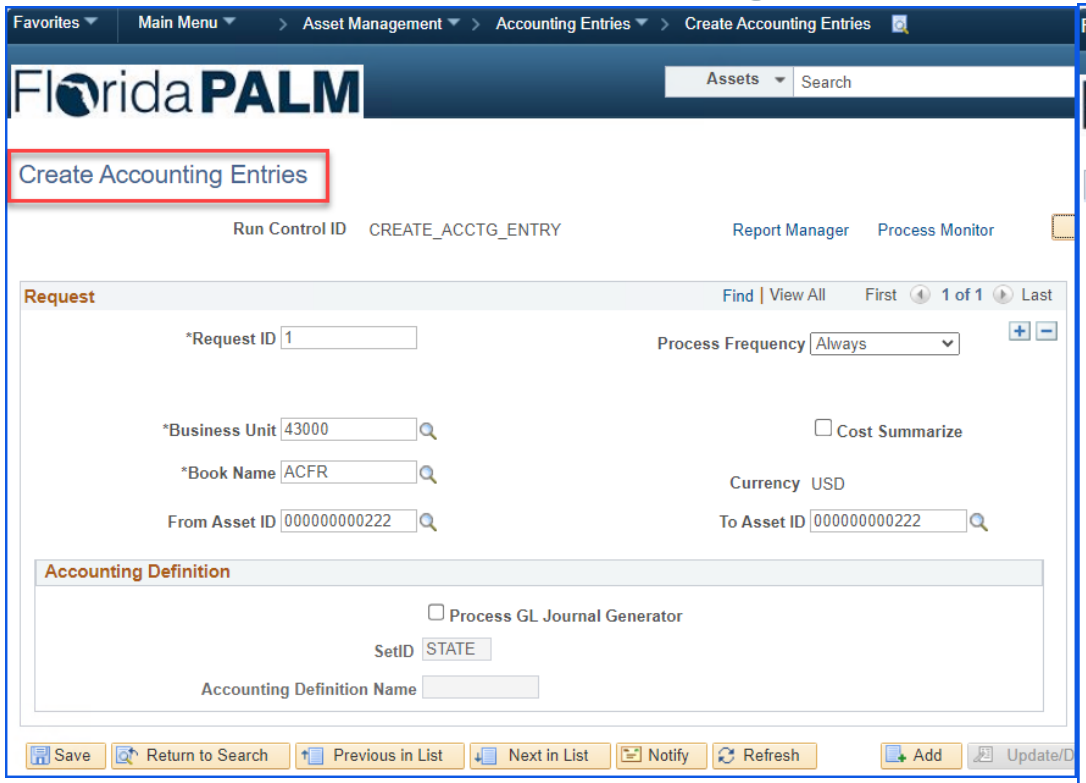


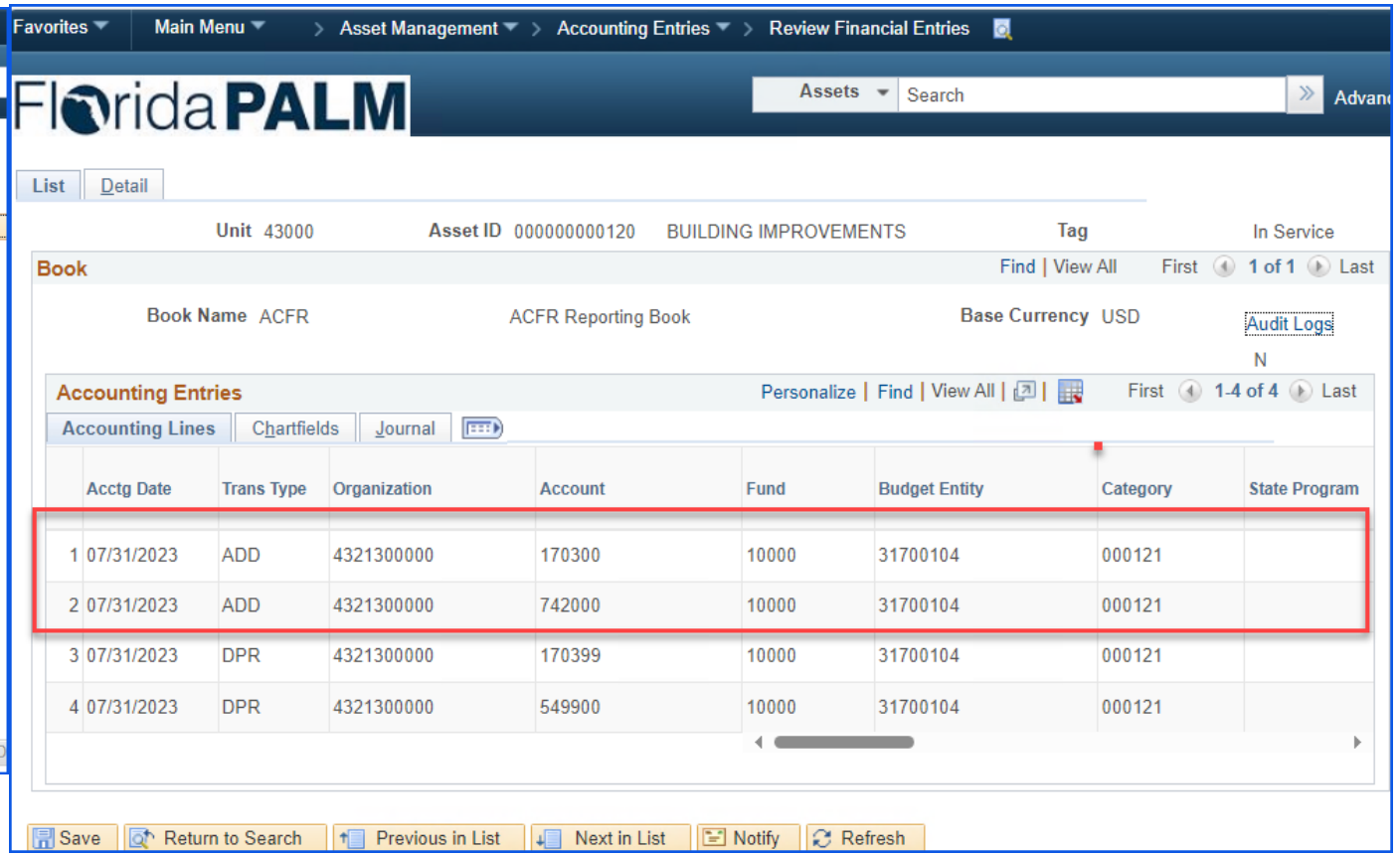


Asset Accounting – Create Accounting Entries

- This process generates accounting entries for all financial transactions unrelated to depreciation.
- Examples of accounting entries are asset cost, increase of asset cost, and transfer of assets.

Asset Accounting – Create Accounting Entries





DEFINITIONS

FLAIR PROPERTY VS. FLORIDA PALM ASSET MANAGEMENT DEFINITIONS

Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
Property – Tangible Personal Property, Intangible Personal Property, Real Property.	**Fixed Asset –** Property, plant, and equipment held for use in the production or supply of goods or services, or administrative purposes. Fixed assets are expected to be used by an entity for one or more fiscal years.
Acquisition Method – Method under which property is acquired. For example: Purchased, Donated, Government Surplus, Lease Purchase.	**Acquisition Code –** Method under which property is acquired. For example: Purchased, Donated, Federally Donated, Installment Purchase.
Received Date – The date the property was physically received by the agency. This value will default to the acquisition date if left blank.	**Delivery Date –** The date the property was physically received by the agency. This value must be populated manually by the user.

Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
FLAIR Property Subsystem – The primary tool used by state agencies to create and maintain a Property File, that contains detailed records for the accounting and management of tangible and intangible property and real property.	**Florida PALM Asset Management (AM) Module –** AM is the core product of the PeopleSoft Asset Lifecycle Management suite. AM integrates with other Florida PALM modules to record, manage, and report asset-related transactions.
Property Pending File – A Departmental FLAIR temporary “holding” file that contains property-related records that are incomplete or contain error(s). Corrected Pending File transactions update the Property Master File and/or GL Master File.	**Pending File –** N/A

Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
Staging Table – N/A	**Interface Tables (Staging Tables) –** Houses transactions that are “staged” to be processed by the Florida PALM AM Transaction Loader. The Interface Tables can be used to view and change data. Interface Tables can also be used to verify financial data, which the Transaction Loader process uses when populating Asset Management core tables.
Category – Ex. Vehicle	**Asset Category** – Ex. Vehicle
Property Class Code – Ex. F010 (Vehicle3.5 – Motor Vehicle 3.5 Yrs.)	**Asset Profile ID –** Ex. Vehicle3.5 (Motor Vehicle 3.5Yrs)

Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
Beginning Property Identification Number (BPIN)/Property Identification Number (PIN) – Alphanumeric Agency unique assigned “Tag Number”. This value is generated outside of FLAIR and assigned to the asset.	**Asset ID –** System generated, numeric Agency unique identifier.
Tag Number – Same value as the BPIN/PIN input in the Departmental FLAIR Property Subsystem ‘Tag Number’ field.	**Tag Number –** FLAIR Tag Number or any Agency assigned Tag Number entered in the Florida PALM ‘Tag Number’ field.
Object Code – 51****, 53****, 56****, 6*****, 610000, or 620000 values associated with asset Expenditures or Debt Service in the Departmental FLAIR Property Subsystem.	**Account Chartfield** – Florida PALM Account ChartField value classified by Account Type of Asset, Liability, Equity, Expenditure, and Revenue.

Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
GL Codes – 26***, 27***, 28***, 71100, 72100, or 72200 values associated with asset expenditures in Departmental FLAIR Property Subsystem.	**Account Chartfield** – Florida PALM Account ChartField value classified by Account Type of Asset, Liability, Equity, Expenditure, and Revenue.
Location Code – Agency-created 16-character alphanumeric value that identifies physical location of property.	**Location Code –** Standardized 10-character alphanumeric value that identifies the address of locations occupied/managed by State Agencies.
Property Status Code – Identifies the current status of a property record. (Ex. Active, Inactive, Delete).	**Asset Status Code –** Identifies the current status of an asset record. (Ex. In Service, Transferred, Disposed, Suspended, etc.).

Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
Disposition Code – Indicates the disposal status of a property item (for example: Sold, Traded, Junked/Cannibalized, Lost or stolen [4], Deleted, Casualty Loss, and Lost or Stolen Items Pending DFS Approval [8]).	**Disposition Code –** Indicates the disposal status of an asset (for example: Sold, Traded, Junked/Cannibalized, Lost or stolen, Casualty Loss, etc.).

Contact Information

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