

FloridaPALM

Planning, Accounting, and Ledger Management



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



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



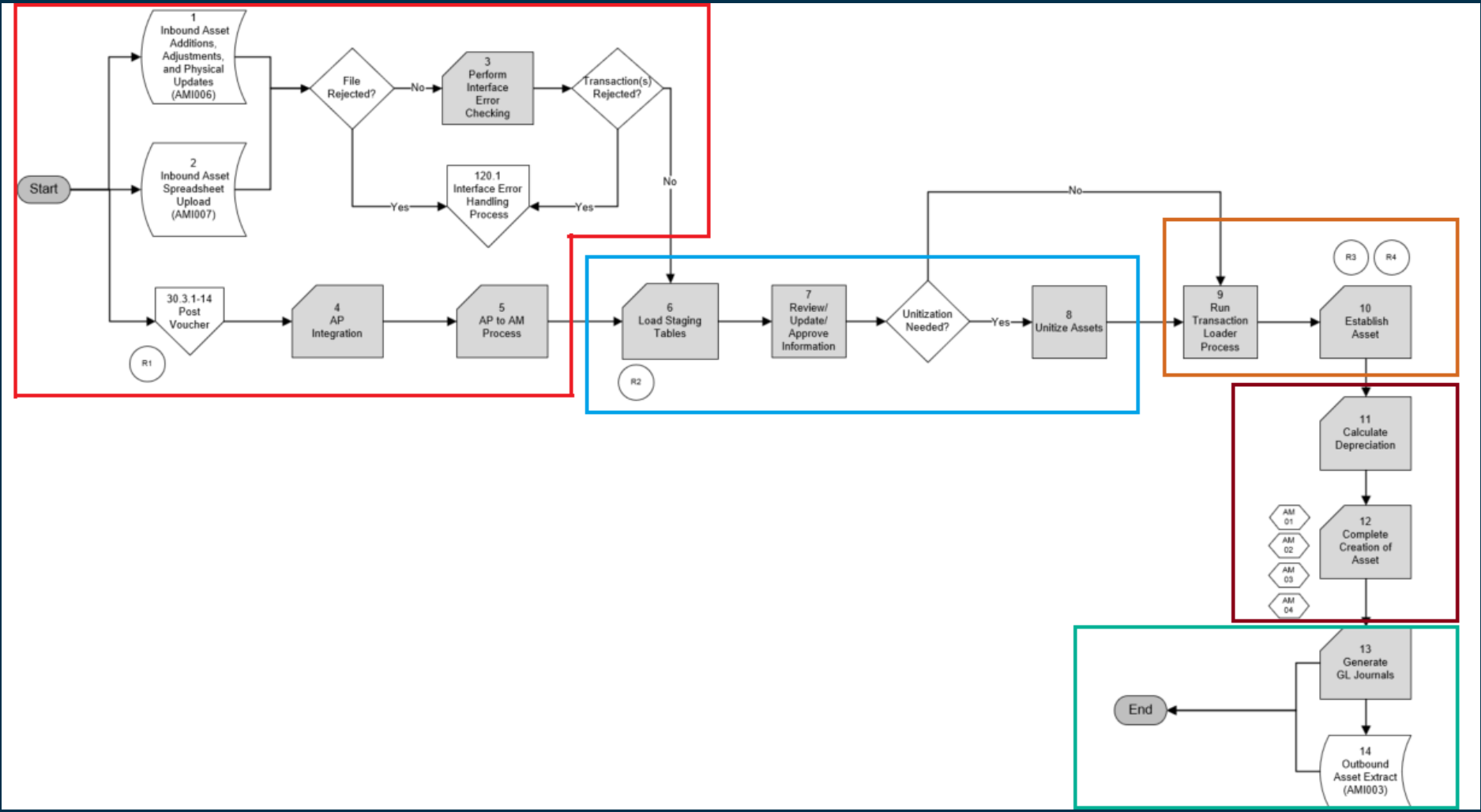
Asset Accounting and Management Process



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.

The screenshot shows the FloridaPALM software interface. At the top, there is a navigation menu with items like 'Favorites', 'Main Menu', 'Set Up Financials/Supply Chain', 'Product Related', 'Asset Management', 'Financials', and 'Categories'. Below this is the FloridaPALM logo and a search bar. The main content area is titled 'Categories' and displays a table with columns for 'SetID' and 'STATE'. One entry is visible: 'Asset Category' with the value 'BDIMP', which is highlighted with a red box. Below the table is a 'Category Definition' form. It includes fields for '*Effective Date' (01/01/1901), '*Status' (Active), and '*Description' (Buildings and Improvements). There are also two sections: 'Depreciable Status' with radio buttons for 'Depreciable' (selected) and 'Non Depreciable', and 'Options' with checkboxes for 'Intangible', 'Investment Property', 'Property Interest', and 'Leased Assets'. The 'Depreciable' radio button is also highlighted with a red box.



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

Florida PALM

Definition Depreciation Tax Child Asset Inheritance

Profile

SetID STATE Profile ID BLDSTRUC40

Description Building Improvements Status Active

Asset Description Building Improvements

Asset Class CAPITAL Capitalized Asset

*Asset Type Property Asset Subtype

Acquisition Code Purchased

Capitalized Asset

Use NBV for R and D

R and D Plant Asset

Index Name

Threshold ID

R and D Start Date

SubIndex Name

Book Name	Description	Depreciation	Tax	Parent/Child
ACFR	ACFR Reporting Book	Depreciation	Tax	Parent/Child

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

Definition | Depreciation | Tax | Child Asset Inheritance



Asset Profile - Depreciation

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

The screenshot displays the FloridaPalm web application interface for the 'Asset Profile - Depreciation' page. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Profiles > Asset Profiles. The page title is 'FloridaPalm' with a search bar and 'Advanced Search' and 'Last Search' options.

The 'Depreciation' tab is selected, showing the profile ID 'BLDSTRUC40 Building Improvements'. The 'Book' section is set to 'ACFR Reporting Book' with 'Country USA'. The 'Depreciation Attributes' section contains the following fields:

- Effective Date: 01/01/1901
- Category: Buildings and Improvements (highlighted)
- Depr Status: Depreciable (highlighted)
- Currency Code: USD (US Dollar)
- Convention: Actual Month
- Adjust Conv: Actual Month
- Retire Conv: Actual Month
- Retire Option: Calculate Gain/Loss
- *Method: Straight Line (highlighted)
- Calculation Type: Remaining Value
- Percent: (empty)
- Limit Pct: (empty)
- Useful Life: 40 (highlighted)
- Schedule: (empty)
- UOP ID: (empty)
- End Date: (empty)
- Special Depreciation: (unchecked)
- Low Limit: (empty)
- Monthly: (unchecked)
- DB Pct: (empty)
- Low Value: (unchecked)
- Method ID: (empty)
- Depr Pass Life: (unchecked)
- Avg Option: No Averaging
- Future Depr Yrs: (empty)
- Special Terms: (empty)
- Depr Limit: (empty)
- Cost Basis Limit: (empty)
- Salvage % of Cost: (empty)
- Salvage: (empty)
- Salvage Rounding: (empty)
- Multi-Shift Code: (empty)
- Threshold ID: (empty)
- Impairment Process: (unchecked)

At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, and Correct History.



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

The screenshot displays the Florida PALM software interface for defining an item category. The breadcrumb trail at the top reads: Favorites > Main Menu > Items > Define Controls > Item Categories. The page title is "Florida PALM" with a search bar and "Advanced Search" link. The main content area is titled "Category Definition" and shows details for "Category Definition 2".

Key fields and values are highlighted with red boxes:

- Code: 95121800
- Category ID: 00068
- *Account: 742000 (Dollar)
- Asset Profile ID: BLDSTRUC40 (Description: Building Improvements)

Other visible fields include:

- *Market Code: UN/SPSC
- Effective Date: 01/01/1901
- Status: Active
- *Description: BUILDINGS/BUILDING IMPROVEMENTS
- *Short Desc: BUILDIMP
- Primary Buyer: [Empty]
- Lead Time Days: 0
- *Currency: USD
- Usage Code: [Empty]
- *Physical Nature: Goods
- VAT Default
- VAT Service Treatment Setup

At the bottom, there are buttons for "Save", "Return to Search", "Notify", "Add", "Include History", and "Correct History". The footer shows "Category Definition | Category Definition 2".



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

FloridaPALM Purchase Orders Search [Advanced Search] [Last Search Results]

Maintain Purchase Order
Purchase Order

Business Unit 43000 PO ID 000000166 PO Status Dispatched

Copy From [] Hold From Further Processing

Header

*PO Date 12/18/2023 Supplier Search
*Supplier AESG VEN55-001 Supplier Details
*Supplier ID 0000000089 AESG VEN557
*Buyer Agency_Buyer Agency Buyer

Backorder Status Not Backordered Create BackOrder
Receipt Status Not Recvd
*Dispatch Method Print Dispatch

Amount Summary

Merchandise	40,000.00	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	40,000.00 USD	

Add Items From Catalog Item Search Purchasing Kit

Select Lines To Display Search for Lines Line [] To [] Retrieve

Lines Personalize Find View All First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Building Improvement	1.0000	EA	95121800	40,000.00000	40,000.00	Approved

View Printable Version Delete PO Close Short All Lines *Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display



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

Distributions for Schedule 1

Unit 43000 Supplier AESG VEN55-001
 PO ID 0000000166 Item Building Improvement Work
 Line 1 Status Active
 Schedule 1

*Distribute By Quantity Schedule Qty 1.0000
 Merchandise Amount 40,000.00 USD
 Doc. Base Amount 40,000.00 USD

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Organization	*Account	Fund	Budget Entity	Catego
1	Open	100.0000	1.0000	40,000.00	USD	43000	4321300000	742000	00004	53010500	10000

Category Definition

SetID STATE Category ID 00068 Code 95121800

Header

*Market Code UN/SPSC Effective Date 01/01/1901

Description BUILDINGS/BUILDING IMPROVEMENTS

Primary Buyer

Lead Time Days 0

*Currency USD Dollar

*Account 742000

Asset Profile ID BLDSTRUC40 Description Building Improvements



Purchase Order – Defaulted Asset Profile ID

- ▶ Category Code defaults
- ▶ Asset Profile ID onto PO

Distributions for Schedule 1

Unit 43000 Supplier AESG VEN55-001
PO ID 0000000166 Item Building Improvement Work
Line 1 Schedule 1 Status Active

*Distribute By Quantity

SpeedChart Multi-SpeedCharts

Schedule Qty 1.0000
Merchandise Amount 40,000.00 USD
Doc. Base Amount 40,000.00 USD

Distribution

Chartfields	Asset Information	Req Detail	Statuses	Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID	Capitalize	Cost Type	Descr
				1	Open	100.0000	43000	BLDSTRUC40					<input type="checkbox"/>		

OK Cancel Refresh

Category Definition | Category Definition 2

SetID STATE Category ID 00068 Code 95121800

Header

*Market Code UN/SPSC Effective Date 01/01/1901

*Description BUILDINGS/BUILDING IMPROVEMENTS

Primary Buyer

Lead Time Days 0

*Currency USD Dollar

*Account 742000

Asset Profile ID BLDSTRUC40 Description Building Improvements



Voucher – Created from Purchase Order

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

Florida PALM

Accounting > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: 43000
 Invoice No: WIPTST01
 Voucher ID: 00000636
 Accounting Date: 12/18/2023
 *Pay Terms: 00
 Invoice Date: 12/18/2023
 Invoice Received: 12/18/2023
 Basis Date Type: Inv Date
 Supplier ID: 0000000089
 ShortName: AESG VEN55-001
 Location: MAIN
 *Address: 1

Invoice Total

Line Total	40,000.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Entered VAT	
Use Tax	0.00
VAT NonInv	0.00
Total	40,000.00
Difference	0.00

Save Action: [] Run Calculate Print

▶ Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down SpeedChart: []
 *Distribute by: Quantity Ship To: 37000_DEP
 Item: [] Description: Building Improvement Work
 Quantity: 1.0000 Packing Slip: []
 UOM: EA
 Unit Price: 40,000.00000
 Line Amount: 40,000.00

Purchase Order
 43000|0000000166|1|1
 Associate Receiver(s)
 Force Price

One Asset Calculate

Distribution Lines Personalize | Find | View All | [] [] First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets												
				Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category
				<input type="checkbox"/>	1			40,000.00	1.0000	43000	4321300000	742000	00004	53010500	100000

Save Return to Search Notify Refresh Add Update/Display



Voucher – Asset Data Populated

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

FloridaPALM

All Search >> Advanced Search Last Search Results

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit 43000
Voucher ID 00000636
 Voucher Style Regular Voucher
 Invoice Date 12/18/2023
 Invoice Received 12/18/2023
 Supplier ID 0000000089
 ShortName AESG VEN55-001
 Location MAIN
 *Address 1

Invoice No WIPTTEST01
 Accounting Date 12/18/2023
 *Pay Terms 00 Due Now
 Basis Date Type Inv Date
 Tax Exempt

Invoice Total

Line Total	40,000.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Entered VAT	
Use Tax	0.00
VAT NonInv	0.00
Total	40,000.00
Difference	0.00

Sales/Use Tax Summary
 VAT Summary
 Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 Template List
 View Audit Logs
 Advanced Supplier Search
 Approval History
 Supplier Hierarchy
 Custom Fields
 Supplier 360

Save Action Run Calculate Print

▶ Copy From Source Document

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Quantity
 Item
 Quantity 1.0000
 UOM EA
 Unit Price 40,000.00000
 Line Amount 40,000.00

SpeedChart
 Ship To 37000_DEP
 Description Building Improvement Work
 Packing Slip

Purchase Order
 43000|0000000166|11
 Associate Receiver(s)
 Force Price

One Asset
 Sales/Use Tax
 Invoice Line VAT
 UPN
 Calculate

▼ Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart Exchange Rate Statistics **Assets**

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
<input type="checkbox"/>	1			40,000.00	1.0000	<input checked="" type="checkbox"/>	43000	BLDSTRUC40	NEXT

Save

Return to Search Notify Refresh Add Update/Display



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

The screenshot displays the FloridaPALM software interface for creating a voucher. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is 'FloridaPALM'. The 'Invoice Information' tab is active, showing details for Business Unit 43000, Invoice No INV123, Accounting Date 12/22/2023, and Invoice Date 12/22/2023. The supplier is identified as Staples (Supplier ID 0000000057). An 'Invoice Total' summary shows a total of 10,500.00. Below this, the 'Copy From Source Document' section is visible. The 'Invoice Lines' section shows a single line item with a line amount of 10,500.00. At the bottom, the 'Distribution Lines' table is shown with the following data:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	PC Bus Unit	Project
<input type="checkbox"/>	1	10,500.00	1.0000	43000	4320100000	742000	00004	43200300	100000		



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

The image displays two screenshots of the 'Invoice Lines' software interface, illustrating the process of manually entering asset data for a voucher.

Top Screenshot: Shows the 'Invoice Lines' form for Line 1. The 'Distribution Lines' table has the 'Assets' tab selected. The 'Asset' checkbox for Line 1 is currently unchecked. The 'Line Amount' is 10,500.00.

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Typ
<input type="checkbox"/>	1	10,500.00		<input type="checkbox"/>					

Bottom Screenshot: Shows the same 'Invoice Lines' form after the 'Asset' checkbox has been checked. The 'Quantity' (1.0000), 'Business Unit' (43000), and 'Profile ID' (BLDSTRUC40) fields for Line 1 are now populated and highlighted by a red box.

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Typ
<input type="checkbox"/>	1	10,500.00	1.0000	<input checked="" type="checkbox"/>	43000	BLDSTRUC40	NEXT		



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

The screenshot displays the FloridaPALM software interface for creating a voucher. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The FloridaPALM logo is prominently displayed.

The interface is divided into several sections:

- Summary:** Shows Business Unit (43000), Voucher ID (00000665), Voucher Style (Regular Voucher), Invoice Date (12/29/2023), and Invoice Received (12/29/2023).
- Invoice Information:** Includes Invoice No (INV123), Accounting Date (12/29/2023), *Pay Terms (0), Basis Date Type (Inv Date), and *Tax Exempt (unchecked).
- Supplier Information:** Lists Supplier ID (0000000057), ShortName (STAPLES-001), Location (MAIN), and *Address (1).
- Invoice Total:** A summary table showing Line Total (10,500.00), *Currency (USD), and Total (10,500.00).
- Invoice Lines:** A table with one line item (Line 1) showing a quantity of 1.0000 and a merchandise amount of 10,500.00. The 'Assets' tab is selected, showing a table with columns for Line, Merchandise Amt, Quantity, Asset, Business Unit, Profile ID, Asset ID, and Sequence Number. The 'Assets' tab is highlighted with a red box, and the table below it is also enclosed in a red box.

The 'Assets' table data is as follows:

Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number
1	10,500.00	1.0000	<input checked="" type="checkbox"/>	43000	BLDSTRUC40	NEXT	



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

The screenshots illustrate the process of auto-populating asset data in the Florida PALM system. The top screenshot shows the 'Invoice Lines' interface with the 'Distribution Lines' table empty. The 'Asset' column is highlighted with a red box. The bottom screenshot shows the same interface with the 'Distribution Lines' table populated with the following data:

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type
<input type="checkbox"/>	1	10,500.00		<input checked="" type="checkbox"/>	43000	BLDSTRUC40	NEXT		



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.

The screenshot displays the FloridaPALM web interface for searching staging table transactions. The breadcrumb trail at the top reads: Favorites > Main Menu > Asset Management > Send/Receive Information > Interface Transactions > Review. The page title is "Review Transactions" and includes a search bar with a dropdown set to "All" and a "Search" button.

Below the title, there is a section for "Search Criteria" with a "Find an Existing Value" button. The search criteria form includes the following fields:

- Interface ID = [dropdown]
- Interface Line Number = [dropdown]
- *Business Unit = [dropdown] 43000
- Asset Identification begins with [text input]
- Voucher ID begins with [text input]
- Voucher Line Number = [dropdown]
- PO Number begins with [text input]
- Receipt Number begins with [text input]
- Project begins with [text input]
- System Source = [dropdown]
- Trans Load Type = [dropdown]
- Physical Inventory ID begins with [text input]
- Transaction begins with [text input]
- Description begins with [text input]
- Serial ID begins with [text input]
- Load Status = [dropdown] (highlighted with a red box)

The "Load Status" dropdown menu is open, showing the following options:

- Pending
- Consolidated
- Errored
- Excluded
- In Process
- Loaded
- On Hold
- PO Grp Incomplete
- Pending
- Replaced
- Unitized

At the bottom of the search criteria section, there are buttons for "Search", "Clear", and "Basic Search". Below this is a "Search Results" section with a "View All" link.

Interface/Staging Search Page – Search Results

- ▶ Search Results
 - Search results for pending transactions

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Send/Receive Information ▾ > Interface Transactions ▾ > Review

All Search Advanced Search Last Search Results

FloridaPALM

Review Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Interface ID =

Interface Line Number =

*Business Unit = Q

Asset Identification begins with

Voucher ID begins with

Voucher Line Number =

PO Number begins with

Receipt Number begins with

Project begins with Q

System Source =

Trans Load Type =

Physical Inventory ID begins with

Transaction begins with Q

Description begins with

Serial ID begins with

Load Status = Pending

Auto Approval Status

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All First 1-20 of 20 Last

Interface ID	Interface Line Number	Business Unit	Asset Identification	Voucher ID	Voucher Line Number	PO Number	Receipt Number	Project	System Source	Trans Load Type	Physical Inventory ID	Transaction	Description	Serial ID	Load Status	Auto Approval Status
10002195	1	43000	NEXT	00000636	1	000000166	(blank)	(blank)	AP Page	Fin Add	(blank)	(blank)	Building Improvement Work	(blank)	Pending	Y
10002195	0	43000	000000000055	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Retirement	PI-12-21-2	PI4 - Retire Assets Not Found	Test Received Status	(blank)	Pending	N
10002195	0	43000	000000000094	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	PI-12-21-2	PI7 - Inventory History Insert	(blank)	(blank)	Pending	N
10002195	0	43000	000000000102	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	PI-12-21-2	PI7 - Inventory History Insert	(blank)	(blank)	Pending	N
10002195	0	43000	000000000131	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Retirement	PI-12-21-2	PI4 - Retire Assets Not Found Lease - Equipment	(blank)	(blank)	Pending	N
10002195	0	43000	000000000132	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Retirement	PI-12-21-2	PI4 - Retire Assets Not Found Lease Equipment	(blank)	(blank)	Pending	N
10002195	0	43000	000000000133	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Retirement	PI-12-21-2	PI4 - Retire Assets Not Found asset to add to lease	(blank)	(blank)	Pending	N
10002195	0	43000	000000000173	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Retirement	PI-12-21-2	PI4 - Retire Assets Not Found Lease - Equipment	(blank)	(blank)	Pending	N
10002195	0	43000	000000000175	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	PI-12-21-2	PI7 - Inventory History Insert	(blank)	(blank)	Pending	N
10002195	3	43000	000000000102	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Transfer	PI-12-21-2	PI3 - Department Transfers	test	(blank)	Pending	N
10002195	4	43000	000000000175	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Transfer	PI-12-21-2	PI3 - Department Transfers	Test Contra account	(blank)	Pending	N
10002185	0	43000	000000000083	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	PHSINV1	PI7 - Inventory History Insert	(blank)	(blank)	Pending	N
10002185	2	43000	000000000083	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Asset Upd	PHSINV1	PI1 - Asset Table Updates	BUILDING IMPROVEMENTS	(blank)	Pending	N
10002185	3	43000	000000000084	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Retirement	PHSINV1	PI4 - Retire Assets Not Found	BUILDING IMPROVEMENTS	(blank)	Pending	N
10002182	0	43000	000000000188	(blank)	0	(blank)	(blank)	(blank)	AM Batch	Retirement	(blank)	(blank)	TEST	(blank)	Pending	Y
10002178	1	43000	NEXT	(blank)	0	(blank)	(blank)	(blank)	Spr Sheet	Fin Add	(blank)	(blank)	TEST	(blank)	Pending	Y
10002175	0	43000	000000000147	(blank)	0	(blank)	(blank)	(blank)	AM Batch	IUT Out	(blank)	IUT - Inter-Unit Transfer	TESTING	(blank)	Pending	N
10002174	0	43000	000000000065	(blank)	0	(blank)	(blank)	(blank)	AM Batch	IUT Out	(blank)	IUT - Inter-Unit Transfer	OFFICE EQUIPMENT	(blank)	Pending	N
10002171	1	43000	NEXT	00000518	1	(blank)	(blank)	43002020COVID19	AP Page	Fin Add	(blank)	(blank)	OFFICE EQUIPMENT	(blank)	Pending	Y
				00000479	1	(blank)	(blank)	(blank)	AP Page	Fin Add	(blank)	(blank)	BUILDINGS	(blank)	Pending	Y

javascripsubmitAction_win12(document.win12, '#ICRow0');



Review/Update Interface Page

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

FloridaPALM

Review

Interface ID 10002196 Interface Line Number 1

Physical Inventory ID Transaction

Interface Transaction Information Find | View All First 1 of 1 Last

Trans Load Type FAD Load Status Pending Auto Approval Status

Load Type Description Financial & Physical Add System Source AP Online Entry Page

Asset Information

Business Unit 43000 Description Building Improvement Work Linear Asset

*Asset ID NEXT Short Description Building I

Tag Number Parent ID

Serial ID Component of Asset

Profile ID BLDSTRUC40 Threshold ID

Detailed Description Building Improvement Work

229 characters remaining

Cost Information

Acquisition Date 12/18/2023 In Service Date 12/18/2023

Transaction Date 12/18/2023 Accounting Date 12/18/2023

Book Transaction Code

Quantity 1.0000 Salvage Value 0.00 USD

Cost 40,000.00 USD Base Cost 40,000.00 USD

Depreciation 0.00 USD YTD Depr 0.000 USD

Transaction Proceeds 0.00 Transaction Removal Cost 0.000

Load Status Pending

System Source Consolidated

Errored

Excluded

Description In Process

Loaded

Description On Hold

PO Grp Incomplete

Parent ID Pending

Component of Asset Replaced

Threshold ID Utilized

Reviewed on next slide

Save Return to Search Previous in List Next in List Notify



Review/Update Interface Page – Continued

▶ Updatable Fields

- Some fields can be updated.

▼ Distribution

Personalize | Find | [Print] | [Grid] First 1 of 1 Last

Chartfields | Cost | Acquisition Details | Document Details

Organization	Fund	Budget Entity	Category	State Program	PC Business Unit	Project	Activity	Analysis Type	PC Source Type	Resource Category	Resource Sub Category	Contract	Other Acc
432130000	00004	53010500	100000	0305010000									

▼ Custodian Information

Employee ID Custodian

▼ Asset Location

Location Area ID

▼ Manufacturer Information

Manufacturer ID Manufacturer
Model Product Version

Save | Return to Search | Previous in List | Next in List | Notify



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.

The screenshot shows the FloridaPALM 'Approve' page. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Asset Management > Send/Receive Information > Interface Transactions > Approve. The FloridaPALM logo is on the left, and a search bar with 'All' and 'Search' is on the right. Below the search bar, there are links for 'Advanced Search' and 'Last Search Results'. The main heading is 'Approve' with a 'Search' button. Underneath, there is a 'Search Results' section with a filter for '*Load Status' set to 'Pending' and a 'Set All' button. The main content is a table titled 'Interface Transaction Information' with tabs for 'Search Results' and 'Document Details'. The table has columns for 'Auto Approval Status', 'Interface ID', 'Interface Line Number', 'Load Status', 'Trans Load Type', 'Business Unit', 'Asset ID', 'Description', 'Tag Number', and 'Serial ID'. Three rows are visible, each with the 'Auto Approval Status' checkbox checked. At the bottom, there are 'Save' and 'Notify' buttons.

Auto Approval Status	Interface ID	Interface Line Number	Load Status	Trans Load Type	Business Unit	Asset ID	Description	Tag Number	Serial ID
<input checked="" type="checkbox"/>	10002185	0	Pending	Inventory History Insert	43000	000000000083			
<input checked="" type="checkbox"/>	10002185	2	Pending	Asset Information Update	43000	000000000083	BUILDING IMPROVEMENTS	123460000006	
<input checked="" type="checkbox"/>	10002185	3	Pending	Asset Retirement	43000	000000000084	BUILDING IMPROVEMENTS		



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.

Run Control ID: LOAD_ASSET_REQUEST

Report Manager | Process Monitor | **Run**

Run Control Parameters Find | View All First 1 of 1 Last

*Request ID: 1
 Interface ID: 10002196
 AM Business Unit: 43000
 Process Frequency: Always
 To Interface ID: 10002196
 System Source: AP Online Entry Page

Find Trans Load ID (optional)

System Source: AP Online Entry Page
 AM Business Unit: 43000
 Load Type: []
 Load Status: Pending
 Financial Record
 Physical Records
 Search

Interface Information Personalize | Find | [] [] First 1-3 of 3 Last

Interface ID	System Source	Load Type	AM Business Unit	Load Description	Load Status	Total Items in Query
10002163	PAP	FAD	43000	Financial & Physical Add	NEW	1
10002171	PAP	FAD	43000	Financial & Physical Add	NEW	1
10002196	PAP	FAD	43000	Financial & Physical Add	NEW	1

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display



Load from Interface to AM Core Tables - Continued

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

The screenshot shows the 'Load into AM' interface with a 'Process Scheduler Request' dialog box open. The dialog box contains the following information:

- User ID: DONNIE.DOCTOR
- Run Control ID: LOAD_ASSET_REQUEST
- Server Name: [Dropdown]
- Run Date: 12/28/2023
- Recurrence: [Dropdown]
- Run Time: 1:08:49PM
- Time Zone: [Dropdown]
- Process List:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Transaction Loader	AMIF1000	Application Engine	Web	TXT	Distribution

Buttons: OK, Cancel



Load from Interface to AM Core Tables - Continued

Transaction Loader Process

- Results after Transaction Loader process

Florida PALM Review Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Interface ID = []
 Interface Line Number = []
 *Business Unit = [43000]
 Asset Identification begins with []
 Voucher ID begins with []
 Voucher Line Number = []
 PO Number begins with []
 Receipt Number begins with []
 Project begins with []
 System Source = []
 Trans Load Type = []
 Physical Inventory ID begins with []
 Transaction begins with []
 Description begins with []
 Serial ID begins with []
 Load Status = [Pending]

Auto Approval Status
 Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Interface ID	Interface Line Number	Business Unit	Asset Identification	Voucher ID	Voucher Line Number	PO Number	Receipt Number	Project	System Source	Trans Load Type	Physical Inventory ID	Transaction	Description	Serial ID	Load Status	Auto Approval Status
10002196	1	43000	NEXT	00000636	1	0000000166	(blank)	(blank)	AP Page	Fin Add	(blank)	(blank)	Building Improvement Work	(blank)	Pending	
10002196	1	43000	00000000223	00000636	1	0000000166	(blank)	(blank)	AP Page	Fin Add	(blank)	(blank)	Building Improvement Work	(blank)	Loaded	Y



Asset Created

Review Asset Record

- Asset record created after transaction loader runs successfully.

The screenshot displays the FloridaPALM Asset Management interface. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The main header shows 'FloridaPALM' with a search bar and 'Advanced Search'. Below the header are tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Property'. The asset details are as follows:

- Unit: 43000
- Asset ID: 000000000223
- Description: Building Improvement Work
- Tag: In Service
- Asset Class: CAPITAL
- Asset Type: Property
- Asset Subtype: [empty]
- *Asset Status: In Service
- Acquisition Date: 12/18/2023
- Placement Date: 12/18/2023
- *Acquisition Code: Purchased
- Fair Value: 0.000
- Replacement Cost: [empty]
- Index Name: [empty]
- SubIndex Name: [empty]
- Parent/Child: None
- Profile ID: BLDSTRUC40
- Threshold ID: [empty]
- Composite Asset:

An inset window titled 'FloridaPALM' shows 'Category Definition' details:

- Category Definition 2
- SetID: STATE
- Category ID: 00068
- Code: 95121800
- Header: *Market Code: UN/SPSC, Effective Date: 01/01/1901
- *Description: BUILDINGS/BUILDING IMPROVEMENTS
- Primary Buyer: [empty]
- Lead Time Days: 0
- *Currency: USD, Dollar
- *Account: 742000
- Asset Profile ID: BLDSTRUC40, Description: Building Improvements

Buttons at the bottom include: Save, Return to Search, Add, Update/Display, Include History, and Correct History. A footer bar contains: General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property | Asset Supplemental Data.



Asset Created

- ▶ Review Asset Record
 - Asset record Acquisition details.

The screenshot displays the FloridaPALM software interface for 'Asset Management > Asset Transactions > Owned Assets > Basic Add'. The main window is titled 'Acquisition Details' and is divided into several sections:

- General Information:** Unit 43000, Asset ID 00000000223, Building Improvement.
- Acquisition Details:** Description: Building Improvement Work; System Source: AP Online Entry Page; Quantity: 1.0000; Amount: 40,000.00; Total Amount: \$40,000.00; *Capitalize: Already Capitalized.
- Payables Acquisition:** AP Unit: 43000; Voucher ID: 00000636; Invoice Number: WIPTEST01; Invoice Date: 12/18/2023; Supplier ID: 0000000089 (AESG VEN557).
- Purchasing:** PO Unit: 43000; PO No.: 000000166; PO Line: 1; Sched Num: 1; Distrib Line: 1.
- Receiving:** BU Recv, Receipt No, Receipt Line, Ship Seq, Distrib Ln.
- Procurement Group:** Table with columns: Procurement Group ID, Seq, Primary Unit.
- Project Cost Acquisition:** PC Bus Unit, Project, Activity, PC Source Type.

Navigation buttons at the bottom include 'Save', 'Return to Search', 'OK', and 'Cancel'. Drilldown links are visible for 'PS/Accounts Payable Drilldown', 'PS/Purchasing Drilldown', and 'PS/Projects Drilldown'.



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

The screenshot shows the 'Basic Add' page in the Florida PALM system. At the top, a navigation breadcrumb trail reads: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The Florida PALM logo is prominently displayed on the left, and an 'Assets' button is on the right. The main heading is 'Asset Basic Information'. Below this, there are three buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The 'Add a New Value' button is highlighted. The form contains two input fields: '*Business Unit' with the value '43000' and a search icon, and '*Asset Identification' with the value 'NEXT'. An orange 'Add' button is positioned below the form. At the bottom of the page, the same three navigation buttons are repeated: 'Find an Existing Value | Keyword Search | Add a New Value'.



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.

FloridaPALM

Assets Search >> Adv

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property

Unit 43000 Asset ID NEXT Tag In Service

Asset Information

Description Segment II Design Workshop Short Desc

CAP # CAP #

Taggable Asset Tag Number

Asset Class CAPITAL Capitalized Asset

Asset Type Property

Asset Subtype

*Asset Status In Service Capitalized Asset

Acquisition Date 12/28/2023 New Asset

Placement Date 12/28/2023 Available For Use

Collateral Asset In Physical Use

*Acquisition Code Purchased

FERC Code

Financing Code

Fair Value 0.00 USD Appraisal Date

Replacement Cost Last Update

Index Name

SubIndex Name

Parent/Child None Parent ID

Profile ID BLDSTRUC40 Region Code

Threshold ID Composite Asset ID

Composite Asset

Book Page Set R and D Info... Attachments (0)

Save Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property | Asset Supplemental Data



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

The screenshot shows the 'Basic Add' page for an asset in the Florida PALM system. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is 'Florida PALM' with a search bar and 'Assets' dropdown. The 'Operation/Maintenance' tab is selected and highlighted with a red box. The asset details shown are: Unit 43000, Asset ID 00000000224, Segment II Design Workshop, Tag, and In Service. The form is divided into several sections:

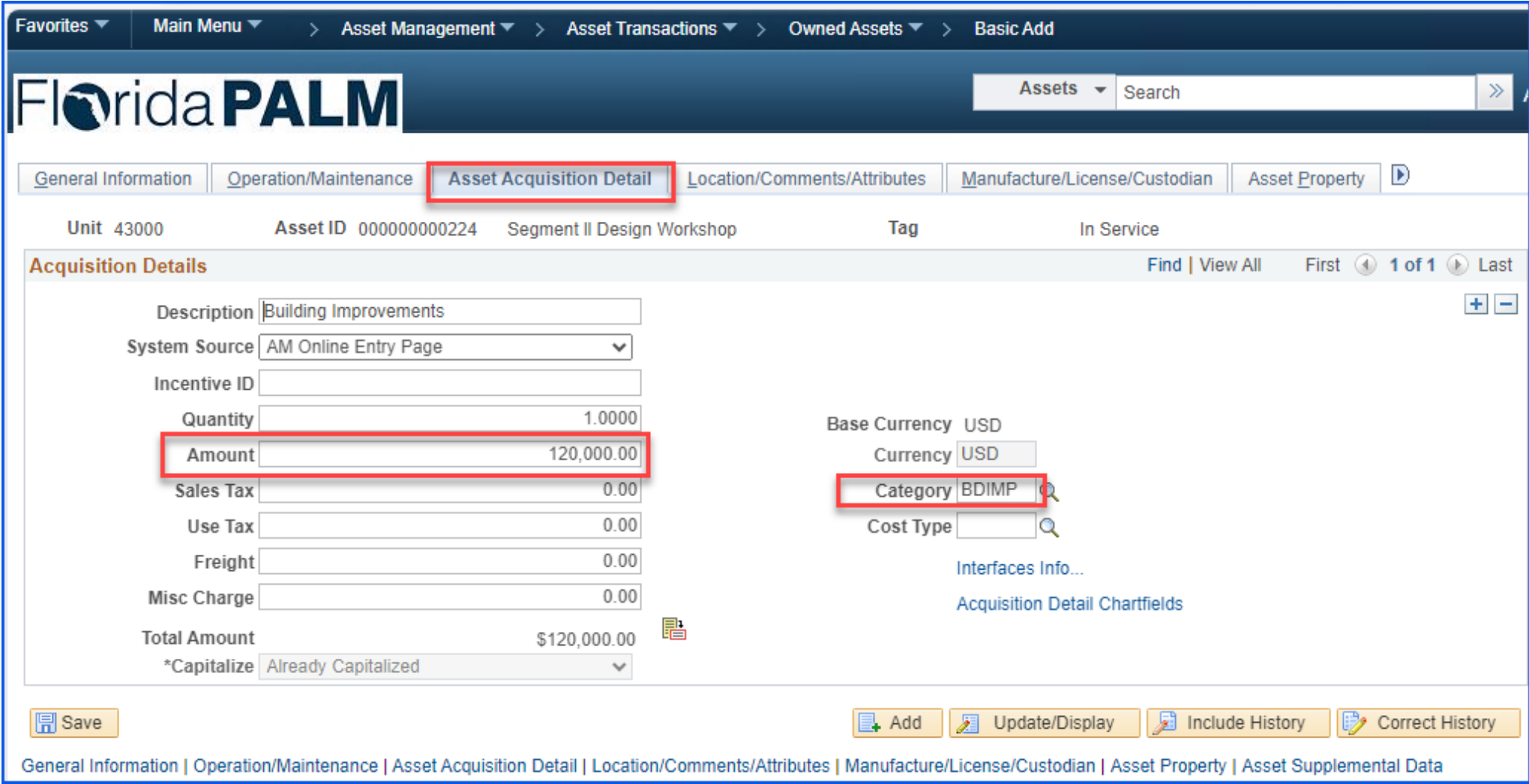
- Asset Structure:** Asset Type (Property), Clustering (Clustering icon), Asset Subtype, and Component of (with search and add icons).
- Manufacturer Information:** Serial ID, Mfg ID, Model, and Version (all with search icons), and a 'More Manufacturer Info...' link.
- Asset Resource Information:** Checkboxes for 'Schedulable', 'Allow Overbooking', and 'Use As Tool'. A 'Charge Back' dropdown menu is set to 'Default'.
- Maintenance Information:** Checkboxes for 'Repairable' and 'Offline'. A 'Repair Status' dropdown menu is set to 'None'. There are search icons for 'Parts List' and 'Criticality'.
- Other Information:** Checkboxes for 'Hazardous Asset', 'Non-Owned Asset', 'Replacement Asset', 'Asset is Available', and 'Linear Asset'. There is a 'Hazardous Code Info...' link and input fields for 'Asset ID', 'Contact', and 'Phone #' (with search and add icons).
- IT Asset Related information:** Input fields for 'IP Address' and 'CPU'.

At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom reads: General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property | Asset Supplemental Data.



Create Asset Online – Asset Acquisition Detail

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



The screenshot shows the Florida PALM web application interface for 'Asset Acquisition Detail'. The breadcrumb trail at the top reads: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is 'Florida PALM' with a search bar containing 'Assets' and a search icon. Below the title are tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail' (highlighted with a red box), 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Property'. The main content area displays acquisition details for Unit 43000, Asset ID 00000000224, Segment II Design Workshop, Tag, and In Service. The 'Acquisition Details' section includes a table with the following data:

Field	Value
Description	Building Improvements
System Source	AM Online Entry Page
Incentive ID	
Quantity	1.0000
Amount	120,000.00
Sales Tax	0.00
Use Tax	0.00
Freight	0.00
Misc Charge	0.00
Total Amount	\$120,000.00
*Capitalize	Already Capitalized

Additional fields on the right include Base Currency (USD), Currency (USD), Category (BDIMP), and Cost Type. There are also links for 'Interfaces Info...' and 'Acquisition Detail Chartfields'. At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom repeats the navigation path.



Create Asset Online – Asset Acquisition Detail

▶ Asset Addition

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

Favorites ▾ Main Menu ▾ > Employee Self Service > Basic Add

FloridaPALM Assets Search [] Advanced Search []

General Information | Operation/Maintenance | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property []

Unit 43000 Asset ID NEXT Tag In Service

Acquisition Details Find | View All First 1 of 1 Last

Description Building Improvements

System Source AM Online Entry Page

Incentive ID []

Quantity 1.0000

Amount 120,000.00

Sales Tax 0.00

Use Tax 0.00

Freight 0.00

Misc Charge 0.00

Total Amount \$120,000.00

*Capitalize To be Capitalized

Base Currency USD

Currency USD

Category BDIMP

Cost Type []

[Interfaces Info...](#)

[Acquisition Detail Chartfields](#)

Capitalization Information

Profile ID BLDSTRUC40

Rate Type CRRNT

Accum Depr in Current Pd

Default Book ACFR

Left to Capitalize

Quantity	1.0000
Amount	120,000.00 USD

Trans Date 12/29/2023

Acctg Date 12/29/2023

Trans Code []

Asset Cost Information Find First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
ACFR	1.0000	120,000.00 USD	0.00 USD
Category	Cost Type	Accum Depr	YTD Depr
BDIMP	[]	[]	[] USD

Chartfields Personalize | Find | View All | First 1 of 1 Last

Organization	Fund	Budget Entity	Category	State Program	PC Business Unit	Project	Activity	PC Source Type
4320000000	00004	43200300	100000	[]	[]	[]	[]	[]



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.

The screenshot shows the Florida PALM system interface for adding an asset. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is "Florida PALM" with a search bar. The active tab is "Location/Comments/Attributes".

Asset Information: Unit 43000, Asset ID 00000000224, Segment II Design Workshop, Tag, In Service.

Location Section:

- Effective Date: 12/28/2023
- Location: 52F429580 (highlighted with a red box)
- Area ID: [Search]
- Address 1: 9800 4TH STREET
- City: ST PETERSBURG
- County: USA
- State: FL Florida
- Country: USA United States
- Geo Code: [Text]
- Document: [Text]
- Building: [Text]
- Floor #: [Text]
- Room#: [Text]
- ST SUCIE BUILDING
- Effective Sequence: [Text]
- Jurisdiction: [Text]
- Sector: [Text]
- Postal: 33702
- Latitude: [Text]
- Longitude: [Text]

Authorization Section:

- Status: Not Authorized
- Date: [Text]
- Name: [Text]

Comments Section:

- Date/Time: 12/28/2023 3:25:29PM
- User: [Text]
- Name: [Text]
- Source: [Text]
- Comment: [Text Area]

Physical and Custom Attributes Section:

- Detailed Description: [Text Area]
- Image: [Image Upload]

Buttons: Save, Add, Update/Display, Include History, Correct History.

Navigation: General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property | Asset Supplemental Data



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.

The screenshot shows the Florida PALM web application interface. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The page title is 'Florida PALM' with a search bar. The active tab is 'Location/Comments/Attributes', which is highlighted with a red box. Below the tabs, asset details are shown: Unit 43000, Asset ID 00000000224, Segment II Design Workshop, Tag, and In Service. There are expandable sections for 'Location', 'Comments', 'Physical and Custom Attributes', 'Custom Attributes', 'Detailed Description', and 'Image'. The 'Physical and Custom Attributes' section contains fields for Effective Date (12/28/2023), Color, Height, Width, Length, Weight, Capacity, and Power Rating, each with a corresponding units dropdown. The 'Custom Attributes' section is a table with columns for Attribute, Attribute Name, Value, and UOM. The 'Detailed Description' section has a text area containing 'Segment II Design Workshop' and a '228 characters remaining' indicator. The 'Image' section shows a photograph of a large, modern building with a 'PALM' logo in the top right corner. At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The footer contains the navigation trail: General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property | Asset Supplemental Data.



Create Asset Online – Manufacturer/License/Custodian

▶ Asset Addition

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

The screenshot shows the 'Basic Add' page in the FloridaPALM system. The breadcrumb trail is 'Employee Self Service > Basic Add'. The page title is 'FloridaPALM' with a search bar and 'Advanced Search' link. The active tab is 'Manufacture/License/Custodian', highlighted with a red box. Other tabs include 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail', 'Location/Comments/Attributes', and 'Asset Property'. The asset details are: Unit 43000, Asset ID 000000000224, Segment II Design Workshop, Tag, and In Service. The 'Manufacturer Information' section contains fields for Serial ID, Manufacturer ID (with search icon), Manufacturer Name, Model (with search icon), Product Version, Production Date (calendar icon), Plant, Contact, VIN, and SKU. The 'License Information' section includes a dropdown for Supporting Doc Type (set to License), an Address button, Agency ID (with search icon), Supplier (with search icon), Reg #, Issue Date (calendar icon, set to 12/28/2023), Expiration Date (calendar icon), Renewal Date (calendar icon), and Reg. Name. A large text area for 'Comments' is at the bottom.



Create Asset Online – Manufacturer/License/Custodian

▶ Asset Addition

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

▼ Custodian Information Find | View All First ◀ 1 of 1 ▶ Last

Effective Date Effective Sequence

Custodian

Empl ID

This Asset is Offsite

Authorization

Status Date

Name

Chartfields

Organization

Fund

Budget Entity

Category

State Program

Project

Contract

Other Accumulator 1

Other Accumulator 2

[General Information](#) | [Operation/Maintenance](#) | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#) | [Asset Property](#) | [Asset Supplemental Data](#)



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.

The screenshot shows the FloridaPALM web interface for adding an asset. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The 'Asset Property' tab is selected and highlighted with a red box. The form displays the following information:

- Unit: 43000, Asset ID: 00000000224, Segment II: Design Workshop, Tag: In Service
- Property Information:** Property ID: 73, *Property Class: Site, Property Subclass: (empty), *Property Name: Segment II Design Workshop, *Description: Segment II Design Workshop
- Hierarchy:** Parent Property: (empty), Site ID: 73, Building ID: (empty), Floor ID: (empty), Area ID: (empty)
- Attributes:** *Total Area: 2000.000, *Space Unit of Measure: SF Square Feet, Occupancy: Occupied, Current Occupancy: (empty), Ownership: Owned, Maximum Occupancy: (empty)
- Description:** Parcel Number: (empty), Lot Number: (empty), Block Number: (empty), Legal Description: (empty). Includes a 'Go To Asset Property' link.

Buttons at the bottom include Save, Add, Update/Display, Include History, and Correct History. The footer shows the navigation menu and the FloridaPALM logo with the tagline 'Planning, Accounting, and Ledger Management'.



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.

FloridaPALM Assets Search

Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property | **Asset Supplemental Data**

Unit 43000 Asset ID 00000000224 Segment II Design Workshop Tag In Service

Grant Information

Grant Begin Date Grant End Date

ESCROW BALANCE

FED PARTICIPATE

Linear Asset

Start Point End Point

User Defined Fields

User Defined Text (20 Characters)

User Defined Date

User Defined Text (50 Characters)

MODIFIED DATE

User Defined List

Save Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property | Asset Supplemental Data



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

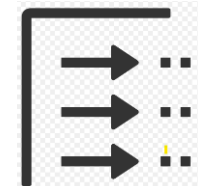
should this interface file be sent ?



- 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

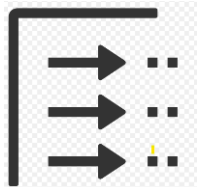
should this interface file be sent ?



- 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 staged 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/dispensed 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 align 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 ⁸¹
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



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**




Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Location ▾ > Location 


Florida **PALM** Assets ▾ Search

Location Definition | Location Detail

SetID STATE Location Code 3734524000

Location Definition Find | View All First 1 of 1 Last

*Eff Date 01/01/1901  Active ▾ *Descr ATRIUM BUILDING  

Country USA  United States Prefix


Address 1 325 JOHN KNOX ROAD Phone

Address 2 Ext

Address 3 Fax

City TALLAHASSEE In City Limit

County LEON Postal 32303

State FL  Florida Jurisdiction

Building # Floor # Sector

Location Definition | Location Detail



Location Codes

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

The screenshot shows a software interface with two tabs: 'Location Definition' and 'Location Detail'. The 'Location Detail' tab is selected and contains the following information:

- Location Detail:** A text area containing the value `IA4300003704011100`, highlighted with a red box.
- SetID:** STATE
- Location Code:** 3734524000
- Location Name:** ATRIUM BUILDING
- Attention To:** An empty text input field.
- Label Format:** Fields for 'Carton Label', 'Usage Label', and 'Shipping Container Label', each with a search icon.
- ID Numbers:** A table with columns 'Type', 'SetID', and 'ID Number'. The table is currently empty.



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

FloridaPALM

Assets Search

Depreciation Calculation

Run Control ID DEPRECIATION_CAL Report Manager Process Monitor Run

Request Find | View All First 1 of 1 Last

*Request ID Process Frequency

Unit Delete Stage Row

Book Name To Asset ID

From Asset ID

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

FloridaPALM

Assets Search Advanced Search Last Search Results

Asset Depreciation Period Depreciation

Unit 43000 Asset ID 00000000217 WIP MANUAL TEST Status In Service

Book Book Name ACFR ACFR Reporting Book Currency USD Stop Depr when NBV < Salvage Y

Depreciation Attributes

Net Book Value

Cost	10,000.00	As Of Fiscal Year	2024	Period	6
Salvage Value	0.00				Calculate NBV
Accum Depr	166.67				
Amortization Amount	0.00				
Net Book Value	9,833.33				

Yearly Depreciation Personalize | Find | View All | First 1-6 of 6 Last

Chartfields

Year	Depreciation Amt	Organization	Fund	Budget Entity	Category	State Program	PC Business Unit	Project	Activity	PC Source Type
2024	1,166.67	4310000000	00008	43300200	000110					
2025	2,000.00	4310000000	00008	43300200	000110					
2026	2,000.00	4310000000	00008	43300200	000110					
2027	2,000.00	4310000000	00008	43300200	000110					
2028	2,000.00	4310000000	00008	43300200	000110					
2029	833.33	4310000000	00008	43300200	000110					

Save Return to Search Previous in List Next in List Notify

Asset | Depreciation | Period 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

FloridaP_AL_M Assets Search

Close Depreciation

Run Control ID CLOSEE_DEPR Report Manager Process Monitor **Run**

Request Find | View All First 1 of 1 Last

*Request ID 1 Process Frequency Always

*Unit 43000

*Book Name ACFR Currency USD

*Fiscal Year 2024 *Period 4

Options

- Rerun depreciation close
- Reverse Posted Entries
- Create budgeted depreciation
- Process a range of assets

From Asset ID 000000000173 To Asset ID 000000000173

Accounting Definition

Process GL Journal Generator

SetID STATE

Accounting Definition Name

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

FloridaP_AL_M Assets Search

Review Financial Entries

List Detail

Unit 43000 Asset ID 000000000120 BUILDING IMPROVEMENTS Tag In Service

Book Find | View All First 1 of 1 Last

Book Name ACFR ACFR Reporting Book Base Currency USD Audit Logs

Accounting Entries Personalize | Find | View All | First 1-4 of 4 Last

Accounting Lines	Chartfields	Journal					
Acctg Date	Trans Type	Organization	Account	Fund	Budget Entity	Category	State Program
1 07/31/2023	ADD	4321300000	170300	10000	31700104	000121	
2 07/31/2023	ADD	4321300000	742000	10000	31700104	000121	
3 07/31/2023	DPR	4321300000	170399	10000	31700104	000121	
4 07/31/2023	DPR	4321300000	549900	10000	31700104	000121	

Save Return to Search Previous in List Next in List Notify Refresh



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

FloridaPALM

Assets Search

Create Accounting Entries

Run Control ID CREATE_ACCTG_ENTRY Report Manager Process Monitor

Request Find | View All First 1 of 1 Last

*Request ID 1 Process Frequency Always

*Business Unit 43000 Cost Summarize

*Book Name ACFR Currency USD

From Asset ID 000000000222 To Asset ID 000000000222

Accounting Definition

Process GL Journal Generator

SetID STATE

Accounting Definition Name

Save Return to Search Previous in List Next in List Notify Refresh Add Update/D

FloridaPALM

Assets Search

Review Financial Entries

List Detail

Unit 43000 Asset ID 000000000120 BUILDING IMPROVEMENTS Tag In Service

Book Find | View All First 1 of 1 Last

Book Name ACFR ACFR Reporting Book Base Currency USD Audit Logs

N

Accounting Entries Personalize | Find | View All | First 1-4 of 4 Last

Accounting Lines	Chartfields	Journal	Acctg Date	Trans Type	Organization	Account	Fund	Budget Entity	Category	State Program
1			07/31/2023	ADD	4321300000	170300	10000	31700104	000121	
2			07/31/2023	ADD	4321300000	742000	10000	31700104	000121	
3			07/31/2023	DPR	4321300000	170399	10000	31700104	000121	
4			07/31/2023	DPR	4321300000	549900	10000	31700104	000121	

Save Return to Search Previous in List Next in List Notify Refresh



DEFINITIONS

FLAIR PROPERTY VS. FLORIDA PALM ASSET MANAGEMENT DEFINITIONS



Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
<p>Property – Tangible Personal Property, Intangible Personal Property, Real Property.</p>	<p>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.</p>
<p>Acquisition Method – Method under which property is acquired. For example: Purchased, Donated, Government Surplus, Lease Purchase.</p>	<p>Acquisition Code – Method under which property is acquired. For example: Purchased, Donated, Federally Donated, Installment Purchase.</p>
<p>Received Date – The date the property was physically received by the agency. This value will default to the acquisition date if left blank.</p>	<p>Delivery Date – The date the property was physically received by the agency. This value must be populated manually by the user.</p>



Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>Pending File – N/A</p>



Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
<p>Staging Table – N/A</p>	<p>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.</p>
<p>Category – Ex. Vehicle</p>	<p>Asset Category – Ex. Vehicle</p>
<p>Property Class Code – Ex. F010 (Vehicle3.5 – Motor Vehicle 3.5 Yrs.)</p>	<p>Asset Profile ID – Ex. Vehicle3.5 (Motor Vehicle 3.5Yrs)</p>



Definitions

FLAIR Property vs. Florida PALM

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



Definitions

FLAIR Property vs. Florida PALM

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



Definitions

FLAIR Property vs. Florida PALM

Departmental FLAIR	Florida PALM AM Module
<p>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]).</p>	<p>Disposition Code – Indicates the disposal status of an asset (for example: Sold, Traded, Junked/Cannibalized, Lost or stolen, Casualty Loss, etc.).</p>



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