

FloridaPALM

Planning, Accounting, and Ledger Management



SEGMENT IV DESIGN WORKSHOP

AUGUST 15, 2024

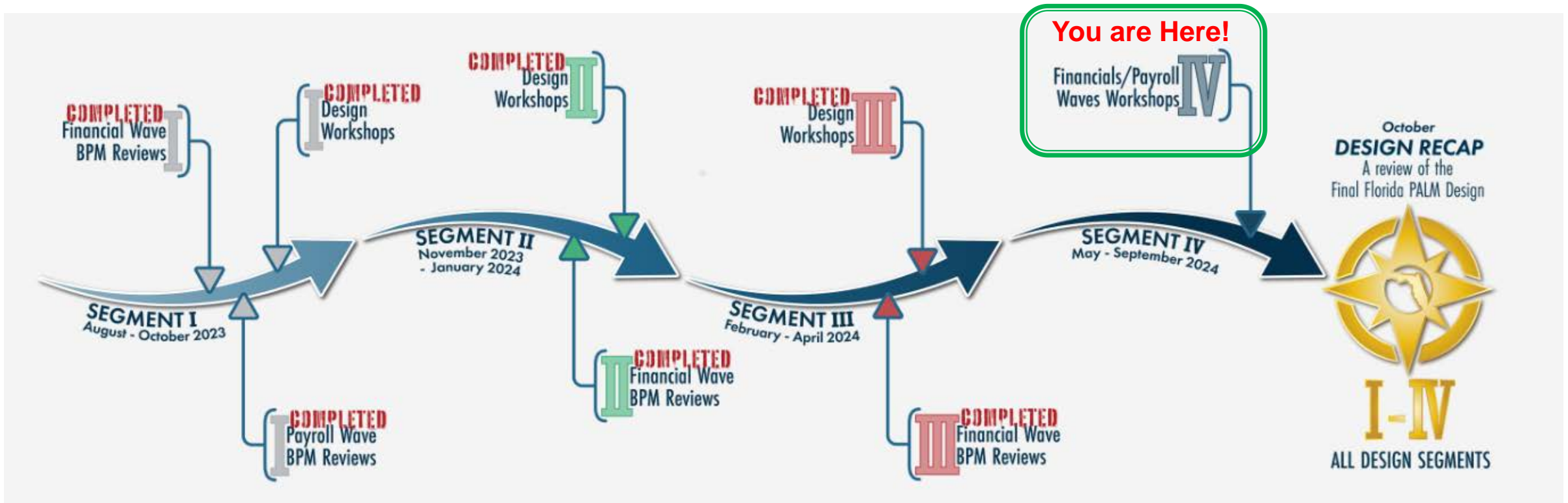


Agenda

- ▶ Review of Changes to Flows and Narratives
- ▶ Work In Progress (WIP)
- ▶ Leases
- ▶ Asset Life Cycle
- ▶ Governmental Fund Allocation
- ▶ Organization Security
- ▶ Interfaces



Design Phase Overview



For more information, listen to [Episode #11: The Design Phase](#)



OTHER FLOW - PRE-PERIOD CLOSE

PRE-PERIOD CLOSE – PREPARING FOR AM
MONTH-END CLOSE



Pre-Period Close

Pre-Period Close Criteria

- ▶ Florida PALM will not perform period close (end of month or end of fiscal year) in the Asset Management (AM) module
- ▶ Florida PALM will perform period close (end of month and end of fiscal year) in the General Ledger (GL) module
- ▶ Users will take steps to prepare AM for period close prior to the process which will be performed in GL
- ▶ Pre-Period activities in AM includes completing all transactions initiated in the period
- ▶ Incomplete transactions will not be processed in the current period
- ▶ Only processed transactions will be recorded in the current period



WORK IN PROGRESS

RECORDING WIP TRANSACTIONS



Work in Progress

WIP Criteria

- ▶ Work in Progress (WIP) transactions will originate from Fixed Capital Outlay (FCO) disbursements
- ▶ WIP transactions will be processed in Accounts Payable (AP) and integrated into Asset Management (AM)
- ▶ All WIP related vouchers will include a Project ID
- ▶ All WIP related vouchers should include the NONDWIP Profile ID
- ▶ The initial WIP related voucher will create a unique Asset ID
- ▶ Florida PALM will process all WIP transactions that appear on the Staging Table with “Next” or a valid Asset ID, and group the transactions according to the Asset ID values
- ▶ WIP transactions will be recorded as Non-Depreciable assets in AM
- ▶ Groups of WIP transactions will be capitalized under the original Asset IDs at project completion



WORK IN PROGRESS

RECORDING INITIAL WIP VOUCHER



Work in Progress

Initial WIP Voucher (Staged)

The screenshot displays the FloridaPALM software interface for an invoice voucher. The top navigation bar includes 'Favorites', 'Main Menu', 'Employee Self Service', and 'Regular Entry'. The main header shows 'FloridaPALM' and a search bar. Below the header, there are tabs for 'Summary', 'Related Documents', 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Error Summary'. The 'Invoice Information' tab is active, showing fields for Business Unit (43000), Voucher ID (0000949), Invoice No (2_SEGMENT_V), Accounting Date (05/01/2024), Invoice Date (05/01/2024), Invoice Received (05/01/2024), Supplier ID (000000068), and Supplier Name (AESG9-001). An 'Invoice Total' summary shows a Line Total of 15,100.00 and a Total of 15,100.00. Below the invoice details are buttons for 'Save', 'Run', 'Calculate', and 'Print'. The 'Invoice Lines' section shows a table with one line item. The 'Distribution Lines' section is expanded, showing a table with columns for Copy Down, Line, Merchandise Amt, Quantity, Organization, Account, Fund, Budget Entity, Category, PC Bus Unit, Project, and Activity. The 'GL Chart' tab is selected, and the 'Account' and 'Project' fields in the table are highlighted with red boxes.

Copy Down	Line	Merchandise Amt	Quantity	Organization	Account	Fund	Budget Entity	Category	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	15,100.00	1.0000	4321100000	707701	00008	11310000	000111	43000	4300FCO15356888	00000000000



Work in Progress

Initial WIP Voucher (Staged)

[Favorites](#) > [Main Menu](#) > [Employee Self Service](#) > [Regular Entry](#)

FloridaPALM
 Search
 [Advanced Search](#)
[Last Search Results](#)

[Summary](#) | [Related Documents](#) | **[Invoice Information](#)** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit 43000
Voucher ID 0000949
 Voucher Style Regular Voucher
 Invoice Date 05/01/2024
 Invoice Received 05/01/2024

AESG 9
 Supplier ID 0000000068
 ShortName AESG9-001
 Location 9
 *Address 1

Invoice No 2_SEGMENT_V
Accounting Date 05/01/2024
 *Pay Terms 0 Due Now
Basis Date Type Inv Date

Invoice Total
 Line Total 15,100.00
 *Currency USD
 Miscellaneous
 Freight
 Total 15,100.00
 Difference 0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 Template List
 View Audit Logs
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Invoice Lines Find | View All First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 15,100.00

SpeedChart
 Ship To 43000_DFS
 Description
 Packing Slip

One Asset
 Work Order

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

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type
<input type="checkbox"/>	1	15,100.00	1.0000	<input checked="" type="checkbox"/>	43000	NONDWIP	NEXT		



Work in Progress

Initial WIP Voucher (Processed)

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Send/Receive Information](#) > [Interface Transactions](#) > [Review](#)

FloridaPALM

[All](#) Search [Advanced Search](#) [Last Search Results](#)

Review

Interface ID: 10002241 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: Auto Approval Status
 Load Type Description: Financial & Physical Add System Source: AP Online Entry Page

Asset Information

Business Unit: 43000 Description: CONSTRUCDTION WORK IN PROGRESS Linear Asset
 *Asset ID: 000000000394 Short Description: CONSTRUCDT
 Tag Number: Parent ID: Component of Asset: Threshold ID: Serial ID: Detailed Description: CONSTRUCDTION WORK IN PROGRESS
 Profile ID: NONDWIP 224 characters remaining

Cost Information

Acquisition Date: 05/01/2024 In Service Date: 05/01/2024
 Transaction Date: 05/01/2024 Accounting Date: 05/01/2024
 Book: Transaction Code: Salvage Value: 0.00 USD
 Quantity: 1.0000 Base Cost: 15,100.00 USD
 Cost: 15,100.00 USD Depreciation: 0.00 USD YTD Depr: 0.000 USD
 Transaction Proceeds: 0.00 Transaction Removal Cost: 0.000

Distribution [Personalize](#) | [Find](#) | [1 of 1](#) [Last](#)

Organization	Fund	Budget Entity	Category	State Program	PC Business Unit	Project	Activity	Analysis Type	PC Source Type	Resource Category	Resource Sub Category	PC Busin
4321100000	00008	11310000	000111		43000	4300FC015356888	0000000000000003					43000



WORK IN PROGRESS

RECORDING SUBSEQUENT
WIP VOUCHER



Work in Progress

Subsequent Voucher Criteria & Corrections

- ▶ Users should use the original Florida PALM generated Asset ID to record subsequent transactions related to a WIP project
- ▶ Florida PALM will group WIP transactions based on Asset ID
- ▶ Transactions unintentionally entered without an existing Asset ID will be recorded with a new Florida PALM unique Asset ID
- ▶ If the error is detected before the transaction is processed in AM, the user can “delete” the transaction, input an online cost transaction, and reference the originating AP Voucher ID
- ▶ If the error is detected after the transaction is processed in AM, the user can “retire” the asset, and input an online cost transaction on the original Asset ID and reference the originating AP Voucher ID



Work in Progress

Subsequent WIP Voucher

FloridaPALM

Accounting & Ledger Management

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Search: All Search [Advanced Search] [Last Search Results]

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

Business Unit 43000
Voucher ID 00000950
Voucher Style Regular Voucher

Invoice No 3_SEGMENT_V
Accounting Date 06/01/2024
***Pay Terms** 0 Due Now
Basis Date Type Inv Date

Invoice Date 06/01/2024
Invoice Received 06/01/2024

Supplier ID 0000000068
ShortName AESG9-001
Location 9
***Address** 1

Invoice Total

Line Total	8,500.00
*Currency	USD
Miscellaneous	
Freight	
Total	8,500.00
Difference	0.00

Non Merchandise Summary
 Session Defaults
 Comments(0)
 Attachments (0)
 Template List
 View Audit Logs
 Advanced Supplier Search
 Supplier Hierarchy
 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 Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 8,500.00

SpeedChart
 Ship To 43000_DFS
 Description
 Packing Slip

One Asset
 Work Order
 Calculate

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

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Organization	Account	Fund	Budget Entity	Category	PC Bus Unit	Project
<input type="checkbox"/>	1	8,500.00	1.0000	43000	4321100000	707701	00013	11800004	000111	43000	4300FCO15356888



Work in Progress

Subsequent WIP Voucher

FloridaPALM

Accounting Date: 06/01/2024

Voucher ID: 00000950

Invoice No: 3_SEGMENT_V

Invoice Total: 8,500.00

Supplier ID: 0000000068

ShortName: AESG9-001

Location: 9

*Address: 1

Save Action Run Calculate Print

Copy From Source Document

Invoice Lines

Line 1 Copy Down

*Distribute by: Amount

Item

Quantity

UOM

Unit Price

Line Amount: 8,500.00

SpeedChart

Ship To: 43000_DFS

Description

Packing Slip

One Asset

Work Order

Calculate

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number	Cost Type
<input type="checkbox"/>	1	8,500.00	1.0000	<input checked="" type="checkbox"/>	43000	NONDWIP	000000000394		

Save



Work in Progress

Subsequent WIP Voucher

Florida PALM

Cost History List | Cost History Detail | Non Cap History List | Non Cap History Detail

Unit 43000 Asset ID 00000000394 CONSTRUCTION WORK IN PROGRESS Tag In Service

Book Name ACFR ACFR Reporting Book Currency USD Total Cost 23,600.00 Audit Logs

Asset Cost Information

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail	Trans Type	In/Out	Organization	Fund	Budget Entity	Category	Project	Fund Affil	Category	Cost Type
1 05/01/2024	ADD		1.0000	15,100.00	Detail	ADD		4321100000	00008	11310000	000111	4300FCO15356888		WIP	
2 06/01/2024	ADJ		1.0000	8,500.00	Detail	ADJ		4321100000	00013	11800004	000111	4300FCO15356888		WIP	

Comments (0) Attachments (0)

Return to Search Notify



WORK IN PROGRESS

CREATE DEPRECIABLE ASSET FROM WIP ASSET



Work in Progress

WIP Asset

The screenshot displays the FloridaPALM software interface for an Asset Acquisition Detail. The breadcrumb trail at the top reads: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The main header includes the FloridaPALM logo, a search bar with 'Assets' selected, and links for 'Advanced Search' and 'Last Search Results'. Below the header, a navigation bar contains tabs for 'General Information', 'Operation/Maintenance', 'Asset Acquisition Detail' (highlighted with a red box), 'Location/Comments/Attributes', 'Manufacture/License/Custodian', and 'Asset Property'. The asset information shows: Unit 43000, Asset ID 00000000394, CONSTRUCTION WORK IN PROGRESS, Tag, and In Service. The 'Acquisition Details' section is divided into two rows. The first row has a Total Amount of \$15,100.00, and the second row has a Total Amount of \$8,500.00. Both rows have a description of 'Expense Distribution' and a system source of 'AP Online Entry Page'. The 'Category' field is set to 'WIP' and is highlighted with a red box. Other fields include Incentive ID, Quantity (1.0000), Amount, Sales Tax, Use Tax, Freight, Misc Charge, and *Capitalize (Already Capitalized). The interface also shows 'Base Currency USD', 'Currency USD', and 'Cost Type' fields. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.



Work in Progress

WIP Asset Category

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Financial Transactions](#) > [Cost Adjust/Transfer Asset](#)

Florida PALM Assets Search [Advanced Search](#) [Last Search Results](#)

[Main Transaction](#) **Cost Information**

Unit 43000 Asset ID 00000000394 CONSTRUCTION WORK IN PROGRESS Tag In Service [Change Location](#)

Book Find | View All First 1 of 1 Last

Book Name ACFR ACFR Reporting Book Base Currency USD Convention Actual Month

[Cost History](#)

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	15,100.00	0.00	WIP		43000

Chartfields Personalize | Find | View All | [Print](#) | [Grid](#) First 1 of 1 Last

Organization	Fund	Budget Entity	Category	State Program	Grant	Contract	OA1	OA2	Project
4321100000	00008	11310000	000111						4300FCO15356888

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	8,500.00	0.00	WIP		43000

Chartfields Personalize | Find | View All | [Print](#) | [Grid](#) First 1 of 1 Last

Organization	Fund	Budget Entity	Category	State Program	Grant	Contract	OA1	OA2	Project
4321100000	00013	11800004	000111						4300FCO15356888

Comments (0) Attachments (0)

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)



Work in Progress

Non-Depreciable Cost

FloridaPALM

Asset Management > Depreciation > Review Depreciation Info > Asset Depreciation

Asset Depreciation

Unit 43000 Asset ID 00000000352 Work In Progress Status In Service

Book

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

Depreciation Attributes

Method Straight Line Calc Type Remaining Value In Service Dt 03/05/2024

Useful Life 60 Periods Convention AM

Begin Date 03/05/2024

Depr Status Non Depreciable

Net Book Value

Cost 81,500.00 As Of Fiscal Year Period 11

Salvage Value 0.00

Accum Depr 0.00

Amortization Amount 0.00

Net Book Value 81,500.00

Yearly Depreciation

Year	Depreciation Amt	Organization	Fund	Budget Entity	Category	State Program	Grant	Contract	OA1	OA2	PC Unit
0	0.000										

Save Return to Search Notify

Asset | Depreciation | Period Depreciation



Work in Progress

Recategorization of WIP Asset

Favorites Main Menu > Asset Management > Asset Transactions > Financial Transactions > Cost Adjust/Transfer Asset

Florida **PALM** Assets Search >> Advanced Search

Main Transaction

Unit 43000 **Asset ID 00000000394** CONSTRUCTION WORK IN PROGRESS Tag In Service

Main Transaction

Transaction Date 06/30/2024 Copy Changes to Other Books
Accounting Date 06/30/2024 Copy to Other Books Options
Transaction Code Transfer Other Books by Amount
Rate Type CRRNT Include Convention Exclude Convention

Action Recategorize Audit Logs

Save Return to Search Notify Update/Display Include History



Work in Progress

Depreciable Category

FloridaPalm Assets Search Advanced Search Last Search Results

Main Transaction Cost Information

Unit 43000 Asset ID 000000000394 CONSTRUCTION WORK IN PROGRESS Tag In Service Change Location

Book Find View All First 1 of 1 Last

Book Name ACFR ACFR Reporting Book Base Currency USD Convention Actual Month

Cost History

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	15,100.00	0.00	BL_GN		43000

Chartfields Personalize Find View All First 1 of 1 Last

Organization	Fund	Budget Entity	Category	State Program	Grant	Contract	OA1	OA2	Project
4321100000	00008	11310000	000111						4300FCO15356888

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	8,500.00	0.00	BL_GN		43000

Chartfields Personalize Find View All First 1 of 1 Last

Organization	Fund	Budget Entity	Category	State Program	Grant	Contract	OA1	OA2	Project
4321100000	00013	11800004	000111						4300FCO15356888

Comments (0) Attachments (0)

Save Return to Search Notify Update/Display Include History



Work in Progress

Non-Depreciable to Depreciable Asset

FloridaPALM
Categories
SetID STATE Asset Category WIP
Category Definition Find | View All First 1 of 1 Last
*Effective Date 01/01/1901 *Status Active
*Description Work In Progress
Depreciable Status
 Depreciable
 Non Depreciable
Options
 Intangible
 Investment Property
 Property Interest
 Leased Assets

FloridaPALM
Categories
SetID STATE Asset Category BL_GN
Category Definition Find | View All First 1 of 1 Last
*Effective Date 01/01/1901 *Status Active
*Description Building General
Depreciable Status
 Depreciable
 Non Depreciable
Options
 Intangible
 Investment Property
 Property Interest
 Leased Assets



Work in Progress Depreciable Asset

FloridaP_AL_M

Unit 43000 Asset ID 00000000394 CONSTRUCTION WORK IN PROGRESS Status In Service

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

Method Straight Line Calc Type Remaining Value In Service Dt 05/01/2024
Useful Life 40 Periods Convention AM
Begin Date 05/01/2024
Depr Status Depreciable

Cost 23,600.00 As Of Fiscal Year 2025 Period 2
Salvage Value 0.00
Accum Depr 1,770.00
Amortization Amount 0.00
Net Book Value 21,830.00

Yearly Depreciation

Year	Depreciation Amt	Organization	Fund	Budget Entity	Category	PC Business Unit	Project	Activity	Category	Cost Type
2024	377.50	4321100000	00008	11310000	000111	43000	4300FCO15356888	0000000000000003	BL_GN	
2024	212.50	4321100000	00013	11800004	000111	43000	4300FCO15356888	0000000000000003	BL_GN	
2025	4,530.00	4321100000	00008	11310000	000111	43000	4300FCO15356888	0000000000000003	BL_GN	
2025	2,550.00	4321100000	00013	11800004	000111	43000	4300FCO15356888	0000000000000003	BL_GN	
2026	4,530.00	4321100000	00008	11310000	000111	43000	4300FCO15356888	0000000000000003	BL_GN	
2026	2,550.00	4321100000	00013	11800004	000111	43000	4300FCO15356888	0000000000000003	BL_GN	
2027	4,530.00	4321100000	00008	11310000	000111	43000	4300FCO15356888	0000000000000003	BL_GN	



LEASES

RECORDING LEASES



Leases

Financial Leases

- ▶ Leases will not be converted from FLAIR into the Florida PALM AM module
- ▶ There will be no integration or Interfaces of Leases into Florida PALM AM module
- ▶ Leases entered in Florida PALM will be based on a threshold established by DFS A&A
- ▶ Agencies will use online entry (direct input) to create leases in Florida PALM AM module



Addition of Lease

Lease Header Information

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Leased Assets ▾ > Create New Lease

Florida PALM All ▾ Search >> Advanced Search

Maintain Lease

Find an Existing Value Add a New Value

*Business Unit 43000 🔍

*Lease Number NEXT

Exempt from Recognition

Add



General Information

Lease Header Information

The screenshot displays the Florida PALM software interface for lease management. The breadcrumb trail at the top reads: Favorites > Main Menu > Asset Management > Asset Transactions > Leased Assets > Maintain Lease. The Florida PALM logo is visible in the top left, and a search bar is in the top right.

The main content area is divided into several sections:

- General Information:** This section is highlighted with a red box. It includes a dropdown menu for "Action" (set to "...Choose Action...") and a "Go" button. Below this, a table lists lease details: Payables Lease (0000000155), Lease Name (Lease Illustration), Lease Type (Equipment - General), Lessor (Staples), Location (Main Location), and Region (LEASE). Below the table are two sub-sections, also highlighted with a red box: "Lease Timetable" showing commencement (10/05/2023), termination (09/05/2025), lease term (1 year), remaining term (1 year), and lease signed (10/05/2023); and "Lease Administration" showing lease administrator (Doctor, Donnie), portfolio manager (Doctor, Donnie), and lease ID (LE876534321).
- Asset Information:** This section includes a "Lease Payment Allocation" dropdown and an "Asset List" table. The table has columns for Asset ID, Asset Description, Classification, and Capitalized Cost. One row is visible: Asset ID 00000000173, Asset Description Lease - Equipment, Classification Finance, and Capitalized Cost 27577.65.
- Lease Metadata:** At the bottom, it shows "Created By Doctor, Donnie" and "Created On 10/05/2023 1:01:59PM", along with "Last Updated By Doctor, Donnie" and "Last Updated On 10/05/2023 1:02:29PM".



Financial Terms

Lease Terms

FloridaPALM

Unit 43000 Status Active

Payables Lease Lease Name Lease Type Lessor Location Region
 0000000155 Lease Illustration Equipment - General Staples Main Location LEASE

Financial Summary

Accounting Date 10/05/2023

Interest Rate Percent 2.0000

Borrowing Rate Percent

Total Lease Payments 23037.64
 Present Value Lease Payments 22577.65
 ROU Asset Cost 27577.65

Lease Currency USD Rate Type CRRNT
 Prorata Share Max Op. Ex. Increase/Year
 Current Est Monthly Payment 1,000.00 Amount
 Current Estimated Cost 0.00

Max Lease Rent Escalation Amount

Exclude Base Year
 Base Year
 Base Year Amount
 Reference
 Proration Method 365 Days
 Recognize Monthly Expense

Add Lease Payments

Schedule of Payments

Payment Group	Start Date	End Date	Financial Term	Rent Type	Miscellaneous Description	Related Asset	Amount	Currency	Payee	Schedule
1	10/05/2023	09/05/2025	Base Rent	Base Rent			1,000.00	USD	Staples	First of Each Month
1	10/05/2023	10/05/2023	Miscellaneous Rent	Initial Direct Cost	DIRECT COST		5,000.00	USD	Staples	



Financial Terms

Lease Terms

Financial Terms 000000150 - Press Lease Equipment

Base Rent Details

*Payment Type: Advance

Start Date: 10/01/2023

End Date: 09/30/2025

Integration With Accounts Payable

Payee: Staples

Location: Main Location

Ship To: []

Amount: [] / Square Feet

or

Amount: 1000.00 USD

Schedule: First of Each Month

Frequency: Monthly Terms Calendar: State Fiscal Y

Description: []

Reference: []

Rent Escalation

*Escalation Type: None Go

OK Cancel Refresh

FloridaPALM
Borrowing Rate Percent []

Total Lease Payments []

Present Value Lease Payments []

ROU Asset Cost []

Lease Currency: USD

Prorata Share []

Current Est Monthly Payment: 0.00

Current Estimated Cost: 0.00

Exclude Base Year

Base Year: []

Base Year Amount: []

Reference: []

Proration Method: 365 Days

Recognize Monthly Expense

Add Lease Payments: Choose Action...

Schedule of Payments

Copy Terms	Payment Group	Start	End	Description
<input type="checkbox"/>	1	10/01/2023	10/01/2023	Miscellaneous
<input type="checkbox"/>	1	10/01/2023	10/01/2023	Miscellaneous
<input type="checkbox"/>	1	10/01/2023	10/01/2023	Miscellaneous

Copy Selected Financial Terms

Accounting Distribution
Preview Payment Schedule



Financial Terms

Lease Payment/Base Rent Details

The screenshot displays the FloridaPALM interface for lease management. The main window shows 'Financial Terms' for 'Unit 43000' with 'Status: Active'. A 'Preview Payment Schedule Page' is open, showing 'Base Rent Details' for '0000000155 - Lease Illustration'. The 'Total PVL' is highlighted as 22577.65. Below this is a 'Schedule Details' table with columns for Schedule Date, Amount, Obligation Reduction, Interest Expense, Currency, Proration Rate, Transaction Status, and Schedule Type. The table lists 12 monthly payments from 10/05/2023 to 09/01/2024, all categorized as 'Normal Rent'.

Schedule Date	Amount	Obligation Reduction	Interest Expense	Currency	Proration Rate	Transaction Status	Schedule Type
1 10/05/2023	870.97	833.34	37.63	USD	0.8709677419	Processed	Normal Rent
2 11/01/2023	1000.00	963.76	36.24	USD	1.0000000000	Pending	Normal Rent
3 12/01/2023	1000.00	965.37	34.63	USD	1.0000000000	Pending	Normal Rent
4 01/01/2024	1000.00	966.97	33.03	USD	1.0000000000	Pending	Normal Rent
5 02/01/2024	1000.00	968.59	31.41	USD	1.0000000000	Pending	Normal Rent
6 03/01/2024	1000.00	970.20	29.80	USD	1.0000000000	Pending	Normal Rent
7 04/01/2024	1000.00	971.82	28.18	USD	1.0000000000	Pending	Normal Rent
8 05/01/2024	1000.00	973.44	26.56	USD	1.0000000000	Pending	Normal Rent
9 06/01/2024	1000.00	975.06	24.94	USD	1.0000000000	Pending	Normal Rent
10 07/01/2024	1000.00	976.68	23.32	USD	1.0000000000	Pending	Normal Rent
11 08/01/2024	1000.00	978.31	21.69	USD	1.0000000000	Pending	Normal Rent
12 09/01/2024	1000.00	979.94	20.06	USD	1.0000000000	Pending	Normal Rent



Financial Terms

Various Financial Terms

FloridaPALM

Unit 43000 Status Active

Payables Lease Lease Name Lease Type Lessor Location Region
 0000000155 Lease Illustration Equipment - General Staples Main Location LEASE

Financial Summary

Accounting Date 10/05/2023
 Interest Rate Percent 2.0000
 Borrowing Rate Percent
 Total Lease Payments 23037.64
 Present Value Lease Payments 22577.65
 ROU Asset Cost 27577.65

Lease Currency USD Rate Type CRRNT
 Prorata Share Max Op. Ex. Increase/Year
 Current Est Monthly Payment 5,870.97 Amount
 Current Estimated Cost 0.00
 Max Lease Rent Escalation Amount

Exclude Base Year
 Base Year
 Base Year Amount
 Reference
 Proration Method 365 Days
 Recognize Monthly Expense

Add Lease Payments ...Choose Action... Go

Schedule of Payments

Payment Group	Start Date	End Date	Financial Term	Rent Type	Miscellaneous Description	Related Asset	Amount	Currency	Payee	Schedule
1	10/05/2023	09/05/2025	Base Rent	Base Rent			1,000.00	USD	Staples	First of Each Month
1	10/05/2023	10/05/2023	Miscellaneous Rent	Initial Direct Cost	DIRECT COST		5,000.00	USD	Staples	

View Pending Transactions



General Information

Add Asset Information

The screenshot displays the FloridaPALM software interface. At the top, the breadcrumb trail reads: Favorites > Main Menu > Asset Management > Asset Transactions > Leased Assets > Create New Lease. The main header includes the FloridaPALM logo and a search bar. Below the header, the 'General Information' tab is active, showing details for Unit 43000 and Status Pending. An 'Add Asset' dialog box is overlaid on the screen. This dialog contains the following fields and values:

- AM Business Unit: 43000
- Profile ID: LEASEPRO2
- *Asset Description: Press Lease - Equipment
- Location Code: 43000_DFS
- CAP #: [Empty]
- *Asset Type: Equipment
- Tag Number: [Empty]
- Currency: USD
- Transaction Code: [Empty]
- Specialized Asset:
- Transfer of Ownership:
- ROU Asset Cost: 0.00
- Asset ID: NEXT
- Asset Category: LEPRO
- *Estimated Life: 24 Periods
- Area ID: [Empty]
- Seq #: [Empty]
- Asset Subtype: [Empty]
- Serial ID: [Empty]
- Quantity: 1.0000
- Fair Value: [Empty]
- Fair Value at End Date: [Empty]
- Probable Guar. Residual Value: [Empty]

At the bottom of the dialog are 'OK' and 'Cancel' buttons. In the background, the 'Asset Information' dropdown menu is open, listing actions such as 'Add Equipment', 'Add Property', 'Classify Assets', 'Select Equipment', 'Select Property', and 'Update UOM'.



General Information

Chart of Account Values

Florida PALM

General Information | Financial Terms

Action: ...Choose Action...

Payables Lease
0000000150

Lease Timetable

Commencement: 10/01/2023
Lease Term:
Remaining Term:
Lease Signed: 10/01/2023

Asset Information

Lease Payment Allocation

Update Classification Criteria

Asset List

Asset ID	Asset Description	Override	Allocated Lease Payments	Initial Direct Costs And Other	Undiscounted ROU Asset	ROU Asset Cost	Present Value Lease Payments	Cost Distribution
NEXT	Lease - Equipment	<input type="checkbox"/>	23000.00	1516.13	24516.13	24062.46	22546.33	

Asset Cost Distribution

Financial Terms: 0000000150 - Press Lease Equipment

Asset Cost Details - Accounting Distribution

This page is meant for overriding the default accounting hierarchy for the Business Unit. If the asset cost distribution is supposed to follow the Business Unit default accounting hierarchy, this page can be ignored.

Distribute By... ?

Percentage
 Quantity
 Amount
 None Use default accounting distribution for Business Unit

Add Distribution Delete Distribution

Accounting Distribution

Chartfields Accounts Prior Period Accounts

Select	Quantity	Cost Type	Organization	*Obligation Account	Fund	Budget Entity	Category	State Program
<input type="checkbox"/>	1.0000		4321000000	220530	00015	41300100	000118	1101010300

OK Cancel Refresh



General Information

Update Classification Criteria

The screenshot displays the Florida PALM software interface for lease management. The breadcrumb trail at the top reads: Favorites > Main Menu > Lease Administration > Payables Leases > Create New Lease. The header includes the Florida PALM logo and a search bar with 'All' selected and 'Advanced Search' available.

The main content area is divided into several sections:

- General Information:** Includes an 'Action' dropdown (set to 'Choose Action...') and a 'Go' button. It also shows 'Unit 43000' and 'Status Pending'.
- Payables Lease Details:** Fields include 'Lease Name' (Copier Lease Equipment), 'Lease Type' (Equipment - General), 'Lessor' (Staples), 'Location' (Main Location), and 'Region' (LEASE).
- Lease Timetable:** Shows 'Commencement' (09/01/2023) and 'Termination' (08/31/2025). It also lists 'Lease Term' (0 years, 0 months, 0 days), 'Remaining Term' (0 years, 0 months, 0 days), and 'Lease Signed' (09/01/2023).
- Lease Administration:** Lists 'Lease Administrator' (Doctor, Donnie), 'Portfolio Manager' (Doctor, Donnie), and 'Lease ID' (COPLE451212325125412). A 'Related Leases' link is also present.
- Asset Information:** Contains expandable sections for 'Lease Payment Allocation' and 'Update Classification Criteria'.
- Asset List:** A table with columns: Asset ID, Asset Description, Classification, Reviewed, Transfer of Ownership, Specialized Asset, Lease Term, Purchase Option, Lease Payments, Classification Overridden, Notes, and Actions. The 'Reviewed' column has a red box around a checked checkbox. The 'Classification' column header has a red box around it. The 'Actions' column has a dropdown menu with a red box around it, showing options: 'Classify Asset' and 'Classification Summary'.



Activate Lease

Before Lease Activation

Favorites > Main Menu > Lease Administration > Payables Leases > Create New Lease

FloridaPALM All Search >> Advanced Search

General Information | Financial Terms | Notes and Attachments | Supplemental Data

Action: ...Choose Action... Go Unit 43000 Status Pending

Payables Lease: NEXT Lease Name: Copier Lease Equipment Lease Type: Equipment - General Lessor: Staples Location: Main Location Region: LEASE

Asset List ? Personalize | Find | First 1 of 1 Last

Summary | Asset Details 1 | Asset Details 2 | Location and Area | Cost | Classification

Asset ID	Asset Description	Classification	Reviewed	Transfer of Ownership	Specialized Asset	Lease Term	Purchase Option	Lease Payments	Classification Overrides	Notes	Actions
NEXT	Lease - Equipment	Finance	<input checked="" type="checkbox"/>	No	No	Yes	No	Yes		No	Classify Asset Classification Summary

Favorites > Main Menu > Lease Administration > Payables Leases > Create New Lease

FloridaPALM All Search >> Advanced Search

General Information | Financial Terms | Notes and Attachments | Supplemental Data

Action: ...Choose Action... Go Unit 43000 Status Pending

Payables Lease: NEXT Lease Name: Copier Lease Equipment Lease Type: Equipment - General Lessor: Staples Location: Main Location Region: LEASE

Lease Administration ?

Lease Administrator: Doctor Donnie



Activate Lease

After Lease Activation

Florida PALM | All Search | Advanced Search | Last Search Results

Asset Management > Asset Transactions > Leased Assets > Maintain Lease

General Information | Financial Terms | Notes and Attachments | Supplemental Data

Action: ...Choose Action... | Go | Unit: 43000 | Status: Active

Payables Lease: 0000000155 | Lease Name: Lease Illustration | Lease Type: Equipment - General | Lessor: Staples | Location: Main Location | Region: LEASE

Lease Timetable

Commencement	10/05/2023	Termination	09/05/2025
Lease Term	1 year	11 months	0 days
Remaining Term	1 year	10 months	30 days
Lease Signed	10/05/2023	Additional Date details	

Lease Administration

Lease Administrator: Doctor, Donnie
Portfolio Manager: Doctor, Donnie
Lease ID: LE876534321
[Related Leases](#)

Asset Information

Lease Payment Allocation

Asset List | Personalize | Find | First | 1 of 1 | Last

Asset ID	Asset Description	Classification	Reviewed	Transfer of Ownership	Specialized Asset	Lease Term	Purchase Option	Lease Payments	Classification Overriden	Notes	Actions
000000000173	Lease - Equipment	Finance	<input checked="" type="checkbox"/>	No	No	Yes	No	Yes		No	Act



Activate Lease

Results of Lease Activation

FloridaPALM

Accounting Date 10/05/2023
Interest Rate Percent 2.0000
Borrowing Rate Percent

Total Lease Payments	23037.64
Present Value Lease Payments	22577.65
ROU Asset Cost	27577.65

Lease Currency USD
Prorata Share
Current Est Monthly Payment 5,870.97
Current Estimated Cost 0.00

Rate Type CRRNT
Max Op. Ex. Increase/Year
Amount
Max Lease Rent Escalation
Amount

Exclude Base Year
Base Year
Base Year Amount
Reference
Proration Method 365 Days
 Recognize Monthly Expense

Add Lease Payments ...Choose Action... Go

Payment Group	Start Date	End Date	Financial Term	Rent Type	Miscellaneous Description	Related Asset	Amount	Currency	Payee	Schedule
1	10/05/2023	09/05/2025	Base Rent	Base Rent			1,000.00	USD	Staples	First of Each Month
1	10/05/2023	10/05/2023	Miscellaneous Rent	Initial Direct Cost	DIRECT COST		5,000.00	USD	Staples	

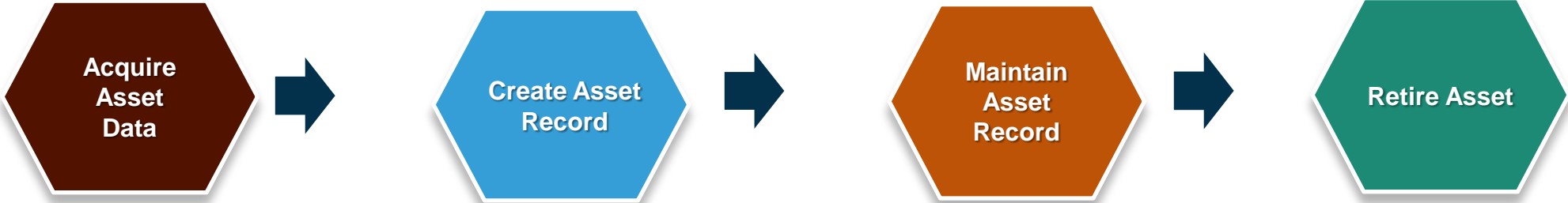


ASSET LIFE CYCLE

ASSET ACQUISITION TO DISPOSAL



Asset Lifecycle



ASSET LIFE CYCLE

ASSET ACQUISITION



Voucher Created from PO

FloridaPALM All Search >> Advanced Search Last Search Results

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

Business Unit 43000 Invoice No WIPTTEST01
Voucher ID 00000636 Accounting Date 12/18/2023
Voucher Style Regular Voucher *Pay Terms 00 Due Now
Invoice Date 12/18/2023 Basis Date Type Inv Date
Invoice Received 12/18/2023 Tax Exempt

AESG VEN557
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

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|111
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



Voucher Processed

FloridaPALM

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

Business Unit 43000 Invoice Date 12/18/2023
 Voucher ID 00000636 Invoice No WIPTEST01
 Voucher Style Regular Invoice Total 40,000.00 USD
 Supplier Name XXXX XXXXXX
 XXX X. XXXXXX XX
 ALBIENE, TX 79902

Entry Status Postable Pay Terms Due Now
Match Status Matched Approval History
 Approval Status Approved Voucher Source Online
Post Status Posted Origin ONL
 Created On 12/18/2023 3:57PM
 Created By DONNIE.DOCTOR
 Last Update 12/28/2023 10:14AM
 Modified By DONNIE.DOCTOR
 ERS Type Not Applicable
 Close Status Open

Budget Status Valid
 Budget Misc Status Valid
 *View Related Voucher Inquiry Go Audit Logs

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	*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



Load to AM Interface Records

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Send/Receive Information ▾ > Retrieve Info from AP/PO

FloridaPALM All ▾ Search

Retrieve Info from AP/PO

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

*Request ID

*Process Frequency ▾ Interface Asset Information

Process Option ▾

Selection Criteria Personalize | Find | | | First ◀ 1-2 of 2 ▶ Last

	AP Unit	Voucher ID		
1	<input type="text" value="43000"/>	<input type="text" value="00000636"/>		



Load to AM Interface Records

Review Interface Data

FloridaPALM

Review

Interface ID: 10002196

Interface Line Number: 1

Physical Inventory ID: Transaction

Interface Transaction Information

Trans Load Type: FAD

Load Status: Pending

System Source: AP Online Entry Page

Auto Approval Status:

Asset Information

Business Unit: 43000

*Asset ID: NEXT

Tag Number:

Serial ID:

Profile ID: BLDSTRUC40

Description: Building Improvement Work

Short Description: Building I

Parent ID:

Component of Asset:

Threshold ID:

Detailed Description: Building Improvement Work

Cost Information

Acquisition Date: 12/18/2023

In Service Date: 12/18/2023

Transaction Date: 12/18/2023

Accounting Date: 12/18/2023

Book:

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

Distribution

Custodian Information

Asset Location

Manufacturer Information

Load Status: Pending

System Source: Consolidated

Description: Errored

Description: Excluded

Description: In Process

Description: Loaded

Description: On Hold

Description: PO Grp Incomplete

Parent ID: Pending

Component of Asset: Replaced

Threshold ID: Unitized

Reviewed on next slide

Save Return to Search Previous in List Next in List Notify



Load to AM Interface Records

Review Interface Data

▼ Distribution Personalize | Find | | 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 Account
4321300000	00004	53010500	100000	0305010000		<input type="text"/>						<input type="text"/>	<input type="text"/>

▼ 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



Interfaces

AMI006 and AMI007

- ▶ AMI006 - Inbound Asset Additions, Adjustments and Physical Updates used to interface data from Agency Business Systems (ABS) to Florida PALM AM module
- ▶ AMI007 – Inbound Asset Spreadsheet Upload used to perform system to system (via Excel) asset additions to Florida PALM AM module



Load From Interface to AM Core Records

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Send/Receive Information](#) > [Interface Transactions](#) > [Load into AM](#)

FloridaPALM
All Search

Load into AM

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
 Process Frequency: Always

Interface ID: 10002196
To Interface ID: 10002196

AM Business Unit: 43000
 System Source: AP Online Entry Page

Find Trans Load ID (optional)

System Source: AP Online Entry Page
 Load Type:

AM Business Unit: 43000
 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



Asset Created

The screenshot displays the FloridaPALM Asset Management interface. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The FloridaPALM logo is at the top left, with a search bar and 'Advanced Search' link on the right. Below the logo are tabs for General Information, Operation/Maintenance, Asset Acquisition Detail, Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Property. The main header shows: Unit 43000, Asset ID 00000000223, Building Improvement Work, Tag, In Service.

The **Asset Information** section contains the following fields:

- Description: Building Improvement Work
- CAP #: [Empty]
- Taggable Asset
- Asset Class: CAPITAL
- Asset Type: Property
- Asset Subtype: [Empty]
- *Asset Status: In Service
- Acquisition Date: 12/18/2023
- Placement Date: 12/18/2023
- Collateral Asset: [Empty]
- *Acquisition Code: Purchased
- FERC Code: [Empty]
- Financing Code: [Empty]
- Fair Value: 0.000
- Replacement Cost: [Empty]
- Index Name: [Empty]
- Subindex Name: [Empty]
- Parent/Child: None
- Profile ID: BLDSTRUC40
- Threshold ID: [Empty]
- Composite Asset

The **Category Definition** window is open, showing details for 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
- *Account: 742000
- Asset Profile ID: BLDSTRUC40
- Description: Building Improvements

Buttons at the bottom include: Save, Return to Search, Add, Update/Display, Include History, Correct History.

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



Asset Created

The screenshot displays the 'Basic Add' form in the Florida PALM Asset Management system. The breadcrumb trail at the top reads: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The left sidebar shows the 'Asset Acquisition Details' tab selected. The main form is divided into several sections:

- Acquisition Details:** Includes fields for Unit (43000), Asset ID (00000000223), and Description (Building Improvement Work).
- Payables Acquisition:** Includes AP Unit (43000), Voucher ID (00000636), Invoice Number (WIPTTEST01), Invoice Date (12/18/2023), Vchr Line (1), Distrib Line (1), and Supplier ID (0000000089).
- Purchasing:** Includes PO Unit (43000), PO No. (0000000166), PO Line (1), Sched Num (1), and Distrib Line (1).
- Receiving:** Includes BU Recv, Receipt No, Receipt Line, Ship Seq, and Distrib Ln.
- Procurement Group:** A table with columns for Procurement Group ID, Seq, and Primary Unit.
- Project Cost Acquisition:** Includes PC Bus Unit, Project, Activity, and PC Source Type.

Red boxes highlight the following fields: Asset ID, AP Unit, Voucher ID, PS/Accounts Payable Drilldown, PO Unit, PO No., PS/Purchasing Drilldown, and PS/Projects Drilldown. The form also includes 'Save' and 'Return to Search' buttons at the bottom left, and 'OK' and 'Cancel' buttons at the bottom center.



Online Asset Additions

Direct Input

- ▶ Florida PALM Basic Add screen is used to perform asset additions in AM including donated assets



Online Asset Creation

FloridaPALM

Assets Search

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 IV 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 New Asset

Acquisition Date 12/28/2023 Available For Use

Placement Date 12/28/2023 In Physical Use

Collateral Asset

*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



Create Asset Online

Operation/Maintenance Page

Favorites Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

FloridaPALM Assets Search >> Ad

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

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

Asset Structure Asset Type Property <input type="checkbox"/> Clustered Asset Asset Subtype Component of <input type="text"/>	Manufacturer Information Serial ID <input type="text"/> Mfg ID <input type="text"/> <input type="button" value="Q"/> Model <input type="text"/> <input type="button" value="Q"/> Version <input type="text"/> More Manufacturer Info...
Asset Resource Information <input type="checkbox"/> Schedulable Charge Back <input type="text" value="Default"/> <input type="checkbox"/> Allow Overbooking <input type="checkbox"/> Use As Tool	Maintenance Information <input type="checkbox"/> Repairable Repair Status <input type="text" value="None"/> Parts List <input type="text"/> <input type="button" value="Q"/> <input type="checkbox"/> Offline Criticality <input type="text"/> <input type="button" value="Q"/>
Other Information <input type="checkbox"/> Hazardous Asset Hazardous Code Info... <input type="checkbox"/> Non-Owned Asset <input type="checkbox"/> Replacement Asset Asset ID <input type="text"/> <input type="button" value="Q"/> <input type="checkbox"/> Asset is Available Contact <input type="text"/> <input type="checkbox"/> Linear Asset Phone # <input type="text"/>	IT Asset Related information IP Address <input type="text"/> CPU <input type="text"/>

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



Create Asset Online

Asset Acquisition Detail

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Owned Assets ▾ > Basic Add

Florida PALM Assets ▾ Search >>

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

Unit 43000 Asset ID 000000000224 Segment IV Design Workshop 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	Already Capitalized ▾

Base Currency USD
Currency USD
Category BL_IM 🔍
Cost Type 🔍

[Interfaces Info...](#)
[Acquisition Detail Chartfields](#)

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

Asset Acquisition Detail

[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 Base Currency: USD
 Amount: 120,000.00 Currency: USD
 Sales Tax: 0.00 Category: BL_IM
 Use Tax: 0.00 Cost Type:
 Freight: 0.00 [Interfaces Info...](#)
 Misc Charge: 0.00 [Acquisition Detail Chartfields](#)
 Total Amount: \$120,000.00
 *Capitalize: To be Capitalized

Capitalization Information

Profile ID: BLDSTRUC40 Default Book: ACFR Trans Date: 12/29/2023
 Rate Type: CRRNT **Left to Capitalize** Acctg Date: 12/29/2023
 Accum Depr in Current Pd

Quantity	1.0000
Amount	120,000.00 USD

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: BL_IM Cost Type: Accum Depr: YTD Depr: 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

Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

FloridaPALM Assets Search

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

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

Location Find | View All First 1 of 1 Last

Effective Date 12/28/2023 Effective Sequence

Location 52F429500 ST SUCIE BUILDING

Area ID

Address 1 9800 4TH STREET
City ST PETERSBURG
County USA
State FL Florida
Country USA United States
Geo Code
Document

Jurisdiction Sector
Postal 33702

Latitude
Longitude

Building
Floor #
Room#

Authorization

Status Not Authorized Date
Name

Comments Find | View All First 1 of 1 Last

Date/Time 12/28/2023 3:25:29PM Source

User Name

Comment

Physical and Custom Attributes

Detailed Description

Image

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

Location/Comments/Attributes

The screenshot displays the Florida PALM web application interface for creating an asset. The breadcrumb trail at the top reads: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The application header includes the Florida PALM logo and a search bar. Below the header, several tabs are visible: General Information, Operation/Maintenance, Asset Acquisition Detail, Location/Comments/Attributes (highlighted with a red box), Manufacture/License/Custodian, and Asset Property. The main content area shows asset details: Unit 43000, Asset ID 00000000224, Segment IV Design Workshop, Tag, and In Service. The 'Location/Comments/Attributes' section is expanded, showing 'Physical and Custom Attributes' with fields for Effective Date (12/28/2023), Color, Height, Width, Length, Weight, Capacity, and Power Rating, each with a corresponding units dropdown. Below this is the 'Custom Attributes' section, which is also highlighted with a red box and contains a table with columns for Attribute, Attribute Name, Value, and UOM. The 'Detailed Description' section contains a text area with the text 'Segment II Design Workshop' and a character count of 228 characters remaining. The 'Image' section shows a photograph of a large, modern building. At the bottom of the form, there are buttons for Save, Add, Update/Display, Include History, and Correct History. The footer of the application shows the same breadcrumb trail as the top.



Create Asset Online

Manufacturer/License/Custodian

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 00000000224 Segment IV Design Workshop Tag In Service

Manufacturer Information

Serial ID

Manufacturer ID

Manufacturer Name

Model

Product Version Production Date

Plant Contact

VIN SKU

License Information Find | View All First 1 of 1 Last

Supporting Doc Type License Address

Agency ID

Supplier

Reg #

Issue Date 12/28/2023

Expiration Date

Renewal Date

Reg. Name

Comments



Create Asset Online

Manufacturer/License/Custodian

▼ 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

Favorites Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

FloridaPALM Assets Search >> Advan

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

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

Property Information

Property ID 73
*Property Class Site
Property Subclass
*Property Name Segment IV Design Workshop
*Description Segment IV Design Workshop

Hierarchy

Parent Property
Site ID 73 Building ID
Floor ID Area ID

Attributes

*Total Area 2000.000 *Space Unit of Measure SF Square Feet
Occupancy Occupied Current Occupancy
Ownership Owned Maximum Occupancy Occupants Information

Description

Parcel Number
Lot Number
Block Number
Legal Description

Go To Asset Property

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

Asset Supplemental Data

Basic Add

< Asset Acquisition Detail
Location/Comments/Attributes
Manufacture/License/Custodian
 Asset Supplemental Data

Unit 43000 Asset ID 00000000002 XXXXXX XXXXXXXXXXXX Tag In Service

Florida PALM Supplemental Data

<p>Improvement Date <input type="text" value="05/01/2024"/> </p> <p>Improvement Descr <input type="text" value="Segment IV Design Workshop"/></p> <p>Delivery Date <input type="text" value="03/04/2024"/> </p> <p>Fed Participate <input type="text" value="100.0000"/></p> <p>State Participate <input type="text" value="120.0000"/></p> <p>Escrow Balance <input type="text"/></p> <p>Agency Code <input type="text" value="AGENCY123"/></p> <p><input type="checkbox"/> ALN</p>	<p>Assigned Empl ID <input type="text" value="0000000001"/> </p> <p>Assigned Empl Name <input type="text" value="User,Test"/></p> <p>Emp Effective Date <input type="text" value="05/20/2024"/> </p> <p>Occur/Discovery Dt <input type="text"/> </p> <p>Disposal Doc Num <input type="text" value="77391028"/></p> <p>Disposition Date <input type="text"/> </p> <p>Report Individual ID <input type="text" value="0000000001"/> </p> <p>Report Individual Name <input type="text" value="User,Test"/></p> <p>Sensitive Asset <input type="text" value="Partially Sensitive"/> </p> <p><input type="checkbox"/> CSFA</p>
--	--



ASSET LIFE CYCLE

ASSET TRANSFERS



IntraUnit Asset Transfers

Change of COA Values

The screenshot displays the FloridaPALM software interface for an asset transfer. At the top, the FloridaPALM logo is on the left, and a search bar with 'All' and 'Search' is on the right. Below the search bar, a 'Main Transaction' tab is active. The asset details are: Unit 43000, Asset ID 00000000107, OFFICE EQUIPMENT, Tag, and In Service. The 'Main Transaction' section contains several input fields: Transaction Date (03/06/2024), Accounting Date (03/06/2024), Transaction Code, and Rate Type (CRRNT). There is a checkbox for 'Copy Changes to Other Books' and a section for 'Copy to Other Books Options' with three dropdown menus: 'Transfer Other Books by' (Amount), 'Adjust Other Books By' (Amount), and 'Include Convention' (Exclude Convention). Below these fields, an 'Action' dropdown menu is open, showing options like Addition, Adjustment, and Transfer, with 'Transfer' highlighted. A 'GO!' button is highlighted with a red box. Other buttons include 'Save', 'Next in List', 'Notify', 'Update/Display', and 'Include History'. An 'Audit Logs' link is also visible.



IntraUnit Asset Transfers

Change of COA Values

FloridaPALM All Search Advanced Search Last Search Res

Main Transaction Cost Information

Unit 43000 Asset ID 000000000107 OFFICE EQUIPMENT Tag In Service

Change Location

Book Find | View All First 1 of 1 Last

Book Name ACFR ACFR Reporting Book Base Currency USD Convention Actual Month

Cost History

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000		100,000.00	0.00	EQFRN	43000

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

Organization	Fund	Budget Entity	Category	State Program	Project	Contract	OA1	Other Accumu
4321101000	00004	11800000	000133					

Adjust Current Row By USD Apply

Comments (0) Attachments (0)

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



InterUnit Asset Transfers

Change of Ownership

FloridaPALM All Search >> Advanced Search Last Search Results

Main Transaction

Unit 43000 Asset ID 00000000107 OFFICE EQUIPMENT Tag In Service

Main Transaction

Transaction Date 03/06/2024 Copy Changes to Other Books
Accounting Date 03/06/2024 **Copy to Other Books Options**
Transaction Code Transfer Other Books by Amount
Rate Type CRRNT Adjust Other Books By Amount
Include Convention Exclude Convention

Action: InterUnit Transfer Audit Logs

- Select Action --
- Addition
- Adjustment
- Fixed Price Markup
- InterUnit Transfer**
- Recategorize
- Revaluation
- Transfer



InterUnit Asset Transfers

Change of Ownership

Florida PALM All Search > Advanced Search Last Search

Main Transaction Cost Information

Unit 43000 Asset ID 00000000107 OFFICE EQUIPMENT Tag In Service

InterUnit Transfer

Enter New Business Unit Information Find | View All First 1 of 1 Last

New Unit 50100 New Asset ID NEXT InterUnit Transfer Options Use Profile

Profile ID 540300 Trans Code Transfer From/To Books

Book Find | View All First 1 of 1 Last

Book Name ACFR ACFR Reporting Book Base Currency USD Convention Actual Month

Cost History

Edit Cost Information

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	100,000.00	0.00	EQFRN		50100

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

Organization	Fund	Budget Entity	Category	State Program	Project	Contract	OA1	Other Accumula
ORG0000003	00004	11800000	000133					

Comments (0) Attachments (0)

Save Return to Search Notify Update/Display Include History

Main Transaction | Cost Information



InterUnit Asset Transfers

Change of Ownership

The screenshot displays the Florida PALM software interface. At the top, the logo 'Florida PALM' is visible, along with search and navigation options. The main content area shows details for an asset: Unit 43000, Asset ID 000000000107, OFFICE EQUIPMENT, Tag, and In Service. A section titled 'InterUnit Transfer' is active, with a sub-section 'Enter New Business Unit Information'. This section contains input fields for 'New Unit' (50100), 'New Asset ID' (NEXT), 'Profile ID' (540300), and 'Trans Code'. A red box highlights the 'InterUnit Transfer Options' button. A modal dialog box titled 'InterUnit Transfer Options' is open, showing a list of options with checkboxes, all of which are checked. The options include Asset Acquisition Info, Asset Attributes Info, Asset Comments, Asset Lease Info, Asset Insurance Info, Asset Component History, Asset Maintenance Info, Asset Warranty Info, Asset Non Capitalized Cost, Asset License/Register Info, Asset Inspection Info, and Asset Attribute Groups Info. The dialog also includes 'OK' and 'Cancel' buttons. The background interface shows other sections like 'Book', 'Edit Cost Information', and 'Chartfields'.



ASSET LIFE CYCLE

MASS ASSET TRANSFERS



Mass Custodian Transfers

Change of Management Personnel

The screenshot shows the FloridaPALM 'Run Mass Transactions' interface. The main window has a search bar at the top with 'All' and 'Advanced Search' options. Below the search bar, there are tabs for 'Run Mass Transactions', 'Notes', and 'Preview'. The 'Run Mass Transactions' section includes a 'Run Control ID' field with 'PALM_JU', a 'Report Manager' and 'Process Monitor' link, and a 'Run' button. A '*Transaction' field contains 'T_PHY-Physical Asset Changes' and a 'Run in Preview Mode' checkbox is checked. The 'Transaction Date' is set to '10/21/2021'. There are also fields for 'Increment to Next Interface ID' and 'Interface ID' (set to '1').

The 'Mass Transaction' section shows 'T_PHY-Physical Asset Changes'. Below this is the 'Selection Criteria' section, which is highlighted with a red box. It contains four rows of dropdown menus and text input fields: 'Business Unit' (set to '43000'), 'Location Code', 'Asset Identification', and 'Empl ID'. A red arrow points from the 'Empl ID' field to the 'Look Up Value' popup window.

The 'User Entered Values' section is also highlighted with a red box. It contains three rows of dropdown menus and text input fields: 'Business Unit' (set to '43000'), 'Location Code', and 'Empl ID' (set to '000001254'). There is a 'Clear' button below these fields.

The 'Look Up Value' popup window is open, showing a search interface. The 'Search by' dropdown is set to 'Employee ID' and the search criteria is 'begins with'. The 'Look Up' button is highlighted. Below the search bar, there are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The 'Search Results' section shows a table with columns 'Employee ID', 'Name', and 'Last Name'. The table contains 10 rows of data, with the first row being '0000000001 Kapur, Frank KAPUR'. The table is paginated to show 1-300 of 300 results.



Mass Custodian Transfers

Change of Management Personnel

FloridaPALM Assets Search Advanced Search

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

Unit 43000 Asset ID 000000000015 Billing Integration Tag Disposed

Manufacturer Information

Serial ID
Manufacturer ID
Manufacturer Name
Model
Product Version
Plant
VIN
Production Date
Contact
SKU

License Information

Custodian Information Find | View All First 1 of 1 Last

Effective Date 04/12/2022 Effective Sequence 0
Custodian Reyes, Mark This Asset is Offsite
Empl ID 0000000005

Authorization

Status Not Authorized Date
Name

Chartfields

Organization
Fund
Budget Entity
Category
State Program
Project
Contract
Other Accumulator 1
Other Accumulator 2

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



Mass Asset Transfer

Enterprise Executed Transfers

Run Mass Transactions

Run Mass Transactions

Run Control ID TESTMTM Report Manager Process Monitor

*Transaction Run in Preview Mode

> Notes

Transaction Date Accounting Date Auto Approval Status

Increment to Next Interface ID Interface ID

Increment to Next Open Trans Open Trans ID

Mass Transaction | < < < 1 of 1 > > > | View All

IUT - Inter-Unit Transfer

Selection Criteria

From Business Unit =

Asset Identification =

Organization =

User Entered Values

To Business Unit

Convention

Rate Type



Mass Asset Transfer

Enterprise Executed Transfers

Run Mass Transactions

Run Mass Transactions

Run Control ID TESTMTM [Report Manager](#) [Process Monitor](#)

*Transaction TRF - Full Asset Transfer Run in Preview Mode

TRF - Full Asset Transfer

Selection Criteria

Business Unit	=	<input type="text"/>	<input type="button" value="Q"/>
Asset Identification	=	<input type="text"/>	<input type="button" value="Q"/>
Asset Book Name	=	<input type="text"/>	<input type="button" value="Q"/>
Fund	=	<input type="text"/>	<input type="button" value="Q"/>
Organization	=	<input type="text"/>	<input type="button" value="Q"/>
Grant	=	<input type="text"/>	<input type="button" value="Q"/>
OA1	=	<input type="text"/>	<input type="button" value="Q"/>
Budget Entity	=	<input type="text"/>	<input type="button" value="Q"/>
Category	=	<input type="text"/>	<input type="button" value="Q"/>
Project	=	<input type="text"/>	<input type="button" value="Q"/>

User Entered Values

Business Unit	Set equal to	<input type="text"/>	<input type="button" value="Q"/>
Convention	Set equal to	<input type="text"/>	<input type="button" value="Q"/>
Fund Code To	Set equal to	<input type="text"/>	<input type="button" value="Q"/>
Department To	Set equal to	<input type="text"/>	<input type="button" value="Q"/>
Grant	Set equal to	<input type="text"/>	<input type="button" value="Q"/>
Class Field To	Set equal to	<input type="text"/>	<input type="button" value="Q"/>
Budget Reference To	Set equal to	<input type="text"/>	<input type="button" value="Q"/>
Product To	Set equal to	<input type="text"/>	<input type="button" value="Q"/>
Project ID To	Set equal to	<input type="text"/>	<input type="button" value="Q"/>



ASSET LIFE CYCLE

DISPOSAL/RETIREMENT



Asset Disposal

Retire Asset Record

FloridaPALM All Search >> Advanced Search Last Search Results

Disposal Worksheet

Asset Search Criteria

Unit 43000 Book ACFR Parent ID
 Category Profile ID FERC Code
 From Asset ID To Asset ID Group ID
 Tag Number Serial ID Asset Status In Service
 Location Area ID
 From In-Service Date To In-Service Date Include Non Capitalized Assets
 Chartfield Search Criteria

Acquisition Details

Retrieve Next 100 Rows 1 - 100 Of 135 New Search View Ownership Details

Asset Action

Submit for Disposal Disposal Code Retire Date 03/06/2024 Accounting Date 03/06/2024 Adjust Retire Quantity By Adjust Retire Amount By Set All

Search Results Personalize Find First 1-100 of 100 Last

Asset Information Retirement Information Optional Accounting Information Comments and Attachments

Dispose	Asset ID	Description	Capitalized Asset	Parent ID	Asset Type	Tag Number	Category	Serial ID
<input type="checkbox"/>	000000000024	Transfer Test	<input checked="" type="checkbox"/>		Equipment		BDIMP	
<input checked="" type="checkbox"/>	000000000026	Dispose before depreciation2	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input checked="" type="checkbox"/>	000000000029	PROP - FURNITURE/EQUIPMENT - G	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input checked="" type="checkbox"/>	000000000030	PROP - FURNITURE/EQUIPMENT - G	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input type="checkbox"/>	000000000033	Computer Table	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input type="checkbox"/>	000000000035	ALLOCATION TEST	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input type="checkbox"/>	000000000036	PROP - FURNITURE/EQUIPMENT - G	<input checked="" type="checkbox"/>		Equipment		EQFRN	



Asset Disposal

Retire Asset Record

Florida PALM All Search >> Advanced Search Last Search Results

Disposal Worksheet

Asset Search Criteria

Unit 43000 Book ACFR Parent ID
 Category Profile ID FERC Code
 From Asset ID To Asset ID Group ID
 Tag Number Serial ID Asset Status In Service
 Location Area ID Include Non Capitalized Assets
 From In-Service Date To In-Service Date Chartfield Search Criteria

Acquisition Details

Retrieve Next 100 Rows 1 - 100 Of 135 New Search View Ownership Details

Asset Action

Submit for Disposal Disposal Code Retire Date 03/06/2024 Accounting Date 03/06/2024 Adjust Retire Quantity By Adjust Retire Amount By Set All

Search Results Personalize Find First 1-100 of 100 Last

Asset Information Retirement Information Optional Accounting Information **Comments and Attachments**

Dispose	Asset ID	Description	Comments	Attachments
<input type="checkbox"/>	000000000024	Transfer Test	Comments (0)	Attachments (0)
<input checked="" type="checkbox"/>	000000000026	Dispose before depreciation2	Comments (0)	Attachments (0)
<input checked="" type="checkbox"/>	000000000029	PROP - FURNITURE/EQUIPMENT - G	Comments (0)	Attachments (0)
<input checked="" type="checkbox"/>	000000000030	PROP - FURNITURE/EQUIPMENT - G	Comments (0)	Attachments (0)
<input type="checkbox"/>	000000000033	Computer Table	Comments (0)	Attachments (0)
<input type="checkbox"/>	000000000035	ALLOCATION TEST	Comments (0)	Attachments (0)
<input type="checkbox"/>	000000000036	PROP - FURNITURE/EQUIPMENT - G	Comments (0)	Attachments (0)



ASSET LIFE CYCLE

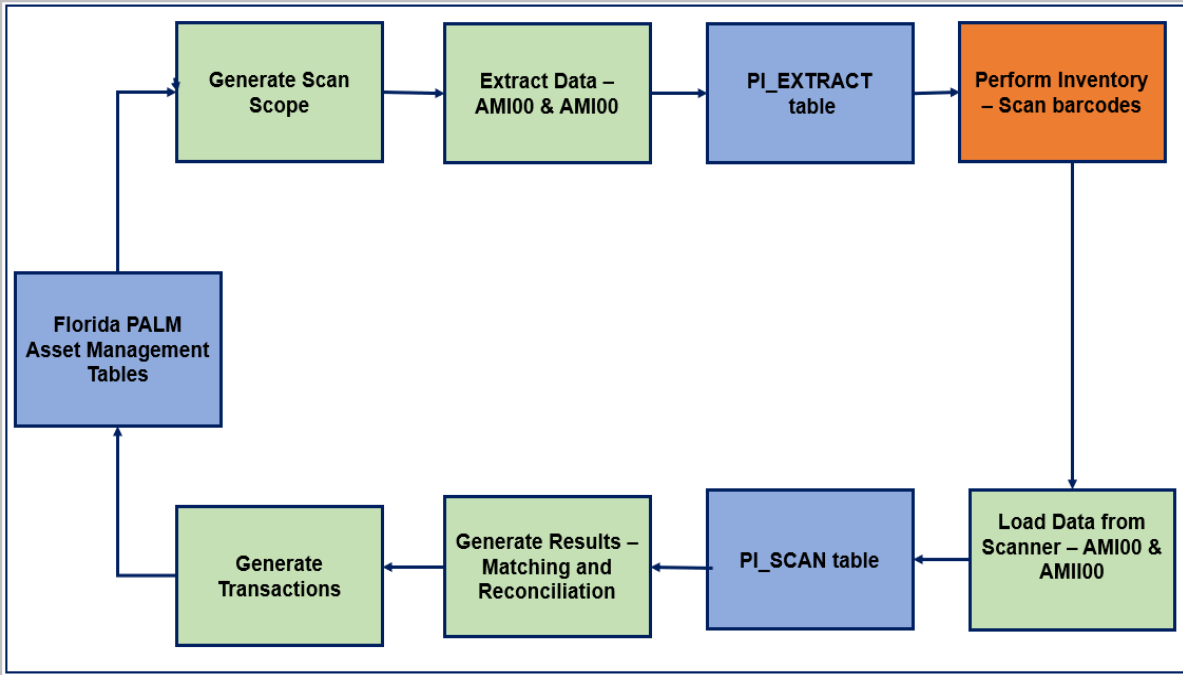
PHYSICAL INVENTORY



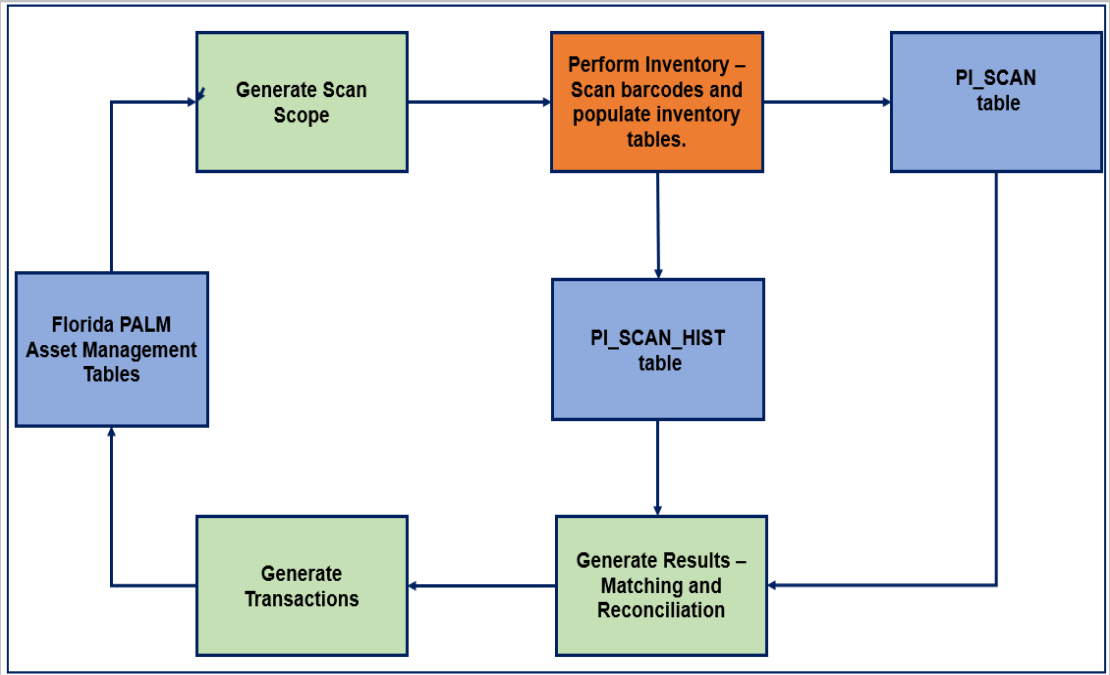
Physical Inventory

Classic vs. Mobile

Classic Physical Inventory



Mobile Physical Inventory



Physical Inventory

Mobile Inventory Example – Define Inventory Occurrence

Physical Inventory Control

Add a New Value

*Physical Inventory ID



Physical Inventory

Mobile Inventory Example – Define Inventory Occurrence

Define Inventory Occurrence

Physical Inventory Parameters

*Business Unit Book Name

*Start Date

*End Date

Last Step 0 Initially Created

Enable Mobile Inventory

Scan Scope

Capital Assets

Non Capital Assets

Operating Lease Assets

Comments

Testing for Segment 3



Physical Inventory

Mobile Inventory Example – Define Inventory Occurrence

Define Inventory Occurrence

Definition **Enter Criteria** Transaction Defaults

Physical Inventory ID SEGMENT3 SEGMENT3

Physical Inventory | | < 1 of 1 > |

Scan Scope Capital Assets

Selection Criteria

Business Unit	=	<input type="text" value="US001"/>	<input type="button" value="Q"/>
Asset Class	=	<input type="text"/>	<input type="button" value="Q"/>
Asset Type	=	<input type="text"/>	<input type="button" value="Q"/>
Asset Subtype	=	<input type="text"/>	<input type="button" value="Q"/>
Asset Category	=	<input type="text"/>	<input type="button" value="Q"/>
Total Cost	=	<input type="text"/>	
Department	=	<input type="text"/>	<input type="button" value="Q"/>
Location Code	In List	<input type="text" value="US005, US006"/>	<input type="button" value="Q"/>
Asset Profile ID	=	<input type="text"/>	<input type="button" value="Q"/>



Physical Inventory

Mobile Inventory Example – Define Inventory Occurrence

Define Inventory Occurrence

Definition Enter Criteria **Transaction Defaults**

Physical Inventory ID SEGMENT3 SEGMENT3

Auto Approval

Approve

Transactions Enabled

Non-Financial Adds Transfers Retirements
 Physical Asset Changes Non Capital Transfer Non Capital Retirement
 Asset Updates Operating Lease Transfer Operating Lease Retirement

Transaction Defaults

*Transaction Date 03/11/2024

*Accounting Date 03/11/2024

Transaction Code

*Transfer convention AM

*User ID DONNIE.DOCTOR

*Interface ID 10000206

*Open Transaction ID 373

Retirement Defaults

*Disposal Code Retirement by Sale

*Retirement Convention FM

*Retire Option Calculate Gain/Loss

Voluntary Conversion

Voluntary Conversion
 Involuntary

Type

Ordinary Retirement
 Extraordinary



Physical Inventory

Mobile Example – Generate Scan Scope

Generate Scan Scope

Generate Scan Scope Generate Results Generate Transactions Delete Data

◀ Previous Next ▶

Generate Scan Scope - Step 1 of 4

Run Control ID SEGMENT3 Report Manager Process Monitor Run

Physical Inventory ID ?

Physical Inventory ID SEGMENT3 SEGMENT3

Last PI Step Executed 0 Initially Created

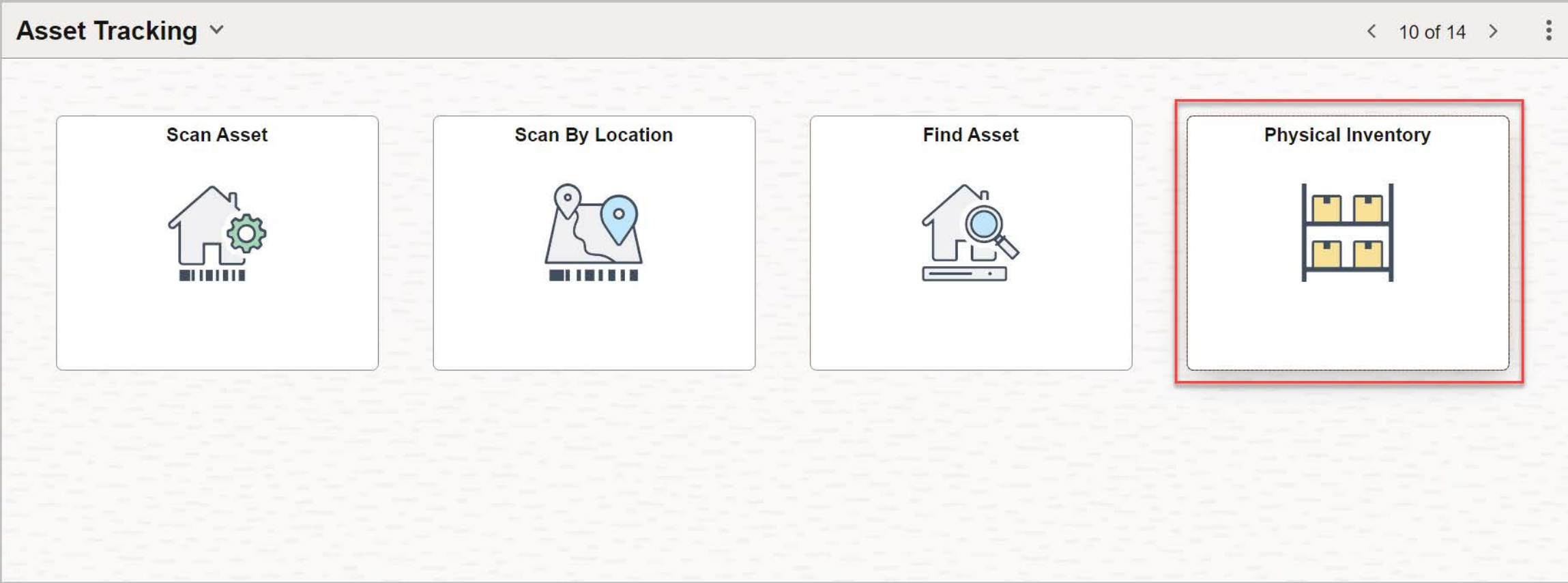
◀ Previous Next ▶

Save Notify Add Up



Physical Inventory

Mobile Example – Perform Inventory



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

PI ID

PI Name SEGMENT3

Business Unit

Scan Location

Scan Area ID

Done



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (0)	Remaining (9)
---------	-------------	---------------

Location

9 rows

ITTAG122
Dell Latitude C400 >
Serial ID CDHLF11
Location US005

ITTAG130
Dell Latitude C400 >
Serial ID F3BC821
Location US005

ITTAG137
Dell Latitude C400 >
Serial ID D4H4D21
Location US005

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Tag



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (0)	Remaining (9)
---------	-------------	---------------

Location

9 rows

ITTAG122
Dell Latitude C400
Serial ID CDHLF11
Location US005

ITTAG130
Dell Latitude C400
Serial ID F3BC821
Location US005

ITTAG137
Dell Latitude C400
Serial ID D4H4D21
Location US005

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID

Duplicate Scan ID Default No

Scan Tag



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (1)	Remaining (8)
---------	-------------	---------------

Location

9 rows

Serial ID CDHLF11 Location US005 Scanned On 03/11/24 8:04:12PM	>	
No Tag Number Dell Latitude C400 Serial ID 4FHLLF11 Location US005	>	
No Tag Number Dell Latitude C400 Serial ID DP9L621 Location US005	>	
No Tag Number Dell Latitude D600 Serial ID 3HLD051 Location US006	>	
ITTAG130 Dell Latitude C400 Serial ID F3BC821 Location US005	>	
ITTAG137 Dell Latitude C400 Serial ID D4H4D21 Location US005	>	
ITTAG144 Dell Latitude C400 Serial ID 6TYZJ11 Location US005	>	
ITTAG158 Dell Latitude C400 Serial ID BXWKF11 Location US005	>	

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Next Tag

Fetch

Unit US001
Asset ID ITZ122
Tag ITTAG122
Serial ID CDHLF11
Description Dell Latitude C400
Asset Status In Service
Location Code US005
Location USA - Florida
Area ID
Area
Mfg Name Dell Computer Corporation
Model Latitude C400
Department ID
Department
Custodian Deptid 42000
Custodian Department Manufacturing Support
Custodian Sherwood,Fred
Empl ID KU0005
IP Alias
IP Address



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (2)	Remaining (7)
---------	-------------	---------------

Location

9 rows

- ITTAG130**
Dell Latitude C400
Serial ID F3BC821
Location US005
Scanned On 03/11/24 6:11:16PM
- ITTAG122
Dell Latitude C400
Serial ID CDHLF11
Location US005
Scanned On 03/11/24 6:04:12PM
- No Tag Number
Dell Latitude C400
Serial ID DP9L521
Location US005
- No Tag Number
Dell Latitude D600
Serial ID 3HLD051
Location US008
- No Tag Number
Dell Latitude C400
Serial ID 4FHLF11
Location US005
- ITTAG137
Dell Latitude C400
Serial ID D4H4D21
Location US005
- ITTAG144
Dell Latitude C400
Serial ID 5TY2J11
Location US005
- ITTAG158
Dell Latitude C400

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Next Tag
Fetch

Unit US001
Asset ID ITZ130
Tag ITTAG130
Serial ID F3BC821
Description Dell Latitude C400
Asset Status In Service
Location Code US005
Location USA - Florida
Area ID
Area
Mfg Name Dell Computer Corporation
Model Latitude C400
Department ID
Department
Custodian Deptid 43000
Custodian Department Research and Development
Custodian Strasmann,Anne
Empl ID KUI007
IP Alias
IP Address
Scan Date 03/11/24 6:11:16PM



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (2)	Remaining (7)
---------	-------------	---------------

Location

9 rows

- ITTAG130**
Dell Latitude C400
Serial ID F3BC821
Location US005
Scanned On 03/11/24 6:11:16PM
- ITTAG122
Dell Latitude C400
Serial ID CDHLF11
Location US005
Scanned On 03/11/24 6:04:12PM
- No Tag Number
Dell Latitude C400
Serial ID DP9L521
Location US005
- No Tag Number
Dell Latitude D600
Serial ID 3HLD051
Location US008
- No Tag Number
Dell Latitude C400
Serial ID 4FHLF11
Location US005
- ITTAG137
Dell Latitude C400
Serial ID D4H4D21
Location US005
- ITTAG144
Dell Latitude C400
Serial ID 5TYZJ11
Location US005
- ITTAG158
Dell Latitude C400

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Next Tag
Fetch

Unit US001
Asset ID ITZ130
Tag ITTAG130
Serial ID F3BC821
Description Dell Latitude C400
Asset Status In Service
Location Code US005
Location USA - Florida
Area ID
Area
Mfg Name Dell Computer Corporation
Model Latitude C400
Department ID
Department
Custodian Deptid 43000
Custodian Department Research and Development
Custodian Strasmann, Anne
Empl ID KUI007
IP Alias
IP Address
Scan Date 03/11/2024 6:11:16PM

Edit



Physical Inventory

Mobile Example – Perform Inventory

Edit Scan Record

Unit US001
Asset ID ITZ130
Retire Asset No
Tag ITTAG130
Serial ID F3BC821
Description Dell Latitude C400
Location Code US005
Area ID
Mfg Name Dell Computer Corporation
Model Latitude C400
Dept ID
Custodian Deptid 43000
Custodian Strasmann,Anne
Empl ID KUI007
IP Alias
IP Address
Scan Date 03/11/2024 6:11:16PM
Scanned By DONNIE.DOCTOR
Comments Asset Tracking Scanning
ITTAG130

Edit Scan Record

Unit US001
Asset ID ITZ130
Retire Asset No
Tag ITTAG130
Serial ID F3BC821
Description Dell Latitude C400
Location Code US005
Area ID
Mfg Name Dell Computer Corporation
Model Latitude C400
Dept ID
Custodian Deptid 43000
Custodian Andreotti,Rita
Empl ID D000000010
IP Alias
IP Address
Scan Date 03/11/2024 6:11:16PM
Scanned By DONNIE.DOCTOR
Comments Asset Tracking Scanning
ITTAG130



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

Duplicate Scan ID Default NO

Scan Next Tag

Fetch

Unit US001
Asset ID ITZ130
Tag ITTAG130
Serial ID F3BC821
Description Dell Latitude C400
Asset Status In Service
Location Code US005
Location USA - Florida
Area ID
Area
Mfg Name Dell Computer Corporation
Model Latitude C400
Department ID
Department
Custodian Deptid 43000
Custodian Department Research and Development
Custodian Andreotti,Rita
Empl ID 000000010
IP Alias

All (9) **Scanned (2)** Remaining (7)

Location

9 rows

ITTAG130
Dell Latitude C400
Serial ID F3BC821
Location US005
Scanned On 03/11/24 6:11:16PM

ITTAG122
Dell Latitude C400
Serial ID CDHLF11
Location US005
Scanned On 03/11/24 6:04:12PM

No Tag Number
Dell Latitude C400
Serial ID DP9L521
Location US005

No Tag Number
Dell Latitude D600
Serial ID 3HLD051
Location US006

No Tag Number
Dell Latitude C400
Serial ID 4FHLF11



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (4)	Remaining (5)
---------	-------------	---------------

Location

6 rows

No Tag Number
Dell Latitude C400
Serial ID DP9L521
Location US005

No Tag Number
Dell Latitude D600
Serial ID 3HLD051
Location US006

No Tag Number
Dell Latitude C400
Serial ID 4FHLLF11
Location US005

ITTAG144
Dell Latitued C400
Serial ID 5TY2J11
Location US005

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Next Tag
Fetch

Unit US001
Asset ID ITZ128
Tag
Serial ID DP9L521
Description Dell Latitude C400
Asset Status In Service
Location Code US005
Location USA - Florida

Select a Physical Inventory

Find Asset

New Asset

Notify



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

Search Criteria
Unit
Asset ID
Tag
Serial ID
Mfg Name
Model

Search Results
1 row

No Tag Number
Dell Latitude C400
Asset ID ITZ128
Serial ID DP9L521
Mfg Name Dell Computer Corporation
Model Latitude C400

Confirm To PI ID SEGMENT3
PI Name SEGMENT3
Unit US001
Asset ID ITZ128
Tag
Serial ID DP9L521
Description Dell Latitude C400
Asset Status In Service
Location Code US005
Location USA - Florida
Area ID
Area
Mfg Name Dell Computer Corporation
Model Latitude C400
Dept ID
Department
Custodian Deptid 41000
Custodian Department Engineering
Custodian Schumacher,Kenneth



Physical Inventory

Mobile Example – Perform Inventory

Description	Dell Latitude C400
Asset Status	In Service
Location Code	US005
Location	USA - Florida
Area ID	
Area	
Mfg Name	Dell Computer Corporation
Model	Latitude C400
Department ID	
Department	
Custodian Deptid	41000
Custodian Department	Engineering
Custodian	Schumacher, Kenneth
Empl ID	KU0042
IP Alias	
IP Address	
Scan Date	03/11/2024 9:29:37PM
Scanned By Emplid	DONNIE.DOCTOR
Scanned By	
Scan Type	Manual
Comments	



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (9)	Remaining (0)
---------	-------------	---------------

Location

9 rows

No Tag Number
Dell Latitude D600
Serial ID 3HLD051
Location US006
✓ Scanned On 03/11/24 9:42:56PM

No Tag Number
Dell Latitude C400
Serial ID 4FHLF11
Location US005
✓ Scanned On 03/11/24 9:42:05PM

ITTAG169
Dell Latitude C400
Serial ID 3M24221
Location US005
✓ Scanned On 03/11/24 9:33:26PM

ITTAG158
Dell Latitude C400

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Tag
Fetch



Physical Inventory

Mobile Example – Perform Inventory

Generate Results

Generate Scan Scope **Generate Results** Generate Transactions Delete Data

◀ Previous Next ▶

Generate Results - Step 2 of 4

Run Control ID SEGMENT3 Report Manager Process Monitor Run

Physical Inventory ID ⓘ

Physical Inventory ID SEGMENT3 SEGMENT3

Last PI Step Executed 1 Generate Scan Scope Executed

Generate Results ⓘ

Generate Results will allow you to match that data to the current PS/AM data to help your reconciliation process.



Physical Inventory

Mobile Example – Generate Inventory

Inventory Results							
▾ Search Results 9 rows - Physical Inventory ID "SEGMENT3"							
					1-9 of 9 ▾		View All
Physical Inventory ID	PI Line Number	Asset Identification	PI Match Status	Manual Review Required	Result In Error	Multiple Department Error	
SEGMENT3	884	ITZ122	Inventory	N	N	N	>
SEGMENT3	885	ITZ130	Inventory	N	N	N	>
SEGMENT3	886	ITZ137	Inventory	N	N	N	>
SEGMENT3	887	ITZ128	Inventory	Y	N	N	>
SEGMENT3	888	ITZ144	Inventory	N	N	N	>
SEGMENT3	889	ITZ158	Inventory	N	N	N	>
SEGMENT3	890	ITZ169	Inventory	N	N	N	>
SEGMENT3	891	ITZ154	Inventory	Y	N	N	>
SEGMENT3	892	ITZ148	Inventory	Y	N	N	>



Physical Inventory

Mobile Example – Generate Inventory Results

Review Matching Results

Results Details

Physical Inventory ID SEGMENT3 SEGMENT3

Asset Match Results

Asset ID

PI Match Status

Scanned By

- Accelerated Depr
- All (I,O,U)
- Discard
- Initial Depr
- Inventory**
- None
- Over
- Retire
- Special Depr
- Under

Alerts

Manual Review Required

Result In Error

Multiple Department Error

Results Notification

Description

User ID

PI Results Error Msg Description

Department Error Msg Description



Physical Inventory

Mobile Example – Generate Inventory Results

Review Matching Results

Results Details

Physical Inventory ID SEGMENT3 SEGMENT3
Asset ID ITZ130

Resulted Data

	Scanned Values	Original Values
Tag Number	ITTAG130	ITTAG130
Serial ID	F3BC821	F3BC821
Manufacturer	Dell Computer Corporation	Dell Computer Corporation
Model	Latitude C400	Latitude C400
Location	US007	US005
Area ID		
Department		
Custodian	Andreotti,Rita	Strasmann,Anne
Empl ID	0000000010	KUI007
Description	Dell Latitude C400	Dell Latitude C400
Custodian Department	43000	43000
IP Address		
IP Alias		



Physical Inventory

Mobile Example – Generate Transactions

Generate Transactions

Generate Scan Scope Generate Results **Generate Transactions** Delete Data

◀ Previous Next ▶

Generate Transactions - Step 3 of 4

Run Control ID SEGMENT3 Report Manager Process Monitor Run

Physical Inventory ID ⓘ

Physical Inventory ID SEGMENT3 SEGMENT3

Last PI Step Executed 2 PI Results Generated

Generate Transactions ⓘ

Generate Transactions will create corresponding PI Interface entries being processed by AMIF1000.

Physical Inventory

Mobile Example – Generate Transactions

Review Transactions [New Window](#)

Find an Existing Value

> Search Criteria

∨ Search Results

9 rows - Interface ID "10000206" Business Unit "US001" +3 more

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
10000206	0	US001	ITZ122	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ128	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ130	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ137	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ144	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ148	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)



GOVERNMENTAL FUND ALLOCATION

PURCHASING FUND TO OWNERSHIP FUND



Allocation Criteria

- ▶ Governmental Fund Cannot own assets

GAAFR Fund	Long Title
	Governmental Funds
10	General Fund
20	Special Revenue Fund
30	Capital Projects Fund
40	Debt Service Fund
72	Permanent Fund

- ▶ Must be accounted for in an ownership fund (GF = 80)



Allocation Criteria

- ▶ Governmental Fund cannot own assets
- ▶ Governmental Fund must have a corresponding Ownership Fund that records fixed asset purchases associated with a Governmental Fund
- ▶ Allocation process is a mechanism used to reclassify Governmental Fund purchase of fixed assets to a related Ownership Fund
- ▶ There can be one or multiple Governmental Fund(s) associated with an Ownership Fund
- ▶ A Governmental Fund cannot be associated with more than one Ownership Fund
- ▶ The Florida PALM allocation process will take place in the General Ledger (GL) module



Accounting for Governmental Fund Assets

Create Reclassified Entries in GL

- ▶ Develop a GL Allocation to reclassify entries from Governmental Fund to Ownership Fund based on AM accounting entries after they have been journal generated and posted to the GL

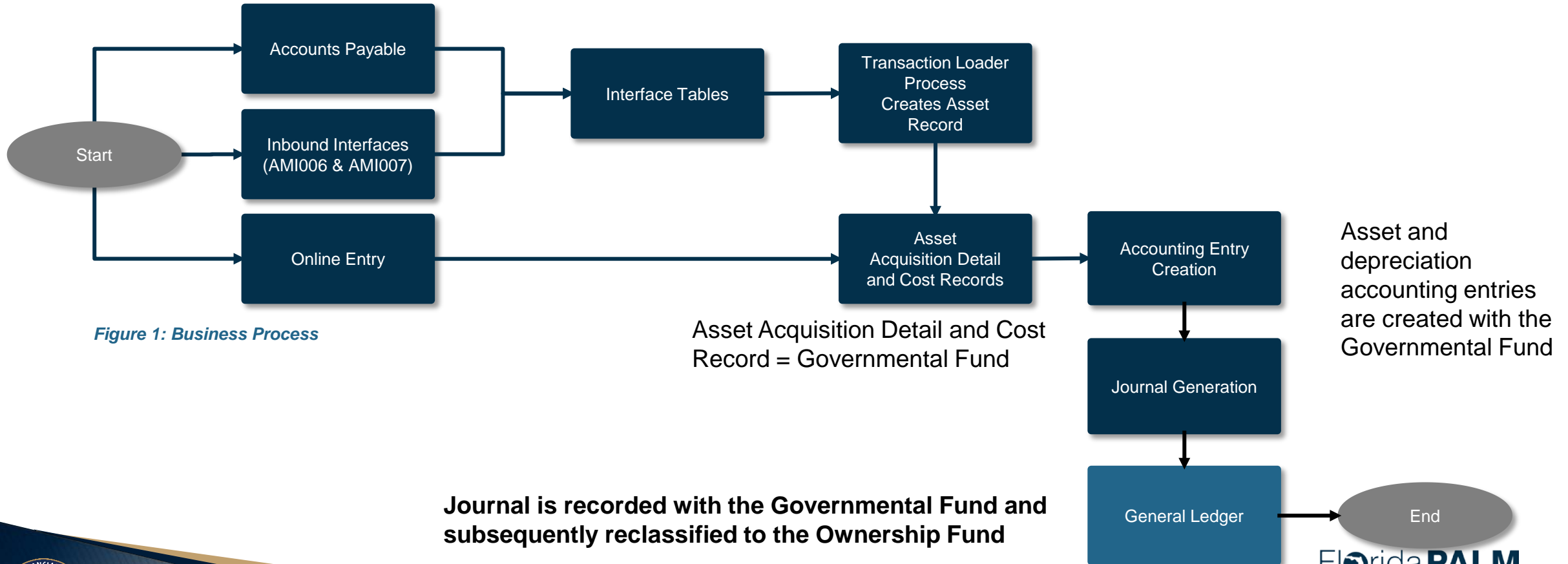


Figure 1: Business Process



ORGANIZATION SECURITY

DATA ACCESS BASED ON ORG



Organization Security

Data Access

- ▶ Organization (Org) Security is defined within the Business Unit (BU)
- ▶ User ID must be configured to at least one Org
- ▶ User ID can be assigned to multiple Orgs
- ▶ User can only access data from assigned Org(s)
- ▶ User activities within an Org are controlled by Role Security



INTERFACES

REVIEW



Interfaces

AMI010 and AMI003

- ▶ AMI010 - Inbound Asset Physical Inventory Scanner File
- ▶ AMI003 – Outbound Asset Extract



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