



**State of Florida  
Project Aspire**

**Interface Operations Guide (IOG) –  
ADML 0814: Inbound Physical  
Inventory Flat File**

**Version 3**

## Introduction

### ***Document Purpose and Organization***

The Interface Operations Guide (IOG) contains the interface specific information required for State of Florida Agencies to integrate with the Aspire system.

Each interface will contain a separate IOG with specific information. The IOG information will include the ADML number, description, file name(s), examples of load reports, frequency, run schedule, error conditions, etc. Additionally, the IOG will contain the file layout for the interface.

General interface information, including interface standards and updates can be found on the Project Aspire website, [http://aspire.dfs.state.fl.us/Technical\\_Corner/](http://aspire.dfs.state.fl.us/Technical_Corner/)

## Inbound Physical Inventory Flat File

<b>Interface ADML Number</b>	ADML 0814
<b>Inbound/Outbound</b>	Inbound
<b>Interface Title</b>	Inbound Physical Inventory Flat File
<b>Interface Description</b>	Inbound physical inventory flat file from agencies to aspire
<b>Version</b>	Version 3
<b>Aspire Point of Contact</b>	Aspire_Inbox@dfs.state.fl.us
<b>Appropriate Usage</b>	Used to upload Physical Inventory data from agencies.
<b>Source System/ Organization</b>	Agency Business Systems / Agencies
<b>Destination System/ Organization</b>	Aspire / DFS
<b>Business Process Area</b>	Asset Management.
<b>Frequency</b>	Annually or as needed
<b>Run Schedule</b>	As needed.
<b>File Name(s)</b>	<Instance>.< I0814XXX >.<GLBU>.<DEPTID>.<YYMMDDHHmmss>
<b>Interface Load Report(s)</b>	N/A
<b>Report Manager Folder</b>	Inbound Physical Inventory Fla
<b>Navigation Path</b>	Asset Management > Physical Inventory > Load/Match/Reconcile PI Info
<b>Other Reference Documents</b>	<a href="http://aspire.dfs.state.fl.us/Technical_Corner/docs/Agency_Interface_Processing_Standards_Load_Error.pdf">http://aspire.dfs.state.fl.us/Technical_Corner/docs/Agency_Interface_Processing_Standards_Load_Error.pdf</a>

**ADML 0814 Field Standards**  
**Alphanumeric (CHAR), Numeric (NUM), Date, and Time Fields**

<b>Data Type</b>	<b>Field Positioning</b>	<b>Field Padding</b>	<b>Example</b>
CHAR/n	Left Justified	Space filled on right	A1B3...

**Record Layout**

(Data Type: CHAR – Alphanumeric; NUM/NBR – Numeric; SIGN – Signed Numeric; DATE – Date; DTIME – Date & Time)

**Inbound Fixed Length (Target Table: PL\_SCAN)**

	Field Name	Field Value Type	Field Description	Format, Type & Length	Start	End	Required / Optional	Valid Values	Processing Rules	Avail for Agency Use Y/N	Additional Information
1	(FILLER) TAG_NUMBER	N/A	Tag Number: The physical property decal number assigned/affixed to an asset	CHAR/12	1	12	Optional		Enter physical property's Tag Number	N	
2	SERIAL_ID	E	Serial Identification: The serial number of the asset	CHAR/20	13	32	Optional		Fill with spaces if not provide a value.	N	
3	ASSET_ID	E	Asset Identification: The ASPIRE identification number assigned to the asset when it is added to the property records	CHAR/12	33	44	Required	Valid values are stored in the ASSET Table	Enter an Asset ID.	N	

	Field Name	Field Value Type	Field Description	Format, Type & Length	Start	End	Required / Optional	Valid Values	Processing Rules	Avail for Agency Use Y/N	Additional Information
4	FILLER (MATCH_STATUS)	B	FILLER	CHAR/1	45	45	N/A		Fill with spaces	N	The PI (Physical Inventory) match status field displays an asset's physical inventory status when results are generated and matching is performed
5	REVIEW_SW	E	This indicator is selected if the scanner operator requested a special review for this asset.	CHAR/1	46	46	Optional	Valid values are Y = Yes and N = No. The default value is N.	Fill with a space if not provide a value. If provide, enter 'Y' or 'N'	N	

	Field Name	Field Value Type	Field Description	Format, Type & Length	Start	End	Required / Optional	Valid Values	Processing Rules	Avail for Agency Use Y/N	Additional Information
6	DEPTID	G	Department: ASPIRE titled "ORG" represents a group of people doing the same kind of work and/or working for the same manager.	CHAR/10	47	56	Required	Valid values are stored in the DEPT_TBL	Enter Agency's Org code. Must be a valid value for the SetID	N	ORG values will be established for the lowest level within an organization that budget and other financial entries are tracked. <b>The display length is 7. The real field length is 10.</b>
7	MODEL	E	Model: The specific manufacturer model of the asset	CHAR/30	57	86	Optional		Fill with spaces if not provide a value	N	

	Field Name	Field Value Type	Field Description	Format, Type & Length	Start	End	Required / Optional	Valid Values	Processing Rules	Avail for Agency Use Y/N	Additional Information
8	LOCATION	G	Location Code: The location of the asset	CHAR/10	87	96	Required	Valid values are stored in the LOCATION_TBL	Enter property's location. Must be a valid value for the SetID	N	
9	DESCR	E	Description: The description of the asset	CHAR/30	97	126	Optional		Fill with spaces if not provide a value	N	
10	CUSTODIAN	E	Custodian: the name of the property custodian	CHAR/30	127	156	Optional	Valid values are stored in the ASSET_CUST_VW	If provide, must be a valid value for the SetID. Otherwise fill with spaces.	N	

	Field Name	Field Value Type	Field Description	Format, Type & Length	Start	End	Required / Optional	Valid Values	Processing Rules	Avail for Agency Use Y/N	Additional Information
11	EMPLID	F	Employee Identification: The employee identification number for the custodian of the asset	CHAR/11	157	167	Optional	Valid values are stored in the EMPLOYMENT table	If provide, must be a valid value for the SetID. Otherwise fill with spaces.	N	A unique identification code for an individual associated with your organization. This is the employee ID for the custodian
12	HAND_HELD_OPERATOR	E	Scanned by: Identifier for the individual that scanned/completed the property inventory	CHAR/30	168	197	Required		Enter the name of the person scanning or completing the property inventory	N	
13	MANUFACTURER	E	Manufacturer Name: The manufacturer of the asset	CHAR/30	198	227	Optional		Fill with spaces if not provide a value	N	

	Field Name	Field Value Type	Field Description	Format, Type & Length	Start	End	Required / Optional	Valid Values	Processing Rules	Avail for Agency Use Y/N	Additional Information
14	FILLER (HDWR_SOFTWR_SW)	N/A	FILLER	CHAR/1	228	228	N/A		Fill with a space	N	
15	FILLER (IP_ADDRESS)	N/A	FILLER	CHAR/15	229	243	N/A		Fill with spaces	N	
16	FILLER (IP_ALIAS)	N/A	FILLER	CHAR/35	244	278	N/A		Fill with spaces	N	
17	FILLER (SOFTWARE_VERSION)	N/A	FILLER	CHAR/10	279	288	N/A		Fill with spaces	N	
18	FILLER (IT_ASSET_ID)	N/A	FILLER	CHAR/10	289	298	N/A		Fill with spaces	N	

	Field Name	Field Value Type	Field Description	Format, Type & Length	Start	End	Required / Optional	Valid Values	Processing Rules	Avail for Agency Use Y/N	Additional Information
19	SCAN_BUSINESS_UNIT	F	Scanned Business Unit: The Asset Management business unit under which the asset is recorded	CHAR/5	299	303	Required	Valid values are stored in the AM Business Unit Table BUS_UNIT_TBL_AM	Must be a valid value for the SetID	N	Examples of Asset Management Business Units include: 37000 DEP 43000 DFS  52000 DCA  60000 DCF  64000 DOH  70000 DOC

## Miscellaneous Processing Notes

- The interface is used to load inventoried data. The interface will determine if an item already exists in the system, is a new item that is not currently in the system (Overs), or if there were items in the system that were not inventoried (Unders).
- The PI ID is used to indicate the Start Date, End Date, Transaction Date and Accounting Date. The individual dates are not on the file, but are setup when the PI ID is created. Therefore by relating the data to a PI ID you have the association with the dates that were entered when the PI ID was created. Navigation: Asset Management > Physical Inventory > Define Inventory Occurrence. The PI ID is then used in establishing the Inventory Schedule. Navigation: Asset management > Physical Inventory > Create Schedules.
- There is a drop down list box on the Load/Match/ Reconcile PI Info page that will allow the user to select the type of file that is being loaded.
- Short instructions for the process:
  1. Navigate to Asset Management >> Physical Inventory >> Load/Match/reconcile PI Info.
  2. Select the PI ID.
  3. Specify the file path and file name for the flat file to be loaded.
  4. Select the format of the file to be uploaded into ASPIRE (click drop-down box in the Export/Import box and select either 'Scanner File' (fixed field format) or 'CSV File'.
  5. Click 'Load Scan File' button and click the Run button to load and process the flat file.
  6. Repeat the process to load flat files from different agencies.

**Errors**

Error No.	Error Conditions	Code Execution
1	N/A	N/A

**Interface Load Report(s):**

There are 5 delivered reports. The user may run the reports for Physical Inventory to determine the differences between the loaded data and the data that was previously in Aspire. Navigation: Asset Management > Physical Inventory > Run Physical Inventory Reports. The reports are PI – Extract, PI – Scan Data, PI Results –Inventoried, PI Results – Unders, and PI Results – Overs.

## Revision History

Revision Schedule			
Number	Date	Designer	Comments
1	3/21/2006	Raj Poluru	Original Presentment.
2	5/01/2006	Raj Poluru	Updated with New Format.
4	8/14/2006	Raj Poluru	Update the IOG per Remediation Information Exchange (RIX) Meeting Standards.  a) Added field Standards Table with Data Type, Field Positioning, Field Padding and Example Columns.  b) Added Field Value Type and Serial Number Columns to the record layout.  c) Added Other Reference Documents row to page 3.