**Meeting Date:** 11/3/2022 10:30 AM

**Notes**

DOT has a system that tracks property updates.

Replaced the paper form

Transfer or update

Do a lot of data validation against the title file or AD file

Current use fund in property get updated

Tracking who property is assigned to uses active directory so as people leave they can be assigned.

Have systems that help

Validate through the inventory process as well.

DOR has yearly inventory using RAMS inhouse system, transfers, surplus, additions

Uses approval workflow

Validates information against the FLAIR title file

Counts down the number of items left to inventory

DOH mentioned that most agencies have property systems

Electronic form system

Does not validate FLAIR information

The annual inventory is used as the validation itself.

Nightly file from FLAIR to validate transfers

DCF has an inhouse system - State Automated tracking system

Put in DO, received date and property type

Do file import/export at end of the day

Inventory run through FLAIR and then reconcile to SATS.

Some items not in FLAIR have to be inventoried separately.

Use SATS to transfer items

DCF does the surplus or transfers

Still have some things to clean up before we went into PALM

DOR does inventory September through February

DOH tries by Dec 31, but usually has extensions

DCF tries to finish by March

FWC has so many transfers daily.

Recommendation for cut off date for conversion data.

DOH would prefer that an upload and convert process would be best. The cleanest it is going to be will directly after inventory, but not in June

DOH would like to not have all agencies go live at once.

FLAIR has inherent problems where the data is not valid from the start

There are certain fields on the property MF that are not populated from the transactions

FLAIR PM record caries the purchasing fund but nor the 29-digit account code

Not enough data stored on record

Need to be able to tie records to the original disbursement funds

Object/GL being combined

Location codes

Will they be uniform and how many characters will there be?

FDC has so many institutions and annexes that location code is for the property/building, etc.

Right now we have 16 characters and have heard it will be 10?

FDC uses the room, what it is in the description

Additional room number in description

DOR starts all location with county number and then building,

DOH uses building and address

There was an agency that drilled into floor number

DCF uses county, building, floor and room

Latitude may go into description. For car, year, model and color.

FWC uses the tag number for vehicles as the property tag number

DCF and DOR use the property unique to record the tag number

Will property numbers by a standard length and will they be alpha numeric

All location codes are managed by the Property office

FDC reaches out to the institution and requires the acquisition form. They require them to tell the building number

Last three digits will be the building number

DOH uses a drop down list of addresses to help distinguish location code.

DCF has property custodians in each region and they have FLAIR access, but limited

Custodians for DOH have access to asset management system but not FLAIR.

Assigned in that system but not in FLAIR.

DOR does that the same way

DCF has multiple custodians in FLAIR and they have access to PP

DCF runs a report every morning to see what was cleared and what was deleted.

Sends out guidance at the beginning of each fiscal year.

Requires documentation for all deletions

Custodians cannot do corrections in FLAIR

DCF main custodian does all corrections, transfers and surplus. She has both FA and FC

Auditors have sited a finding for having both.

DOH has greatly reduced the access to FLAIR

DOH is waiting to see what the workflow in FLP will be in order to determine who and how many will have roles.

FDC only has Central office custodians

FDC primary custodian has both FA and FC and he has two other people. One has FA and one has FC.

Primary custodian and another resource go over the pending.

They confirm that things can be deleted or not.

FDC communicates with budget as to the allocation.

They try to anticipate the threshold at the beginning

They use a dummy number to track until completion

Once completed they capitalize

Use the CWIP GLs,

Has an OCA for that project

Validate the numbers with budget. May need TR16 adjustment at the end

DOT infrastructure is automatically deleted from PP by object code

Everything has a Project number.

At end of year they go in and adjust the WIP based on program using a TR16 for the lump sum of all WIP

FLAIR data does not have enough information to comply with GASB 34

Straight line depreciation will be sufficient

DOH has WIP but it is a bone of contention

They do not track until it is complete

DCF also learns about it at the end when it is complete

Many of the items are expense and not FCO. They try to get them to use the BPIN of all ZZZZZ but they forget.

Budget and facility services will track any additional expense items that must be included.

FDC has infrastructure too.

FDC does depreciate infrastructure

FDC tracks property to contract or grant level if F&A adds to the payment

FWC has some that add with C/G but they don’t do anything with it.

FWC went through descriptions to see if they could decipher and clean up

Hard to know what to clean up if we don’t know what they are going to want

FDC has building that are furniture and equipment. Has old items that need to be taken off.

Clean records since standardizing in 2015

FDC thinks that once we know we will be able to get it done.

Sounds like data is clean as it can be.

FDC uses the strategic asset scanner and does a lot of clean up based on the scanning. They can update the condition and location code.

2 teams that get the file and validate it as well.

DOR has an internal scanning system

DOH, FDC and FWC use strategic

Flexibility with attractive items

DOH, DOR track attractive items in FLAIR

DCF tracks computers in FLAIR but some old furniture is tracked outside of FLAIR

DFS has conflicting definitions of building from a Financial reporting perspective but for insurance purposes we may have to classify as buildings

So for that , we may need to be able

Origami for insurance, FLAIR and Solaris

Agreement with definitions would be helpful.

If all buildings are on inventory, then annual verification in Solaris would be easier.

Solaris has some exclusion for the interstate system, but they are in FLAIR. There are built in differences

FDC is separate from risk management

FDC does not put buildings under $100K in FLAIR because they were told Risk Management tracks

If over $5K they add as F&E

Do not add portable buildings at all if under $5K

Additional meetings will helpful once we know more.

Property manual needs some updates

**Take Aways**

Recommendation for cut-off period before conversion with option to upload changes

Cleanest conversion will be right after inventory

There are discrepancies between what is a building for financial reporting and for insurance through Origami and through Solaris.