

**Property - Ancillary Charges Job Aid**  
**Last Update: 10/29/2024**

**Overview**

This job aid is to help agencies understand how to input ancillary charges in FLAIR.

Ancillary charges are costs associated with acquiring an asset and preparing the asset for its intended use. These charges are in addition to the cost of the asset. Examples of ancillary charges can include freight, transportation, site preparation cost, or even professional fees. The total value of a capital asset should include all ancillary charges necessary to account for the total cost of the asset.

**How to enter your ancillary charges in FLAIR**

The Beginning Property Item Number (BPIN) identifies a property or asset item. The BPIN number assigned to the property/asset item must be agency unique within the Operating Level Organization (OLO).

The accounting staff can record purchases or sales of an asset using disbursement or revenue transactions with specific GL codes, object codes, and/or BPIN information which will notify the FLAIR Property Asset Management sub-system that an asset transaction is being processed. Disbursement transactions may be input into FLAIR, MyFloridaMarketPlace (MFMP), or PCard Works.

There are a couple ways to trigger a transaction as a property or asset item in FLAIR. One is the usage of object code of 5\*\*\*\*\* in a transaction. The second way is if the object code begins with something other than 5\*\*\*\*\*, and accounting enters the BPIN or all Zs in the BPIN field.

When an object code in the 5\*\*\*\*\* series or the BPIN is populated on the transaction, even all Zs if the property ID is not known, the transaction is placed on the Property Pending file.

- The Property Custodian should review the transaction on the Property Pending File and determine if the Property Pending File should be updated, accounting for the ancillary charge.
- After the appropriate action has been taken on the Property Pending file, the property-asset will update during nightly processing and move to the Property Master File

**Property BPIN Criteria**

<b>BPIN</b>	<b>Beginning Property Item Number</b>	First two characters are alphanumeric; the last six are numeric or equal to <b>ZZZZZZ</b> . (8A/N)
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**Example:**

An agency buys a new air handling unit, and the item purchased meets the criteria and threshold and must be recorded as a capital asset. The vendor charges freight shipping fees which are considered an ancillary charge. The object code for freight is 210001 (this object code does not trigger purchases to be added to the Property Pending File). However, if the agency adds all Zs to the BPIN field, the charge will be added to the Property Pending File.

### How to enter your ancillary charges through PCard “Works”

When a transaction is input into PCard Works, the individual inputting the entry can split the transaction; the ancillary charges can be placed on a separate line with appropriate category and object code by using the ‘divide’ action. The divide action enables the Account Holder and Accountant to split a transaction and assign different category and object code values. When the transaction is split, the BPIN for the property/asset item/BPIN can be added to the ‘Other-Doc’ section before the transaction is completed, allowing for tracking of the ancillary items. Reports can then be generated from Works based on specific GLs, categories, and/or object codes, and a reconciliation process can be established for the ancillary charges.

### Important:

For both governmental and proprietary fund accounting, the BPIN is the key to recording a cash receipt for the sale of a property item. If a BPIN is not included in the transaction when recording the cash receipt, the FLAIR Property Subsystem *does not* recognize it as a property item, resulting in only a partial update of the GL and no update of the Property Master File.

### Resources:

[FLAIR Procedures Manual/Asset Management Manual Chapter 500](#)

### Still have questions?

Contact [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com).