

### **AMC001 – Asset and Property**

AMC001 converts active asset records, including Attractive Item records, from FLAIR Information Warehouse Property Master (PROPMSTR) and Property Custodian information (PROPCSTO) tables to Florida PALM. The conversion of asset records is required to continue the business process of maintaining asset records over an asset's life cycle including maintenance, depreciation, transfers, dispositions and physical inventory.

Review the Mock Conversion 2 results for AMC001, which includes data as of March 3, 2025. Validate the active assets listed and resolve errors by updating records in FLAIR. The most common errors and the recommended action to resolve errors are provided in the table below. If you do not need the asset converted into Florida PALM, you can simply inactivate the record in FLAIR.

**NOTE:** *In future Mock conversions, if the asset record does not have a valid project, grant or contract, the asset record will still be loaded; however, the respective field will be blank.*

Table 1: AMC001 Common Errors and Recommended Action

Common Error Messages in Error File	Recommended Action in FLAIR
Required field ASSET_TYPE is missing	Add Property Class Code
Required field PROFILE_ID is missing	Add Property Class Code
Required field COST is missing	Add Property Acquisition Amount
Required field CATEGORY (Asset Category) is missing	Add Property Class Code
Required field FUND_CODE is missing	<p>Review the asset and determine if the asset is a capital asset.</p> <p>If the asset is a capital asset, then review the entire FLAIR 29-digit Account Code for valid values and update as needed.</p> <p>OR</p> <p>If not a capital asset, then update the asset to non-depreciable.</p>
Required field BUDGET_REF (Budget Entity) is missing	<p>Review the asset and determine if the asset is a capital asset.</p> <p>If the asset is a capital asset, then review the entire FLAIR 29-digit Account Code for valid values and update as needed.</p> <p>OR</p> <p>If not a capital asset, then update the asset to non-depreciable.</p>
Required field ACTIVITY_ID is missing	Option 1: Add/modify to include an active Project ID. Once an active Project ID exists on the asset record, the field will be included in conversion.

Common Error Messages in Error File	Recommended Action in FLAIR
	Option 2: None – The Project will implement a fix for this in future conversions to convert the asset record and default the field to blank.
Required field COST is missing	Determine if the asset is a capitalized asset:  If yes, add cost.  OR  If no, update to a non-depreciable asset.
Cannot process financial record as it contains error data at Physical A/Supplemental records	Agencies should correct all existing financial record errors (e.g. ChartField, cost), then this error will be resolved.
Cannot process Physical A record as financial record contains error data	Agencies should correct all the existing physical record errors (e.g., acquisition date, asset profile, asset category) then this error will be resolved.
ChartField Error PROGRAM_CODE (Grant)	Option 1: Add/modify to include an active Grant ID. Once an active Grant ID exists on the asset record, the field will be included in conversion.  Option 2: No action – The Project will implement a change for this in future conversions to convert the asset record, defaulting the Grant field to blank.
ChartField Error CHARTFIELD2 (State Program)	Determine if the asset is a capitalized asset.  If yes, confirm the value is valid in Florida PALM by reviewing the Crosswalk Value Report (GLR121) available in Florida PALM production to determine the FLAIR 29-digit Account Code is mapped to Florida PALM values.  OR  If no, update to a non-depreciable asset.
ChartField Error DEPT ID (Organization)	Determine if the FLAIR Organization code is active in FLAIR. Review your <Agency> <i>Conversion Mapping - Organization</i> worksheet in Smartsheet and confirm the FLAIR Organization Code has been mapped to a valid Florida PALM Organization value. Update the mapping as needed.

Common Error Messages in Error File	Recommended Action in FLAIR
	<i>*&lt;Agency&gt; Conversion Mapping worksheets will be open for editing beginning 5/19/2025 for RW task 659 - Update Conversion Field Mapping</i>
ChartField Error PRODUCT (Category)	<p>Option 1: If there is a low volume of errors, agencies can fully depreciate the asset, dispose, and then re-add with the correct Category.</p> <p>Option 2: No action – The Project will implement a fix in future conversions to default the category to 060000. Then you can reclassify the Category in Florida PALM after conversion.</p>
ChartField Error PROJECT ID (Project)	<p>Option 1: Add/modify to include an active Project ID. Once an active Project ID exists on the encumbrance record the field will be included in conversion.</p> <p>Option 2: No action – The Project will implement a change for this in future conversions to convert the asset record, defaulting this field to blank.</p>
Combo error for fields BUDGET_REF (Budget Entity)/ CHARTFIELD2 (State Program)	Add/Modify the asset record to include an active Budget Entity or State Program. Review the <a href="#">Statewide COA Configuration Workbook</a> to ensure that the State Program/Budget Entity combination is valid.
Combo error for fields FUND_CODE/ BUDGET_REF/ PRODUCT	<p>Add/Modify asset record to include active Fund/Budget Entity/Product.</p> <p>Or</p> <p>If an active Budget Entity exists, then confirm the FLAIR 29-digit Account Code is mapped to Florida PALM values on the Crosswalk Value Report (GLR121).</p>
Combo error for fields PRODUCT (Category)/ PROJECT ID	<p>Option 1: Add/Modify asset record to include an active Category and Project ID.</p> <p>Or</p> <p>If an active Budget Entity exists, then confirm the FLAIR 29-digit Account Code is mapped to Florida PALM values on the Crosswalk Value Report (GLR121).</p>

Common Error Messages in Error File	Recommended Action in FLAIR
	Option 2: No action – The Project will implement a change for this in future conversions to convert the asset record, defaulting this field to blank.

Agencies can direct all data clean up questions to [DFSFinancialEd@MyFloridaCFO.com](mailto:DFSFinancialEd@MyFloridaCFO.com) to reach the FLAIR data cleanup team.