

## AMC001 – Asset and Property

**Update as of Dry Run 2:** Duplicate serial number error files will no longer be provided since the Project has implemented a change to allow for the records to convert without erroring. Additionally, a new asset conversion mapping worksheet has been published for agencies to provide updated information for assets that have errored or were defaulted during the conversion.

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. The Dry Run 2 results for AMC001 includes agency data as of June 30, 2026.

### Additional Information:

- Capitalization Threshold IDs were implemented with Dry Run 1. Capitalization thresholds determine whether a purchase is recorded as a capitalized asset or a non-capitalized asset in Florida PALM.
  - Assets that meet the capitalization threshold are recorded as a capital asset in the AM module and are subject to depreciation and financial reporting requirements.
  - Assets that do not meet the capitalization threshold are recorded as a non-capital asset in the AM module and are not subject to depreciation and financial reporting requirements.
  - Capitalization threshold details can be found in the [AM Configuration Values](#) workbook in the Knowledge Center.
- Tag Numbers – For any tag numbers that had leading blank spaces, the blank spaces were removed.
- The Florida PALM Calendar begins with 01/01/1901. The year of the In-Service Date was updated to 1901 for assets with an acquisition date prior to 01/01/1901.

### How to Use the Results:

The conversion results file has five companion files, each described in Table 1, to aid agencies in reviewing the results.

*Table 1: AMC001 Results Data Files, Description, and Intended Use*

| AMC001 Results Data File Name | Description                                                                                                                                               | Intended Use                                                                                  |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Agency Record Extract         | File contains the assets that were created for the agency. The layout format for this information is like <i>AMC001 – Asset and Property Conversion</i> . | Agencies will use this file to review and validate assets that were loaded into Florida PALM. |
| Agency Log File               | File contains details related to the file that was loaded to create the Agency Record Extract. It details the number of                                   | Agency should review this file for counts related to transactions.                            |

| AMC001 Results Data File Name | Description                                                                                                                                                                                                                                                                                                                                 | Intended Use                                                                                                                          |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|                               | transactions that were received, the number of transactions that were processed, and the number of transactions in error.                                                                                                                                                                                                                   |                                                                                                                                       |
| Agency Error File             | File contains detailed error messages for Florida PALM transactions in error. The error log <i>is only produced</i> and provided if there are errors with an agency's data.<br><br><b>NOTE:</b> <i>If an error file was not provided for your agency, your review and focus should concentrate on the other provided data file results.</i> | If provided, agencies will use this file to research errors.                                                                          |
| Agency Conversion Flat File   | File contains the assets that were created for the agency. The layout format for this information is like <i>AMC001 – Asset and Property Conversion</i> .                                                                                                                                                                                   | Agencies can use this file as a reference to support the validation file.                                                             |
| AMC001_Agency_FLAIR_Defaults  | File contains asset records where ChartFields have been defaulted during the conversion program process. The file includes FLAIR Fields (yellow) and Florida PALM fields (green) that were used in conversion.<br><br>This file includes columns that indicate which ChartField value was defaulted.                                        | Agencies can use this file as a reference to support the validation file and determine which assets have defaulted ChartField values. |

Due to the nature of the FLAIR Information Warehouse Property Master (PROPMSTR) data, there were specific actions that were applied during the translation of FLAIR data elements to Florida PALM ChartField values to allow the Asset records to successfully convert. Table 2 below provides the most common data errors, how these errors were handled during the conversion process, and the recommended agency action to address errors, where appropriate. If there are assets that should not be converted into Florida PALM, you can simply inactivate the record in FLAIR.

In addition to performing data cleansing in FLAIR, agencies must provide updated information for assets that have errored or were defaulted in the <Agency> *Conversion Mapping – Assets* workbook in Smartsheet.

**NOTE:** *The “Error Handling During Conversion” column explains which values were defaulted and which values could not be defaulted. Values that have been defaulted will not appear on*

*the error log because they were successfully converted. Values that were not defaulted will appear on the error log because they were not successfully converted.*

Table 2: AMC001 Common Errors and Recommended Action

| Common Error Messages in Error File                  | Error Handling During Conversion                                                                                                             | Recommended Action                                                                                                                                                                                                                                           |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Required field ASSET_TYPE is missing                 | Assets without a Property Class Code were <b>not</b> converted into Florida PALM.                                                            | Add Property Class Code                                                                                                                                                                                                                                      |
| Required field PROFILE_ID is missing                 | Assets without a Property Class Code were <b>not</b> converted into Florida PALM.                                                            | Add Property Class Code                                                                                                                                                                                                                                      |
| Required field CATEGORY (Asset Category) is missing  | Assets without a Property Class Code were <b>not</b> converted into Florida PALM.                                                            | Add Property Class Code                                                                                                                                                                                                                                      |
| Required field FUND_CODE is missing                  | Assets that did not include a valid Fund were not converted into Florida PALM.                                                               | Review the FLAIR 29-digit Account Code for valid values and update as needed.                                                                                                                                                                                |
| Required field BUDGET_REF (Budget Entity) is missing | Assets that did not include a valid Budget Entity were not converted into Florida PALM.                                                      | Review the FLAIR 29-digit Account Code for valid values and update as needed.                                                                                                                                                                                |
| Required field ACTIVITY_ID is missing                | Missing or Invalid Activity ID was defaulted to blank, and the Asset was converted to Florida PALM.                                          | 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.<br><br>Option 2: None –The Project will convert the Asset record and default the Activity ID to blank. |
| Required field COST is missing                       | Assets without a cost were not converted into Florida PALM.                                                                                  | Option 1: Add the Property Acquisition Amount.<br><br>Option 2: No action – A fix will be implemented with Dry Run 3 that will allow existing \$0 cost assets to convert as Non-Capitalized Assets.                                                          |
| Required field In-Service date is missing            | Missing In-Service date was defaulted to Received date and the Asset was converted into Florida PALM.<br><br>If both dates were missing then | Agencies should update the Asset Received date.                                                                                                                                                                                                              |

| Common Error Messages in Error File                                                          | Error Handling During Conversion                                                                                                                                                                               | Recommended Action                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                              | the Asset was not converted into Florida PALM.                                                                                                                                                                 |                                                                                                                                                                                                                                                                    |
| Cannot process financial record as it contains error data at Physical A/Supplemental records | N/A                                                                                                                                                                                                            | Agencies should correct all existing financial record errors (e.g., ChartField, cost), then this error will be resolved.                                                                                                                                           |
| Cannot process Supplemental record as financial record contains error data                   | N/A                                                                                                                                                                                                            | 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                     | N/A                                                                                                                                                                                                            | Agencies should correct all the existing physical record errors (e.g., acquisition date, asset profile, asset category) then this error will be resolved.                                                                                                          |
| Leased Asset – Acquisition Code is 'L' or Profile ID is 'Leased Asset'                       | Leased Assets are errored out and not loaded into Florida PALM.                                                                                                                                                | Leases will need to be manually added into Florida PALM during UAT for testing purposes or after go-live.                                                                                                                                                          |
| ChartField Error PROGRAM_CODE (Grant)                                                        | Missing or Invalid PROGRAM_CODE (Grant) was defaulted to Agency mapped Florida PALM grant if available or to blank if no Agency mapped Florida PALM grant exists, and the Asset was converted to Florida PALM. | 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.<br><br>Option 2: No action – The Project will convert the asset record and default the Grant field to blank.     |
| ChartField Error CHARTFIELD2 (State Program)                                                 | Missing or Invalid State Program (SP) was defaulted to the first valid State Program associated to the Budget Entity (BE) and the Asset was converted to Florida PALM.                                         | Confirm the value is valid in Florida PALM by reviewing the <a href="#">Statewide COA Configuration Workbook</a> in the Knowledge Center.<br><br>OR<br><br>No action – The Project will convert the asset record and default to the first valid State Program (SP) |

| Common Error Messages in Error File     | Error Handling During Conversion                                                                                                                                                                                                                                                                                        | Recommended Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                         |                                                                                                                                                                                                                                                                                                                         | associated to the Budget Entity (BE).                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| ChartField Error DEPT ID (Organization) | Organization value was defaulted to the agency level organization value, which is the highest-level org value.                                                                                                                                                                                                          | <p>Determine if the FLAIR Organization code is active in FLAIR. Review your <i>&lt;Agency&gt; 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.</p> <p>OR</p> <p>No action – The Project will convert the asset record and default Dept ID to the agency level organization value.</p>                                                     |
| ChartField Error PRODUCT (Category)     | <p>If the FUND_CODE and BUDGET_REF (Budget Entity) were valid values, Category was defaulted to 060000, and the Asset was converted to Florida PALM.</p> <p>If the FUND_CODE and BUDGET_REF (Budget Entity) were not valid values, the Category was not defaulted, and the Asset was not converted to Florida PALM.</p> | <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: For Assets with a valid FUND_CODE and BUDGET_REF (Budget Entity), No Action - The Project will default the category to 060000. The agency can reclassify the Category in Florida PALM after conversion.</p> <p>For assets with invalid FUND_CODE and BUDGET_REF (Budget Entity) the agency should contact DFS A&amp;A.</p> |
| ChartField Error PROJECT ID (Project)   | Missing or Invalid PROJECT ID (Project) was defaulted to                                                                                                                                                                                                                                                                | Option 1: Add/modify to include an active Project ID. Once an active Project ID                                                                                                                                                                                                                                                                                                                                                                                                           |

| Common Error Messages in Error File                                            | Error Handling During Conversion                                                                                       | Recommended Action                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                | blank, and the Asset was converted to Florida PALM.                                                                    | exists on the asset record, the field will be included in conversion.<br><br>Option 2: No action – The Project will convert the asset record and default Project ID to blank.                                                                                                                                                                                                                                          |
| Combo error for fields BUDGET_REF (Budget Entity)/ CHARTFIELD2 (State Program) | Missing or Invalid State Program (SP) was defaulted to first valid State Program associated to the Budget Entity (BE). | Add/Modify the asset record to include an active Budget Entity (BE) or State Program (SP). Review the <a href="#">Statewide COA Configuration Workbook</a> in the Knowledge Center to ensure that the State Program/Budget Entity combination is valid.<br><br>OR<br><br>No action – The Project will convert the asset record and default to the first valid State Program (SP) associated to the Budget Entity (BE). |
| Combo error for fields FUND_CODE/ BUDGET_REF/ PRODUCT                          | Assets without a valid Fund/Budget Entity/Product were not converted into Florida PALM.                                | Add/Modify asset record to include active Fund/Budget Entity/Product.<br><br>OR<br><br>Confirm the FLAIR 29-digit Account Code is mapped to Florida PALM values on the Crosswalk Value Report (GLR121).                                                                                                                                                                                                                |

Agencies can direct all data clean up questions to the FLAIR data cleanup team at [acctaudtransformationsupport@myfloridacfo.com](mailto:acctaudtransformationsupport@myfloridacfo.com).