Florida PALM

Planning, Accounting, and Ledger Management

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FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Segment III Design Workshop

March 28, 2024

FloridaPALM
Planning, Accounting, and Ledger Management

Agenda

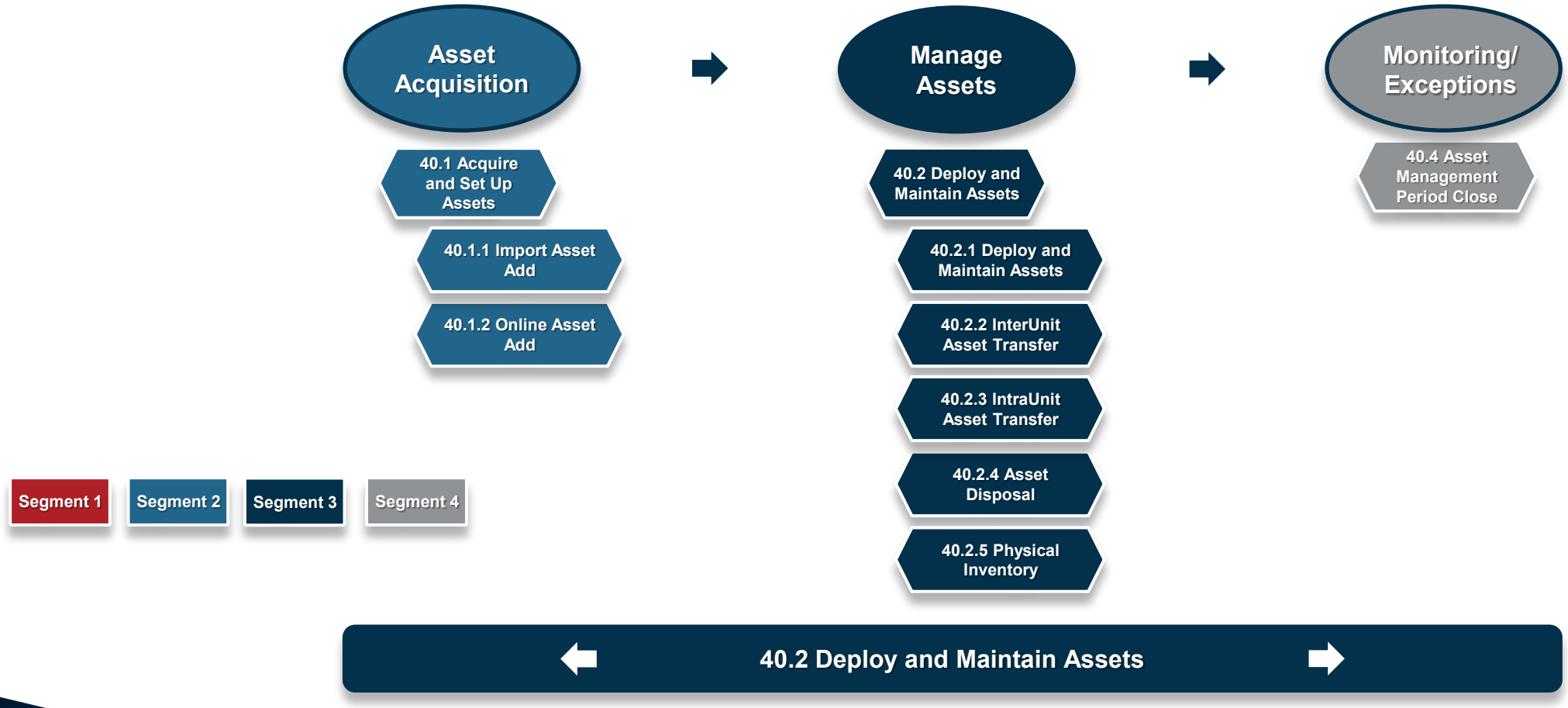
- Welcome and Introductions
  - Housekeeping
- Asset Transfers and Electronic Workflow
  - Criteria
  - IntraUnit
  - InterUnit
  - Mass Asset Transfers
- Asset Disposals and Electronic Workflow
- Physical Inventory
- Attractive Items
- Location Configuration
- Interface Layout Review
  - AMI002 – Inbound Asset Transfers and Disposal Request
  - AMI010 – Inbound Asset Physical Inventory Scanner File
- Reporting

Design Phase Overview

For more information, listen to Episode #11: The Design Phase

Asset Management

Asset Accounting and Management Process



Asset Transfers and Electronic Workflow

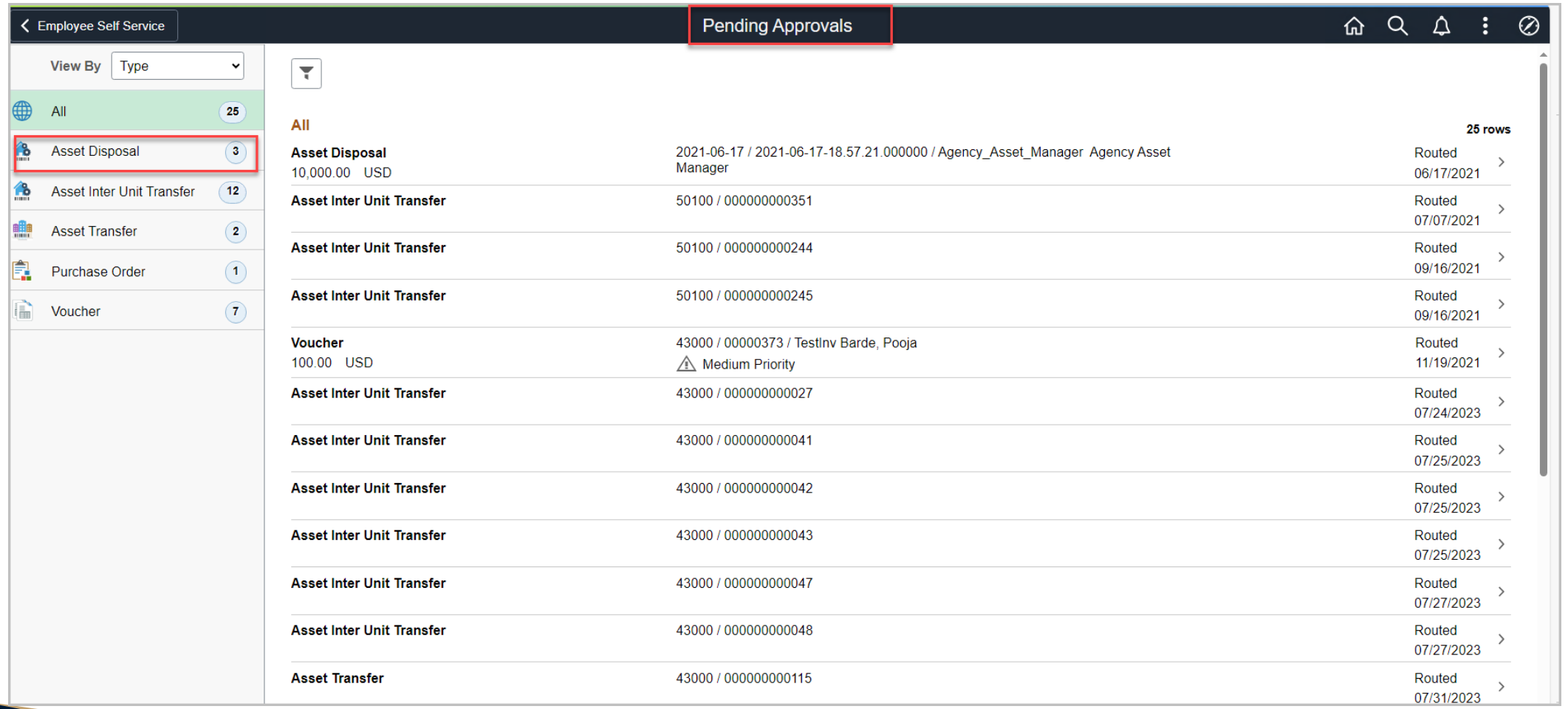
Criteria

Workflows

Criteria

- Electronic Workflow (system enforced controls) is used to manage the approval process for all Asset Transfers and Asset Disposals
- Workflow will be routed to outside agencies (DMS and DFS) to obtain approvals where applicable
- Workflow will be configured to require one or more levels of approval based on agency specific preferences
- Workflow features include approval, denial, automatic notifications, and request for information
- Most AM Workflow do not allow approval or denial of multiple assets simultaneously – each request relates to a single asset

Workflows
Criteria



Workflows
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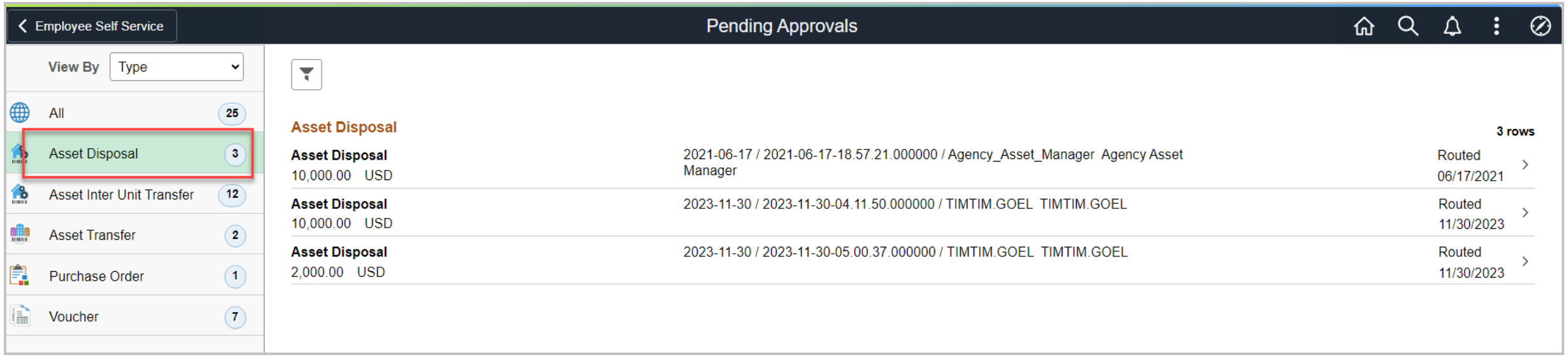

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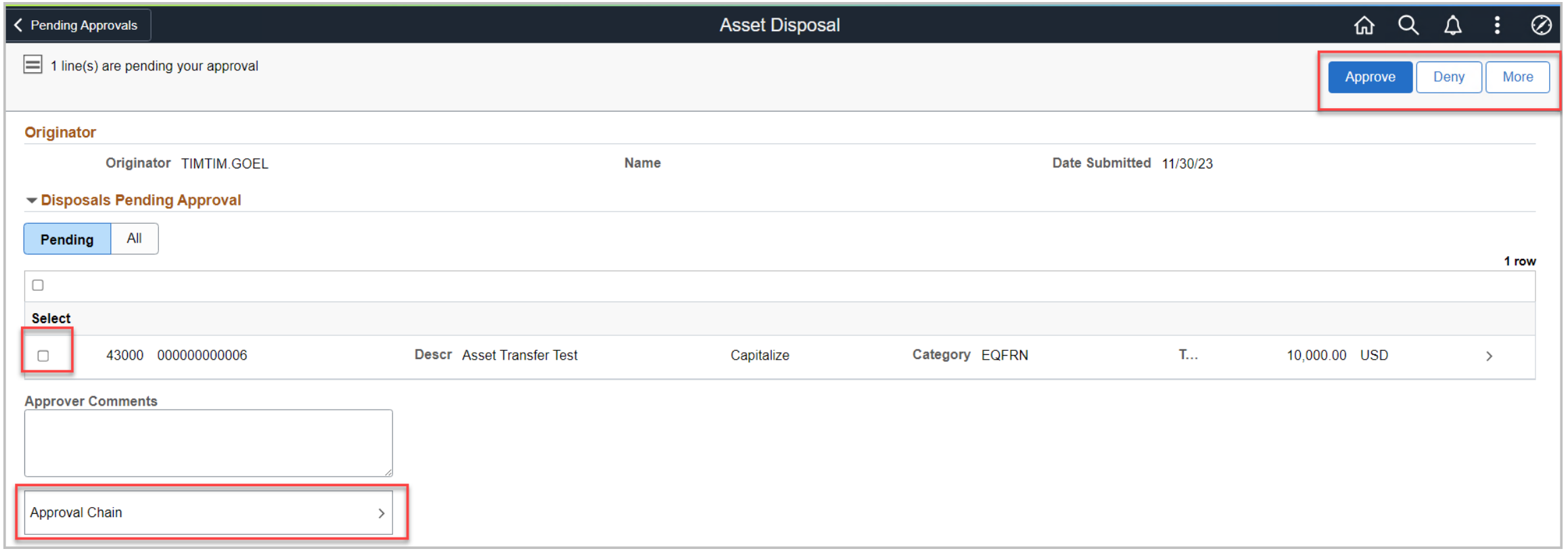

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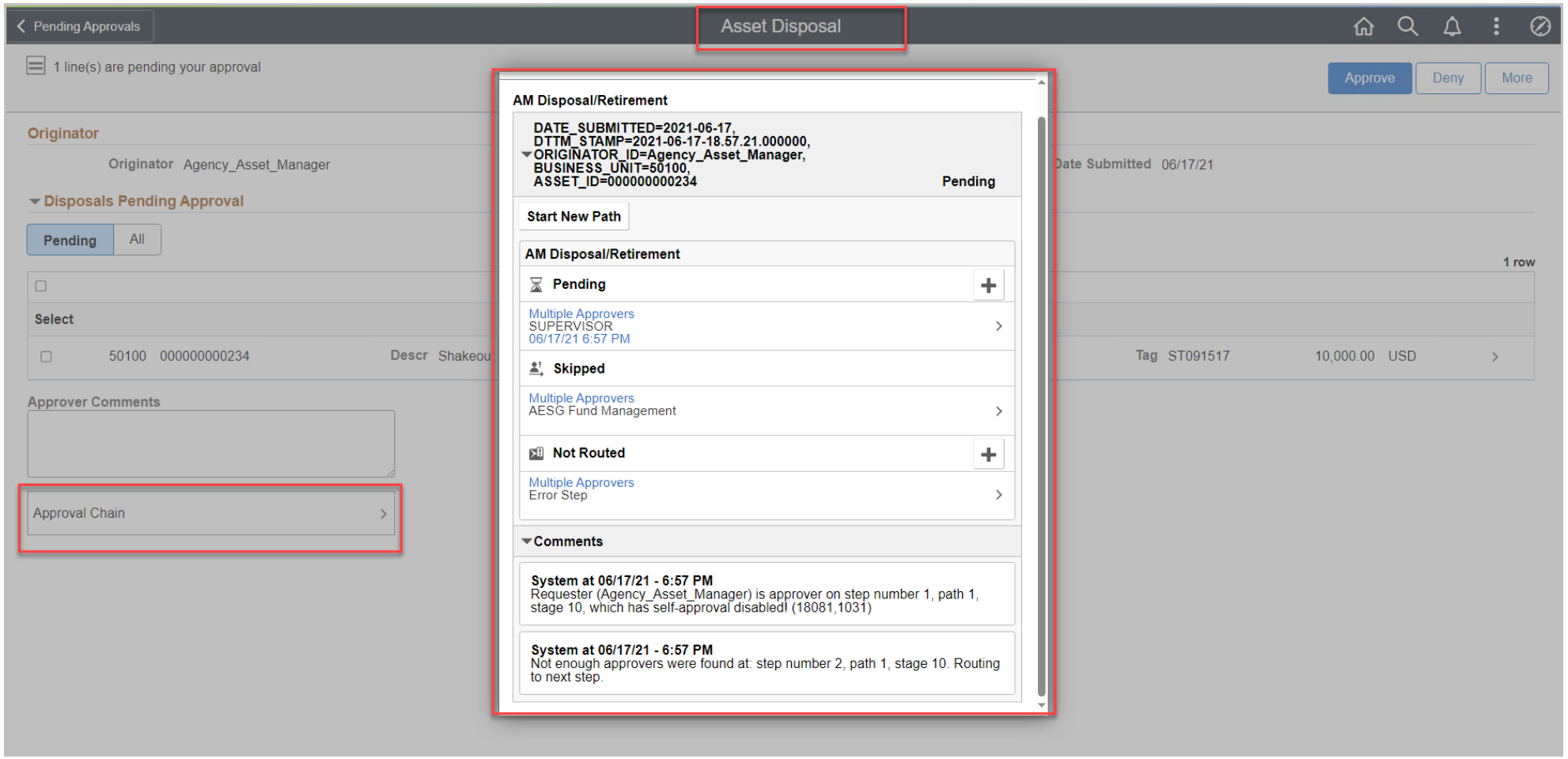

Workflows
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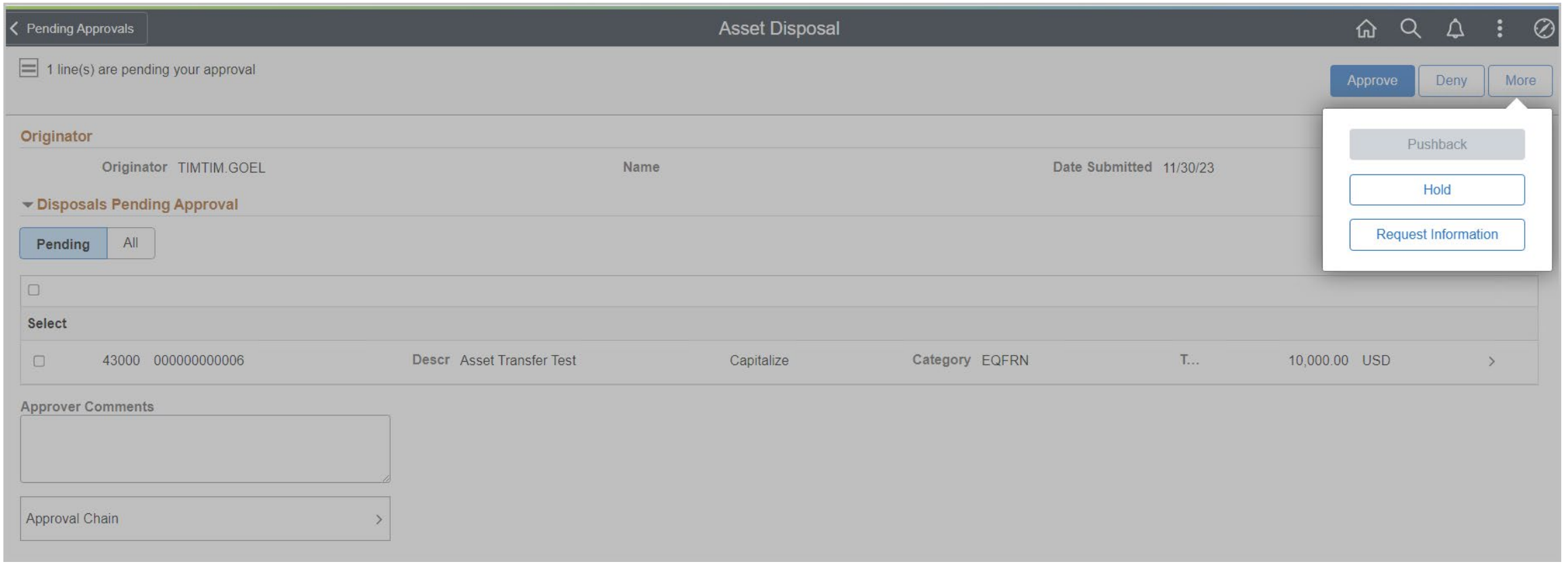


Asset Transfers and Electronic Workflow

IntraUnit

Transfers

IntraUnit

- IntraUnit transfer is required to move an asset record within a BU if the change involves any valid, active Chartfield value such as: Org, Fund, Budget Entity, Category, State Program, Project, Contract, OA1, and Other Accumulator 2
- IntraUnit transfer is *not* required for a change of location – simply update the asset record with a valid Location Code
- IntraUnit transfer requests must include a valid Asset ID, COA values, and Location
- Transferred asset records will appear in the agency BU, with the *same* Asset ID, and updated COA values

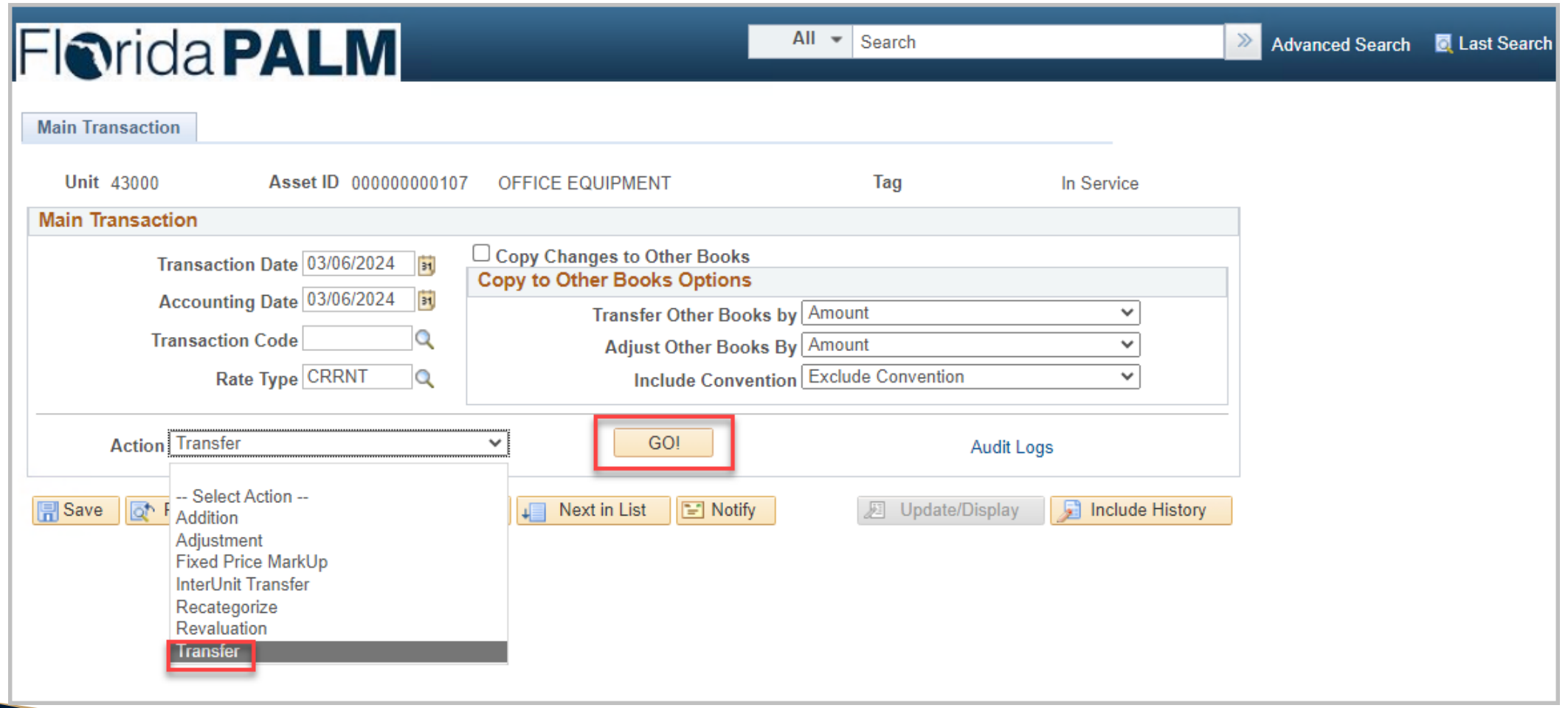
Workflow

IntraUnit Asset Transfers

- Asset IntraUnit Transfer Workflow (AMW003) is used to manage the approval process for all IntraUnit (within agency) transfers
- AMW003 will not be routed to DMS to obtain approvals (DMS approval is not required for IntraUnit Transfers)
- AMW003 will be configured to require one or more levels of approval based on agency specific preferences
- AMW003 features include approval, denial, automatic notifications, and request for information
- AMW003 does not allow approval or denial of multiple assets simultaneously – each request relates to a single asset

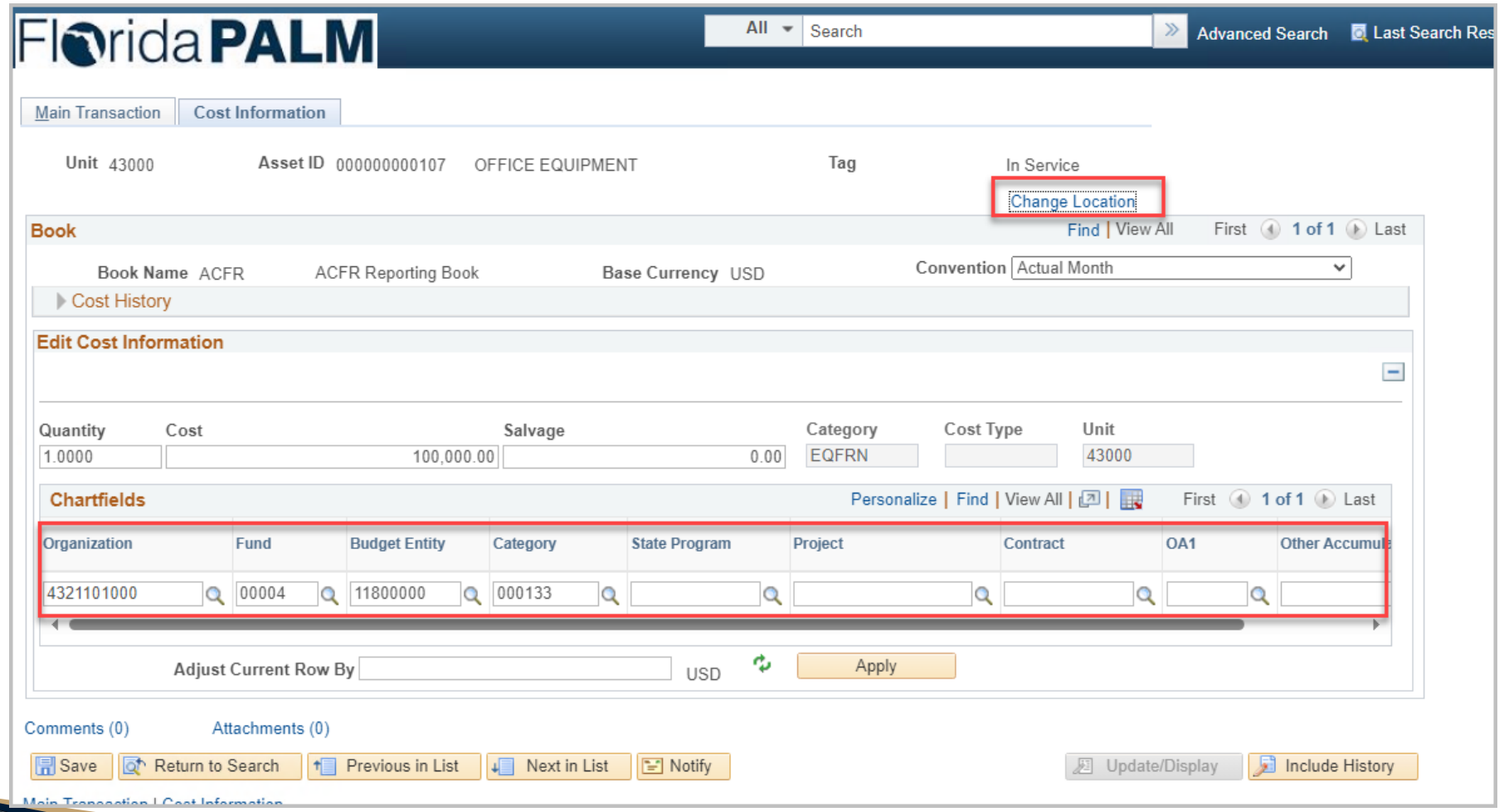
Workflow

IntraUnit Asset Transfers



Workflow

IntraUnit Asset Transfers



Asset Transfers and Electronic Workflow

InterUnit

Transfers

InterUnit

- Transferring Agency **must** input Asset ID, Transfer To BU, and Transfer To Org
- Transferring Agency **may** update Transfer To Location, or the Receiving Agency may update the Location after the transfer is complete
  - Location is a required field. If the Transferring Agency does not update the Transfer to Location, the Receiving Agency *must* input a valid Location Code on the transferred asset record
- The transferred asset record includes Acquisition Cost, Acquisition Date, Depreciation Method, Estimated Useful Life, and Accumulated Depreciation
- Other details are included on the transferring asset record such as Existing Comment, Warranty Information (existence of warranty, warranty type, and warrantor), and Insurance Information (Insurance type and insurer)
- The transferred asset record appears in the Receiving BU with a *new*, agency-unique Asset ID

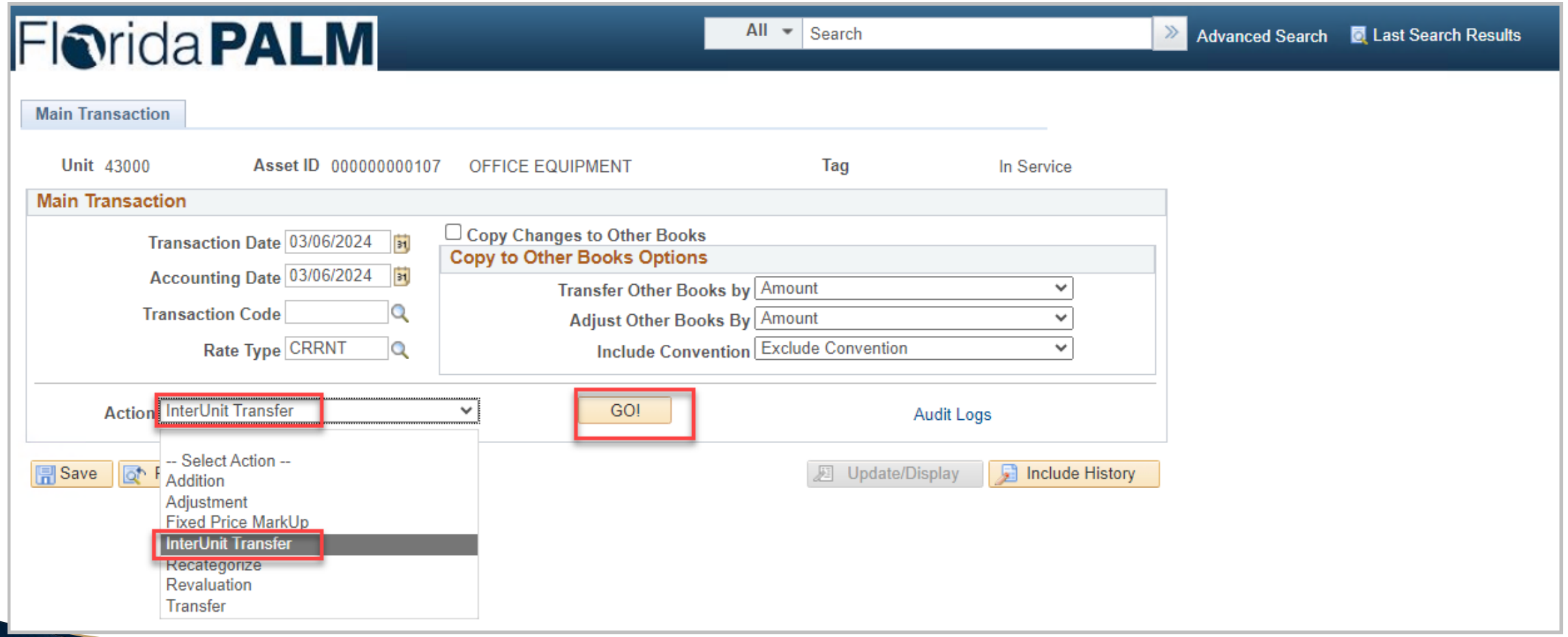
Workflow

InterUnit Asset Transfers

- Asset InterUnit Transfer Workflow (AMW002) is used to manage the approval process for all InterUnit (between two agencies) transfers
- AMW002 will be routed to DMS to obtain approvals (DMS approval is required for Inter Unit Transfer of some category of assets)
- AMW002 will be configured to require one or more levels of approval, based on agency specific preferences
- AMW002 features include approval, denial, automatic notifications, and request for information
- AMW002 does not allow approval or denial of multiple assets simultaneously – each request relates to a single asset

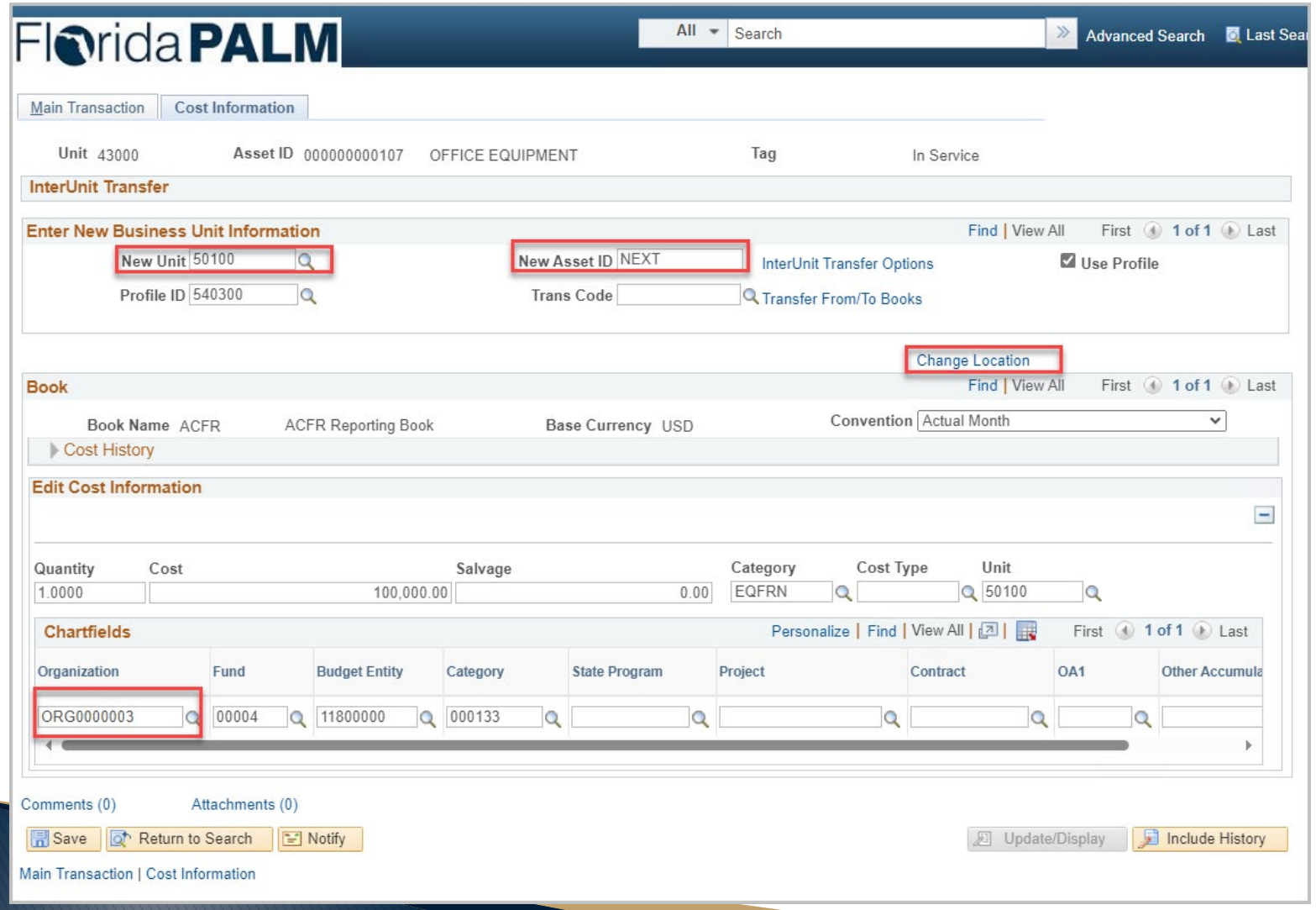
Workflow

InterUnit Asset Transfers



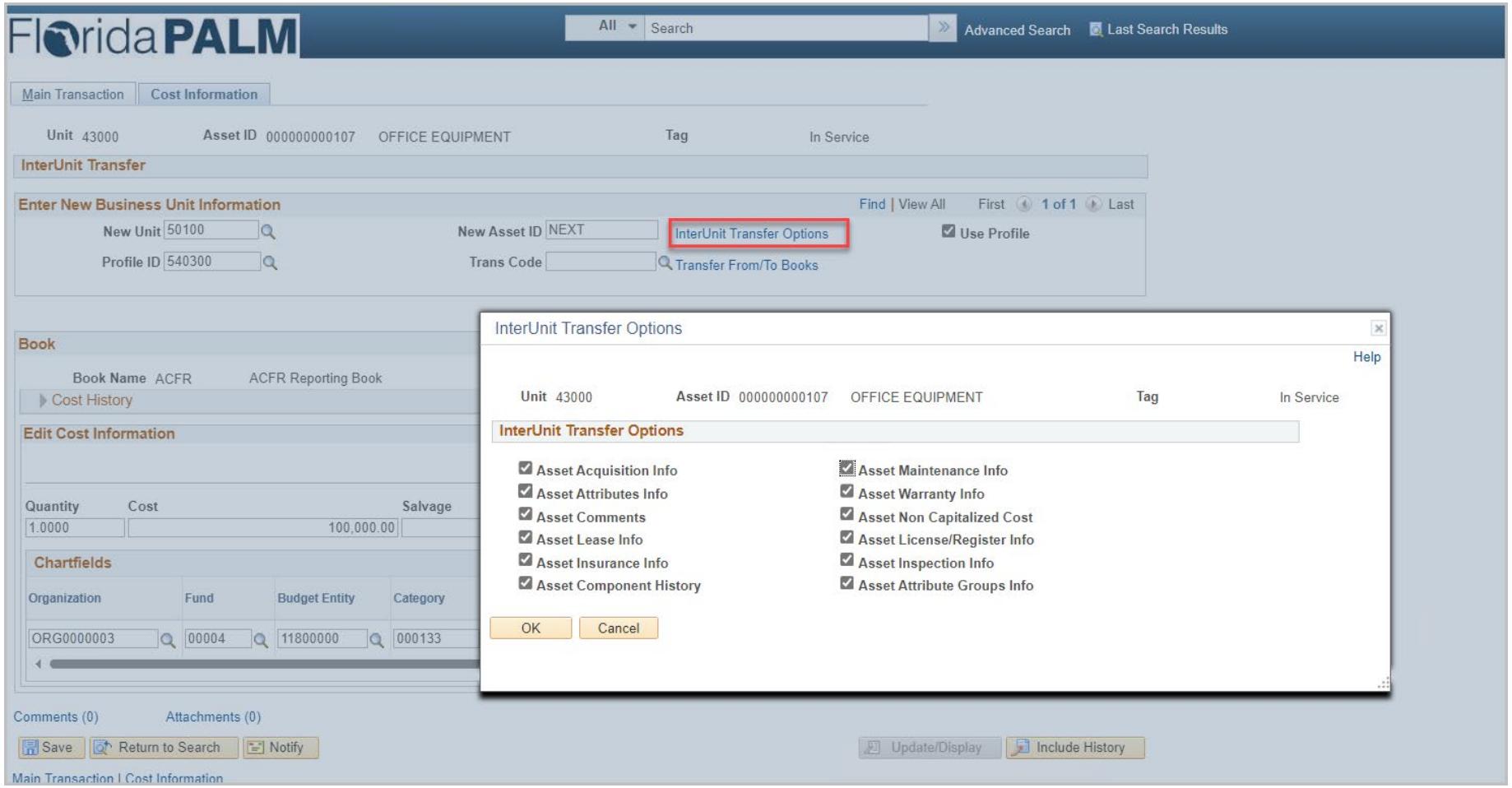
Workflow

InterUnit Asset Transfers



Workflow

InterUnit Asset Transfers



Asset Transfers and Electronic Workflow

Mass Asset Transfers

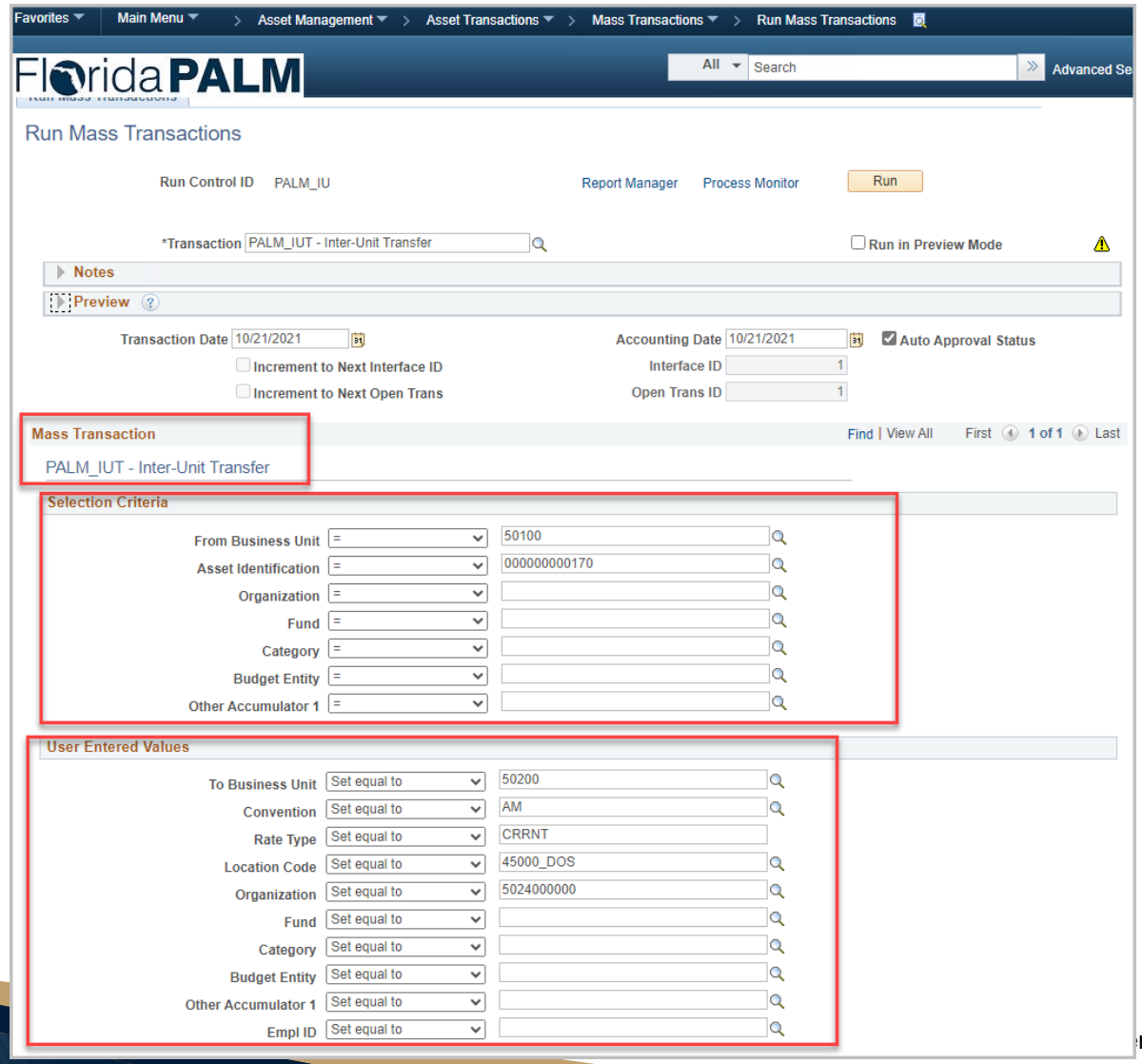
Workflow

Mass Asset Transfers

- Mass Transaction Manager Workflow (AMW004) is used to manage the approval process for all Mass Asset Transfers (IntraUnit or InterUnit transfers)
- AMW004 applies to the transfer of assets due to reorganization or restructuring of an agency
- MTM transfers are executed at an enterprise level
- AMW004 will be configured to require one or more levels of approval based on agency enterprise-level decisions
- AMW004 will be routed between the pertinent agencies and finally to DFS for execution of the actual transfer
- AMW004 allows approval or denial of multiple assets simultaneously (mass approval option is available)

Transfer

Mass Asset Transfers



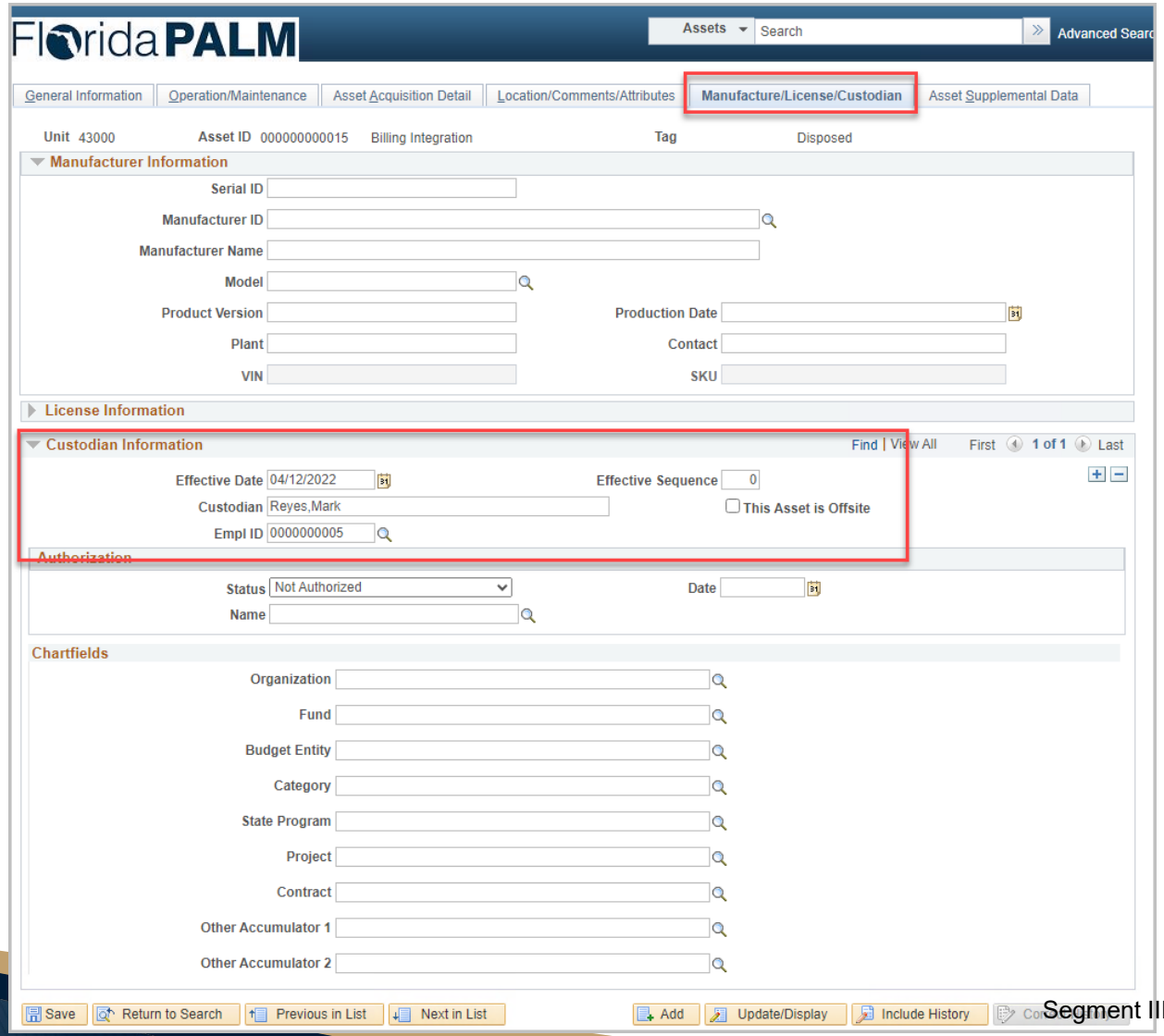
Transfer

Mass Custodian Transfers

- Mass Transaction Manager may be used to execute the transfer of a population of assets from one custodian to another
- Mass Custodian Transfer usually results from an organizational change resulting in personnel reassignment
- Mass Transaction Manager can be used to execute the transfer of all, or specific sets of assets managed by a Custodian to another specified Custodian

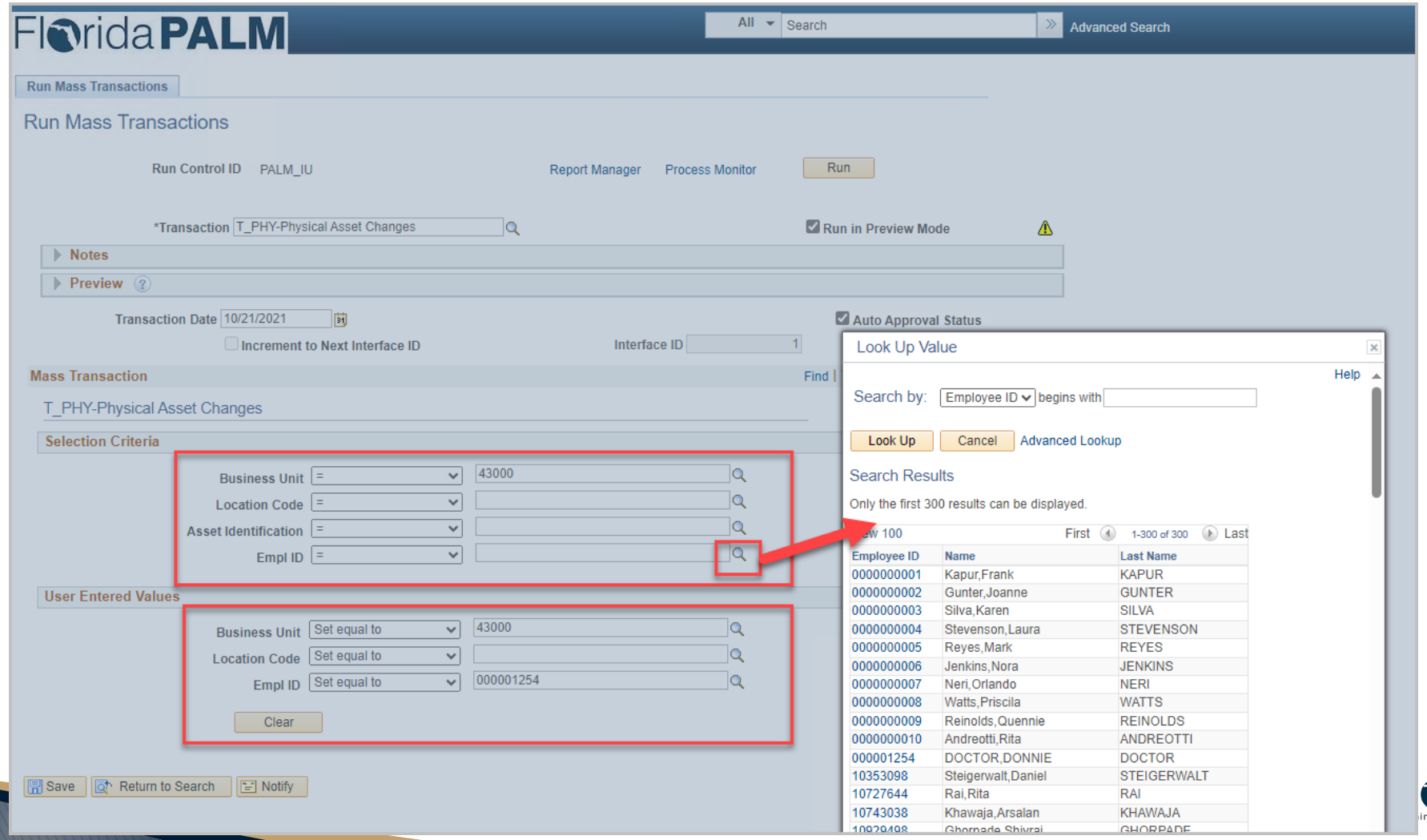
Transfer

Mass Custodian Transfers



Transfer

Mass Custodian Transfers



Asset Disposals and Electronic Workflow

Asset Disposal

Retired Assets

- Asset disposal requires a status change in the Florida PALM AM module (Such as “In Service” or “Suspend” to “Retire”)
- Florida PALM provides disposal codes to define the means of disposal, such as Retirement by Sale and Scrapped Assets
- AM will calculate gain/loss on asset disposals if a value is entered in the “Proceeds” field

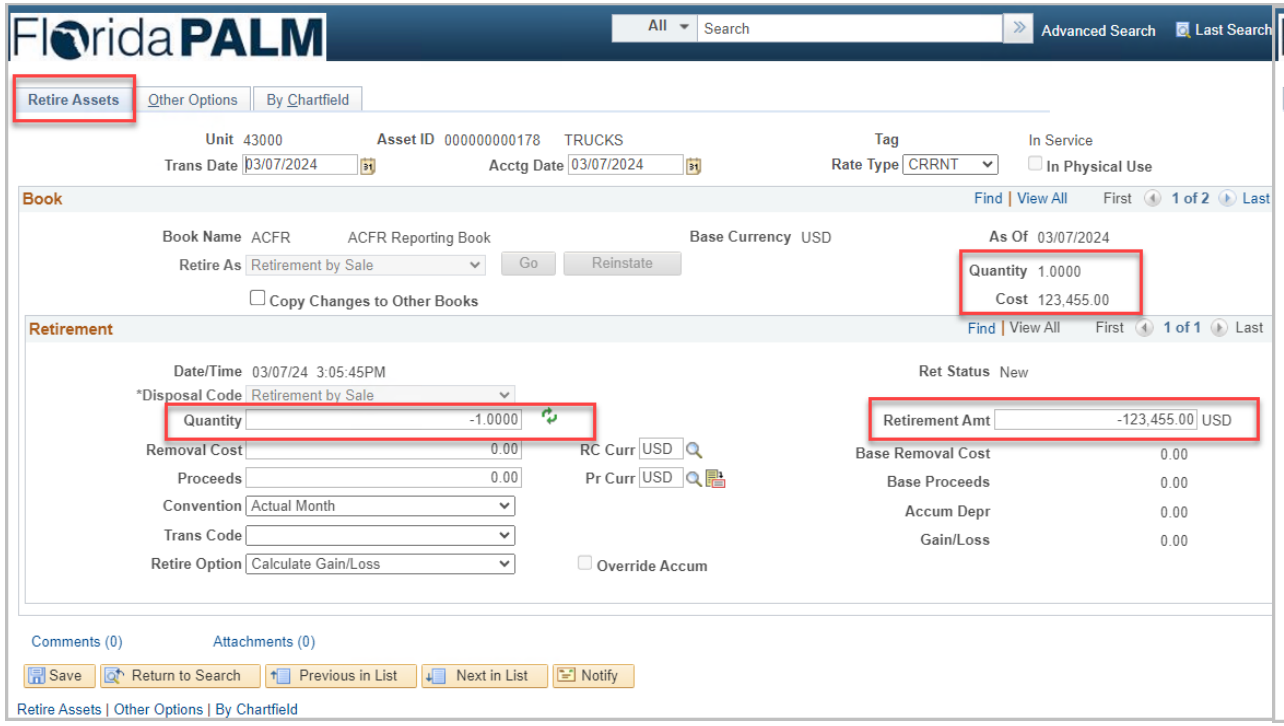
Asset Disposal

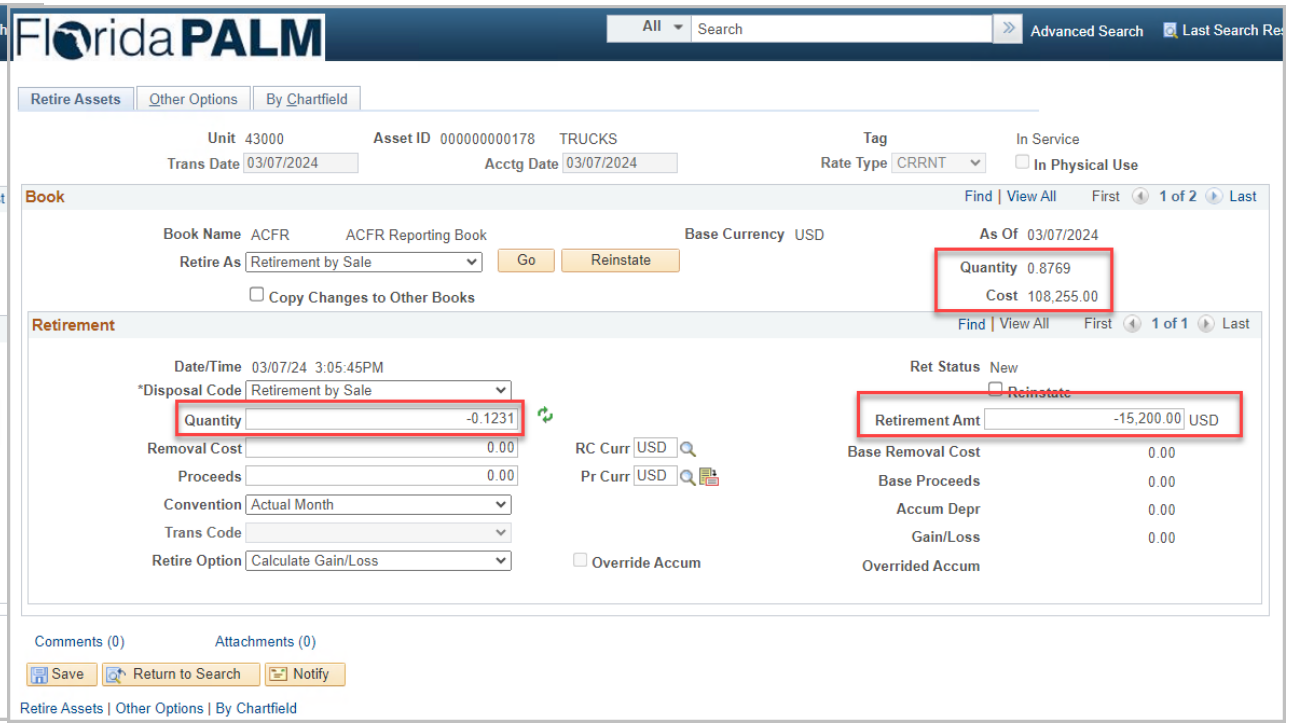
Partial Disposal

- From the state perspective, Partial Disposal is applicable to real property, specifically land
- Florida PALM will allow the Partial Disposal of any asset; however, agency users should apply this functionality only on asset records with an asset type of property
- Partial Disposal is applicable if an agency (DEO) sells a portion of an acreage of land
- The retained portion of land will keep the original Asset ID in the agency BU
- Partial Disposal will reduce book value, monthly depreciation expense amount, and quantity associated with the AM asset record

Asset Disposal

Partial Disposal





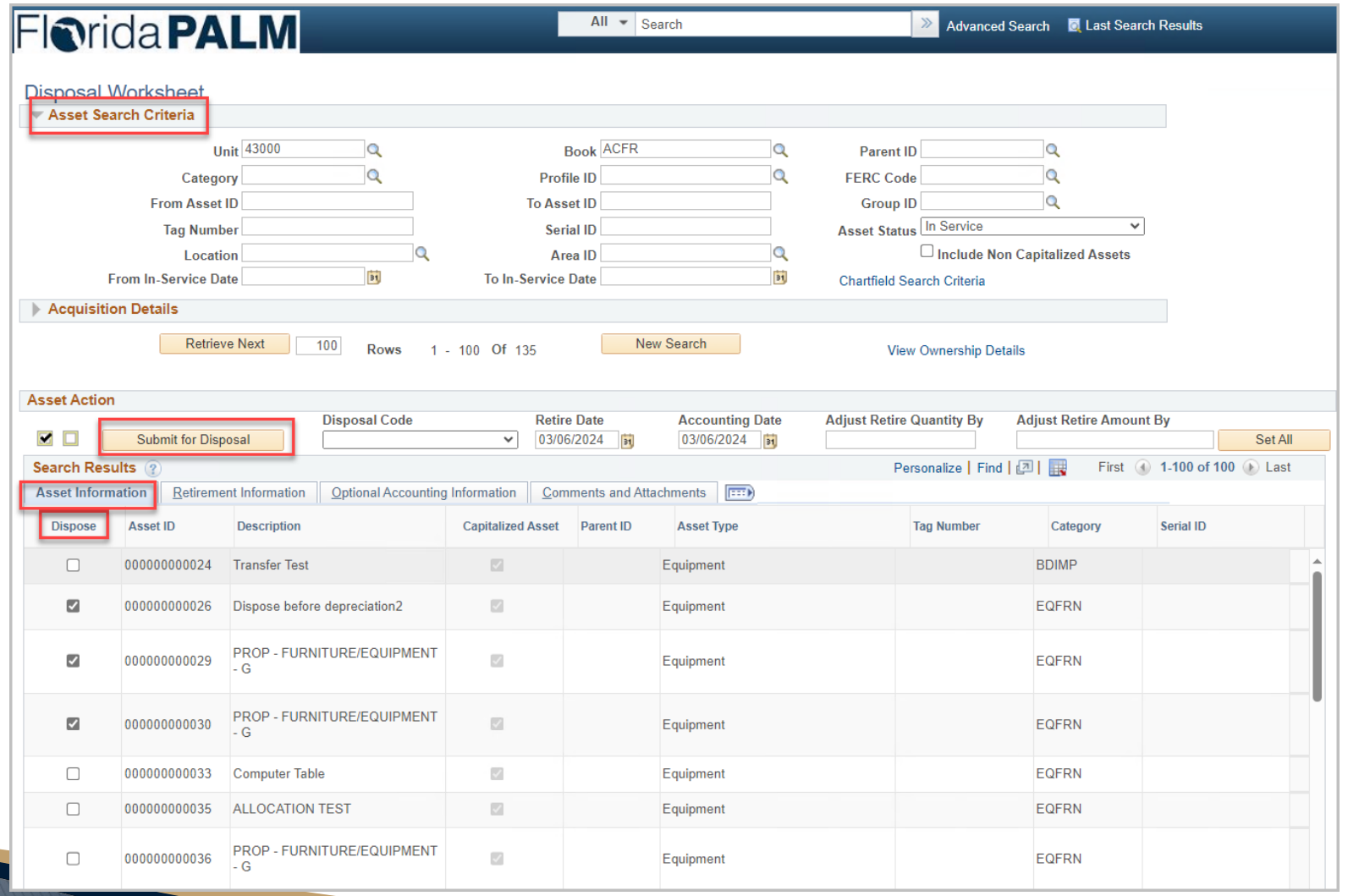
Workflow

Asset Disposal

- Asset Disposal Workflow (AMW001) is used to manage the approval process for all Asset Disposals
- AMW001 will be routed to outside agencies (DMS and DFS) to obtain approvals where applicable
- AMW001 will be configured to require one or more levels of approval based on agency-specific preferences
- AMW001 features include approval, denial, automatic notifications, and request for information
- AMW001 does not allow approval or denial of multiple assets simultaneously – each request relates to a single asset

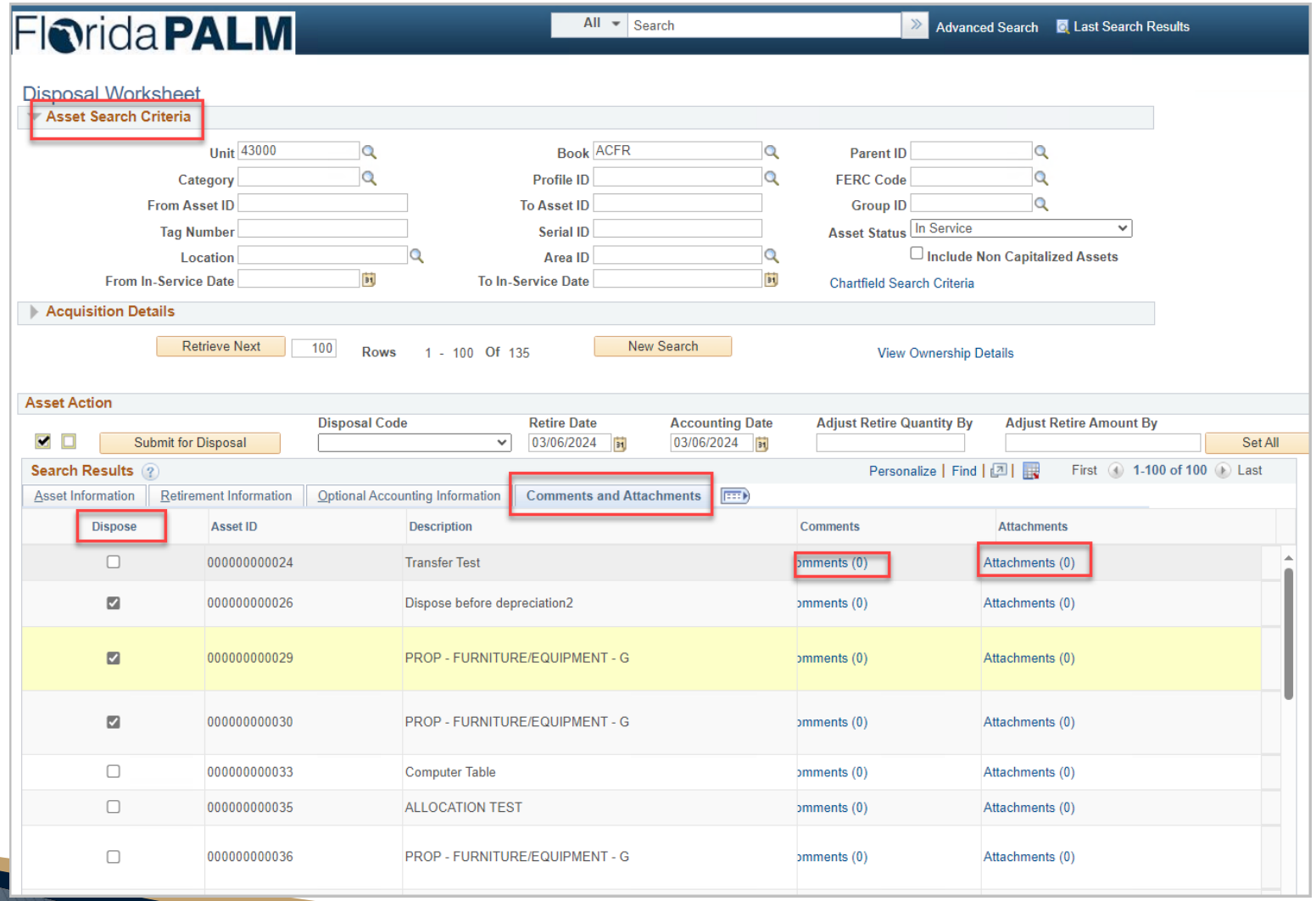
Workflow

Asset Disposal



Workflow

Asset Disposal



PHYSICAL INVENTORY

Physical Inventory

Overview

- Florida PALM is used to record the results of the agency's physical inventory
- There are no changes to the process regarding how agencies conduct physical inventory resulting from the implementation of Florida PALM AM module
- Florida PALM provides various ways to segment and group assets in preparation of performing physical inventory such as the entire BU, or by Org, Location, Asset Category, or range of assets based on Asset Profile ID
- Assets with "In Service" and "Suspended" statuses can be included in a physical inventory
- All assets included in an inventory will be identified by a single "Inventory On" date
- Individual inventoried assets can be identified with a "Last Verified" date to show the date the asset was counted/located

Physical Inventory
Classic vs. Mobile

- Florida PALM provides two methods to report the results of a physical inventory – Classic or Mobile
- The Classic and Mobile methods are identical except for the steps outlined below:
  - The Classic method requires an outbound extract of the intended asset inventory population from the Florida PALM AM database
  - The Classic method requires an inbound interface of the updated and reconciled extract of the intended asset inventory population into the Florida PALM AM database
  - The Mobile method does not require an outbound extract or an inbound interface of updated asset information

Physical Inventory
Classic vs. Mobile

Mobile Physical Inventory

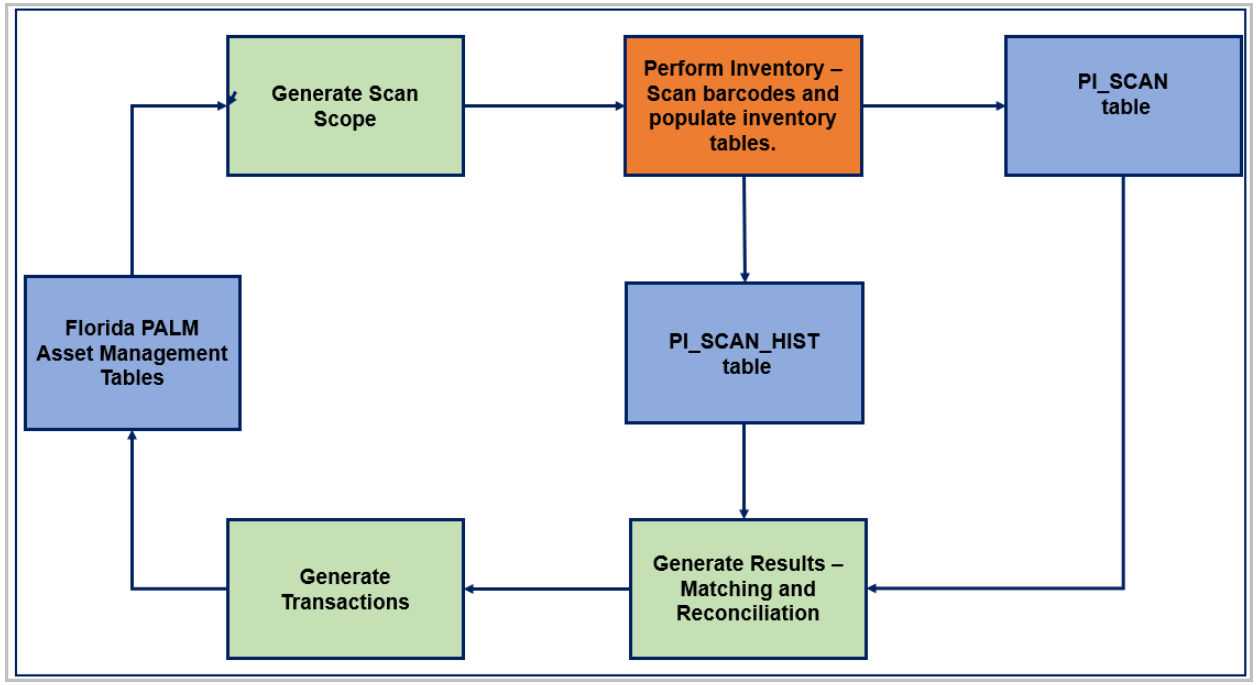
- This method enables you to scan assets, retrieve and display real-time asset information from the Asset Repository, and automatically populate the Physical Inventory (PI_SCAN) interface and Scan History (PI_SCAN_HIST) tables
- Physical Inventory can be performed with a mobile scanning device and without the use of a third-party scanning solution
- The below four steps are performed:
  - Generate Scan Scope
  - Generate Results
  - Generate Transactions
  - Delete Data

Classic Physical Inventory

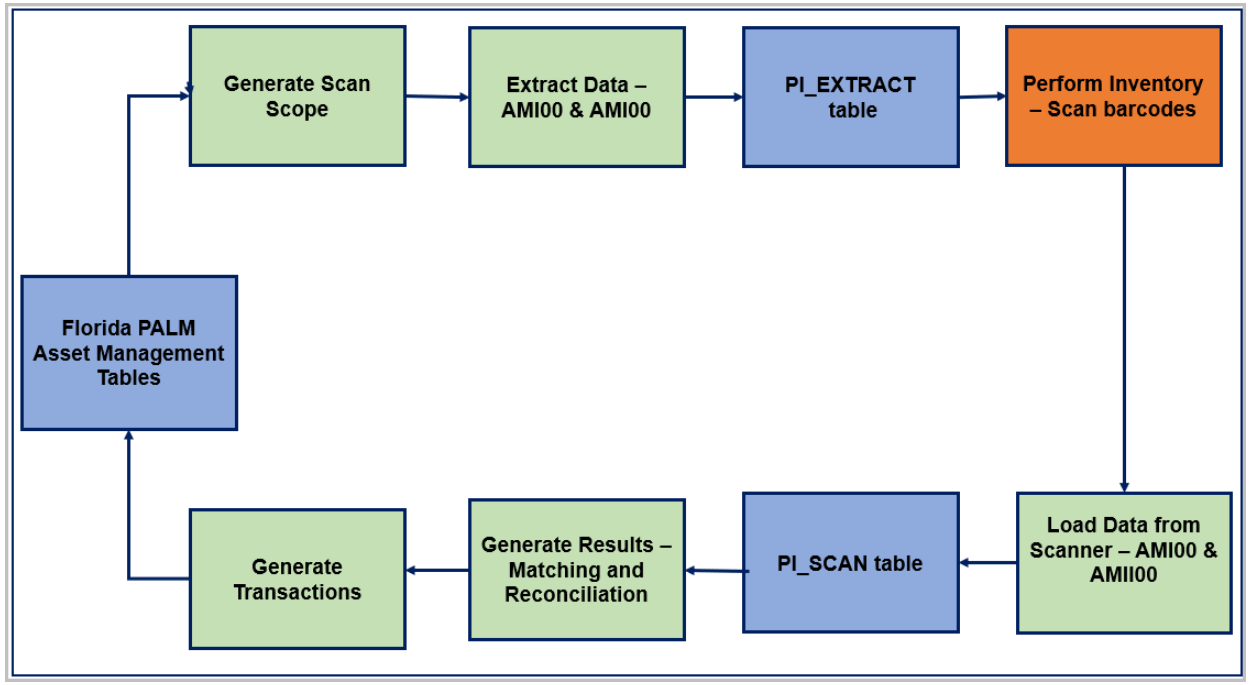
- This method requires a third-party scanning solution and flat files to populate the Physical Inventory interface (PI_SCAN) table with scan records
- The classic method requires an outbound extract of the intended asset inventory scope from the Florida PALM AM database
- The classic method requires an inbound interface of the asset physical inventory results into the Florida PALM AM database
- The below six steps are performed:
  - Extract Assets
  - Generate Extract File
  - Load Scan File
  - Generate Results
  - Generate Transactions
  - Delete Data

Physical Inventory
Classic vs. Mobile

Mobile Physical Inventory



Classic Physical Inventory



Physical Inventory

Creating an Inventory Event in AM – Classic vs. Mobile

- Florida PALM establishes an inventory event for each physical inventory – Classic or Mobile
- The user creates a Physical Inventory ID to identify/differentiate each asset event
- The inventory event provides the parameters for the physical inventory such as Inventory Date, BU, Org, Location, or Profile ID
- The Physical Inventory ID is a 10-character alphanumeric field
- It is recommended that each Inventory ID includes a date and a suggestive description for ease of recognition and relevance to each event
  - Ex. BU11022023 = Inventory by Business Unit, dated November 2nd, 2023
  - Ex. LC01122024 = Inventory by Location, dated January 12th, 2024
- The Physical Inventory ID is created by the user establishing the physical inventory in the system

Physical Inventory

Classic Inventory Requirements

- User must define the parameters (such as BU, Org, Location, or Profile ID) of the inventory when using the Classic Inventory approach
- In Florida PALM, the Classic Inventory recording approach requires an extract of the asset grouping to be inventoried
- The extract of the asset grouping to be inventoried produces an outbound file
- The extract can produce a CSV File (AMI004) or a Scanner File (AMI009)
- The outbound file is updated and reconciled with the agency's version of assets within the grouping
- The reconciled asset data is uploaded to Florida PALM via an inbound file, to reflect the agency's version of the inventoried items
- The upload (inbound interface) will be a CSV File (AMI008) or a Scanner File (AMI010), based on the outbound file type

Physical Inventory

Mobile Inventory Requirements

- In Florida PALM, the Mobile Inventory approach requires direct access to the asset repository
- Florida PALM must align with PeopleSoft supported software version to exploit the Mobile Inventory approach
- Oracle currently supports PeopleSoft 9.2 (Multiple “on going releases” without Upgrades)
- User must have cellular and/or WI-FI connectivity
- Mobile Inventory approach requires specific tools - Android or Apple devices
- User must establish a Scan Scope (parameters of the inventory such as by BU, ORG, Location, or Profile ID)

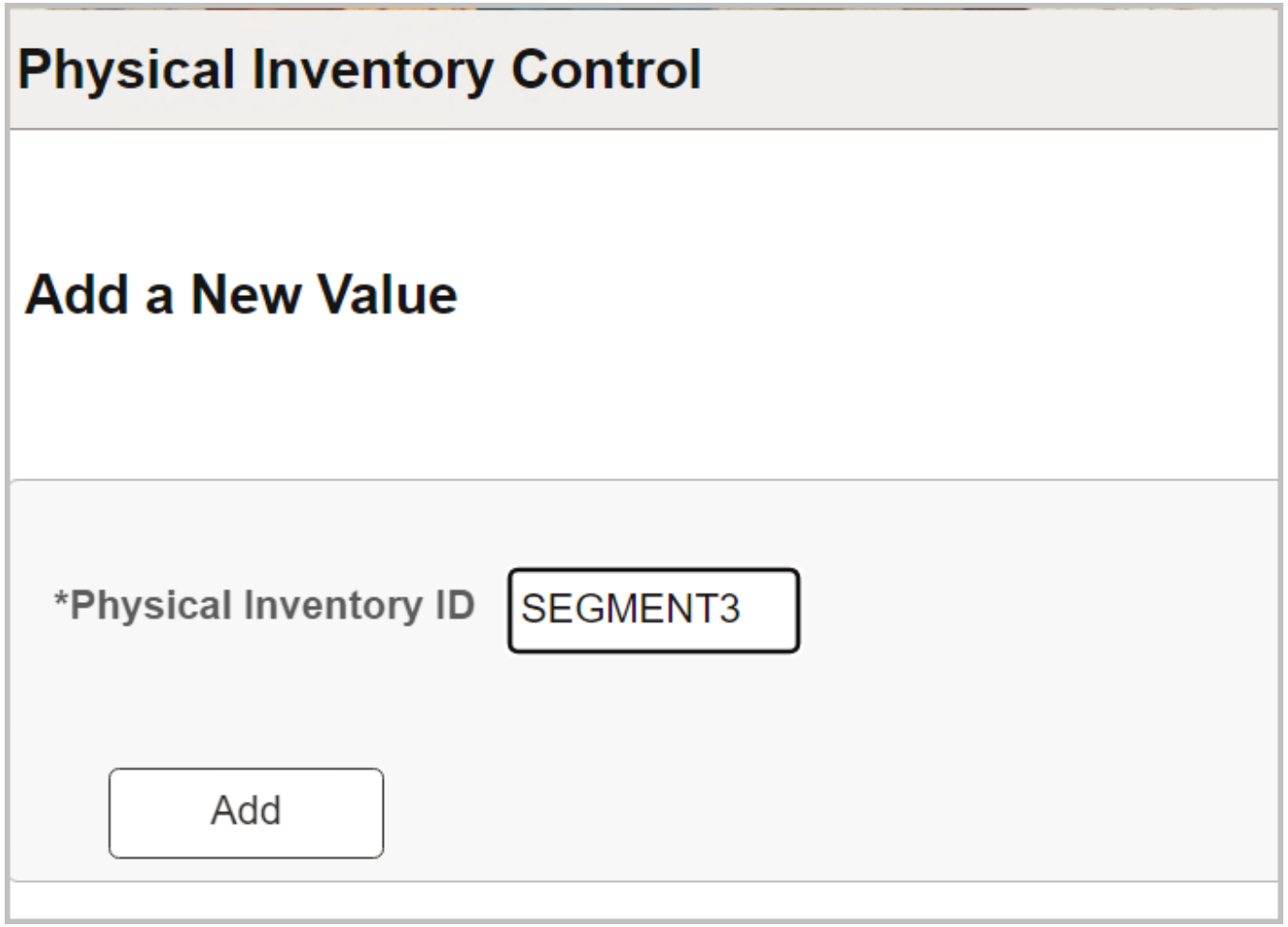
Physical Inventory

Mobile Inventory Method

- Agencies can access the Florida PALM AM module via the Fluid Interface
- Agencies with proper security can access the AM asset repository and perform Physical Inventory using the Mobile Inventory method
- A step-by-step demo of the Mobile Inventory method is depicted in the following slides

Physical Inventory

Mobile Inventory Example – Define Inventory Occurrence



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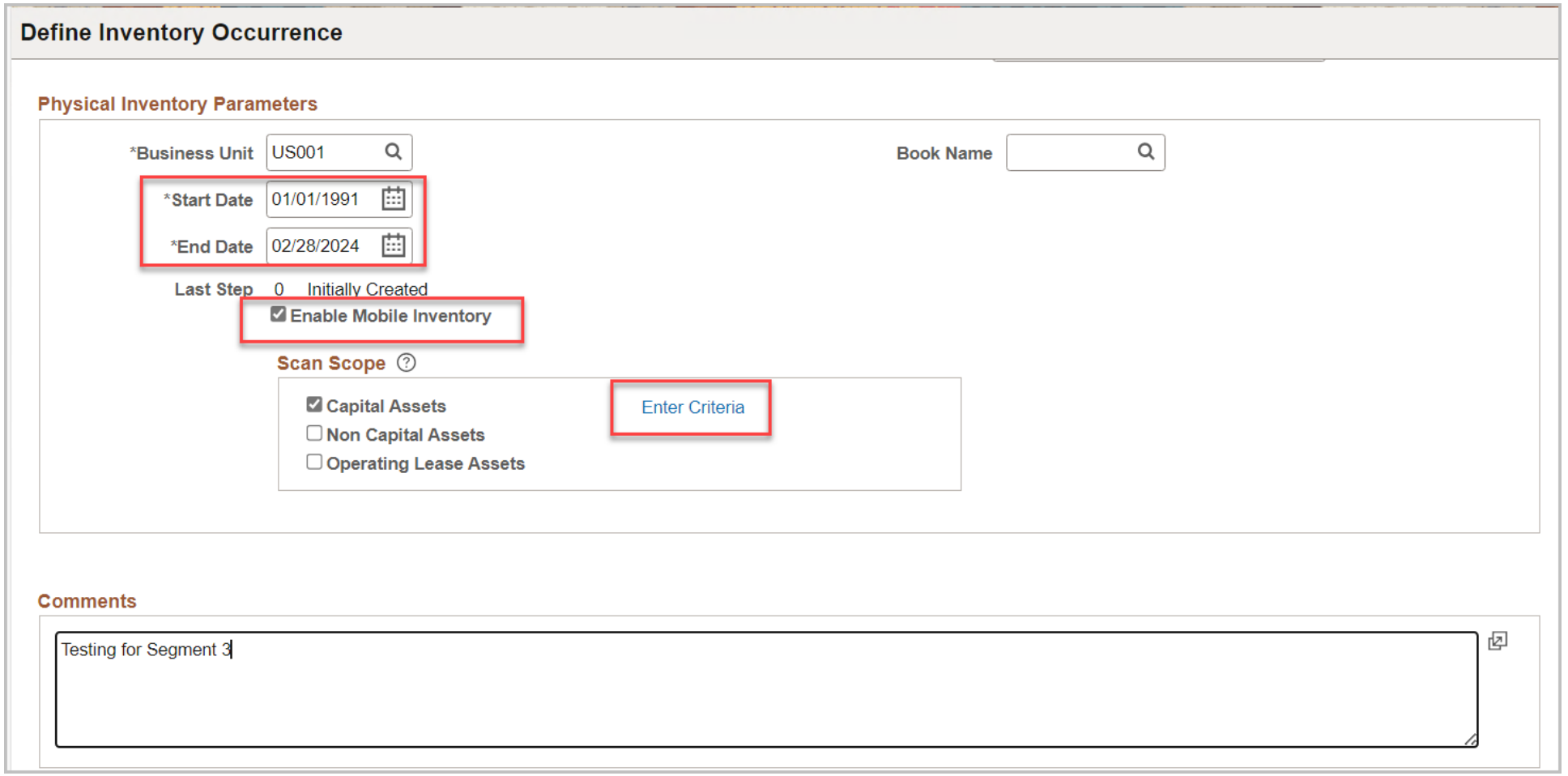

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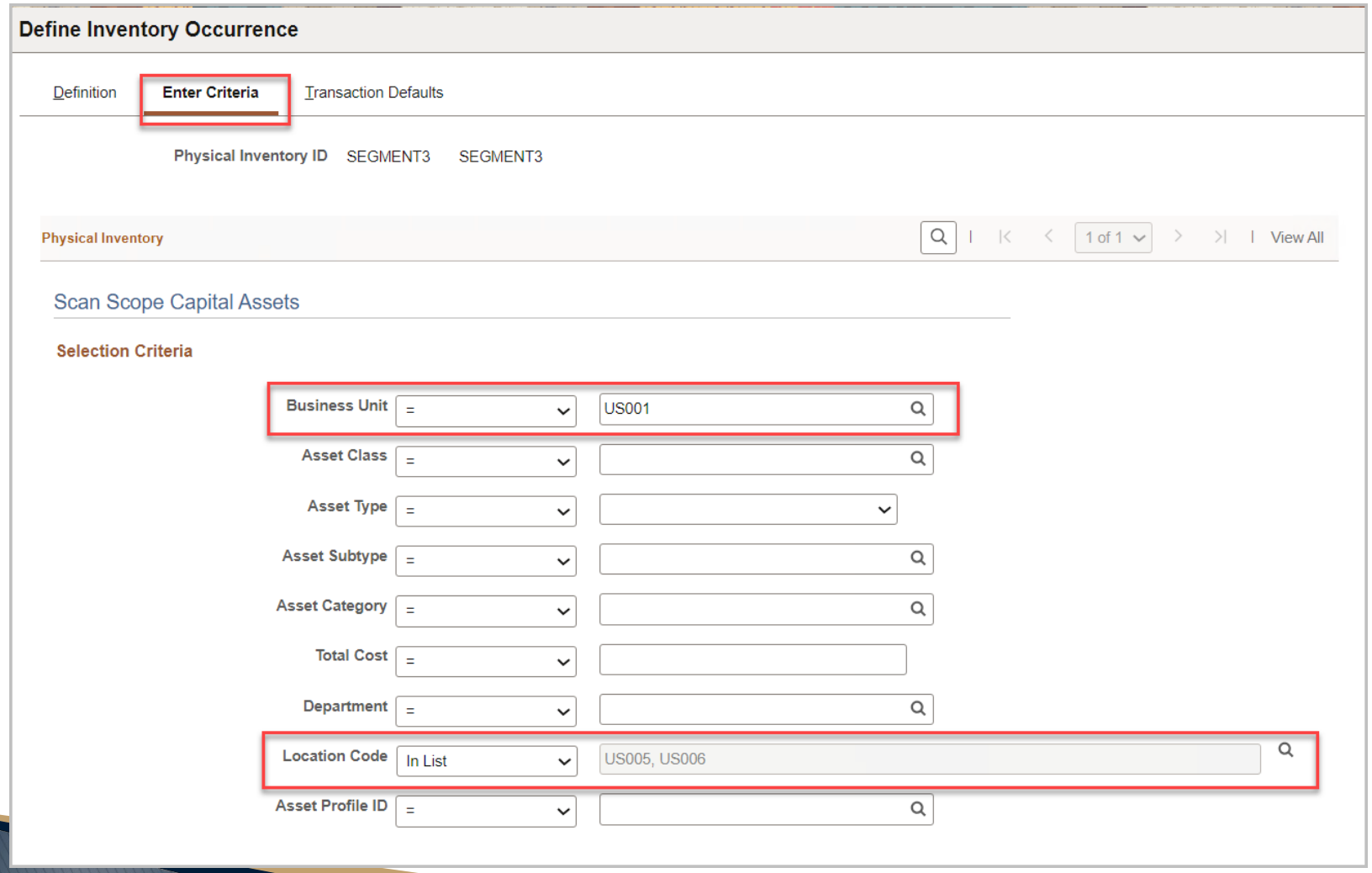

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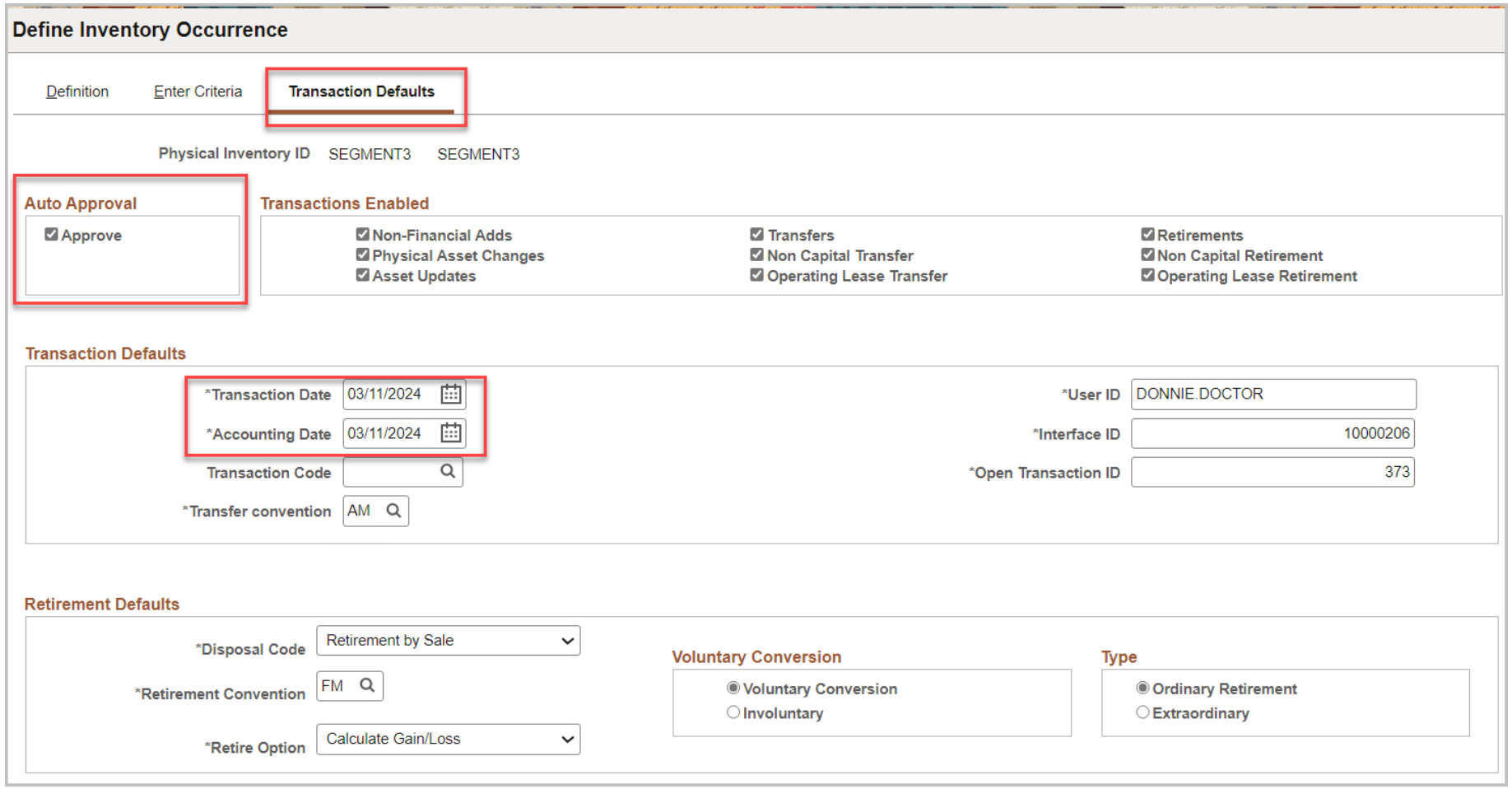
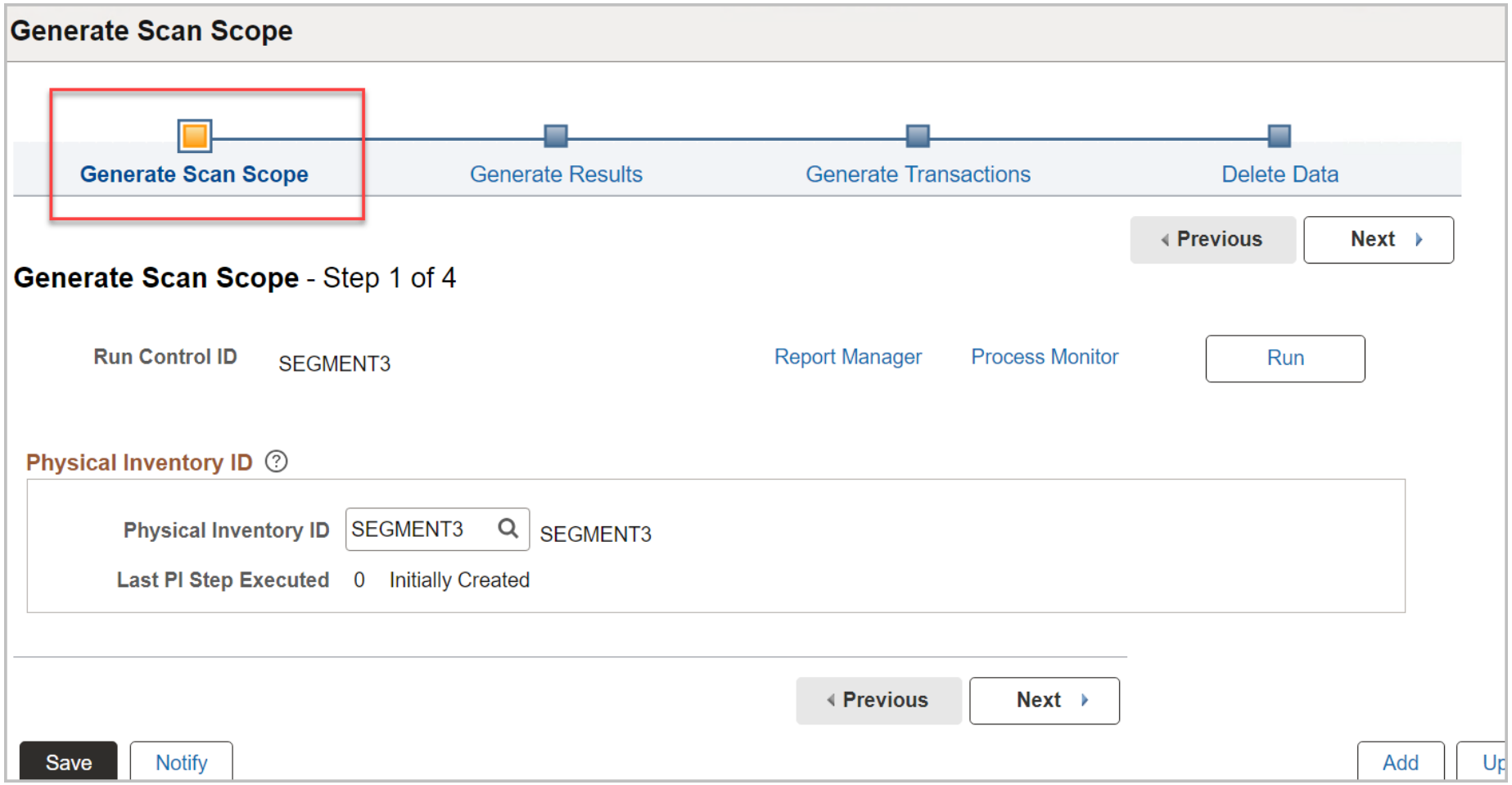


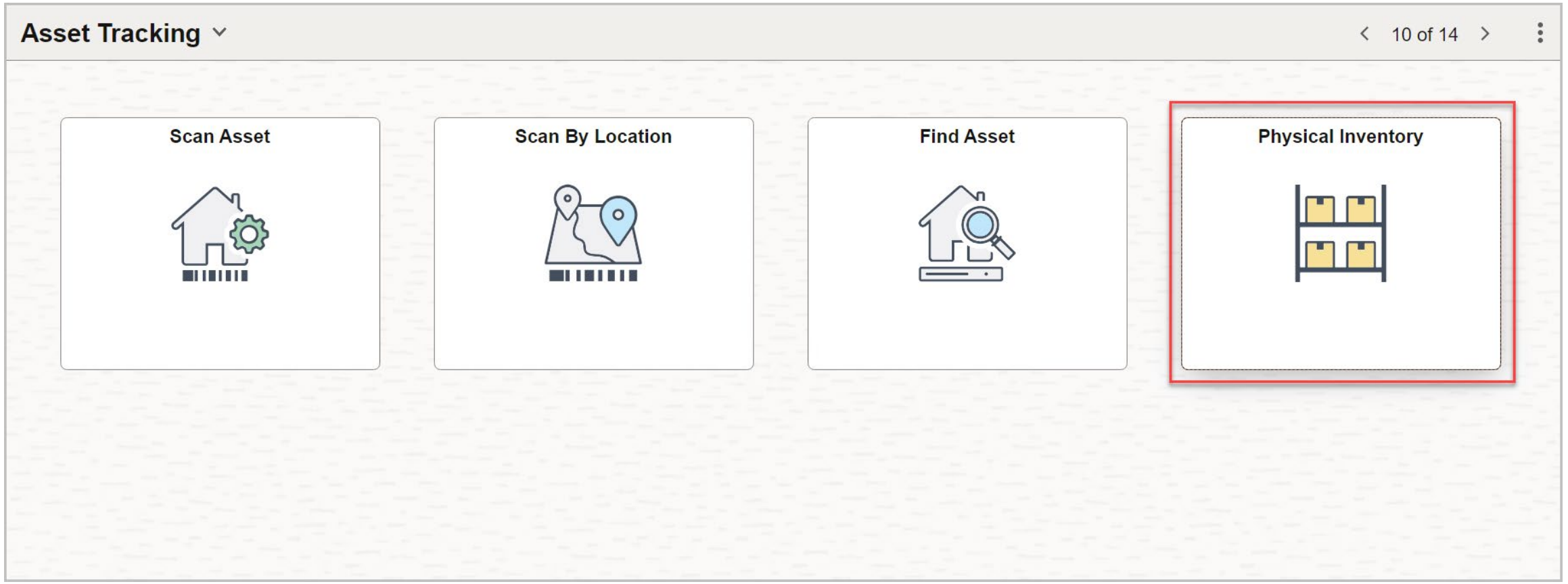
Physical Inventory

Mobile Example – Generate Scan Scope



Physical Inventory

Mobile Example – Perform Inventory



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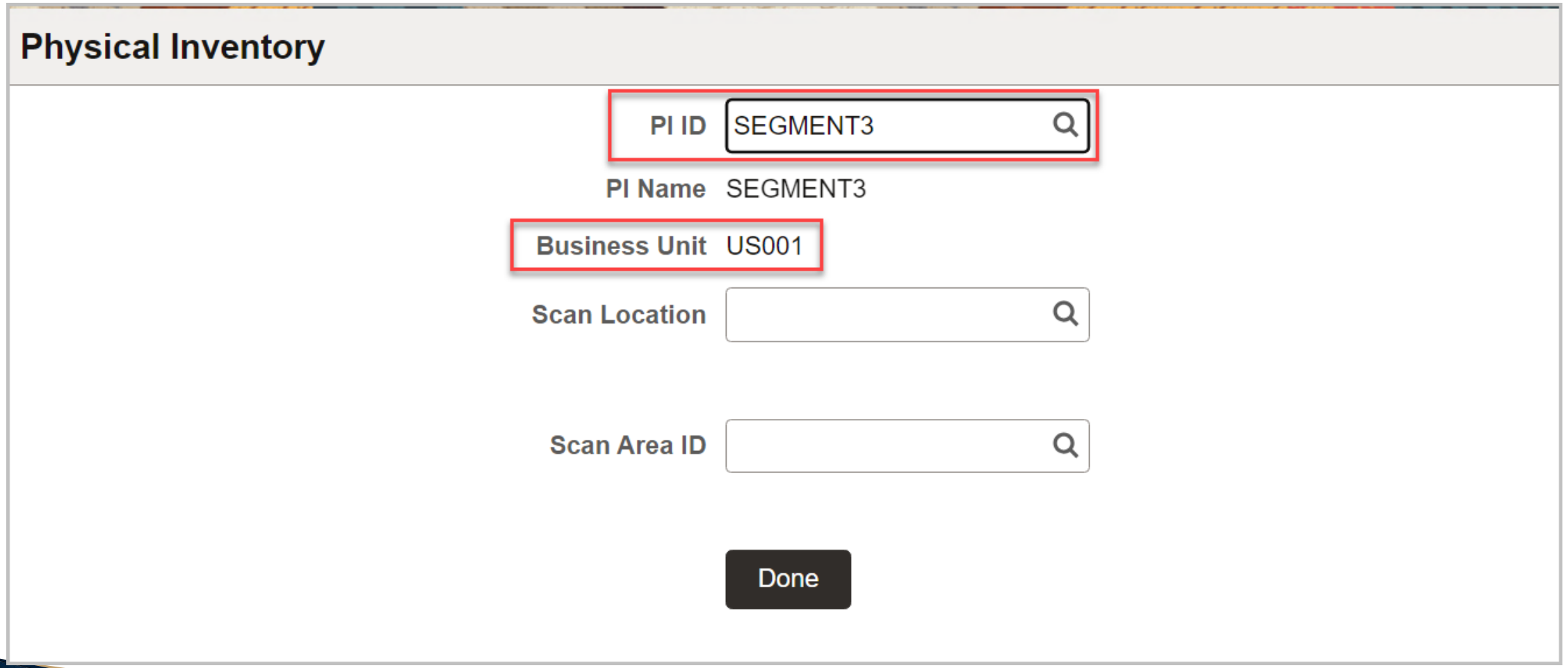

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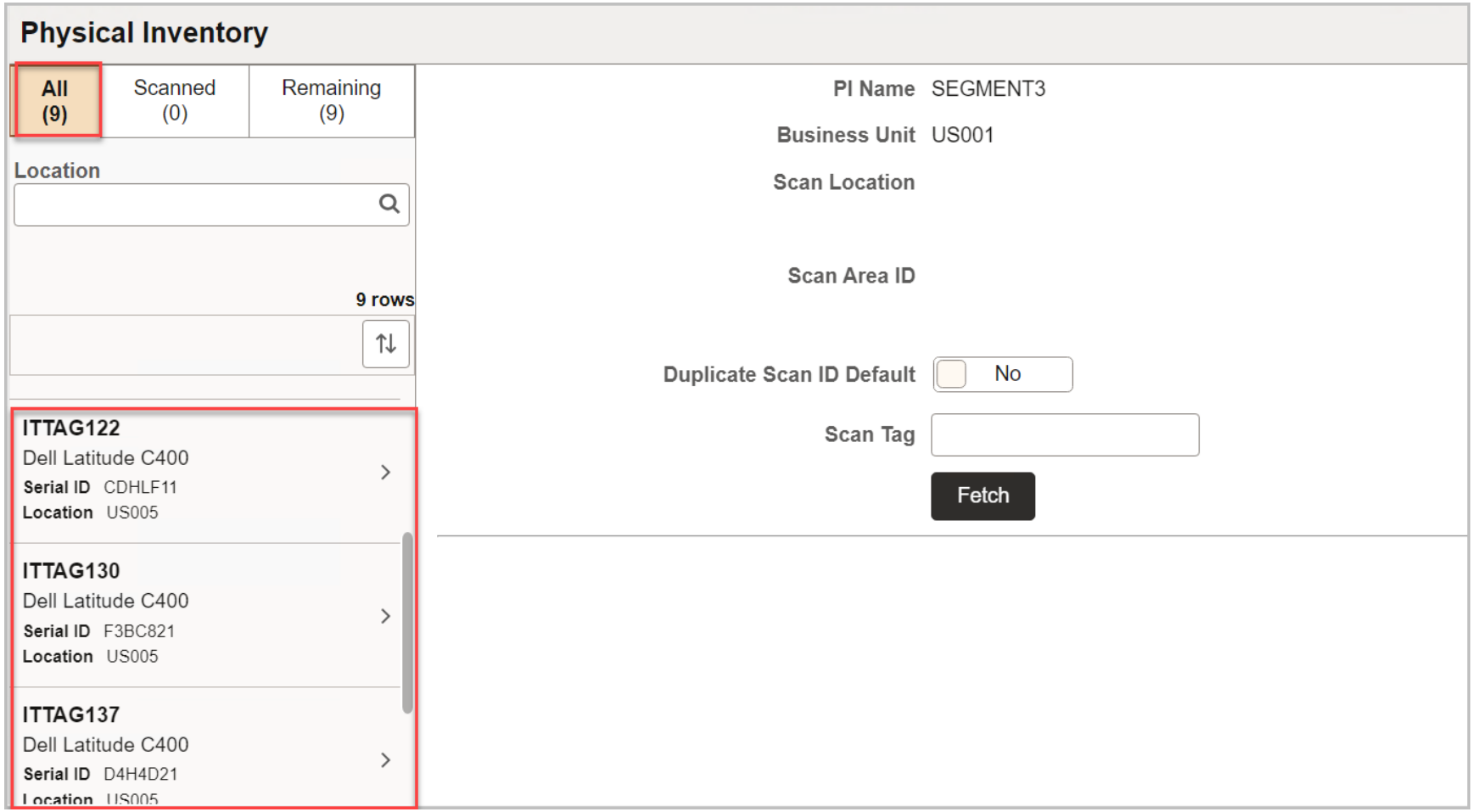

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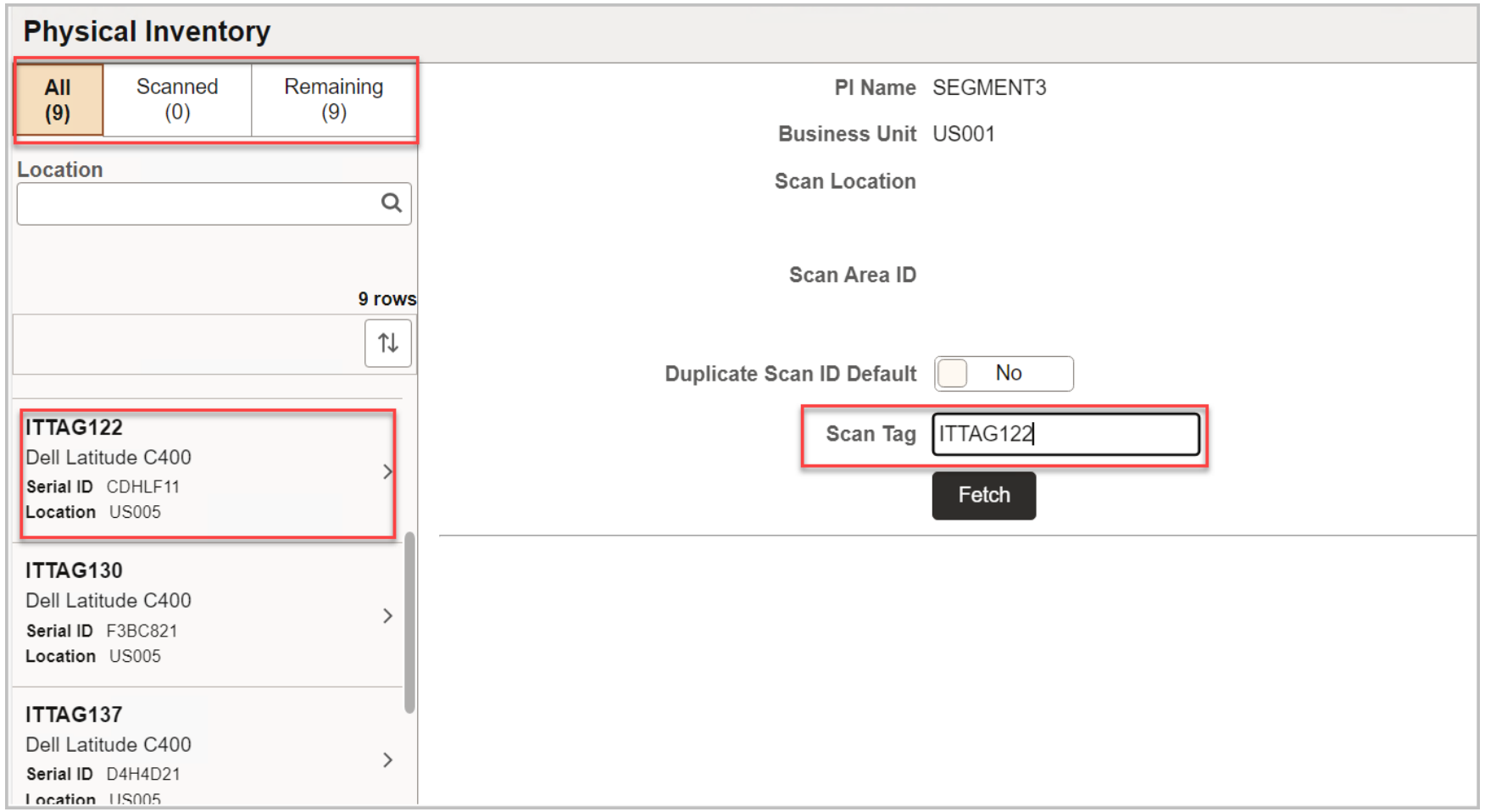

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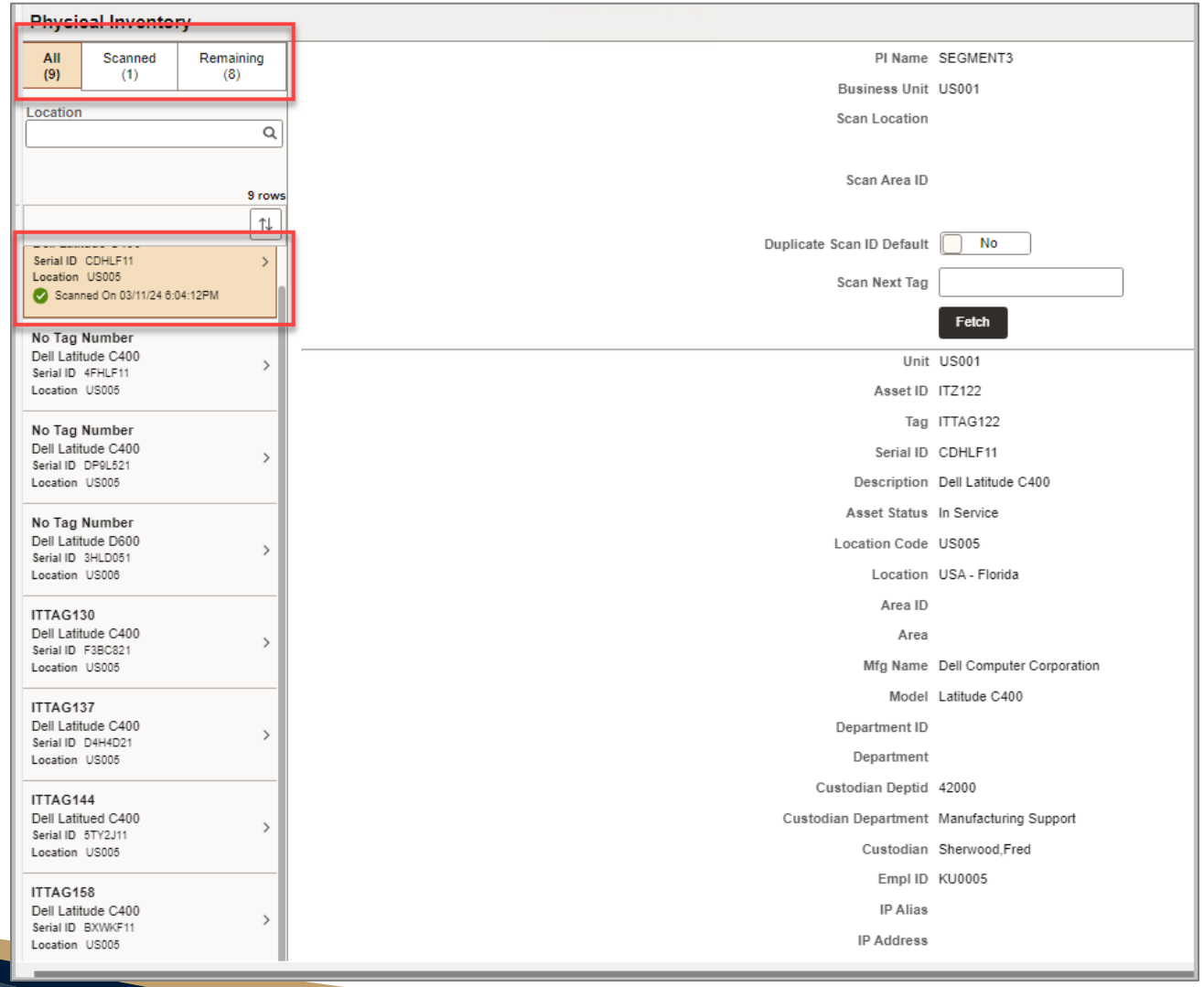

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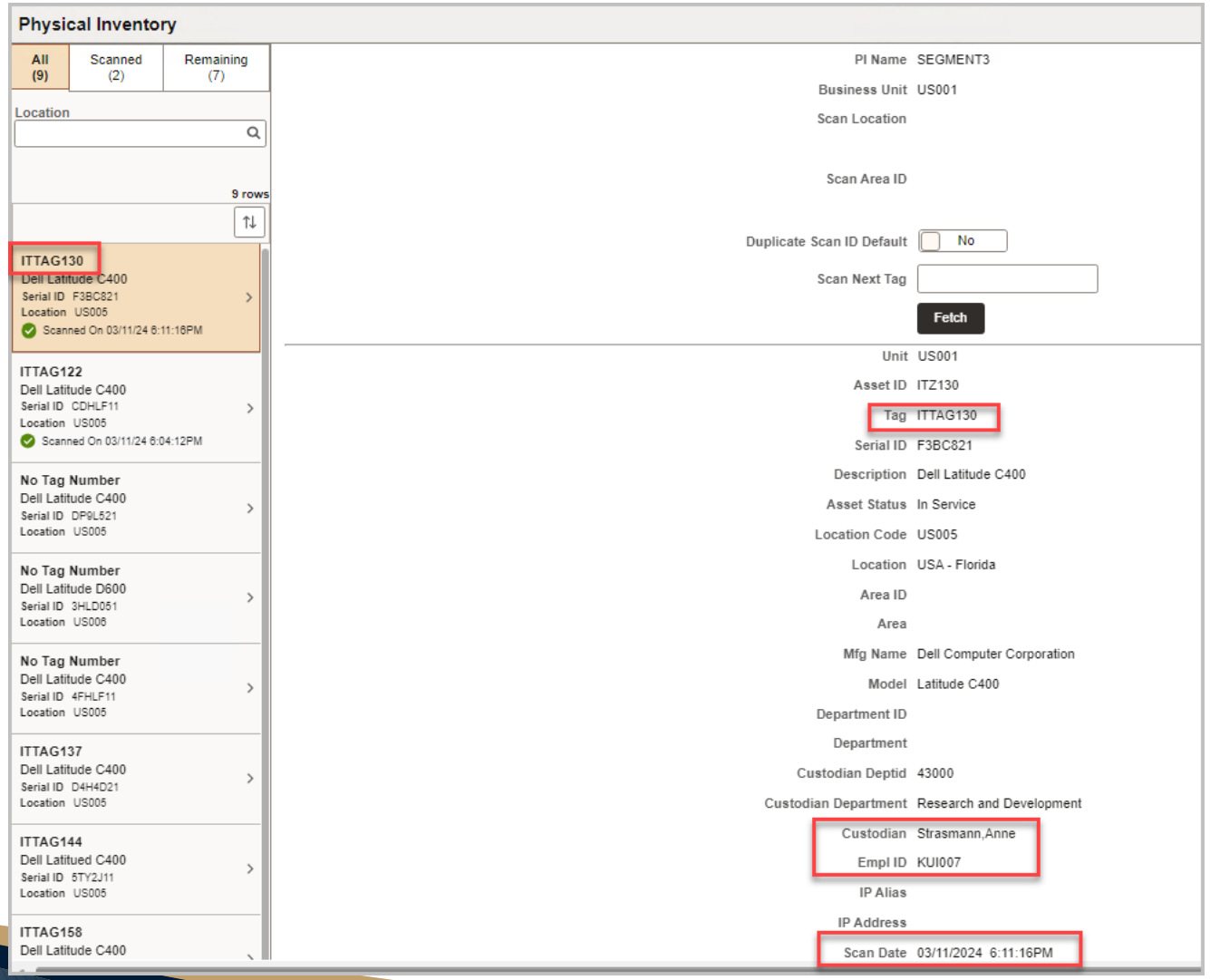

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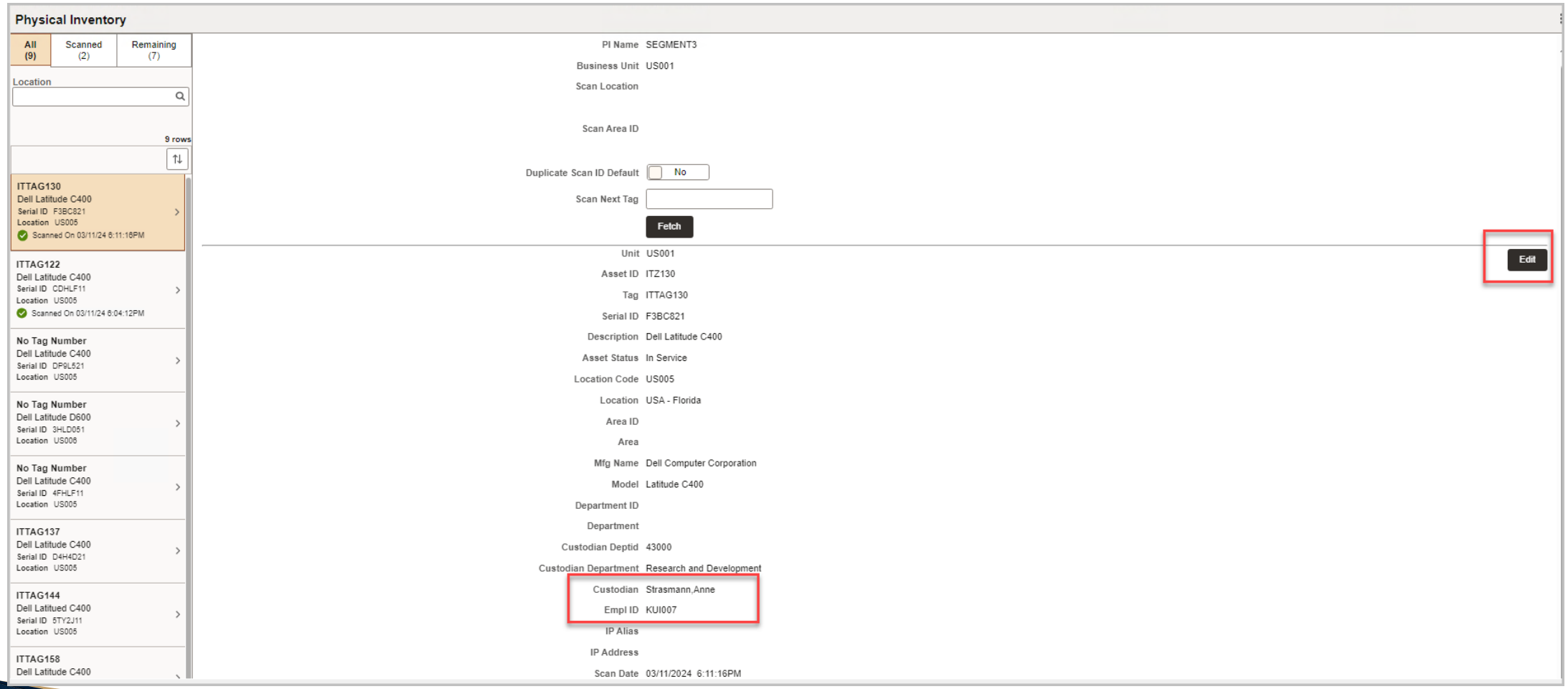

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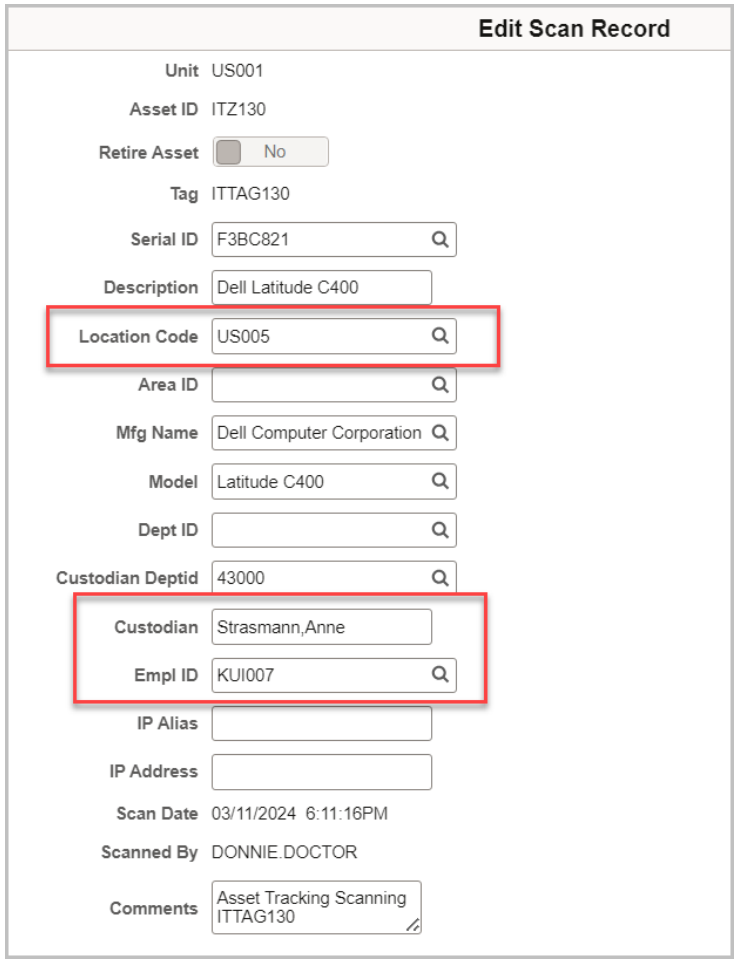

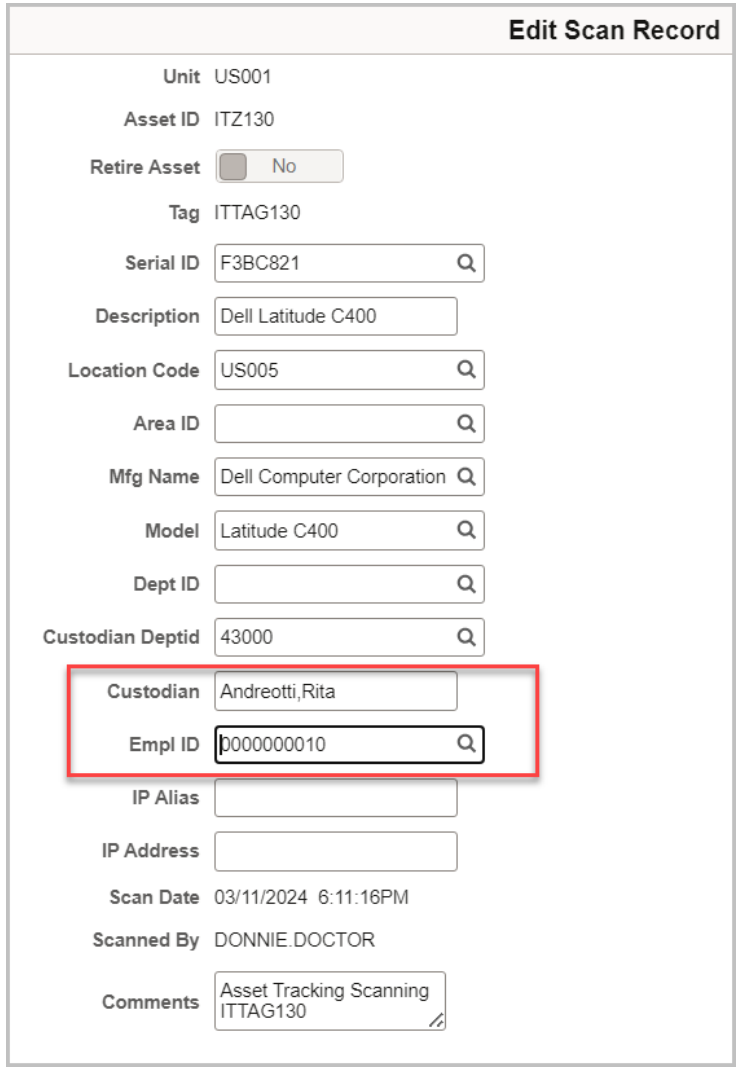

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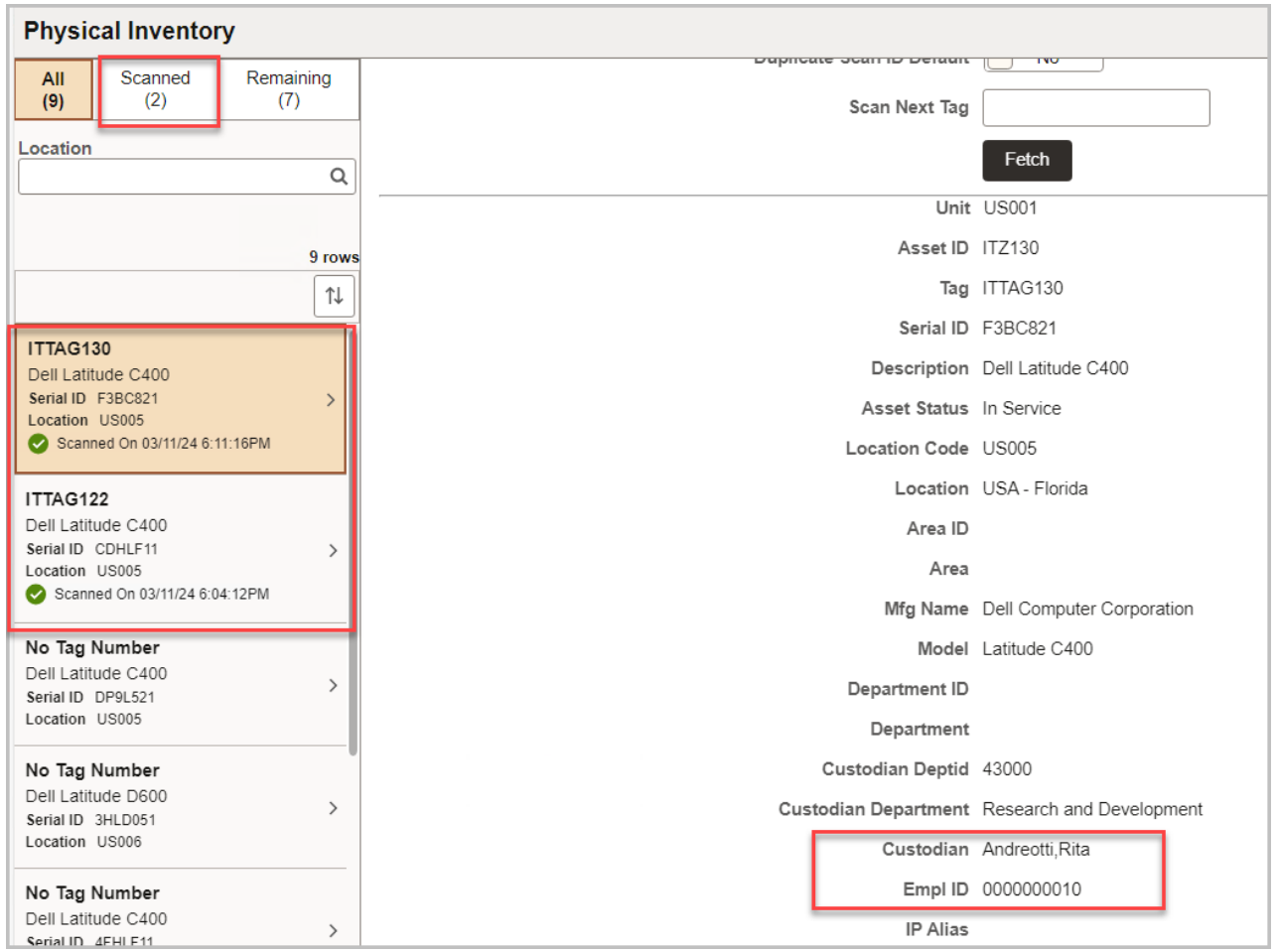
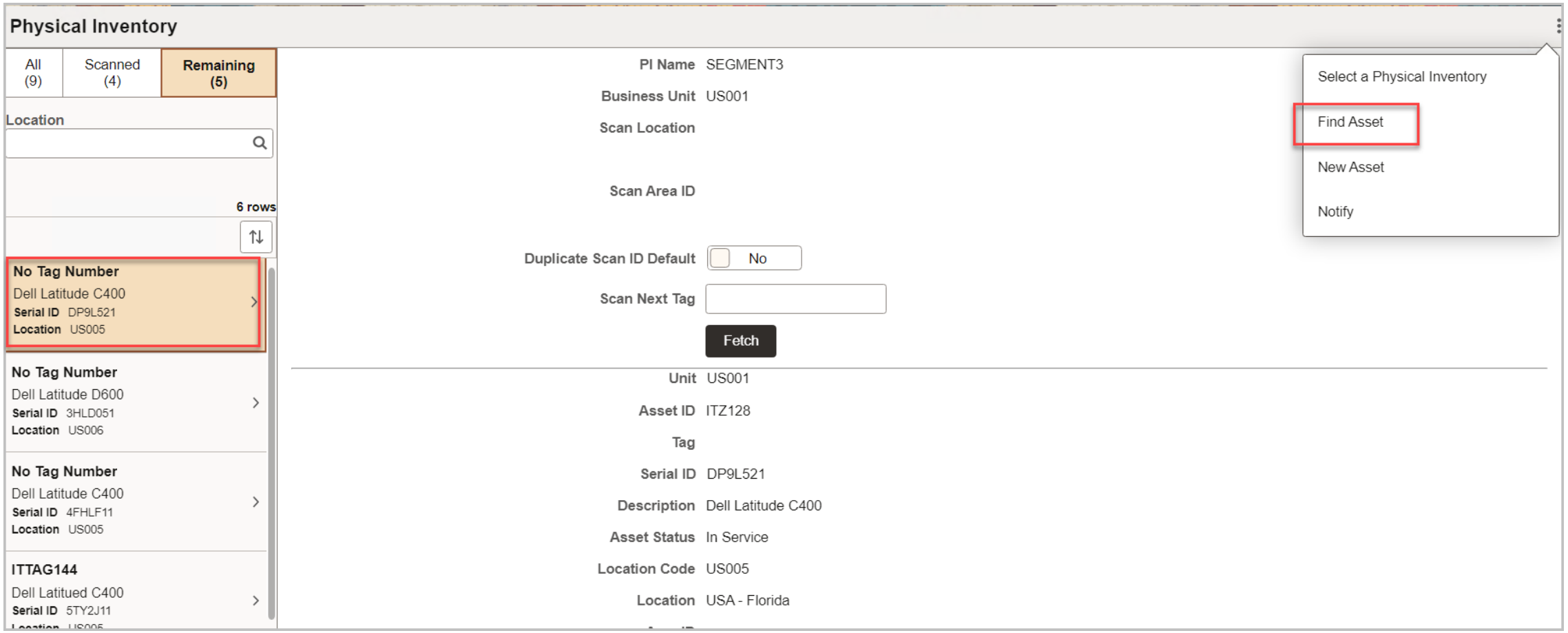


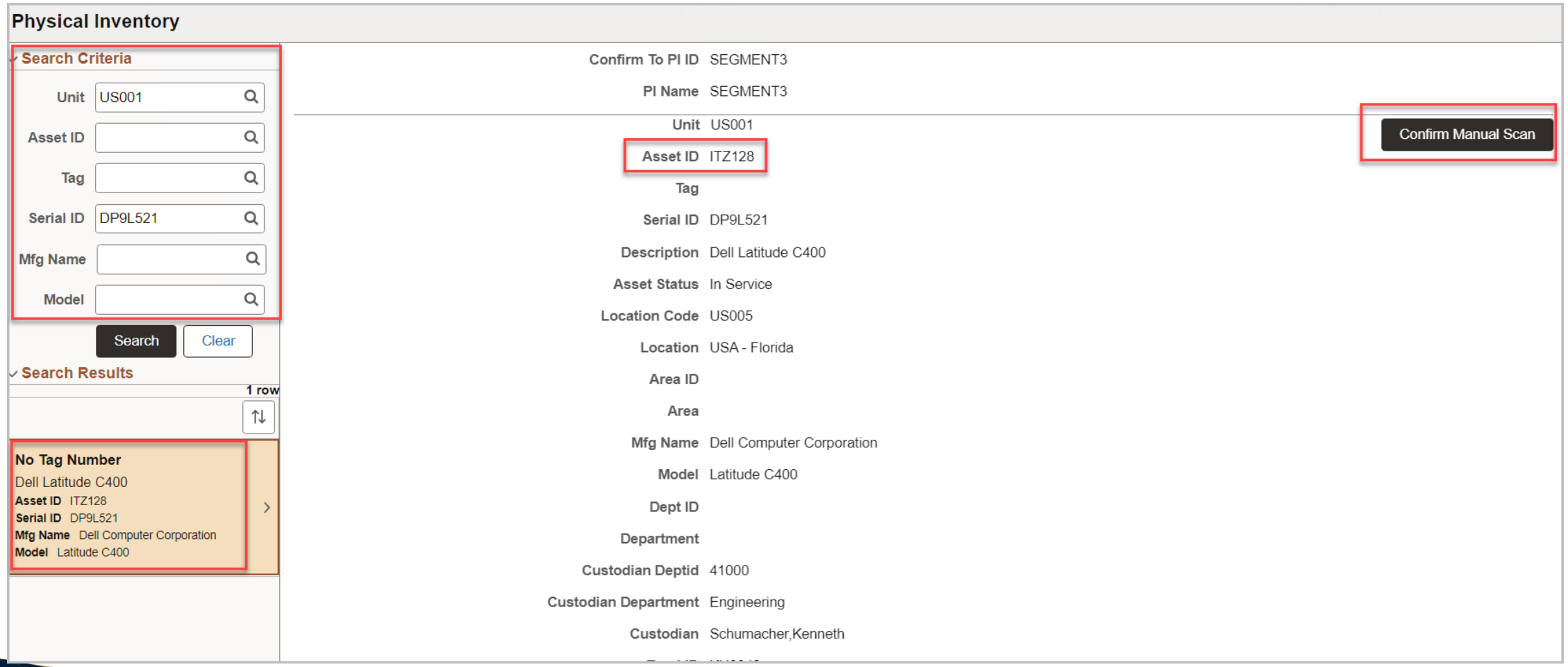
Physical Inventory

Mobile Example – Perform Inventory



Physical Inventory

Mobile Example – Perform Inventory



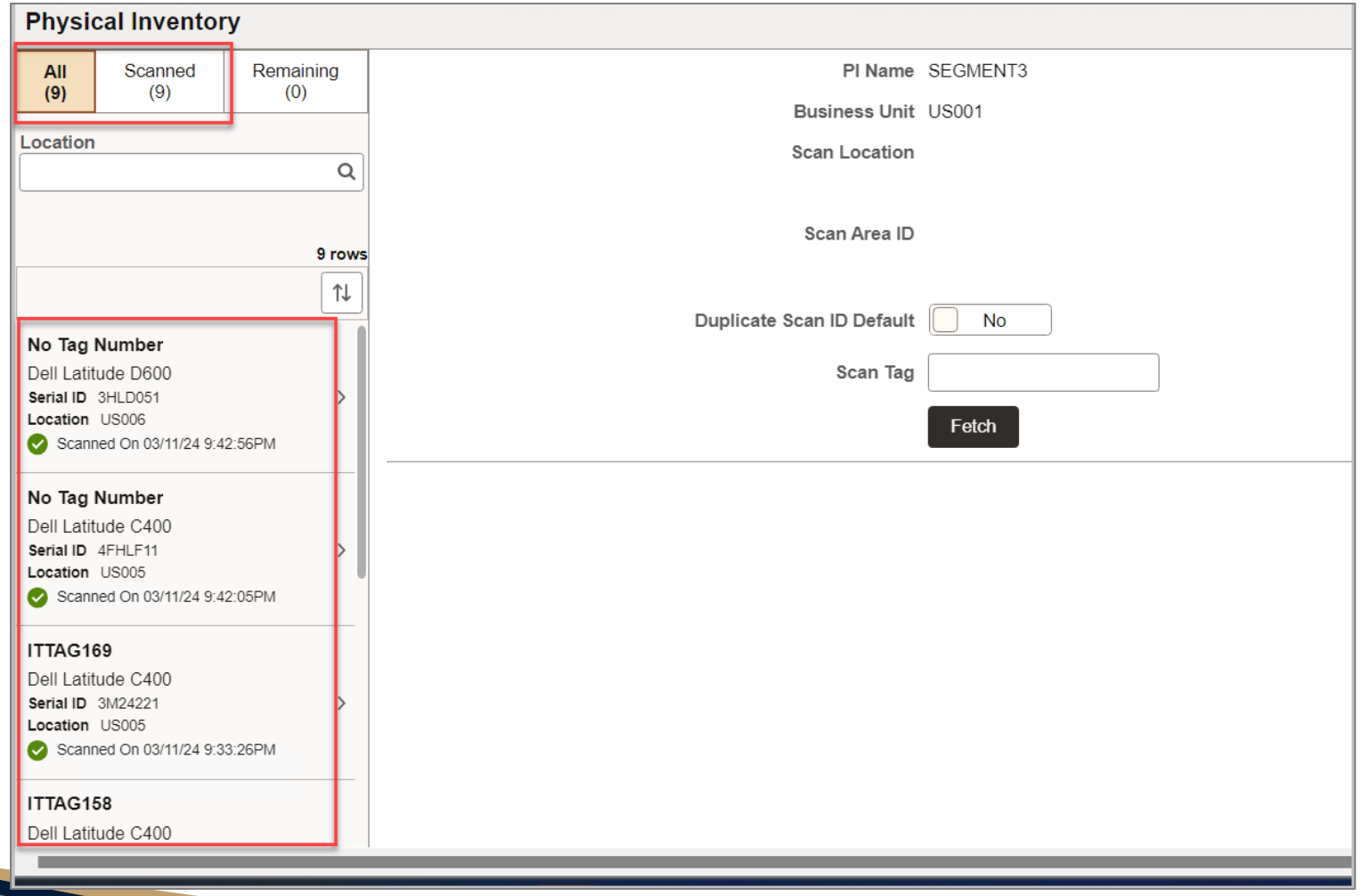
Physical Inventory

Mobile Example – Perform Inventory

Description	Dell Latitude C400
Asset Status	In Service
Location Code	US005
Location	USA - Florida
Area ID	
Area	
Mfg Name	Dell Computer Corporation
Model	Latitude C400
Department ID	
Department	
Custodian Deptid	41000
Custodian Department	Engineering
Custodian	Schumacher,Kenneth
Empl ID	KU0042
IP Alias	
IP Address	
Scan Date	03/11/2024 9:29:37PM
Scanned By Emplid	DONNIE.DOCTOR
Scanned By	
Scan Type	Manual
Comments	

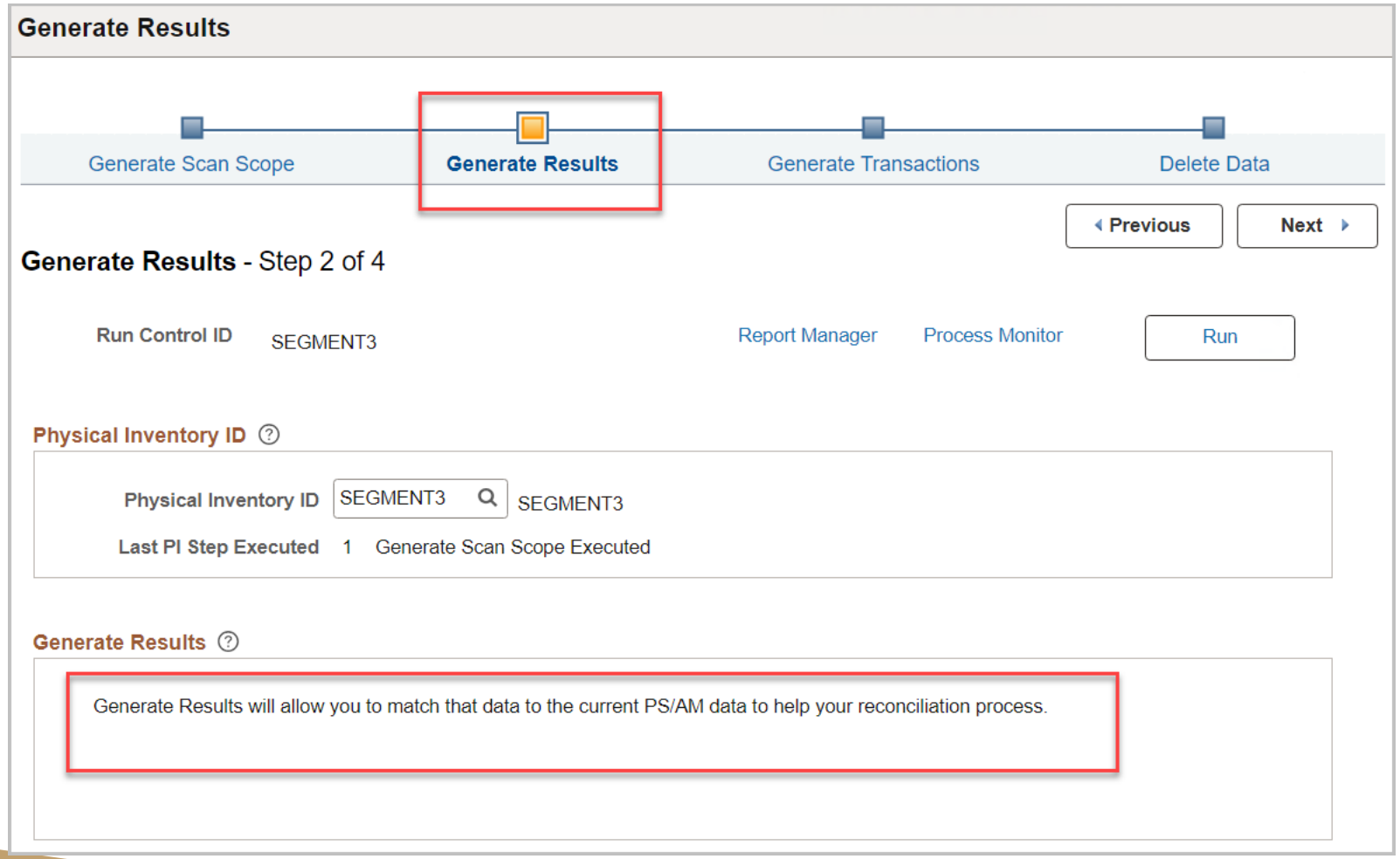
Physical Inventory

Mobile Example – Perform Inventory



Physical Inventory

Mobile Example – Perform Inventory



Physical Inventory

Mobile Example – Generate Inventory

Inventory Results

Search Results

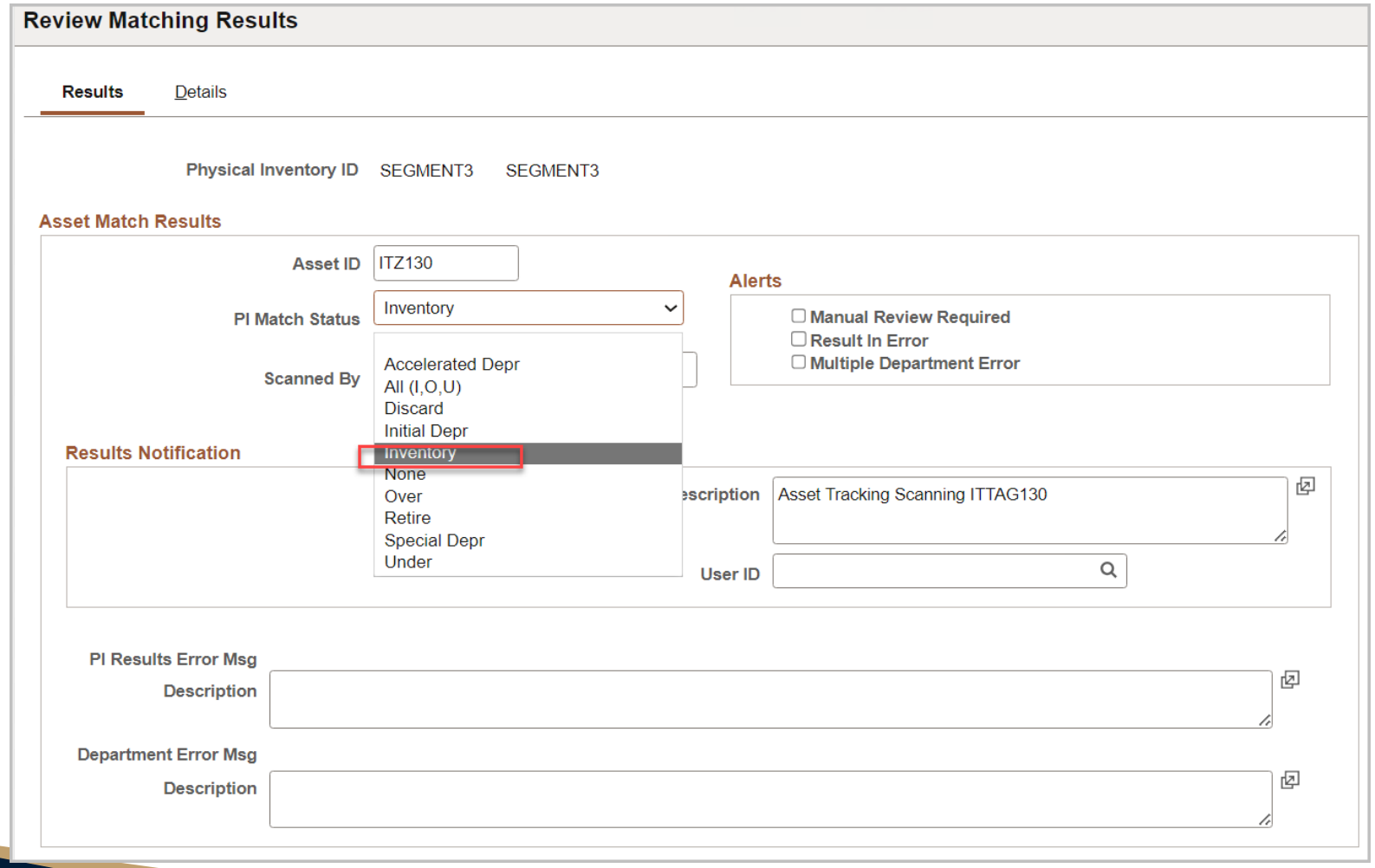
9 rows - Physical Inventory ID "SEGMENT3"

1-9 of 9 | View All

Physical Inventory ID	PI Line Number	Asset Identification	PI Match Status	Manual Review Required	Result In Error	Multiple Department Error	
SEGMENT3	884	ITZ122	Inventory	N	N	N	>
SEGMENT3	885	ITZ130	Inventory	N	N	N	>
SEGMENT3	886	ITZ137	Inventory	N	N	N	>
SEGMENT3	887	ITZ128	Inventory	Y	N	N	>
SEGMENT3	888	ITZ144	Inventory	N	N	N	>
SEGMENT3	889	ITZ158	Inventory	N	N	N	>
SEGMENT3	890	ITZ169	Inventory	N	N	N	>
SEGMENT3	891	ITZ154	Inventory	Y	N	N	>
SEGMENT3	892	ITZ148	Inventory	Y	N	N	>

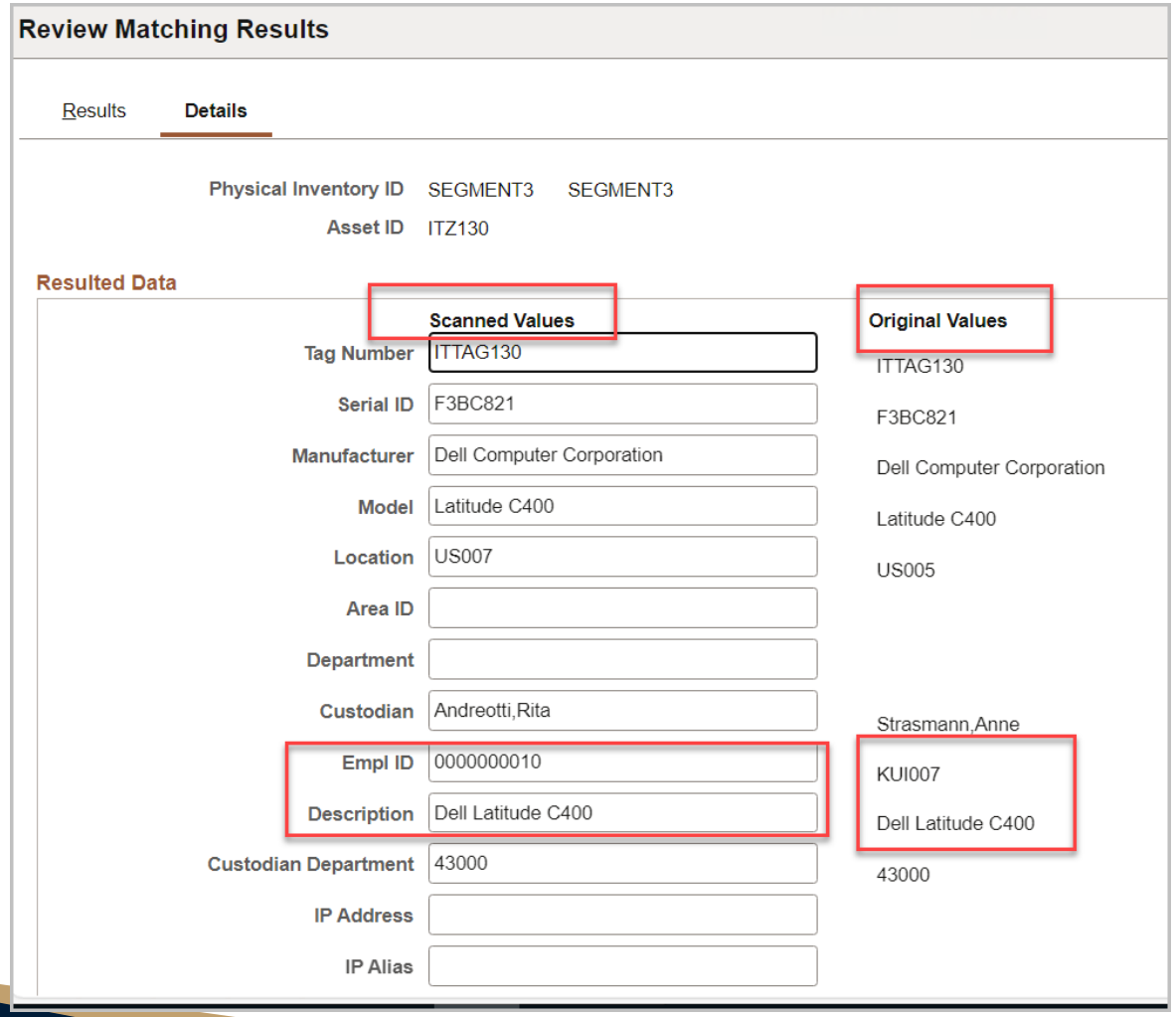
Physical Inventory

Mobile Example – Generate Inventory Results



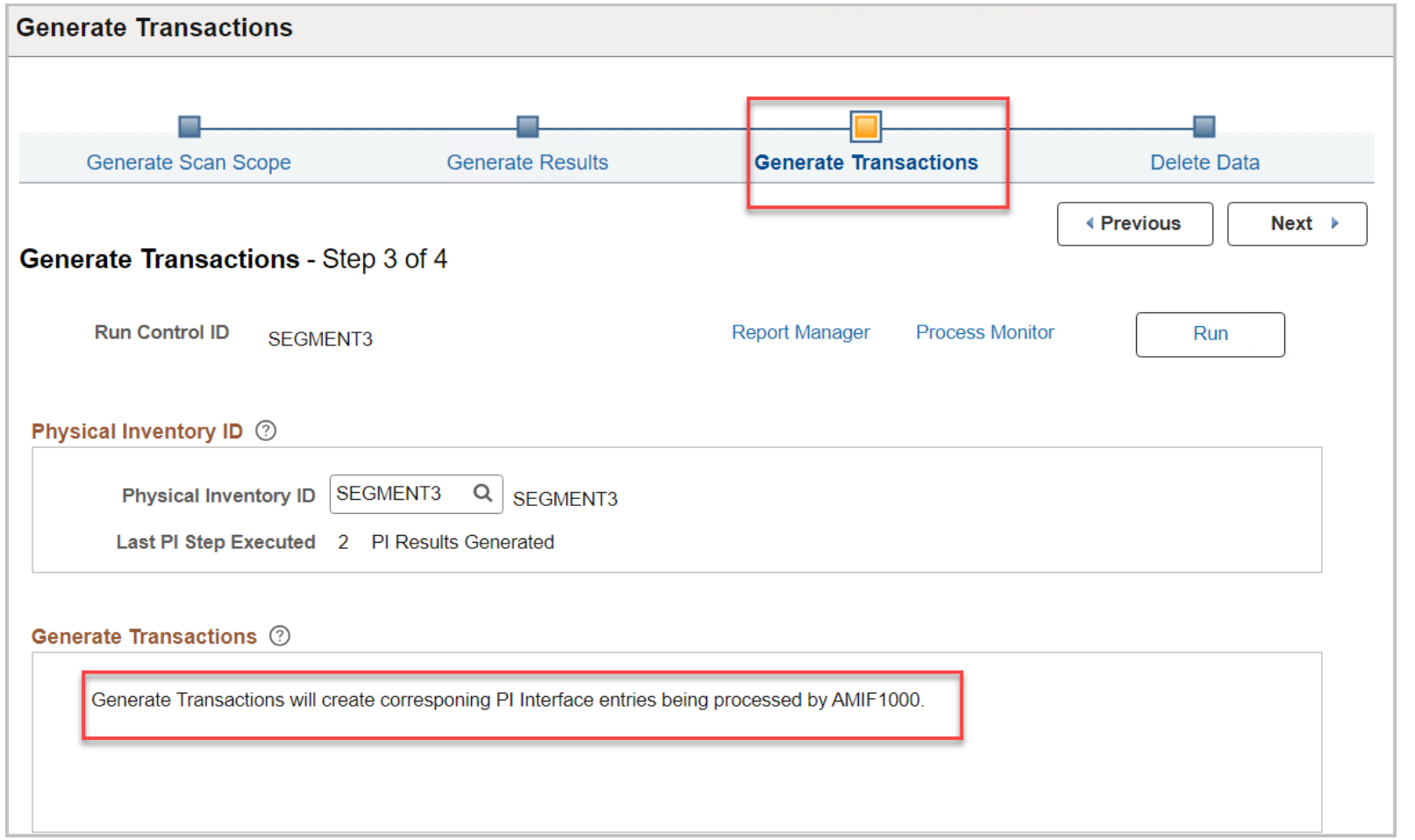
Physical Inventory

Mobile Example – Generate Inventory Results



Physical Inventory

Mobile Example – Generate Transactions



Physical Inventory

Mobile Example – Generate Transactions

Review Transactions

New Windo

Find an Existing Value

> Search Criteria

v Search Results

9 rows - Interface ID "10000206" Business Unit "US001" +3 more

Interface ID	Interface Line Number	Business Unit	Asset Identification	Voucher ID	Voucher Line Number	PO Number	Receipt Number	Project	System Source	Trans Load Type	Physical Inventory ID	Transaction	Description	Serial ID
10000206	0	US001	ITZ122	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ128	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ130	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ137	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ144	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)
10000206	0	US001	ITZ148	(blank)	0	(blank)	(blank)	(blank)	AM Batch	PI History	SEGMENT3	PI7 - Inventory History Insert	(blank)	(blank)

MOBILE INVENTORY VIDEO DEMO

ATTRACTIVE ITEMS

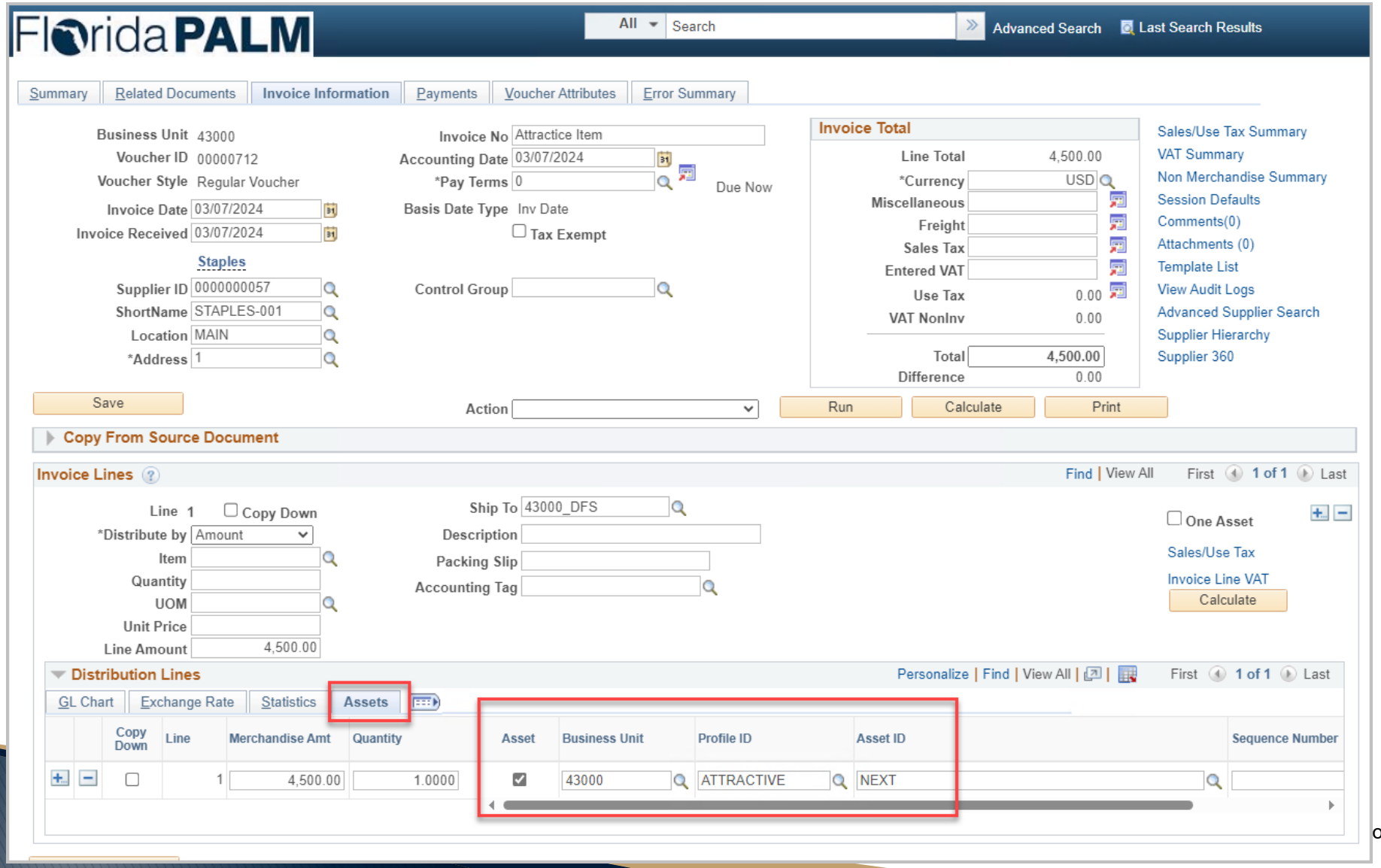
Creating Asset Records

Attractive Items

- Attractive Items are assets that are acquired below the $5,000 threshold but recorded in Florida PALM AM module
- The “Threshold” field is used to identify and manage Attractive Items in AM
- If an asset-related account plus a valid Profile ID are used on an interface or online voucher entry, and the “Threshold” feature is applied, an Attractive Item is recorded in AM (capital non-depreciable assets)
- Florida PALM also provides a unique Profile ID (ATTRACTIVE) that can be used to enter an attractive item
- If a non-asset related account plus the unique Attractive Item Profile ID are used on a transaction, AM records an Attractive Item (capital non-depreciable assets)

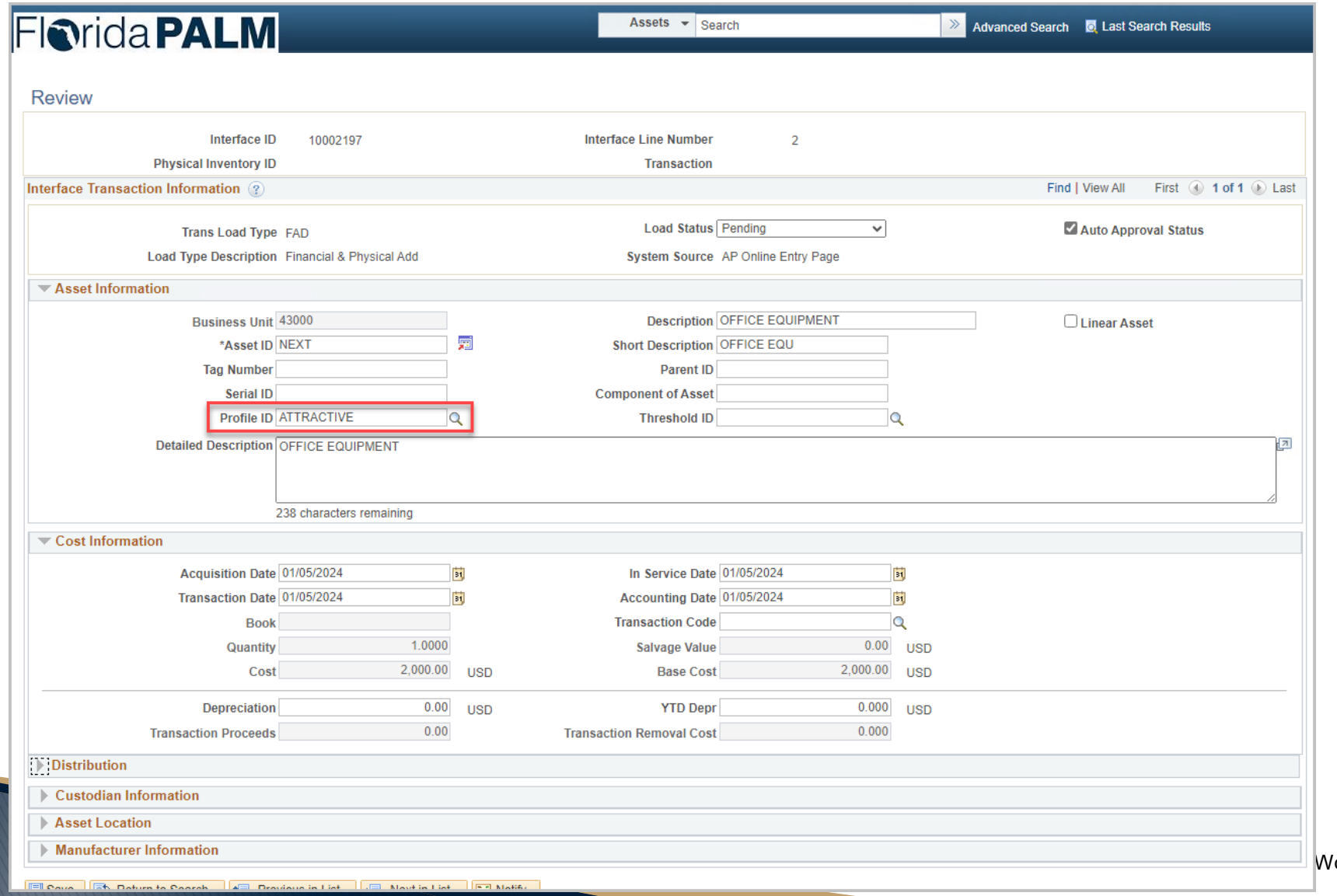
Creating Asset Records

Attractive Items



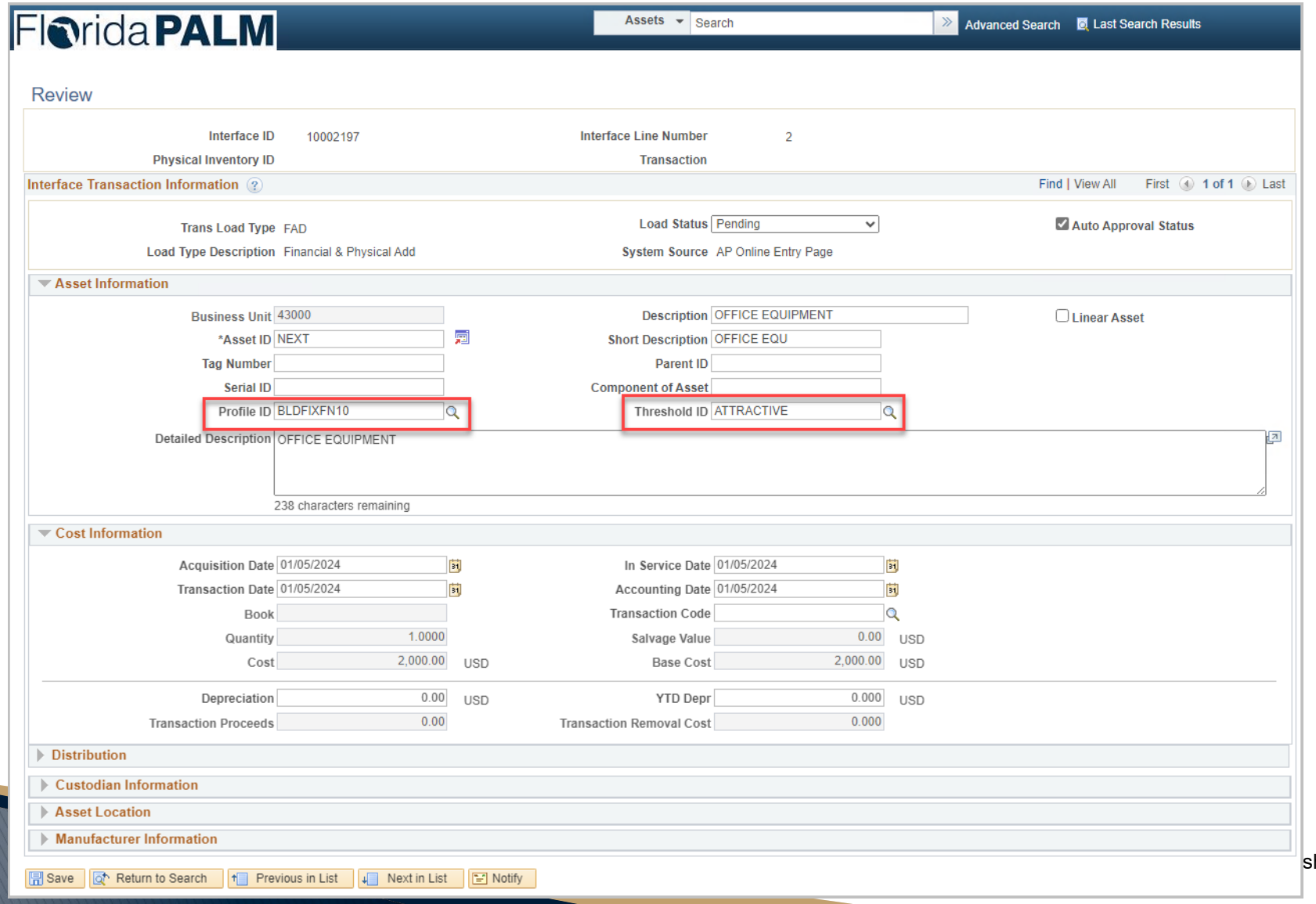
Creating Asset Records

Attractive Items



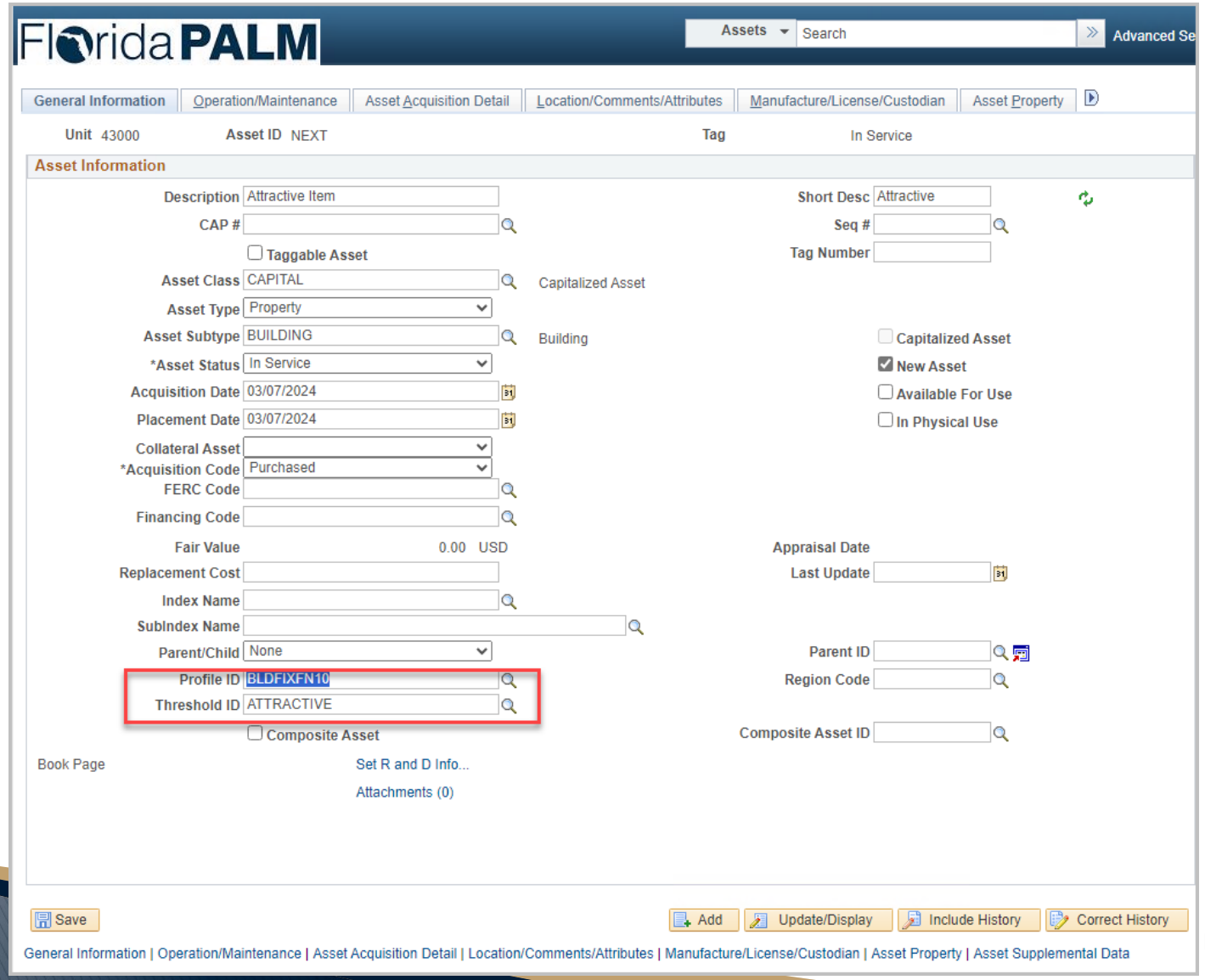
Creating Asset Records

Attractive Items



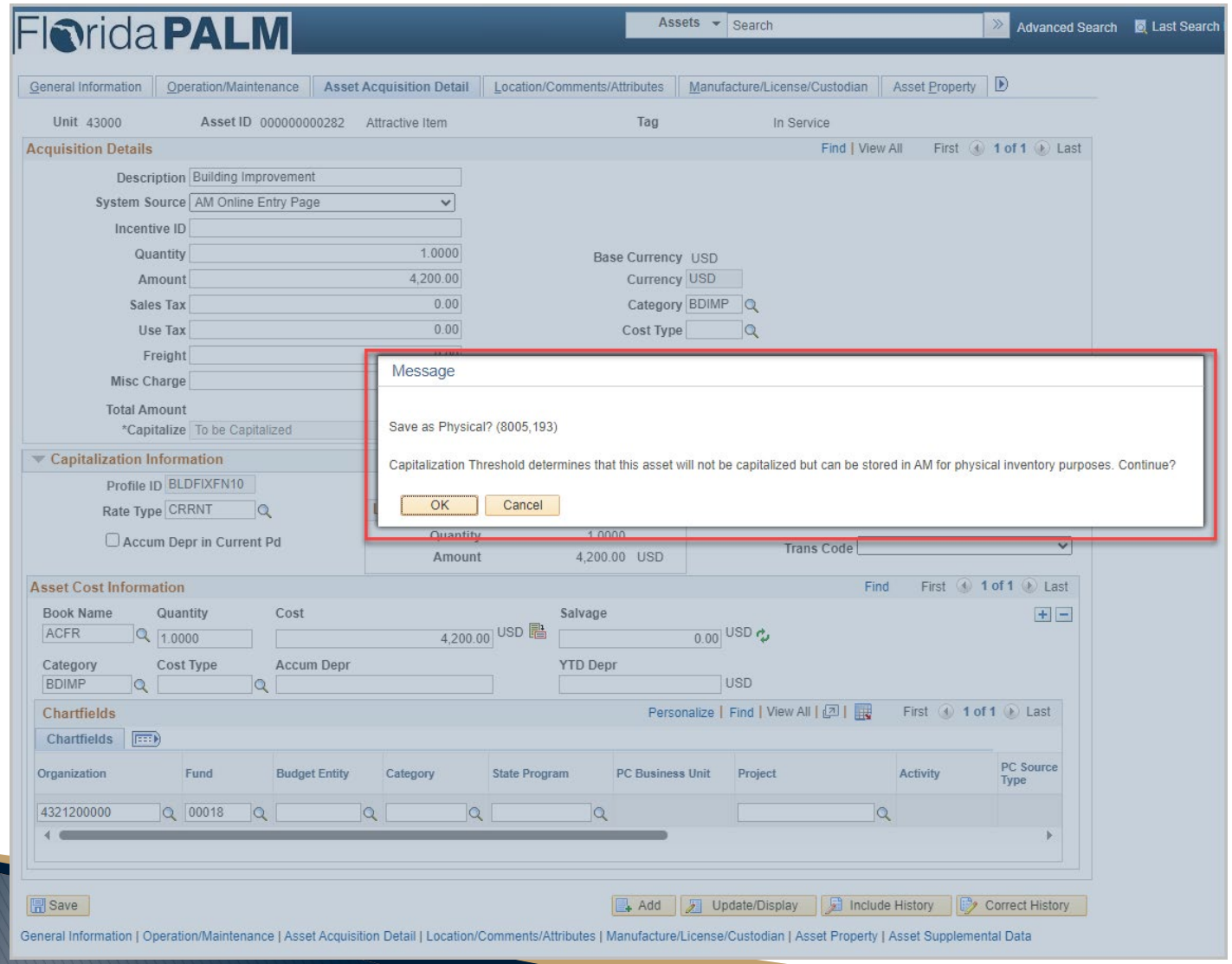
Creating Asset Records

Attractive Items



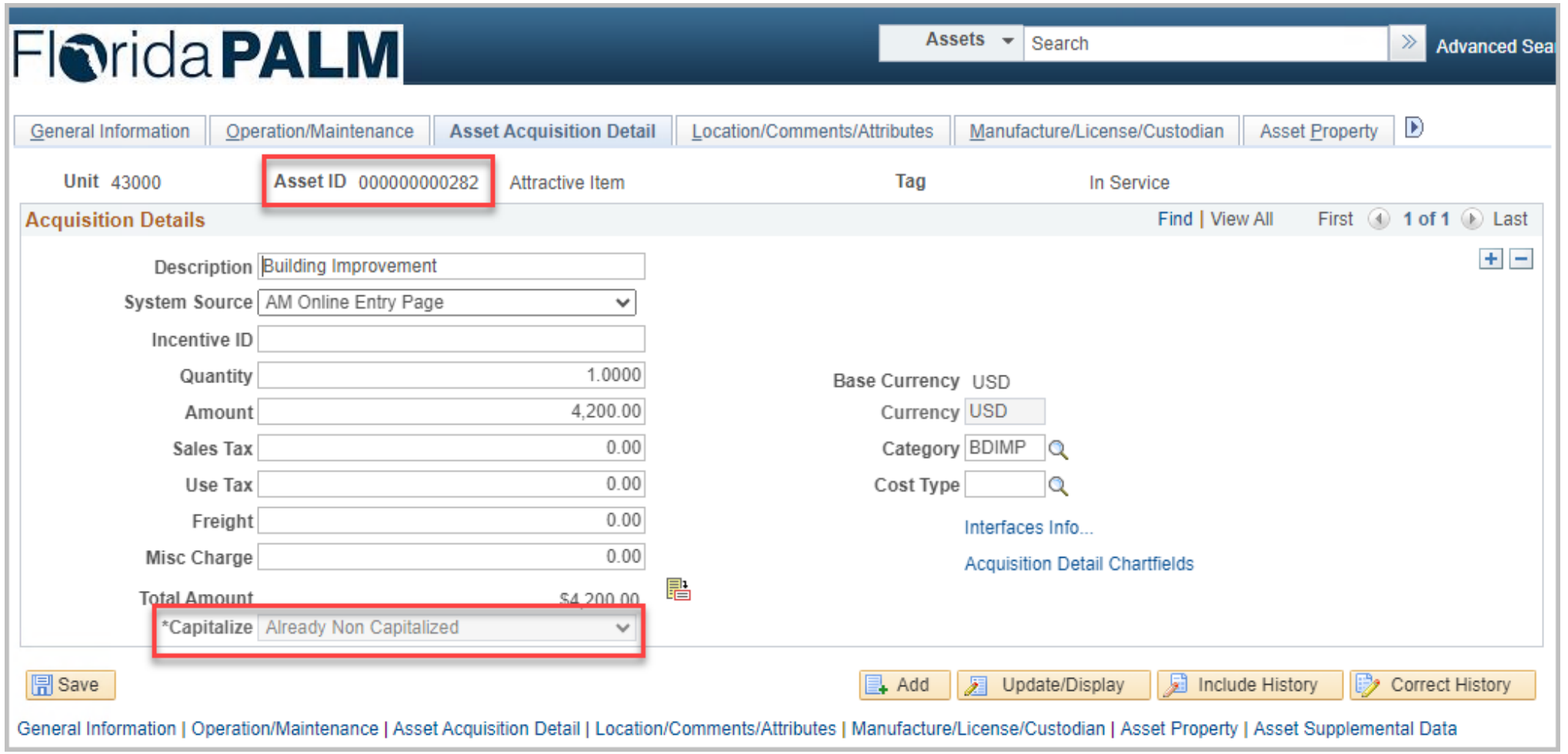
Creating Asset Records

Attractive Items



Creating Asset Records

Attractive Items



LOCATION CODE CONFIGURATION

Updating Asset Records

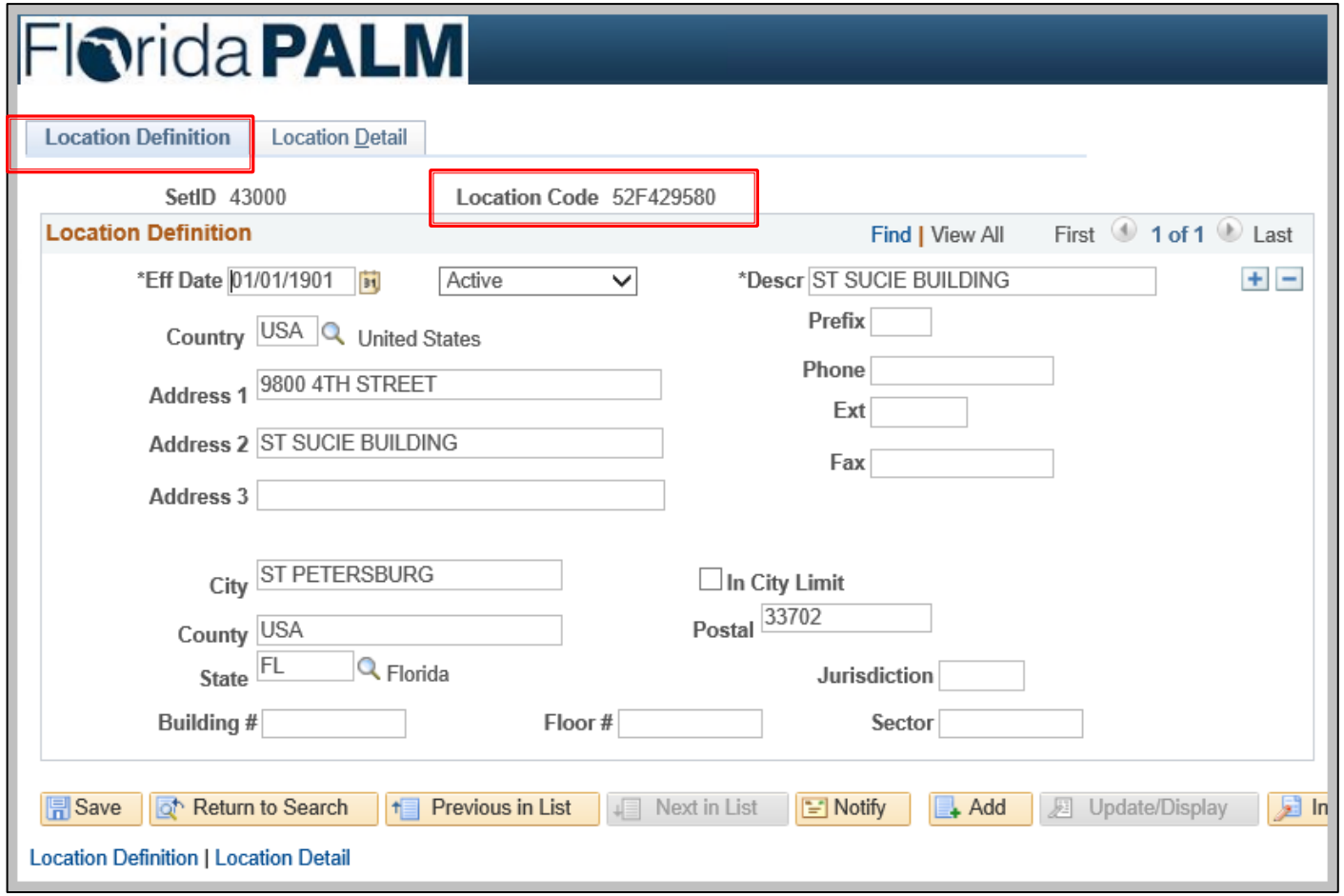
Location Configuration

- Agency locations are configured in the Florida PALM AM module
- Agency location includes a Location Code and corresponding address values
- Each address location should be represented by a single Location Code
- Location Code is a 10-character alphanumeric field
- Agencies administer Location Codes
- Location Codes are agency specific
- Location Code format includes County number for the first 2 characters, plus an agency-specific descriptive identifier for the remaining 8-characters
- Jurisdiction and Sector can be used to further define a location address
- Area ID can be used to provide additional granularity to the address of an agency location
- The Area ID field is a 10-character field that can provide a dropdown list of multiple floors, or floor/room combinations of a single building, or facility within the address location (Floor4, Floor4Rm19, Room21, Gymnasium, Mezzanine)

Updating Asset Records

Location Configuration

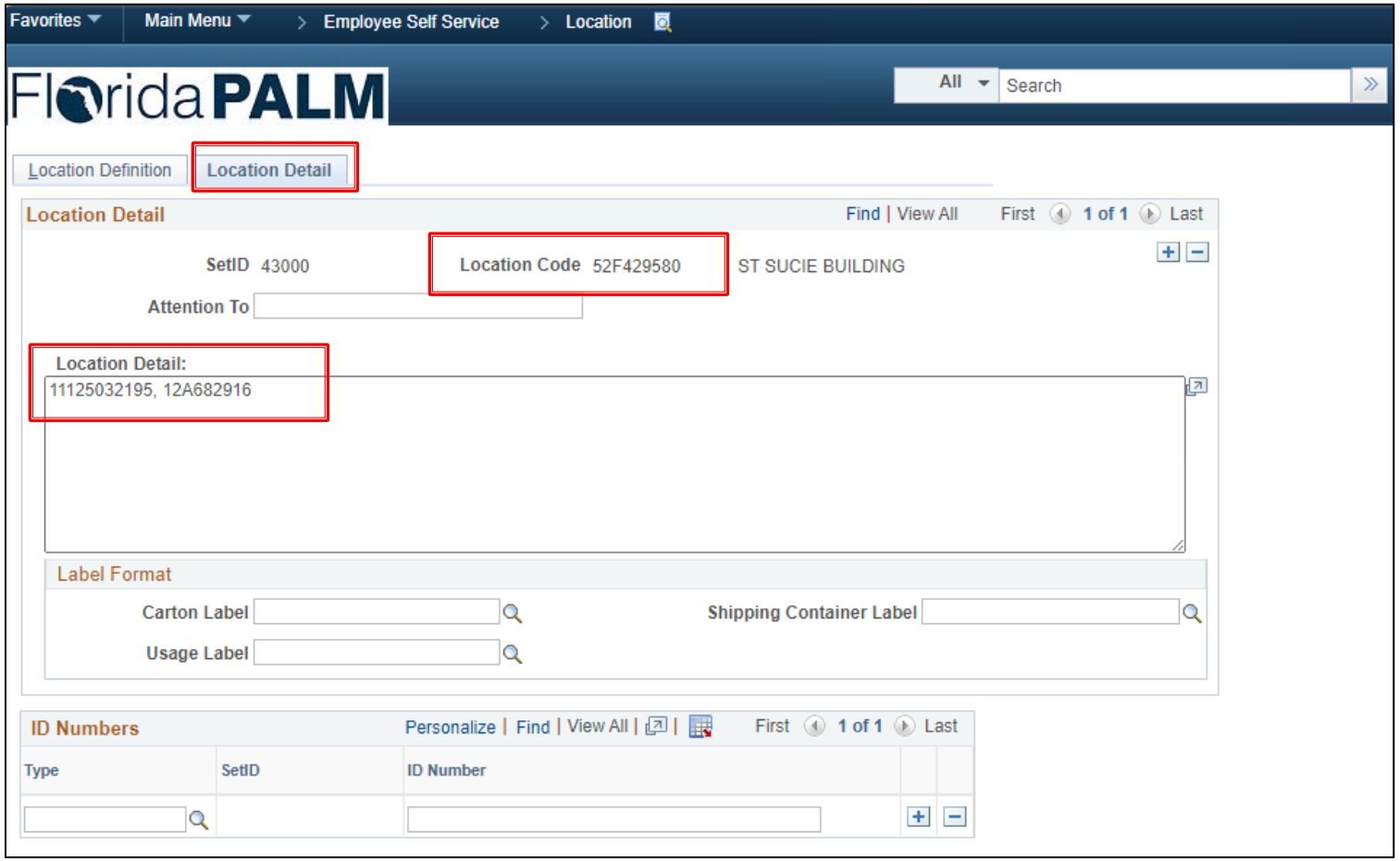
- Location Definition
  - Address details defined on this page



Updating Asset Records

Location Configuration

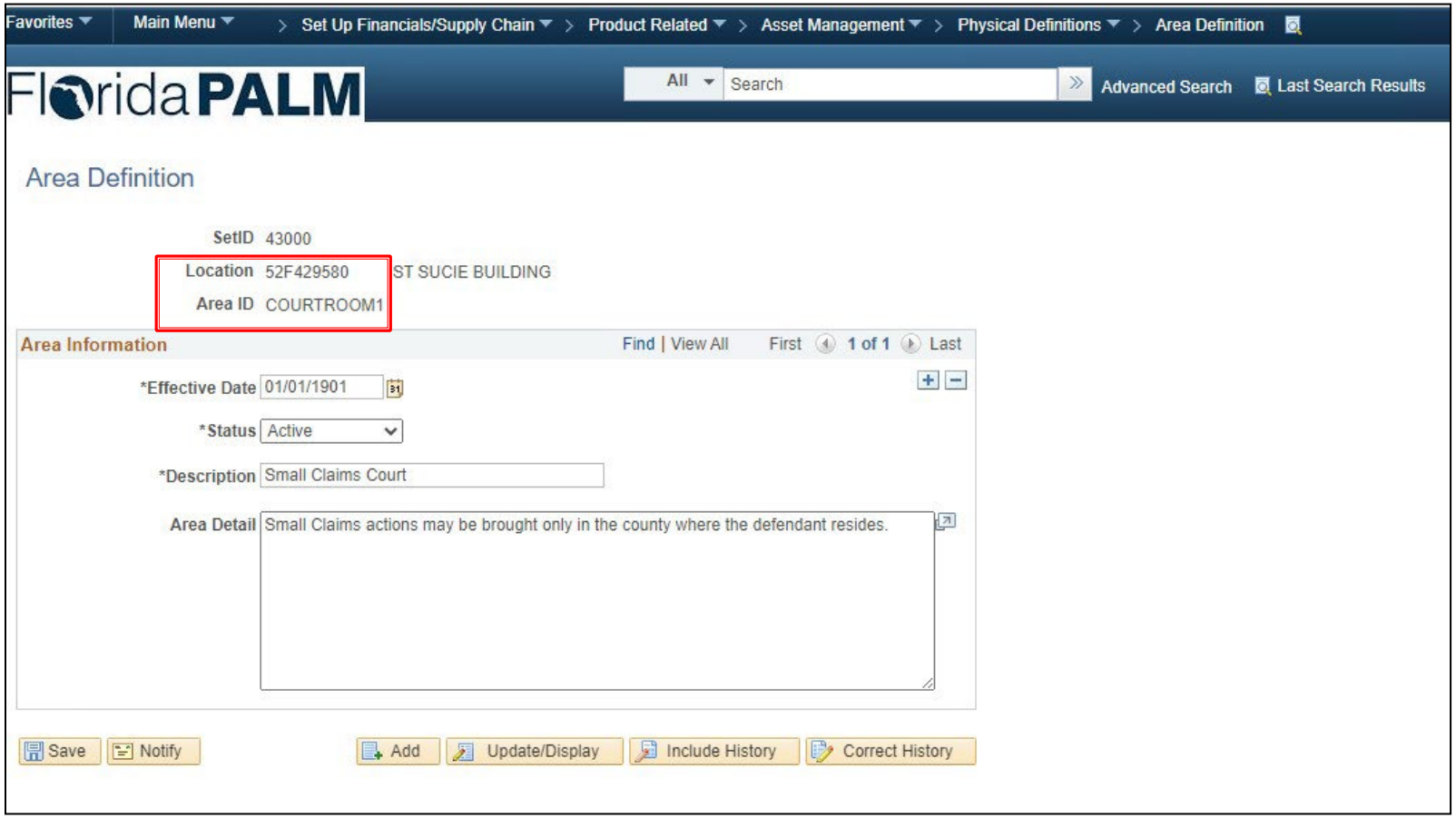
- Location Detail
  - Location Detail field used to capture legacy Departmental FLAIR codes



Updating Asset Records

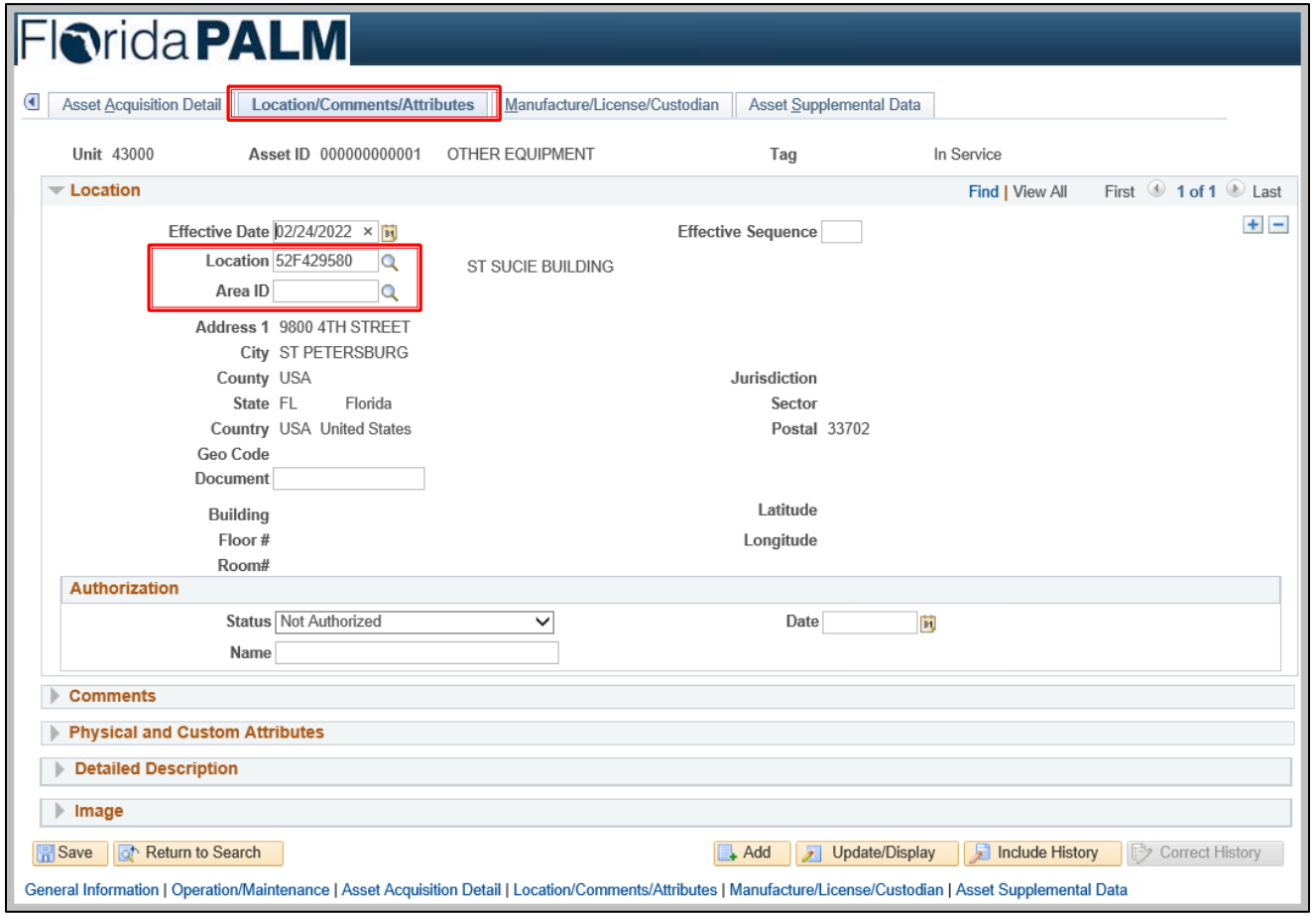
Location Configuration

- Area Definition
  - Area IDs may be associated to an existing Location Code



Updating Asset Records
Location Configuration

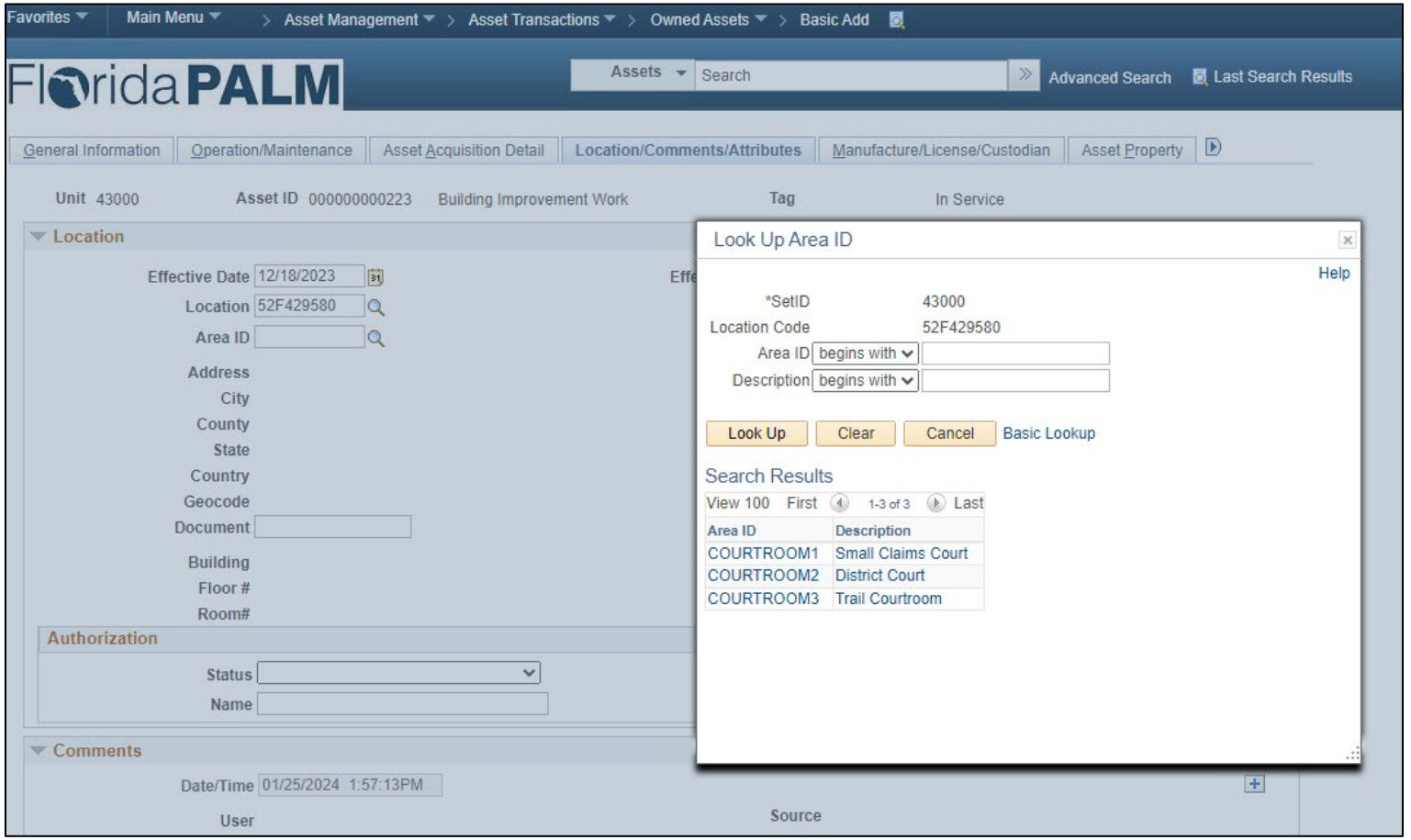
- Location tab of asset record
  - Location Code and Area ID are selected on this page



Updating Asset Records

Location Configuration

- Area ID options associated to the Location Code are available for selection



Q&A

INTERFACE LAYOUT REVIEW

Interface Layout Review

- How to Read a Flat File Interface Video
- Florida PALM Resources (SmartSheet)
- AMI002 – Inbound Asset Transfers and Disposal Request
- AMI010 – Inbound Asset Physical Inventory Scanner File

https://players.brightcove.net/913730540001/default_default/index.html?videoId=6337161945112
https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa

AMI002 – Inbound Asset Transfers and Disposal Request

AMI010 – Inbound Asset Physical Inventory Scanner File

Q&A

REPORTING

REPORTING SOLUTION
SEGMENT III – AM REPORTS

40.2 Deploy and Maintain Assets – Key Reports

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	**AMR068**	**Summary of Assets Report** – a report of total assets and changes made to asset records for a given period. The report includes changes in asset status, useful life, or re-categorization.	Data Warehouse	Periodic	Agency, DFS
R2	**AMR023**	**Asset Depreciation Forecast Report** – a report that shows the impact of calculating monthly depreciation expense and accumulated depreciation prior to actual recording of depreciation	PeopleSoft	Periodic	Agency
R3	**AMR045**	**Asset Approval/Denial Report** – a report of asset transactions that have been approved or denied.	Data Warehouse	Periodic	Agency
R4	**AMR046**	**Pending Transfers Report** – a report of transfers with issues pending resolution .	Data Warehouse	Periodic	Agency
R5	**AMR022**	**Asset Transfer Report** – a report of assets acquired or disposed of through transfer.	Data Warehouse	Periodic	Agency
R6	**AMR003**	**Asset Remaining Useful Life Report** – a report of assets due for disposition, based on the remaining estimated useful life, disposal date and asset type .	Data Warehouse	Periodic	Agency

40.2 Deploy and Maintain Assets – Key Reports

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R7	**AMR014**	**Asset Disposition Report** – a report of asset dispositions by type. The report provides totals for the asset dispositions and details regarding the asset descriptions, custodians, and dates of acquisition and disposition. This report is used to monitor asset dispositions for compliance with applicable statutory and other requirements, and supports details required for financial reporting.	Data Warehouse	Periodic	Agency, DFS
R8	**AMR020**	**Asset Physical Inventory Report** – asset records in Florida PALM. The report can be used to identify assets not accounted for and asset records that require updates to locations, custodians, or conditions.	Data Warehouse	Periodic	Agency

Q&A

Contact Information

Contact us

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