

FloridaPALM

Planning, Accounting, and Ledger Management



SEGMENT III DESIGN WORKSHOP

MARCH 28, 2024



Agenda

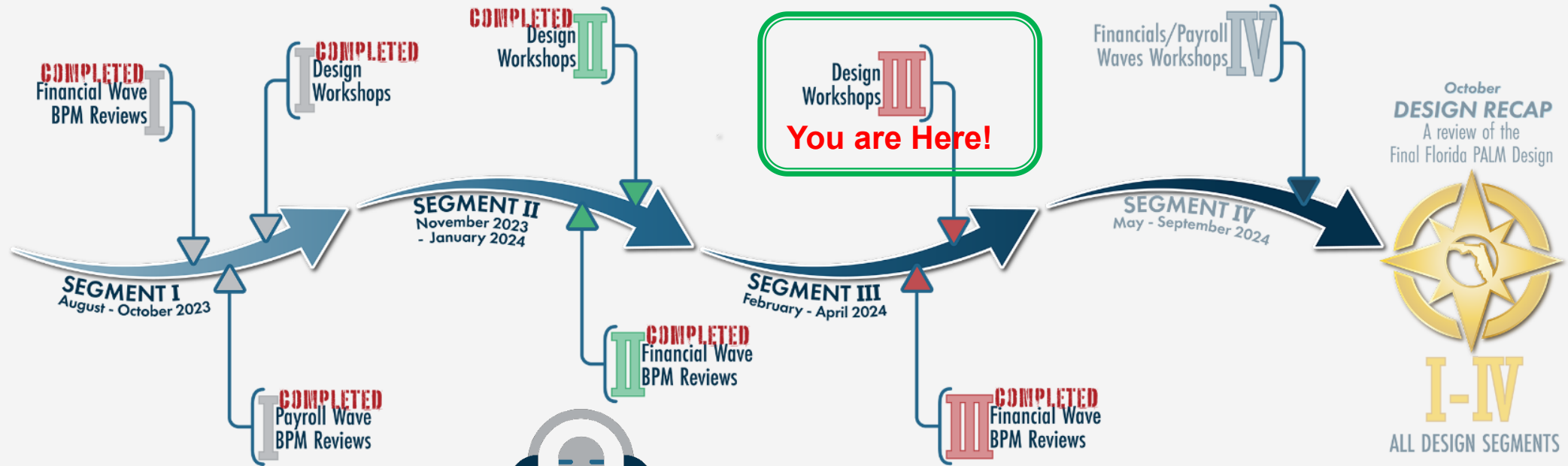
- ▶ Welcome and Introductions
 - Housekeeping
- ▶ Asset Transfers and Electronic Workflow
 - Criteria
 - IntraUnit
 - InterUnit
 - Mass Asset Transfers
- ▶ Asset Disposals and Electronic Workflow
- ▶ Physical Inventory
- ▶ Attractive Items
- ▶ Location Configuration
- ▶ Interface Layout Review
 - AMI002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



Design Phase Overview

Florida PALM Design Phase

Click a meeting icon to access details and materials including business process narratives & flows.



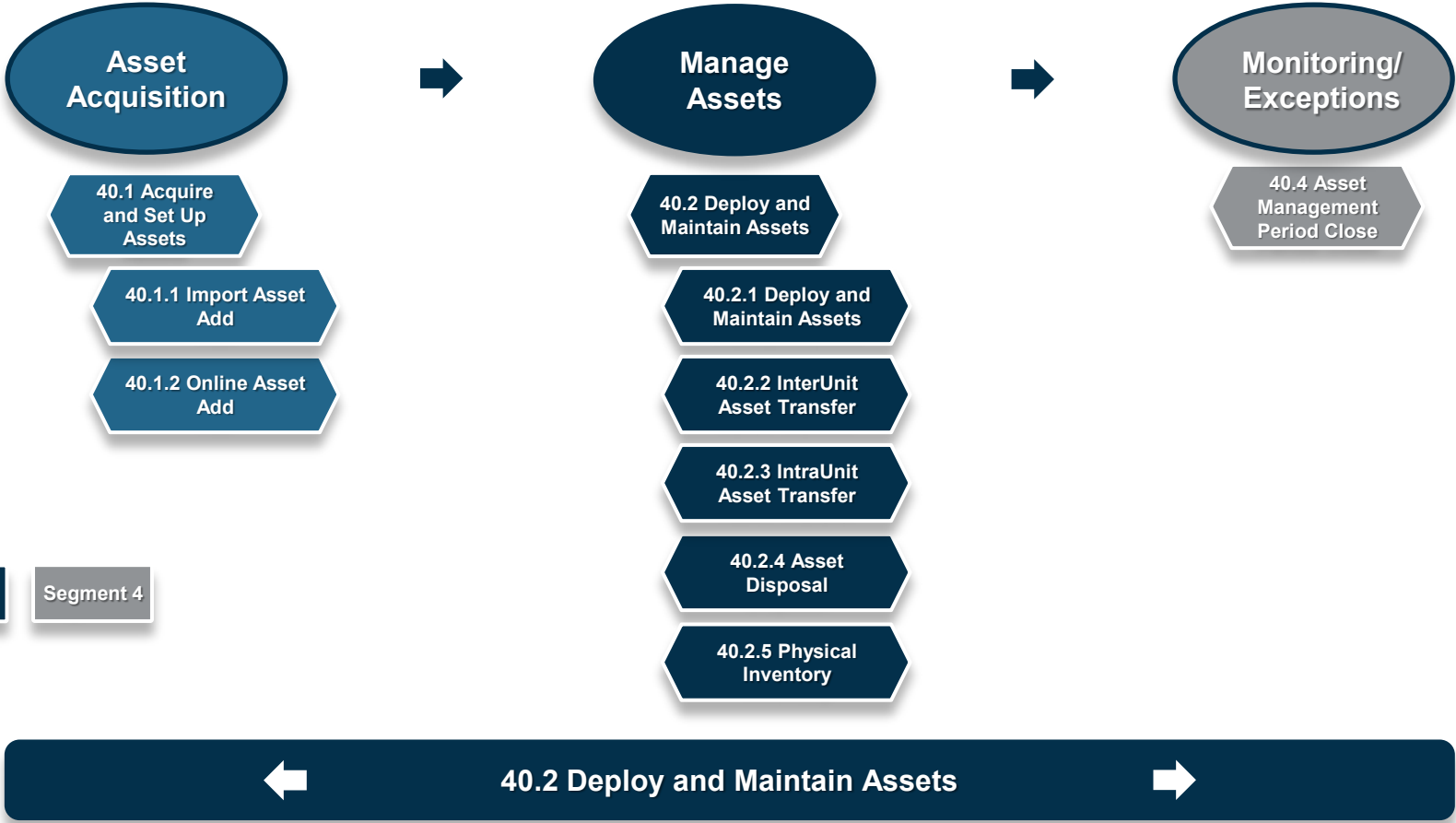
For more information, listen to [Episode #11: The Design Phase](#)



ASSET MANAGEMENT



Asset Accounting and Management Process



- Segment 1
- Segment 2
- Segment 3
- Segment 4



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

Employee Self Service Pending Approvals Home Search Notifications Settings

View By: Type

- All 25
- Asset Disposal 3
- Asset Inter Unit Transfer 12
- Asset Transfer 2
- Purchase Order 1
- Voucher 7

All		25 rows
Asset Disposal 10,000.00 USD	2021-06-17 / 2021-06-17-18.57.21.000000 / Agency_Asset_Manager Agency Asset Manager	Routed 06/17/2021 >
Asset Inter Unit Transfer	50100 / 000000000351	Routed 07/07/2021 >
Asset Inter Unit Transfer	50100 / 000000000244	Routed 09/16/2021 >
Asset Inter Unit Transfer	50100 / 000000000245	Routed 09/16/2021 >
Voucher 100.00 USD	43000 / 00000373 / TestInv Barde, Pooja ⚠ Medium Priority	Routed 11/19/2021 >
Asset Inter Unit Transfer	43000 / 000000000027	Routed 07/24/2023 >
Asset Inter Unit Transfer	43000 / 000000000041	Routed 07/25/2023 >
Asset Inter Unit Transfer	43000 / 000000000042	Routed 07/25/2023 >
Asset Inter Unit Transfer	43000 / 000000000043	Routed 07/25/2023 >
Asset Inter Unit Transfer	43000 / 000000000047	Routed 07/27/2023 >
Asset Inter Unit Transfer	43000 / 000000000048	Routed 07/27/2023 >
Asset Transfer	43000 / 000000000115	Routed 07/31/2023 >



Workflows

Criteria

Employee Self Service Pending Approvals

View By Type

- All 25
- Asset Disposal 3**
- Asset Inter Unit Transfer 12
- Asset Transfer 2
- Purchase Order 1
- Voucher 7

Asset Disposal		3 rows
Asset Disposal 10,000.00 USD	2021-06-17 / 2021-06-17-18.57.21.000000 / Agency_Asset_Manager Agency Asset Manager	Routed 06/17/2021
Asset Disposal 10,000.00 USD	2023-11-30 / 2023-11-30-04.11.50.000000 / TIMTIM.GOEL TIMTIM.GOEL	Routed 11/30/2023
Asset Disposal 2,000.00 USD	2023-11-30 / 2023-11-30-05.00.37.000000 / TIMTIM.GOEL TIMTIM.GOEL	Routed 11/30/2023



Workflows

Criteria

< Pending Approvals Asset Disposal

Home Search Notifications

1 line(s) are pending your approval Approve Deny More

Originator

Originator TIMTIM.GOEL Name Date Submitted 11/30/23

▼ **Disposals Pending Approval**

Pending All

1 row

Select		Descr		Category	T...	
<input type="checkbox"/>	43000 000000000006	Asset Transfer Test	Capitalize	EQFRN		10,000.00 USD >

Approver Comments

Approval Chain >



Workflows

Criteria

Asset Disposal

1 line(s) are pending your approval

Originator Agency_Asset_Manager

Disposals Pending Approval

Pending All

Select	50100	000000000234	Descr	Shakeou
<input type="checkbox"/>				

Approver Comments

Approval Chain >

AM Disposal/Retirement

DATE_SUBMITTED=2021-06-17, DTTM_STAMP=2021-06-17-18.57.21.000000, ORIGINATOR_ID=Agency_Asset_Manager, BUSINESS_UNIT=50100, ASSET_ID=000000000234 Pending

Start New Path

AM Disposal/Retirement

Pending +	
Multiple Approvers SUPERVISOR 06/17/21 6:57 PM >	
Skipped	
Multiple Approvers AESG Fund Management >	
Not Routed +	
Multiple Approvers Error Step >	

Comments

System at 06/17/21 - 6:57 PM
Requester (Agency_Asset_Manager) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)

System at 06/17/21 - 6:57 PM
Not enough approvers were found at: step number 2, path 1, stage 10. Routing to next step.

Tag ST091517 10,000.00 USD



Workflows

Criteria

The screenshot displays a web application interface for 'Asset Disposal'. At the top, there is a navigation bar with a back arrow, 'Pending Approvals', the title 'Asset Disposal', and utility icons (home, search, notifications, menu, refresh). Below the navigation bar, a summary bar indicates '1 line(s) are pending your approval' and contains 'Approve', 'Deny', and 'More' buttons. The main content area is divided into sections: 'Originator' (TMTIM.GOEL), a table with columns 'Name' and 'Date Submitted' (11/30/23), and a section for 'Disposals Pending Approval'. This section includes filter buttons for 'Pending' and 'All', a 'Select' checkbox, and a table with columns: '43000 000000000006', 'Descr Asset Transfer Test', 'Capitalize', 'Category EQFRN', 'T...', '10,000.00 USD', and a right arrow. Below the table are fields for 'Approver Comments' and 'Approval Chain'. A dropdown menu is open over the 'More' button, showing three options: 'Pushback', 'Hold', and 'Request Information'.



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

FloridaPALM All Search >> Advanced Search Last Search

Main Transaction

Unit 43000 Asset ID 00000000107 OFFICE EQUIPMENT Tag In Service

Main Transaction

Transaction Date 03/06/2024 Copy Changes to Other Books
Accounting Date 03/06/2024 **Copy to Other Books Options**
Transaction Code Transfer Other Books by Amount
Rate Type CRRNT Adjust Other Books By Amount
 Include Convention Exclude Convention

Action: **Transfer** Audit Logs

- Select Action --
- Addition
- Adjustment
- Fixed Price MarkUp
- InterUnit Transfer
- Recategorize
- Revaluation
- Transfer**



Workflow

IntraUnit Asset Transfers

The screenshot displays the FloridaPALM software interface for an asset transfer. At the top, the FloridaPALM logo is on the left, and a search bar with 'All' and 'Search' is on the right. Below the search bar, there are tabs for 'Main Transaction' and 'Cost Information'. The main transaction details include 'Unit 43000', 'Asset ID 000000000107', 'OFFICE EQUIPMENT', 'Tag', and 'In Service'. A 'Change Location' button is highlighted with a red box. Below this, there is a 'Book' section with 'Book Name ACFR', 'ACFR Reporting Book', 'Base Currency USD', and 'Convention Actual Month'. A 'Cost History' section is also visible. The 'Edit Cost Information' section contains a table with columns for Quantity, Cost, Salvage, Category, Cost Type, and Unit. Below this is a 'Chartfields' section with a table of fields: Organization, Fund, Budget Entity, Category, State Program, Project, Contract, OA1, and Other Accumulated. The 'Chartfields' table is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', and 'Include History'.



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

FloridaPALM All Search >> Advanced Search Last Search Results

Main Transaction

Unit 43000 Asset ID 00000000107 OFFICE EQUIPMENT Tag In Service

Main Transaction

Transaction Date 03/06/2024 Copy Changes to Other Books
Accounting Date 03/06/2024 **Copy to Other Books Options**
Transaction Code Transfer Other Books by Amount
Rate Type CRRNT Adjust Other Books By Amount
Include Convention Exclude Convention

Action InterUnit Transfer **GO!** Audit Logs

Save Update/Display Include History

- Select Action --
- Addition
- Adjustment
- Fixed Price Markup
- InterUnit Transfer**
- Recategorize
- Revaluation
- Transfer



Workflow

InterUnit Asset Transfers

The screenshot displays the Florida PALM web application interface for an InterUnit Asset Transfer. At the top, the Florida PALM logo is on the left, and a search bar with a dropdown menu set to 'All' is on the right. Below the header, there are two tabs: 'Main Transaction' and 'Cost Information', with 'Cost Information' being the active tab. The main content area shows the following details:

- Unit:** 43000
- Asset ID:** 00000000107
- OFFICE EQUIPMENT**
- Tag:**
- In Service**

The **InterUnit Transfer** section contains the following fields:

- Enter New Business Unit Information:** Includes 'New Unit' (50100), 'New Asset ID' (NEXT), 'Profile ID' (540300), and 'Trans Code'. There are search icons next to the input fields.
- InterUnit Transfer Options:** Includes a checked 'Use Profile' checkbox and a 'Transfer From/To Books' link.
- Change Location:** A button highlighted with a red box.

The **Book** section shows:

- Book Name:** ACFR
- ACFR Reporting Book:** ACFR Reporting Book
- Base Currency:** USD
- Convention:** Actual Month

The **Edit Cost Information** section includes a table with the following data:

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	100,000.00	0.00	EQFRN		50100

The **Chartfields** section contains a table with the following data:

Organization	Fund	Budget Entity	Category	State Program	Project	Contract	OA1	Other Accumula
ORG0000003	00004	11800000	000133					

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'. The footer includes the text 'Main Transaction | Cost Information'.



Workflow

InterUnit Asset Transfers

The screenshot displays the Florida PALM software interface. At the top, the header includes the Florida PALM logo, a search bar with 'All' and 'Search' options, and links for 'Advanced Search' and 'Last Search Results'. Below the header, there are tabs for 'Main Transaction' and 'Cost Information'. The main content area shows asset details: Unit 43000, Asset ID 000000000107, OFFICE EQUIPMENT, Tag, and In Service. A section titled 'InterUnit Transfer' is visible. Below this, there is a form for 'Enter New Business Unit Information' with fields for 'New Unit' (50100), 'New Asset ID' (NEXT), 'Profile ID' (540300), and 'Trans Code'. A red box highlights the 'InterUnit Transfer Options' button. A dialog box titled 'InterUnit Transfer Options' is open, showing a list of options with checkboxes: Asset Acquisition Info, Asset Attributes Info, Asset Comments, Asset Lease Info, Asset Insurance Info, Asset Component History, Asset Maintenance Info, Asset Warranty Info, Asset Non Capitalized Cost, Asset License/Register Info, Asset Inspection Info, and Asset Attribute Groups Info. The dialog box also includes 'OK' and 'Cancel' buttons. At the bottom of the main interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'.



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

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Mass Transactions](#) > [Run Mass Transactions](#)

FloridaPALM
All Search >> Advanced Se

Run Mass Transactions

Run Control ID: PALM_IU Report Manager Process Monitor

*Transaction: Run in Preview Mode

Transaction Date: Accounting Date: Auto Approval Status

Increment to Next Interface ID Interface ID:

Increment to Next Open Trans Open Trans ID:

Mass Transaction Find | View All First 1 of 1 Last

PALM_IUT - Inter-Unit Transfer

Selection Criteria

From Business Unit	=	<input type="text" value="50100"/>
Asset Identification	=	<input type="text" value="000000000170"/>
Organization	=	<input type="text"/>
Fund	=	<input type="text"/>
Category	=	<input type="text"/>
Budget Entity	=	<input type="text"/>
Other Accumulator 1	=	<input type="text"/>

User Entered Values

To Business Unit	Set equal to	<input type="text" value="50200"/>
Convention	Set equal to	<input type="text" value="AM"/>
Rate Type	Set equal to	<input type="text" value="CRRNT"/>
Location Code	Set equal to	<input type="text" value="45000_DOS"/>
Organization	Set equal to	<input type="text" value="5024000000"/>
Fund	Set equal to	<input type="text"/>
Category	Set equal to	<input type="text"/>
Budget Entity	Set equal to	<input type="text"/>
Other Accumulator 1	Set equal to	<input type="text"/>
Empl ID	Set equal to	<input type="text"/>



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

FloridaPALM Assets Search Advanced Search

General Information Operation/Maintenance Asset Acquisition Detail Location/Comments/Attributes **Manufacture/License/Custodian** Asset Supplemental Data

Unit 43000 Asset ID 00000000015 Billing Integration Tag Disposed

Manufacturer Information

Serial ID
Manufacturer ID
Manufacturer Name
Model
Product Version
Plant
VIN
Production Date
Contact
SKU

License Information

Custodian Information Find | View All First 1 of 1 Last

Effective Date 04/12/2022 Effective Sequence 0
Custodian Reyes, Mark This Asset is Offsite
Empl ID 0000000005

Authorization

Status Not Authorized Date
Name

Chartfields

Organization
Fund
Budget Entity
Category
State Program
Project
Contract
Other Accumulator 1
Other Accumulator 2

Save Return to Search Previous in List Next in List Add Update/Display Include History



Transfer

Mass Custodian Transfers

The screenshot shows the 'Run Mass Transactions' interface in Florida PALM. The main form includes fields for 'Run Control ID' (PALM_IU), 'Transaction' (T_PHY-Physical Asset Changes), 'Transaction Date' (10/21/2021), and 'Interface ID' (1). A 'Look Up Value' dialog box is open, showing search criteria for 'Employee ID' and a list of search results. The dialog box has a red box around the search criteria and a red arrow pointing to the search results table.

Look Up Value

Search by: Employee ID begins with

Look Up Cancel Advanced Lookup

Search Results

Only the first 300 results can be displayed.

Employee ID	Name	Last Name
0000000001	Kapur, Frank	KAPUR
0000000002	Gunter, Joanne	GUNTER
0000000003	Silva, Karen	SILVA
0000000004	Stevenson, Laura	STEVENSON
0000000005	Reyes, Mark	REYES
0000000006	Jenkins, Nora	JENKINS
0000000007	Neri, Orlando	NERI
0000000008	Watts, Priscila	WATTS
0000000009	Reinolds, Quennie	REINOLDS
0000000010	Andreotti, Rita	ANDREOTTI
000001254	DOCTOR, DONNIE	DOCTOR
10353098	Steigerwalt, Daniel	STEIGERWALT
10727644	Rai, Rita	RAI
10743038	Khawaja, Arsalan	KHAWAJA
10929498	Ghoshade, Shivrui	GHORPADE



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

FloridaPALM All Search >> Advanced Search Last Search

Retire Assets | Other Options | By Chartfield

Unit 43000 Asset ID 00000000178 TRUCKS Tag In Service
 Trans Date 03/07/2024 Acctg Date 03/07/2024 Rate Type CRRNT In Physical Use

Book Find | View All First 1 of 2 Last
 Book Name ACFR ACFR Reporting Book Base Currency USD As Of 03/07/2024
 Retire As Retirement by Sale Go Reinstatement **Quantity 1.0000**
 Cost 123,455.00
 Copy Changes to Other Books

Retirement Find | View All First 1 of 1 Last
 Date/Time 03/07/24 3:05:45PM Ret Status New
 *Disposal Code Retirement by Sale **Quantity -1.0000** Retirement Amt -123,455.00 USD
 Removal Cost 0.00 RC Curr USD Base Removal Cost 0.00
 Proceeds 0.00 Pr Curr USD Base Proceeds 0.00
 Convention Actual Month Accum Depr 0.00
 Trans Code Gain/Loss 0.00
 Retire Option Calculate Gain/Loss Override Accum

Comments (0) Attachments (0)
 Save Return to Search Previous in List Next in List Notify

Retire Assets | Other Options | By Chartfield

FloridaPALM All Search >> Advanced Search Last Search

Retire Assets | Other Options | By Chartfield

Unit 43000 Asset ID 00000000178 TRUCKS Tag In Service
 Trans Date 03/07/2024 Acctg Date 03/07/2024 Rate Type CRRNT In Physical Use

Book Find | View All First 1 of 2 Last
 Book Name ACFR ACFR Reporting Book Base Currency USD As Of 03/07/2024
 Retire As Retirement by Sale Go Reinstatement **Quantity 0.8769**
 Cost 108,255.00
 Copy Changes to Other Books

Retirement Find | View All First 1 of 1 Last
 Date/Time 03/07/24 3:05:45PM Ret Status New
 *Disposal Code Retirement by Sale **Quantity -0.1231** Retirement Amt -15,200.00 USD
 Removal Cost 0.00 RC Curr USD Base Removal Cost 0.00
 Proceeds 0.00 Pr Curr USD Base Proceeds 0.00
 Convention Actual Month Accum Depr 0.00
 Trans Code Gain/Loss 0.00
 Retire Option Calculate Gain/Loss Override Accum

Comments (0) Attachments (0)
 Save Return to Search Notify

Retire Assets | Other Options | By Chartfield



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

FloridaPALM All Search Advanced Search Last Search Results

Disposal Worksheet

Asset Search Criteria

Unit: 43000 Book: ACFR Parent ID:
 Category: Profile ID: FERC Code:
 From Asset ID: To Asset ID: Group ID:
 Tag Number: Serial ID: Asset Status: In Service
 Location: Area ID: Include Non Capitalized Assets
 From In-Service Date: To In-Service Date: Chartfield Search Criteria

Acquisition Details

Retrieve Next 100 Rows 1 - 100 Of 135 New Search View Ownership Details

Asset Action

Submit for Disposal Disposal Code: Retire Date: 03/06/2024 Accounting Date: 03/06/2024 Adjust Retire Quantity By: Adjust Retire Amount By: Set All

Search Results Personalize | Find | First 1-100 of 100 Last

Asset Information Retirement Information Optional Accounting Information Comments and Attachments

Dispose	Asset ID	Description	Capitalized Asset	Parent ID	Asset Type	Tag Number	Category	Serial ID
<input type="checkbox"/>	000000000024	Transfer Test	<input checked="" type="checkbox"/>		Equipment		BDIMP	
<input checked="" type="checkbox"/>	000000000026	Dispose before depreciation2	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input checked="" type="checkbox"/>	000000000029	PROP - FURNITURE/EQUIPMENT - G	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input checked="" type="checkbox"/>	000000000030	PROP - FURNITURE/EQUIPMENT - G	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input type="checkbox"/>	000000000033	Computer Table	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input type="checkbox"/>	000000000035	ALLOCATION TEST	<input checked="" type="checkbox"/>		Equipment		EQFRN	
<input type="checkbox"/>	000000000036	PROP - FURNITURE/EQUIPMENT - G	<input checked="" type="checkbox"/>		Equipment		EQFRN	



Workflow

Asset Disposal

FloridaPALM All Search Advanced Search Last Search Results

Disposal Worksheet

Asset Search Criteria

Unit: 43000 Book: ACFR Parent ID:
 Category: Profile ID: FERC Code:
 From Asset ID: To Asset ID: Group ID:
 Tag Number: Serial ID: Asset Status: In Service
 Location: Area ID: Include Non Capitalized Assets
 From In-Service Date: To In-Service Date: Chartfield Search Criteria

Acquisition Details

Retrieve Next 100 Rows 1 - 100 Of 135 New Search View Ownership Details

Asset Action

Submit for Disposal Disposal Code: Retire Date: 03/06/2024 Accounting Date: 03/06/2024 Adjust Retire Quantity By: Adjust Retire Amount By: Set All

Search Results Personalize Find First 1-100 of 100 Last

Asset Information Retirement Information Optional Accounting Information **Comments and Attachments**

Dispose	Asset ID	Description	Comments	Attachments
<input type="checkbox"/>	000000000024	Transfer Test	Comments (0)	Attachments (0)
<input checked="" type="checkbox"/>	000000000026	Dispose before depreciation2	Comments (0)	Attachments (0)
<input checked="" type="checkbox"/>	000000000029	PROP - FURNITURE/EQUIPMENT - G	Comments (0)	Attachments (0)
<input checked="" type="checkbox"/>	000000000030	PROP - FURNITURE/EQUIPMENT - G	Comments (0)	Attachments (0)
<input type="checkbox"/>	000000000033	Computer Table	Comments (0)	Attachments (0)
<input type="checkbox"/>	000000000035	ALLOCATION TEST	Comments (0)	Attachments (0)
<input type="checkbox"/>	000000000036	PROP - FURNITURE/EQUIPMENT - G	Comments (0)	Attachments (0)



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

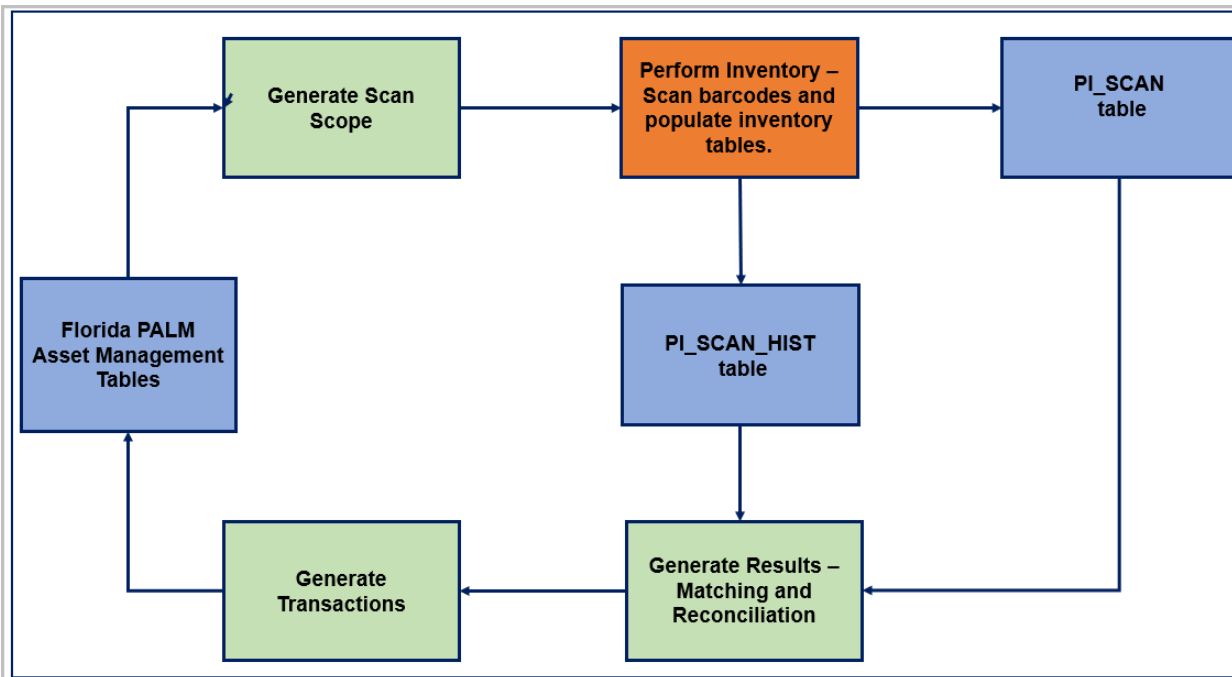
- ▶ This method requires a third-party scanning solution and flat files to populate the Physical Inventory interface (PI_SCAN) table with scan records
- ▶ The classic method requires an outbound extract of the intended asset inventory scope from the Florida PALM AM database
- ▶ The classic method requires 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



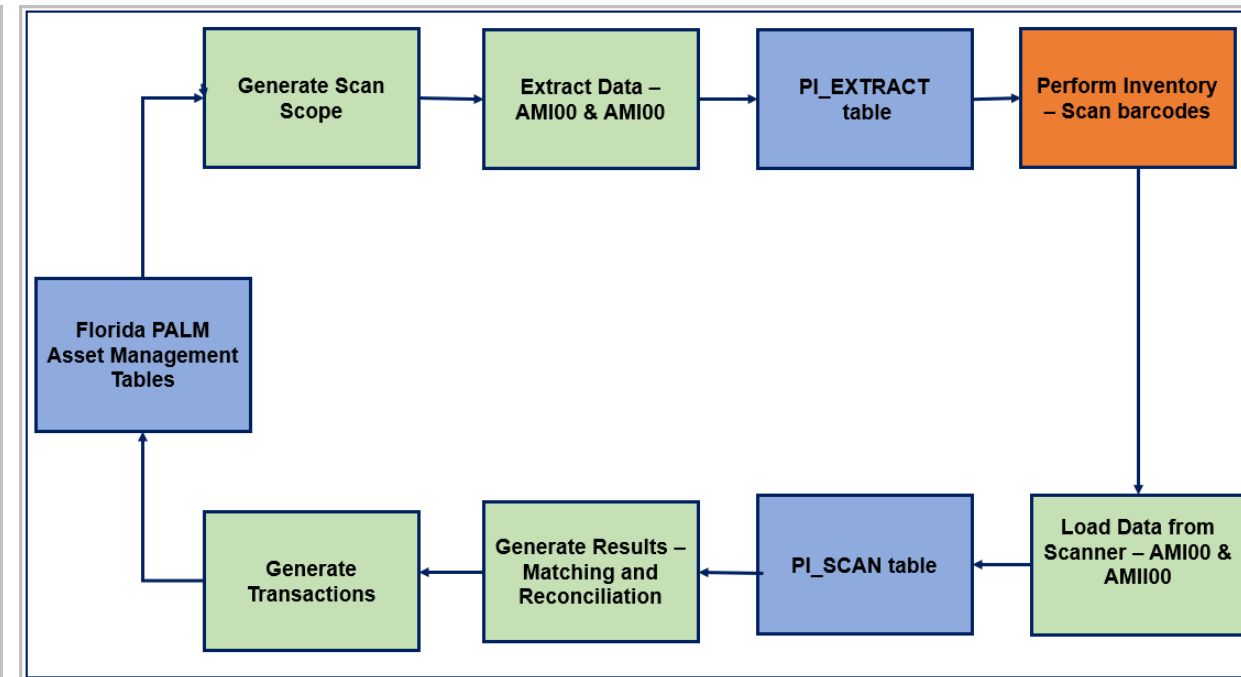
Physical Inventory

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

Physical Inventory Control

Add a New Value

*Physical Inventory ID



Physical Inventory

Mobile Inventory Example – Define Inventory Occurrence

Define Inventory Occurrence

Physical Inventory Parameters

*Business Unit Book Name

*Start Date

*End Date

Last Step 0 Initially Created

Enable Mobile Inventory

Scan Scope

Capital Assets

Non Capital Assets

Operating Lease Assets

Comments

Testing for Segment 3



Physical Inventory

Mobile Inventory Example – Define Inventory Occurrence

Define Inventory Occurrence

Definition **Enter Criteria** Transaction Defaults

Physical Inventory ID SEGMENT3 SEGMENT3

Physical Inventory | < > 1 of 1 | View All

Scan Scope Capital Assets

Selection Criteria

Business Unit	=	<input type="text" value="US001"/>	<input type="text"/>
Asset Class	=	<input type="text"/>	<input type="text"/>
Asset Type	=	<input type="text"/>	<input type="text"/>
Asset Subtype	=	<input type="text"/>	<input type="text"/>
Asset Category	=	<input type="text"/>	<input type="text"/>
Total Cost	=	<input type="text"/>	<input type="text"/>
Department	=	<input type="text"/>	<input type="text"/>
Location Code	In List	<input type="text" value="US005, US006"/>	<input type="text"/>
Asset Profile ID	=	<input type="text"/>	<input type="text"/>



Physical Inventory

Mobile Inventory Example – Define Inventory Occurrence

Define Inventory Occurrence

Definition Enter Criteria **Transaction Defaults**

Physical Inventory ID SEGMENT3 SEGMENT3

Auto Approval

Approve

Transactions Enabled

<input checked="" type="checkbox"/> Non-Financial Adds	<input checked="" type="checkbox"/> Transfers	<input checked="" type="checkbox"/> Retirements
<input checked="" type="checkbox"/> Physical Asset Changes	<input checked="" type="checkbox"/> Non Capital Transfer	<input checked="" type="checkbox"/> Non Capital Retirement
<input checked="" type="checkbox"/> Asset Updates	<input checked="" type="checkbox"/> Operating Lease Transfer	<input checked="" type="checkbox"/> Operating Lease Retirement

Transaction Defaults

*Transaction Date	03/11/2024	<input type="text"/>	*User ID	DONNIE.DOCTOR	
*Accounting Date	03/11/2024	<input type="text"/>	*Interface ID	10000206	
Transaction Code	<input type="text"/>		*Open Transaction ID	373	
*Transfer convention	AM				

Retirement Defaults

*Disposal Code	Retirement by Sale	<input type="text"/>	Voluntary Conversion	<input checked="" type="radio"/> Voluntary Conversion	<input type="radio"/> Involuntary	Type	<input checked="" type="radio"/> Ordinary Retirement	<input type="radio"/> Extraordinary
*Retirement Convention	FM	<input type="text"/>						
*Retire Option	Calculate Gain/Loss	<input type="text"/>						



Physical Inventory

Mobile Example – Generate Scan Scope

Generate Scan Scope

Generate Scan Scope Generate Results Generate Transactions Delete Data

◀ Previous Next ▶

Generate Scan Scope - Step 1 of 4

Run Control ID SEGMENT3 Report Manager Process Monitor Run

Physical Inventory ID ⓘ

Physical Inventory ID SEGMENT3 SEGMENT3

Last PI Step Executed 0 Initially Created

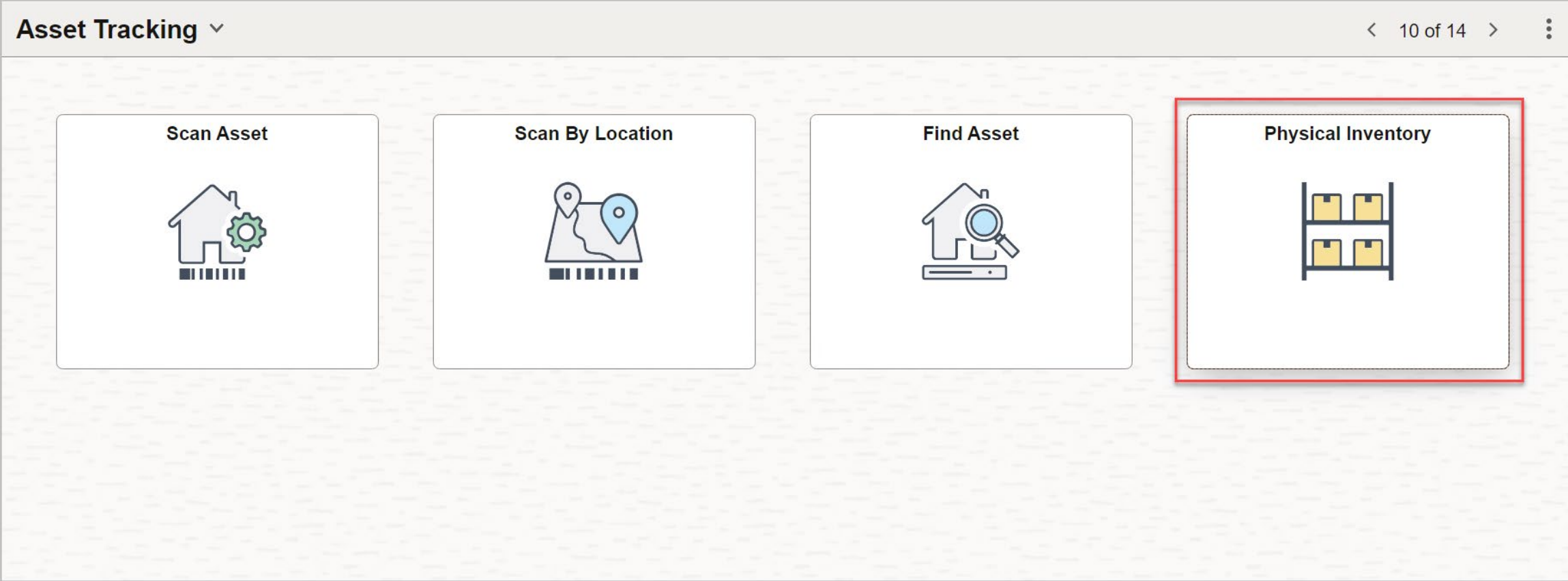
◀ Previous Next ▶

Save Notify Add Up



Physical Inventory

Mobile Example – Perform Inventory



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

PI ID

PI Name SEGMENT3

Business Unit

Scan Location

Scan Area ID

Done



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (0)	Remaining (9)
---------	-------------	---------------

Location

9 rows

ITTAG122
Dell Latitude C400 >
Serial ID CDHLF11
Location US005

ITTAG130
Dell Latitude C400 >
Serial ID F3BC821
Location US005

ITTAG137
Dell Latitude C400 >
Serial ID D4H4D21
Location US005

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Tag



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (0)	Remaining (9)
---------	-------------	---------------

Location

9 rows

ITTAG122
Dell Latitude C400
Serial ID CDHLF11
Location US005

ITTAG130
Dell Latitude C400
Serial ID F3BC821
Location US005

ITTAG137
Dell Latitude C400
Serial ID D4H4D21
Location US005

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID

Duplicate Scan ID Default No

Scan Tag

Fetch



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (1)	Remaining (8)
---------	-------------	---------------

Location

9 rows

Serial ID CDHLF11 Location US005 Scanned On 03/11/24 8:04:12PM	>
No Tag Number Dell Latitude C400 Serial ID 4FHLLF11 Location US005	>
No Tag Number Dell Latitude C400 Serial ID DP9L621 Location US005	>
No Tag Number Dell Latitude D600 Serial ID 3HLD051 Location US006	>
ITTAG130 Dell Latitude C400 Serial ID F3BC821 Location US005	>
ITTAG137 Dell Latitude C400 Serial ID D4H4D21 Location US005	>
ITTAG144 Dell Latitude C400 Serial ID 6TYZJ11 Location US005	>
ITTAG158 Dell Latitude C400 Serial ID BXWKF11 Location US005	>

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Next Tag

Fetch

Unit US001
Asset ID ITZ122
Tag ITTAG122
Serial ID CDHLF11
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 42000
Custodian Department Manufacturing Support
Custodian Sherwood,Fred
Empl ID KU0005
IP Alias
IP Address



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (2)	Remaining (7)
---------	-------------	---------------

Location

9 rows

- ITTAG130**
Dell Latitude C400
Serial ID F3BC821
Location US005
Scanned On 03/11/24 6:11:16PM
- ITTAG122
Dell Latitude C400
Serial ID CDHLF11
Location US005
Scanned On 03/11/24 6:04:12PM
- No Tag Number
Dell Latitude C400
Serial ID DFP9L521
Location US005
- No Tag Number
Dell Latitude D600
Serial ID 3HLD061
Location US006
- No Tag Number
Dell Latitude C400
Serial ID 4FHLF11
Location US005
- ITTAG137
Dell Latitude C400
Serial ID D4H4D21
Location US005
- ITTAG144
Dell Latitude C400
Serial ID 5TY2J11
Location US005
- ITTAG158
Dell Latitude C400

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Next Tag
Fetch

Unit US001
Asset ID ITZ130
Tag ITTAG130
Serial ID F3BC821
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 43000
Custodian Department Research and Development
Custodian Strasmann,Anne
Empl ID KUI007
IP Alias
IP Address
Scan Date 03/11/2024 6:11:16PM



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (2)	Remaining (7)
---------	-------------	---------------

Location

9 rows

- ITTAG130**
Dell Latitude C400
Serial ID F3BC821
Location US005
Scanned On 03/11/24 6:11:16PM
- ITTAG122
Dell Latitude C400
Serial ID CDHLF11
Location US005
Scanned On 03/11/24 6:04:12PM
- No Tag Number
Dell Latitude C400
Serial ID DP9L521
Location US005
- No Tag Number
Dell Latitude D600
Serial ID 3HLD051
Location US008
- No Tag Number
Dell Latitude C400
Serial ID 4FH1F11
Location US005
- ITTAG137
Dell Latitude C400
Serial ID D4H4D21
Location US005
- ITTAG144
Dell Latitude C400
Serial ID 5TY2J11
Location US005
- ITTAG158
Dell Latitude C400

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Next Tag
Fetch

Unit US001
Asset ID ITZ130
Tag ITTAG130
Serial ID F3BC821
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 43000
Custodian Department Research and Development
Custodian Strasmann, Anne
Empl ID KUI007
IP Alias
IP Address
Scan Date 03/11/2024 6:11:16PM

Edit



Physical Inventory

Mobile Example – Perform Inventory

Edit Scan Record

Unit US001
Asset ID ITZ130
Retire Asset No
Tag ITTAG130
Serial ID F3BC821
Description Dell Latitude C400
Location Code US005
Area ID
Mfg Name Dell Computer Corporation
Model Latitude C400
Dept ID
Custodian Deptid 43000
Custodian Strasmann,Anne
Empl ID KUI007
IP Alias
IP Address
Scan Date 03/11/2024 6:11:16PM
Scanned By DONNIE.DOCTOR
Comments Asset Tracking Scanning
ITTAG130

Edit Scan Record

Unit US001
Asset ID ITZ130
Retire Asset No
Tag ITTAG130
Serial ID F3BC821
Description Dell Latitude C400
Location Code US005
Area ID
Mfg Name Dell Computer Corporation
Model Latitude C400
Dept ID
Custodian Deptid 43000
Custodian Andreotti,Rita
Empl ID D000000010
IP Alias
IP Address
Scan Date 03/11/2024 6:11:16PM
Scanned By DONNIE.DOCTOR
Comments Asset Tracking Scanning
ITTAG130



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

Duplicate Scan ID Default NO

Scan Next Tag

Fetch

Unit US001
Asset ID ITZ130
Tag ITTAG130
Serial ID F3BC821
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 43000
Custodian Department Research and Development
Custodian Andreotti,Rita
Empl ID 000000010
IP Alias

All (9)	Scanned (2)	Remaining (7)
Location <input type="text"/>		
9 rows		
ITTAG130 Dell Latitude C400 Serial ID F3BC821 Location US005 Scanned On 03/11/24 6:11:16PM		
ITTAG122 Dell Latitude C400 Serial ID CDHLF11 Location US005 Scanned On 03/11/24 6:04:12PM		
No Tag Number Dell Latitude C400 Serial ID DP9L521 Location US005		
No Tag Number Dell Latitude D600 Serial ID 3HLD051 Location US006		
No Tag Number Dell Latitude C400 Serial ID 4FHLF11		



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

All (9)	Scanned (4)	Remaining (5)
---------	-------------	---------------

Location

6 rows

- No Tag Number**
Dell Latitude C400
Serial ID DP9L521
Location US005
- No Tag Number**
Dell Latitude D600
Serial ID 3HLD051
Location US006
- No Tag Number**
Dell Latitude C400
Serial ID 4FHLLF11
Location US005
- ITTAG144**
Dell Latitued C400
Serial ID 5TY2J11
Location US005

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Next Tag
Fetch

Unit US001
Asset ID ITZ128
Tag
Serial ID DP9L521
Description Dell Latitude C400
Asset Status In Service
Location Code US005
Location USA - Florida

- Select a Physical Inventory
- Find Asset**
- New Asset
- Notify



Physical Inventory

Mobile Example – Perform Inventory

Physical Inventory

Search Criteria
Unit
Asset ID
Tag
Serial ID
Mfg Name
Model

Search Results
1 row

No Tag Number
Dell Latitude C400
Asset ID ITZ128
Serial ID DP9L521
Mfg Name Dell Computer Corporation
Model Latitude C400

Asset Details
Confirm To PI ID SEGMENT3
PI Name SEGMENT3
Unit US001
Asset ID ITZ128
Tag
Serial ID DP9L521
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
Dept ID
Department
Custodian Deptid 41000
Custodian Department Engineering
Custodian Schumacher,Kenneth



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

All (9)	Scanned (9)	Remaining (0)
---------	-------------	---------------

Location

9 rows

No Tag Number
Dell Latitude D600
Serial ID 3HLD051
Location US006
✓ Scanned On 03/11/24 9:42:56PM

No Tag Number
Dell Latitude C400
Serial ID 4FHLF11
Location US005
✓ Scanned On 03/11/24 9:42:05PM

ITTAG169
Dell Latitude C400
Serial ID 3M24221
Location US005
✓ Scanned On 03/11/24 9:33:26PM

ITTAG158
Dell Latitude C400

PI Name SEGMENT3
Business Unit US001
Scan Location
Scan Area ID
Duplicate Scan ID Default No
Scan Tag
Fetch



Physical Inventory

Mobile Example – Perform Inventory

Generate Results

Generate Scan Scope **Generate Results** Generate Transactions Delete Data

◀ Previous Next ▶

Generate Results - Step 2 of 4

Run Control ID SEGMENT3 Report Manager Process Monitor Run

Physical Inventory ID ⓘ

Physical Inventory ID SEGMENT3 SEGMENT3

Last PI Step Executed 1 Generate Scan Scope Executed

Generate Results ⓘ

Generate Results will allow you to match that data to the current PS/AM data to help your reconciliation process.



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

Review Matching Results

Results Details

Physical Inventory ID SEGMENT3 SEGMENT3

Asset Match Results

Asset ID ITZ130

PI Match Status Inventory

Scanned By
Accelerated Depr
All (I,O,U)
Discard
Initial Depr
Inventory
None
Over
Retire
Special Depr
Under

Alerts

Manual Review Required
 Result In Error
 Multiple Department Error

Results Notification

Description Asset Tracking Scanning ITTAG130

User ID

PI Results Error Msg
Description

Department Error Msg
Description



Physical Inventory

Mobile Example – Generate Inventory Results

Review Matching Results

Results Details

Physical Inventory ID SEGMENT3 SEGMENT3
Asset ID ITZ130

Resulted Data

	Scanned Values	Original Values
Tag Number	ITTAG130	ITTAG130
Serial ID	F3BC821	F3BC821
Manufacturer	Dell Computer Corporation	Dell Computer Corporation
Model	Latitude C400	Latitude C400
Location	US007	US005
Area ID		
Department		
Custodian	Andreotti,Rita	Strasmann,Anne
Empl ID	0000000010	KUI007
Description	Dell Latitude C400	Dell Latitude C400
Custodian Department	43000	43000
IP Address		
IP Alias		



Physical Inventory

Mobile Example – Generate Transactions

Generate Transactions

Generate Scan Scope Generate Results **Generate Transactions** Delete Data

◀ Previous Next ▶

Generate Transactions - Step 3 of 4

Run Control ID SEGMENT3 Report Manager Process Monitor **Run**

Physical Inventory ID ⓘ

Physical Inventory ID SEGMENT3 Q SEGMENT3

Last PI Step Executed 2 PI Results Generated

Generate Transactions ⓘ

Generate Transactions will create corresponding PI Interface entries being processed by AMIF1000.



Physical Inventory

Mobile Example – Generate Transactions

Review Transactions [New Window](#)

Find an Existing Value

> Search Criteria

∨ 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

Florida**PALM**
All Search » [Advanced Search](#) [Last Search Results](#)

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit 43000
 Voucher ID 00000712
 Voucher Style Regular Voucher
 Invoice Date 03/07/2024
 Invoice Received 03/07/2024

Staples
 Supplier ID 0000000057
 ShortName STAPLES-001
 Location MAIN
 *Address 1

Invoice No Attractive Item
 Accounting Date 03/07/2024
 *Pay Terms 0 Due Now
 Basis Date Type Inv Date
 Tax Exempt
 Control Group

Invoice Total

Line Total 4,500.00
 *Currency USD
 Miscellaneous
 Freight
 Sales Tax
 Entered VAT
 Use Tax 0.00
 VAT NonInv 0.00

 Total 4,500.00
 Difference 0.00

[Sales/Use Tax Summary](#)
[VAT Summary](#)
[Non Merchandise Summary](#)
[Session Defaults](#)
[Comments\(0\)](#)
[Attachments \(0\)](#)
[Template List](#)
[View Audit Logs](#)
[Advanced Supplier Search](#)
[Supplier Hierarchy](#)
[Supplier 360](#)

Save

Action

Run

Calculate

Print

Copy From Source Document

Invoice Lines Find | View All | First 1 of 1 Last

Line 1 Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 4,500.00

Ship To 43000_DFS
 Description
 Packing Slip
 Accounting Tag

One Asset
[Sales/Use Tax](#)
[Invoice Line VAT](#)
 Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart
Exchange Rate
Statistics
Assets

Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID	Sequence Number
<input type="checkbox"/>	1	4,500.00	1.0000	<input checked="" type="checkbox"/>	43000	ATTRACTIVE	NEXT	

FloridaPALM
 Planning, Accounting, and Ledger Management

ops

03/28/2024

Creating Asset Records

Attractive Items

FloridaPALM
Assets Search Advanced Search Last Search Results

Review

Interface ID 10002197	Interface Line Number 2
Physical Inventory ID	Transaction

Interface Transaction Information Find | View All First 1 of 1 Last

Trans Load Type FAD	Load Status Pending	<input checked="" type="checkbox"/> Auto Approval Status
Load Type Description Financial & Physical Add	System Source AP Online Entry Page	

Asset Information

Business Unit 43000	Description OFFICE EQUIPMENT	<input type="checkbox"/> Linear Asset
*Asset ID NEXT	Short Description OFFICE EQU	
Tag Number	Parent ID	
Serial ID	Component of Asset	
Profile ID ATTRACTIVE	Threshold ID	

Detailed Description OFFICE EQUIPMENT
238 characters remaining

Cost Information

Acquisition Date 01/05/2024	In Service Date 01/05/2024
Transaction Date 01/05/2024	Accounting Date 01/05/2024
Book	Transaction Code
Quantity 1.0000	Salvage Value 0.00 USD
Cost 2,000.00 USD	Base Cost 2,000.00 USD
Depreciation 0.00 USD	YTD Depr 0.000 USD
Transaction Proceeds 0.00	Transaction Removal Cost 0.000

Distribution

- ▶ Custodian Information
- ▶ Asset Location
- ▶ Manufacturer Information



Creating Asset Records

Attractive Items

FloridaPALM
Assets Search [Advanced Search](#) [Last Search Results](#)

Review

Interface ID 10002197	Interface Line Number 2
Physical Inventory ID	Transaction

Interface Transaction Information Find | View All First 1 of 1 Last

Trans Load Type FAD	Load Status Pending	<input checked="" type="checkbox"/> Auto Approval Status
Load Type Description Financial & Physical Add	System Source AP Online Entry Page	

Asset Information

Business Unit 43000	Description OFFICE EQUIPMENT	<input type="checkbox"/> Linear Asset
*Asset ID NEXT	Short Description OFFICE EQU	
Tag Number	Parent ID	
Serial ID	Component of Asset	
Profile ID BLDFIXFN10	Threshold ID ATTRACTIVE	
Detailed Description OFFICE EQUIPMENT <small>238 characters remaining</small>		

Cost Information

Acquisition Date 01/05/2024	In Service Date 01/05/2024
Transaction Date 01/05/2024	Accounting Date 01/05/2024
Book	Transaction Code
Quantity 1.0000	Salvage Value 0.00 USD
Cost 2,000.00 USD	Base Cost 2,000.00 USD
Depreciation 0.00 USD	YTD Depr 0.000 USD
Transaction Proceeds 0.00	Transaction Removal Cost 0.000

Distribution

Custodian Information

Asset Location

Manufacturer Information

Save Return to Search Previous in List Next in List Notify



Creating Asset Records

Attractive Items

FloridaPALM Assets Search Advanced Se

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property

Unit 43000 Asset ID NEXT Tag In Service

Asset Information

Description Attractive Item Short Desc Attractive

CAP # Taggable Asset Seq # Tag Number

Asset Class CAPITAL Capitalized Asset

Asset Type Property Asset Subtype BUILDING Building Capitalized Asset

*Asset Status In Service New Asset

Acquisition Date 03/07/2024 Available For Use

Placement Date 03/07/2024 In Physical Use

Collateral Asset *Acquisition Code Purchased

FERC Code Financing Code

Fair Value 0.00 USD Appraisal Date

Replacement Cost Last Update

Index Name Subindex Name Parent/Child None Parent ID Region Code

Profile ID BLDFIXFN10 Threshold ID ATTRACTIVE Composite Asset ID

Book Page Set R and D Info... Attachments (0)

Save Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property | Asset Supplemental Data



Creating Asset Records

Attractive Items

The screenshot displays the FloridaPALM software interface for creating an asset record. The main window shows the 'Asset Acquisition Detail' tab for an asset with ID 00000000282, described as 'Building Improvement'. The acquisition details include a quantity of 1.0000 and an amount of 4,200.00 USD. A modal dialog box is overlaid on the screen, titled 'Message', with the text: 'Save as Physical? (8005,193) Capitalization Threshold determines that this asset will not be capitalized but can be stored in AM for physical inventory purposes. Continue?'. The dialog has 'OK' and 'Cancel' buttons. Below the dialog, the 'Asset Cost Information' section shows a table with one row: Book Name 'ACFR', Quantity '1.0000', Cost '4,200.00 USD', and Salvage '0.00 USD'. The 'Chartfields' section at the bottom shows a table with columns for Organization, Fund, Budget Entity, Category, State Program, PC Business Unit, Project, Activity, and PC Source Type, with values filled in for Organization (4321200000) and Fund (00018).



Creating Asset Records

Attractive Items

FloridaPALM Assets Search Advanced Sea

General Information | Operation/Maintenance | **Asset Acquisition Detail** | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property

Unit 43000 **Asset ID 00000000282** Attractive Item Tag In Service

Acquisition Details Find | View All First 1 of 1 Last

Description Building Improvement

System Source AM Online Entry Page

Incentive ID

Quantity 1.0000

Amount 4,200.00

Sales Tax 0.00

Use Tax 0.00

Freight 0.00

Misc Charge 0.00

Total Amount \$4,200.00

*Capitalize Already Non Capitalized

Base Currency USD
Currency USD
Category BDIMP
Cost Type

Interfaces Info...
Acquisition Detail Chartfields

Save Add Update/Display Include History Correct History

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Property | Asset Supplemental Data



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

The screenshot displays the Florida PALM web application interface for 'Location Definition'. The 'Location Code' field is highlighted with a red box. The form includes the following fields and values:

- SetID: 43000
- Location Code: 52F429580
- *Eff Date: 01/01/1901
- Active: Active
- *Descr: ST SUCIE BUILDING
- Country: USA (United States)
- Address 1: 9800 4TH STREET
- Address 2: ST SUCIE BUILDING
- Address 3: (empty)
- City: ST PETERSBURG
- County: USA
- State: FL (Florida)
- Postal: 33702
- Building #: (empty)
- Floor #: (empty)
- Sector: (empty)

Buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display.



Updating Asset Records

Location Configuration

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

The screenshot displays the Florida PALM web application interface for Location Configuration. The breadcrumb trail at the top reads: Favorites > Main Menu > Employee Self Service > Location. The page title is "Florida PALM" with a search bar on the right. The "Location Definition" tab is active, and the "Location Detail" sub-tab is selected. The main content area shows the "Location Detail" configuration for SetID 43000 and Location Code 52F429580, with the name "ST SUCIE BUILDING". The "Location Detail" field is highlighted with a red box and contains the text "11125032195, 12A682916". Below this, the "Label Format" section includes input fields for "Carton Label", "Usage Label", and "Shipping Container Label". At the bottom, the "ID Numbers" table is visible, showing a single entry with columns for Type, SetID, and ID Number.



Updating Asset Records

Location Configuration

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

The screenshot displays the FloridaPALM software interface for 'Area Definition'. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Asset Management > Physical Definitions > Area Definition. The FloridaPALM logo is visible in the top left, and a search bar with 'All' and 'Advanced Search' options is in the top right. The main content area is titled 'Area Definition' and shows the following details:

- SetID: 43000
- Location: 52F429580 (highlighted with a red box) - ST SUCIE BUILDING
- Area ID: COURTROOM1 (highlighted with a red box)

Below this is the 'Area Information' section with the following fields:

- *Effective Date: 01/01/1901
- *Status: Active
- *Description: Small Claims Court
- Area Detail: Small Claims actions may be brought only in the county where the defendant resides.

At the bottom of the interface, there are several action buttons: Save, Notify, Add, Update/Display, Include History, and Correct History.



Updating Asset Records

Location Configuration

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

The screenshot displays the Florida PALM system interface for updating asset records. The 'Location/Comments/Attributes' tab is selected. The asset details include Unit 43000, Asset ID 00000000001, and the asset is categorized as 'OTHER EQUIPMENT' with a tag 'In Service'. The 'Location' section is expanded, showing the following information:

- Effective Date: 02/24/2022
- Location: 52F429580
- Area ID: [Empty]
- Address 1: 9800 4TH STREET
- City: ST PETERSBURG
- County: USA
- State: FL Florida
- Country: USA United States
- Geo Code: [Empty]
- Document: [Empty]
- Building: [Empty]
- Floor #: [Empty]
- Room#: [Empty]
- Jurisdiction Sector: [Empty]
- Postal: 33702
- Latitude: [Empty]
- Longitude: [Empty]

The 'Authorization' section shows a status of 'Not Authorized' and a date field. Below this are sections for 'Comments', 'Physical and Custom Attributes', 'Detailed Description', and 'Image'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The breadcrumb trail at the bottom reads: 'General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data'.



Updating Asset Records

Location Configuration

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

The screenshot shows the FloridaPALM software interface for updating asset records. The main window displays the 'Location' configuration for Unit 43000, Asset ID 00000000223, Building Improvement Work, Tag, and In Service. The 'Look Up Area ID' dialog box is open, showing search results for Area ID based on Location Code 52F429580. The search results table is as follows:

Area ID	Description
COURTROOM1	Small Claims Court
COURTROOM2	District Court
COURTROOM3	Trail Courtroom



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



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