

### 1.1. General Information

<b>Process Area</b>	A2D - Asset Acquisition to Disposal
<b>Process Workflows</b>	(1) Plan and Acquire Asset (2) Deploy, Utilize, and Maintain Asset (3) Asset Disposal (4) Inventory and Warehousing
<b>As of</b>	05/19/2015

### 1.2. Authors and Contributors

<b>Authors</b>	Tanner Collins, BPS Team Robert Bolton, EY Process Lead Elizabeth Chao, EY Process Analyst
<b>Contributors</b>	Department of Education Department of Environmental Protection Department of Management Services Department of Highway Safety and Motor Vehicles Department of State Department of Financial Services Department of Transportation Department of Corrections

### 1.3. Scope

This document depicts the detail proposed business processes design for the Asset Acquisition to Disposal, which is defined in the following four key Process Areas:

- (1) Plan and Acquire Asset
- (2) Deploy, Utilize, and Maintain Asset
- (3) Asset Disposal
- (4) Inventory and Warehousing

The A2D process depicts the proposed business process design for the overall asset process from Acquisition to Disposition. Assets, that are property, are generally purchased and may also be associated to specific projects or grants. The A2D Process relates to several other business processes, and the related flow diagram provides references to the other business process areas.

### 1.4. Assumptions

- If asset is purchased rather than built, the accounting entry is associated with the property at the time the voucher is created
- If asset is financed, property will be recorded when received and approved in accordance with accounting policy and/or State rules
- Capitalized assets will be accounted for to provide tracking and financial reporting
- Non-capitalized assets will be accounted for to provide tracking
- Tagged property can be scanned for inventory purposes

- Warranty, registration, maintenance and insurance information will be tracked
- Property purchased/obtained through grants or a federal surplus property program will be identified as such and will have an option to capitalize, inventory, and identify sub recipient (if applicable)

## 1.5. Standardized Process Area Overview

The A2D Process Area starts with the acquisition of property. Property is acquired by the State of Florida, as follows:

- The majority of property is purchased and the asset acquisition process will begin with the information being sent from the P2P (Procurement to Payment) Process Area
- If the property is donated, loaned, or seized the process will begin with the property record being added directly into Florida PALM
- If the property is constructed, the property information will be obtained from the PJT (Project) Process Area
- If the property is acquired through a grant, the property information will come either from the GAC (Grants) or the P2P (Procurement to Pay) Process Area depending on whether the State purchased the property directly

The initial step in the process is to create a property record that contains the acquisition information. A Property Pending Record is created with the available asset information, which will alert the property custodian to ensure that they complete the process in order to book the asset. Additional information needed to complete the property record will include type and life of property, physical location of property, property custodian, parent/child relationships, and other general and financial information pertaining to the property. Some of this information will be obtained from other Process Areas and some will be directly input from source documentation.

The next step in the process is to deploy, utilize, and maintain the asset and update the property record throughout its useful life and possession/ownership of the asset. This will include recurring inventory information, change in location or custody, maintenance, repair, insurance information, allocation of depreciation, adjusting estimates or property value (if needed), and various other functions. As part of maintaining the property, inventory information may need to be transferred to or received from agency business systems. Transfers of assets may be within an agency or between agencies. If an asset transfer is initiated, the transferred asset will be placed in a pending status within the receiving agency's property module. The receiving agency will then go in and accept/update any information required for the asset record to be updated.

Physical inventory verification against the existing property records must be conducted annually. The property records may need to be updated for location changes, physical condition changes, or status changes (e.g., missing - property cannot be located or found). The physical inventory of the property items may be manual or conducted using electronic methods (e.g., barcode scanner).

Once the property has reached its useful life, is no longer needed, or is no longer in the custody of the State of Florida, the property disposition information will need to be recorded in Florida PALM.

This will include the method of disposition and accounting for any sale proceeds, if applicable. If the property is lost, stolen or unaccounted for, approval must be requested and received from DFS prior to removing from the asset from the property records.

The final step in the process is to determine if the property being disposed of is a special type of asset requiring a separate disposition work flow (e.g., watercraft, aircraft, vehicles, or land). If the property item requires the special disposition workflow, the asset must go through the approval process before being disposed of.

Inventory warehousing is a future enhancement for tracking non-capitalized consumable assets. The assets inventory will be tracked and maintained based on the agency orders. Established warehousing thresholds will initiate the replenishment of the applicable inventory (set ordering can occur by amount, schedule dates, or by a new contract). Internal agency orders will be placed for the consumable assets. These orders will have to go through an approval workflow.

### 1.6. Process Area Details

The table below describes each step in the process envisioned to use the A2D process functionality, which consists of four sub-processes: 1) Plan and Acquire Asset, 2) Deploy, Utilize and Maintain Asset, 3) Asset Disposal and 4) Inventory and Warehousing. The Process Step ID refers to the step as depicted in the respective BPS Business Process Workflow diagram.

The workflow diagrams use horizontal swim lanes to depict where activities are likely to be performed by different parties. Each swim lane is titled with a role either agency-based or enterprise-based and in some cases representative of an external party. The swim lanes roles may be different at an agency.

The swim lanes may change from page to page within a single process area as more or fewer roles are required to execute sections of the overall process.

Workflow Page 1 of 4: A2D Plan and Acquire Asset	
<b>Swim lanes - Definition</b>	Enterprise Role Property Custodian Property Supervisor

Process Step ID	Process Name	Description of Process	Governing Laws and Policies
A2D 1.1	Was asset donated, loaned, seized, or purchased by a	<ul style="list-style-type: none"> <li>A determination of how the asset is acquired is made by the Agency. This will initiate the appropriate process to record the asset.</li> </ul>	TBD

Process Step ID	Process Name	Description of Process	Governing Laws and Policies
	provider?		
A2D 1.2	Direct Input of Assets	<ul style="list-style-type: none"> <li>• If the property item is donated, loaned or seized, the information will be entered directly in Florida PALM. In some cases assets may be purchased by a non-state entity with state funds and will need to be tracked and/or inventoried (e.g., sub-recipient entities).</li> <li>• If the asset was not donated, loaned or seized, it will be initiated through the other process areas in A2D 1.3 (Record Asset Acquisition).</li> </ul>	TBD
A2D 1.3	Record Asset Acquisition	<ul style="list-style-type: none"> <li>• The asset acquisition will be recorded through the other process areas (e.g., P2P, GAC, PJT) and create a property pending status within A2D 1.4. Once the asset acquisition is recorded, the appropriate property custodian(s) are notified.</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 253, F.S.</li> <li>• Chapter 270, F.S.</li> <li>• Chapter 273, F.S.</li> <li>• Chapter 69I-72, F.A.C.</li> <li>• CFO Memo 05 (2011-2012)</li> </ul>
A2D 1.4	Create Property Record (Pending)	<ul style="list-style-type: none"> <li>• The property pending record is created with the available asset information. This pending status will alert the property custodian to ensure that they complete the process in order to book the asset.</li> <li>• If an asset transfer is initiated, the transferred asset will placed in a pending status within the receiving agencies property module. The receiving agency will then go in and accept/update any information necessary for this asset to facilitate updating the asset record.</li> </ul>	TBD
A2D 1.5	Acquire Asset	<ul style="list-style-type: none"> <li>• The agency physically acquires/receives the asset.</li> </ul>	TBD
A2D IP 1.6	Tag Asset	<ul style="list-style-type: none"> <li>• If the asset is capitalized, or being tracked for another purpose, it will be tagged by the agency.</li> </ul>	
A2D 1.7	Complete Update to Property	<ul style="list-style-type: none"> <li>• The property record is updated with additional asset attributes (e.g., serial number,</li> </ul>	TBD

Process Step ID	Process Name	Description of Process	Governing Laws and Policies
	Record	warranty information, location, capitalized vs non-capitalized, depreciation method, parent/child relationship) and the accounting event is created. <ul style="list-style-type: none"> <li>If the asset was transferred, the receiving agency updates the asset with the new asset information and the accounting even is created (e.g., location, agency).</li> </ul>	
A2D 1.8	Asset Recorded in Error	<ul style="list-style-type: none"> <li>If the asset is identified incorrectly, the change will be made and the general ledger will be updated.</li> </ul>	TBD

Workflow Page 2 of 4: A2D – Deploy, Utilize, and Maintain Asset	
<b>Swim lanes – Definition</b>	Agency A Property Custodian Agency B Property Custodian

Process Step ID	Process Name	Description of Process	Governing Laws and Policies
A2D 2.1	Prepare and Deploy Asset	<ul style="list-style-type: none"> <li>Property record has been updated with all required information and is recorded in Florida PALM.</li> </ul>	TBD
A2D 2.2	Use Asset	<ul style="list-style-type: none"> <li>The asset is deployed into service and utilized by the agency.</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 69I-72, F.A.C.</li> <li>CFO Memo 05 (2011-2012)</li> </ul>
A2D CP 2.3	Perform Physical Inventory	<ul style="list-style-type: none"> <li>Inventory verification against existing property records must be conducted at least once each fiscal year.</li> <li>The verification may be done using electronic methods (e.g., barcode scanner).</li> </ul>	<ul style="list-style-type: none"> <li>Section 273.02, F.S. Chapter 69I-72.006, F.A.C.</li> </ul>
A2D 2.4	Track/Maintain Asset	<ul style="list-style-type: none"> <li>The tracking for the utilization and maintenance of the asset is initiated and updated throughout the year to include location changes, custodial changes, repair and</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 69I-72, F.A.C.</li> <li>CFO Memo 05 (2011-</li> </ul>

Process Step ID	Process Name	Description of Process	Governing Laws and Policies
		maintenance information, improvements, impairments, valuation changes, etc. <ul style="list-style-type: none"> <li>If asset is determined to be lost or stolen, asset moves to disposition workflow (A2D 3.6) for write-off.</li> </ul>	2012)
A2D 2.5	Prepare Transfers	<ul style="list-style-type: none"> <li>The recording of transfers (location and agency changes) only applies if the asset is transferred to another entity. If the property is to be transferred, the transferring agency will input all of the transfer details within this step (e.g., acquiring agency).</li> </ul>	TBD
A2D 2.6	Execute Depreciation	<ul style="list-style-type: none"> <li>Depreciation will be run automatically based on how the asset was set up in A2D 1.7 (Complete Update to Property Record).</li> </ul>	<ul style="list-style-type: none"> <li>CFO Memo 05 (2011-2012)</li> </ul>

**Workflow Page 3 of 4: A2D – Asset Disposal**

<b>Swim lanes – Definition</b>	Agency Surplus Review Board Property Custodian Special Asset Disposition Custodian A&A
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Process Step ID	Process Name	Description of Process	Governing Laws and Policies
A2D 3.1	Identify Asset for Retirement	<ul style="list-style-type: none"> <li>The asset will be identified for disposal when it has reached its useful life, is no longer needed or has been lost or stolen or is unaccounted for.</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 270, F.S.</li> <li>Section 273.05, F.S.</li> <li>Section 273.055, F.S.</li> <li>Chapter 69I-72.005, F.A.C.</li> <li>Chapter 69I-21.002, F.A.C.</li> </ul>
A2D CP 3.2	Board Considers Asset for Retirement	<ul style="list-style-type: none"> <li>Once the asset is identified for retirement (systematically or manually) the Agency Surplus Review Board reviews the request in order to proceed with the disposal process of the asset.</li> </ul>	TBD

Process Step ID	Process Name	Description of Process	Governing Laws and Policies
A2D 3.3	Passed Agency Surplus Review Board?	<ul style="list-style-type: none"> <li>• If the Agency Surplus Review Board approves the request to dispose of the asset, it will move through the flow and proceed to disposition.</li> <li>• If the Agency Surplus Review Board does not approve the request to approve, the asset will continue to be tracked and maintained within the agency property file (A2D 2.4).</li> </ul>	TBD
A2D 3.4	Is asset a watercraft, vehicle, aircraft, or land?	<ul style="list-style-type: none"> <li>• Once the asset is identified for disposition, the system will run a workflow to identify if the assets to be disposed are classified as watercraft, vehicles, aircraft and/or land.</li> <li>• If the asset is a watercraft, vehicle, aircraft or land, a special asset disposal workflow will be initiated to include approval to dispose from oversight agencies (e.g., DMS, DEP)</li> <li>• If the asset is not a watercraft, vehicle, aircraft or land sale, it will proceed to through the disposition flow.</li> </ul>	<ul style="list-style-type: none"> <li>• Section 270.22, F.S.</li> <li>• Section 270.23, F.S.</li> </ul>
A2D 3.5	Perform Special Asset Disposition Workflow (DMS and DEP)	<ul style="list-style-type: none"> <li>• Special Asset Disposal Workflow is initiated for watercraft, vehicle, aircraft and /or land disposal via DMS and DEP to proceed with the disposal of the asset.                             <ul style="list-style-type: none"> <li>○ DEP is the custodian of all State owned land (with a few exceptions) and is responsible for the accounting and sale of land</li> </ul> </li> <li>• The disposal of vehicles, watercraft and aircraft must be approved by DMS.</li> </ul>	TBD
A2D 3.6	Was the Asset Lost, Stolen, or Unaccounted For?	<ul style="list-style-type: none"> <li>• If the asset is identified for disposition and is determined to be lost, missing or stolen, the agency must come through DFS A&amp;A for approval for the agency to write-off the account.</li> <li>• Assets determined to be lost or stolen, will come directly into the disposition workflow at this point for write-off (A2D 2.4).</li> <li>• If the asset is identified for disposition and is</li> </ul>	TBD



Process Step ID	Process Name	Description of Process	Governing Laws and Policies
		not lost, stolen or unaccounted for the asset will precede to be processed for disposal.	
A2D 3.7	DFS A&A Verifies Asset Write-off	<ul style="list-style-type: none"> <li>• If the capitalized asset is lost, stolen, or unaccounted for; A&amp;A verifies the asset and documentation for write-off approval.</li> <li>• The write-off of lost, stolen, or unaccounted for items must be approved by DFS prior to removing from the property records</li> <li>• Inventory assets (non-capitalized) do not need A&amp;A write-off approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Section 17.04, F.S.</li> </ul>
A2D 3.8	Dispose of Asset	<ul style="list-style-type: none"> <li>• If the property was acquired through a grant and/or project, there may be additional restrictions and/or reporting requirements for the disposal of the asset.</li> <li>• The assets approved for disposal will proceed to be processed for retirement.</li> </ul>	TBD

Workflow Page 4 of 4: A2D -Inventory and Warehousing	
<b>Swim lanes - Definition</b>	Agency Property Custodian Agency Property Manager

Process Step ID	Process Name	Description of Process	Governing Laws and Policies
A2D 4.1	Warehouse the Asset	<ul style="list-style-type: none"> <li>• The agencies warehoused items will be updated with the purchased asset record inventory information (e.g., quantity, value).</li> </ul>	TBD
A2D 4.2	Track and Maintain the Asset	<ul style="list-style-type: none"> <li>• The tracking for the utilization of the asset is initiated and updated throughout the year based on agency needs.</li> <li>• Inventory minimum levels will be set and maintained (by agency, by asset) at predetermined levels on an on-going basis in order to prompt property manager (or other applicable staff) of when to order</li> </ul>	TBD
A2D 4.3	Agency Orders	<ul style="list-style-type: none"> <li>• Agencies submit internal orders via office business managers to acquire the applicable</li> </ul>	TBD



Process Step ID	Process Name	Description of Process	Governing Laws and Policies
		inventoried assets.	
A2D CP 4.4	Order Approval Workflow	<ul style="list-style-type: none"> <li>Once the agency places an initial order, the order is sent to the agency property manager (or delegate) for approval.</li> </ul>	TBD
A2D 4.5	Execute Replenishment of Inventory	<ul style="list-style-type: none"> <li>Once agency has placed the order and inventory is distributed, inventory is reduced.</li> <li>If inventory is reduced to or below the established threshold, replenishment will automatically occur (the agency will be notified to place an additional order).</li> <li>Inventory levels are adjusted to reflect approved replenishment orders.</li> </ul>	TBD

### 1.7. Integration

This section will describe the timing, frequency and critical data points of the interfaces for the sending and receiving systems. For example it will say whether an interface is run nightly, ad hoc, etc.

Wherever feasible the list will include the scheduled events for each Process Area. For events that are dynamically triggered, the list will include the triggering criteria and the estimated timing/cadence.

Integration ID	FFMIS or Key System	Integration Description
A2D IP 1	Agency Business Systems	Agency External Business Systems to send/receive property information and inventory results
A2D IP 2	DEP Management Systems (SOLARIS)	DEP systems to obtain land values, sale information, etc.
A2D IP 3	DMS Property Business System (FLEET)	Florida Equipment Electronic Tracking System (FLEET) to obtain vehicle values, sale information, etc.

### 1.8. Control Points

Control Pt. ID	Control Point Description
	All Control Points are in the process flow

### 1.9. Reporting

Report No.	Description	Frequency and Triggering Event	Audience(s)	Classification	Governing Laws and Policies
A2D R 1	Property Pending Edit Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD
A2D R 2	Asset Error Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD
A2D R 3	Property Record Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD
A2D R 4	Current Asset List	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD
A2D R 5	Asset Maintenance Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD
A2D R 6	Asset Transfer Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD
A2D R 7	Depreciation Schedule Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD
A2D R 8	Property Evaluation for Risk Management and Insurance	Annual	DFS Division of Risk Management	Management	<ul style="list-style-type: none"> <li>• Section 284.01, F.S.</li> <li>• Section 284.04, F.S.</li> <li>• Chapter 69H-1, F.A.C.</li> </ul>
A2D R 9	Special Disposition Workflow Status Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD

Report No.	Description	Frequency and Triggering Event	Audience(s)	Classification	Governing Laws and Policies
A2D R 10	Asset Write-Off Report	On-Demand, Periodic,	Agency Property Management Staff, DFS A&A	Operational	TBD
A2D R 11	Disposed Asset Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD
A2D R 12	Warehouse Inventory Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD
A2D R 13	Replenishment of Inventory Report	On-Demand, Periodic,	Agency Property Management Staff	Operational	TBD

### 1.10. Accounting Events

Accounting Event ID	Description	Accounting Entry Capital Asset Account Group (SWGf 80)  DR – Debit  CR – Credit	Accounting Entry  Governmental Funds	Accounting Entry  Proprietary Fund
A2D AE 1	Property record created at the time of acquisition (Note expenditure transaction will be recorded in P2P Process Area and Construction Work-in-Progress will be recorded in PJT)	Purchased: DR Capital Asset GL CR Expenditure  During Construction: DR Construction Work-in-Progress CR Expenditure	Purchased: DR Expenditure CR Cash  During Construction: DR Expenditure CR Cash	Purchased: DR Capital Asset GL CR Cash  During Construction: DR Construction Work-in-Progress

Accounting Event ID	Description	Accounting Entry Capital Asset Account Group (SWGf 80)  DR - Debit  CR - Credit	Accounting Entry  Governmental Funds	Accounting Entry  Proprietary Fund
	Process Area)	When complete: DR Capital Asset GL CR Construction Work-in-Progress  Grant or Donation: DR Capital Asset GL CR Capital Grants & Donations  Seized/Awarded: DR Capital Asset GL CR Fines, Forfeits, Judgments & Settlements	When complete: No entry  Grant or Donation: No entry  Seized/Awarded: No entry	CR Cash  When complete: DR Capital Asset GL CR Construction Work-in- Progress  Grant or Donation: DR Capital Asset GL CR Capital Grants & Donations  Seized/Awarded: DR Capital Asset GL CR Fines, Forfeits, Judgments & Settlements
A2D AE 2	Property record updated for depreciation or amortization	DR Depreciation or Amortization Expense CR Accumulated Depr or Amort	No entry	DR Depreciation or Amortization Expense CR Accumulated Depr or Amort
A2D AE 3	Property valuation adjustment (must be significant and unexpected to be impairment and additionally infrequent to be extraordinary)	Impairment: DR Expenditures CR Capital Asset GL  Extraordinary Impairment: DR Extraordinary Items	Impairment: No Entry  Extraordinary Impairment: No Entry	Impairment: DR Capital Asset Impairment- Operating Expense CR Capital Asset GL  Extraordinary Impairment:

Accounting Event ID	Description	Accounting Entry Capital Asset Account Group (SWGf 80)  DR - Debit  CR - Credit	Accounting Entry  Governmental Funds	Accounting Entry  Proprietary Fund
		CR Capital Asset GL		DR Extraordinary Items CR Capital Asset GL
A2D AE 4	Property disposition recorded and any sale proceeds, if applicable	Sold (including scrap sale) for gain or loss:  DR Accumulated Depr. DR/CR Gain or Loss on Disposal CR Capital Asset GL  Disposal without proceeds: DR Accumulated Depreciation DR Gain or Loss on Disposal (if not fully Depr) CR Capital Asset GL	Sold (including scrap sale) for gain or loss:  DR Cash CR Sale of General Fixed Assets  Disposal without proceeds: No entry	Sold (including scrap sale) for gain or loss:  DR Cash DR Accumulated Depr. DR/CR Gain or Loss on Disposal CR Capital Asset GL  Disposal without proceeds: DR Accumulated Depreciation DR Gain or Loss on Disposal (if not fully depr) CR Capital Asset GL
A2D AE 5	Property disposition for spoilage		DR - Expenditure (Consumable/ Inventory) CR - Stores	DR - Expense (Consumable/ Inventory) CR - Stores

### 1.11. Key Performance Indicators/Measures

Measure	Relevance	Data Elements Needed to Generate Measure
Number of fixed asset changes processed	Control and improved processing time	Number of fixed assets changes by accounting period: (Monthly and Year-End)

Measure	Relevance	Data Elements Needed to Generate Measure
Number of fixed assets maintained	Control and improved processing time	Number of fixed assets recorded and maintained
Timeliness to close the fixed assets ledger at period end	Improved processing time	Schedule of the close calendar for period end:(Monthly and Year-End)
Timeliness of recording property	Improved processing time	Acquisition date and fixed assets type
Timeliness of performing annual inventory of fixed assets	Validation of existing assets recorded	Schedule for conducting annual inventory of fixed assets
Volume of property lost	Control and improved processing time	Validation of annual inventory of fixed assets to recorded fixed assets
Accuracy of property records (amount of location/custodian's delegate changes needed after inventory)	Validation of fixed assets records and attributes	Fixed assets attributes required to record and maintain a fixed asset

### 1.12. Future Enhancements

- Microchip/auto scan technology to assist with tagging assets
- Automated reconciliations for misclassified property items

### 1.13. Standard Business Process Workflows

This section will be a placeholder for the PDF Visio Process Flows for Level 2.



A2D - Level 2 -  
 Workshop Workflow -

## 1. Definitions

Definitions are presented in alphabetical order by template section but will be combined into one list for all Process Areas.

## 2. References/Citations

Placeholder for references/citations.