40.2 Deploy and Maintain Assets

40.2.3 Intra-Unit Asset Transfer

Agency Asset Processor

Start

1. Transfer Agreement

2. Initiate/Update Asset Transfer Request

3. Initiate Workflow

4. Deny Transfer

5. Resolve Issues

6. Approve Transfer

7. Run Depreciation

8. Review/Update ChartField Information


10. Review/Update Asset

11. Transfer Complete

End

Agency Asset Approver

Start

1. Transfer Agreement

2. Initiate/Update Asset Transfer Request

3. Initiate Workflow

4. Deny Transfer

5. Resolve Issues

6. Approve Transfer

7. Run Depreciation

8. Review/Update ChartField Information


10. Review/Update Asset

11. Transfer Complete

End

Draft from All Agencies Confirmation Session
40.2 Deploy and Maintain Assets

40.2.5 Physical Inventory

Start

1. Set Up Physical Inventory
2. Review Asset Extract
3. Extract Asset Data

R11

Perform Physical Inventory in Florida PALM?

Yes

4. Perform Physical Inventory
5. Import Asset Extract
6. Perform Physical Inventory

No

7. Reconcile Physical Inventory Results
8. Physical Inventory Scan Results

Inventory Complete?

No

9. Load Inventory File
10. Review Inventory Data

11. Verify Duplicate Tag Number

12. Generate Results

Yes

13. Generate Transactions

14. Create/Update Asset Records

15. Initiate Asset Disposal Request


End