

3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	1289
ADML Description	Asset Custodians and Assignees
ADML Tech#	1289

3.1 Background

The Requirements Confirmation Workshop, the TO-BE Workshop, and the Detail Requirements Survey for Asset Management identified the need to be able to track up to two custodians and one assignee for each asset in the system based on their roles relative to the asset. The various roles are:

- **Legal Custodian:** By statute, the Legal Custodian is defined as the head of each agency. They have legal authority over and responsibility for all assets in that agency.
- **Managing Custodian:** This person exercises oversight over groups of assets and is generally responsible for initiating and/or approving financial transactions. This person is generally located in a central, not satellite, office. Managing Custodian can be defined as Physical Custodians or Financial Custodians.
- **Local Custodian:** This person typically exercises control over the physical aspects of specific assets or groups of assets. They typically manage physical inventories, physical transfers of assets, and maintaining/repairing assets. An example of a Local Custodian is a Troop Leader for Law Enforcement Officers.
- **Assignee:** This person usually has physical possession of specific assets. They are generally not responsible for keying any transactions into the Asset Management system. They only use the asset. A good example of an assignee is a law enforcement officer who has physical possession of a firearm, vehicle, bullet-proof vest, etc.

3.1.1 Functional Requirement

Aspire Statement of Work Item No. AGR-014 requires that Aspire provide the ability to assign assets/equipment to an employee as well as maintain, track, identify, record, inquire, and report on those asset/equipment assignments.

3.1.2 Delivered Functionality

Aspire provides the ability to identify, record, maintain, track, inquire and report on an assets Custodian who is specified by Employee Name and Employee ID.

3.1.3 Gap Description

Delivered Aspire functionality permits tracking asset relative to one asset custodian only; the Managing Custodian. The new functionality will provide for the ability to also track assets relative to the Local Custodian and/or the asset Assignee.

Four fields need to be created as clones from two delivered fields in order to track a second Asset Custodian and Asset Assignee for each asset. The four new fields need to be added to the Asset Custodian page and table.

Note: the Legal Custodian will not be defined or stored in Aspire.

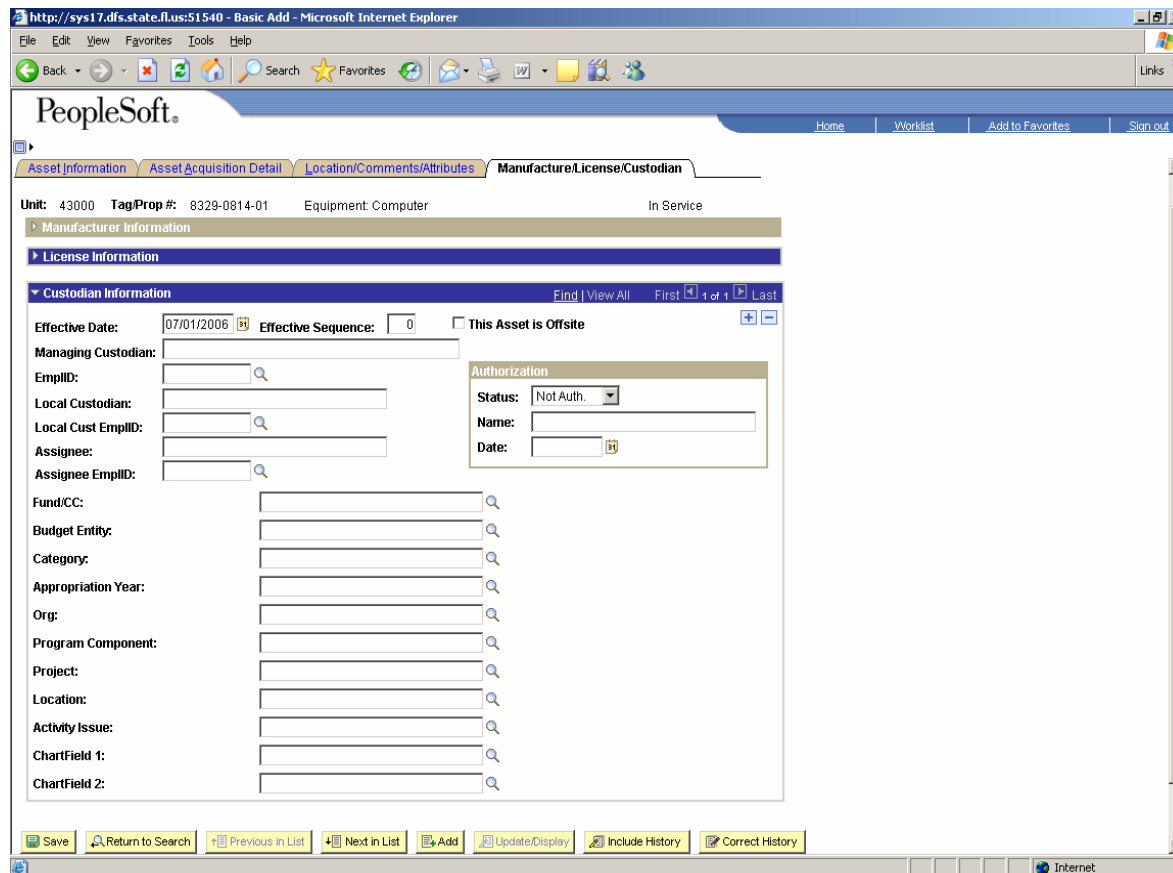
3.2 Description of New Functionality

The system must be able to relate each asset ID (either specifically or as part of a group of assets) to up to three people who serve in the roles of Managing Custodian , Local Custodian, and Assignee. (The AM system does not need to track the Legal Custodian.) For each person serving in one of these roles, the AM system must track the person's name and employee ID or Position Code.

3.3 Navigation Path

Asset Management > Financial Management > Owned Assets > Basic Add > Find an Existing Value > Asset Information (default page) > Manufacture/License/Custodian (page)

3.4 Set Up/Control Data



3.5 Application Changes (e.g., Pages, Components, Menus, Records, App Engines, SQRs, etc.)

We will use the delivered “Asset Custodian” functionality to partially meet the requirements above. The delivered Asset Custodian fields are Employee Name and Employee ID. Each Asset ID can be tied to one Custodian at a time. A history of all Custodians ever tied to each Asset ID is maintained by the system. These delivered Asset Custodian fields will be used to meet the “Managing Custodian” requirements above.

Custom fields will need to be added to the system to meet the “Local Custodian” and “Assignee” requirements. For each, an Employee Name and Employee Number will need to be tracked. The new fields will be:

- Local Custodian Name (FL_LOCAL_CUST)
- Local Custodian Employee ID (FL_LOC_CUST_EMPLID)
- Assignee Name (FL_ASSIGNEE)
- Assignee Employee ID (FL_ASSIGNEE_EMPLID)

These fields will need to be added to the ASSET_CUSTODIAN table and to the ASSET_CUSTODIAN page.

Each of these fields will operate the same as the delivered CUSTODIAN and EMPLID fields. An audit trail history will be maintained for these new fields as well.

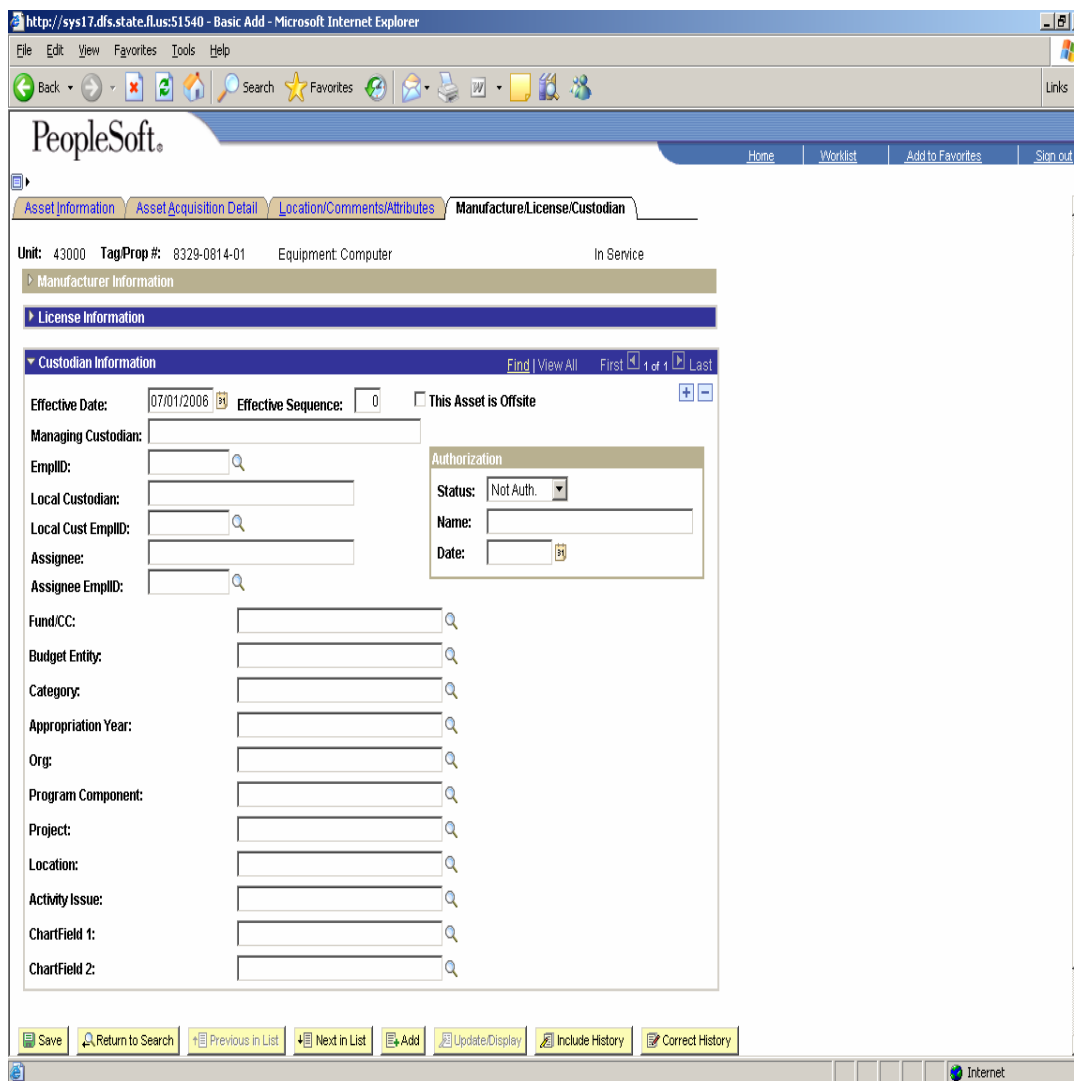
Queries can be developed to view assets by Managing Custodian, Local Custodian or Assignee. Mass Changes can be built to enable users to easily update the Managing Custodian, Local Custodian, and Assignee for multiple assets defined by agency, org code, fund ID, physical location, type of asset, etc.

These custodian fields are descriptive information only. Changes to custodian information will not cause any further processing to occur (such as transferring the location of the asset).

When a new effective dated row is created, all values from the original row should be carried forward to the new row.

System Modifications:

3.5 System Modification Summary				
Object Type	Action	Object Name	ID or ADML	Comments
Field	Create	FL_LOCAL_CUST		Clone of CUSTODIAN.
Field	Create	FL_LOC_CUST_EMPLID		Clone of EMPLID.
Field	Create	FL_ASSIGNEE		Clone of CUSTODIAN.
Field	Create	FL_ASSIGNEE_EMPLID		Clone of EMPLID.
Page	Modify	Asset Manufacturer / License / Custodian page		Add FL_LOCAL_CUST, FL_LOC_CUST_EMPLID, FL_ASSIGNEE, and FL_ASSIGNEE_EMPLID to the same level as CUSTODIAN and EMPLID. When a new row is inserted, values from the previous active row should be carried forward into all of these fields
Table	Modify	PS_ASSET_CUSTODIAN		Add FL_LOCAL_CUST, FL_LOC_CUST_EMPLID, FL_ASSIGNEE, and FL_ASSIGNEE_EMPLID.
Field	Modify	CUSTODIAN		Change label for field CUSTODIAN to read Managing Custodian
Object Type: Field, Table, View, Page, Batch, Report, Query, Tree				
Development Type: New, Modify, Delete				



3.6 Unit Test Considerations

Add an asset using EXPRESS ADD.

Update an asset using ASSET BASIC INFORMATION – Asset Information –

Go to the Manufacture/Location/Custodian Page:

Enter a Managing Custodian name and Employee ID in the Custodian and EmplID fields.

Enter a Local Custodian name and Employee ID in the Local Custodian and Local C – EmplId fields.

Enter an Asset Assignee name and Employee ID in the Asset Assignee and Assignee EmplID fields.

SAVE the asset.

Verify that the three custodian names and employee IDs were saved.

Insert a new effective-dated row

- Ensure new row has all values carried forward from the original row
- Update some of the rows
 - o Save the asset
 - o Ensure the changes were saved

3.7 Miscellaneous

N/A

3.8 Assumptions

- As previously noted, the Legal Custodian will not be defined or stored in Aspire.
- While there is an implied hierarchical structure to the Managing, Local, and Assignee Custodian(s), there will be no structured relationship built; any implied relationships will have to be developed through reports or queries.