

3.0 Appendix B – Project Aspire Enhancement Functional Design

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|-------------------------|---------------------------------|
| ADML ID | 150 |
| ADML Description | Tracking Asset Condition |
| ADML Tech# | 146 |

3.1 Background

3.1.1 Functional Requirement

S.O.W Requirement AGR-009 Maintain detailed property information required to identify, properly account for, and safeguard all assets, including (but not limited to) the following:

- Property tag number (inventory control number);
- Property status (e.g., pending, active, lost, stolen, disposed)
- Property custodian;
- Location (up to four location codes);
- Ownership information (including assets loaned to/from other entities);
- Account coding distribution (including multiple funding sources);
- Asset acquisition information;

Asset condition;

- Insured value/insurance information;
- Vendor;
- Asset descriptive information;
- Asset classification;
- Model number;

- Serial number;
- Vehicle Identification Number;
- Vehicle tag number;
- Fuel type;
- License number (if applicable);
- Employee or position number (as established in human resources module) for employee to whom asset is assigned (if applicable);
- Driver license number of the state employee asset is assigned to (if applicable);
- Warranty/maintenance information;
- Betterments;
- Disposition authority;
- Disposal information;
- Lease asset information (if applicable);
- Estimated useful life;
- Estimated residual value;
- Replacement cost (to be updated by users, as needed);
- Depreciation schedule type; and
- Memo field.

3.1.2 Delivered Functionality

There is no field delivered with AM that serves to track asset condition.

3.1.3 Gap Description

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| Gap ID / Title: | AM-05 / Tracking asset condition |
| Status: | Open |
| Future State Process Level 1 / Level 2: | Asset Management / AM03 Manage Asset General Information |
| Business Requirement: | AGR-009 The Auditor General requires that the physical condition of an asset be tracked within AM. The valid values are: New, Good, Fair, and Poor. |
| Gap Description: | There is no field delivered with AM that can serve this purpose. |
| Gap Solution Option 1: | Option 1 is to add an Asset Condition field to the Asset Basic Information page with the valid value available on look-up. |
| Gap Solution Option 2: | Option 2 is to utilize a delivered field in a way for which it was not intended. Various Asset Basic Information delivered field have associated look-up tables. Several of these fields are not being used at the State and are free to be used to track Asset Condition. Possible fields are FERC Code, Agency ID, and Manufacturer. |
| Gap Solution Evaluation: | Option 1 is a simple system modification and does not require us to use a field in a way other than how it was intended. Option 2, while avoiding system customizations, would require using a field in a non-standard way. |
| Gap Solution Recommendation: | Option 1. |

3.2 Description of New Functionality

The Auditor General of the state of Florida requires that the physical condition of a fixed asset be tracked in Asset Management. There is no field delivered in Asset Management that can serve this purpose, therefore, an Asset Condition field needs to be added to the Asset Basic Add component, Asset Information page with valid value available on look-up. A field for Asset Condition will also need to be added to the Physical Inventory Extract and Results pages.

See GAP AM-05 Tracking Asset Condition

See Process Flow AM003 Manage Asset General Information

3.3 Navigation path

The changes will reside under the Asset Information page, the (PI) Extract Data page, and the (PI) Results page. The directory paths are as follows:

Asset Management > Financial Management > Owned Assets > Basic Add (component) > Asset Information (page)

Asset Management > Physical Inventory > Review Extracted Data > Find an Existing Value> Extract Data (page)

Asset Management > Physical Inventory > Review Matching Results > Find an Existing Value> Results (page)

3.4 Set Up/Control Data

Add to record ps_asset

Field Layout:

- Field Name: ps_fl_asset_condition
- Field Type: CHAR
- Length: 1
- Format: Upper
- Short Name: Condition

- Long Name: Asset Condition
- Default = 2
- Required Field = No
- Edit = Xlat
-

| XLAT Value | Long Name | Short Name |
|------------|-----------|------------|
| 1 | Excellent | Excellent |
| 2 | Good | Good |
| 3 | Fair | Fair |
| 4 | Poor | Poor |

Note: Display the Long Name in the field/drop-down list on the page.

For assets coming into Asset Management from Accounts Payable the default value for the Asset Condition Code should be 2 (Good). In order to accommodate this, a new field will need to be added to the PS_INTFC_PHY_A record and code change will be required in the Trans-Loader (AMIF1000).

(Instructions for the Tech Team):

Add the following code Add the following code to the Trans-Loader (AMIF1000) whenever it inserts a PS_ASSET record from PS_INTFC_PHY_A data: if INTFC_PHY_A.FL_CONDITION_CD is null or spaces, set ASSET.FL_CONDITION_CD = '2', else set ASSET.FL_CONDITION_CD = INTFC_PHY_A.FL_CONDITION_CD. Maybe use the DECODE command in the INSERT-SELECT statement like this:

```
INSERT INTO PS_ASSET(...,
FL_CONDITION_CD,...)
SELECT...,
DECODE(B.FL_CONDITION_CD,'','2',' ','2',B.FL_CONDITION_CD),...
FROM PS_INTFC_PHY_A B
```

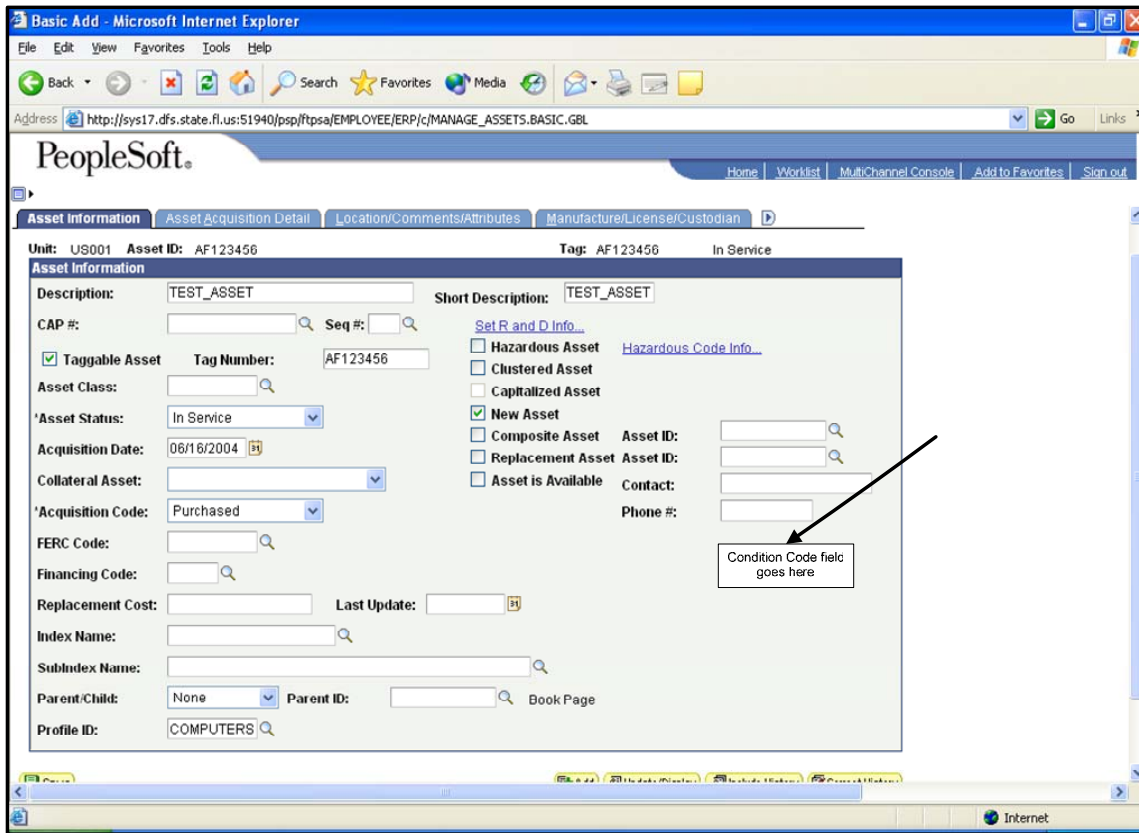
WHERE B....

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

Asset Information Page:

Add “Condition Code” field with valid value on lookup.

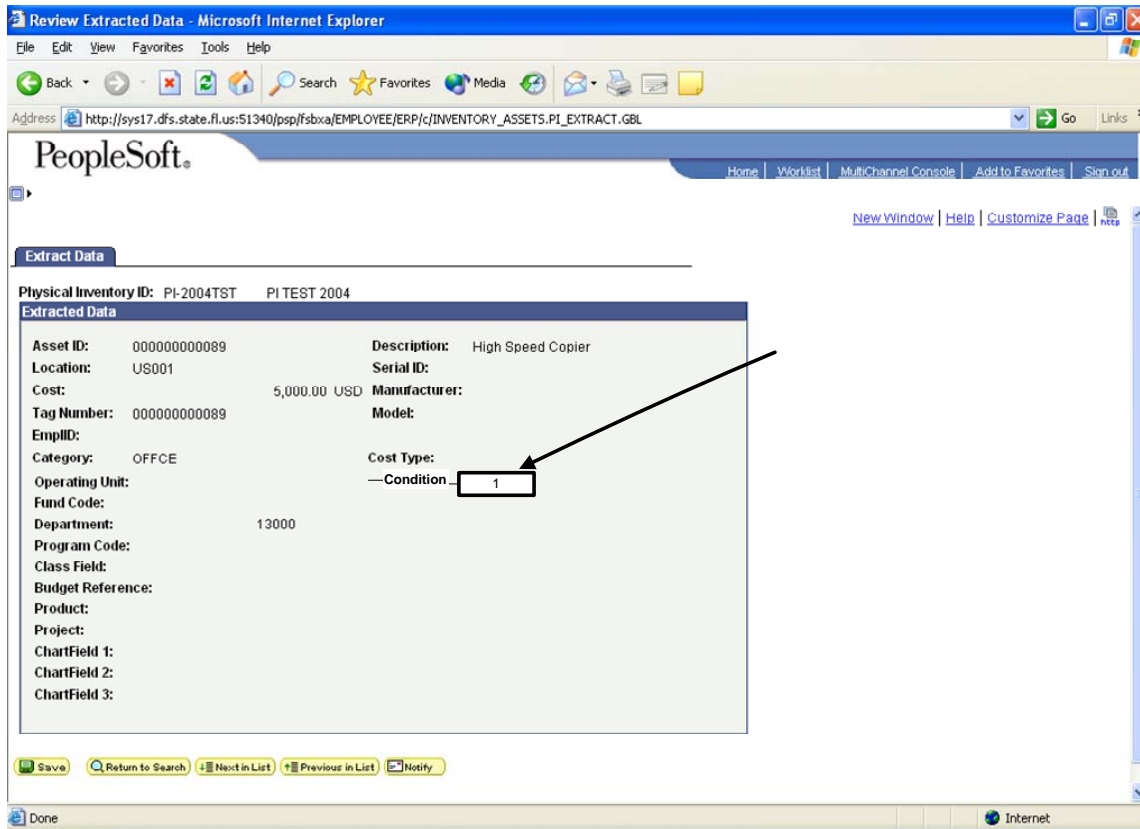
Asset Management > Financial Management > Owned Assets > Basic Add (component) > Asset Information (page)



Physical Inventory Extract page:

Add “Condition Code” field with valid value on lookup.

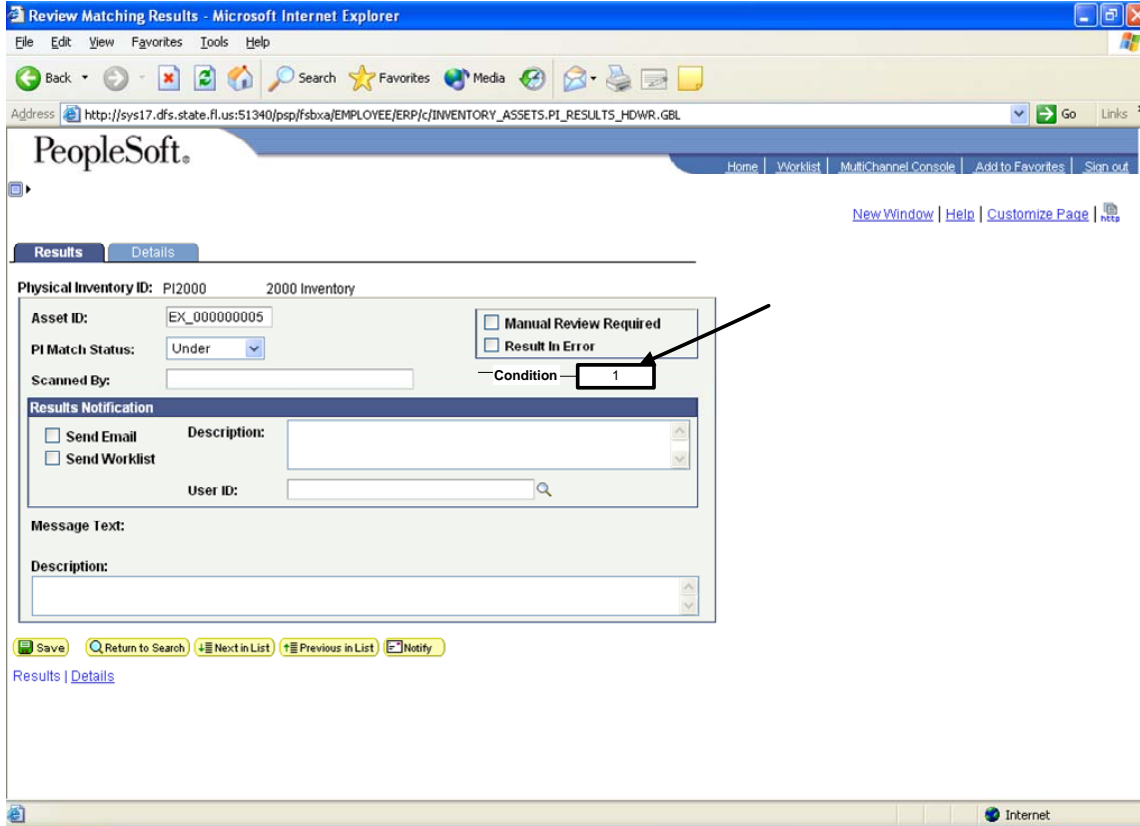
Asset Management > Physical Inventory > Review Extracted Data > Find an Existing Value> Extract Data (page)



Physical Inventory Results page:

Add “Condition Code” field with valid value on lookup.

Asset Management > Physical Inventory > Review Matching Results > Find an Existing Value> Results (page)



3.6 Unit Test Considerations

Add an asset using Asset Basic Add function. Enter condition in Asset Condition field and Save the asset. View the asset detail in Asset Basic Add.

Change and save pre-existing condition Value.

Add an asset in AP and use the AP to AM interface process to load the asset into AM. Verify in Basic Add that the Asset Condition field has a default value of Good (2).

3.7 Miscellaneous

N/A.

3.8 Assumptions

N/A.