

Fixed Assets:

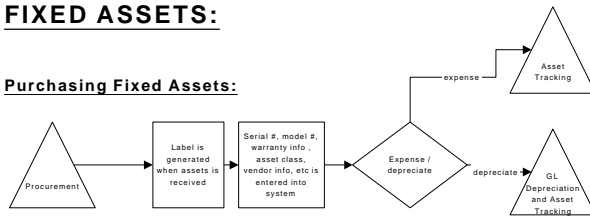
Overview

Currently, the BHA maintains approximately 40,000 assets in the system. Tracking, depreciating and disposing of assets is a completely manual and labor intensive process. The current system does not interface with a work order or warranty maintenance system for the purpose of tracking problems with the equipment. While many of the current asset tags do display a bar code, the BHA does not have the equipment to complete physical inventories with a handheld device. The BHA is seeking a system which will track both depreciable and not depreciable assets, which will generate asset tags automatically based on receipt and type of product, and which will allow physical inventories to be completed with a handheld device instead of paper. The system should also be able to route receiving, transfer and disposition information to the Procurement Department who is primarily responsible for identifying items to be tracked and various other supervisors for approval.

Future Workflow Process Maps:

FIXED ASSETS:

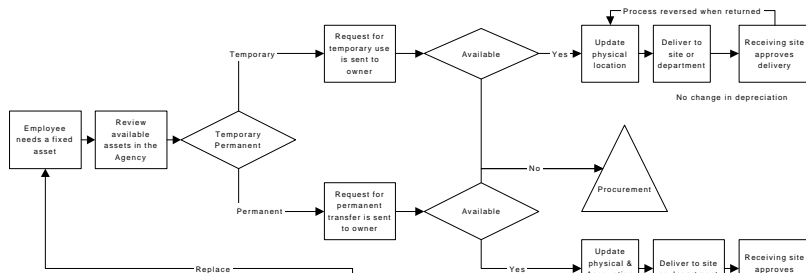
Purchasing Fixed Assets:



PURCHASING FIXED ASSETS:

- System should meet all procurement rules before completing the purchase order for a fixed asset
- System should automatically prompt receiver to enter all necessary fixed asset information at the time of receipt
- System should automatically generate a bar-coded asset tag when all asset information has been entered
- System should maintain model number
- System should maintain serial number
- System should maintain asset description
- System should default asset condition to new when asset is purchased new
- System should prompt for asset condition when asset is purchased used or transferred
- System should maintain user defined asset classes
- System should determine depreciate type and life of an asset based on asset class
- System should determine if asset is depreciable based on classification
- System should automatically create general ledger expense for non-depreciable assets
- System should maintain warranty information for all assets
- System should default current physical location to location at which asset was received
- System should allow user to define the location to be charged depreciation
- System should automatically assign asset number based on user defined criteria
- System should allow asset to be broken into subcomponent assets (ex: a computer is broken into monitor, keyboard, mouse and cpu)
- System should allow subcomponent assets to be linked to one general asset
- System should allow leased assets to be tracked
- System should allow assets to be entered retroactively and calculate depreciation accordingly
- System should interface with a third party application for mass uploads of assets (ex: a development purchases 50 new refrigerators as part of a project)
- System should prompt when duplicate asset is being added by user-defined criteria
- System should allow notes to be added to an individual asset
- System should allow notes to be added to groups of assets

Transferring & Borrowing Assets:



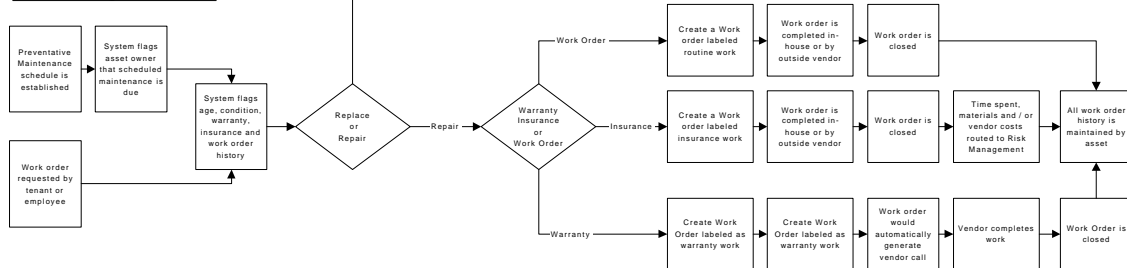
TRANSFERRING FIXED ASSETS:

- System should allow charge location and physical location to be different
- System should route transfer request to appropriate employees for approval
- System should maintain an online tracking system of the physical location of an asset
- System should track assets from the originating location to delivery through receipt
- System should allow assets to be transferred from one physical location to another
- System should allow assets to be transferred from one charge location to another without impacting historical depreciation
- System should track asset movement from one location to another
- System should allow a single asset to be transferred
- System should allow groups of assets to be transferred
- System should maintain transfer date
- System should maintain return date (if applicable)
- System should flag staff when return date is approaching
- System should maintain historical data regarding the location of an asset
- System should maintain a history of the dates asset is received by a location and the dates an asset was transferred from a location

MAINTAINING FIXED ASSETS:

- System should interface with a third party work order system for the purpose of tracking warranty work
- System should flag Risk Management when warranty work has been completed in house
- System should track the history of all work orders completed for an asset
- System should track actual cash value of an asset for insurance and sale purposes
- System should maintain preventative maintenance schedules for asset classifications
- System should automatically generate 3rd party work order requests for preventative maintenance
- System should track the labor and material costs associated with maintaining each asset
- System should flag users when warranties are about to expire
- System should allow assets to be displayed by model #, serial #, location, asset description or asset tag

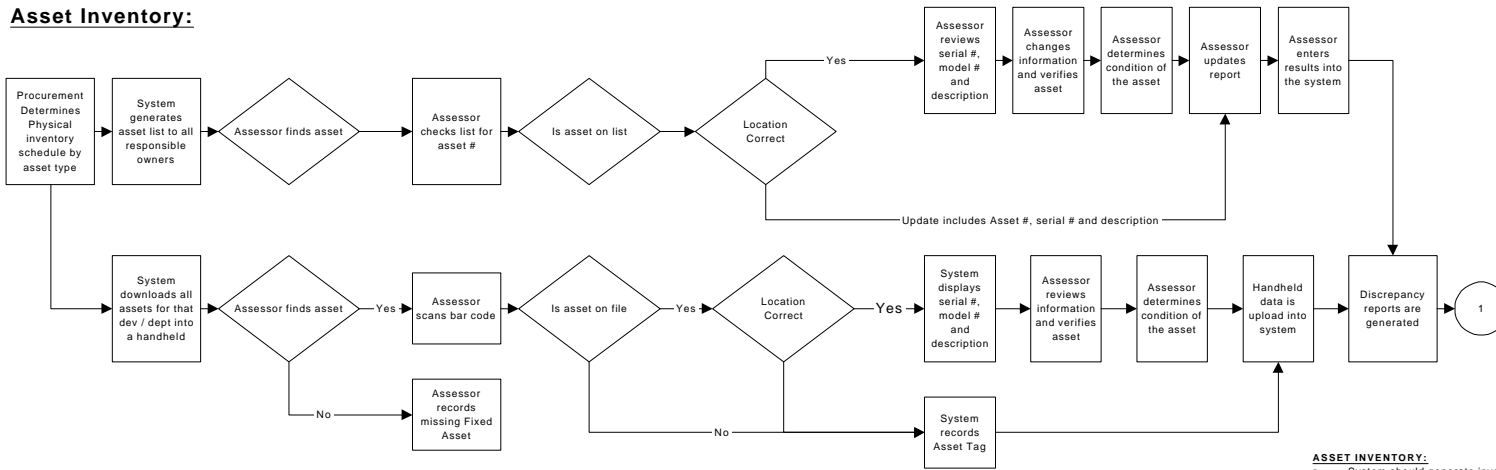
Maintaining the Asset:



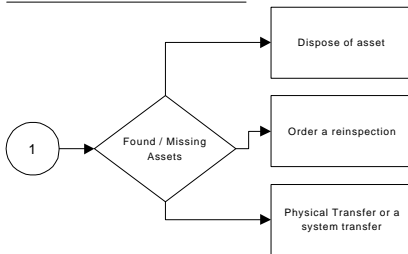
DEPRECIATION:

- System should automatically generate depreciation calculations based on user-defined parameters
- System should interface depreciation calculations to the general ledger
- System should comply with all federal guidelines for depreciation
- System should comply with all state guidelines for depreciation
- System should allow depreciation method to be changed for a whole class of assets
- System should maintain standard depreciation methods (ex: straight-line, diminishing value, etc)
- System should allow users to define depreciation methods
- System should allow users to maintain an unlimited number of depreciation books
- System should allow depreciation books to be defined to meet user needs
- System should allow users to run depreciation calculations as many times as they wish without impacting the general ledger
- System should generate depreciation projections
- System should track depreciation by date
- System should allow depreciation to be manually adjusted

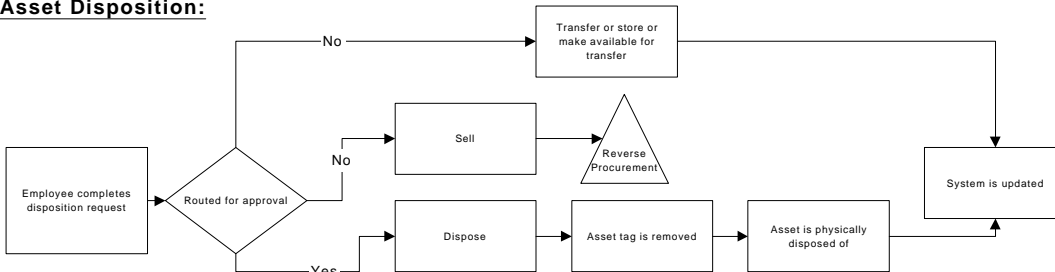
Asset Inventory:



Asset Reconciliation:



Asset Disposition:



ASSET INVENTORY:

- System should generate inventory information by physical location
- System should interface with a handheld bar-code scanning device
- System should perform physical inventories
- System should prompt for physical inventories based on a user-defined schedule
- System should generate discrepancy reports
- System should automatically reconcile differences in physical locations and flag for location to be changed
- System should allow physical inventories to be uploaded from a third party product (ex: Excel)
- System should display asset #, serial #, model #, asset description, and asset condition either on the handheld or on the report
- System should allow asset information to be added via handheld
- System should allow physical condition to be updated during inventories
- System should maintain a table of acceptable user-defined physical conditions
- System should require physical inventories to be approved prior to updating database
- System should prompt user to verify physical condition on fully depreciated assets

ASSET RECONCILIATION / DISPOSITION:

- System should allow assets to be retired individually
- System should allow assets to be retired by group
- System should allow assets to be disposed of
- System should automatically re-schedule physical inventory when discrepancy is more than a certain user-defined percentage
- System should flag users about procurement rules when assets are being sold
- System should route request for disposal or sale to appropriate staff
- System should maintain disposal date or retirement date

INTERFACES / REPORTING:

- System should interface with Purchase Order System
- System should interface with General Ledger system
- System should interface with Accounts Payable
- System should interface with a Facilities Management database for planning purposes
- System should allow ad hoc reporting for all fields in Fixed Assets

No.	Process	Requirement Description	P*	Comments
1.	Purchasing Fixed Assets:	System should meet all procurement rules before completing the purchase order for a fixed asset	3	
2.	Purchasing Fixed Assets	System should automatically prompt receiver to enter all necessary fixed asset information at the time of receipt	2	
3.	Purchasing Fixed Assets	System should automatically generate a bar-coded asset tag when all asset information has been entered	2	
4.	Purchasing Fixed Assets	System should maintain model number	1	
5.	Purchasing Fixed Assets	System should maintain serial number	1	
6.	Purchasing Fixed Assets	System should maintain asset description	1	
7.	Purchasing Fixed Assets	System should default asset condition to new when asset is purchased new	2	
8.	Purchasing Fixed Assets	System should prompt for asset condition when asset is purchased used or transferred	2	
9.	Purchasing Fixed Assets	System should maintain user defined asset classes	1	
10.	Purchasing Fixed Assets	System should determine depreciate type and life of an asset based on asset class	1	
11.	Purchasing Fixed Assets	System should determine if asset is depreciable based on classification	2	
12.	Purchasing Fixed Assets	System should automatically create general ledger expense for non-depreciable assets	1	
13.	Purchasing Fixed Assets	System should maintain warranty information for all assets	1	
14.	Purchasing Fixed Assets	System should default current physical location to location at which asset was received	2	
15.	Purchasing Fixed Assets	System should allow user to define the location to be charged depreciation	1	
16.	Purchasing Fixed Assets	System should automatically assign asset number based on user defined criteria	1	

Legend:

P*riority	1 = Mandatory	2 = Important	3 = Nice to Have
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No.	Process	Requirement Description	P*	Comments
17.	Purchasing Fixed Assets	System should allow asset to be broken into sub-component assets (ex: a computer is broken into monitor, keyboard, mouse and CPU)	1	
18.	Purchasing Fixed Assets	System should allow sub-component assets to be linked to one general asset	1	
19.	Purchasing Fixed Assets	System should allow leased assets to be tracked	1	
20.	Purchasing Fixed Assets	System should allow assets to be entered retroactively and calculate depreciation accordingly	1	
21.	Purchasing Fixed Assets	System should interface with a third party application for mass uploads of assets (ex: a development purchases 50 new refrigerators as part of a project)	2	
22.	Purchasing Fixed Assets	System should prompt when duplicate asset is being added by user-defined criteria	1	
23.	Purchasing Fixed Assets	System should allow notes to be added to an individual asset	2	
24.	Purchasing Fixed Assets	System should allow notes to be added to groups of assets	3	
25.	Transferring Fixed Assets:	System should allow charge location and physical location to be different	1	
26.	Transferring Fixed Assets:	System should route transfer request to appropriate employees for approval	2	
27.	Transferring Fixed Assets:	System should maintain an online tracking system of the physical location of an asset	2	
28.	Transferring Fixed Assets:	System should track assets from the originating location to delivery through receipt	3	
29.	Transferring Fixed Assets:	System should allow assets to be transferred from one physical location to another	1	
30.	Transferring Fixed Assets:	System should allow assets to be transferred from one charge location to another without impacting historical depreciation	1	
31.	Transferring Fixed Assets:	System should track asset movement from one location to another	1	

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No.	Process	Requirement Description	P*	Comments
32.	Transferring Fixed Assets:	System should allow a single asset to be transferred	1	
33.	Transferring Fixed Assets:	System should allow groups of assets to be transferred	2	
34.	Transferring Fixed Assets:	System should maintain transfer date	1	
35.	Transferring Fixed Assets:	System should maintain return date (if applicable)	1	
36.	Transferring Fixed Assets:	System should flag staff when return date is approaching	3	
37.	Transferring Fixed Assets:	System should maintain historical data regarding the location of an asset	1	
38.	Transferring Fixed Assets:	System should maintain a history of the dates asset is received by a location and the dates an asset was transferred from a location	1	
39.	Maintaining Fixed Assets:	System should interface with a third party work order system for the purpose of tracking warranty work	3	
40.	Maintaining Fixed Assets:	System should flag appropriate department when warranty or insurance claim work has been completed in house	2	
41.	Maintaining Fixed Assets:	System should track the history of all work orders completed for an asset	1	
42.	Maintaining Fixed Assets:	System should track actual cash value of an asset for insurance and sale purposes	1	
43.	Maintaining Fixed Assets:	System should maintain preventative maintenance schedules for asset classifications	2	
44.	Maintaining Fixed Assets:	System should automatically generate 3rd party work order requests for preventative maintenance	3	
45.	Maintaining Fixed Assets:	System should track the labor and material costs associated with maintaining each asset	2	
46.	Maintaining Fixed Assets:	System should flag users when warranties are about to expire	3	
47.	Maintaining Fixed Assets:	System should allow assets to be displayed by model #, serial #, location, asset description or asset tag	1	

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No.	Process	Requirement Description	P*	Comments
48.	Depreciation:	System should automatically generate depreciation calculations based on user-defined parameters	1	
49.	Depreciation:	System should interface depreciation calculations to the general ledger	1	
50.	Depreciation:	System should comply with all federal guidelines for depreciation	1	
51.	Depreciation:	System should comply with all state guidelines for depreciation	1	
52.	Depreciation:	System should allow depreciation method to be changed for a whole class of assets	1	
53.	Depreciation:	System should maintain standard depreciation methods (ex: straight-line, diminishing value, etc)	1	
54.	Depreciation:	System should allow users to define depreciation methods	2	
55.	Depreciation:	System should allow users to maintain an unlimited number of depreciation books	2	
56.	Depreciation:	System should allow depreciation books to be defined to meet user needs	1	
57.	Depreciation:	System should allow users to run depreciation calculations as many times as they wish without impacting the general ledger	1	
58.	Depreciation:	System should generate depreciation projections	2	
59.	Depreciation:	System should track depreciation by date	1	
60.	Depreciation:	System should allow depreciation to be manually adjusted	2	
61.	Asset Inventory:	System should generate inventory information by physical location	1	
62.	Asset Inventory:	System should interface with a handheld bar-code scanning device	2	
63.	Asset Inventory:	System should perform physical inventories	1	

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No.	Process	Requirement Description	P*	Comments
64.	Asset Inventory:	System should prompt for physical inventories based on a user-defined schedule	2	
65.	Asset Inventory:	System should generate discrepancy reports	1	
66.	Asset Inventory:	System should automatically reconcile differences in physical locations and flag for location to be changed	3	
67.	Asset Inventory:	System should allow physical inventories to be uploaded from a third party product (ex: Excel)	2	
68.	Asset Inventory:	System should display asset #, serial #, model #, asset description, and asset condition either on the handheld or on the report	2	
69.	Asset Inventory:	System should allow asset information to be added via handheld	2	
70.	Asset Inventory:	System should allow physical condition to be updated during inventories	1	
71.	Asset Inventory:	System should maintain a table of acceptable user-defined physical conditions	1	
72.	Asset Inventory:	System should require physical inventories to be approved prior to updating database	1	
73.	Asset Inventory:	System should prompt user to verify physical condition on fully depreciated assets	3	
74.	Asset Reconciliation / Disposition:	System should allow assets to be retired individually	1	
75.	Asset Reconciliation / Disposition:	System should allow assets to be retired by group	2	
76.	Asset Reconciliation / Disposition:	System should allow assets to be disposed of	1	
77.	Asset Reconciliation / Disposition:	System should automatically re-schedule physical inventory when discrepancy is more than a certain user-defined percentage	3	

Legend:

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No.	Process	Requirement Description	P*	Comments
78.	Asset Reconciliation / Disposition:	System should flag users about procurement rules when assets are being sold	3	
79.	Asset Reconciliation / Disposition:	System should route request for disposal or sale to appropriate staff for approval	2	
80.	Asset Reconciliation / Disposition:	System should maintain disposal date or retirement date	1	
81.	Interfaces / Reporting:	System should interface with Purchase Order System	1	
82.	Interfaces / Reporting:	System should interface with General Ledger system	1	
83.	Interfaces / Reporting:	System should interface with Accounts Payable	1	
84.	Interfaces / Reporting:	System should interface with a Facilities Management database for planning purposes	1	
85.	Interfaces / Reporting:	System should allow ad hoc reporting for all fields in Fixed Assets	1	
86.	Interfaces / Reporting:	System should interface with a third-party Work Order system	2	

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