



ENHANCEMENTS SOLUTION DESIGN - ASSET TRANSFERS

AUTHOR(S)	: Anthony Ross
DOCUMENT NUMBER	: ERP-SD-ENH-AT
VERSION	: 03
STATUS	: Final
SOURCE	: OSCE
DOCUMENT DATE	: 08 September 2014
NUMBER OF PAGES	: 26

Contents

1	DOCUMENT CONTROL	4
1.1	CIRCULATION CONTROL	4
1.2	LIST OF CHANGES	4
1.3	SIGN-OFF	5
1.4	SIGN OFF DATE:	5
2	TERMS AND ABBREVIATIONS	6
3	SCOPE	7
3.1	PURPOSE	7
3.2	RELATED DOCUMENT(S)	7
4	SOLUTION DESIGN	8
4.1	OBJECTIVE	8
4.2	BUSINESS PROCESS OVERVIEW	8
4.2.1	Person to Person Transfers	9
4.2.2	Location to Location Transfers	9
4.2.3	Programme to Programme Transfers	10
4.2.4	Fund to Fund Transfers	10
4.2.5	Transfers Approvers	10
4.3	SOLUTION DESIGN	11
4.3.1	iAssets Configuration	12
4.3.2	Approvals Management Customisation	14
4.4	UNIT TESTS AND UAT	22
4.5	USER TRAINING	22
5	ASSUMPTIONS & RISKS	22
5.1	ASSUMPTIONS	22
5.2	RISKS	23
6	CHANGE PROCESS	23
7	GAPS, ISSUES, ACTIONS	24
7.1	PROCESS GAPS	24
7.2	ISSUES	24
7.3	ACTIONS	24
8	DATA STANDARDS AND NAMING CONVENTIONS	24
9	TECHNICAL REQUIREMENTS	24
9.1	TECHNICAL DEVELOPMENT PROCESS	24
9.2	INTERFACES	25
9.3	AME WORKFLOW	25
9.4	REPORTS	25
9.5	CUSTOMISATIONS	25
10	DATA UPLOAD	25
10.1	METHOD	25

Version: 03

For internal use

Doc. No.: ERP-SD-ENH-AT

11	ANNEXURES	25
11.1	ASSETS TRANSFERS PROCESS FLOW	25
12	DOCUMENT ISSUES	26

1 DOCUMENT CONTROL

1.1 CIRCULATION CONTROL

Named recipients, who will automatically receive copies of future versions, are as follows:

Name	Organisation	Project Role
Andreas Palfi	OSCE	ERP Enhancements Project Management Team
Barbara Macinnis	OSCE	Chief, Asset Management and Logistics Unit
Sanjar Djuraev	OSCE	EBS Functional Consultant
Anthony Ross	External Consultant	Solution Architect
Project Library		

1.2 LIST OF CHANGES

List of changes made to this document:

Version	Date	Description	Author(s)
01	01-Feb-2014	Created document	A Ross
02	02-Sep-2014	Updated with changes from AMU	A Ross
03	04-Sep-2014	Final version released for signoff.	A Ross

1.3 SIGN-OFF

This Solution Design Document has been reviewed and approved by the undersigned.

Name	Title	Signature
Barbara Macinnis	Chief, Asset Management and Logistics Unit Project Management Team Member, ERP Enhancements Project	
Hans-Michael Plut	Deputy Director for Mission Support Services	
Nikola Nujic	Deputy Director for ICT Services, Management and Finance / ICT / Infrastructure Operations Project Sponsor, ERP Enhancements Project	
Andreas Palfi	Senior ERP Applications Assistant, Management and Finance / ICT / Information Systems Project Management Team Member, ERP Enhancements Project	

1.4 SIGN OFF DATE:

2 TERMS AND ABBREVIATIONS

Term / Abbreviation	Signification
AME	Oracle Approvals Management Engine
AMU	Assets Management Unit
EBS	Oracle E-Business Suite
ERP	Enterprise Resource Planning
FYI	For Your Information
IPSAS	International Public Sector Accounting Standards
IRMA	Integrated Resource Management Applications
NBV	Net Book Value
SLA	Oracle EBS Sub-Ledger Accounting
TCO	Total Cost of Ownership
UAT	User Acceptance Testing
UPK	User Productivity Kit

3 SCOPE

3.1 PURPOSE

This document defines the proposed solution to handle Assets Transfers, as defined by the business requirements, which is planned on being delivered during Phase 4 of the Enterprise Resource Planning (ERP) Upgrade and Enhancements.

It is not the intention of this document to detail setup steps, configurations or processes that are defined in any of the Oracle E-Business Suite (EBS) Implementation Guides or User Guides for R12 or 11i.

3.2 RELATED DOCUMENT(S)

The following documentation should be read before or in conjunction with this document.

Title & Version	Description	Level aimed at:	Audience
ERP Upgrade and Enhancements Project Blueprint – MS Word	Defines what the upgrade will cover and why.	All approvers of the Asset Transfer Enhancement.	All users involved in the Asset Transfer component of the ERP Upgrade and Enhancements Project.
ERP Upgrade Master Project Plan – MS Project	Defines what activities will be completed by which resources and the relationship and impact these activities have on each other.	All approvers of the Asset Transfer Enhancement.	All users involved in the Asset Transfer component of the ERP Upgrade and Enhancements Project.
ERP Upgrade Enhancements Solution Design Overview	Defines the enhancements that were part of the original scope of the ERP Upgrade and Enhancements Project	All approvers of the Asset Transfer Enhancement.	All users involved in the Asset Transfer component of the ERP Upgrade and Enhancements Project.
Business Case Executive Summary – iAssets	Defines the business case for using iAssets to support asset transfers in the organisation.	All approvers of the Asset Transfer Enhancement.	All users involved in the Asset Transfer component of the ERP Upgrade and Enhancements Project.
High Level Business Requirements – iAssets/Self Service Asset Handover	Defines the business requirements for using iAssets to support a self-service asset transfer solution.	All approvers of the Asset Transfer Enhancement.	All users involved in the Asset Transfer component of the ERP Upgrade and Enhancements Project.
Oracle Assets User	Defines the functionally and	All approvers	All users involved in the

Guide Release 12.1 and Oracle iAssets User Guide Release 12.1	the configuration of Assets and iAssets	of the Asset Transfer Enhancement.	Asset Transfer component of the ERP Upgrade and Enhancements Project.
Oracle Workflow Guides for Release 12.1	Defines the functionally and the development guidelines for amending/customising Oracle embedded workflows	All developers who will be involved in this enhancement	All developers who will be involved in this enhancement.
Oracle E-Business Suite Developer's Guide Release 12.1	Defines the recommended best practises for the development of custom code objects in EBS	All developers who will be involved in this enhancement.	All developers who will be involved in this enhancement.

4 SOLUTION DESIGN

4.1 OBJECTIVE

The current asset transfer and handover process includes are number of manual steps to ensure that assets are signed for and then the transfer is recorded in IRMA. This process is cumbersome and is prone to errors and can result in assets not being recorded properly.

The requirement is to automate asset transfers by using the assets self-service component of EBS. An asset transfer will trigger an electronic notification to the recipient who will then electronically approve/acknowledge the receipt of the asset. This will remove the paper records and the asset will have an electronic record of who has the asset.

The asset transfer process should also be able to allow for an additional approval step for certain controlled assets.

4.2 BUSINESS PROCESS OVERVIEW

When new assets are purchased and first registered in the system it will be recorded with the Fund and Programme based upon the Purchase Order. When the new asset is physically received and a paper document is completed with the asset details and sent to AMU for processing. The receiving document contains information about the person who has been assigned the asset and the location of the asset. This is a manual process and can benefit from a solution where an authorised person at the receiving location can update the new asset with the responsible person and asset location.

Asset Transfers take place on existing assets and occur under the following conditions:

- Person to Person Transfer

- Location to Location Transfer

Programme to Programme Transfer

Fund to Fund Transfer

As transfers take place using assets have already been taken in account (offset against a budget and accounted for in the ledger) there is no further budgetary impact. There is an accounting impact in that IPSAS requires that the Net Book Value (NBV) of the asset being transferred must be reflected in the accounts, this accounting impact is controlled and processed by the SLA rules that are part of the R12 upgrade and are therefore not of consequence in the management of asset transfers.

The only costs that receiving Fund | Programme | Location will incur will be the cost of relocating the asset to the new Fund | Programme | Location.

It should be noted that when using Encumbrance Accounting, adding a financial value to an asset that is being transferred between Funds and Programmes is not good practise as this will result in an increase in budgetary funds on the transferor and a decrease in funds on the receiver, accordingly overinflating and under inflating budgets.

4.2.1 Person to Person Transfers

Person to Person Asset Transfers normally occur when a person leaves the organisation or changes posts within the organisation, or when assets are no longer required.

When an employee changes posts within the organisation, the assets are reassigned to a new responsible person.

When an employee is leaving the organisation, a leaving check list is emailed to the employee wherein the employee is requested to return of any organisation assets that the person holds. The assets are either physically returned (i.e. mobile phone, laptop) where the receiver of the returned assets will physically sign for the assets, and then the Assets Register is updated with the new responsible person. When the assets are not physically returned (desktop computer), the assets are still reassigned to a physical person

It must be noted that there will always be a responsible person who the asset is assigned to, and this responsible person must be a current employee.

When an employee requests an asset, an off system email is sent stating the requesting the asset. If the asset request is approved (manual process) then the employee will receive the asset and the Hand-Over Document will be completed and signed by the employee to acknowledge receipt. The Hand-Over Document contains the asset id, the employee id and the location id. The Hand-Over Document is then used to update the Asset Register with new responsible person.

4.2.2 Location to Location Transfers

Location to Location Asset Transfers only occurs when programmes are disabled or when an existing programme is split into two or more locations due to budget changes, or when an employee moves to a new location.

The process for handling Location changes is the same for new assets as well as for existing assets.

For Budgetary driven location changes, once the annual budget is approved, the assets will be moved by AMU to the new locations as defined in the budget.

When a programme has ended or is disabled, then the assets will either be moved to a new programme or to the In-transit Location until the assets are reassigned to a new programme.

In both of the above cases the assets will need to be assigned to a new responsible person at the new location, and a Hand-Over Document will be completed and the assets signed for by the new responsible person.

When an employee moves to a new location, then only those assets for which the employee will still be responsible for in the new location will be transferred to the new location along with the employee. Those assets that cannot be transferred with the employee to the new location will then be reassigned to a new responsible person at the old location, and the new responsible person will be required to sign a Hand-Over Document as in the process for Person to Person Transfers.

4.2.3 Programme to Programme Transfers

Programme to Programme Asset Transfers (Cost Centre to Cost Centre Asset Transfers) occur when a programme is disabled with the new annual budget..

Where Programme to Programme Transfers occur as a result of budget changes, then once the annual budget has been approved, the assets will be moved by AMU to the new programme.

If during the process of moving the assets to the new Programme, there are responsible person changes, then the receiving person must sign the Hand-Over Document for the assets being transferred.

4.2.4 Fund to Fund Transfers

Fund to Fund Assets Transfers can be the result of budgetary changes and can be as a result of a Fund requesting surplus assets held on another Fund.

Where surplus assets are requested to be transfer to another Fund, AMU will receive and email request from the requesting Fund. AMU will contact the Fund with the surplus assets and request approval to transfer the assets. When approval has been received to transfer the Assets, AMU assigns the assets to the new Fund and sets the location to the In-Transit Location (Fund Neutral Location) and notifies the receiving Fund that the assets have been transferred. The receiving Fund will update the assets location and assign a responsible person to the asset and get the responsible person to sign the Hand-Over Document.

Note that Fund to Fund Asset Transfers can result in the Programme changing, and the Fund to Fund process will be the overarching process.

4.2.5 Transfers Approvers

There is no “approval” in the strict sense of the word, with the exception of Fund to Fund transfers as these have a financial impact and therefore need explicit approval.

All transfers need to be received by the receiving party and this is seen as implicit approval as the receiving process transfers ownership of the asset, and the transfer can still be rejected by the receiving party.

Fund to Fund Transfer Approvers

All Fund to Fund Transfers must be approved by the AMU Transfer Approvers.

The AMU Transfer Approvers have the right to reject the fund transfer.

The Receiving Fund must receive the asset transfer.

The Receiving Fund has the right to reject the fund transfer.

Programme to Programme Transfer Approvers

The Receiving Programme must receive the asset transfer.

The Receiving Programme has the right to reject the asset transfer

Location to Location

The Receiving Location must receive the asset transfer.

The Receiving Location has the right to reject the asset transfer.

Person to Person

The Receiving Person must receive the asset transfer.

The Receiving Person has the right to reject the asset transfer.

4.3 SOLUTION DESIGN

The organisation is already using Oracle EBS R12.1.13 and to provide a solution with a low Total Cost of Ownership (TCO), it is recommended to implement the Oracle iAssets functionality of EBS.

Oracle iAssets allows for assets to be transferred, and then will automatically update the transferred asset with the transfer information after the approval process.

Oracle iAssets comes with a built-in automated approval process using Oracle Approvals Management (AME) along with a built-in email notification system using oracle Workflow.

Oracle iAssets allows the following types of self-service asset transfers:

- 1) Transfer assets from one cost centre, company, or any other predetermined accounting segment to another cost centre, company, or accounting segment.
- 2) Transfer assets from one location to another.
- 3) Re-assign assets from one employee to another when the employee is terminated or relocated.

The solution does not require any additional licensing costs or increase in hardware. The impact of implementing this module will not increase the number of full time equivalents required to support EBS, and the existing support configuration is deemed to be sufficient.

The solution requires the configuration of the iAssets application and the customisation of the AME iAssets Rules and the underlying Asset Transfer Workflow Notifications to meet the business requirements.

The configuration of iAssets and the customisation of the Assets Transfer Workflow is described below.

4.3.1 iAssets Configuration

NOTE: The configuration below has not been tested and while it is per the Oracle documentation, there is a possibility that the configuration might need to be amended during testing to ensure required functionality is delivered. In this event that there is change then the below configuration must be amended to reflect this.

The complexity of the solution does not lie within the configuration of the iAssets module but within the organisational rules that govern the transfer approvals and notifications. These organisational rules and process is defined in the process flow in Annexure 1.

4.3.1.1 Create Custom Responsibilities

Create OSCE copies of the following iAssets Responsibilities:

- 1) iAssets System Administrator =
 - Responsibility Name = OSCE iAssets Setup Administrator
 - Responsibility Key = OSCE_IA_SETUP_RESP_KEY
- 2) iAssets Manager
 - Responsibility Name = OSCE iAssets Manager
 - Responsibility Key = OSCE_IA_MANAGER_RESP_KEY
- 3) iAssets User
 - Responsibility Name = OSCE iAssets User
 - Responsibility Key = OSCE_IA_USER_RESP_KEY
 - Responsibility Name = OSCE AMU iAssets User
 - Responsibility Key = OSCE_AMU_IA_USER_RESP_KEY

4.3.1.2 Set up custom approval rules in AME

As every organisation has specific defined processes for approvals, Oracle iAssets allows for the definition of individual approval rules using AME approvals setup process.

The Oracle iAssets approval process is based upon AME and Workflow. AME and Workflow regulates the sequence of approvers and emails. Approvers log into EBS to view the notifications and to perform approval actions.

The AME Rule “iAssets Rule: Receiving Approval Chain for Hierarchy” must be customised to support the business rules of the organisation.

These business rules approval logic is detailed in Annexure 1 – Assets Transfers Process Flow.

Refer to the Approvals Management Customisation section below for a written

4.3.1.3 Set up iAssets Transfer Rules

Use the OSCE iAssets Setup Administrator responsibility

Create a new rule “OSCE Asset Transfers”

Assign the IPSAS corporate asset book “OSCE” to the new rule – restricts users to the IPSAS corporate asset book

Check the “Enable Self-Service Transfer functionality” – enables users to create transfer requests

Check the “Allow user-enterable transaction date” check box – enables users to enter the current date or any date within the current fiscal year. Future dates will only be posted when the period that the future date falls into is opened in the asset book.

Check the “Require iAssets Manager approval before applying any self-service transfers” check box – requires approval from fixed asset manager – without checking this box the asset transfers will not be sent for approval and will automatically be entered in Assets with the status of Post.

Select the Approval Type option “Only Releasing approvals required” – no Approver field is displayed in the releasing information page and the Approver field is displayed in the destination information page

Select the Approval Method option “Employee Supervisor hierarchy based approvals” – the organisation cannot user Cost Centre based approvals as the cost centre managers have not been set up.

The accounting segments to be displayed must be set to “OSCE_FUND” and “OSCE_PROGRAMME”. No other segments must be enabled. This will prevent the inadvertent changing of any of the other segments.

Check the “Enforce Security by Cost Center” check box – allows users to view and perform transfers only on the assets in their cost centre. Cost Centre is the account qualifier that is assigned to Programme. The cost centre is held on the employee expense account in HR. This will prevent users from transferring assets outside of their cost centre (Programme)

Check the “Restrict users to only search for their saved requests” check box – users are only able to search their saved requests.

Check the “Enable custom text input” check box – allows the entry of organisation specific information regards transfers which is then visible in the content contained on the Create Transfer Request: Request Details page. A text can be inserted here.

NOTE: Create an additional Transfer Rule “OSCE AMU Transfers” to be used by the Asset Management Unit. The “OSCE AMU Transfers” rule must not have the “Enforce Security by Cost Center” rule enabled. This will allow AMU to create asset transfers for all assets held.

4.3.1.4 Assign Profile Option Values

Assign the user who will be the iAssets System Administrator to the profile option "IA: iAssets System Administrator". The value must be assigned at site level. This role can only be assigned to one person.

Assign the Transfer Rule "OSCE Asset Transfers " (defined in Step 3 above) must be assigned at responsibility level to the to the "OSCE iAssets User" responsibility.

Assign the Transfer Rule "OSCE AMU Transfers " (defined in Step 3 above) must be assigned at responsibility level to the to the "OSCE AMU iAssets User" responsibility.

4.3.1.5 Assign Responsibilities to users.

Assign the custom OSCE iAssets responsibilities to the user community.

- 1) OSCE iAssets Setup Administrator responsibility – must be assigned to the iAssets System Administrator who will set up and manage iAssets rules.
- 2) OSCE iAssets Manager responsibility – must be assigned to the asset manager(s) who will view all pending transfer requests and can then change the transfer date, posting status and destination details.
- 3) OSCE Amu iAssets User responsibility – must be assigned those AMU uses who will search for assets and create transfer requests.
- 4) OSCE iAssets User responsibility – must be assigned those uses who will search for assets and create transfer requests.

4.3.2 Approvals Management Customisation

Every organisation has their own specific processes for defining approvals. Oracle iAssets allows for organisations to define individual approval rules through the AME approvals setup process. The approval process is based upon AME and Workflow, which are used to regulate the sequence of approvals and the notifications generated throughout the approval process. Approvers log into EBS to view the notifications and to perform approval actions.

To achieve the business requirements as defined in the document above and in Annexure 1, the following changes must be made to the standard AME approval process.

This solution design is based upon using the AME "iAssets Rule: Receiving Approval Chain for Hierarchy"

NOTE: While all steps have been taken to ensure complete solution design, the lack of access to functional environment has prevented certain clarifications of AME and Workflow functionality, and that the solution is therefore either over engineered or under engineered. This is under engineering or over engineering is significant, then the solution design will need to be amended to take into account these changes.

4.3.2.1 Custom Profile Options

The following custom profile options must be created to provide values to be used by the attributes in the notification workflow:

- 1) OSCE Asset Transfer Timeout 1 – this profile option will hold numeric value and will be used to control the timeout delay in minutes First Timeout on the notifications that are sent. Set at site level, not visible to users and neither user updateable.
- 2) OSCE Asset Transfer Timeout 2 – this profile option will hold numeric value and will be used to control the timeout delay in minutes Second Timeout on the notifications that are sent. Set at site level, not visible to users and neither user updateable.
- 3) OSCE Asset Transfer Timeout 3 – this profile option will hold numeric value and will be used to control the timeout delay in minutes Third Timeout on the notifications that are sent. Set at site level, not visible to users and neither user updateable.
- 4) OSCE iAssets User responsibility – must be assigned those uses who will search for assets and create transfer requests. Set at site level, not visible to users and neither user updateable.
- 5) OSCE AMU Approvals Manager – must be assigned the user within AMU who has been delegated the overall approval role. Note that Asset Transfer does not support ‘first responder wins’ and this is to provide a defined value that can be amended at will. Set at site level, not visible to users and neither user updateable.
- 6) OSCE AMU Transfer Controller – must be assigned a user within AMU who has been delegated the role of Transfer Controller. Set at site level, not visible to users and neither user updateable.

4.3.2.2 Custom AME Attributes

The following custom AME attributes must be created which will be used in providing determining the logical path of the approval and notification process:

- 1) OSCE AMU Manager – to hold the value of the custom profile option “OSCE AMU Approval Manager”. Note that as “the first responder wins” functionality does not work in AME for iAssets, it is imperative that a default value is derived and used for in the process.
- 2) OSCE AMU Transfer Controller – to hold the value of the custom profile option “OSCE AMU Transfer Controller”.
- 3) OSCE Asset Transfer Type – to hold the value of the type of asset transfer which will be used to determine the logic flow within in AME. This value will either be “Person”, “Location”, “Programme” or “Fund”, depending upon the change that is made.
- 4) OSCE Asset Recipient – this is either the person to whom the asset is being transfer to or the user who is the receiving CFA at the location where the asset is being transferred to, or the receiving CFA of the Programme that the asset is being transferred to, or the receiving CFA of the Fund that the asset is being transferred to. This value will be populated when the attribute “OSCE Asset Transfer Type” is equal to “Person”, or “Location” or “Programme” or “Fund”.
- 5) OSCE Recipient Supervisor – this is the supervisor of the person defined in the attribute “OSCE Asset Recipient”

- 6) OSCE Asset Transferor – the user who is the transferring CFA of the Fund from where the asset is being transferred. This value will be populated when the attribute “OSCE Asset Transfer Type” is equal to “Fund”.

NOTE: It is anticipated that the above attributes will most likely require the creation custom code within each of the attributes or the creation of a custom PL/SQL package to retrieve the values and populated the attributes. These code objects must be recorded in the IRMA Change Control Log.

4.3.2.3 Custom Workflow Item Attributes

The following custom workflow item attributes must be created and will be used by the asset transfer workflow notifications:

- 1) OSCE Asset Transfer Timeout 1 – this item attribute will hold numeric value in minutes and will be used to control the timeout delay for the First Timeout on the notifications that are sent. The value in this item attribute will be derived from the custom profile option “OSCE Asset Transfer Timeout 1”.
- 2) OSCE Asset Transfer Timeout 2 – this item attribute will hold numeric value in minutes and will be used to control the timeout delay for the Second Timeout on the notifications that are sent. The value in this item attribute will be derived from the custom profile option “OSCE Asset Transfer Timeout 2”.
- 3) OSCE Asset Transfer Timeout 3 – this item attribute will hold numeric value in minutes and will be used to control the timeout delay for the Third Timeout on the notifications that are sent. The value in this item attribute will be derived from the custom profile option “OSCE Asset Transfer Timeout 3”.
- 4) OSCE AMU Approvals Manager – this item attribute will hold a character string and will be used to control who receives the Approvals Manager notifications. The value in this item attribute will derived from the custom profile option “OSCE AMU Approvals Manager”.
- 5) OSCE AMU Transfer Controller – this item attribute will hold a character string and will be used to control who receives the Transfer Controller notifications. The value in this item attribute will derived from the custom AME attribute “OSCE AMU Transfer Controller”.
- 6) OSCE Asset Recipient – this item attribute will hold a character string and will be used to control who receives the Asset Recipient notifications. The value in this item attribute will derived from the custom AME attribute “OSCE Asset Recipient”.
- 7) OSCE Recipient Supervisor – this item attribute will hold a character string and will be used to control who receives the Recipient Supervisor notifications. The value in this item attribute will derived from the custom AME attribute “OSCE Recipient Supervisor”.
- 8) OSCE Asset Transferor – this item attribute will hold a character string and will be used to control who receives the Asset Transferor notifications. The value in this item attribute will derived from the custom AME attribute “OSCE Asset Transferor”.

- 9) OSCE Asset Transfer Type – this item attribute will hold a character string and will be used to identify the type of asset transfer. The value in this item attribute will be derived from the custom AME attribute “OSCE Asset Transfer Type”.
- 10) OSCE Transfer Message – this item attribute will hold a character string and will be prepopulated with the following text “Please accept the transfer by approving this notification. If you are not in agreement with this transfer, please enter a reason in the comment box and reject this transfer”.

4.3.2.4 Custom Logic in the AME Rule

The custom logic in the AME rule is based upon the Asset Transfer Type. The type of asset transfer is recorded in the attribute “Asset Transfer Type” when the rule is called. This rule is used to determine the logic of the flow within the rule and the notifications and approvals that are then generated.

It is important the rule be evaluated in the order listed below as this is the order of priority.

If the “Asset Transfer Type” attribute = “Fund”

- 1) Send an approval action notification to the person in the attribute “OSCE AMU Manager”.
- 2) If the response from the “OSCE AMU Manager” notification is approved then send an approval action notification to the person in the attribute “OSCE Asset Recipient” and a FYI notification to the person in the attribute “OSCE Asset Transferor”.
- 3) If the response from the “OSCE AMU Manager” notification is rejected then notify the person in the attribute “OSCE AMU Transfer Controller “ of the rejection and end the process with the transfer record set with a status of rejected.
- 4) If the response from the “OSCE Asset Recipient” notification is approved then update the asset with the transfer details and end the process with the transfer record set with a status of transferred.
- 5) If the response from the “OSCE Asset Recipient” notification is rejected then notify the person in the attribute “OSCE AMU Transfer Controller“ of the rejection and end the process with the transfer record set with a status of rejected.

If the “Asset Transfer Type” attribute = “Programme”

- 1) Send an approval action notification to the person in the attribute “OSCE Asset Recipient”.
- 2) If the response from the “OSCE Asset Recipient” notification is approved then send a FYI notification to the person in the attribute “OSCE AMU Transfer Controller” and update the assets with the transfer details and end the process with the transfer record set with a status of transferred.
- 3) If the response from the “OSCE Asset Recipient” notification is rejected then notify the person in the attribute “OSCE AMU Transfer Controller“ of the rejection and end the process with the transfer record set with a status of rejected.

If the “Asset Transfer Type” attribute = “Location”

- 1) Send an approval action notification to the person in the attribute "OSCE Asset Recipient".
- 2) If the response from the "OSCE Asset Recipient" notification is approved then send a FYI notification to the person in the attribute "OSCE AMU Transfer Controller" and update the assets with the transfer details and end the process with the transfer record set with a status of transferred.
- 3) If the response from the "OSCE Asset Recipient" notification is rejected then notify the person in the attribute "OSCE AMU Transfer Controller" of the rejection and end the process with the transfer record set with a status of rejected.

If the "Asset Transfer Type" attribute = "Person"

- 1) Send an approval action notification to the person in the attribute "OSCE Asset Recipient".
- 2) If the response from the "OSCE Asset Recipient" notification is approved then send a FYI notification to the person in the attribute "OSCE AMU Transfer Controller" and update the assets with the transfer details and end the process with the transfer record set with a status of transferred.
- 3) If the response from the "OSCE Asset Recipient" notification is rejected then notify the person in the attribute "OSCE AMU Transfer Controller" of the rejection and end the process with the transfer record set with a status of rejected.

4.3.2.5 Notifications

Each notification has a specific set of data that must be sent. This data is defined below as a minimum.

- 1) Fund Transfer Approval Action Notification sent to "OSCE AMU Approvals Manager"
 - a. Header
 - i. "The asset below has been transferred and requires your approval"
 - b. Body
 - i. "Type of Asset Transfer = "{item attribute "OSCE Asset Transfer Type"}"
 - ii. "Transfer to Fund Number = "{seeded change value}"
 - iii. "Asset Number = "{seeded value}"
 - iv. "Asset Description = "{seeded value}"
 - v. {item attribute "OSCE Transfer Message"}
- 2) First Action Approval Notification sent to "OSCE Asset Recipient"
 - a. Header
 - i. "The asset below has been transferred and requires your approval"
 - b. Body
 - i. "Type of Asset Transfer = "{item attribute "OSCE Asset Transfer Type"}"
 - ii. "Transfer to = "[Fund Number|Programme Number|Location|Person] {seeded change values}"
 - iii. "Asset Number = "{seeded value}"
 - iv. "Asset Description = "{seeded value}"

- v. {item attribute "OSCE Transfer Message"}
- 3) Second Action Approval Notification sent to "OSCE Asset Recipient"
- a. Header
 - i. "The asset below has been transferred and requires your approval"
 - b. Body
 - i. "This is the second notification regarding this asset transfer please action"
 - ii. "Type of Asset Transfer = "{item attribute "OSCE Asset Transfer Type"}"
 - iii. "Transfer to = "[Fund Number| Programme Number| Location| Person]{seeded change values}"
 - iv. "Asset Number = "{seeded value}"
 - v. "Asset Description = "{seeded value}"
 - vi. {item attribute "OSCE Transfer Message"}
- 4) Third Action Approval Notification sent to "OSCE Recipient Supervisor"
- a. Header
 - i. "The asset below has been transferred and requires your approval"
 - b. Body
 - i. "This is the third notification regarding this asset transfer please action"
 - ii. "The person listed below was not able to approve the transfer, please approve this transfer on their behalf"
 - iii. "Type of Asset Transfer = "{item attribute "OSCE Asset Transfer Type"}"
 - iv. "Transfer to = "[Fund Number| Programme Number| Location| Person]{seeded change values}"
 - v. "Asset Number = "{seeded value}"
 - vi. "Asset Description = "{seeded value}"
 - vii. "Original Approver = "{item attribute "OSCE Asset Recipient"}"
 - viii. {item attribute "OSCE Transfer Message"}
- 5) First FYI Timeout Notification sent to "OSCE AMU Transfer Controller"
- a. Header
 - i. "FYI - The asset transfer below has not been responded to"
 - b. Body
 - i. "A second notification has been sent to the person below for action"
 - ii. "Type of Asset Transfer = "{item attribute "OSCE Asset Transfer Type"}"
 - iii. "Transfer to = "[Fund Number| Programme Number| Location| Person]{seeded change values}"
 - iv. "Asset Number = "{seeded value}"
 - v. "Asset Description = "{seeded value}"
 - vi. Original Approver = {item attribute "OSCE Asset Recipient"}
- 6) First FYI Timeout Notification sent to "OSCE Recipient Supervisor"
- a. Header
 - i. "FYI - The asset transfer below has not been responded to"

- b. Body
 - i. "A second notification has been sent to the person below for action"
 - ii. "Type of Asset Transfer = "{item attribute "OSCE Asset Transfer Type"}"
 - iii. "Transfer to = "[Fund Number| Programme Number| Location| Person]{seeded change values}"
 - iv. "Asset Number = "{seeded value}"
 - v. "Asset Description = "{seeded value}"
 - vi. Original Approver = {item attribute "OSCE Asset Recipient"}
- 7) Second FYI Timeout Notification sent to "OSCE AMU Transfer Controller"
- a. Header
 - i. "FYI - The asset transfer below has not been responded to"
 - b. Body
 - i. "A third notification has been sent to the person below for action"
 - ii. "Type of Asset Transfer = "{item attribute "OSCE Asset Transfer Type"}"
 - iii. "Transfer to = "[Fund Number| Programme Number| Location| Person]{seeded change values}"
 - iv. "Asset Number = "{seeded value}"
 - v. "Asset Description = "{seeded value}"
 - vi. "Original Approver = "{item attribute "OSCE Asset Recipient"}
 - vii. "New Approver = "{item attribute "OSCE Recipient Supervisor"}
- 8) Approval Action Notification sent to "OSCE AMU Approvals Manager"
- a. Header
 - i. "The asset below has been transferred and requires your approval"
 - b. Body
 - i. "The people listed below was not able to approve the transfer, please approve this transfer on their behalf"
 - ii. "Type of Asset Transfer = "{item attribute "OSCE Asset Transfer Type"}"
 - iii. "Transfer to = "[Fund Number| Programme Number| Location| Person]{seeded change values}"
 - iv. "Asset Number = "{seeded value}"
 - v. "Asset Description = "{seeded value}"
 - vi. "Original Approver = "{item attribute "OSCE Asset Recipient"}
 - vii. "Second Approver = " {item attribute "OSCE Recipient Supervisor"}
 - viii. {item attribute "OSCE Transfer Message"}
- 9) FYI Notification sent to "OSCE Asset Transferor"
- a. Header
 - i. "FYI The asset below has been transferred"
 - b. Body
 - i. "Type of Asset Transfer = "{item attribute "OSCE Asset Transfer Type"}"
 - ii. "Transfer to = "[Fund Number| Programme Number| Location| Person]{seeded change values}"
 - iii. "Asset Number = "{seeded value}"
 - iv. "Asset Description = "{seeded value}"

10) FYI Notification of Approved Transfer sent to “OSCE AMU Transfer Controller”

- a. Header
 - i. “FYI - The asset below has been”
- b. Body
 - i. “Type of Asset Transfer = “{item attribute “OSCE Asset Transfer Type”}”
 - ii. “Transfer to = “[Fund Number|Programme Number|Location|Person] {seeded change values}”
 - iii. “Asset Number = “{seeded value}”
 - iv. “Asset Description = “{seeded value}”

11) FYI Notification of Rejected Transfer sent to “OSCE AMU Transfer Controller “

- a. Header
 - i. “FYI - The asset below has NOT been transferred
- b. Body
 - i. “Please review this asset transfer and resubmit after making the appropriate corrections or delete the transfer”
 - ii. “Type of Asset Transfer = “{item attribute “OSCE Asset Transfer Type”}”
 - iii. “Transfer to = “[Fund Number|Programme Number|Location|Person] {seeded change values}”
 - iv. “Asset Number = “{seeded value}”
 - v. “Asset Description = “{seeded value}”

4.3.2.6 Timeouts

All notifications must be subject to timeout handling within the workflow process.

The timeout handling is defined in Annexure 1, and the timeout process is the same for all notifications.

The timeout handling is a four level control.

Each timeout level is controlled by a custom workflow item attribute which must be populated from the custom profile options at run time. This will allow for dynamic changing to the timeout cycle without the need to redevelop and compile the workflow process. A custom PL/SQL package must be developed to populate the custom item attributes with the relevant custom profile options. This custom package must be developed according to Oracle Recommended Best Practises and the code object must be recorded in the IRMA Change Control Log.

If the “OSCE Asset Recipient” does not respond to the notification in the time limit defined in the item attribute “OSCE Asset Transfer Timeout 1”, then a second reminder approval action notification is sent to person in the attribute “OSCE Asset Recipient”.

If the “OSCE Asset Recipient” does not respond to the second reminder in the time limit defined in the item attribute “OSCE Asset Transfer Timeout 2”, then a third reminder approval action notification is sent to person in the attribute “OSCE Asset Recipient”. A FYI notification is sent to the person in the attribute “OSCE Recipient Supervisor”. A FYI notification is sent to the person in the attribute “OSCE AMU Transfer Controller”.

If the “OSCE Asset Recipient” does not respond to the third reminder in the time limit defined in the item attribute “OSCE Asset Transfer Timeout 3”, then an approval action notification to person in the attribute “OSCE Recipient Supervisor”. A FYI notification is sent to the person in the attribute “OSCE AMU Transfer Controller”.

If the “OSCE Recipient Supervisor” does not respond to the third reminder in the time limit defined in the item attribute “OSCE Asset Transfer Timeout 3”, then an approval action notification is sent to the person in the item attribute “OSCE AMU Approvals Manager”.

4.4 UNIT TESTS AND UAT

The Unit Tests already defined as part of the redevelopment of the custom objects during the R12 Upgrade will be used to unit test the custom objects in Fixed Assets.

The test scripts already defined as part of the R12 Upgrade UAT test scripts will be used to test the existing IRMA Fixed Asset functionality. These test scripts will be evaluated against the new business processes arising from this enhancement, and if these test scripts need to be amended, these amendments will take place during UAT.

New test scripts will be created to test the functionality that is being delivered as part of this solution design, specifically the approval workflow to ensure that all the possible scenarios related to the transfers.

It is anticipated that the Test Manager, as defined in the Phase 4 Testing Solution Enhancement, will coordinate the testing of this new functionality and ensure that the new test scripts and amended test scripts are recorded in the testing repository.

4.5 USER TRAINING

User training will be delivered through UPK. UPK training content will be developed as part of UAT and will be validated by the Fixed Assets Super Users.

5 ASSUMPTIONS & RISKS

5.1 ASSUMPTIONS

The following assumptions are made with regards to the implementation Asset Transfer Enhancement:

There will be full business involvement and timely participation in determining of the required changes to the existing business processes and in validating the proposed changes to arrive at the new process.

External functional resources are obtained to configure the Oracle iAssets module.

External technical resources are obtained to configure the AME rules and workflow notifications.

Internal resources are made available to test the iAssets configuration, AME rules and workflow notifications.

Environments are made available as per the ERP Enhancement Master Plan for testing the iAssets changes.

A detailed Change Control Log of all custom objects in the current Production Environment to enable easy identification of custom objects that could be affected by the implementation of this enhancement.

5.2 RISKS

Any change to an Oracle E-Business Suite Production Instance carries risks, and these risks have both system and user impacts.

System impacts are normally mitigated through comprehensive user testing of the configured functionality and any custom objects, paying particular attention to testing points of integration with existing functionality.

User impacts are mitigated through change management and user training, both of which require applied effort by the business.

The organisation does not have the in-house skills to implement this enhancement. The organisation will be required to obtain external resources to deliver this enhancement and if the standard procurement process is followed there will be a minimum delay of three months before any resources are on site to start delivering this enhancement. This delay poses a further risk that the project will reach the end of its mandated time line, and delivery will not be achieved. This risk could be mitigated by using the incumbent Upgrade Implementation Partner to provide resources as an extension of the current Upgrade Project.

6 CHANGE PROCESS

The Asset Transfer Enhancement changes a manual business process into an automated process using Oracle EBS with a standard set of rules to cover the various transfers along with electronic notifications and approvals.

The objective of this enhancement is to remove the manual process and the associated paper trail and provide a consistent system based asset transfer process.

The following steps describe the process to be followed in implementing the change to the Asset Transfer Process:

1. Develop UPK training material of the iAssets Asset Transfer Process including user notifications and approvals.
2. Communicate change in process to all business users.
3. Hold training sessions with key user community to establish a go-to/super user point
4. Roll out to production and monitor impact of new process.

The timing of the above steps, resource requirements, milestones and impact on other related activities can be found in the ERP Upgrade Enhancements Master Plan. In addition, any new steps that are identified as required during the first iteration will be added and maintained in the ERP Upgrade Enhancements Master Plan.

7 GAPS, ISSUES, ACTIONS

7.1 PROCESS GAPS

There are no anticipated process gaps as the Asset Transfer Automation.

Any process gaps will be recorded here.

7.2 ISSUES

The Asset Transfer process introduces a significant change to the existing process as the manual process is now replaced by an automated integrated process.

The change in the current manual process will require that users are trained in the correct usage of iAssets, and to this extent UPK Training material will be delivered as part of the enhancement.

It is not anticipated that this enhancement will have an impact on internal support resources and internal systems. The initial usage of the enhancement could have some impact on support, and this can be reduced through the UPK Training material.

It is not anticipated that this will have an impact on external system and procedures.

7.3 ACTIONS

There following defined actions need to be conducted to facilitate the delivery of the Asset Transfer Enhancement:

1. Action 1 – The organisation must source the external resources required to deliver this enhancement. This is critical to the successful implantation of this enhancement.
2. Action 2 – The organisation should define the text to be included in the Custom Text in the Transfer Rule setup. Not critical and can be changed at a later date.

8 DATA STANDARDS AND NAMING CONVENTIONS

The naming convention defined in the IRMA Naming Convention document must be adhered to.

9 TECHNICAL REQUIREMENTS

9.1 TECHNICAL DEVELOPMENT PROCESS

All technical developments will follow the process and protocols that have been redefined as part of the ERP Upgrade and Enhancements Project. To this end it is expected that a IRMA Change Control Log will be undated with any new custom objects that are created, or amended to record changes to existing custom objects. Each custom object that is developed or amended will have as a minimum the following supporting documentation: Functional Specification, Technical Specification, Test Scripts, and Install Script.

9.2 INTERFACES

There are no interfaces to be developed as part of this solution design.

9.3 AME WORKFLOW

The AME iAssets rules “iAssets Rule: Receiving Approval Chain For Hierarchy” must be customised according to the definition provided in 4.3.2 above. The customisation will be recorded in the IRMA Change Control.

AME setup for iAssets usage should not include parallel approvals, as this functionality is not supported within iAssets AME. There is an enhancement request (6717382) to include this functionality in the future.

9.4 REPORTS

There are no reports to be developed as part of this solution design.

It is expected that any reporting requirements that arise from this solution design will be met by the proposed Reporting Solution to be delivered as part of the Operational Reporting Enhancements.

9.5 CUSTOMISATIONS

It is anticipated that there might be a need to create custom PL/SQL code objects which will then either be embedded in the respective attributes or will be called at the start of the AME rule to populate specific attributes.

These codes code objects need to be developed in accordance with the Oracle Best Practise recommendations and are to be recorded in the IRMA Change Control.

10 DATA UPLOAD

10.1 METHOD

The solution design does not require that any other data objects be uploaded into IRMA. It is anticipated that the design will use the current data that is held in IRMA.

11 ANNEXURES

11.1 ASSETS TRANSFERS PROCESS FLOW

This Visio document details the Asset Transfers process covering the Notification and Approval of Asset Transfers and the Notification Timeout Handling, and provides the logic to be used in customising the AME rules and associated workflow.

12 DOCUMENT ISSUES

Issue #	Description	Owner	Resolution Date	Resolution Description	Status
1	Workflow Notifications still require validation by the business	AMU	31-Aug-14		