# Functional Requirement

### 1.1 Asset Registration Function

\*\*Function Number: FR-01\*\*

\*\*Description\*\*: The asset administrator enters the basic information of new assets through the system, which generates a unique asset number and initiates the asset accounting approval process.

\*\*Input\*\*: Asset name, asset category, using department, custodian, purchase date, asset value, depreciation information, technical parameters, and other field information.

\*\*Output\*\*: New asset record in the database, asset card view, automatically generated approval process record.

### 1.2 Asset Information Modification Function

\*\*Function Number: FR-02\*\*

\*\*Description\*\*: The asset administrator can modify the information of assets that have been registered but have not entered the approval/disposal process, generate a comparison view of the changes, and trigger the asset information change approval process.

\*\*Input\*\*: Unique identification number of the target asset, modified field values (such as using department, custodian, storage location, etc.).

\*\*Output\*\*: Updated asset information, modification record log, approval process initiation record.

### 1.3 Asset Transfer Function

\*\*Function Number: FR-03\*\*

\*\*Description\*\*: The asset administrator initiates an asset transfer operation, the system verifies the transferable status of the asset, generates an electronic voucher for the asset transfer, and triggers the asset handover confirmation process.

\*\*Input\*\*: Asset number, receiving department, new custodian, planned handover date, reason for transfer, handover explanation, scanned copy of the handover confirmation.

\*\*Output\*\*: Asset transfer record, updated asset card, approval process record, asset handover confirmation.

### 1.4 Asset Return Function

\*\*Function Number: FR-04\*\*

\*\*Description\*\*: The asset user initiates an asset return application, the system verifies the return conditions, generates a return record, and triggers the return confirmation approval process.

\*\*Input\*\*: Asset number, actual return date, description of the current asset status, inspector, return remarks, photos of the current asset status.

\*\*Output\*\*: Asset return record, updated asset status, approval process record, return confirmation notification.

### 1.5 Asset Deletion Function

\*\*Function Number: FR-05\*\*

\*\*Description\*\*: The asset administrator performs a logical deletion of assets that have completed the scrapping process and have no associated business, generates an audit log for the deletion operation, and triggers the asset file archiving process.

\*\*Input\*\*: Asset number, reason for deletion, disposal voucher number, final confirmation password.

\*\*Output\*\*: Asset marked as logically deleted, deletion operation log, archiving notice, deletion completion notification.

### 1.6 Asset Details Viewing Function

\*\*Function Number: FR-06\*\*

\*\*Description\*\*: Users can view detailed asset information, the system verifies user viewing permissions, records access logs, and generates a temporary access voucher.

\*\*Input\*\*: Asset number, user permission identifier, filtering conditions (such as department, category, status, etc.).

\*\*Output\*\*: Asset detailed information view, access log record, temporary access voucher.

### 1.7 Asset Data Export Function

\*\*Function Number: FR-07\*\*

\*\*Description\*\*: Users can export asset data files in a specified format, the system verifies user permissions, encrypts the file, and archives it.

\*\*Input\*\*: Export format (Excel/CSV/PDF), data range (all/current filtered results/custom conditions), field selector.

\*\*Output\*\*: Encrypted export file, export operation log, export completion notification, download link.

### 1.8 Generate Asset Report Function

\*\*Function Number: FR-08\*\*

\*\*Description\*\*: The asset administrator can generate asset analysis reports based on preset or custom templates, records the generation parameters and logs, and triggers the report archiving process.

\*\*Input\*\*: Report type (asset ledger/depreciation analysis, etc.), time range, department range, key indicators, output format.

\*\*Output\*\*: Asset analysis report (PDF/Excel/HTML), report generation log, report archiving record.

### 1.9 Add New User Function

\*\*Function Number: FR-09\*\*

\*\*Description\*\*: The user administrator enters new user information and configures their initial permissions, the system triggers the permission approval process and generates an account activation email.

\*\*Input\*\*: User name, employee number, department, position, role type, permission group, contact information, uploaded identification documents.

\*\*Output\*\*: User account record, initial login credentials, permission approval process record, account activation email.

### 1.10 Delete User Function

\*\*Function Number: FR-10\*\*

\*\*Description\*\*: The user administrator can delete user accounts with a status of "deletable," triggers the data archiving process, and generates an operation audit log.

\*\*Input\*\*: User number, reason for deletion, effective date, handover personnel, uploaded resignation handover confirmation.

\*\*Output\*\*: User account marked as "disabled," user permission recovery record, data archiving process record, audit log.

### 1.11 Modify User Permissions Function

\*\*Function Number: FR-11\*\*

\*\*Description\*\*: The user administrator can adjust user permissions, the system verifies the legitimacy of the permission changes, and generates a permission change approval process record.

\*\*Input\*\*: Target user number, type of permission adjustment (role upgrade/new functional permissions/data access range adjustment), reason for adjustment, associated approval number.

\*\*Output\*\*: Updated user permission record, permission change approval process record, permission change notification.

### 1.12 View User List Function

\*\*Function Number: FR-12\*\*

\*\*Description\*\*: Users can view the system user list, the system filters the displayed content based on user permissions and records access logs.

\*\*Input\*\*: Filtering conditions (department, position, status, active time), keyword search (name/employee number), column display settings.

\*\*Output\*\*: User list view, access log record, pagination navigation information.

### 1.13 Manage Approval Steps Function

\*\*Function Number: FR-13\*\*

\*\*Description\*\*: The system administrator can configure specific steps in the approval process, including approver rules, conditional branch logic, and time - limit settings.

\*\*Input\*\*: Approval process template number, step name, step type (approval/countersignature/notification), approver rules, jump conditions, time - limit settings.

\*\*Output\*\*: Approval process step configuration record, process change audit log, update record of associated process instances.

### 1.14 Manage Permission Settings Function

\*\*Function Number: FR-14\*\*

\*\*Description\*\*: The system administrator can create or modify permission templates, the system performs permission compliance checks, and triggers the permission effectiveness approval process.

\*\*Input\*\*: Permission template name, applicable object, validity period, functional module permissions, data scope permissions, operational level permissions.

\*\*Output\*\*: Updated permission template record, permission impact analysis report, permission effectiveness approval record.

### 1.15 Approve Asset Transfer Function

\*\*Function Number: FR-15\*\*

\*\*Description\*\*: The approver reviews the asset transfer application, the system records the approval status, and updates the asset status and ledger based on the result.

\*\*Input\*\*: Asset transfer application number, approval conclusion, approval comments, electronic signature, uploaded supplementary materials.

\*\*Output\*\*: Updated approval status record, asset status change record, asset handover instruction, approval opinion letter.

### 1.16 Approve Asset Return Function

\*\*Function Number: FR-16\*\*

\*\*Description\*\*: The approver reviews the asset return application, the system records the approval information, and updates the asset status and financial data based on the result.

\*\*Input\*\*: Asset return application number, approval conclusion, approval comments, electronic signature, uploaded supplementary acceptance proof.

\*\*Output\*\*: Updated approval status record, asset status change record, return confirmation letter, financial data update record.

### 1.17 Approve Asset Registration Function

\*\*Function Number: FR-17\*\*

\*\*Description\*\*: The approver reviews the asset registration application, the system generates an electronic approval filing, and updates the asset ledger and financial records.

\*\*Input\*\*: Asset registration application number, approval conclusion, approval comments, electronic signature, uploaded supplementary materials.

\*\*Output\*\*: Updated approval status record, asset registration filing, asset number generation record, financial general ledger update.

### 1.18 View Approval Records Function

\*\*Function Number: FR-18\*\*

\*\*Description\*\*: Users can view approval process records, the system displays corresponding content based on permissions and generates access logs.

\*\*Input\*\*: Approval type, time range, status filter, approval process number, keyword search.

\*\*Output\*\*: List of approval records, access log record, detailed approval view, download link.

### 1.19 Manage Asset Transfer Records Function

\*\*Function Number: FR-19\*\*

\*\*Description\*\*: The asset supervisor can view, modify, or archive asset transfer records, the system synchronously updates the asset status and audit logs.

\*\*Input\*\*: Transfer record number, modified fields, supplementary materials, archiving reason, operation type (correction/archiving/export).

\*\*Output\*\*: Updated transfer records, asset status changes, audit logs, archiving notifications.

### 1.20 Manage Asset Return Records Function

\*\*Function Number: FR-20\*\*

\*\*Description\*\*: The asset supervisor can view, correct, or mark abnormal asset return records, the system synchronously updates the financial system and asset status.

\*\*Input\*\*: Return record number, modified fields, supplementary materials, return abnormal type, operation type (correction/mark/export).

\*\*Output\*\*: Updated return records, financial data synchronization, asset status updates, audit logs.

### 1.21 Manage Data Export Records Function

\*\*Function Number: FR-21\*\*

\*\*Description\*\*: The system administrator can view, audit, or delete data export records, the system performs compliance scans and updates the data governance posture.

\*\*Input\*\*: Export record number, filtering conditions (type, time, sensitivity level), operation type (view details/audit/delete).

\*\*Output\*\*: List of export records, audit logs, export file compliance report, operation summary report.

### 1.22 Assign Permissions Function

\*\*Function Number: FR-22\*\*

\*\*Description\*\*: The user administrator can assign permissions to specific users, the system verifies the legality of the assignment and triggers the permission approval process.

\*\*Input\*\*: User number, permission name, basis for assignment, effective time, associated approval number.

\*\*Output\*\*: Permission assignment record, permission approval process record, permission effectiveness notification.

### 1.23 View Report Details Function

\*\*Function Number: FR-23\*\*

\*\*Description\*\*: Users can view the details of generated reports, the system verifies user permissions and records access logs.

\*\*Input\*\*: Report number, filtering conditions (time, type, creator), viewing mode (compact/full).

\*\*Output\*\*: Report details view, access log record, chart drill - down data, export options.

### 1.24 Export Report Data Function

\*\*Function Number: FR-24\*\*

\*\*Description\*\*: Users can export report data, the system verifies user permissions, encrypts the file, and archives it.

\*\*Input\*\*: Report number, export format, data range, field selection.

\*\*Output\*\*: Report export file, export log, download link, archiving notification.