



# University of the Philippines



# FMIS

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**Financial Management Information System  
User Manual**



# **Assets Module Month-End Closing Process**

# **FMIS User Manual**

## *Assets Module Month-End Closing Process*

Author:	Riza A. Nequias
Creation Date:	19 February 2024
Last Updated:	11 March 2024
Document Ref:	FMIS User Manual – Assets Module Month-end Closing Process
Version:	1.1

## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
19 February 2024	Riza A. Nequias	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Assets Module Month-End Closing Process.
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Assets Module
<b>Responsibility</b>	Fixed Assets Accountant/ Fixed Assets Manager
<b>Purpose</b>	Guide for step-by-step procedure in closing the Assets period.
<b>Data Requirement</b>	None
<b>Dependencies</b>	None
<b>Scenario</b>	An accountant will close the assets period.

## INTRODUCTION

This module for the **Assets Module Month-End Closing Process** seeks to provide accountants with the steps to be taken to effect the closing of the assets period.

This manual includes the following topics:

- [Prepare and Post Mass Addition](#)
- [Complete Manual Additions / Detailed Additions](#)
- [Complete Adjustments](#)
- [Complete Transfers](#)
- [Complete Retirements](#)
- [Run Depreciation](#)
- [Create Accounting](#)
- [Close Asset Period](#)



# **Prepare and Post Mass Addition**



## 1. DOCUMENT CONTROL

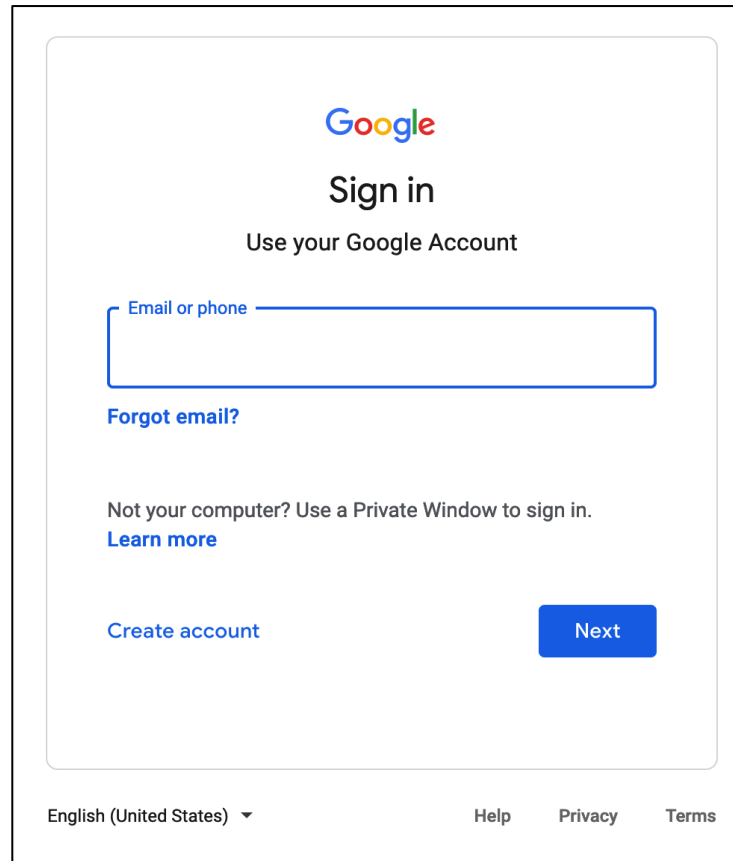
### 1.2 Change Record

Date	Author	Version	Change Reference:
19 February 2024	Riza A. Nequias	1.0	Initial



## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Prepare and Post Mass Addition
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Assets Module
<b>Responsibility</b>	Fixed Assets Accountant
<b>Purpose</b>	To add Assets from Disbursement Voucher transaction
<b>Data Requirement</b>	Period for closing
<b>Dependencies</b>	DV created, Account combination is correct, and Track as Asset checkbox is ticked
<b>Scenario</b>	An accountant will prepare and post mass addition.

A screenshot of the Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is present. Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue "Next" button. The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

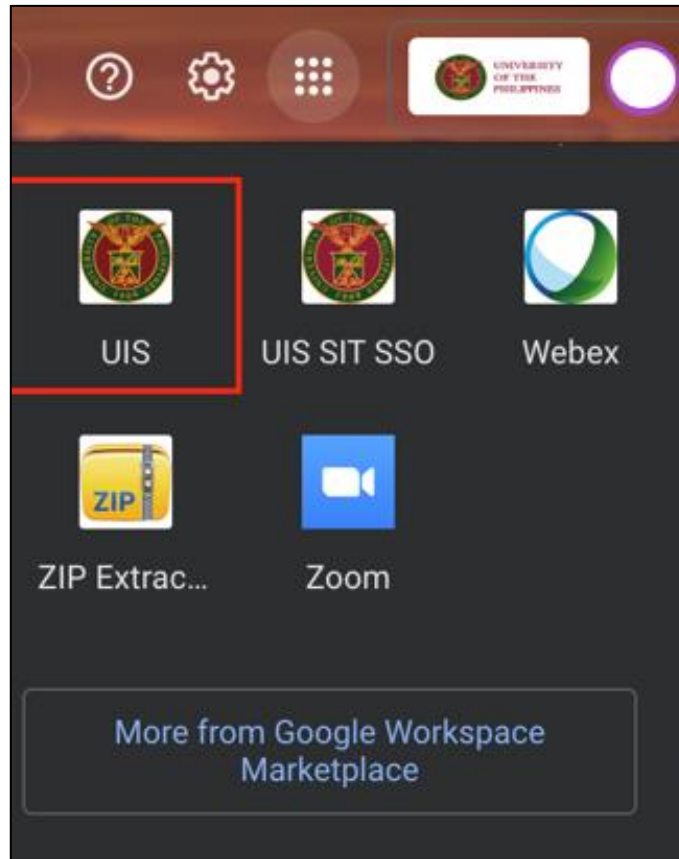
[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

**Step 1.** Go to  
**<https://uis.up.edu.ph>**

**Step 2.** Log-in your UP Mail  
credentials (e.g. ***email*** and  
***password***)

Or you may open your UP Mail  
and go to the Google Workspace  
and select **UIS**



**University of the Philippines**

Logged In As [redacted]

**Home**

**Navigator**

Personalize

- Fixed Assets Accountant, UPS
- Create Accounting
- Print UP Property Accountability for Property Managers
- Inquiry
- Assets
- Mass Additions
- Prepare Mass Additions
- Post Mass Additions
- Delete Mass Additions
- Additions Integrator
- Mass Transactions

**Worklist**

Full List (19)

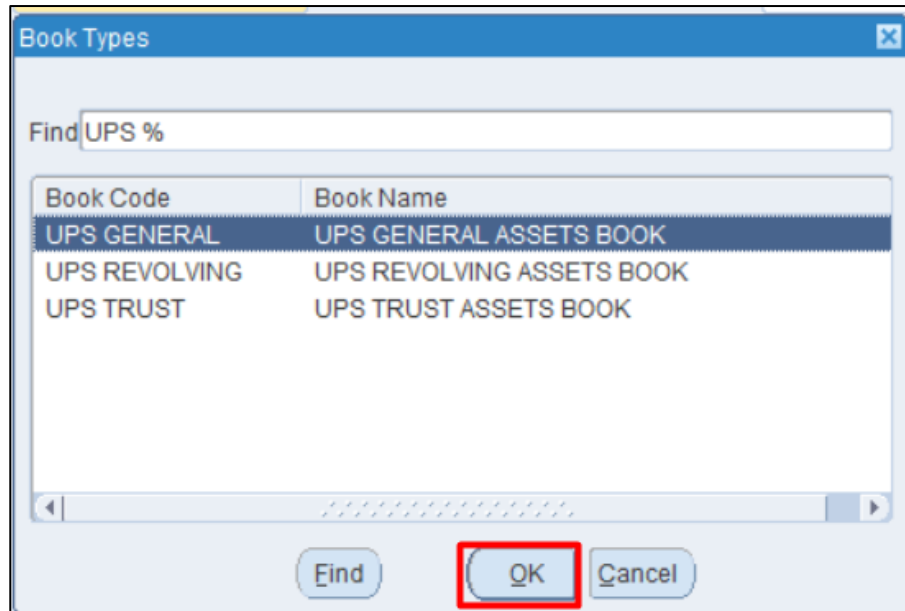
From	Type	Subject	Sent
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

## PREPARE MASS ADDITION

**Step 3.** On the UIS Homepage, Navigate to **Fixed Assets Accountant Responsibility > Mass Addition > Prepare Mass Additions**.

The screenshot shows a software window titled "Find Mass Additions". It contains a grid of input fields for searching mass additions. The "Book" field at the top left is highlighted with a red rectangle and contains a small ellipsis icon. Other fields include Transaction Date, Invoice Number, Description, Asset Number, Supplier Name, PO Number, Project Number, Create Batch, Source System, Comments, Group Asset, Employee Name, Expense Account, Queue, Transaction Type, Invoice Line, Asset Key, Category, Supplier Number, Source Batch, Task Number, Create Date, Invoice Date, Employee Number, and Location. At the bottom, there are five buttons: Clear, New, Capitalize, Adjust, and Find.

**Step 4.** On the **Find Mass Additions** window, click the **ellipsis** on **Book** field.



Select a **Book**, click **OK**.

Find Mass Additions

Book	UPS GENERAL	Queue	
Transaction Date		Transaction Type	
Invoice Number		Invoice Line	
Description		Asset Key	
Asset Number		Category	
Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch		Create Date	
Source System		Invoice Date	
Comments	[ ]		
Group Asset			
Employee Name		Employee Number	
Expense Account		Location	

Clear New Capitalize Adjust Find

Then click **Find**.

Mass Additions Summary

Invoice Number	Distribution Line	Invoice Line	Queue	Description
2024-02-00415	1	1	NEW	Test Track Asset2
2024-02-00415	1	1	NEW	Test Track Asset2
2024-02-00415	1	1	NEW	Test Track Asset2
2024-02-00415	1	1	NEW	Test Track Asset2
2024-02-00415	1	1	NEW	Test Track Asset2
2024-02-00415	1	1	NEW	Test Track Asset2
2024-02-00415	1	1	NEW	Test Track Asset2
2024-02-00415	1	1	NEW	Test Track Asset2
2024-02-00415	1	1	NEW	Test Track Asset2
2024-02-00415	1	1	NEW	Test Track Asset2

Split Add to Asset... Merge... **Open**

**Step 5. Select Invoice.**

Then click **Open**.



**Mass Additions**

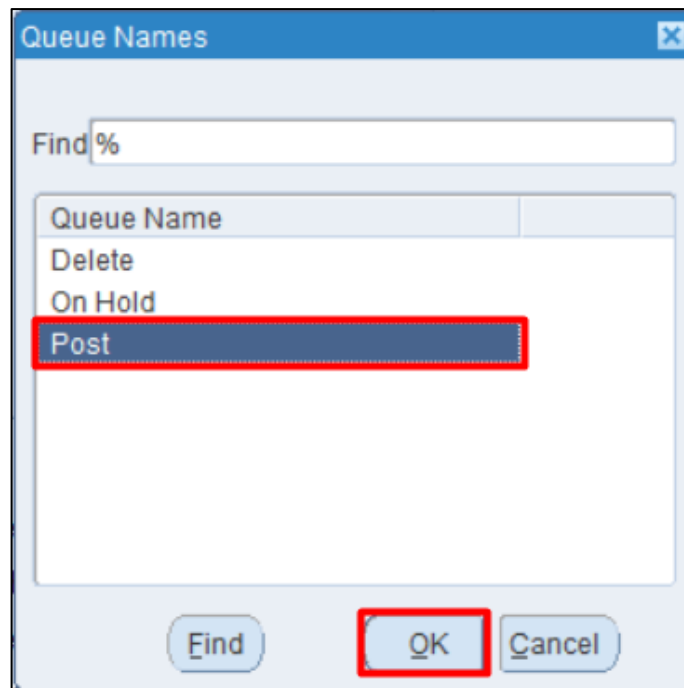
Book	UPS GENERAL	Queue	NEW
Transaction Type		Transaction Date	
Invoice Number	2024-02-00415	Line Number	1 [ ]
Category		Group Asset	
Employee Name		Employee Number	
Expense Account		Location	
Date in Service	28-FEB-2023	Cost	1,555.00
<input type="checkbox"/> Depreciate			

Source   Asset Details   Depreciation

Supplier Name	SILICON VALLEY COMPUTER	Supplier Number	23928
PO Number		Source Batch	
Project Number		Task Number	
Create Batch	10667805	Create Date	02-FEB-2024
Source System	ORACLE PAYABLES	Invoice Date	02-FEB-2024
Clearing Account	01.101.SA03013001.-.19999040.-.-.-.-.-		
Comments			

**Step 6.** Fill in the following field:

On **Queue** field click the ellipsis.



Select **Post** then click **OK**.

**Mass Additions**

Book	UPS GENERAL	Queue	POST
Transaction Type		Transaction Date	
Invoice Number	2024-02-00415	Line Number	1 [ ]
Category		Group Asset	
Employee Name		Employee Number	
Expense Account		Location	
Date in Service	28-FEB-2023	Cost	1,555.00
<input type="checkbox"/> Depreciate			

**Source** | Asset Details | Depreciation

Supplier Name	SILICON VALLEY COMPUTER	Supplier Number	23928
PO Number		Source Batch	
Project Number		Task Number	
Create Batch	10667805	Create Date	02-FEB-2024
Source System	ORACLE PAYABLES	Invoice Date	02-FEB-2024
Clearing Account	01.101.SA03013001.-.19999040.-----		
Comments			

**Step 7.** On **Category** Flexfield click the ellipsis.

The screenshot shows a 'Category Flexfield' dialog box. It has two input fields: 'Major Assets Category' and 'Minor Assets Category'. The 'Major Assets Category' field is highlighted with a red rectangle and contains a yellow selection bar. The 'Minor Assets Category' field is also highlighted with a red rectangle and is empty. Below the fields are buttons for 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help'. The 'OK' button is highlighted with a red rectangle.

Fill in the following:

- on **Major Assets Category** field select category.
- on **Minor Assets Category** field select category.

Then click **OK**.

Field Name	Description	Remarks
Major Assets Category	UACS Object Codes -List of categories were based on UACS Object Codes also placed in the GL1 and Obj1 segments of the FMIS Chart of Accounts	List of Values
Minor Assets Category	UACS Object Sub-Codes - List of categories were based on UACS Object Sub-Codes also placed in the GL2 and Obj2 segments of the FMIS Chart of Accounts	List of Values

Mass Additions

Book: UPS GENERAL

Transaction Type:

Invoice Number: 2024-02-00415

Category: MACHINERY AND EQUIPMENT.ICT EQ

Employee Name:

Expense Account: [Ellipsis]

Date in Service: 28-FEB-2023

Queue: POST

Transaction Date:

Line Number: 1

Group Asset:

Employee Number:

Location:

Cost: 1,555.00

Depreciate: ☒

Source | Asset Details | Depreciation

Supplier Name: SILICON VALLEY COMPUTER

Supplier Number: 23928

PO Number:

Source Batch:

Project Number:

Task Number:

Create Batch: 10667805

Create Date: 02-FEB-2024

Source System: ORACLE PAYABLES

Invoice Date: 02-FEB-2024

Clearing Account: 01.101.SA03013001.-.19999040.-.-.-.-.-

Comments:

Project Details... | Assignments... | Cancel | Done

**Step 8.** On **Expense Account** field, click the ellipsis.

Accounting Flexfield

Unit: [Ellipsis]

Fund:

Responsibility Center:

Budget Segment:

General Ledger1: 50501050

General Ledger2:

Object Code1:

Object Code2:

Special Code:

Cash Flow:

Future:

Depreciation - Machinery and Equipment

OK | Cancel | Combinations | Clear | Help

Enter the applicable account combinations.

Then click **OK**.

**Mass Additions**

Book	UPS GENERAL	Queue	POST
Transaction Type		Transaction Date	
Invoice Number	2024-02-00415	Line Number	1 [ ]
Category	MACHINERY AND EQUIPMENT.ICT EQ	Group Asset	
Employee Name		Employee Number	
Expense Account	01.101.SA03013001.-50501050.-.....	Location	...
Date in Service	28-FEB-2023	Cost	1,555.00
<input checked="" type="checkbox"/> Depreciate			

Source   Asset Details   Depreciation

Supplier Name	SILICON VALLEY COMPUTER	Supplier Number	23928
PO Number		Source Batch	
Project Number		Task Number	
Create Batch	10667805	Create Date	02-FEB-2024
Source System	ORACLE PAYABLES	Invoice Date	02-FEB-2024
Clearing Account	01.101.SA03013001.-19999040.-.....		
Comments			

Project Details...   Assignments...   Cancel   Done

**Step 8.** On Location Flexfield field, click the ellipsis.

**Location Flexfield**

Responsibility Center	
Building	
Floor	
Room	

OK   Cancel   Combinations   Clear   Help

Enter the location combination.

Then click **OK**.

**Mass Additions**

Book	UPS GENERAL	Queue	POST
Transaction Type		Transaction Date	
Invoice Number	2024-02-00415	Line Number	1 [ ]
Category	MACHINERY AND EQUIPMENT.ICT EQ	Group Asset	
Employee Name		Employee Number	
Expense Account	01.101.SA03013001--50501050-----	Location	----
Date in Service	28-FEB-2023	Cost	1,555.00
<input checked="" type="checkbox"/> Depreciate			

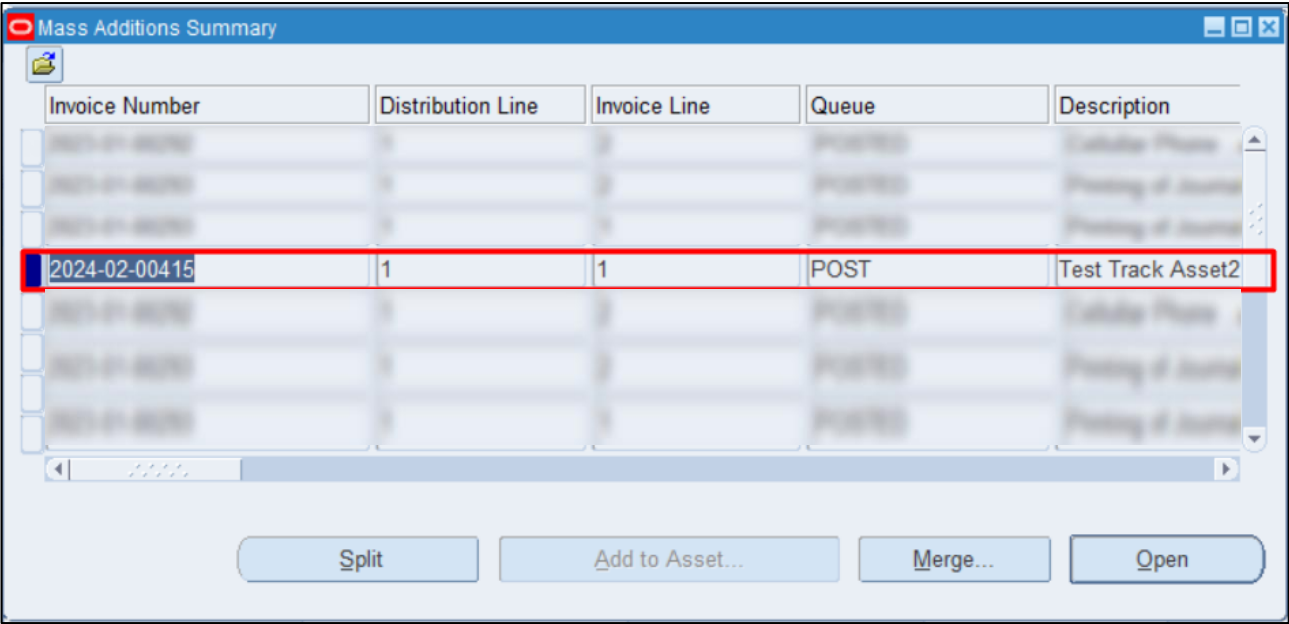
Source **Asset Details** Depreciation

Asset Number		Description	Test Track Asset2
Tag Number		Asset Key	
Serial Number		Units	1
Asset Type	Capitalized	Parent Asset	
Manufacturer		Model Number	
Lease Number		Warranty Number	
Lessor		<input type="checkbox"/> In Use	<input checked="" type="checkbox"/> In Physical Inventory
Property Type		Ownership	Owned
Property Class		Bought	

Project Details... Assignments... Cancel **Done**

**Step 9.** On the **Asset Details** tab, tick the **In Use** box.

Then click **Done**.



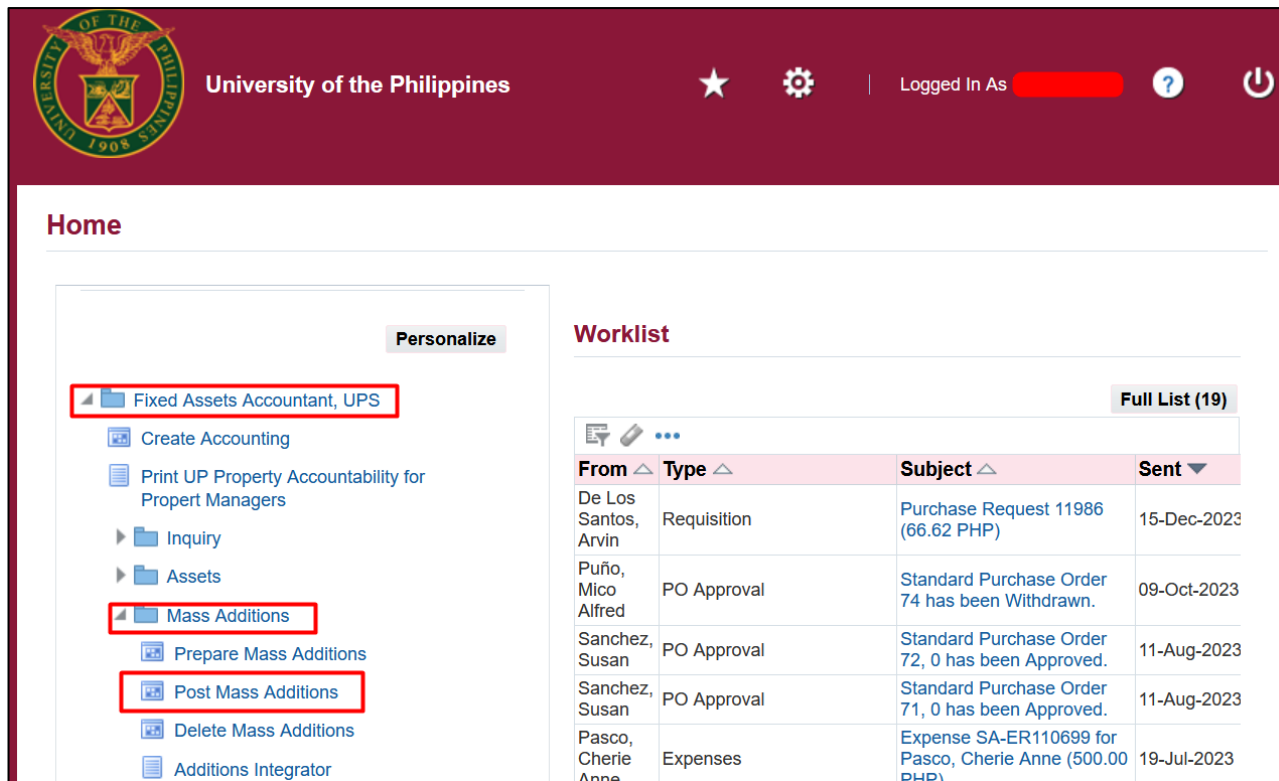
Invoice Number	Distribution Line	Invoice Line	Queue	Description
2024-02-00415	1	1	POST	Test Track Asset2

Status of **Queue** will change from **NEW** to **POST**

**DISCLAIMER:** The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)





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Home

Personalize

Fixed Assets Accountant, UPS

- Create Accounting
- Print UP Property Accountability for Property Managers
- Inquiry
- Assets
- Mass Additions
- Prepare Mass Additions
- Post Mass Additions
- Delete Mass Additions
- Additions Integrator

**Worklist**

Full List (19)

From	Type	Subject	Sent
De Los Santos, Arvin	Requisition	Purchase Request 11986 (66.62 PHP)	15-Dec-2023
Puño, Mico Alfred	PO Approval	Standard Purchase Order 74 has been Withdrawn.	09-Oct-2023
Sanchez, Susan	PO Approval	Standard Purchase Order 72, 0 has been Approved.	11-Aug-2023
Sanchez, Susan	PO Approval	Standard Purchase Order 71, 0 has been Approved.	11-Aug-2023
Pasco, Cherie Anne	Expenses	Expense SA-ER110699 for Pasco, Cherie Anne (500.00 PHP)	19-Jul-2023

## POST MASS ADDITION

**Step 10.** On the UIS Homepage, Navigate to **Fixed Assets Accountant Responsibility > Mass Addition > Post Mass Additions**.

**Submit Request Set**

Run this Request Copy

Request Set **Post Mass Additions**

Program	Operating Unit	Stage	Parameters	Language
Mass Additions Post		Mass Additions Post		NLS
Mass Additions Posting Rep		Mass Additions Post		NLS
				NLS
				NLS
				NLS

Options Delivery Opt

Schedule Description: **As Soon As Possible** Schedule Notifications

Help (A) Submit Cancel

**Step 11.** On the **Submit Request Set**, fill in the parameters of the following programs:

- **Mass Additions Post** – select a book, then click **OK**.
- **Mass Additions Posting Report** – select a book, then click **OK**.

**Parameters**

Book

OK Cancel Clear Help

**Step 12.** Click **Submit**. A **Note** will appear click **OK**.

Submit Request Set

Run this Request

Copy

Request Set Post Mass Additions

Program	Operating Unit	Stage	Parameters	Language
Mass Additions Post		Mass Additions Post	UPS GENERAL	NLS
Mass Additions Posting Rep		Mass Additions Posti	UPS GENERAL	NLS
				NLS
				NLS
				NLS

Options

Delivery Opts

Schedule Description

As Soon As Possible

Schedule

Notifications

Help (A)

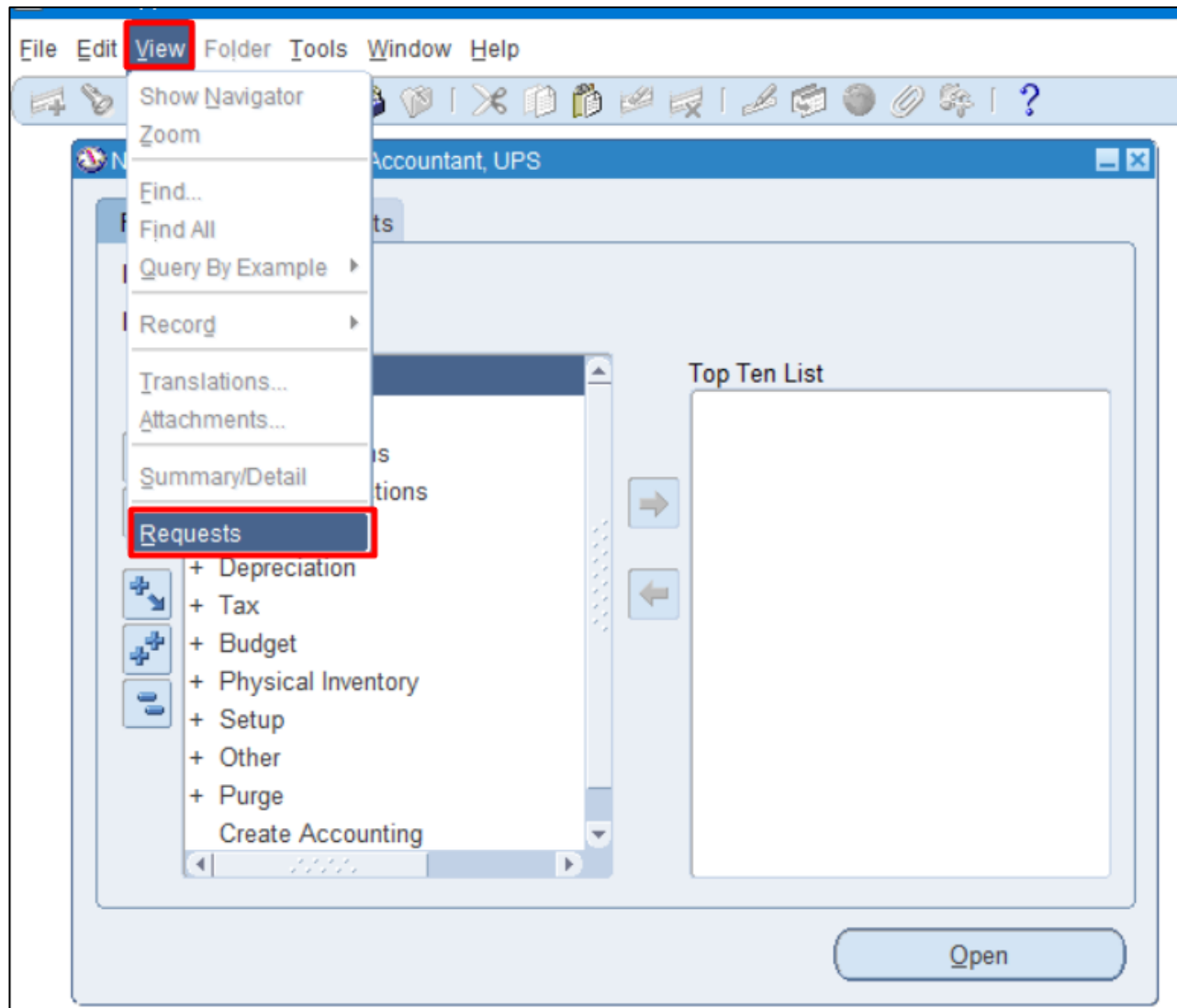
Submit

Cancel

Note

Submitted request set. (Request ID = 10703114)

OK



**Step 13.** Navigate through **View**  
> **Request.**

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Re

Request ID

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By Request ID

Select the Number of Days to View: 7

Submit a New Request Submit New Request Set Clear Find

Step 14. Click Find.

Requests

Refresh Data

Find Requests

Submit a New Request

Submit New Request Set

☐ Auto Refresh (X)

Copy Single Request

Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
10703119	Mass Additions Posting Re	10703114	Completed	Normal	UPS GENERAL
10703117	Mass Additions Post	10703114	Completed	Normal	UPS GENERAL, NORMAL
10703114	Post Mass Additions (Repc		Completed	Normal	140, 46

Hold Request

View Details

Rerun Request

View Output

Cancel Request

Diagnostics

Reprint/Republish (J)

View Log (K)

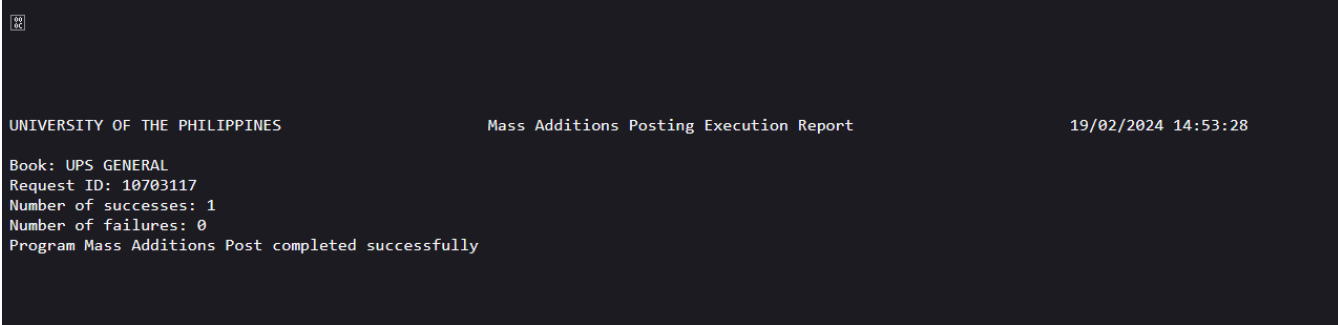
**Step 15.** Check the **Phase** and **Status** of the report, click the **Refresh Data** button until **Phase** is **Completed**, and the **Status** is **Normal**.

Then click the **View Output** of the following:

- **Mass Additions Post**
- **Mass Additions Posting Report**

Expected Results

Mass Additions Post



Mass Additions Posting Report



**DISCLAIMER:** The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



# **Complete Manual Additions / Detailed Additions**



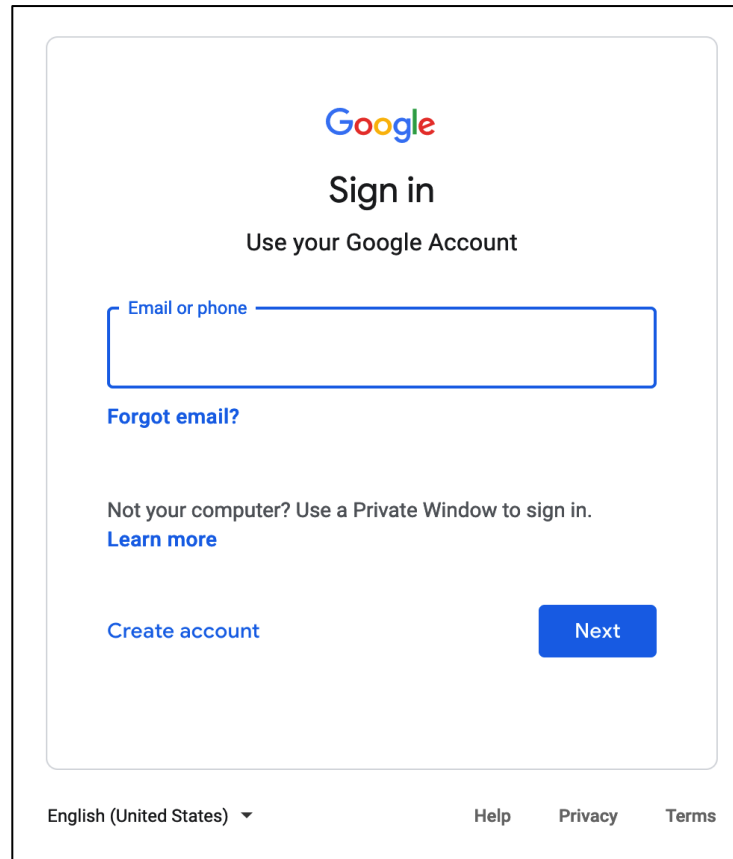
## 1. DOCUMENT CONTROL

### 1.3 Change Record

Date	Author	Version	Change Reference:
19 February 2024	Riza A. Nequias	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Complete Manual Additions / Detailed Additions
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Assets Module
<b>Responsibility</b>	Fixed Assets Accountant
<b>Purpose</b>	To add Assets not purchased but acquired during the period, and other assets not tracked as Asset in DV and paid outside <b>FMIS</b>
<b>Data Requirement</b>	Period for closing and asset details
<b>Dependencies</b>	None
<b>Scenario</b>	An accountant will add the remaining assets acquired for the period.

A screenshot of the Google Sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with a blue border is labeled "Email or phone" in blue text. Below the input field is a blue link "Forgot email?". Further down, the text "Not your computer? Use a Private Window to sign in." is displayed, followed by a blue link "Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

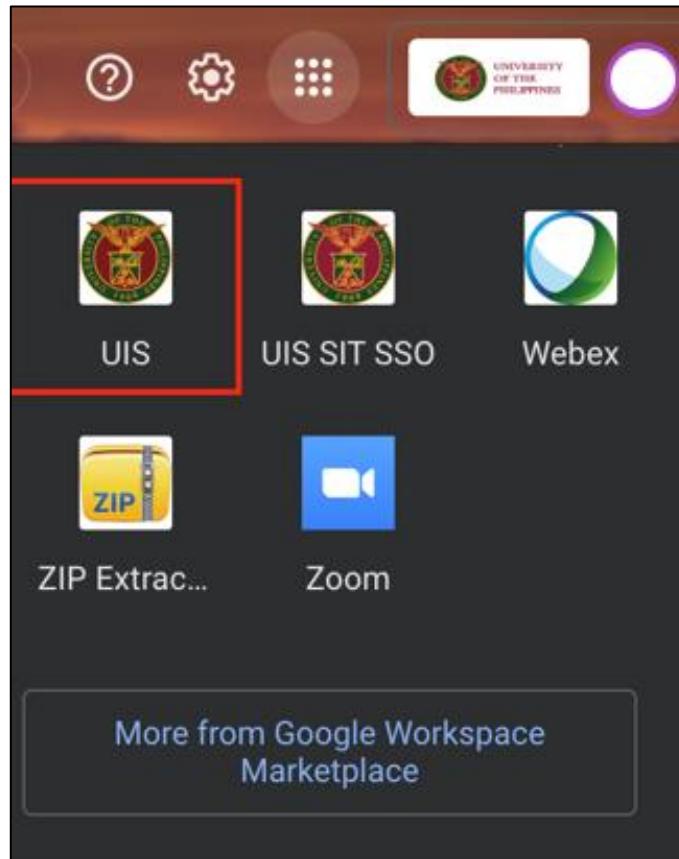
[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

**Step 1.** Go to  
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**Step 2.** Log-in your UP Mail  
credentials (e.g. ***email*** and  
***password***)

Or you may open your UP Mail  
and go to the Google Workspace  
and select **UIS**



**University of the Philippines**

Logged In As [Redacted]

**Home**

**Navigator**

Fixed Assets Accountant, UPS

Create Accounting

Print UP Property Accountability for Property Managers

Inquiry

**Assets**

Asset Workbench

Capitalize CIP Assets

Set Extended Life

Maintenance

Insurance

Impairment

**Worklist**

Full List (19)

From	Type	Subject	Sent	Due
De Los Santos, Arvin	Requisition	Purchase Request 11986 (66.62 PHP)	15-Dec-2023	
Puño, Mico Alfred	PO Approval	Standard Purchase Order 74 has been Withdrawn.	09-Oct-2023	
Sanchez, Susan	PO Approval	Standard Purchase Order 72, 0 has been Approved.	11-Aug-2023	
Sanchez, Susan	PO Approval	Standard Purchase Order 71, 0 has been Approved.	11-Aug-2023	
Pasco, Cherie Anne	Expenses	Expense SA-ER110699 for Pasco, Cherie Anne (500.00 PHP)	19-Jul-2023	29-Jul-2023
De Leon, Kim Carlo	Expenses	Expense SA-ER109700 for De Leon, Kim Carlo (2,000.00 PHP)	12-Jul-2023	22-Jul-2023
Accounts Payable	AP Invoice Approval	Invoice 2023-07-00361 from Abe Marion P. Autea (2,000.00 PHP) requires your approval	07-Jul-2023	
De Leon, Kim Carlo	Requisition	Proj Proc Mgmt Plan 11968 (64,000.00 PHP)	16-Jun-2023	

**Step 3.** On the UIS Homepage, Navigate to **Fixed Assets Accountant Responsibility > Asset > Asset Workbench.**

**Find Assets**

**By Asset Detail**

Asset Number  Description   
Tag Number  Category  [  ]  
Serial Number  Asset Key   
Warranty Number  Asset Type   
Status

**By Book**

Book   Group Asset   
Dates in Service  -  ☐ Show Disabled Groups

**By Assignment**

Employee Name  Employee Number   
Expense Account  Location

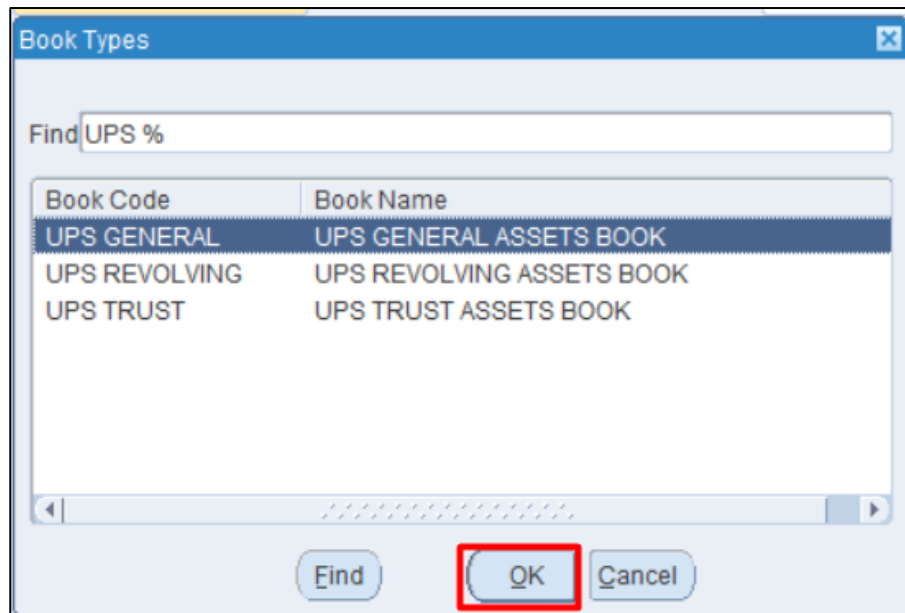
**By Source Line**

Supplier Name  Supplier Number   
Invoice Number  Line Number   
PO Number  Source Batch   
Project Number  Task Number

**By Lease**

Lease Number  Lessor   
Description

**Step 4.** On the **Find Assets** window, click the **ellipsis**  on **Book** field.



Select a **Book**.

Click **OK**.

**Find Assets**

**By Asset Detail**

Asset Number	<input type="text"/>	Description	<input type="text"/>
Tag Number	<input type="text"/>	Category	<input type="text"/> [ ]
Serial Number	<input type="text"/>	Asset Key	<input type="text"/>
Warranty Number	<input type="text"/>	Asset Type	<input type="text"/>
Status	<input type="text"/>		

**By Book**

Book	<input type="text" value="UPS GENERAL"/>	Group Asset	<input type="text"/>
Dates in Service	<input type="text"/> - <input type="text"/>	<input type="checkbox"/> Show Disabled Groups	

**By Assignment**

Employee Name	<input type="text"/>	Employee Number	<input type="text"/>
Expense Account	<input type="text"/>	Location	<input type="text"/>

**By Source Line**

Supplier Name	<input type="text"/>	Supplier Number	<input type="text"/>
Invoice Number	<input type="text"/>	Line Number	<input type="text"/>
PO Number	<input type="text"/>	Source Batch	<input type="text"/>
Project Number	<input type="text"/>	Task Number	<input type="text"/>

**By Lease**

Lease Number	<input type="text"/>	Lessor	<input type="text"/>
Description	<input type="text"/>		

Then click **Additions**.



**Asset Details**

Asset Number

Property No.

Serial Number

Asset Type

Parent Asset

Manufacturer

Warranty Number

Lease Number

Lessor

☒ In Use

☒ In Physical Inventory

Property Type

Property Class

Commitment

Description

Category

Asset Key

Units

Description

Model

Description

Ownership

Bought

Investment Law

**Step 5. On Asset Details**

window, fill in the following:

- Asset Number
- Property No.
- Select Asset Type
- Description
- Category
  - o Major Asset Category
  - o Minor Asset Category
- Asset Category
  - o Name of end-user
  - o Unit of Measure
- Asset Key Flexfield
  - o Asset Key
  - o Status
  - o PAR No.
- Property Type
- Property Class

**Asset Details**

Asset Number	<input type="text"/>	Description	<input type="text" value="Printer"/>
Property No.	<input type="text"/>	Category	<input type="text" value="MACHINERY AND EQUIPMENT"/> [ra]
Serial Number	<input type="text" value="1012234546"/>	Asset Key	<input type="text" value="NONE."/>
Asset Type	<input type="text" value="Capitalized"/>	Units	<input type="text" value="1"/>
Parent Asset	<input type="text"/>	Description	<input type="text"/>
Manufacturer	<input type="text"/>	Model	<input type="text"/>
Warranty Number	<input type="text"/>		
Lease Number	<input type="text"/>	Description	<input type="text"/> [ ]
Lessor	<input type="text"/>		
<input checked="" type="checkbox"/> In Use			
<input checked="" type="checkbox"/> In Physical Inventory			
Property Type	<input type="text" value="Personal"/>	Ownership	<input type="text" value="Owned"/>
Property Class	<input type="text" value="1245"/>	Bought	<input type="text" value="New"/>
Commitment	<input type="text"/>	Investment Law	<input type="text"/>

**Step 6. Click Continue**

The 'Books' window displays various asset-related fields. The 'Book' field is highlighted with a red rectangle and an ellipsis button next to it. Other fields include Asset Number, Reference Number, Comments, Current Cost, YTD Depreciation, and Financial Information.

**Step 7.** Click the ellipsis on **Book** field.

The 'Book Types' dialog box shows a list of book types: UPS GENERAL, UPS REVOLVING, and UPS TRUST. The 'OK' button is highlighted with a red rectangle.

Select a **Book**.

Click **OK**.

The 'Books' window with the 'Depreciation' tab selected. The 'Continue' button is highlighted with a red rectangle.

Then click **Continue**.

**Books**

Asset Number		Reference Number	
Book	UPS GENERAL	Comments	

**Financial Information**

Current Cost		YTD Depreciation	0.00
Original Cost		Accumulated Depreciation	0.00
Salvage Value Type	Percent	Salvage Value Percent	10 %
Salvage Value	0.00	Revaluation Ceiling	
Recoverable Cost	0.00	Revaluation Reserve	
Net Book Value			

**Depreciation** | Group Asset | Short Fiscal Year | Impairment

**Method**

Method	STL	<input checked="" type="checkbox"/> Depreciate	
Life Years	5	Date in Service	28-FEB-2023
Months	0	Prorate Convention	UP_PRORATE
		Prorate Date	01-MAR-2023
Bonus Rule		Amortization Start Date	
		<input type="checkbox"/> Amortize NBV over Remaining Life	
Depreciation Limit		Ceiling	
Type			
Limit Amount			
Percent			

Continue Cancel

Once done selecting a **Book**, other fields will automatically fill in.

The screenshot shows the 'Books' window with the following fields and values:

Field	Value
Asset Number	
Book	UPS GENERAL
Reference Number	
Comments	
Current Cost	15000
Original Cost	
Salvage Value Type	Percent
Salvage Value	0.00
Recoverable Cost	0.00
Net Book Value	
YTD Depreciation	0.00
Accumulated Depreciation	0.00
Salvage Value Percent	10 %
Revaluation Ceiling	
Revaluation Reserve	
Method	STL
Life Years	5
Months	0
Bonus Rule	
Depreciation Limit Type	
Limit Amount	
Percent	
Depreciate	<input checked="" type="checkbox"/>
Date in Service	28-FEB-2023
Prorate Convention	UP_PRORATE
Prorate Date	01-MAR-2023
Amortization Start Date	
Amortize NBV over Remaining Life	<input type="checkbox"/>
Ceiling	

The 'Continue' button is highlighted with a red box.

**Step 8.** On the **Current Cost** field, enter the asset cost.

Click **Continue**.

**Assignments**

Asset Number  Reference Number

Book  Transfer Date

Comments

Distribution Set  Unit of Measure

Total Units  Units to Assign  [  ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Step 9.** On the **Assignment** window will appear, fill in the following:

- Comments
- Unit Change – quantity of assets to be assigned.
- Units - asset quantity
- Employee Name
- Expense Account
- Location

**Assignments**

Asset Number  Reference Number   
Book  Transfer Date   
Comments   
Distribution Set  Unit of Measure   
Total Units  Units to Assign  [  ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
1	1	Dela Cruz, Mr. Juan	100029889	01.101.SA03013001-.50501050-...	----

**Step 9.** Click **Done**.

**Note**

APP-OFA-48266: Transaction saved for asset number .  
Reference numbers: 12795, 12796

A **Note** will appear, take note of the **Asset Number**.

Click **OK**.

**Mass Additions**

Book	UPS GENERAL	Queue	POST
Transaction Type		Transaction Date	
Invoice Number	2024-02-00415	Line Number	1 [ ]
Category	MACHINERY AND EQUIPMENT.ICT EQ	Group Asset	
Employee Name		Employee Number	
Expense Account	01.101.SA03013001--50501050-----	Location	----
Date in Service	28-FEB-2023	Cost	1,555.00
<input checked="" type="checkbox"/> Depreciate			

Source **Asset Details** Depreciation

Asset Number		Description	Test Track Asset2
Tag Number		Asset Key	
Serial Number		Units	1
Asset Type	Capitalized	Parent Asset	
Manufacturer		Model Number	
Lease Number		Warranty Number	
Lessor		<input type="checkbox"/> In Use	<input checked="" type="checkbox"/> In Physical Inventory
Property Type		Ownership	Owned
Property Class		Bought	

Project Details... Assignments... Cancel **Done**

**Step 9.** On the **Asset Details** tab, tick the **In Use** box.

Click **Done**.



Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
9395	Printer		MACHINERY AND EQUIPMENT	1012234546	NONE.-

A new Asset has been added to the Asset list.

**DISCLAIMER:** The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



# Complete Adjustments



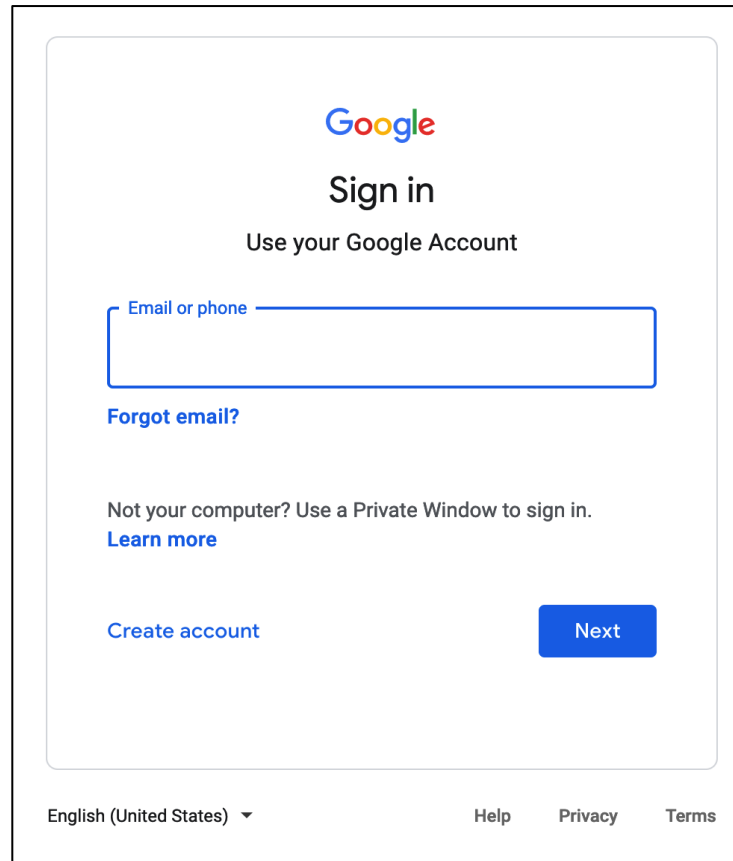
## 1. DOCUMENT CONTROL

### 1.4 Change Record

Date	Author	Version	Change Reference:
19 February 2024	Riza A. Nequias	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Complete Adjustment
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Assets Module
<b>Responsibility</b>	Fixed Assets Accountant
<b>Purpose</b>	To update and apply necessary adjustments before closing the period.
<b>Data Requirement</b>	Details of adjustment and period for closing
<b>Dependencies</b>	Created assets
<b>Scenario</b>	An accountant will adjust the asset details.

A screenshot of the Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is present. Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue "Next" button. The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

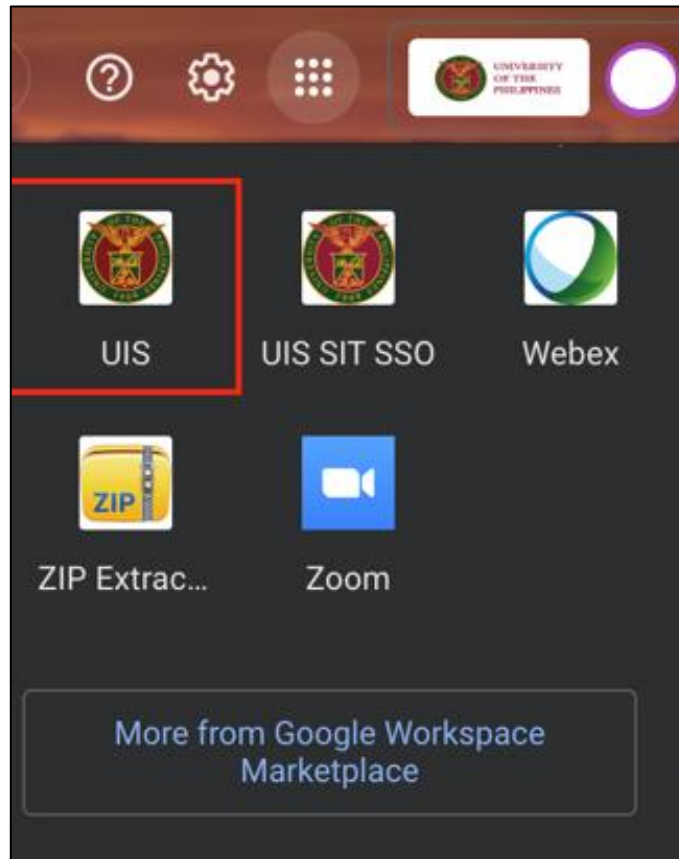
[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

**Step 1.** Go to  
**<https://uis.up.edu.ph>**

**Step 2.** Log-in your UP Mail  
credentials (e.g. ***email*** and  
***password***)

Or you may open your UP Mail  
and go to the Google Workspace  
and select **UIS**



**University of the Philippines**

Home

**Navigator**

Personalize

- Fixed Assets Accountant, UPS
  - Create Accounting
  - Print UP Property Accountability for Proper Managers
  - Inquiry
    - Assets
      - Asset Workbench
      - Capitalize CIP Assets
      - Set Extended Life
      - Maintenance
      - Insurance
      - Impairment

**Worklist**

Full List (19)

From	Type	Subject	Sent	Due
De Los Santos, Arvin	Requisition	Purchase Request 11986 (66.62 PHP)	15-Dec-2023	
Puño, Mico Alfred	PO Approval	Standard Purchase Order 74 has been Withdrawn.	09-Oct-2023	
Sanchez, Susan	PO Approval	Standard Purchase Order 72, 0 has been Approved.	11-Aug-2023	
Sanchez, Susan	PO Approval	Standard Purchase Order 71, 0 has been Approved.	11-Aug-2023	
Pasco, Cherie Anne	Expenses	Expense SA-ER110699 for Pasco, Cherie Anne (500.00 PHP)	19-Jul-2023	29-Jul-2023
De Leon, Kim Carlo	Expenses	Expense SA-ER109700 for De Leon, Kim Carlo (2,000.00 PHP)	12-Jul-2023	22-Jul-2023
Accounts Payable	AP Invoice Approval	Invoice 2023-07-00361 from Abe Marion P. Autea (2,000.00 PHP) requires your approval	07-Jul-2023	
De Leon, Kim Carlo	Requisition	Proj Proc Mgmt Plan 11968 (64,000.00 PHP)	16-Jun-2023	

**Step 3.** On the UIS Homepage, Navigate to **Fixed Assets Accountant Responsibility > Asset > Asset Workbench.**

Find Assets

By Asset Detail

Asset Number

Tag Number

Serial Number

Warranty Number

Status

Description

Category

Asset Key

Asset Type

By Book

Book

Dates in Service

Group Asset

☐ Show Disabled Groups

By Assignment

Employee Name

Expense Account

Employee Number

Location

By Source Line

Supplier Name

Invoice Number

PO Number

Project Number

Supplier Number

Line Number

Source Batch

Task Number

By Lease

Lease Number

Description

Lessor

Clear

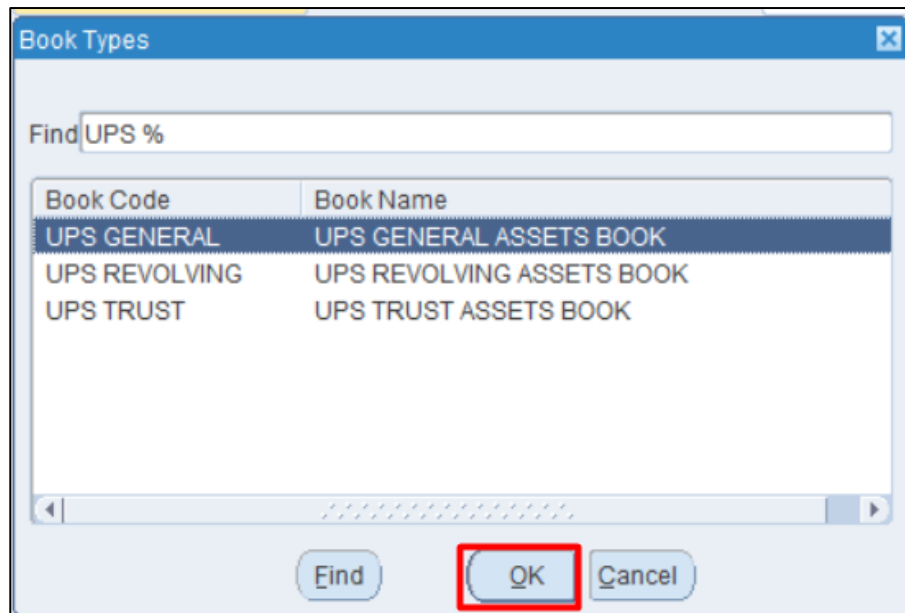
Additions

QuickAdditions

Find

**Step 4.** On the **Find Assets** window, click the **ellipsis** on **Book** field.





Select a **Book**.

Click **OK**.

**Find Assets**

**By Asset Detail**

Asset Number	<input type="text"/>	Description	<input type="text"/>
Tag Number	<input type="text"/>	Category	<input type="text"/> [ <input type="checkbox"/> ]
Serial Number	<input type="text"/>	Asset Key	<input type="text"/>
Warranty Number	<input type="text"/>	Asset Type	<input type="text"/>
Status	<input type="text"/>		

**By Book**

Book	<input type="text" value="UPS GENERAL"/>	Group Asset	<input type="text"/> ...
Dates in Service	<input type="text"/> - <input type="text"/>	<input type="checkbox"/> Show Disabled Groups	

**By Assignment**

Employee Name	<input type="text"/>	Employee Number	<input type="text"/>
Expense Account	<input type="text"/>	Location	<input type="text"/>

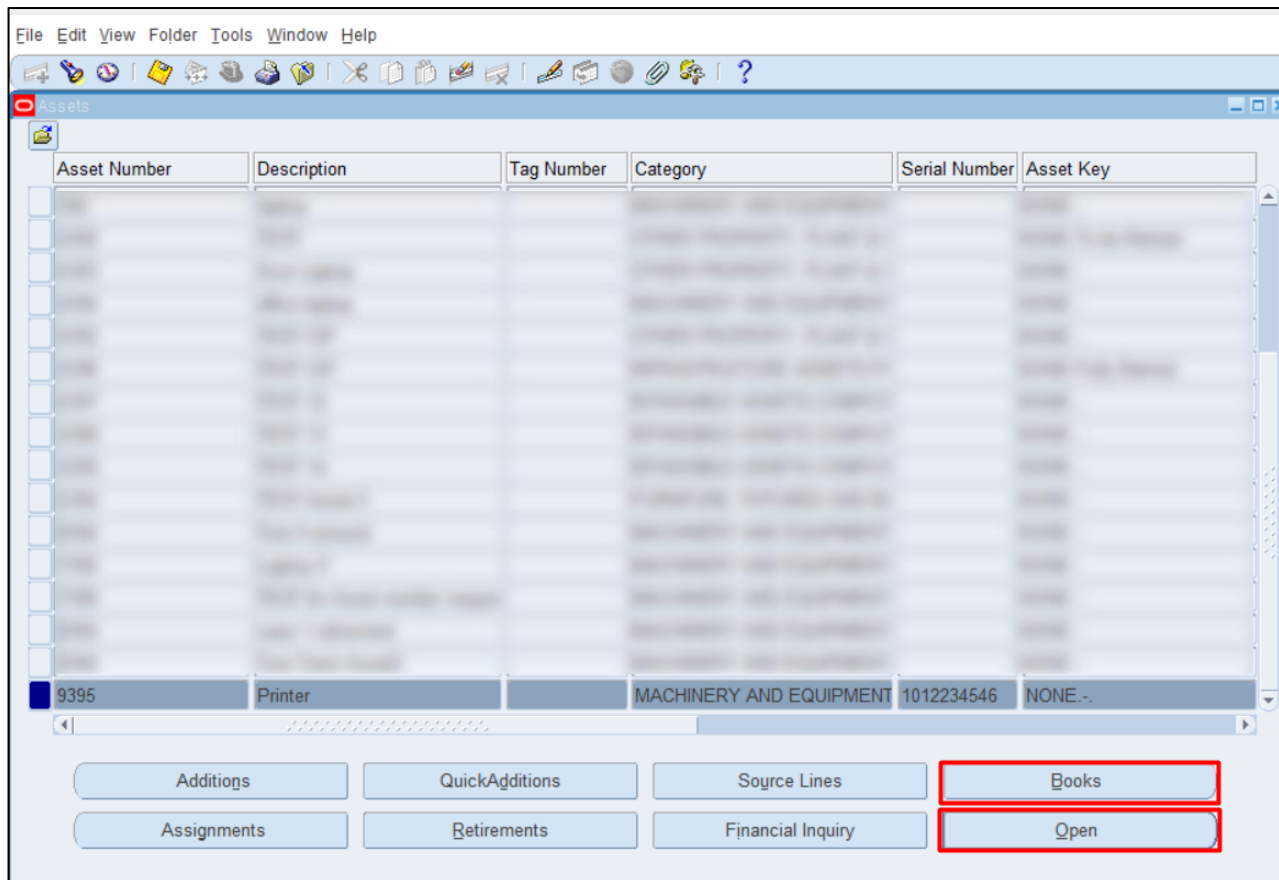
**By Source Line**

Supplier Name	<input type="text"/>	Supplier Number	<input type="text"/>
Invoice Number	<input type="text"/>	Line Number	<input type="text"/>
PO Number	<input type="text"/>	Source Batch	<input type="text"/>
Project Number	<input type="text"/>	Task Number	<input type="text"/>

**By Lease**

Lease Number	<input type="text"/>	Lessor	<input type="text"/>
Description	<input type="text"/>		

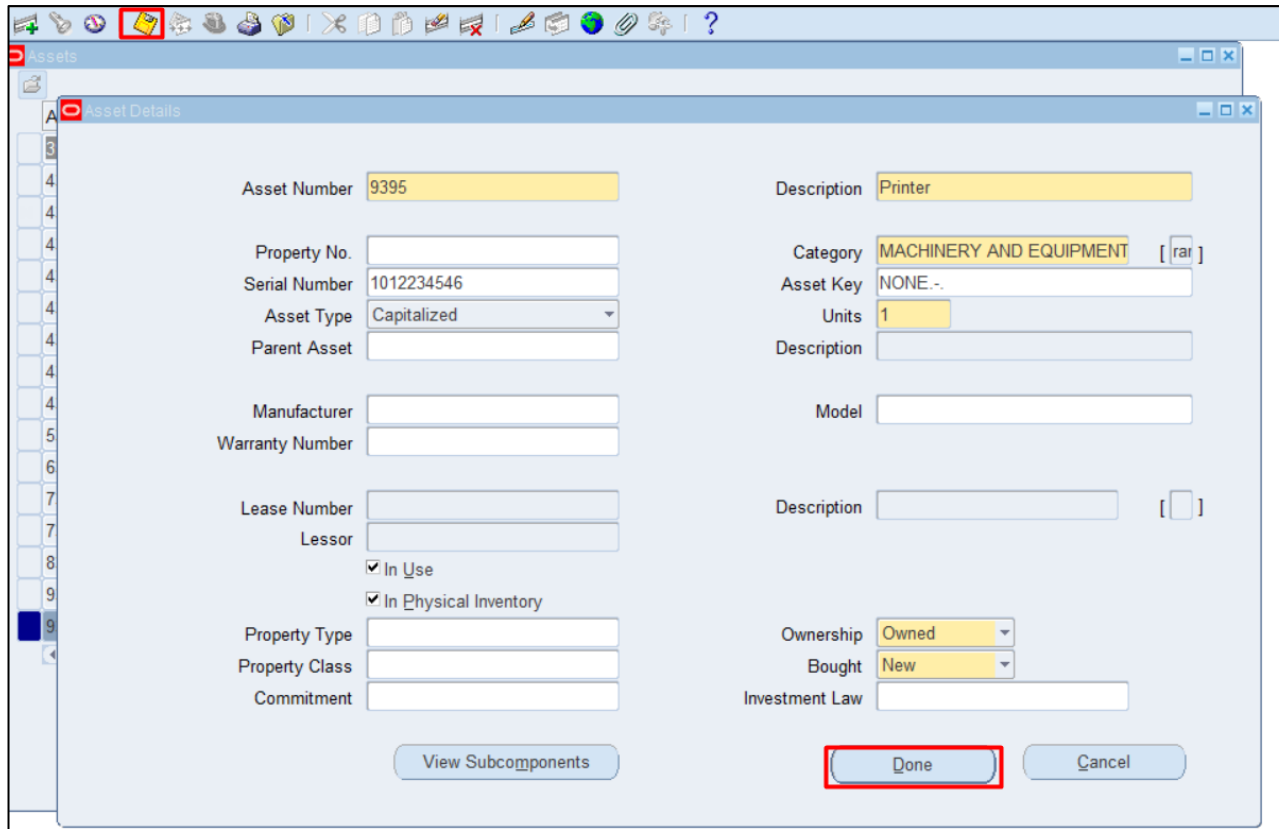
**Step 5. Click Find.**



**Step 6.** Select the assets for adjustments.

You may choose from the following:

- **Open** – to update the asset details.
- **Books** – to update the details in the **Books** window.



The screenshot shows the 'Asset Details' window with the following fields and values:

Field	Value
Asset Number	9395
Description	Printer
Property No.	
Serial Number	1012234546
Category	MACHINERY AND EQUIPMENT
Asset Type	Capitalized
Asset Key	NONE.-.
Units	1
Parent Asset	
Description	
Manufacturer	
Model	
Warranty Number	
Lease Number	
Lessor	
Description	
<input checked="" type="checkbox"/> In Use	
<input checked="" type="checkbox"/> In Physical Inventory	
Property Type	
Ownership	Owned
Property Class	
Bought	New
Commitment	
Investment Law	

Buttons: View Subcomponents, Done, Cancel

If the **Open** button is chosen, the **Asset Details** window will appear.

Enter necessary updates.

Click **Save** icon and **Done**.

**Books**

Asset Number: 9395

Reference Number: [ ]

Book: [ ]

Comments: [ ]

**Financial Information**

Current Cost: [ ]

Original Cost: [ ]

Salvage Value Type: [ ]

Salvage Value: [ ]

Recoverable Cost: [ ]

Net Book Value: [ ]

YTD Depreciation: 0.00

Accumulated Depreciation: 0.00

Salvage Value Percent: 0 %

Revaluation Ceiling: [ ]

Revaluation Reserve: [ ]

**Depreciation** | Group Asset | Short Fiscal Year | Impairment

**Method**

Method: [ ]

Life Years: [ ]

Months: [ ]

Bonus Rule: [ ]

Depreciation Limit

Type: [ ]

Limit Amount: [ ]

Percent: [ ] %

☐ Depreciate

Date in Service: [ ]

Prorate Convention: [ ]

Prorate Date: [ ]

Amortization Start Date: [ ]

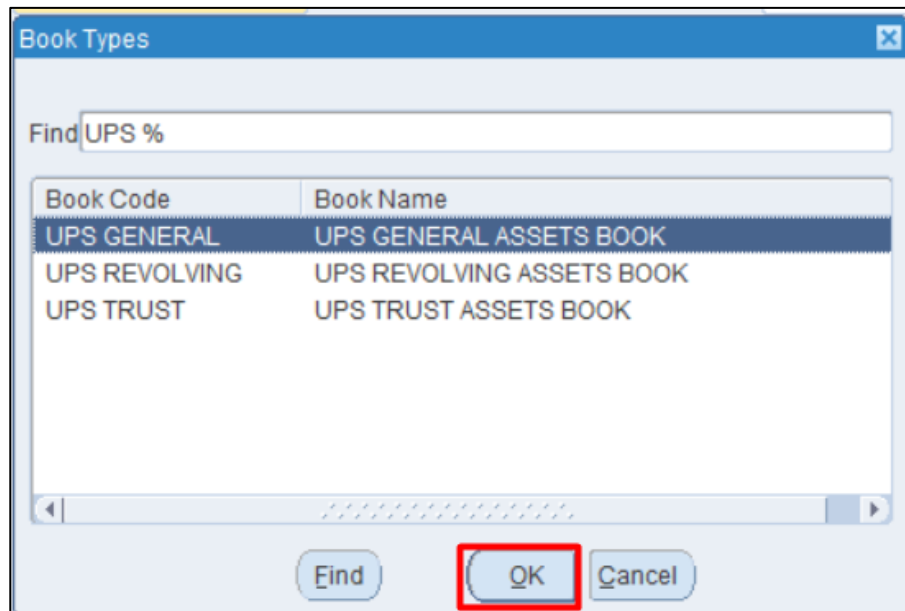
☐ Amortize Adjustment

Ceiling: [ ]

Done Cancel

If the **Books** button is chosen, the **Books** window will appear.

Select a book by clicking ellipsis on **Book** field.



Select a **Book**.

Click **OK**.

Oracle Applications - UISDEV

File Edit View Folder Tools Window Help

Assets

Books

Asset Number 9395 Reference Number

Book UPS GENERAL Comments

Financial Information

Current Cost 15,000.00 YTD Depreciation 0.00

Original Cost 15,000.00 Accumulated Depreciation 0.00

Salvage Value Type Percent Salvage Value Percent 10 %

Salvage Value 1,500.00 Revaluation Ceiling

Recoverable Cost 13,500.00 Revaluation Reserve 0.00

Net Book Value 15,000.00

Depreciation Group Asset Short Fiscal Year Impairment

Method

Method STL

Life Years 5

Months 0

Bonus Rule

Depreciation Limit

Type

Limit Amount

Percent %

☒ Depreciate

Date in Service 28-FEB-2023

Prorate Convention UP\_PRORATE

Prorate Date 01-MAR-2023

Amortization Start Date

☐ Amortize Adjustment

Ceiling

Unplanned Depreciation Done Cancel

Go to the **Current Cost** field for the other details to appear.

Enter necessary updates.

Then click **Save** icon and **Done**.

[Back to Top](#)



# Complete Transfers





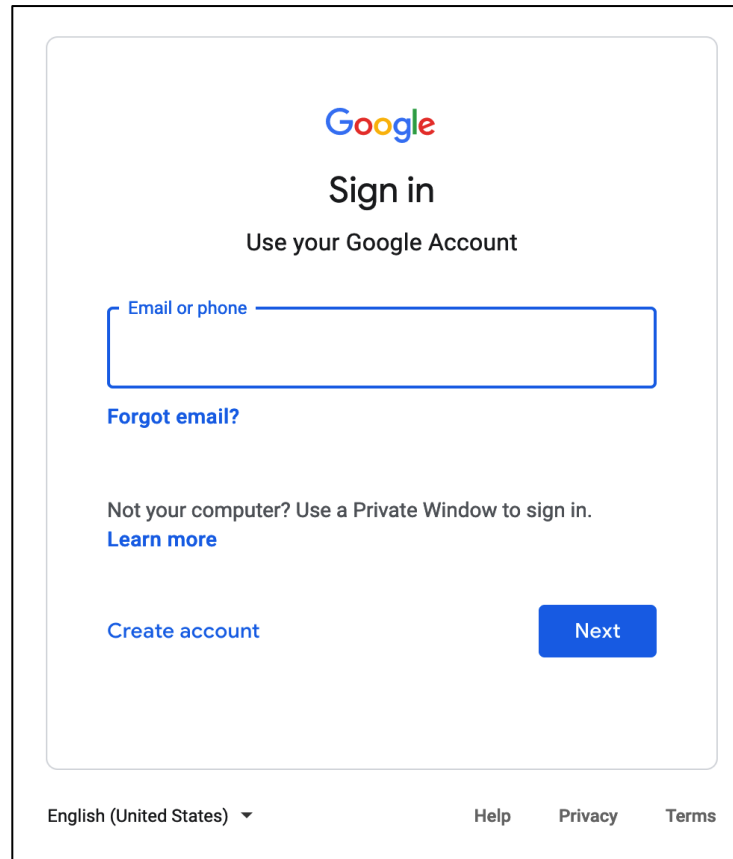
## 1. DOCUMENT CONTROL

### 1.5 Change Record

Date	Author	Version	Change Reference:
19 February 2024	Riza A. Nequias	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Complete Transfer
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Assets Module
<b>Responsibility</b>	Fixed Assets Controller
<b>Purpose</b>	To complete the Asset transfer before closing the period
<b>Data Requirement</b>	Period for closing
<b>Dependencies</b>	Created Assets
<b>Scenario</b>	An SPMO will complete the asset transfer

A screenshot of the Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is present. Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

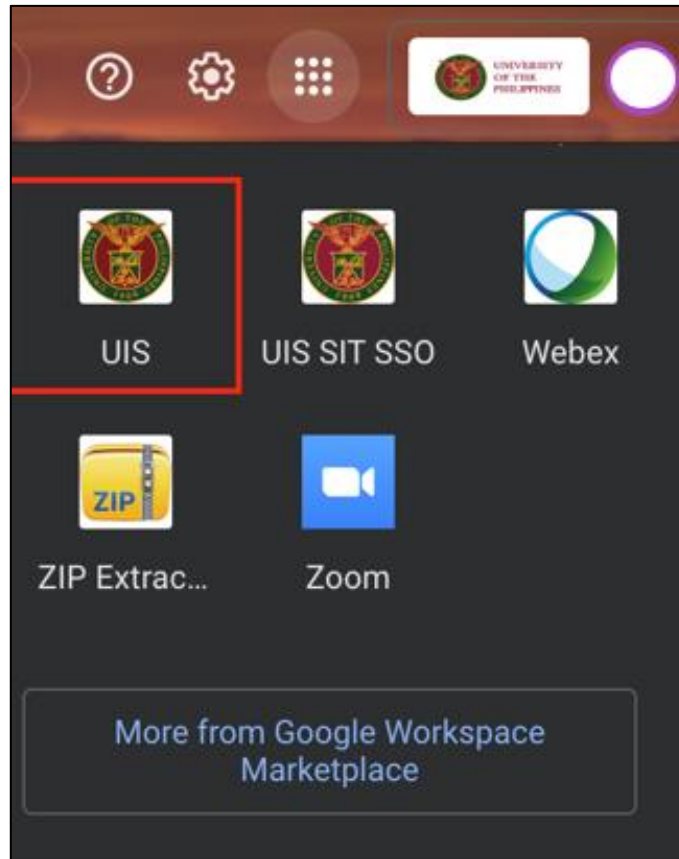
[Create account](#) [Next](#)

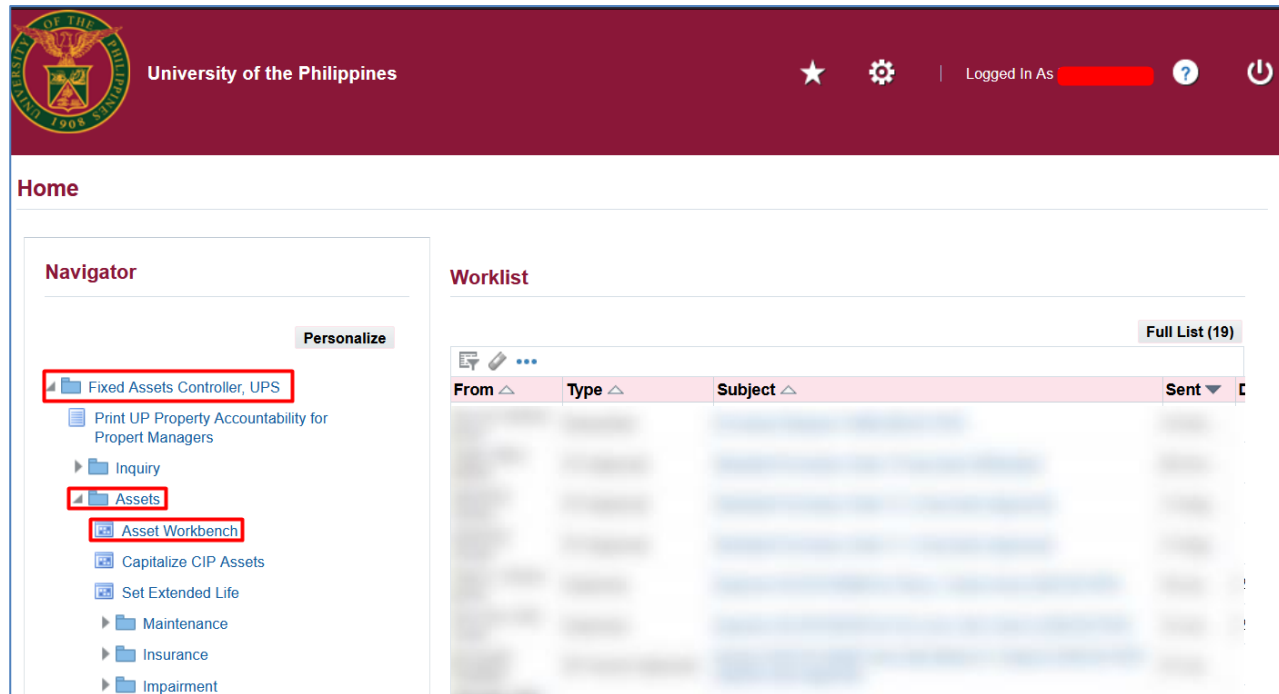
English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

**Step 1.** Go to  
**<https://uis.up.edu.ph>**

**Step 2.** Log-in your UP Mail  
credentials (e.g. ***email*** and  
***password***)

Or you may open your UP Mail  
and go to the Google Workspace  
and select **UIS**





**Step 3.** On the UIS Homepage, Navigate to ***Fixed Assets Controller Responsibility > Asset > Asset Workbench.***

Find Assets

By Asset Detail

Asset Number

Tag Number

Serial Number

Warranty Number

Status

Description

Category

Asset Key

Asset Type

By Book

Book

Dates in Service

Group Asset

☐ Show Disabled Groups

By Assignment

Employee Name

Expense Account

Employee Number

Location

By Source Line

Supplier Name

Invoice Number

PO Number

Project Number

Supplier Number

Line Number

Source Batch

Task Number

By Lease

Lease Number

Description

Lessor

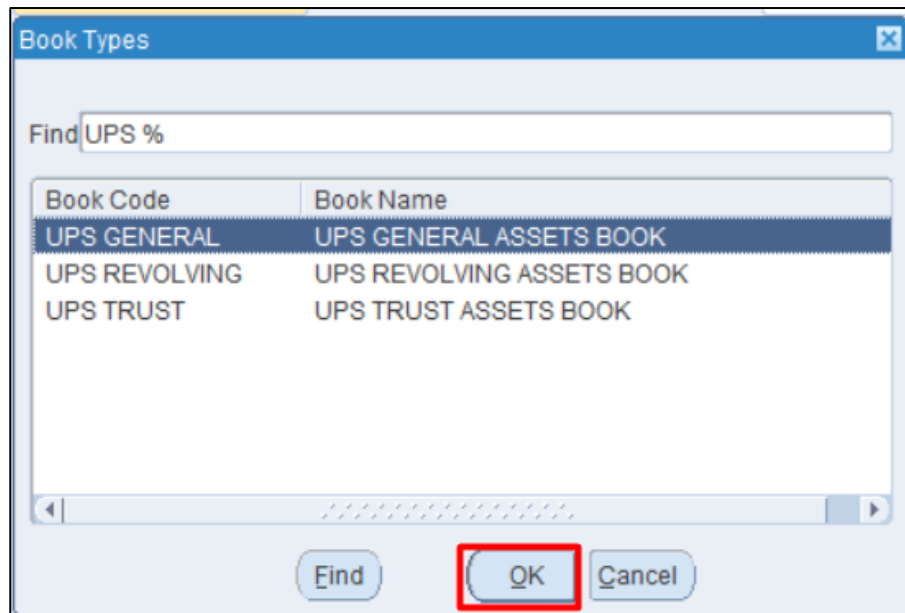
Clear

Additions

QuickAdditions

Find

**Step 4.** On the **Find Assets** window, click the **ellipsis** on **Book** field.



Select a **Book**.

Click **OK**.

Find Assets

By Asset Detail

Asset Number

Tag Number

Serial Number

Warranty Number

Status

Description

Category

Asset Key

Asset Type

By Book

Book

Dates in Service

Group Asset

☐ Show Disabled Groups

By Assignment

Employee Name

Expense Account

Employee Number

Location

By Source Line

Supplier Name

Invoice Number

PO Number

Project Number

Supplier Number

Line Number

Source Batch

Task Number

By Lease

Lease Number

Description

Lessor

Clear

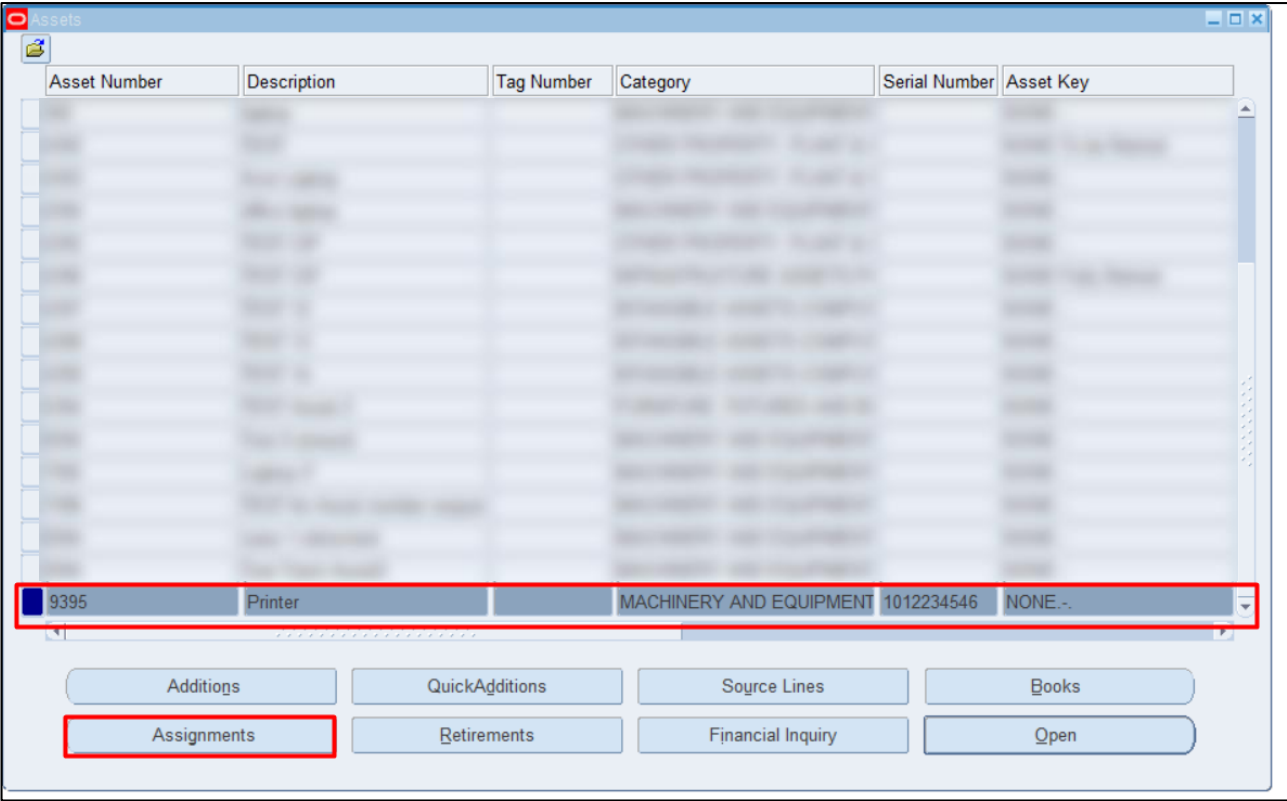
Additions

QuickAdditions

Find

Step 5. Click **Find**.





**Step 6.** Select an asset.

Click **Assignments**.

Assets

Assignments

Asset Number 9395 Reference Number

Book UPS GENERAL Transfer Date 28-FEB-2023

Comments

Distribution Set Unit of Measure

Total Units 1 Units to Assign 0 [ ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
1	1	Dela Cruz, Mr. Juan	100029889	01.101.SA03013001.-.50501050.-	

Done Cancel

**Step 7. Assignments** window will appear.

Enter necessary updates.

Then click **Save** icon and **Done**.

You can transfer assets between employees, depreciation expense accounts, and locations. When transferring assets, keep in mind that:

- You can change the transfer date to a date in a prior period, but the transfer must occur within the current fiscal year.
- You can change the transfer date of an asset to a prior period only once per asset.
- You cannot transfer an asset using a future period.

If you transfer an asset during the period in which it was added, the Transfer Date automatically defaults to the asset's date placed in service and you cannot change it.

**Note:** You cannot transfer assets from one corporate book to another corporate book.

[Back to Top](#)



# **Complete Retirements**

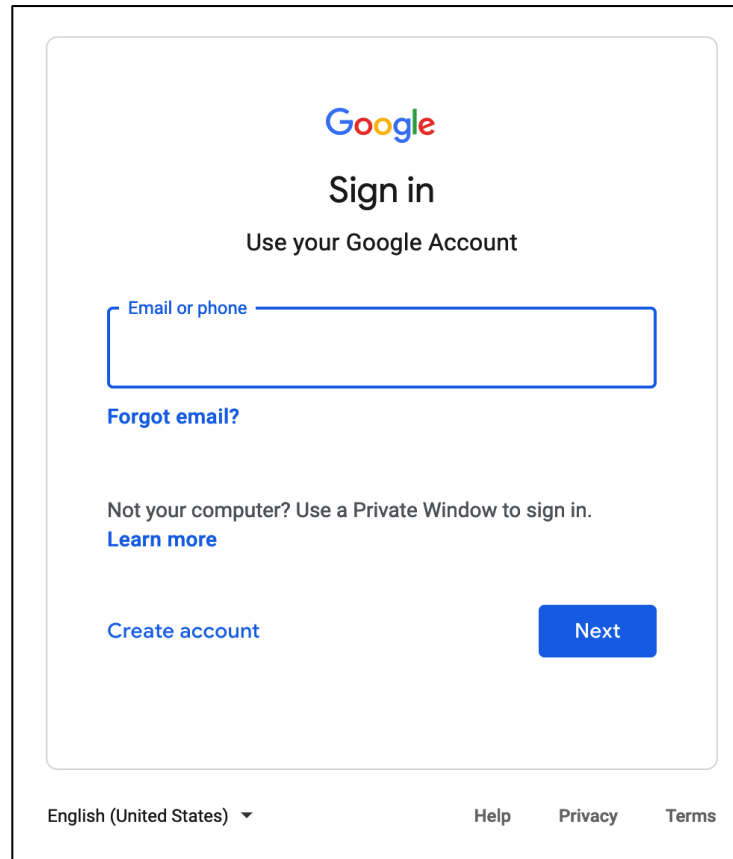
## 1. DOCUMENT CONTROL

### 1.6 Change Record

Date	Author	Version	Change Reference:
19 February 2024	Riza A. Nequias	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Complete Retirement
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Assets Module
<b>Responsibility</b>	Fixed Assets Controller
<b>Purpose</b>	To update an Asset to Partially Retire or Fully Retire
<b>Data Requirement</b>	Period for closing
<b>Dependencies</b>	Created Assets
<b>Scenario</b>	An SPMO will update an Asset to Partially Retire or Fully Retire.

A screenshot of the Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is present. Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

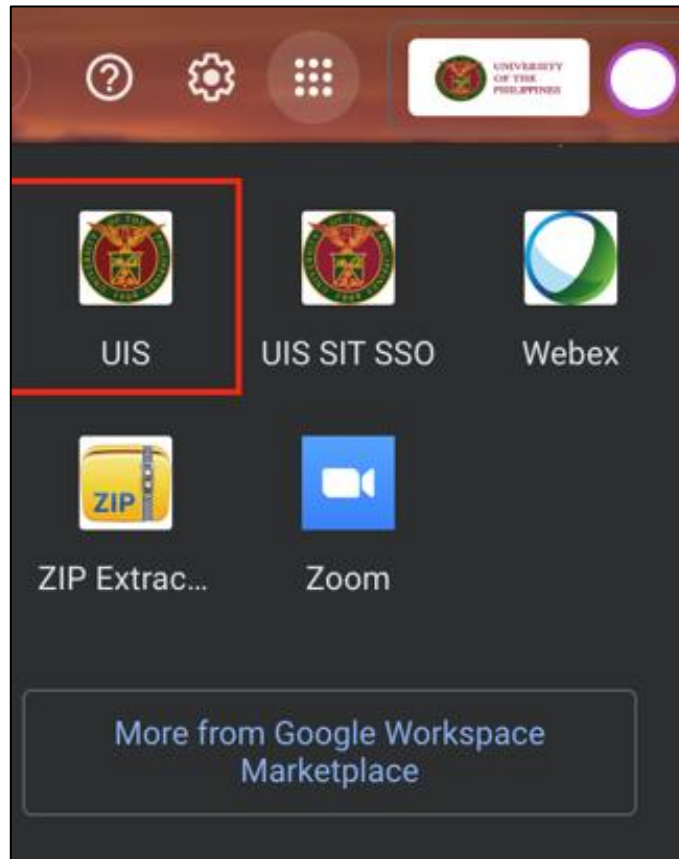
[Create account](#) [Next](#)

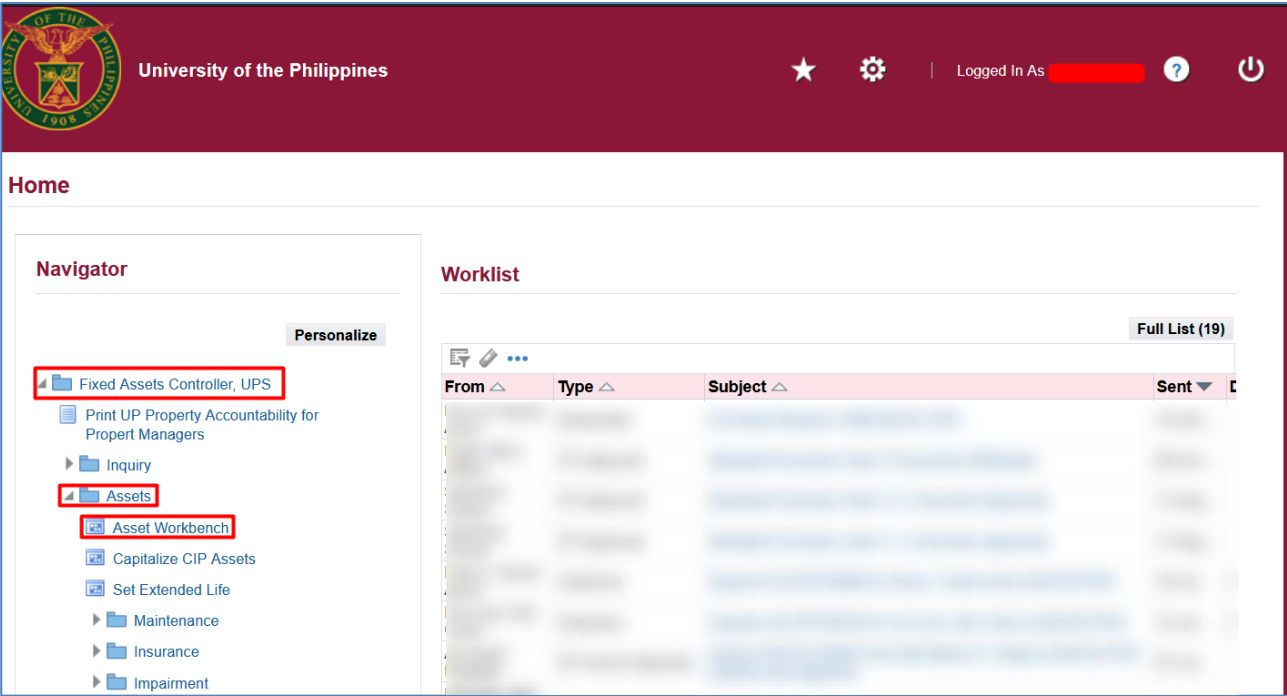
English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

**Step 1.** Go to  
**<https://uis.up.edu.ph>**

**Step 2.** Log-in your UP Mail  
credentials (e.g. ***email*** and  
***password***)

Or you may open your UP Mail  
and go to the Google Workspace  
and select **UIS**





**Step 3.** On the UIS Homepage, Navigate to ***Fixed Assets Controller Responsibility > Asset > Asset Workbench.***



Find Assets

By Asset Detail

Asset Number

Tag Number

Serial Number

Warranty Number

Status

Description

Category

Asset Key

Asset Type

By Book

Book

Dates in Service

Group Asset

☐ Show Disabled Groups

By Assignment

Employee Name

Expense Account

Employee Number

Location

By Source Line

Supplier Name

Invoice Number

PO Number

Project Number

Supplier Number

Line Number

Source Batch

Task Number

By Lease

Lease Number

Description

Lessor

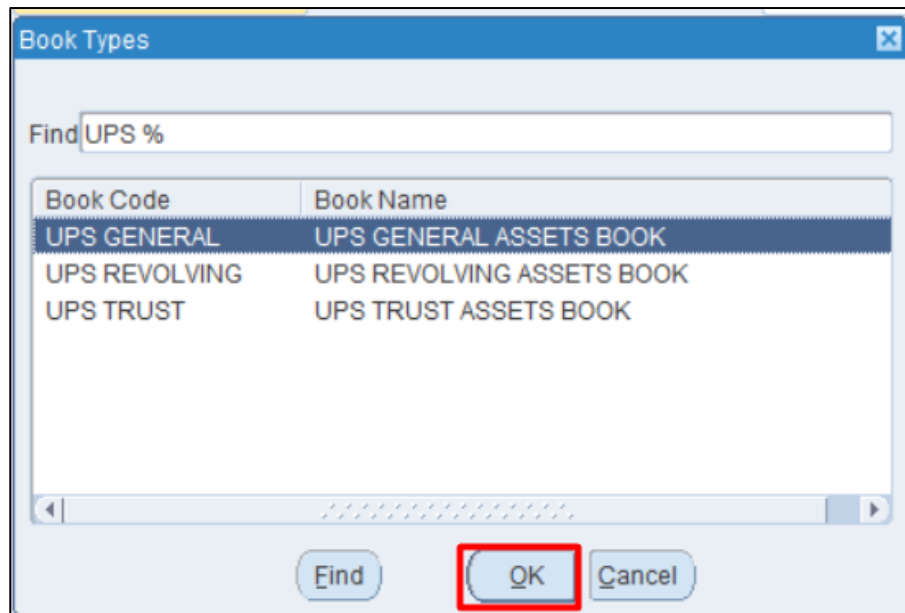
Clear

Additions

QuickAdditions

Find

**Step 4.** On the **Find Assets** window, click the **ellipsis** on **Book** field.



Select a **Book**, click **OK**.

**Find Assets**

**By Asset Detail**

Asset Number	<input type="text"/>	Description	<input type="text"/>
Tag Number	<input type="text"/>	Category	<input type="text"/> [ <input type="text"/> ]
Serial Number	<input type="text"/>	Asset Key	<input type="text"/>
Warranty Number	<input type="text"/>	Asset Type	<input type="text"/>
Status	<input type="text"/>		

**By Book**

Book	<input type="text" value="UPS GENERAL"/>	Group Asset	<input type="text"/>
Dates in Service	<input type="text"/> - <input type="text"/>	<input type="checkbox"/> Show Disabled Groups	

**By Assignment**

Employee Name	<input type="text"/>	Employee Number	<input type="text"/>
Expense Account	<input type="text"/>	Location	<input type="text"/>

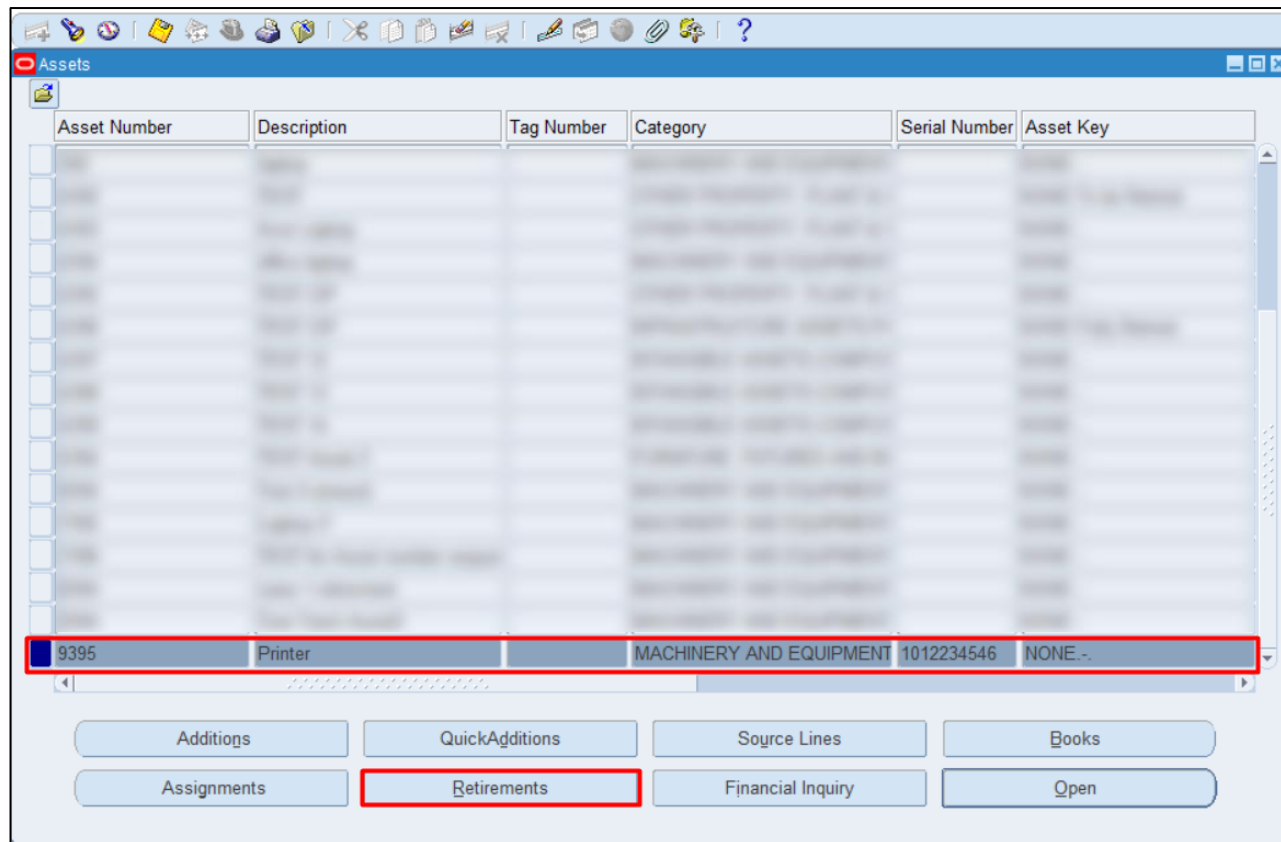
**By Source Line**

Supplier Name	<input type="text"/>	Supplier Number	<input type="text"/>
Invoice Number	<input type="text"/>	Line Number	<input type="text"/>
PO Number	<input type="text"/>	Source Batch	<input type="text"/>
Project Number	<input type="text"/>	Task Number	<input type="text"/>

**By Lease**

Lease Number	<input type="text"/>	Lessor	<input type="text"/>
Description	<input type="text"/>		

**Step 5. Click Find.**



**Step 6.** Select an asset.

Click **Retirements**.

**Step 7.** Click the ellipsis on **Book** field.

Assets

Retirements

Asset Number9395

Reference Number

Book

Retire Date

Comments

StatusPending

Retirement Details

Current Units

Units Retired

Retirement Type

Retirement Convention

Straight Line Method

Check/Invoice

Trade in Asset

Current Cost

Cost Retired

Proceeds of Sale0.00

Cost of Removal0.00

Gain/Loss Amount

Life Years

Months

Sold To

Description

Group Asset

Group Asset

Recognize Gain and Loss

Reduction Rate%

Reserve Retired

Prior Year Reserve Retired

Subcomponents

Reinstate

Done

Cancel

Assets

Retirements

Asset Number: 9395      Reference Number:   
 Book: UPS GENERAL      Retire Date: 28-FEB-2023  
 Comments:      Status: Pending [ ]

Retirement Details

Current Units: 1      Current Cost: 15,000.00  
 Units Retired:      Cost Retired:   
 Retirement Type:      Proceeds of Sale: 0.00  
 Retirement Convention: UP\_PRORATE      Cost of Removal: 0.00  
 Straight Line Method:      Gain/Loss Amount:   
 Check/Invoice:      Life Years:      Months:   
 Trade in Asset:      Sold To:   
 Description: [ ]

Group Asset

Group Asset:      Recognize Gain and Loss:   
 Reduction Rate: %      Prior Year Reserve Retired:   
 Reserve Retired:     

Subcomponents      Reinststate      Done      Cancel

**Step 8.** The book will automatically select and show the retirement details.

Enter necessary updates.

Then click **Save** icon and **Done**.

**Notes:** You can retire an entire asset, or you can partially retire an asset. When you partially retire an asset by units, Oracle Assets automatically calculates the fraction of the cost retired. When you retire an asset by cost, the units remain unchanged, and the cost retired is spread evenly among all assignment lines.

If you perform multiple partial retirements on an asset within a period, you must run the Calculate Gains and Losses program between transactions.

File Edit **View** Folder Tools Window Help

Show Navigator Zoom

Find... Find All Query By Example Record Translations... Attachments...

Summary/Detail **Requests**

Asset Number 9395 Reference Number

Book UPS GENERAL Retire Date 31-MAR-2023

Comments Status Pending [ ]

Current Units 1 Current Cost 15,000.00

Units Retired Cost Retired

Retirement Type Proceeds of Sale 0.00

Cost of Removal 0.00

Retirement Convention UP\_PRORATE Gain/Loss Amount

Straight Line Method Life Years Months

Check/Invoice Sold To

Trade in Asset Description [ ]

Group Asset

Group Asset Recognize Gain and Loss

Reduction Rate %

Reserve Retired Prior Year Reserve Retired

Subcomponents Reinststate Done Cancel

To run Calculate Gains and Losses

Step 9. Click View> Request.

**Step 10.** Click **Submit a New Request**

Find Requests

☐ Auto Ret

Request ID

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By Request ID

Select the Number of Days to View: 7

Submit a New Request Submit New Request Set Clear Find



Oracle Applications - UISDEV

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request

Copy

Name Cal%Gai%

Operating Unit

Parameters

Language American English

Language Settings Debug Options

At these Times

Schedule Description As Soon as Possible Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

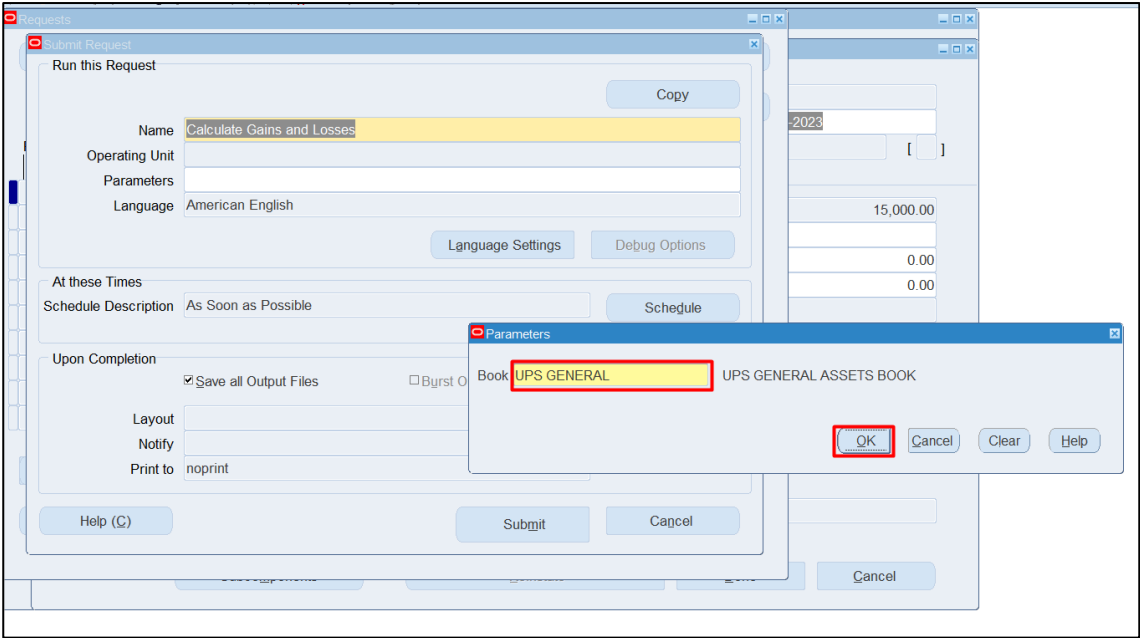
Layout Options

Notify Delivery Opts

Print to noprint

Help (C) Submit Cancel

**Step 11.** On **Name** field type “Cal%Gai%” then press **Tab** on your keyboard.



**Step 12.** Parameter will appear.

Select a **Book**, then click **OK**.

Submit Request

Run this Request

Name Calculate Gains and Losses

Operating Unit

Parameters UPS GENERAL

Language American English

Copy

Language Settings

Debug Options

At these Times

Schedule Description As Soon as Possible

Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout

Notify

Print to noprint

Options

Delivery Opts

Help (C)

Submit

Cancel

Step 13. Click **Submit**.

A **Decision** box will appear, click **OK**.

Decision

? Request submitted.  
(Request ID = 10746701)

Submit another request?

Yes No

Requests

**Refresh Data** Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

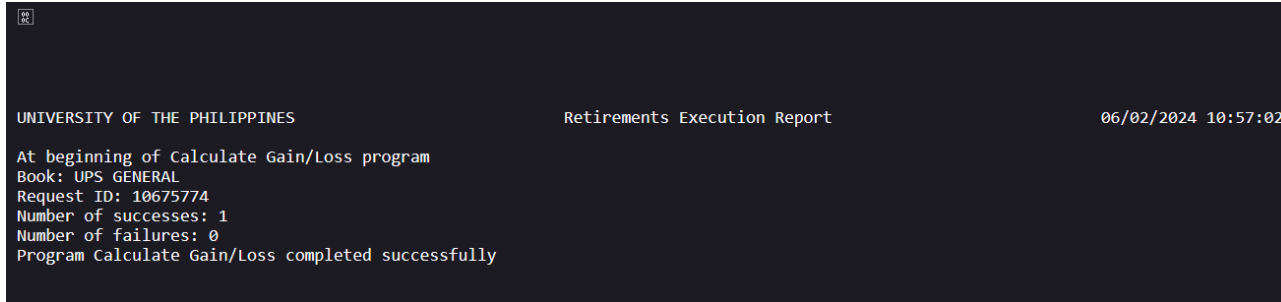
Request ID	Name	Parent	Phase	Status	Parameters
10746701	Calculate Gains and Losses		Completed	Normal	UPS GENERAL

Hold Request View Details Rerun Request **View Output**

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

**Step 14.** Check the **Phase** and **Status** of the report, click the **Refresh** Data button until status is **Completed** and **Normal**, then click the **View Output**

## Expected Result



```
UNIVERSITY OF THE PHILIPPINES           Retirements Execution Report           06/02/2024 10:57:02

At beginning of Calculate Gain/Loss program
Book: UPS GENERAL
Request ID: 10675774
Number of successes: 1
Number of failures: 0
Program Calculate Gain/Loss completed successfully
```

**DISCLAIMER:** The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



# Run Depreciation

## 1. DOCUMENT CONTROL

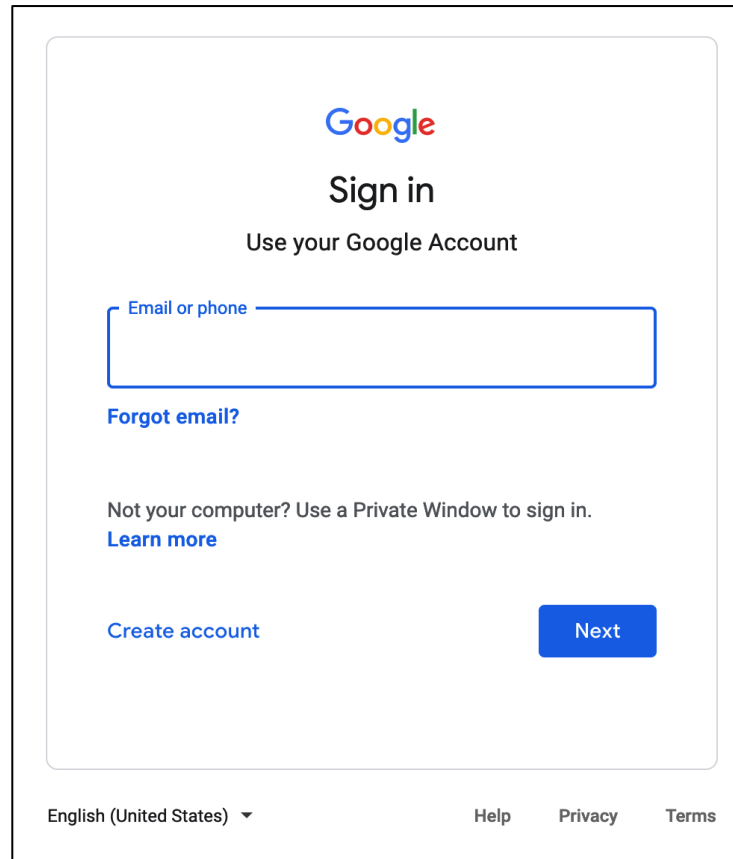
### 1.7 Change Record

Date	Author	Version	Change Reference:
09 January 2024	Riza A. Nequias	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Run Depreciation
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Fixed Asset Module
<b>Responsibility</b>	Fixed Assets Accountant
<b>Purpose</b>	To calculate depreciation for the period
<b>Data Requirement</b>	Assets for depreciation
<b>Dependencies</b>	
<b>Scenario</b>	An accountant will run depreciation



A screenshot of the Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is present. Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue "Next" button. The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

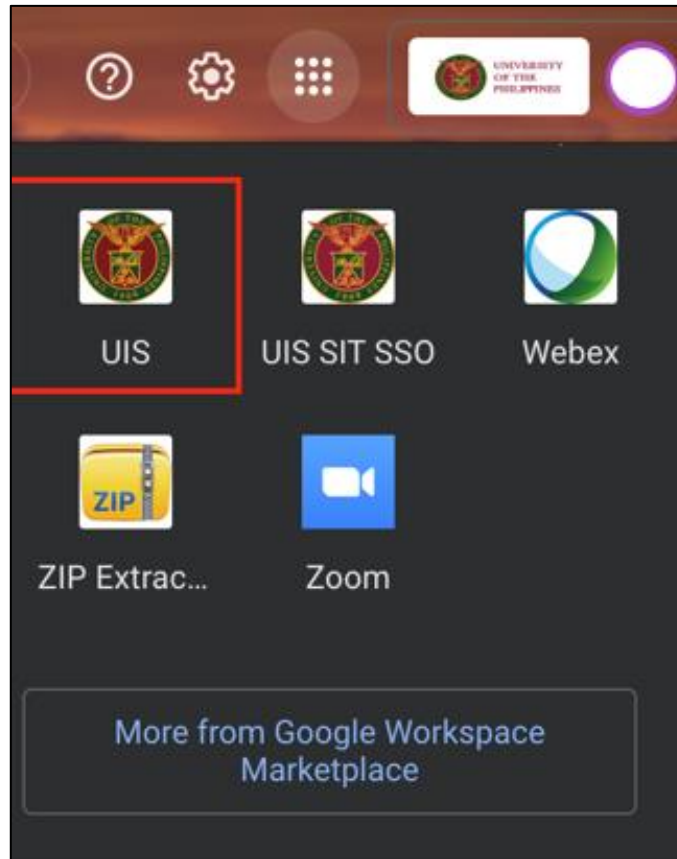
[Create account](#) [Next](#)

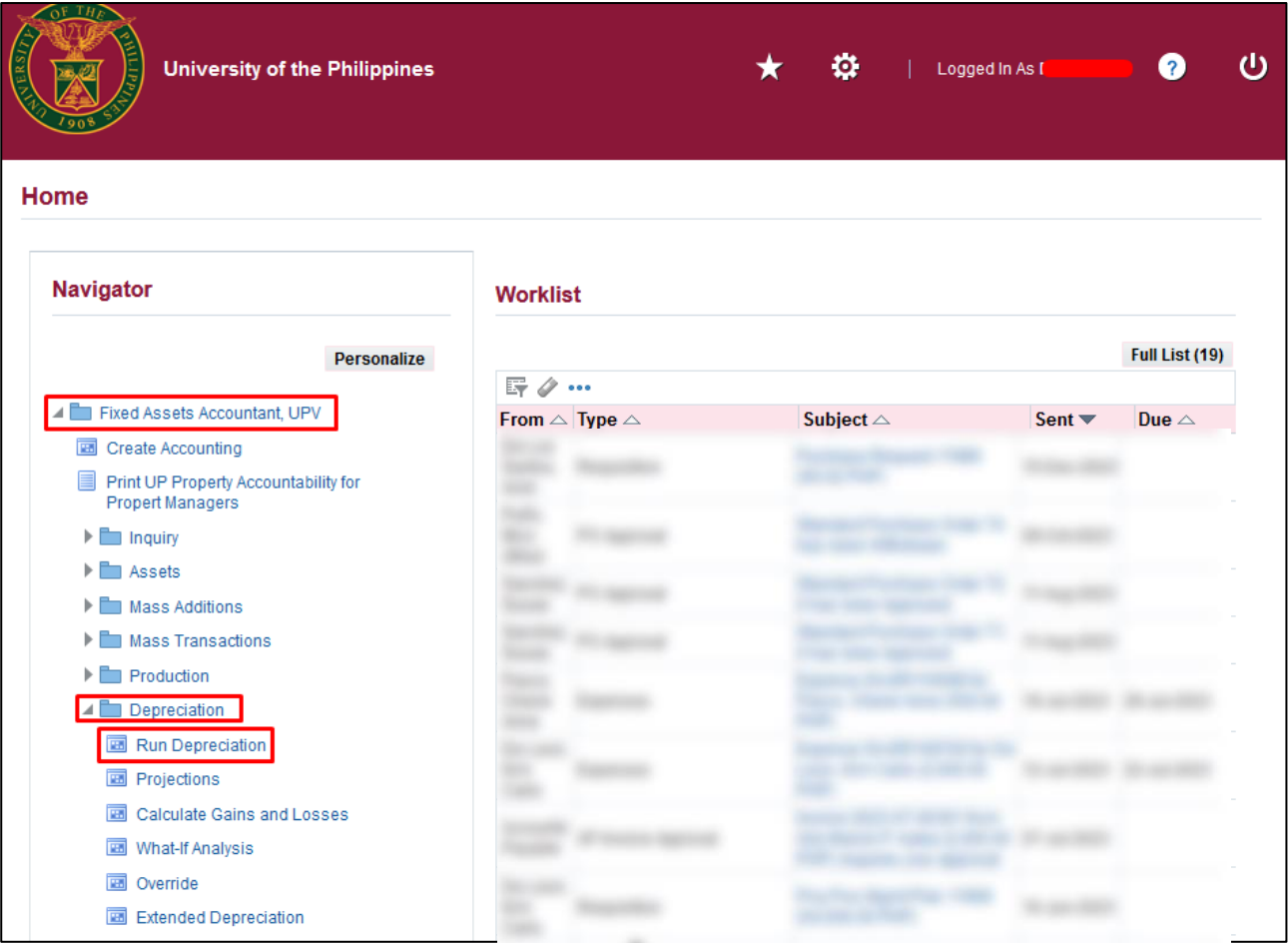
English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

**Step 1.** Go to  
**<https://uis.up.edu.ph>**

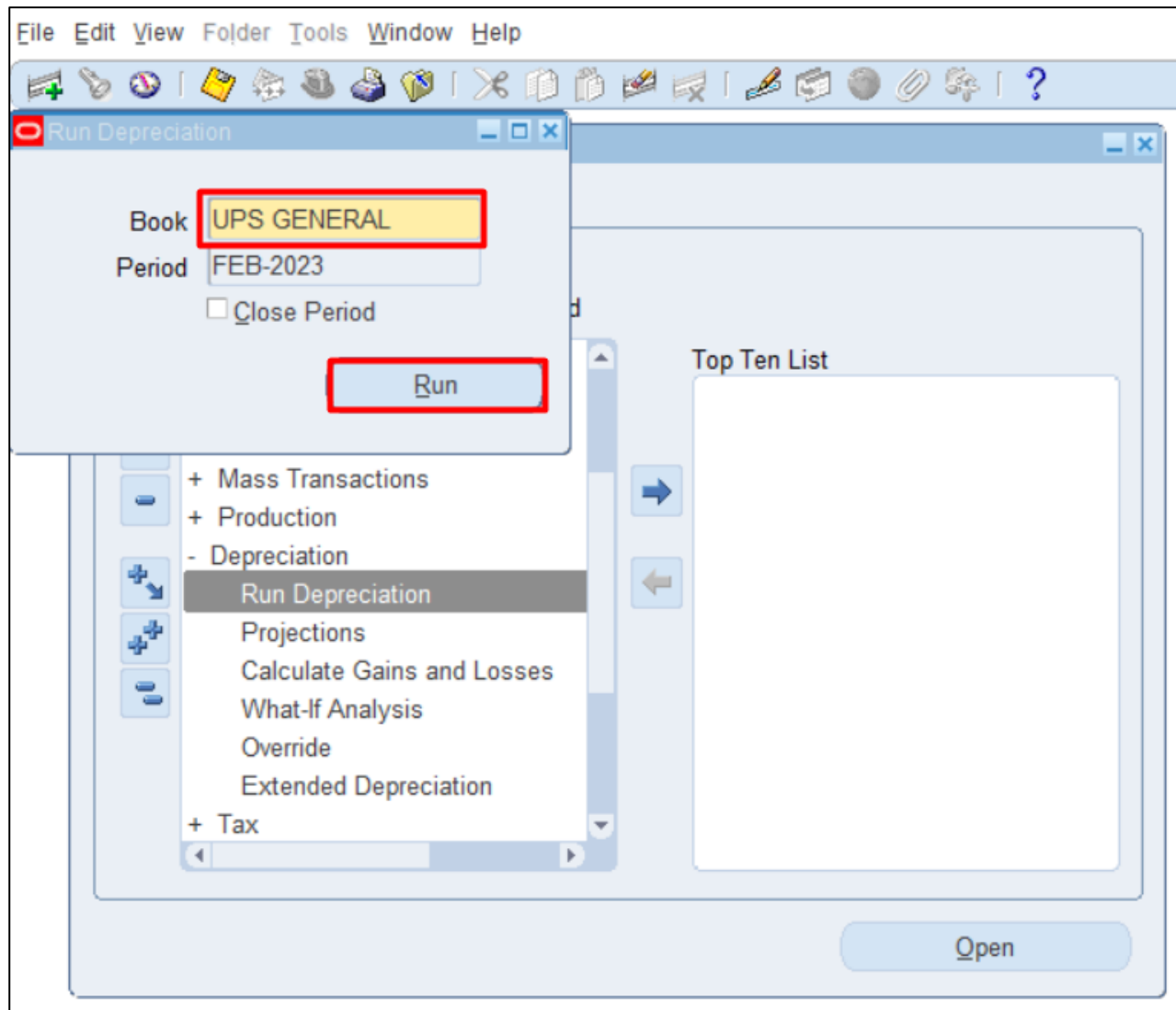
**Step 2.** Log-in your UP Mail  
credentials (e.g. ***email*** and  
***password***)

Or you may open your UP Mail  
and go to the Google Workspace  
and select **UIS**





**Step 3.** On the UIS Homepage, Navigate to **Fixed Assets Accountant Responsibility > Depreciation > Run Depreciation.**

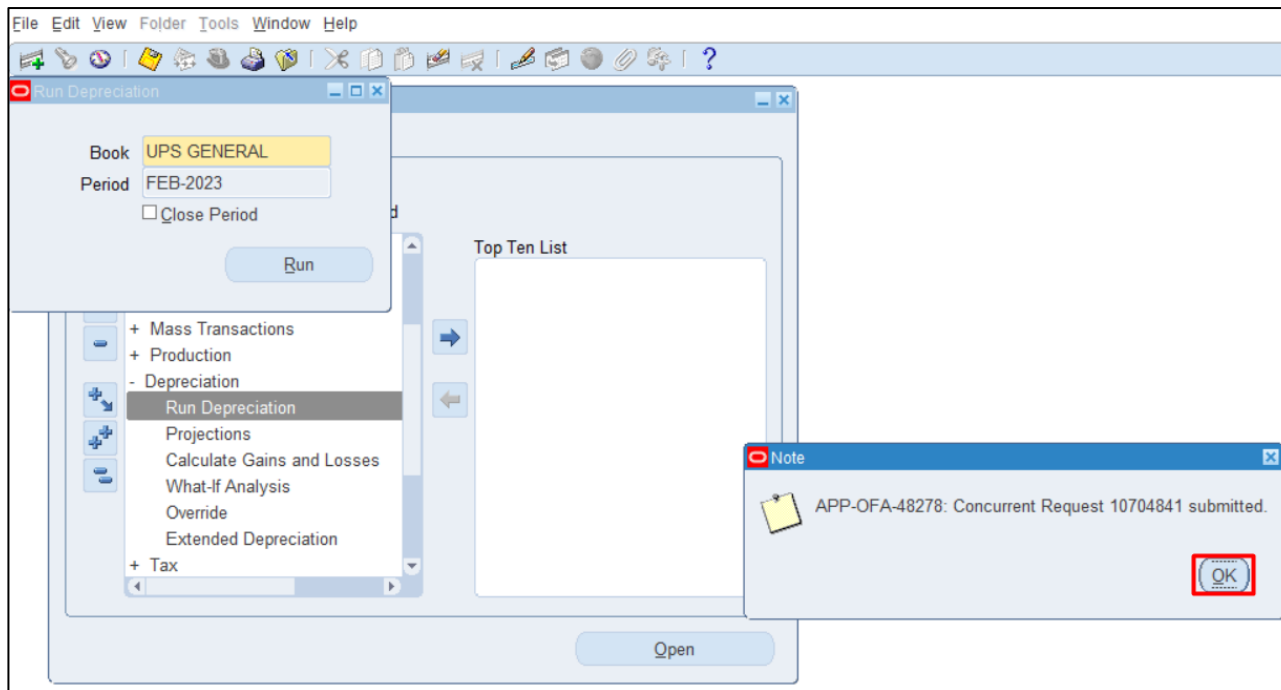


**Step 4.** Select **Book** to run depreciation.

The Period field will be automatically filled with value.

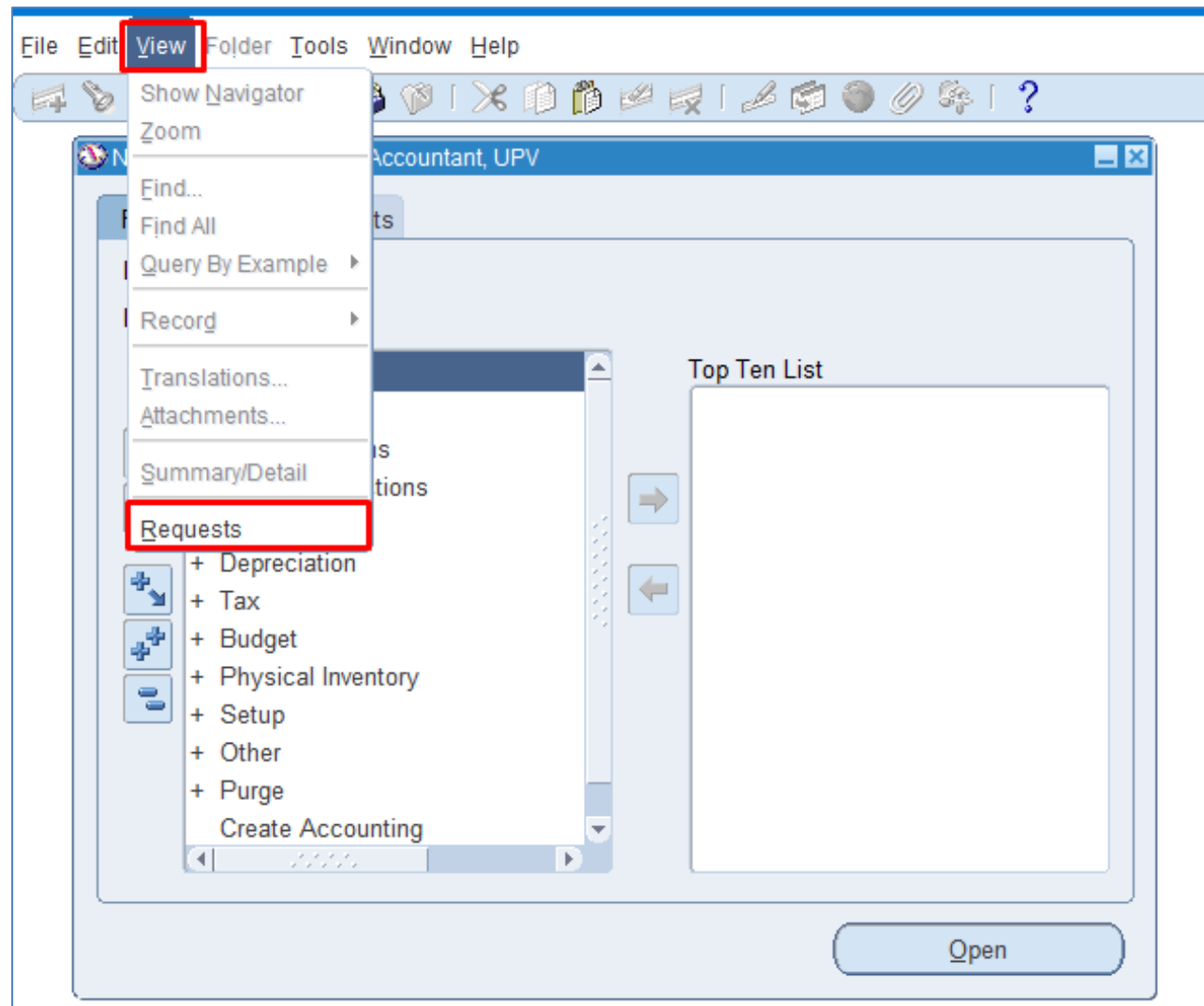
Click the **Run** button.

Note: You may run depreciation with or without closing the period. However, once you choose to close the program, you will no longer be able to reopen it.

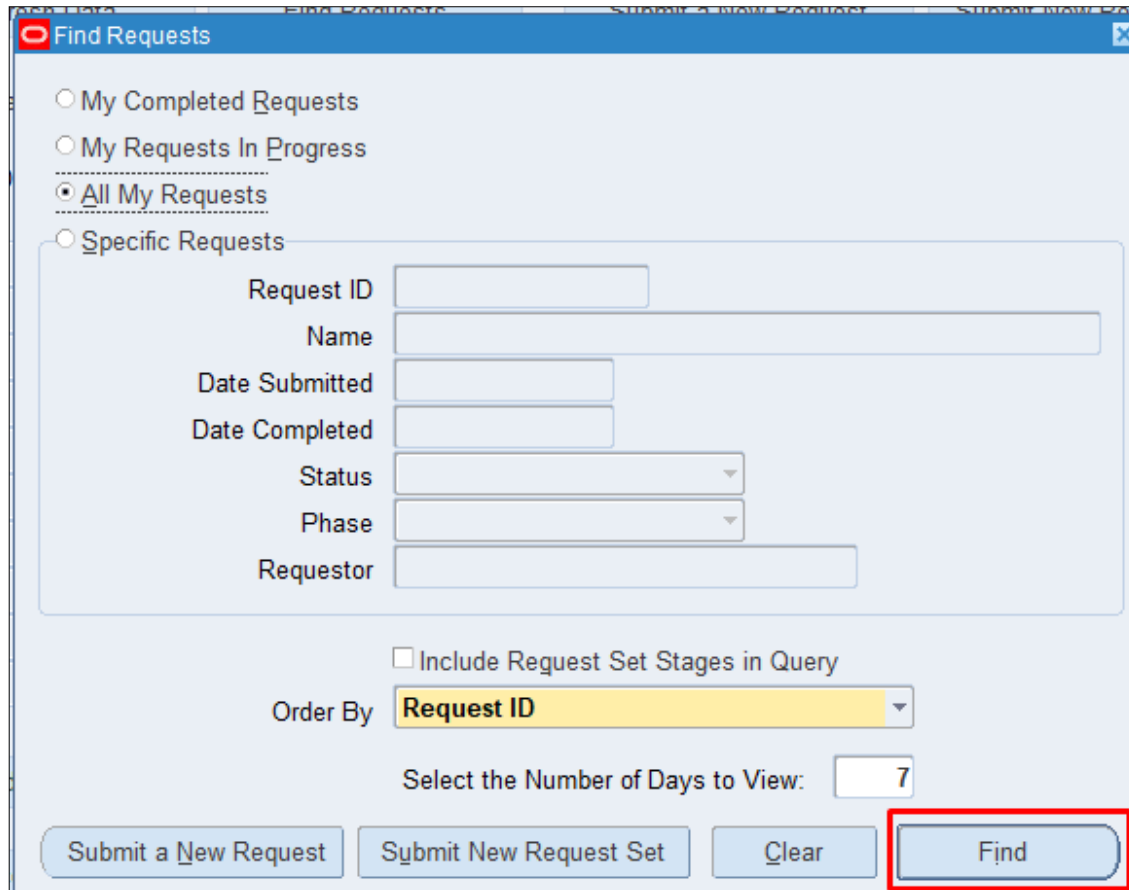


**Step 5.** A **Note** window will appear.

Click **OK**.



**Step 7.** Navigate through the **View** Then **Requests**



The image shows a 'Find Requests' dialog box with a blue header bar. It contains four radio button options: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these is a group box for 'Specific Requests' containing input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown), 'Phase' (a dropdown), and 'Requestor'. Below the group box is a checkbox 'Include Request Set Stages in Query' and an 'Order By' dropdown menu currently set to 'Request ID'. At the bottom, there is a label 'Select the Number of Days to View:' followed by a text input field containing the number '7'. At the very bottom are four buttons: 'Submit a New Request', 'Submit New Request Set', 'Clear', and 'Find'. The 'Find' button is highlighted with a red rectangular border.

**Find Requests**

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

**STEP 8.** Click ***Find***.

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
10704855	Journal Entry Reserve Ledge	10704841	Completed	Normal	UPS GENERAL, 2027, FEB-2
10704852	Depreciation Run	10704841	Completed	Normal	UPS GENERAL, FEB-2023, 0
10704849	Calculate Gains and Losse	10704841	Completed	Normal	UPS GENERAL
10704841	Depreciation Run Request		Completed	Normal	140, 622
10703119	Mass Additions Posting Re	10703114	Completed	Normal	UPS GENERAL
10703117	Mass Additions Post	10703114	Completed	Normal	UPS GENERAL, NORMAL
10703114	Post Mass Additions (Repc		Completed	Normal	140, 46
10696916	UP Summary of Taxes Wit		Completed	Normal	276, 2024/01/01 00:00:00, 202
10696349	Send Separate Remittance		Completed	Normal	561047, 610690, 610690, UP_
10696346	Send Separate Remittance		Completed	Normal	561046, 610689, 610689, UP_

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

**STEP 9.** Check the **Phase** and **Status** of the report, click the **Refresh Data** button until status is **Completed** and **Normal**, then click the **View Output** of the following:

- Calculate Gains and Losses
- Depreciation Run
- Journal Entry Reserve Ledger Report
- Process Pending Transactions



```
UNIVERSITY OF THE PHILIPPINES           Retirements Execution Report           20/02/2024 10:45:24

At beginning of Calculate Gain/Loss program
Book: UPS GENERAL
Request ID: 10704849
Number of successes: 0
Number of failures: 0
Program Calculate Gain/Loss completed successfully
```

This is the sample output of the ***Calculate Gains and Losses***.

```
Depreciation Program Exception Report
Depreciation: 2 assets processed
Do_dep routine completed
Program FADEPR completed successfully
```

This is the sample output of the ***Depreciation Run***.

UNIVERSITY OF THE PHILIPPINES
Currency: PHP
Book: UPS GENERAL
Unit: 01
Expense Account: 50501030
Reserve Account: 10603051
Journal Entry Reserve Ledger Report
Period: FEB-2023
Report Date: 20-FEB-2024 10:46
Page: 1

Respon	Asset-	Date Placed	Deprn	Life	Cost	Depreciation	Year-To-Date	Depreciation	Percent
sibili	Description	In Service	Method	Yr.Mo		Amount	Depreciation	Reserve	
SA0301	4396-TEST CIP	28-FEB-2023	STL	10.00	0.00	0.00	0.00	0.00	100.00 F
3001	Responsibility Center SA0301 Totals:				0.00	0.00	0.00	0.00	
Account 50501030/10603051 Totals:					0.00	0.00	0.00	0.00	

UNIVERSITY OF THE PHILIPPINES
Currency: PHP
Book: UPS GENERAL
Unit: 01
Expense Account: 50501040
Reserve Account: 10604011
Journal Entry Reserve Ledger Report
Period: FEB-2023
Report Date: 20-FEB-2024 10:46
Page: 2

Respon	Asset-	Date Placed	Deprn	Life	Cost	Depreciation	Year-To-Date	Depreciation	Percent
sibili	Description	In Service	Method	Yr.Mo		Amount	Depreciation	Reserve	
-	3392-ITDC Buildin	01-FEB-2023	STL	25.00	0.00	0.00	0.00	0.00	100.00 F
Responsibility Center - Totals:					0.00	0.00	0.00	0.00	
Account 50501040/10604011 Totals:					0.00	0.00	0.00	0.00	


This is the sample output of the ***Journal Entry Reserve Ledger Report***.

**DISCLAIMER:** The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



# Create Accounting



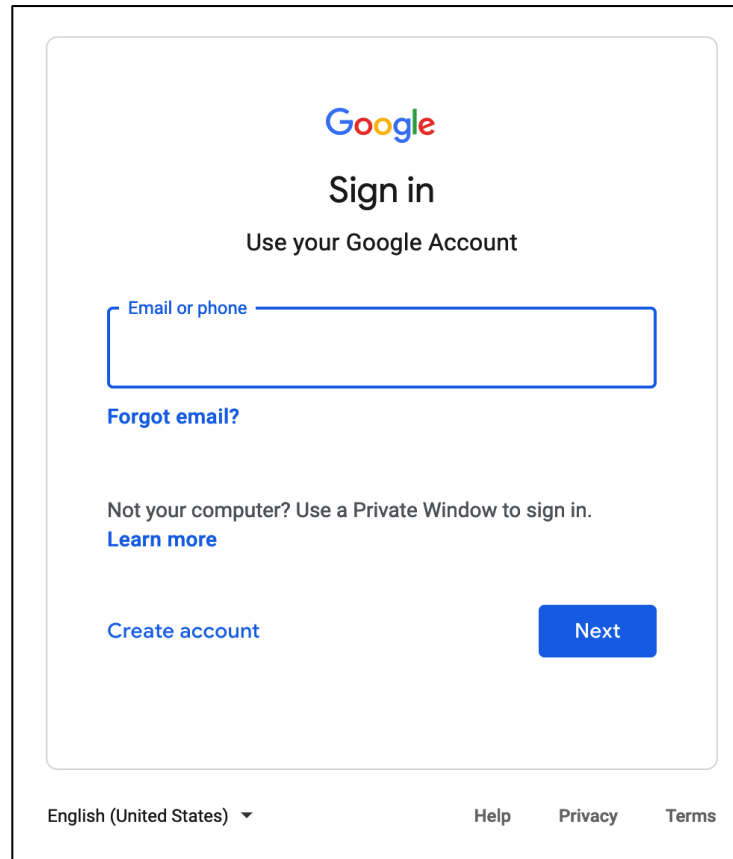
## 1. DOCUMENT CONTROL

### 1.8 Change Record

Date	Author	Version	Change Reference:
09 January 2024	Riza A. Nequias	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Create Accounting
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Fixed Asset Module
<b>Responsibility</b>	Fixed Assets Accountant
<b>Purpose</b>	To post all asset transactions for the period
<b>Data Requirement</b>	Period to be closed
<b>Dependencies</b>	Open period
<b>Scenario</b>	An accountant will create accounting to post transactions for the period.

A screenshot of the Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is present. Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

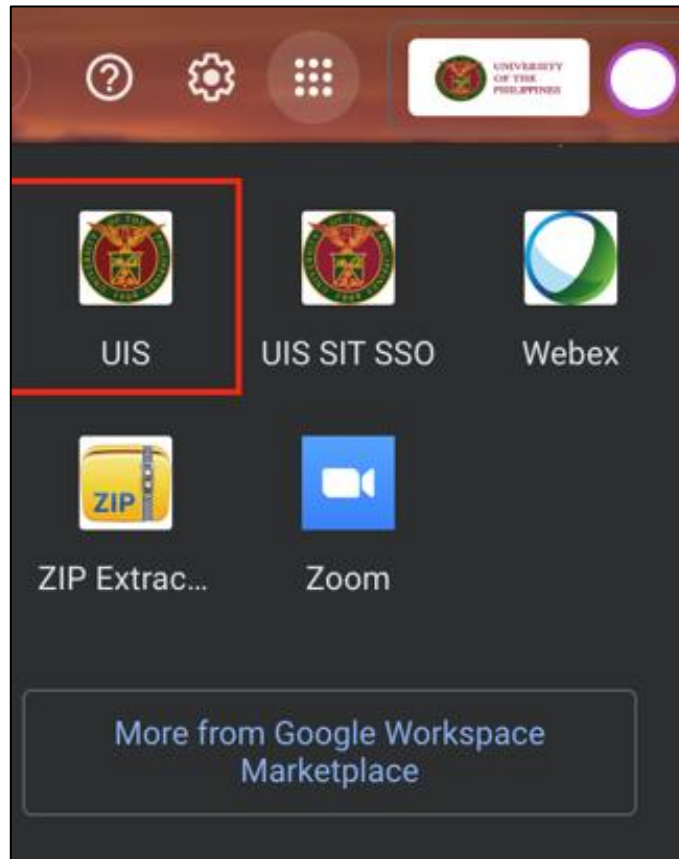
[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

**Step 1.** Go to  
**<https://uis.up.edu.ph>**

**Step 2.** Log-in your UP Mail  
credentials (e.g. ***email*** and  
***password***)

Or you may open your UP Mail  
and go to the Google Workspace  
and select **UIS**



University of the Philippines

Logged In As RANEQUIAS

Home

- Fixed Assets Accountant, UPS
- Create Accounting
- Print UP Property Accountability for Property Managers
- Inquiry
- Assets
- Mass Additions
- Mass Transactions
- Production
- Depreciation
- Tax
- Budget
- Physical Inventory
- Setup
- Other
- Purge

Worklist

Full List (19)

From	Type	Subject	Sent	Due

**Step 3.** On the UIS Homepage, Navigate to **Fixed Assets Accountant Responsibility > Create Accounting**



**Step 4.** Fill in the following parameters:

- Book Type Code
- Process Category
- End Date
- Accounting Mode
- Errors Only
- Report
- Transfer to General Ledger
- Post in General Ledger
- General Ledger Batch Name
- Include User Transaction Identifiers

Field Name	Description	Remarks
Book Type Code	Choose the corporate book or the tax book from the list of values	List of values
Process Category	Choose the transaction event from the list of values for which you want to run Create Accounting. If this field is left blank, then Create Accounting is run for all transaction events in Oracle Assets.	List of Values (Optional)
End Date	The default value for this is the system date. You can change the date. All transactions with an accounting date that is the same or prior to this date will be processed by this program.	Date Format: DD-MON-YYYY
Accounting Mode	The default value is Final. You can change the value to Draft. If the accounting is done in Draft mode, the accounting can be re-run later again in Draft mode or in Final mode. If the mode is Draft, you can neither transfer accounting entries to General Ledger nor post them in General Ledger.	Final or Draft
Errors Only	The default value is No. Select Yes to limit the creation of accounting to events for which accounting has previously failed. If you select Yes, the process selects only those events that have a status of Error for processing. Select No to process all events. This field is required.	Yes or No
Report	The default value is summary. You can select Detail or No Report. The value determines whether there will be a report output and also whether the output will be in Summary or in Detail.	List of values
Transfer to General Ledger	The default value is Yes. You can select No if you do not want to transfer journal entries to General Ledger.	List of values
Post in General Ledger	This field is enabled only if the Transfer to General Ledger value is set to Yes. The default value for this field is No. If you set the value to Yes, the journal entries that are transferred to General Ledger will be posted in General Ledger.	Yes or No
General Ledger Batch Name	This field is enabled only if the Transfer to General Ledger value is set to Yes. You can optionally enter a batch name for the transfer. The batch name will be prefixed to the Journal Entry Batch name.	Free Text
Include User Transaction Identifiers	The default value is No. You can set the value to Yes if you want the transaction identifiers to appear in the report output.	Yes or No

The image shows two overlapping windows from the FMIS system. The background window is titled 'Submit Request' and contains fields for 'Name' (Create Accounting - Assets), 'Operating Unit', 'Parameters' (UPS GENERAL:UP System::26-FEB-2024:Final:No:Detail:Yes:Yes::No), and 'Language' (American English). It also has sections for 'At these Times', 'Schedule Description', 'Upon Completion', 'Layout', 'Notify', and 'Print to'. The foreground window is titled 'Parameters' and contains the following fields: 'Book Type Code' (UPS GENERAL), 'Ledger' (UP System), 'Process Category', 'End Date' (28-FEB-2023), 'Accounting Mode' (Final), 'Errors Only' (No), 'Report' (Detail), 'Transfer to General Ledger' (Yes), 'Post in General Ledger' (Yes), 'General Ledger Batch Name', and 'Include User Transaction Identifiers' (No). The 'OK' button at the bottom of the 'Parameters' window is highlighted with a red rectangle.

Click **OK**.

**Submit Request**

Run this Request

Copy

Name: Create Accounting - Assets

Operating Unit:

Parameters: UPS GENERAL:UP System::28-FEB-2023:Final:No:Detail:Yes:Yes::No

Language: American English

Language Settings

Debug Options

At these Times

Schedule Description: As Soon as Possible

Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout: Create Accounting Program Report - Assets

Options

Notify:

Delivery Opts

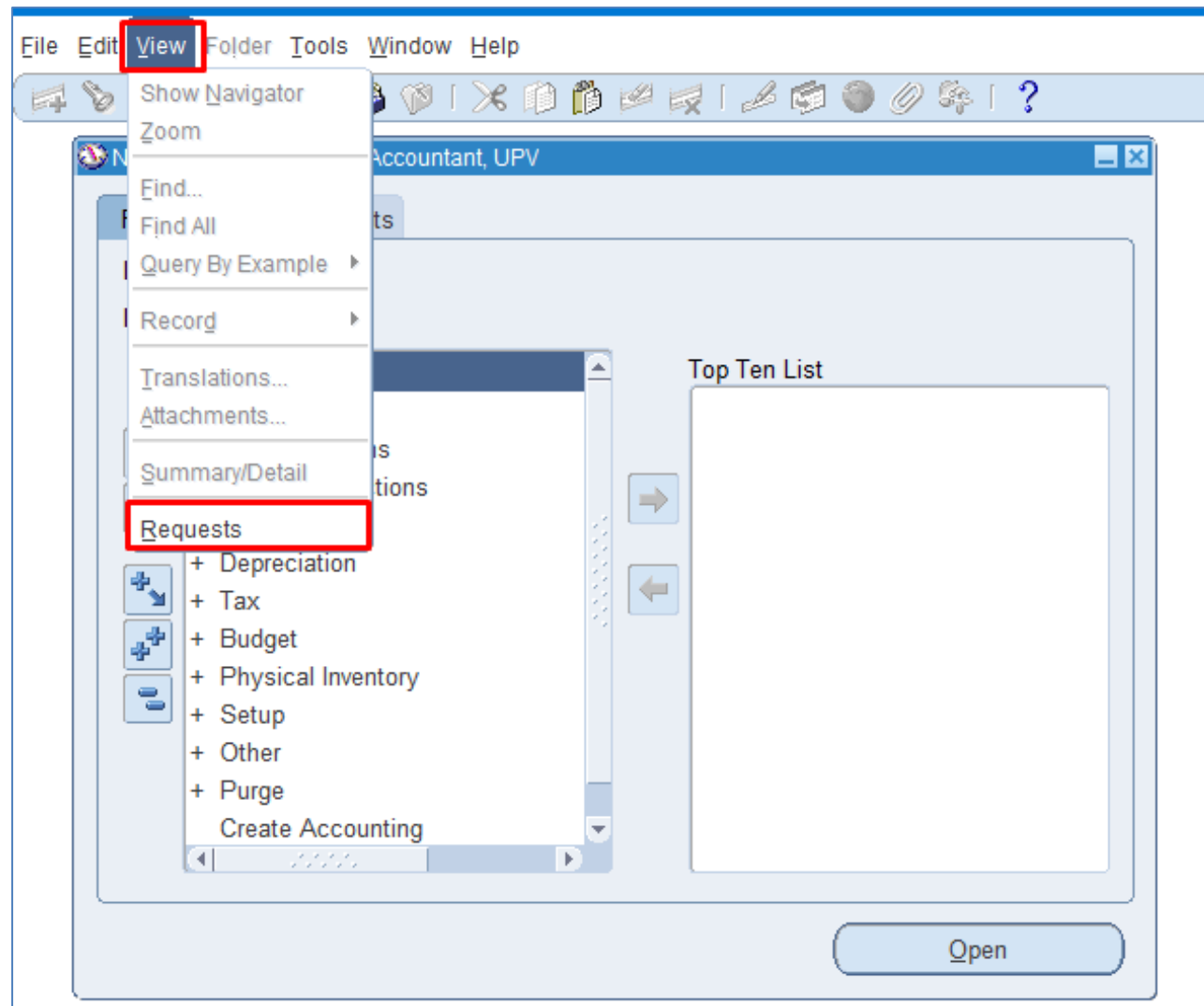
Print to: noprint

Help (C)

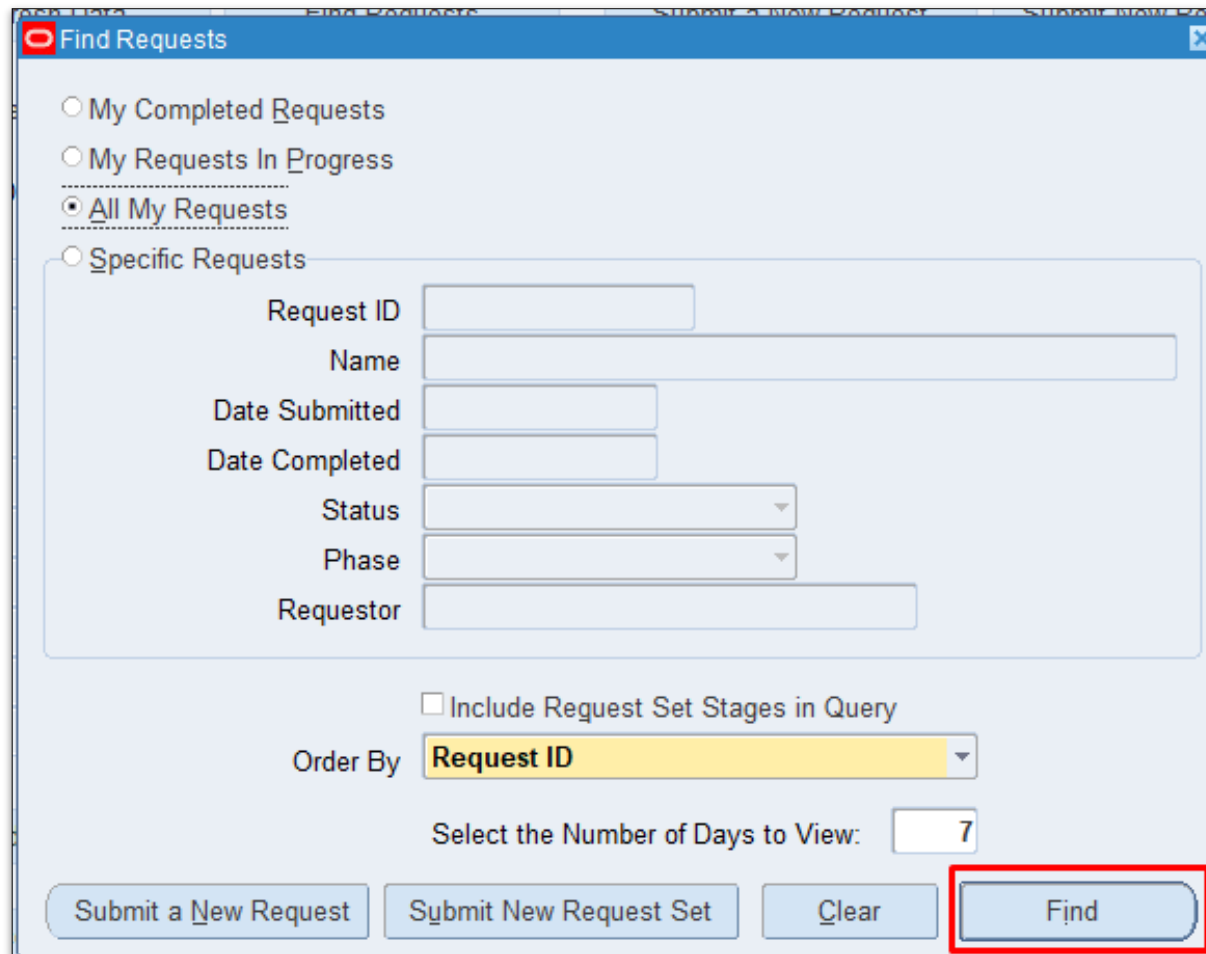
**Submit**

Cancel

**Step 5. Click Submit.**



**Step 7.** Navigate through the **View** Then **Requests**



The image shows a 'Find Requests' dialog box with a blue title bar. It contains four radio button options: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these is a group box for 'Specific Requests' containing input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown), 'Phase' (a dropdown), and 'Requestor'. Below the group box is a checkbox 'Include Request Set Stages in Query' and an 'Order By' dropdown menu currently set to 'Request ID'. At the bottom, there is a label 'Select the Number of Days to View:' followed by a text input field containing the number '7'. At the very bottom are four buttons: 'Submit a New Request', 'Submit New Request Set', 'Clear', and 'Find'. The 'Find' button is highlighted with a red rectangular border.

**STEP 8.** Click ***Find***.

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X)

Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
10717651	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717650	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717649	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717648	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717647	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717646	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717645	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717644	Journal Import		Completed	Normal	144568, -602, N, , N, N, Y
10717642	Accounting Program		Completed	Normal	140, 2027, 2023/02/28, F, N, 4
10717641	Create Accounting - Asset		Completed	Normal	APPS GENERAL, 140, 140, Y,

Hgld Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

**STEP 9.** Check the **Phase** and **Status** of the report, click the **Refresh Data** button until status is **Completed** and **Normal**, then click the **View Output** of the following:

- Create Accounting – Assets
- Journal Import
- GL\_JE\_HEADERS (Check Event Alert)
- Posting: Single Ledger

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X)

Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
10717932	Update Subledger Account		Completed	Normal	140, 2027, 423901, A
10717931	Posting: Single Ledger		Completed	Normal	2027, 1002, 101, 780399
10717930	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717929	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717928	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717927	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717926	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717925	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717924	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^
10717923	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, A^

Hgld Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

ORACLE

Subledger Accounting

UP System

Subledger Accounting Program Report

Report Date

Feb 26, 2024

Page

1 of 112

Application

Assets

Process Category

End Date

Feb 28, 2023

Accounting Mode

Final

Report Level

Detail

Errors Only

No

Transfer to General Ledger

Yes

Post in General Ledger

Yes

General Ledger Batch Name

Report Summary

Event Class	Number of Documents	Number of Events		Ledger	Journal Entries	
		Processed	In Error		Balance Type	Count
Additions	19	14	5	UP System	Actual	14
Adjustments	10	10	0	UP System	Actual	10
Depreciation	300	250	50	UP System	Actual	250
Retirements	3	3	0	UP System	Actual	3
Transfers	11	9	2	UP System	Actual	9

Event Class	Number of Non Accountable Events
Additions	2
Retirements	2
Capitalization	2
CIP Additions	2

Transfer to General Ledger Summary

Ledger	Journal Entries		
	Balance Type	Transferred	Not Transferred
UP System		286	0

NOTE

This is the sample output of the **Create Accounting – Assets**





Journal Import Execution Report									
Concurrent Request ID: 10717644					Date: 26-FEB-24 14:24				
					Page: 1				
Journal Entry	Source Name	Group Id	Status	Total Lines	Total Batches	Total Headers	Total Unbalanced Batches	Total Unbalanced Headers	Total Flex Errors
Assets		210626	Success	695	50	286	0	0	0
*** TOTALS ***				695	50	286	0	0	0
===== Batches Created =====									
Warning Batch Name				Period Name	Total Lines	Total Headers	Total Accounted Debits	Total Accounted Credits	
Assets A	210626	10717644		FEB-23	107	41	2142089.78	2142089.78	
Assets A	210626	10717644		DEC-19	12	5	3124.75	3124.75	
Assets A	210626	10717644		DEC-20	12	5	3124.75	3124.75	
Assets A	210626	10717644		DEC-21	12	5	3124.75	3124.75	
Assets A	210626	10717644		DEC-22	12	5	3124.75	3124.75	
Assets A	210626	10717644		JAN-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		FEB-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		MAR-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		APR-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		MAY-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		JUN-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		JUL-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		AUG-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		SEP-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		OCT-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		NOV-19	12	5	3124.76	3124.76	
Assets A	210626	10717644		JAN-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		FEB-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		MAR-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		APR-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		MAY-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		JUN-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		JUL-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		AUG-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		SEP-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		OCT-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		NOV-20	12	5	3124.76	3124.76	
Assets A	210626	10717644		JAN-21	12	5	3124.76	3124.76	
Assets A	210626	10717644		FEB-21	12	5	3124.76	3124.76	
Assets A	210626	10717644		MAR-21	12	5	3124.76	3124.76	
Assets A	210626	10717644		APR-21	12	5	3124.76	3124.76	
Assets A	210626	10717644		MAY-21	12	5	3124.76	3124.76	
Assets A	210626	10717644		JUN-21	12	5	3124.76	3124.76	
Assets A	210626	10717644		JUL-21	12	5	3124.76	3124.76	

This is the sample output of the **Journal Import**.

Click the link below to view the whole **Journal Import**.

<https://drive.google.com/file/d/1mJ95xXTeBXMniLMtwljYRxqE1ozvVxri/view?usp=sharing>

```
***** (ROUTINE=alepaa) (FILE=7589603/alr/lib/alepea.c) (LINE=1078)
Performing alert "Alert for Journal Entries" (ROUTINE=alepaa) (FILE=7589603/alr/lib/alepea.c) (LINE=1080)
Connecting to "APPS (276)" (ROUTINE=alepaa) (FILE=7589603/alr/lib/alepea.c) (LINE=1169)
Performing action set "Journal Entry Test Message" (ROUTINE=alepaa) (FILE=7589603/alr/lib/alepea.c) (LINE=287)
Oracle Alert did not perform the detail action "Journal Entry Test Message" because no exceptions were returned for this action set.
(ROUTINE=check_action) (FILE=7589603/alr/lib/alepea.c) (LINE=180)
```

This is the sample output of the **GL\_JE\_HEADERS (Check Event Alert)**.

UP SystemPosting Validation ReportDate: 26-FEB-24 14:25Page: 1

concurrent request id: 10717931

===== Valid Journal Entry Batches =====

Batch Name	Period Name
Assets A 210626 10717644	APR-19
Assets A 210626 10717644	APR-20
Assets A 210626 10717644	APR-21
Assets A 210626 10717644	APR-22
Assets A 210626 10717644	AUG-19
Assets A 210626 10717644	AUG-20
Assets A 210626 10717644	AUG-21
Assets A 210626 10717644	AUG-22
Assets A 210626 10717644	DEC-19
Assets A 210626 10717644	DEC-20
Assets A 210626 10717644	DEC-21
Assets A 210626 10717644	DEC-22
Assets A 210626 10717644	FEB-19
Assets A 210626 10717644	FEB-20
Assets A 210626 10717644	FEB-21
Assets A 210626 10717644	FEB-22
Assets A 210626 10717644	FEB-23
Assets A 210626 10717644	JAN-19
Assets A 210626 10717644	JAN-20
Assets A 210626 10717644	JAN-21
Assets A 210626 10717644	JAN-22
Assets A 210626 10717644	JAN-23
Assets A 210626 10717644	JUL-19
Assets A 210626 10717644	JUL-20
Assets A 210626 10717644	JUL-21
Assets A 210626 10717644	JUL-22
Assets A 210626 10717644	JUN-19
Assets A 210626 10717644	JUN-20
Assets A 210626 10717644	JUN-21
Assets A 210626 10717644	JUN-22
Assets A 210626 10717644	MAR-19
Assets A 210626 10717644	MAR-20
Assets A 210626 10717644	MAR-21
Assets A 210626 10717644	MAR-22
Assets A 210626 10717644	MAY-19
Assets A 210626 10717644	MAY-20
Assets A 210626 10717644	MAY-21
Assets A 210626 10717644	MAY-22
Assets A 210626 10717644	NOV-19

This is the sample output of the **Posting: Single Ledger**

<https://drive.google.com/file/d/1du91LdZqZ3ulP07JHA2EOZ2xXn9WROjw/vi ew?usp=sharing>

**DISCLAIMER:** The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)



# **Close Asset Period**



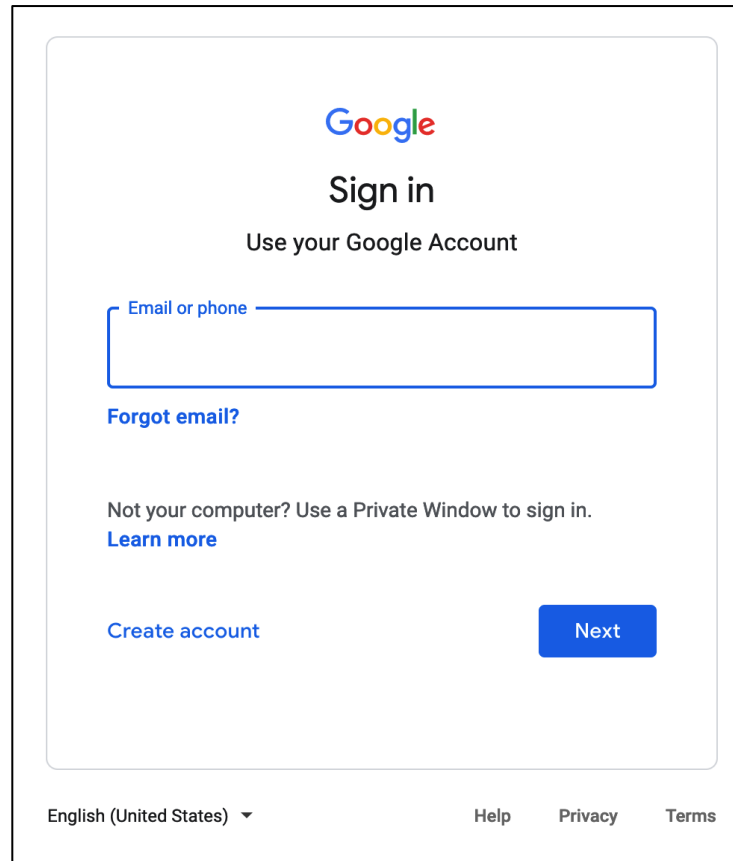
## 1. DOCUMENT CONTROL

### 1.9 Change Record

Date	Author	Version	Change Reference:
09 January 2024	Riza A. Nequias	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Close Asset Period
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Fixed Asset Module
<b>Responsibility</b>	Fixed Assets Accountant
<b>Purpose</b>	To process all assets in a book for a period
<b>Data Requirement</b>	None
<b>Dependencies</b>	None
<b>Scenario</b>	An accountant will close the period through the run depreciation

A screenshot of the Google Sign in interface. At the top is the Google logo. Below it is the text "Sign in" and "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down is the text "Not your computer? Use a Private Window to sign in." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the interface, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use a Private Window to sign in.  
[Learn more](#)

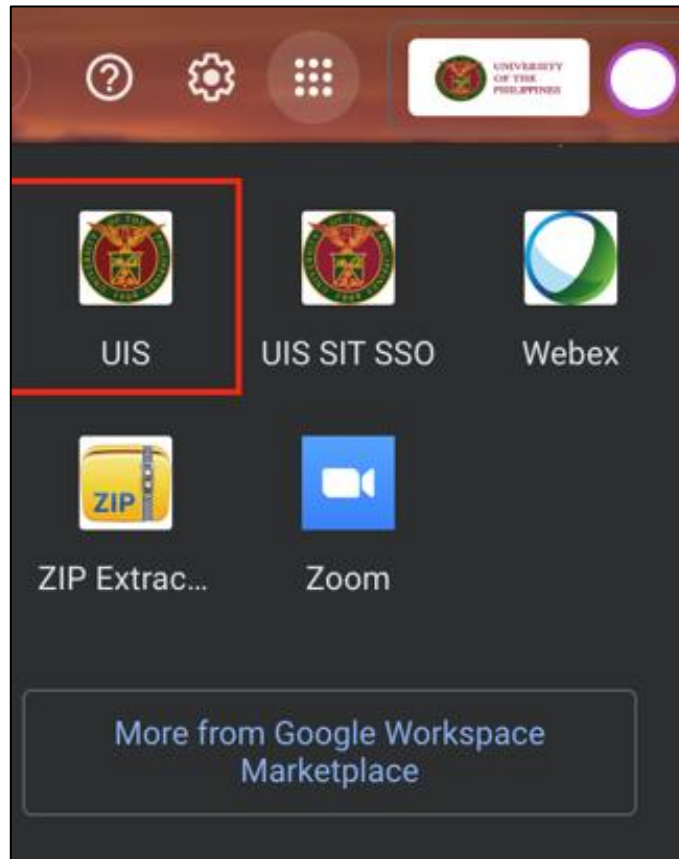
[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

**Step 1.** Go to  
**<https://uis.up.edu.ph>**

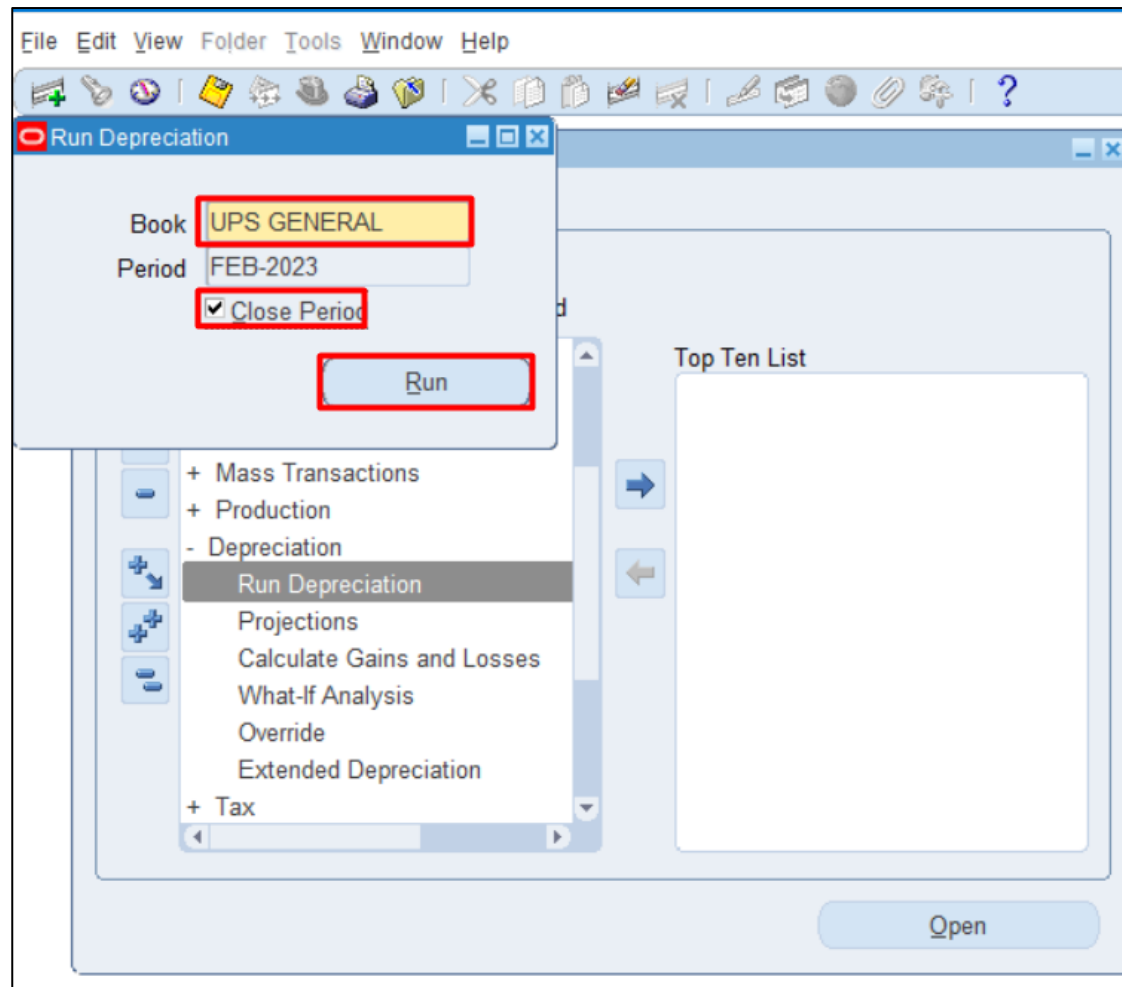
**Step 2.** Log-in your UP Mail  
credentials (e.g. ***email*** and  
***password***)

Or you may open your UP Mail  
and go to the Google Workspace  
and select **UIS**



**Step 3.** On the UIS Homepage, Navigate to **Fixed Assets Accountant Responsibility > Depreciation > Run Depreciation.**





**Step 4.** On the **Run Depreciation**

Select **Book** to run depreciation.

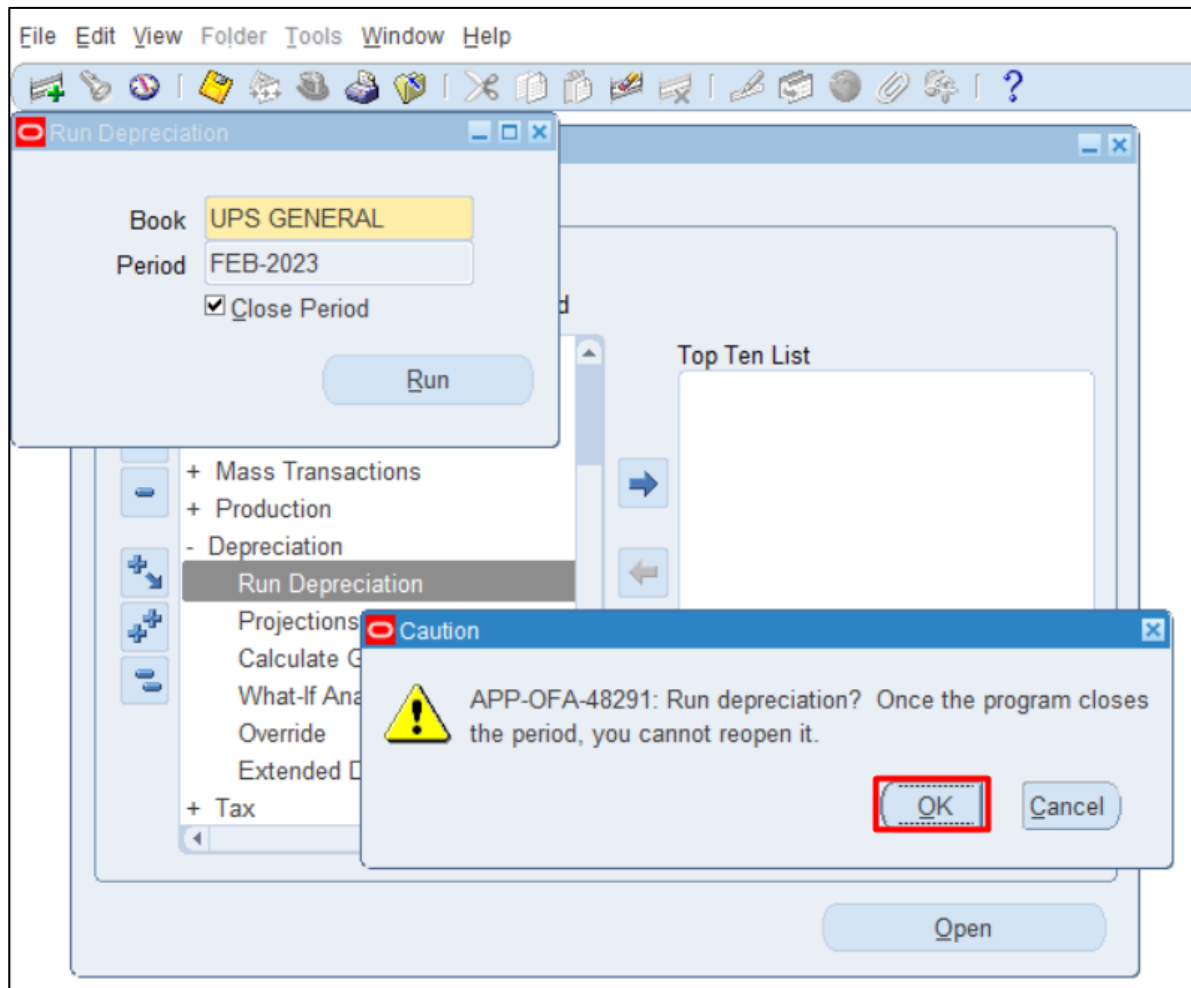
The Period field will be automatically filled with value.

To close the period, select the **Close Period** checkbox.

Then click the **Run** button.

**Attention:** Ensure that you have entered all transactions for the period before you run depreciation. Once you run depreciation with the Close Period check box selected, the program closes the period, and you cannot reopen it.

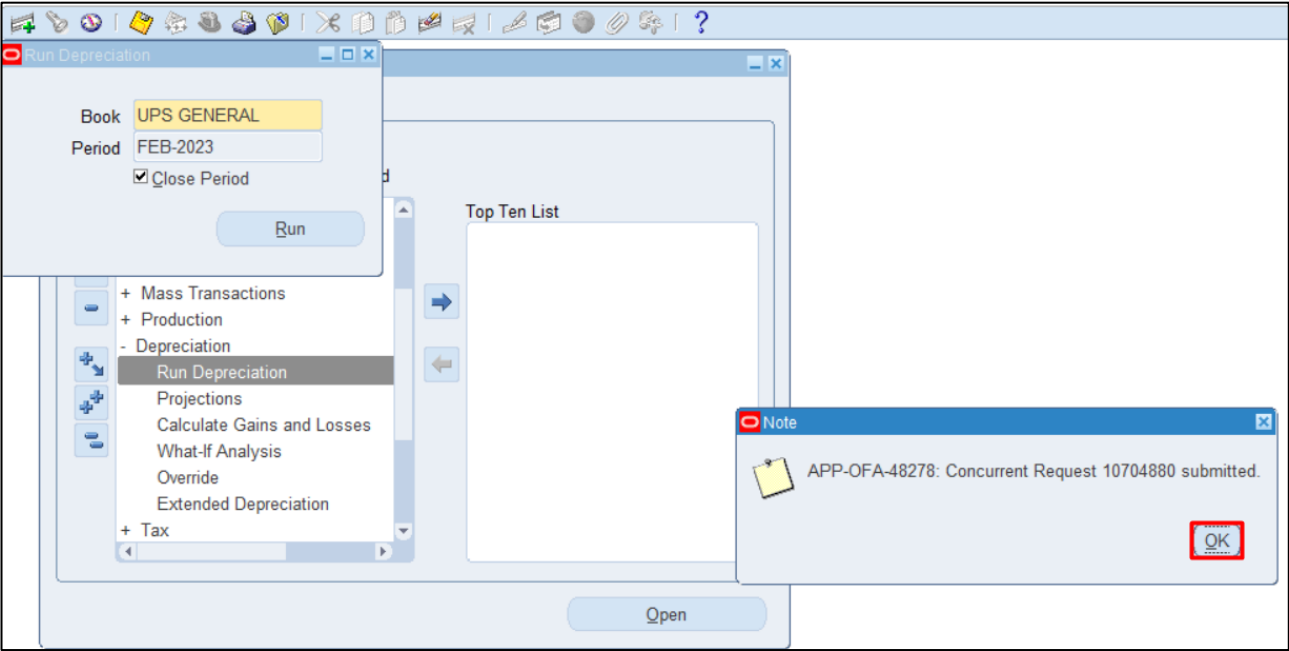
**Note:** You may run depreciation with or without closing the period. However, once you choose to close the program, you will no longer be able to reopen it.

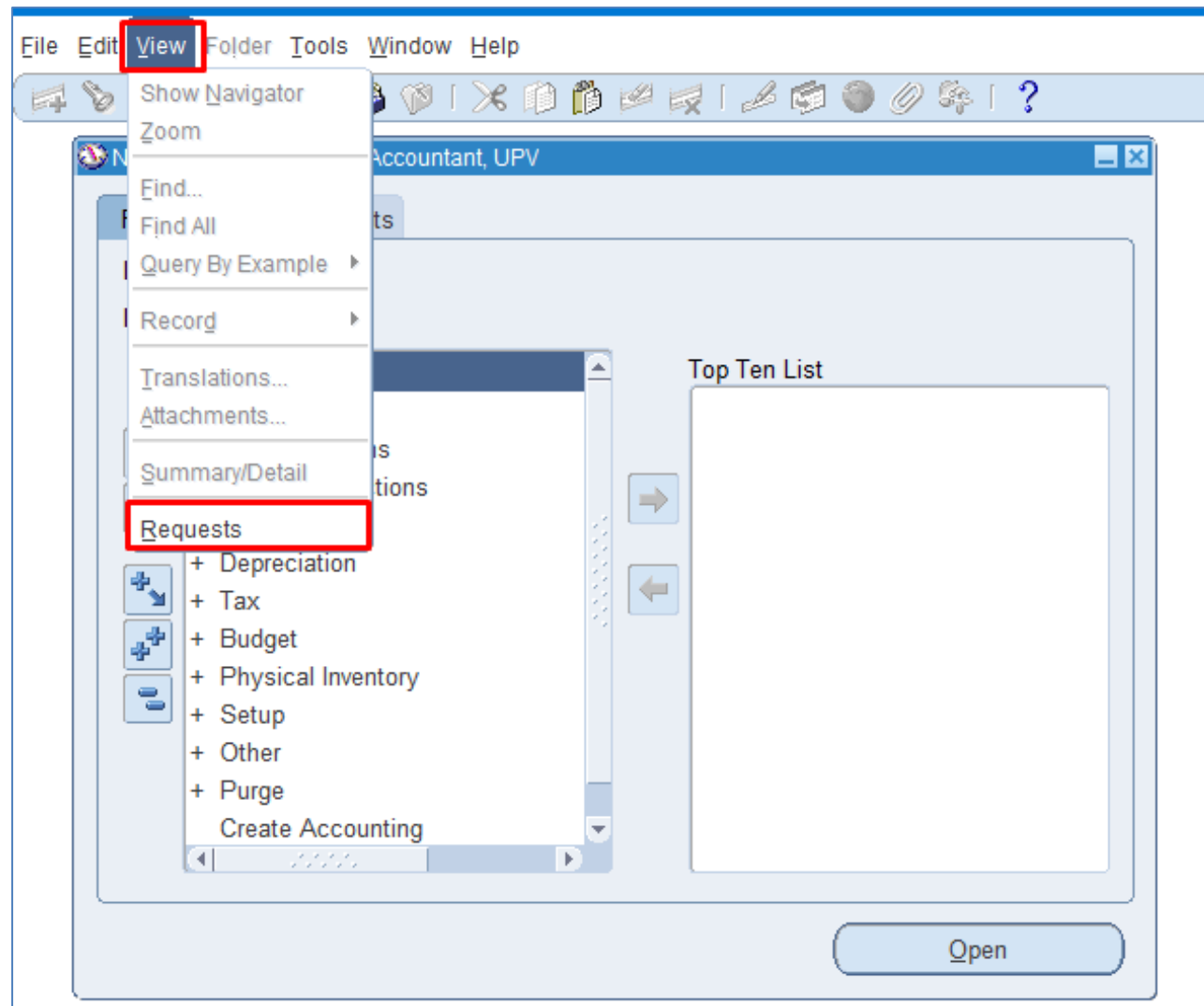


**Step 5.** A **Caution** window will appear.

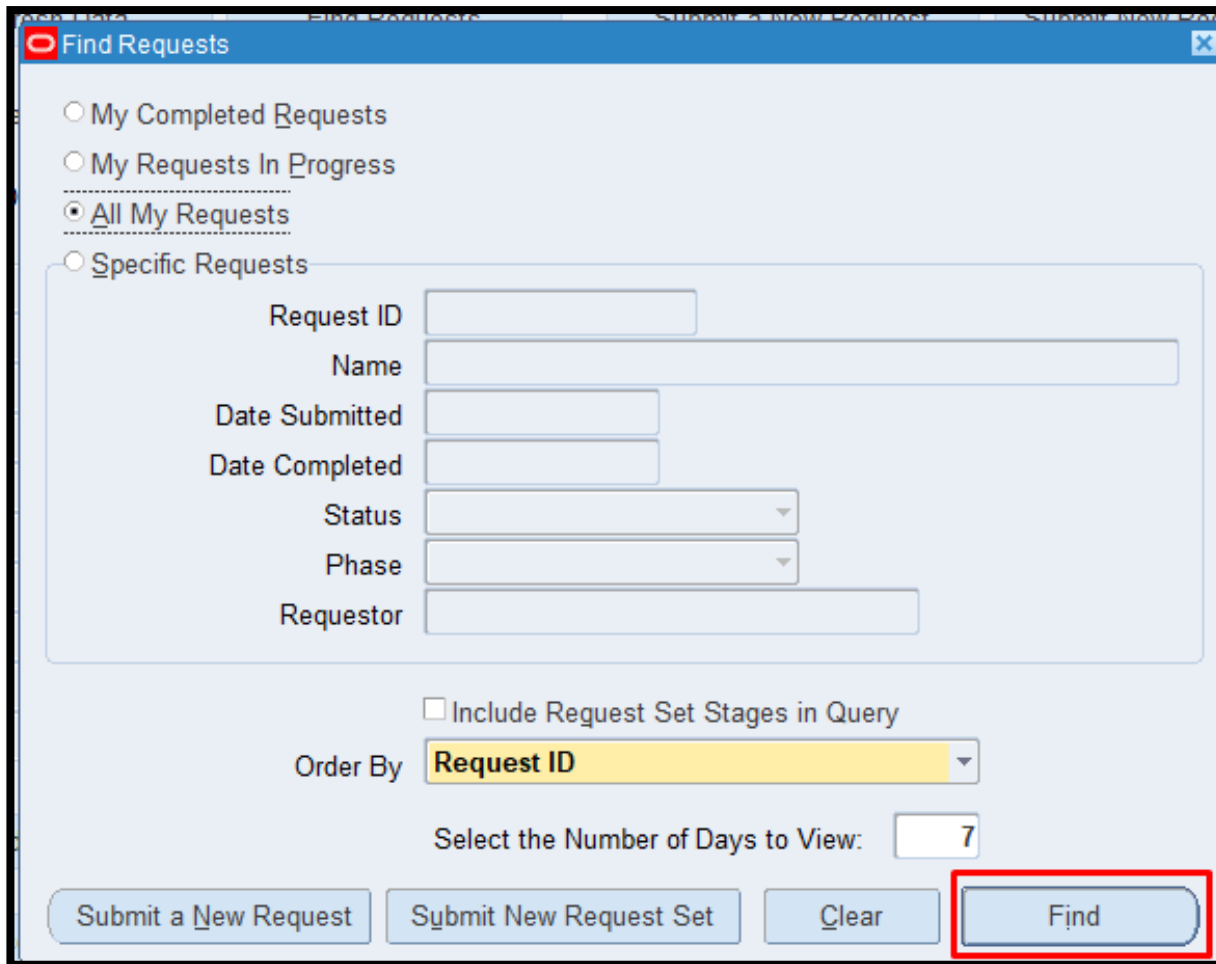
Click **OK**.

**Step 6. Click OK.**





**Step 7.** Navigate through the **View** Then **Requests**



The image shows a 'Find Requests' dialog box with a blue header bar containing a red icon and the title 'Find Requests'. Below the header, there are four radio button options: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Under 'Specific Requests', there is a group of input fields: 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown menu), 'Phase' (a dropdown menu), and 'Requestor'. Below these fields is a checkbox labeled 'Include Request Set Stages in Query'. Underneath the checkbox is an 'Order By' dropdown menu currently set to 'Request ID'. Below the dropdown is a label 'Select the Number of Days to View:' followed by a text input field containing the number '7'. At the bottom of the dialog, there are four buttons: 'Submit a New Request', 'Submit New Request Set', 'Clear', and 'Find'. The 'Find' button is highlighted with a red rectangular border.

**STEP 8.** Click **Find**.

**Requests**

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
10619854	Process Pending Transactions	10619840	Completed	Normal	UPV GENERAL, FUTURE
10619851	Journal Entry Reserve Ledger	10619840	Completed	Normal	UPV GENERAL, 2037, JAN-20
10619848	Depreciation Run	10619840	Completed	Normal	UPV GENERAL, JAN-2019, 1,
10619845	Calculate Gains and Losses	10619840	Completed	Normal	UPV GENERAL
10619840	Depreciation Run Request		Completed	Normal	140, 620
10619725	Journal Entry Reserve Ledger	10619717	Completed	Normal	UPV GENERAL, 2037, JAN-20
10619723	Depreciation Run	10619717	Completed	Normal	UPV GENERAL, JAN-2019, 0,
10619720	Calculate Gains and Losses	10619717	Completed	Normal	UPV GENERAL
10619717	Depreciation Run Request		Completed	Normal	140, 622
10607253	Asset Transfers Report		Completed	Normal	UPS GENERAL, 2027, DEC-2

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

**STEP 9.** Check the **Phase** and **Status** of the report, click the **Refresh Data** button until status is **Completed** and **Normal**, then click the **View Output** of the following:

- Calculate Gains and Losses
- Depreciation Run
- Journal Entry Reserve Ledger Report
- Process Pending Transactions

```
UNIVERSITY OF THE PHILIPPINES           Retirements Execution Report           20/02/2024 11:05:25

At beginning of Calculate Gain/Loss program
Book: UPS GENERAL
Request ID: 10704885
Number of successes: 0
Number of failures: 0
Program Calculate Gain/Loss completed successfully
```

This is the sample output of the ***Calculate Gains and Losses***.

```
Depreciation Program Exception Report
Do_dep routine completed
Program FADEPR completed successfully
Cannot read value for profile option TIME_DIAGNOSTIC in routine &ROUTINE.
```

This is the sample output of the ***Depreciation Run***.

This is the sample output  
of the **Journal Entry  
Reserve Ledger Report.**

UNIVERSITY OF THE PHILIPPINES

Journal Entry Reserve Ledger Report

Report Date: 20-FEB-2024 11:06

Currency: PHP

Period: FEB-2023

Page: 1

Book: UPS GENERAL

Unit: 01

Expense Account: 50501030

Reserve Account: 10603051

Respon	Asset-	Date Placed	Deprn	Life		Depreciation	Year-To-Date	Depreciation	
sibili	Description	In Service	Method	Yr.Mo	Cost	Amount	Depreciation	Reserve	Percent
SA0301	4396-TEST CIP	28-FEB-2023	STL	10.00	0.00	0.00	0.00	0.00	100.00 F
3001	Responsibility Center SA0301 Totals:				0.00	0.00	0.00	0.00	
Account 50501030/10603051 Totals:					0.00	0.00	0.00	0.00	

UNIVERSITY OF THE PHILIPPINES

Journal Entry Reserve Ledger Report

Report Date: 20-FEB-2024 11:06

Currency: PHP

Period: FEB-2023

Page: 2

Book: UPS GENERAL

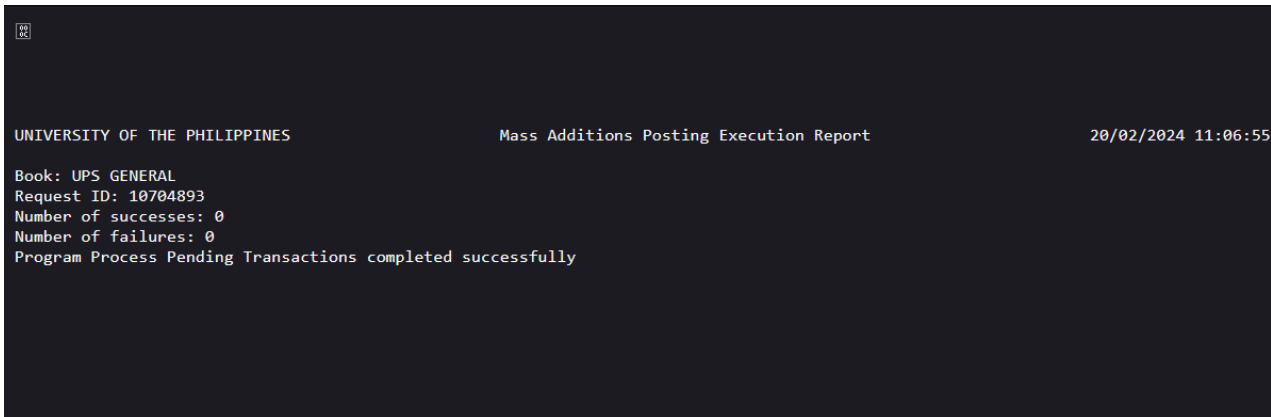
Unit: 01

Expense Account: 50501040

Reserve Account: 10604011

Respon	Asset-	Date Placed	Deprn	Life		Depreciation	Year-To-Date	Depreciation	
sibili	Description	In Service	Method	Yr.Mo	Cost	Amount	Depreciation	Reserve	Percent
-	3392-ITDC Buildin	01-FEB-2023	STL	25.00	0.00	0.00	0.00	0.00	100.00 F
Responsibility Center - Totals:					0.00	0.00	0.00	0.00	
Account 50501040/10604011 Totals:					0.00	0.00	0.00	0.00	





A terminal window with a dark background and white text. The text displays the results of a 'Mass Additions Posting Execution Report' for the University of the Philippines. It includes a book name, request ID, and counts for successes and failures, all showing zero. The final line states that the program process pending transactions completed successfully.

```
UNIVERSITY OF THE PHILIPPINES          Mass Additions Posting Execution Report          20/02/2024 11:06:55

Book: UPS GENERAL
Request ID: 10704893
Number of successes: 0
Number of failures: 0
Program Process Pending Transactions completed successfully
```

This is the sample output of the ***Process Pending Transactions***.

**DISCLAIMER:** The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

[Back to Top](#)