University of the Philippines

FMIS

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
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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

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

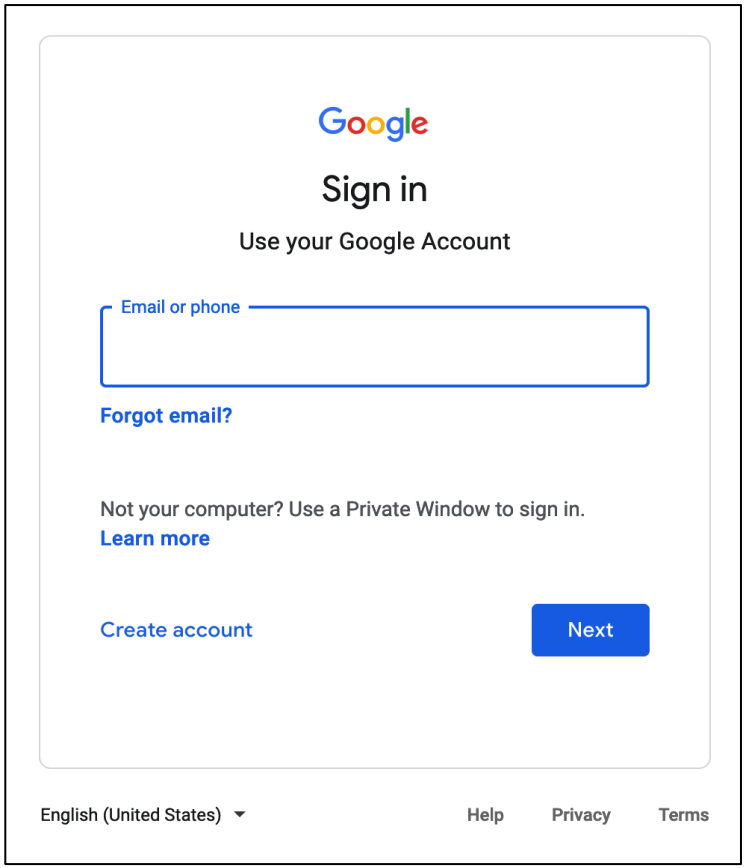
1. DOCUMENT CONTROL

1.2 Change Record

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

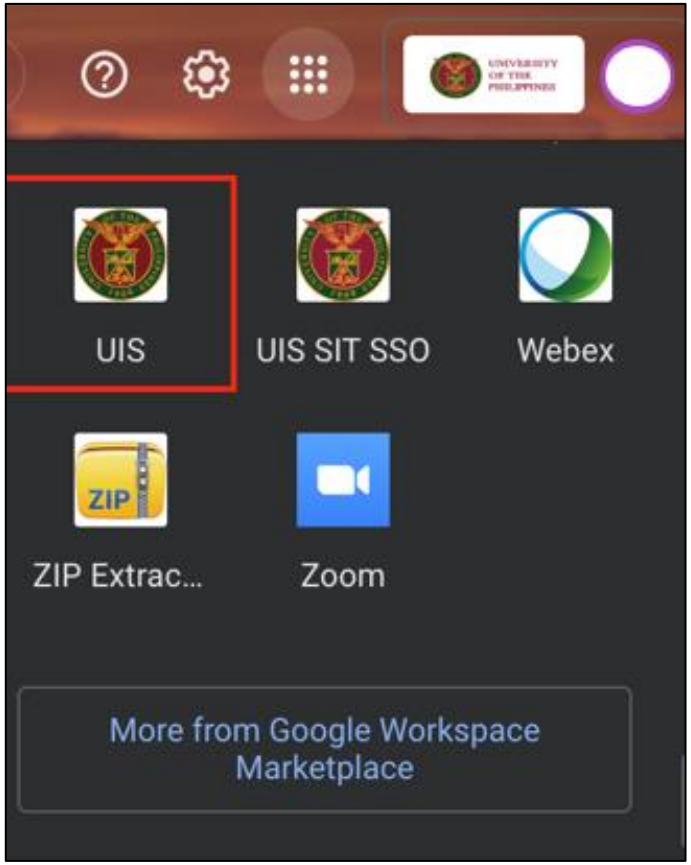
2. Description

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

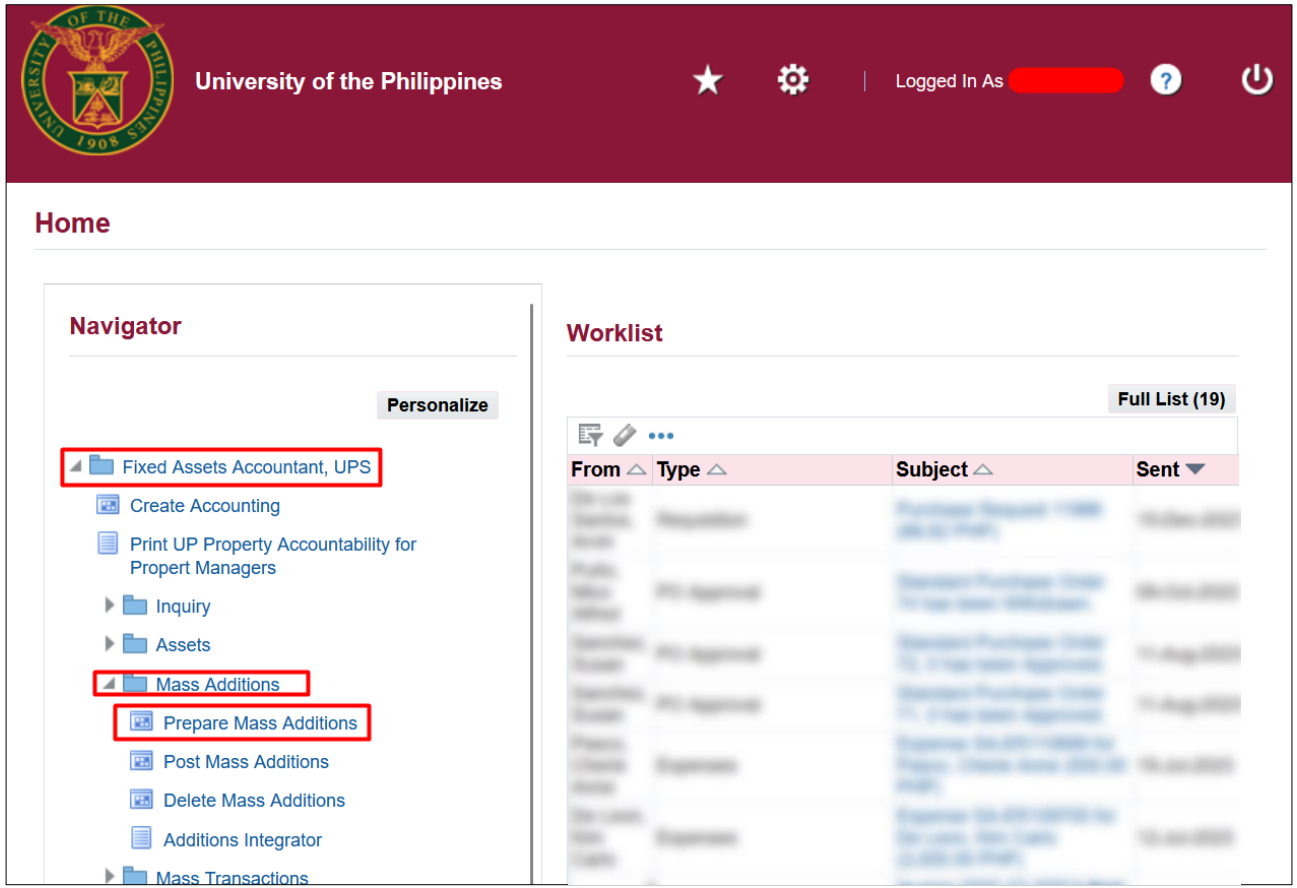


Step 1. Go to ***https://uis.up.edu.ph***

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

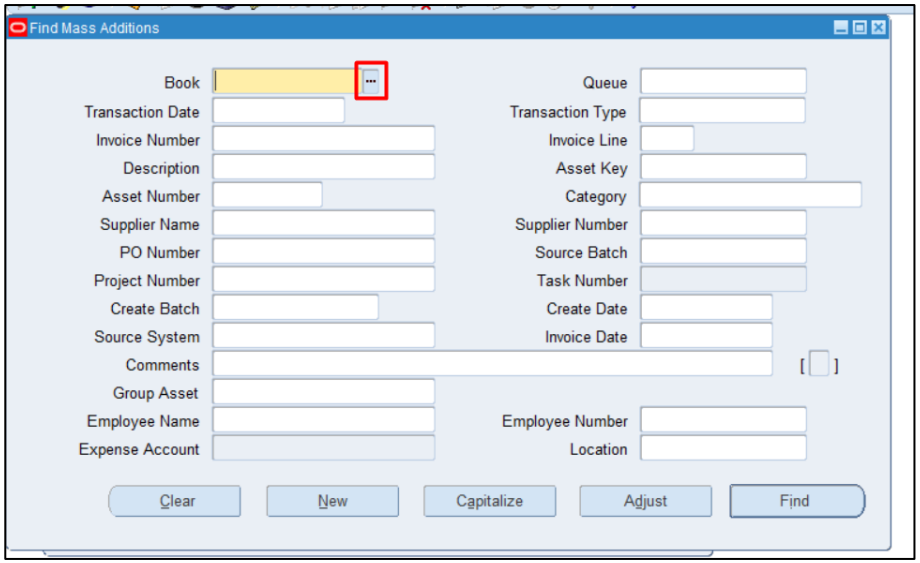


Or you may open your UP Mail and go to the Google Workspace and select **UIS**

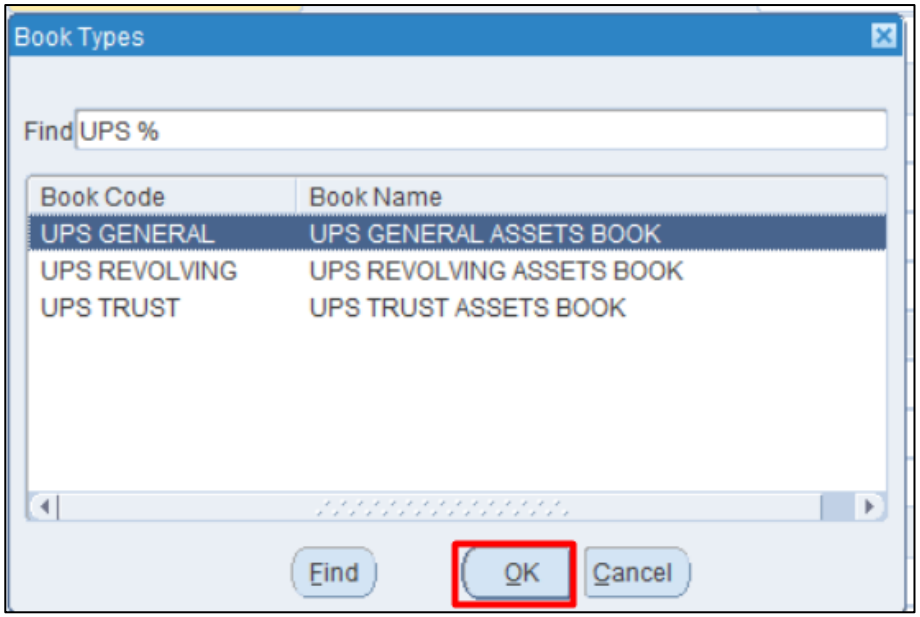


PREPARE MASS ADDITION

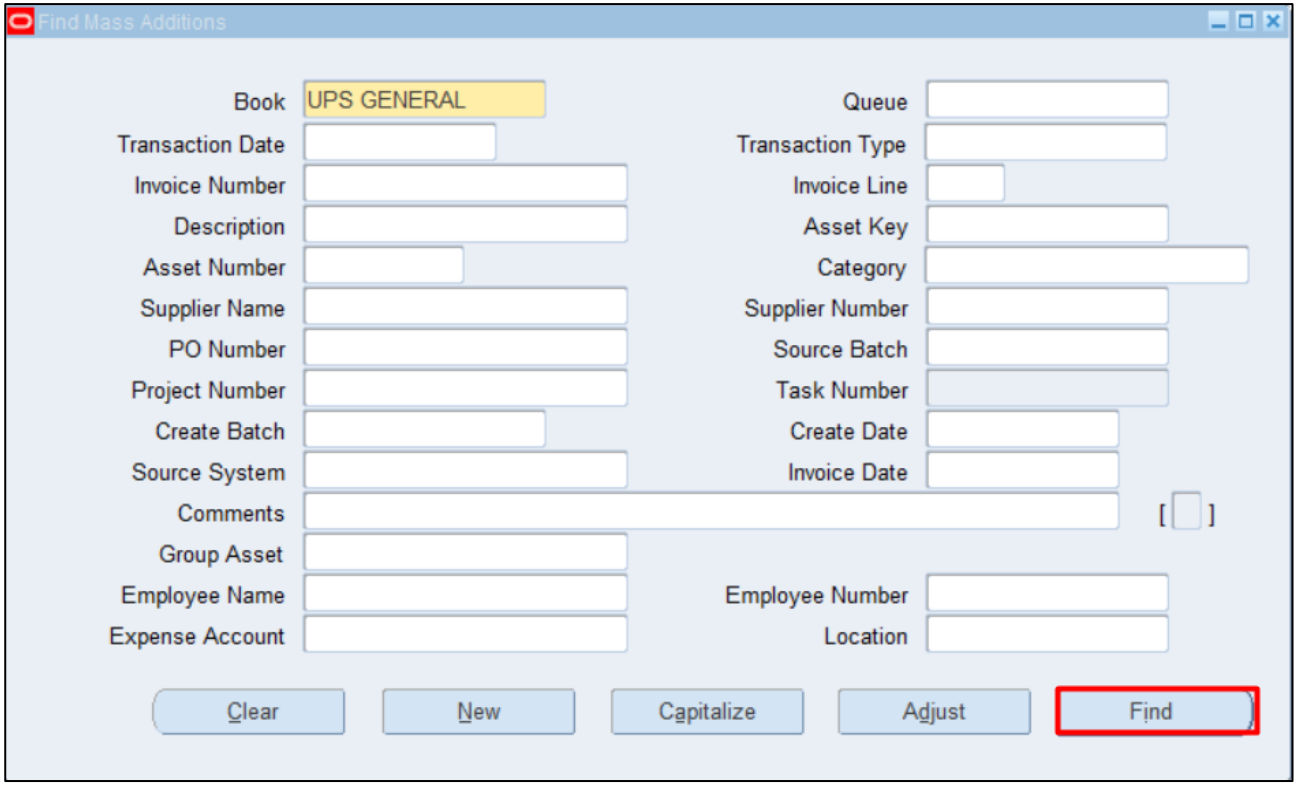
Step 3. On the UIS Homepage, Navigate to ***Fixed Assets Accountant Responsibility > Mass Addition > Prepare Mass Additions.***



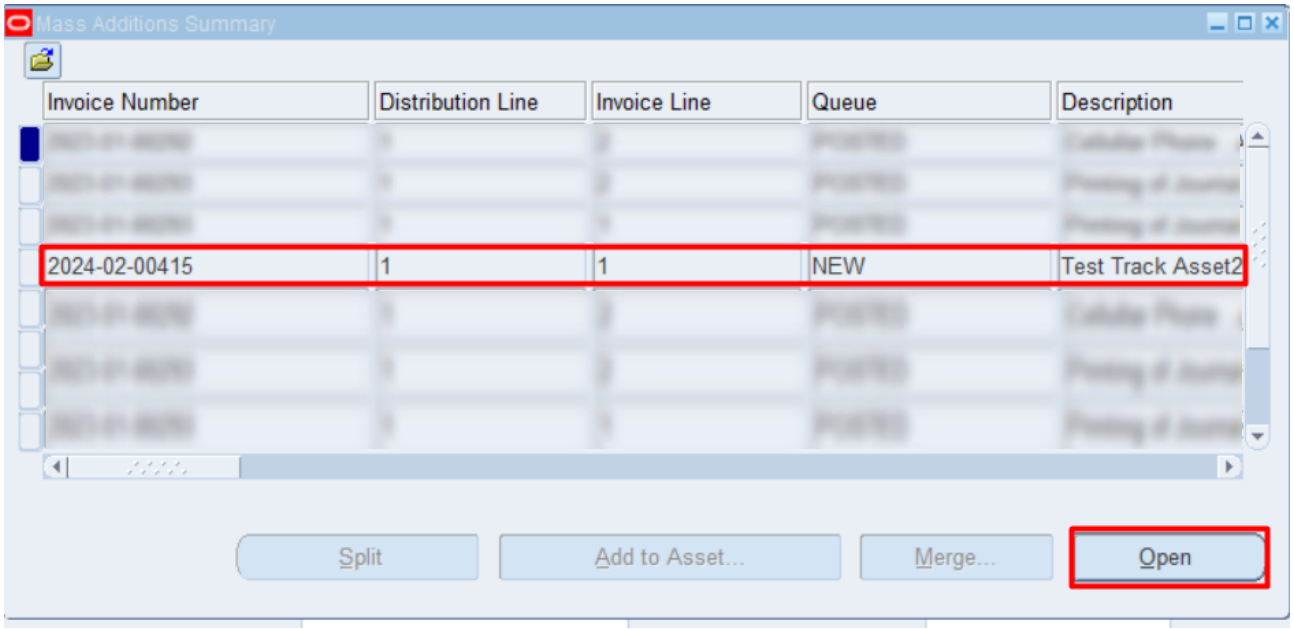
Step 4. On the **Find Mass Additions** window, click the **ellipsis** on **Book** field.



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

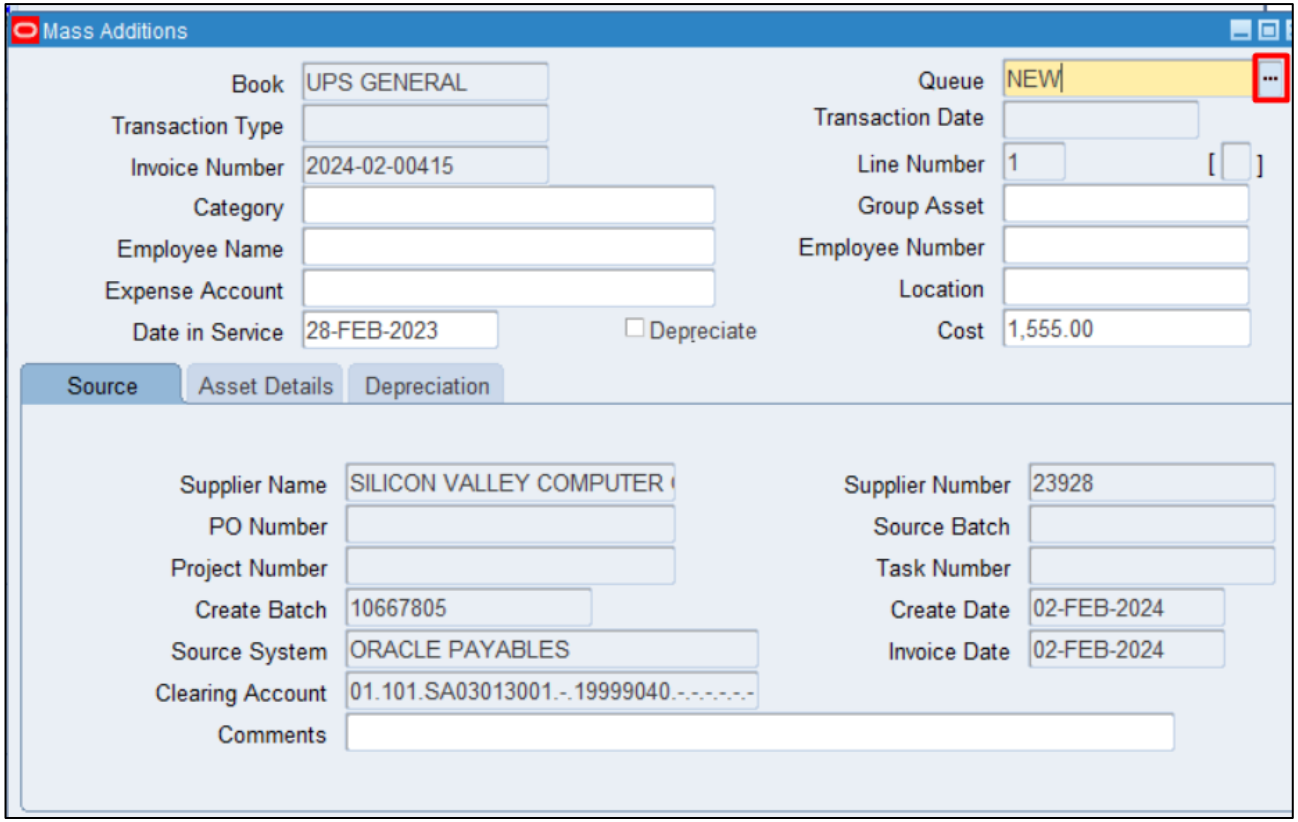


Then click **Find.**



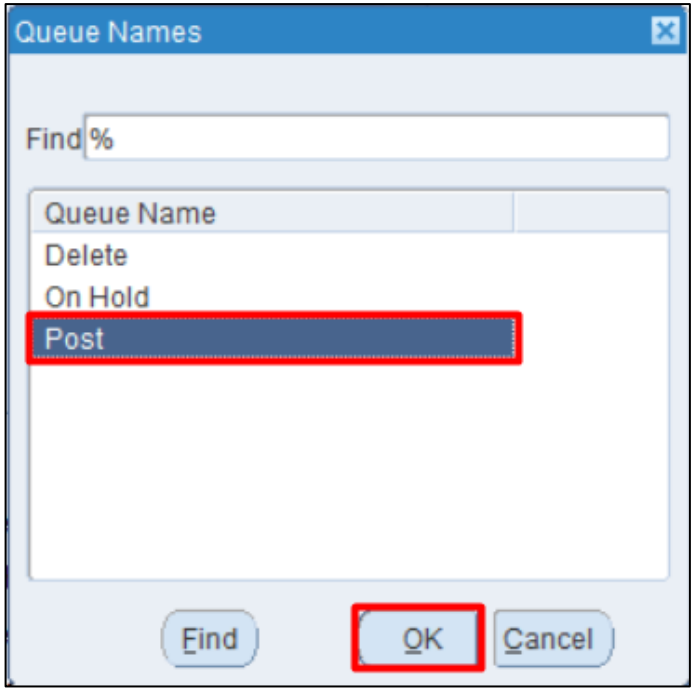
Step 5. Select **Invoice.**

Then click **Open**.

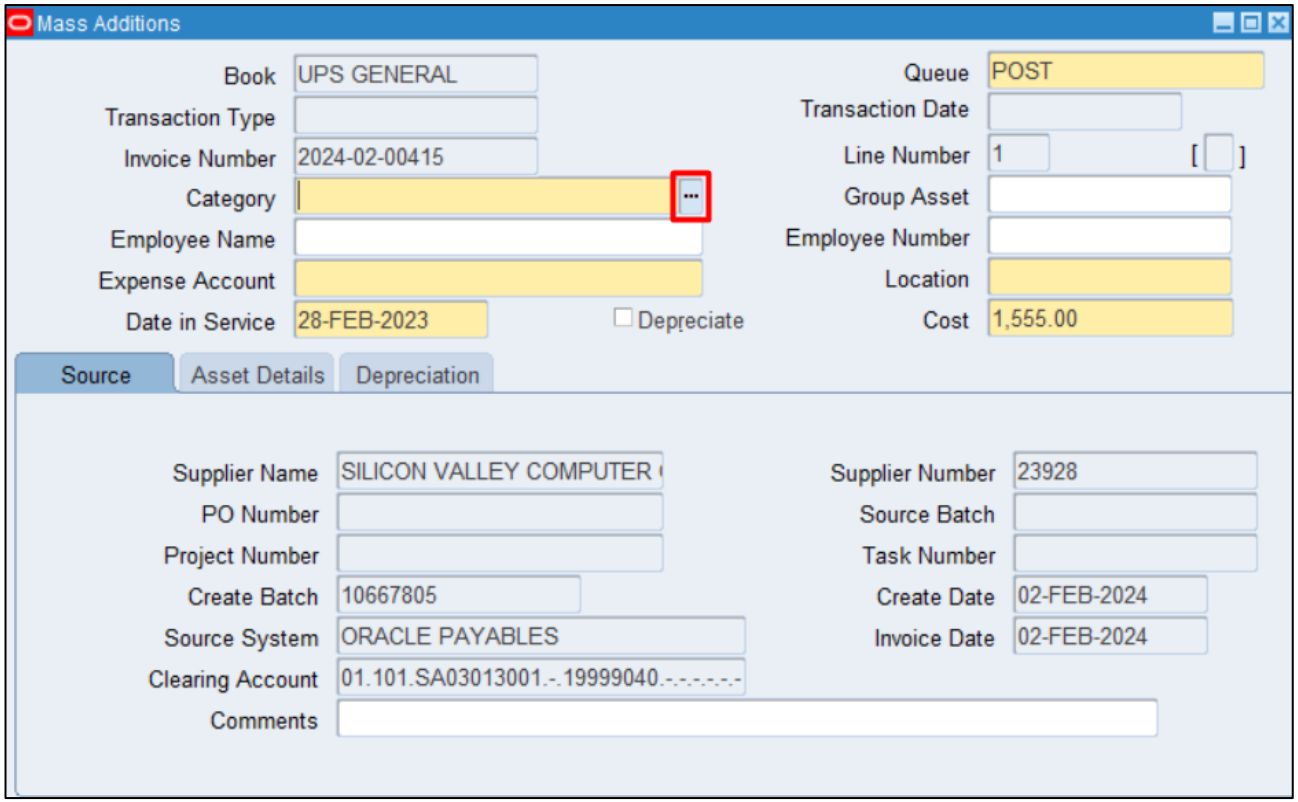


Step 6. Fill in the following field:

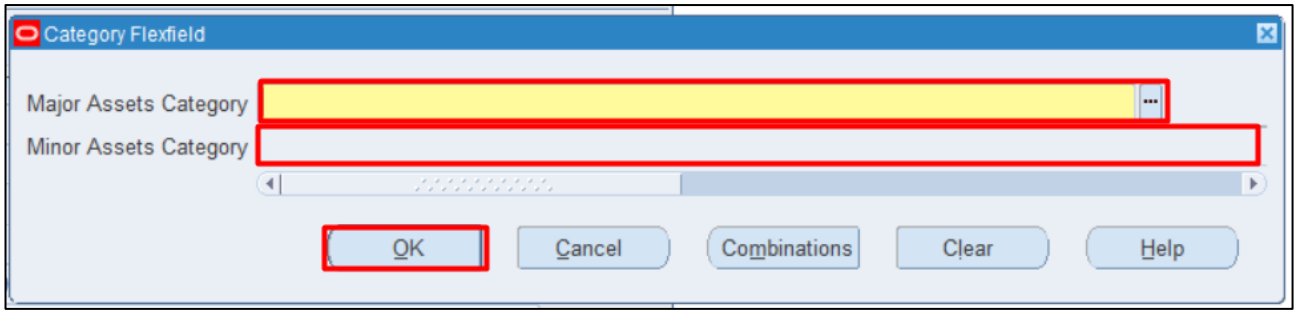
On **Queue** field click the ellipsis.



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



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

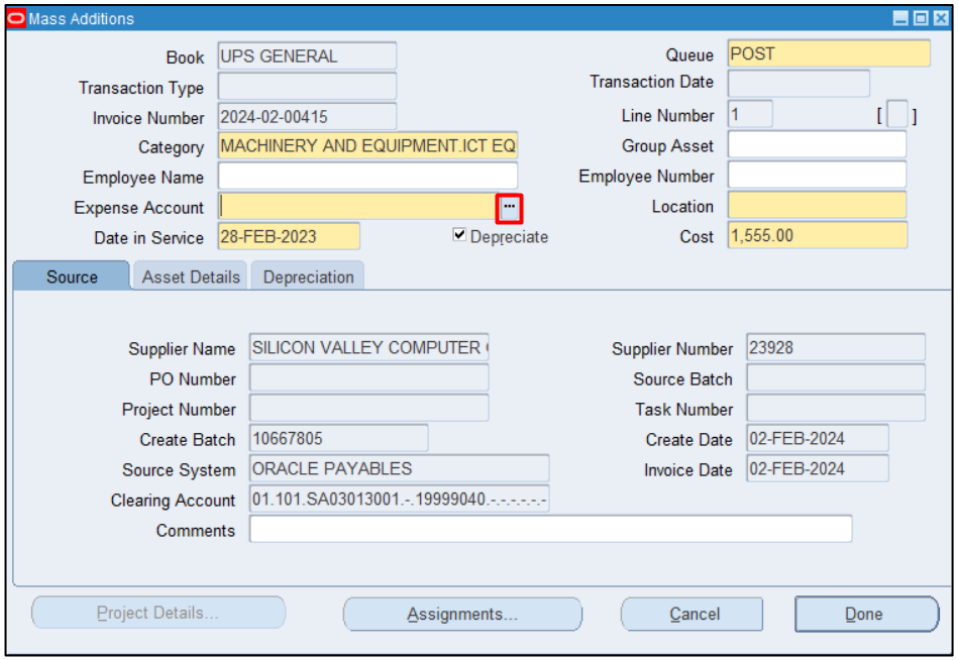


Fill in the following:

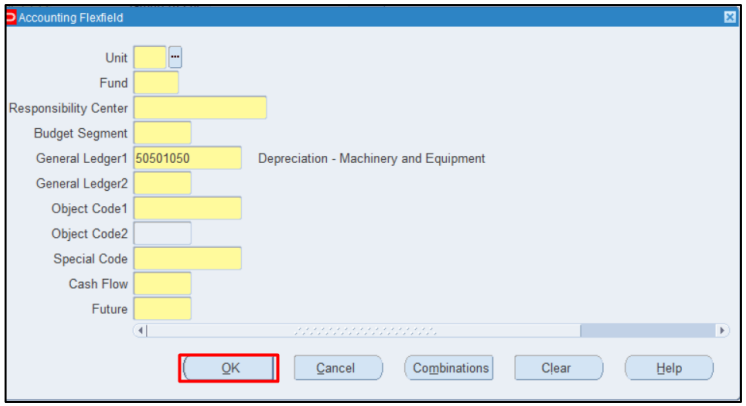
- on **Major Assets Category** field select category.
- on **Minor Assets Category** field select category.

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 Categry	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

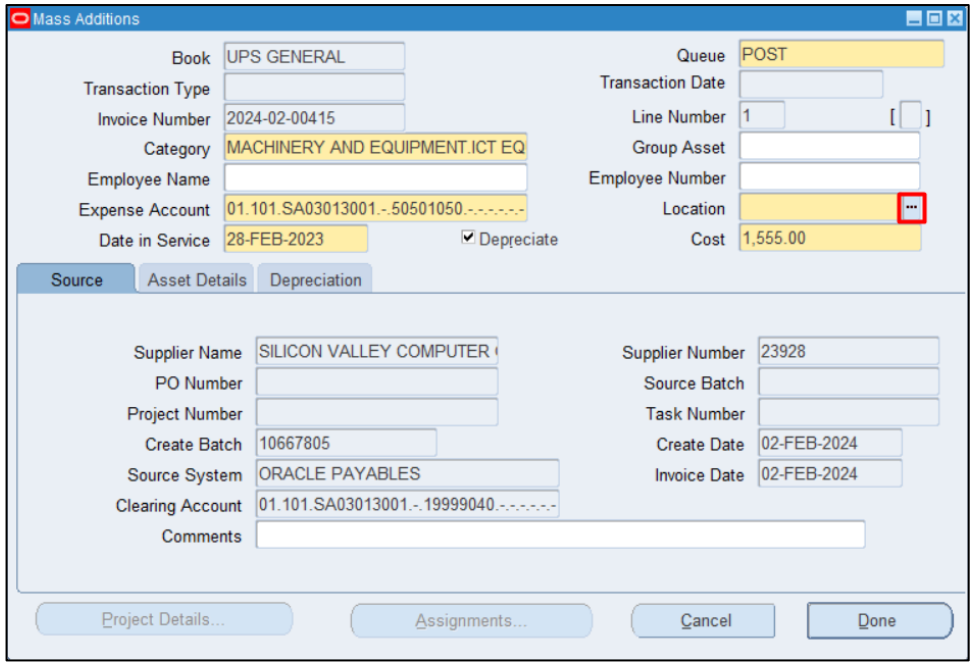


Step 8. On **Expense Account** field, click the ellipsis.

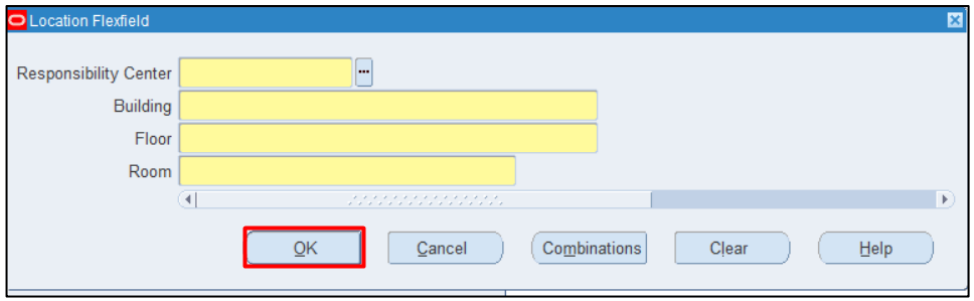


Enter the applicable account combinations.

Then click **OK.**

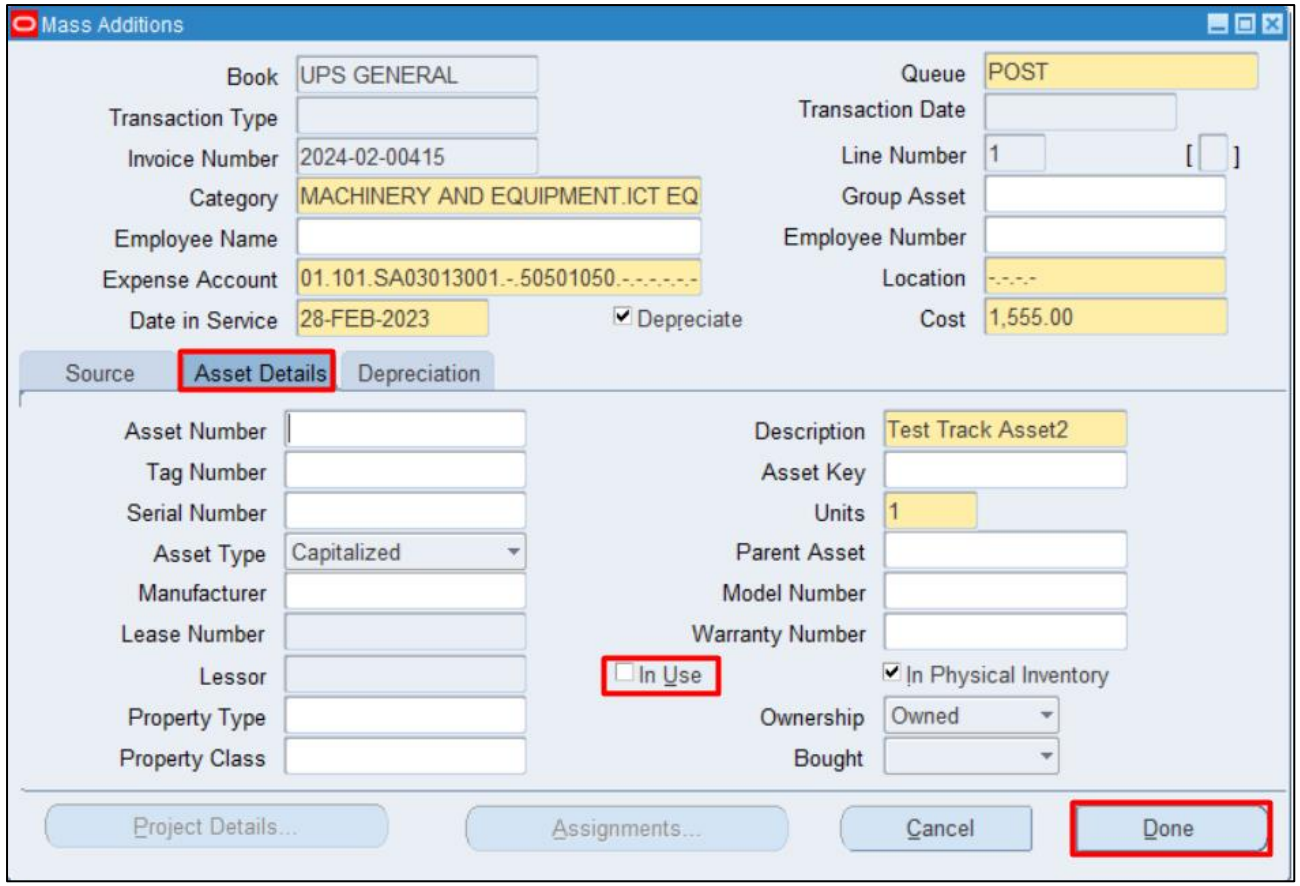


Step 8. On Location Flexfield field, click the ellipsis.



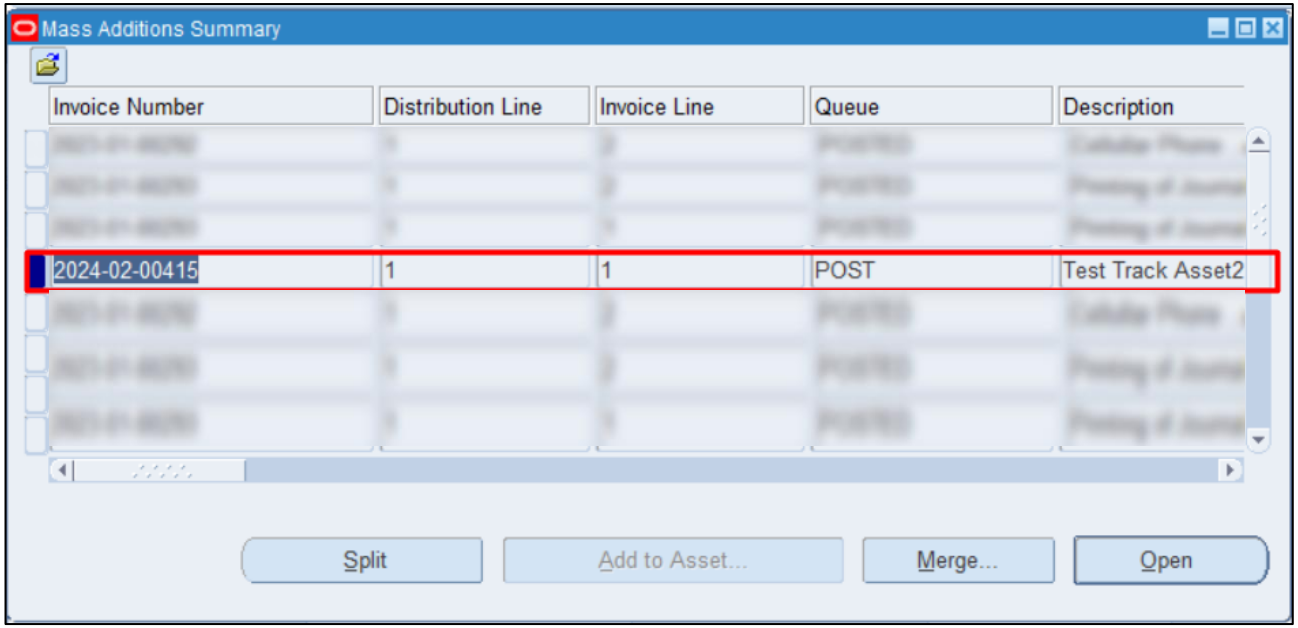
Enter the location combination.

Then click **OK**.



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

Then click **Done**.



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

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

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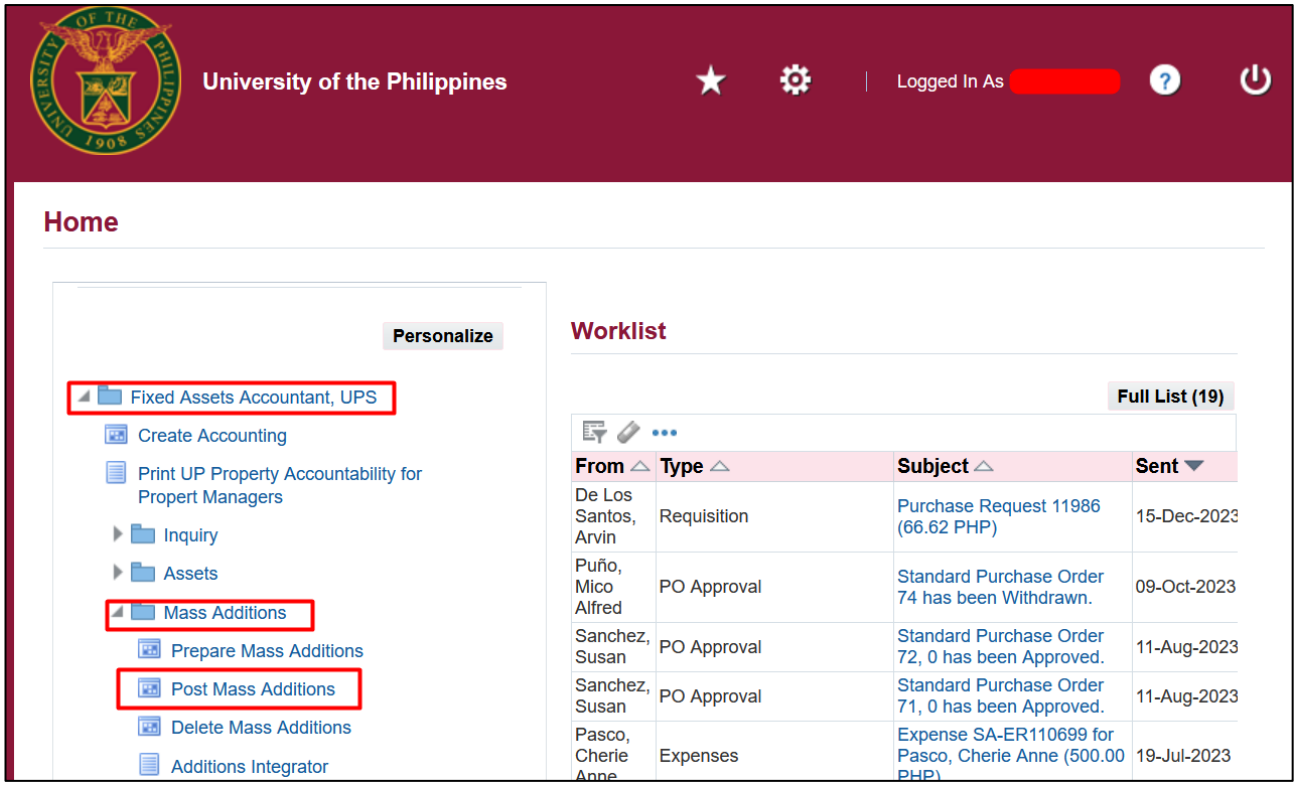
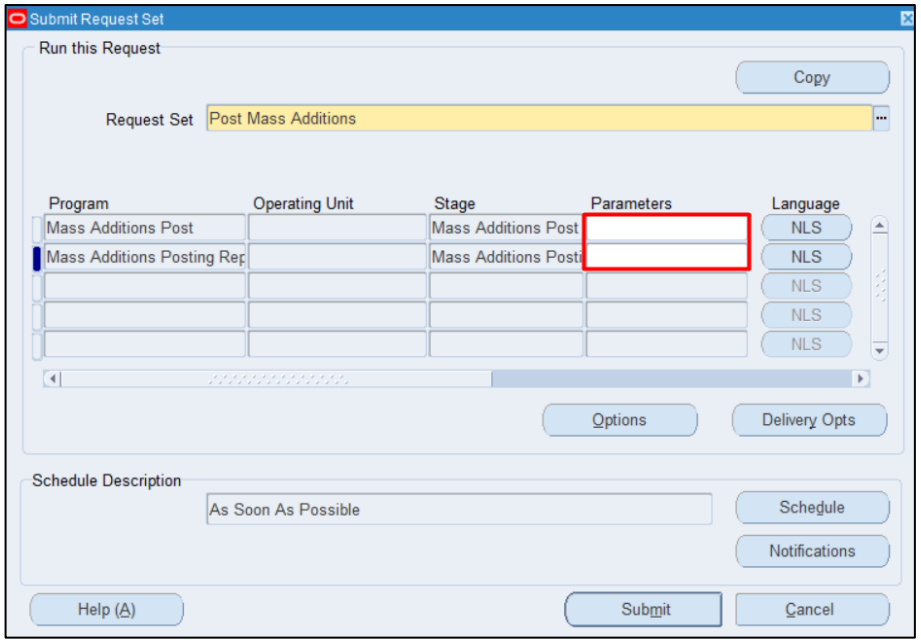
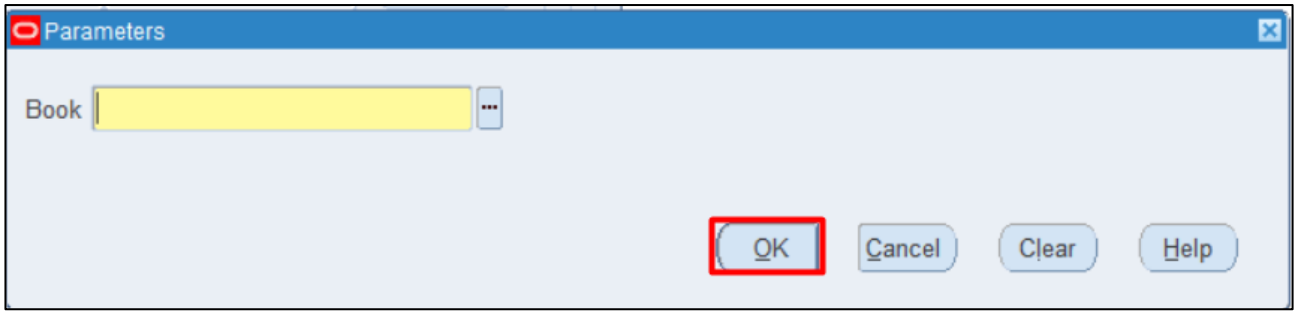


POST MASS ADDITION

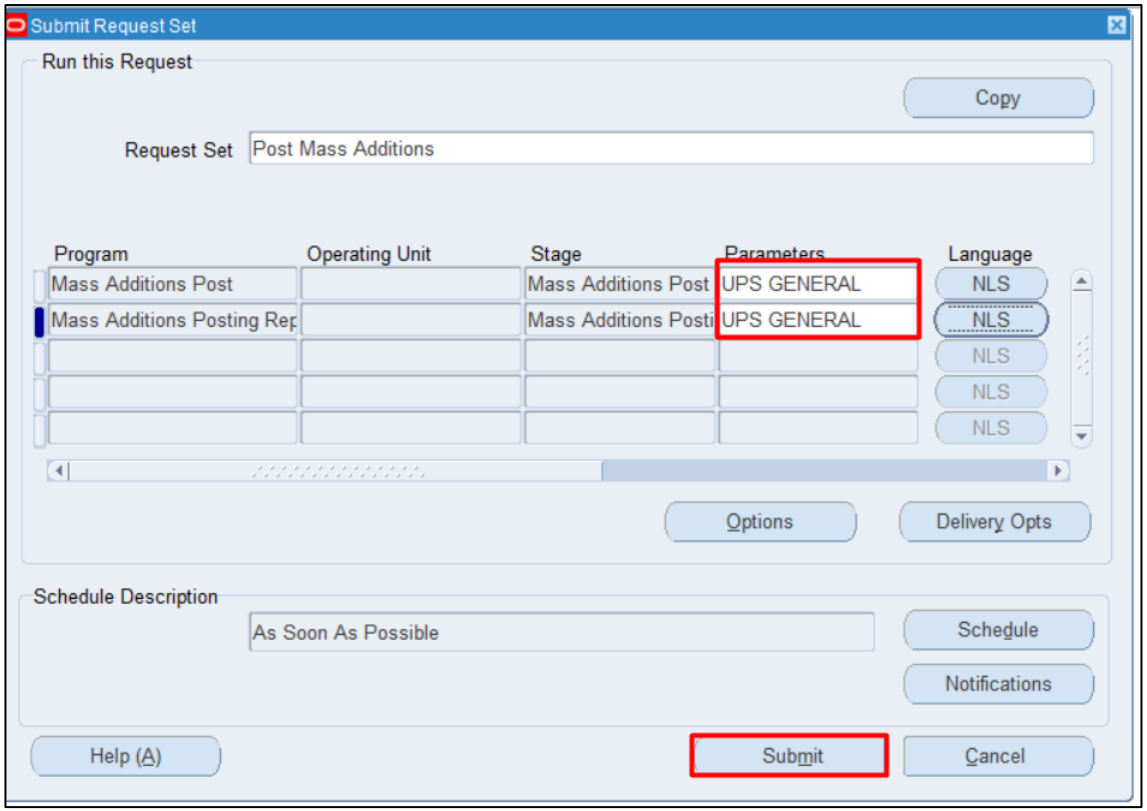
Step 10. On the UIS Homepage, Navigate to ***Fixed Assets Accountant Responsibility > Mass Addition > Post Mass Additions.***



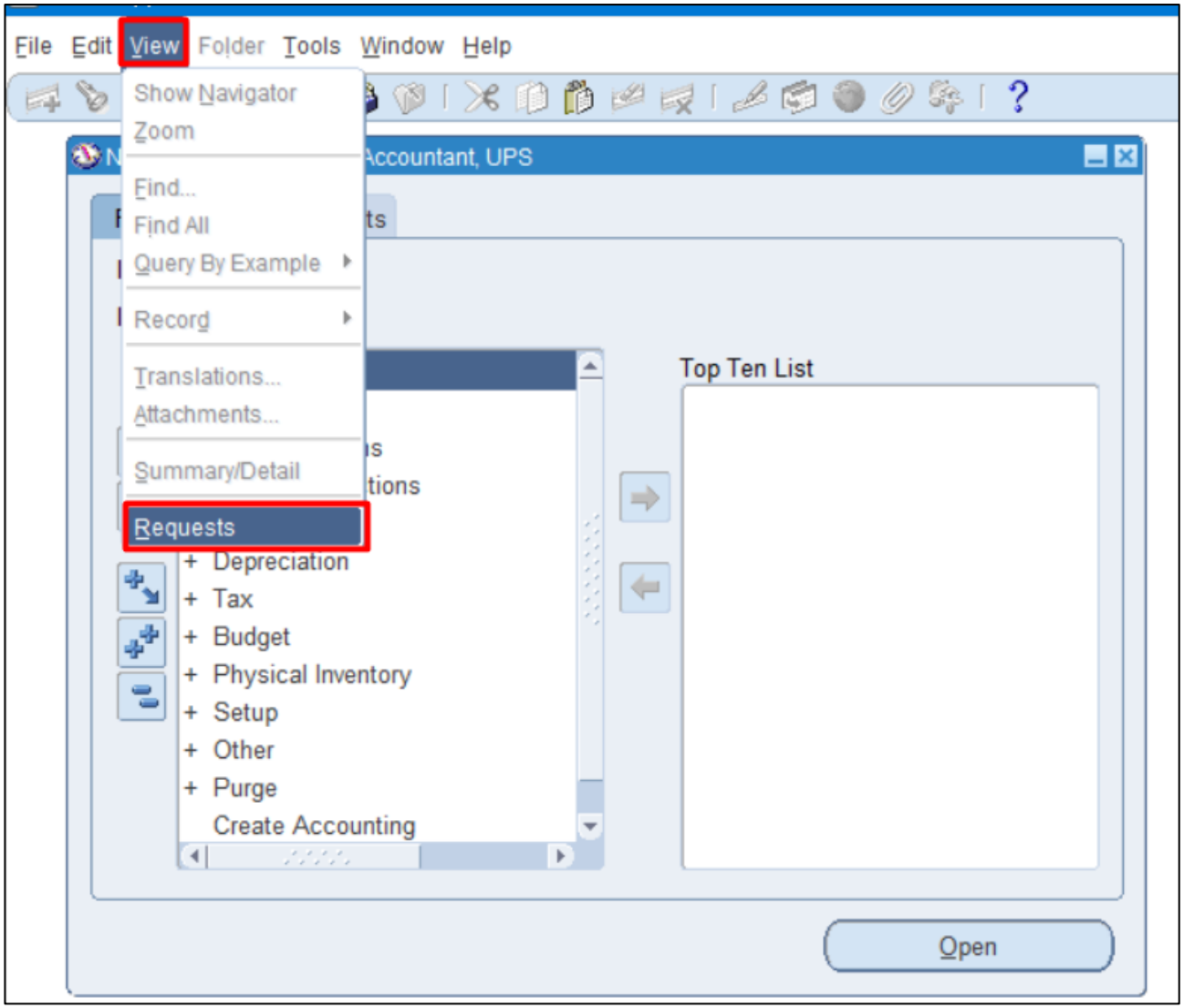


Step 11. On the **Submit Request Set**, fill in the parameters of the following programs:

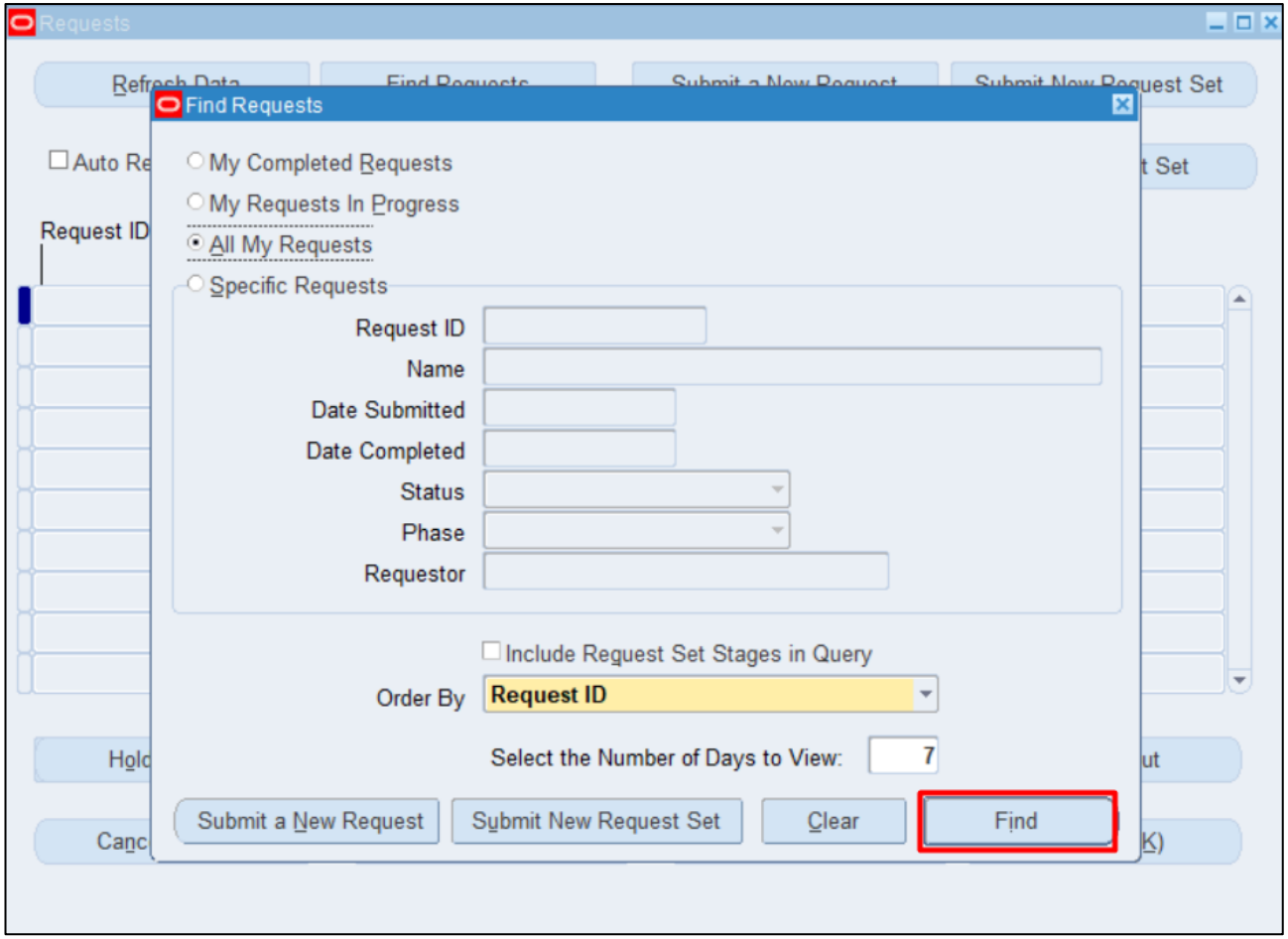
- **Mass Additions Post** – select a book, then click **OK**.
- **Mass Additions Posting Report** – select a book, then click **OK.**



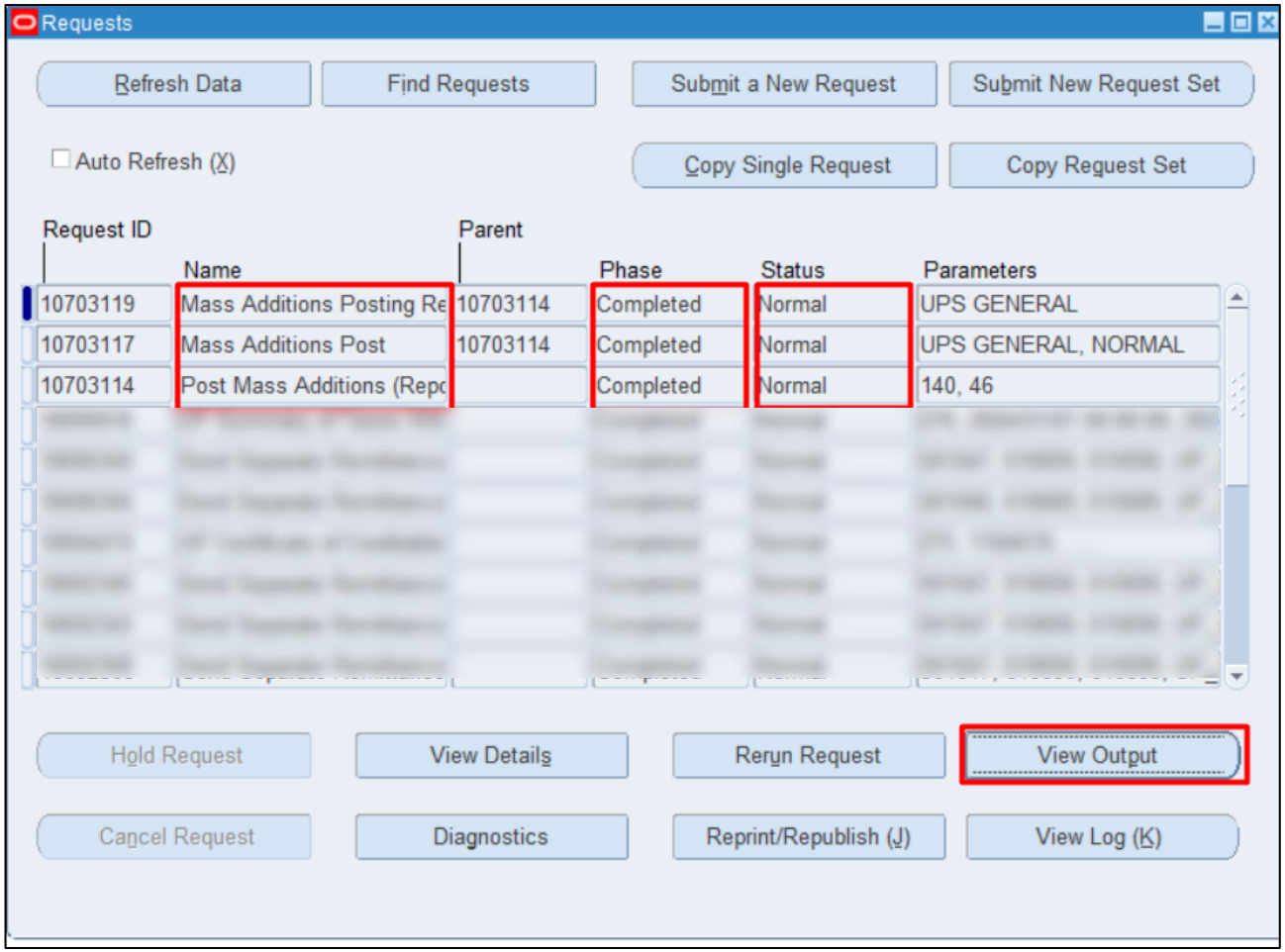
Step 12. Click **Submit**. A **Note** will appear click **OK**.



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



Step 14. Click **Find**.



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

```
UNIVERSITY OF THE PHILIPPINES                    Mass Additions Posting Execution Report                    19/02/2024 14:53:28

Book: UPS GENERAL
Request ID: 10703117
Number of successes: 1
Number of failures: 0
Program Mass Additions Post completed successfully
```

Mass Additions Posting Report

```
UNIVERSITY OF THE PHILIPPINES                    Mass Additions Posting Report                    Report Date: 19-FEB-2024 14:53
Book: UPS GENERAL                                                                                       Page:       1   of    1
Request ID: 10703117
Transaction Type: Additions

Asset                                                          Asset
Number          Description                Unit    Responsibili Account                    Cost Comments
--------------- -------------------------- ------- ------------ ----------- ----------------- ---------------------------------
9394            Test Track Asset2          01      SA03013001   10605030              1,555.00


                                                                                 -----------------
Transaction Type Additions Total:                                                        1,555.00

                                                                                 -----------------
Report Total:                                                                            1,555.00


Total Lines Posted: 1
```

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

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Complete Manual Additions / Detailed Additions

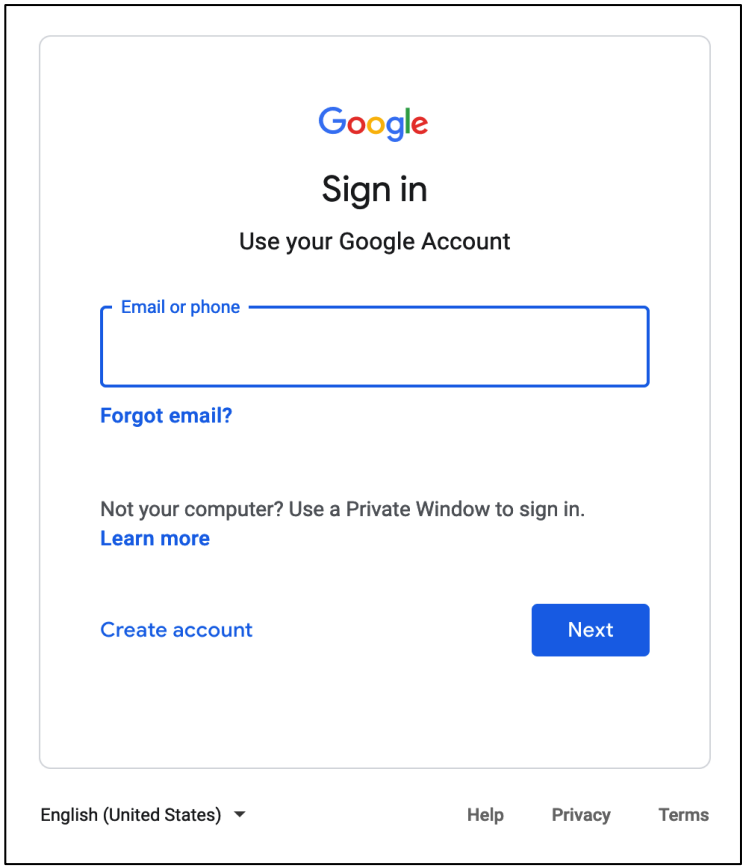
1. DOCUMENT CONTROL

1.3 Change Record

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

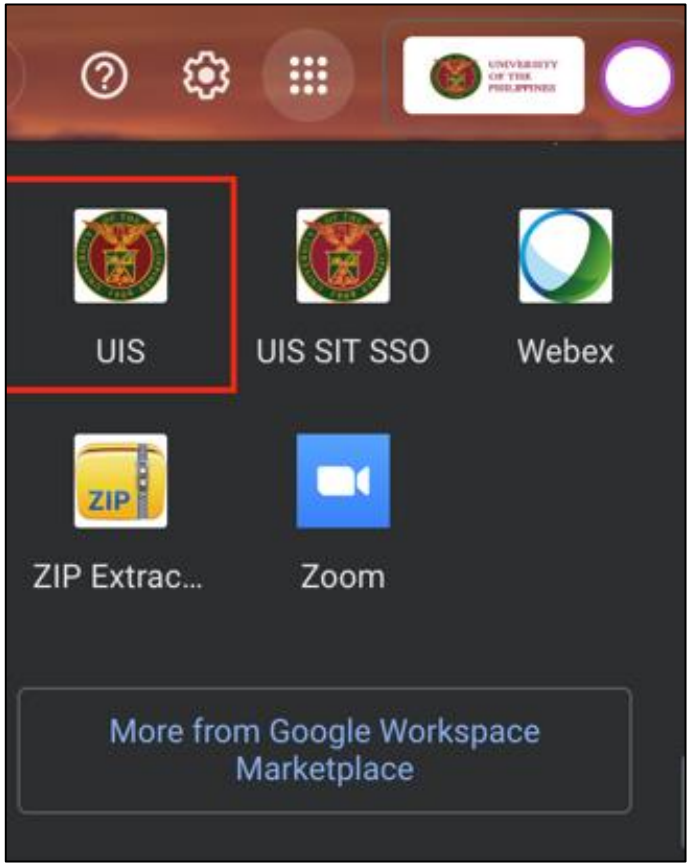
2. Description

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

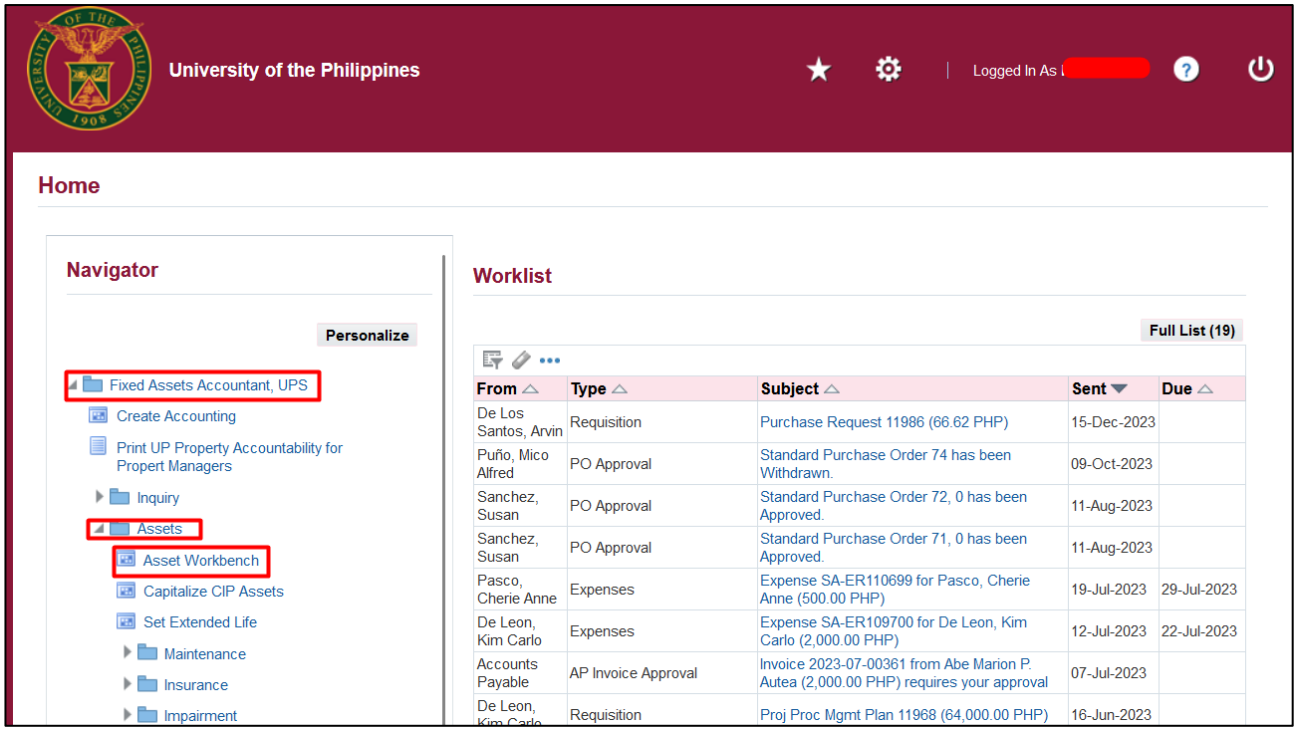


Step 1. Go to ***https://uis.up.edu.ph***

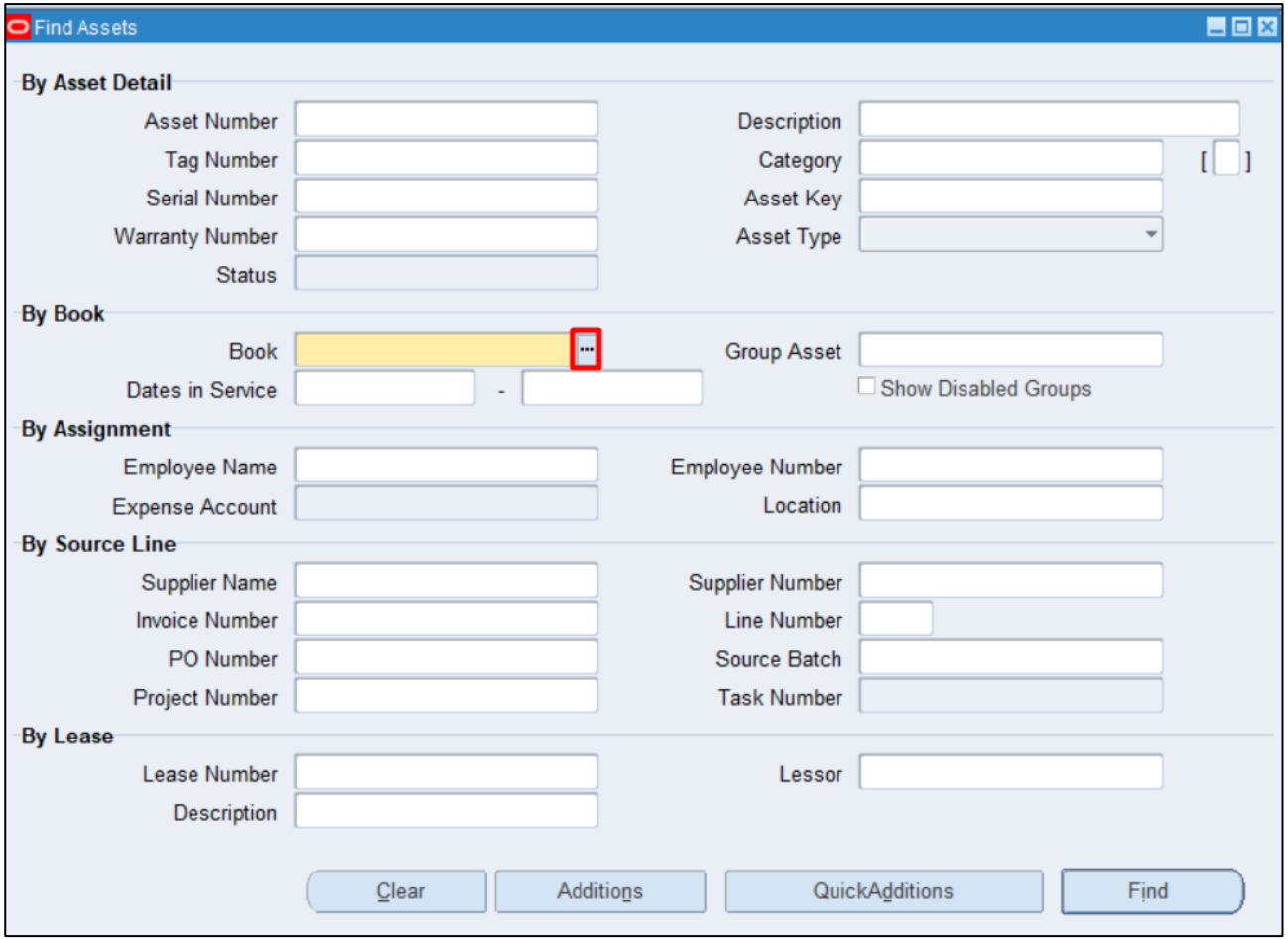
Step 2. Log-in your UP Mail credentials (e.g. ***email*** and ***password***)



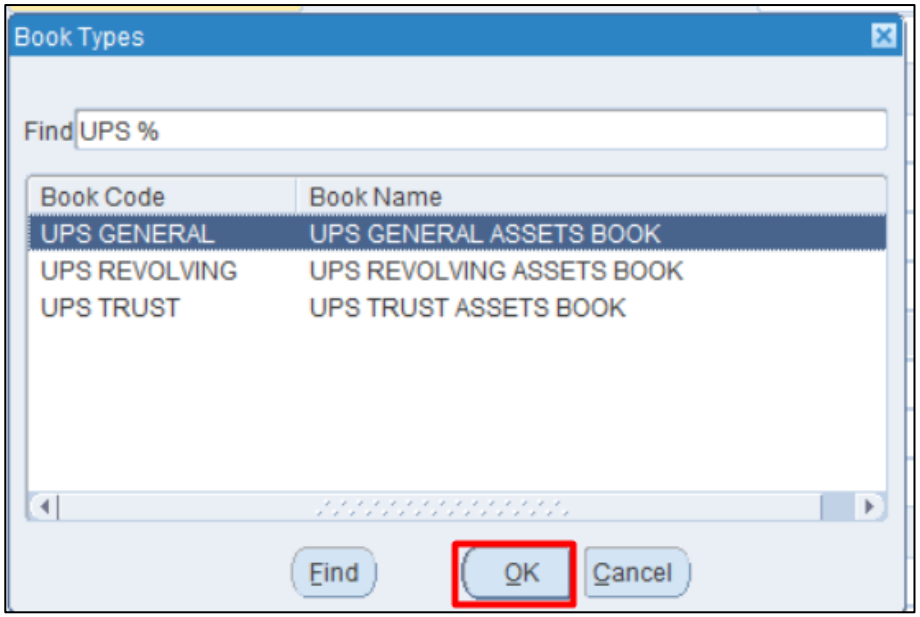
Or you may open your UP Mail and go to the Google Workspace and select **UIS**



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

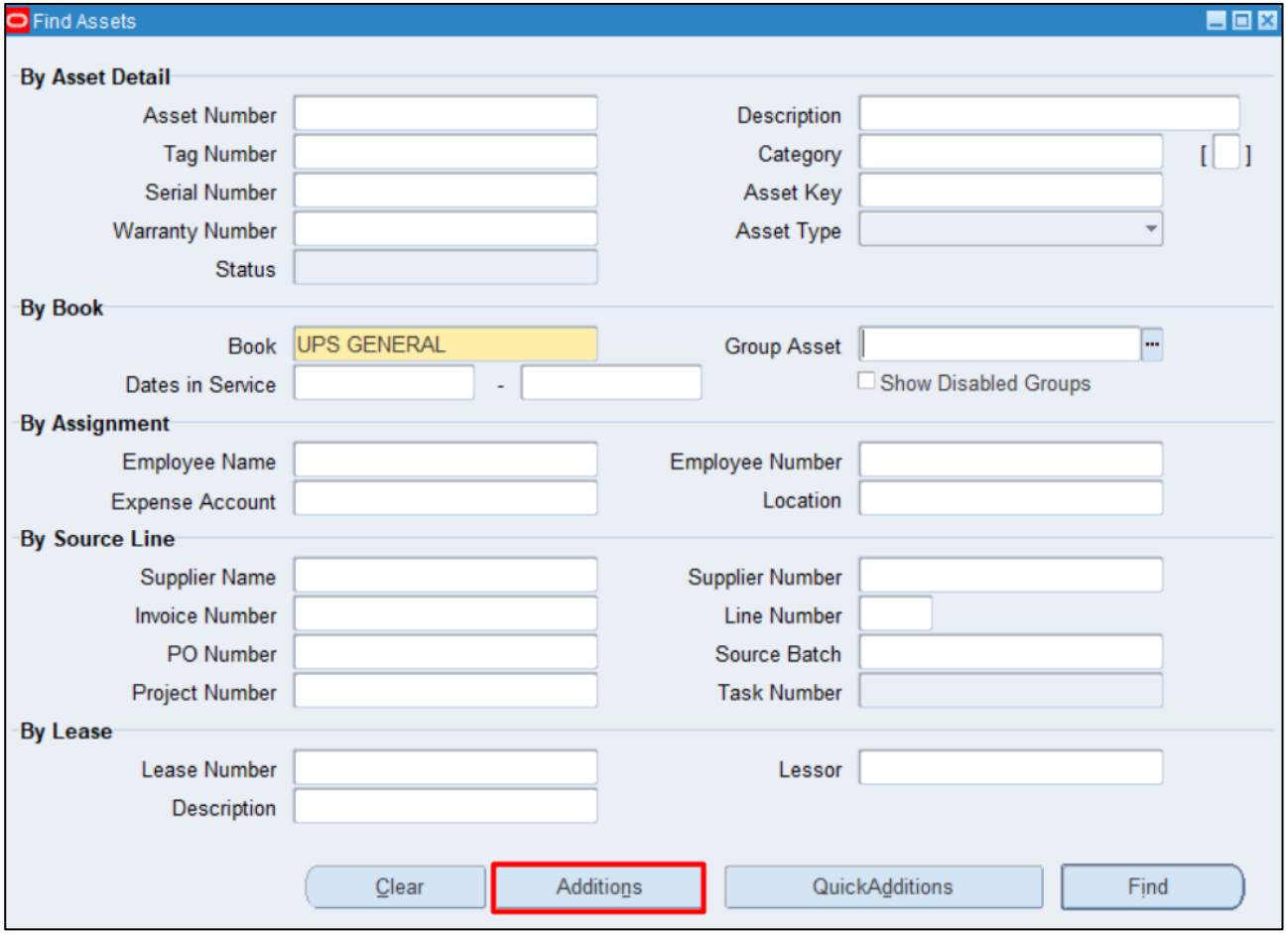


Step 4. On the **Find Assets** window, click the **ellipsis** on **Book** field.

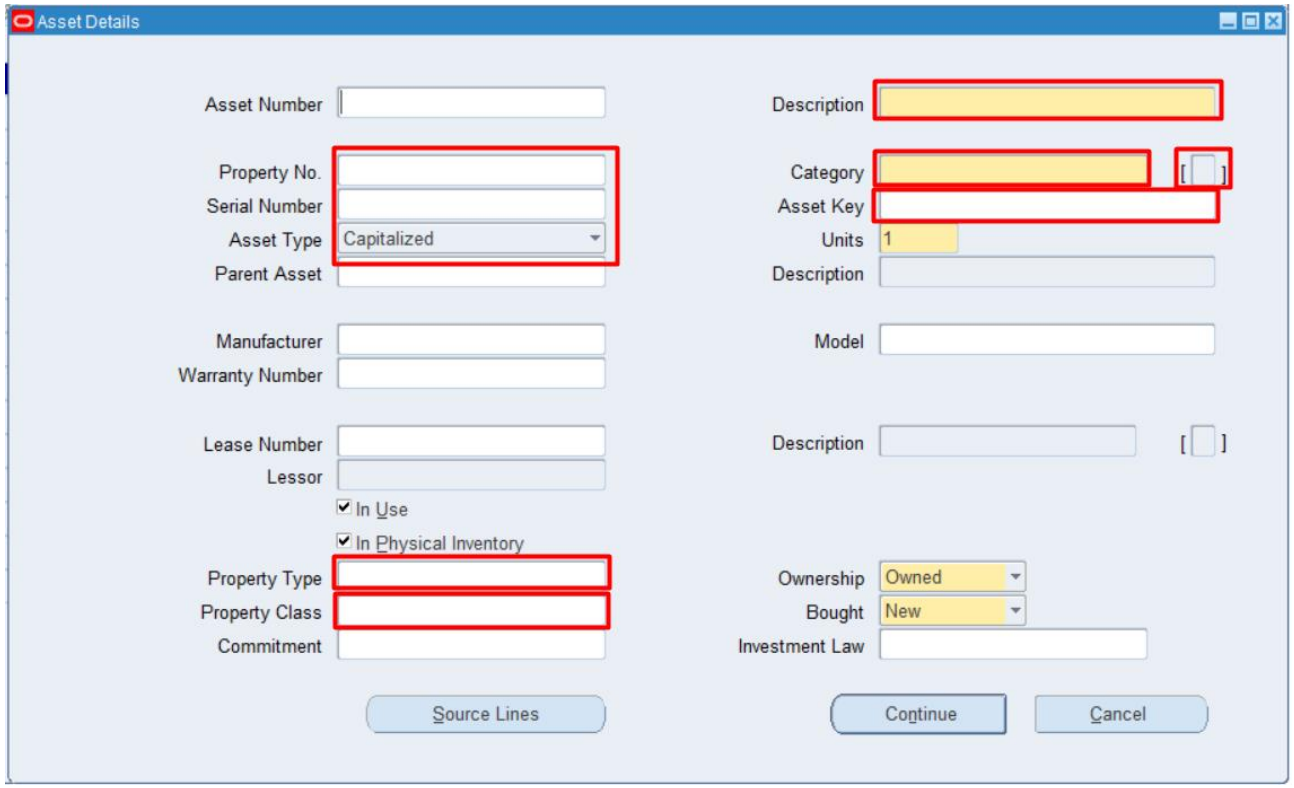


Select a **Book**.

Click **OK.**

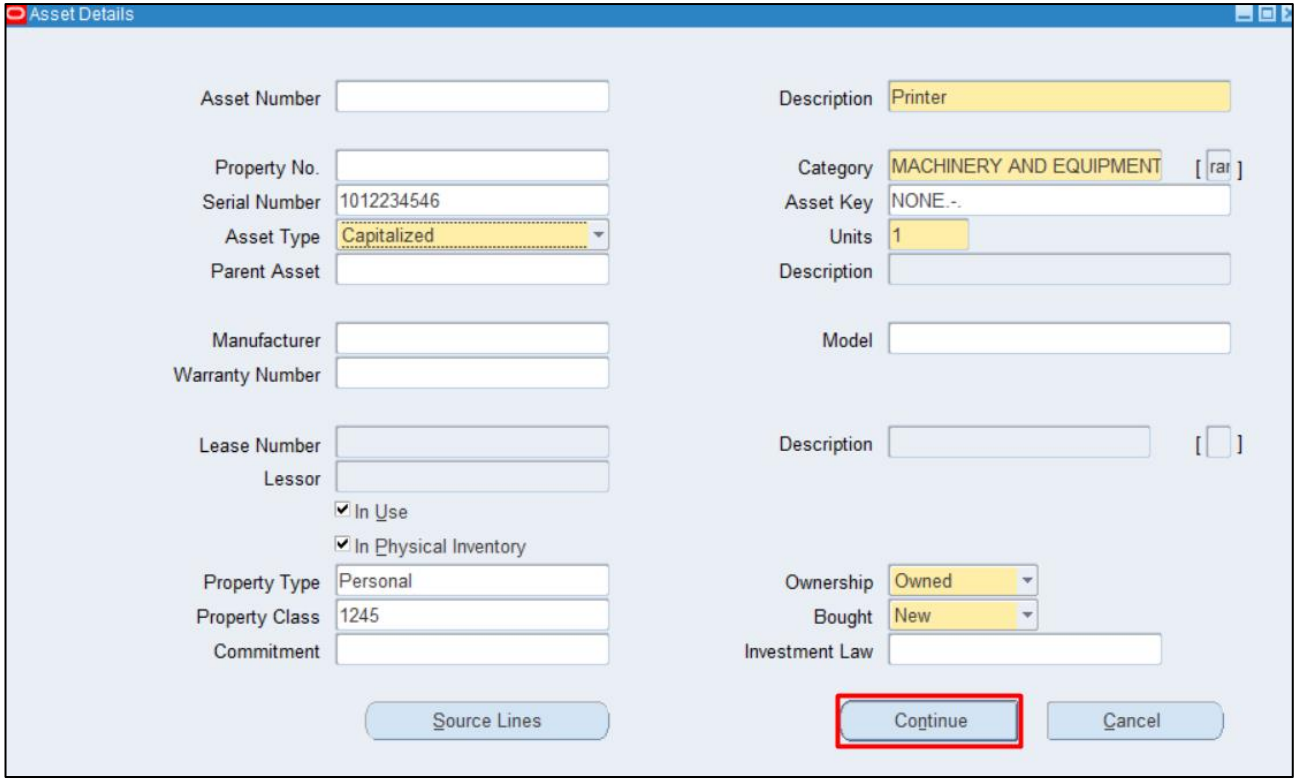


Then click **Additions.**



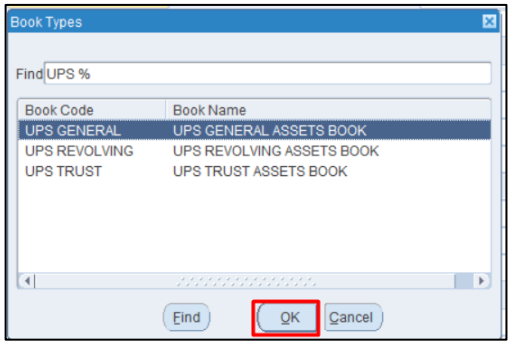
Step 5. On **Asset Details** window, fill in the following:

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



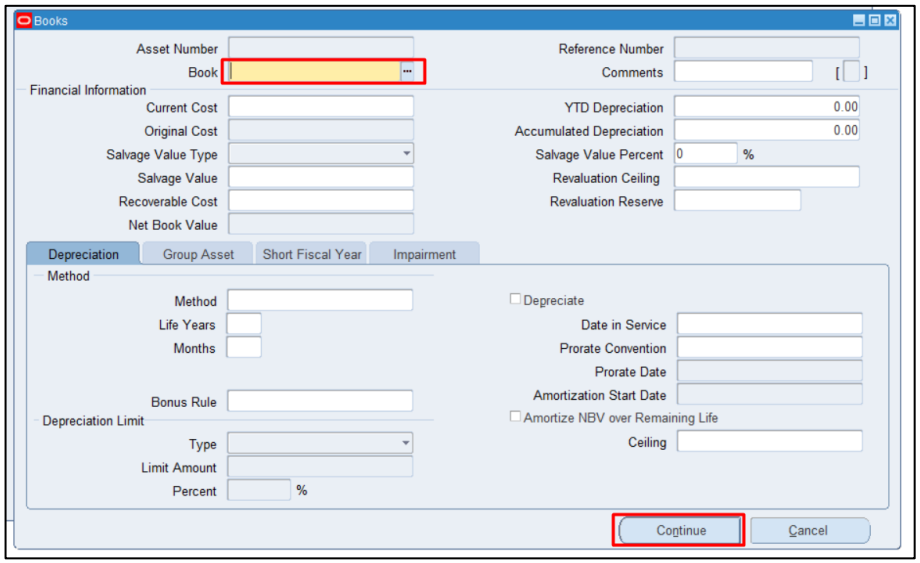
Step 6. Click **Continue**

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

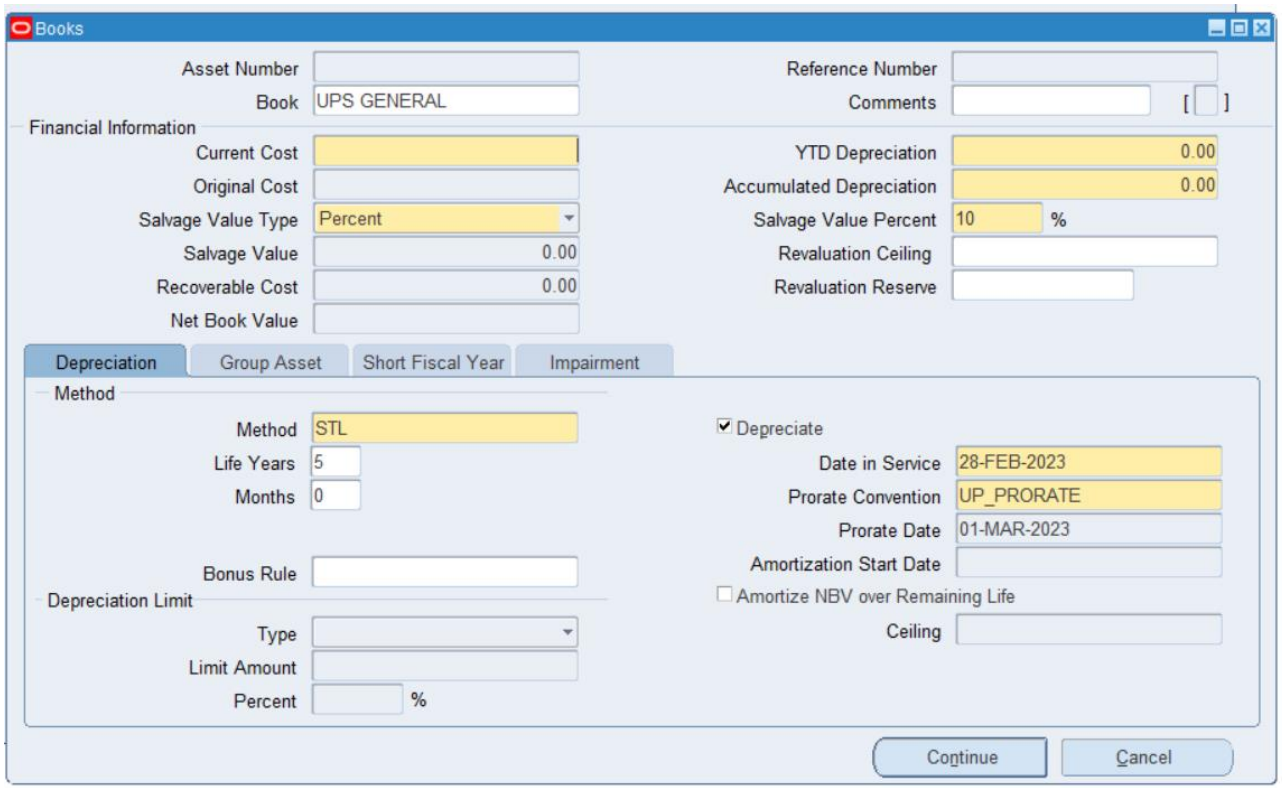


Select a **Book.**

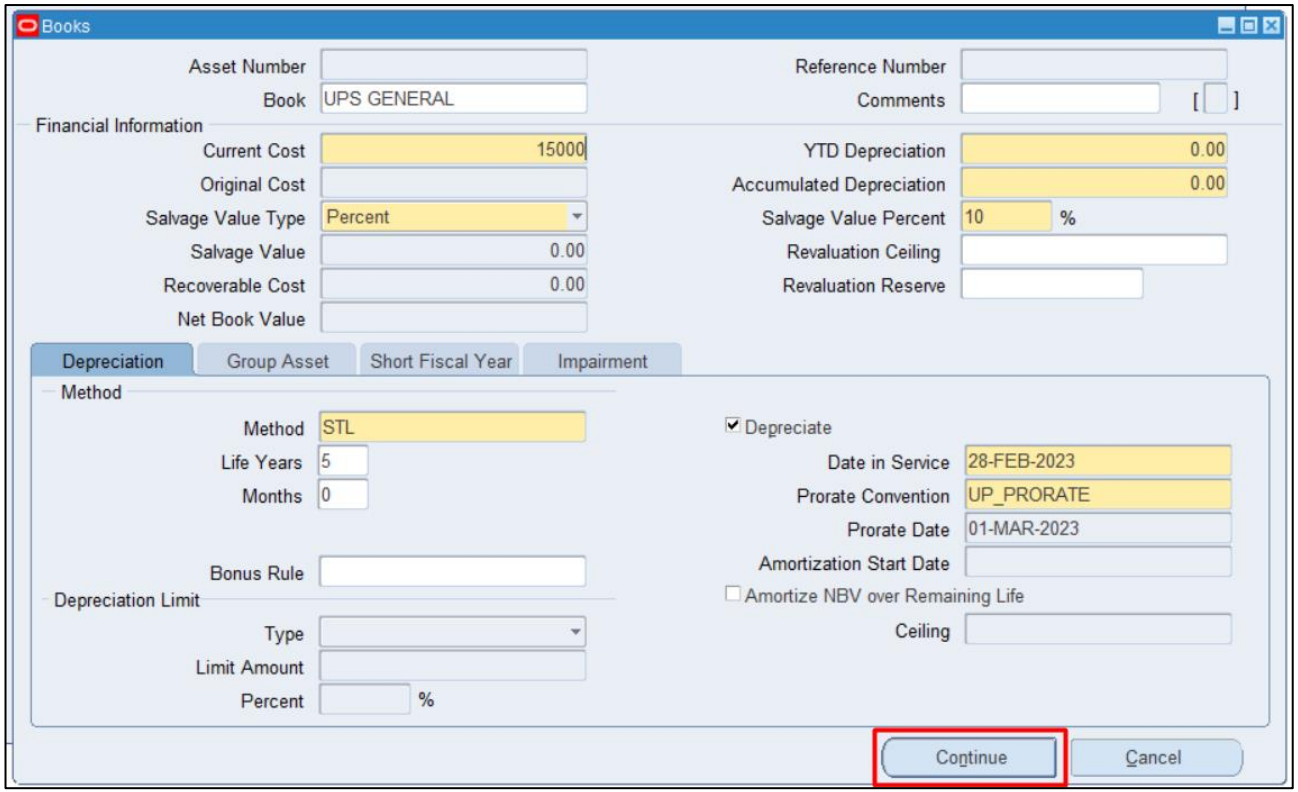
Click **OK**.



Then click **Continue.**

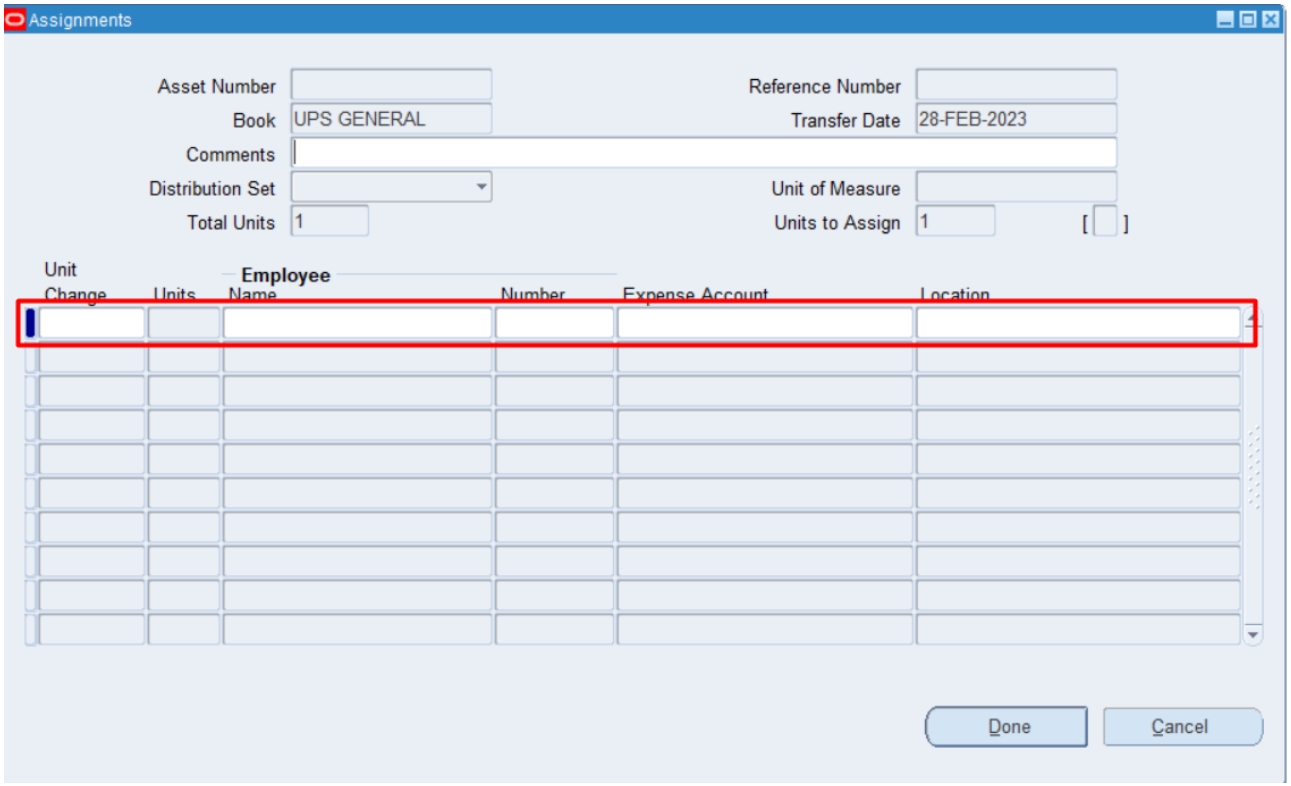


Once done selecting a **Book**, other fields will automatically fill in.



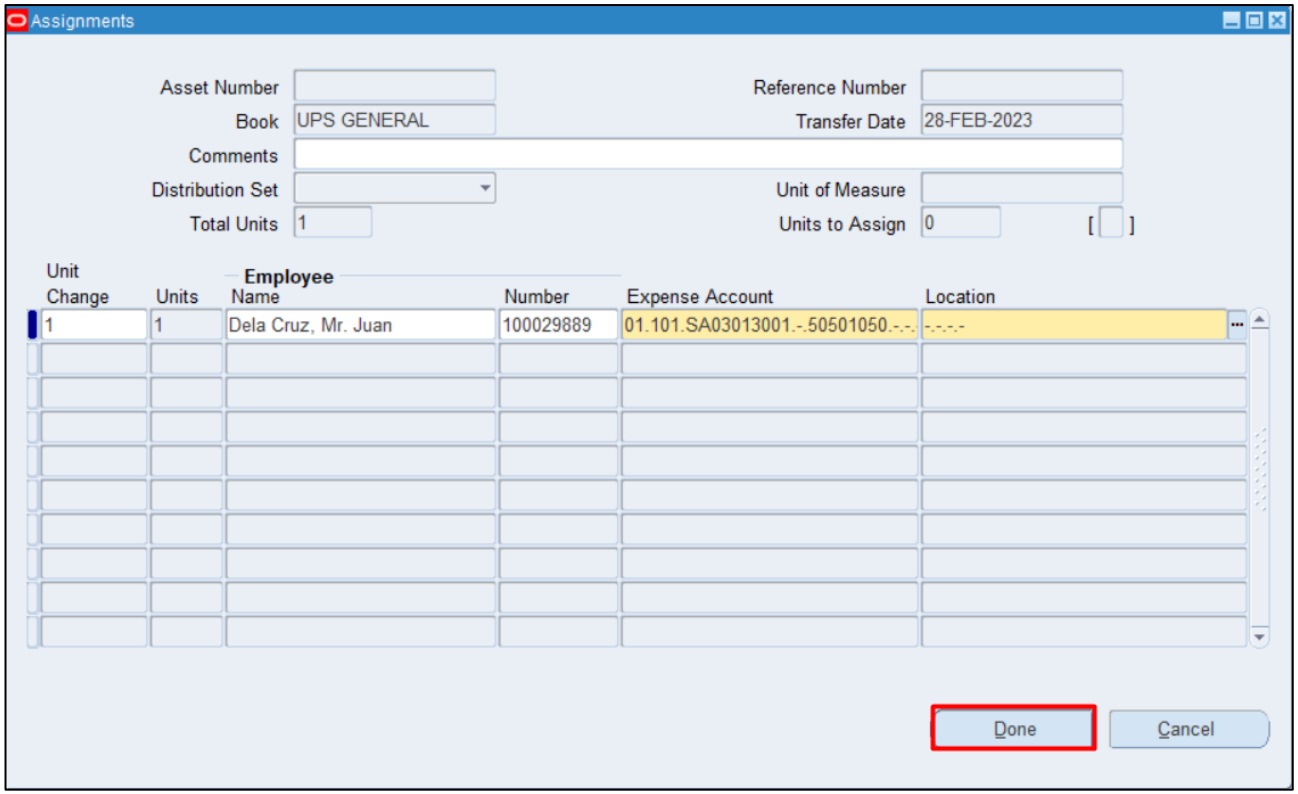
Step 8. On the **Current Cost** field, enter the asset cost.

Click **Continue.**

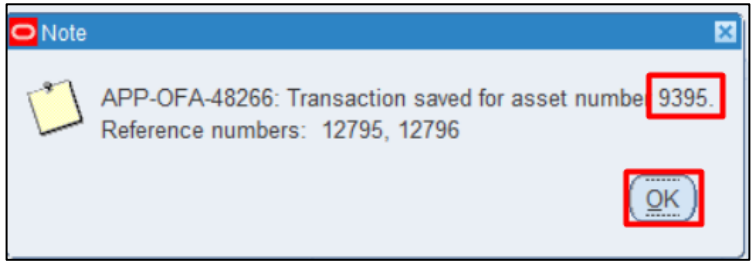


Step 9. On the **Assignment** window will appear, fill in the following:

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

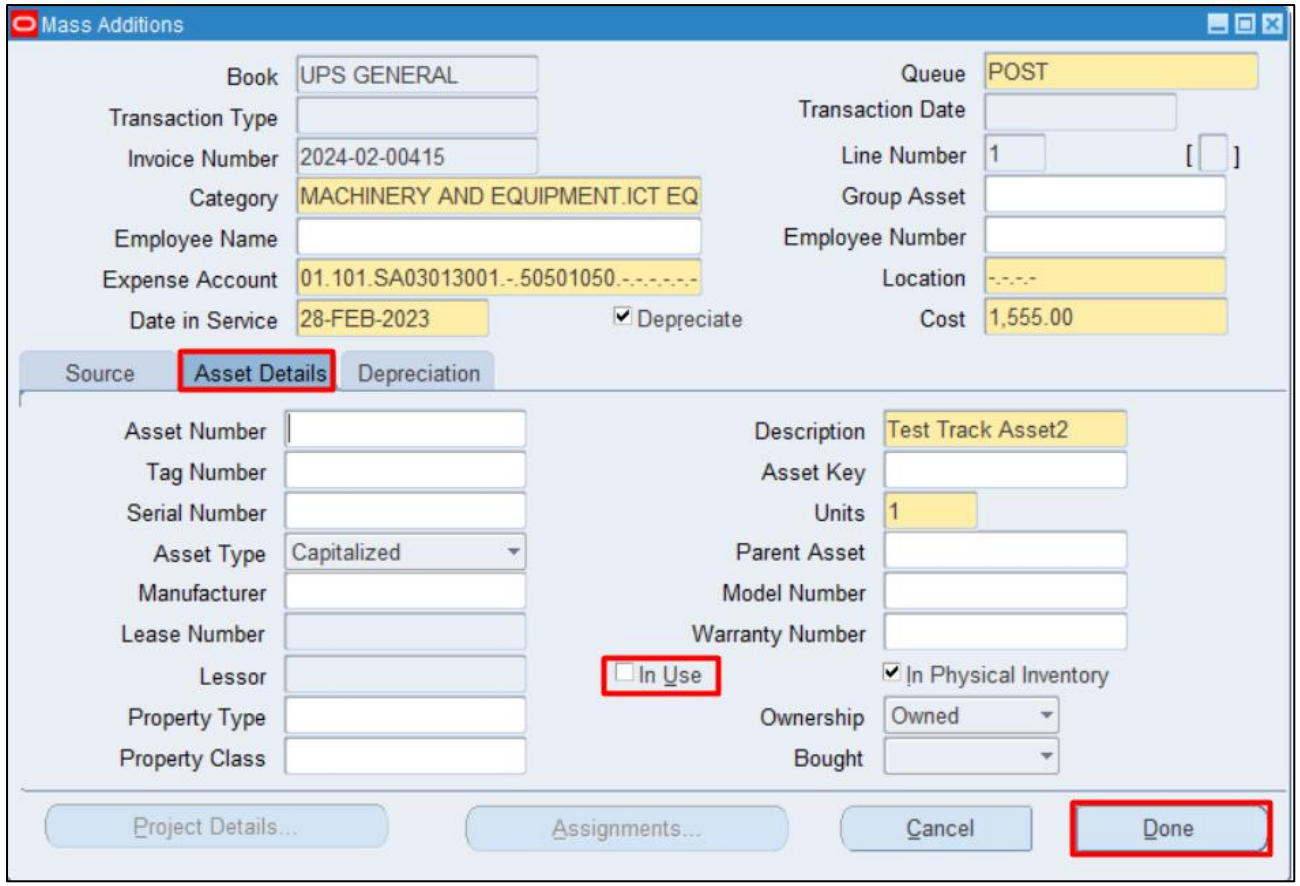


Step 9. Click **Done**.



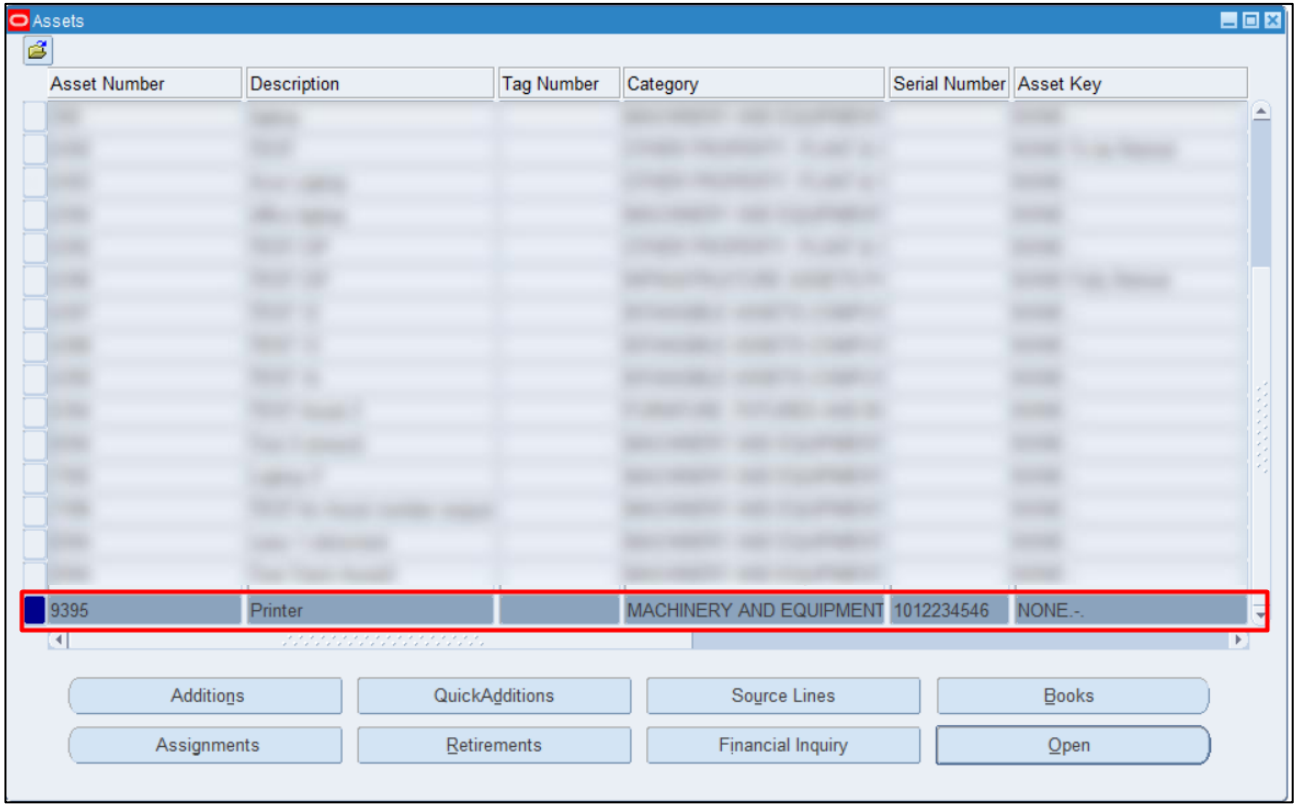
A **Note** will appear, take note of the **Asset Number.**

Click **OK.**



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

Click **Done**.



A new Asset has been added to the Asset list.

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

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Complete Adjustments

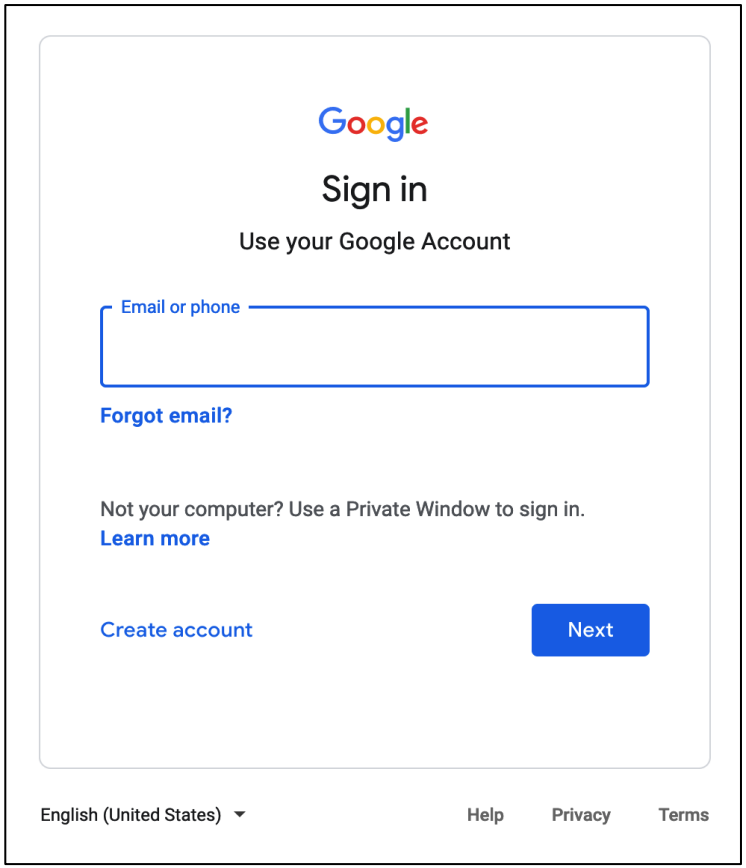
1. DOCUMENT CONTROL

1.4 Change Record

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

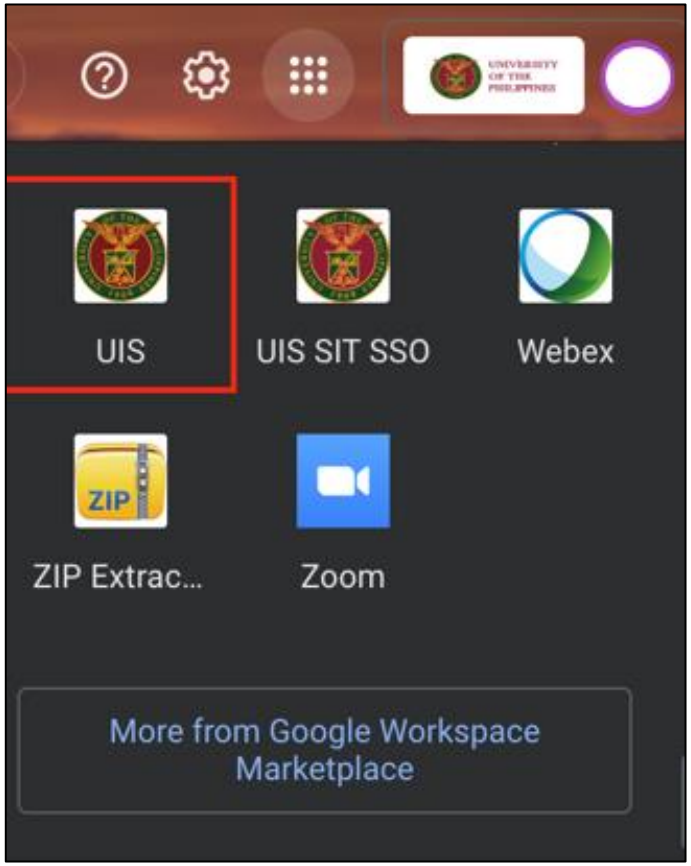
2. Description

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

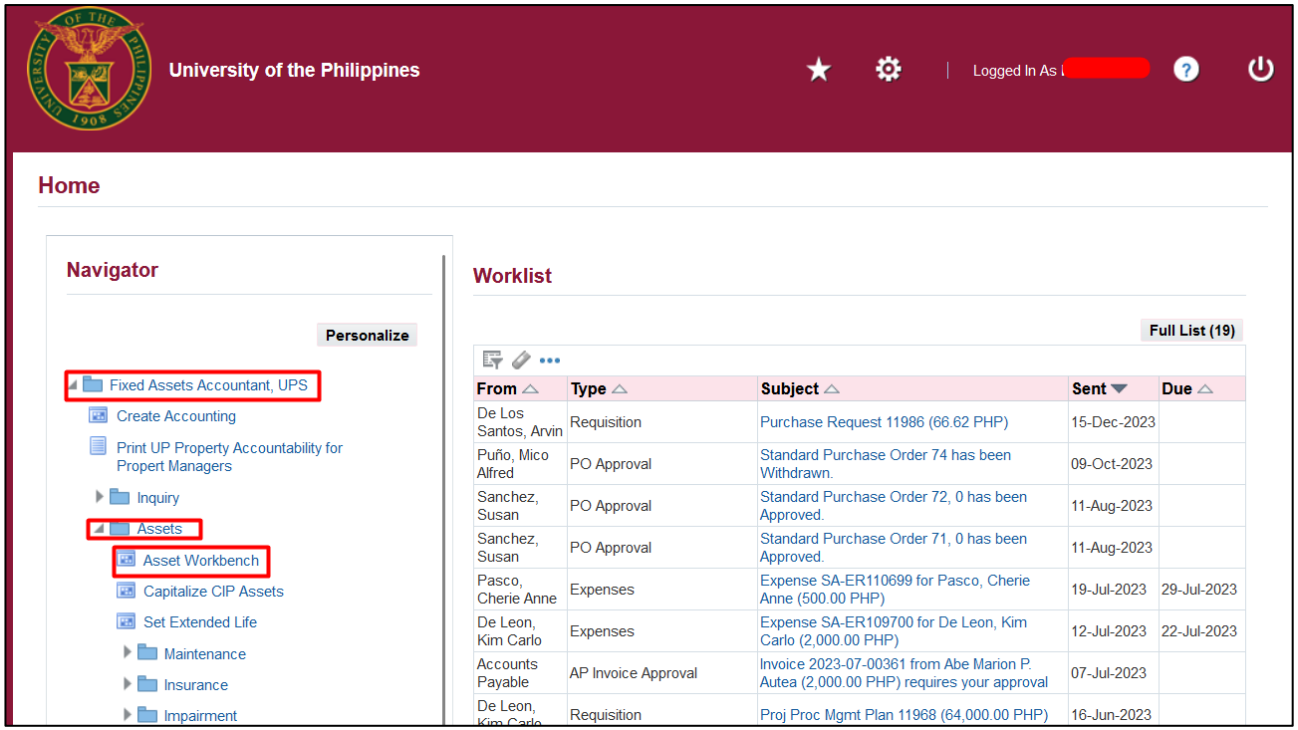


Step 1. Go to ***https://uis.up.edu.ph***

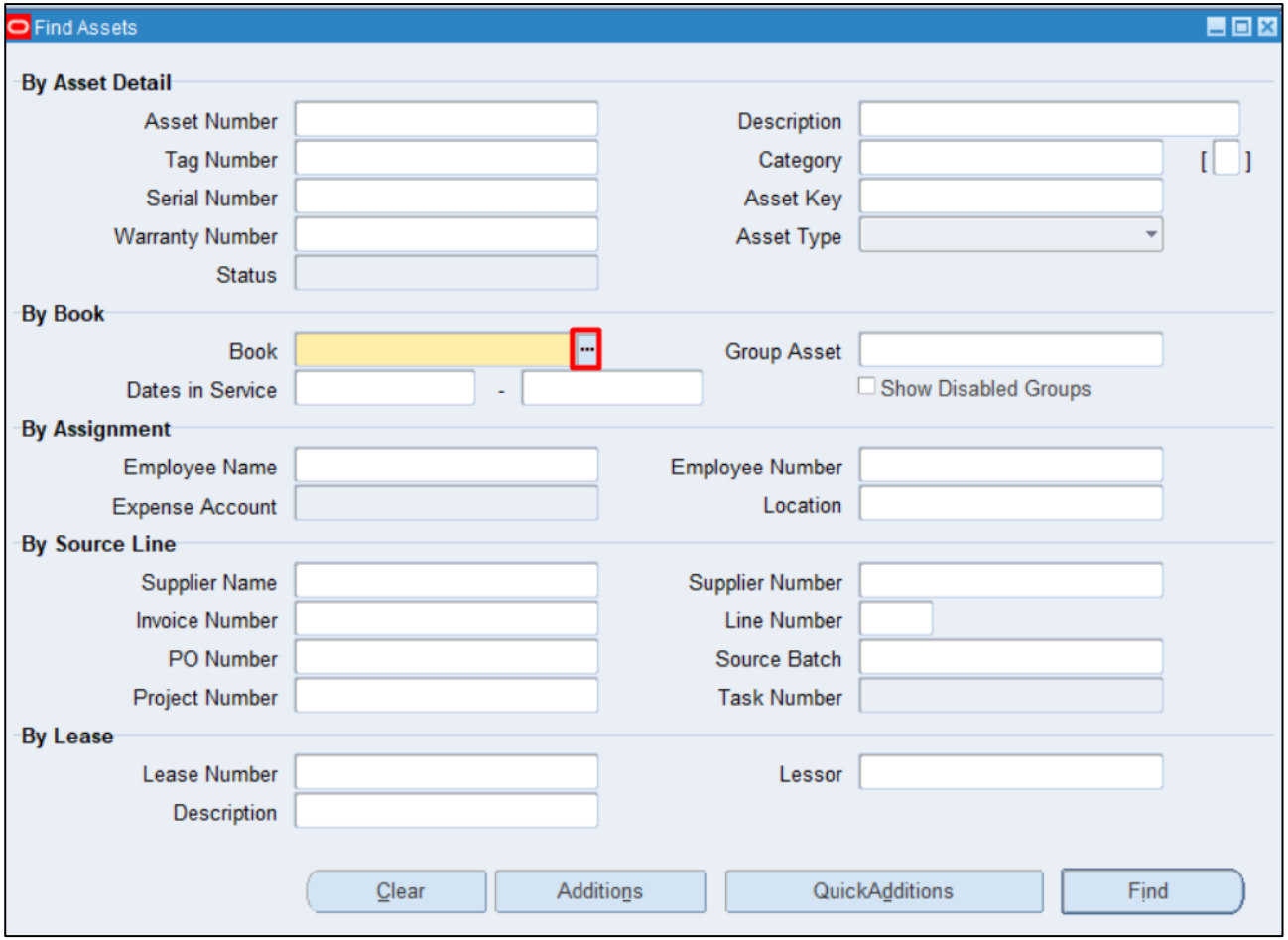
Step 2. Log-in your UP Mail credentials (e.g. ***email*** and ***password***)



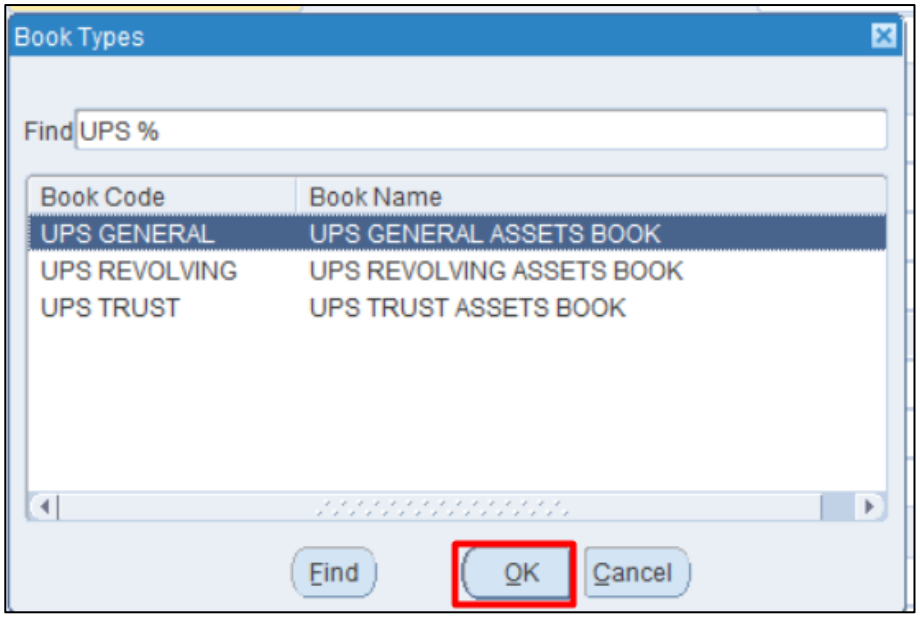
Or you may open your UP Mail and go to the Google Workspace and select **UIS**



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

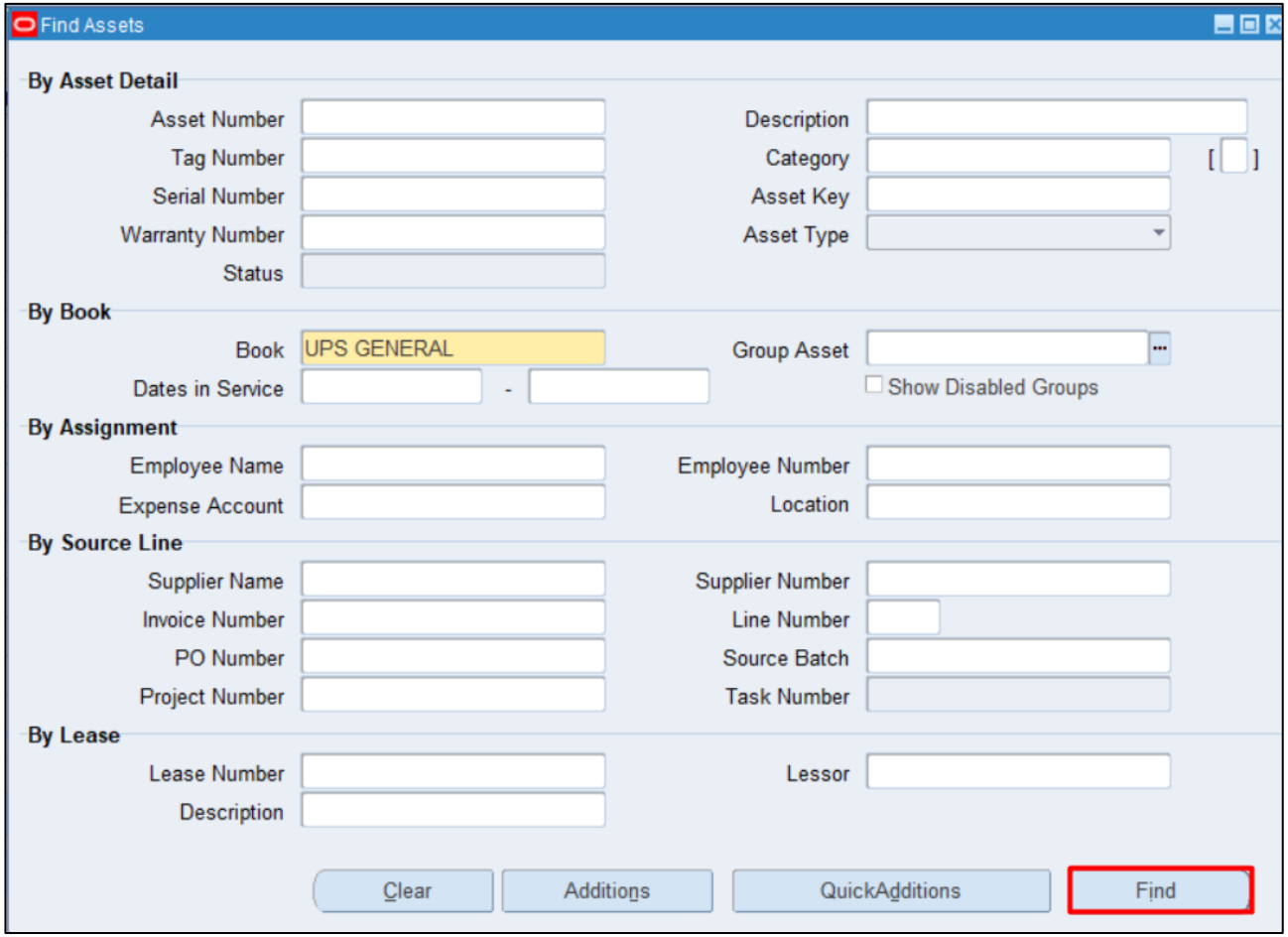


Step 4. On the **Find Assets** window, click the **ellipsis** on **Book** field.

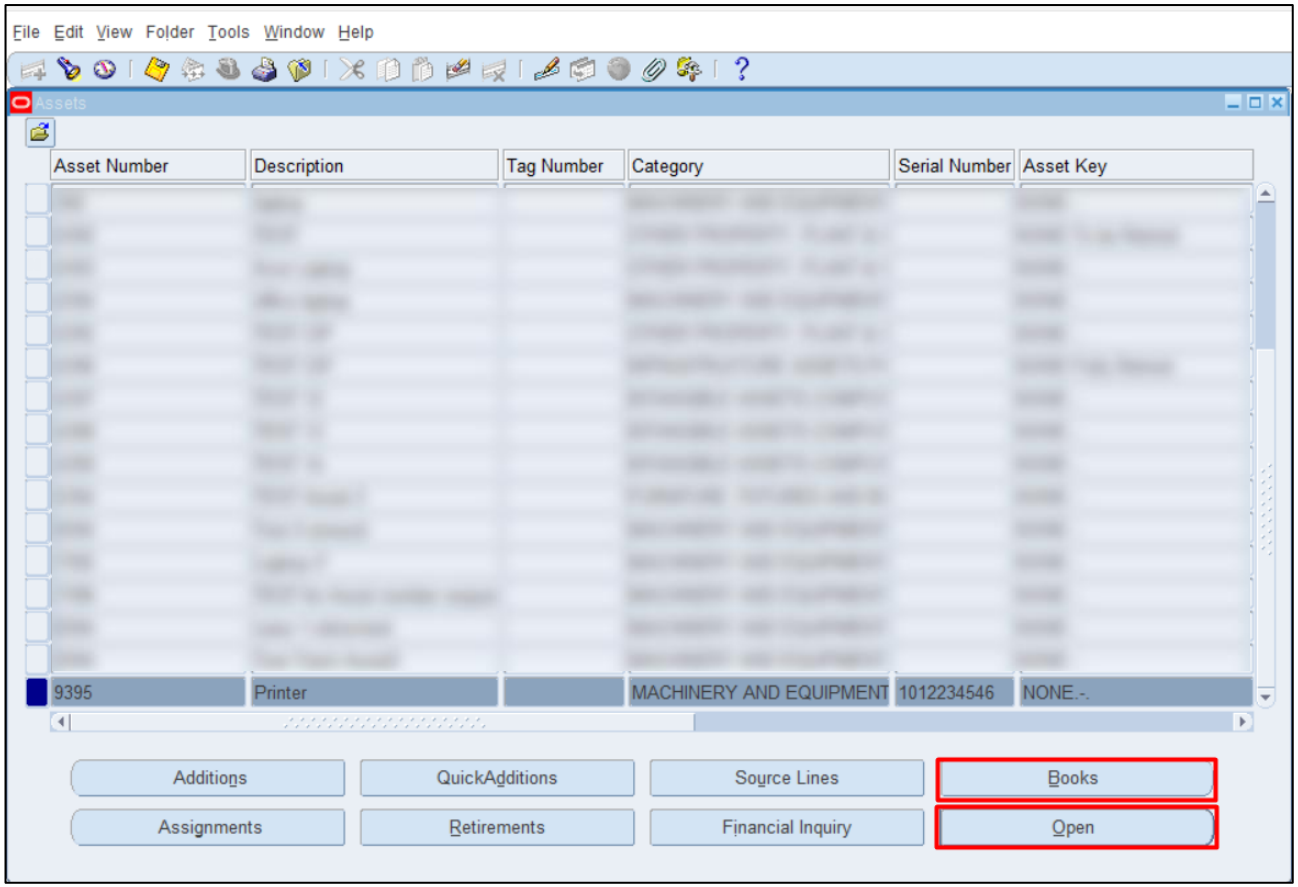


Select a **Book**.

Click **OK.**



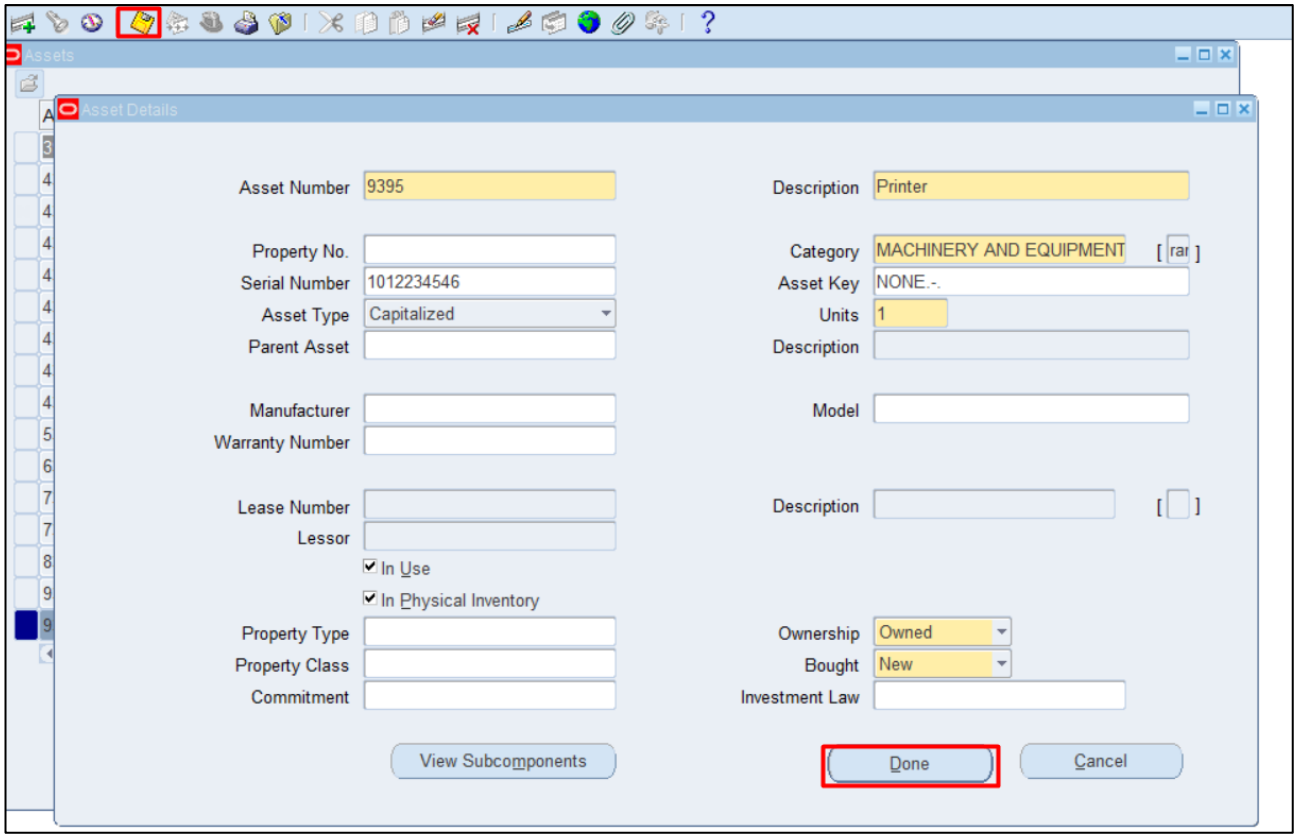
Step 5. Click **Find.**



Step 6. Select the assets for adjustments.

You may choose from the following:

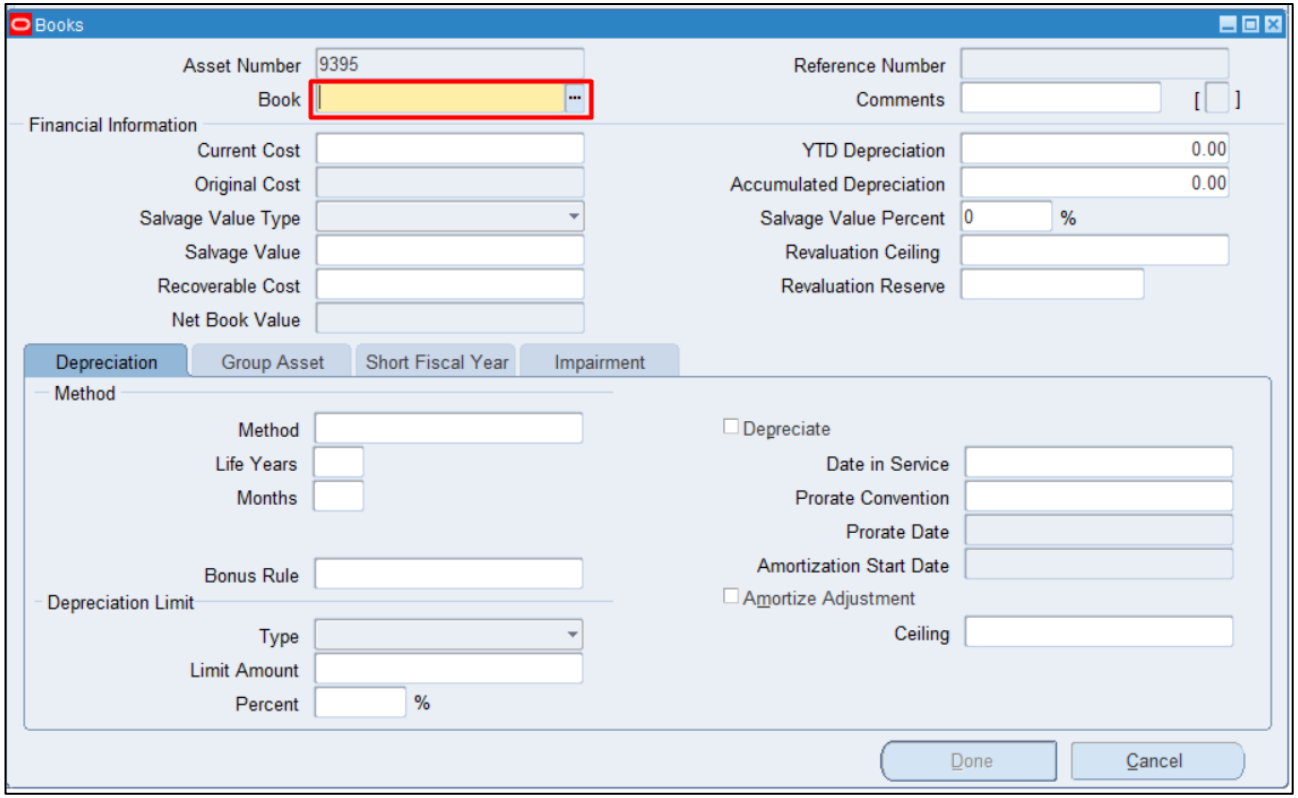
- **Open** – to update the asset details.
- **Books** – to update the details in the **Books** window.



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

Enter necessary updates.

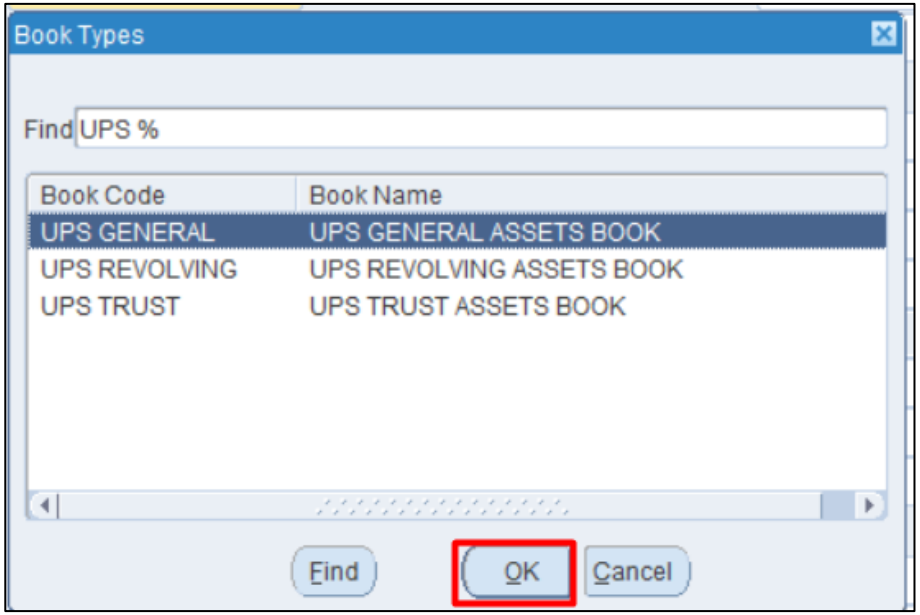
Click **Save** icon and **Done**.



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

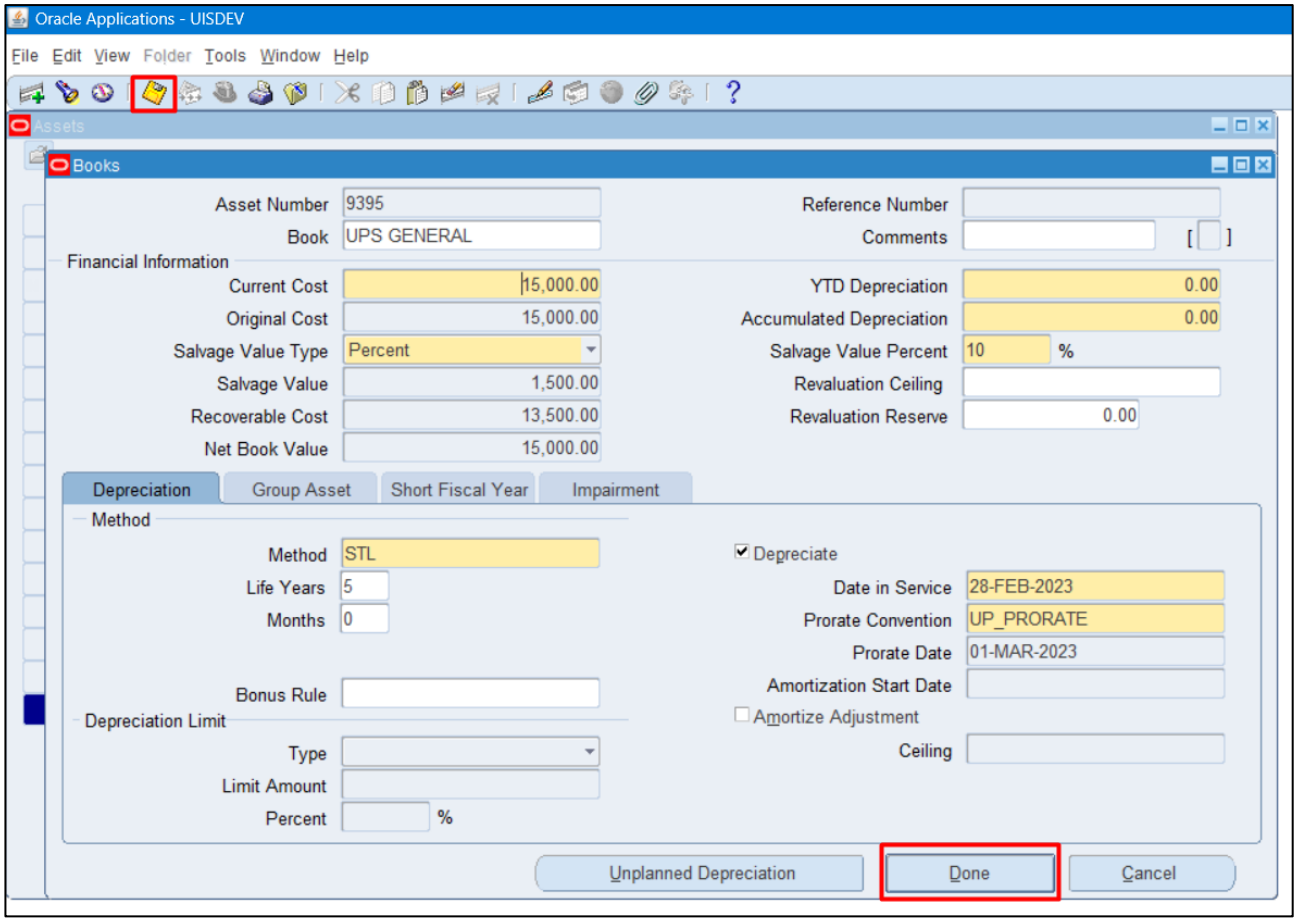
Select a book by clicking ellipsis on **Book** field.

‘



Select a **Book**.

Click **OK.**



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

Enter necessary updates.

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

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Complete Transfers

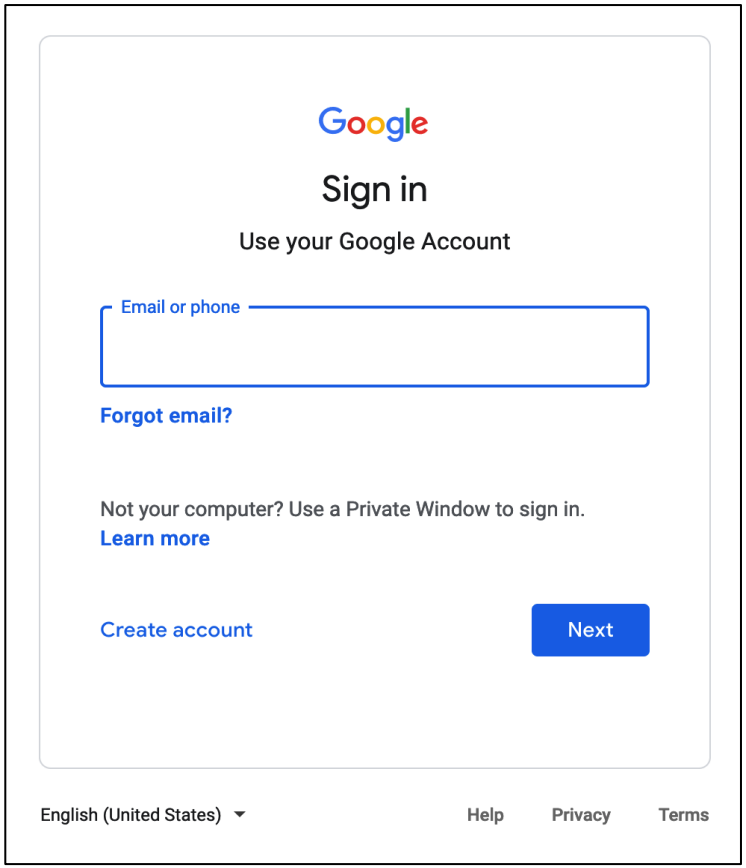
1. DOCUMENT CONTROL

1.5 Change Record

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

2. Description

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



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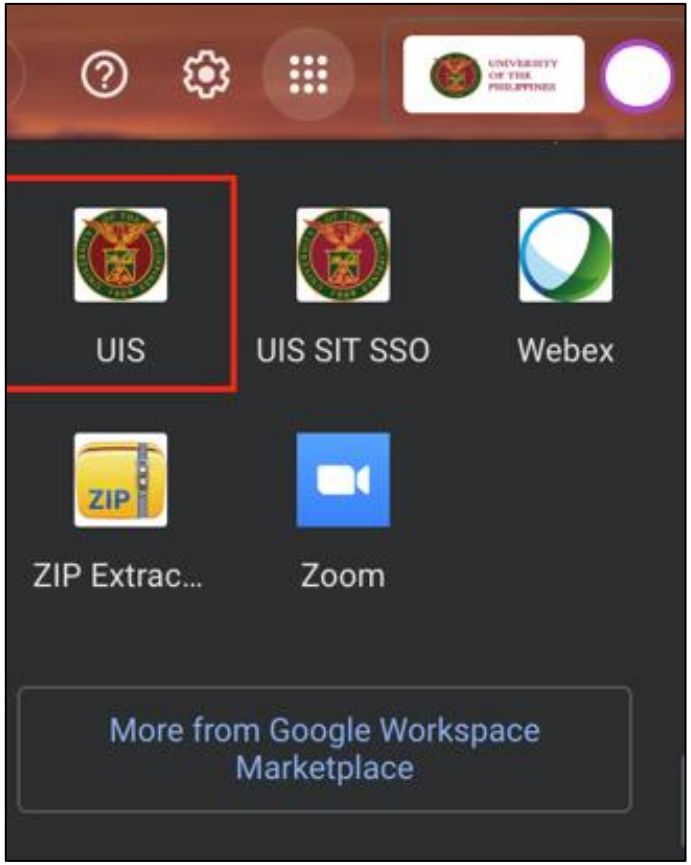
Step 2. Log-in your UP Mail credentials (e.g. ***email*** and ***password***)



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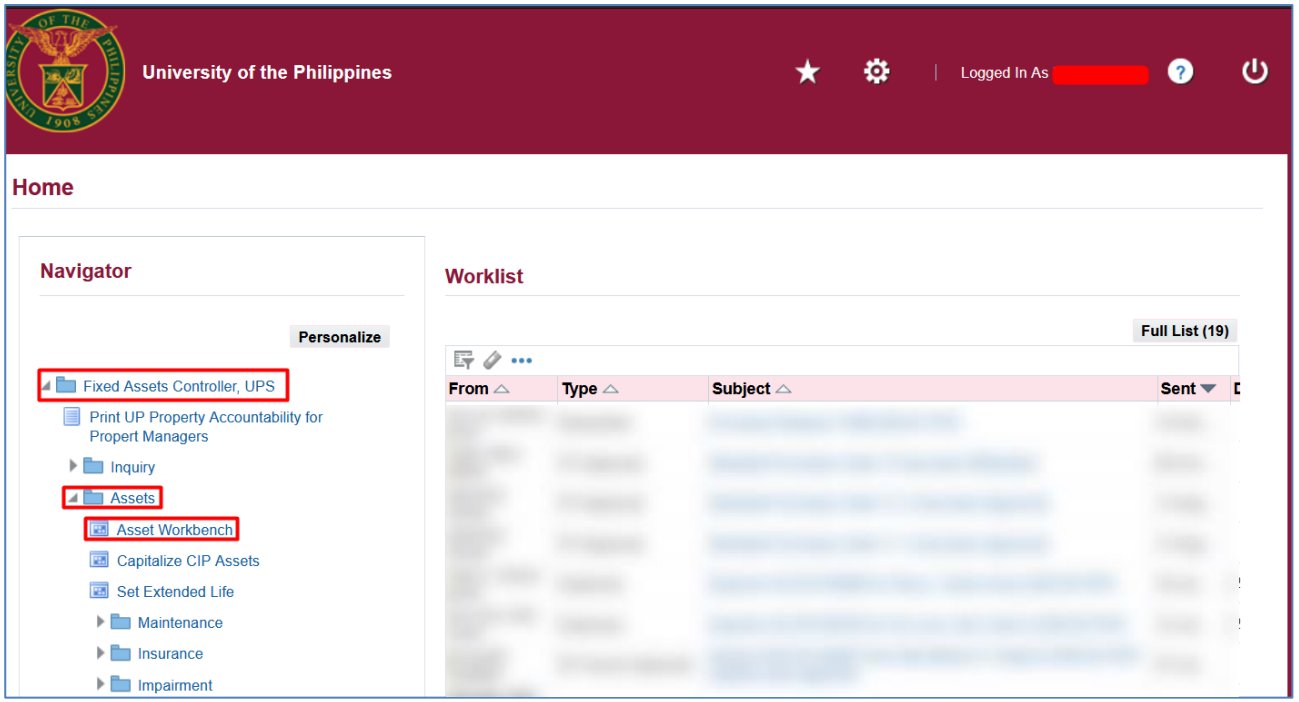
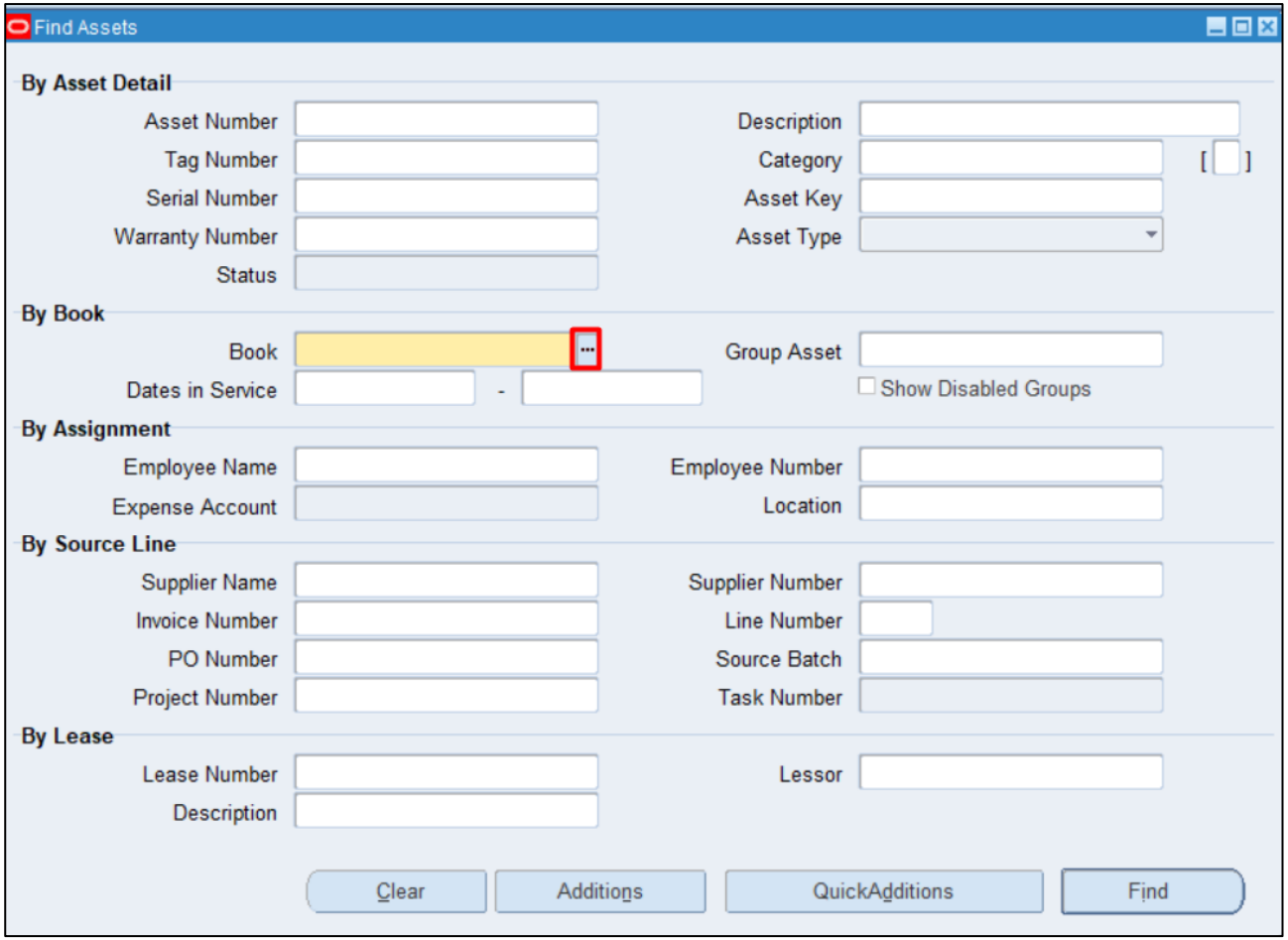
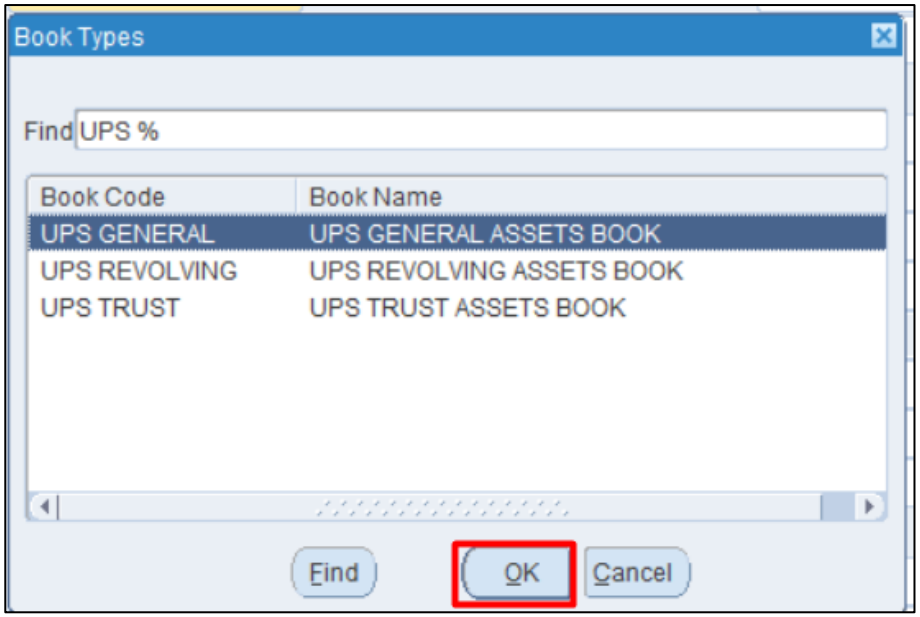


Step 3. On the UIS Homepage, Navigate to ***Fixed Assets Controller Responsibility > Asset > Asset Workbench.***

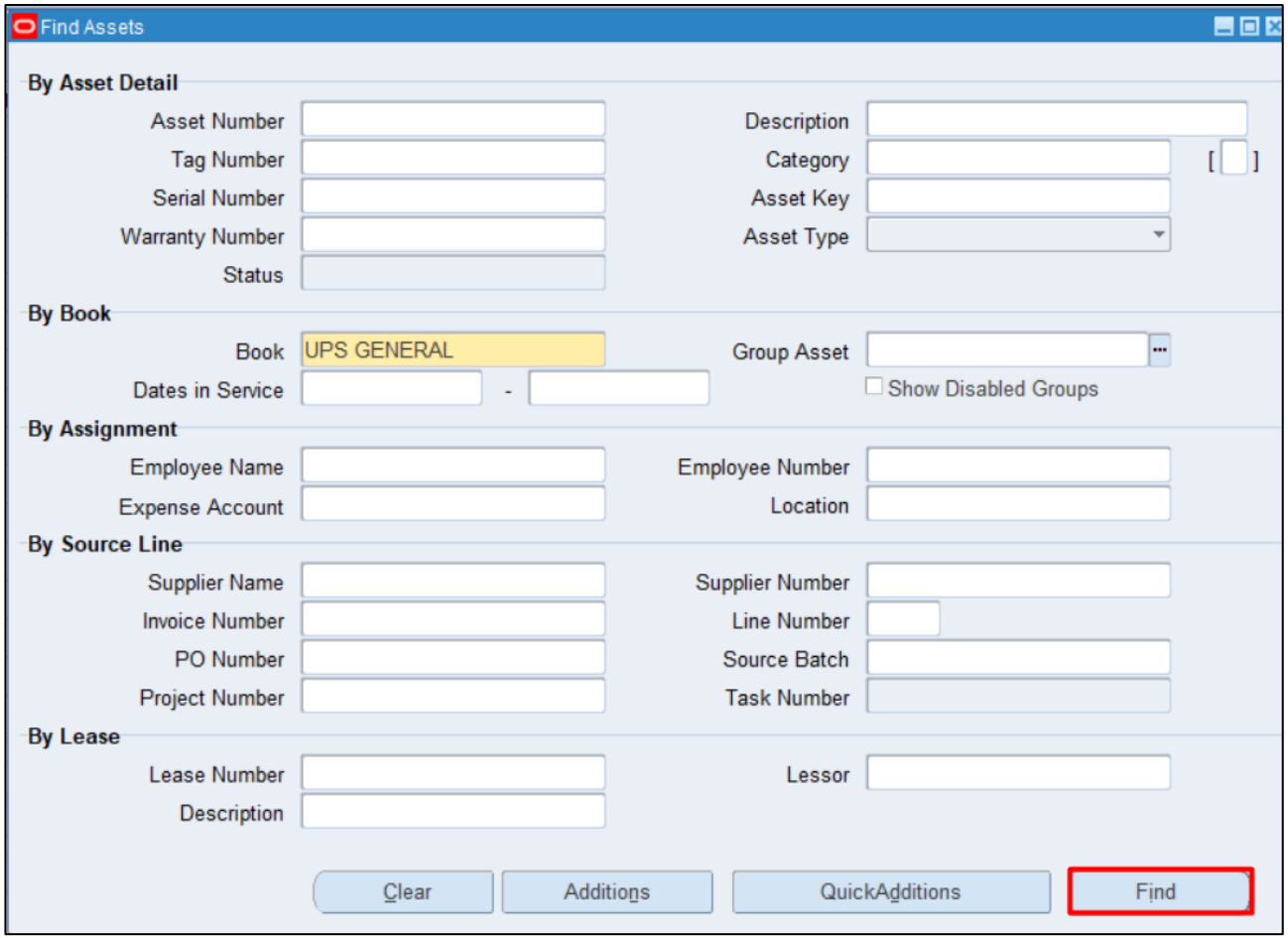


Step 4. On the **Find Assets** window, click the **ellipsis** on **Book** field.

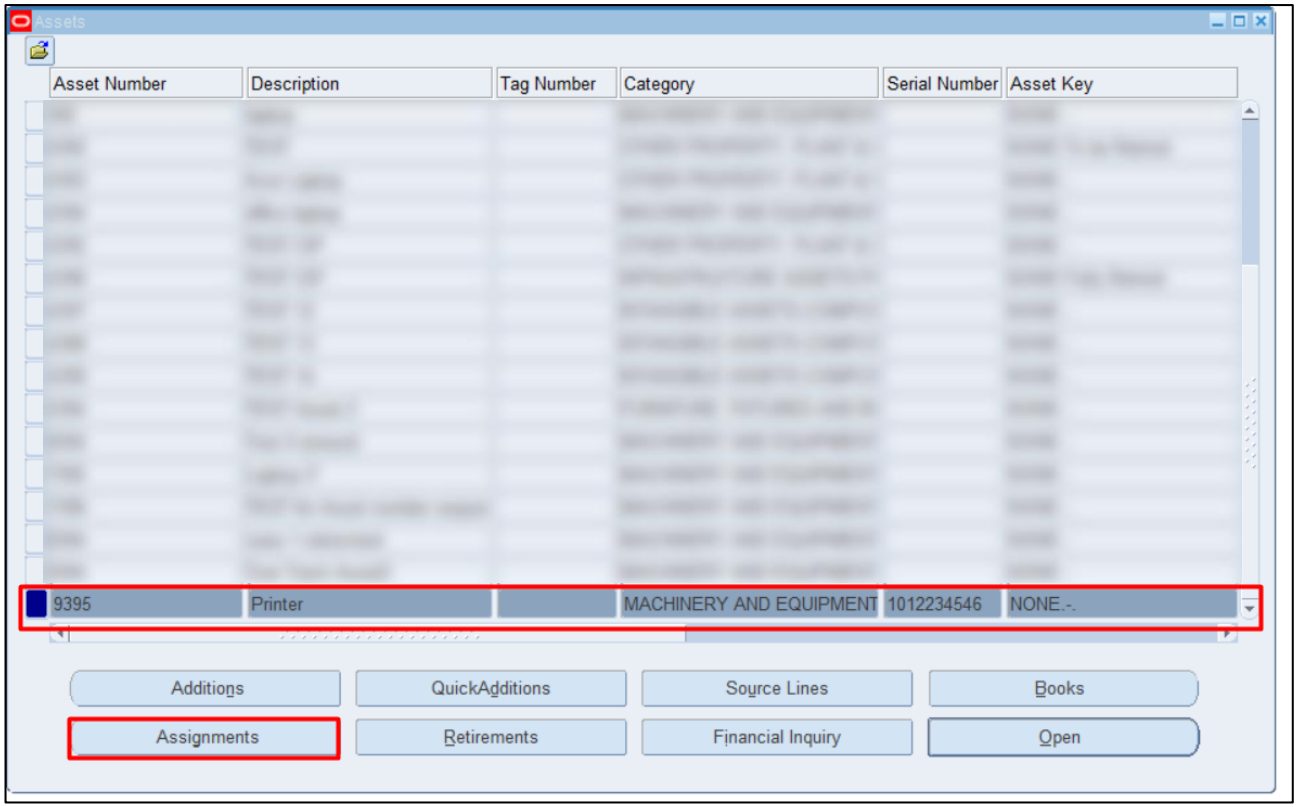


Select a **Book**.

Click **OK.**

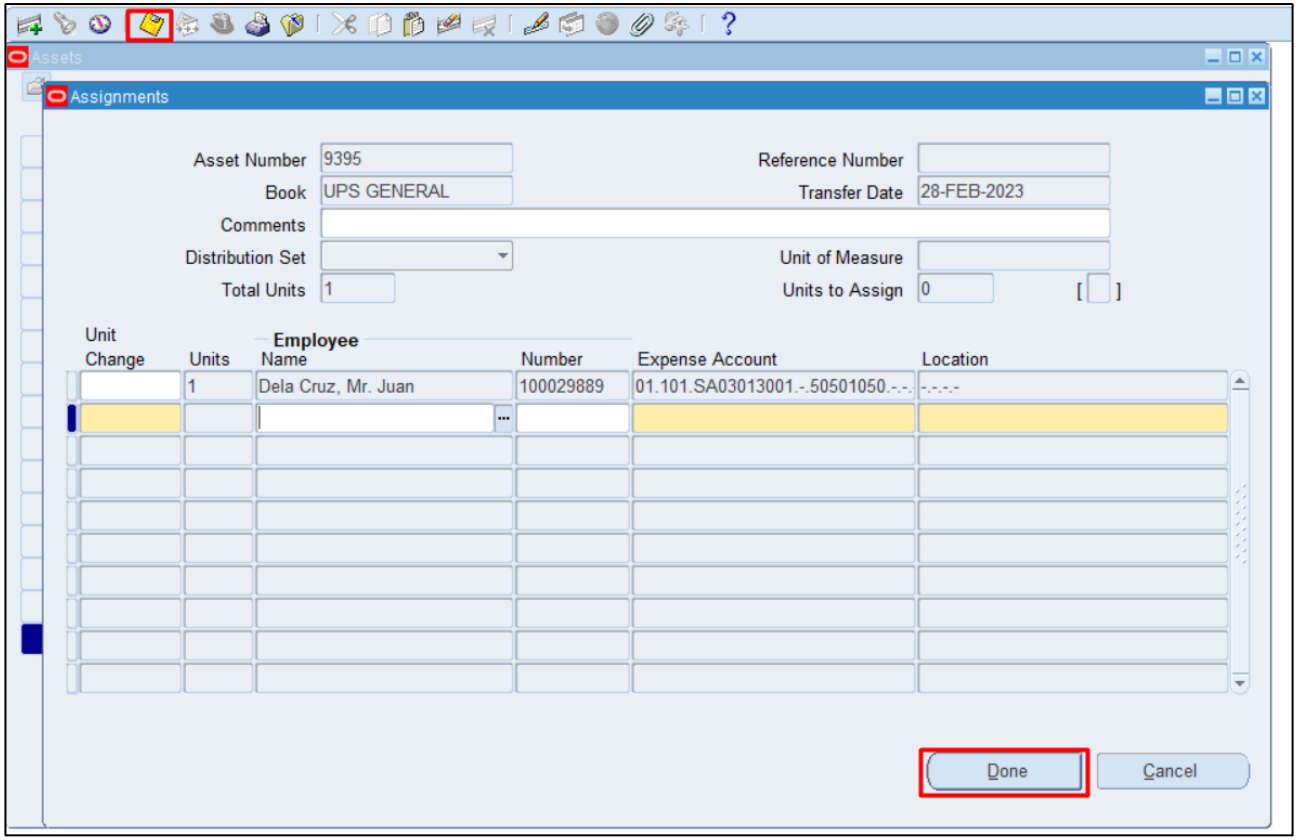


Step 5. Click **Find.**



Step 6. Select an asset.

Click **Assignments.**



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.

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Complete Retirements

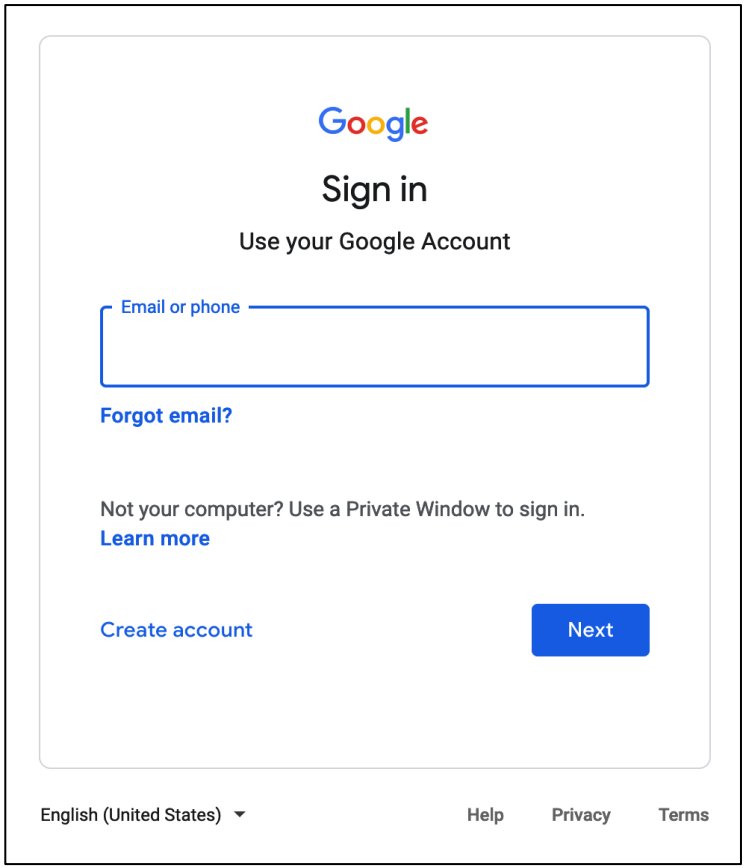
1. DOCUMENT CONTROL

1.6 Change Record

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

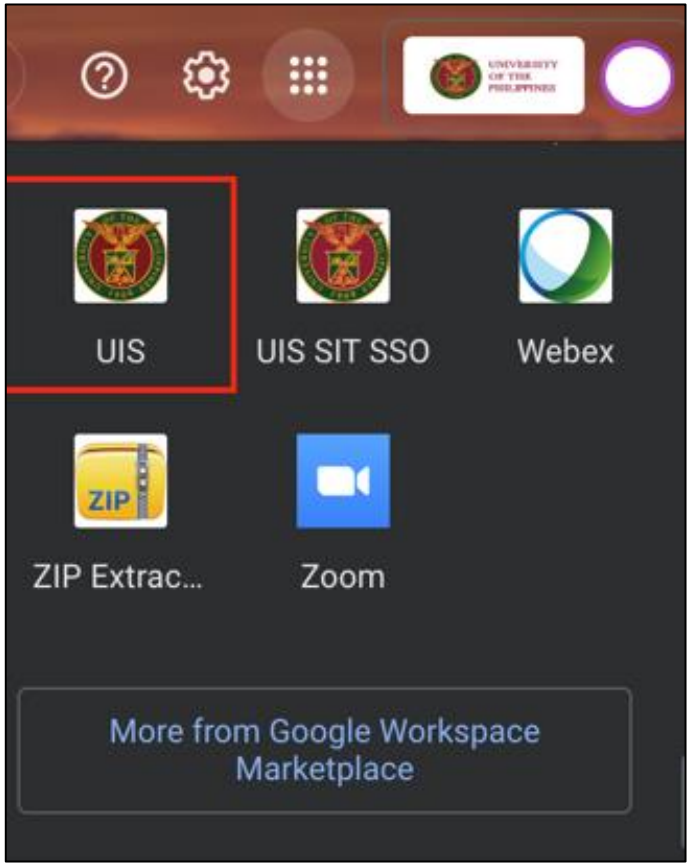
2. Description

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

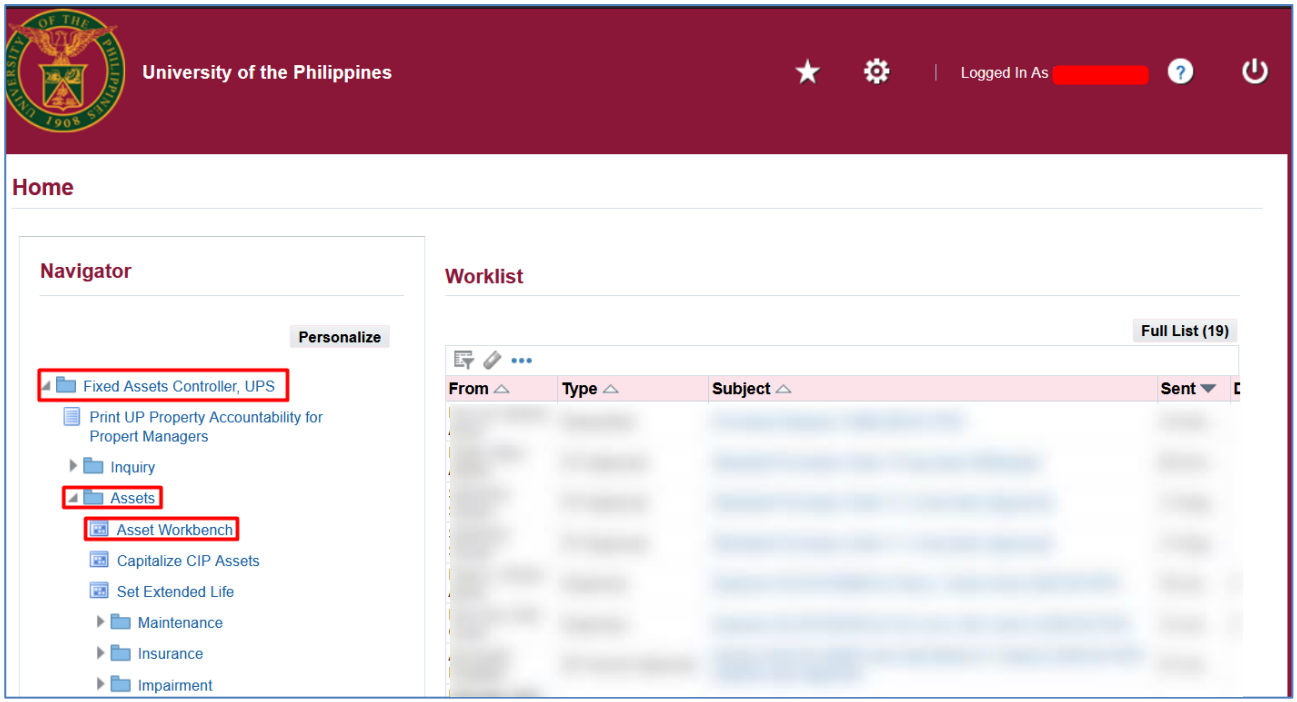


Step 1. Go to ***https://uis.up.edu.ph***

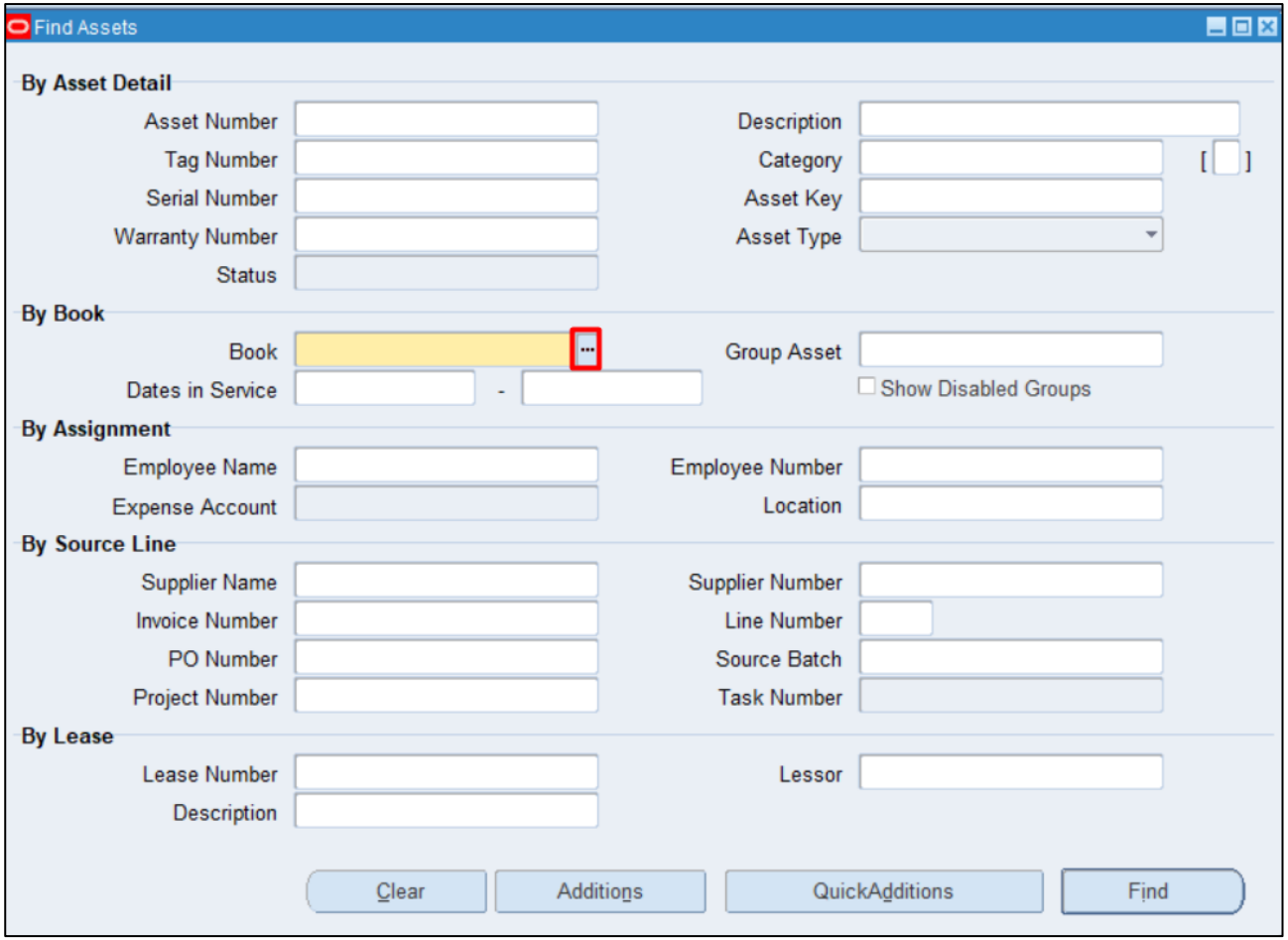
Step 2. Log-in your UP Mail credentials (e.g. ***email*** and ***password***)



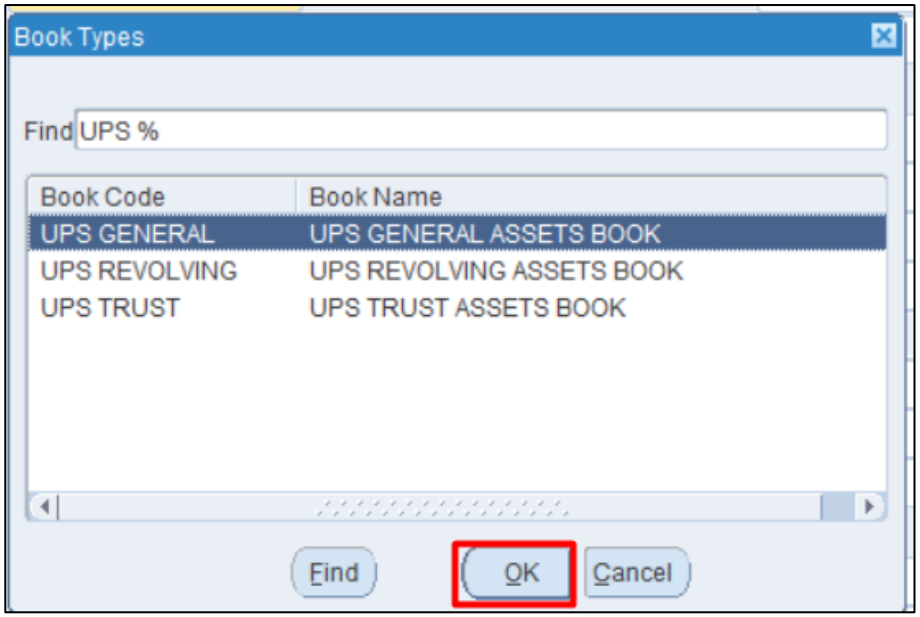
Or you may open your UP Mail and go to the Google Workspace and select **UIS**



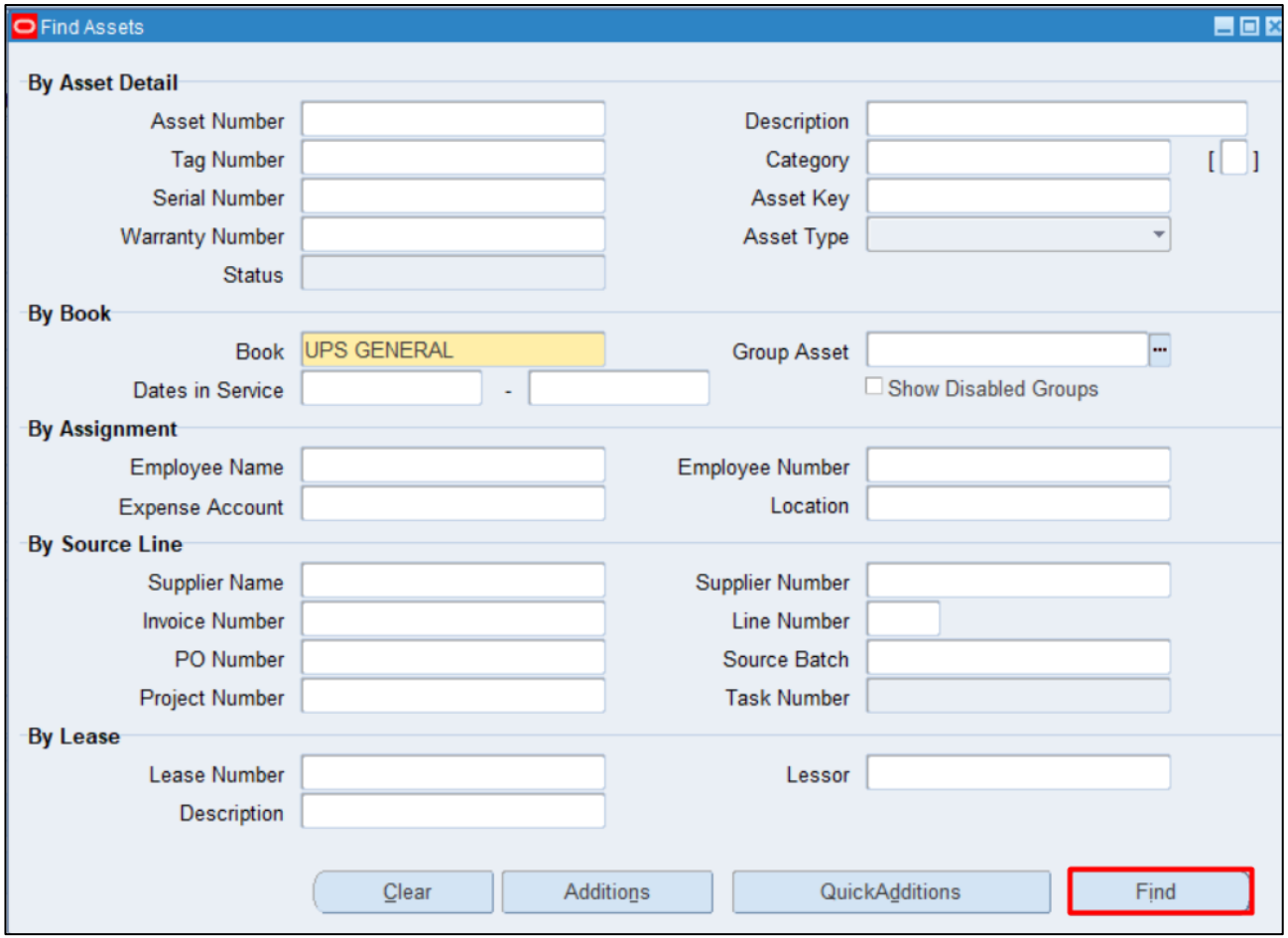
Step 3. On the UIS Homepage, Navigate to ***Fixed Assets Controller Responsibility > Asset > Asset Workbench.***



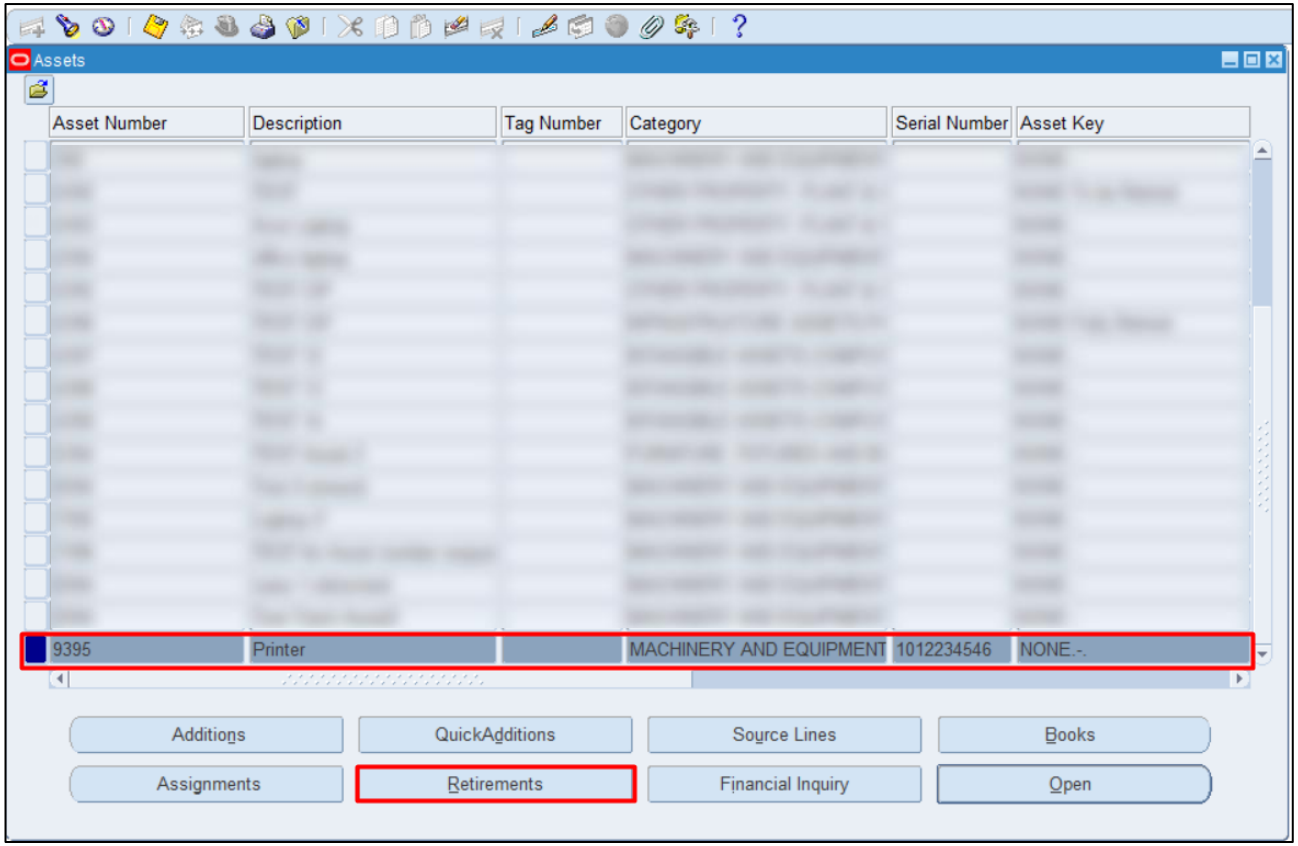
Step 4. On the **Find Assets** window, click the **ellipsis** on **Book** field.



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

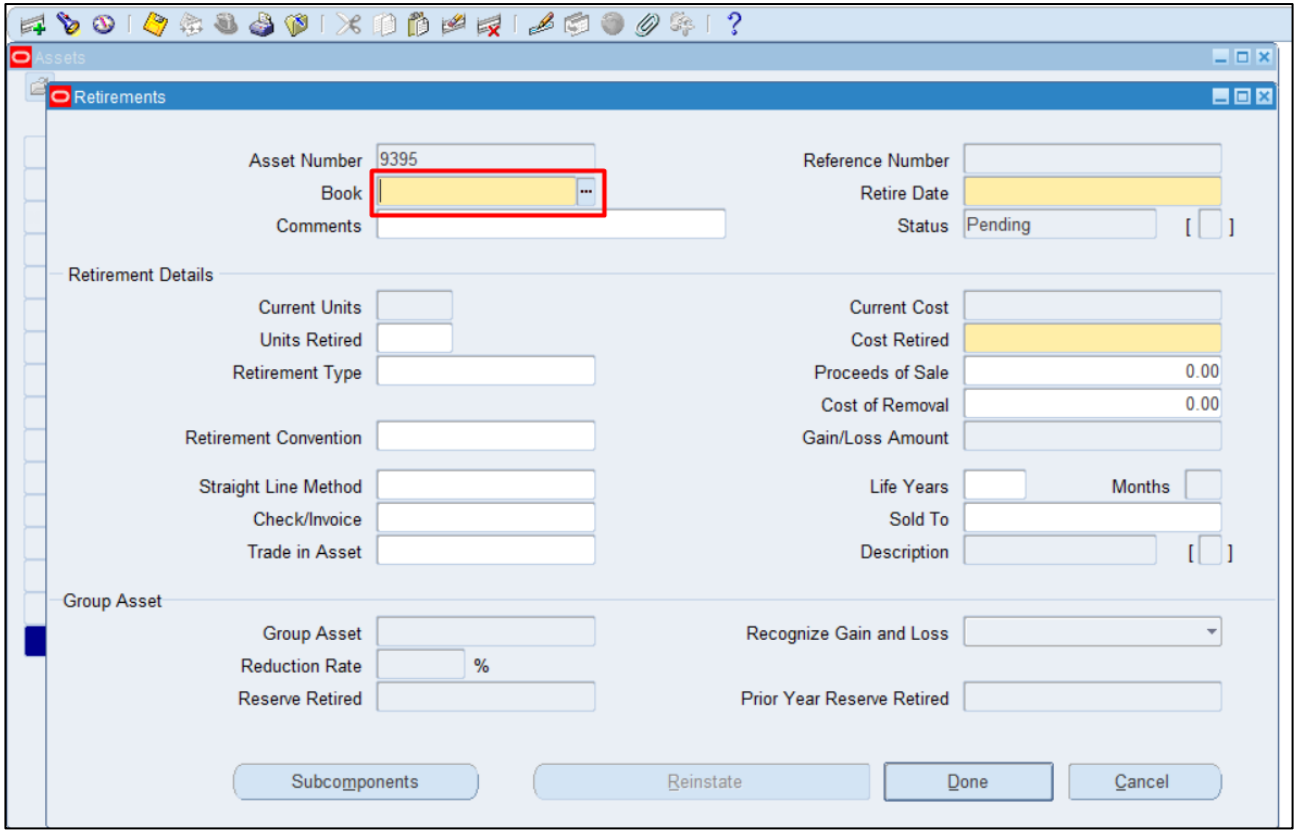


Step 5. Click **Find.**

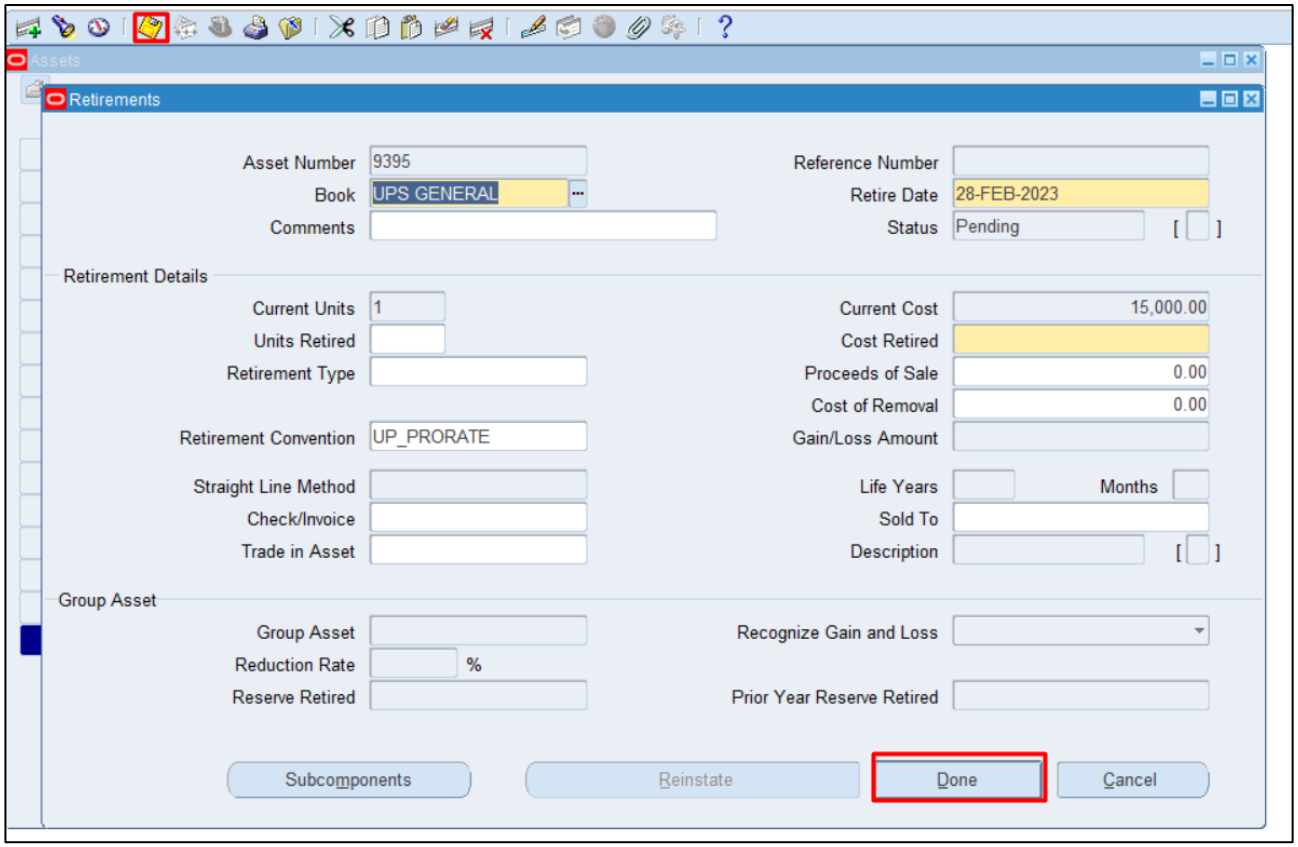


Step 6. Select an asset.

Click **Retirements.**



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



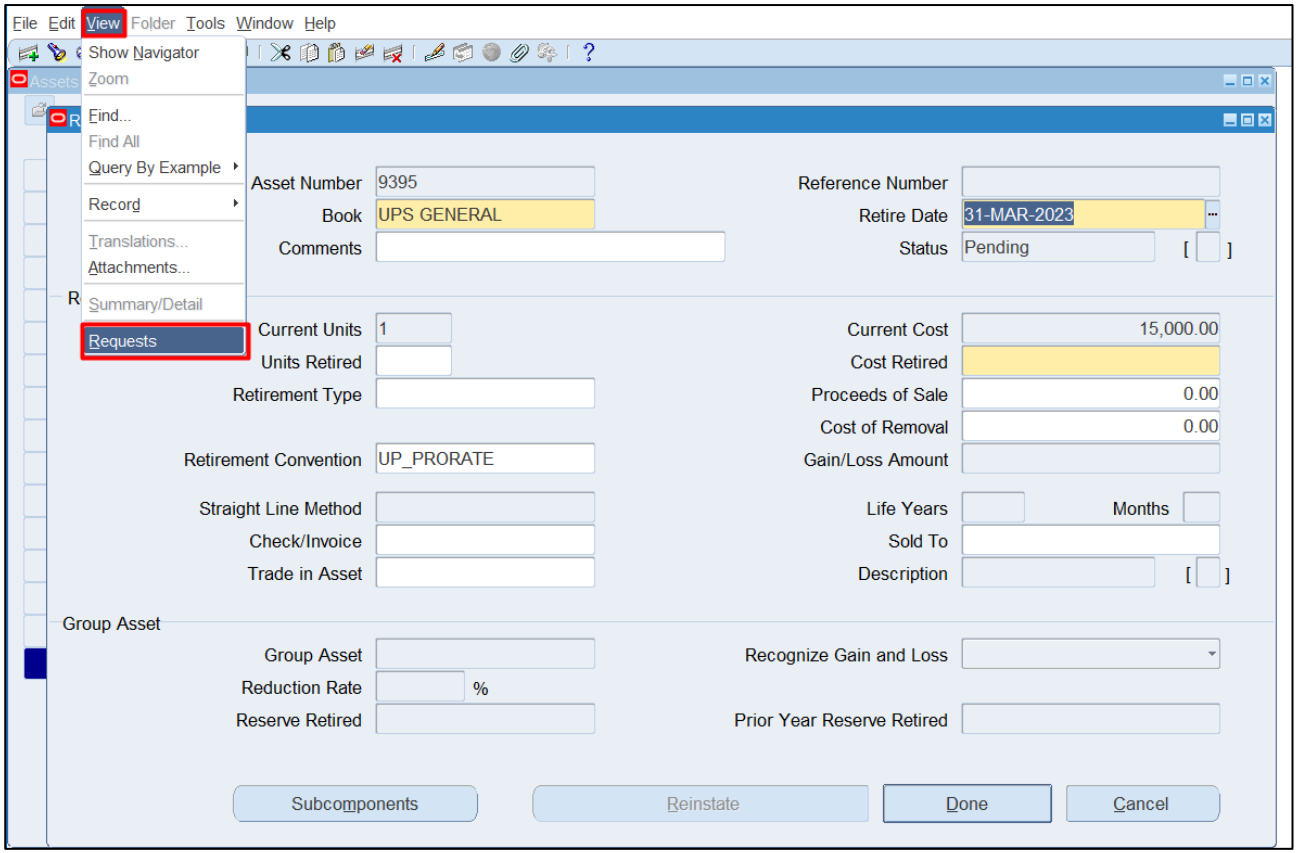
Step 8. The book will automatically select and show the retirement details.

Enter necessary updates.

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

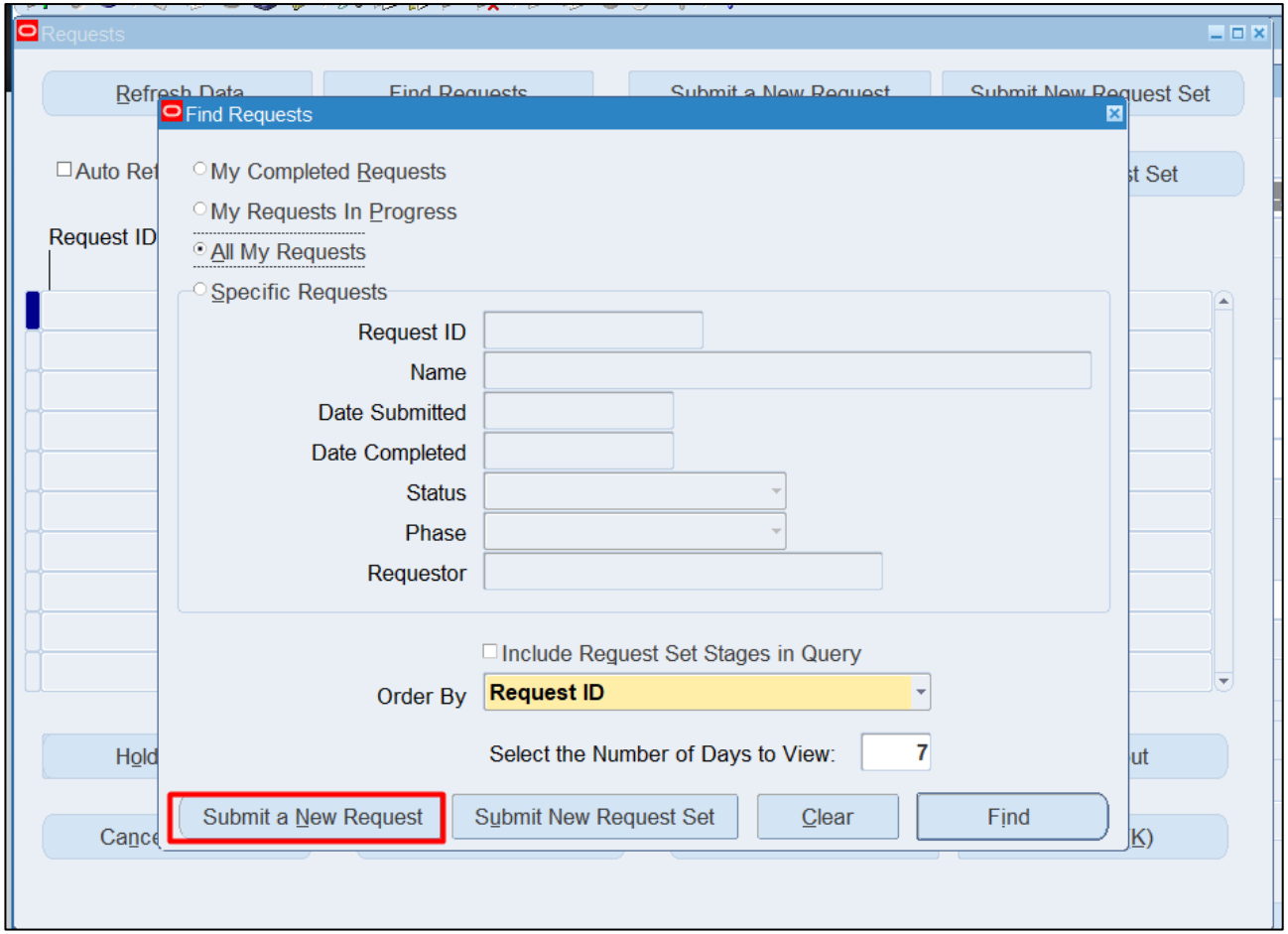
Notes: You can retire an entire asset, or you can partially retire an asset. When you partially retire an asset by units, Oracle Assets automatically calculates the fraction of the cost retired. When you retire an asset by cost, the units remain unchanged, and the cost retired is spread evenly among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

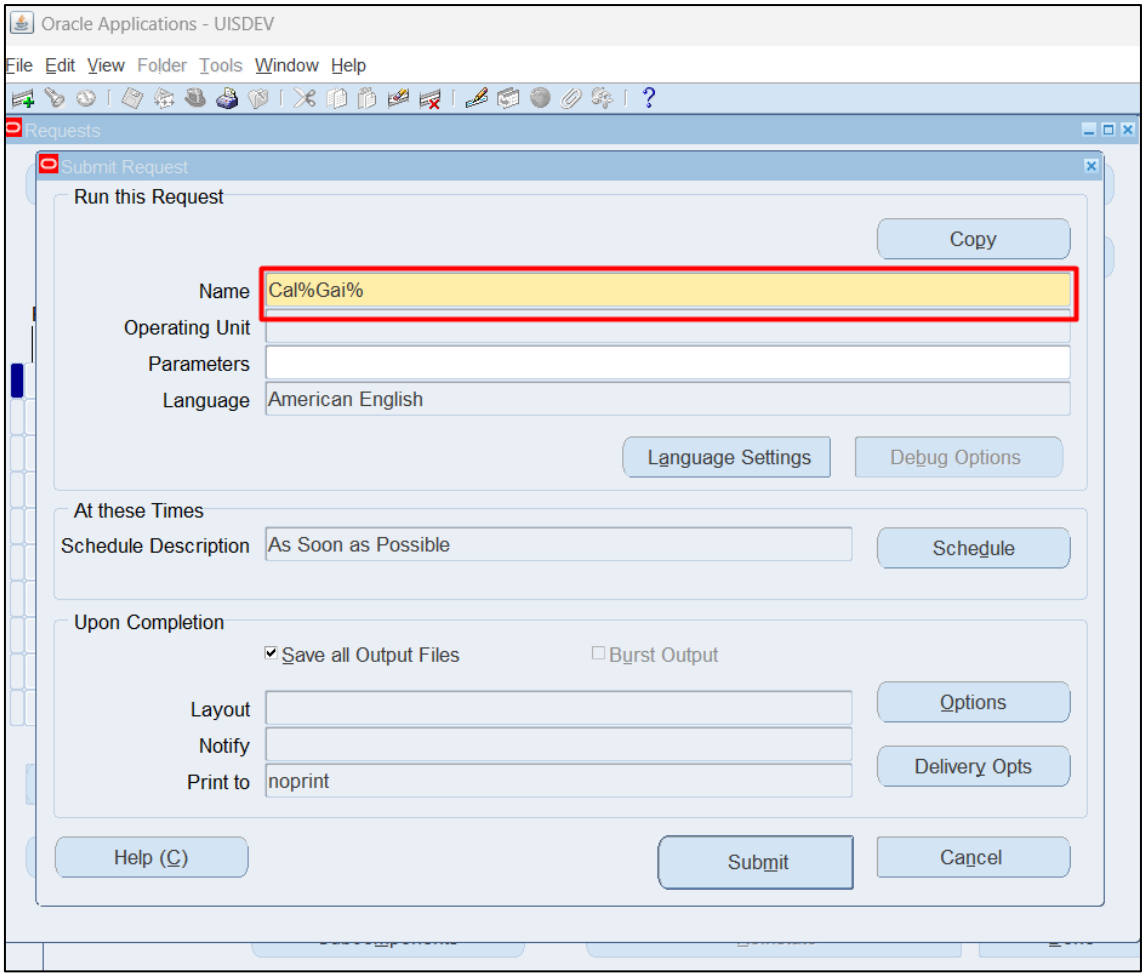


To run Calculate Gains and Losses

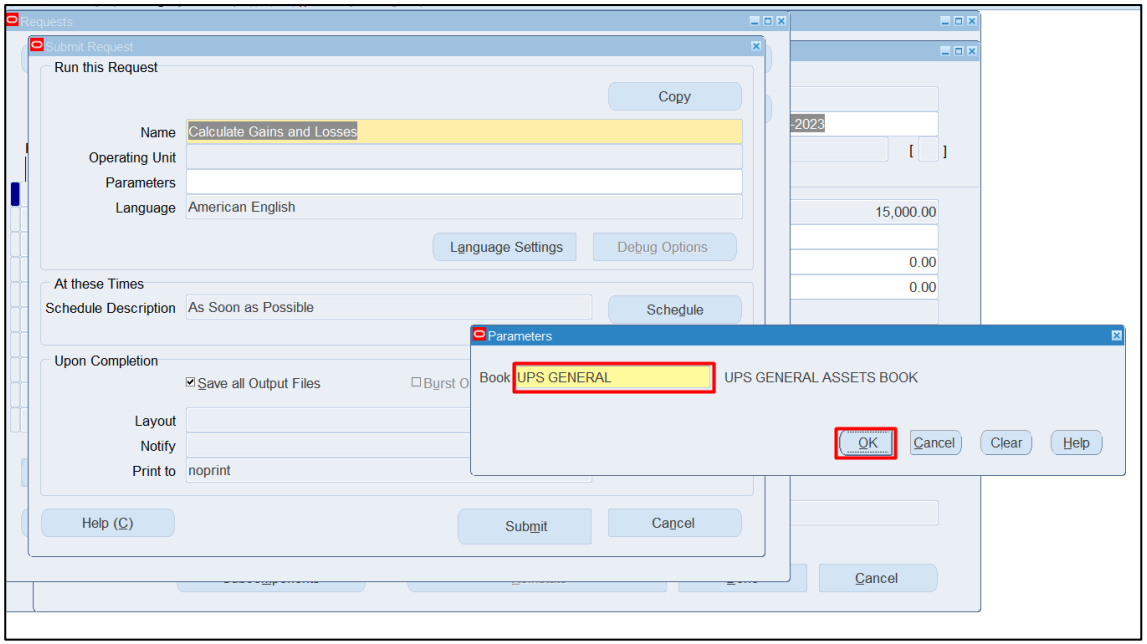
Step 9. Click View> Request.



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

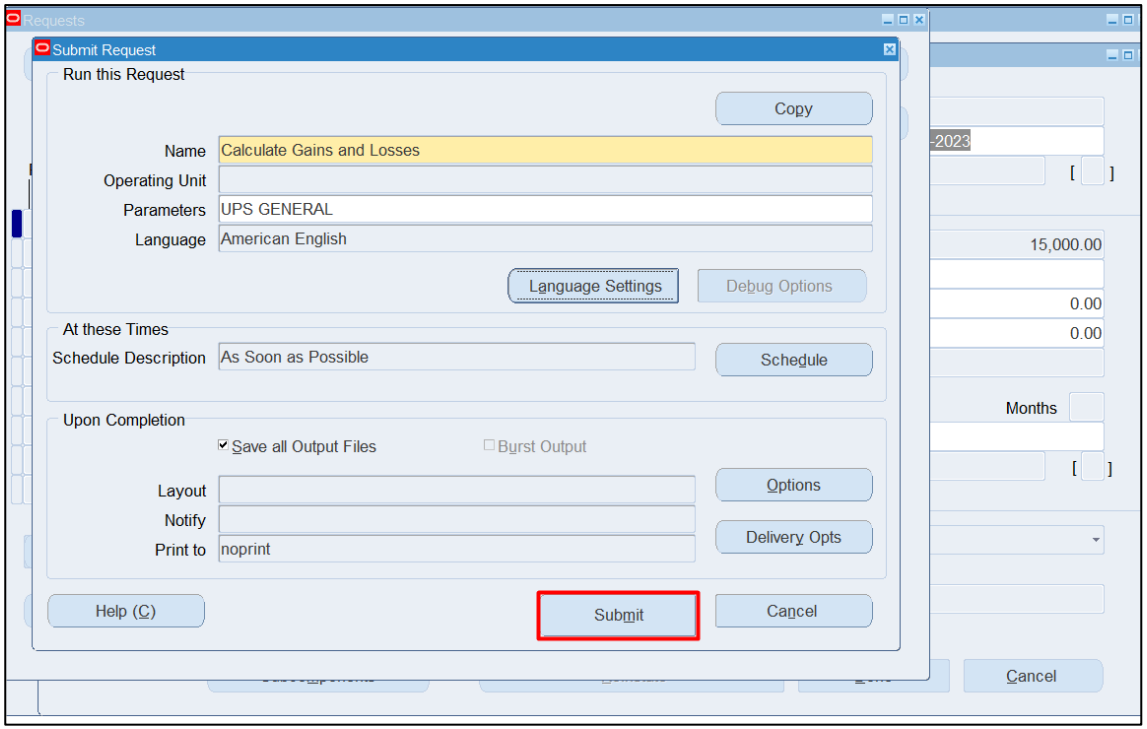


Step 11. On **Name** field type "Cal%Gai%" then press **Tab** on your keyboard.

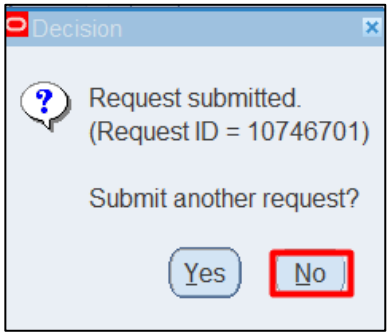


Step 12. Parameter will appear.

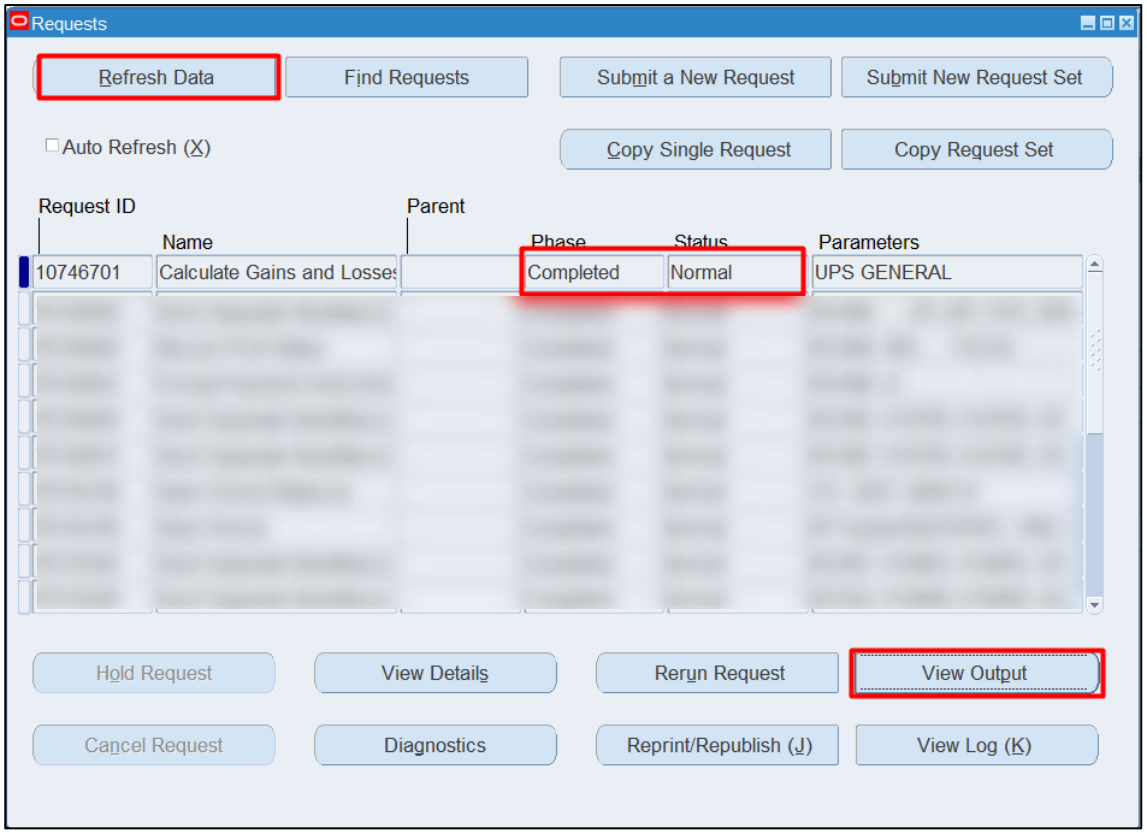
Select a **Book,** then click **OK.**



Step 13. Click **Submit.**



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



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.

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Run Depreciation

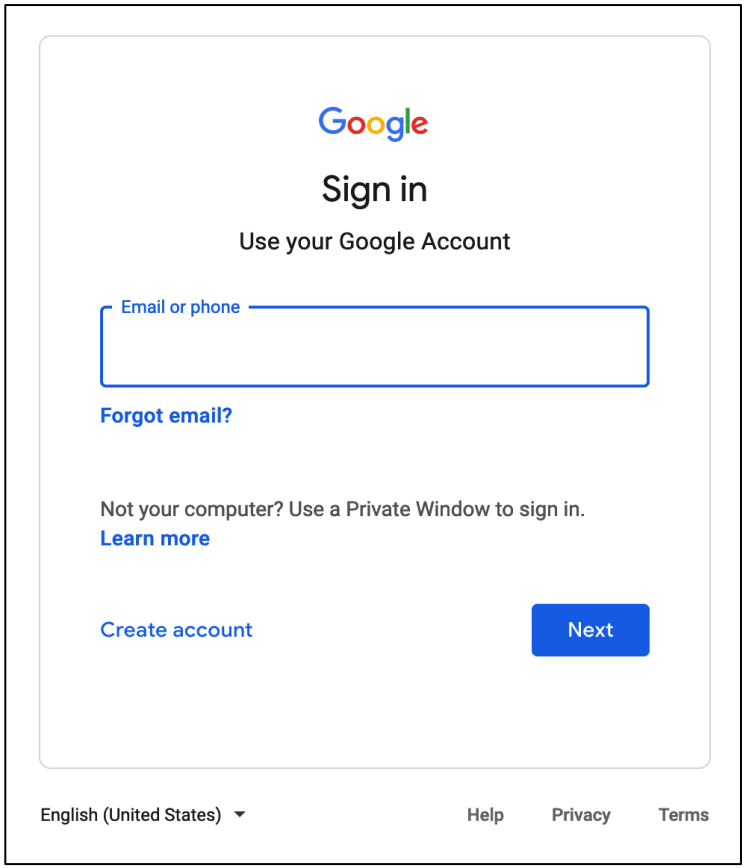
1. DOCUMENT CONTROL

1.7 Change Record

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

2. Description

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



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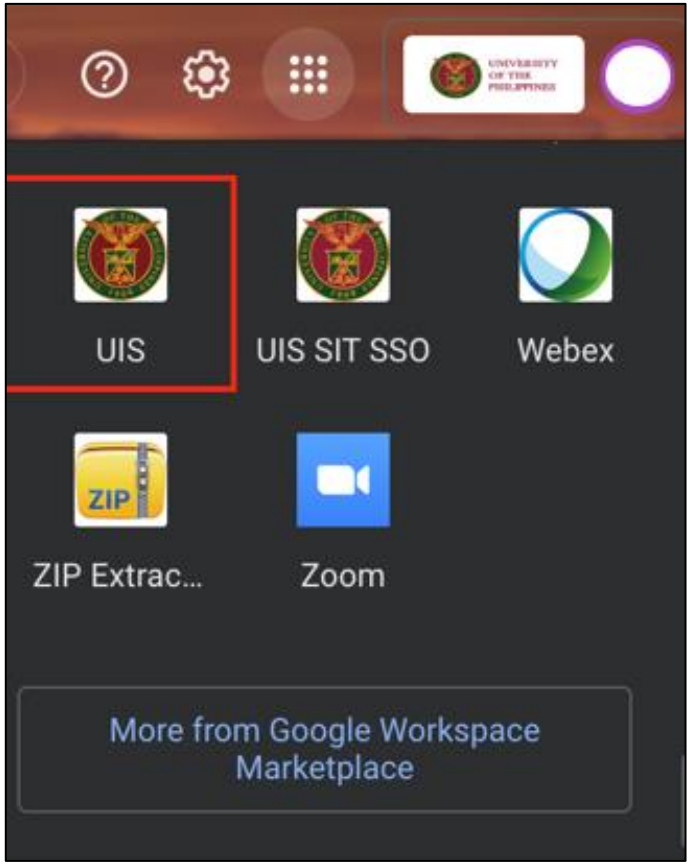

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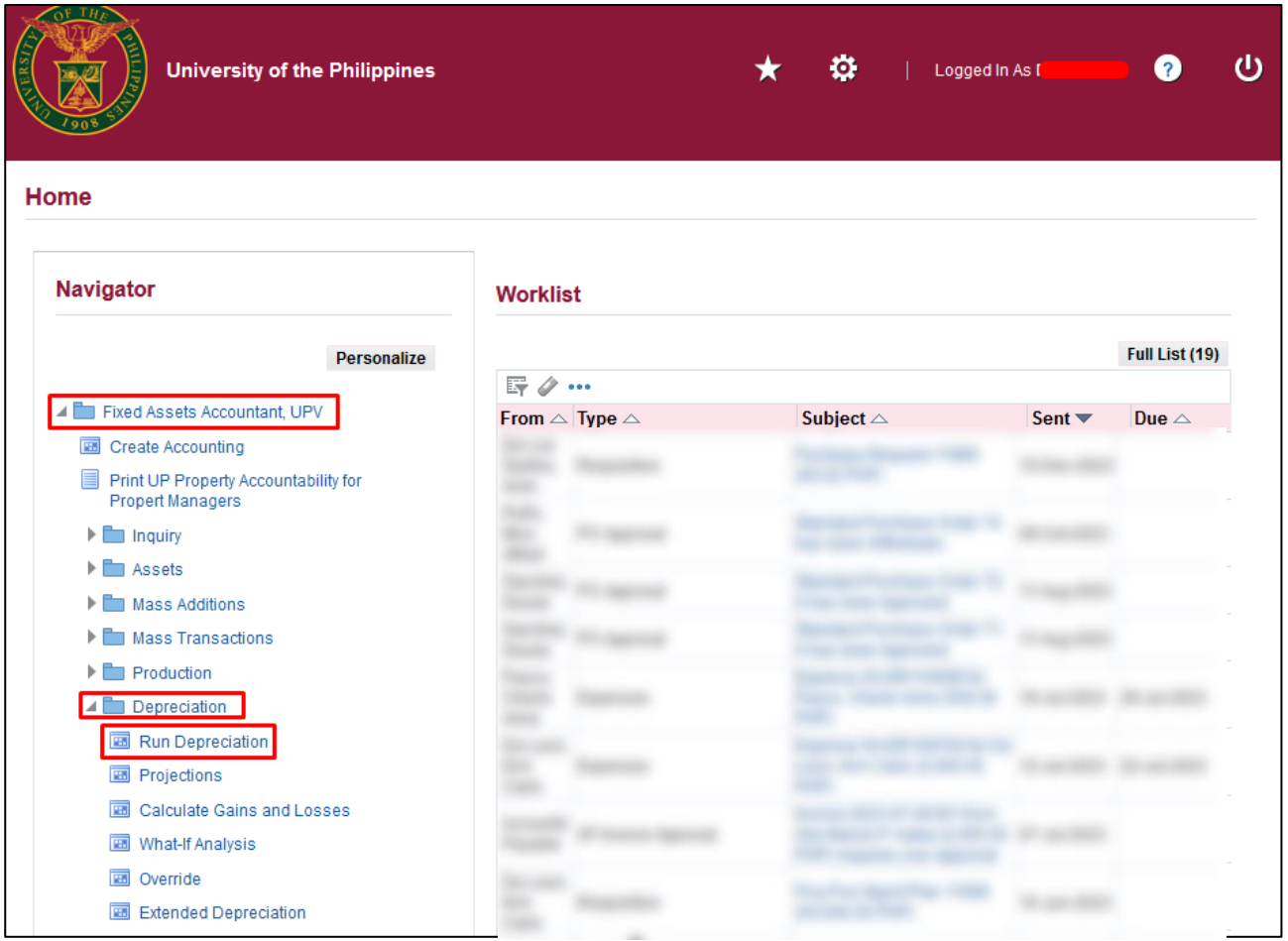
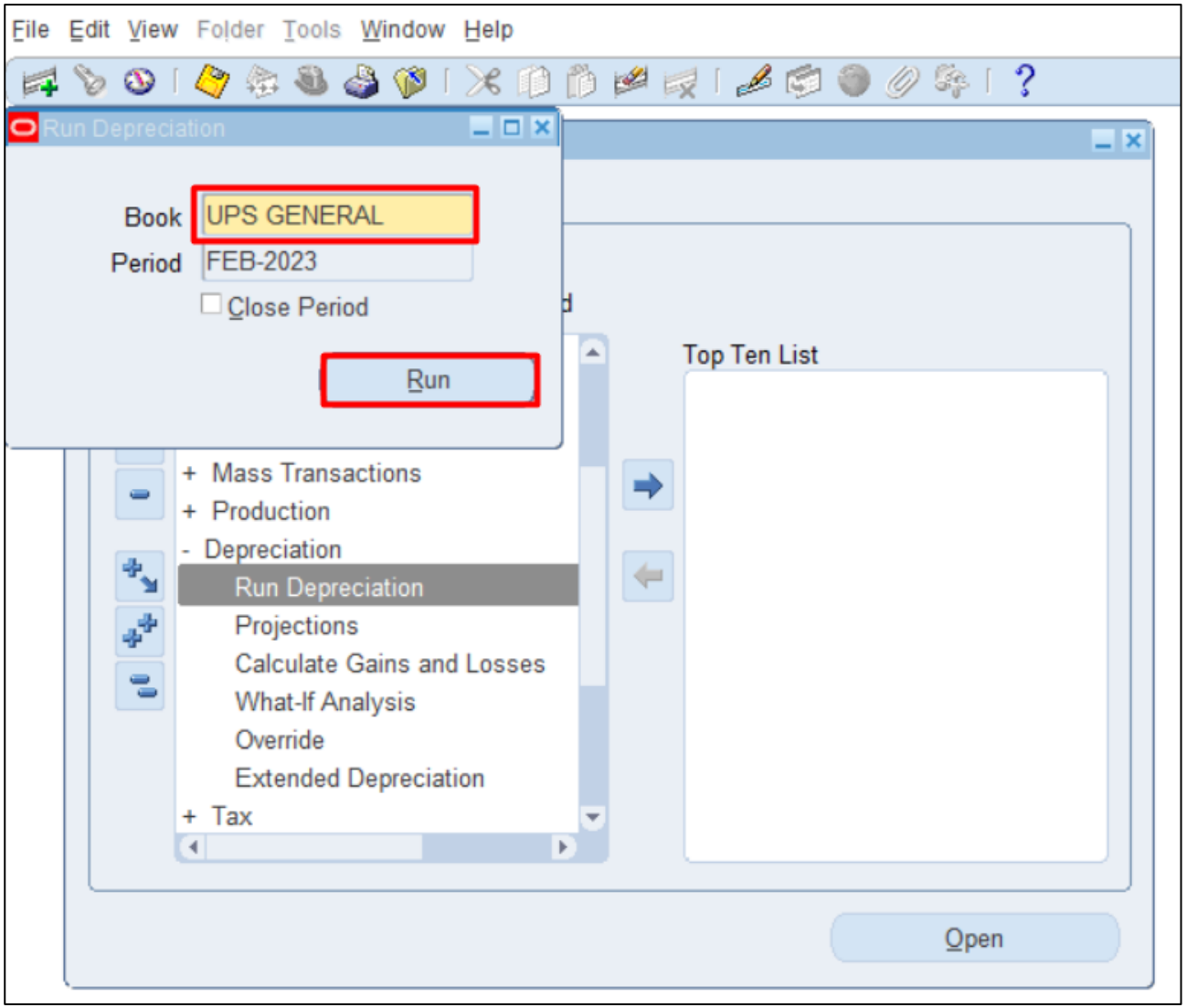


Step 3. On the UIS Homepage, Navigate to ***Fixed Assets Accountant Responsibility > Depreciation > Run Depreciation.***

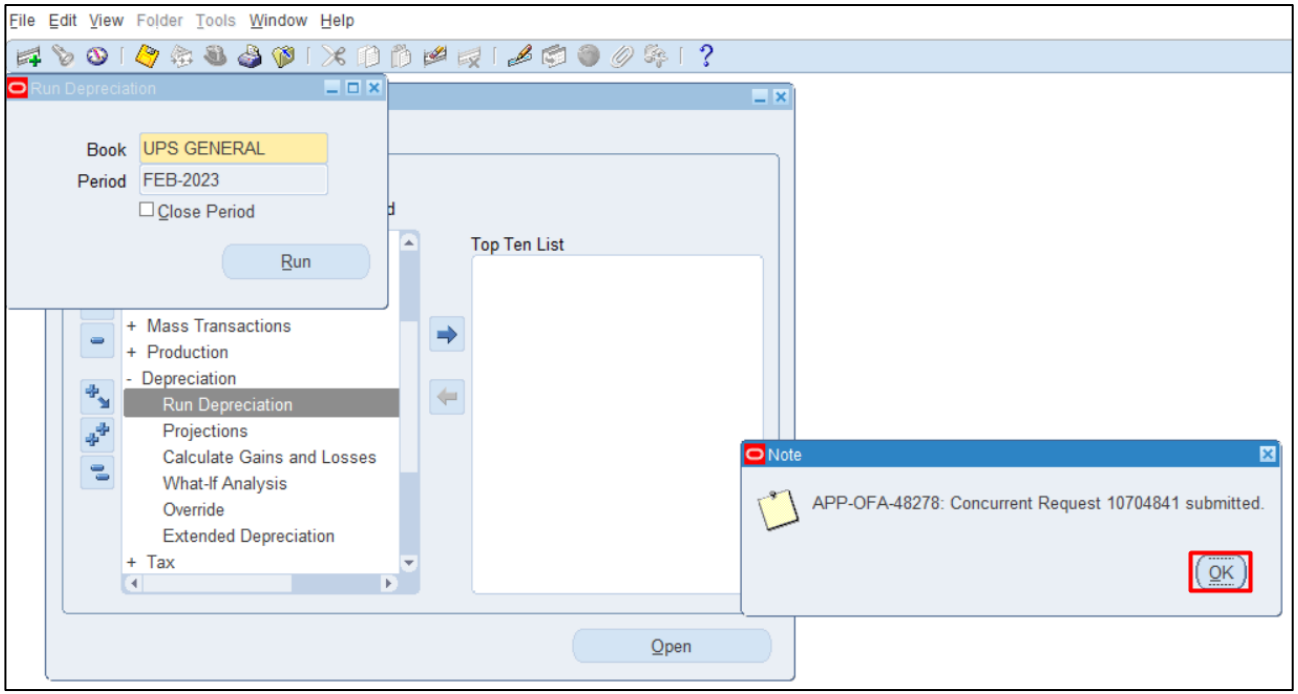


Step 4. Select **Book** to run depreciation.

The Period field will be automatically filled with value.

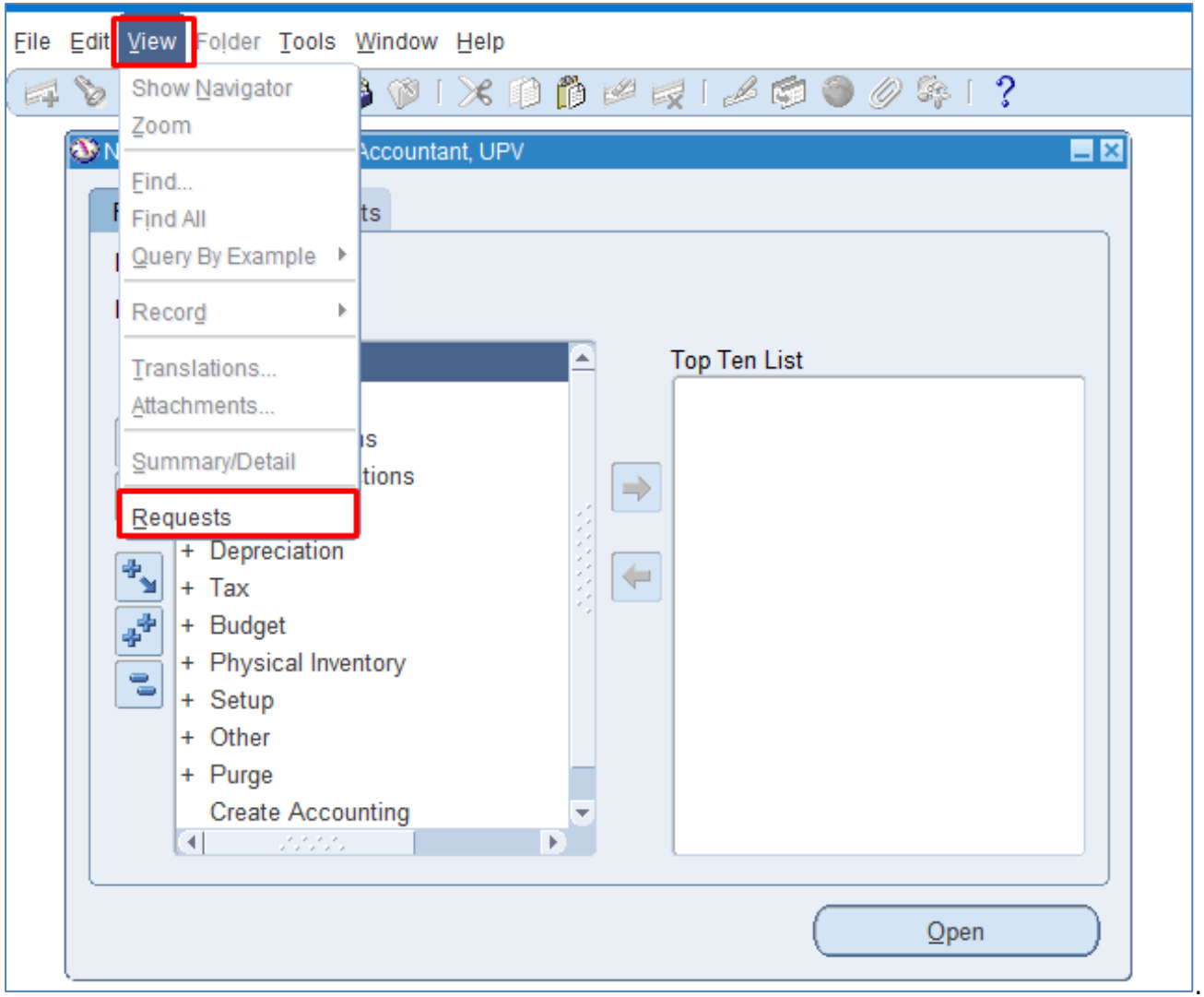
Click the **Run** button.

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.

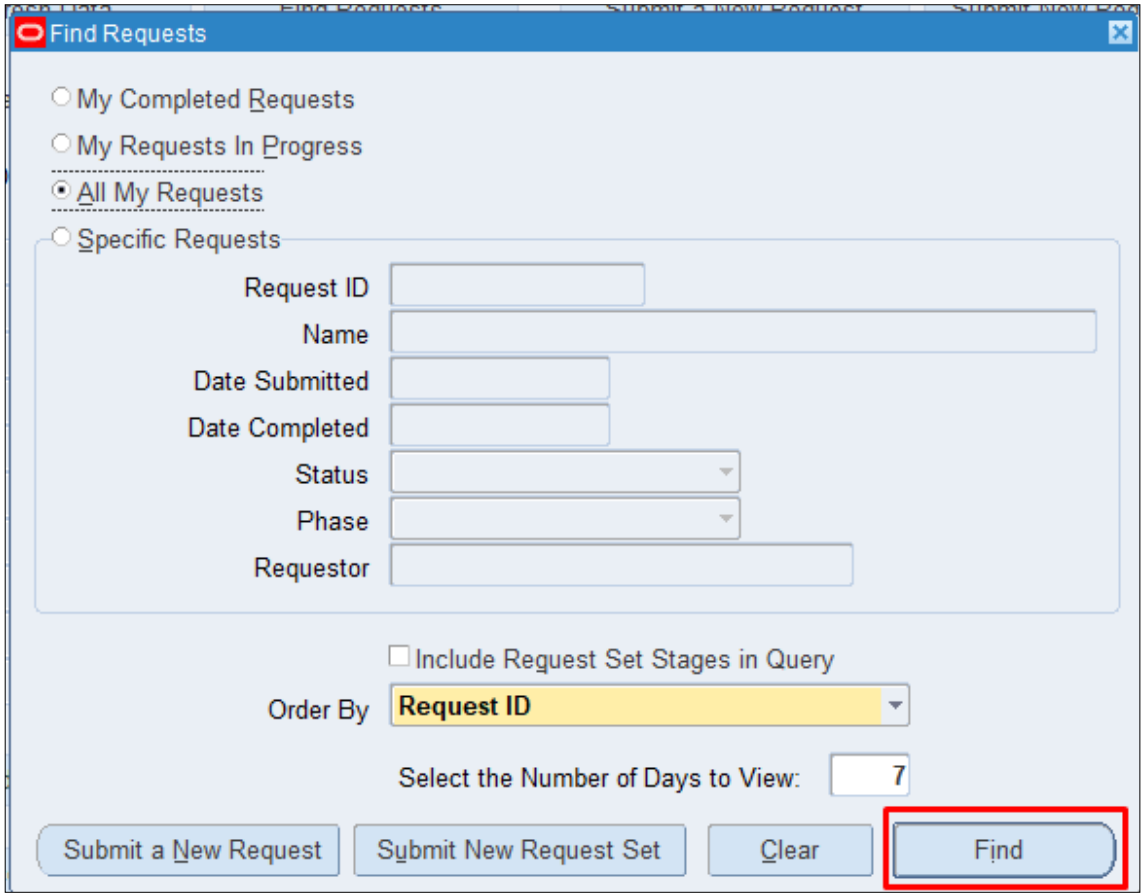


Step 5. A **Note** window will appear.

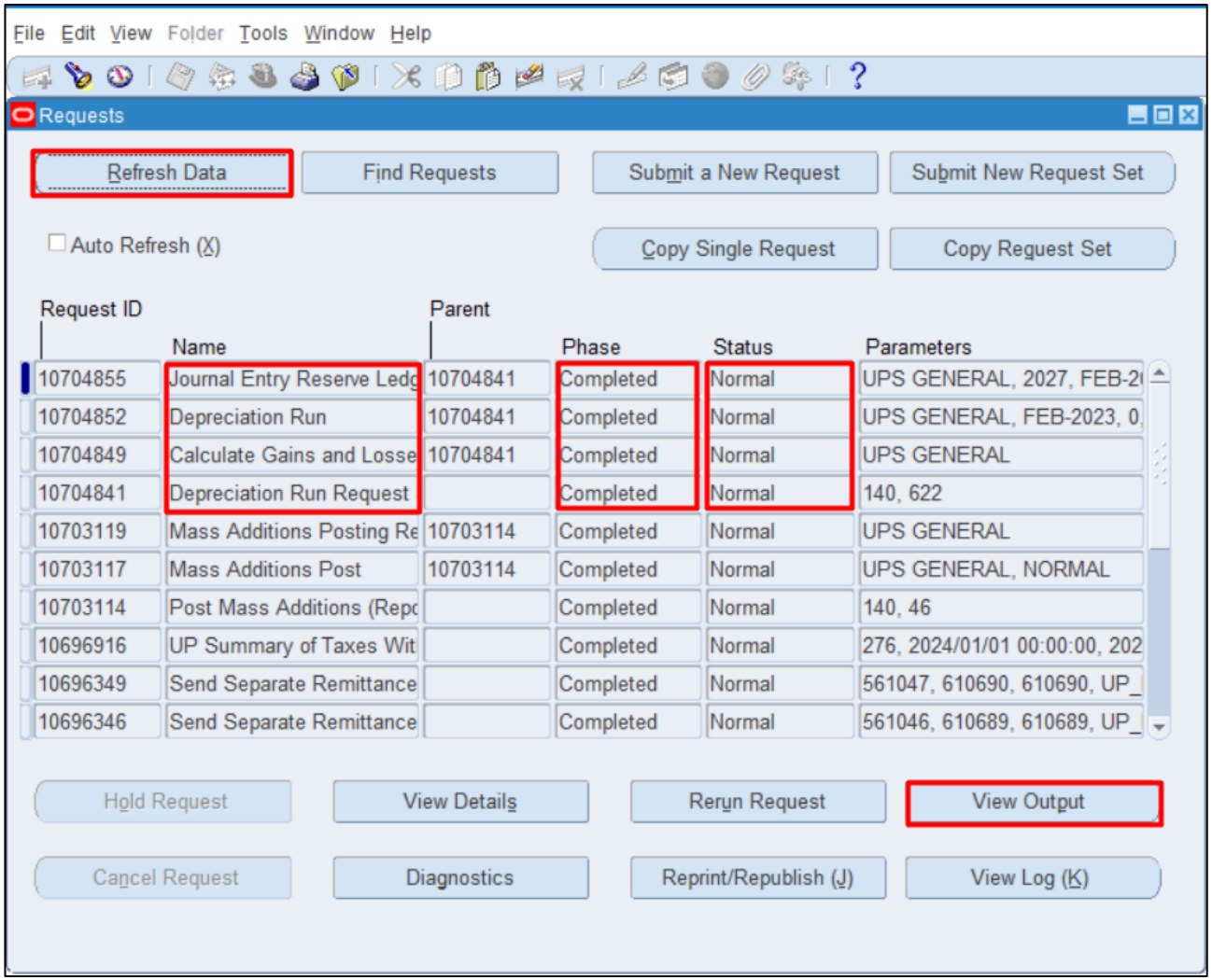
Click **OK**.



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



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



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                    Journal Entry Reserve Ledger Report                    Report Date:  20-FEB-2024 10:46
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 10:46
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
```

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.

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Create Accounting

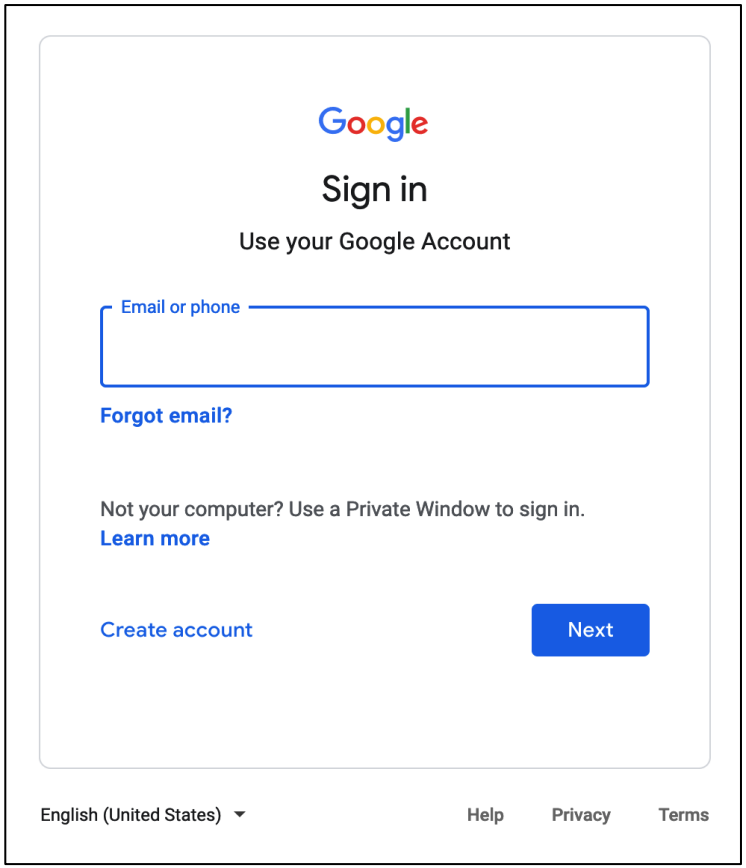
1. DOCUMENT CONTROL

1.8 Change Record

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

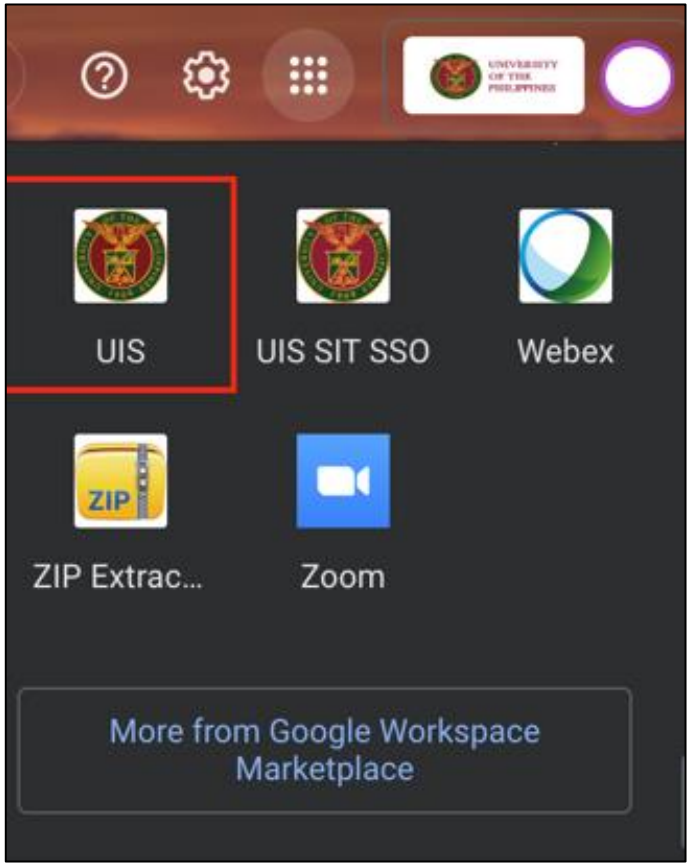
2. Description

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

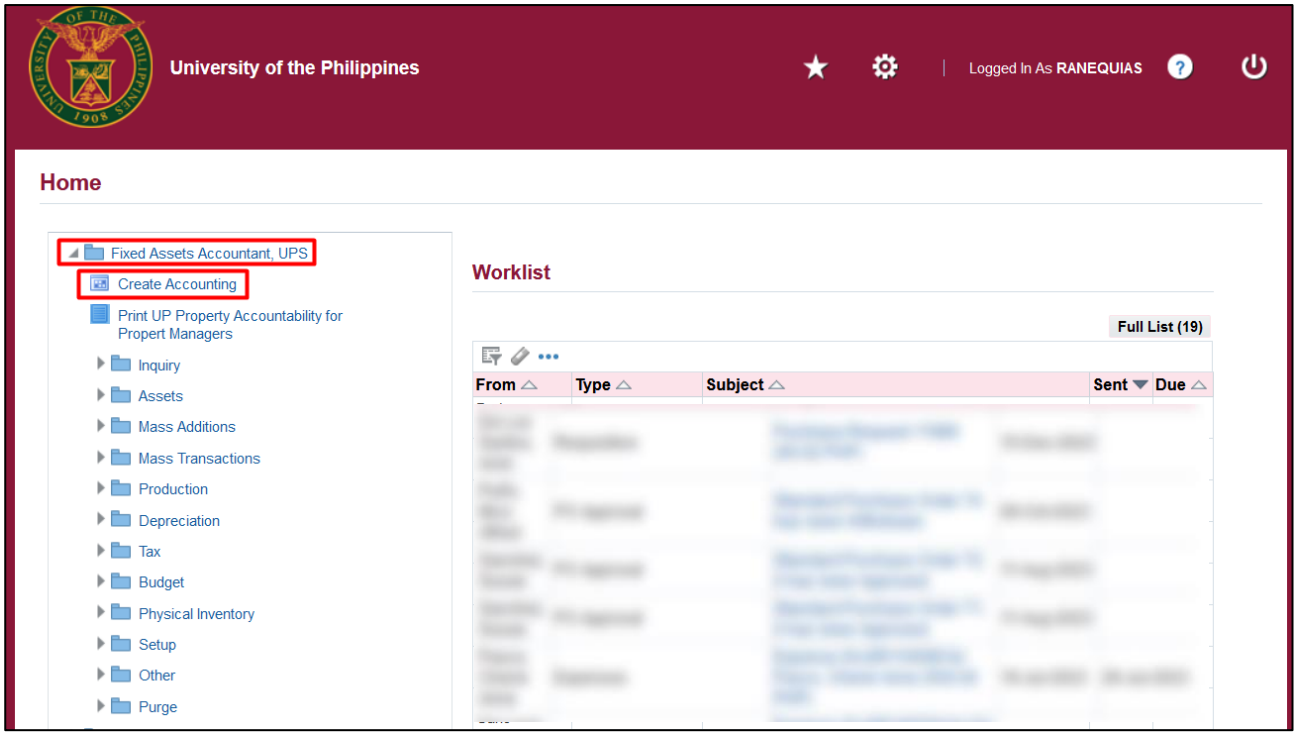


Step 1. Go to ***https://uis.up.edu.ph***

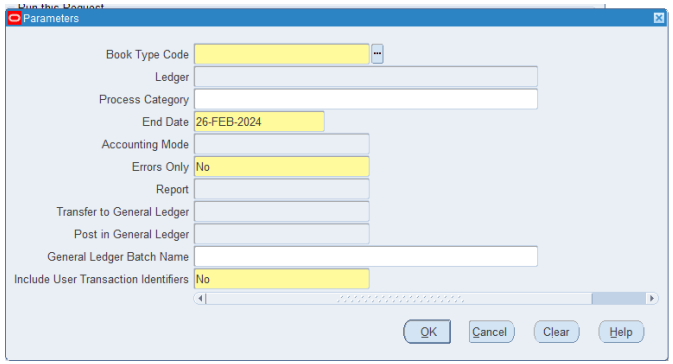
Step 2. Log-in your UP Mail credentials (e.g. ***email*** and ***password***)



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



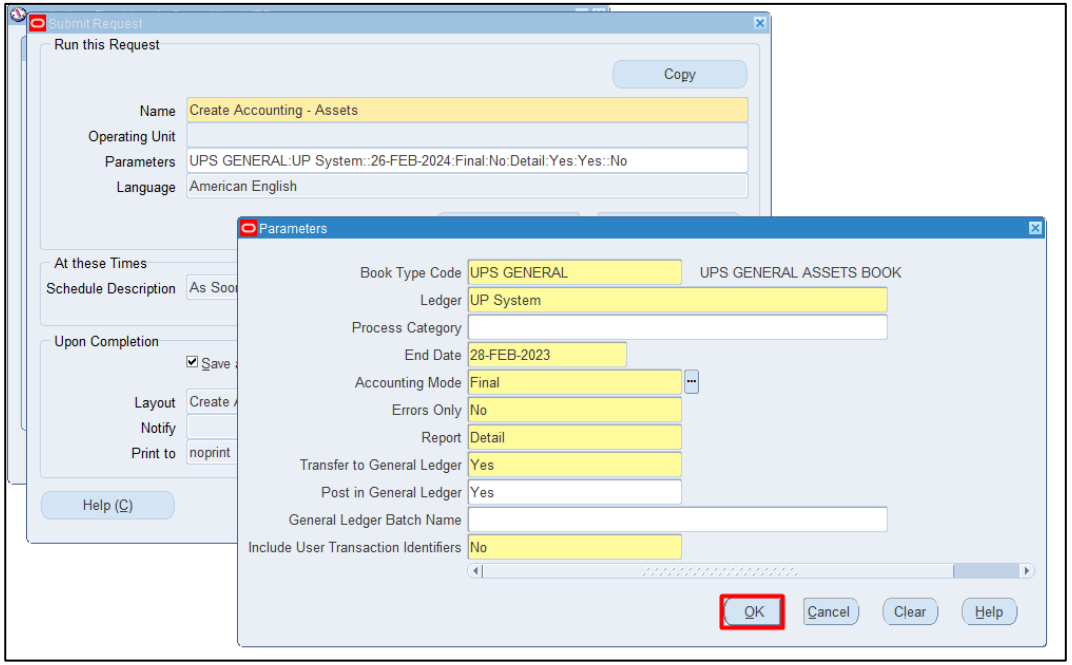
Step 3. On the UIS Homepage, Navigate to ***Fixed Assets Accountant Responsibility > Create Accounting***



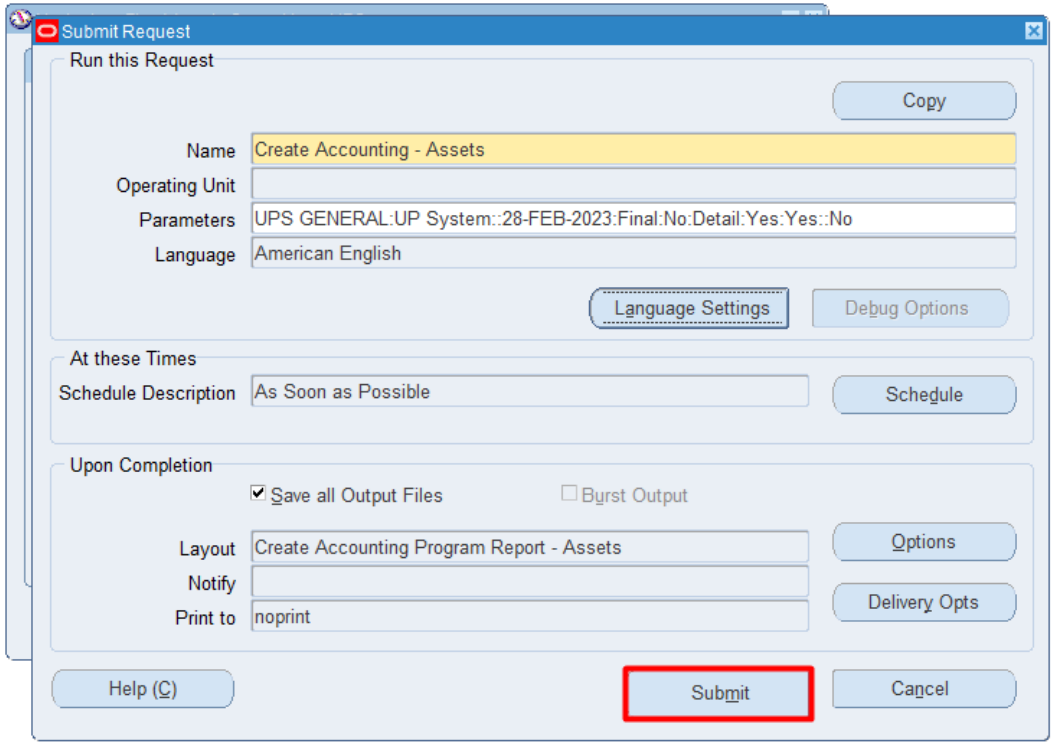
Field Name	Description	Remarks
Book Type Code	Choose the corporate book or the tax book from the list of values	List of values
Process Category	Choose the transaction event from the list of values for which you want to run Create Accounting. If this field is left blank, then Create Accounting is run 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 in 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

Step 4. Fill in the following parameters:

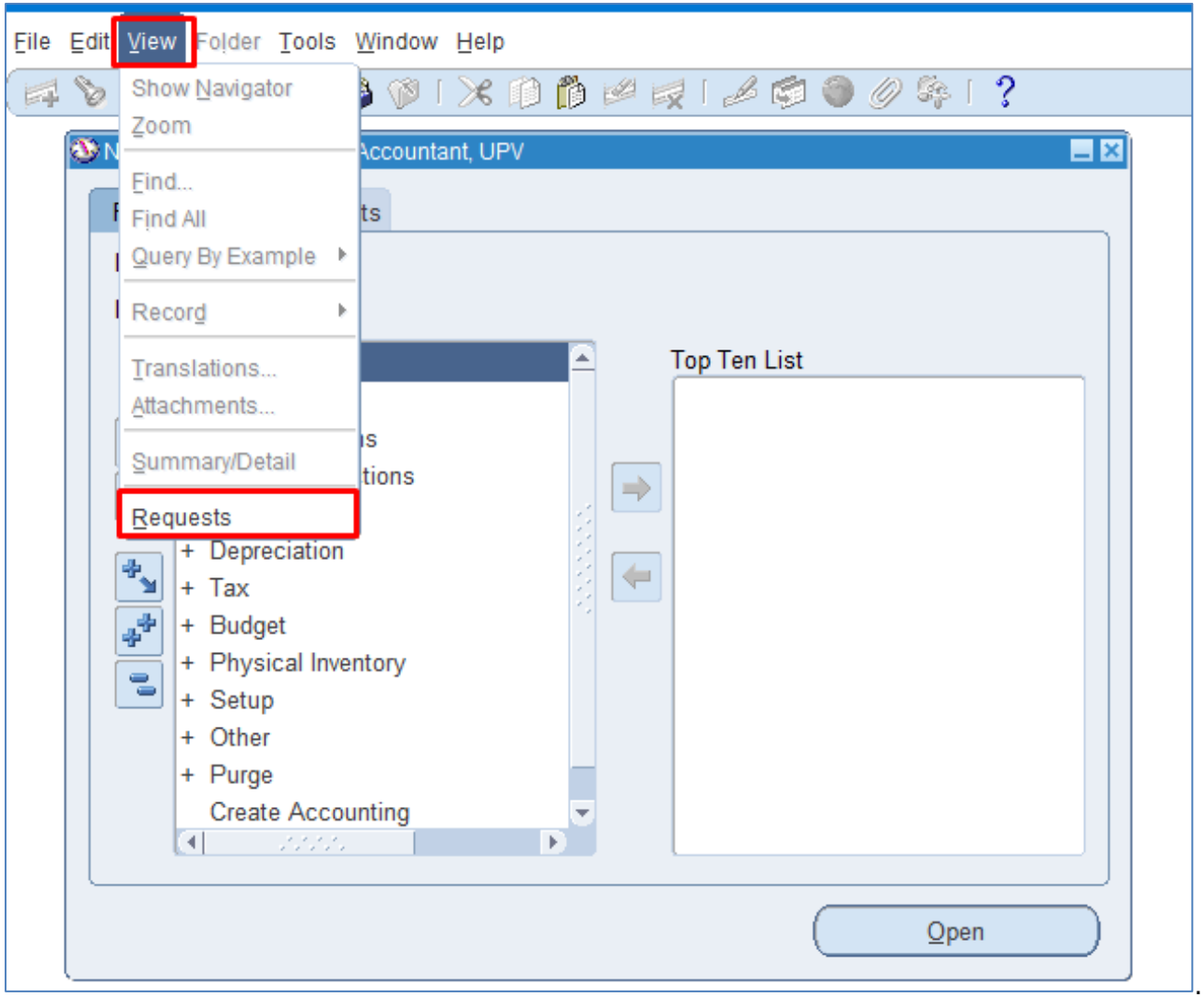
- Book Type Code
- Process Category
- End Date
- Accounting Mode
- Errors Only
- Report
- Transfer to General Ledger
- Post in General Ledger
- General Ledger Batch Name
- Include User Transaction Identifiers


Submit Request
Run this Request
Copy
Name
Create Accounting - Assets
Operating Unit
Parameters
UPS GENERAL:UP System::26-FEB-2024:Final:No:Detail:Yes:Yes::No
Language
American English
At these Times
Schedule Description
Upon Completion
Layout
Notify
Print to
noprint
Help (C)
Parameters
Book Type Code
UPS GENERAL
UPS GENERAL ASSETS BOOK
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
Include User Transaction Identifiers
No
OK
Cancel
Clear
Help

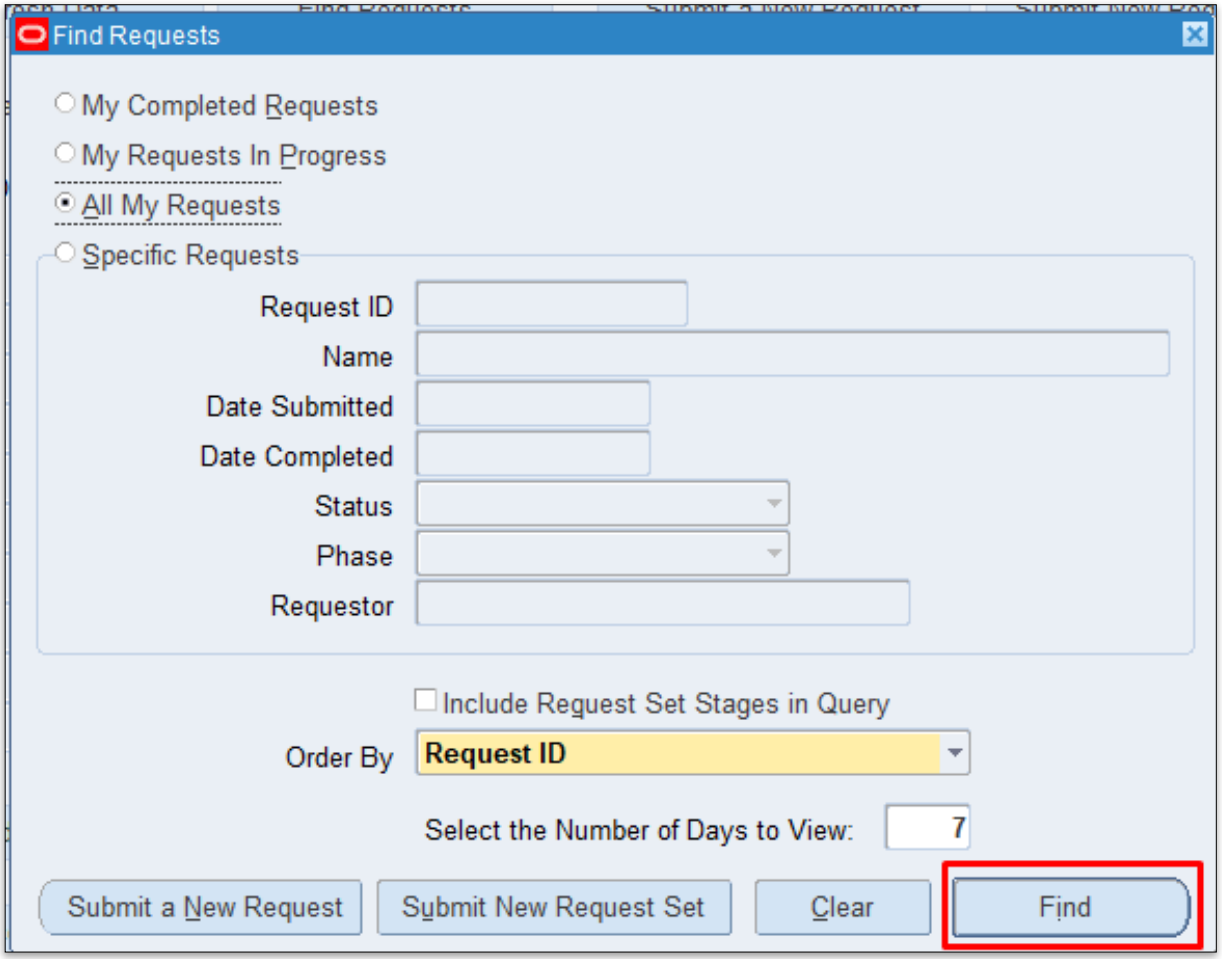
Click **OK.**



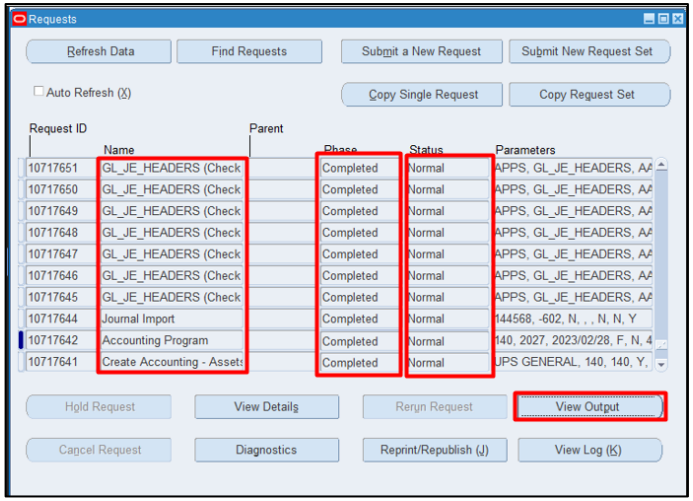
Step 5. Click **Submit.**

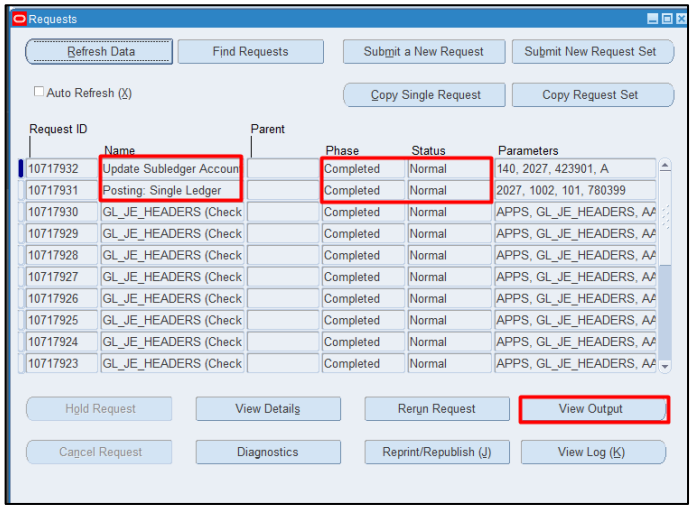


Step 7. Navigate through the ***View*** Then ***Requests***



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





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**

ORACLE Subledger Accounting

Subledger Accounting Program Report

Report Date **Feb 26, 2024**
Page 1 of 112

UP System

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***

ORACLE Subledger Accounting **Subledger Accounting Program Report** Report Date **Feb 26, 2024**

UP System Page 2 of 112

- Please review Journal Import output files to find issue encountered by Journal Import while transferring data to General Ledger if above chart shows some rows under Not Transferred column.
- If Journal Import output files show status as 'Error' none of the transaction in the entire lot would be transferred to General Ledger.
- If Journal Import was not spawned that means that no eligible records were found which should be transferred to General Ledger.

General Errors

Message Number	Message
95937	There are either non-accountable events existing in the system, or events which could not be processed because no data could be found on transaction objects. Please enable the profile option SLA: Enable Diagnostics,create accounting again, and run the report Transaction Objects Diagnostics to identify the problem.

Subledger Journal Entries

Event Class **Additions** Event Type **Additions**
Event Number **1** Event Date **Feb 1, 2023**

Ledger **UP System** Ledger Currency **PHP** Balance Type **Actual**
Application Accounting Definition **Assets Standard Accounting** Version GL Date **Feb 1, 2023**
Journal Entry Description **Addition - 28-FEB-23**

Line	Accounting Class	Account	Entered Currency	Entered Debit	Entered Credit	Accounted Debit	Accounted Credit
1	Asset	01.101.-.-.10605030.-.-.-.-.-.-	PHP	100,000.00		100,000.00	
2	Asset	01.101.SA03013001.-.19999040.-.-.-.-.-.-	PHP		100,000.00		100,000.00
					Journal Entry Total	**100,000.00**	**100,000.00**

Event Class **Additions** Event Type **Additions**
Event Number **1** Event Date **Feb 1, 2023**

Ledger **UP System** Ledger Currency **PHP** Balance Type **Actual**
Application Accounting Definition **Assets Standard Accounting** Version GL Date **Feb 1, 2023**
Journal Entry Description **Addition - 28-FEB-23**

Line	Accounting Class	Account	Entered Currency	Entered Debit	Entered Credit	Accounted Debit	Accounted Credit
1	Asset	01.101.-.-.19999040.-.-.-.-.-.-	PHP		50,000.00		50,000.00
2	Asset	01.101.-.-.10605030.-.-.-.-.-.-	PHP	50,000.00		50,000.00	
					Journal Entry Total	**50,000.00**	**50,000.00**

Click the link below to view the whole ***Create Accounting – Assets***

https://drive.google.com/file/d/1Gp5yyKHGH7n_O4zc4cCS8S9yx8vr4gx9/view?usp=sharing

```
                                                Journal Import Execution Report                                  Date: 26-FEB-24 14:24
Concurrent Request ID: 10717644                                                                                  Page:              1

                                                 Total   Total   Total Total Unbalanced Total Unbalanced Total Flex Total Non-Flex
Journal Entry Source Name       Group Id Status  Lines Batches Headers          Batches          Headers     Errors         Errors
----------------------------- ----------- ------- ------- ------- ------- ---------------- ---------------- ---------- --------------
Assets                            210626 Success     695      50     286                0                0          0              0
                                                   ------- ------- ------- ---------------- ---------------- ---------- --------------
*** TOTALS ***                                        695      50     286                0                0          0              0


=====================================================   Batches Created   =====================================================


                                                                                   Total   Total                Total                Total
Warning Batch Name                                                   Period Name   Lines Headers    Accounted Debits   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/1mJ95xXTeBXMniLMtwIjYRxqE1ozvVxri/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=alepea) (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 System                                    Posting Validation Report                          Date: 26-FEB-24 14:25
                                                                                                Page:              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/view?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

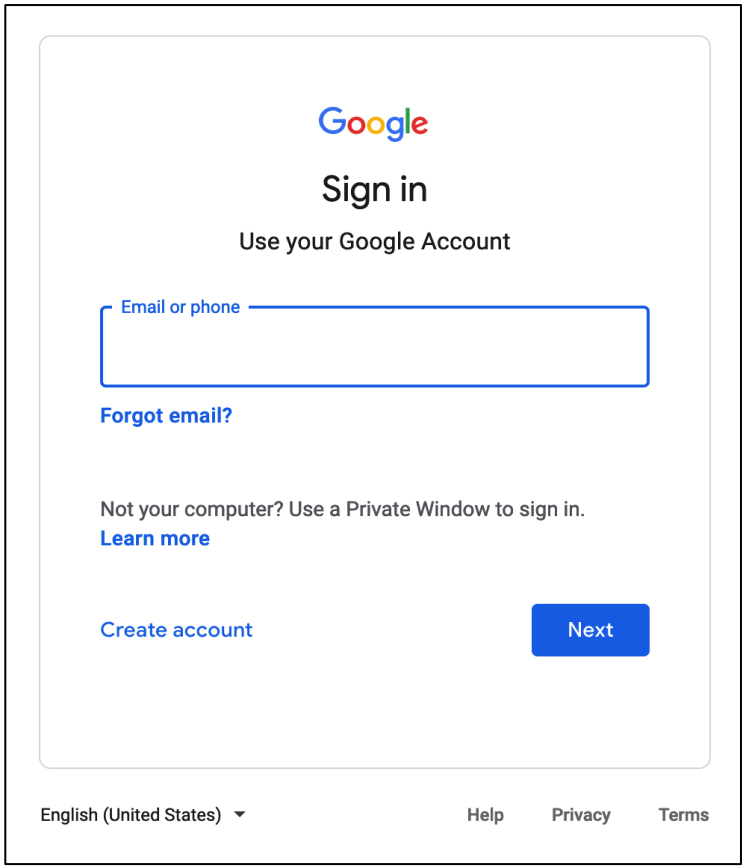
1. DOCUMENT CONTROL

1.9 Change Record

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

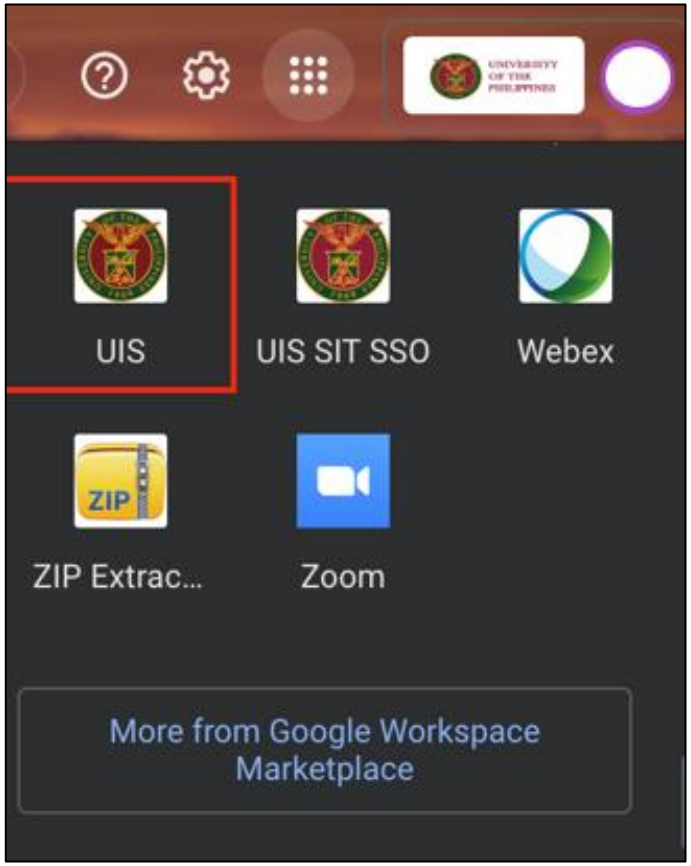
2. Description

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

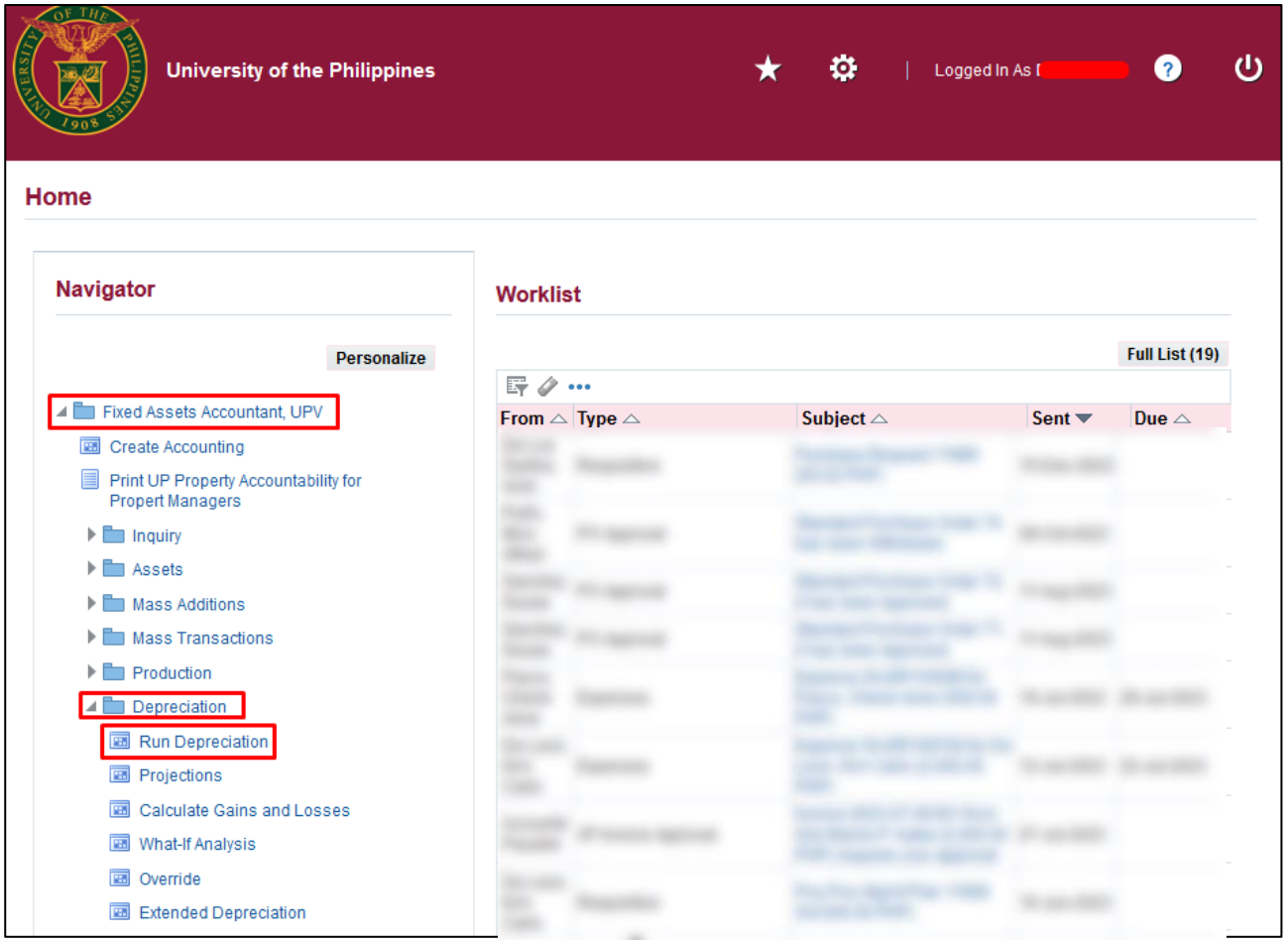


Step 1. Go to ***https://uis.up.edu.ph***

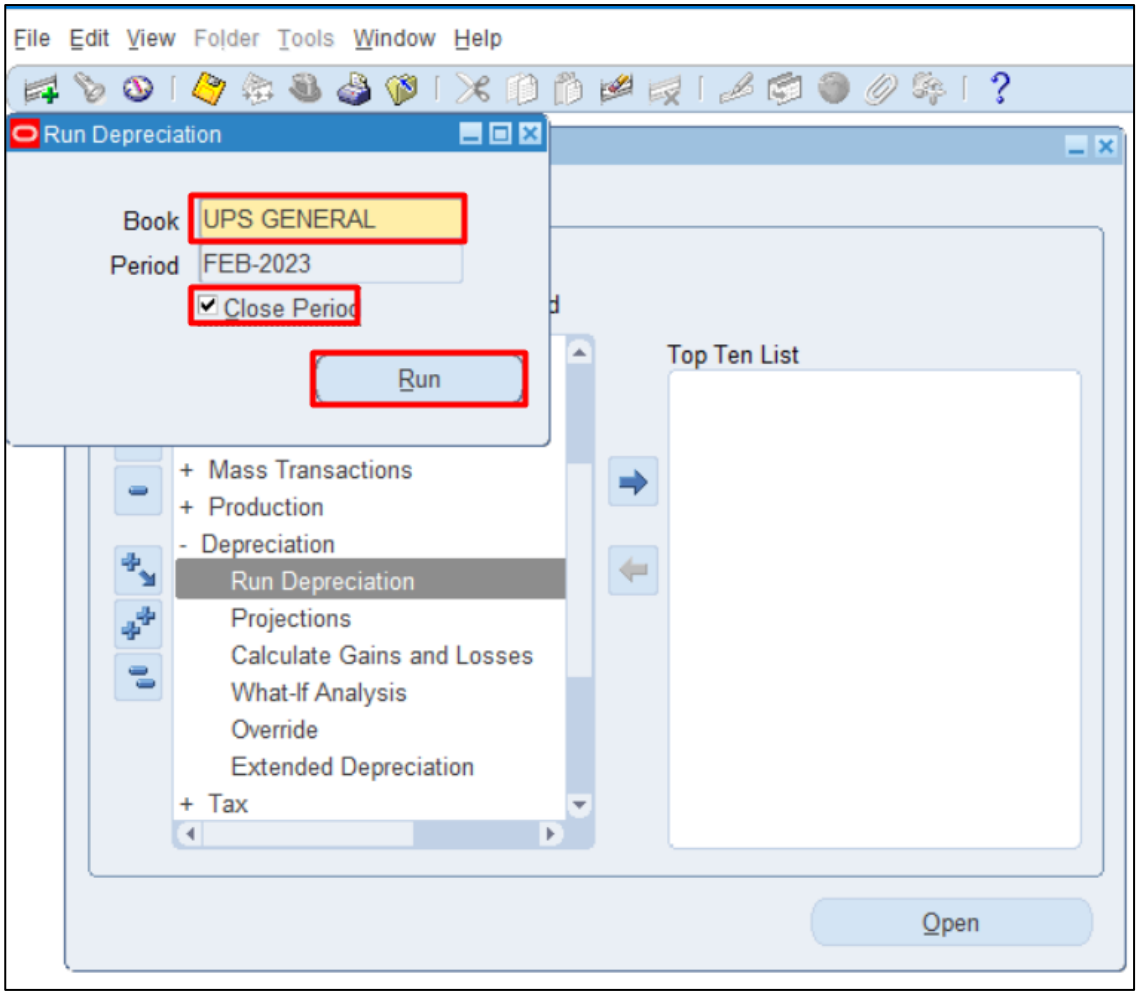
Step 2. Log-in your UP Mail credentials (e.g. ***email*** and ***password***)



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.

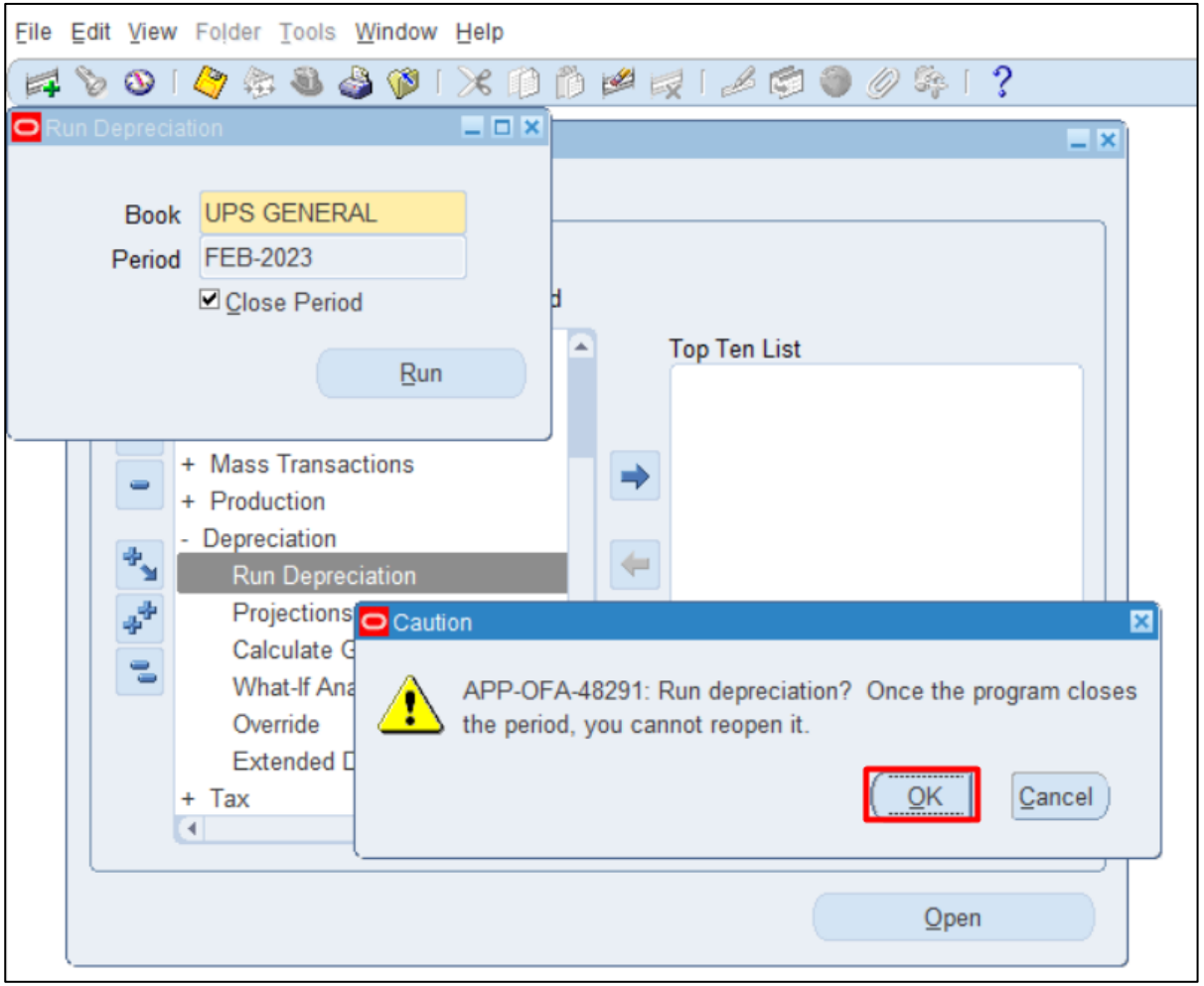
The Period field will be automatically filled with value.

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.

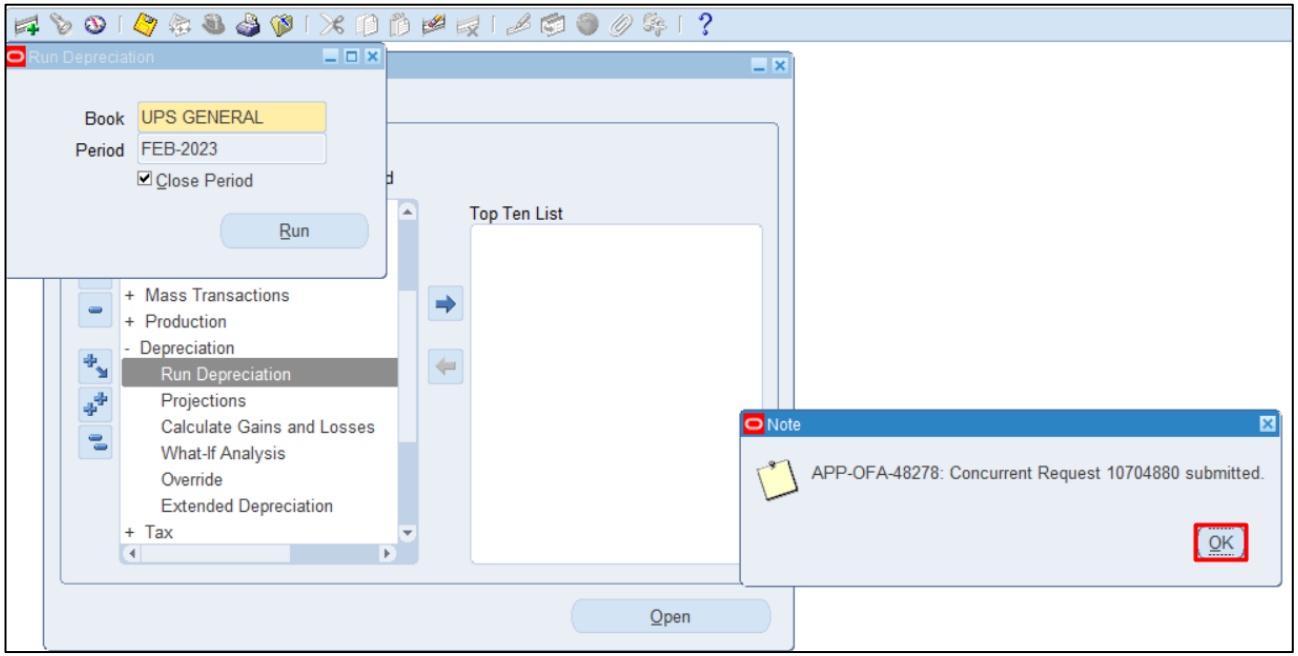
Note: You may run depreciation with or without closing the period. However, once you choose to close the program, you will no longer be able to reopen it.

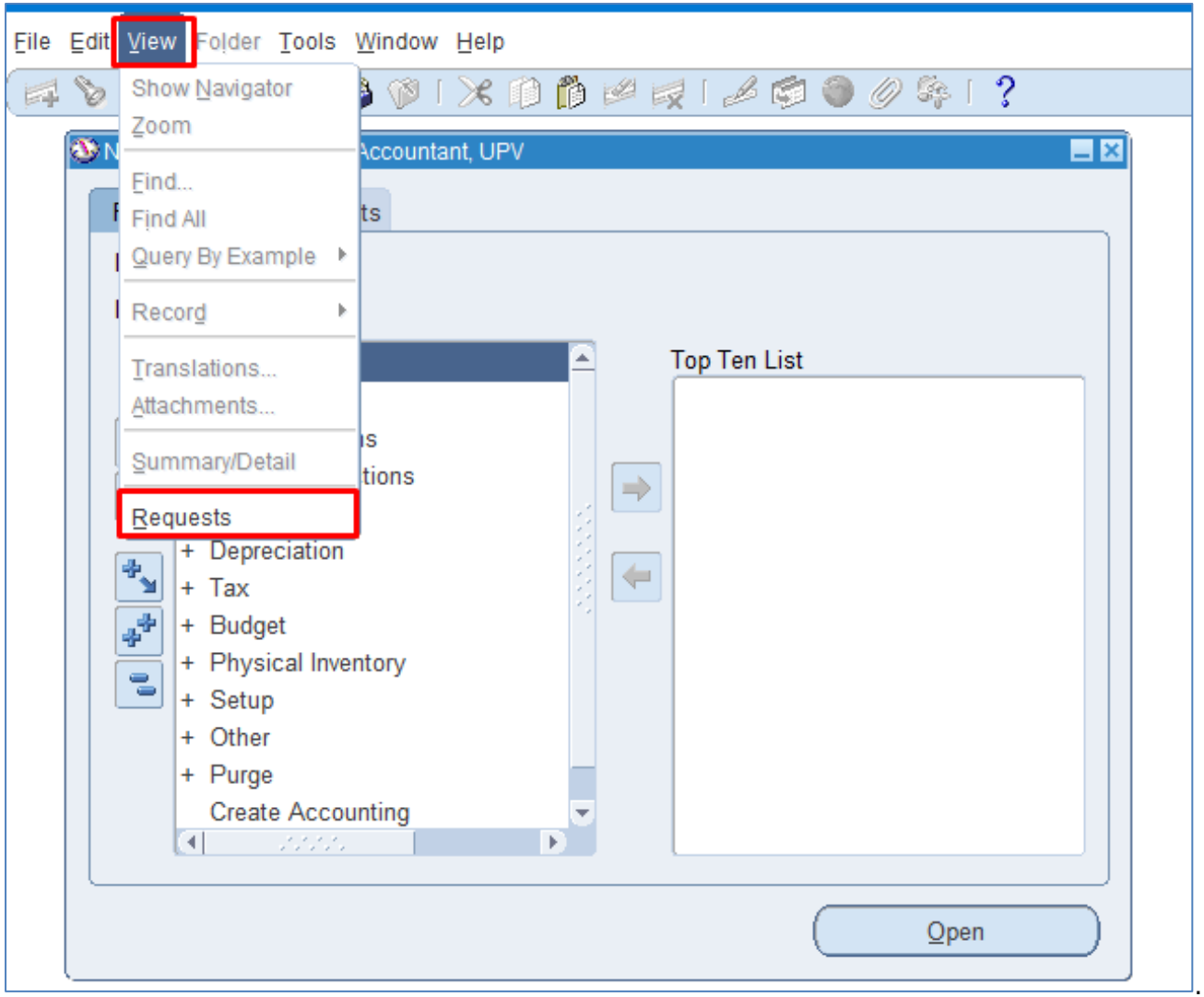


Step 5. A **Caution** window will appear.

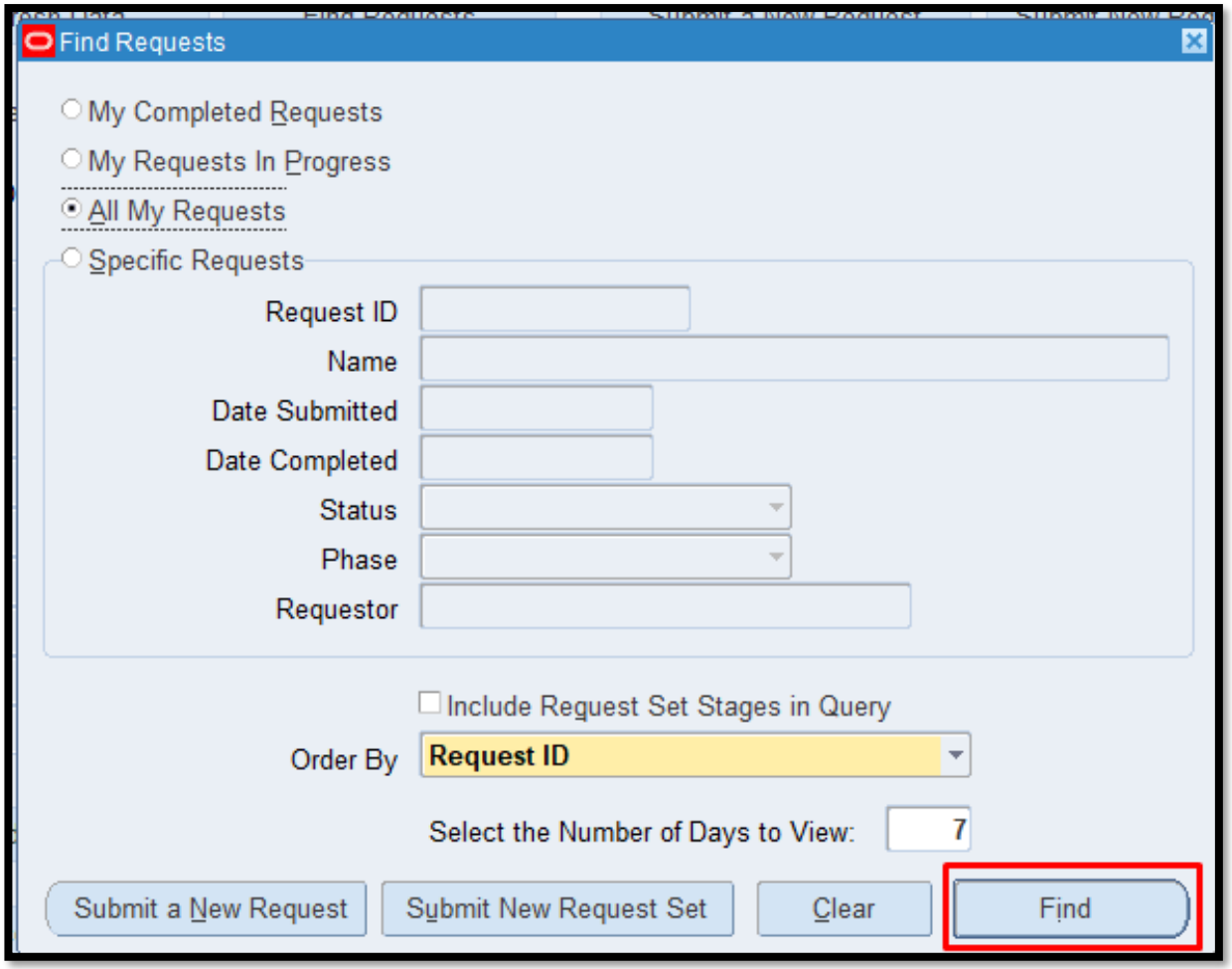
Click **OK**.

Step 6. Click **OK.**

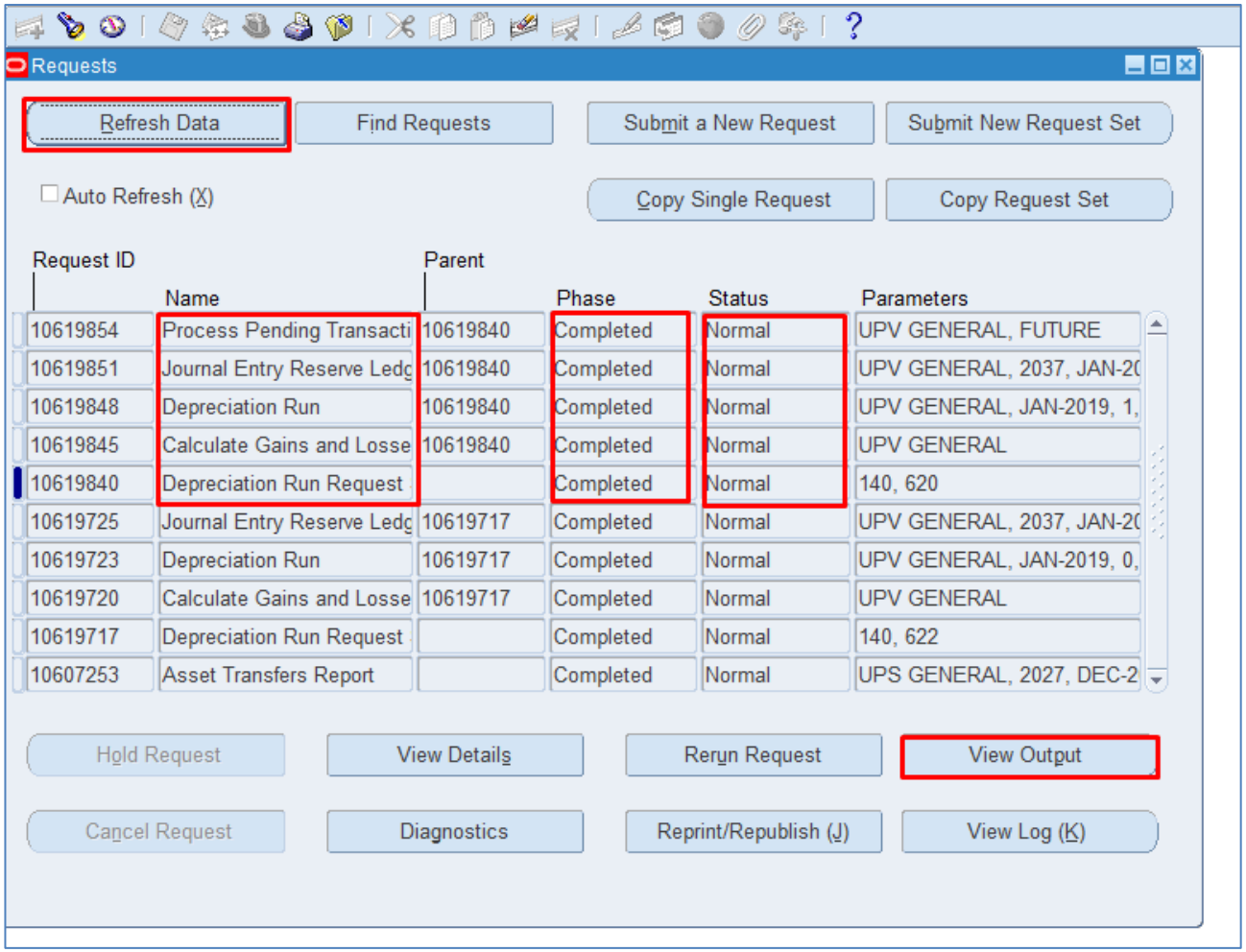




Step 7. Navigate through the **View** Then **Requests**



STEP 8. Click **Find**.



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***.

```
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
```

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

```
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.

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