



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



Generation of UP Property Accountability Report



FMIS User Manual

Assets

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Creation Date:	01 December 2023
Last Updated:	06 December 2023
Document Ref:	FMIS User Manual – Generation of UP Property Accountability Report
Version:	1.0

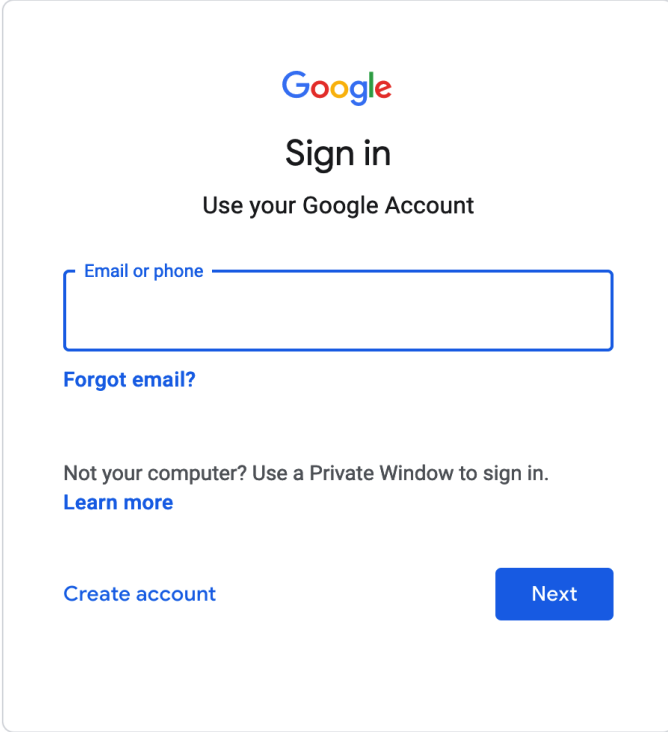
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
06 December 2023	Nequias, Riza	1.0	Initial

2. Description

Manual ID	
Manual Name	Generation of UP Property Accountability Report
Information System	Financial Management Information System
Functional Domain	Assets Module
Responsibility	UP Employee Self Service
Purpose	Generate the list of assets assigned to you, a UP Employee, as tagged in the UIS
Data Requirement	None
Dependencies	None
Scenario	A UP employee will generate the UP Property Accountability Report to serve as reference for clearance or for other purposes as determined by the employee or UP management.



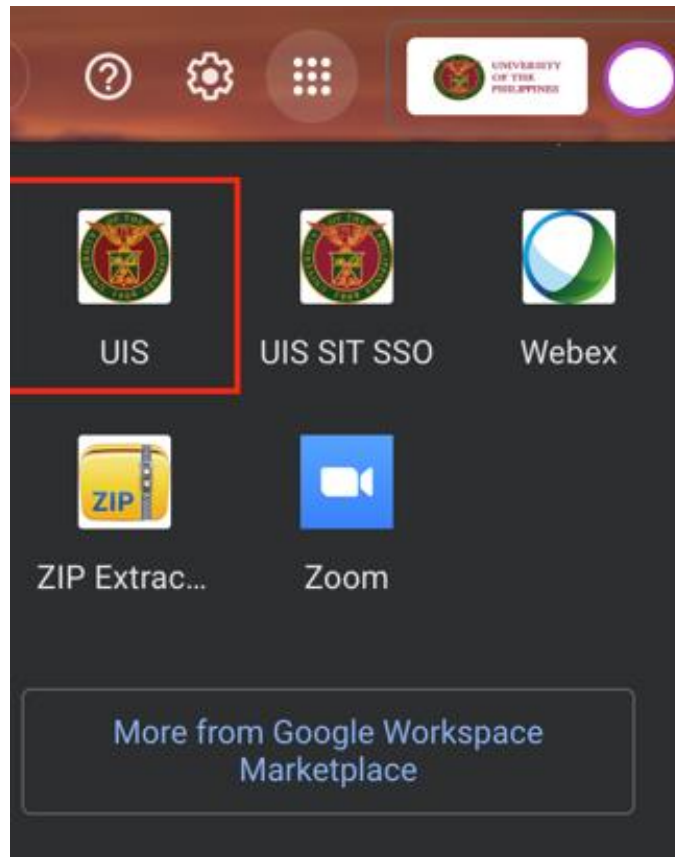
The image shows a Google sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "Use your Google Account" in a smaller font. There is a text input field with the placeholder "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of 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 are three links: "English (United States)" with a dropdown arrow, "Help", "Privacy", and "Terms".

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**




The screenshot displays the University of the Philippines FMIS User Manual interface. The top header features the University of the Philippines logo, the text "University of the Philippines", and a "Logged In As" status bar. The main content area is divided into two sections: "Navigator" and "Worklist".

Navigator: This section contains a tree view of the system's navigation structure. The following items are highlighted with red boxes:

- UP Employee Self Service
- Employee Information
- UP Property Accountability

Worklist: This section displays a table of tasks. The table has three columns: "From", "Type", and "Subject". The table is titled "Full List (14)".

Step 3. On the *Navigator*, go to *UP Employee Self Service > Employee Information > UP Property Accountability*.



Schedule Request: Define Manage Schedule Cancel **Continue**

* Indicates required field

Program Name UP Property Accountability Report

Request Name

The name can later be used to search for this request

Parameters Layout Delivery Options

Unit

Position

Step 4. On the **Schedule Request: Define** window go to the **Parameters** tab.

Fill-out the parameters.

Click **Continue** to generate the list.

Field Name	Description	Remarks
Unit	Organization of the UP Employee <ul style="list-style-type: none">List of organizations a UP Employee is serving	<ul style="list-style-type: none">OptionalList of Values<ul style="list-style-type: none">Select a unit if you would like to generate only the assets assigned to you from the selected UnitLeave blank if you would like to generate all the assets assigned to you regardless of unit/office
Position	Position of UP Employee <ul style="list-style-type: none">List of positions a UP Employee holds	<ul style="list-style-type: none">OptionalList of Values<ul style="list-style-type: none">Select one of your positions if you would like to generate only the assets assigned to you based on your assignmentLeave blank if you would like to generate all the assets assigned to you regardless of position

Define

Review

Schedule Request: Review

Manage ScheduleCancelBackSubmit

Name

Concurrent Program NameUP Property Accountability ReportRequest NameOperating UnitLanguage Settings

Language	Territory	Numeric Character	Sort
American English	United States	.	Binary Sort

Parameters

UnitPosition

Layout

Layout Settings

For Language	Template Name	Language	Output Format
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Information

Your request for UP Property Accountability Report has been scheduled. The Request ID is 10535443

OK

Step 5. You will be led to the **Schedule Request: Review** window.

Review the **Parameters**.

Once you complete your review, click **Submit**.

Step 6. An **Information** box will appear once your request has been submitted. Take note of the **Request ID Number**.










Then, click **OK**.

Requests

[Submit Request](#)

Requests Summary Table


[Refresh](#) ...

Request ID ▲	Name ▲	Phase ▲	Status	Scheduled to Run ▲	Details	Output ▲	Republish ▲
10535443	UP Property Accountability Report	Completed	Normal	05-Dec-2023 08:58:50			
10521612	UP Property Accountability Report	Completed	Normal	28-Nov-2023 16:04:12			
10521609	UP Property Accountability Report	Completed	Normal	28-Nov-2023 16:03:06			

Step 7. On the **Requests window**, click **Refresh** until the **Phase** becomes **Completed** and **Status, Normal**.

Then, click the **Output** icon.

Expected Result:



UNIVERSITY OF THE PHILIPPINES

DILIMAN

Diliman, Quezon City, Metro Manila, NCR
VAT Reg. TIN: 000-864-006-00002

UP Property Accountability

Entity Name:

UP System

Received By:

Position

Vice President For Administration

Asset ID	Property Number	Date Acquired	Description	Asset Location	RC Code	RC Description	Qty	UOM	Amount
7395		28-Feb-2023	LAPTOP I7	101, -, - Issued to:	SA02014001	UPS Office of the Vice President for Administration	1	un	84,000.00

Report generated with UP eBusiness Suite Release 12 on December 6, 2023 16:50:3

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