



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



Generation of UP Property Accountability Report for Property Managers



FMIS User Manual

Assets

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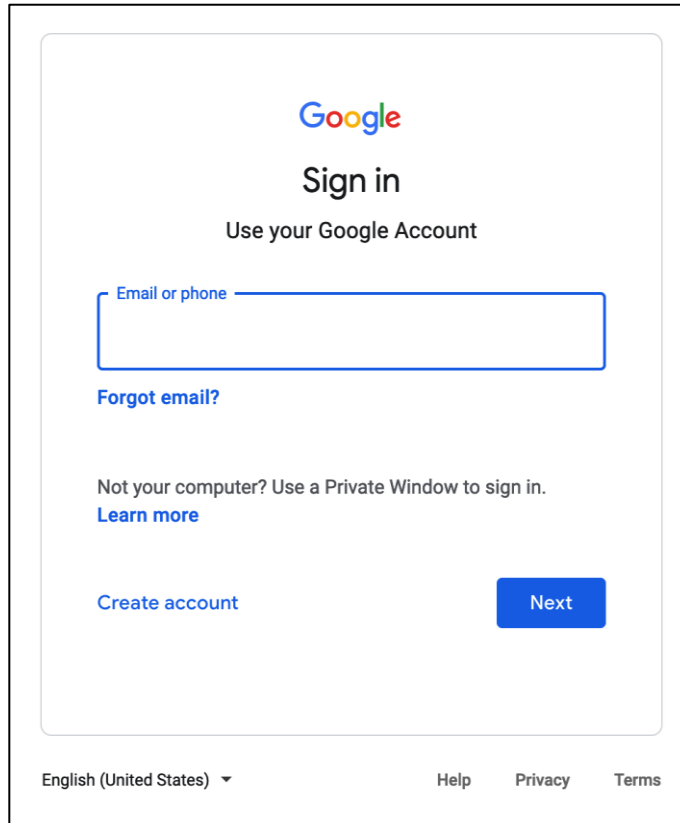
1. DOCUMENT CONTROL

1.1 Change Record

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

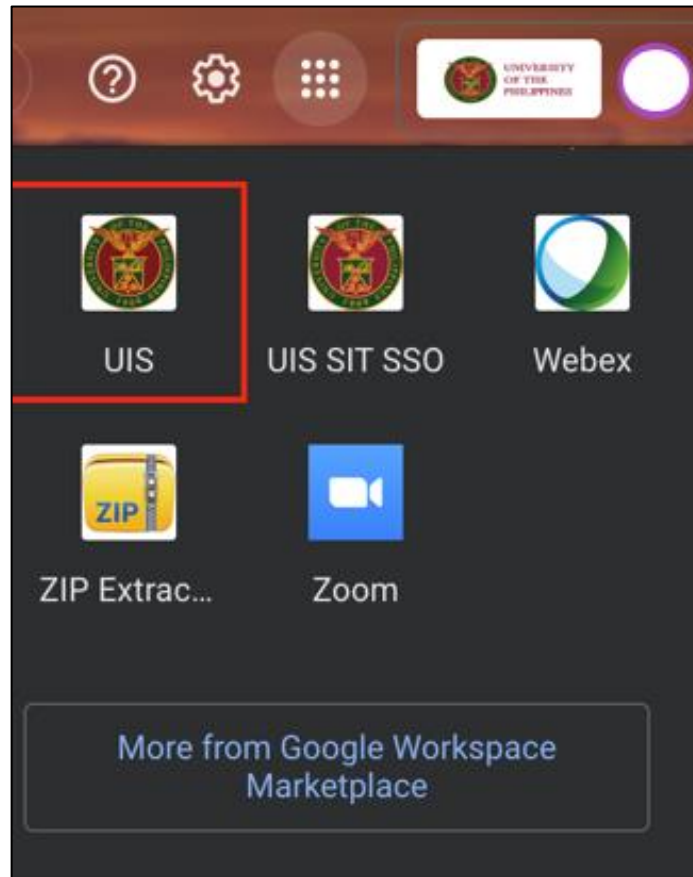
2. Description

Manual ID	
Manual Name	Generation of UP Property Accountability Report for Property Managers
Information System	Financial Management Information System
Functional Domain	Assets Module
Responsibility	Fixed Assets Accountant or Fixed Assets Manager
Purpose	Generate the list of assets assigned to a UP Employee as tagged in the UIS
Data Requirement	None
Dependencies	None
Scenario	A property manager will generate the UP Property Accountability Report for Property Managers to serve as reference for clearance or for other purposes as determined by their office or UP management.

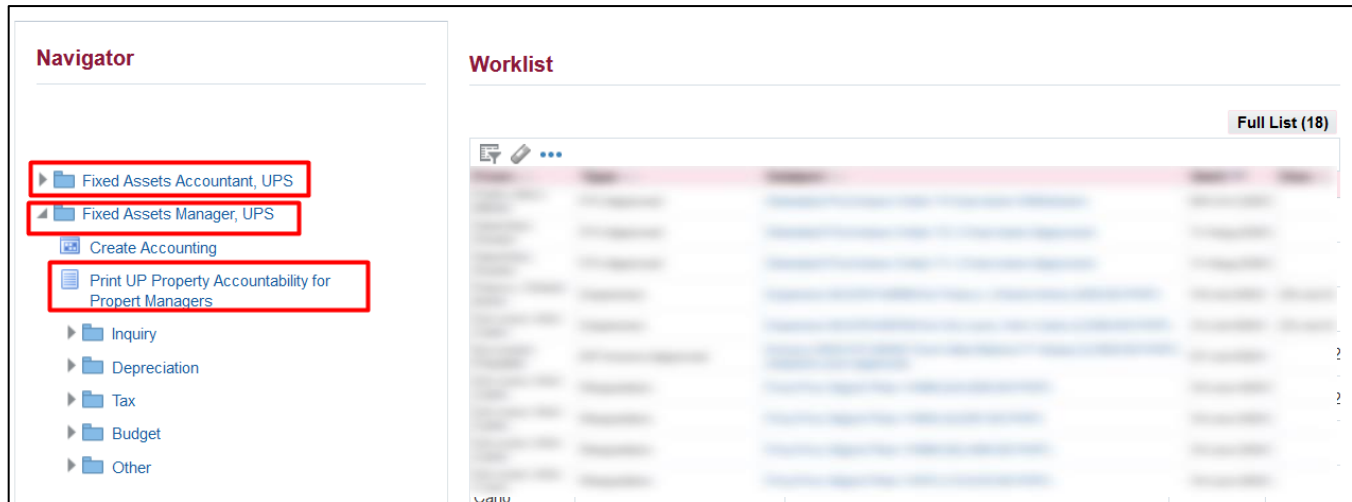
A screenshot of the Google Sign-in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a large rectangular input field with a blue border and the placeholder text "Email or phone". Below the input field is a blue link "Forgot 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 of the sign-in area is a blue link "Create account", and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States)" with a dropdown arrow, and three links: "Help", "Privacy", and "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 Navigation, go to **Fixed Assets Accountant, <CU>** or **Fixed Assets Manager, <CU>**.

Then, select **Print UP Property Accountability for Property Managers**.

Schedule Request: Define

* Indicates required field

Program Name UP Property Accountability Report for Property Managers

Request Name

The name can later be used to search for this request

Parameters Layout Delivery Options

* Full Name

Unit

Position

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

Fill out the parameters.

Click **Continue** to generate the list.

Field Name	Description	Remarks
Full Name	Full name of UP Employee	<ul style="list-style-type: none"> - Required - List of Values
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"> - Optional - List of Values <ul style="list-style-type: none"> - Select a unit if you would like to generate only the assets assigned to an employee from the selected unit - Leave blank if you would like to generate all the assets assigned to an employee 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"> - Optional - List of Values <ul style="list-style-type: none"> - Select one of your positions if you would like to generate only the assets assigned to an employee based on the assignment of the employee - Leave blank if you would like to generate all the assets assigned to an employee regardless of position

Define
Review

Schedule Request: Review

Manage Schedule
Cancel
Back
Submit

Name

Concurrent Program Name UP Property Accountability Report for Property Managers

Request Name

Operating Unit

Language Settings

...

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

Parameters

Full Name XXXXXXXXXX

Unit

Position

Layout

Layout Settings

...

For Language	Template Name	Language	Output Format
American English	UP Property Accountability Report for Property Managers	English	PDF

Information

Your request for UP Property Accountability Report for Property Managers has been scheduled. The Request ID is 10538078

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				Rows 1 to 10			
Request ID	Name	Phase	Status	Scheduled to Run	Details	Output	Republish
10538078	UP Property Accountability Report for Property Managers	Completed	Normal	06-Dec-2023 15:36:11			

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