

University of the Philippines Financial Management Information System


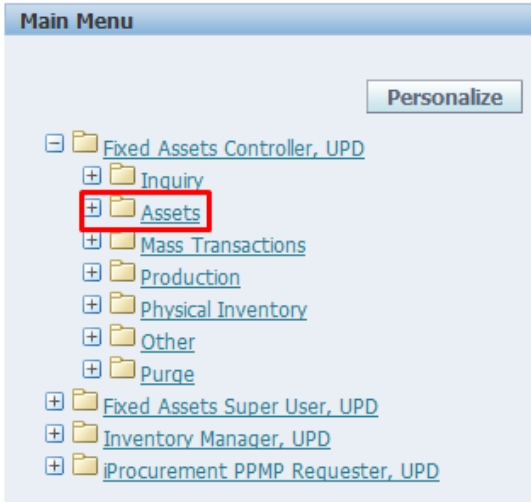
User Guide

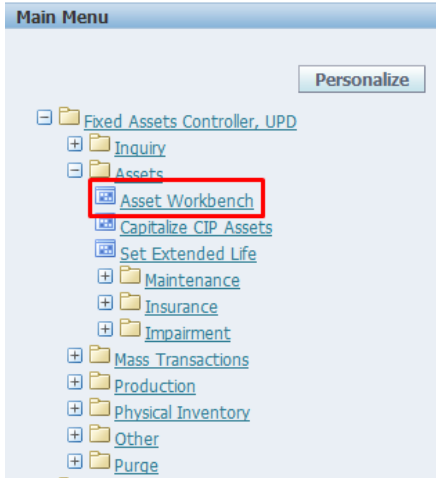
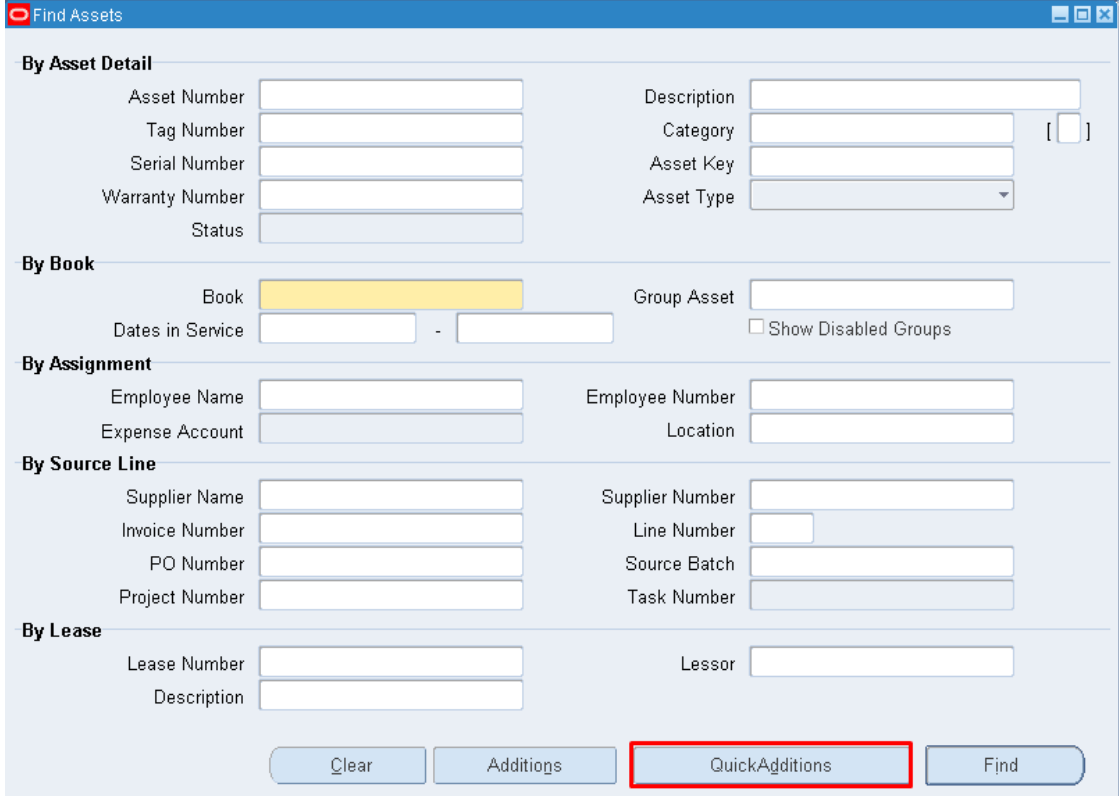
Description:

User Guide ID	UFM40006a
User Guide Name	Entering Property Plant Equipment asset through Quick Addition
Information System	Financial Management Information System
Functional Domain	Fixed Assets Controller
Purpose	To create a new PPE asset through Addition
Data Requirement	<ul style="list-style-type: none">● Asset Book● Description● Category● Unit● Asset key● Asset type● Current cost● Salvage value type● Salvage value● Expense account● Location● Method● Life years● Life months
Dependencies	Disbursement voucher will serve as reference for asset to be entered in the Assets module. Assumption is that DV has already been paid.
Scenario	<p>A new Property Plant Equipment asset and corresponding information is to be added. Property, Plant and Equipment are tangible assets that are:</p> <ol style="list-style-type: none">1. Purchased, constructed, developed or otherwise acquired;2. Held for use in the production or supply of goods or services or to produce program outputs;3. For rental to others;4. For administrative purposes;5. Expected to be used during more than one reporting period; and6. Not intended for resale in the ordinary course of operations.
Author	Kenneth Paul G. Mararac

Revision History:

Version Number	Date	Author	Description of Change
1.0	May 3, 2013	Azeil Louisse Codizar and Michelle Dela Cruz	Initial Issue
1.1	September 25, 2017	Mararac, Kenneth Paul G.	<ul style="list-style-type: none"> Name of end-user, UOM, and PAR number fields are added. (Refer to Step 6) Status field are added (Refer to Step 8)

STEP 1	From Main Menu , click Fixed Assets Controller responsibility. (Refer to Fig. 01)
Fig. 01	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button in the top right. Below the button is a list of folders, each with a plus sign icon to its left. The first folder, 'Fixed Assets Controller, UPD', is highlighted with a red rectangular box. The other folders listed are 'Fixed Assets Super User, UPD', 'Inventory Manager, UPD', and 'iProcurement PPMP Requester, UPD'.</p>
STEP 2	Click the Assets folder. (Refer to Fig.02)
Fig. 02	 <p>The screenshot shows the 'Main Menu' window with the 'Fixed Assets Controller, UPD' folder expanded. A sub-menu is visible, containing several folders: 'Inquiry', 'Assets', 'Mass Transactions', 'Production', 'Physical Inventory', 'Other', and 'Purge'. The 'Assets' folder is highlighted with a red rectangular box. Below this sub-menu are the other main menu folders: 'Fixed Assets Super User, UPD', 'Inventory Manager, UPD', and 'iProcurement PPMP Requester, UPD'.</p>

<p>Step 3</p>	<p>Click the Asset Workbench. (Refer to Fig. 03) The Find Assets window will appear.</p>
<p>Fig.0 3</p>	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button at the top right. A tree view on the left contains the following items: Fixed Assets Controller, UPD; Inquiry; Assets; Asset Workbench (highlighted with a red box); Capitalize CIP Assets; Set Extended Life; Maintenance; Insurance; Impairment; Mass Transactions; Production; Physical Inventory; Other; and Purge.</p>
<p>Step 4</p>	<p>Click the Quick Additions button located below the Find Assets window. (Refer to Fig. 04)</p>
<p>Fig.0 4</p>	 <p>The screenshot shows the 'Find Assets' window with the following sections and fields:</p> <ul style="list-style-type: none"> 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. <p>At the bottom, there are four buttons: Clear, Additions, QuickAdditions (highlighted with a red box), and Find.</p>
<p>STEP 5</p>	<p>The Quick Additions window will appear. In the Description field, enter the name of the asset to be added. (Refer to Fig. 05)</p>

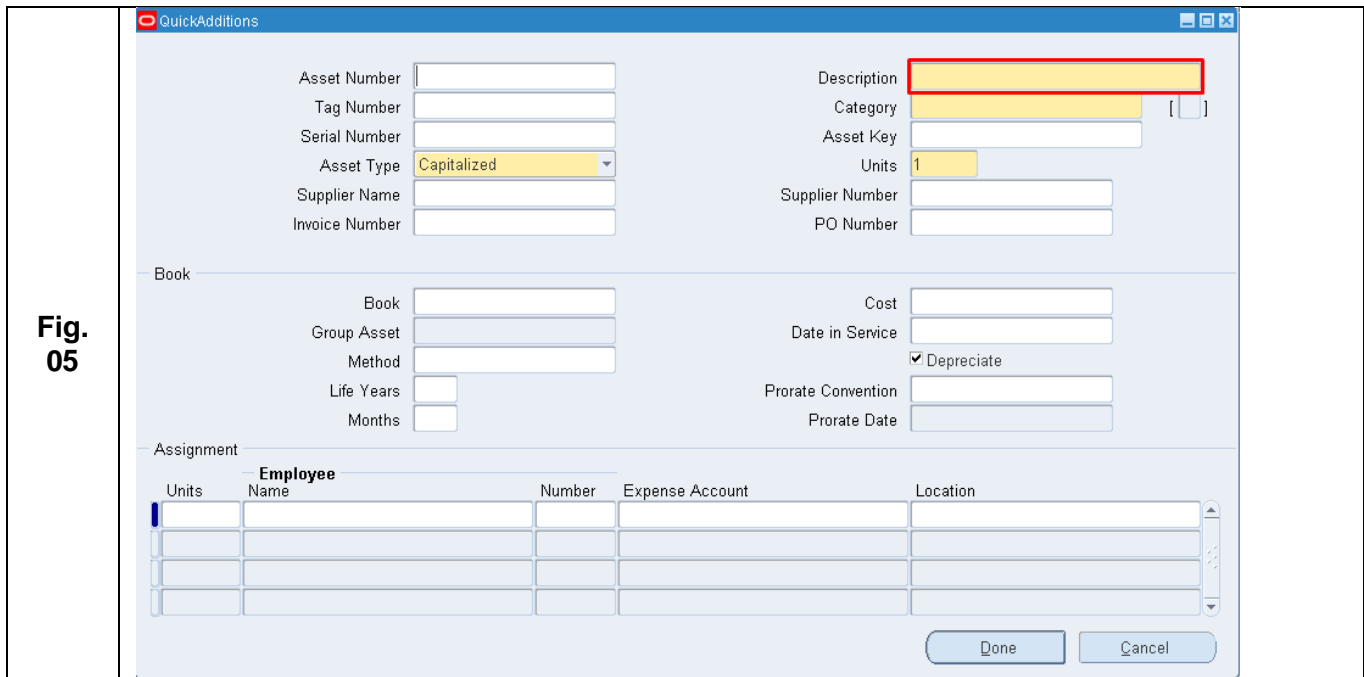


Fig. 05

STEP 6 In the **Category** field, click the ellipses and the **Category Flexfield** window will appear. (Refer to Fig. 06)

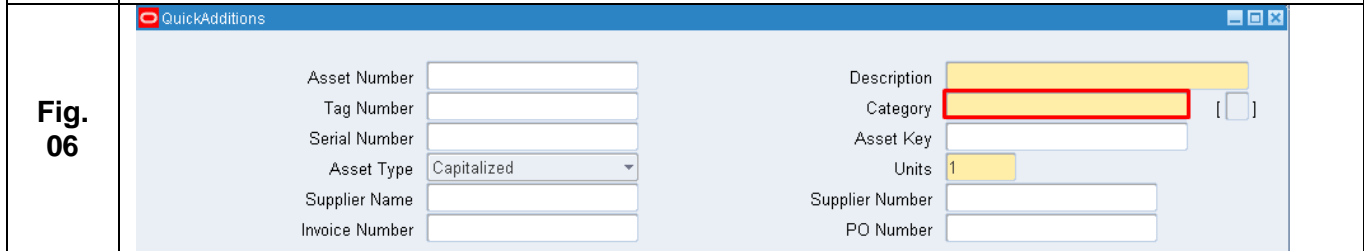


Fig. 06

STEP 7 Select the **Major** and **Minor** category of the asset to be added. Then click **OK**. Please note that the minor category is dependent on the major category. (Refer Fig.07)



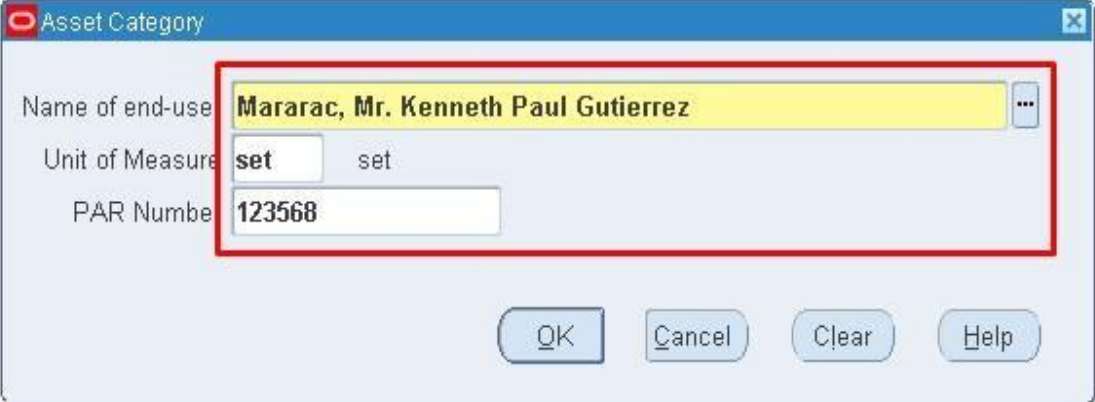
Fig. 07

Field Name	Description	Remarks
Major Category	List of categories were based on UACS Object Codes also placed in the GL1 and Obj1 segments of the FMIS Chart of Accounts	<ul style="list-style-type: none"> ● Required Field ● Must be selected from a maintained list of values

	Minor Category	List of categories were based on UACS Object Sub-Codes also placed in the GL2 and Obj2 segments of the FMIS Chart of Accounts	<ul style="list-style-type: none"> ● Required Field ● Must be selected from a maintained list of values
--	----------------	---	---

STEP 8 After clicking **OK**, the **Asset Category** window will appear. Enter in the required information then click **OK**. (Refer Fig.08)

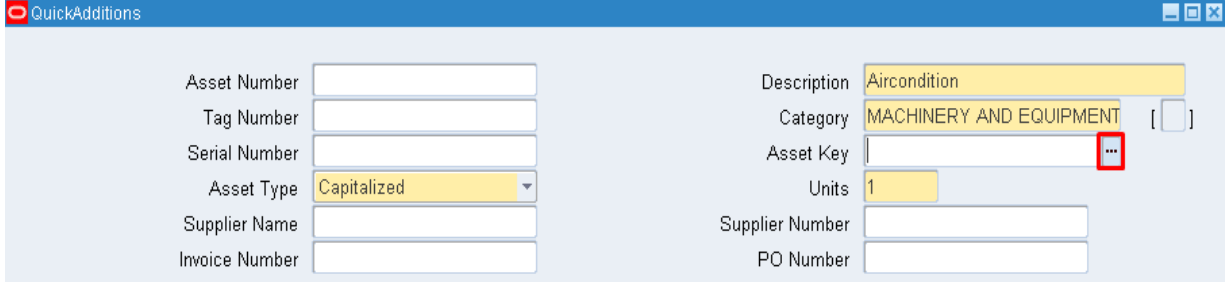
Fig. 08



Field Name	Description	Remarks
Name of end-user	To whom the asset will be assigned.	<ul style="list-style-type: none"> ● Required Field ● Text Field
Unit of Measure	Unit of Measurement e.g. pc for piece.	<ul style="list-style-type: none"> ● Must be selected from a maintained list of values.
PAR Number	Number assigned by the Supply and/or Property Custodian for control purposes.	<ul style="list-style-type: none"> ● Numeric Field

STEP 9 In the **Asset Key** field, click on the ellipses and the **Asset Key Flexfield** window will appear. (Refer to Fig. 09)

Fig. 09

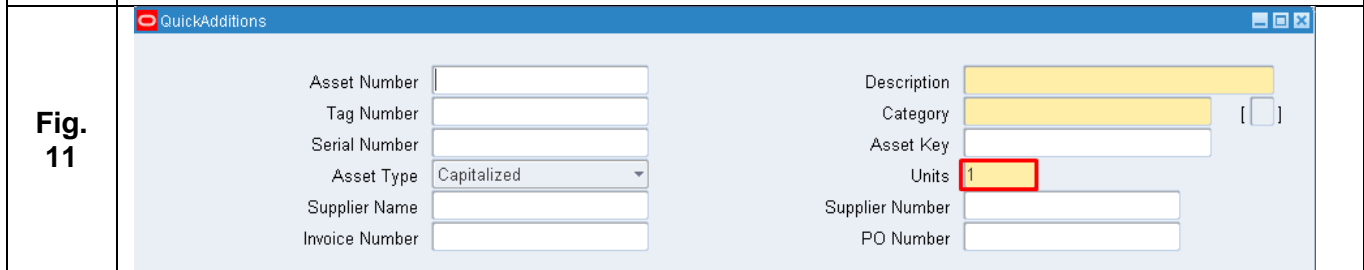


STEP 10 Fill in the **ASSET KEY** and **STATUS** and click **OK**.

NOTE: In the **Asset Key** field, the default value is **None**. For the **Status** field, click on the ellipsis to choose if the asset item is **In Use, Fully Retired, Partially Retired, or To be Retired**. (Fig. 10)



STEP 11 In the **Units** field, enter the number of units of assets acquired. (Refer to Fig. 11)



STEP 12 In the **Asset Type** field, select in the list whether the asset item is **Capitalized, CIP, or Group**:

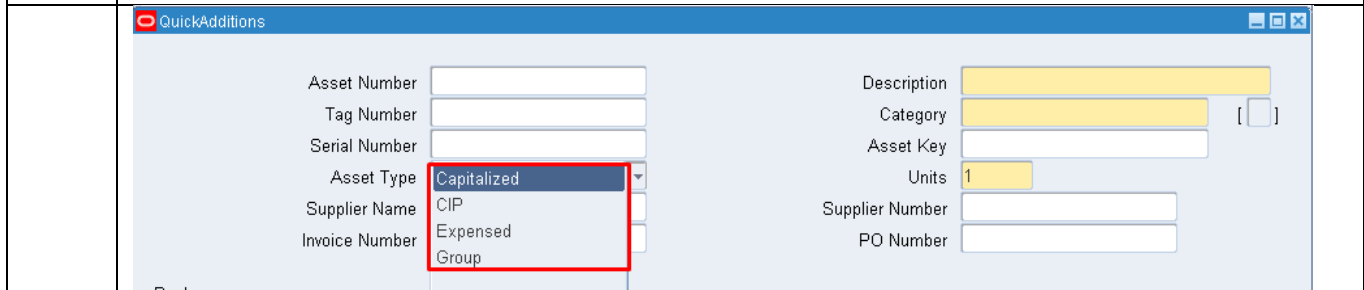


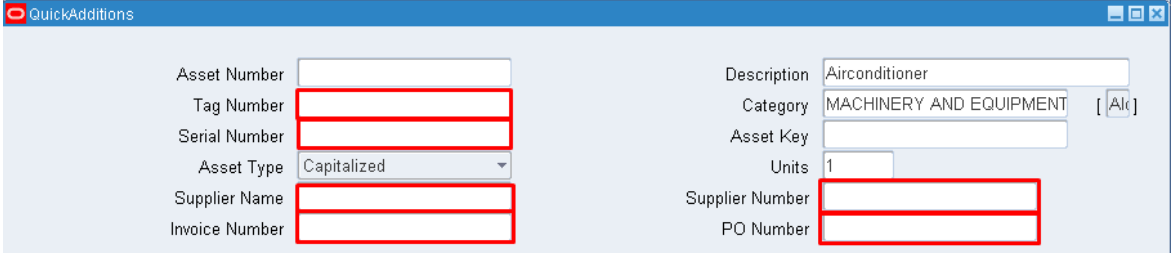
Fig. 12

Field Name	Description	Remarks
Asset Type	Assets may be classified into Capitalized for PPE, Construction-in-Process, Expensed for Semi-expendable Property or Group <ul style="list-style-type: none"> • Capitalized for PPE. • CIP for Construction in Progress. • Group 	<ul style="list-style-type: none"> ● Required Field ● Text field ● Auto-filled

		• Expensed for Semi-Expendable Property	
Asset Type: Capitalized	Capitalized: Assets included on the company balance sheet. Capitalized assets usually depreciate. Charged to an asset cost clearing account.		● Asset Type
Asset Type: CIP (Construction-In-Process)	CIP (Construction-In-Process): Unfinished assets being built, not yet in use and not yet depreciating. Once you capitalize a CIP asset, the Assets Module begins depreciating it. Charged to a construction-in-process clearing account.		● Asset Type
Asset Type: Group	A group asset is a collection of member assets. You can add member assets to a group asset, transfer assets out, or between group assets. Group asset cost is the sum of all the associated member assets costs. A group may contain many individual assets that were placed into service in different years, but share one depreciated account maintained for the group. Group asset depreciation, known as group depreciation, is computed and stored at the group level.		● Asset Type

STEP 13 The other fields can be filled in to provide certain details for the Asset. (Refer to Fig.13)

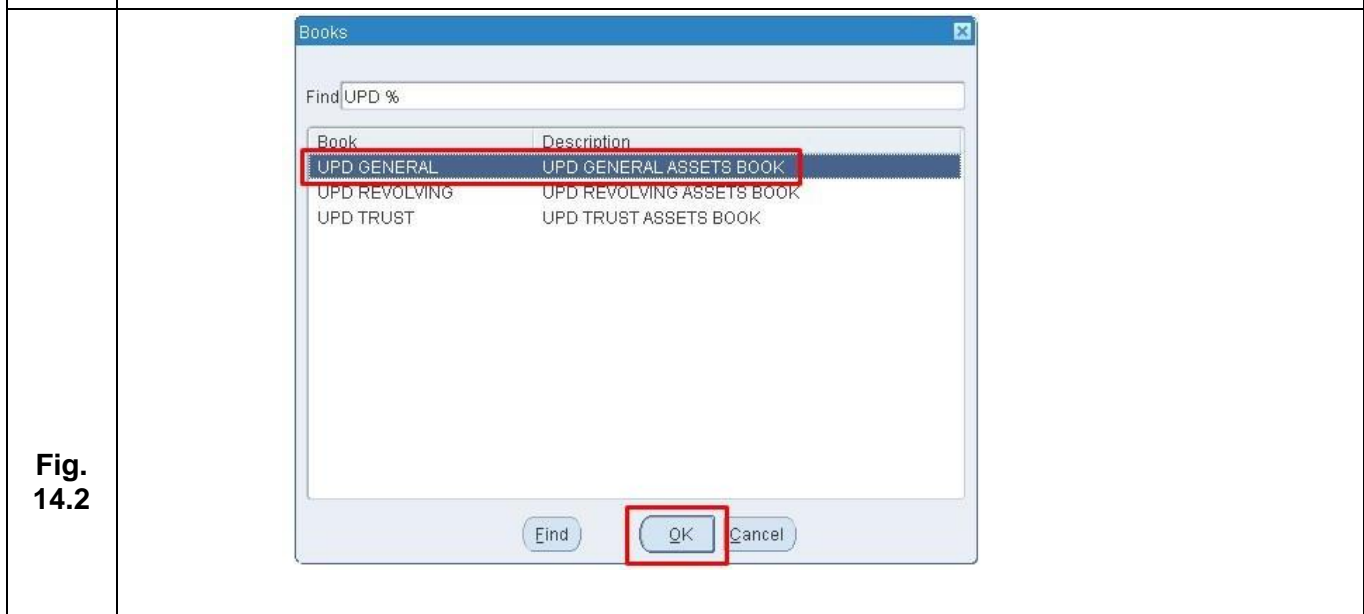
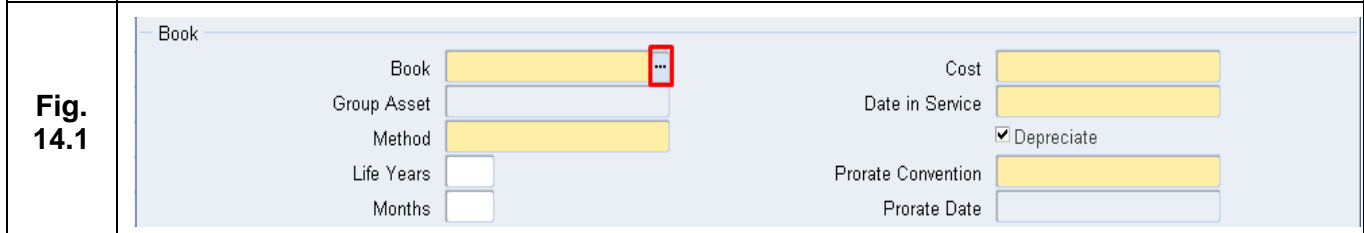
Fig. 13



Field Name	Description	Remarks
Tag Number	If you enter a tag number, it must be unique. A tag number uniquely identifies each asset. For example, use the tag number to track asset barcodes, if you use them.	● Free Text
Serial Number		● Free Text
Supplier Name		● List of Values ● Can be auto filled by entering

			Supplier Number
Invoice Number	Disbursement Voucher Number	● Free Text	
Supplier Number		● List of Values ● Can be auto filled by entering Supplier Name	
PO Number		● Free Text	

STEP 14
 In the **Book** field (Refer to Fig. 14.1), click the ellipses beside the field to select the asset book.
 After choosing, click **OK**. (Refer to Fig. 14.2)



Field Name	Description	Remarks
Book	<p>An asset can belong to any number of depreciation books, but must belong to only one corporate depreciation book.</p> <p>Each book can have independent accounts, an independent calendar, and independent depreciation rules. You can specify for</p>	<ul style="list-style-type: none"> ● Must be selected from a maintained list of values.

which ledger a depreciation book creates journal entries.

You can change financial and depreciation information for an asset in a book. You can choose whether to amortize or expense the adjustment.

STEP 15 The other required fields will be filled in upon selection of the Asset Book. (Refer to fig. 15)

Fig. 15

Field Name	Description	Remarks
Asset Cost	Acquisition cost and other costs incurred until the asset is ready for use	● Numeric Field
Method	Depreciation method	● Select straight-line (STL) for UP
Life Years	Life in Years	● Numeric Field
Life Months	Life in Months	● Numeric Field
Prorate Conventions	<p>The Assets Module uses the prorate convention to determine how much depreciation to take in the first and last years of asset life.</p> <p>The Assets Module determines the prorate date from the date placed in service and the prorate convention. It uses this date to determine how much depreciation to take during the first and last years of asset life.</p>	● Default value "UP_PRORATE"

STEP 16 In the *Assignments* region, enter the details for the required fields. (Refer to Fig. 16)

Units	Employee Name	Number	Expense Account	Location
1				

Fig. 16

Field Name	Description	Remarks
Name	Name of employee to whom the asset will be assigned	<ul style="list-style-type: none"> Must be selected from a maintained list of values.
Units	Number of units assigned to a specific employee	<ul style="list-style-type: none"> Total Units may be distributed among different employees.

STEP 17

In the **Expense Account** field, click the ellipses and the **Accounting Flexfield** window will appear. Enter the details for the required fields by clicking the ellipses. (Refer to Fig. 17)

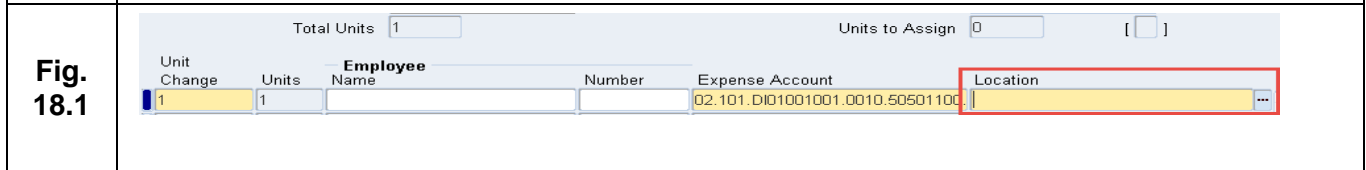
Fig. 17

Field Name	Description	Remarks
Unit	2-digit Code for the Constituent University or Level 1 Unit	<ul style="list-style-type: none"> Required field (yellow field) Must be selected from the maintained list of values


Fund	3-digit code for the Type of Fund	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
Responsibility Center	10-digit code for the Responsibility Center matched with HRIS Organizations e.g DI03025001 (UPD College of Law)	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
Budget Segment	4-digit code for the Budget Segment	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
General Ledger1	8-digit code for the UACS Object Codes	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
General Ledger2	4-digit code for the UACS Object Sub-Codes	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
Object Code1	8-digit code for the object of Revenue/Expense which serves as additional description for GL1	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
Object Code2	4-digit code for Object 1 sub-codes	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
Special Code	8-digit code for monitoring of trust funds and other balances	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
Cash Flow	4-digit code for the Cash Flow (determines cash flow transactions and will serve as basis for generation of the	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected

	Cash Flow Statement)	from the maintained list of values
Future		<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values

STEP 18 In the **Location** field (Refer to Fig. 18.1), click the ellipses and the **Location Flexfield** window will appear. Enter the location details of the asset item to be added by clicking the ellipses. After selecting, click **OK**. (Refer to Fig. 18.2)



Field Name	Description	Remarks
Responsibility Center	10-digit code for the Responsibility Center matched with HRIS Organizations e.g DI04042001 (UPD Law Complex)	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
Building	Name of the building where the asset is situated	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
Floor	Name of the floor where the asset is situated	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values

	Room	Number or name of the room where the asset is situated	<ul style="list-style-type: none"> ● Required field (yellow field) ● Must be selected from the maintained list of values
STEP 19	After entering the details in the required fields, click Done . A confirmation note will appear with the system generated Asset Number and reference numbers. Then click OK . (Refer to Fig. 19)		
Fig. 19			

Result Information:

Expected Results
<ul style="list-style-type: none"> ● A new PPE Asset and its basic information is created and saved