

# University of the Philippines **Financial Management Information System**

# **User Guide**

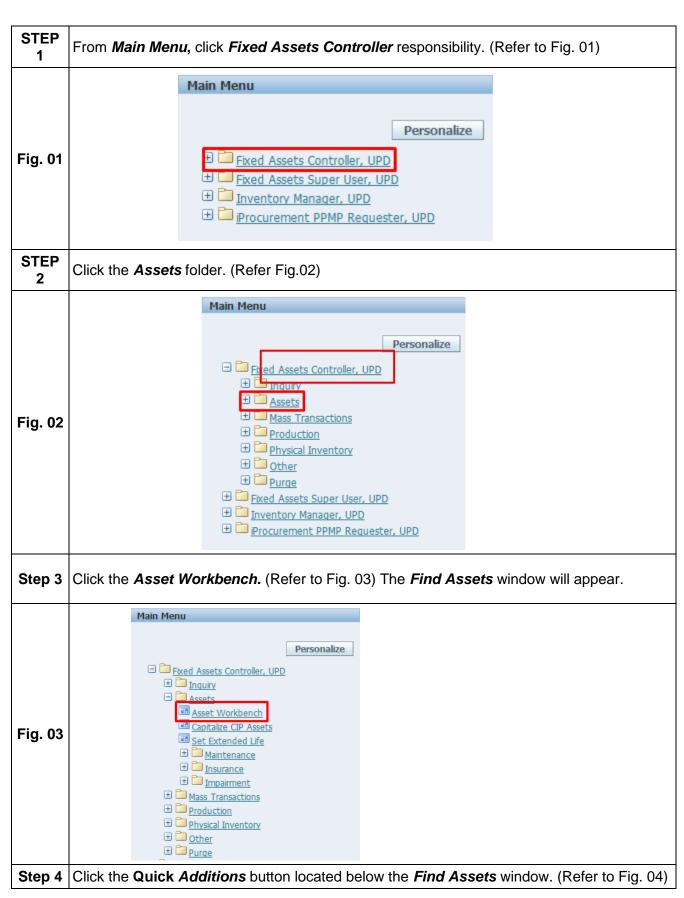
## **Description:**

Description.				
User Guide ID	UFM40006b			
User Guide Name	Entering Semi-Expendable Asset through Quick Addition			
Information System	Financial Management Information System			
Functional Domain	Fixed Assets Controller			
Purpose	To create a new semi-expendable property asset through Addition			
Data Requirement	<ul> <li>Asset Book</li> <li>Description</li> <li>Category</li> <li>Unit</li> <li>Asset key</li> <li>Asset type</li> <li>Current cost</li> <li>Salvage value type</li> <li>Salvage value</li> <li>Expense account</li> <li>Location</li> <li>Method</li> <li>Life years</li> <li>Life months</li> <li>Prorate convention</li> </ul>			
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	A new semi-expendable property asset and corresponding information is to be added.  Tangible items below the capitalization threshold of PhP15,000 shall be accounted as semi-expendable property. The following policies apply as follows:  a. Semi-expendable property which were recognized as PPE shall be reclassified to the affected accounts.  b. These tangible items shall be recognized as expensed upon issue to the end-user.			
Author	Kenneth Paul G. Mararac			

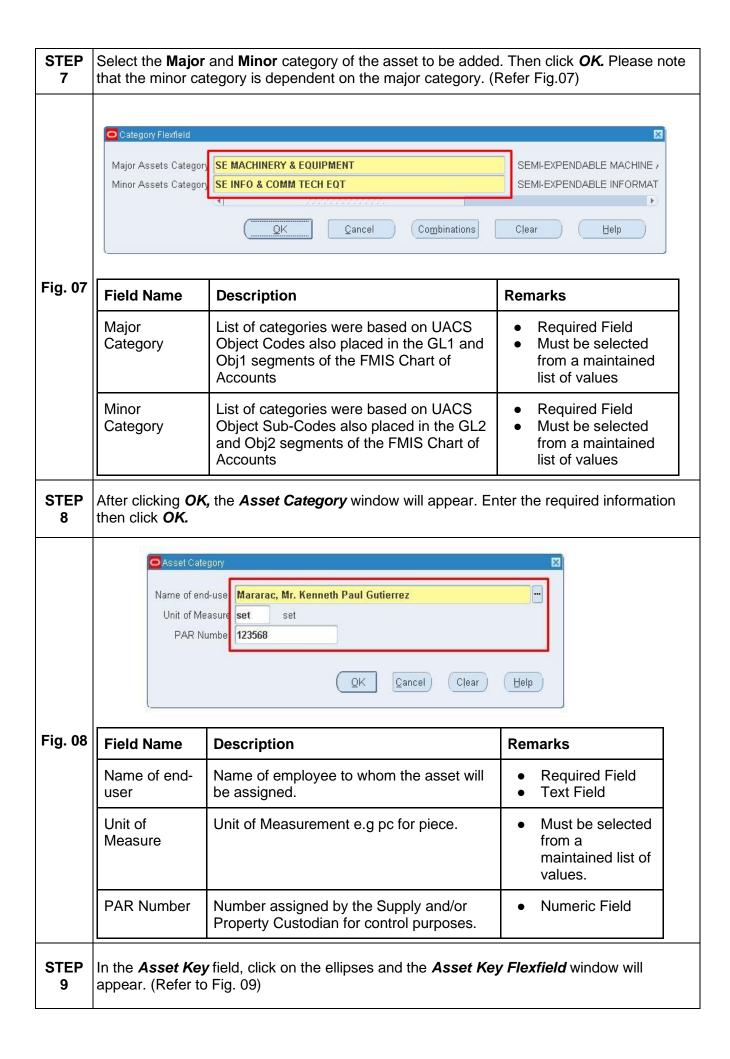
## **Revision History:**

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> <li>Name of end-user,</li> <li>UOM, and PAR</li> <li>number fields are</li> <li>added. ( Refer to</li> </ul>		





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g. 05  Group Asset Method Life Years Prorate Convention Prorate Date  Employee Units Name Number Expense Account Location  Done Quancel  TEP 6  In the Category field, click the ellipses and the Category Flexfield window will appear. (Refer to Fig. 05)  Asset Number Tag Number Serial Number Serial Number Asset Key  Asset Key	g. 05  Group Asset  Method  Life Years  Months  Prorate Convention  Prorate Date  Assignment  Employee  Units Name  Number Expense Account  Location  Location  In the Category field, click the ellipses and the Category Flexfield window will appear. (Refer to Fig. 05)  GuickAdditions  Asset Number  Tag Number  Serial Number  Asset Type  Supplier Name  Supplier Name  Description  Category  Asset Key  Asset Type  Supplier Name  Supplier Name		asset to	Asset Number Tag Number Serial Number Asset Type Supplier Name	efer to Fig	vill appe	ear. In th	Descripti Catego Asset K Un Supplier Numb	on pory lety lits 1	nter the		f the
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	QuickAdditions		
Fig. 09	Ta Seri A Supp	Asse Asse	egory SE MACHINERY AND EQUIPM [ ] st Key Units 1
STEP 10	NOTE: In the A	<b>FKEY</b> and <b>STATUS</b> and click <b>OK</b> . <b>sset Key</b> field, the default value is <b>None</b> . Fe if the asset item is <b>In Use, Fully Retired,</b> (1)	
Fig. 10	Asset Key Flexfield  Asset Key NONE  Status	NONE In Use  OK  Cancel  Combinations	Clear Help
STEP 11	In the <i>Units</i> field	I, enter the number of units of assets acqui	red. (Refer to Fig. 10)
Fig. 11	Taj Seria As Suppl	t Number Descript y Number Categ I Number Asset I set Type Capitalized Vier Supplier Num P Number PO Num	ory [ ]  Key    nits 1
STEP 12	In the <i>Asset Typ</i>	<b>be</b> field, confirm that <b>Expensed</b> is reflected	
	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><li>Required Field</li><li>Text field</li><li>Auto-filled</li></ul>
Fig. 12		<ul><li>Capitalized for PPE.</li><li>CIP for Construction in Progress.</li><li>Group</li><li>Expensed for Semi-Expendables</li></ul>	
	Asset Type: Expensed	Expensed: Items that do NOT depreciate; the entire cost is charged in a single period to an expense account. The Assets Module tracks expensed	Asset Type

	items, but does not create journal entries for them. The Assets Module does not depreciate expensed assets.		
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.12)



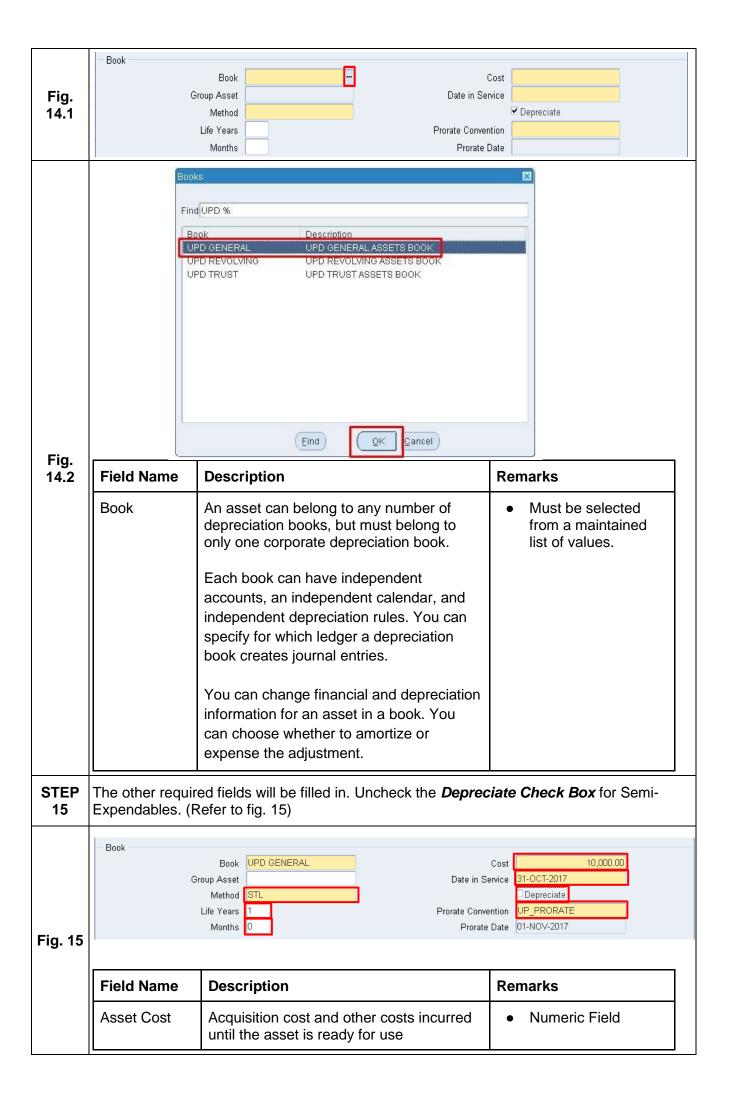
Field Name	Description	Remarks
Tag Number	If you enter a tag number, it must be unique. A tag number uniquely identifies each asset. For example, use the tag number to track asset barcodes, if you use them.	● Free Text
Serial Number		Free Text
Supplier Name		<ul> <li>List of Values</li> <li>Can be auto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

STEP 14

Fig. 13

In the *Books* field (Refer to Fig. 13.1), click the ellipses beside the field to select the asset book.

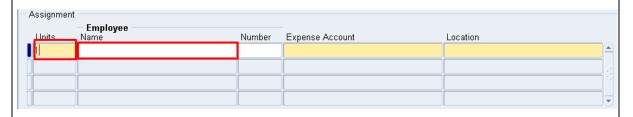
After choosing, click OK. (Refer to Fig. 13.2)



	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	The Assets Module uses the prorate convention to determine how much depreciation to take in the first and last years of asset life.  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.	Default value     "UP_PRORATE"
CTED		·	

#### STEP 16

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



### Fig. 16

Field Name	Description	Remarks
Name	The name of the employee to whom the asset will be assigned	Must be selected from a maintained list of values.
Units	Number of units assigned to a specific employee	Total Units may be distributed among different employees.

#### STEP 17

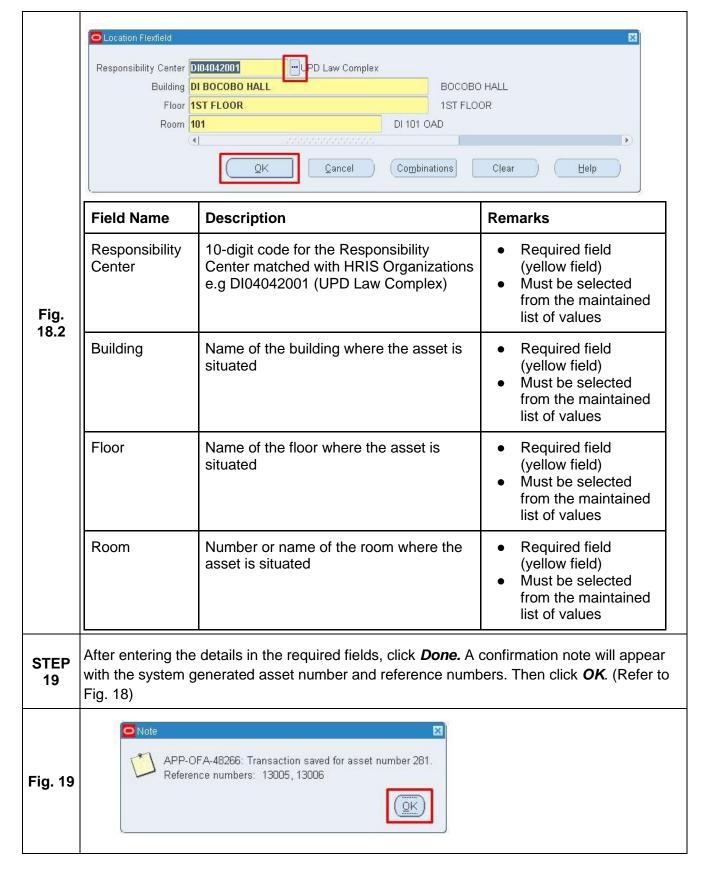
In the *Expense Account* field, click the ellipses and the *Accounting Flexfield* window will appear. Enter the details for the required fields by clicking the ellipses. (Refer to Fig. 17)



Field Name	Description	Remarks
Unit	2-digit Code for the Constituent University or Level 1 Unit	<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>
Fund	3-digit code for the Type of Fund	<ul> <li>Required field         (yellow field)</li> <li>Must be selected         from the maintained         list of values</li> </ul>
Responsibility Center	10-digit code for the Responsibility Center matched with HRIS Organizations e.g DI03025001 (UPD College of Law)	<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>
Budget Segment	4-digit code for the Budget Segment	<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>
General Ledger1	8-digit code for the UACS Object Codes	<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>
General Ledger2	4-digit code for the UACS Object Sub- Codes	<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>

Fig. 17

18.1	Field Name Name	N	ame of employee to whom a asset will be assigned	Must be selected from a maintained list of
Fig.	Change Units Na	m <b>ployee</b> me	Number Expense Account 02.101.Dl01001001.0010.50501	
	Total U		- Units to Ass	sign [ ]
STEP 18	Flexfield window	v will appear. Ent	n. 18.1), click the ellipses but er the location details of the ng, click <i>OK</i> . (Refer to Fig. 18	e asset item to be added by
	Future			<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>
	Cash Flow		sh flow transactions and sis for generation of the	<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>
	Special Code	8-digit code for and other balan	monitoring of trust funds ces	<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>
	Object Code2	4-digit code for	Object 1 sub-codes	<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>
	Object Code1	8-digit code for Revenue/Expenadditional descr	nse which serves as	<ul> <li>Required field (yellow field)</li> <li>Must be selected from the maintained list of values</li> </ul>



#### **Result Information:**

#### **Expected Results**

A new SE Asset and its basic information is created and saved