



University of the Philippines Financial Management Information System

User Guide

Description:

User Guide ID	UFM40007a
User Guide Name	Entering Property Plant Equipment asset through Additions
Information System	Financial Management Information System
Functional Domain	Fixed Assets Accountant
Purpose	To create a new PPE asset through Additions
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
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.</p> <p>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; and 6. 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,

			<p>and PAR number fields are added. (Refer to fig.07)</p> <ul style="list-style-type: none"> • Status field are added (Refer to fig.09)
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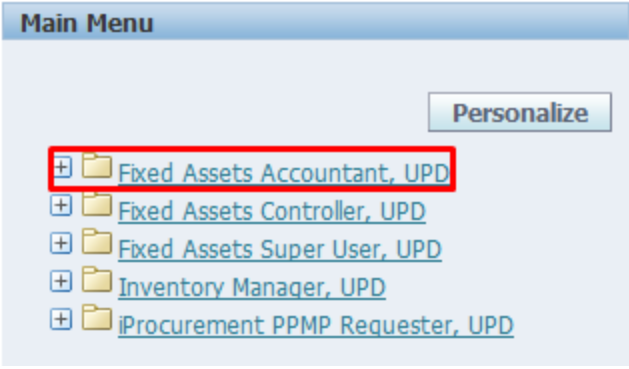
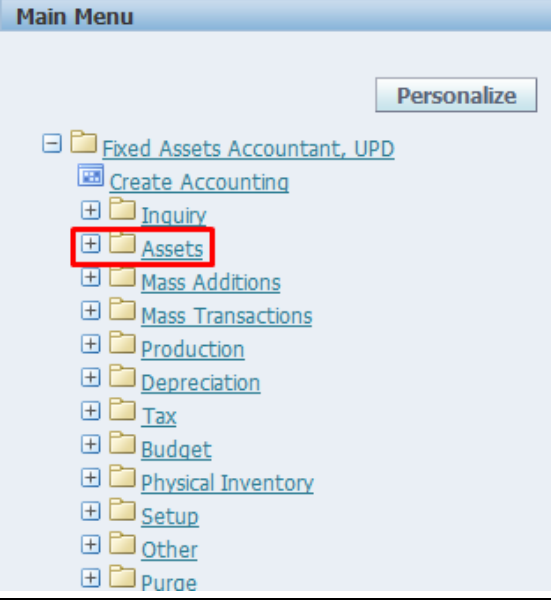
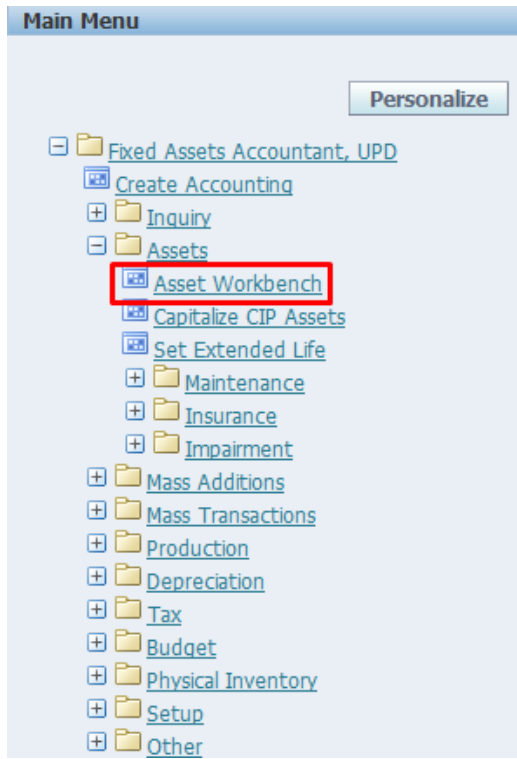
STEP 1	From Main Menu , click Fixed Assets Accountant responsibility. (Refer to Fig. 01)
Fig. 01	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button at the top right. Below the button is a list of folders, each with a plus sign icon to its left. The first folder, 'Fixed Assets Accountant, UPD', is highlighted with a red rectangular box. Other folders listed include 'Fixed Assets Controller, UPD', 'Fixed Assets Super User, UPD', 'Inventory Manager, UPD', and 'Procurement PPMP Requester, UPD'.</p>
STEP 2	Click the Assets folder, then click the Asset Workbench . (Refer to Fig. 02)
Fig. 02	 <p>The screenshot shows the 'Main Menu' window with the 'Fixed Assets Accountant, UPD' folder expanded. A 'Personalize' button is visible at the top right. The expanded folder contains several sub-items: 'Create Accounting', 'Inquiry', 'Assets', 'Mass Additions', 'Mass Transactions', 'Production', 'Depreciation', 'Tax', 'Budget', 'Physical Inventory', 'Setup', 'Other', and 'Purge'. The 'Assets' folder is highlighted with a red rectangular box.</p>
Step 3	Click the Asset Workbench .(Refer to Fig.03)

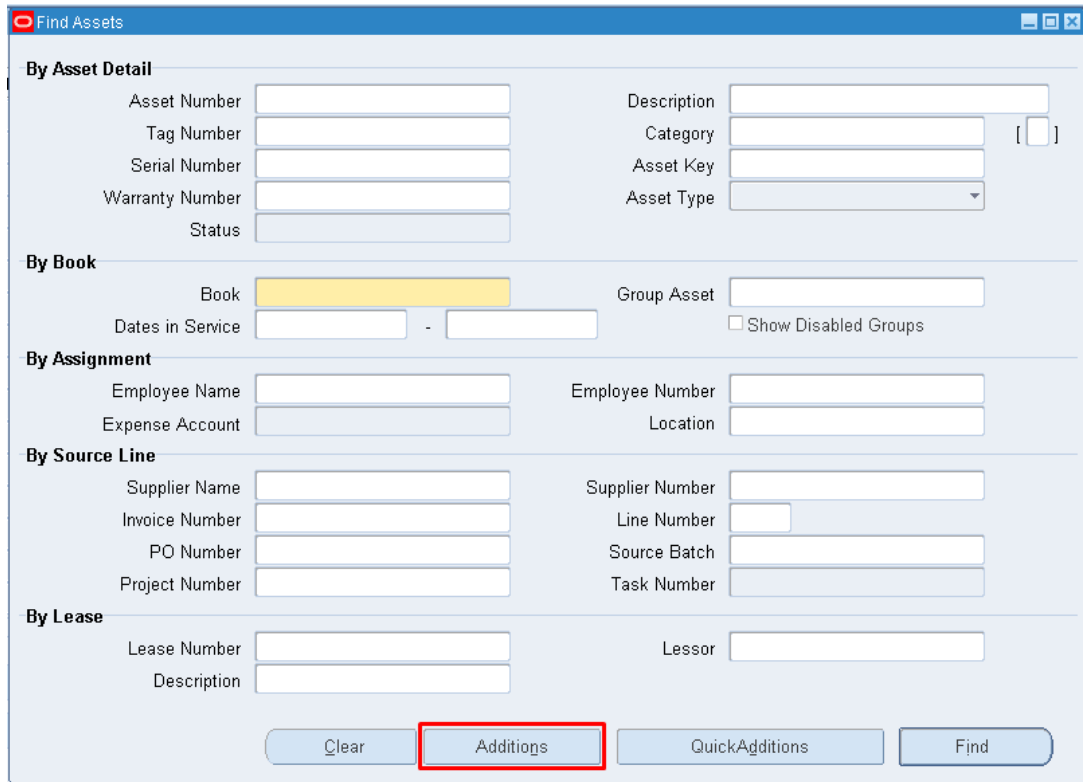
Fig.03



STEP 4

The **Find Assets** window will appear. Click the **Additions** button located at the bottom of the Find Assets window. (Refer to Fig. 04)

Fig. 04



STEP 5

Asset Details window will appear. In the **Description** field, enter the name of the asset to be added. (Refer to Fig. 05)

Fig. 05

The screenshot shows the 'Asset Details' window with the following fields and values:

- Asset Number: [Empty]
- Tag Number: [Empty]
- Serial Number: [Empty]
- Asset Type: Capitalized
- Parent Asset: [Empty]
- Manufacturer: [Empty]
- Warranty Number: [Empty]
- Lease Number: [Empty]
- Lessor: [Empty]
- In Use
- In Physical Inventory
- Property Type: [Empty]
- Property Class: [Empty]
- Commitment: [Empty]
- Description: Acer Laptop
- Category: [Empty]
- Asset Key: [Empty]
- Units: [Empty]
- Description: [Empty]
- Model: [Empty]
- Description: [Empty]
- Ownership: Owned
- Bought: New
- Investment Law: [Empty]

Buttons: Source Lines, Continue, Cancel

STEP 6

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

Fig. 06

The screenshot shows the 'Asset Details' window with the following fields and values:

- Asset Number: [Empty]
- Tag Number: [Empty]
- Serial Number: [Empty]
- Asset Type: Capitalized
- Parent Asset: [Empty]
- Manufacturer: [Empty]
- Warranty Number: [Empty]
- Lease Number: [Empty]
- Lessor: [Empty]
- In Use
- In Physical Inventory
- Property Type: [Empty]
- Property Class: [Empty]
- Commitment: [Empty]
- Description: [Empty]
- Category: [Empty] (Ellipsis button highlighted)
- Asset Key: [Empty]
- Units: 1
- Description: [Empty]
- Model: [Empty]
- Description: [Empty]
- Ownership: Owned
- Bought: New
- Investment Law: [Empty]

Buttons: Source Lines, Continue, Cancel

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.



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

The **Asset Category** window will appear. Enter in the required information then click **OK**.

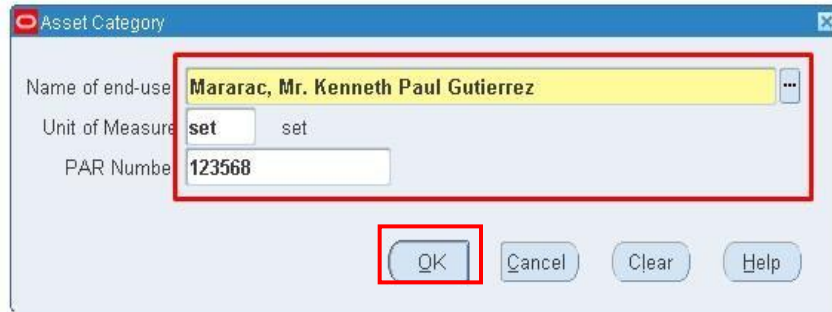


Fig. 08

Field Name	Description	Remarks
Name of end-user	The name of the employee 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

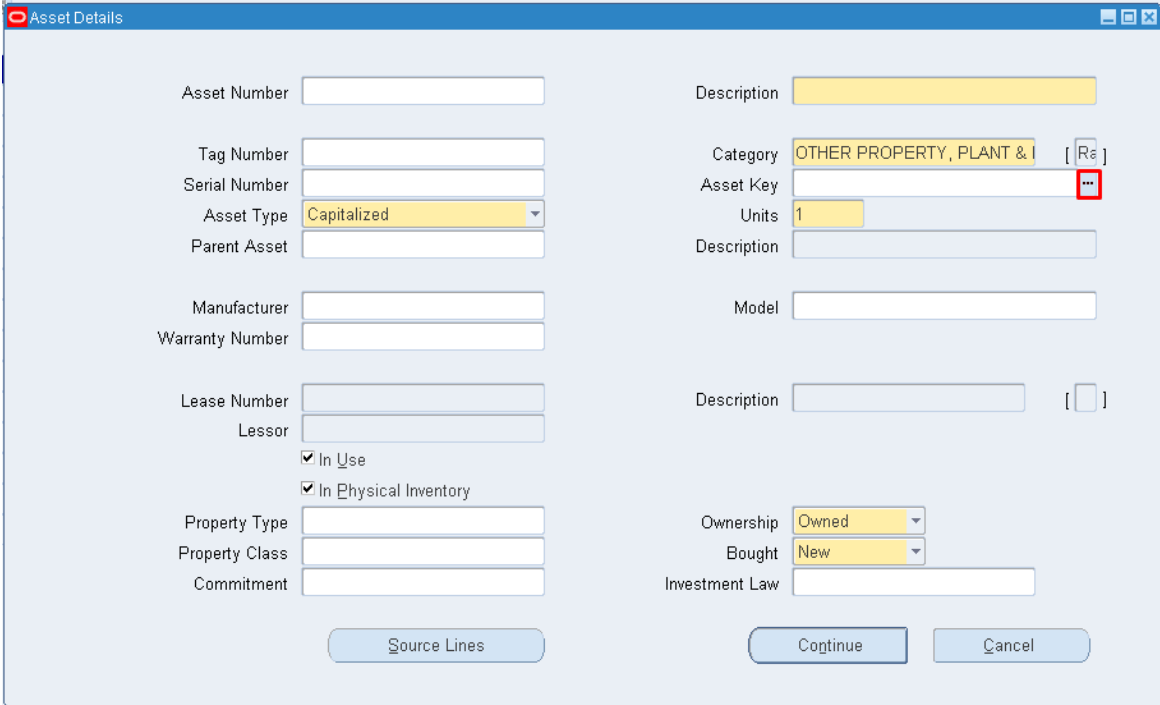

<p>STEP 9</p>	<p>In the Asset Key field, click on the ellipses and the Asset Key Flexfield window will appear. (Refer to Fig. 09)</p>
<p>Fig. 09</p>	
<p>STEP 10</p>	<p>Fill in the ASSET KEY and STATUS and click OK. NOTE: In the Asset Key field, the default value is None. For the Status field, click on the ellipses to choose if the asset item is In Use, Fully Retired, Partially Retired, or To be Retired. (Fig. 10)</p>
<p>Fig. 10</p>	
<p>STEP 11</p>	<p>In the Asset Type field, select in the list whether the asset item is Capitalized, CIP, or Group: Then click Continue (Refer to Fig. 11)</p>

Fig. 11

The screenshot shows the 'Asset Details' window with the following fields and values:

- Asset Number: [Empty]
- Tag Number: [Empty]
- Serial Number: [Empty]
- Asset Type: Capitalized (dropdown menu open showing options: Capitalized, CIP, Group)
- Parent Asset: CIP Group
- Manufacturer: [Empty]
- Warranty Number: [Empty]
- Lease Number: [Empty]
- Lessor: [Empty]
- In Use
- In Physical Inventory
- Property Type: [Empty]
- Property Class: [Empty]
- Commitment: [Empty]
- Description: ACER LAPTOP
- Category: OTHER PROPERTY, PLANT & [Ar]
- Asset Key: [Empty]
- Units: 1
- Description: [Empty]
- Model: [Empty]
- Description: [Empty] []
- Ownership: Owned
- Bought: New
- Investment Law: [Empty]
- Buttons: Source Lines, Continue (highlighted), Cancel

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 Expensed for Semi-Expendables 	<ul style="list-style-type: none"> Required Field Text field Auto-filled
Asset Type: Capitalized	Capitalized: Assets included on the company balance sheet. Capitalized assets usually depreciate. Charged to an asset cost clearing account.	<ul style="list-style-type: none"> Asset Type

STEP 12

The **Book** window will appear. In the **Book** field (Refer to Fig. 11.1), click the ellipses beside the field to select the asset book.
After choosing the appropriate asset book, click **OK**. (Refer to Fig. 11.2)

Fig. 12.1

The screenshot shows the 'Books' window with the following fields:

- Asset Number: [Empty]
- Book: [Dropdown menu open, highlighted with a red box]
- Reference Number: [Empty]
- Comments: [Empty] []

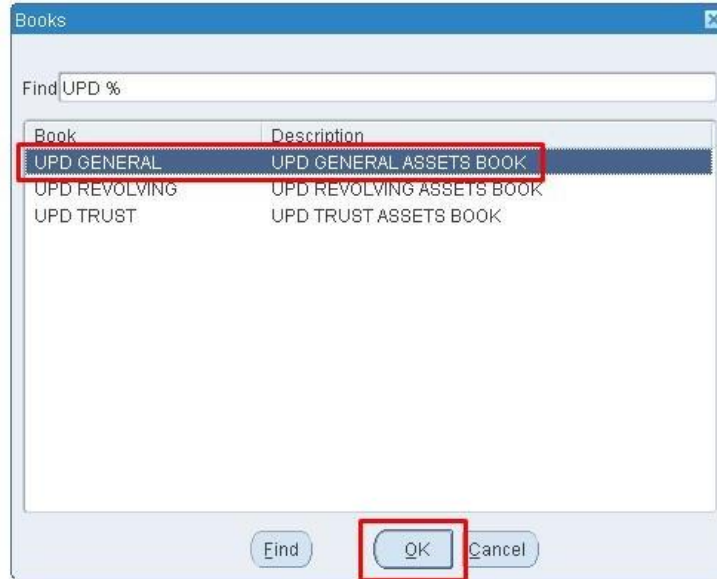


Fig. 12.2

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 which ledger a depreciation book creates journal entries.</p> <p>You can change financial and depreciation information for an asset in a book. You can choose whether to amortize or expense the adjustment.</p>	<ul style="list-style-type: none"> Must be selected from a maintained list of values.

STEP 13

Fill out the required fields in the **FINANCIAL INFORMATION** region. (Refer to fig.13)

Fig. 13

Field Name	Description	Remarks
Current Cost	Current cost of asset (It must be more than Php 15,000.00)	<ul style="list-style-type: none"> Required Field Numeric Value
Salvage Value Type	<p>The salvage value cannot exceed the asset cost, and you cannot enter a salvage value for credit (negative cost) assets.</p> <p>You can specify a salvage value as a percentage of an asset's acquisition cost or as an amount.</p>	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values

STEP 14

In the **Salvage Value Type** field, click the drop-down button. Select the appropriate **Salvage Value Type** whether it is **Amount** or **Percent**. (Refer to Fig. 14) Then click **Continue**.

Fig. 14

STEP 15

The **Assignments** window will appear. Enter the details for the required fields. (Refer to Fig.15)

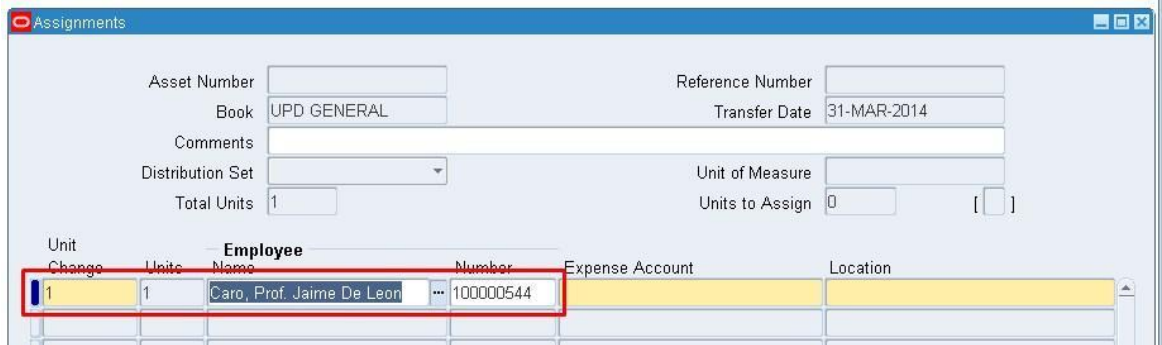


Fig. 15

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

STEP 16

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. 16)

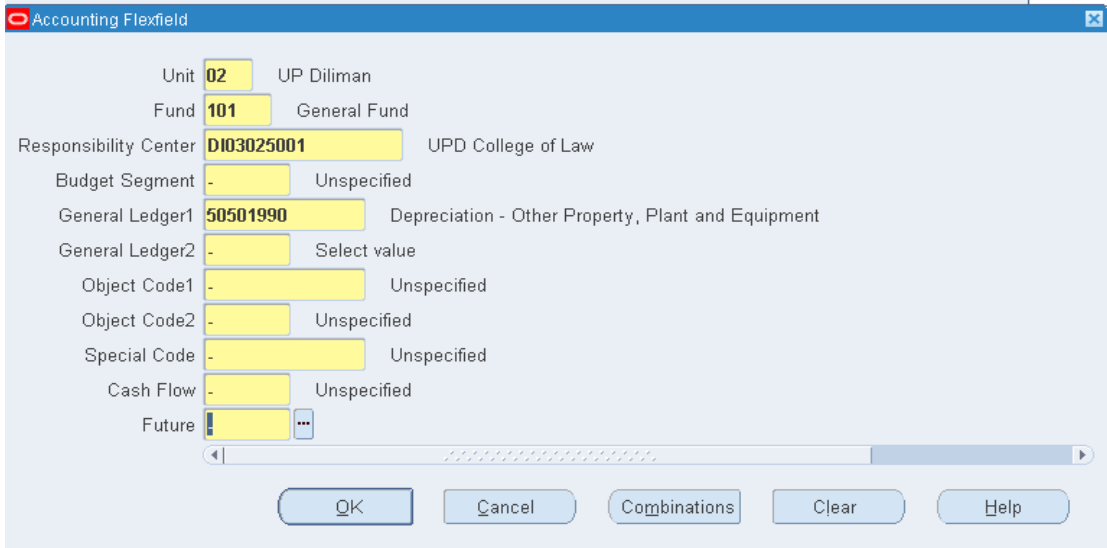


Fig.16


Field Name	Description	Remarks
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Unit	2-digit Code for the Constituent University or Level 1 Unit	<ul style="list-style-type: none"> ● Required Field ● Must be selected from a maintained list of values
Fund	3-digit code for the Type of Fund	<ul style="list-style-type: none"> ● Required Field ● Must be selected from a 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 ● Must be selected from a maintained list of values
Budget Segment	4-digit code for the Budget Segment	<ul style="list-style-type: none"> ● Required Field ● Must be selected from a maintained list of values
General Ledger1	8-digit code for the UACS Object Codes	<ul style="list-style-type: none"> ● Required Field ● Must be selected from a maintained list of values
General Ledger2	4-digit code for the UACS Object Sub-Codes	<ul style="list-style-type: none"> ● Required Field ● Must be selected from a 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 ● Must be selected from a maintained list of values
Object Code2	4-digit code for Object 1 sub-codes	<ul style="list-style-type: none"> ● Required Field ● Must be selected from a 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 ● Must be selected from a 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 Cash Flow Statement)	<ul style="list-style-type: none"> ● Required Field ● Must be selected from a maintained list of values
Future	-	<ul style="list-style-type: none"> ● Required Field

		<ul style="list-style-type: none"> Must be selected from a maintained list of values
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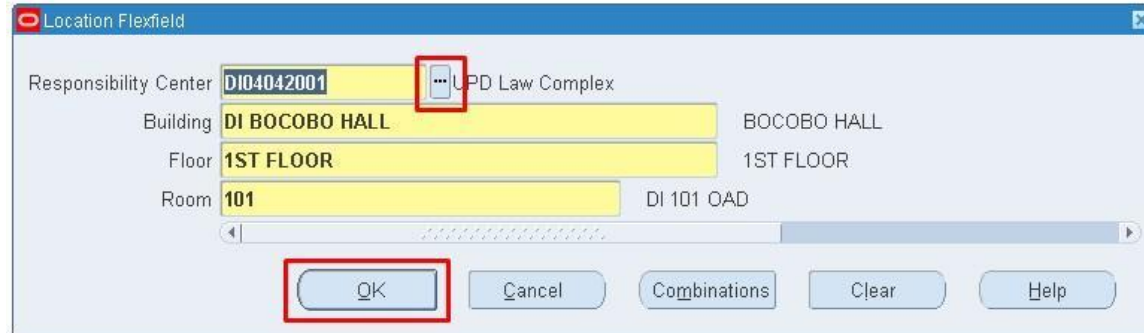
STEP 17 In the **Location** field (Refer to Fig. 17.1), click the ellipses and the **Location Flexfield** window will appear. Enter the location details of the asset item to be added by clicking the ellipses. After selecting, click **OK**. (Refer to Fig. 17.2)

Fig. 17.1




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.

Fig. 17.2



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 Must be selected from a maintained list of values
Building	Name of the building where the asset is situated	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values
Floor	Name of the floor where the asset is situated	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values
Room	Number or name of the room where the	<ul style="list-style-type: none"> Required Field

	asset is situated	<ul style="list-style-type: none"> • Must be selected from a maintained list of values
STEP 18	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. 18)	
Fig. 18		

Result Information:

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