

University of the Philippines Financial Management Information

User Acceptance Testing (UAT) User Guide

Description:

User Guide ID	UFM40017
User Guide_Name	Run Depreciation
Information System	Financial Management Information System
Functional Domain	Fixed Assets Accountant
Purpose	To run a depreciation and close a period
Data Requirement	Asset BookPeriod
Dependencies	Book and Period are set-up
Scenario	Run depreciation and close the current period to open the next period
Author	Kenneth Paul G. Mararac

Revision History:

Version Number	Date	Author	Description of Change
1.0	-	-	Initial Issue
1.1	September 25, 2017	Mararac, Kenneth Paul G.	Changes in layout.

STEP 1	On <i>Main Menu</i> and click <i>Fixed Assets Accountant, CU</i> (Refer to Fig. 01)
Fig. 01	Main Menu
	Personalize
	Fixed Assets Accountant, UPD
	General Ledger Accountant, UPD General Ledger Manager, UPD
	1 Internet Expenses, UPD
STEP 2	Click <i>Depreciation</i> (Refer to Fig. 02)
Fig. 02	E Fixed Assets Accountant, UPD
	Create Accounting
	E Assets
	Mass Additions
	Hass Transactions
	\pm Tax
STED 3	Click Pup Depreciation (Refer to Fig. 03)
Fig. 03	
1 19. 00	Create Accounting
	E Assets
	The Mass Additions
	Run Depreciation
	Projections
STEP 4	Enter Book to be depreciated. Click on the ellipses. (Refer to Fig. 04)
Fig. 04	Eile Edit View Folder Tools Window Help
	Book m
	Close Period

STEP 5	Select an Asset Book then click Ok. (Refer to Fig. 05)
Fig. 05	Book PD Book Period Book Description UPD GENERAL UPD GENERAL ASSETS BOOK UPD REVOLVING UPD REVOLVING ASSETS BOOK UPD TRUST UPD TRUST ASSETS BOOK UPD TRUST UPD TRUST ASSETS BOOK Image: Contract of the second se
STEP 6	The Period field will be automatically filled in. Then click Run . (Refer to Fig. 06) Do not tick the Close Period .
Fig. 06	Run Depreciation Image: Constraint of the second of th
STEP 8	A message of Concurrent Request has been created for this transaction. Take note of the Concurrent Request ID then click Ok . (Refer to Fig. 08)
Fig. 08	APP-OFA-48278: Concurrent Request 3151390 submitted.
STEP 9	To view the status of the submitted request, on <i>Menu</i> , click <i>View</i> then select <i>Requests</i> . (Refer to Fig. 09)

Fig 09	
1 ig. 03	File Edit Wiew Felder Tools Window Help
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	Eind
	Find All
	Query By Example P nents
	Record Pepreciation
	Translations nd close current period
	<u>Attachments</u>
	Summary/Detail
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	+ Production
	- Depreciation
STEP 10	Click <i>Find</i> . (Refer to Fig. 10)
Fig. 10	Eile Edit Yiew Folder Iools Window Help
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	Date Submitted
	Date Completed
	Phase
	Requestor
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	Order By Request ID
	Select the Number of Days to View: 7
	Can Submit a New Request Clear Find
STEP 11	The concurrent request will process the transaction. The Status should be Completed -
	Normal. Click Refresh Data to update the status. (Refer to Fig. 11.1)

Fig 11.1					Oracle Applicat	ions - UISDEV - Cloned from PROD 0	3-
rig. 11.1	File Edit View	Folder Tools Window Hel	q				-
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STEP 12	Select J (Refer to	o urnal Entry R Fig. 12.1)	Reserve	e Ledge	er Repor	<i>t</i> then click <i>View Ou</i>	itput.

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	The report will appear on the browser. Calculate Gains and Losses is a log file generated by the system that determine if the calculation run successfully. (Refer to Fig. 14.2)									
Fig. 14.2	 http://uisdev.up_id=566013344 × + I uisdev.up.edu.ph:8010/OA_CGI/FNDWRR.exc C Q Search I is is in the image of the imag									

Result Information:

Expected Results

- Depreciation run and its calculation of Gains and Losses has been successfully completed.
- Asset Book Period has been closed.

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