University of the Philippines
Financial Management Information
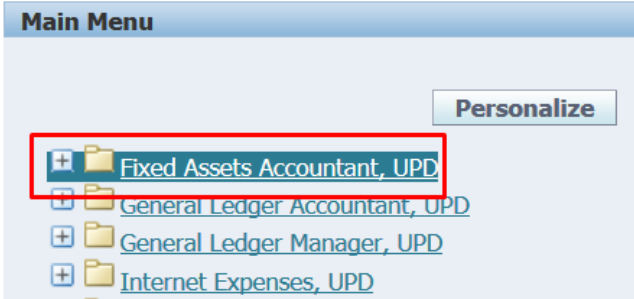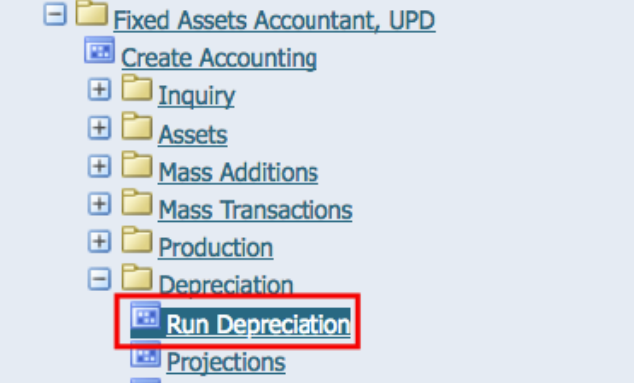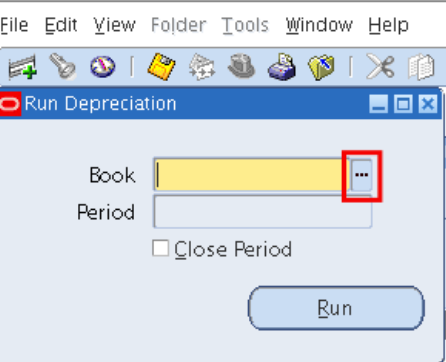
User Acceptance Testing (UAT) User Guide

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 Book ● Period
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.

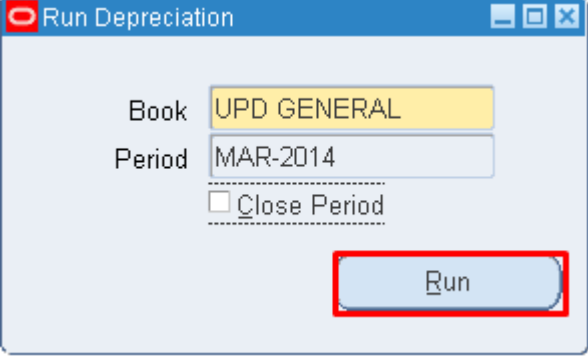|	
STEP 1	On *Main Menu* and click *Fixed Assets Accountant, CU* (Refer to Fig. 01)
Fig. 01	**Main Menu** Personalize ⊞ 📁 Fixed Assets Accountant, UPD ⊞ 📁 General Ledger Accountant, UPD ⊞ 📁 General Ledger Manager, UPD ⊞ 📁 Internet Expenses, UPD
STEP 2	Click *Depreciation* (Refer to Fig. 02)

Fig. 02	⊟ 📁 Fixed Assets Accountant, UPD
	   🖳 Create Accounting
	   ⊞ 📁 Inquiry
	   ⊞ 📁 Assets
	   ⊞ 📁 Mass Additions
	   ⊞ 📁 Mass Transactions
	   ⊞ 📁 Production
	   ⊞ 📁 Depreciation
	   ⊞ 📁 Tax

STEP 3	Click *Run Depreciation*. (Refer to Fig. 03)

Fig. 03	⊟ 📁 Fixed Assets Accountant, UPD
	   🖳 Create Accounting
	   ⊞ 📁 Inquiry
	   ⊞ 📁 Assets
	   ⊞ 📁 Mass Additions
	   ⊞ 📁 Mass Transactions
	   ⊞ 📁 Production
	   ⊟ 📁 Depreciation
	      🖳 Run Depreciation
	      🖳 Projections

STEP 4	Enter Book to be depreciated. Click on the ellipses. (Refer to Fig. 04)
Fig. 04	File Edit View Folder Tools Window Help **Run Depreciation** Book [ ] [...] Period [ ] ☐ Close Period (Run)
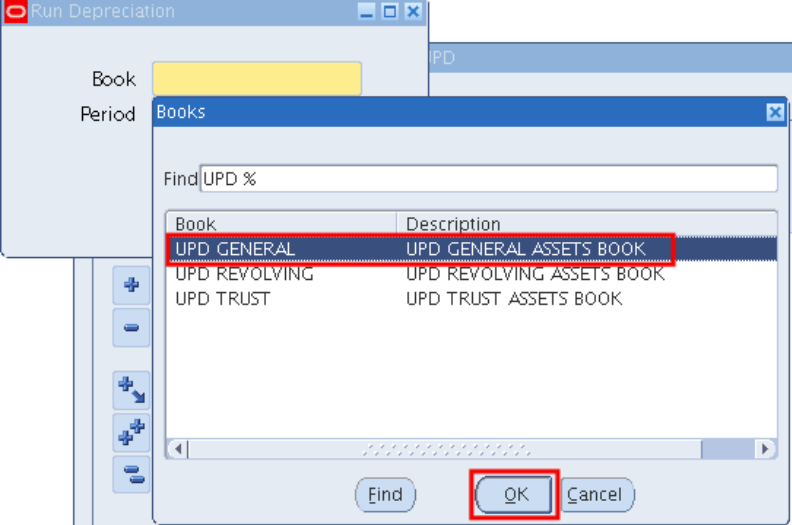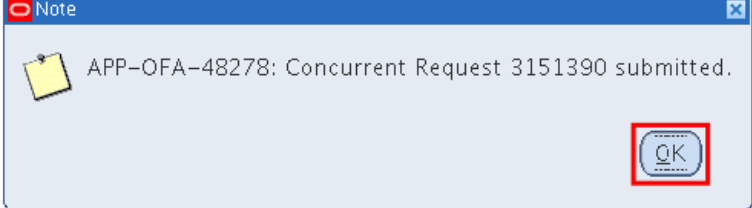
STEP 5	Select an Asset Book then click *Ok.* (Refer to Fig. 05)
Fig. 05	
STEP 6	The *Period* field will be automatically filled in. Then click *Run*. (Refer to Fig. 06) Do not tick the *Close Period*.
Fig. 06	
STEP 8	A message of *Concurrent Request* has been created for this transaction. Take note of the Concurrent Request ID then click *Ok*. (Refer to Fig. 08)
Fig. 08	
STEP 9	To view the status of the submitted request, on *Menu*, click *View* then select *Requests*. (Refer to Fig. 09)

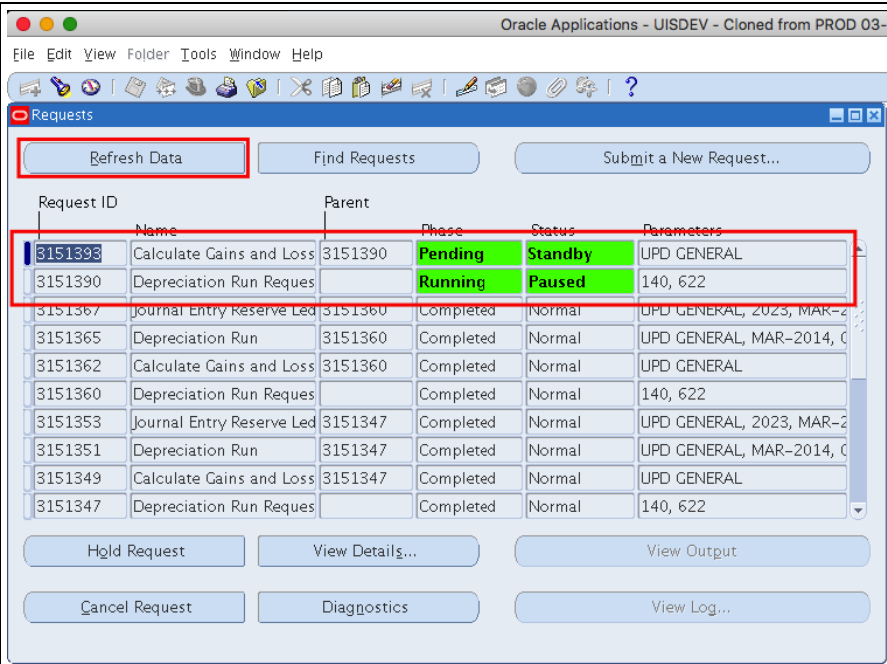|	
Fig. 09	
STEP 10	Click *Find*. (Refer to Fig. 10)
Fig. 10	
STEP 11	The concurrent request will process the transaction. The Status should be *Completed – Normal*. Click *Refresh Data* to update the status. (Refer to Fig. 11.1)
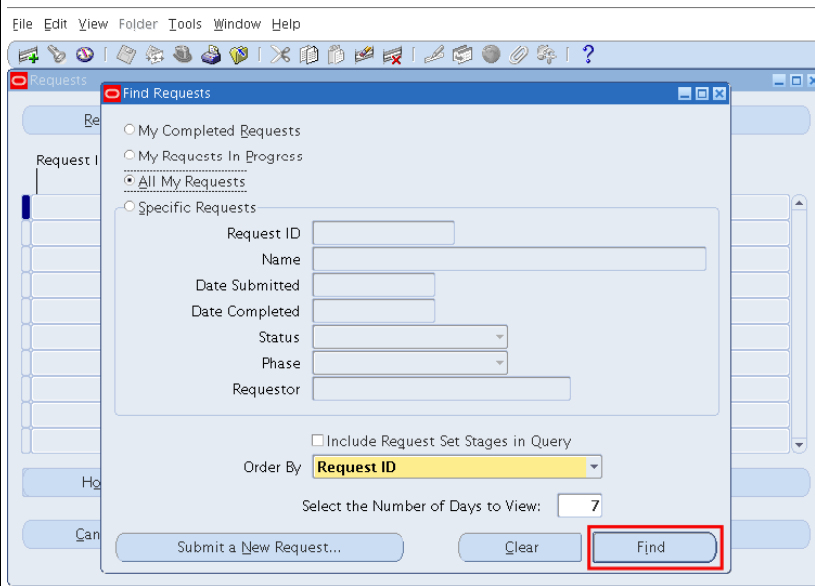
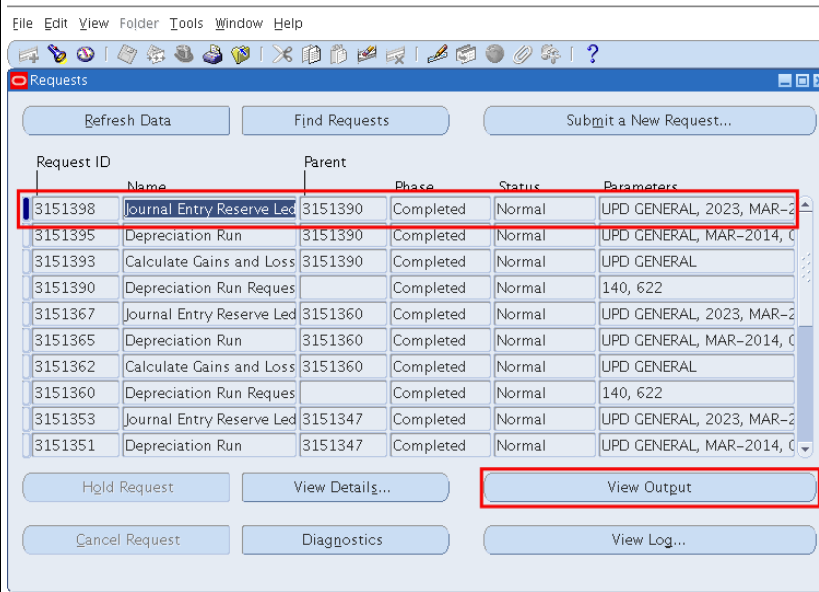|	
Fig. 11.1	

	After the request has been completed, It will create transactions below:
	(Refer to Fig. 11.2)
	    1. **Journal Entry Reserve Ledger Report**
	    2. **Depreciation Run**
	    3. **Calculate Gains and Losses**
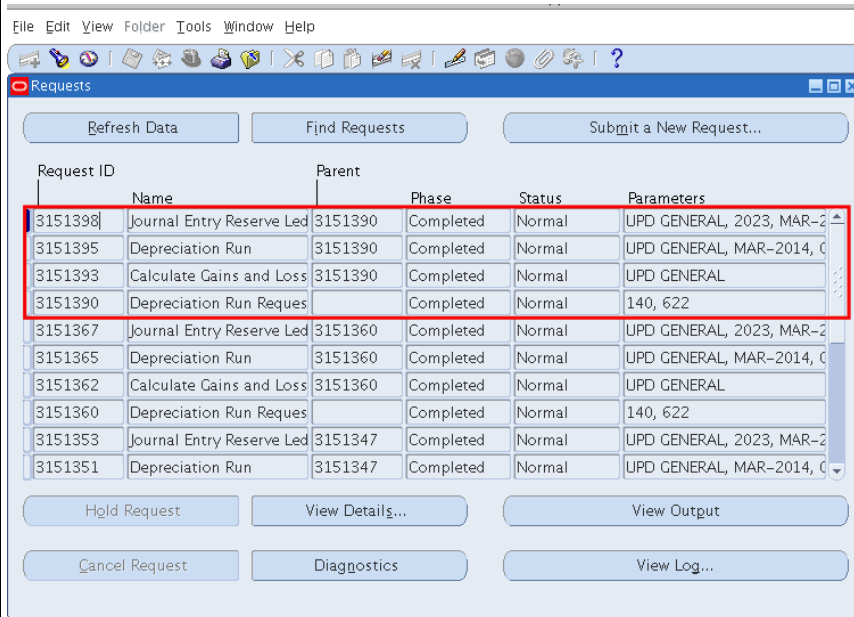
Fig. 11.2	
STEP 12	Select ***Journal Entry Reserve Ledger Report*** then click ***View Output***. (Refer to Fig. 12.1)

| Fig. 12.1	
	This report will appear on the browser. (Refer to Fig. 12.2) **Journal Entry Reserve Ledger Report** shows how much depreciation expense the Assets module charged to a depreciation expense account for any accounting period. The report lists all active (not yet retired) capitalized assets, as well as any assets that you have retired in the period's fiscal year. The report is sorted by balancing segment, expense and reserve accounts, and cost center. It prints totals for each cost center, account, and balancing segment.
Fig. 12.2	
STEP 13	Select **Depreciation Run** then click **View Output**. (Refer to Fig. 13.1)
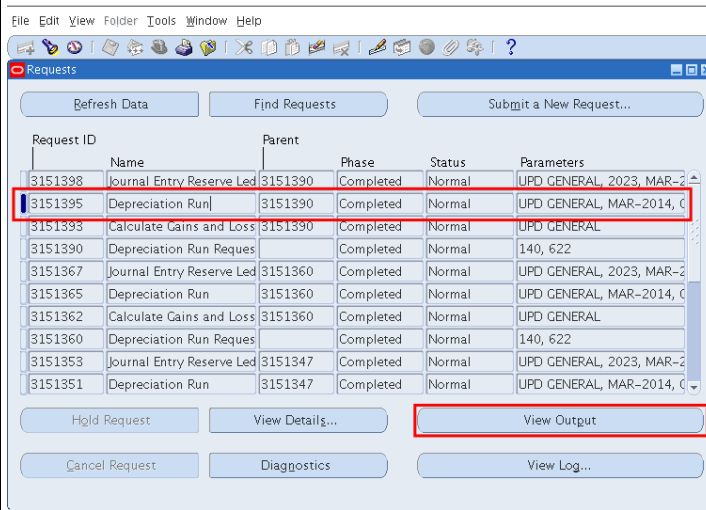
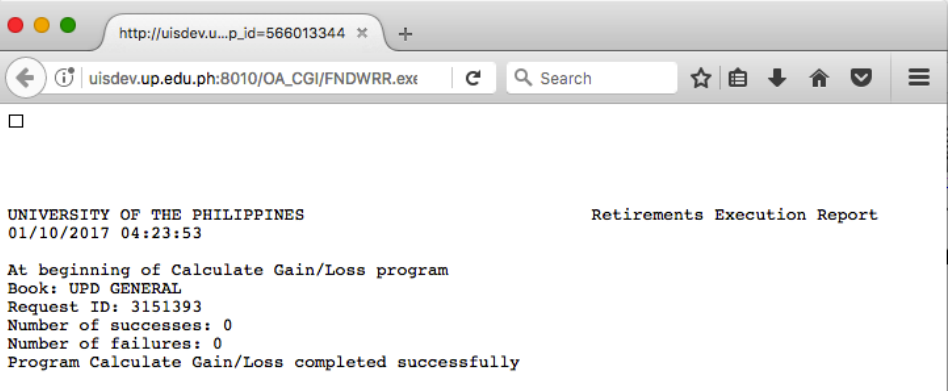|	
Fig. 13.1	
	View the report on the browser. (Refer to Fig. 13.2) ***Depreciation Run*** is a log file generated by the system that determine number of assets processed and if the depreciation run successfully.
Fig. 13.2	
STEP 14	Select ***Calculate Gains and Losses*** then click ***View Output***. (Refer to Fig. 14.1)
Fig. 14.1	
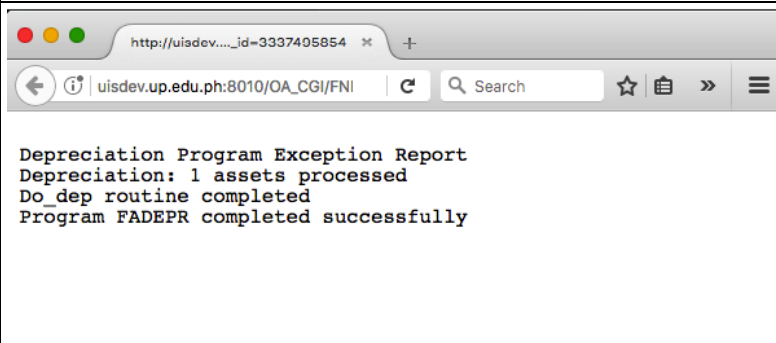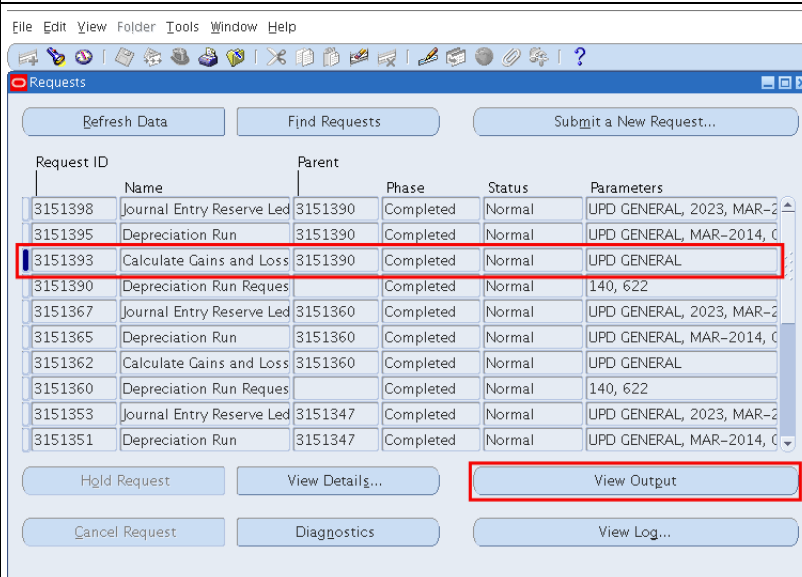
	The report will appear on the browser. ***Calculate Gains and Losses*** is a log file generated by the system that determine if the calculation run successfully. (Refer to Fig. 14.2)
Fig. 14.2	

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.