



University of the Philippines Financial Management Information

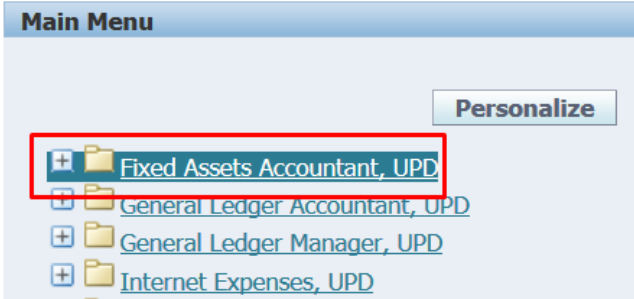

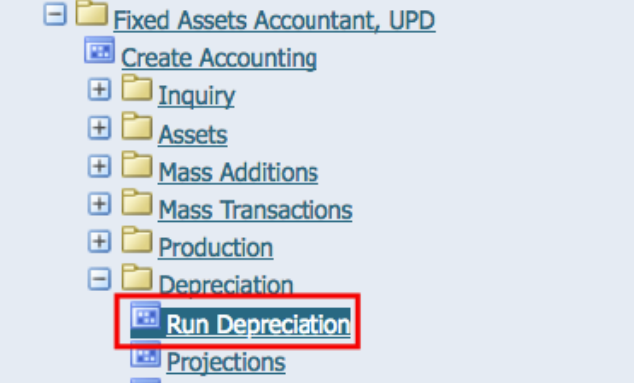
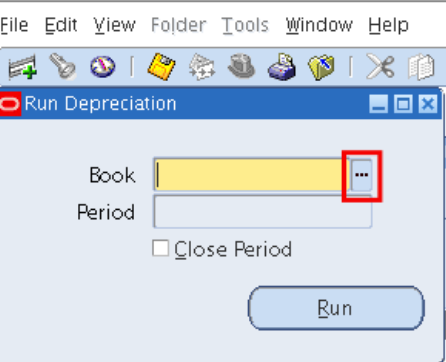
User Acceptance Testing (UAT) User Guide

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	<ul style="list-style-type: none">• Asset Book• Period
Dependencies	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Changes in layout.

STEP 1	On Main Menu and click Fixed Assets Accountant, CU (Refer to Fig. 01)
Fig. 01	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button at the top right. Below it, a list of folders is displayed. The folder 'Fixed Assets Accountant, UPD' is highlighted with a red rectangular box. Other folders include 'General Ledger Accountant, UPD', 'General Ledger Manager, UPD', and 'Internet Expenses, UPD'.</p>
STEP 2	Click Depreciation (Refer to Fig. 02)
Fig. 02	 <p>The screenshot shows the 'Fixed Assets Accountant, UPD' menu expanded. Underneath, several options are listed: 'Create Accounting', 'Inquiry', 'Assets', 'Mass Additions', 'Mass Transactions', 'Production', 'Depreciation', and 'Tax'. The 'Depreciation' option is highlighted with a red rectangular box.</p>
STEP 3	Click Run Depreciation . (Refer to Fig. 03)
Fig. 03	 <p>The screenshot shows the 'Fixed Assets Accountant, UPD' menu expanded. Underneath, several options are listed: 'Create Accounting', 'Inquiry', 'Assets', 'Mass Additions', 'Mass Transactions', 'Production', 'Depreciation', and 'Projections'. The 'Run Depreciation' option is highlighted with a red rectangular box.</p>
STEP 4	Enter Book to be depreciated. Click on the ellipses. (Refer to Fig. 04)
Fig. 04	 <p>The screenshot shows a 'Run Depreciation' dialog box. It has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar with various icons. The dialog contains a 'Book' text field with a yellow background and an ellipsis button (three dots) to its right, which is highlighted with a red rectangular box. Below the 'Book' field is a 'Period' text field and a checkbox labeled 'Close Period'. At the bottom of the dialog is a 'Run' button.</p>

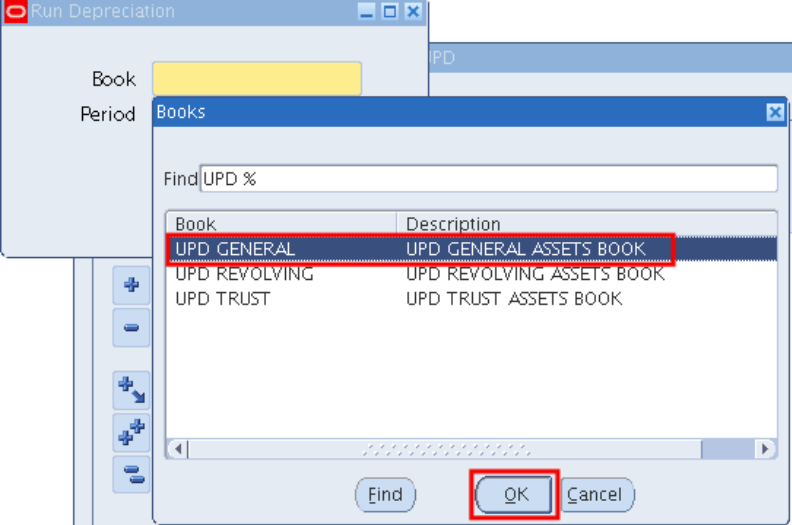
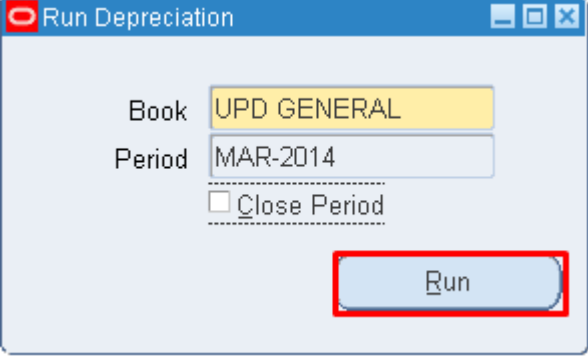
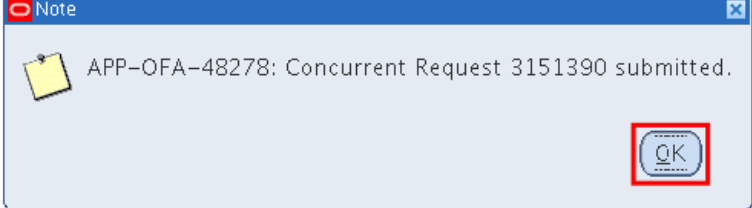
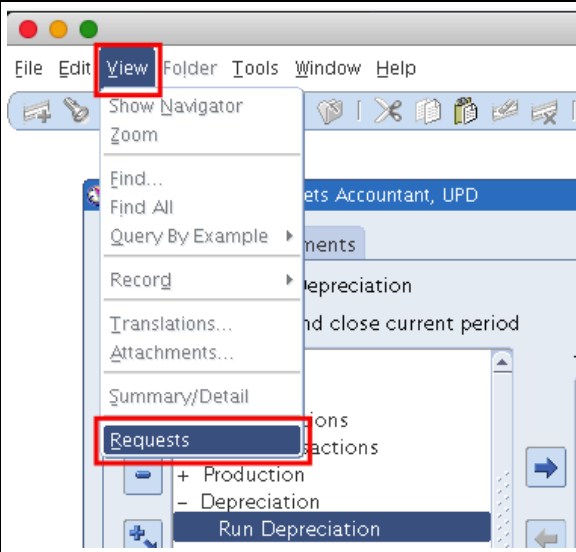
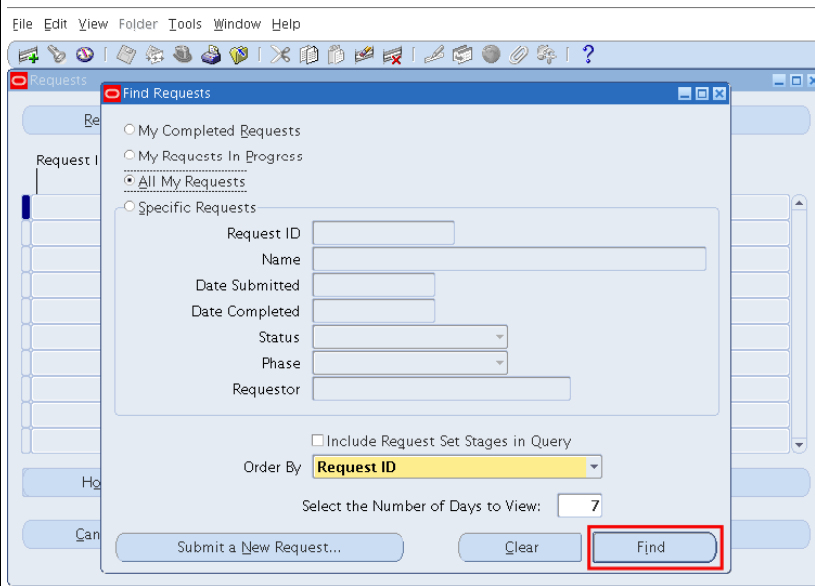
STEP 5	Select an Asset Book then click Ok . (Refer to Fig. 05)								
Fig. 05	 <p>The screenshot shows the 'Run Depreciation' window with a 'Books' dialog box open. The 'Books' dialog has a search field containing 'UPD %'. Below the search field is a table with two columns: 'Book' and 'Description'. The first row is highlighted in blue and has a red border around it. The 'OK' button at the bottom right of the 'Books' dialog is also highlighted with a red box.</p> <table border="1" data-bbox="467 516 974 617"> <thead> <tr> <th>Book</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>UPD GENERAL</td> <td>UPD GENERAL ASSETS BOOK</td> </tr> <tr> <td>UPD REVOLVING</td> <td>UPD REVOLVING ASSETS BOOK</td> </tr> <tr> <td>UPD TRUST</td> <td>UPD TRUST ASSETS BOOK</td> </tr> </tbody> </table>	Book	Description	UPD GENERAL	UPD GENERAL ASSETS BOOK	UPD REVOLVING	UPD REVOLVING ASSETS BOOK	UPD TRUST	UPD TRUST ASSETS BOOK
Book	Description								
UPD GENERAL	UPD GENERAL ASSETS BOOK								
UPD REVOLVING	UPD REVOLVING ASSETS BOOK								
UPD TRUST	UPD TRUST ASSETS BOOK								
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	 <p>The screenshot shows the 'Run Depreciation' window. The 'Book' field contains 'UPD GENERAL' and the 'Period' field contains 'MAR-2014'. There is an unchecked checkbox labeled 'Close Period'. The 'Run' button at the bottom center is highlighted with a red box.</p>								
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	 <p>The screenshot shows a 'Note' dialog box with a yellow notepad icon. The text inside reads: 'APP-OFA-48278: Concurrent Request 3151390 submitted.' The 'OK' button at the bottom right is highlighted with a red box.</p>								
STEP 9	To view the status of the submitted request, on Menu , click View then select Requests . (Refer to Fig. 09)								

Fig. 09



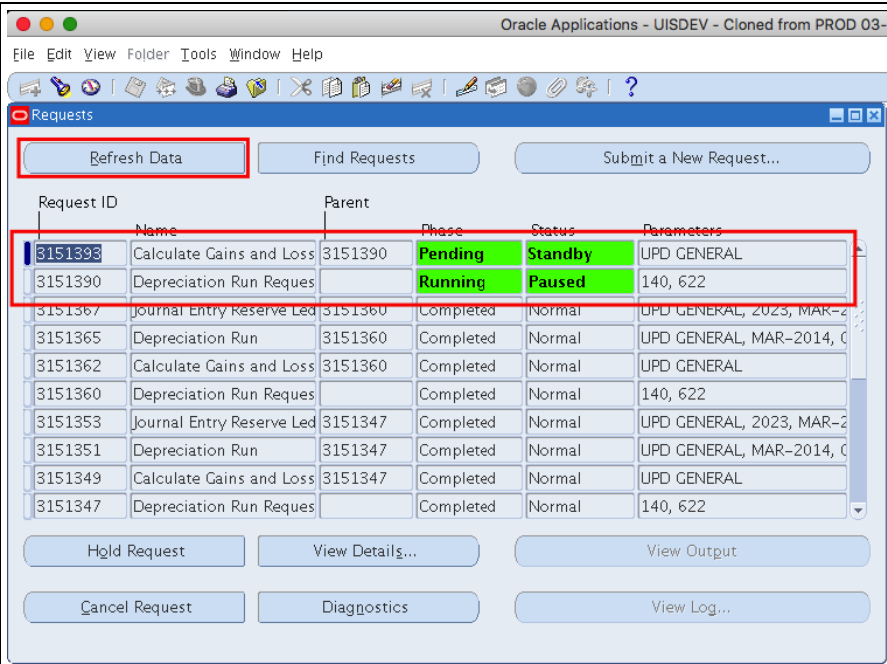
STEP 10 Click **Find**. (Refer to Fig. 10)

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)

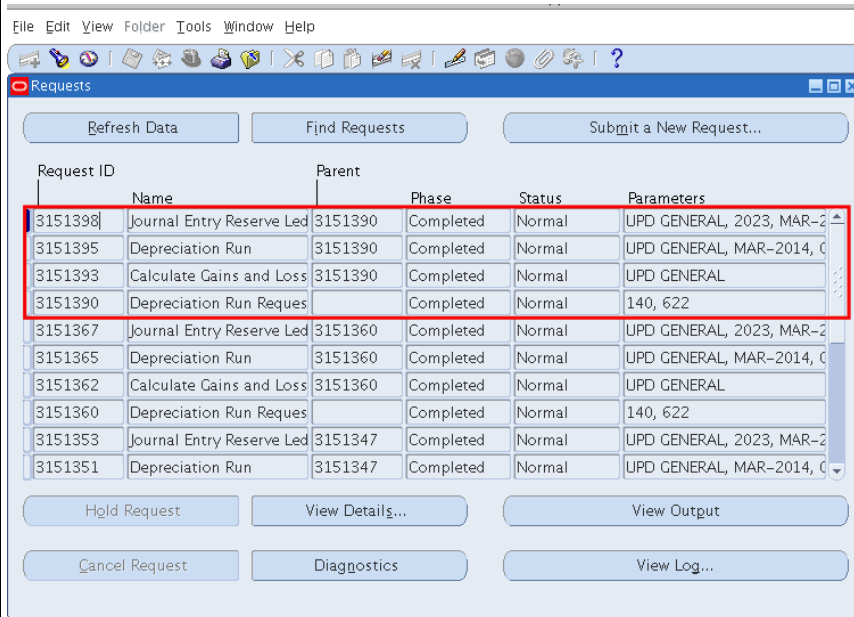
Fig. 11.1



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**

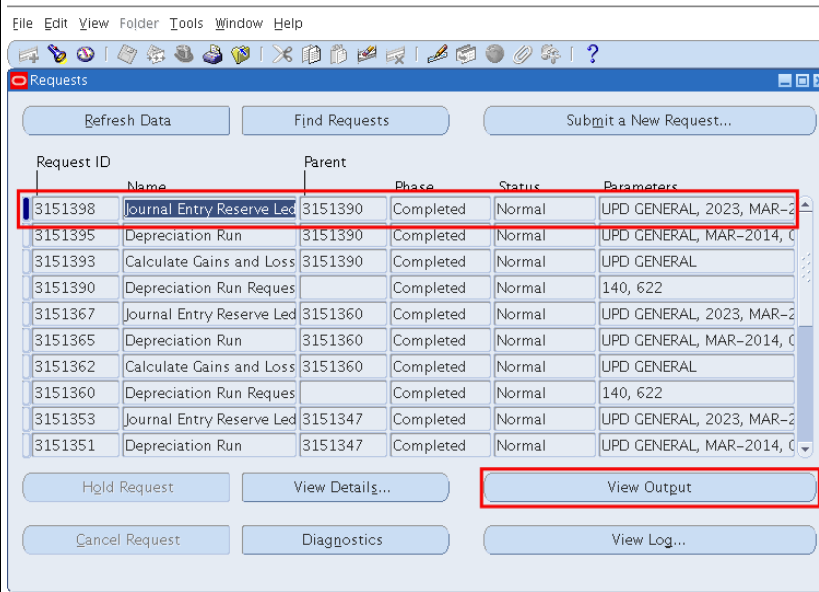
Fig. 11.2



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

UNIVERSITY OF THE PHILIPPINES
 Currency: PHP
 Book: UPD GENERAL
 Unit: 01
 Expense Account: 50501050
 Reserve Account: 10605041

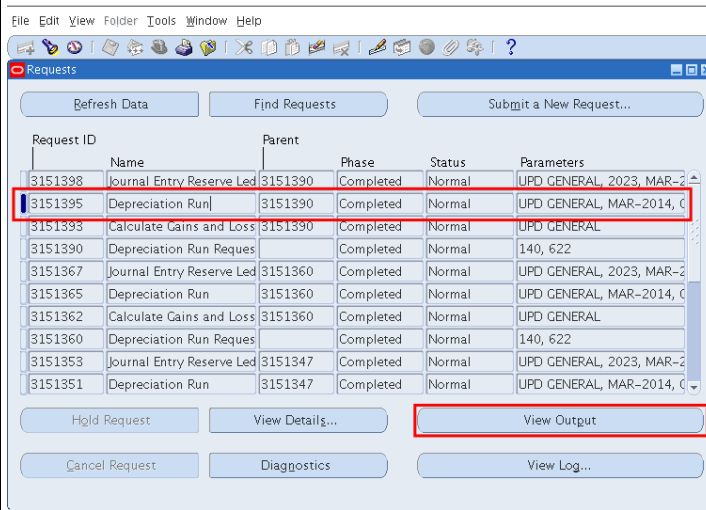
Respon Asset-	Date Placed	Deprn	Life	Cost	Depreciation	Year-To-Date	Depreciation	
sibili Description	In Service	Method	Yr.Mo		Amount	Depreciation	Reserve	Percent
- 216--asdfaf	28-FEB-2014	STL	5.00	500.00	16.67	16.67	8.33	100.00
Responsibility Center - Totals:				500.00	16.67	16.67	8.33	
Account 50501050/10605041 Totals:				500.00	16.67	16.67	8.33	
Unit 01 Totals:				500.00	16.67	16.67	8.33	

UNIVERSITY OF THE PHILIPPINES
 Currency: PHP
 Book: UPD GENERAL
 Unit: 02
 Expense Account: 50102070
 Reserve Account: 10604061

Respon Asset-	Date Placed	Deprn	Life	Cost	Depreciation	Year-To-Date	Depreciation	
sibili Description	In Service	Method	Yr.Mo		Amount	Depreciation	Reserve	Percent
DI0201 265-HERITAGE ASSE	31-MAR-2014	STL	25.00	0.00	0.00	0.00	0.00	0.00
1001								
Responsibility Center DI0201 Totals:				0.00	0.00	0.00	0.00	

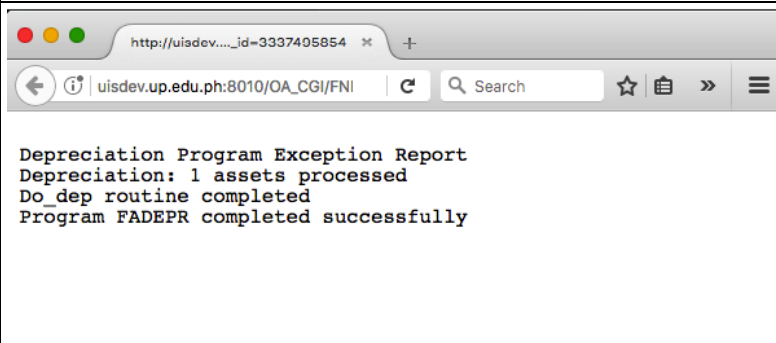
STEP 13 Select **Depreciation Run** then click **View Output**. (Refer to Fig. 13.1)

Fig. 13.1



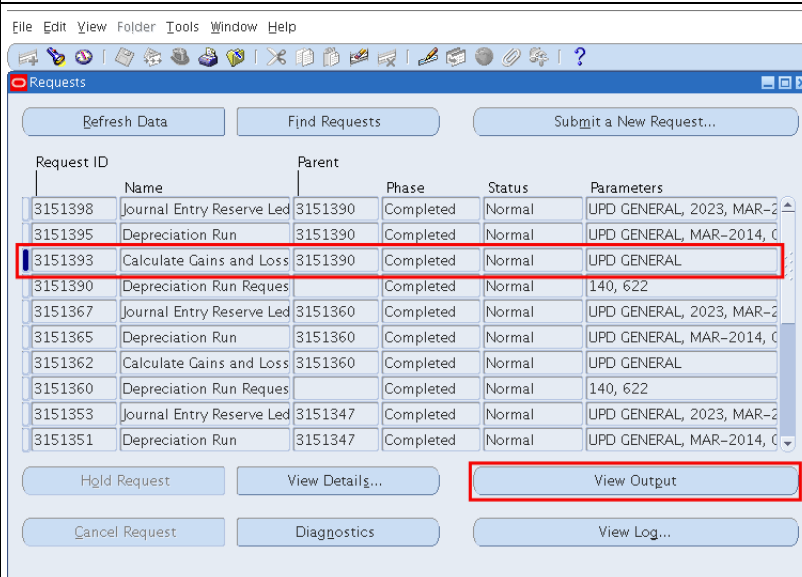
View the report on the browser. (Refer to Fig. 13.2)
Depreciation Run is a log file generated by the system that determine number of assets processed and if the depreciation run successfully.

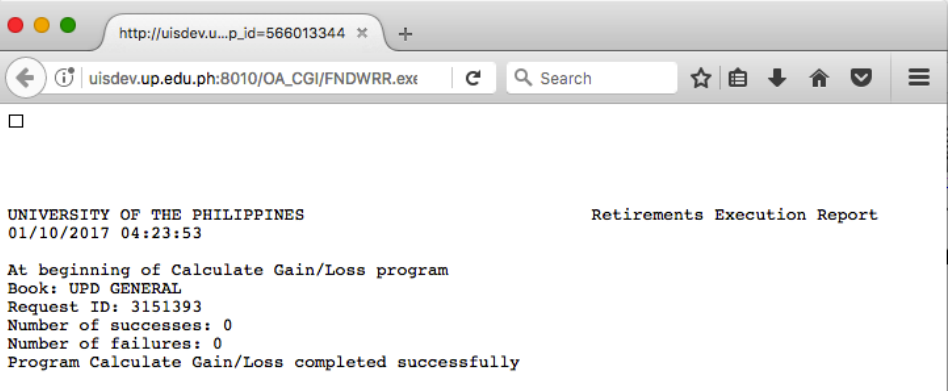
Fig. 13.2



STEP 14 Select **Calculate Gains and Losses** then click **View Output**. (Refer to Fig. 14.1)

Fig. 14.1



	<p>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)</p>
<p>Fig. 14.2</p>	

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.