

# University of the Philippines Financial Management Information System

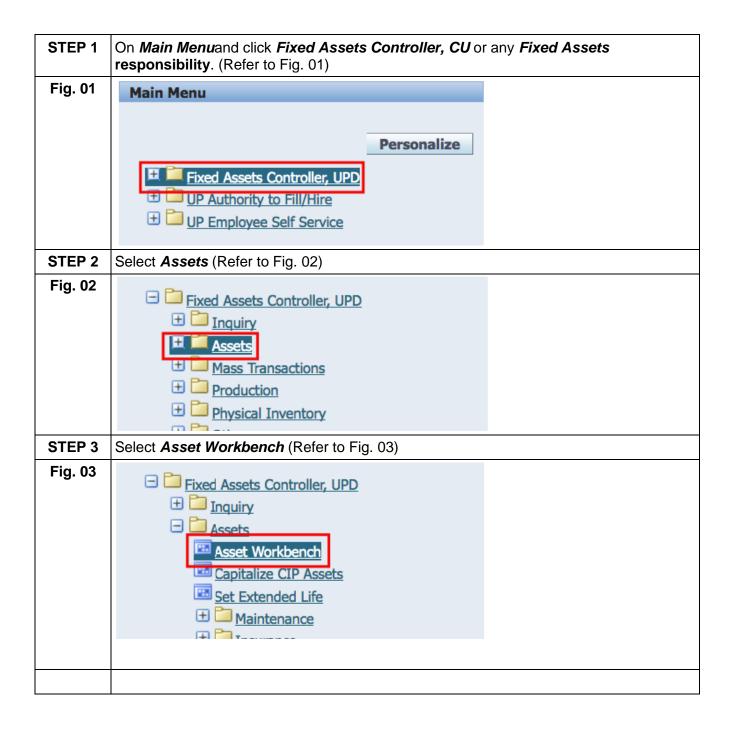
# **User Acceptance Testing (UAT) User Guide**

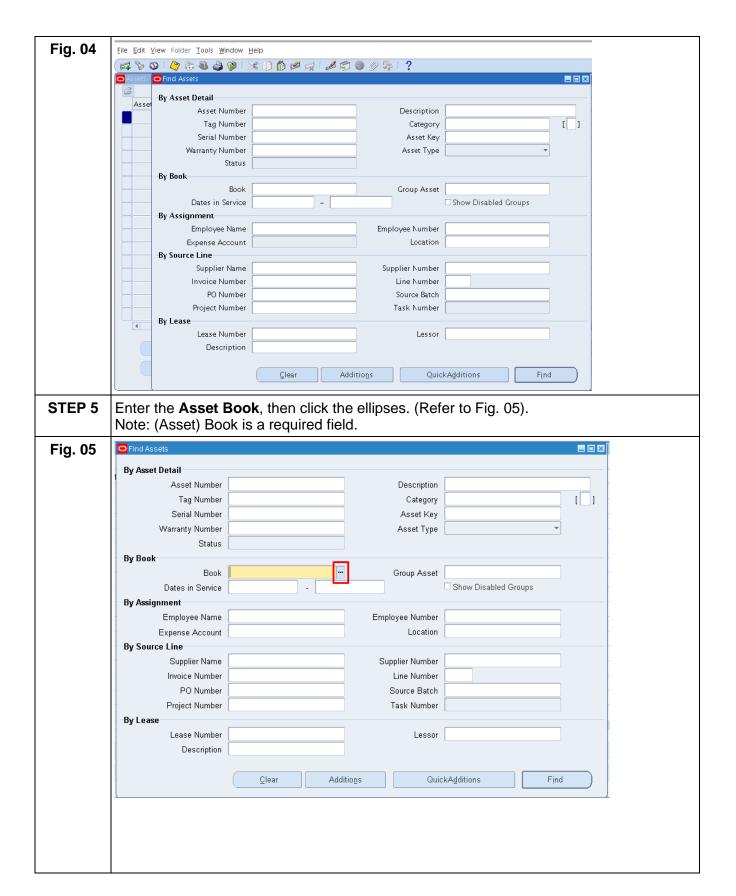
# **Description:**

User Guide ID	UFM40018			
User Guide Name	Search an Asset			
Information System	Financial Management Information System			
Functional Domain	Fixed Assets Controller			
Purpose	To search for an existing asset to be updated or to enter additional information.			
Data Requirement	<ul> <li>Asset Book</li> <li>Asset number</li> <li>Employee</li> <li>Category</li> </ul>			
Dependencies	An asset is already created in the system.  • Asset Book Setup			
Scenario	Search for an existing Asset			
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.



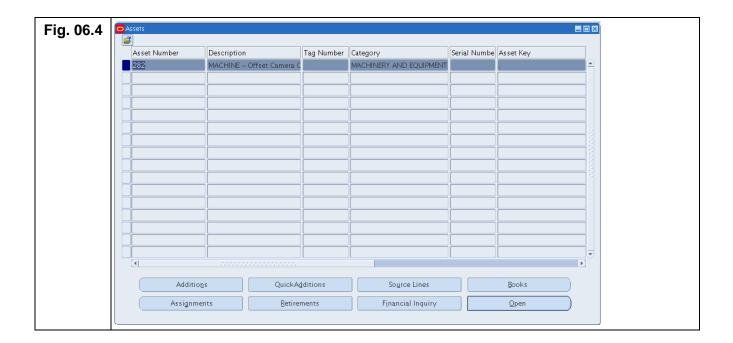


#### STEP 6 To find multiple assets assigned to an asset book, click Find. (Refer to Fig. 06.1) Fig. 06.1 By Asset Detail Description Asset Number [ ] Tag Number Category Serial Number Asset Key Warranty Number Asset Type By Book Book UPD GENERAL Group Asset Show Disabled Groups Dates in Service By Assignment Employee Name Employee Number Expense Account Location By Source Line Supplier Name Supplier Number Invoice Number Line Number PO Number Source Batch Project Number Task Number By Lease Lease Number Lessor Description Additions QuickAdditions To find specific asset, you may enter other Search parameters. (Refer to Fig. 06.2) Then click Find. **Bv Asset Detail:** Field Name Remarks **Description** Asset An asset number uniquely identifies each System generated Number asset. When you add an asset, you can number enter the asset number, or leave the field blank to use automatic asset numbering. Description Asset name Free Text Category Major and minor categories of the asset List of Values UACS Object Codes Asset Key Asset group or status of the asset. List of Values If you enter a tag number, it must be • Free Text Tag Number 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 Warrantv List of Values Number By Assignment: Field Name **Description** Remarks **Employee** Employee to whom the asset was List of Values Name assigned List of Values **Employee** Assign assets to the owner or person

responsible for that asset. You may enter

Number

		a valid, current	employee number and	d	
		name that you o	reated in the Enter P	erson	
		window.			
	<del> </del>				
	Expense	Exense account	of the asset	•	Must be selected
	Account				from a list of
					maintained values
	Location	Location of the	asset	•	Must be selected
					from a list of
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Fig. 06.2	Find Assets				
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	By Asset Detail	1	December		
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	-By Assignment				
	Employee Name	Em	ployee Number		
	Expense Account		Location		
	-By Source Line				
	Supplier Name	Si	upplier Number		
	Invoice Number		Line Number		
	PO Number		Source Batch		
	Project Number		Task Number		
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### **Result Information:**

### **Expected Results**

Searched asset/s based on the parameters provided.

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