



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 style="list-style-type: none">• Asset Book• Asset number• Employee• Category
Dependencies	An asset is already created in the system. <ul style="list-style-type: none">• Asset Book Setup
Scenario	Search for an existing Asset
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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 Controller, CU or any Fixed Assets responsibility . (Refer to Fig. 01)
Fig. 01	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button in the top right. Below the button is a list of menu items, each with a folder icon and a plus sign. The first item, 'Fixed Assets Controller, UPD', is highlighted with a red rectangular box. Below it are 'UP Authority to Fill/Hire' and 'UP Employee Self Service'.</p>
STEP 2	Select Assets (Refer to Fig. 02)
Fig. 02	 <p>The screenshot shows a sub-menu for 'Fixed Assets Controller, UPD'. It contains several items: 'Inquiry', 'Assets', 'Mass Transactions', 'Production', and 'Physical Inventory'. The 'Assets' item is highlighted with a red rectangular box.</p>
STEP 3	Select Asset Workbench (Refer to Fig. 03)
Fig. 03	 <p>The screenshot shows a sub-menu for 'Assets'. It contains several items: 'Asset Workbench', 'Capitalize CIP Assets', 'Set Extended Life', and 'Maintenance'. The 'Asset Workbench' item is highlighted with a red rectangular box.</p>

Fig. 04

The screenshot shows the 'Find Assets' dialog box with the following sections and fields:

- By Asset Detail:** Asset Number, Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, Asset Type.
- By Book:** Book, Dates in Service (with a date range selector), Group Asset, Show Disabled Groups checkbox.
- By Assignment:** Employee Name, Expense Account, Employee Number, Location.
- By Source Line:** Supplier Name, Invoice Number, PO Number, Project Number, Supplier Number, Line Number, Source Batch, Task Number.
- By Lease:** Lease Number, Description, Lessor.

Buttons at the bottom: Clear, Additions, QuickAdditions, Find.

STEP 5

Enter the **Asset Book**, then click the ellipses. (Refer to Fig. 05).
Note: (Asset) Book is a required field.

Fig. 05

This screenshot is identical to Fig. 04, but with the following highlights:

- The **Book** field in the 'By Book' section is highlighted in yellow.
- The ellipsis button (three dots) to the right of the 'Book' field is circled in red.

Buttons at the bottom: Clear, Additions, QuickAdditions, Find.

STEP 6 To find multiple assets assigned to an asset book, click Find. (Refer to Fig. 06.1)

Fig. 06.1

The screenshot shows the 'Find Assets' window with the following sections:

- By Asset Detail:** Asset Number, Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, Asset Type.
- By Book:** Book (UPD GENERAL), Dates in Service, Group Asset, Show Disabled Groups.
- By Assignment:** Employee Name, Expense Account, Employee Number, Location.
- By Source Line:** Supplier Name, Invoice Number, PO Number, Project Number, Supplier Number, Line Number, Source Batch, Task Number.
- By Lease:** Lease Number, Description, Lessor.

Buttons at the bottom: Clear, Additions, QuickAdditions, Find (highlighted).

To find specific asset, you may enter other Search parameters. (Refer to Fig. 06.2)
Then click **Find**.

By Asset Detail:

Field Name	Description	Remarks
Asset Number	An asset number uniquely identifies each asset. When you add an asset, you can enter the asset number, or leave the field blank to use automatic asset numbering.	<ul style="list-style-type: none"> System generated number
Description	Asset name	<ul style="list-style-type: none"> Free Text
Category	Major and minor categories of the asset	<ul style="list-style-type: none"> List of Values UACS Object Codes
Asset Key	Asset group or status of the asset.	<ul style="list-style-type: none"> List of Values
Tag Number	If you enter a tag number, it must be unique. A tag number uniquely identifies each asset. For example, use the tag number to track asset barcodes, if you use them.	<ul style="list-style-type: none"> Free Text
Serial Number		<ul style="list-style-type: none"> Free Text
Warranty Number		<ul style="list-style-type: none"> List of Values

By Assignment:

Field Name	Description	Remarks
Employee Name	Employee to whom the asset was assigned	<ul style="list-style-type: none"> List of Values
Employee Number	Assign assets to the owner or person responsible for that asset. You may enter	<ul style="list-style-type: none"> List of Values

		a valid, current employee number and name that you created in the Enter Person window.	
Expense Account		Expense account of the asset	<ul style="list-style-type: none"> Must be selected from a list of maintained values
Location		Location of the asset	<ul style="list-style-type: none"> Must be selected from a list of maintained values

Fig. 06.2

The screenshot shows the 'Find Assets' window with the following fields filled out:

- By Asset Detail:** Asset Number: 282, Category: MACHINERY AND EQUIPMENT
- By Book:** Book: UPD GENERAL
- By Assignment:** Employee Name, Expense Account, Employee Number, Location (all empty)
- By Source Line:** Supplier Name, Invoice Number, PO Number, Project Number, Supplier Number, Line Number, Source Batch, Task Number (all empty)
- By Lease:** Lease Number, Description, Lessor (all empty)

Buttons at the bottom include: Clear, Additions, QuickAdditions, and Find (highlighted).

If you enter Asset Book as your only searching parameter, all the assets that are assigned to that Asset book will be listed on **Assets** window. (Refer to Fig. 06.3)

The screenshot shows the 'Assets' window with the following table of assets:

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
210	Test 3		SE MACHINERY & EQUIPMENT		
211	Asset 1		BEARER BIOLOGICAL ASSETS.A		NONE -
216	asdfaf		MACHINERY AND EQUIPMENT		.
224	Books		SE FURNITURE, FIXTURES & BO		.
242	Test ICT Asset 2		MACHINERY AND EQUIPMENT		.
265	HERITAGE ASSETS.WORK OF		BUILDINGS AND OTHER STRUC		.
269	aircon		HERITAGE ASSETS.OTHER HER		.
270	aircon		MACHINERY AND EQUIPMENT		.
271	Aircondition		SE MACHINERY & EQUIPMENT.		.
272	Aircondition		SE MACHINERY & EQUIPMENT.		.
277	PC DESKTOP		MACHINERY AND EQUIPMENT		NONE Fully Retired
278	Clk123123		SE FURNITURE, FIXTURES & BO		.
279	PC DESKTOP		MACHINERY AND EQUIPMENT		.
281	Acer Laptop		SE MACHINERY & EQUIPMENT.		.
282	MACHINE - Offset Camera C		MACHINERY AND EQUIPMENT		.

Buttons at the bottom include: Additions, QuickAdditions, Source Lines, Books (highlighted), Assignments, Retirements, Financial Inquiry, and Open.

If you search for specific asset/s, it will be listed on the **Assets** window. (Refer to Fig. 06.4)

