

University of the Philippines Financial Management Information System

# User Acceptance Testing (UAT) User Guide

## **Description:**

User Guide ID	UFM40019
User Guide Name	Reassigning an Asset
Information System	Financial Management Information System
Functional Domain	Fixed Assets Controller
Purpose	To reassign an asset from one employee to another.
Data Requirement	<ul> <li>Book</li> <li>Unit</li> <li>Expense account</li> <li>Location</li> </ul>
Dependencies	<ul> <li>An asset has been created and assigned to an employee.</li> <li>Asset Book Setup</li> <li>Expense account Flexfield Setup</li> <li>Location Flexfield Setup</li> <li>Employee Setup</li> </ul>
Scenario	An asset will be reassigned to another employee
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.	Update layout.

STEP 1	On Main Menu and click Fixed Assets Controller, CU (Refer to Fig. 01)
Fig. 01	Main Menu
	Personalize
STEP 2	Click <b>Assets</b> (Refer to Fig. 02)
Fig. 02	<ul> <li>Fixed Assets Controller, UPD</li> <li>Inquiry</li> <li>Assets</li> <li>Assets</li> <li>Mass Transactions</li> <li>Production</li> <li>Physical Inventory</li> <li>Other</li> <li>Purge</li> </ul>
STEP 3	Click Asset Workbench (Refer to Fig. 03)
Fig. 03	<ul> <li>Fixed Assets Controller, UPD</li> <li>Inquiry</li> <li>Assets</li> <li>Asset Workbench</li> <li>Capitalize CIP Assets</li> <li>Set Extended Life</li> <li>Maintenance</li> <li>Maintenance</li> <li>Insurance</li> <li>Impairment</li> <li>Mass Transactions</li> <li>Production</li> <li>Physical Inventory</li> <li>Other</li> <li>Other</li> <li>Purge</li> </ul>
STEP 4	The <i>Find Assets</i> window will appear. Search an asset by entering the Asset Book. Click on the ellipses beside the <i>Book</i> field (yellow fields are required fields) (Refer to Fig. 04).

	Grind Assets
Fig. 04	Dr. Anna Data H
	By Asset Detail
	Asset Number Description
	Tag Number Category [ ]
	Serial Number Asset Key
	Warranty Number Asset Type
	Status
	By Book
	Book Group Asset
	Dates in Service
	By Assignment
	Employee Name Employee Number
	Expense Account Location
	By Source Line
	Supplier Name Supplier Number
	Invoice Number
	PO Number Source Batch
	Project Number Task Number
	By Lease
	Lease Number Lessor
	Description
	Qlear         Additions         Find
STEP 5	Select an asset book from the list then click the <b>Ok</b> button (Refer to Fig. 05)
Fig. 05	Book Group Asset
	iervice Books
	Name FindUPD %
	Count Book Description
	UPD GENERAL UPD GENERAL ASSETS BOOK
	Name UPD REVOLVING OPD REVOLVING ASSETS BOOK UPD TRUST UPD TRUST ASSETS BOOK
	umber
	umber
	umber
	umber
	ription
STEP 6	After you enter the parameters to find an Asset, click <i>Find</i> . (Refer to Fig. 06)
	When you enter only the Asset Book, a list of all the assets recorded in- the book will be
	generated.

By Asset	Detail						
	Asset Number			Description			
	Tag Number			Category			[]]
	Serial Number			Asset Key			
	Warranty Number			Asset Type			
	Status						
-By Book							
-	Book	UPD GENERAL		Group Asset			
	Dates in Service		-		Show Disab		
-By Assign	nment						
-1	Employee Name			Employee Number			
	Expense Account			Location			
-By Sourc							
· · · · · · ·	Supplier Name			Supplier Number			
	Invoice Number			Line Number			
	PO Number			Source Batch			
	Project Number			Task Number			
-By Lease							
Dy Lease	- Lease Number			Lessor			
	Description			Lesson			
	Description						
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			Number 265 Book UPD GENERAL		Reference Numb Transfer Da	er 31-MAR-2014	
		Distribu	mments ution Set tal Units	Ŧ	Unit of Measu Units to Assi		
	Unit Change	Units 1	Employee Name Amorato, Mr. Audie Torres	Number 100007899	Expense Account 02.101.DI02011001.0100.501020	Location 170. DI03025001.DI BOCOBO HALL.3RD FL	
,							
						Done Cancel	
				nit Char	<b>ge</b> field to remove	the asset assigned to the	
em	nployee		value to the <b>U</b> er to Fig. 08).	nit Char	<b>ge</b> field to remove	the asset assigned to the	
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STEP 9	Add another line with a positive value in the <i>Unit Change</i> field to assign the asset to the new employee (Refer to Fig. 09).
Fig. 09	Assignments
i igi oo	Asset Number 265 Reference Number Book UPD GENERAL Transfer Date 31-MAR-2014
	Comments Distribution Set
	Total Units     1     Units to Assign     1     []]       Unit     Employee     Expense Account     Location
	-1 1 Amorato, Mr. Audie Torres 100007899 02.101.DI02011001.0100.50102070. DI03025001.DI BOCOBO HALL.3RD FL ▲ 1 1
	Done Cancel
STEP 10	Enter the employee to whom the asset will be reassigned. Click on the ellipses to view the list of employees (Refer to Fig. 10)
Fig. 10	
	Asset Number 265 Reference Number Book UPD GENERAL Transfer Date 31-MAR-2014
	Distribution Set    Total Units      1   Units to Assign      0
	Unit Employee Change Units Name Number Expense Account Location -1 1 Amorato, Mr. Audie Torres 100007899 02.101.DI02011001.0100.50102070. DI03025001.DI BOCOBO HALL.3RD FL
	Done         Cancel
STEP 11	Enter employee name. The percent sign (%) is used as wildcard for searching. Then, click <i>Find.</i> (Refer to Fig. 11)

Fig. 11	Employee     Name     Number     Expense Account     Loc
	Amorato, Mr. Audie Torres 100007899 02.101.DI02011001.0100.50102070. DI0
	Employee Names
	Enter a partial value to limit the list, % to see all values.
	<ul> <li>Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.</li> </ul>
	Find Garbo%
	Name Employee Number
STEP 12	Select the employee then click Ok. (Refer to Fig. 12)
Fig. 12	Employee       Number       Expense Account       Loc         Amorato, Mr. Audie Torres       100007899       02.101.DI02011001.0100.50102070. DI03         Employee Names       Image: Complex State S
	Find Garbo, Mr. Christopher Jay Fesariton%
	Anne Employee Number
	Eind QK Cancel
STEP 13	Click on the ellipses to define the <i>Expense Account</i> . (Refer to Fig.13)
Fig. 13	Assignments
1 ig. 10	
	Asset Number 265 Reference Number
	Book UPD GENERAL Transfer Date 31-MAR-2014
	Comments
	Distribution Set
	Total Units 1 Units to Assign 0 [ ]
	Unit — Employee — — — — — — — — — — — — — — — — — —
	Change Units Name Number Expense Account Location
	1 Garbo, Mr. Christopher Jay Fess 100016395

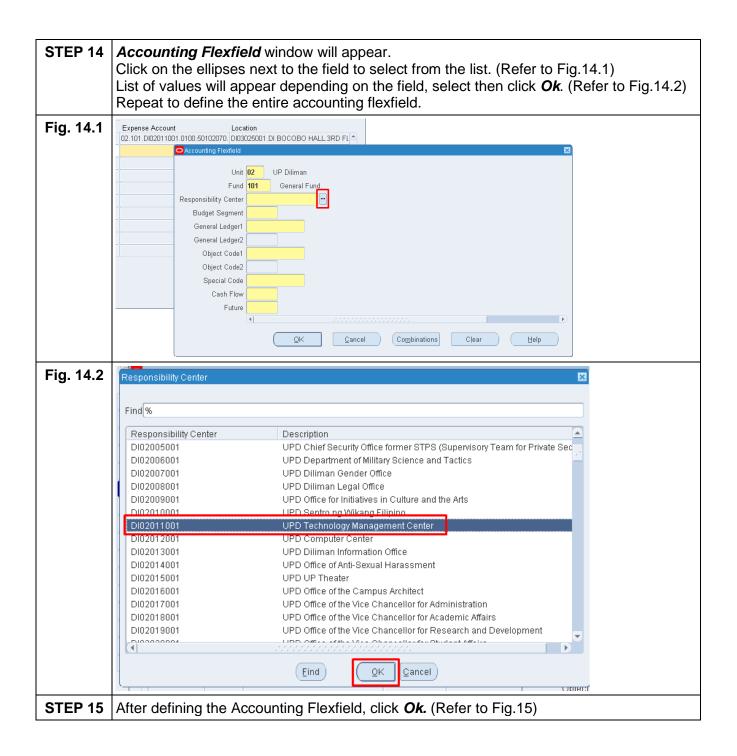


Fig. 15	Expense Account Location
	02.101.DI02011001.0100.50102070.DI03025001.DI BOCOBO HALL.3RD FL
	02.101.DI020110C CAccounting Flexfield
	Unit <mark>02</mark> UP Diliman
	Fund 101 General Fund
	Responsibility Center DI02011001 UPD Technology Management Center
	Budget Segment - Unspecified
	General Ledger1 50501080 Depreciation-Leased Assets
	General Ledger2 - Select value
	Object Code1 - Unspecified
	Object Code2 - Unspecified
	Special Code - Unspecified
	Cash Flow - Unspecified
	Future - Unspecified
	QK Combinations Clear Help
STEP 16	Click on the ellipses to enter <i>Location</i> (Refer to Fig.16)
Fig. 16	🖸 Assignments
Ū	
	Asset Number 265 Reference Number
	Book UPD GENERAL Transfer Date 31-MAR-2014
	Distribution Set
	Total Units 1 Units to Assign 0 [ ]
	Change Units Name Number Expense Account Location
	-1 1 Amorato, Mr. Audie Torres 100007899 02.101.DI02011001.0100.50102070. DI03025001.DI BOCOBO HALL.3RD FL ▲
	1 Garbo, Mr. Christopher Jay Fess 100016395 02.101.Di0201100150501080
STEP 17	Location Flexfield window will appear.
	Click on the ellipses next to the field to select from the list. (Refer to Fig.17.1)
	List of values will appear depending on the field, select then click <b>Ok</b> . (Refer to Fig.17.2)
	Repeat to define the entire location flexfield.
Fig. 17.1	
rig. 17.1	
	. DI03025001.DI BOCOBO HALL.3RD FL
	Location Flexfield
	Responsibility Center
	Building
	Floor
	Room
	Room Notestation Notestation
	Room

r	
Fig. 17.2	Responsibility Center
	Find/dI0%
	Department       Description         DI01001001       UPD Office of the Chancellor         DI02001001       UPD Archaeological Studies Program         DI02002001       UPD Balay International         DI02003001       UPD Center for Ethnomusicology         DI02004001       UPD Center for International Studies         DI02005001       UPD Center for International Studies         DI02006001       UPD Chief Security Office former STPS (Supervisory Team for Private Sec         DI02006001       UPD Diliman Gender Office         DI02008001       UPD Diliman Legal Office         DI02008001       UPD Diliman Legal Office         DI02008001       UPD Diliman Legal Office         DI02008001       UPD Diliman Management Center         DI02011001       UPD Technology Management Center         DI02012001       UPD Office of Anti-Sexual Harassment         DI02012001       UPD Office of Anti-Sexual Harassment         DI02013001       UPD Office of Anti-Sexual Harassment         DI02015001       UPD UP Theater
STEP 18	After defining the Location Flexfield, click <b>Ok</b> (Refer to Fig.18)
Fig. 18	Location DI03025001.DI BOCOBO HALL.3RD FL
	Responsibility Center DI02011001 UPD Technology Management Center
	Building DI BOCOBO HALL BOCOBO HALL
	Floor IST FLOOR 1ST FLOOR
	Room 101 DI 101 OAD
	QK Cancel Combinations Clear Help
STEP 19	After entering necessary information. Click Done. (Refer to Fig.19)
Fig. 19	Assignments
	Asset Number 265 Reference Number
	Book UPD GENERAL Transfer Date 31-MAR-2014
	Distribution Set
	Total Units 1 Units to Assign 0 [ ]
	Unit Employee Change Units Name Number Expense Account Location -1 1 Amorato, Mr. Audie Torres 100007899 02.101.DI02011001.0100.50102070. DI03025001.DI BOCOBO HALL.3RD FL
	1         1         Garbo, Mr. Christopher Jay Fess         100016395         02.101.Dl0201100150501080         Dl02011001.Dl         BOCOBO HALL.1ST
	Done
1	

STEP 20	Completed transaction will prompt. Click Ok. (Refer to Fig. 20)
Fig. 20	Elle Edit View Folder Tools Window Help
	(# % © [ / % % & / % [ ] / % [ / % [ ] / % [ ] / % [ / % [ ] / % [ ] / % [ / % [ ] / % [ / % [ ] / % [ / % [ ] / % [ / % [ / % [ ] / % [ / % [ / % / % [ / % / % / % ] / % [ / % [ / % / % / % ] / % / % / % / % / % / % /
	Consists Constraints Constraints Constraints
	Asset Number 265 Reference Number 13004
	Book UPD GENERAL Transfer Date 31-MAR-2014
	Comments
	Distribution Set Unit of Measure
	Unit Employee Control Change Units Name Number Expense Account Location
	1 1 Amorato, Mr. Audie Torres 100007899 02.101.DI02011001.0100.50102070. DI03025001.DI BOCOBO HALL.3RD FL
	1 Garbo, Mr. Christopher Jay Fess 100016395 02.101.DI0201100150501080 DI02011001.DI BOCOBO HALL.1ST FL
	Forms 🛛
	FRM-40400: Transaction complete: 3 records applied and saved.
	<u>D</u> one <u>Cancel</u>

#### **Result Information:**

#### **Expected Results**

• An asset has been reassigned to a new employee.

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