



# University of the Philippines Financial Management Information System

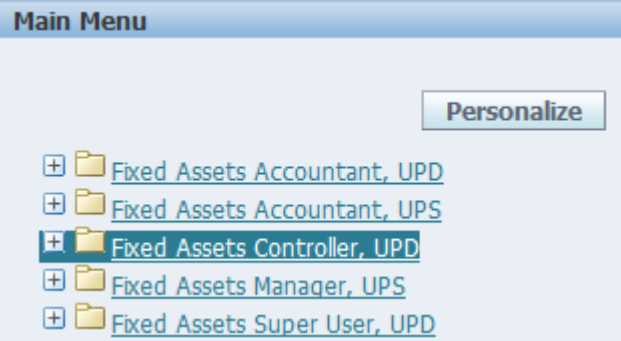

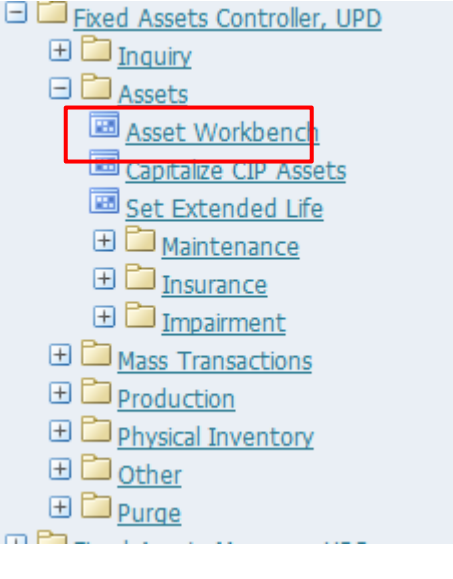
## User Acceptance Testing (UAT) User Guide

### 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 style="list-style-type: none"><li>• Book</li><li>• Unit</li><li>• Expense account</li><li>• Location</li></ul>
Dependencies	An asset has been created and assigned to an employee. <ul style="list-style-type: none"><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.	<ul style="list-style-type: none"><li>• Update layout.</li></ul>

<b>STEP 1</b>	On <b>Main Menu</b> and click <b>Fixed Assets Controller, CU</b> (Refer to Fig. 01)
<b>Fig. 01</b>	
<b>STEP 2</b>	Click <b>Assets</b> (Refer to Fig. 02)
<b>Fig. 02</b>	
<b>STEP 3</b>	Click <b>Asset Workbench</b> (Refer to Fig. 03)
<b>Fig. 03</b>	
<b>STEP 4</b>	The <b>Find Assets</b> window will appear. Search an asset by entering the Asset Book. Click on the ellipses beside the <b>Book</b> field (yellow fields are required fields) (Refer to Fig. 04).

**Fig. 04**

**Find Assets**

**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 [ ] - [ ]  Show Disabled Groups

**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 [ ]

Clear Additions QuickAdditions Find

**STEP 5** Select an asset book from the list then click the **Ok** button (Refer to Fig. 05)

**Fig. 05**

Book [ ] Group Asset [ ]

Books

Find:UPD %

Book	Description
UPD GENERAL	UPD GENERAL ASSETS BOOK
UPD REVOLVING	UPD REVOLVING ASSETS BOOK
UPD TRUST	UPD TRUST ASSETS BOOK

Find OK Cancel

**STEP 6** After you enter the parameters to find an Asset, click **Find**. (Refer to Fig. 06)  
When you enter only the Asset Book, a list of all the assets recorded in- the book will be generated.

Fig. 06

**Find Assets**

**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 Disabled Groups

**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 [ ]

Clear Additions QuickAdditions **Find**

**STEP 7** Select an Asset to be transferred then click **Assignments**. (Refer to Fig. 07.1)

Fig. 07.1

File Edit View Folder Tools Window Help

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
210	Test 3		SE MACHINERY & EQUIPME		
211	Asset 1		BEARER BIOLOGICAL ASSE		NONE.-
216	asdfaf		MACHINERY AND EQUIPMENT		.
224	Books		SE FURNITURE, FIXTURES & E		.
242	Test ICT Asset 2		MACHINERY AND EQUIPMENT		.
<b>265</b>	<b>HERITAGE ASSETS WORK C</b>		<b>BUILDINGS AND OTHER STRU</b>		
260	aircon		HERITAGE ASSETS OTHER HE		.
270	aircon		MACHINERY AND EQUIPMENT		.
271	Aircondition		SE MACHINERY & EQUIPME		.
272	Aircondition		SE MACHINERY & EQUIPME		.
277	PC DESKTOP		MACHINERY AND EQUIPMENT		NONE Fully Retired
278	Clk123123		SE FURNITURE, FIXTURES & E		.
279	PC DESKTOP		MACHINERY AND EQUIPMENT		.

Additions QuickAdditions Source Lines Books  
**Assignments** Retirements Financial Inquiry Open

Assignments window will appear (Refer to Fig. 07.2)

Fig. 07.2

The screenshot shows the 'Assignments' window with the following fields: Asset Number (265), Reference Number (empty), Book (UPD GENERAL), Transfer Date (31-MAR-2014), Comments (empty), Distribution Set (dropdown), Unit of Measure (empty), Total Units (1), and Units to Assign (0). Below these fields is a table with columns: Unit Change, Units, Employee Name, Number, Expense Account, and Location. The first row contains the value '1' in the Units column and the employee name 'Amorato, Mr. Audie Torres'.

Unit Change	Units	Employee Name	Number	Expense Account	Location
	1	Amorato, Mr. Audie Torres	100007899	02.101.DI02011001.0100.50102070.	DI03025001.DI BOCOBO HALL.3RD FL

STEP 8 Add a negative value to the **Unit Change** field to remove the asset assigned to the employee (Refer to Fig. 08).

Fig. 08

This screenshot is identical to Fig. 07.2, but the 'Unit Change' field in the first row of the table now contains the value '-1', which is highlighted with a red rectangular box. The 'Units' column still contains '1'.

Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	1	Amorato, Mr. Audie Torres	100007899	02.101.DI02011001.0100.50102070.	DI03025001.DI BOCOBO HALL.3RD FL

**STEP 9** Add another line with a positive value in the **Unit Change** field to assign the asset to the new employee (Refer to Fig. 09).

**Fig. 09**

The screenshot shows the 'Assignments' window with the following fields and values:

- Asset Number: 265
- Reference Number: (empty)
- Book: UPD GENERAL
- Transfer Date: 31-MAR-2014
- Comments: (empty)
- Distribution Set: (dropdown menu)
- Unit of Measure: (empty)
- Total Units: 1
- Units to Assign: 1

Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	1	Amarato, Mr. Audie Torres	100007899	02.101.DI02011001.0100.50102070	DI03025001.DI BOCOBO HALL.3RD FL
1	1				

**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**

The screenshot shows the 'Assignments' window with the following fields and values:

- Asset Number: 265
- Reference Number: (empty)
- Book: UPD GENERAL
- Transfer Date: 31-MAR-2014
- Comments: (empty)
- Distribution Set: (dropdown menu)
- Unit of Measure: (empty)
- Total Units: 1
- Units to Assign: 0

Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	1	Amarato, Mr. Audie Torres	100007899	02.101.DI02011001.0100.50102070	DI03025001.DI BOCOBO HALL.3RD FL
1	1		...		

**STEP 11** Enter employee name. The percent sign (%) is used as wildcard for searching. Then, click **Find**. (Refer to Fig. 11)

**Fig. 11**

Employee			
Name	Number	Expense Account	Loc
Amorato, Mr. Audie Torres	100007899	02.101.DI02011001.0100.50102070	DI03025001.DI BOCOBO HALL.3RD FL

Employee Names

Enter a partial value to limit the list, % to see all values.

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.

Find

Name	Employee Number

**STEP 12** Select the employee then click **Ok**. (Refer to Fig. 12)

**Fig. 12**

Employee			
Name	Number	Expense Account	Loc
Amorato, Mr. Audie Torres	100007899	02.101.DI02011001.0100.50102070	DI03025001.DI BOCOBO HALL.3RD FL

Employee Names

Find

Name	Employee Number
Garbo, Mr. Christopher Jay Fesariton	100016395

**STEP 13** Click on the ellipses to define the **Expense Account**. (Refer to Fig.13)

**Fig. 13**

Assignments

Asset Number  Reference Number

Book  Transfer Date

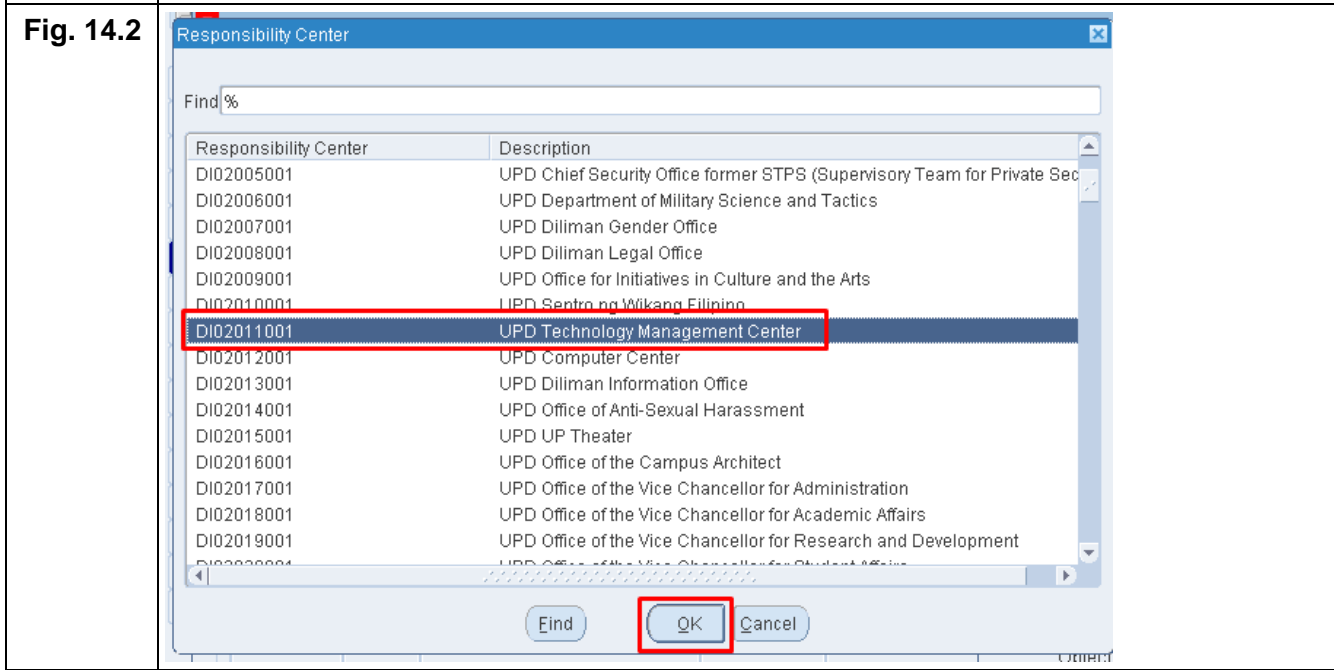
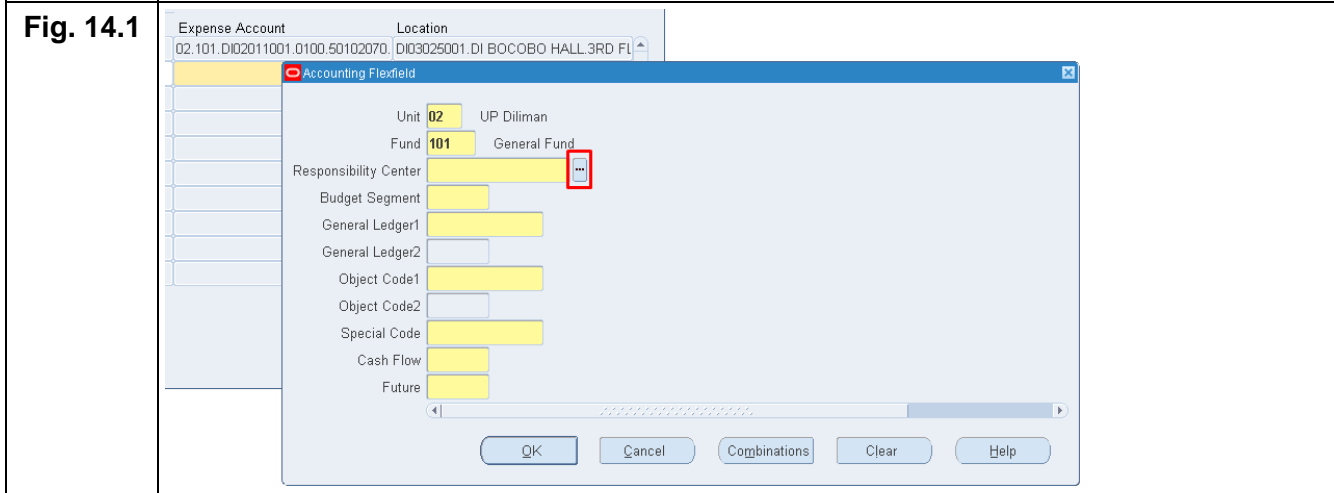
Comments

Distribution Set  Unit of Measure

Total Units  Units to Assign

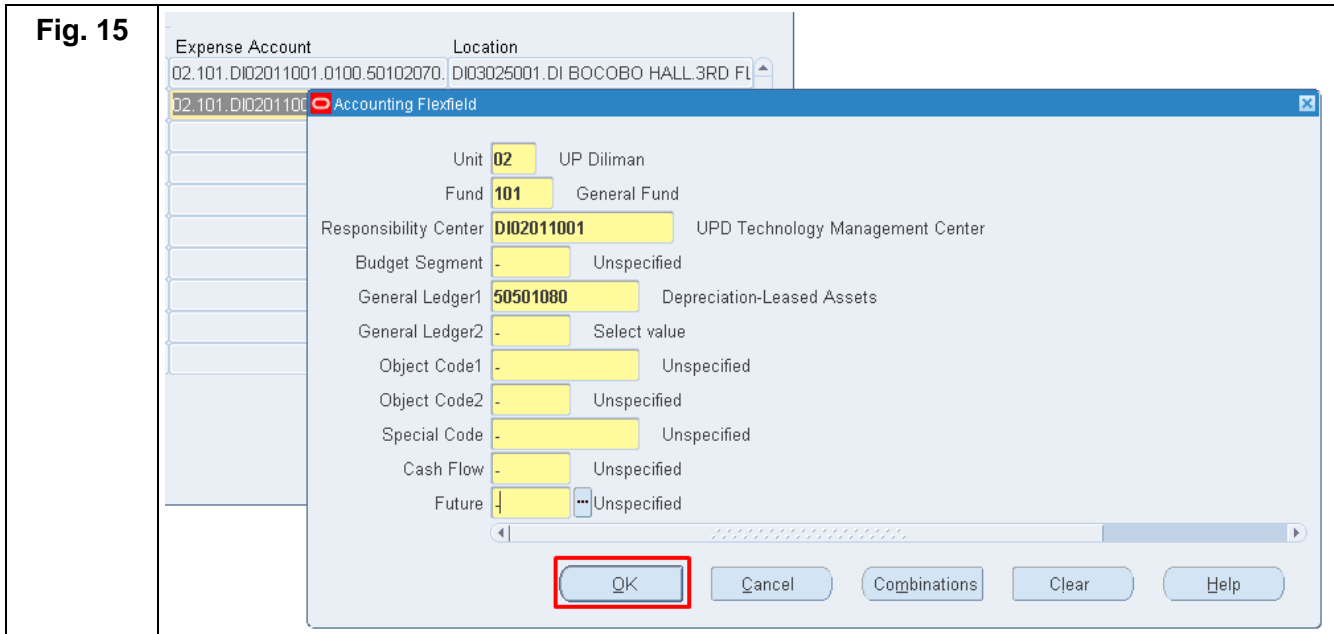
Unit Change	Units	Employee Name	Number	Expense Account	Location
-1	1	Amorato, Mr. Audie Torres	100007899	02.101.DI02011001.0100.50102070	DI03025001.DI BOCOBO HALL.3RD FL
1	1	Garbo, Mr. Christopher Jay Fesa	100016395	<input type="button" value="..."/>	

**STEP 14** **Accounting Flexfield** window will appear.  
 Click on the ellipses next to the field to select from the list. (Refer to Fig.14.1)  
 List of values will appear depending on the field, select then click **Ok**. (Refer to Fig.14.2)  
 Repeat to define the entire accounting flexfield.

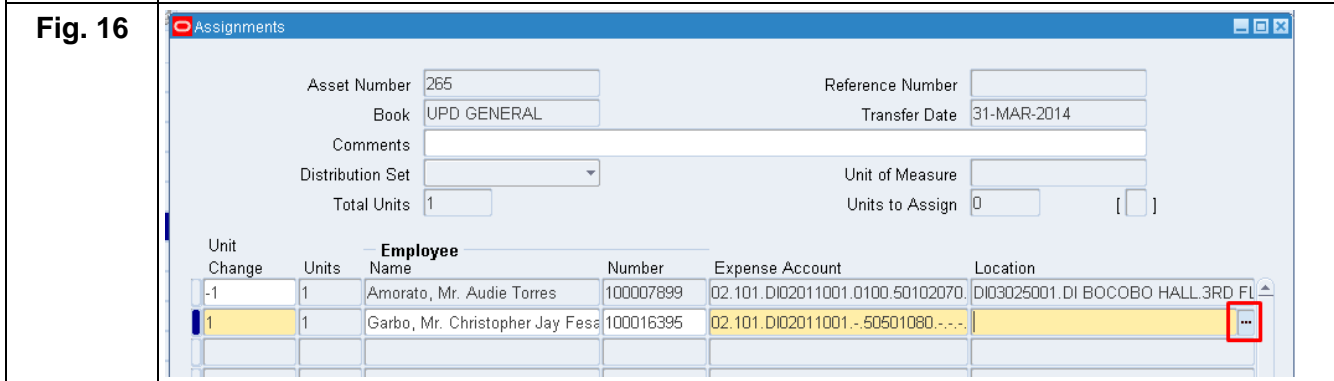


**STEP 15** After defining the Accounting Flexfield, click **Ok**. (Refer to Fig.15)

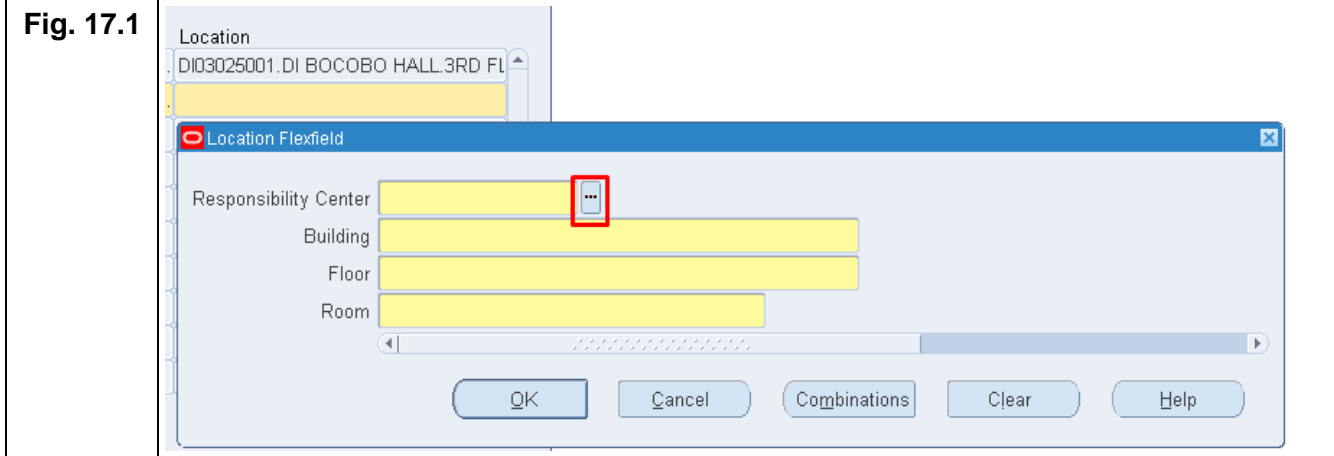




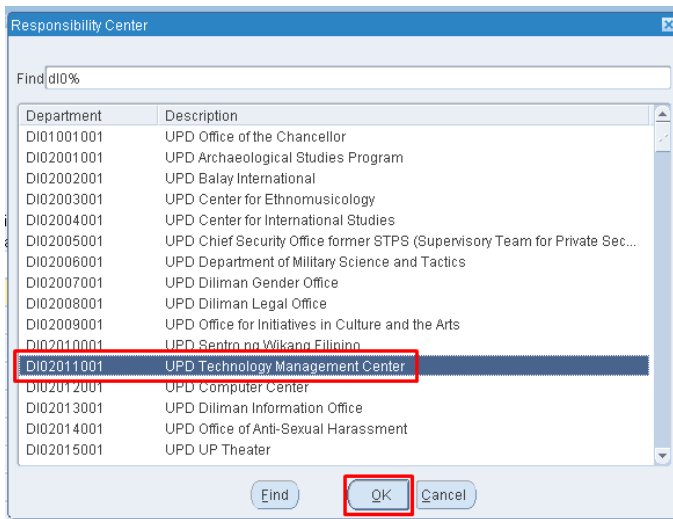
**STEP 16** Click on the ellipses to enter **Location** (Refer to Fig.16)



**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 **Ok**. (Refer to Fig.17.2) Repeat to define the entire location flexfield.

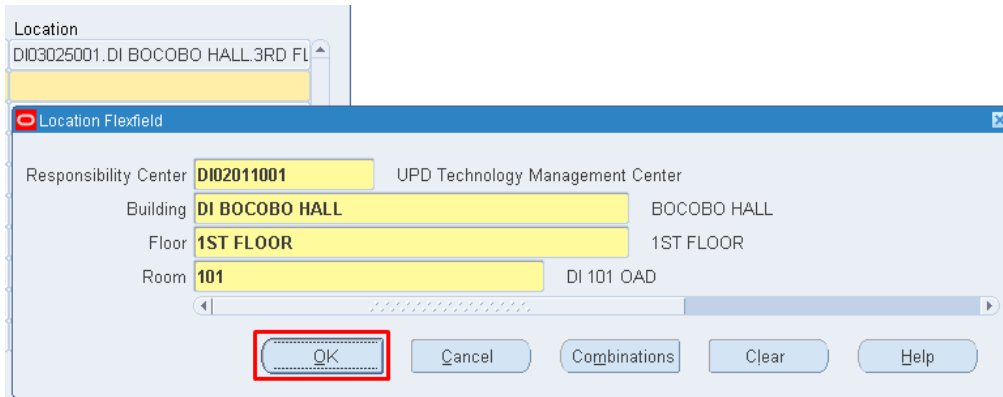


**Fig. 17.2**



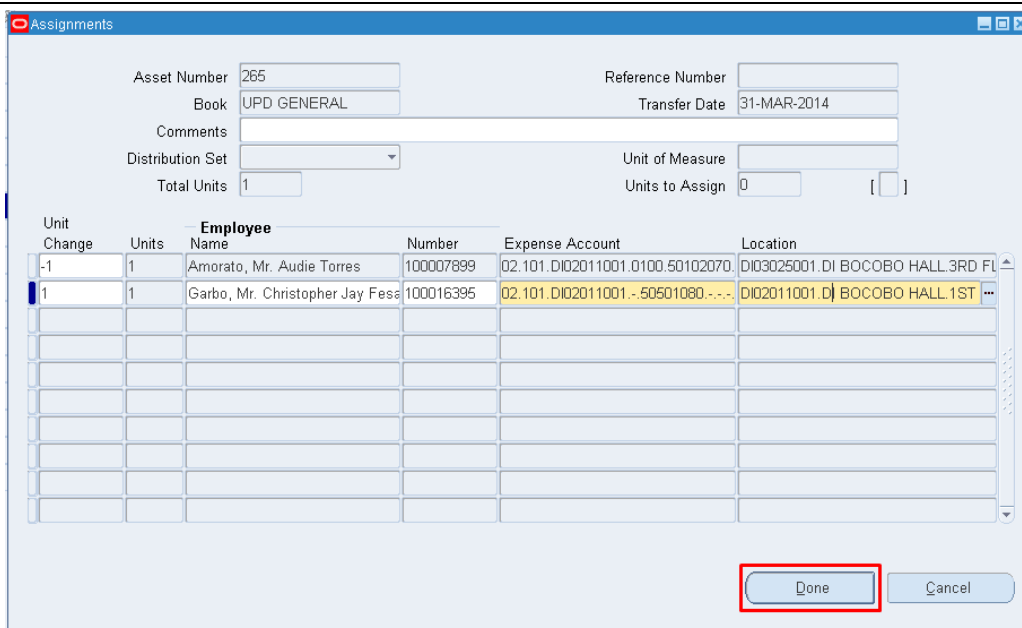
**STEP 18** After defining the Location Flexfield, click **Ok** (Refer to Fig.18)

**Fig. 18**



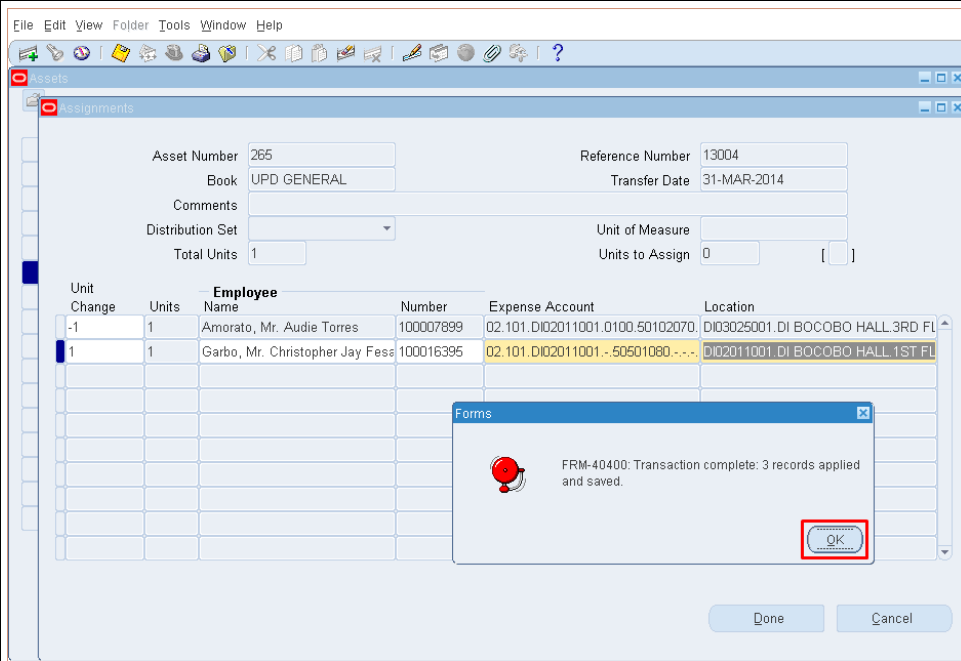
**STEP 19** After entering necessary information. Click **Done**. (Refer to Fig.19)

**Fig. 19**



**STEP 20** Completed transaction will prompt. Click **Ok**. (Refer to Fig. 20)

**Fig. 20**



**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.