



# University of the Philippines Financial Management Information


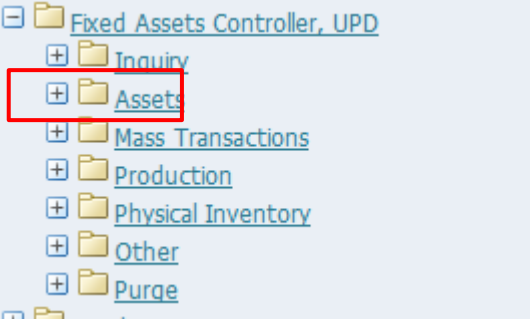
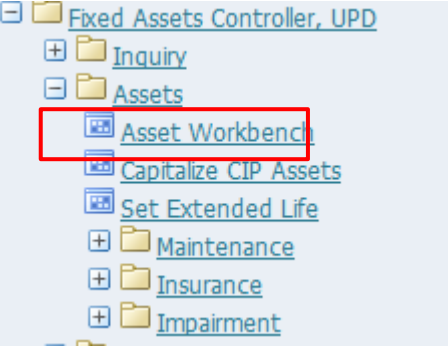
## User Acceptance Testing (UAT) User Guide

### Description:

User Guide ID	UFM40020
User Guide Name	Transferring an Asset
Information System	Financial Management Information System
Functional Domain	Fixed Assets Controller
Purpose	To transfer an asset from one location 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 transferred to another location
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>	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button at the top right. Below it is a list of folders, each with a plus sign icon to its left. The folder 'Fixed Assets Controller, UPD' is highlighted with a blue selection bar. Other folders include 'Fixed Assets Accountant, UPD', 'Fixed Assets Accountant, UPS', 'Fixed Assets Manager, UPS', 'Fixed Assets Super User, UPD', 'Fixed Assets Super User, UPS', 'Receivables Billing, UPD', 'Receivables Cash, UPD', 'Receivables Cash, UPD CoLaw', and 'UP Employee Self Service'.</p>
<b>STEP 2</b>	Click <b>Asset</b> (Refer to Fig. 02)
<b>Fig. 02</b>	 <p>The screenshot shows the 'Fixed Assets Controller, UPD' menu expanded. The 'Assets' folder is highlighted with a red rectangular box. Other visible folders include 'Inquiry', 'Mass Transactions', 'Production', 'Physical Inventory', 'Other', and 'Purge'.</p>
<b>STEP 3</b>	Click <b>Asset Workbench</b> (Refer to Fig. 03)
<b>Fig. 03</b>	 <p>The screenshot shows the 'Assets' folder expanded. The 'Asset Workbench' option is highlighted with a red rectangular box. Other options visible include 'Inquiry', 'Capitalize CIP Assets', 'Set Extended Life', 'Maintenance', 'Insurance', and 'Impairment'.</p>
<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**

The 'Find Assets' window is divided into several sections for filtering search results:

- By Asset Detail:** Includes fields for Asset Number, Tag Number, Serial Number, Warranty Number, Status, Description, Category, Asset Key, and Asset Type.
- By Book:** Includes a Book dropdown menu (highlighted in yellow with a red box around the selection arrow), Dates in Service, Group Asset, and a checkbox for Show Disabled Groups.
- By Assignment:** Includes Employee Name, Employee Number, Expense Account, and Location.
- By Source Line:** Includes Supplier Name, Supplier Number, Invoice Number, Line Number, PO Number, Source Batch, Project Number, and Task Number.
- By Lease:** Includes Lease Number and Lessor.

At the bottom of the window are buttons for Clear, Additions, QuickAdditions, and Find.

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

**Fig. 05**

The 'Books' dialog box displays a list of asset books with the following columns: Book and Description. The 'UPD GENERAL' book is selected and highlighted with a red box. The 'OK' button at the bottom is also highlighted with a red box.

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

**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

The 'Find Assets' window contains several sections for filtering assets:

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

At the bottom, there are buttons for 'Clear', 'Additions', 'QuickAdditions', and 'Find' (highlighted with a red box).

**STEP 7** Select an Asset to be transferred. Then click **Assignments**. (Refer to Fig. 07)

The 'Assets' window displays a table of assets with the following data:

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		MACHINERY AND EQUIPMENT		.

At the bottom, there are buttons for 'Additions', 'QuickAdditions', 'Source Lines', 'Books', 'Assignments' (highlighted with a red box), 'Retirements', 'Financial Inquiry', and 'Open'.

Assignments window will appear (Refer to Fig. 07.1)

Fig. 07.1

Asset Number: 282      Reference Number:

Book: UPD GENERAL      Transfer Date: 31-MAR-2014

Comments:

Distribution Set:

Total Units: 12      Unit of Measure:

Units to Assign: 0 [ ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
	12	Lilang, Ms. Evelyn Balucos	100013442	02.101.DI03025001.-.50501050	DI03025001.DI BOCOBO HALL.1ST F

Done      Cancel

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

Asset Number: 282      Reference Number:

Book: UPD GENERAL      Transfer Date: 31-MAR-2014

Comments:

Distribution Set:

Total Units: 12      Unit of Measure:

Units to Assign: 0 [ ]

Unit Change	Units	Employee Name	Number	Expense Account	Location
-2	12	Lilang, Ms. Evelyn Balucos	100013442	02.101.DI03025001.-.50501050	DI03025001.DI BOCOBO HALL.1ST F

Done      Cancel

**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: 282
- Book: UPD GENERAL
- Reference Number: (empty)
- Transfer Date: 31-MAR-2014
- Comments: (empty)
- Distribution Set: (dropdown menu)
- Unit of Measure: (dropdown menu)
- Total Units: 12
- Units to Assign: 2

Unit Change	Units	Employee Name	Number	Expense Account	Location
-2	12	Lilang, Ms. Evelyn Balucos	100013442	02.101.DI03025001.-.50501050	DI03025001.DI BOCOBO HALL.1ST F
2					

Buttons: Done, Cancel

**STEP 10** Enter the employee to whom the asset was assigned. Click on the ellipses to find the list of employees (Refer to Fig. 10)

**Fig. 10**

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

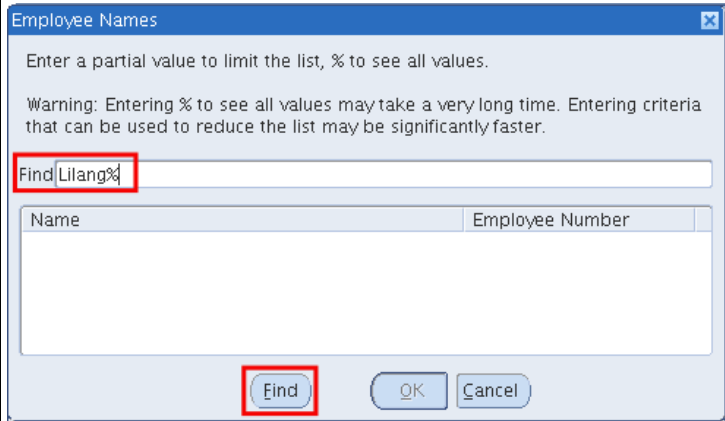
- Asset Number: 282
- Book: UPD GENERAL
- Reference Number: (empty)
- Transfer Date: 31-MAR-2014
- Comments: (empty)
- Distribution Set: (dropdown menu)
- Unit of Measure: (dropdown menu)
- Total Units: 12
- Units to Assign: 0

Unit Change	Units	Employee Name	Number	Expense Account	Location
-2	12	Lilang, Ms. Evelyn Balucos	100013442	02.101.DI03025001.-.50501050	DI03025001.DI BOCOBO HALL.1ST F
2	2	...			

Buttons: Done, Cancel

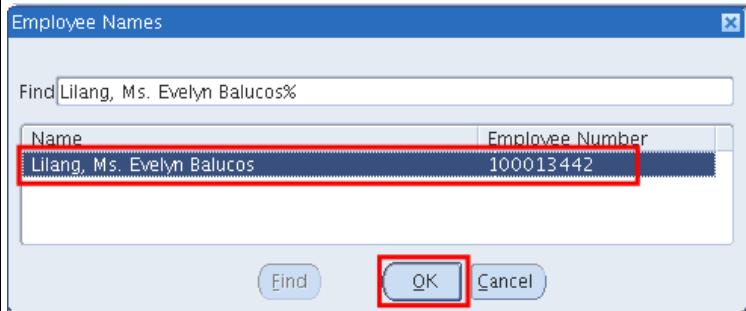
**STEP 11** Enter employee name. The percent sign (%) is used as wildcard for searching. Then click **Find**. (Refer to Fig. 11)

**Fig. 11**

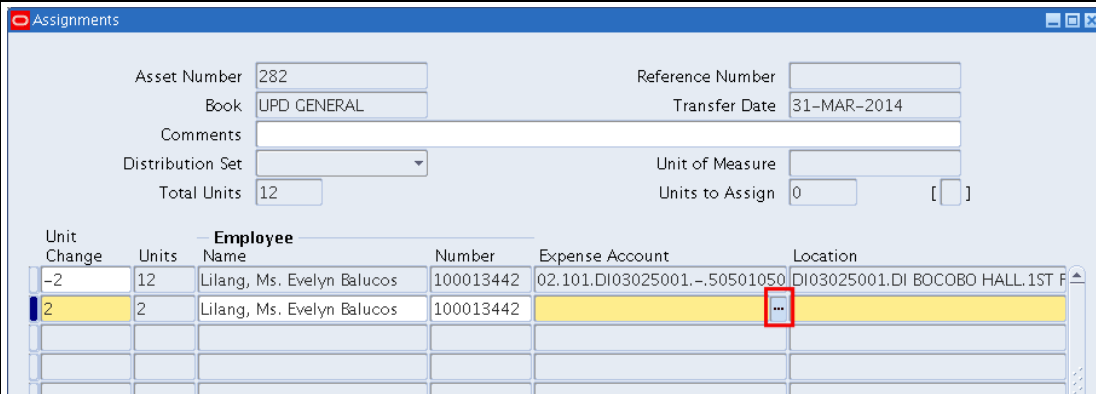


**STEP 12** Select the employee then click **Ok**. (Refer to Fig. 12)

**Fig. 12**

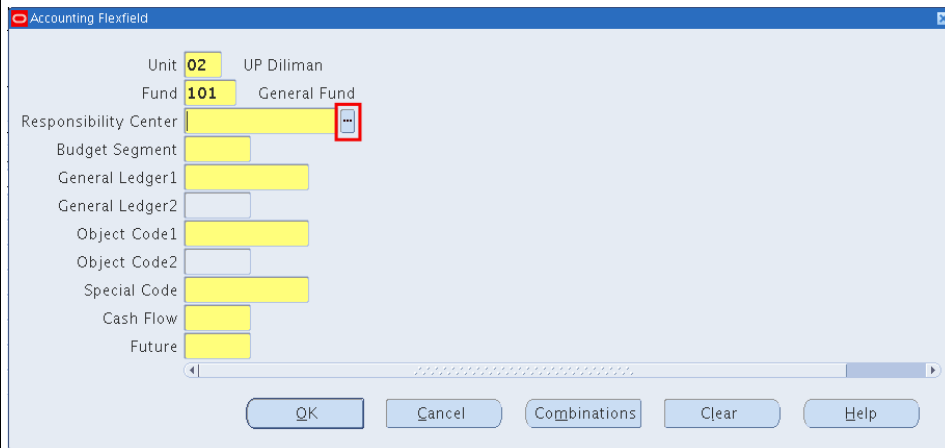


**STEP 13** Click on the ellipses to define the **Expense Account**. (Refer to Fig.13)

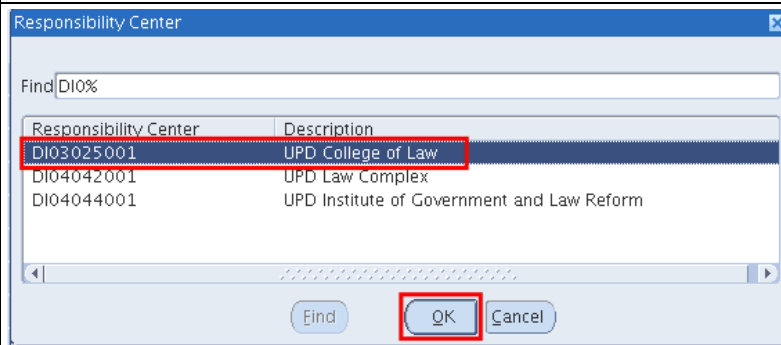


**STEP 14** **Accounting Flexfield** window will appear. Click on the ellipses next to the field to select from the list. (Refer to Fig.14.1) List of values will appear depending on the field, select then click **Ok**. (Refer to Fig.14.2) Repeat to define the entire accounting flexfield.

**Fig. 14.1**

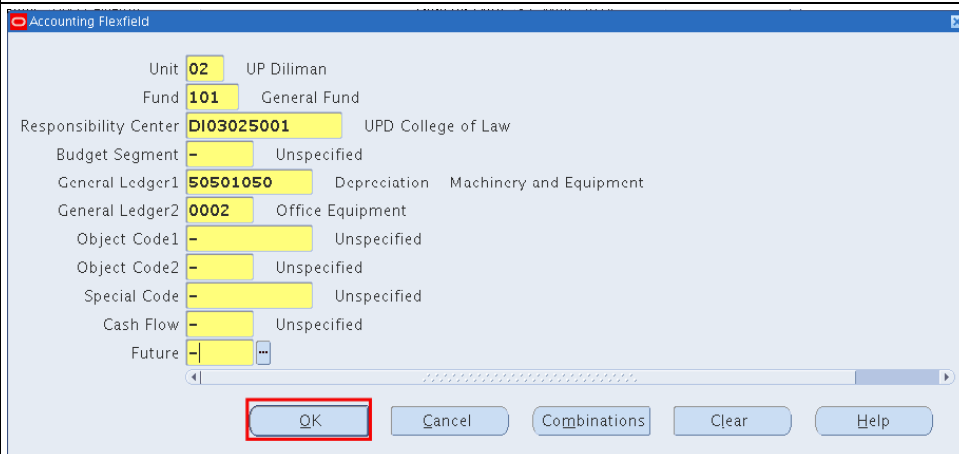


**Fig. 14.2**



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

**Fig. 15**



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



**Fig. 16**

The 'Assignments' window displays the following information:

- Asset Number: 282
- Book: UPD GENERAL
- Reference Number: [Empty]
- Transfer Date: 31-MAR-2014
- Comments: [Empty]
- Distribution Set: [Dropdown]
- Unit of Measure: [Empty]
- Total Units: 12
- Units to Assign: 0

Unit Change	Units	Employee Name	Number	Expense Account	Location
-2	12	Lilang, Ms. Evelyn Balucos	100013442	02.101.DI03025001.--.50501050	DI03025001.DI BOCOBO HALL.1ST F
2	2	Lilang, Ms. Evelyn Balucos	100013442	02.101.DI03025001.--.50501050	[Ellipsis]

**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. 17.1**

The 'Location Flexfield' dialog box shows the following fields:

- Responsibility Center: [Ellipsis]
- Building: [Ellipsis]
- Floor: [Ellipsis]
- Room: [Ellipsis]

Buttons: OK, Cancel, Combinations, Clear, Help

**Fig. 17.2**

The 'Responsibility Center' dialog box shows a search field with 'Find:DI030%' and a list of departments:

Department	Description
DI03015001	UPD Asian Center
DI03016001	UPD Asian Institute of Tourism
DI03017001	UPD College of Architecture
DI03018001	UPD College of Arts and Letters
DI03019001	UPD Cesar E.A. Virata School of Business
DI03020001	UPD College of Education
DI03021001	UPD College of Engineering
DI03022001	UPD College of Fine Arts
DI03023001	UPD College of Home Economics
DI03024001	UPD College of Human Kinetics
DI03025001	UPD College of Law
DI03026001	UPD College of Mass Communication
DI03027001	UPD College of Music

Buttons: Find, OK, Cancel

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

**Fig. 18**

The 'Location Flexfield' dialog box now shows the following values:

- Responsibility Center: DI03025001 UPD College of Law
- Building: DI BOCOBO HALL BOCOBO HALL
- Floor: 2ND FLOOR 2ND FLOOR
- Room: 202 DI 202

Buttons: OK, Cancel, Combinations, Clear, Help

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

**Fig. 19**

Unit Change	Units	Employee Name	Number	Expense Account	Location
-2	12	Lilang, Ms. Evelyn Balucos	100013442	02.101.DI03025001--50501050	DI03025001.DI BOCOBO HALL 1ST F
2	2	Lilang, Ms. Evelyn Balucos	100013442	02.101.DI03025001--50501050	DI03025001.DI BOCOBO HALL 2ND

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

**Fig. 20**

FRM-40400: Transaction complete: 3 records applied and saved.

**Result Information:**

**Expected Results**

- An asset has been transferred to another location.