

University of the Philippines Financial Management Information System

User Guide

Description:

User Guide ID	UFM40022
User Guide Name	Generate an Inventory Custodian Slip
Information System	Financial Management Information System
Functional Domain	Fixed Assets Controller
Purpose	To generate an Inventory Custodian Slip (ICS). The ICS is a form used by the Supply and/or Property Custodian to issue tangible items amounting to less than P15,000 to end-user to establish accountability over them.
Data Requirement	
Bata Roquinomont	 Name of employee who received the asset.
Dependencies	 Name of employee who received the asset. Employee name should be recorded in UIS HRIS; A semi-expendable asset has been recorded and assigned to an employee in the system
Dependencies Scenario	 Name of employee who received the asset. Employee name should be recorded in UIS HRIS; A semi-expendable asset has been recorded and assigned to an employee in the system The Supply and/or Property Custodian will generate an ICS to be signed by the end-user accountable for the semi-expendable asset.

Revision History:

Version Number	Date	Author	Description of Change
1.0	September 25, 2017	Mararac, Kenneth Paul G.	Initial Issue

STEP 1	From Main Menu, click the Fixed Assets Controller responsibility. (Refer to Fig. 01)
Fig.01	Main Menu Personalize Fixed Assets Controller, UPD Fixed Assets Super User, UPD Fixed Assets Super User, UPD Receivables Cash, UPD CoLaw UP ICS Self Service
STEP 2	Click the Assets folder. (Refer to Fig. 02)
Fig. 02	Main Menu Personalize Fixed Assets Controller, UPD Inquiry Inquiry Assets Mass Transactions Image Physical Inventory Image
Step 3	Click the Asset Workbench. (Refer to Fig.03)

	Main Menu
	Personalize
	R Constante Controller URD
	E E E E E E E E E E E E E E E E E E E
	Assets
	Asset Workbench
	Capitalize CIP Assets
118.00	🔤 <u>Set Extended Life</u>
	🛨 🛅 <u>Maintenance</u>
	🕀 🛅 Insurance
	🕀 🛅 Impairment
	Mass Transactions
	T Other
STEP 4	Click the <i>View</i> menu then select <i>Request</i> . (Refer to Fig. 04)
	Eile Edit View Folder Tools Window Help
	Eind Asse Find All
	Query By Example ▶ Number Description Pacard Number Category
	Translations
	Attachments
	Summary/Detail
-	Dates in Service - Show Disabled Groups
Fig. 04	By Assignment Employee Name Employee Number
	Expense Account Location
	By Source Line Supplier Name Supplier Number
	Invoice Number Line Number
	Project Number Task Number
	By Lease Lease Number Lessor
	Description
	Clear Additions QuickAdditions Find

Fig. 05 Find Requests Fig. 05 Image: Section Completed Bequests Status Image: Section Completed Bequest Decision Completed	STEP 5	Click the Submit a New Request button located on the lower right corner of the Find Requests window (Refer to Fig.05)
Step 6 The Submit a New Request window will appear. Select Single Request and click (Refer to Fig. 06) Image: Step 6 Image: Step 6 Image: Step 7 Image: Step 7 Image: The Step 7 Image: Step 7 Image: Step	Fig. 05	Find Requests My Completed Bequests My Requests In Progress All My Requests Specific Request ID Name Date Submitted Date Submitted Date Completed Status Phase Requestor Include Reguest Set Stages in Query Order By Request ID Select the Number of Days to View: 7 Submit a New Request
Fig.06 Submit a New Request What type of request do you want to run? • Single Request This allows you to submit an individual request. • Request Set This allows you to submit a pre-defined set of requests. • QK Cancel	Step 6	The Submit a New Request window will appear. Select Single Request and click (Refer to Fig. 06)
STEP 7 Enter UP Inventory Custodian Slip (ICS) in the Name field. (Refer to Fig. 07)	Fig.06 STEP 7	Submit a New Request What type of request do you want to run? Single Request This allows you to submit an individual request. Request Set This allows you to submit a pre-defined set of requests. Enter UP Inventory Custodian Slip (ICS) in the Name field. (Refer to Fig. 07)

	O Submit Peruest		
	Run this Reque	st	
			Сору
	N	lame UP Inventory Custodian Slip (ICS)	
	Operating	Unit	
	Parame	eters	
	Lang	uage American English	
		Language Settings	Debug Options
	At these Times		
Fia. 07	Run the	e Job 🗛 Soon as Possible	Schedule
- J			
	Upon Completio	on	
		⊠ ≦ave all Output Files	
	La	yout UP Inventory Custodian Slip	Options
	N	lotify	Delivery Opts
	Pri	int to noprint	
	Heln (C)	Submit	Cancel
	Parameters	510112017	×
	Asset Book	PD GENERAL	
	Received from B	ago, Ms. Alona Mena	
	Position A	dministrative Assistant V	
	Received by	bas. Ms. Adela Martinez	
	Position A	dministrative Officer IV	
Fig.08			
-		(<u>O</u> K Cancel	Clear Help
	Field Name	Description	Remarks
			Deguired Field
		Supply and/or Property Custodian	 Required Field Free Text

		recorded.	•	Must be selected from a maintained list of values
	Received from	Designated Supply and/or Property Custodian	•	Must be selected from a maintained list of values
	Position	Position of the person in the Received from field.	•	Auto filled
	Received by	Recipient or end-user of inventory	•	Must be selected from a maintained list of values
	Position	Position of the person in the Received by field.	•	Auto filled
STEP 9	Click the Sub	button. (RefertoFig.09)		
	Submit Request			×
	⊂ Run this Request			
				Conv
	Name	UP Inventory Custodian Slip (ICS)		
	Operating Unit			
	Parameters	4810112017:UPD GENERAL:Rago, Ms. Alona Mena:Admini	strative	Assistant V:Abalos, Es
	Language	American English		
Fig. 09		Language Setting:	В	De <u>b</u> ug Options
	At these Times			
	Run the Job	As Soon as Possible		Sche <u>d</u> ule
	Upon Completion	Instance Save all Output Files		
	Lavout	UP Inventory Custodian Slip		Options
	Notify			
	Print to	noprint		(Delivery_Opts)
	((Sub <u>m</u> it		Cancel
	•			

STEP 10	A Decision window will appear. Click if there are no more requests. Take note of the Request ID . (Refer to Fig. 10)
Fig. 10	Decision Request submitted. (Request ID = 1049840) Submit another request? Yes
STEP 11	Refresh Data until the Phase changes to Completed , then click View Output. (Refer to Fig.11)
Fig. 11	Requests Image: Status Parent Name Phase Status Parameters 3152223 UP Inventory Custodian Shi Completed Normal 276, 10630, 112, 4598976316, Image: Status 3152228 UP Request for Pre-Repair Completed Normal 276, 10630, 110, Abear, Ms. N 3149923 UP Inventory and Inspection Completed Normal 274, 10630, 1010, 0000 31498935 UP Inventory and Inspection Completed Normal 274, 10630, 2017,02010 00000 31498935 UP Inventory and Inspection Completed Normal 274, 10630, 2017,0201 00000 31498935 UP Inventory and Inspection Completed Normal 206, 3017,0201 000,000 3149770 UPD College of Law - LRF Completed Normal 10630, 274, UPD College of Law Image: transmitted in the state in

Result Information:

	190	Line and the second sec	Diliman, Quezo VAT Reg. T Inventory	n City, Metro Manila, NCR IN: 000-000-864-00006 Custodian Slip		
Entity Nam Fund Cluste	e: Ui er: 01	P Diliman			ICS No: 90328	312821
Quantity	Unit	Amou Unit Cost	nt Total Cost	Description	Inventory Item No.	Estimated Useful Life
1	un	10,000.00	10,000.00	CELLPHONE	00005	24
Received fr	om:			Received by:		
	R	ago, Ms. Alona Me	na	Lilang, 1	vís. Evelyn Balucos	
Signature Over Printed Name Administrative Assistant V			Signature	Signature Over Printed Name Administrative Officer III		
Position/Office			Position/Office			
Date			Date			
Administrative Assistant V Position/Office Date			Admini Pc	strative Officer III osition/Office Date		