

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	<ul style="list-style-type: none">Name of employee who received the asset.
Dependencies	Employee name should be recorded in UIS HRIS; A semi-expendable asset has been recorded and assigned to an employee in the system
Scenario	The Supply and/or Property Custodian will generate an ICS to be signed by the end-user accountable for the semi-expendable asset.
Author	Kenneth Paul G. Mararac

Revision History:

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


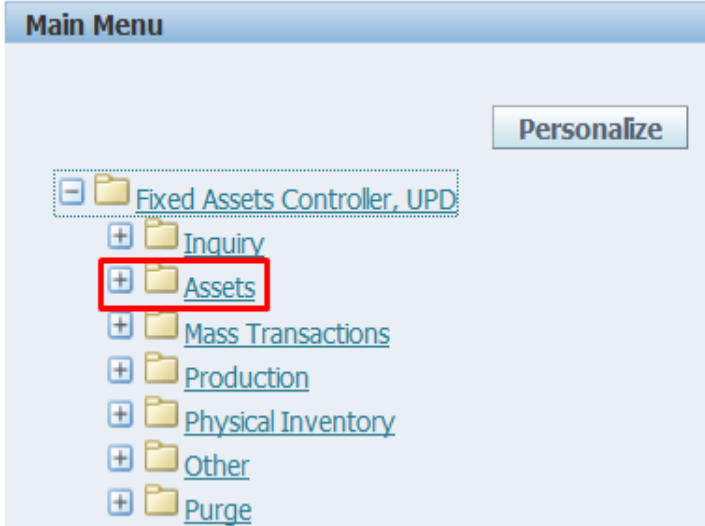
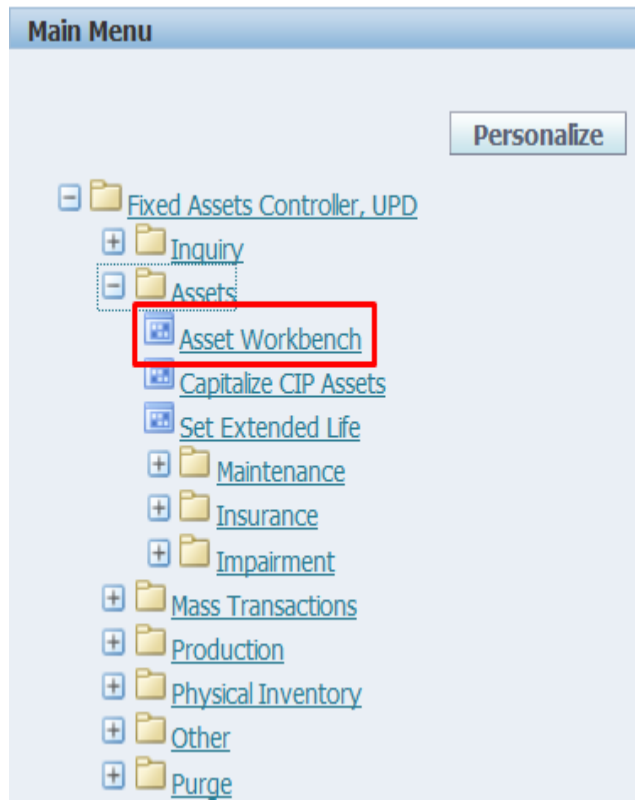
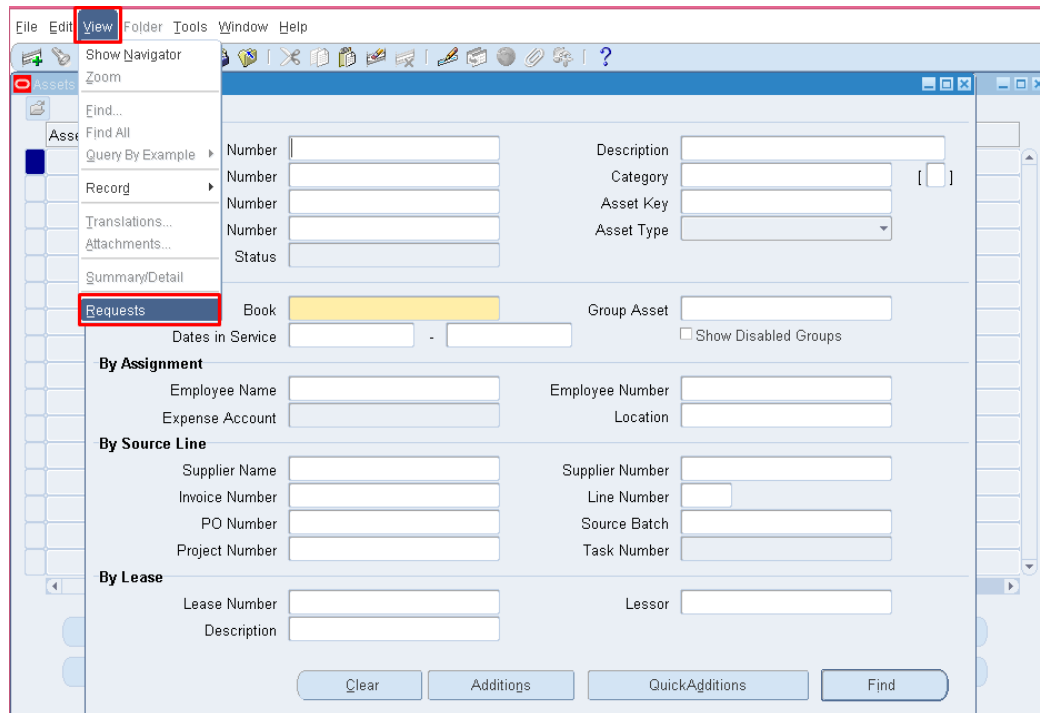
STEP 1	From Main Menu , click the Fixed Assets Controller responsibility. (Refer to Fig. 01)
Fig.01	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button in the top right. A list of folders is displayed on the left, each with a plus sign icon. The folder 'Fixed Assets Controller, UPD' is highlighted with a red rectangular box. Other folders in the list include 'Fixed Assets Super User, UPD', 'iProcurement PPMP Requester, UPD', 'Receivables Cash, UPD CoLaw', and 'UP ICS Self Service'.</p>
STEP 2	Click the Assets folder. (Refer to Fig. 02)
Fig. 02	 <p>The screenshot shows the 'Main Menu' window with the 'Fixed Assets Controller, UPD' folder expanded, indicated by a minus sign icon and a dotted border. The 'Assets' folder within this expanded view is highlighted with a red rectangular box. Other sub-folders visible include 'Inquiry', 'Mass Transactions', 'Production', 'Physical Inventory', 'Other', and 'Purge'. The 'Personalize' button remains in the top right corner.</p>
Step 3	Click the Asset Workbench . (Refer to Fig.03)

Fig.03



STEP 4 Click the **View** menu then select **Request**. (Refer to Fig. 04)

Fig. 04




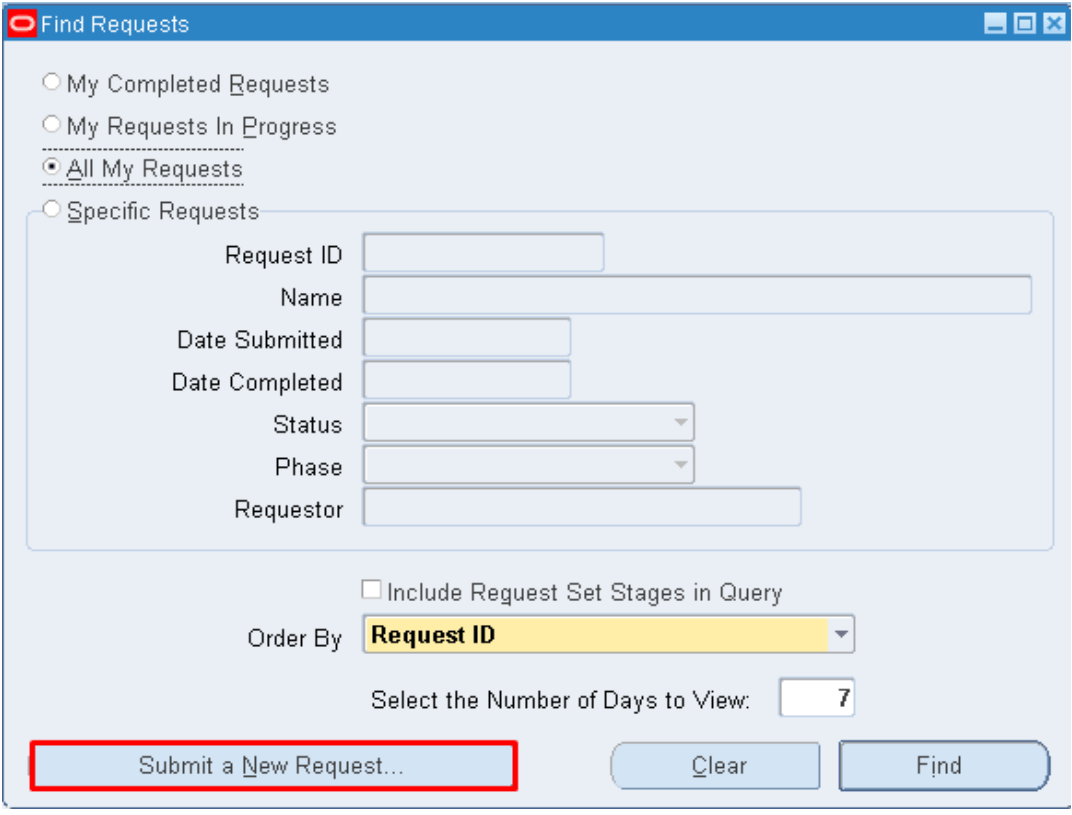

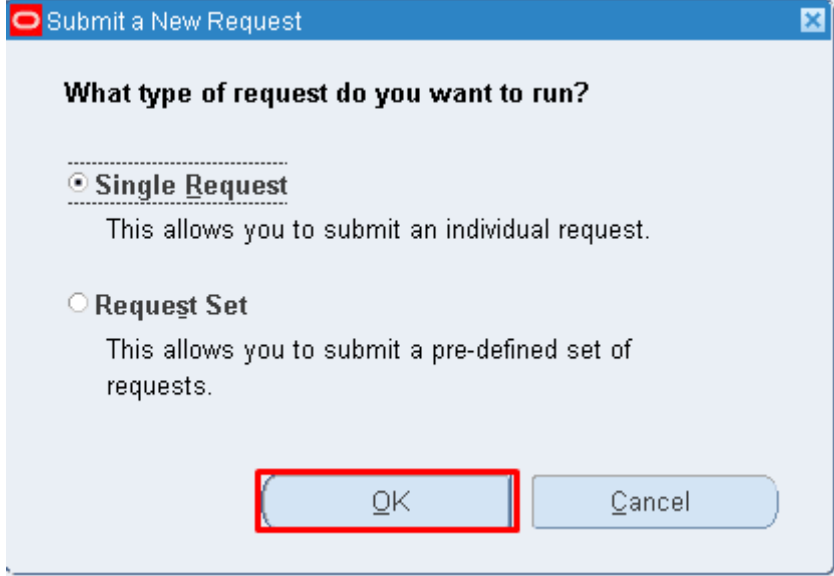
<p>STEP 5</p>	<p>Click the  button located on the lower right corner of the Find Requests window (Refer to Fig.05)</p>
<p>Fig. 05</p>	
<p>Step 6</p>	<p>The Submit a New Request window will appear. Select Single Request and click  (Refer to Fig. 06)</p>
<p>Fig.06</p>	
<p>STEP 7</p>	<p>Enter UP Inventory Custodian Slip (ICS) in the Name field. (Refer to Fig. 07)</p>

Fig. 07

Step 8

Fill in the **Parameters** then click . (Refer to Fig. 08)

Fig.08

Field Name	Description	Remarks
ICS No.	Form or report number maintained by the Supply and/or Property Custodian	<ul style="list-style-type: none"> Required Field Free Text
Asset Book	Name of the asset book in which assets were	<ul style="list-style-type: none"> Required Field

		recorded.	<ul style="list-style-type: none"> Must be selected from a maintained list of values
	Received from	Designated Supply and/or Property Custodian	<ul style="list-style-type: none"> Must be selected from a maintained list of values
	Position	Position of the person in the Received from field.	<ul style="list-style-type: none"> Auto filled
	Received by	Recipient or end-user of inventory	<ul style="list-style-type: none"> Must be selected from a maintained list of values
	Position	Position of the person in the Received by field.	<ul style="list-style-type: none"> Auto filled

STEP 9

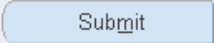
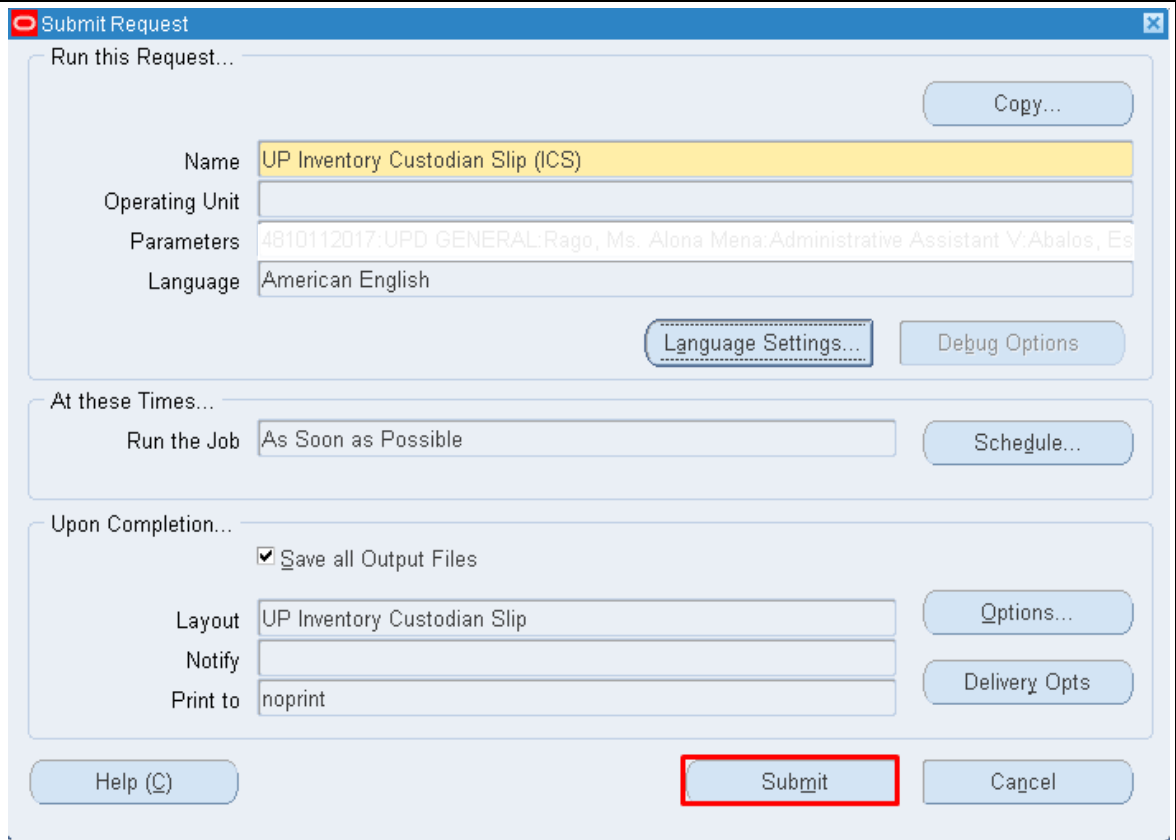
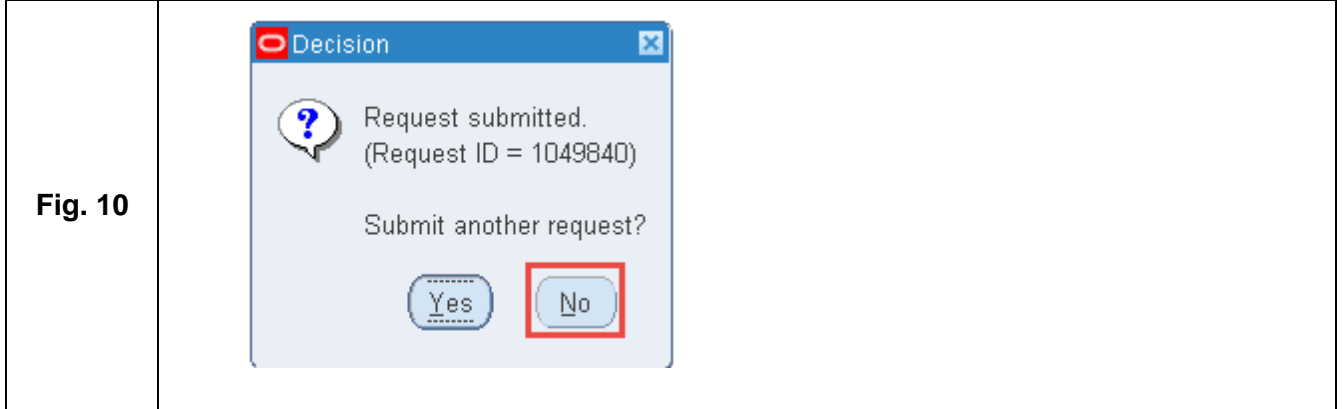
Click the  button. (RefertoFig.09)

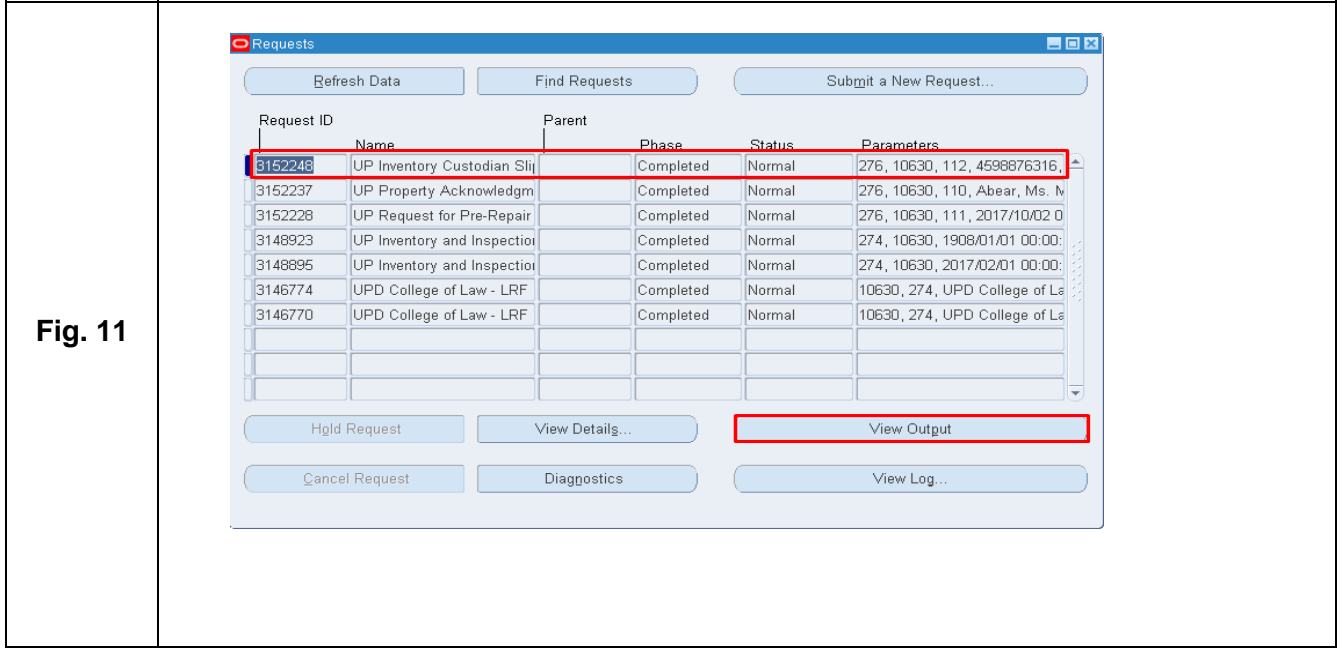
Fig. 09



STEP 10 A **Decision** window will appear. Click **No** if there are no more requests. Take note of the **Request ID**. (Refer to Fig. 10)



STEP 11 Refresh Data until the **Phase** changes to **Completed**, then click **View Output**. (Refer to Fig.11)



Result Information:

Expected Results



**UNIVERSITY OF THE PHILIPPINES
DILIMAN**

Diliman, Quezon City, Metro Manila, NCR
VAT Reg. TIN: 000-000-864-00006

Inventory Custodian Slip

Entity Name: UP Diliman
Fund Cluster: 01

ICS No: 9032812821

Quantity	Unit	Amount		Description	Inventory Item No.	Estimated Useful Life
		Unit Cost	Total Cost			
1	un	10,000.00	10,000.00	CELLPHONE	00005	24

<p>Received from:</p> <p style="text-align: center;"><i>Rago, Ms. Alona Mena</i></p> <p style="text-align: center;">_____ Signature Over Printed Name Administrative Assistant V _____ Position/Office</p> <p style="text-align: center;">_____ Date</p>	<p>Received by:</p> <p style="text-align: center;"><i>Lilang, Ms. Evelyn Balucos</i></p> <p style="text-align: center;">_____ Signature Over Printed Name Administrative Officer III _____ Position/Office</p> <p style="text-align: center;">_____ Date</p>
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