

University of the Philippines Financial Management Information System

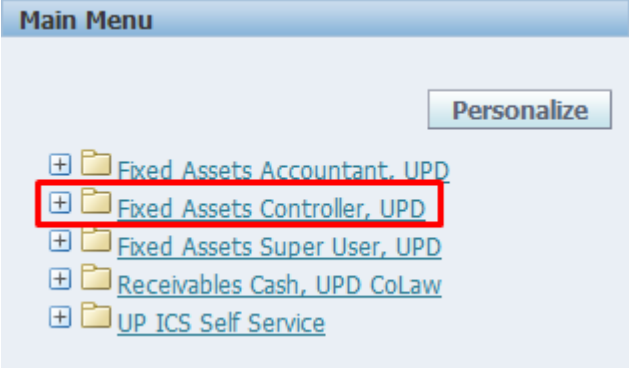
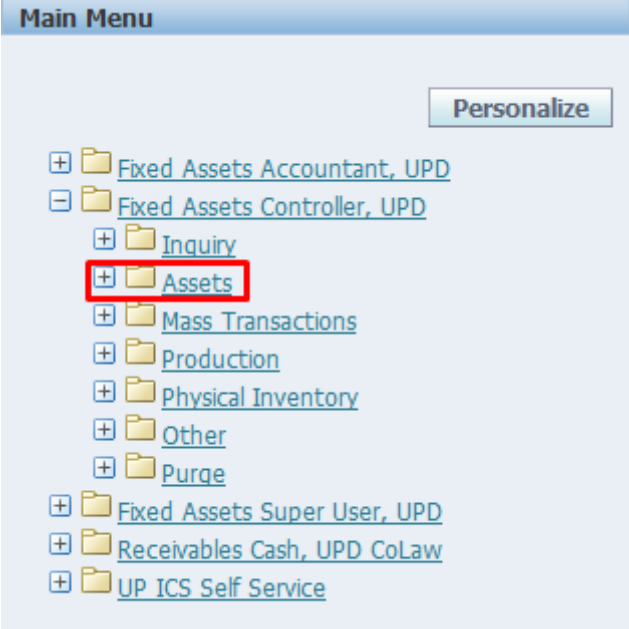
User Guide

Description:

User Guide ID	UFM40023
User Guide Name	Generating an Inventory and Inspection Report of Unserviceable Property
Information System	Financial Management Information System
Functional Domain	Fixed Assets Controller
Purpose	The IIRUP is a report prepared by the Supply and/or Property Unit as basis to record dropping from the books the unserviceable properties carried in the PPE accounts.
Data Requirement	<ul style="list-style-type: none">• Asset Book• College• Accountable Officer
Dependencies	Assets from a specific asset book that has been tagged with the status "To be Retired".
Scenario	The Supply and/or Property Officer will generate an Inventory and Inspection Report of Unserviceable Property to include assets tagged for retirement.
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 Fixed Assets Controller responsibility. (Refer to Fig. 01)
Fig.01	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button at the top right. Below the button is a list of folders, each with a plus sign icon to its left. The folders are: 'Fixed Assets Accountant, UPD', 'Fixed Assets Controller, UPD', 'Fixed Assets Super User, UPD', 'Receivables Cash, UPD CoLaw', and 'UP ICS Self Service'. The 'Fixed Assets Controller, UPD' folder is highlighted with a red rectangular box.</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. The 'Assets' folder is highlighted with a red rectangular box. Other folders visible include 'Fixed Assets Accountant, UPD', 'Inquiry', 'Mass Transactions', 'Production', 'Physical Inventory', 'Other', 'Purge', 'Fixed Assets Super User, UPD', 'Receivables Cash, UPD CoLaw', and 'UP ICS Self Service'. A 'Personalize' button is also visible at the top right.</p>
Step 3	Click the Asset Workbench . (Refer to Fig.03)

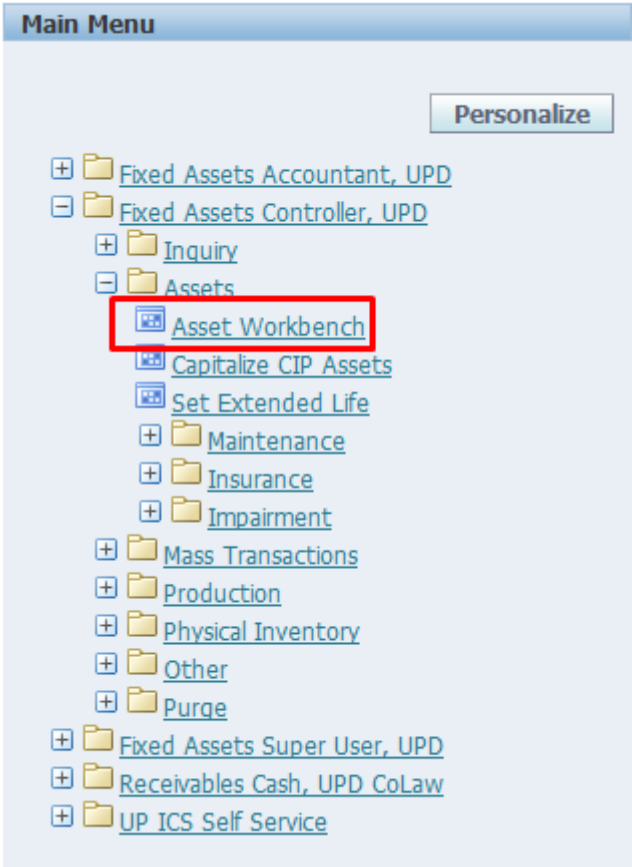
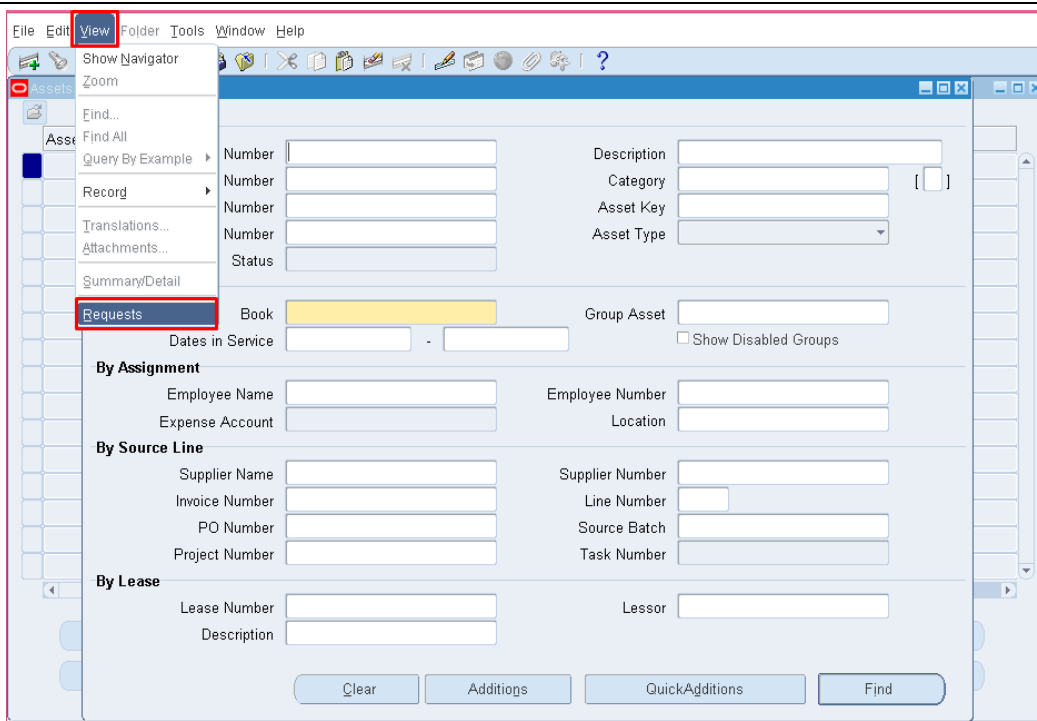
<p>Fig.03</p>	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button in the top right. The menu items are as follows:</p> <ul style="list-style-type: none">+ Fixed Assets Accountant, UPD- Fixed Assets Controller, UPD<ul style="list-style-type: none">+ Inquiry- Assets<ul style="list-style-type: none">Asset Workbench (highlighted with a red box)Capitalize CIP AssetsSet Extended Life+ Maintenance+ Insurance+ Impairment+ Mass Transactions+ Production+ Physical Inventory+ Other+ Purge+ Fixed Assets Super User, UPD+ Receivables Cash, UPD CoLaw+ UP ICS Self Service
<p>STEP 4</p>	<p>Click on the View then select Request.</p>

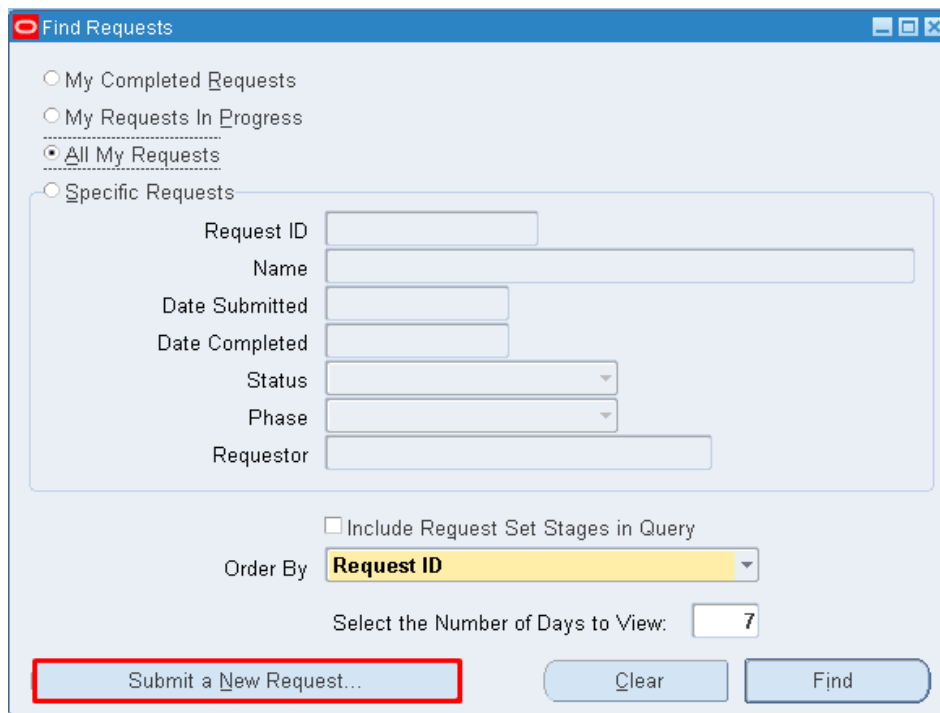
Fig. 04

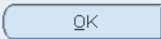
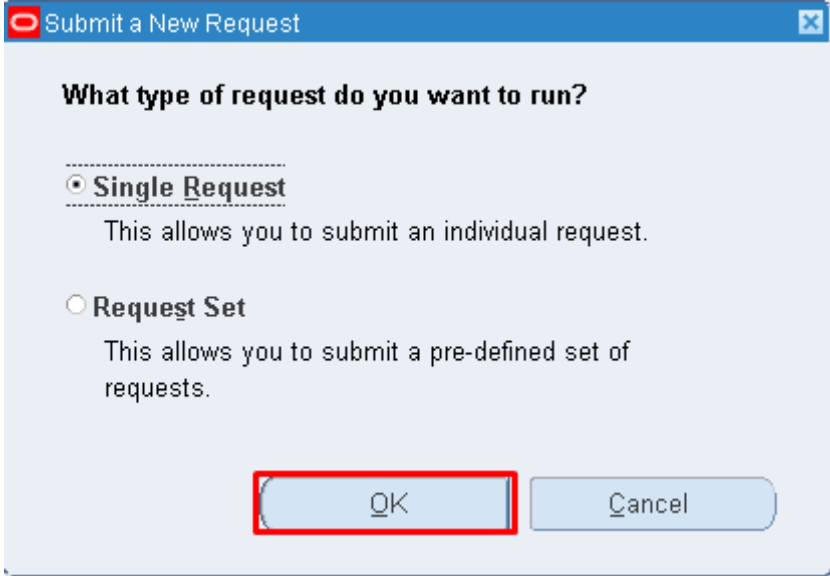
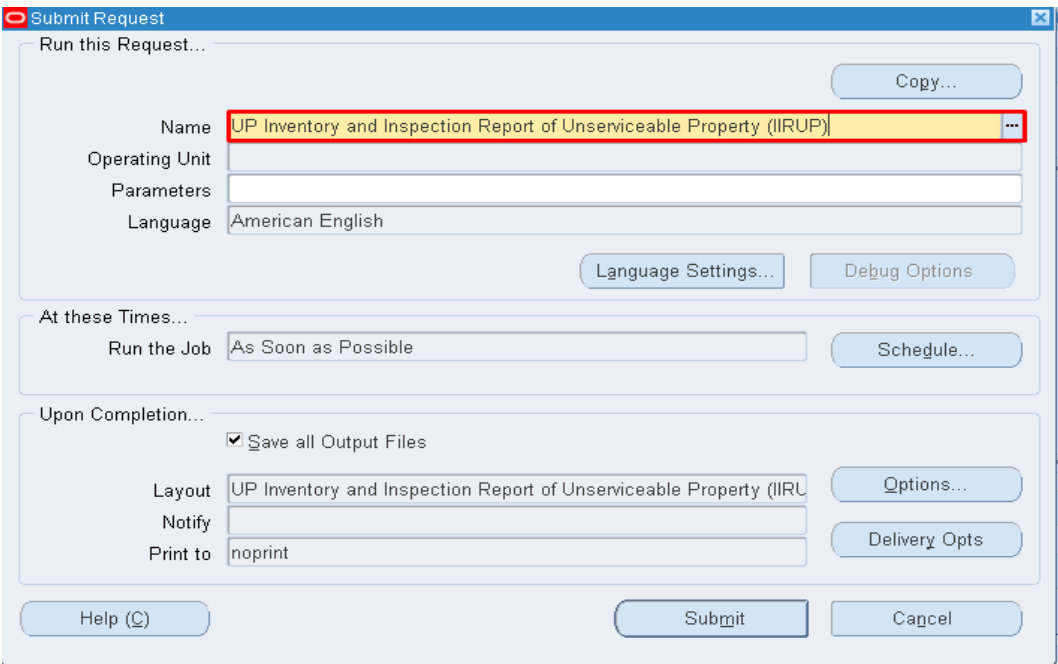
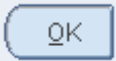


STEP 5

Click the **Submit a New Request...** button located on the lower right corner of the **Find Requests** window.

Fig. 05



<p>STEP 6</p>	<p>The Submit a New Request window will appear. Select Single Request and click </p>
<p>Fig.06</p>	
<p>STEP 7</p>	<p>Enter UP Inventory and Inspection Report of Unserviceable Property (IIRUP) in the Name field. (Refer to Fig. 07)</p>
<p>Fig. 07</p>	
<p>Step 8</p>	<p>Fill in the Parameters then click </p>

Parameters

Asset Book: UPD GENERAL

College: DI04042001 (UPD Law Complex)

Accountable Officer: Rago, Ms. Alona Mena

Position: Administrative Assistant V

Requested by: Abas, Ms. Adela Martinez

Position: Administrative Officer IV

Approved by: Lilang, Ms. Evelyn Balucos

Position: Administrative Officer III

Buttons: OK, Cancel, Clear, Help

Fig.08

Field Name	Description	Remarks
Asset Book	Asset book where the assets tagged for retirement are recorded.	<ul style="list-style-type: none"> • Required Field • Must be selected from a maintained list of values
College	10-digit code for the Responsibility Center matched with HRIS Organizations e.g DI04042001 (UPD Law Complex)	<ul style="list-style-type: none"> • Required Field • Must be selected from a maintained list of values
Accountable Officer	Name of the Accountable Officer on the report header	<ul style="list-style-type: none"> • Must be selected from a maintained list of values
e	Position of the Accountable Officer	<ul style="list-style-type: none"> • Auto filled
e	Name of the Accountable Officer	<ul style="list-style-type: none"> • Must be selected from a maintained list of values
Position	Position of the Accountable Officer in the Requested by field	<ul style="list-style-type: none"> • Auto filled
Approved by	Name of Authorized Official	<ul style="list-style-type: none"> • Must be selected from a maintained list of values
Position	Position of the Authorized Official	<ul style="list-style-type: none"> • Auto filled

STEP 9

Click  button. (Refer to Fig.09)

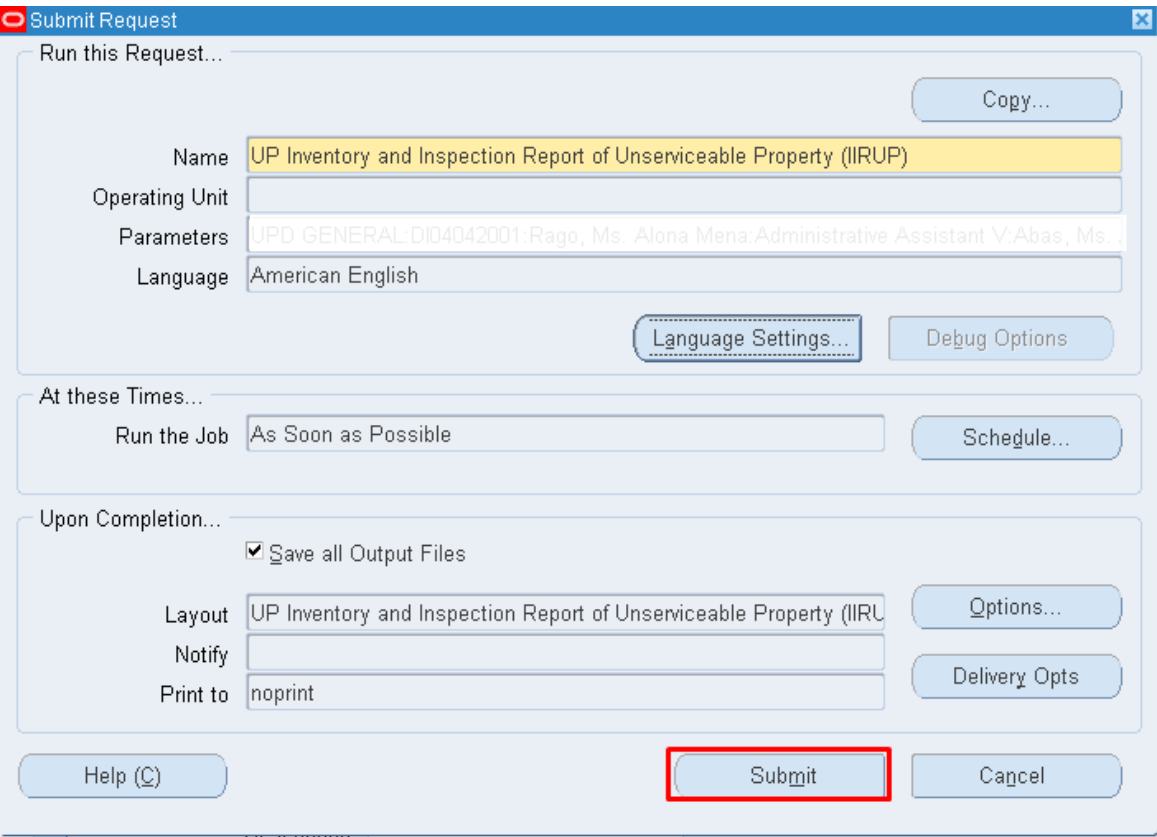

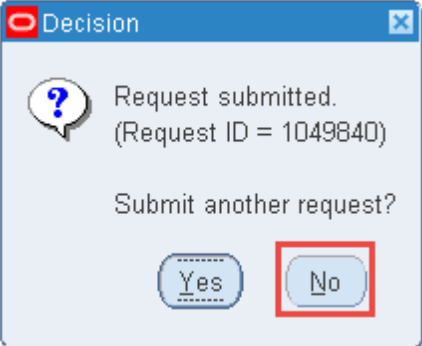
<p>Fig. 09e</p>	
<p>STEP 10</p>	<p>A Decision window will appear. Click  if there are no more requests. Take note of Request ID.</p>
<p>Fig. 10</p>	
<p>STEP 11</p>	<p>Refresh Data until the Phase changes to Completed View Output. (Refer to Fig.11)</p>


Fig. 11

The screenshot shows a software window titled "Requests". At the top, there are three buttons: "Refresh Data", "Find Requests", and "Submit a New Request...". Below these is a table with the following columns: "Request ID", "Name", "Parent", "Phase", "Status", and "Parameters". The first row of the table is highlighted with a red border and contains the following data: Request ID: 3152228, Name: UP Request for Pre-Repair, Parent: (empty), Phase: Completed, Status: Normal, Parameters: 276, 10630, 111, 2017/10/02 0. Below the table, there are several buttons: "Hold Request", "View Details...", "View Output" (highlighted with a red border), "Cancel Request", "Diagnostics", and "View Log...".

Request ID	Name	Parent	Phase	Status	Parameters
3152228	UP Request for Pre-Repair		Completed	Normal	276, 10630, 111, 2017/10/02 0
3148923	UP Inventory and Inspection		Completed	Normal	274, 10630, 1908/01/01 00:00:
3148895	UP Inventory and Inspection		Completed	Normal	274, 10630, 2017/02/01 00:00:
3146774	UPD College of Law - LRF		Completed	Normal	10630, 274, UPD College of La
3146770	UPD College of Law - LRF		Completed	Normal	10630, 274, UPD College of La

Result Information:

Expected Results



UNIVERSITY OF THE PHILIPPINES
DILIMAN
 Diliman, Quezon City, Metro Manila, NCR
 VAT Reg. TIN: 000-000-000000

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY

As of Oct 11 2017

Entity Name: UP Diliman Fund Cluster : 01
 Name: Ms. Alona Mena Designation: Administrative Assistant V Station: UPD Law Complex
 (Name of Accountable Officer) (Designation) (Station)

INVENTORY										INSPECTION and DISPOSAL							
Date Acquired	Particulars/ Articles	Property No.	Qty	Unit Cost	Total Cost	Accumulated Depreciation	Accumulated Impairment Losses	Carrying Amount	Remarks	DISPOSAL					Appraised Value	RECORD OF SALES	
										Sale	Transfer	Destruction	Others (Specify)	Total		OR No.	Amount
30-Mar-14	AIRCORN		1	20,000.00	20,000.00	0.00	0.00	20,000.00									
30-Mar-14	MACHINE - CPRESET CAMERA COMPANICA	0012345	12	63,768.83	765,226.00	0.00	0.00	63,768.83									
30-Mar-14	TABLE		1	11,000.00	11,000.00	0.00	0.00	11,000.00									
30-Mar-14	APPLE LAPTOP		2	60,000.00	120,000.00	0.00	0.00	60,000.00									
30-Mar-14	HP PRINTER		1	26,000.00	26,000.00	0.00	0.00	26,000.00									

I HEREBY request inspection and disposition, pursuant to Section 79 of ED 1445, of the property enumerated above.

Requested by: Abas, Ms. Adela Martinez
 (Signature over Printed Name of Accountable Officer)
 Administrative Officer IV

Approved by: Lilang, Ms. Evelyn Dalucos
 (Signature over Printed Name of Authorized Official)
 Administrative Officer III

I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgment, the best for the public interest.

(Signature over Printed Name of Inspection Officer)

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this ___ day of _____, _____.
 (Signature over Printed Name of Witness)

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