

University of the Philippines Financial Management Information System

User Guide

Description:

User Guide ID	UFM40024
User Guide Name	Generating a Property Acknowledgment Report
Information System	Financial Management Information System
Functional Domain	Fixed Assets Controller
Purpose	To generate a Property Acknowledgment Report. The PAR shall be used in the Supply and/or Property Division/Unit to record the issue of PPE to end-user. It shall be maintained by fund cluster. It shall be renewed every three years or every time there is a change in custodianship/user of the property.
Data Requirement	<ul style="list-style-type: none">• PAR Number• Asset Book• Name of employee who received the asset
Dependencies	At least one (1) PPE asset has been assigned to an employee
Scenario	The Property Custodian will generate a Property Acknowledgment Report to be signed by end-user of a newly acquired PPE or for the transfer of accountability of an existing PPE to another end-user.
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


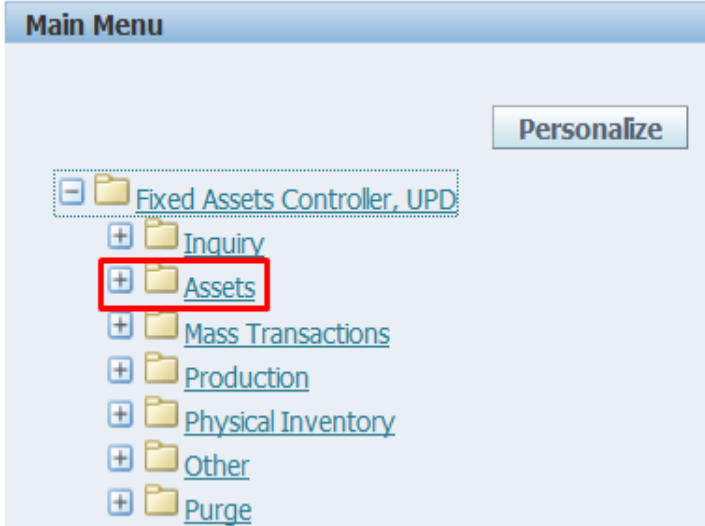
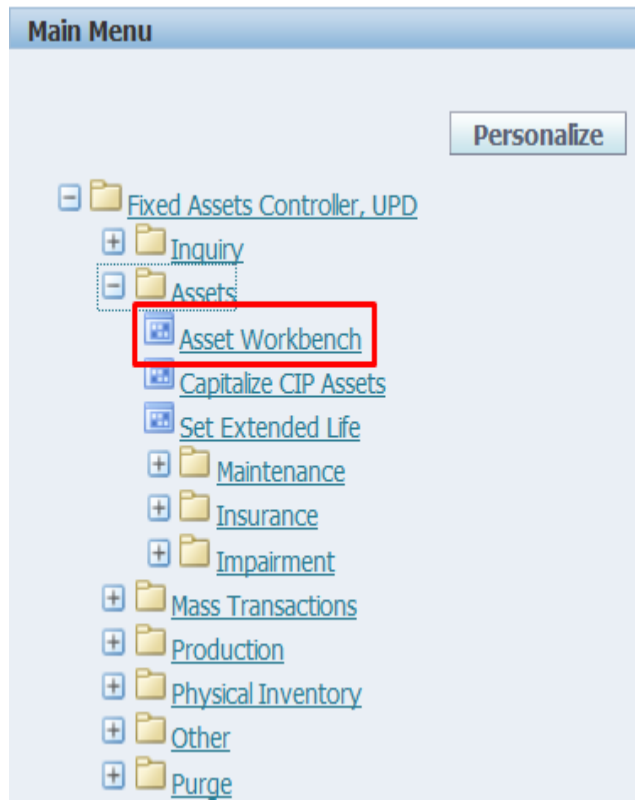
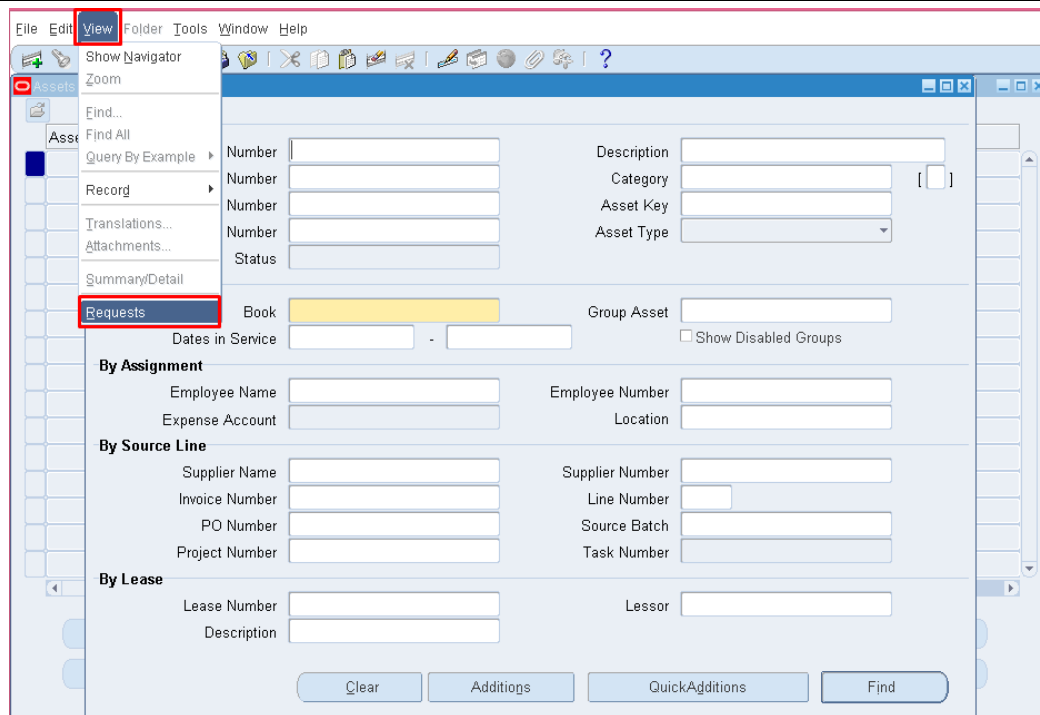
STEP 1	From Main Menu , click the Fixed Assets Controller responsibility. (Refer to Fig. 01)
Fig.01	 <p>The screenshot shows the 'Main Menu' interface with a 'Personalize' button in the top right. A list of folders is displayed, with the first folder, 'Fixed Assets Controller, UPD', highlighted by a red rectangular box. Other folders listed 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' interface with the 'Fixed Assets Controller, UPD' folder expanded. The 'Assets' folder within this expanded view is highlighted by a red rectangular box. Other sub-folders visible include 'Inquiry', 'Mass Transactions', 'Production', 'Physical Inventory', 'Other', and 'Purge'. A 'Personalize' button is also visible in the top right.</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




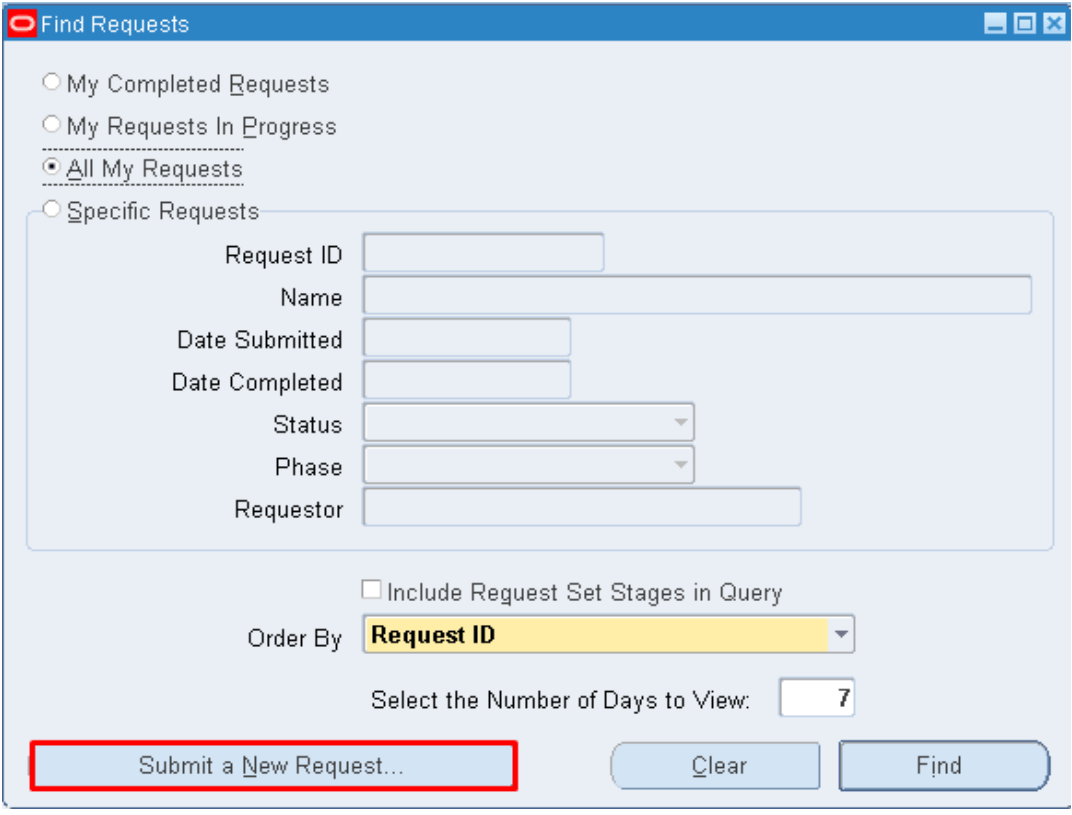

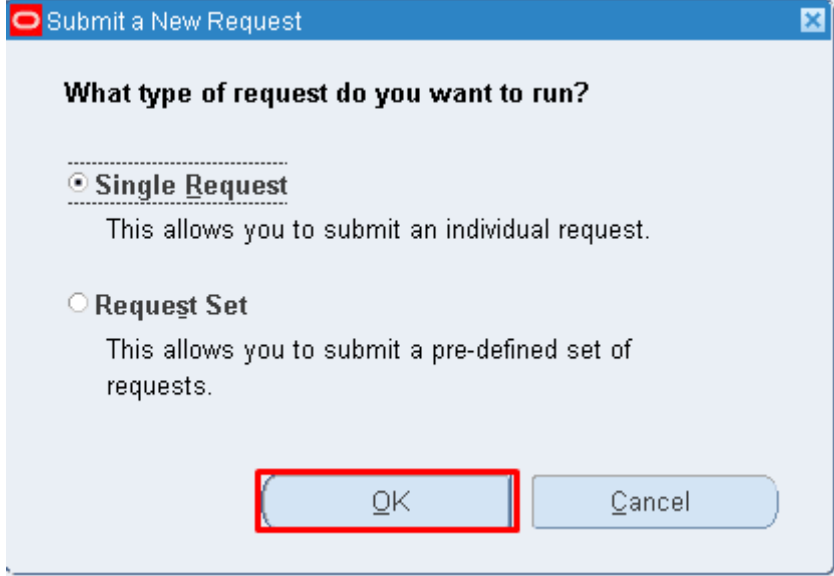
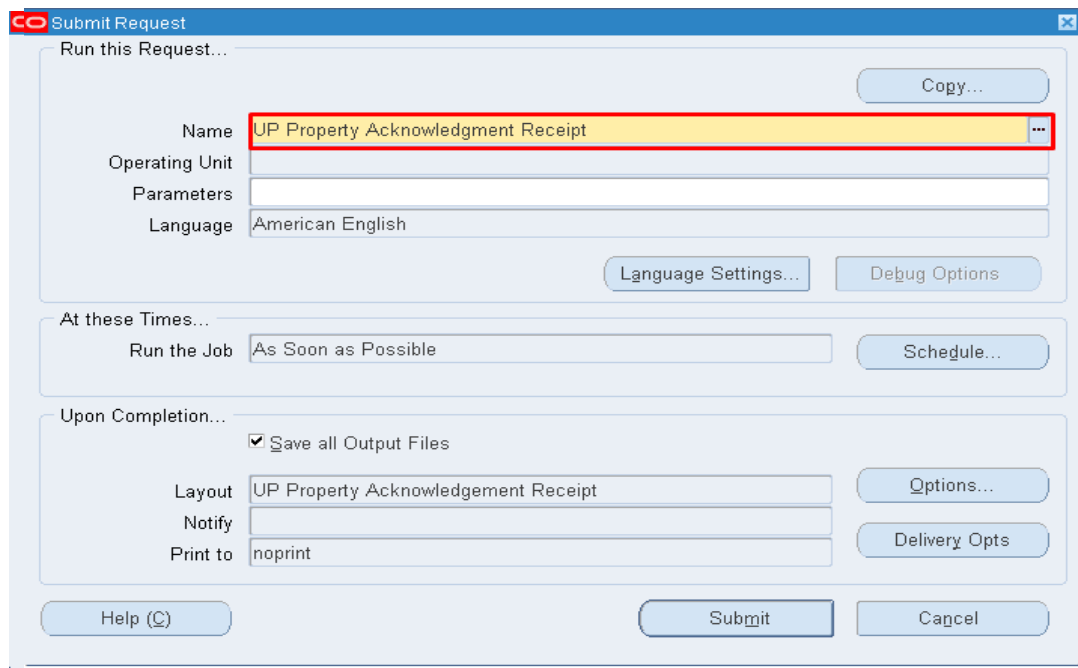
<p>STEP 5</p>	<p>Click the  button located on the lower right corner of the Find Requests window (Refer to Fig.05)</p>
<p>Fig. 05</p>	
<p>Step 6</p>	<p>The Submit a New Request window will appear. Select Single Request and click  (Refer to Fig. 06)</p>
<p>Fig.06</p>	
<p>STEP 7</p>	<p>Enter UP Property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

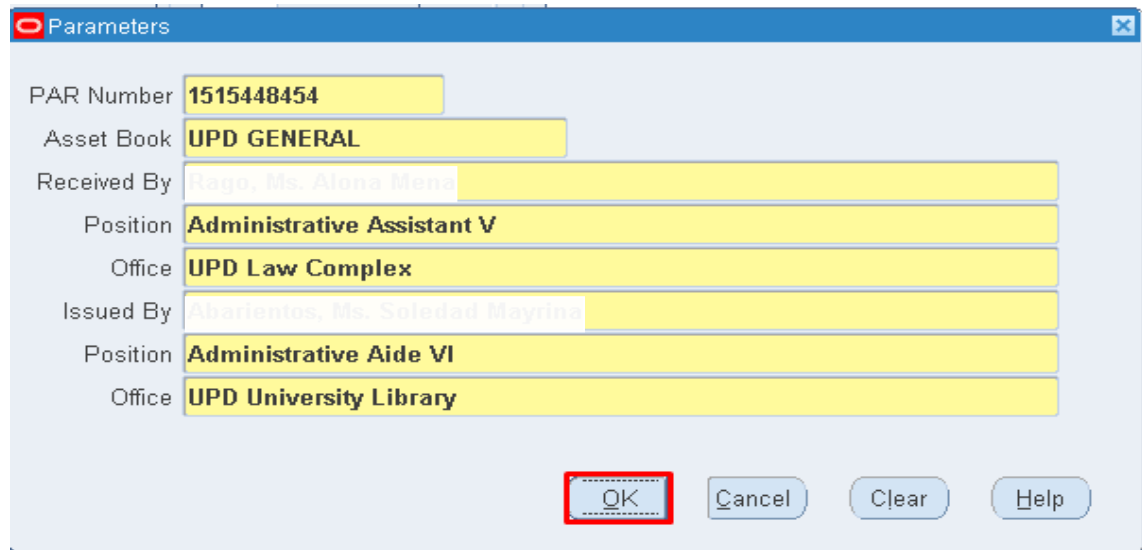
Fig. 07



Step 8

Fill in the **Parameters** then click  .

Fig.08



Field Name	Description	Remarks
PAR Number	Serial Number assigned by the Supply and/or Property Custodian for control purposes	<ul style="list-style-type: none"> Required Field Numeric Field Enter the Serial Number

	Asset Book	Asset book where the assets are maintained. There is a separate asset book for each fund.	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values
	Received By	Recipient or end-user of the PPE asset	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values
	Position	Designation of the recipient or end-user of the PPE asset	<ul style="list-style-type: none"> Required Field Auto Filled
	Office	Office of the recipient or end-user of the PPE asset	<ul style="list-style-type: none"> Required Field Auto Filled
	Issued By	Designated Supply and/or Property Custodian	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values

STEP 9

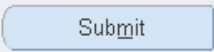
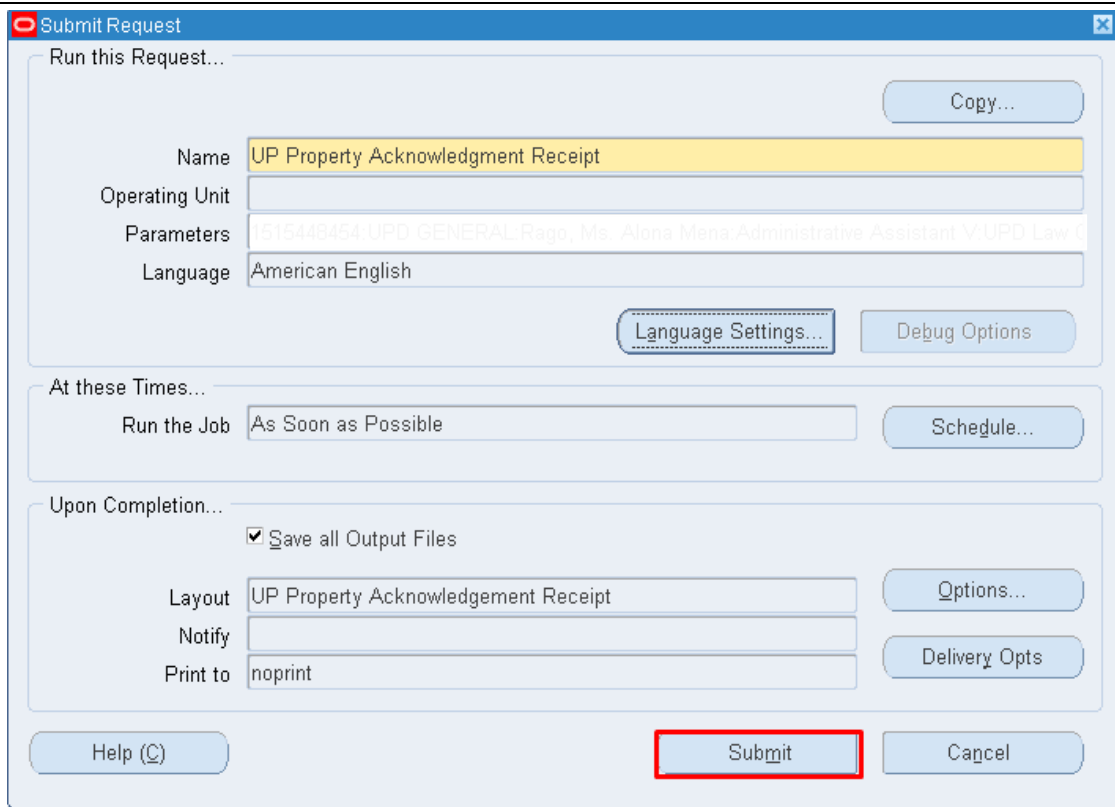
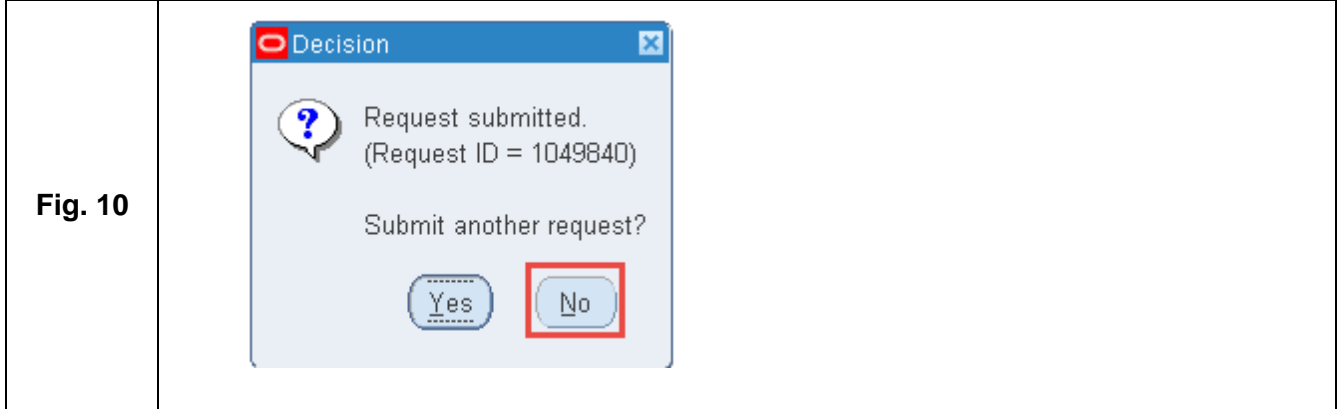
Click the  button. (RefertoFig.08)

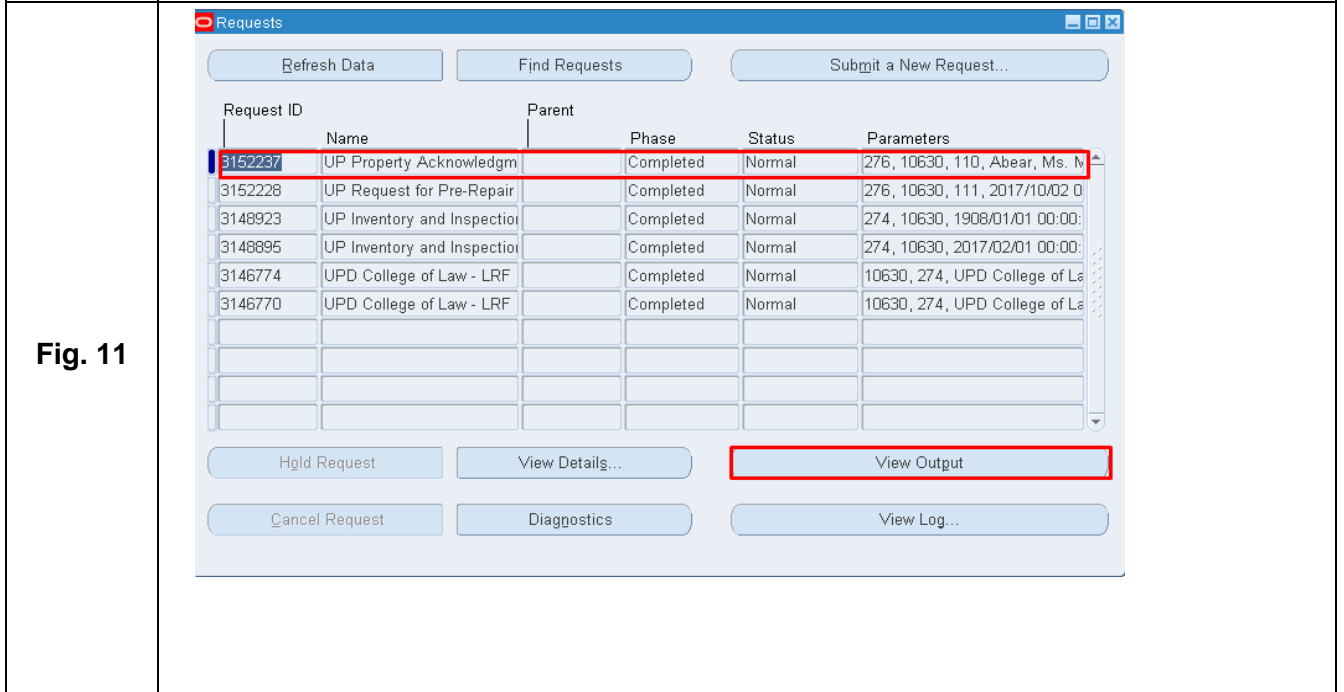
Fig. 09



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



STEP 11 Refresh Data until the **Phase** changes to **Completed**, then click **View Output**. (Refer to Fig.11) and the **Property Acknowledgement Report** will be generated.



Result Information:

Expected Results



**UNIVERSITY OF THE PHILIPPINES
DILIMAN**

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

Property Acknowledgement Receipt

Entity Name: UP Diliman

Fund Cluster: 01

PAR No.: 2017-10 -1012394194

Quantity	Unit	Description	Property Number	Date Acquired	Amount
1		LAPTOP		30-Mar-14	25,000.00

Received by:

Rago, Ms. Alona Mensa

Signature over Printed Name of End User

**Administrative Assistant V
UPD Law Complex**

Position/Office

Date

Issued by:

Lilang, Ms. Evelyn Balucos

Signature over Printed Name of Supply and/or
Property Custodian

**Administrative Officer III
UPD Law Complex**

Position/Office

Date