

University of the Philippines Financial Management Information System


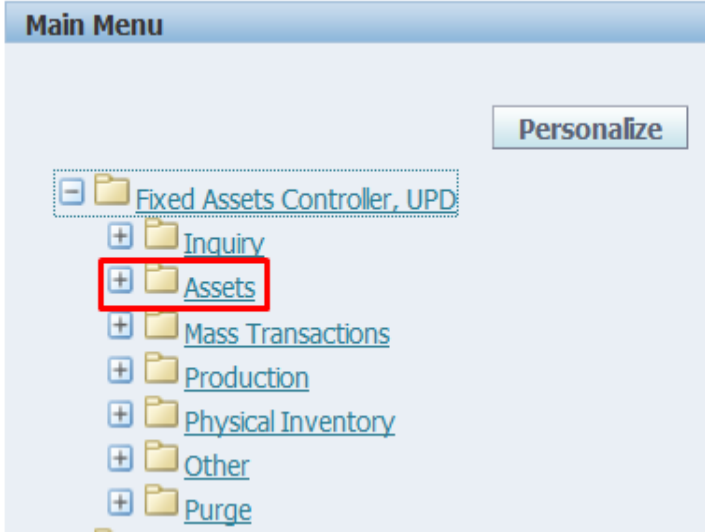
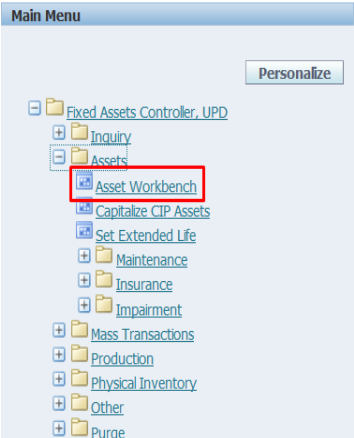
User Guide

Description:

User Guide ID	UFM40025
User Guide Name	Generating a Request for Pre-Repair Inspection Report
Information System	Financial Management Information System
Functional Domain	Fixed Assets Controller
Purpose	To generate a Request for Pre-Repair Inspection Report as a pre-requisite for the repair of an asset, or as reference for the replacement or disposal of unserviceable property.
Data Requirement	<ul style="list-style-type: none">• Asset Number of item to be repaired• Last Repair Date• Nature of Last Repair• Nature and Scope of work to be done• Requester• Designation
Dependencies	There should be an existing asset in the system.
Scenario	The Supply and/or Property Custodian will generate a Request for Pre-Repair Inspection Report for an asset or a sub-component of an asset to be repaired, replaced or disposed.
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 on the left, 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' sub-folder is highlighted with a red rectangular box. Other sub-folders visible include 'Inquiry', 'Mass Transactions', 'Production', 'Physical Inventory', 'Other', and 'Purge'. A 'Personalize' button is visible in the top right.</p>
Step 3	Click the Asset Workbench . (Refer to Fig.03)
Fig.03	 <p>The screenshot shows the 'Main Menu' interface with the 'Assets' folder expanded. The 'Asset Workbench' option is highlighted with a red rectangular box. Other options visible include 'Capitalize CIP Assets', 'Set Extended Life', 'Maintenance', 'Insurance', 'Impairment', 'Mass Transactions', 'Production', 'Physical Inventory', 'Other', and 'Purge'. A 'Personalize' button is visible in the top right.</p>

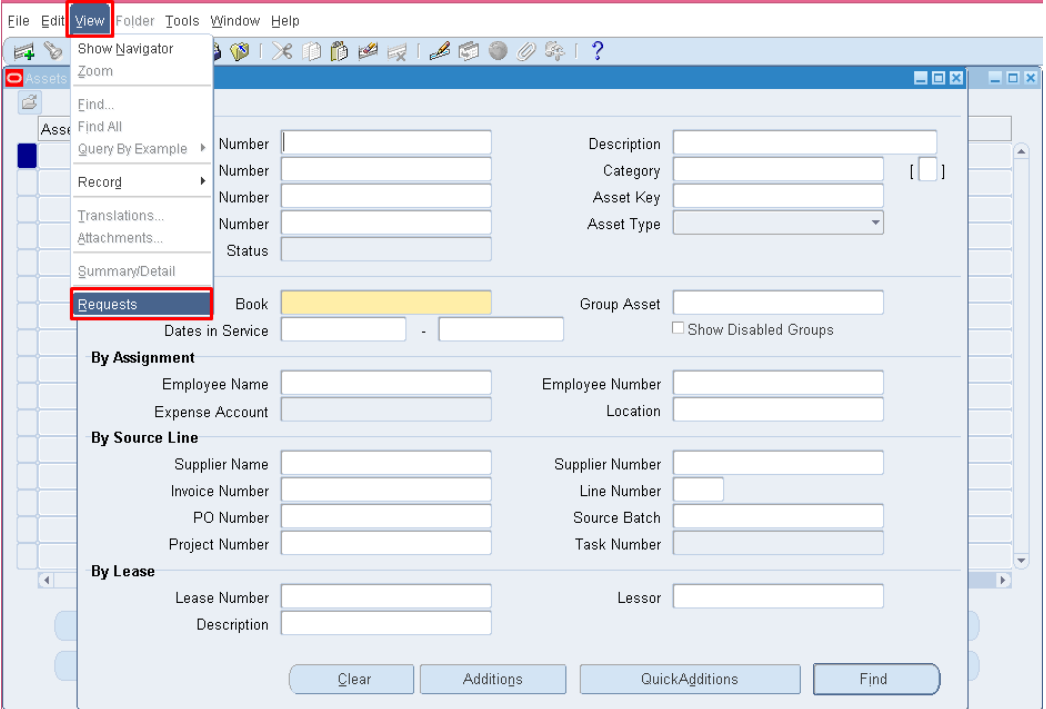
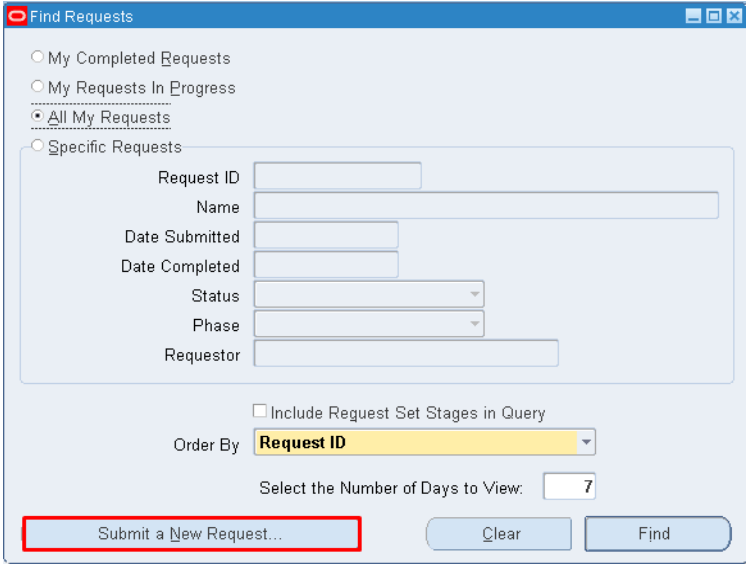
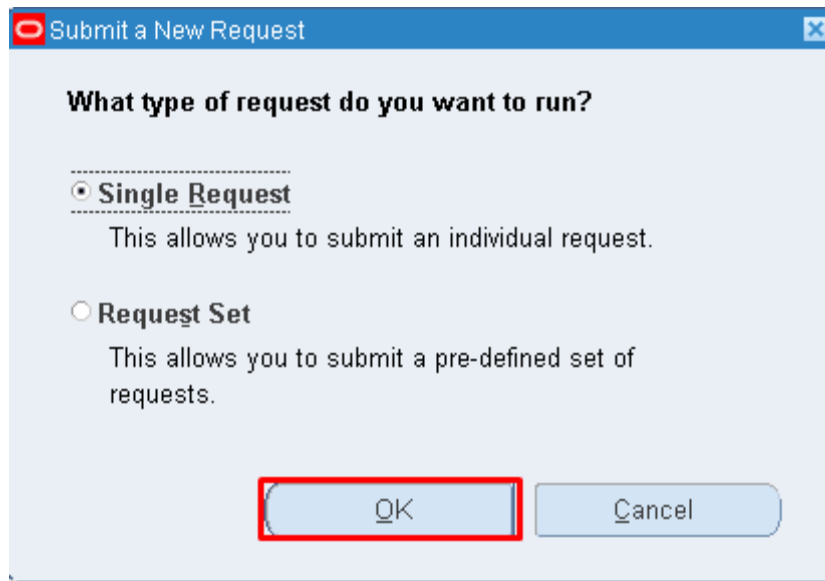
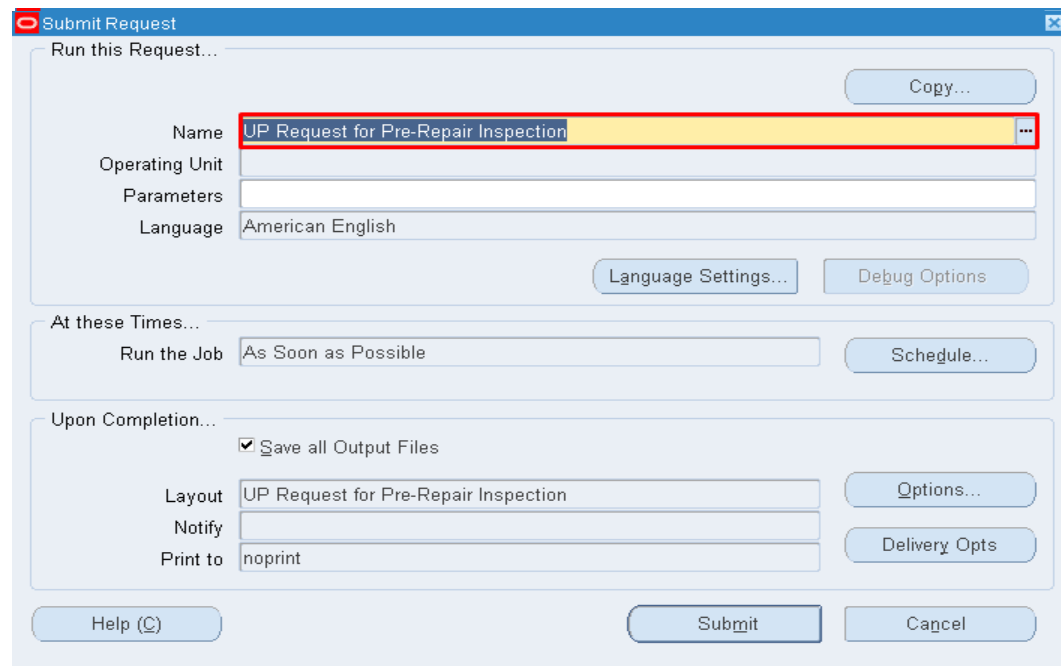
<p>STEP 4</p>	<p>Click the View menu then select Request. (Refer to Fig. 04)</p>
<p>Fig. 04</p>	
<p>STEP 5</p>	<p>Click the <input type="button" value="Submit a New Request..."/> button located on the lower right corner of the Find Requests window (Refer to Fig.05)</p>
<p>Fig. 05</p>	
<p>Step 6</p>	<p>The Submit a New Request window will appear. Select Single Request and click <input type="button" value="OK"/> (Refer to Fig. 06)</p>

Fig.06



STEP 7 Enter *UP Request for Pre-Repair Inspection Report* in the *Name* field.

Fig. 07



Step 8

Fill in the *Parameters* then click  .

Fig.08 (*)

Field Name	Description	Remarks
Asset Number	Identifier of the asset in the system	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values
Last Repair date	Date when the asset was last repaired	<ul style="list-style-type: none"> Required Field Default: Current date
Nature of Last Repair	Description of the prior repairs done on the asset	<ul style="list-style-type: none"> Required Field Free Text
Nature and Scope of work to be done	Description of the repairs to be done	<ul style="list-style-type: none"> Required Field Free Text
Parts to be Supplied/ Replaced	Part of the asset that needs replacement	<ul style="list-style-type: none"> Free Text
Requester	Name of end-user requesting for the repair of the asset	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values

STEP 9

Click the  button. (RefertoFig.09)

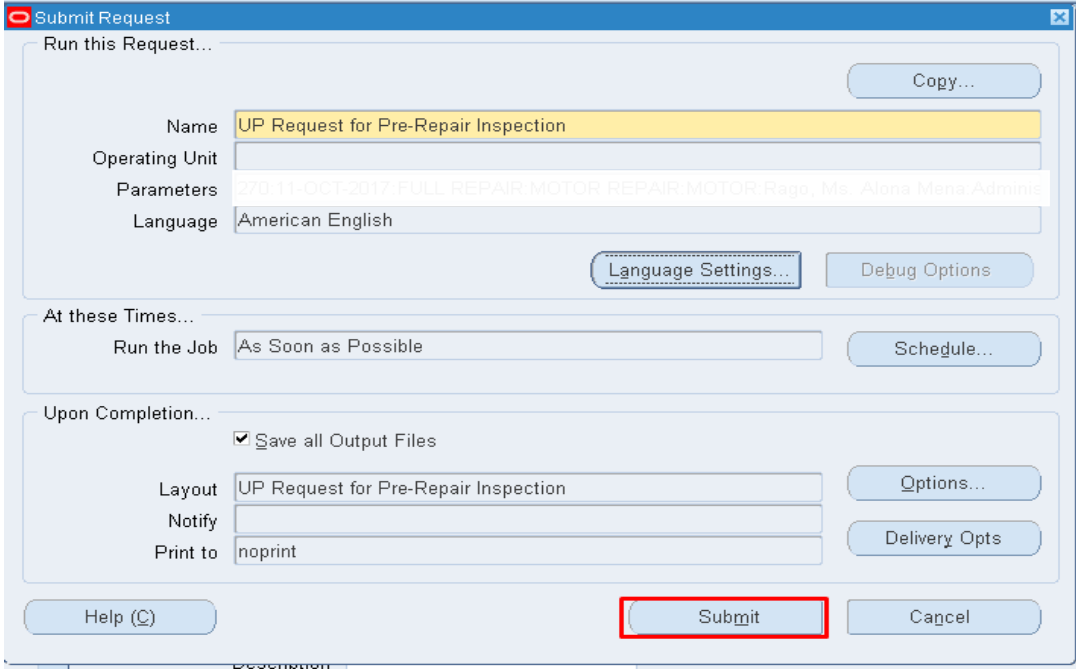

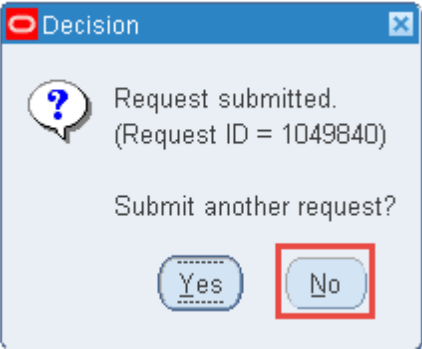
<p>Fig. 09</p>	
<p>STEP 10</p>	<p>A Decision window will appear. Click  if there are no more requests. Take note of the Request ID. (Refer to Fig.10)</p>
<p>Fig. 10</p>	
<p>STEP 11</p>	<p>Refresh Data until the Phase changes to Completed, then click View Output. (Refer to Fig.11)</p>

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 box. Below the table, there are several buttons: "Hld Request", "View Details...", "View Output" (highlighted with a red box), "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 Le
3146770	UPD College of Law - LRF		Completed	Normal	10630, 274, UPD College of Le

Result Information:

Expected Results



**UNIVERSITY OF THE PHILIPPINES
DILIMAN**

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

REQUEST FOR PRE-REPAIR INSPECTION

DESCRIPTION OF PROPERTY			
TYPE:	Aircondition	BRAND/MODEL:	/
SERIAL/ENGINE NO:		PROPERTY NO.	
ACQUISITION DATE:	March 31, 2014	ACQUISITION COST:	PHP 14,000.00
DATE OF LAST REPAIR:	November 8, 2017	NATURE OF LAST REPAIR:	Full Repair
Attached copy of Latest Job Order: _____			
DEFECTS/COMPLAINTS			
NATURE AND SCOPE OF WORK TO BE DONE: Motor Repair			
PARTS TO BE SUPPLIED/REPLACED: Motor			
PRE-REPAIR INSPECTION BY:		REQUESTED BY:	
_____ Stephen B. Utang Administrative Officer III UPD Law Complex		_____ Alena M. Bano Administrative Assistant V	
NOTED BY:		_____	
_____ Florbeliza C. Vargas-Trinidad Director I UPD Law Complex		_____	
OFFICE OF THE AUDITOR			
PRE-REPAIR:			
FINDINGS: _____			

PRE-INSPECTION BY:		NOTED BY:	
_____		_____	
TECHNICAL PROPERTY INSPECTOR		UNIT, AUDITOR	
POST REPAIR:			
JOB ORDER NO.	_____	DATE:	_____
INVOICE NO.	_____	DATE:	_____
AMT. PER JOB ORDER	_____	PAYABLE AMOUNT	_____
FINDINGS:	_____		_____
INSPECTED BY:		NOTED BY:	
_____		_____	
TECHNICAL PROPERTY INSPECTOR		UNIT, AUDITOR	
DATE:	_____	DATE:	_____