University of the Philippines

# Financial Management Information System

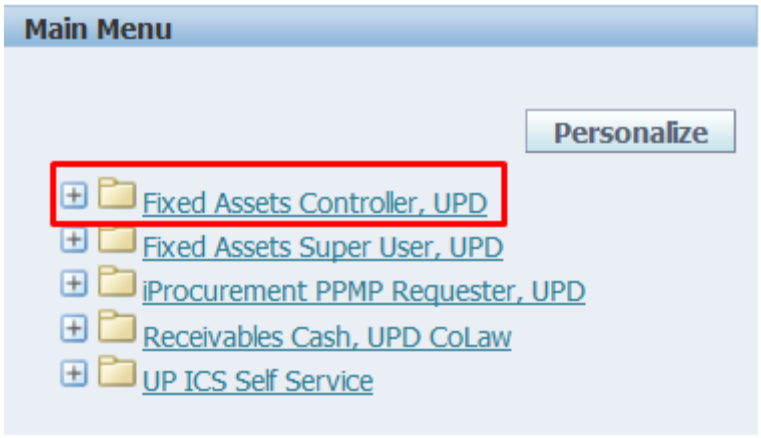
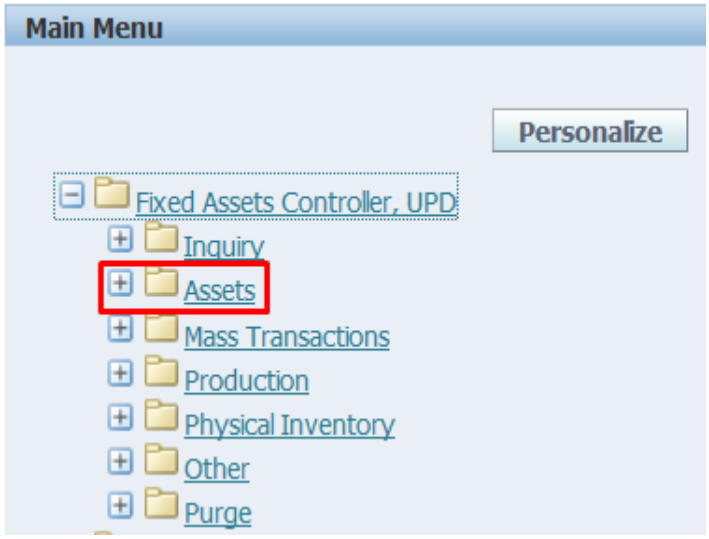
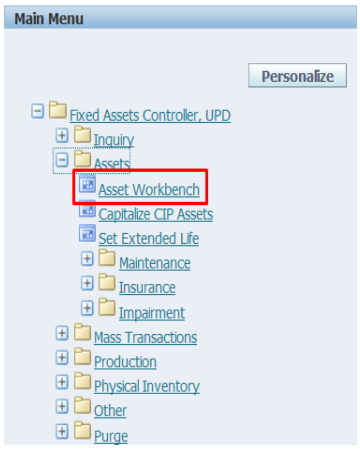
# User Guide

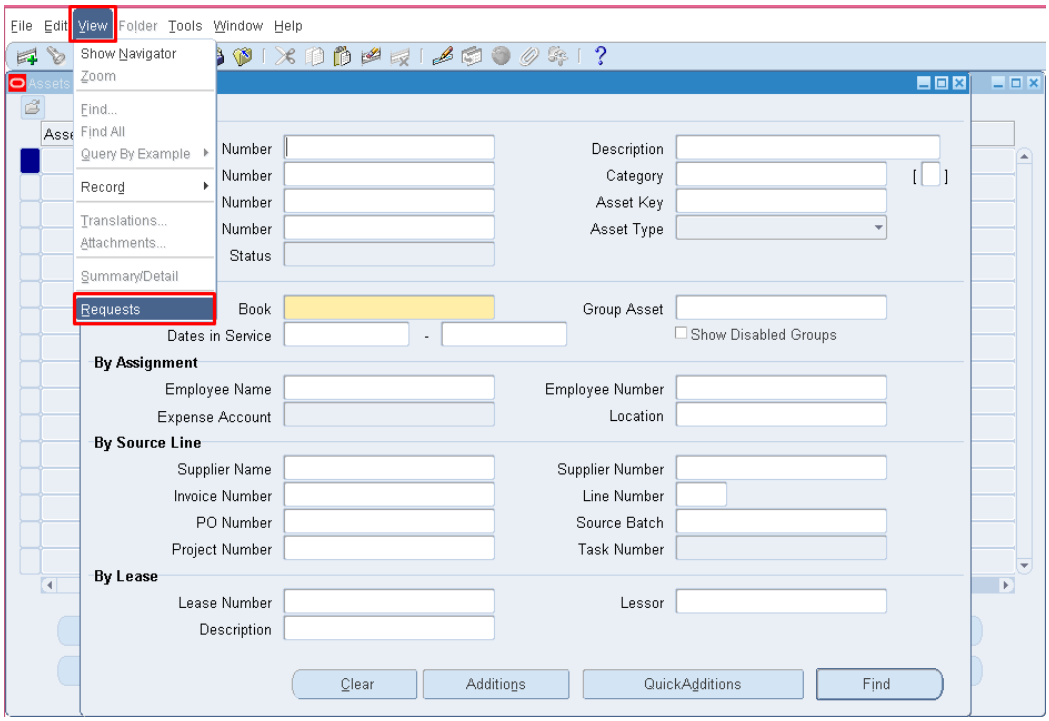
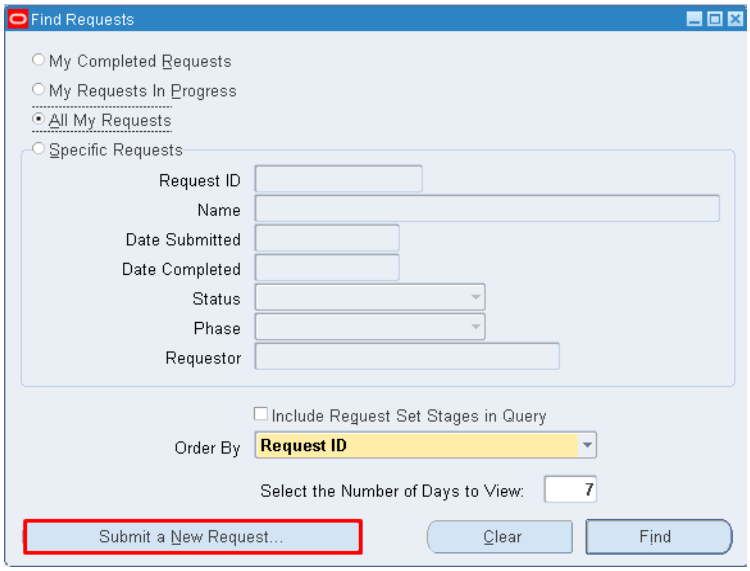
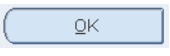
## Description:

| | |
|---|---|
| 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 | • Asset Number of item to be repaired<br>• Last Repair Date<br>• Nature of Last Repair<br>• Nature and Scope of work to be done<br>• Requester<br>• 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** |  |
| **STEP 2** | Click the ***Assets*** folder. (Refer to Fig. 02) |
| **Fig. 02** |  |
| **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** |  |
| **STEP 5** | Click the button located on the lower right corner of the ***Find Requests*** window (Refer to Fig.05) |
| **Fig. 05** |  |
| **Step 6** | The ***Submit a New Request*** window will appear. Select ***Single Request*** and click  (Refer to Fig. 06) |

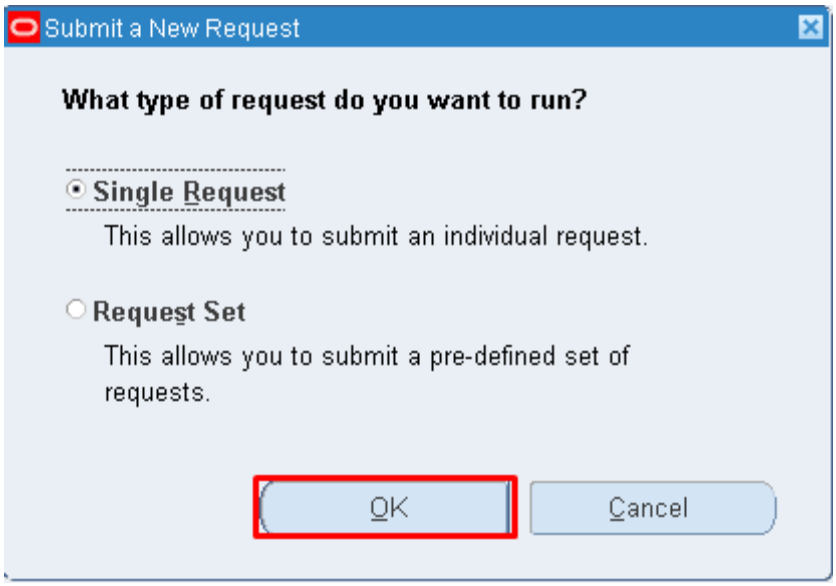
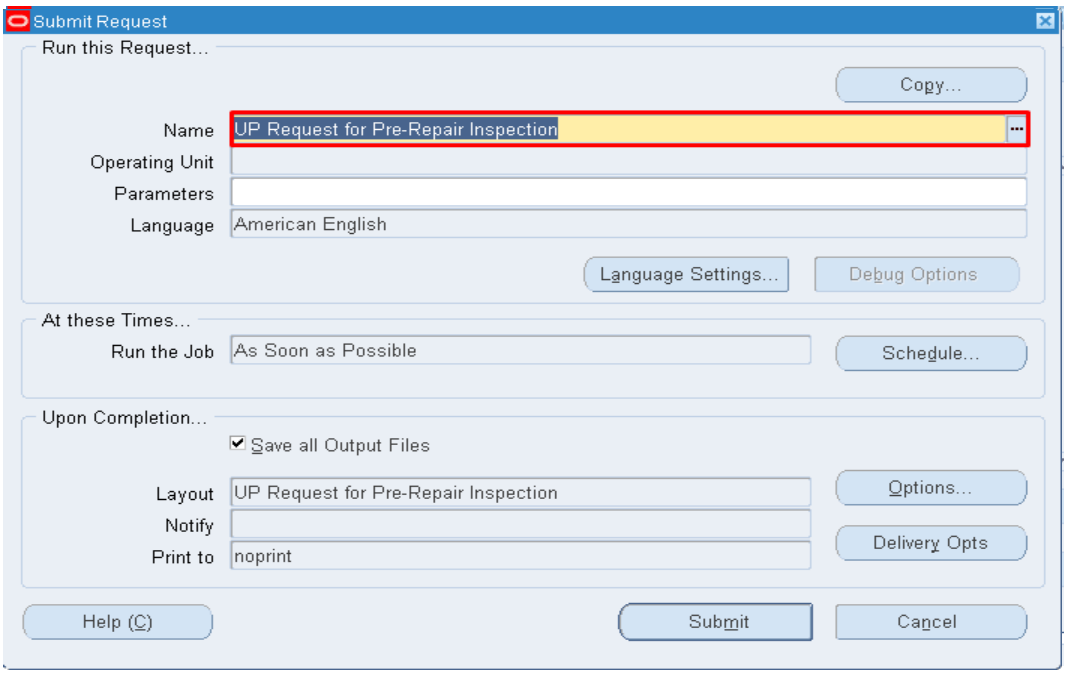
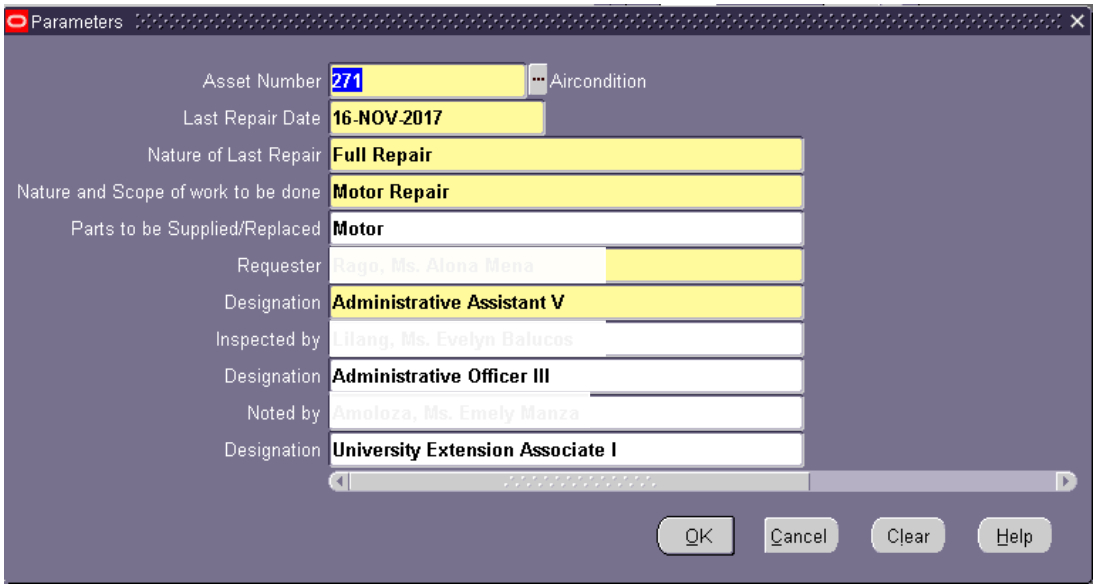
| | |
|---|---|
| **Fig.06** |  |
| **STEP 7** | Enter ***UP Request for Pre-Repair Inspection Report*** in the ***Name*** field. |
| **Fig. 07** |  |
| **Step 8** | Fill in the ***Parameters*** then click . |

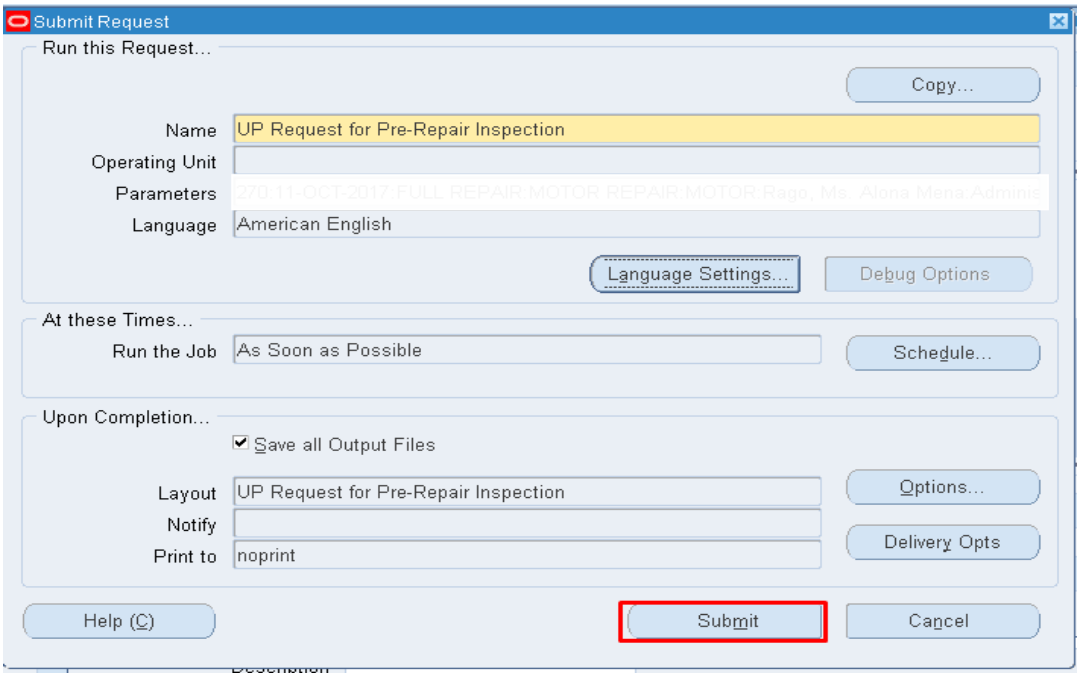
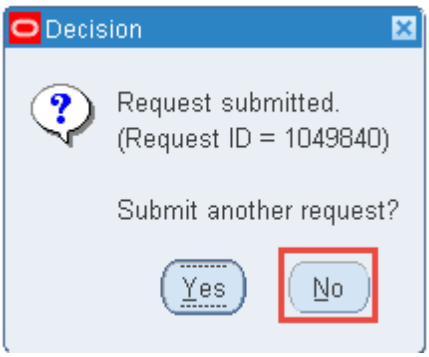
**Fig.08 (*)**

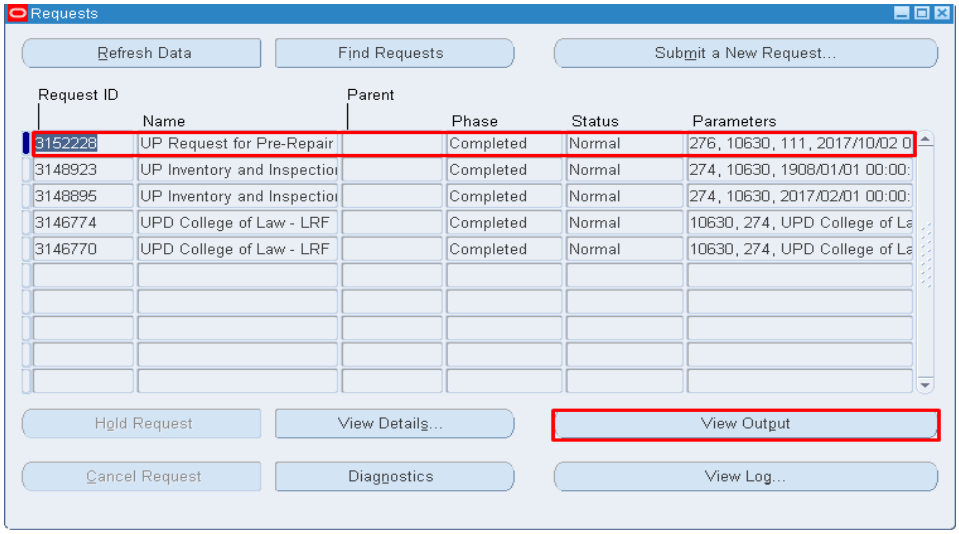



| Field Name | Description | Remarks |
|---|---|---|
| Asset Number | Identifier of the asset in the system | • Required Field<br>• Must be selected from a maintained list of values |
| Last Repair date | Date when the asset was last repaired | • Required Field<br>• Default: Current date |
| Nature of Last Repair | Description of the prior repairs done on the asset | • Required Field<br>• Free Text |
| Nature and Scope of work to be done | Description of the repairs to be done | • Required Field<br>• Free Text |
| Parts to be Supplied/ Replaced | Part of the asset that needs replacement | • Free Text |
| Requester | Name of end-user requesting for the repair of the asset | • Required Field<br>• Must be selected from a maintained list of values |

**STEP 9**

Click the Submit button. (RefertoFig.09)

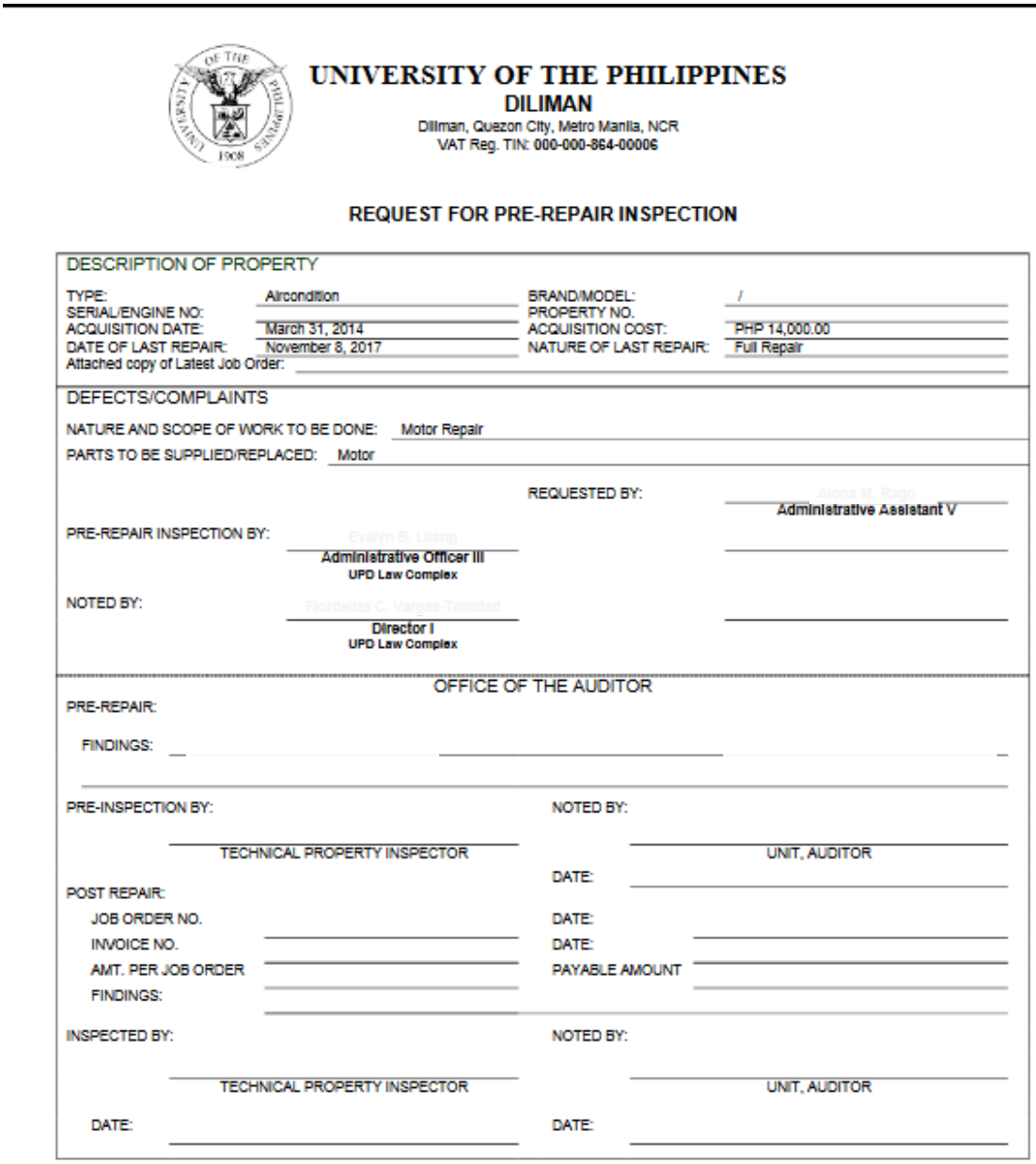
| | |
|---|---|
| **Fig. 09** |  |
| **STEP 10** | A ***Decision*** window will appear. Click if there are no more requests. Take note of the ***Request ID***. (Refer to Fig.10) |
| **Fig. 10** |  |
| **STEP 11** | Refresh Data until the ***Phase*** changes to ***Completed***, then click ***View Output*****.**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

| | |
|---|---|
| **Fig. 11** |  |

Requests
Refresh Data
Find Requests
Submit a New Request...
Request ID
Parent
Name
Phase
Status
Parameters
3152228
UP Request for Pre-Repair
Completed
Normal
276, 10630, 111, 2017/10/02 0
3148923
UP Inventory and Inspectio
Completed
Normal
274, 10630, 1908/01/01 00:00:
3148895
UP Inventory and Inspectio
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
Hold Request
View Details...
View Output
Cancel Request
Diagnostics
View Log...

**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
SERIAL/ENGINE NO:
ACQUISITION DATE: March 31, 2014
DATE OF LAST REPAIR: November 8, 2017
Attached copy of Latest Job Order:
BRAND/MODEL: /
PROPERTY NO.
ACQUISITION COST: PHP 14,000.00
NATURE OF LAST REPAIR: Full Repair

DEFECTS/COMPLAINTS

NATURE AND SCOPE OF WORK TO BE DONE: Motor Repair
PARTS TO BE SUPPLIED/REPLACED: Motor

REQUESTED BY:
Administrative Assistant V

PRE-REPAIR INSPECTION BY:
Evelyn B. Lilang
Administrative Officer III
UPD Law Complex

NOTED BY:
Flordeliza C. Vargas-Trinidad
Director I
UPD Law Complex

OFFICE OF THE AUDITOR

PRE-REPAIR:

FINDINGS:

PRE-INSPECTION BY:
TECHNICAL PROPERTY INSPECTOR

NOTED BY:
UNIT, AUDITOR

DATE:

POST REPAIR:

JOB ORDER NO.
INVOICE NO.
AMT. PER JOB ORDER
FINDINGS:

DATE:
DATE:
PAYABLE AMOUNT

INSPECTED BY:
TECHNICAL PROPERTY INSPECTOR

NOTED BY:
UNIT, AUDITOR

DATE:

DATE: