

University of the Philippines Financial Management Information System

User Guide

Description:

User Guide ID	UFM40026
User Guide Name	Generating a Waste Materials Report
Information System	Financial Management Information System
Functional Domain	Fixed Assets Controller / Fixed Assets Accountant
Purpose	To generate a Waste Materials Report. The WMR shall be used by the Supply and/or Property Custodian to report all waste materials previously taken up in the books of accounts as assets or in his/her custody so that they may be properly disposed of and derecognized from the books.
Data Requirement	Asset BookPlace of Storage
Dependencies	Assets that has the status "To be Replaced".
Scenario	The Supply and/Property Custodian will generate a Waste Materials Report to be forwarded to the Accounting Office for retirement or disposal of an asset or a subcomponent of an 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	Main Menu Personalize Fixed Assets Controller, UPD Fixed Assets Super User, UPD Fixed Assets Super User, UPD Receivables Cash, UPD CoLaw UP ICS Self Service
STEP 2	Click the Assets folder. (Refer to Fig. 02)
Fig. 02	Main Menu Personalize Fixed Assets Controller, UPD Inquiry Inquiry
Step 3	Click the Asset Workbench. (Refer to Fig.03)

	Main Menu
	Personalize
	R Constante Controller URD
	E E E E E E E E E E E E E E E E E E E
	Assets
	Asset Workbench
	Capitalize CIP Assets
118.00	🔤 <u>Set Extended Life</u>
	🕀 🛅 <u>Maintenance</u>
	🕀 🛅 Insurance
	🕀 🛅 Impairment
	Mass Transactions
	T Other
STEP 4	Click the <i>View</i> menu then select <i>Request</i> . (Refer to Fig. 04)
	Eile Edit View Folder Tools Window Help
	Eind Asse Find All
	Query By Example ▶ Number Description Pacard Number Category
	Translations
	Attachments
	Summary/Detail
-	Dates in Service - Show Disabled Groups
Fig. 04	By Assignment Employee Name Employee Number
	Expense Account Location
	By Source Line Supplier Name Supplier Number
	Invoice Number Line Number
	Project Number Task Number
	By Lease Lease Number Lessor
	Description
	Clear Additions QuickAdditions Find

STEP 5	Click the Submit a New Request button located on the lower right corner of the Find Requests window (Refer to Fig.05)
Fig. 05	Find Requests My Completed Bequests My Requests In Progress All My Requests Specific Requests Request ID Name Date Submitted Date Completed Status Phase Requestor Include Request Set Stages in Query Order By Request ID Select the Number of Days to View: 7
Step 6	The Submit a New Request window will appear. Select Single Request and click (Refer to Fig. 06)
Fig.06	Submit a New Request What type of request do you want to run? Single Request This allows you to submit an individual request. Request Set This allows you to submit a pre-defined set of requests. DK Qancel Enter UP Waste Materials Report (WMR) in the Name field (Refer to Fig. 07)
STEP 7	Enter UP Waste Materials Report (WMR) in the Name field. (Refer to Fig. 07)

Submit Request		X		
Run this Request				
		Сору		
Name	UP Waste Materials Report (WMR)			
Operating Unit				
Parameters				
Language	American English			
	Language Settings	Debug Options		
At these Times =				
Run the Job	As Soon as Possible	Schedule		
Upon Completion				
	In Save all Output Files ⊡			
Layout	UP Waste Materials Report (WMR)	Options		
Notify		Delivery Onts		
Print to	noprint			
	Cubmit			
•		1		
Fill in the Parame	ters then click (Refer to Fig. 08)			
Parameters		×		
Asset Book	IPD GENERAL			
Asset Dook				
Place of Storage	DI04042001 UPD Law Complex			
Certified Correct	Rago, Ms. Alona Mena			
Dispessed Approved	New Me Alema Alema			
Dispusal Approved				
((
	(<u> </u>	(Clear) (Help)		
۰ <u>ــــــــــــــــــــــــــــــــــــ</u>				
Field Name	Description	Remarks		
Assat Daals	Name of asset back where the asset or a	Required Field		
Asset Book	Name of asset book where the asset of a	Must be selected		
from a mai				
		list of values		
		Required Field		
Place of Storage	Location where the asset is stored.	Must be selected		
	Submit Request Run this Request Name Operating Unit Parameters Language At these Times Run the Jok Upon Completion Layout Notify Print to Help (©) Fill in the Parame Asset Book Place of Storage Certified Correct Disposal Approved Field Name Asset Book	Submit Request Run this Request Operating Unit Parameters Language American English At these Times Run the Job Run the Job As Soon as Possible Upon Completion Save all Output Files Layout Virity Print to Notify Print to Robit Operating Difference Asset Book UPD GENERAL Place of Storage Disposal Approved Image: Completion Asset Book Name Description Asset Book Name of asset book where the asset or a subcomponent of an asset is maintained Place of Storage Location where the asset is stored.		

			from a maintained list of values		
	Certified Correct	Name of the Supply and/or Property Custodian	 Required Field Must be selected from a maintained list of values 		
	Disposal Approved	Name of the Head of the Agency/Entity or his/her authorized representative	 Required Field Must be selected from a maintained list of values 		
STEP 9	Click the Sut	button. (RefertoFig.09)			
	Submit Request		iza		
	C Run this Request				
			Сору		
	Name	UP Waste Materials Report (WMR)			
	Operating Unit				
	Parameters	UPD GENERAL:DI04042001:Rago, Ms. Alona Mena:Abao, Ms. Al	orna Alorro		
	Language	American English			
		Language Settings	Debug Options		
Fig. 09	At these Times				
	Run the Job	As Soon as Possible	Schedule		
	Upon Completion	I ⊆ave all Output Files			
	Layout	UP Waste Materials Report (WMR)	Options		
	Notify				
	Print to	noprint	Delivery Opts		
	Help (<u>C</u>)	Sub <u>m</u> it	Cancel		
STEP 10	A Decision wind	ow will appear. Click 🔟 if there are no n	nore requests. Take note		
	ofthe Request ID	. (Refer to Fig. 10)			

Fig. 10	Cecision Cecision Re (Ro Su	quest submitted. equest ID = 10498 bmit another reque (\underline{Yes}) $\boxed{\underline{No}}$	¥0) est?			
STEP 11	Refresh Data unti Fig.11)	l the Phase chan	iges to Co	mplete	d , then click View O	ıtput. (Refer to
Fig. 11	Requests Refresh D Request ID 1159835 1159857 1159857 1159837 1159837 1159837 1159837 1159837 1159837 1159837 1159905 1157905 1157903 1157903 1157903 1157903 1157903 1155194 1161 1162 1157903 1157904 1157905 1157903 1157904 1157905 1157904 1157905 1157903 1157904 115914 1161 1151	ata Find Req Parent ne Parent Request for Pre-Repair Property Acknowledgm Inventory Custodian Slij Inventory and Inspection nal Entry Reserve Ledg 3157903 reciation Run Request Diliman Official Receipt uest View Det: Diagnos	Phase Completed tics	Status Normal Normal Normal Normal Normal Normal Normal Normal	Parameters 274, UPD GENERAL, DI0404 274, 10630, 270, 2017/10/11 0 274, 10630, 4510112017, UPD 274, 10630, 4510112017, UPD 274, 10630, 0PD GENERAL, 0 UPD GENERAL, 2023, MAR-2 UPD GENERAL, MAR-2014, 0 UPD GENERAL 140, 622 3512653 View Output	

Result Information:

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			WASTE MATE	RIALS R	EPORT		
Entity	Name:	UP Dilim	nan			Fund Cluster:	01
Place	of Stora	ge: UPD	LAW COMPLEX			Date:Nov 08 2	017
ITEM	S FOR D	ISPOSAL					
Ito						Record of Sale	s
m	Qty	Unit	Description			Official Receip	ot
					No.	Date	Amount
1	1	un	AIRCON				
2	1	pc	RECORDER				
•	1	pc	STANDFAN				
				TOTAL			
Certifi	ed Correct	1		Disposal A	pproved :		
Signature over Printed Name of Supply and/or Property Custodian			Signature over Printed Name of Head of Agency/Entity or his/her Authorized Representative				
			CERTIFICATE	OF INSPEC	TION		
Ihe	rehv certif	v that the n	roperty enumerated above was	disposed of as	foliows		
1 1101	coy culu	Item Item Item	Destroyed Sold at private s Sold at public at	ale action			
		Item	Transferred with	out cost to			
Certifi	ed Correct	t		Witness to	Disposal:		
Signature over Printed Name of Inspection Officer				Signature o	ver Printed Name Witness	of	