

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	<ul style="list-style-type: none">• Asset Book• Place 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


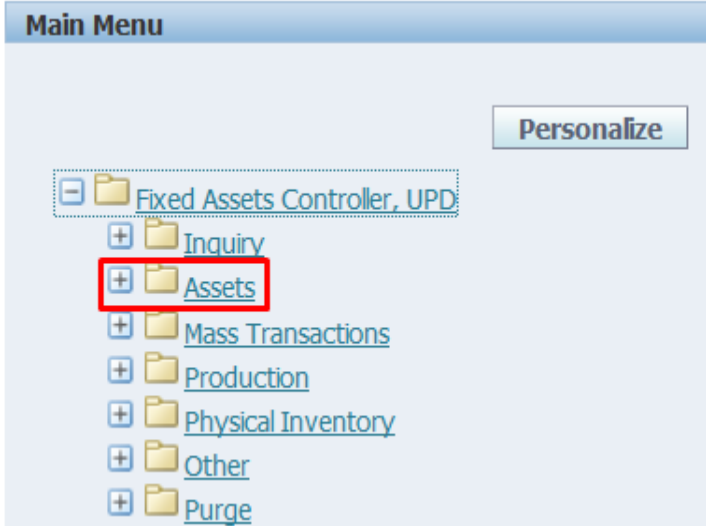
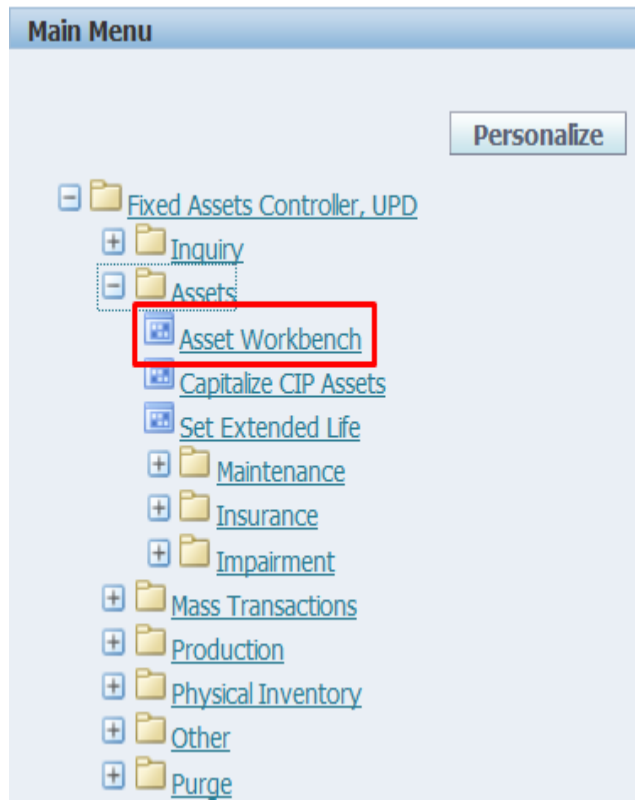
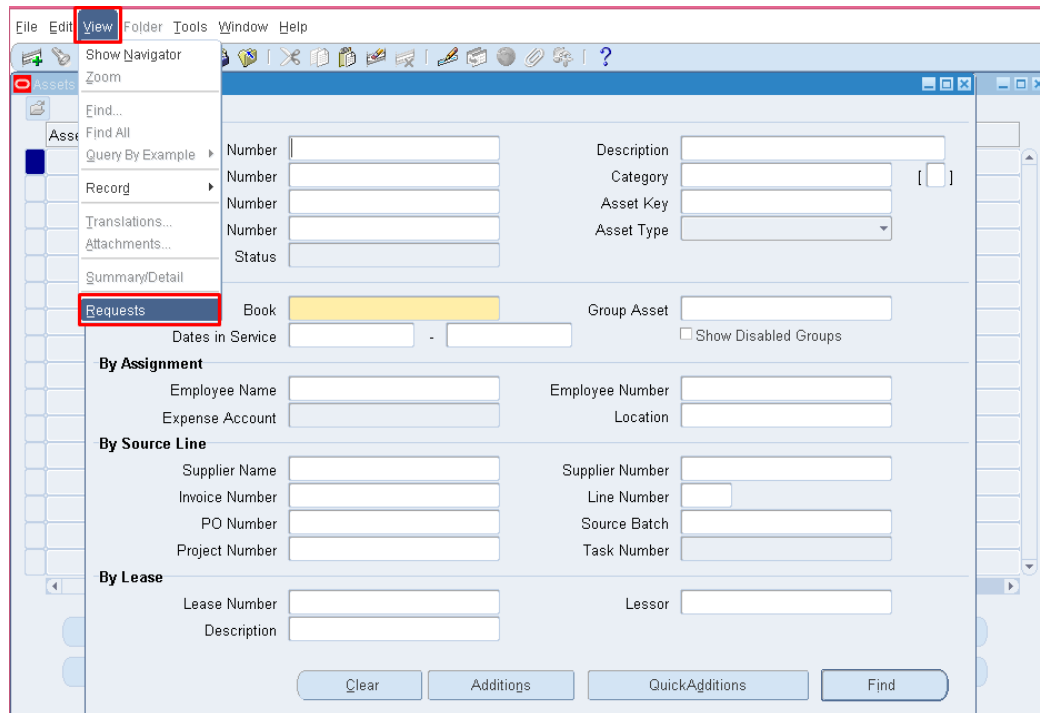
STEP 1	From Main Menu , click the Fixed Assets Controller responsibility. (Refer to Fig. 01)
Fig.01	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button in the top right. A list of folders is displayed on the left, each with a plus sign icon. The folder 'Fixed Assets Controller, UPD' is highlighted with a red rectangular box. Below it are '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' window with the 'Fixed Assets Controller, UPD' folder expanded, indicated by a minus sign icon and a dotted border. The 'Assets' folder within this expanded view is highlighted with a red rectangular box. Other 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




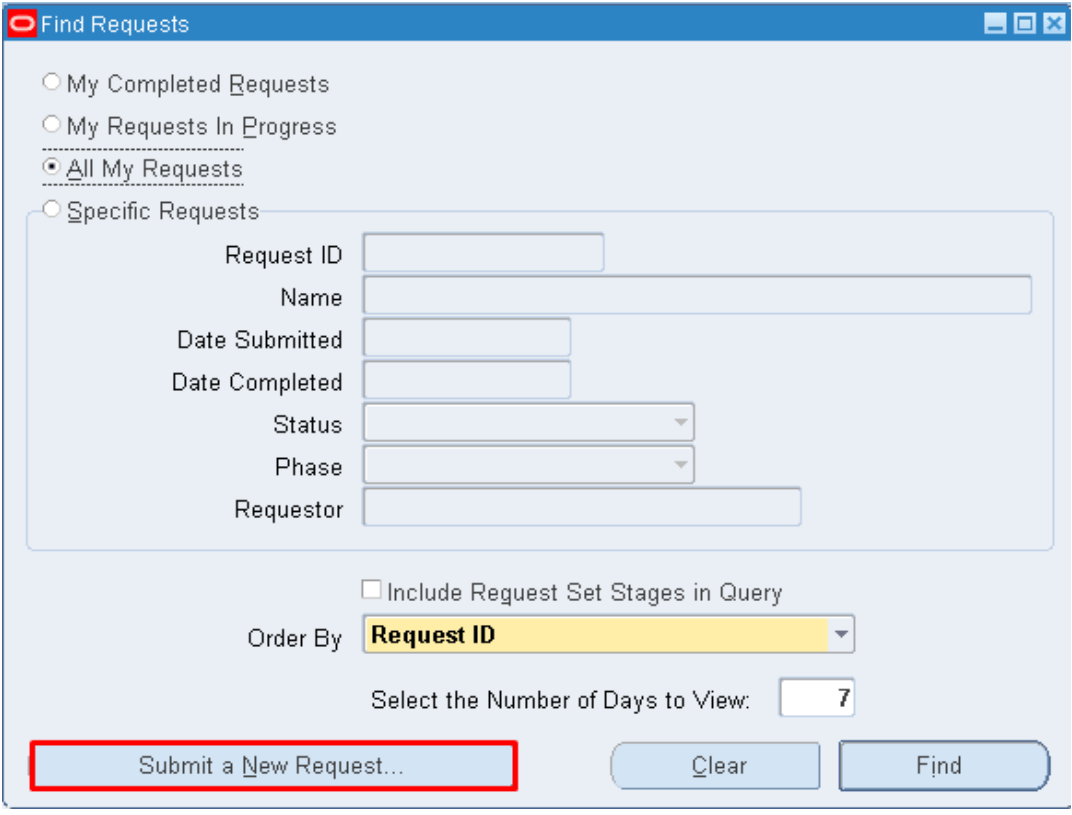

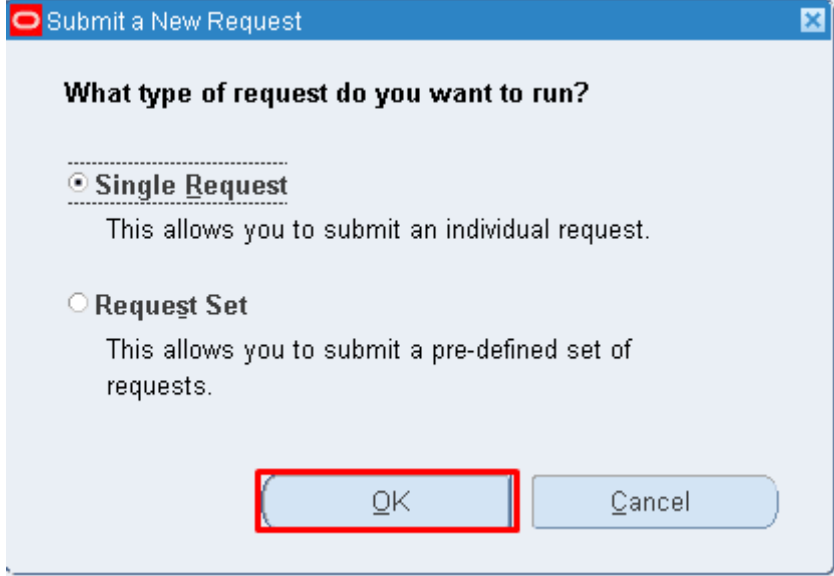
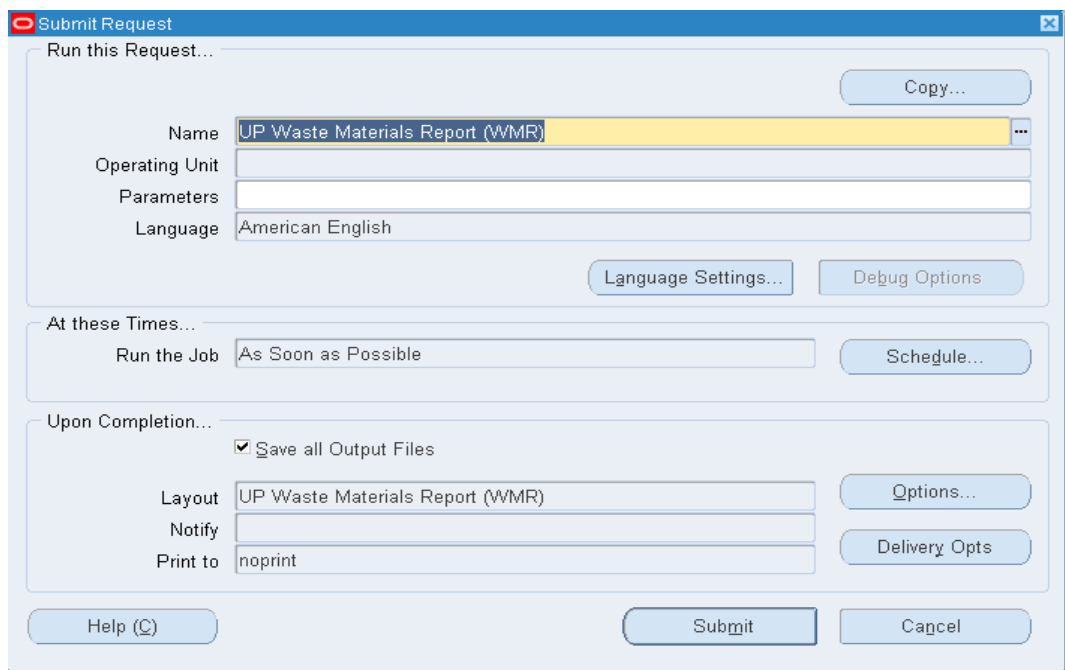
<p>STEP 5</p>	<p>Click the  button located on the lower right corner of the Find Requests window (Refer to Fig.05)</p>
<p>Fig. 05</p>	
<p>Step 6</p>	<p>The Submit a New Request window will appear. Select Single Request and click  (Refer to Fig. 06)</p>
<p>Fig.06</p>	
<p>STEP 7</p>	<p>Enter UP Waste Materials Report (WMR) in the Name field. (Refer to Fig. 07)</p>

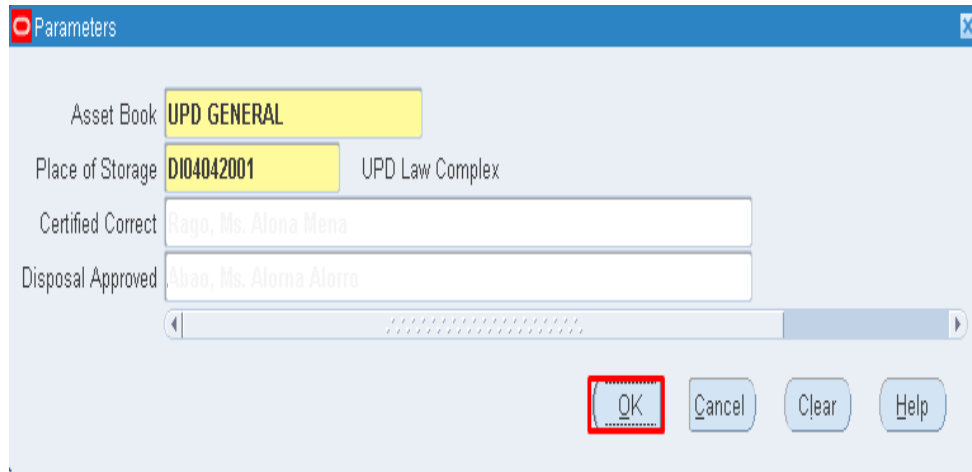
Fig. 07



Step 8

Fill in the **Parameters** then click . (Refer to Fig. 08)

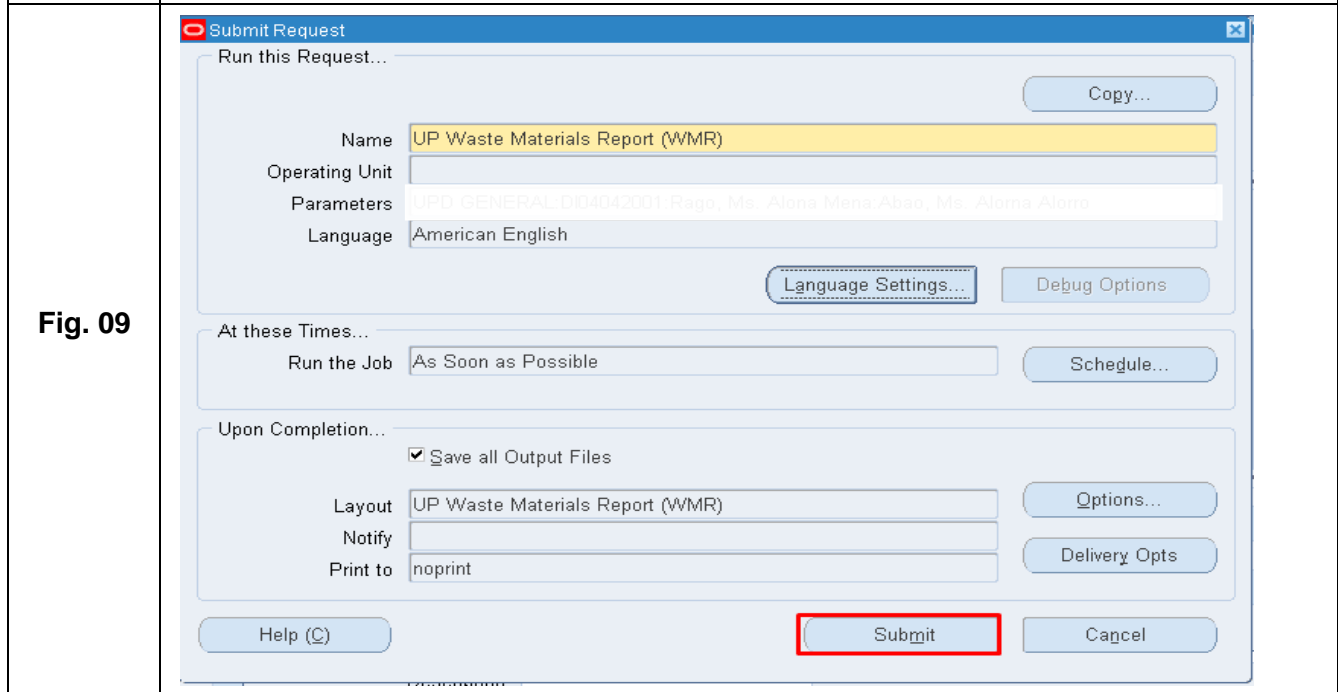
Fig.08



Field Name	Description	Remarks
Asset Book	Name of asset book where the asset or a subcomponent of an asset is maintained	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values
Place of Storage	Location where the asset is stored.	<ul style="list-style-type: none"> Required Field Must be selected

			from a maintained list of values
	Certified Correct	Name of the Supply and/or Property Custodian	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Required Field Must be selected from a maintained list of values

STEP 9 Click the  button. (Refer to Fig.09)




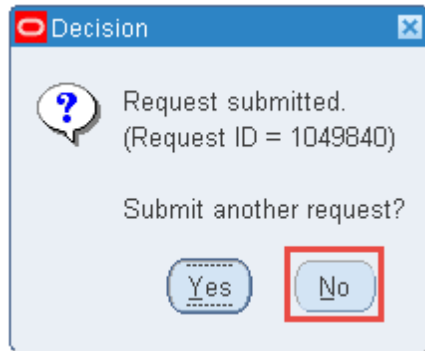
STEP 10 A **Decision** window will appear. Click  if there are no more requests. Take note of the **Request ID**. (Refer to Fig. 10)

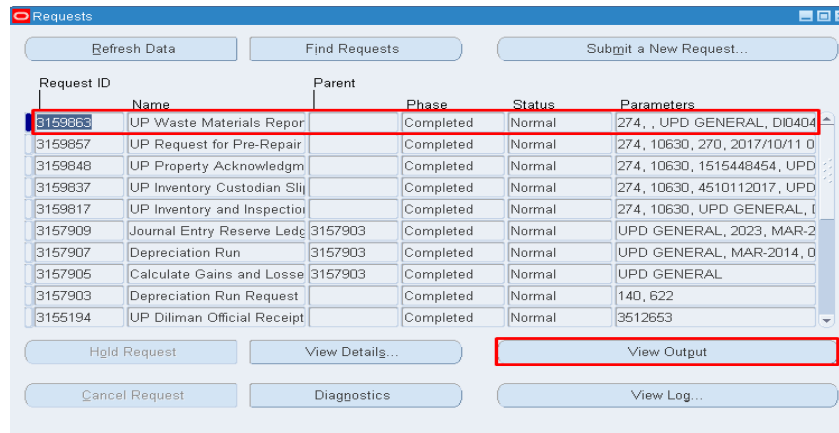
Fig. 10



STEP 11

Refresh Data until the **Phase** changes to **Completed**, then click **View Output**. (Refer to Fig.11)

Fig. 11



Result Information:

Expected Results



**UNIVERSITY OF THE PHILIPPINES
DILIMAN**

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

WASTE MATERIALS REPORT

Entity Name: UP Diliman **Fund Cluster:** 01

Place of Storage: UPD LAW COMPLEX **Date:** Nov 08 2017

Item	Qty	Unit	Description	Record of Sales		
				Official Receipt		
				No.	Date	Amount
1	1	un	AIRCON			
2	1	pc	RECORDER			
3	1	pc	STAND FAN			
TOTAL						

<p>Certified Correct :</p> <p align="center"><u>Rago, Ms. Alona Maria</u> Signature over Printed Name of Supply and/or Property Custodian</p>	<p>Disposal Approved :</p> <p align="center"><u>Lilang, Ms. Evelyn Balocan</u> Signature over Printed Name of Head of Agency/Entity or his/her Authorized Representative</p>
--	---

CERTIFICATE OF INSPECTION

I hereby certify that the property enumerated above was disposed of as follows.

- Item _____ Destroyed
- Item _____ Sold at private sale
- Item _____ Sold at public auction
- Item _____ Transferred without cost to _____

<p>Certified Correct:</p> <p align="center">_____ Signature over Printed Name of Inspection Officer</p>	<p>Witness to Disposal:</p> <p align="center">_____ Signature over Printed Name of Witness</p>
--	---