University of the Philippines
Financial Management Information System

User Acceptance Testing (UAT)
User Guide

Description:

User Guide ID	UFM40011
User Guide Name	Tagging of Assets for Retirement
Information System	Financial Management Information System
Functional Domain	Fixed Assets Controller
Purpose	To tag existing assets to be retired from an asset book.
Data Requirement	● Asset Number ● Asset Book
Dependencies	An asset is already created in the system
Scenario	An existing asset will be tagged for retirement. Final step for retirement will be done by Accounting Office staff.
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Revision History:

Version Number	Date	Author	Description of Change
1.0	03 May 2013	Azeil Louisse Codizar and Michelle Dela Cruz	Initial Issue
1.1	September 25, 2017	Mararac, Kenneth Paul G.	

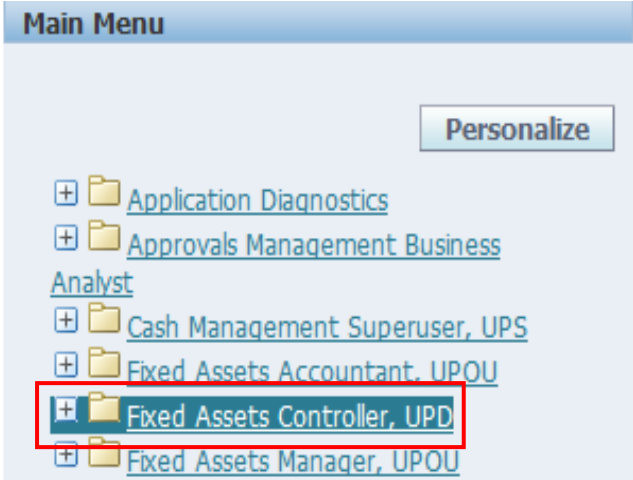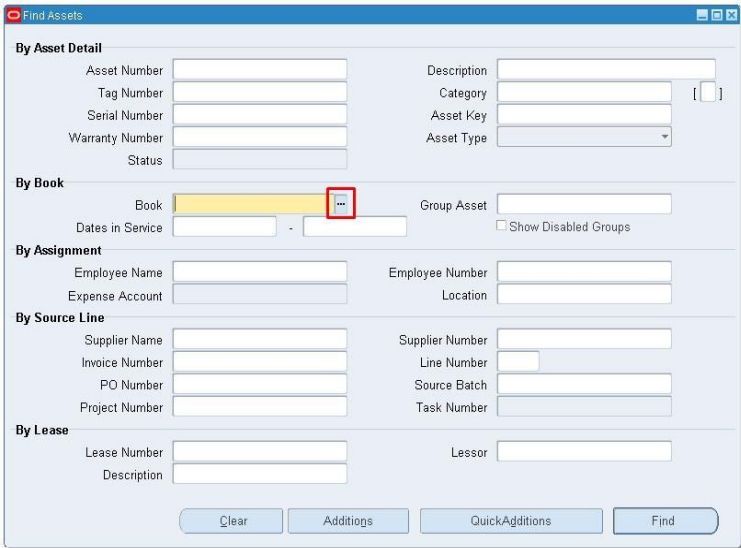| STEP 1	From *Main Menu,* click *Fixed Assets Controller* responsibility (Refer to Fig. 01)
Fig. 01	
STEP 2	Click the *Assets* folder, then click the *Asset Workbench* (Refer to Fig. 02)
Fig. 02	
STEP 3	The *Find Assets* window will appear. Click the ellipsis button beside the *Book* field (yellow fields are required fields)to select a book from the asset book list then click *Find* button (Refer to Fig. 03)
Fig. 03	
STEP 4	Window of list of assets will appear. Select the asset item to be retired then click the *OPEN* button (Refer to Fig. 04)

Fig. 04	
STEP 5	Change the **STATUS** value to **TO BE RETIRED** then click **OK.**

Expected Results
● An asset will tagged as "To be Retired"