



# 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	<ul style="list-style-type: none"><li>• Asset Number</li><li>• Asset Book</li></ul>
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.	

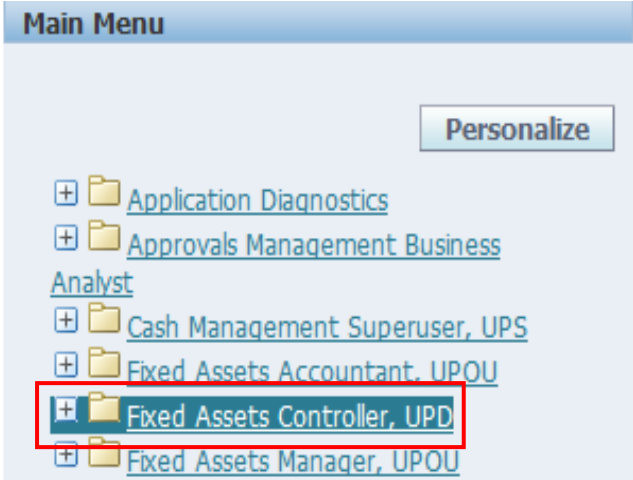

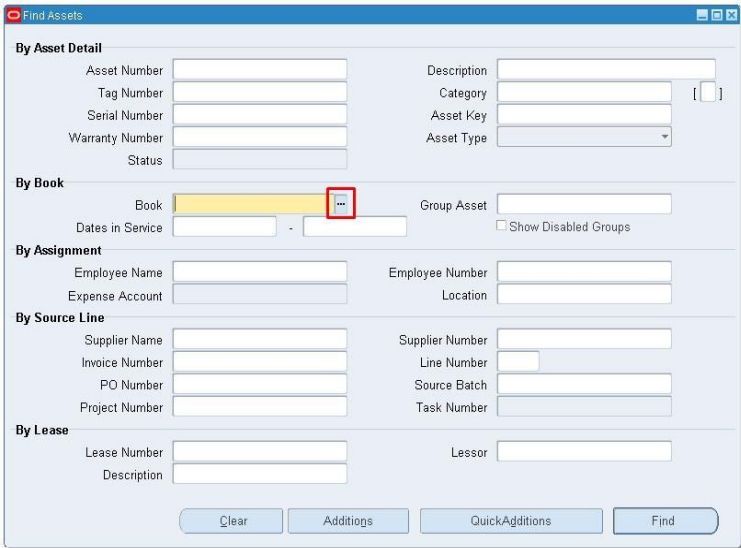
STEP 1	From <b>Main Menu</b> , click <b>Fixed Assets Controller</b> responsibility (Refer to Fig. 01)
Fig. 01	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button at the top right. Below it are several folders with expand/collapse icons (+/-). The folder 'Fixed Assets Controller, UPD' is highlighted with a red rectangular box. Other visible folders include 'Application Diagnostics', 'Approvals Management Business Analyst', 'Cash Management Superuser, UPS', 'Fixed Assets Accountant, UPOU', and 'Fixed Assets Manager, UPOU'.</p>
STEP 2	Click the <b>Assets</b> folder, then click the <b>Asset Workbench</b> (Refer to Fig. 02)
Fig. 02	 <p>The screenshot shows a sub-menu for 'Fixed Assets Controller, UPD'. It contains several options: 'Inquiry', 'Assets', 'Asset Workbench', 'Capitalize CIP Assets', and 'Set Extended Life'. The 'Asset Workbench' option is highlighted with a red rectangular box.</p>
STEP 3	The <b>Find Assets</b> window will appear. Click the ellipsis button beside the <b>Book</b> field (yellow fields are required fields) to select a book from the asset book list then click <b>Find</b> button (Refer to Fig. 03)
Fig. 03	 <p>The screenshot shows the 'Find Assets' window with various search criteria sections: 'By Asset Detail', 'By Book', 'By Assignment', 'By Source Line', and 'By Lease'. In the 'By Book' section, the 'Book' field is highlighted in yellow, and the ellipsis button next to it is highlighted with a red box. At the bottom of the window are buttons for 'Clear', 'Additions', 'QuickAdditions', and 'Find'.</p>
STEP 4	Window of list of assets will appear. Select the asset item to be retired then click the <b>OPEN</b> button (Refer to Fig. 04)

Fig. 04

Asset Number	Description	Tag Number	Category	Serial Number	Asset Key
210	Test 3		SE MACHINERY & EQUIPME		
211	Asset 1		BEARER BIOLOGICAL ASSETS		NONE.-
216	asdfaf		MACHINERY AND EQUIPMENT		
224	Books		SE FURNITURE, FIXTURES & E		
242	Test ICT Asset 2		MACHINERY AND EQUIPMENT		
265	HERITAGE ASSETS.WORK C		BUILDINGS AND OTHER STRU		
269	aircon		HERITAGE ASSETS.OTHER HE		
270	aircon		MACHINERY AND EQUIPMENT		
271	Aircondition		SE MACHINERY & EQUIPME		
272	Aircondition		SE MACHINERY & EQUIPME		
277	PC DESKTOP		MACHINERY AND EQUIPMENT		NONE Fully Retired
278	Clk123123		SE FURNITURE, FIXTURES & E		
279	PC DESKTOP		MACHINERY AND EQUIPMENT		

Change the **STATUS** value to **TO BE RETIRED** then click **OK**.

STEP 5

Asset Key Flexfield

Asset Key: NONE

Status: To be Retired

Buttons: OK, Cancel, Combinations, Clear, Help

**Expected Results**

- An asset will tagged as “To be Retired”