

**University of the Philippines** 

**Financial Management Information System** 

## User Acceptance Testing (UAT) User Guide

## **Description:**

User Guide ID	UFM40011			
User Guide_Name	sset Retirement			
Information System	inancial Management Information System			
Functional Domain	ixed Assets Accountant			
Purpose	To retire an existing asset tagged for retirement from an asset book.			
Data Requirement	<ul> <li>Asset Number</li> <li>Asset Book</li> <li>Retire Date</li> <li>Cost Retired</li> </ul>			
Dependencies	<ul><li>An asset is already created in the system</li><li>Asset Book Setup</li></ul>			
Scenario	An existing asset will be retired from an asset book.			
Author	Kenneth Paul G. Mararac			

## **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 <i>Main Menu</i> , click <i>Fixed Assets Controller</i> responsibility (Refer to Fig. 01)
Fig. 01	Main Menu     Personalize <p< th=""></p<>
STEP 2	Click the <b>Assets</b> folder, then click the <b>Asset Workbench</b> (Refer to Fig. 02)
Fig. 02	
STEP 3	The <i>Find Assets</i> window will appear. Click the ellipses button beside the <i>Book</i> field (yellow fields are required fields)to select a book from the asset book list then click the <i>Find</i> button (Refer to Fig. 03)
Fig. 03	Find Asset         By Asset Detail         Asset Number         Tag Number         Stail Number         Stail Number         Status         By Book         Book
STEP 4	The <b>Assets</b> window will appear showing the list of all assets in the selected <b>Book</b> . Select the asset item to be retired then click the <b>OPEN</b> button (Refer to Fig. 04)

	Assets						X
	Asset Number	Description	Tag Number	Category	Serial Number	Asset Key	
	210	Test 3		SE MACHINERY & EQUIPMEN		4	1
	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			
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	277	PC DESKTOP		MACHINERY AND EQUIPMENT	·	NONE Fully Retired	
ig. 04	278	Clk123123	-	SE FURNITURE FIXTURES & F			
	279	PC DESKTOP					
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		book creates journal entries.	
		You can change financial and depreciation information for an asset in a book. You can choose whether to amortize or expense the adjustment.	
	Retire Date	Date of Retirement Ex. 30-APR-2013	Numeric field
	Cost Retired	Cost of Retirement Ex. 500000.00	Numeric field
	Proceeds of Sale	Sale Proceeds Ex. 20000.00	Numeric field
	Cost of Removal	Removal Cost Ex. 10000.00	Numeric field
STEP 6	A confirmation wind	low will appear. Click <i>OK</i> (Refer to Fig. 06)	
Fig. 06	Form	FRM-40400; Transaction complete: 1 records and saved.	oplied
	<u>,</u>		

Ех	spected Results
•	An asset tagged as "To be Retired" has been retired.