



University of the Philippines

# Financial Management Information System

## User Acceptance Testing (UAT)

### User Guide

#### Description:

|                    |  |
|--------------------|--|
| User Guide ID      | UFM40011   |
| User Guide Name    | Asset Retirement   |
| Information System | Financial Management Information System  |
| Functional Domain  | Fixed Assets Accountant  |
| Purpose            | To retire an existing asset tagged for retirement from an asset book.  |
| Data Requirement   | <ul style="list-style-type: none"><li>• Asset Number</li><li>• Asset Book</li><li>• Retire Date</li><li>• Cost Retired</li></ul> |
| Dependencies       | An asset is already created in the system <ul style="list-style-type: none"><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.                     |                       |

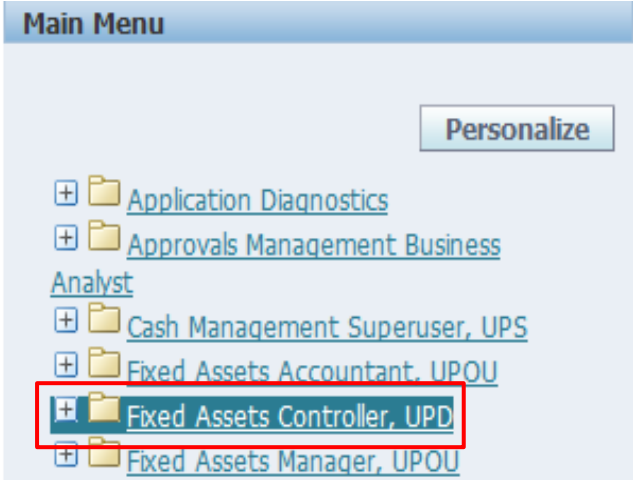

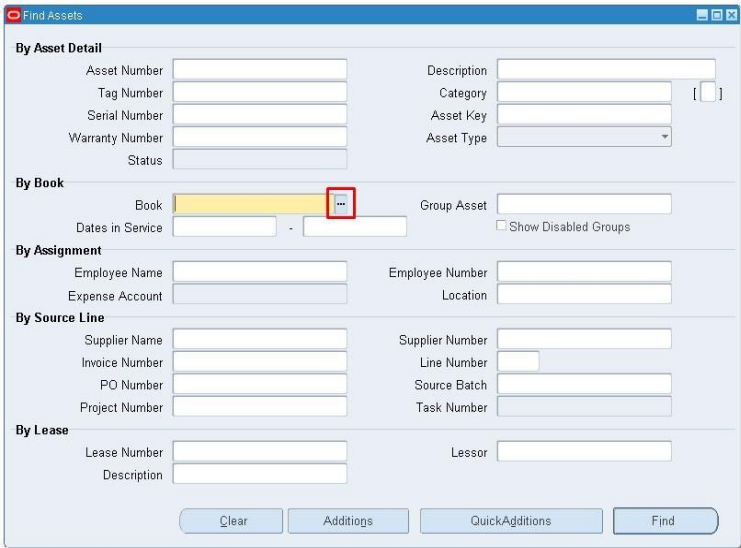
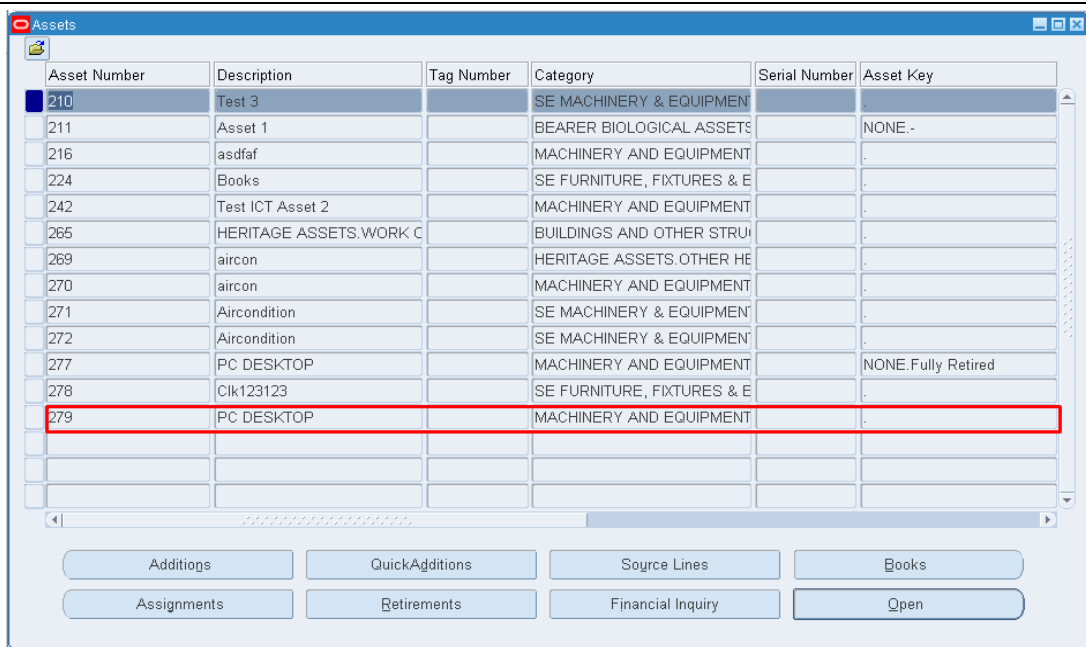
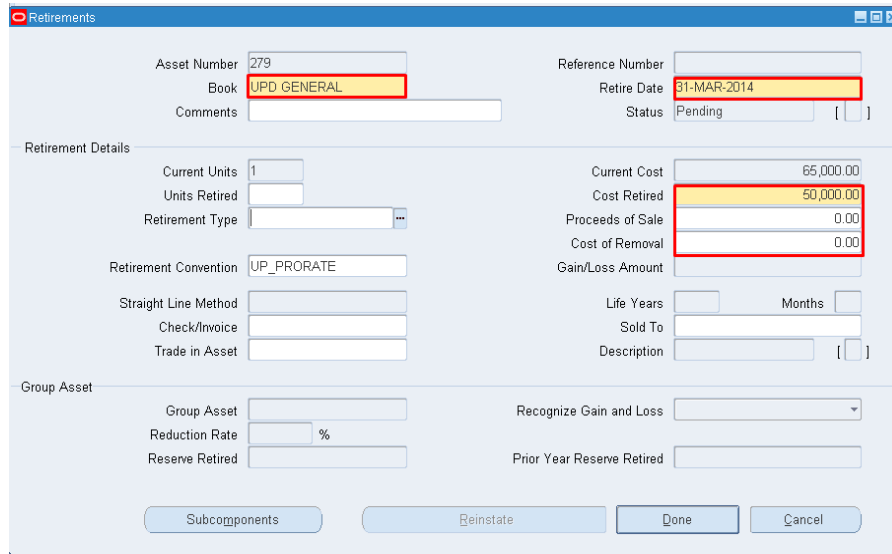
|         |  |
|---------|--|
| STEP 1  | From <b>Main Menu</b> , click <b>Fixed Assets Controller</b> responsibility (Refer to Fig. 01)   |
| Fig. 01 |  <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button at the top right. Below it are several folders with expand/collapse icons (+/-). 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 ellipses button beside the <b>Book</b> field (yellow fields are required fields) to select a book from the asset book list then click the <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 (three dots) next to it is highlighted with a red rectangular box. At the bottom of the window are buttons for 'Clear', 'Additions', 'QuickAdditions', and 'Find'.</p>            |
| 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)   |

Fig. 04




The Retirements window will appear. Enter the details including **Asset Book**, **Retire Date**, and **Cost Retired** then click Done (Refer to Fig. 05)

STEP 5



| Field Name | Description   | Remarks  |
|------------|---|--|
| Asset Book | <p>An asset can belong to any number of depreciation books, but must belong to only one corporate depreciation book.</p> <p>Each book can have independent accounts, an independent calendar, and independent depreciation rules. You can specify for which ledger a depreciation</p> | <ul style="list-style-type: none"> <li>Must be selected from a maintained list of values.</li> </ul> |

|                |   |  |                 |
|----------------|---|--|-----------------|
|                |   | book creates journal entries.<br><br>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<br>Ex. 30-APR-2013  | • Numeric field |
|                | Cost Retired  | Cost of Retirement<br>Ex. 500000.00  | • Numeric field |
|                | Proceeds of Sale  | Sale Proceeds<br>Ex. 20000.00  | • Numeric field |
|                | Cost of Removal   | Removal Cost<br>Ex. 10000.00   | • Numeric field |
| <b>STEP 6</b>  | A confirmation window will appear. Click <b>OK</b> (Refer to Fig. 06)               |  |                 |
| <b>Fig. 06</b> |  |  |                 |

**Expected Results**

- An asset tagged as "To be Retired" has been retired.