University of the Philippines



Financial Management Information System



#### **User Guide**

Process ID	
Process Name	Checking and Updating of Receipt Distributions
Information System	Financial Management Information System
<b>Functional Domain</b>	Accounts Receivables Module
Responsibility	Receivables Accountant
Purpose	Check and update the accounting flexfield of receipts
Data Requirement	Receipt Number
Dependencies	Report of Collections and Deposit
Scenario	Report of Collections and Deposit have been submitted to the Accounting Office and Accounting Officer checks the Official Receipts (ORs)

# FMIS – Checking and Updating of Receipt Distributions

Process Steps	Process Details	
1	From HOME proceed to Main Menu and click Receivables Accountant	
	(Refer to Fig .01)	
Fig. 01	<ul> <li>Receivables Accountant, UPS</li> <li>Transactions</li> <li>Receipts</li> <li>Customers</li> <li>Customers</li> <li>Reports</li> <li>Print Documents</li> <li>Control</li> <li>Inguiry</li> </ul>	
2	Click on <b>Receipts</b> (Refer to Fig. 02)	
Fig. 02	<ul> <li>Receivables Accountant, UPS</li> <li>Transactions</li> <li>Receipts</li> <li>Batches</li> <li>Batches Summary</li> <li>Receipts</li> <li>Receipts</li> <li>Receipts Summary</li> <li>Remittances</li> <li>Remittances Summary</li> <li>Schedule Automatic Receipts and Remittances</li> </ul>	
3	Then click on <b>Receipts</b> inside the <i>Receipts</i> folder (Refer to Fig. 03)	
Fig. 03	<ul> <li>Receivables Accountant, UPS</li> <li>Transactions</li> <li>Receipts</li> <li>Batches</li> <li>Batches Summary</li> <li>Receipts</li> <li>Receipts Summary</li> <li>Remittances</li> <li>Remittances Summary</li> <li>Schedule Automatic Receipts and Remittances</li> </ul>	
4	The <b>Receipts</b> window will open. Click on the <b>Find</b> icon located on the top side of the <b>Receipts</b> windows (Refer to Fig. 04)	
Fig. 04	( 🛋 💊 💫 I 🏈 🚓 🍓 🏈 I 🗶 🗊 🎁 💋 🧔 I 🥔 🎯 Ø 🎼 I ?	
5	The <b>Find Receipts</b> window will open. Using the <b>Report of Collections and Deposit</b> submitted by the Collecting Officer, type in the Receipt Number Series and then click <b>Find</b> . (Refer to Fig. 05)	

### **GPP** FMIS – Checking and Updating of Receipt Distributions

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Operating Unit			-				
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UP System	Applied	ABC215	Miscella	▼ 19-MAY-2015	PHP	600.00	
UP System	Applied	ABC217	Miscella	▼ 19-MAY-2015	PHP	450.00	
UP System	Applied	ABC218	Standard	▼ 19-MAY-2015	PHP	1,000.00	
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### FMIS – Checking and Updating of Receipt Distributions

	Distribution - ABC215		×
	Receipt Amount	1,000.00 Currenc	y PHP
	Tax Amount	Activit	y UP Press - Sale of books
	Net of Tax	Distribution Se	et 📃 👘
	Distribution		
	% • • • • • • • • • • • • • • • • • • •	Amount GL Account	Comment []
		1,000.00 01.18440202990.0004	
		1	
	Subtotal 100.000	1,000.00	
	Tax		
	Total	1,000.00	
	Additional Information		
Fig. 07	Description U\.P\.	SYSTEM ADMINISTRATIO. Revolving Fund. U	Inspecified.Unspecified.Other Busines
0 -	Posted Date		
			OK Cancel
	L		
	Field Name	Description	Pomarks
		The receivable item paid	
	Activity	hu sustemer (student	Selected from List of
		by customer/student	
			Officer
	Distribution - %	Percentage of amount to	• Numeric, must be less
		be entered to the GL	than or equal to 100
		Account	
	GL Account	Accounting Flexfield	<ul> <li>Required, choose</li> </ul>
			from list of values
	If there are changes to be m	ade on the Distribution, mod	lify the distributions
8	accordingly by changing the	'%' and the GL Account, the	n click <b>OK</b> (Refer to Fig. 08a
	and Fig. 08b)		

# FMIS – Checking and Updating of Receipt Distributions

	O Distribution - ABC215					
	Receipt Amount 1,000.00 Currency PHP					
	Tax Amount Activity UP Press - Sale of books					
	Net of Tax Distribution Set					
	Distribution					
	Amount GL Account Comment					
	50.000 500.00 01.16440202990.0004					
	500.00 01.18440202990.0004					
Fig. 08a Modifying the Distributions						
	Subtotal 100.000 1.000.00					
	Total 1000 00					
	Additional Information					
	Description UV.PV. SYSTEM ADMINISTRATIO. Trust Funds. Unspecified. Unspecified. Uther Business I					
	Posted Date					
	UK Cancel					
	O UP Accounting Flexifield					
	Fund 164 Revolving Fund					
	Responsibility Center - Unspecified					
	General Ledger 1 40202990 Other Business Income					
Fig. 08b	General Ledger 2 0004					
Changing the	Object Code 1 Unspecified					
GL Account	Object Code 7					
	Cook Elev Userseifed					
	Cash Flow - Unspecified					
	Future - Unspecified					
	QK Cancel Combinations Clear Help					
Q	After verifying or updating the <b>Distributions</b> , save the Receipt by clicking on the Save					
5	icon (Refer to Fig. 09)					
	Eile Edit View Folder Tools Actions Window Help					
Fig. 09						
40	A confirmation of the that the receipt is successfully saved will appear at the lower					
10	left corner of the screen (Refer to Fig. 10)					
Fig 10	FRM-40400: Transaction complete: 1 records applied and saved.					
LIR. TO	Record: 1/1 <					
	Click on the <b>Down Arrow Key</b> of your keyboard or choose the next desired receipt					
11	for shacking and undating of <b>Distributions</b>					
	for checking and updating of <b>Distributions</b>					