University of the Philippines



Financial Management Information System



User Guide

Process ID	
Process Name	Report of Collections and Deposits
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cashier
Purpose	To generate Report of Collections and Deposits
Data Requirement	Receipts collected and saved through AR Receipts
Scenario	Cashier wants to generate the Report of Collection and Deposits after performing the receivables function and saving the receipts.

Process Steps	Process Details
1	On the <i>Main Menu</i> , go to Receivables Cash (Refer to Fig .01) Note: If Receipts window is already open, proceed to Step 4
Fig. 01	Receivables Cash, UPC Transactions Receipts
2	Then click on Receipts, and then Receipts. (Refer to Fig. 02)
Fig. 02	 Receivables Cash, UPC Transactions Receipts Receipts Receipts Summary Netting
3	The Receipts window will open. (Refer to Fig. 03)
Fig. 03	Receipt (UP Cebu : PHP) Receipt Receipt Mumber Receipt Number Receipt Amount PHP Receipt Type State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State
4	On the menu, located on the top of the screen, go to View , and then Request . (Refer to Fig. 04)

	S Oracle Applications - Production Instance
	File Fult View Folder Tools Actions Window Help
	Eind
5:004	Cuan Bu Example A
Fig. 04	Guery by Example P Receipt Date 17
	Record CL Date 17
	Translations PHP Maturity Date 17
	Attachments Standard Tunctional Amount
	Rumman//Detail
	Main Requests
	The Find Request window will open, click on Submit a New Request. (Refer to Fig.
5	05)
	Requests Find Requests
	Re My Completed Requests
	Request IF OMy Requests In Progress
	⊙ <u>All My Requests</u>
	Specific Requests
	Request ID
	Name
	Date Submitted
	Date Completed
Fig. 05	Status
	Phase
	Requestor
	□ Include Reguest Set Stages in Query
	Order By Request ID
	Select the Number of Days to View: 7
	Submit a New Request
6	The Submit a New Request window will open. Choose Single Request as the type of
	request you want to run, then click on Ok . (Refer to Fig. 06)

No.
110.

	🖸 Submit a New Request 🛛 🛛 🛛
	What type of request do you want to run?
	● Single <u>Request</u> This allows you to submit an individual request.
Fig. 06	○ Reque <u>s</u> t Set
	This allows you to submit a pre-defined set of requests.
	<u>OK</u> <u>Cancel</u>
7	The Submit Request window will open. On the Name field, type in the name of the report or search for it through the list of values by clicking the ellipsis button .
	(Refer to Fig. 07)
	Run this Request Run this Request Copy Name Operating Unit Parameters Language American English
	Language Settings Debug Options
	At these Times
Fig. 07	Run the Job As Soon as Possible Schedule
	Upon Completion ☑ Save all Output Files
	Layout UP Report of Collection and Deposits
	Notify Delivery Opts
	Print to noprint
	Help (C) Submit Cancel
8	The Reports window will open, type in the name of the report. For this user guide, type in "UP Report of Collection and Deposits", or type in a portion of the name of the report enclosed in '%', e.g. %UP%. Select the report and click OK. (Refer to Fig. 8)

	Reports		×
	Find %UP%		
	Name		Annlicati
	Dunlicate Customer Report		Receival
	Ordering and Grouping Rules	Listing	Receival
	UP Cebu Official Receipt (OR))	Receival
	UP Diliman Official Receipt (C	,)R)	Receival
	UP Miscellaneous OR UPM-H		Receival
	UP Report of Collection and E)eposits	Receival
Fig. 8	UP System Official Receipt (O	R)	Receival 🖓
	UP VTC Official Receipt (OR)		Receival
	UP Visayas Official Receipt (C	PR)	Receival
	eUP Official Receipt		Receival
	Subledger Accounting Balanc	es Update	Subledg
	Update Subledger Accounting) Options	Subledg
	Upgrade Historical Subledger	Transaction Accounting	Subledg 👅
		Find OK Cano	el
Q	After typing in the name of	f the report, the Parameters w	vindow will pop-up. Enter
	the required parameters a	nd then click OK. (Refer to Fig.	. 09)
	Parameters		×
	Date Collection		
	Bank Account		
	Banat Number		
	G		
		(_ <u>O</u> K	Cancel (Clear) (Help)
Fig. 09	Field Name	Description	Remarks
	Date Collection	Date of collection	Required Field
			• DD-MMM-YYYY
	Bank Account	Bank Account where	Required Field
		receipts are collected	• Select from List of
			Values
	Report Number	Internal Report Number	• Eroo toxt
		Drait or Final	Select from List of
			Values
10	Click Submit. (Refer to Fig.	10)	

No.

	🖸 Submit Request	×
	Run this Request	
		Сору
	Nome	UP Report of Collection and Deposite
	Name On evention Unit	
	Operating Onit	
	Parameters	U9-FEB-2015.0FC LBP CA 3172-1001-00.1.DRAFT
	Language	American English
		Language Settings Debug Options
-	At these Times	
Fig. 10	Run the Job	As Soon as Possible Schedule
	Upon Completion	
		☑ Save all Output Files
	Laurant	UR Report of Collection and Deposite
	Layout	UP Report of Collection and Deposits
	Notity	Delivery Opts
	Print to	
	Help (C)	Submit Cancel
11	A Decision window	w will pop-up, asking if there is another request to be submitted.
11	Click No. (Refer to	Fig. 11)
	O Decision	
	_	
	Request	submitted
	(Request	LD = 1292738)
Fig. 11	. (
FIg. 11	Submit a	nother request?
	Capitine	
	L	
12	Click Find. (Refer t	to Fig. 12)

	🖸 Find Req	uests			
	О Му Со	mpleted <u>R</u> equests			
	Ο My Re	quests In <u>P</u> rogress			
		Requests			
	-O Specifi	ic Requests			
		Request ID			
		Name			
		Date Submitted			
		Date Completed			
Fig. 12		Status		-	
		Phase			
		Doquector			
		Requestor			
			Include Request Set	Stages in Q	uerv
		Order By	Request ID	5	- -
		j [•		
		9	Select the Number of I	Days to Viev	с.
		Submit a <u>N</u> ew Request	t)	<u>C</u> lea	r Find)
	The Deeue			- 11 - 14 - 14 - 14 - 14	
			<u>na lin it containc '</u>	n n n n n n n n n n n n n n n n n n n	IACTE THA LICAR HAE MANA
13	Once the r	equest has been <i>Co</i> efer to Fig. 13)	me up. It contains a mpleted with a sta	all the requ atus of <i>Nor</i>	iests the user has made. mal. Click on View
13	Once the r Output. (R	equest has been <i>Co</i> efer to Fig. 13)	ne up. It contains a <i>impleted</i> with a sta	atus of <i>Nor</i>	lests the user has made. mal. Click on View
13	Once the r Output. (R	request has been <i>Co</i> refer to Fig. 13)	ne up. It contains a	atus of <i>Nor</i>	lests the user has made. mal. Click on View
13	Once the r Output. (R	request has been <i>Co</i> tefer to Fig. 13)	ne up. It contains a completed with a sta	atus of <i>Nor</i>	Jests the user has made. Imal. Click on View
13	Once the r Output. (R Requests Request ID	request has been <i>Co</i> lefer to Fig. 13)	Find Requests	ail the requ	Jests the user has made. Imal. Click on View
13	Once the r Output. (R Requests Request ID	request has been <i>Co</i> tefer to Fig. 13) resh Data	Find Requests	atus of <i>Nor</i>	Jests the user has made. Imal. Click on View
13	Once the r Output. (R Requests Request ID 1328123 1328117	request has been <i>Co</i> tefer to Fig. 13) fresh Data	Parent Completed Parent Completed Completed	all the requ atus of <i>Nor</i>	Jests the user has made. Imal. Click on View Submit a New Request Parameters 107, 2015/02/09 00:00:00, , 17 107, 2015/02/09 00:00:00, , 17
13	Once the r Output. (R Requests Request ID 1328117 1322604	request has been <i>Co</i> tefer to Fig. 13) resh Data <u>Name</u> UP Report of Collection and UP Report of Collection and Open Period Balances	Find Requests Parent Completed Completed Completed Completed Completed Completed Completed Completed Completed	Ctatus Ctatus Ctatus Normal Normal	Jests the user has made. mal. Click on View Submit a New Request 107, 2015/02/09 00:00:00, , 17 107, 2015/02/09 00:00:00, , 17 101, 2022, DEC-15
13	Once the r Output. (R Requests Request ID 1328123 1328117 1322604 1322602	request has been Co tefer to Fig. 13) resh Data	Find Requests Parent Completed Completed Completed Completed Completed Completed	Etatus Status Normal	Jests the user has made. mal. Click on View Submit a New Request Parameters 107, 2015/02/09 00:00:00, 17 107, 2015/02/09 00:00:00, 17 101, 2022, DEC-15 UPD2022(PHP), 1000, 2022, 5
13 Fig. 13	Once the r Output. (R Requests Request ID 1328117 1322604 1322602	request has been <i>Co</i> tefer to Fig. 13) resh Data <u>Name</u> UP Report of Collection and UP Report of Collection and Open Period Balances Open Period	Find Requests Parent Completed	Ctatus of Nor Status Normal Normal Normal	Jests the user has made. mal. Click on View Submit a New Request Parameters 107, 2015/02/09 00:00:00, , 17 107, 2015/02/09 00:00:00, , 17 107, 2015/02/09 00:00:00, , 17 101, 2022, DEC-15 UPD2022(PHP), 1000, 2022, 5
13 Fig. 13	Once the r Output. (R © Requests Request ID 1328123 1328117 1322604 1322602	request has been Co tefer to Fig. 13)	Find Requests Parent Completed Completed C	Etatus	Jests the user has made. mal. Click on View
13 Fig. 13	Once the r Output. (R Requests Request ID 1328117 1322604 1322602	request has been Co tefer to Fig. 13) resh Data	Find Requests Parent Completed Completed Comple	Ctatus of Nor Ctatus Ctatus Normal Normal Normal Normal	Jests the user has made. mal. Click on View Submit a New Request Parameters 107, 2015/02/09 00:00:00, , 17 107, 2015/02/09 00:00:00, , 17 101, 2022, DEC-15 UPD2022(PHP), 1000, 2022, 5
13 Fig. 13	Once the r Output. (R © Requests Request ID 1328123 1328117 1322604 1322602	request has been Co tefer to Fig. 13)	Find Requests Parent Completed Completed Compl	Etatus	Jests the user has made. mal. Click on View
13 Fig. 13	Once the r Output. (R Requests Request ID 1328123 1328117 1322604 1322604 1322602	request has been Co tefer to Fig. 13)	Find Requests Parent Completed Comp	Ctatus of Nor Ctatus Normal Normal Normal	Jests the user has made. mal. Click on View
13 Fig. 13	Once the r Output. (R Requests Request ID 1328123 1328117 1322604 1322602 1 1322602 1 1 1 1 1 1 1 1 1 1 1 1 1	request has been Co tefer to Fig. 13)	Find Requests Parent Completed Completed Completed Completed Completed Completed Completed Completed Completed Complet	Ctatus Ctatus Ctatus Normal Normal Normal Company Ctatus C	Jests the user has made. mal. Click on View Submit a New Request Parameters 107, 2015/02/09 00:00:00, 17 101, 2022, DEC-15 UPD2022(PHP), 1000, 2022, 5 UPD202(PHP), 1000, 202, 5 UPD202(PHP), 1000, 202, 5 UPD202(PHP), 1000, 202, 5 UP
13 Fig. 13	Once the r Output. (R © Requests Request ID 1328123 1328117 1322604 1322602 1 1322602 1 1322602 1 1 1 1 1 1 1 1 1 1 1 1 1	request has been Co tefer to Fig. 13)	Find Requests Find Requests Parent Completed Completed Completed Completed Completed Completed	Ctatus of Normal	Jests the user has made. mal. Click on View
13 Fig. 13	Once the r Output. (R Requests Request ID 1328123 1328117 1322604 1322602 1 1322602 1 1 1 1 1 1 1 1 1 1 1 1 1	request has been Co tefer to Fig. 13)	Find Requests Parent Completed Comp	Ctatus of Nor Ctatus of Normal Normal Normal Normal	Jests the user has made. mal. Click on View Submit a New Request Parameters 107, 2015/02/09 00:00:00, 17 107, 2015/02/09 00:00:00, 17 107, 2015/02/09 00:00:00, 17 101, 2022, DEC-15 UPD2022(PHP), 1000, 2022, 5 View Outgut View Log
13 Fig. 13	The report	request has been Co tefer to Fig. 13)	Find Requests Parent Parent Completed Completed Completed Completed Completed Completed Com	All the request of Nor atus of Nor atus of Nor atus of Normal Norma	Jests the user has made. mal. Click on View

