



# University of the Philippines



# FMIS

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**Financial Management Information System  
User Manual**



# **FMIS User Manual**

## *Creation of Standard Receipt*

Author:	Mark Jason D. Ellazar
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# Creation of Standard Receipt

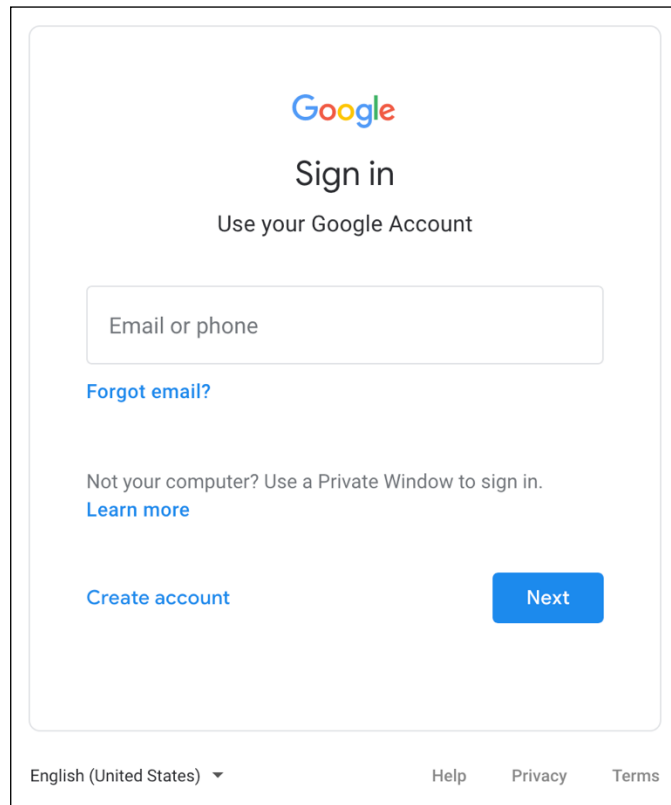
## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
15 June 2017		1.0	Initial
25 May 2023	Mark Jason D. Ellazar	2.0	<ul style="list-style-type: none"> <li>Updated all screenshots</li> <li>Page 9, updated the field descriptions table</li> <li>Page 11, step no. 6, updated the receipt information table</li> <li>Pages 14 to 16, updated step 9 for different receipt application methods</li> </ul>

### 1.2 Description

<b>Process ID</b>	
<b>Process Name</b>	Creation of Standard Receipts
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Account Receivable Module
<b>Responsibility</b>	Receivables Cash
<b>Purpose</b>	Creating a Receipt for a Standard Transaction
<b>Data Requirement</b>	Receipt Number, Receipt Amount, Bill-to information, Bill Number or Transaction Number
<b>Dependencies</b>	Bank Account Set-up, Customer Creation, Memo Lines Set-up, Existing Standard Transaction
<b>Scenario</b>	The Cash Collecting Officer will create a standard receipt to record the cash collected for a particular bill.







The image shows the Google Sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Under the input field is a link "Forgot email?". Further down is the text "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the interface, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

**Step 2.** Log-in your UP Mail credentials (e.g. ***username*** and ***password***)

## Home

### Navigator

- ▲  Receivables Cash, UPS
  -  Print Official Receipt
  - ▲  Receipts
    -  Receipts
    -  Receipts Summary
  - ▶  Transactions

**Step 3.** On the **UIS Home Page** proceed to **Navigator** and choose the **Receivables Cash, <CU>** responsibility.

Navigate to **Receipts > Receipts**.





**Step 4.** Java application will launch with **Security Warning**, Tick the Checkbox and click **Run**.

Receipts (UP System : PHP)

**Receipt**

Receipt Method  ...  
 Receipt Number   
 Receipt Amount  PHP  
 Receipt Type  Standard  
 State

Receipt Date  15-MAY-2023  
 GL Date  15-MAY-2023  
 Maturity Date  15-MAY-2023  
 Functional Amount

**Balances**

Unidentified   
 Applied   
 On Account   
 Unapplied   
 Cash Claims   
 Prepayments

**Main** **More**

**Detail**

Identify By  
 Trans Number

Customer  
 Name   
 Number   
 Location   
 Taxpayer ID

Earned Discounts   
 Unearned Discounts   
 Bank Charges

**Customer Bank**

Name   
 Account   
 PSN

**Remittance Bank**

Name   
 Branch   
 Account

Reference   
 Postmark Date

Comments

**Step 5.** The **Receipts** window will open. Fill-out the form.

Refer to the table on the next page for the field descriptions.



<b>Field Name</b>	<b>Description</b>	<b>Remarks</b>
<b><i>Receipt Method</i></b>	Bank Account where collected amount will be deposited or recorded	Required field <ul style="list-style-type: none"> <li>• Select from List of Values</li> </ul>
<b><i>Receipt Number</i></b>	Official receipt number (OR No.) based on issued printed OR	Required field <ul style="list-style-type: none"> <li>• Manually entered or automatically generated (based on setup)</li> </ul>
<b><i>Receipt Amount</i></b>	Amount collected from the customer	Required field <ul style="list-style-type: none"> <li>• Numeric value</li> </ul>
<b><i>Receipt Date</i></b>	Date of Receipt	Required field <ul style="list-style-type: none"> <li>• Default value is current date</li> <li>• Date (DD-MON-YYYY) e.g. 01-JAN-2023</li> </ul>
<b><i>GL Date</i></b>	Posting date in the general ledger	Required field <ul style="list-style-type: none"> <li>• Default value is current date</li> <li>• Date (DD-MON-YYYY) e.g. 01-JAN-2023</li> </ul>
<b><i>Trans Number</i></b>	Transaction number or Bill number	Required field <ul style="list-style-type: none"> <li>• Select from List of Values</li> </ul>
<b><i>Customer</i></b>	Billed Customer or Payor	Required field <ul style="list-style-type: none"> <li>• Select from List of Values</li> </ul>
<b><i>Comments</i></b>	Additional details may be entered by the collecting officer	Optional field <ul style="list-style-type: none"> <li>• Text field</li> </ul>

The screenshot shows the 'Receipts (UP System - PHP)' window. The 'Receipt' section contains the following fields:

Receipt Method	UPS LBP TF 1750	Receipt Date	15-MAY-2023
Receipt Number	700001	GL Date	15-MAY-2023
Receipt Amount	PHP 6,272.00	Maturity Date	15-MAY-2023
Receipt Type	Standard	Functional Amount	6,272.00
State	Confirmed		

The 'Balances' section on the right shows:

Unidentified	0.00
Applied	0.00
On Account	0.00
Unapplied	6,272.00
Cash Claims	0.00
Prepayments	0.00

The 'Receipt Information' modal window is open, showing the following fields:

Paid By	
Check Bank	
Check/Card/Ref No.	
Check Date	
Cash Inflow	
Mode of Payment	Cash

Buttons at the bottom of the modal: OK, Cancel, Clear, Help.

**Step 6.** Next, click on the **Receipt Information Flexfield**.

The **Receipt Information** window will appear. Fill-in the optional fields then click **OK**.

<b>Field Name</b>	<b>Description</b>	<b>Remarks</b>
<b><i>Paid By</i></b>	Payor or Representative of the Customer	Optional field <ul style="list-style-type: none"> <li>• Free Text</li> </ul>
<b><i>Check Bank</i></b>	If a check payment is made, indicate the name of the bank.	Optional field <ul style="list-style-type: none"> <li>• Free Text</li> </ul>
<b><i>Check/Card/Ref No.</i></b>	Payment reference number for check, deposit, credit card or online payments	Optional field <ul style="list-style-type: none"> <li>• Free Text</li> </ul>
<b><i>Check Date</i></b>	Date of the check for check payments	Optional field <ul style="list-style-type: none"> <li>• Free Text</li> </ul>
<b><i>Cash Inflow</i></b>	Cash Inflow to be filled-in by the Accounting Office	Optional field <ul style="list-style-type: none"> <li>• Select from List of Values</li> </ul>
<b><i>Mode of Payment</i></b>	Payment method	Optional field <ul style="list-style-type: none"> <li>• Select from List of Values</li> <li>• Default value is <b>Cash</b></li> </ul>

Main More

Detail

Identify By

Trans Number

Customer

**Step 7.** Search for the bill (transaction) using the **Trans Number** of the customer by clicking the **ellipsis (...)**.

Receipts (UP System - PHP)

Receipt

Receipt Method UPS LBP TF 1750 Receipt Date 15-MAY-2023

Receipt Number 700001 GL Date 15-MAY-2023

Receipt Amount PHP 6,272.00 Maturity Date 15-MAY-2023

Receipt Type Standard Functional Amount 6,272.00

State Confirmed

Balances

Unidentified	6,272.00
Applied	0.00
On Account	0.00
Unapplied	0.00

Main More

Detail

Identify By

Trans Number

Customer

Name

Number

Location

Taxpayer ID

Reference

Postmark Date

Transaction Number

Find %5709

Trans Number	Currency	Install	Customer Name	Custome
3349	PHP	1		
3552	PHP	1		
3570	PHP	1		
3749	PHP	1		
3760	PHP	1		
3863	PHP	1		
5706	PHP	1		
5709	PHP	1	Mark Jason Dayandate Ellazar	78850

Find OK Cancel

The **Transaction Number** window will open. Type in the bill number or search for it using '%' as a wildcard character.

Once you have located the correct transaction, click **OK**.

Receipts (UP System : PHP)

<b>Receipt</b> Receipt Method: UPS LBP TF 1750 Receipt Number: 700001 Receipt Amount: PHP 6,272.00 Receipt Type: Standard State: Confirmed		Receipt Date: 15-MAY-2023 GL Date: 15-MAY-2023 Maturity Date: 15-MAY-2023 Functional Amount: 6,272.00		<b>Balances</b> Unidentified: 0.00 Applied: 0.00 On Account: 0.00 Unapplied: 6,272.00 Cash Claims: 0.00 Prepayments: 0.00	
---	--	--	--	---	--

Main More

<b>Detail</b> Identify By Trans Number: 5709 Earned Discounts: 0.00 Unearned Discounts: 0.00		Customer Bank Name: Account: PSN: Remittance Bank Name: Land Bank of the Philij Branch: LBP-UP Diliman EO Account: UPS LBP 3072-1007-	
Customer Name: Mark Jason Dayandate Ella Number: 78850 Location: 85880 Taxpayer ID: Bank Charges: Reference: Postmark Date: Comments: Apply			

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

**Step 8.** The **Trans Number** is the unique identifier for the bill. If the correct transaction or bill number has been provided, the payment of the customer may now be applied by clicking the **Apply** button.

The **Applications** window will open.

[illegible]

**Step 9.** There are 2 **options** to **proceed with** applying the receipt to transactions:

- Apply and Save
- Apply in Detail

**Option 1.** On the **Applications** window, click the check box under **Apply** and click the **Save** icon on the toolbar.

You may apply a receipt to several bills (transactions) as well by filling-in the fields on the succeeding lines.

**Applications - 700001**

Customer Name	Mark Jason Dayandate Ellazar	Unapplied	0.00
Customer Number	78850	On Account	0.00
Location	85880	Cash Claims	0.00
Receipt Amount	PHP 6,272.00	Prepayments	0.00
		Exchange Gain/Loss	0.00

**Applications**

Apply	Saved	Apply To	Billing Number	Installment	Apply Date	Amount Applied	Discount	Balance Due	Trans	Customer I	GL I
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5709		1	22-MAY-2023	6,272.00	0.00	0.00	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										

Apply in Detail

**Option 2.** Click the **Apply in Detail**.



**Detailed Applications**

Receipt Application

Apply Date	GL Date	Exch Rate	Reversal GL Date	Unapplied	Transaction	Applied	Discount	Balance
22-MAY-2023	15-MAY-2023			0.00	6,272.00	6,272.00	0.00	0.00

**Summary Applications**

Line	Tax	Freight	Charges
5,600.00	672.00		

Discount

Balance Due

0.00 0.00 0.00 0.00

Then, on the **Detailed Applications** window, fill-in the **Line** field for collection to be credited to the line amount and **Tax** field for the tax amount.

Click **Save**.

This option is especially useful for partial payments or for transactions with tax discounts.

Receipts (UP System : PHP)

**Receipt**

Receipt Method: UPS LBP TF 1750  
 Receipt Number: 700001  
 Receipt Amount: PHP 6,272.00  
 Receipt Type: Standard  
 State: Confirmed

Receipt Date: 15-MAY-2023  
 GL Date: 15-MAY-2023  
 Maturity Date: 15-MAY-2023  
 Functional Amount: 6,272.00

**Balances**

Unidentified	0.00
Applied	6,272.00
On Account	0.00
Unapplied	0.00
Cash Claims	0.00
Prepayments	0.00

**Main More**

**Detail**

Identify By  
 Trans Number: 5709

Customer  
 Name: Mark Jason Dayandate Ella  
 Number: 78850  
 Location: 85880  
 Taxpayer ID:

Earned Discounts: 0.00  
 Unearned Discounts: 0.00  
 Bank Charges:

**Customer Bank**

Name:  
 Account:  
 PSON:

**Remittance Bank**

Name: Land Bank of the Philip  
 Branch: LBP-UP Diliman EO  
 Account: UPS LBP 3072-1007-

Reference:  
 Postmark Date:

Comments:

Confirm 1 Reverse 1 Receipt History Search and Apply Apply

**Step 10.** Close the **Applications** and/or **Detailed Applications** window/s.

The amount is now applied and saved to the customer's bill.

Receipts (UP System : PHP)

<b>Receipt</b> Receipt Method: UPS LBP TF 1750 Receipt Number: 700001 Receipt Amount: PHP 6,272.00 Receipt Type: Standard State: Confirmed		Receipt Date: 15-MAY-2023 GL Date: 15-MAY-2023 Maturity Date: 15-MAY-2023 Functional Amount: 6,272.00	
---	--	--	--

<b>Balances</b> Unidentified: 6,272.00 Applied: 0.00 On Account: 0.00 Unapplied: 0.00 Cash Claims: 0.00 Prepayments: 0.00	
---	--

Main More

<b>Detail</b> Identify By Trans Number: <input type="text"/>		Earned Discounts: 0.00 Unearned Discounts: 0.00	
Customer Name: <input type="text"/> ... Number: <input type="text"/> Location: <input type="text"/> Taxpayer ID: <input type="text"/>		Bank Charges: <input type="text"/>	

Reference: <input type="text"/> Postmark Date: <input type="text"/>		Comments: <input type="text"/>	
--	--	--------------------------------	--

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

**Step 11.** If the bill or **Trans Number** is not available, search for the bill using Customer information by clicking on the **ellipsis (...)**.

The screenshot shows a window titled 'Customers' with a search bar at the top containing the text '%ellazar'. Below the search bar is a table with the following columns: Name, Number, Account Description, Taxpayer ID, and Taxpayer Name. The table contains one row with the following data: Mark Jason Dayandate Ellazar, 78850, (blank), (blank), and (blank). At the bottom of the window are three buttons: Find, OK, and Cancel. The OK button is highlighted with a red rectangle.

Name	Number	Account Description	Taxpayer ID	Taxpayer Name
Mark Jason Dayandate Ellazar	78850			

**Step 12.** You may search for the customer name or the customer number from the **Customers** window. Use '%' as a wildcard character followed by a keyword to limit the search results.

Click **Find**.

Select the correct customer and click **OK**.

Receipts (UP System - PHP)

**Receipt**

Receipt Method: UPS LBP TF 1750  
 Receipt Number: 700001  
 Receipt Amount: PHP 6,272.00  
 Receipt Type: Standard  
 State: Confirmed

Receipt Date: 15-MAY-2023  
 GL Date: 15-MAY-2023  
 Maturity Date: 15-MAY-2023  
 Functional Amount: 6,272.00

**Balances**

Unidentified	0.00
Applied	0.00
On Account	0.00
Unapplied	6,272.00
Cash Claims	0.00
Prepayments	0.00

**Main** **More**

**Detail**

Identify By  
 Trans Number: [ ] [ ]

Customer  
 Name: Mark Jason Dayandate E...  
 Number: 78850  
 Location: 85880  
 Taxpayer ID: [ ]

Earned Discounts: 0.00  
 Unearned Discounts: 0.00  
 Bank Charges: [ ]

**Customer Bank**  
 Name: [ ]  
 Account: [ ]  
 PSON: [ ]

**Remittance Bank**  
 Name: Land Bank of the Phil...  
 Branch: LBP-UP Diliman EO  
 Account: UPS LBP 3072-1007-

Reference: [ ]  
 Postmark Date: [ ]

Comments: [ ]

Confirm... 1   Reverse... 1   Receipt History   **Search and Apply**   Apply

**Step 13.** Click **Search and Apply**.

**Search and Apply - 700001**

**Customer**

Name: Mark Jason Dayandate Ellaza ... Number: 78850

Location:

**Transaction**

Types: -

Numbers: -

Due Dates: -

Dates: -

Balances: -

PO Numbers: -

**Primary Sort Criteria**

Invoice Number

☒ Ascending ☐ Descending

**Secondary Sort Criteria**

☐ Ascending ☐ Descending

**Include**

☒ Invoices ☒ Deposits ☒ Debit Memos

☒ Chargebacks ☒ Credit Memos ☐ Disputed Transactions

☒ Related Customers (K) ☐ Cross Currency

☐ Open Receipts (Q)

Apply Date: 15-MAY-2023

Apply Preview (G)

**Step 14.** The **Search and Apply** window will open.

Click on **Preview**.

Applications - 700001

Customer Name: Mark Jason Dayandate Ellazar  
 Customer Number: 78850  
 Location: 85880  
 Receipt Amount: PHP 6,272.00

Unapplied: 0.00  
 On Account: 0.00  
 Cash Claims: 0.00  
 Prepayments: 0.00  
 Exchange Gain/Loss: 0.00

Applications

Apply	Saved	Apply To	Billing Number	Installment	Apply Date	Amount Applied	Discount	Balance Due	Trans	Customer	GL I
<input type="checkbox"/>	<input type="checkbox"/>	5458		1	15-MAY-2023			30,000.00	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>	5536		1	15-MAY-2023			0.77	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>	5556		1	15-MAY-2023			95,200.00	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>	5568		1	15-MAY-2023			952.00	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>	5596		1	15-MAY-2023			140.00	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>	5600		1	15-MAY-2023			140.00	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>	5616		1	15-MAY-2023			13,305.60	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>	5636		1	15-MAY-2023			5,600.00	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>	5687		1	15-MAY-2023			560.00	PHP	78850	15-M
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5709		1	15-MAY-2023	6,272.00	0.00	0.00	PHP	78850	15-M
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										

Apply in Detail

**Step 15.** The **Applications** window will open with a list of all bills (transactions) with balance due under the name of the customer.

Select the bills (transactions) to be settled by the customer by clicking the check box under **Apply**.

Click **Save**.



Receipts (UP System : PHP)

**Receipt**

Receipt Method: UPS LBP TF 1750  
 Receipt Number: 700001  
 Receipt Amount: PHP 6,272.00  
 Receipt Type: Standard  
 State: Confirmed

Receipt Date: 15-MAY-2023  
 GL Date: 15-MAY-2023  
 Maturity Date: 15-MAY-2023  
 Functional Amount: 6,272.00

**Balances**

Unidentified	0.00
Applied	6,272.00
On Account	0.00
Unapplied	0.00
Cash Claims	0.00
Prepayments	0.00

**Main More**

**Detail**

Identify By  
 Trans Number: 5709

Customer  
 Name: Mark Jason Dayandate Ella  
 Number: 78850  
 Location: 85880  
 Taxpayer ID:

Earned Discounts: 0.00  
 Unearned Discounts: 0.00  
 Bank Charges:

Customer Bank  
 Name:  
 Account:  
 PSN:

Remittance Bank  
 Name: Land Bank of the Philippi  
 Branch: LBP-UP Diliman EO  
 Account: UPS LBP 3072-1007-

Reference:  
 Postmark Date:

Comments:

Confirm 1 Reverse 1 Receipt History Search and Apply Apply

**Step 16.** Close the **Applications** window to go back to the **Receipts** window.

Verify that the amount has been applied by checking the **Balances** section.

Proceed to printing the Official Receipt (OR).

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface