



University of the Philippines



FMIS


**Financial Management Information System
User Manual**



FMIS User Manual

Creation of Transactions

Author:	Mark Jason D. Ellazar
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Version:	3.0



Creation of Transactions

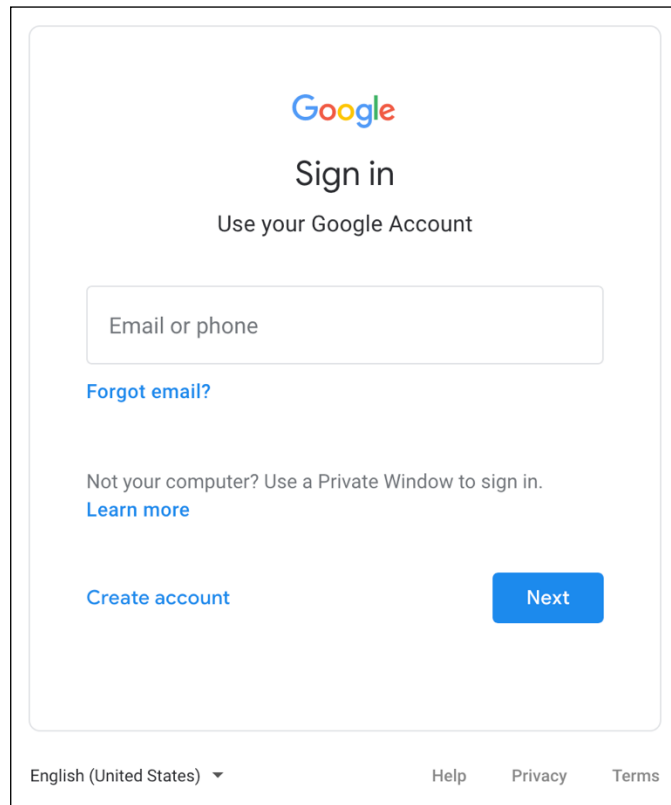
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
2 February 2015	Efren V. Sia	1.0	Initial
31 August 2018	Kezia Maricar C. Mercado	2.0	Added Line Transaction Flexfield instructions
02 May 2023	Mark Jason D. Ellazar	3.0	<ul style="list-style-type: none"> Pages 16 to 20, steps nos. 11 to 14, added steps for transactions with VAT Page 9, step no. 5, updated the transaction table Pages 5 to 23, steps nos. 1 to 16, updated new sample screenshots

1.2 Description

Process ID	
Process Name	Creation of Transactions
Functional Domain	Account Receivable Module
Responsibility	Receivables Billing
Purpose	Billing a Customer
Data Requirement	Customer information, Billable activities
Dependencies	Transaction Types Set-up, Transaction Sources Set-up, Memo Lines Set-up, Customer Creation, Bill Presentment Set-up
Scenario	A customer is being billed (e.g. Hospital Bills, Rentals, Loans)

A screenshot of the Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is centered. Below the field is a blue link "Forgot email?". Further down, the text "Not your computer? Use a Private Window to sign in." is displayed, with a blue link "Learn more" below it. At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.

[Learn more](#)

[Create account](#)

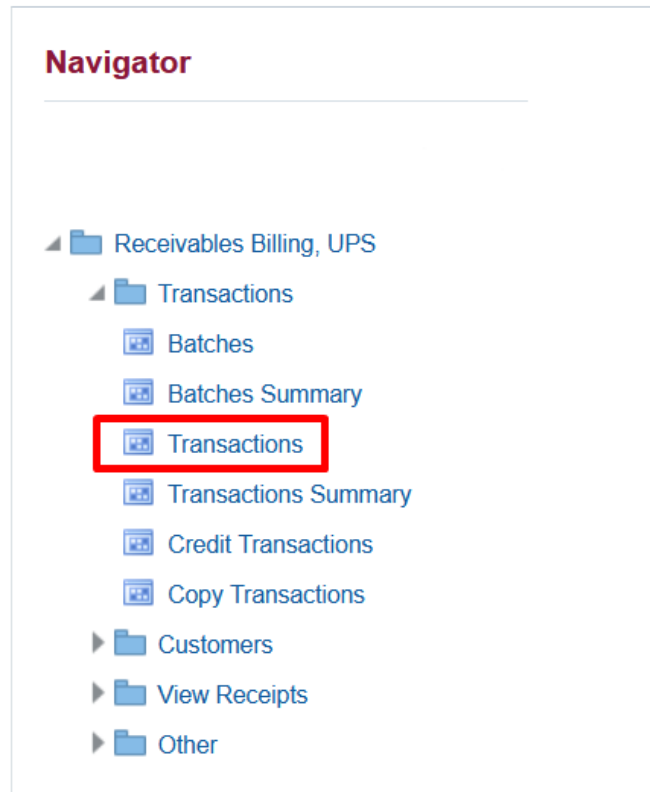
Next

English (United States) ▼

[Help](#) [Privacy](#) [Terms](#)

Step 1. Go to uis.up.edu.ph

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



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

Navigate to **Transactions > Transactions**.



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

Transactions (UP System : PHP)

Transaction

Source Date
 Number GL Date
 Class Currency
 Type Document Num
 Reference Transaction []
 Legal Entity ☐ Complete

Balance Due

Line
 Tax
 Freight
 Charges
 Total

Main **More** **Notes** **Commitment** **Reference Information**

Ship To

Name
 Number
 Location
 Address
 Contact

Bill To

Sold To

Name
 Number

Paying Customer

Name
 Number
 Location

Payment Details

Receipt Method
 Payment Method
 Instrument Number

Commitment
 Payment Term
 Invoicing Rule
 Due Date

Step 5. The **Transactions** window will open. Fill-up the required fields.

Field Name	Description	Remarks
Source	Source of Transaction (e.g. Rental, Loan, Hospital Bill)	Required field <ul style="list-style-type: none"> Select from List of Values
Number	Transaction Number	Required field <ul style="list-style-type: none"> Alphanumeric Field
Class	Invoice, Credit Memo, Debit Memo, etc	Required field <ul style="list-style-type: none"> Auto-populated depending on the Source value
Type	Type of Transaction	Required field <ul style="list-style-type: none"> Auto-populated depending on the Source value
Legal Entity	The Organization that Bills (e.g. UP System)	Required field <ul style="list-style-type: none"> Auto-populated depending on the Source value
Date	Date of Transaction	Required field <ul style="list-style-type: none"> Default value is current date Date (DD-MON-YYYY) e.g. 01-JAN-2023
GL Date	Date of Genereal Ledger	Required field <ul style="list-style-type: none"> Default value is current date Date (DD-MON-YYYY) e.g. 01-JAN-2023
Bill To	Customer to be billed	Required field <ul style="list-style-type: none"> Select from List of Values
Payment Terms	Terms of Payment (e.g. Immediate, 30 NET, etc)	Required field <ul style="list-style-type: none"> Select from List of Values
Receipt Method	Method of Payment	Optional field <ul style="list-style-type: none"> Select from List of Values

Transactions (UP System : PHP)

Transaction

Source: UPS Invoices Date: 02-MAY-2023
 Number: GL Date: 02-MAY-2023
 Class: Invoice Currency: PHP
 Type: ITDC Billing Document Num:
 Reference: Transaction: []
 Legal Entity: UP System ☐ Complete

Balance Due

Line: Tax: Freight: Charges: Total:
 Details Refresh

Main More Notes Commitment Reference Information

Ship To **Bill To**

Name: Mark Jason Dayandate Ellazar
 Number: 78850
 Location: 85880
 Address: 288 gremville subd tsora
 Contact: , , , Philippines

Sold To

Name: Mark Jason Dayandate Ellazar
 Number: 78850

Paying Customer

Name: Mark Jason Dayandate Ellazar
 Number: 78850
 Location: 85880

Payment Details

Receipt Method: UPS LBP TF 1750
 Payment Method:
 Instrument Number:
 Select Instrument

Commitment:
 Payment Term: IMMEDIATE
 Invoicing Rule:
 Due Date: 02-MAY-2023

Line Items Tax Freight Distributions Sales Credits Incomplete

Step 6. After filling up the necessary fields, click on the **Save** icon.

Transactions (UP System : PHP)

Transaction

Source: UPS Invoices
 Number: 5636
 Class: Invoice
 Type: ITDC Billing
 Reference:
 Legal Entity: UP System

Date: 02-MAY-2023
 GL Date: 02-MAY-2023
 Currency: PHP
 Document Num:
 Transaction: []
☐ Complete

Balance Due

Line:
 Tax:
 Freight:
 Charges:
 Total:

Details Refresh

Main More Notes Commitment Reference Information

Ship To

Name:
 Number:
 Location:
 Address:
 Contact:

Bill To

Name: Mark Jason Dayandate Ellazar
 Number: 78850
 Location: 85880
 Address: 288 gremville subd tsora
 , , , Philippines

Sold To

Name: Mark Jason Dayandate Ellazar
 Number: 78850

Paying Customer

Name: Mark Jason Dayandate Ellazar
 Number: 78850
 Location: 85880

Payment Details

Receipt Method: UPS LBP TF 1750
 Payment Method:
 Instrument Number:
 Select Instrument

Commitment:
 Payment Term: IMMEDIATE
 Invoicing Rule:
 Due Date: 02-MAY-2023

Line Items Tax Freight Distributions Sales Credits Complete

Step 7. Upon saving, some of the fields will become un-editable.

Click on the **Line Items** to add Billable Activities or Memo Lines to the customer.

[illegible]

Step 8. The **Lines** window will open. Add the Billable Activities or Memo Lines to each line.

Field Name	Description	Remarks
Num	Line Item Number	Required field <ul style="list-style-type: none"> • Sequential
Description	Description of the item to be billed to the customer	Required field <ul style="list-style-type: none"> • Select from List of Values • Can be entered manually
UOM	Unit of Measure	Required field <ul style="list-style-type: none"> • Auto-populated depending on the Description value
Quantity	Quantity to be billed to the customer	Required field <ul style="list-style-type: none"> • Numeric value
Amount	Amount to be billed to the customer	Required field <ul style="list-style-type: none"> • Auto-computed
Transaction Flexfield	For additional Details	Optional field <ul style="list-style-type: none"> • Select from List of Values

Lines (UP System) - Mark Jason Dayandate Ellazar, 5636

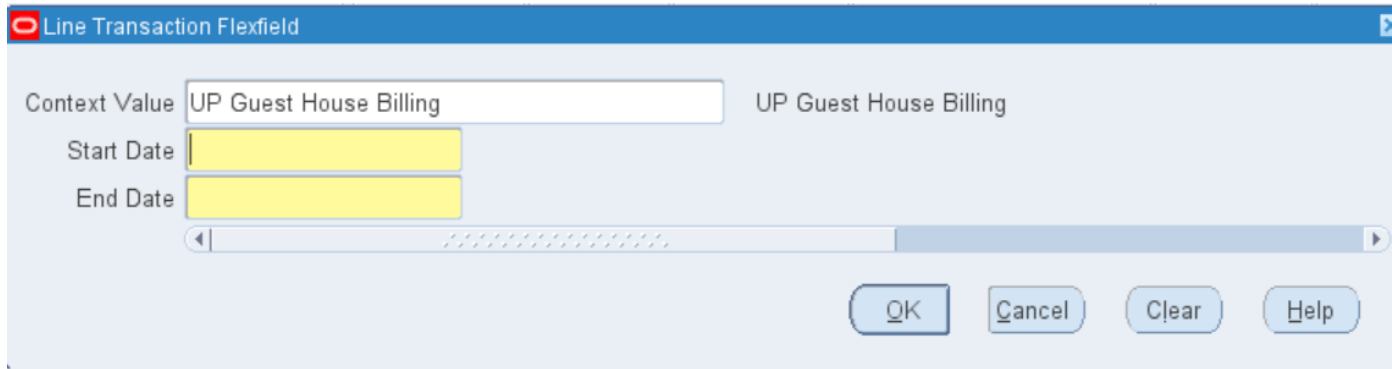
Total	Transaction	Lines	Tax	Freight
		5,000.00		

Main | Sales Order | Tax Exemption | Rules | Ship To Information | More

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans
1		Electricity	kW	30	100	3,000.00		
2		Water	m³	40	50	2,000.00		

Tax | Tax Information | Freight | Distributions | Sales Credits

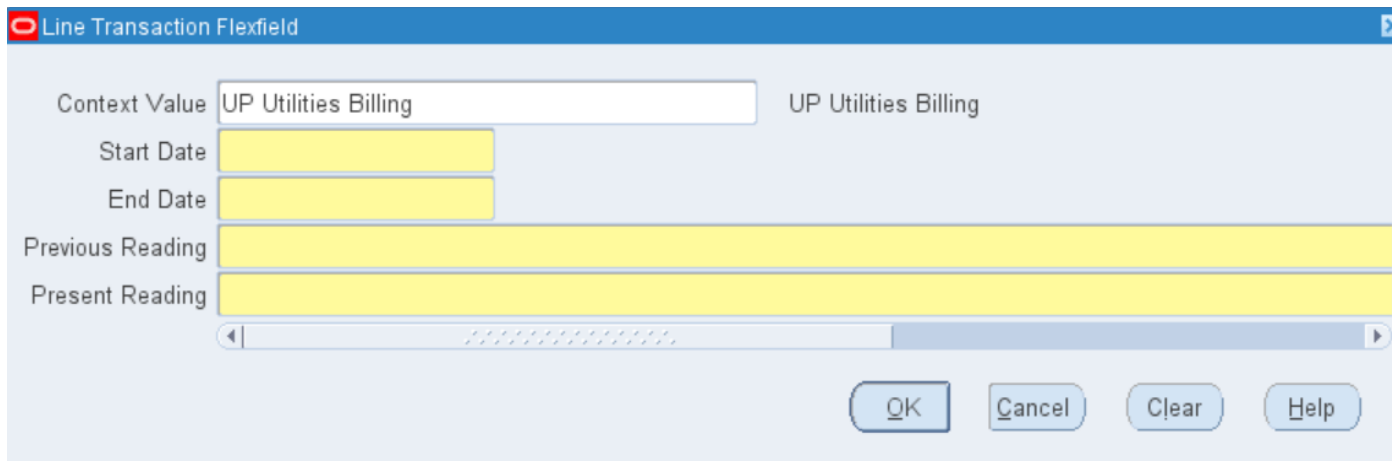
Step 9. (Optional) Click on the **Transaction Flexfield** to enter additional line details.



The screenshot shows the 'Line Transaction Flexfield' window. The 'Context Value' field is set to 'UP Guest House Billing'. Below it, there are two date fields: 'Start Date' and 'End Date', both highlighted in yellow. A horizontal scrollbar is visible below the date fields. At the bottom right, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

Step 10. The **Line Transaction Flexfield** window will open. Select a context value. Available options for UP are UP Guest House Billing and UP Utilities Billing to the customer.

Then enter the additional line details and click **OK**.



The screenshot shows the 'Line Transaction Flexfield' window. The 'Context Value' field is set to 'UP Utilities Billing'. Below it, there are two date fields: 'Start Date' and 'End Date', both highlighted in yellow. Below the date fields, there are two more fields: 'Previous Reading' and 'Present Reading', both highlighted in yellow. A horizontal scrollbar is visible below the 'Present Reading' field. At the bottom right, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

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Detail Tax Lines

For this Line ▼

Trans Line	Tax Line Num	Tax Regime Code	Tax	Diction	Tax Status	Rate Name	Rate	Tax Amount	Inclusive
1	1	UPS_TAX_REGI	VAT	_TAX_JURISDIC	UPS_TAX_STATU	VAT12_164	12.00	321.43	<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
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									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

Tax Regime
Tax
Tax Status

UPS_TAX_REGIME_CO
VAT
UPS_TAX_STATUS_CO

Tax Regime Description
Tax Name
Tax Status Description

UPS TAX REGIME
VAT
UPS TAX STATUS

OK Cancel

Step 12. On the **Detail Tax Lines** window. Fill-out the required fields.

Untick the **Inclusive** checkbox if transaction is exclusive of tax.

Click **OK**.

If applicable, do the same for the other lines.

Field Name	Description	Remarks
Rate Name	Tax name	Required field <ul style="list-style-type: none"> Select from List of Values
Rate	Tax percentage	Required field <ul style="list-style-type: none"> Auto-populated depending on the Rate Name value
Tax Amount	Tax amounting	Required field <ul style="list-style-type: none"> Auto-populated depending on the Rate Name value
Inclusive	Tax Inclusive or Tax Exclusive	Optional Checkbox <ul style="list-style-type: none"> Default selection is Inclusive Tax

[illegible]

Step 13. After filling-out the **Tax** details, click on the **Save** icon.

Lines (UP System) - Mark Jason Dayandate Ellazar, 5636

TotalTransaction5,600.00Lines5,000.00Tax600.00Freight0.00

MainSales OrderTax ExemptionRulesShip To InformationMore

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans
1		Electricity	kW	30	100	3,000.00		.
2		Water	m³	40	50	2,000.00		.

TaxTax InformationFreightDistributionsSales Credits

Step 14. Upon saving, the Total bill amount including the breakdown will be shown.

If there are no other Billable Activities or Memo Lines to be added, close the ***Lines*** window.

Transactions (UP System : PHP)

Transaction

Source: UPS Invoices Date: 02-MAY-2023
 Number: 5636 GL Date: 02-MAY-2023
 Class: Invoice Currency: PHP
 Type: ITDC Billing Document Num: []
 Reference: Transaction: []
 Legal Entity: UP System ☐ Complete

Balance Due

Line: []
 Tax: []
 Freight: []
 Charges: []
 Total: []

Details Refresh

Main More Notes Commitment Reference Information

Ship To Bill To

Name: [] Mark Jason Dayandate Ellazar
 Number: [] 78850
 Location: [] 85880
 Address: [] 288 gremville subd tsora
 []
 []
 [] Philippines
 Contact: []

Sold To

Name: Mark Jason Dayandate Ellazar
 Number: 78850

Paying Customer

Name: Mark Jason Dayandate Ellazar
 Number: 78850
 Location: 85880

Payment Details

Receipt Method: UPS LBP TF 1750
 Payment Method: []
 Instrument Number: []
 Select Instrument

Commitment: []
 Payment Term: IMMEDIATE
 Invoicing Rule: []
 Due Date: 02-MAY-2023

Line Items Tax Freight Distributions Sales Credits **Complete**

Step 15. On the **Transactions** window, check if the details are complete and correct.


If the all the information are correct, click **Complete**.

Note: Should there be additional details to enter, you may click the **Incomplete** button and make necessary changes to the transaction.

Transactions (UP System : PHP)

Transaction

Source: UPS Invoices Date: 02-MAY-2023

Number: 5636  GL Date: 02-MAY-2023

Class: Invoice Currency: PHP

Type: ITDC Billing Document Num: Transaction: []

Reference: Legal Entity: UP System ☒ Complete

Balance Due

Line	5,000.00
Tax	600.00
Freight	0.00
Charges	0.00
Total	5,600.00

Details Refresh

Main More Notes Commitment Reference Information

Ship To

Name: Number: Location: Address: Contact: Commitment: Payment Term: IMMEDIATE Invoicing Rule: Due Date: 02-MAY-2023

Bill To

Name: Mark Jason Dayandate Ellazar Number: 78850 Location: 85880 Address: 288 gremville subd tsora ... Philippines

Sold To

Name: Mark Jason Dayandate Ellazar Number: 78850

Paying Customer

Name: Mark Jason Dayandate Ellazar Number: 78850 Location: 85880


Payment Details

Receipt Method: UPS LBP TF 1750 Payment Method: Instrument Number: Select Instrument

Like Items Tax Freight Distributions Sales Credits Incomplete

Step 16. Once the Transaction is complete, a **Bill Preview** button will appear beside the Number.

Click on the **Bill Preview** icon to see the bill.



UP System
ITDC Billing

UP System
ITDC Billing

Bill To:
Mark Jason Dayandate Ellazar
288 gremville subd tsora

Bill No.: 5636	Bill Date: 02-May-2023
Terms: IMMEDIATE	Due Date: 02-May-2023

Item Num	Description	Quantity	Unit Of Measure	Unit Price	Amount
1	Electricity	30	kW	100.00	3,000.00
2	Water	40	m³	50.00	2,000.00

Special Instructions
Please settle all transactions at the UP System Cash Office located at the basement of Quezon Hall

SubTotal	5,000.00
Tax	600.00
Shipping	0.00
Total	5,600.00
Payments and Credits	0.00
Financial Charges	0.00
Outstanding balance as of 02-May-2023 in PHP	5,600.00

Expected Output: The bill preview will load on your browser.

The bill may now be printed and sent to the Customer for settlement.

For customized Billing Statements, please refer to appropriate user guides:

- [Generation of UP Billing Statement](#)
- [Generation of Utilities Billing Statement](#)
- [Generation of Guest House Billing Statement](#)
- [Generation of UP Order of Payment](#)

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