



University of the Philippines



FMIS


**Financial Management Information System
User Manual**



FMIS User Manual

UP Receipt Register

Author:	Mark Jason D. Ellazar
Creation Date:	17 February 2023
Last Updated:	28 February 2023
Document Ref:	ITDC - FMIS - UM - UP Receipt Register - 28022023 – ver. 1.0
Version:	1.0



Generation of UP Receipt Register

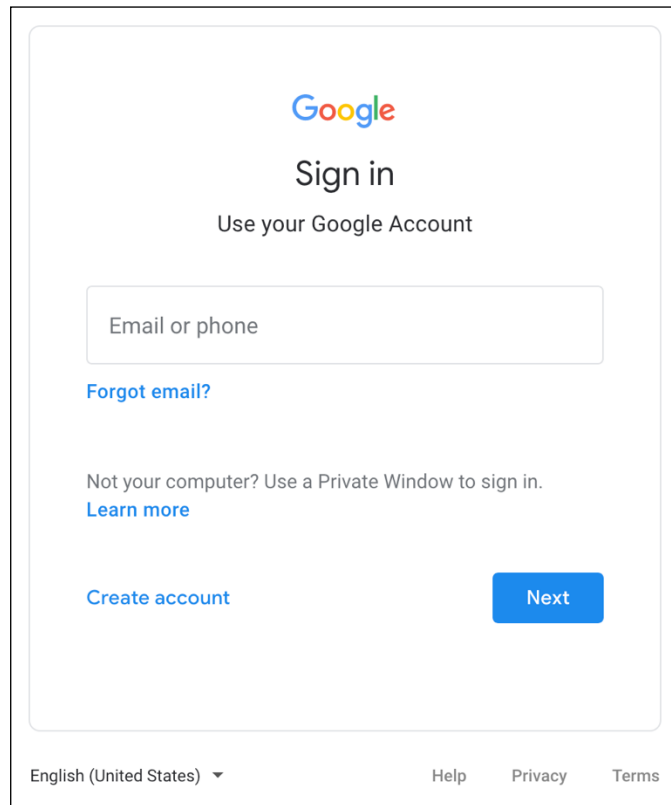
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
28 February 2023	Mark Jason D. Ellazar	1.0	Initial

1.2 Description

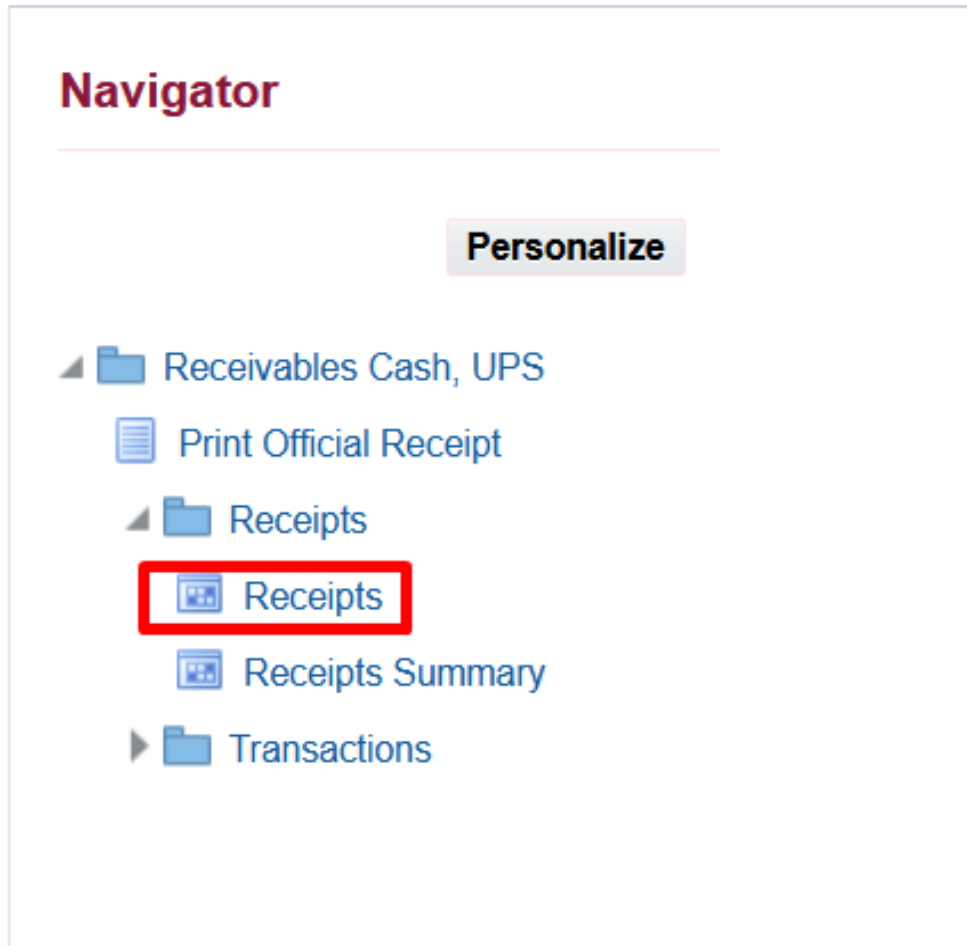
Process ID	
Process Name	Generation of UP Receipt Register
Functional Domain	Account Receivable Module
Responsibility	Receivables Cash
Purpose	To generate a report of receipt register to summarize the breakdown of receipt received within a specific date range
Data Requirement	Receipt Method, Receipt Number, Receipt Amount, Receipt Type
Dependencies	Receipts created in the system
Scenario	A collecting officer would like to generate a receipt register made for the day or for a specific date range based on receipts he/she recorded in the system



The image shows a Google Sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "Use your Google Account" in a smaller font. There is a text input field labeled "Email or phone". Below the input field is a link "Forgot email?". Further down, there is a message "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, 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

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 Cash, <CU>** responsibility.

Navigate to **Receipts > Receipts**.



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

Step 5. On the **Receipts**, click **View** then select **Requests**.

Oracle Applications - UISDEV

File Edit **View** Folder Tools Actions Window Help

Receipt Register

Find... Find All Query By Example Record Translations... Attachments... Summary/Detail **Requests**

Receipt Date 17-FEB-2023 GL Date 17-FEB-2023 Maturity Date 17-FEB-2023 Functional Amount []

Balances Unidentified Applied On Account Unapplied Cash Claims Prepayments

Detail Identify By Trans Number Customer Name Number Location Taxpayer ID

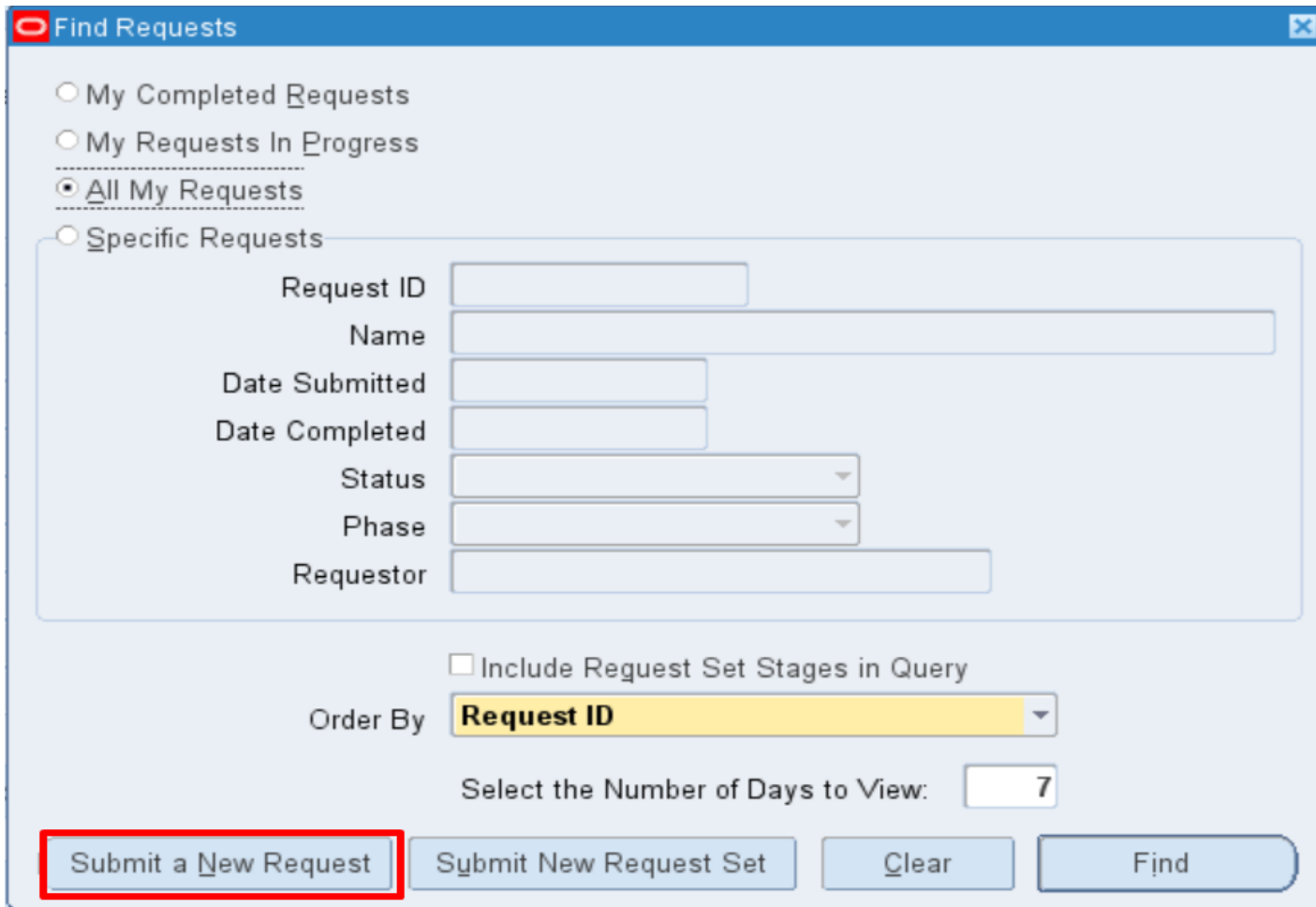
Earned Discounts Unearned Discounts Bank Charges

Customer Bank Name Account PSN

Remittance Bank Name Branch Account

Reference Postmark Date Comments

Confirm Reverse Receipt History Search and Apply Apply

A screenshot of a software window titled "Find Requests". The window has a blue header bar with a red icon on the left and a close button on the right. Below the header, there are four radio button options: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Under "Specific Requests", there is a group box containing several input fields: "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". Below this group box, there is a checkbox labeled "Include Request Set Stages in Query" which is unchecked. Below the checkbox, there is a label "Order By" followed by a dropdown menu showing "Request ID". Below that, there is a label "Select the Number of Days to View:" followed by a text input field containing the number "7". At the bottom of the window, there are four buttons: "Submit a New Request" (highlighted with a red rectangle), "Submit New Request Set", "Clear", and "Find".

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request Submit New Request Set Clear Find

Step 6. The **Find Requests** Window will appear. Click **Submit a New Request**.

Submit Request

Run this Request

Name UP Receipt Register ...

Operating Unit

Parameters

Language American English

Copy

Language Settings Debug Options

At these Times

Schedule Description As Soon as Possible

Schedule

Upon Completion

☒ Save all Output Files ☐ Byrst Output

Layout UP Receipt Register

Notify

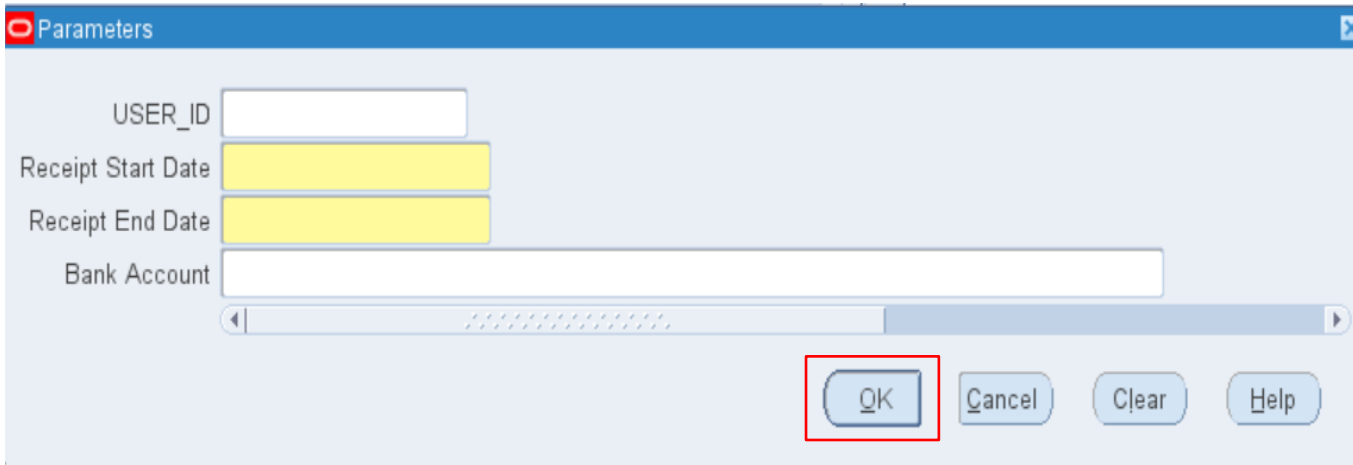
Print to noprint

Options Delivery Opts

Help (C) Submit Cancel

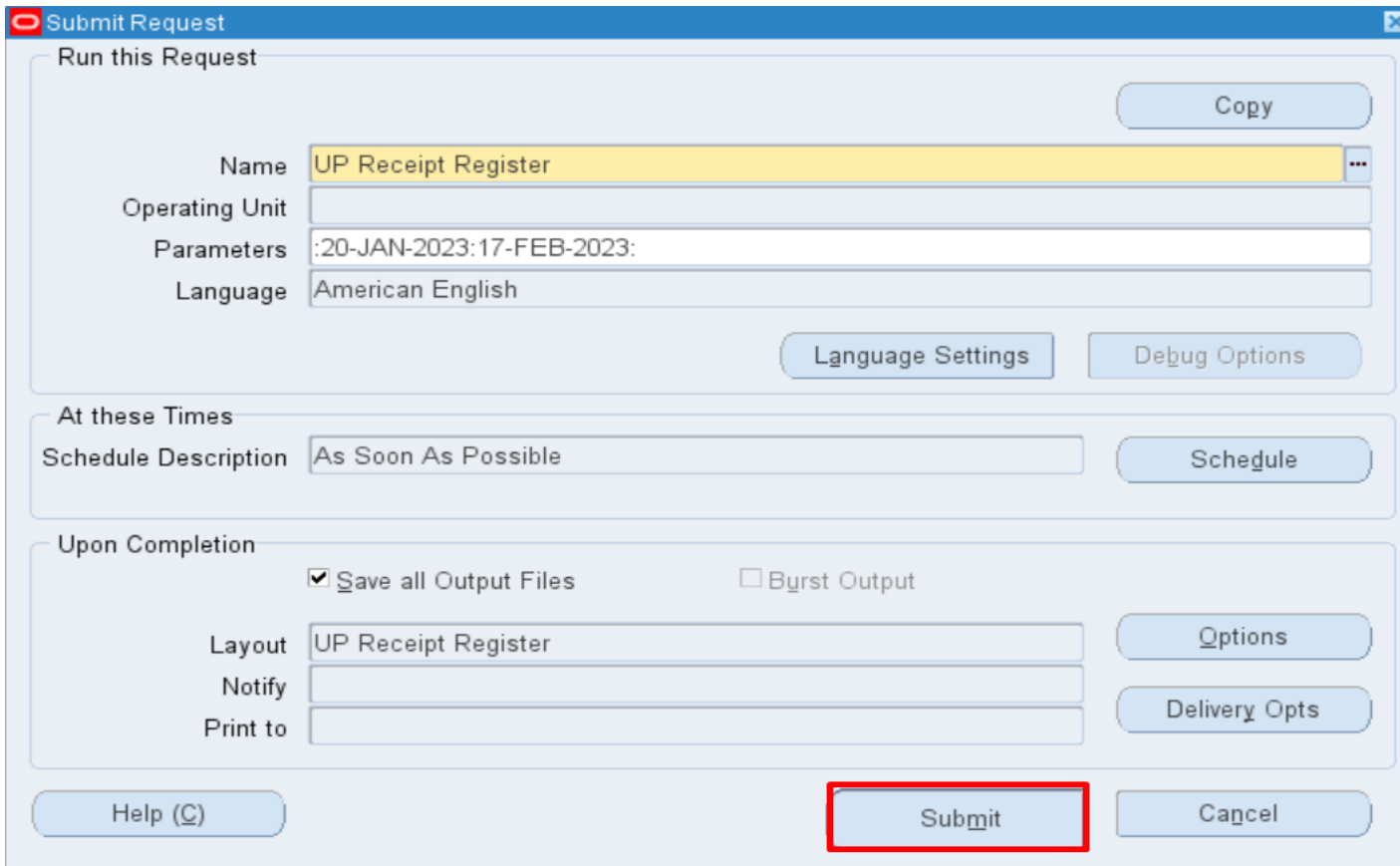
Step 7. On the **Name** Field, click the **ellipsis (...)** to search for **UP Receipt Register**.

You may type also **UP Receipt%** then press **Tab** on the keyboard. Select **UP Receipt Register** from the list of values.



A screenshot of a 'Parameters' dialog box. The dialog has a blue title bar with the text 'Parameters' and a close button. Inside, there are four input fields: 'USER_ID' (a small text box), 'Receipt Start Date' (a date picker with a yellow background), 'Receipt End Date' (a date picker with a yellow background), and 'Bank Account' (a long text box). Below these fields is a horizontal scrollbar. At the bottom right, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'. The 'OK' button is highlighted with a red rectangular box.

Step 8. Enter the report ***Parameters*** then click ***OK.***



The image shows a 'Submit Request' dialog box with a blue title bar. It contains three main sections: 'Run this Request', 'At these Times', and 'Upon Completion'. The 'Run this Request' section has fields for Name (UP Receipt Register), Operating Unit, Parameters (:20-JAN-2023:17-FEB-2023:), and Language (American English), along with 'Copy', 'Language Settings', and 'Debug Options' buttons. The 'At these Times' section has a 'Schedule Description' field (As Soon As Possible) and a 'Schedule' button. The 'Upon Completion' section has checkboxes for 'Save all Output Files' (checked) and 'Byrst Output', and fields for 'Layout' (UP Receipt Register), 'Notify', and 'Print to', along with 'Options' and 'Delivery Opts' buttons. At the bottom are 'Help (C)', 'Submit' (highlighted with a red rectangle), and 'Cancel' buttons.

Submit Request

Run this Request

Copy

Name UP Receipt Register

Operating Unit

Parameters :20-JAN-2023:17-FEB-2023:

Language American English

Language Settings Debug Options

At these Times

Schedule Description As Soon As Possible Schedule

Upon Completion

☒ Save all Output Files ☐ Byrst Output

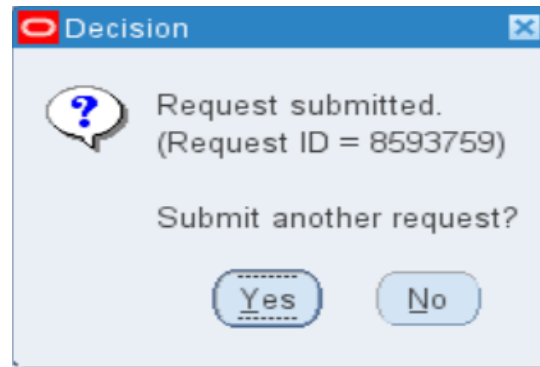
Layout UP Receipt Register Options

Notify

Print to Delivery Opts

Help (C) Submit Cancel

You will be redirected back to the **Submit Request** window, click **Submit**.



Step 9. On the decision to submit another request, click **No**.

A "Find Requests" dialog box with a blue header bar. It features four radio buttons: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below the "Specific Requests" radio button is a group of input fields: "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". Below these fields is a checkbox labeled "Include Request Set Stages in Query". Further down is an "Order By" dropdown menu currently set to "Request ID". Below that is a field "Select the Number of Days to View:" with the value "7". At the bottom of the dialog are four buttons: "Submit a New Request", "Submit New Request Set", "Clear", and "Find". The "Find" button is highlighted with a red rectangular border.

Step 10. On the **Find Request** window, click **Find**.

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
8593759	UP Receipt Register		Completed	Normal	276, , 2023/01/20 00:00:00, 20
8593758	UP Receipt Register		Completed	Normal	276, , 2023/01/20 00:00:00, 20
8593757	UP Receipt Register		Completed	Normal	276, , 2023/01/25 00:00:00, 20
8593755	UP Receipt Register		Completed	Normal	276, , 2023/02/01 00:00:00, 20
8593752	UP Receipt Register for Ca		Completed	Normal	276, 26563, 2023/01/01 00:00:
8593751	UP Receipt Register for Ca		Completed	Normal	276, 26563, 2023/01/01 00:00:
8593748	UP Receipt Register for Ca		Completed	Normal	276, 26563, 2023/01/01 00:00:
8593747	UP Receipt Register for Ca		Completed	Normal	276, 26563, 2023/01/01 00:00:
8593743	UP Report of Collections ar		Completed	Normal	276, 2023/01/20 00:00:00, 202
8593738	UP Report of Collections ar		Completed	Normal	276, 26563, 2023/02/03 00:00:

Hold Request View Details Rerun Request **View Output**

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

Step 11. The **Requests** window will appear. Click **Refresh Data** until the Phase becomes **Completed** and **Status, Normal** then click **View Output**

Expected Output:



UNIVERSITY OF THE PHILIPPINES

Diliman, Quezon City, Metro Manila, NCR
TIN: 000-864-006-00000

Receipt Register

Period Coverage: January 20, 2023 to February 17, 2023

Bank Name / Account Number:

Report Date: February 20, 2023

Receipt Date	Receipt Number	Payor	Receipt Amount	Payment Method	Bank Fund	Revenue Account Code	Particulars	Collecting Officer
13-FEB-23	123456	Mick/tess	8,000.00	Deposit	184	01.184.40202990.G099.184	Various Collections	MS. Maritess Cacho
13-FEB-23	12346	Adel	20.00	Deposit	184	01.184.40501990.184	Miscellaneous Collections	MS. Maritess Cacho
24-JAN-23	50001	sheila may cruz	1,000.00	Deposit	184	01.101.SA03016001.0060.50204010.184	Water Bills from Tenants - OAR	MR. Mark Jason Ellazar
23-JAN-23	50002	Carl jerick santos	2,000.00	Cash	184	01.184.20401010.184.A0001161.184	Computer Loan	MR. Mark Jason Ellazar
22-JAN-23	50003	Cristine manitas	3,000.00	Check	184	01.184.SA03013001.20401010.184	ITDC Projects	MR. Mark Jason Ellazar
20-JAN-23	50004	Mike austria	2,500.00	Credit Card	184	01.184.20401010.184	Rentals	MR. Mark Jason Ellazar
24-JAN-23	50010	Kim Carlo De Leon	5,000.00	Deposit	101	01.184.20401010.184.A0001161.184	Computer Loan	MR. Kim Carlo De Leon
24-JAN-23	50011	Mico Puno	2,000.00	Check	184	01.184.20401010.184	Rentals	MR. Kim Carlo De Leon
24-JAN-23	50012	Juan Dela Cruz	3,000.00	Check	101	01.184.SA03013001.20401010.184	ITDC Projects	MR. Kim Carlo De Leon
24-JAN-23	50013	Pepe Cruz	5,000.00	Credit Card	184	01.101.SA03016001.0060.50204010.184	Water Bills from Tenants - OAR	MR. Kim Carlo De Leon
03-FEB-23	50014	kimberly castro	100.00	Deposit	184	01.184.20401010.184.A0001161.184	Computer Loan	MR. Mark Jason Ellazar
03-FEB-23	50015	tess espinosa	50.00	Cash	184	01.184.20401010.184.A0001161.184	Computer Loan	MR. Mark Jason Ellazar
03-FEB-23	50016	casandra may	150.00	Deposit	184	01.184.20301040.184	Donation for other CUs given to UPSA	MR. Mark Jason Ellazar
03-FEB-23	50017	eron valdera	250.00	Cash	184	01.184.20301040.184	Donation for other CUs given to UPSA	MR. Mark Jason Ellazar
03-FEB-23	50018	miggy	300.00	Deposit	184	01.184.40202030.40202030.0001.AY000010.184	UPCAT - Fees	MR. Mark Jason Ellazar
04-FEB-23	50019	nathaniel castro	10.00	Cash	184	01.184.SA03013001.20401010.184	ITDC Projects	MR. Mark Jason Ellazar
04-FEB-23	50020	dienil lee	20.00	Deposit	184	01.184.20201010.184	Income Tax - F164	MR. Mark Jason Ellazar
03-FEB-23	50021	Kevin L. Bautista	1,500.00	Deposit	184	01.184.10301010.184	Bill No. 5317	MR. Mark Jason Ellazar
03-FEB-23	50022	khara	100.00	Deposit	184	01.184.20401010.184.A0001161.184	Computer Loan	MR. Mark Jason Ellazar
27-JAN-23	6123850	tess	4,500.00	Deposit	184	01.184.SA03013001.20401010.184	ITDC Projects	MS. Maritess Cacho

Report generated with UP eBusiness Suite Release 1.0 on February 20, 2023 15:10:15



UNIVERSITY OF THE PHILIPPINES

Diliman, Quezon City, Metro Manila, NCR
TIN: 000-864-006-00000

Receipt Register

Bank Name / Account Number: Period Coverage: January 20, 2023 to February 17, 2023 Report Date: February 20, 2023

27-JAN-23	6123858	tess	1,000.00	Deposit	164	01.184.---20401010.-----	UP BGC Facilities Rental	MS. Maritess Cacho
Total Receipt Amount			USD	290.00				
			PHP	42,210.00				

Breakdown of Receipts

Bank Fund	Cash		Check		Credit Card		Deposit		Total	
	USD	PHP	USD	PHP	USD	PHP	USD	PHP	USD	PHP
184		0.00		2,000.00		0.00		12,600.00		14,600.00
185	0.00		0.00		0.00		290.00		290.00	
164		3,310.00		3,000.00		7,500.00		5,800.00		19,610.00
101		0.00		3,000.00		0.00		5,000.00		8,000.00
Total	0.00	3,310.00	0.00	8,000.00	0.00	7,500.00	290.00	23,400.00	290.00	42,210.00

Mark Jason D. Ellazar
Name and Signature of Collecting Officer

Collecting Officer
Position

Report generated with UP eBusiness Suite Release 1.0 on February 20, 2023 15:10:15

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