



# University of the Philippines



# FMIS

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**Financial Management Information System  
User Manual**



# **FMIS User Manual**

## *UP Receipt Register for Cash Collecting Officer*

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Version:	1.0



# **Generation of UP Receipt Register for Cash Collecting Officer**

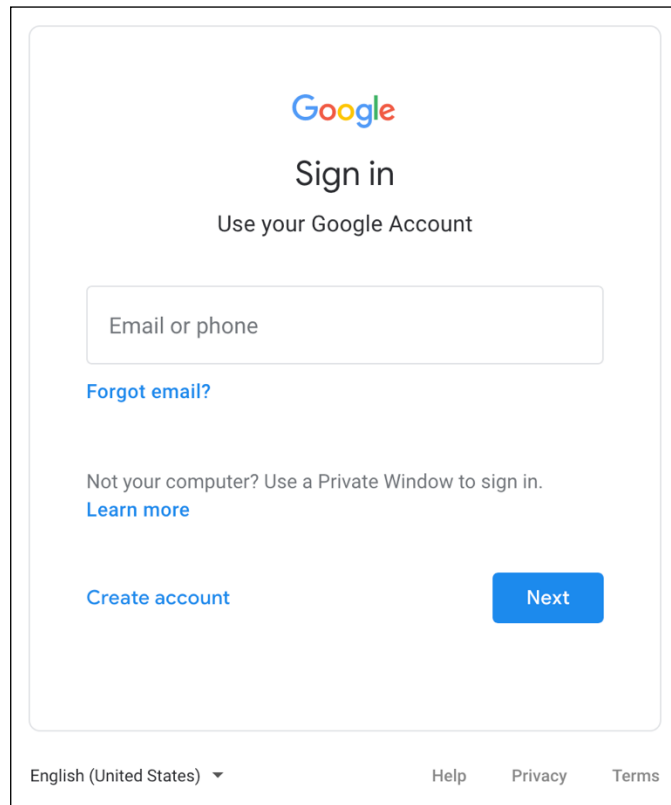
## 1. DOCUMENT CONTROL

### 1.1 Change Record

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

### 1.2 Description

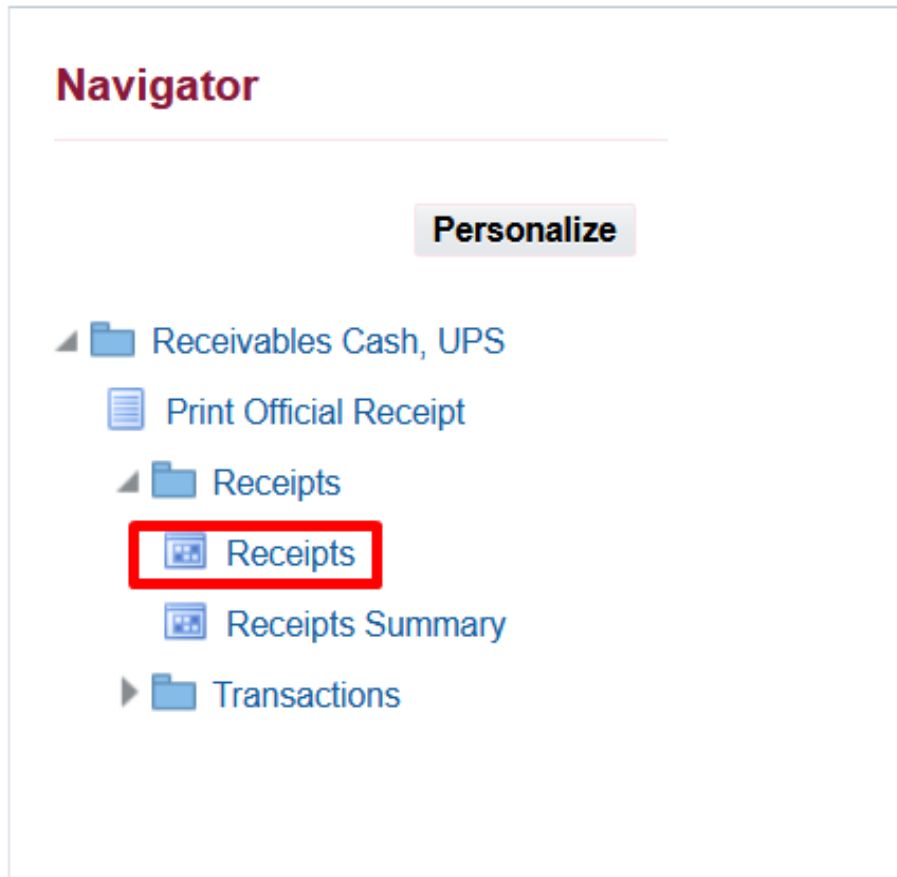
<b>Process ID</b>	
<b>Process Name</b>	Generation of UP Receipt Register for Cash Collecting Officer
<b>Functional Domain</b>	Accounts Receivables Module
<b>Responsibility</b>	Receivables Cash
<b>Purpose</b>	To generate a report of receipt register to summarize the breakdown of receipt received within a specific date range
<b>Data Requirement</b>	Receipt Method, Receipt Number, Receipt Amount, Receipt Type
<b>Dependencies</b>	Receipts created in the system
<b>Scenario</b>	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 note "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](https://uis.up.edu.ph)

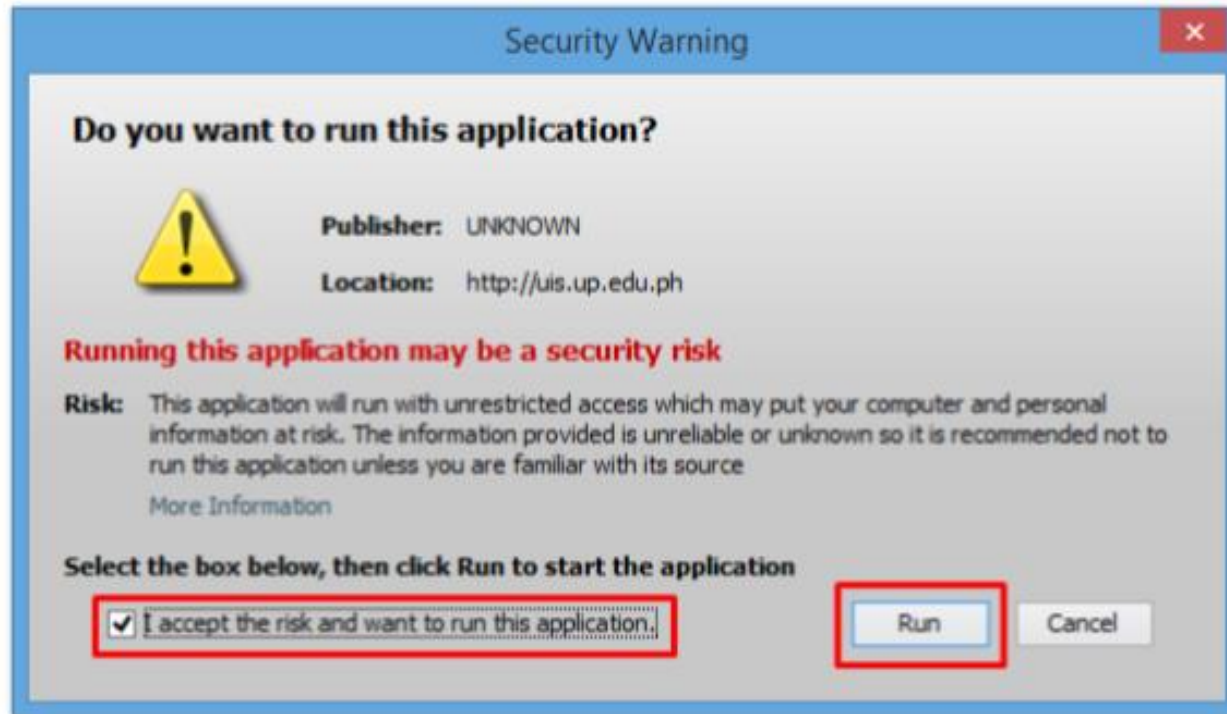
**Step 2.** Log-in your UP Mail credentials (e.g. ***username*** and ***password***)



**Step 3.** On the **UIS Home Page** proceed to **Navigator** and choose the **Receiveables 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**.

The screenshot shows the Oracle Applications - UISDEV interface. The 'View' menu is open, and 'Requests' is selected. The main form displays various fields for receipt details, including dates, amounts, and customer information.

**Menu Items:** File, Edit, **View**, Folder, Tools, Actions, Window, Help

**Receipts Section:**

- Show Navigator
- Zoom
- Find...
- Find All
- Query By Example
- Record
- Translations...
- Attachments...
- Summary/Detail
- Requests**

**Main Section:**

**Detail:**

- Identify By: Trans Number
- Customer: Name, Number, Location, Taxpayer ID
- Earned Discounts
- Unearned Discounts
- Bank Charges
- Reference
- Postmark Date
- Comments

**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

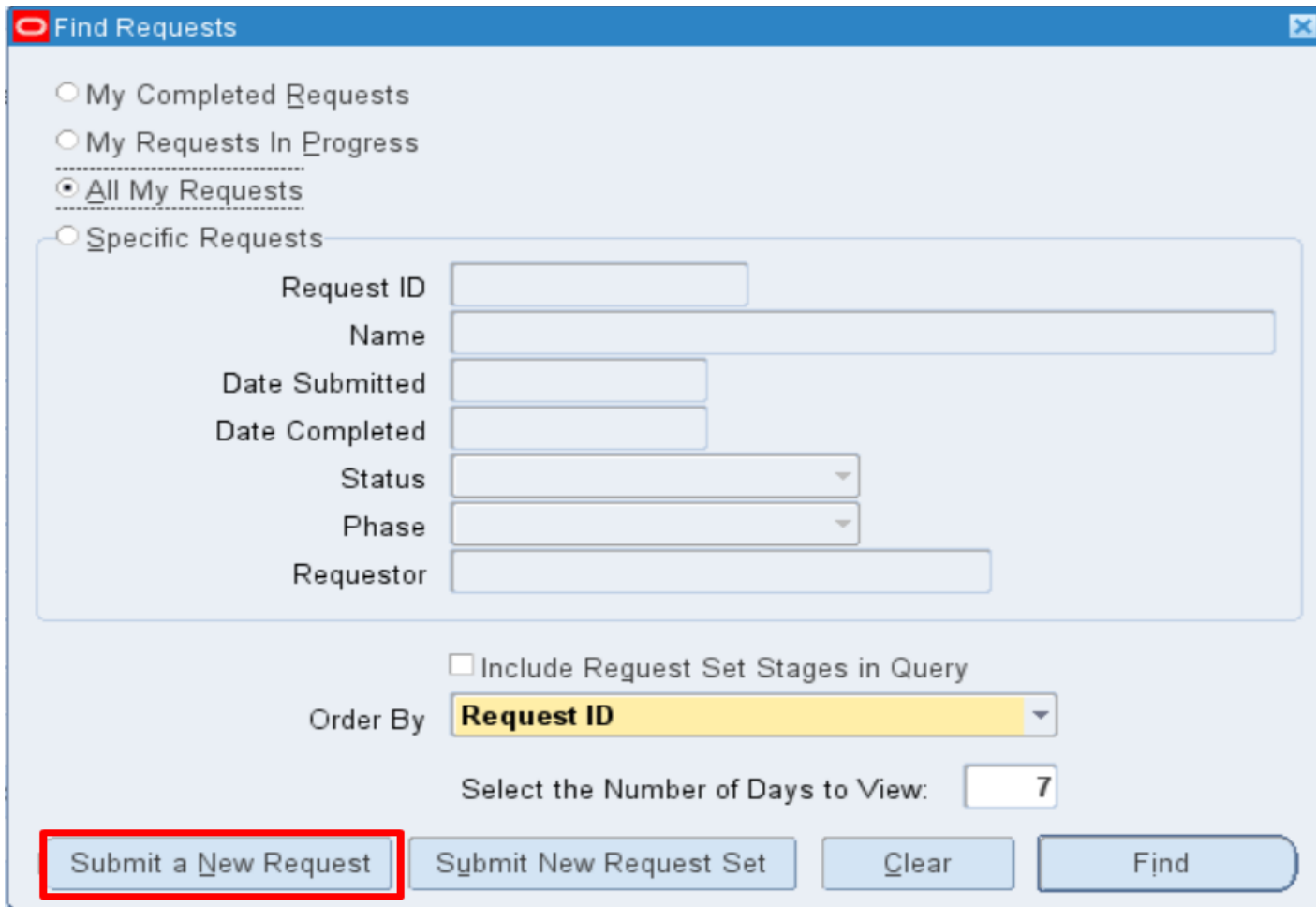
**Customer Bank:**

- Name
- Account
- PERSON

**Remittance Bank:**

- Name
- Branch
- Account



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 of input fields: "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". Below these fields, there is a checkbox labeled "Include Request Set Stages in Query" which is unchecked. To the left of a dropdown menu labeled "Order By" is the text "Order By". The dropdown menu currently shows "Request ID". Below the dropdown menu is the text "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 border), "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 for Cash Collecting Officer ... Copy

Operating Unit

Parameters

Language American English Language Settings Debug Options

At these Times

Schedule Description As Soon as Possible Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout UP Receipt Register v2 Options

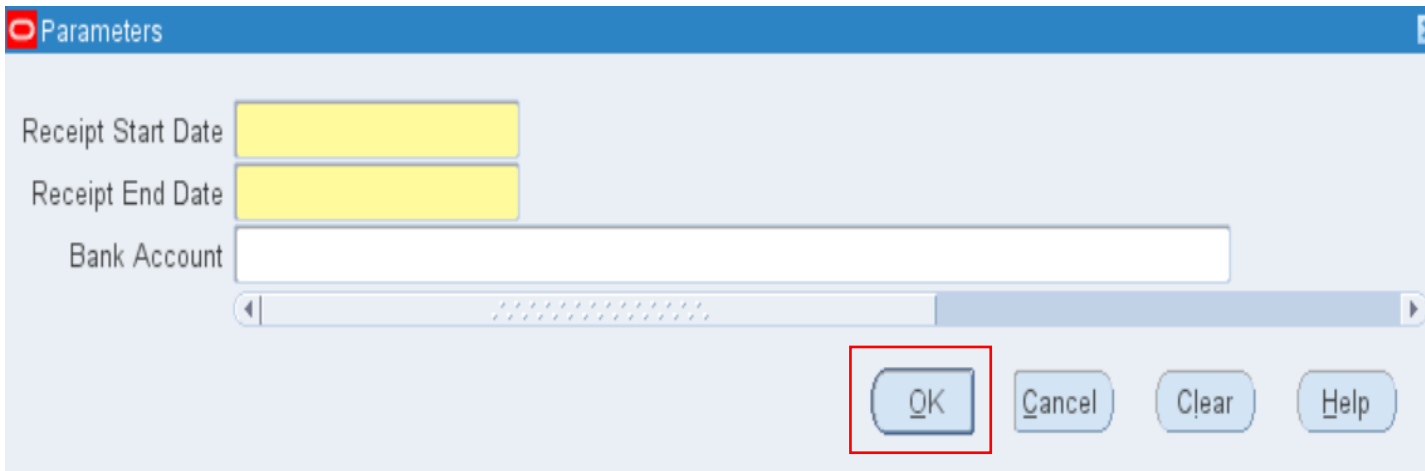
Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

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

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



The image shows a 'Parameters' dialog box with a blue title bar. It contains three input fields: 'Receipt Start Date' and 'Receipt End Date' are yellow, and 'Bank Account' is white. Below the 'Bank Account' field 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 border.

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

**Submit Request**

Run this Request

Copy

Name: UP Receipt Register for Cash Collecting Officer

Operating Unit:

Parameters: 01-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 ☐ Burst Output

Layout: UP Receipt Register v2

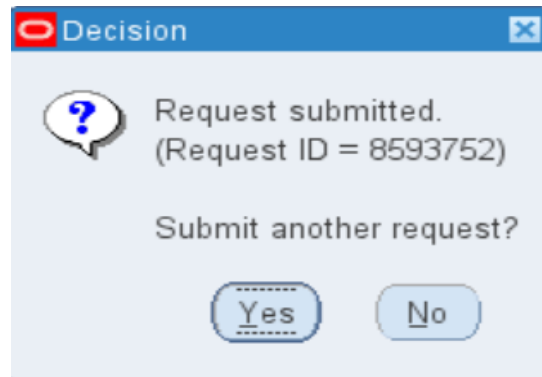
Notify:

Print to:

Options 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". Under the "Specific Requests" section, there are input fields for "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", and a field labeled "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
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:
8593737	UP Report of Collections ar		Completed	Normal	276, 26563, 2023/01/01 00:00:
8593736	UP Report of Collections ar		Completed	Normal	276, 26563, 2023/01/01 00:00:
8593733	UP Report of Collections ar		Completed	Normal	276, 26563, 2023/02/03 00:00:
8593732	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  
SYSTEM**

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

**Receipt Register**

Bank Name / Account Number:   Period Coverage: January 1, 2023 to February 17, 2023

Report Date: February 20, 2023

Receipt Number	Receipt Date	Account Code	Receipt Amount	Payor	Particulars	Collecting Officer	Status	Accounting Status
50001	24-JAN-23	01.101.SA03016001.0060.50204010.-----	1,000.00	sheila may cruz	Water Bills from Tenants - OAR	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50002	23-JAN-23	01.184.---20401010.----A0001161.---	2,000.00	Carl jerick santos	Computer Loan	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50003	22-JAN-23	01.184.SA03013001.-.20401010.-----	3,000.00	Cristine manitas	ITDC Projects	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50004	20-JAN-23	01.184.---20401010.-----	2,500.00	Mike austria	Rentals	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50014	03-FEB-23	01.184.---20401010.----A0001161.---	100.00	kimberly castro	Computer Loan	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50014	30-JAN-23	01.184.---20401010.-----	1,000.00	mayel kwento	Electric Bill - Contractors	MR. Mark Jason Ellazar	REMITTED	Unprocessed
50015	03-FEB-23	01.184.---20401010.----A0001161.---	50.00	tess espinosa	Computer Loan	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50016	03-FEB-23	01.184.---20301040.-----	150.00	casandra may	Donation for other CUs given to UPSA	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50017	03-FEB-23	01.184.---20301040.-----	250.00	eron valdera	Donation for other CUs given to UPSA	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50017	31-JAN-23	01.---.40202990.G099.-----	2,000.00	kath	Various Collections	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50018	03-FEB-23	01.184.---40202030.-.40202030.0001.AY000010.---	300.00	miggy	UPCAT - Fees	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50019	04-FEB-23	01.184.SA03013001.-.20401010.-----	10.00	nathaniel castro	ITDC Projects	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50020	04-FEB-23	01.164.---20201010.-----	20.00	dienil lee	Income Tax - F164	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50021	03-FEB-23	01.---.10301010.-----	1,500.00	Kevin L. Bautista	Bill No. 5317	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed
50022	03-FEB-23	01.184.---20401010.----A0001161.---	100.00	khara	Computer Loan	MR. Mark Jason Ellazar	CONFIRMED	Unprocessed

Total Receipt Amount:    USD    270.00  
    PHP    13,710.00

Report generated with UP eBusiness Suite Release 1.0 on February 20, 2023 14:42:30

276-26563-8593752

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