




University of the Philippines



FMIS

**Financial Management Information System
User Manual**



FMIS User Manual

Void Payment

Author:	Julius Ermitanio
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1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
17 October 2019	Julius Ermitanio	1.0	Initial

1.1 Description

Process ID	
Process Name	Void Payment
Functional Domain	Accounts Payables Module
Responsibility	Payables Cashier
Purpose	To void a payment and enter reason of voiding
Data Requirement	Payment details
Dependencies	The DV has been paid in the system
Scenario	The Cash officer will void a payment and tag the reason of voided payment if it is user error, voided, spoiled or stale check.



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*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

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

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

Step 3. From *UIS Home Page* proceed to ***Payables Cashier*** and choose the ***Payments> Entry > Payments***

File Edit View Folder Tools Window Help

Payments (Payables Cashier, UPM)

UP Payment

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
Quick						

Number	Date	Amount	GL Date	Payment Amount	[]

Description

Invoice Overview

Accounting Unprocessed

Actions... 1 Enter/Adjust Invoices Payment Overview

Step 4. Search for the payment.
Click the **Search** button.

Find Payments

Payment

Numbers 66732812 - 66732812

Dates -

Amounts -

Operating Unit

Payment Method

Payment Process Profile

Bank Account

Document Name

Payment Process Request

Curr

Payee

Payee Name

Supplier Number

Taxpayer ID

Supplier Site

Paid To Name

Remit To Account

Voucher Audit

Category

Sequence Name

Number From

Number To

Status

Status

Dates

Accounted

Clear New Find

Step 5. Enter search parameters for the payment then click **Find**

Search Parameter Description:

- Payment Number – Check number
- Date of Payment – Date range
- Amount Paid – Amount range
- Payee Name – Name of supplier

Step 6. Click **Actions** button.

File Edit View Folder Tools Window Help

Payments (Payables Cashier, UPM)

UP Payment

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
Quick	396696.WA. LLANETA.28-AUG-2019.....	PLDT, Inc.	316	Makati City	Ramon Cojuangco Bldg., Ma	09-AUG-20

Number	Date	Amount	GL Date	Payment Amount	
2019-05-05555	28-MAY-2019		09-AUG-2019		

Description: Payment for Telephone Bill of UPM Ugnayan ng Pahinungod for the month of May 2019

Invoice Overview

Accounting: Processed

Actions... 1 Enter/Adjust Invoices Payment Overview

Payment Actions

☐ Create Accounting

☒ Draft
☐ Final
☐ Final Post

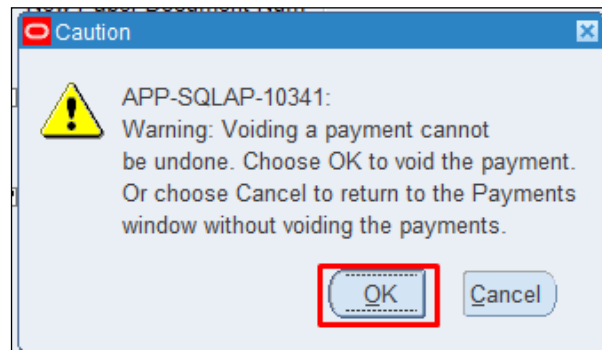
☐ Print Remittance Advice
Program

☐ Reissue
Payment Date
Payment Rate
New Paper Document Num
Voucher Num

☐ Initiate Stop
Date

☒ Void
Date 14-OCT-2019
GL Date 14-OCT-2019
Invoice Action None

Step 7. Check the **Void** option and click **OK**.



Note: A Caution will appear as a final confirmation of the action.

Voiding a payment cannot be undone.

Click OK to proceed voiding.

A screenshot of the 'Payments (Payables Cashier, UPM)' window. The window displays a table of payment details. The first table shows payment information for 'PLDT, Inc.' with a payment date of '09-AUG-20'. Below this, a second table shows a list of payment lines. The second line in this table is highlighted with a red border, showing a negative amount of '-2,644.03' for the date '15-OCT-2019'. At the bottom of the window, there is a description field containing 'Payment for Telephone Bill of UPM Ugnayan ng Pahinungod for the month of May 2019' and several buttons including 'Invoice Overview', 'Accounting Partial', 'Actions... 1', 'Enter/Adjust Invoices', and 'Payment Overview'.

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
Quick	396696.WL. LLANETA.28-AUG-2019.....	PLDT, Inc.	316	Makati City	Ramon Cojuangco Bldg., M...	09-AUG-20

Number	Date	Amount	GL Date	Payment Amount []
2019-05-05555	28-MAY-2019	2,820.30	09-AUG-2019	2,644.03
2019-05-05555	28-MAY-2019	2,820.30	15-OCT-2019	-2,644.03

Description: Payment for Telephone Bill of UPM Ugnayan ng Pahinungod for the month of May 2019

Buttons: Invoice Overview, Accounting Partial, Actions... 1, Enter/Adjust Invoices, Payment Overview

A new line with negative amount will be added after voiding.

Payments (Payables Cashier, UPM)

UP Payment

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
Quick	396696.WV. LLANETA.28-AUG-2019.....	PLDT, Inc.	316	Makati City	Ramon Cojuangco Bldg., M	09-AUG-20

Number	Date	Amount	GL Date	Payment Amount []
2019-05-05555	28-MAY-2019	2,820.30	09-AUG-2019	2,644.03
2019-05-05555	28-MAY-2019	2,820.30	15-OCT-2019	-2,644.03

Description: Payment for Telephone Bill of UPM Ugnayan ng Pahinungod for the month of May 2019

Invoice Overview

Accounting: Partial

Actions... 1 Enter/Adjust Invoices Payment Overview

Step 8. Enter the reason of voiding, click the **Other Payment Details** field.

Step 9.

At the Payment Information window, click **Reason for Voiding**.

Choose one of the following reasons:

1. User Error – User made a mistake
2. Voided Check – Check payment is cancelled
3. Spoiled Check – Check document is damaged or misprinted on
4. Stale Check – Check is unclaimed

Caution: Leave BLANK if payment still stands.

Note: Voided payments with reasons 02 – 04 will be included to the reports ***Advice of Checks Issued and Cancelled*** and ***List of Cancelled Checks***.

The screenshot displays the 'UP Payment' window with the 'Other Payment Details' tab selected. The 'Payment Information' dialog is open, showing fields for Supplier OR Number (396696), Claimed by (W. LLANETA), Check Release Date (28-AUG-2019), Check Availability Date (DD-MM-YYYY), RDA Number, Payee Name, Bank Account No., and Cash Outflow. The 'Reason for Voiding' dialog is also open, showing a list of reasons: 01 User Error, 02 Voided Check, 03 Spoiled Check, and 04 Stale Check. The 'OK' button is highlighted with a red box.

2. Click Save

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
Quick	396696.W. LLANETA.28-AUG-2019.....	PLDT, Inc.	316	Makati City	Ramon Cojuangco Bldg., Ma	09-AUG-20

1. Click

Supplier OR Number 396696

Claimed by: W. LLANETA

Check Release Date (DD-MM-YYYY) 28-AUG-2019

Check Availability Date (DD-MM-YYYY)

RDA Number

Payee Name

Bank Account No.

Cash Outflow

Reason for Voiding 01 User Error

OK Cancel Clear Help

Invoice Overview

Accounting Partial

Actions... 1 Enter/Adjust Invoices Payment Overview

Step 10.

Click **OK** and then the **Save** button to save the changes made to the payment.

Expected Result:

The payment was voided and the reason of voiding was provided.

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