



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



GENERATION OF UP BILLING STATEMENT



FMIS User Manual

General Ledger

| | |
|----------------|---|
| Author: | Kimberly Micah L. Magtibay |
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| Last Updated: | 1 April 2022 |
| Document Ref: | FMIS User Manual – Generation of UP Billing Statement |
| Version: | 1.0 |

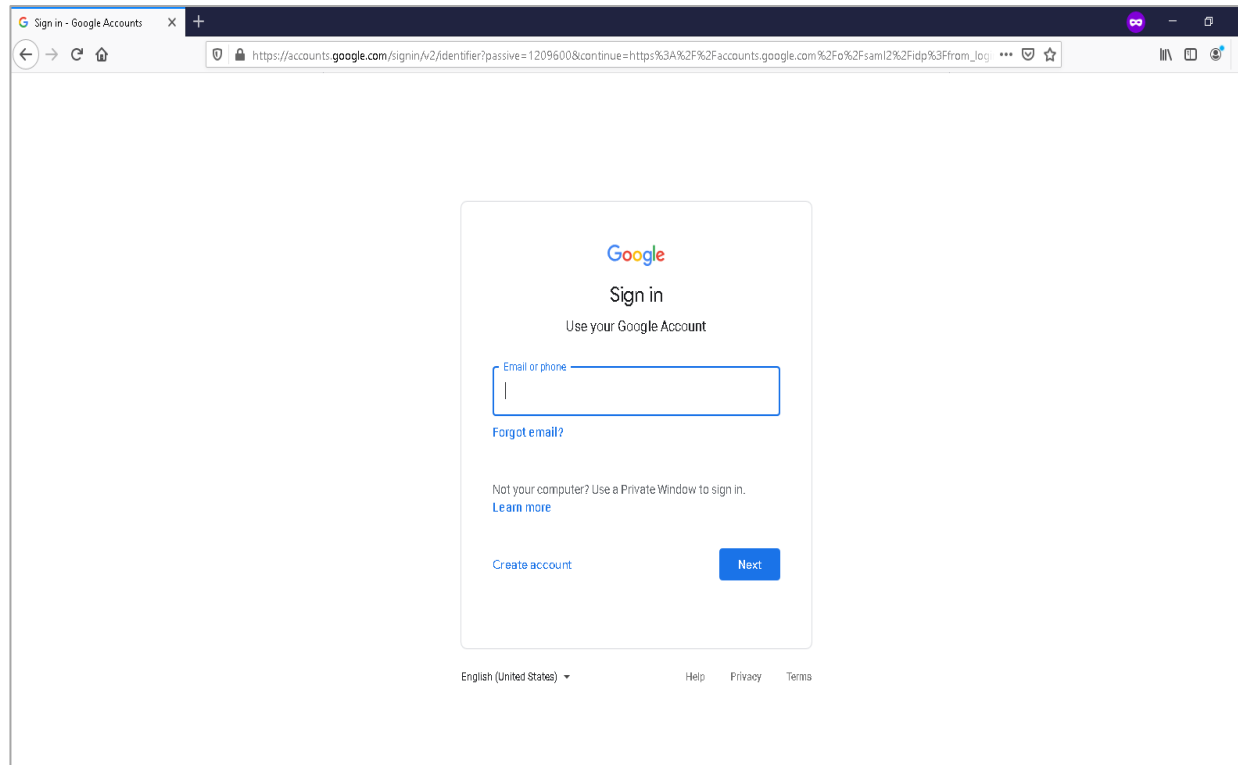
1. DOCUMENT CONTROL

1.1 Change Record

| Date | Author | Version | Change Reference |
|------------------|----------------------------|---------|------------------|
| 08 February 2022 | Kimberly Micah L. Magtibay | 1.0 | Initial version |

2. Description

| | |
|---------------------------|---|
| Manual ID | |
| Manual Name | Generation of UP Billing Statement |
| Information System | Financial Management Information System |
| Functional Domain | Receivables Module |
| Responsibility | Receivables Billing / Receivables Accountant |
| Purpose | This report is printed as the billing statement/invoice |
| Data Requirement | Destination bank account name, SP code, contact information |
| Dependencies | A transaction (bill) must be created in the system and the Payment Details region must be filled out. |
| Scenario | Billing officer will issue a billing statement/invoice to the customer. |



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

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

University of the Philippines

Logged In As KLMAGTIBAY

University Information System Home Page

- Receivables Billing, UPS
 - Transactions
 - Customers
 - View Receipts
 - Other
 - Requests
 - Run**
 - Set

Worklist

Full List

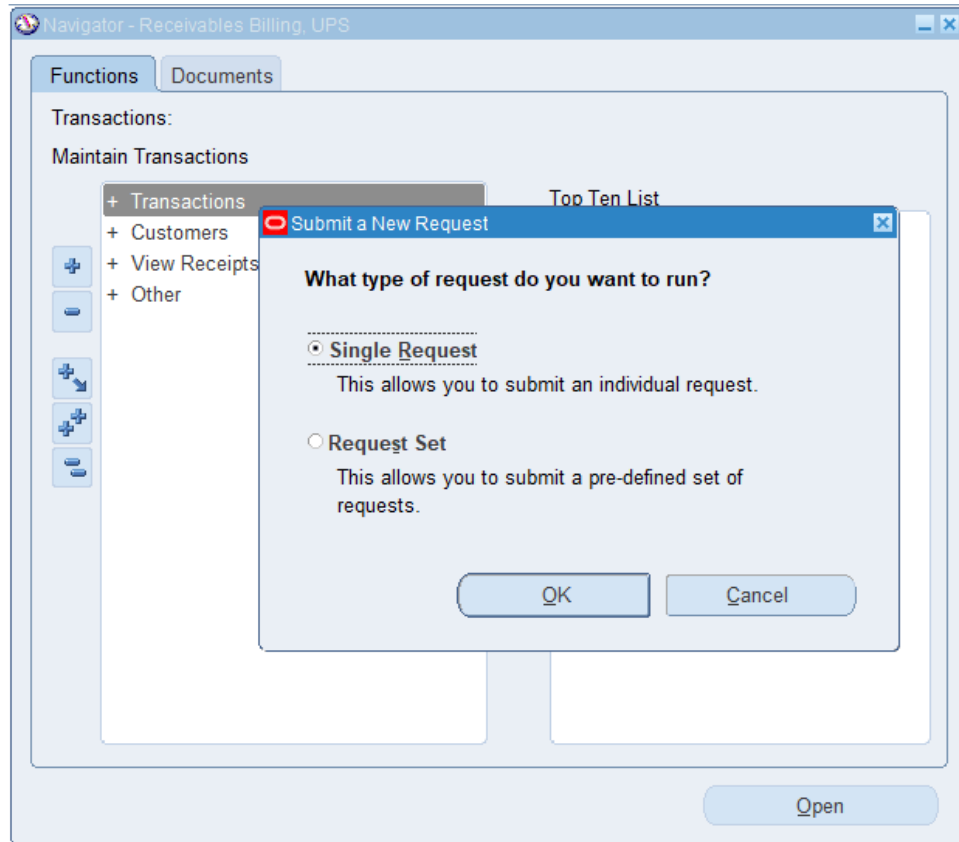
| From | Type | Subject | Sent |
|--|------|---------|------|
| There are no notifications in this view. | | | |

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Step 3. From *UIS Home Page* proceed to the *Navigator* and choose the *Receivables Billing or Receivables Accountant* responsibility.

Navigate to *Other > Requests*.

Then, click *Run*.



Step 4. The **Submit a New Request** page will appear. Click **Single Request**, then click **OK**.

The screenshot shows a 'Submit Request' dialog box with the following fields and controls:

- Name:** A text field containing 'UP Billing Statement', highlighted with a red rectangle. It has a 'Copy...' button to its right.
- Operating Unit:** An empty text field.
- Parameters:** An empty text field, highlighted with a red rectangle.
- Language:** A dropdown menu currently showing 'American English'.
- Buttons:** 'Copy...' (top right), 'Language Settings...' (bottom left), and 'Debug Options' (bottom right).

Step 5. On the **Name** field, click the **ellipsis (...)** to search for the **UP Billing Statement**.

Step 6. Click on the **Parameters** field and the **Parameters** window will appear.

Step 7. Fill out the necessary details then click **OK**.

| Field Name | Description | Remarks |
|------------------------|--|--|
| Bill Number | Transaction number | <ul style="list-style-type: none"> Required Field Must be entered manually |
| SP Code | SP Code / Sub Account where the funds/ payment is transferred to | <ul style="list-style-type: none"> Required Must be selected from the list of values |
| RC Code (Contact Info) | Unit/office in the contact information section | <ul style="list-style-type: none"> Required Must be selected from the list of values |
| Tel No. (Contact Info) | Tel. No. given to the customer as contact information | <ul style="list-style-type: none"> Required Must be entered manually |
| Office Email | Email address given to the customer as contact information | <ul style="list-style-type: none"> Required Must be entered manually |
| Email (OR) | Email address given to the customer as contact information; send copy of OR to | <ul style="list-style-type: none"> Required Must be entered manually |
| Email (Deposit Slip) | Email address given to the customer as contact information; send copy of Deposit Slip to | <ul style="list-style-type: none"> Required Must be entered manually |
| Approved By | Signatory | <ul style="list-style-type: none"> Required |
| Noted By | Signatory | <ul style="list-style-type: none"> Not required Enter only if applicable |

Note: You may refer to the Parameter table for the field descriptions.

Submit Request

Run this Request...

Copy...

Name: UP Billing Statement

Operating Unit:

Parameters: 3040:A0004178:Magtibay, Ms. Kimberly Micah Lastica:Junior ICT Associate::

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon As Possible Schedule...

Upon Completion...

☒ Save all Output Files ☐ Byrst Output

Layout: UP Billing Statement Options...

Notify:

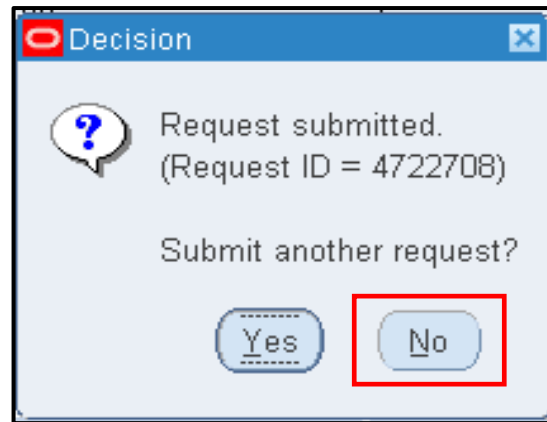
Print to:

Delivery Opts

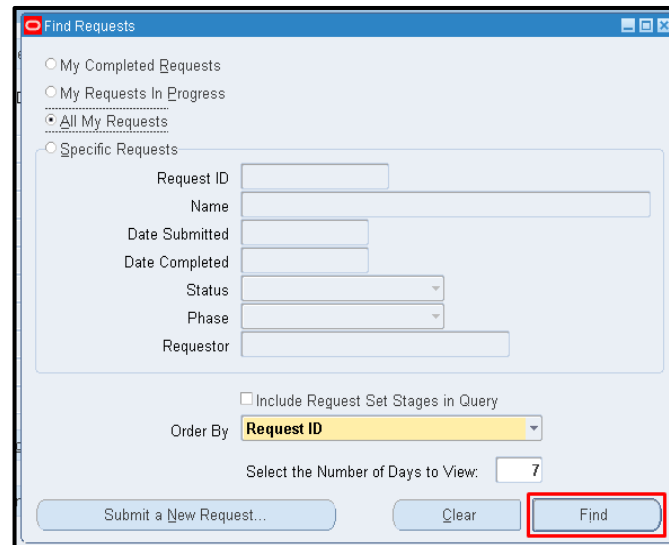
Help (C) Submit Cancel

Step 8. You will be redirected back to the **Submit Request** window.

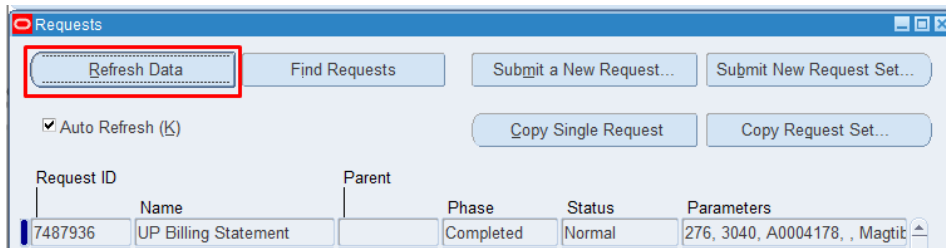
Click the **Submit** button.



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

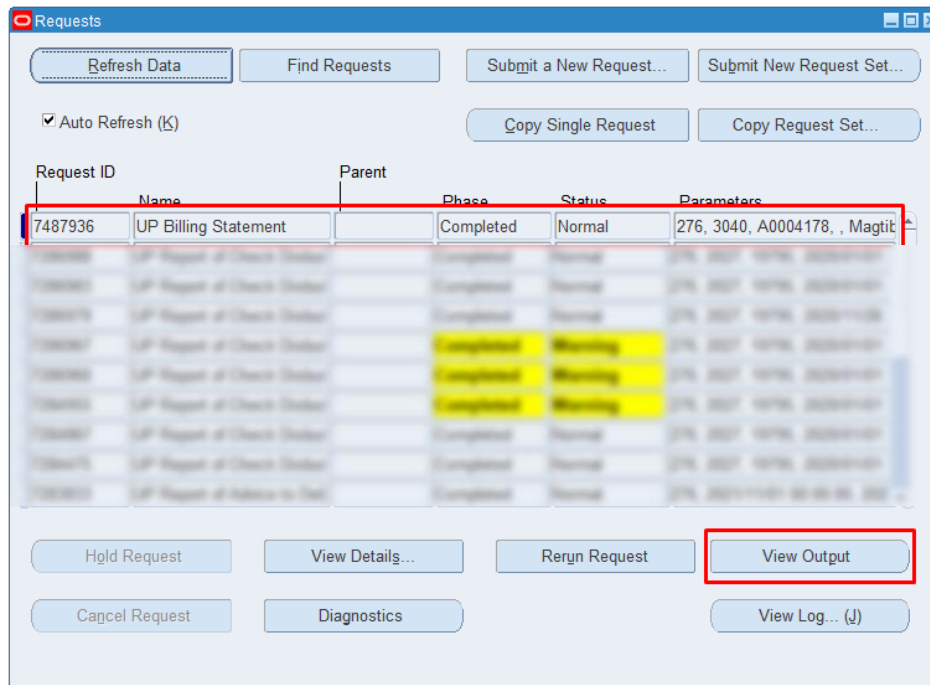


Step 10. On the **Find Requests** window, click **Find**.



Step 11. The **Requests** window will appear.


Click **Refresh Data** until the **Phase** becomes **Completed** and **Status, Normal**.



Then, click **View Output**.

Expected Result:

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



**UNIVERSITY OF THE PHILIPPINES
SYSTEM**
Diliman, Quezon City, Metro Manila, NCR.
TIN: 000-864-006-00000

BILLING INVOICE
UP System Billing

Billed To: [REDACTED] **Current Date:** Feb. 8, 2022

Address: [REDACTED] **Invoice No:** 3226

Due Date: Jan. 24, 2022

| Period/Date | Description | Quantity | Unit Price | Amount |
|--------------------|--|----------|------------|---------------------|
| Jan. 24, 2022 | Payment of Registration Fee for [REDACTED] | 1 | 8,000.00 | 8,000.00 |
| Total | | | | 8,000.00 |
| Discount | | | | 0.00 |
| GRAND TOTAL | | | | PHP 8,000.00 |

Approved by: [REDACTED]

Report generated with UP eBusiness Suite Version 1.0 on February 8, 2022 10:17

276-10795-728659

MODES OF PAYMENT

- Cash/Manager's Check or Cashier's Check payable to UP System can be delivered to the UP System Cash Office located at the Basement, Quezon Hall Building, Tel. No. 981-8500 local 2618. When using this mode of payment, please secure to bring your billing statement.
*Personal Checks are not accepted.
*Please email the copy of your official receipt to [REDACTED] and [REDACTED] with your bill number to ensure that we receive the payment.
- Bank Deposit to Account Name: [REDACTED]
* Please send a clear copy of the validated deposit slip to [REDACTED] and [REDACTED] for the issuance of UP System Official Receipt.
- Transfer of Funds/Voucher Payment to (Sub Account No. [REDACTED]) This mode of payment is applicable to UP-affiliated clients or government agencies.
- Telegraphic Transfer / Wire Transfer
Bank Name: Land Bank of the Philippines
Address: Aseprite St., UP Diliman, Quezon City
Account No.: [REDACTED]
Account Name: [REDACTED]

If you have any questions concerning this invoice, use the following contact information:
[REDACTED]

ORDER OF PAYMENT

The Collecting Officer
Cash/Treasury Unit

Please issue Official Receipt in favor of [REDACTED] in the amount of Eight Thousand only (8,000.00) for payment of Payment of Registration Fee for [REDACTED]

per Bill No. per Bill No. [REDACTED] dated Jan. 24, 2022

Please disregard this statement if payment has already been made.

Report generated with UP eBusiness Suite Version 1.0 on February 8, 2022 10:17

276-10795-728659