



University of the Philippines



FMIS

**Financial Management Information System
User Manual**

FMIS User Manual

Generation of UP Order of Payment

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1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
04 November 2019	Julius Ermitanio	1.0	Initial

1.1 Description

Process ID	
Process Name	Generation of UP Order of Payment
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Billing
Purpose	Generation of UP Order of Payment
Data Requirement	<ul style="list-style-type: none">• Bill number• Signatories of the report
Dependencies	The transaction (bill) was saved and completed
Scenario	The billing officer will print UP Order of Payment.



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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 *Receivables Billing> Transactions> Transactions*

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University Information System Home Page

Navigator

Personalize

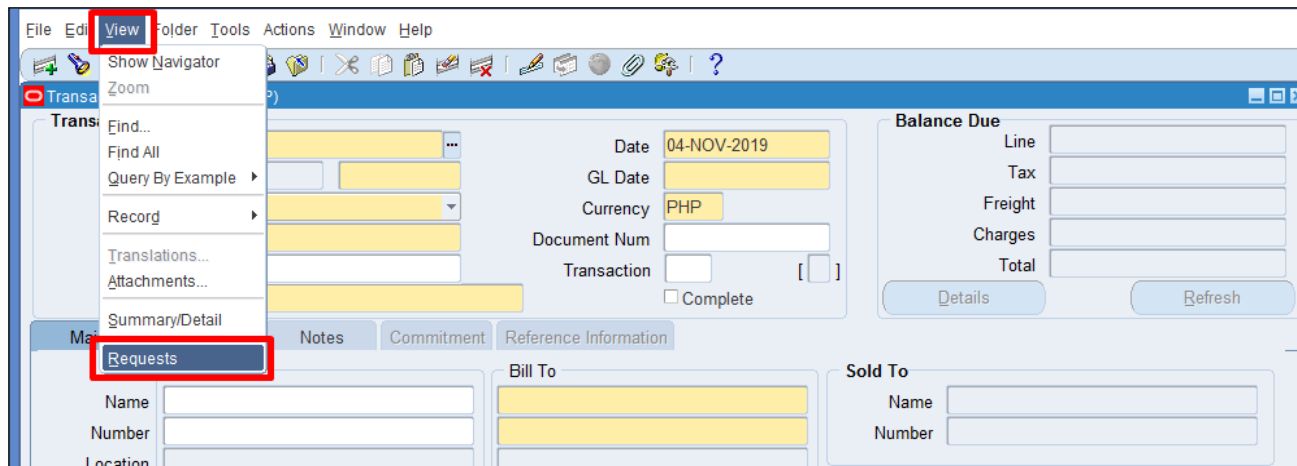
- Receivables Billing, UPS
- Transactions
- Batches
- Batches Summary
- Transactions
- Transactions Summary
- Credit Transactions
- Copy Transactions
- Customers
- View Receipts

Worklist

Full List

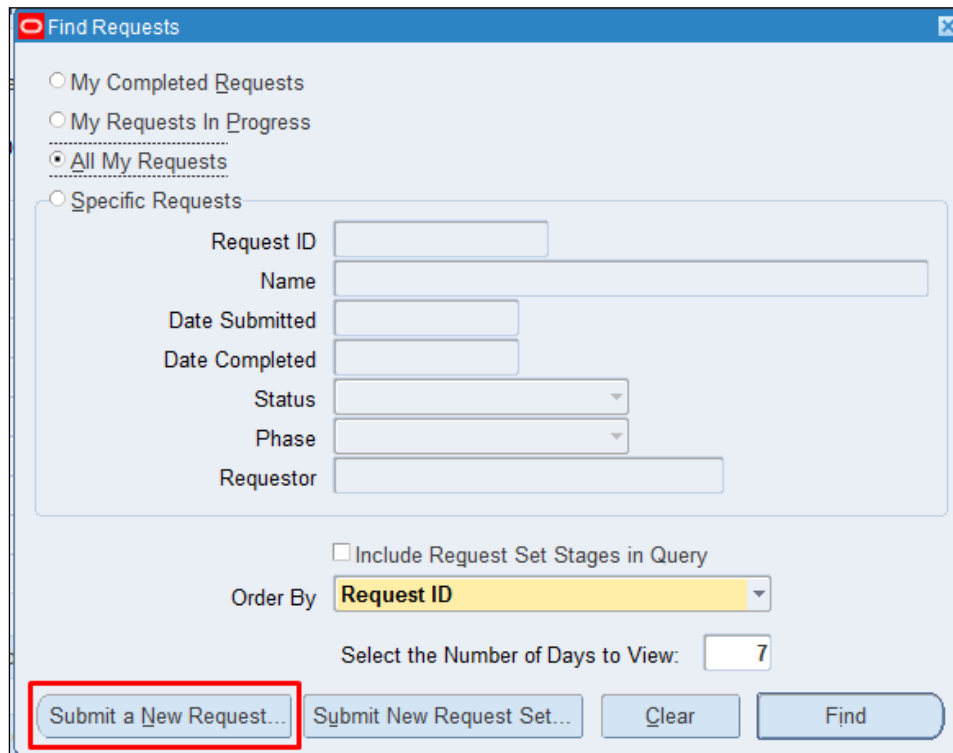
From	Type	Subject	Sent
There are no notifications in this view.			

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



Step 4. The **Transactions** Window will appear.

Click **View> Requests**.



The image shows a 'Find Requests' dialog box with a blue title bar. It contains several radio buttons for filtering requests: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these, there is a section for 'Specific Requests' with input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown menu), 'Phase' (a dropdown menu), and 'Requestor'. Below this section, there is a checkbox for 'Include Request Set Stages in Query' and a dropdown menu for 'Order By' set to 'Request ID'. At the bottom, there is a text input for 'Select the Number of Days to View:' with the value '7'. At the very bottom, there are four buttons: 'Submit a New Request...' (highlighted with a red rectangle), 'Submit New Request Set...', 'Clear', and 'Find'.

Step 5. Select ***Submit a New Request.***

Submit Request

Run this Request...

Copy...

Name **UP Order of Payment**

Operating Unit

Parameters

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files ☐ Burst Output

Layout UP Order of Payment Options...

Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

Step 6. Enter **UP Order of Payment** then press **Tab** on the keyboard.

The screenshot shows a 'Submit Request' window with a 'Parameters' sub-window open. The 'Parameters' window contains the following fields:

- Bill Number: 1562
- Prepared by: [Empty field]
- Position: Office Assistant
- Certified True and Correct: [Empty field]
- Position: Director

The 'OK' button is highlighted with a red box. Other buttons visible include 'Cancel', 'Clear', 'Help', 'Copy...', 'Notify', 'Print to', 'Delivery Opts', 'Submit', and 'Cancel'.

Step 7. Enter report parameters then click **Ok**.

Field Name	Description	Remarks
Bill Number	System generated Transaction (Bill) Number	Number
Prepared by	Personnel who prepared the transaction (bill)	List of Values (LOV)
Position		List of Values (LOV)
Certified True and Correct	Report Signatory	List of Values (LOV)
Position		List of Values (LOV)

Submit Request

Run this Request...

Copy...

Name: UP Order of Payment

Operating Unit:

Parameters: 1562: :Office Assistant: :Director

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon As Possible

Schedule...

Upon Completion...

☒ Save all Output Files ☐ Burst Output

Layout: UP Order of Payment

Options...

Notify:

Delivery Opts

Print to:

Help (C) Submit Cancel

Step 8. Click Submit

The screenshot shows the 'Submit Request' dialog box. The 'Name' field is 'UP Order of Payment'. The 'Parameters' field is '1562:Hernandez, [redacted] Office Assistant: [redacted] Director'. The 'Language' field is 'American English'. A 'Decision' pop-up is displayed in the center, asking 'Request submitted. (Request ID = 5870800) Submit another request?'. The 'No' button is highlighted with a red rectangle. The 'Submit' button is at the bottom right of the dialog box.

Submit Request

Run this Request...

Copy...

Name UP Order of Payment

Operating Unit

Parameters 1562:Hernandez, [redacted] Office Assistant: [redacted] Director

Language American English

At these Times...

Run the Job As [redacted]

Upon Completion...

Layout UP Order of Payment

Notify

Print to

Help (C)

Submit

Cancel

Decision

Request submitted.
(Request ID = 5870800)

Submit another request?

Yes No

Step 9. Take note of the **Request ID** as this will serve as your reference in retrieving the report,

then click **No**.

File Edit View Folder Tools Window Help

Requests

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

☐ Auto Re

Request ID

☐ 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: 7

Submit a New Request... Submit New Request Set... Clear Find

Step 10.

Select **All My Requests**
then click **Find**

Requests

Refresh Data Find Requests Submit a New Request... Submit New Request Set... Copy Single Request Copy Request Set...

☒ Auto Refresh (K)


Request ID	Name	Parent	Phase	Status	Parameters
5870800	UP Order of Payment		Completed	Normal	276, 1562, ,

Hold Request View Details... Rerun Request View Output Cancel Request Diagnostics View Log... (J)

Step 11. Click **Refresh Data** until the **Phase - Status** of this request is **Completed - Normal**.

Select the request then click **View Output**.

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

ORDER OF PAYMENT

Billed To: **Current Date:** November 4, 2019

Address: NSRI **Bill No:** 2386

Due Date: November 23, 2019

=====

Period/Date	Description	Quantity	Unit Price	Amount
October 24, 2019	PCR Amplification	2.00	600.00	1,200.00
			Total	1,200.00
			Discount	0.00
GRAND TOTAL				1,200.00

Note: Please disregard this statement if payment has already been made.

Prepared by: Certified True and Correct:

Office Assistant Director

Report generated with UP eBusiness Suite Release 1.0 on November 4, 2019 13:43:12

The report will be viewed in the Browser.

You may print or download the file.

Expected Result:

The UP Order of Payment has been generated.

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