



Generation of UP Report of Checks Issued - Extended




1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
10 September 2020	Kenex Carl Mina	1.0	Initial

1.2 Description

Process ID	
Process Name	Generation of UP Report of Checks Issued - Extended
Functional Domain	Accounts Payables Module
Responsibility	Payables Accountant, <CU> Payables Pre-Audit, <CU>
Purpose	To generate and print a version of the Report of Checks Issued with additional details (Gross Amount & Total Deductions) to be used for accounting office purposes
Data Requirement	Payment Information such as <ul style="list-style-type: none"> • Report Period • Bank Account Source
Dependencies	<ul style="list-style-type: none"> • Disbursement Vouchers are paid in UIS using the Check payment method
Scenario	Accounting office personnel may generate the report to validate submitted Report of Checks Issued by the Cash Office and to use it for other accounting purposes




User Name

Password

Login **Cancel**

Step 1. Go to [***uis.up.edu.ph***](http://uis.up.edu.ph)

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



University of the Philippines

★ ⚙️ | Logged In As KCMINA1 ? ⏻

University Information System Home Page

Payables Accountant, UPS

View Payroll Process Results

Disbursement Voucher

Entry

DV

Recurring DV

Inquiry

Accrual Write-Off

Payments







Accounting

Workflow

Other

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 **Main Menu**. Using the **Payables Accountant OR Payables Pre-Audit** responsibility navigate to **Disbursement Voucher > Entry > DV**.

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

Show Navigator
Zoom

Invoice

Batch Find...
Find All
UP Query By Example
Open Record
UP S
Translations...
Attachments...
Summary/Detail
Requests

uper User, UPS)

Batch Actual Total

PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
						PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status Never Validated

Accounted Unprocessed

Approval Required

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Step 4a. Click **View > Request**.

File Edit View Folder Tools Window Help

Requests

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

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:

DV Number Currency DV
 ent Applications
 us Never Validated
 ed Unprocessed
 val Required
 ds
 ds

Step 4b. Submit a New Request.

Oracle Applications - PROD

File Edit View Folder Tools Window Help

ORACLE

Requests

Submit Request

Run this Request...

Copy...

Name **UP Report of Checks Issued - Extended**

Operating Unit

Parameters

Language American English

Language Setting... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files ☐ Byrst Output

Layout XXUPAPRCIEXT Options...

Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Step 5. Enter **UP Report of Checks Issued - Extended**, then press Tab on keyboard.

The screenshot displays the Oracle Applications - PROD interface. The main window is titled 'Requests' and contains a 'Submit Request' dialog box. The 'Run this Request...' section shows the following fields:

- Name: UP Report of Checks Issued - Extended
- Operating Unit: (empty)
- Parameters: (empty)
- Language: American English

A 'Copy...' button is located next to the 'Run this Request...' section. Below the 'Submit Request' dialog box is a 'Parameters' dialog box with the following fields:

- Date From: (empty)
- Date To: (empty)
- Bank Account Name: (empty)
- Report No: (empty)
- Disbursing Officer: (empty)

The 'Parameters' dialog box has an 'OK' button highlighted with a red rectangle. Other buttons include 'Cancel', 'Clear', and 'Help'. At the bottom of the main window, there are several buttons: 'Actions... 1', 'Calculate Tax', 'Tax Details', 'Corrections', 'Quick Match', 'Match', and 'All Distributions'.

Step 6. Enter the report parameters, then click **Ok**.

Parameter Name	Description	Remarks
Date From	Covered Payment Period Start Date	Date (Format: DD-MMM-YYYY) (Required)
Date To	Covered Payment Period End Date	Date (Format: DD-MMM-YYYY) (Required)
Bank Account Name	Name of Source Bank Account	List of Values (LOV) (Required)
Report No.	Report No.	Free Text (Required)
Disbursing Officer	Name of Disbursing Officer	List of Values (LOV) (Optional)

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request...

Name **UP Report of Checks Issued – Extended** Copy...

Operating Unit

Parameters 01-AUG-2020:31-AUG-2020:1:1:

Language American English

Language Setting... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files ☐ Burst Output

Layout XXUPAPRCIEXT Options...

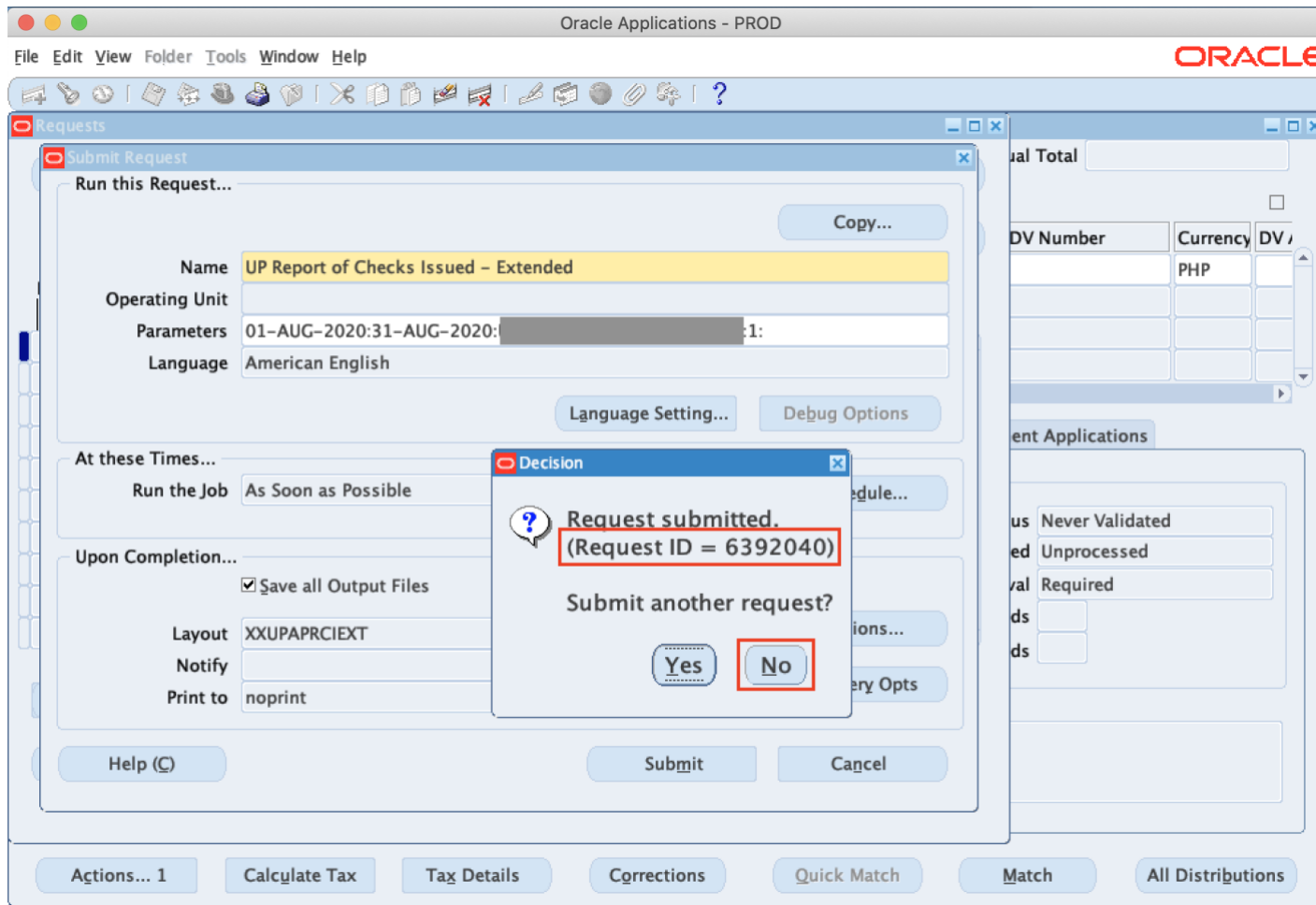
Notify

Print to noprint Delivery Opts

Help (C) **Submit** Cancel

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Step 7. Click *Submit*.



Step 8. Take note of the **Request ID** as this will serve as your reference in retrieving the report, then click **No**.

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Requests

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

Find Requests

☐ Auto Refresh

☐ 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**

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Step 9. Select **All My Requests**.
Then click **Find**.

Oracle Applications - PROD

File Edit View Folder Tools Window Help

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
6392040	UP Report of Checks Issu		Completed	Normal	276, 2020/08/01 00:00:00,

Hold Request View Details... Rerun Request View Output

Cancel Request Diagnostics View Log... (J)


Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Step 10. Click **Refresh Data** until the **Phase - Status** of this request is **Completed - Normal**.

Step 11. Select the request then click **View Output**.

University Information System Home... | https://uis.up.edu.ph/OA_CGI/FNDWRR.exe?temp_id=3125434181 | Oracle E-Business Suite R12 | FNDWRR.exe | Login

1 of 31 | Automatic Zoom



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

REPORT OF CHECKS ISSUED

Period Coverage: 2020/08/01 00:00:00 to 2020/08/31 00:00:00

Bank Name / Account Number: [REDACTED]

Report Number: 1
 Sheet: 1 of 31

Check Date	Check No.	DV No/ Expense Report	ORS/BURS No.	Responsibility Center Code	Payee	UACS Object Code	Nature of Payment	Gross Amount	Total Deductions	Net Amount
3-Aug-20	308103	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5021407000	[REDACTED]	128,953,825.00	0.00	128,953,825.00
3-Aug-20	308104					5021407000		89,391,668.00	0.00	89,391,668.00
3-Aug-20	308105					5021407000		23,321,939.00	0.00	23,321,939.00
3-Aug-20	308106					5021407000		5,729,647.00	0.00	5,729,647.00
3-Aug-20	308107					5021407000		3,586,521.00	0.00	3,586,521.00
3-Aug-20	308108					5021407000		44,782,734.00	0.00	44,782,734.00
3-Aug-20	308109					5021407000		4,054,841.00	0.00	4,054,841.00
3-Aug-20	308110					5021407000		97,432,485.00	0.00	97,432,485.00
3-Aug-20	308111					5020301000		26,000.00	1,392.85	24,607.15
3-Aug-20	308112					2010101000		2,685.00	0.00	2,685.00

Report generated with UP eBusiness Suite Release 12.0 on September 14, 2020 9:28:27

The report will be viewed in the Browser.

You may print or download the file.

Expected Result:

The Report of Checks Issued with additional details was generated.

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