



# University of the Philippines



# FMIS

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**Financial Management Information System  
User Manual**



# **FMIS User Manual**

## *UP Report of Collections and Deposits (Summary)*

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Version:	1.0



## **Generation of UP Report of Collections and Deposits (Summary)**

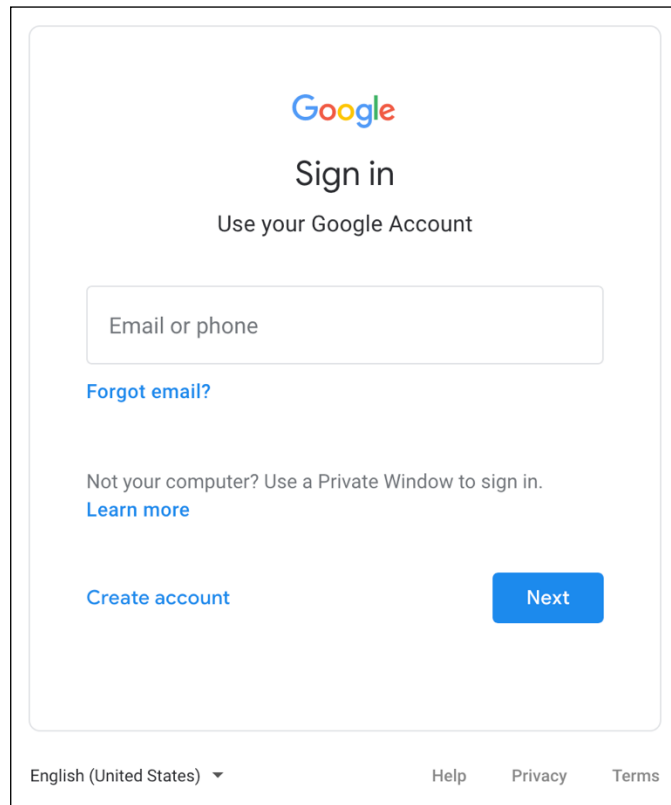
## 1. DOCUMENT CONTROL

### 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 Report of Collections and Deposits (Summary)
<b>Functional Domain</b>	Accounts Receivables Module
<b>Responsibility</b>	Receivables Cash
<b>Purpose</b>	To generate a summary report of collections and deposits 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 summary report of collections and deposits made for the day or for a specific date range based on receipts he/she recorded in the system

A screenshot of the Google Sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is centered. Below the field is a blue link "Forgot email?". Further down, the text "Not your computer? Use a Private Window to sign in." is displayed, with a blue link "Learn more" below it. At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.

[Learn more](#)

[Create account](#)

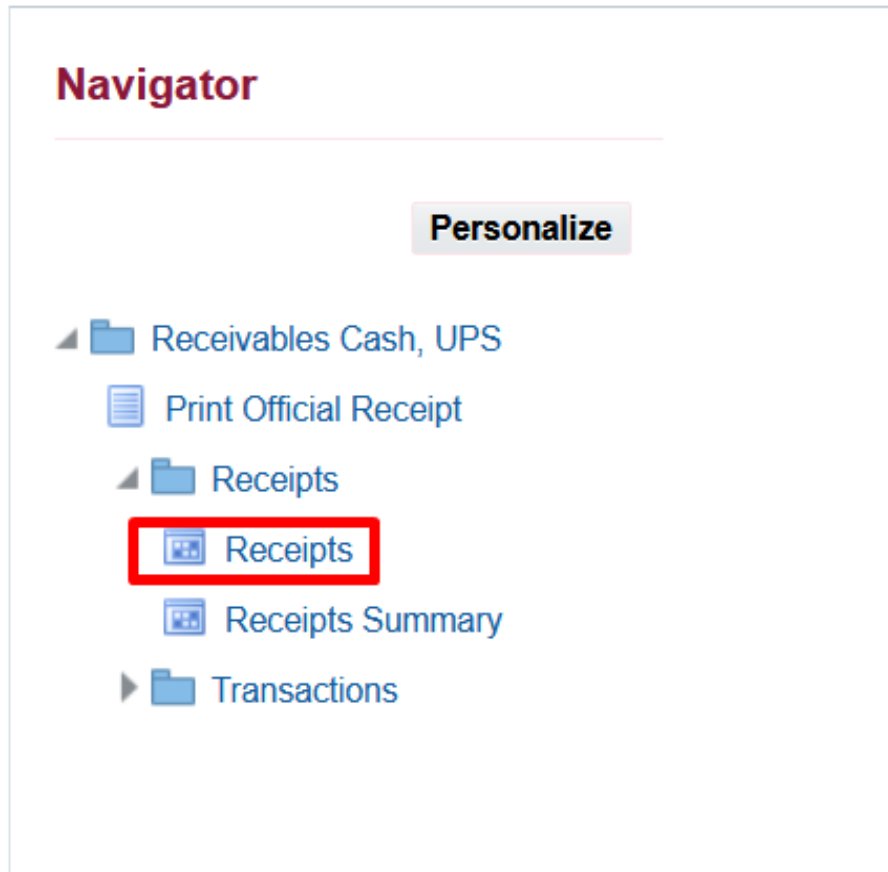
Next

English (United States) ▼

[Help](#) [Privacy](#) [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**.

The screenshot shows the Oracle Applications - UISDEV interface. The 'View' menu is open, and the 'Requests' option is highlighted with a red box. The main window displays the 'Receipts' form with various fields for receipt details, balances, and customer information.

**View Menu Options:**

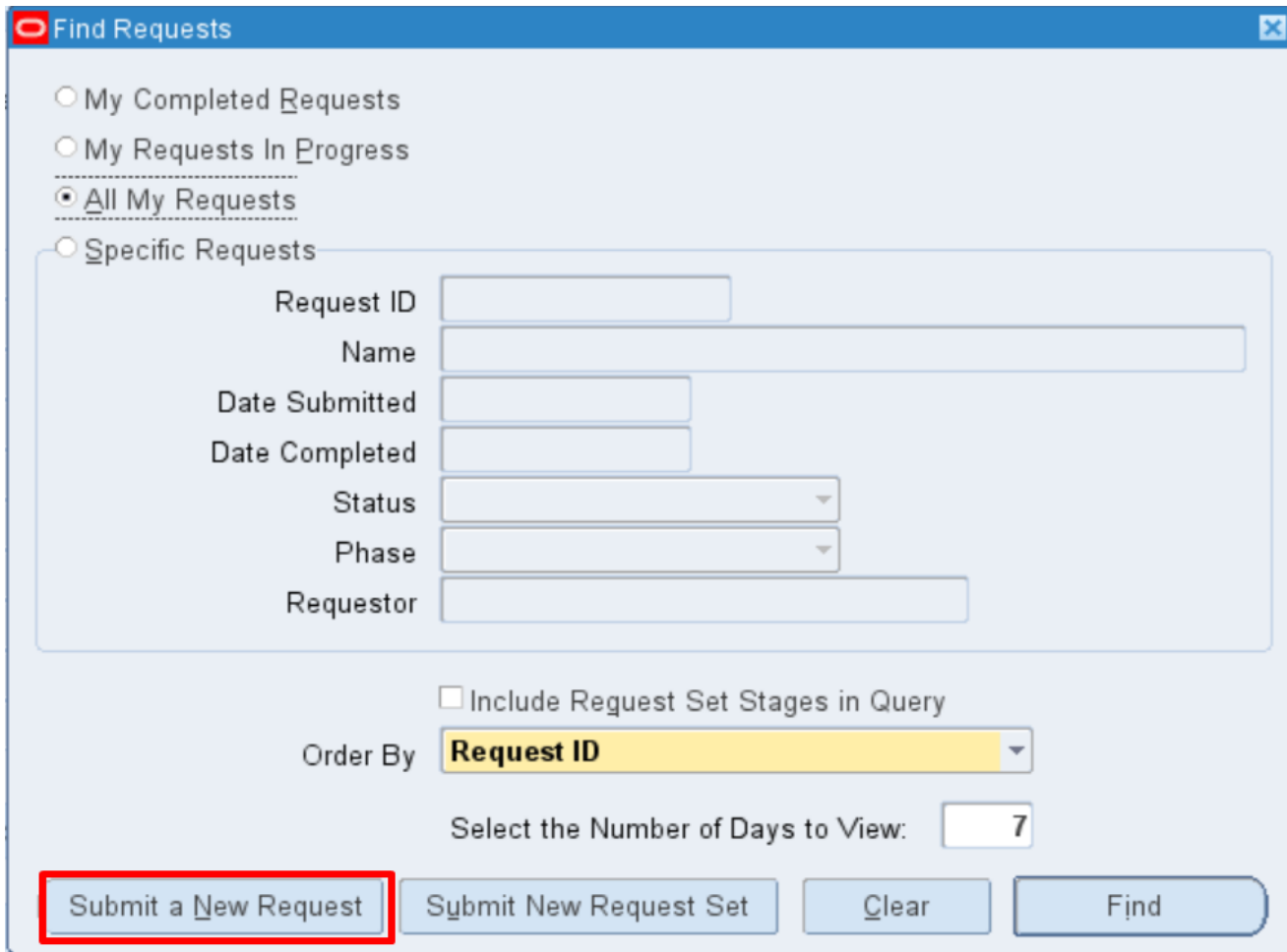
- Show Navigator
- Zoom
- Find...
- Find All
- Query By Example
- Record
- Translations...
- Attachments...
- Summary/Detail
- Requests**

**Main Form Fields:**

- 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
  - PSON
- Remittance Bank:**
  - Name
  - Branch
  - Account
- Detail:**
  - Identify By: Trans Number
  - Customer: Name, Number, Location, Taxpayer ID
  - Earned Discounts
  - Unearned Discounts
  - Bank Charges
- Reference:** [ ]
- Postmark Date:** [ ]
- Comments:** [ ]

**Step 5.** On the **Receipts**, click **View** then select **Requests**.



The image shows a software window titled "Find Requests" with a blue header bar. Inside the window, there are four radio button options: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below these options is a group box containing several input fields: "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". Below the group box is a checkbox labeled "Include Request Set Stages in Query". Below that is an "Order By" dropdown menu currently showing "Request ID". Below the dropdown is a label "Select the Number of Days to View:" followed by a text input field containing the number "7". At the bottom of the window are four buttons: "Submit a New Request" (highlighted with a red rectangle), "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 Report of Collections and Deposits (Summary) 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 ☐ Byrst Output

Layout: UP Report of Collections and Deposits (Summary) Options

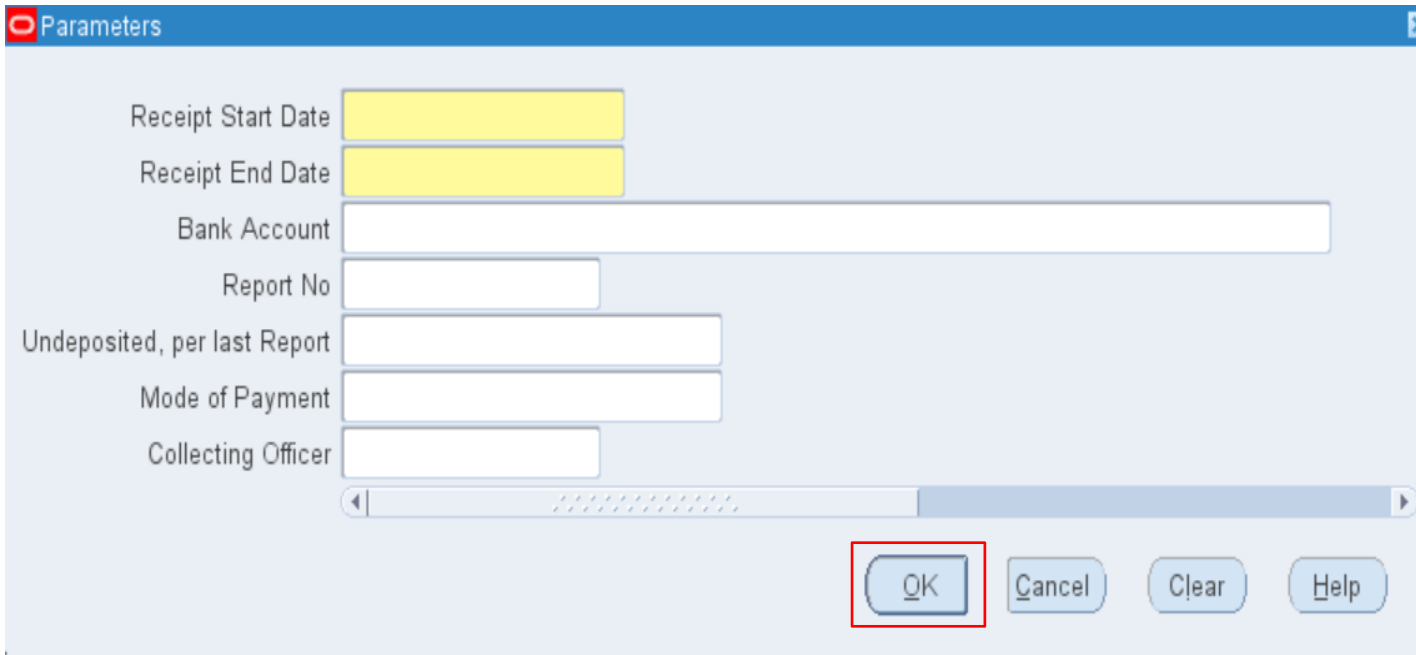
Notify:

Print to: noprint Delivery Opts

Help (Q) Submit Cancel

**Step 7.** On the **Name** Field, click the **ellipsis (...)** to search for **UP Report of Collections and Deposits (Summary)**.

You may type also **UP Report%** then press **Tab** on the keyboard. Select **UP Report of Collections and Deposits (Summary)** from the list of values.

A screenshot of a software dialog box titled "Parameters". The dialog box has a blue header bar with the title and a close button. Below the header, there are several input fields: "Receipt Start Date" and "Receipt End Date" are highlighted in yellow; "Bank Account" is a long text field; "Report No", "Undeposited, per last Report", "Mode of Payment", and "Collecting Officer" are standard text fields. At the bottom of the dialog box, there are four buttons: "OK", "Cancel", "Clear", and "Help". The "OK" button is highlighted with a red rectangular border. A horizontal scrollbar is visible below the input fields.

Parameters

Receipt Start Date

Receipt End Date

Bank Account

Report No

Undeposited, per last Report

Mode of Payment

Collecting Officer

OK Cancel Clear Help

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

**Submit Request**

Run this Request

Copy

Name: UP Report of Collections and Deposits (Summary)

Operating Unit:

Parameters: 20-JAN-2023:23-JAN-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 Report of Collections and Deposits (Summary)

Options

Notify:

Print to: noprint

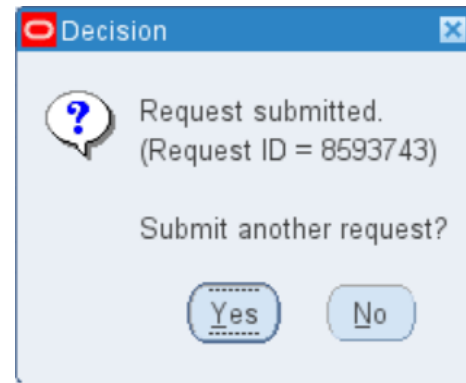
Delivery Opts

Help (H)

**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" window with a blue header bar. It has four radio button options: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below "Specific Requests" is a group box containing input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown), "Phase" (a dropdown), and "Requestor". Below this group box is a checkbox "Include Request Set Stages in Query". Then, there is an "Order By" dropdown menu currently showing "Request ID". Below that is a label "Select the Number of Days to View:" followed by a text input field containing the number "7". At the bottom, there are four buttons: "Submit a New Request", "Submit New Request Set", "Clear", and "Find". The "Find" button is highlighted with a red rectangular box.

**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
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:
8593721	Invoice Validation		Completed	Normal	, , , , , , 1062601, , N, 1000, ,
8593338	General Ledger Accounting		Completed	Normal	SH, 1015195, N
8593337	Compile value set hierarchi		Completed	Normal	1015195
8593312	UP Disbursement Voucher		Completed	Normal	276, 2018/01/01 00:00:00, 201

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: 000-864-006-000
**REPORT OF COLLECTIONS AND DEPOSITS**

Period Coverage: 20-JAN-23 to 23-JAN-23

Bank Name / Account Number:



Report Number:

Sheet **1** of **2**

Official Receipt		Responsibility Center Code	Bank Fund	Payor	Particulars	MFO / PAP	Total per OR	GL Code Description
Date	Number							
23-JAN-23	50002	-	164	CARL JERICK SANTOS	Computer Loan	-	2,000.00	20401010 Trust Liabilities
22-JAN-23	50003	SA03013001	164	CRISTINE MANITAS	ITDC Projects	-	3,000.00	20401010 Trust Liabilities
20-JAN-23	50004	-	164	MIKE AUSTRIA	Rentals	-	2,500.00	20401010 Trust Liabilities

GL	GL DESCRIPTION	TOTAL AMOUNT	
		USD	PHP
20401010	Trust Liabilities	0.00	7,500.00
<b>TOTAL</b>			<b>7,500.00</b>





# UNIVERSITY OF THE PHILIPPINES SYSTEM

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

## REPORT OF COLLECTIONS AND DEPOSITS

Period Coverage: 20-JAN-23 to 23-JAN-23

Bank Name / Account Number: [REDACTED]

Report Number:

Sheet **2 of 2**

### Summary:

Undeposited Collection per last Report  
Collections per OR Nos. 50002 to 50004

PHP 0.00  
PHP 7,500.00

### Deposits

Date: Jan 20, 2023	USD	0.00	PHP	2,500.00
Date: Jan 22, 2023	USD	0.00	PHP	3,000.00
Date: Jan 23, 2023	USD	0.00	PHP	2,000.00

Undeposited Collection, this Report

PHP 0.00

### CERTIFICATION

I hereby certify on my official oath that the above is a true statement of all collections received by me during the period stated above for which Official Receipt Nos. 50002 to 50004 inclusive were actually issued by me in the amounts shown thereon. I also certify that I have not received money from whatever source without having issued the necessary Official Receipt in acknowledgement thereof. Collections received by sub-collectors are recorded above in lump-sum opposite their respective collection report numbers. I certify further that the balance shown above agrees with the balance appearing in my Cash Receipts Record.

Mark Jason D. Ellazar

Name and Signature of Collecting Officer

Collecting Officer  
Position

20-FEB-23  
Date

Report generated with Oracle eBusiness Suite Release 12 on February 20, 2023 13:45:57

276-26563-8593743

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