



University of the Philippines



FMIS


**Financial Management Information System
User Manual**



FMIS User Manual

UP Report of Collections and Deposits

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Version:	1.0



Generation of UP Report of Collections and Deposits

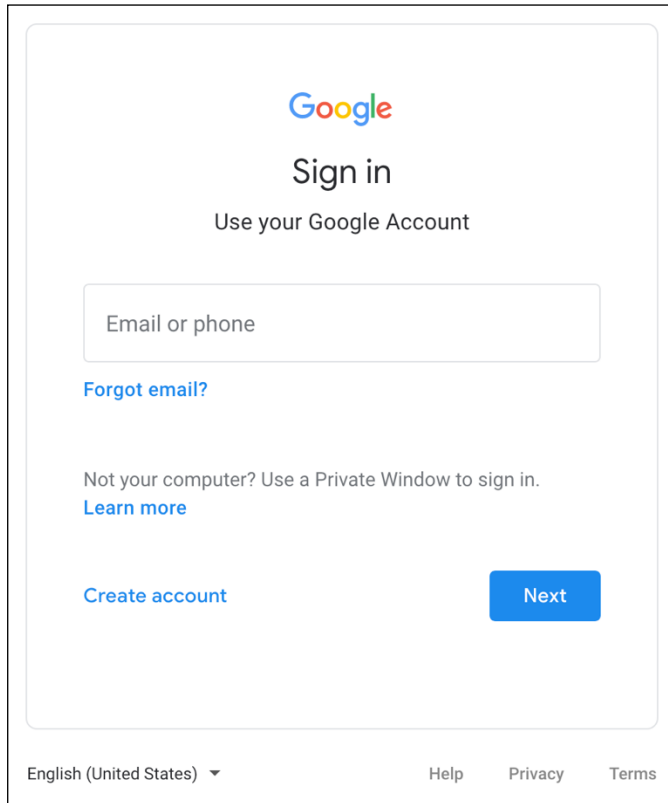
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
28 February 2023	Mark Jason D. Ellazar	1.0	Initial

1.2 Description

Process ID	
Process Name	Generation of UP Report of Collections and Deposits
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cash
Purpose	To generate a report of collections and deposits within a specific date range
Data Requirement	Receipt Method, Receipt Number, Receipt Amount, Receipt Type
Dependencies	Receipts created in the system
Scenario	A collecting officer would like to generate a 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, followed by a blue link "Learn more". 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?](#)

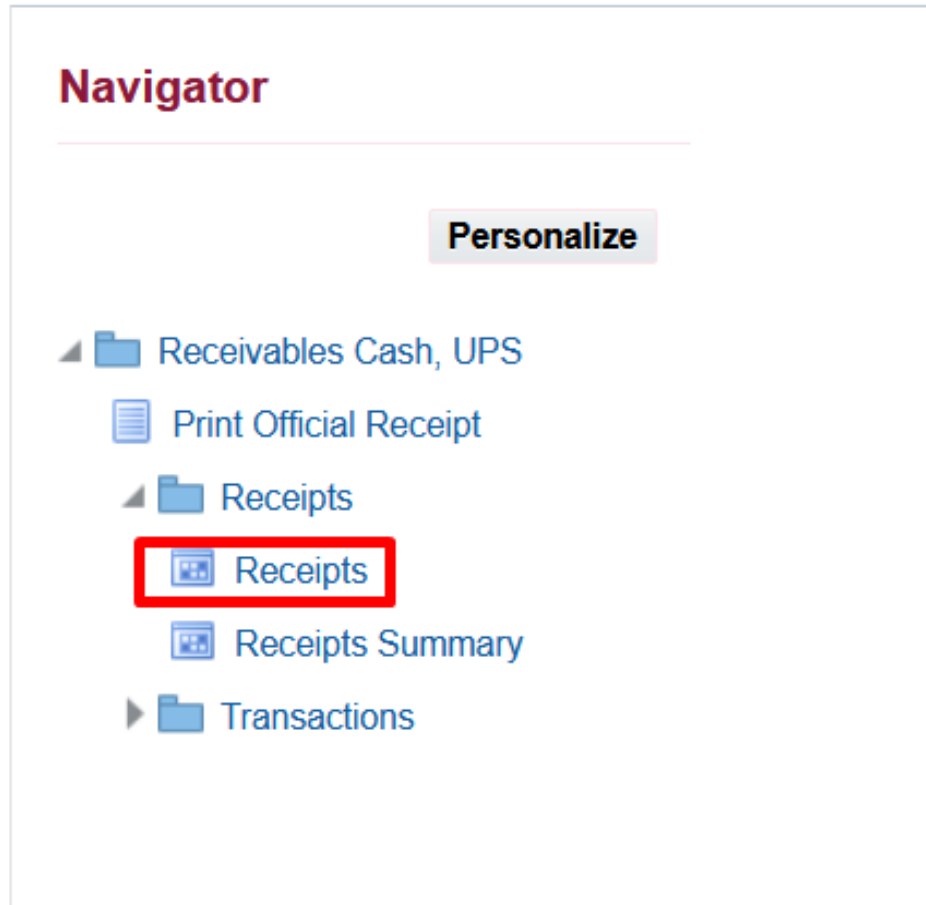
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

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

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**.

Oracle Applications - UISDEV

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

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

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

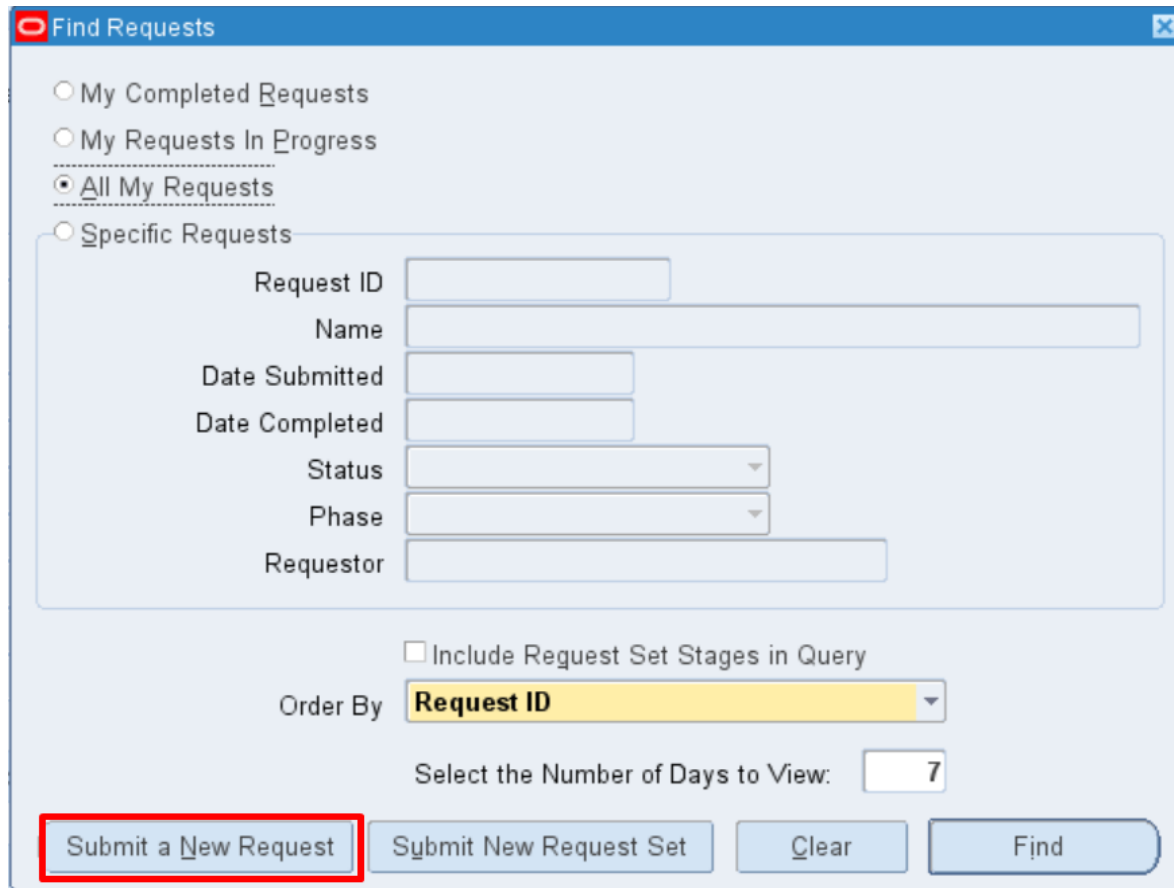
Detail
Identify By
Trans Number
Customer
Name
Number
Location
Taxpayer ID
Reference
Postmark Date

Earned Discounts
Unearned Discounts
Bank Charges

Customer Bank
Name
Account
PERSON
Remittance Bank
Name
Branch
Account

Comments

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

The image shows a software window titled "Find Requests". 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 group box for "Specific Requests" containing input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". Below the group box, there is a checkbox "Include Request Set Stages in Query" and an "Order By" dropdown menu currently set to "Request ID". At the bottom, there is a label "Select the Number of Days to View:" followed by a text input field containing the number "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".

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

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 ☐ Burst Output

Layout: UP Report of Collections and Deposits

Notify:

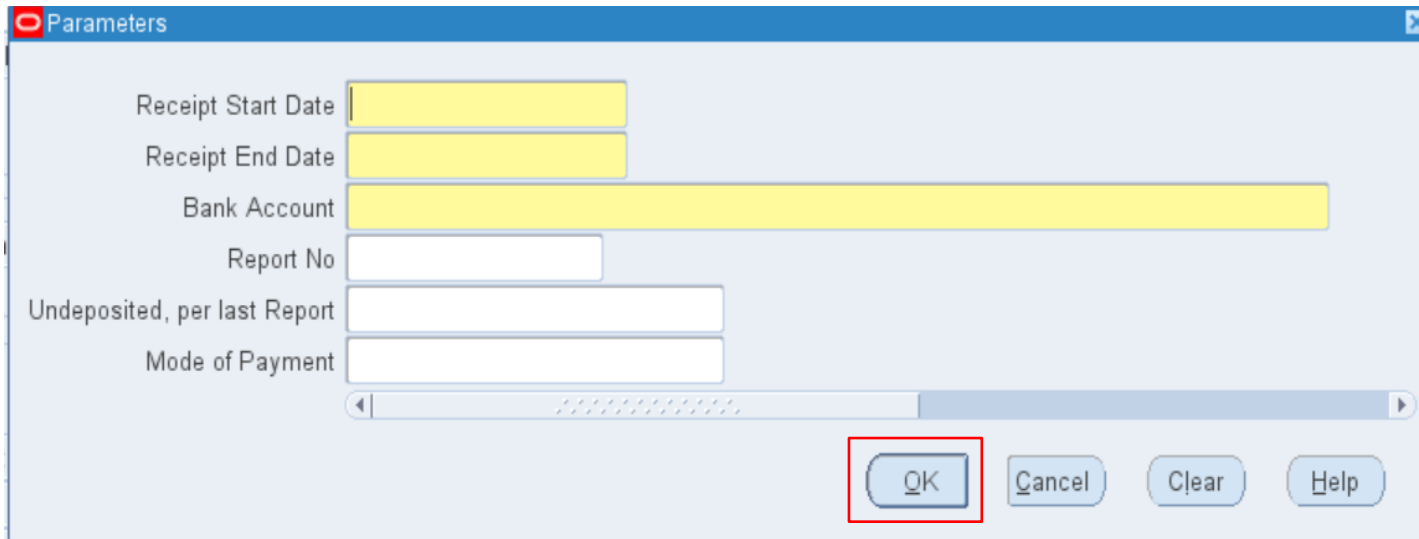
Print to: noprint

Options Delivery Opts

Help (H) Submit Cancel

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

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

A screenshot of a 'Parameters' dialog box. The dialog has a blue title bar with the text 'Parameters' and a close button. Inside, there are five input fields: 'Receipt Start Date', 'Receipt End Date', 'Bank Account', 'Report No', and 'Undeposited, per last Report'. The 'Bank Account' field is highlighted in yellow. Below these fields is a 'Mode of Payment' field. At the bottom right, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'. The 'OK' button is highlighted with a red rectangle.

Parameters

Receipt Start Date

Receipt End Date

Bank Account

Report No

Undeposited, per last Report

Mode of Payment

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

Operating Unit

Parameters 03-FEB-2023:03-FEB-2023:UPS LBP 3072-1007-50:::

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

Options

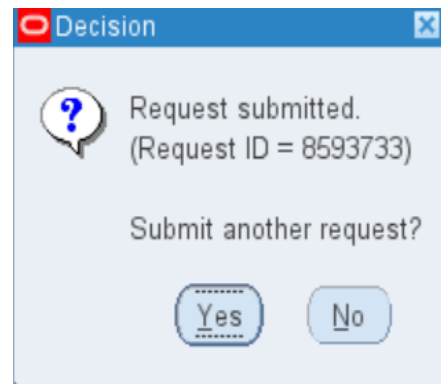
Notify

Print to noprint

Delivery Opts

Help (G) 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 contains several radio buttons for filtering: "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". Below that is an "Order By" dropdown menu currently set to "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, 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
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
8593310	UP Disbursement Voucher		Completed	Normal	276, , , , , ,
8593155	Print Remittances		Completed	Normal	P_BATCH_ID=90452
8593154	Automatic Receipts/Remitt		Completed	Normal	P_PROCESS_TYPE=REMIT,
8593153	Automatic Remittances Cre		Completed	Normal	REMIT, , , Y, Y, Y, 90452, N,

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: 03-FEB-23 to 03-FEB-23

Bank Name / Account Number:



Report Number:

Bank Fund: 164

Sheet 1 of 2

Official Receipt		Responsibility Center Code	Payor	Particulars	MFO / PAP	Total per OR	GL Code Description
Date	Number						
03-FEB-23	50015	-	TESS ESPINOSA	Computer Loan	-	50.00	20401010 Trust Liabilities
03-FEB-23	50017	-	ERON VALDERA	Donation for other CUs given to UPSA	-	250.00	20301040 Due to Operating Units
03-FEB-23	50018	-	MIGGY	UPCAT - Fees	-	300.00	40202030 Examination Fees
03-FEB-23	50021	SA02022001	KEVIN L. BAUTISTA	Invoice No. 5317 (1) Analysis of Sample Fee	-	1,500.00	20401010 Trust Liabilities

GL	GL DESCRIPTION	TOTAL AMOUNT
20401010	Trust Liabilities	1,550.00
20301040	Due to Operating Units	250.00
40202030	Examination Fees	300.00
TOTAL: PHP		2,100.00



UNIVERSITY OF THE PHILIPPINES

SYSTEM

Diliman, Quezon City, Metro Manila, NCR

TIN: 000-864-006-000

REPORT OF COLLECTIONS AND DEPOSITS

Period Coverage: 03-FEB-23 to 03-FEB-23

Bank Name / Account Number: [REDACTED]

Report Number:

Bank Fund: 164

Sheet 2 of 2

Summary:

Undeposited Collection per last Report

PHP 0.00

Collections per OR Nos. 50015 to 50021

PHP 2,100.00

Deposits

Date: Feb 3, 2023

PHP 2,100.00

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. 50015 to 50021 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

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