University of the Philippines

FMIS

Financial Management Information System User Manual

FMIS User Manual

Creation of Standard Receipt

Author:	Mark Jason D. Ellazar
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Version:	2.0

Creation of Standard Receipt

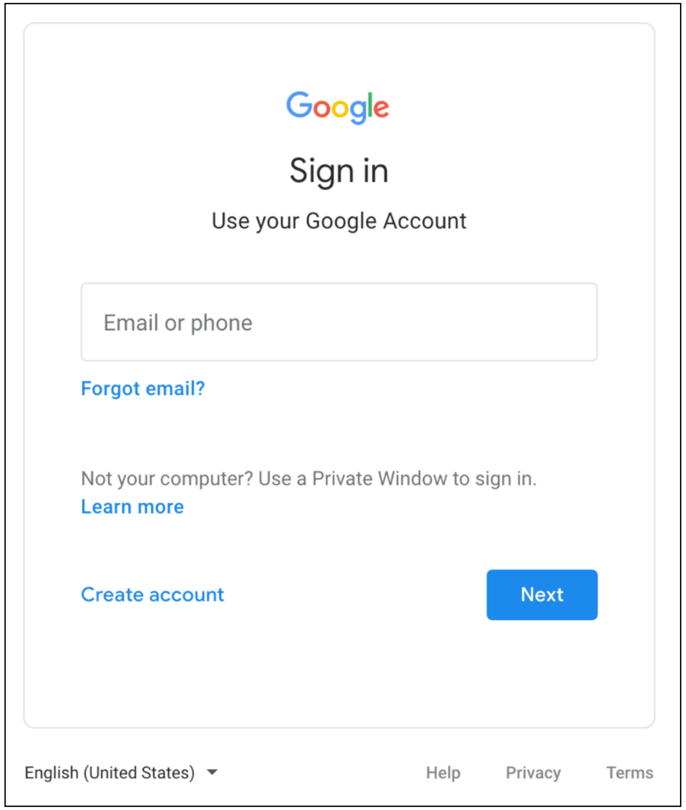
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
15 June 2017		1.0	Initial
25 May 2023	Mark Jason D. Ellazar	2.0	• Updated all screenshots • Page 9, updated the field descriptions table • Page 11, step no. 6, updated the receipt information table • Pages 14 to 16, updated step 9 for different receipt application methods

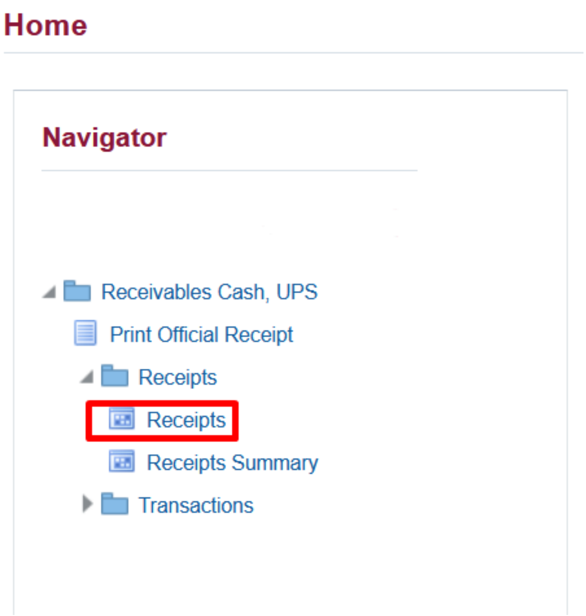
1.2 Description

Process ID	
Process Name	Creation of Standard Receipts
Information System	Financial Management Information System
Functional Domain	Account Receivable Module
Responsibility	Receivables Cash
Purpose	Creating a Receipt for a Standard Transaction
Data Requirement	Receipt Number, Receipt Amount, Bill-to information, Bill Number or Transaction Number
Dependencies	Bank Account Set-up, Customer Creation, Memo Lines Set-up, Existing Standard Transaction
Scenario	The Cash Collecting Officer will create a standard receipt to record the cash collected for a particular bill.



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

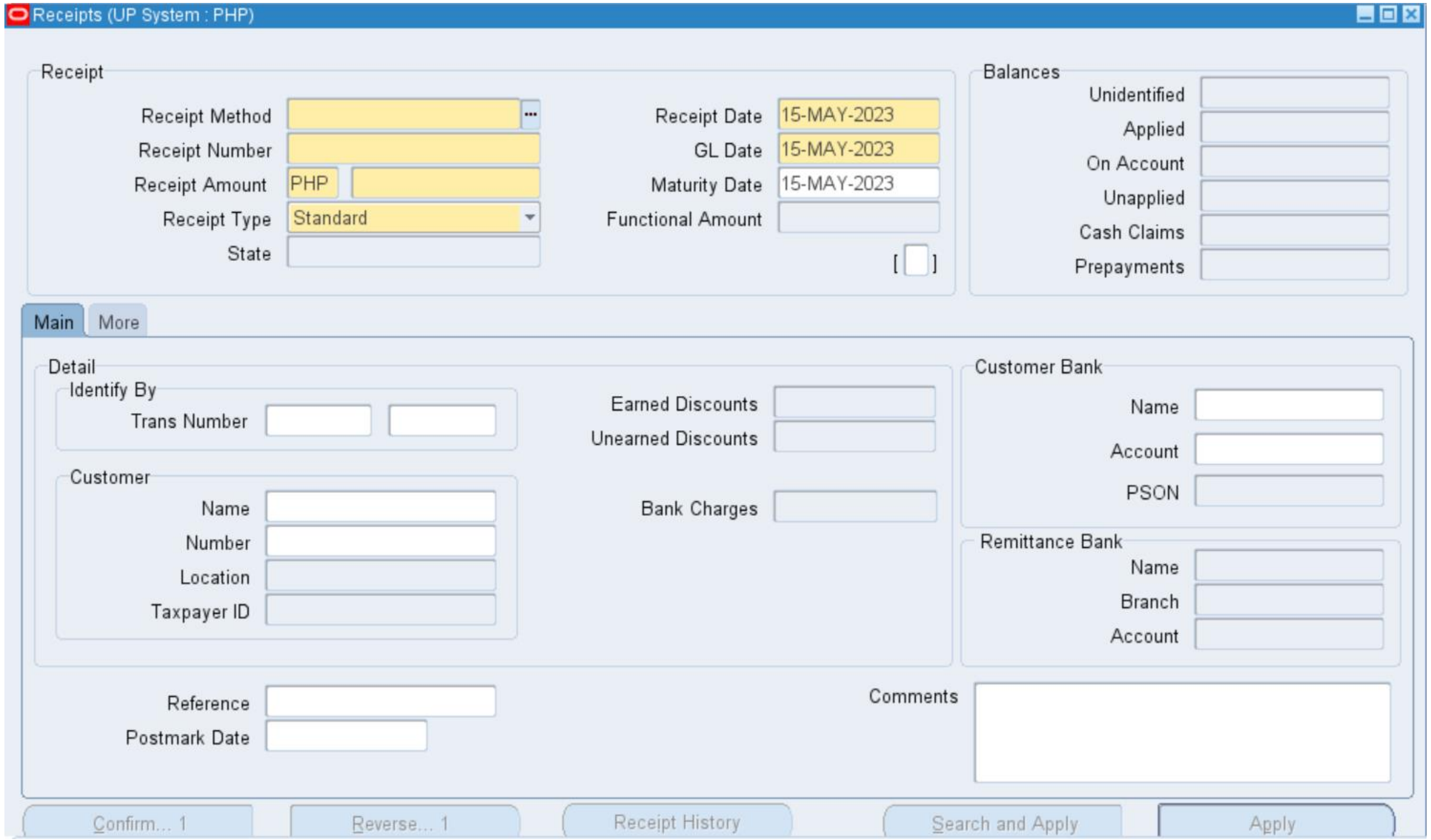
Step 2. Log-in your UP Mail credentials (e.g. ***username*** and ***password***)



Step 3. On the ***UIS Home Page*** proceed to ***Navigator*** and choose the ***Receivables Cash, <CU>*** responsibility.

Navigate to ***Receipts > Receipts***.

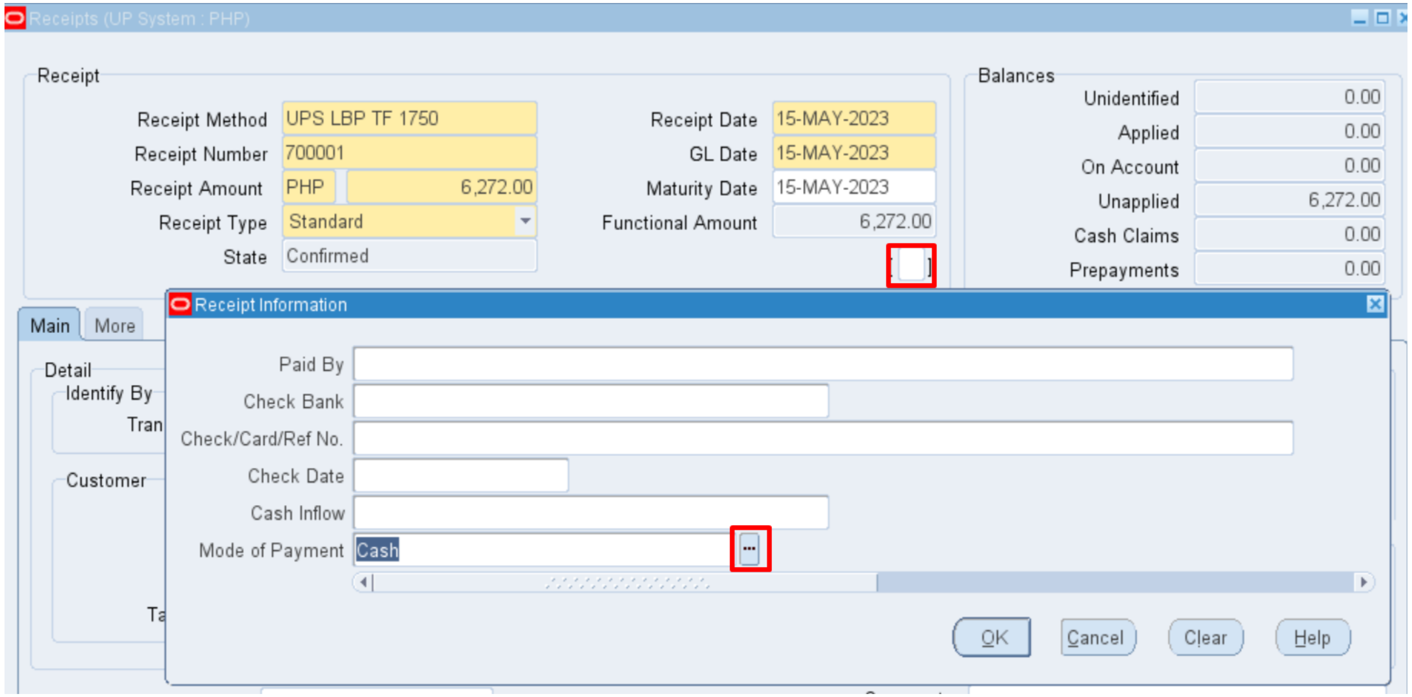
Step 4. Java application will launch with ***Security Warning***, Tick the Checkbox and click ***Run***.



Step 5. The ***Receipts*** window will open. Fill-out the form.

Refer to the table on the next page for the field descriptions.

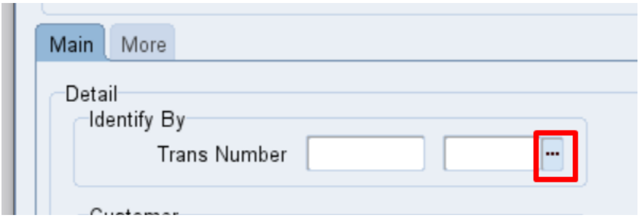
Field Name	Description	Remarks
Receipt Method	Bank Account where collected amount will be deposited or recorded	Required field • Select from List of Values
Receipt Number	Official receipt number (OR No.) based on issued printed OR	Required field • Manually entered or automatically generated (based on setup)
Receipt Amount	Amount collected from the customer	Required field • Numeric value
Receipt Date	Date of Receipt	Required field • Default value is current date • Date (DD-MON-YYYY) e.g. 01-JAN-2023
GL Date	Posting date in the general ledger	Required field • Default value is current date • Date (DD-MON-YYYY) e.g. 01-JAN-2023
Trans Number	Transaction number or Bill number	Required field • Select from List of Values
Customer	Billed Customer or Payor	Required field • Select from List of Values
Comments	Additional details may be entered by the collecting officer	Optional field • Text field



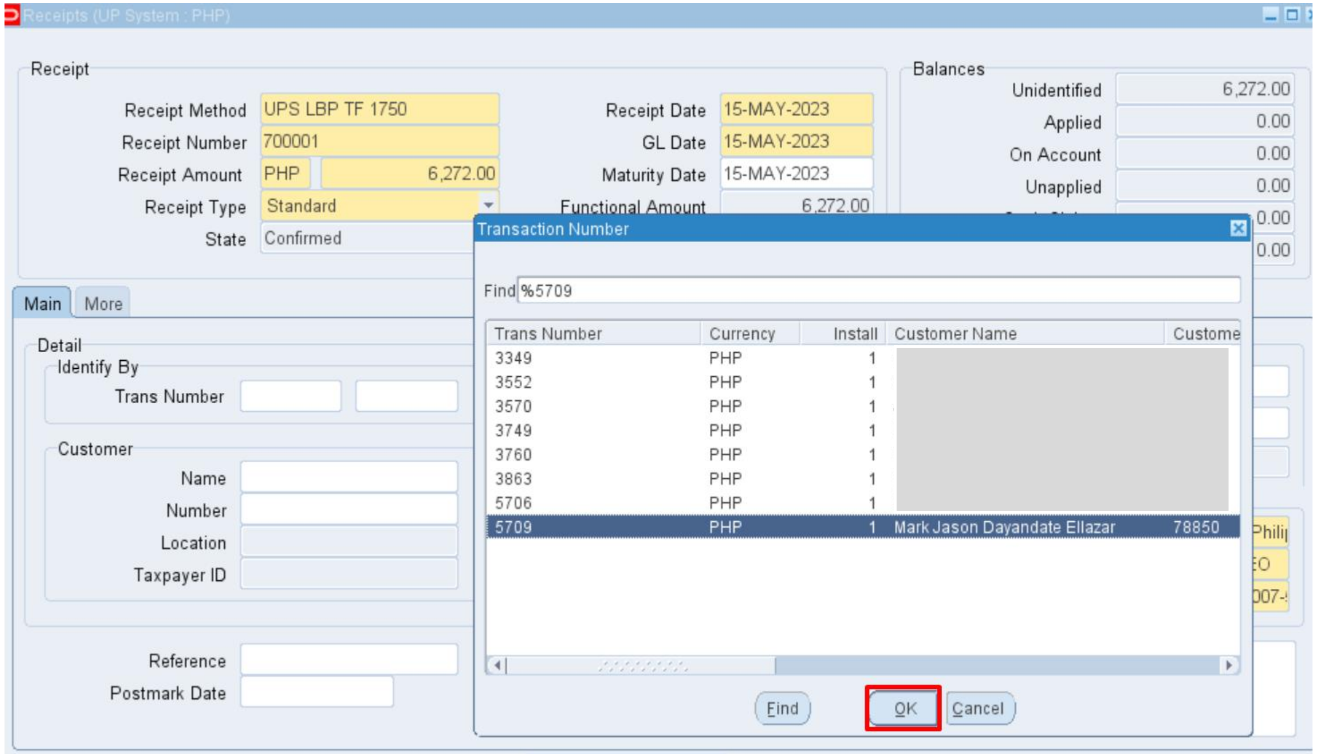
Step 6. Next, click on the ***Receipt Information Flexfield***.

The ***Receipt Information*** window will appear. Fill-in the optional fields then click ***OK***.

Field Name	Description	Remarks
Paid By	Payor or Representative of the Customer	Optional field • Free Text
Check Bank	If a check payment is made, indicate the name of the bank.	Optional field • Free Text
Check/Card/Ref No.	Payment reference number for check, deposit, credit card or online payments	Optional field • Free Text
Check Date	Date of the check for check payments	Optional field • Free Text
Cash Inflow	Cash Inflow to be filled-in by the Accounting Office	Optional field • Select from List of Values
Mode of Payment	Payment method	Optional field • Select from List of Values • Default value is **Cash**

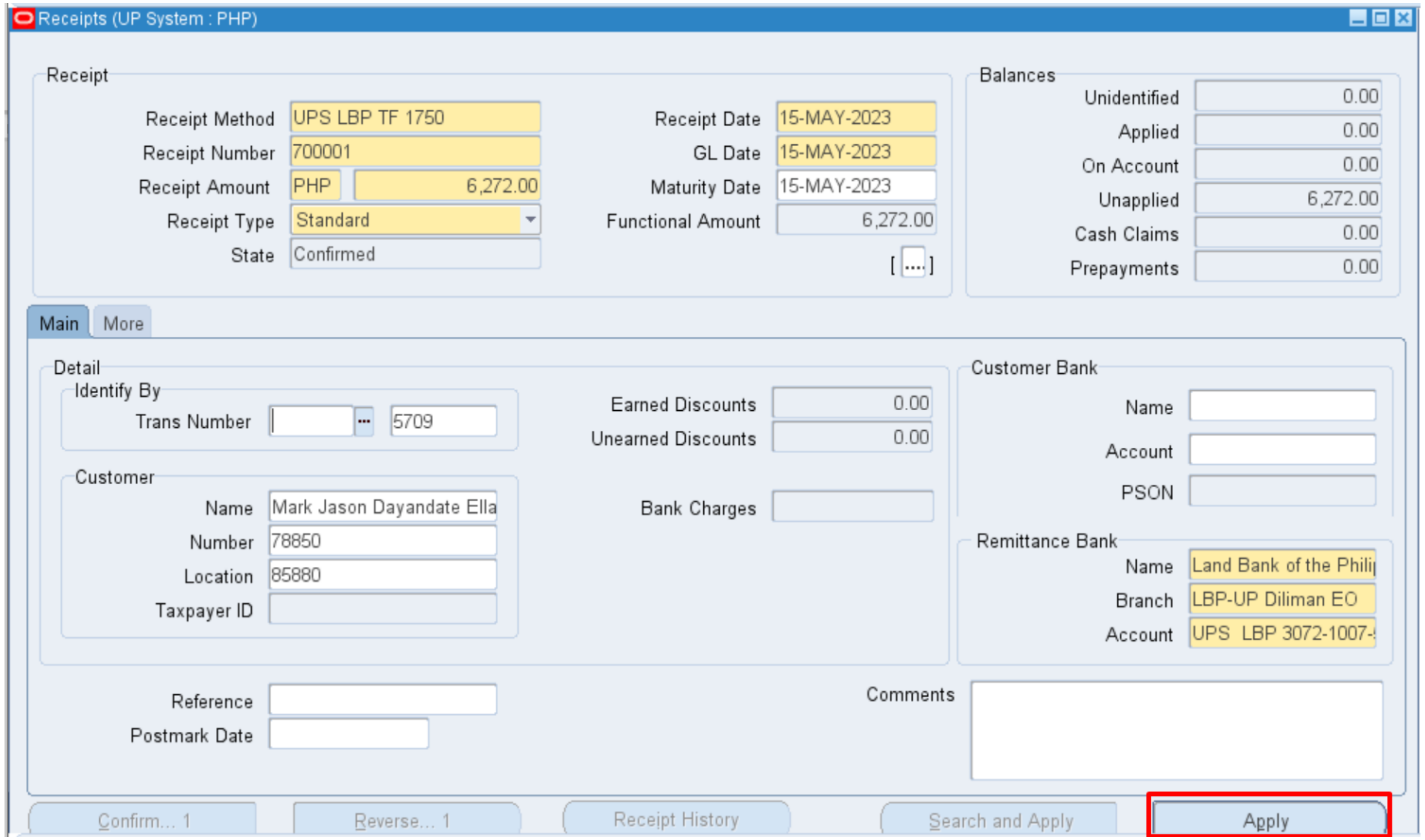


Step 7. Search for the bill (transaction) using the ***Trans Number*** of the customer by clicking the ***ellipsis (…)***.



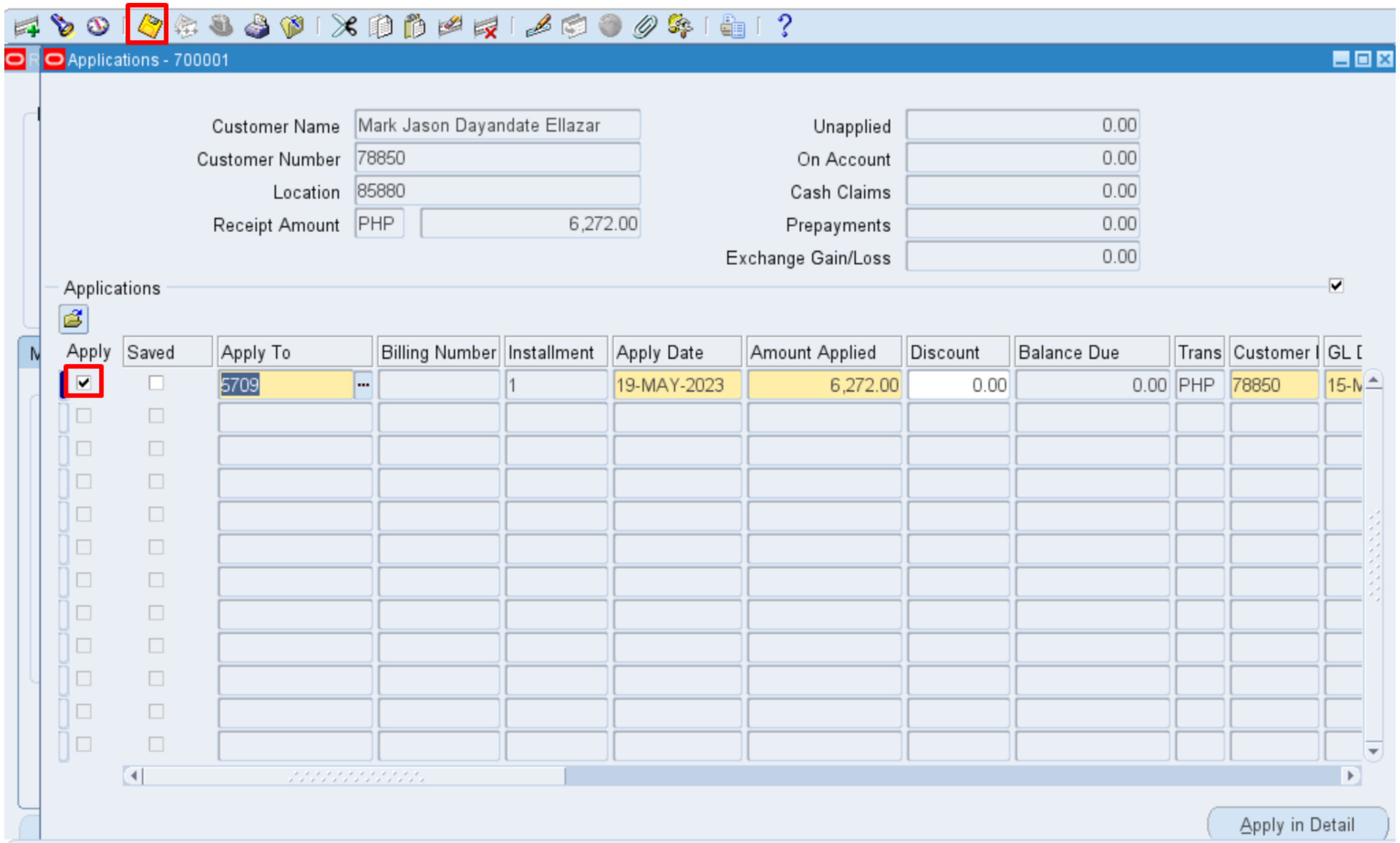
The ***Transaction Number*** window will open. Type in the bill number or search for it using '%' as a wildcard character.

Once you have located the correct transaction, click ***OK.***



Step 8. The ***Trans Number*** is the unique identifier for the bill. If the correct transaction or bill number has been provided, the payment of the customer may now be applied by clicking the ***Apply*** button.

The ***Applications*** window will open.

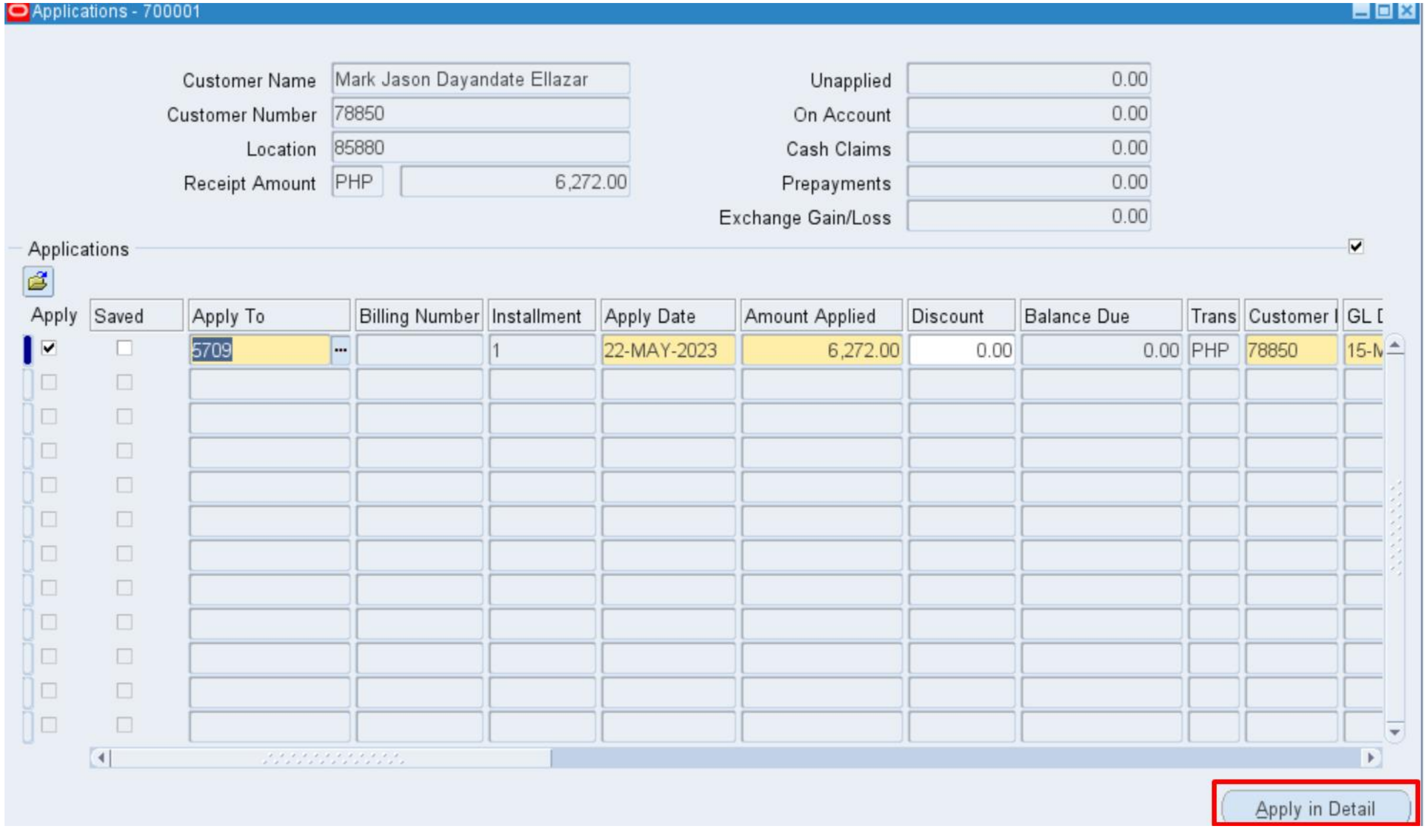


Step 9. There are 2 ***options*** to proceed with applying the receipt to transactions:

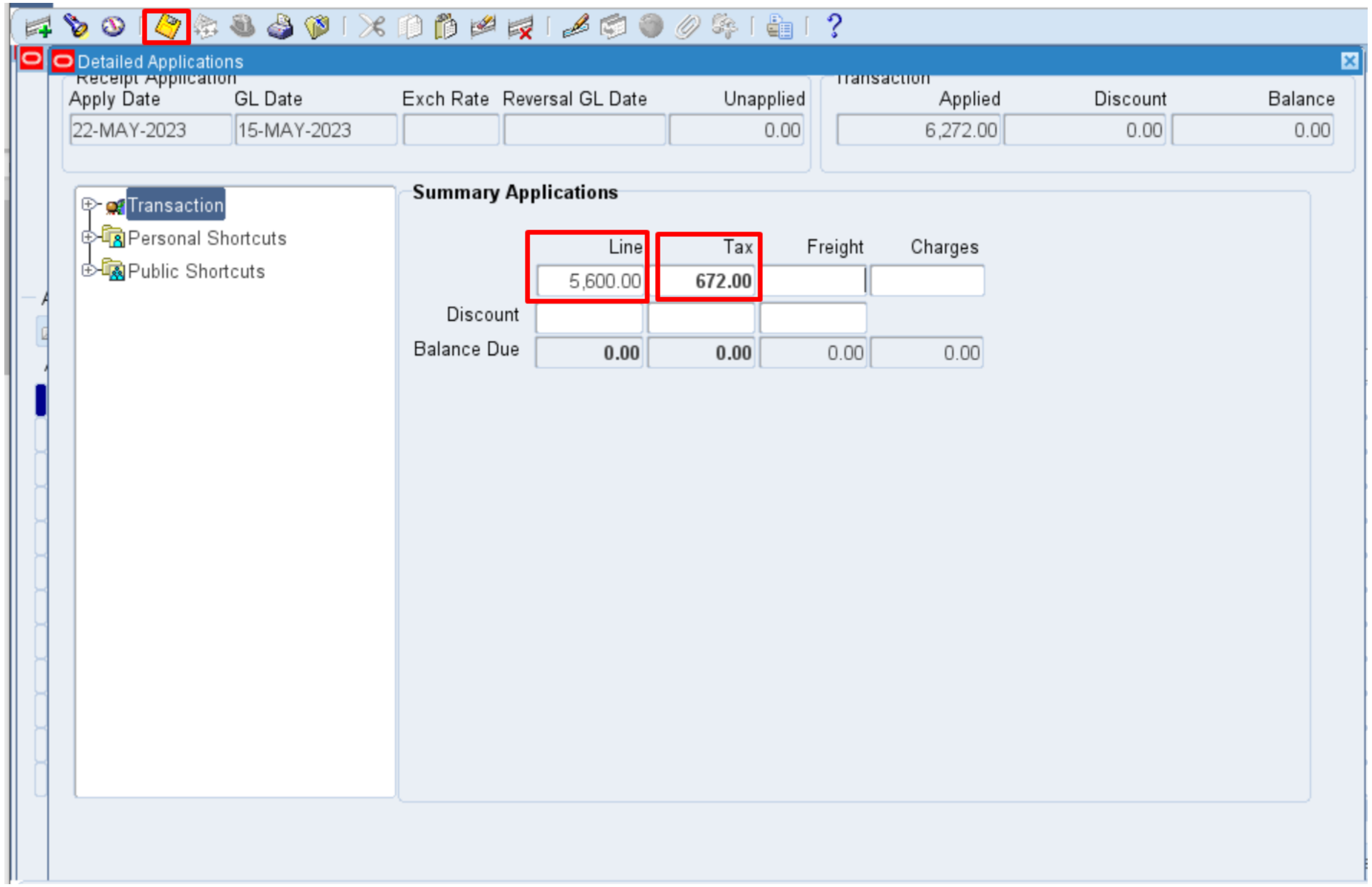
- Apply and Save
- Apply in Detail

Option 1. On the ***Applications*** window, click the check box under ***Apply*** and click the ***Save*** icon on the toolbar.

You may apply a receipt to several bills (transactions) as well by filling-in the fields on the succeeding lines.



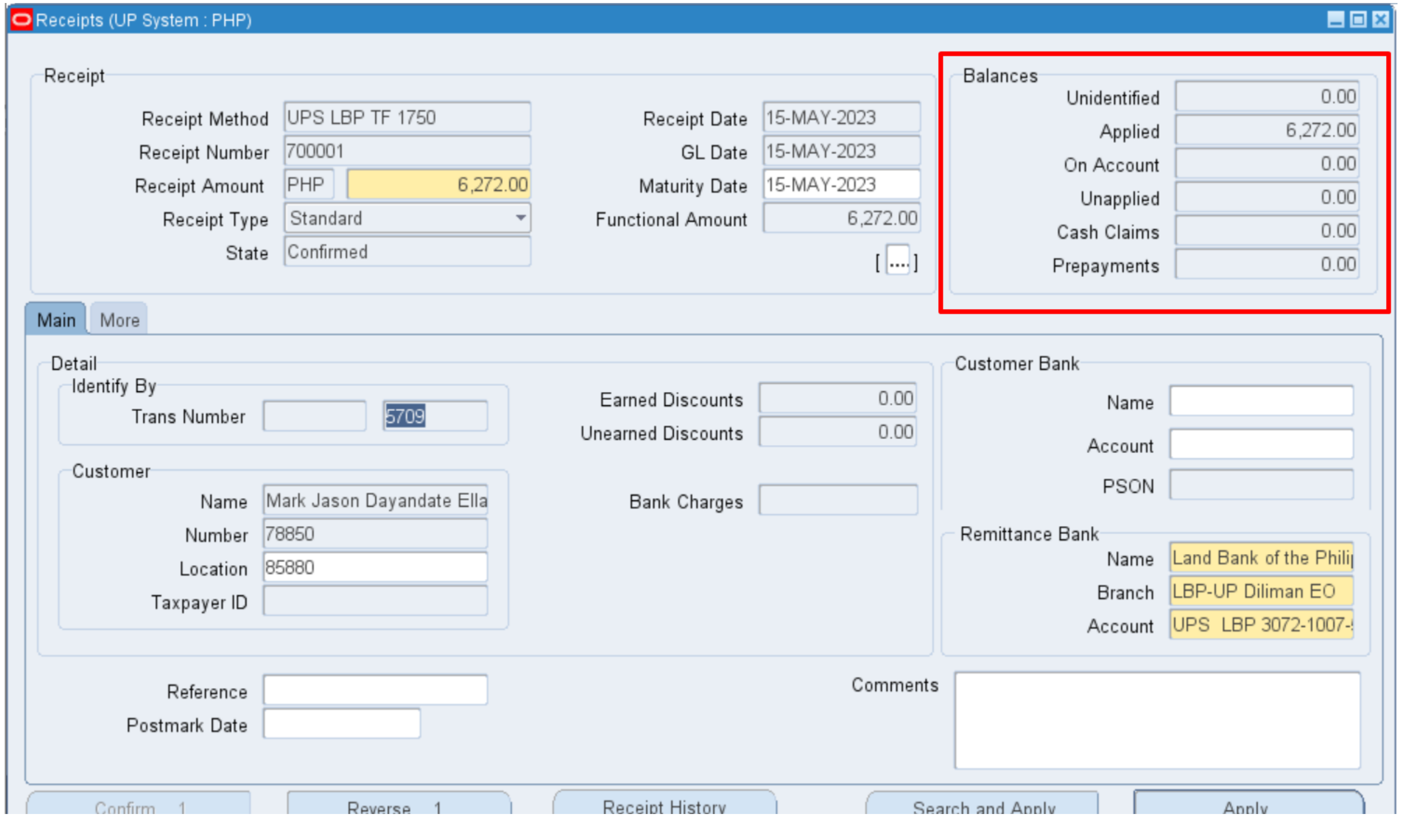
Option 2. Click the ***Apply in Detail.***



Then, on the ***Detailed Applications*** window, fill-in the ***Line*** field for collection to be credited to the line amount and **Tax** field for the tax amount.

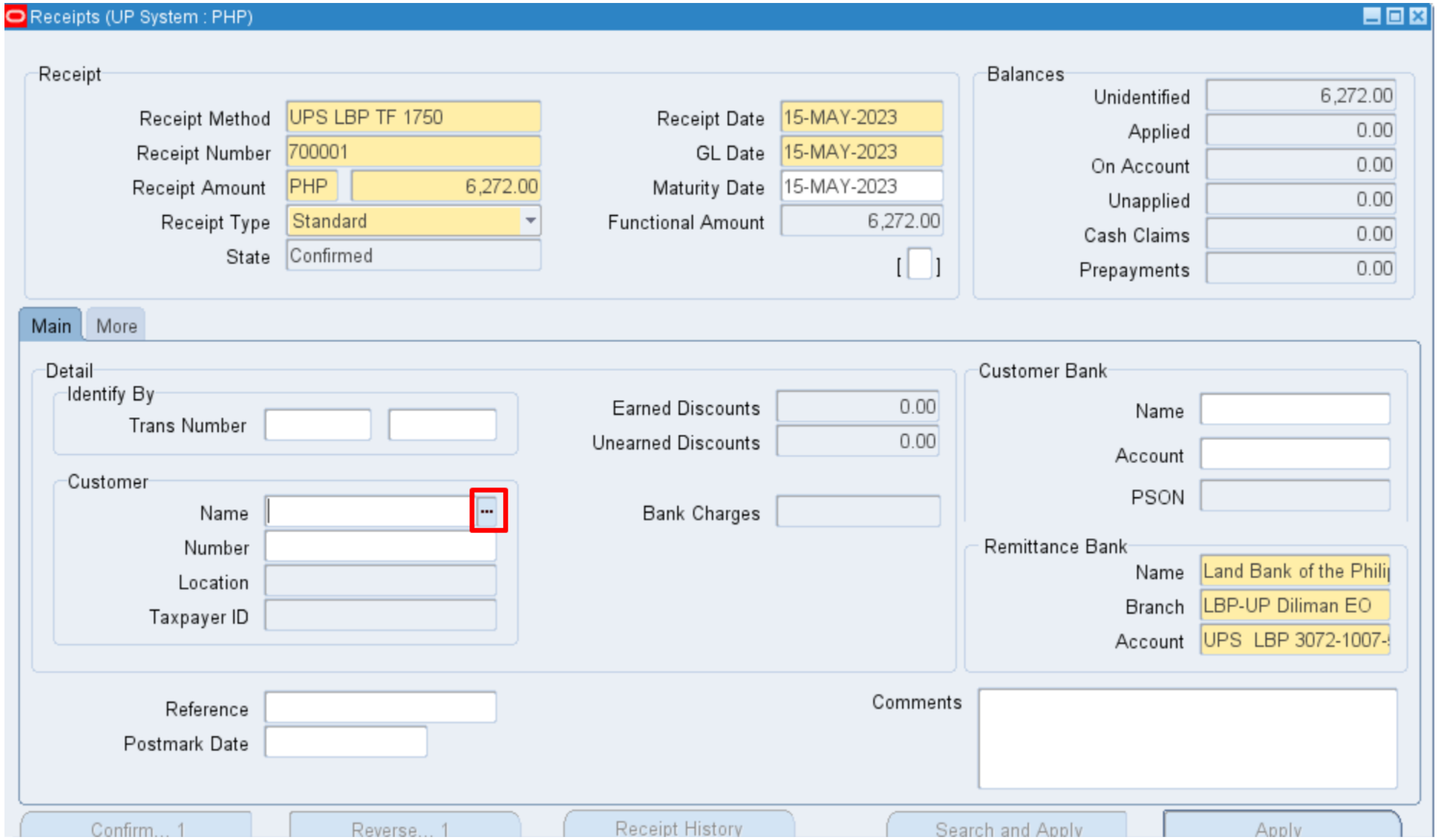
Click ***Save.***

This option is especially useful for partial payments or for transactions with tax discounts.

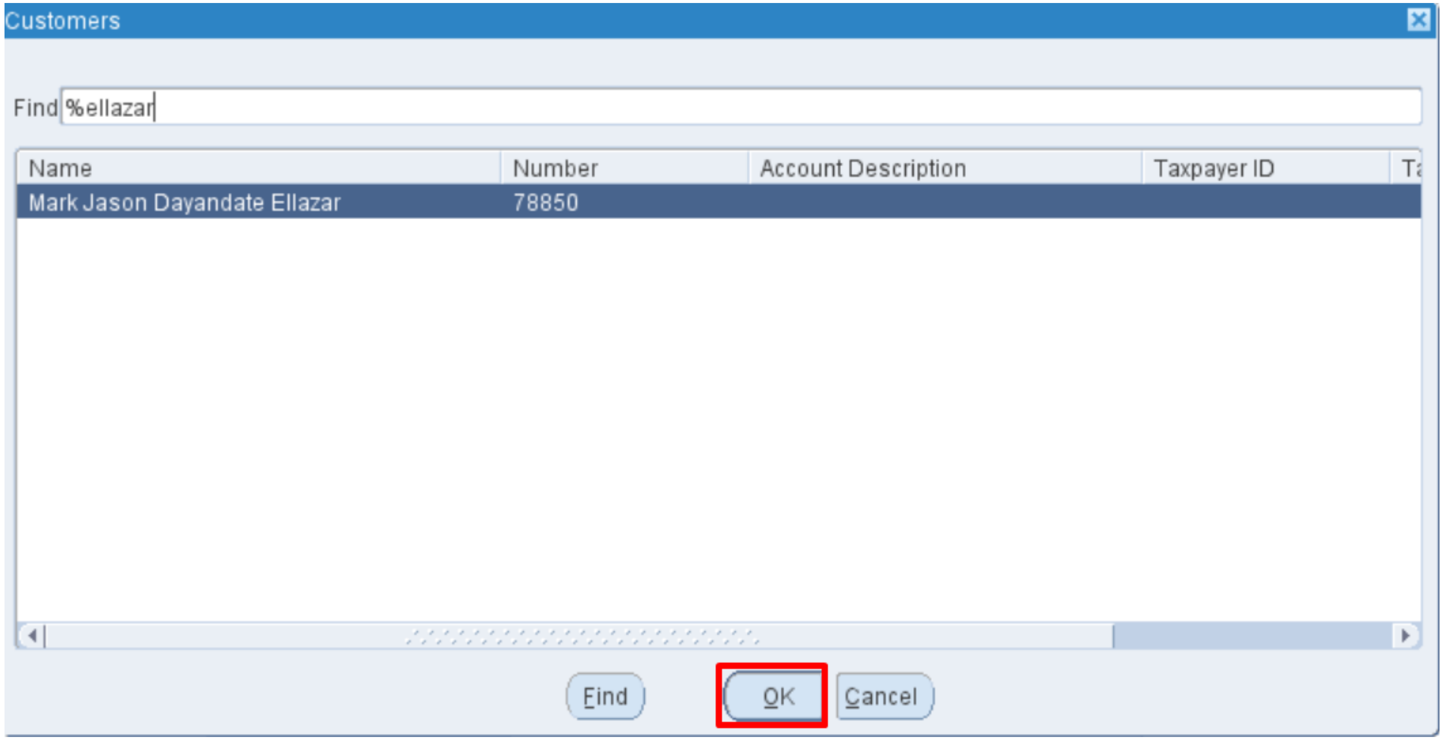


Step 10. Close the ***Applications*** and/or ***Detailed Applications*** window/s.

The amount is now applied and saved to the customer’s bill.



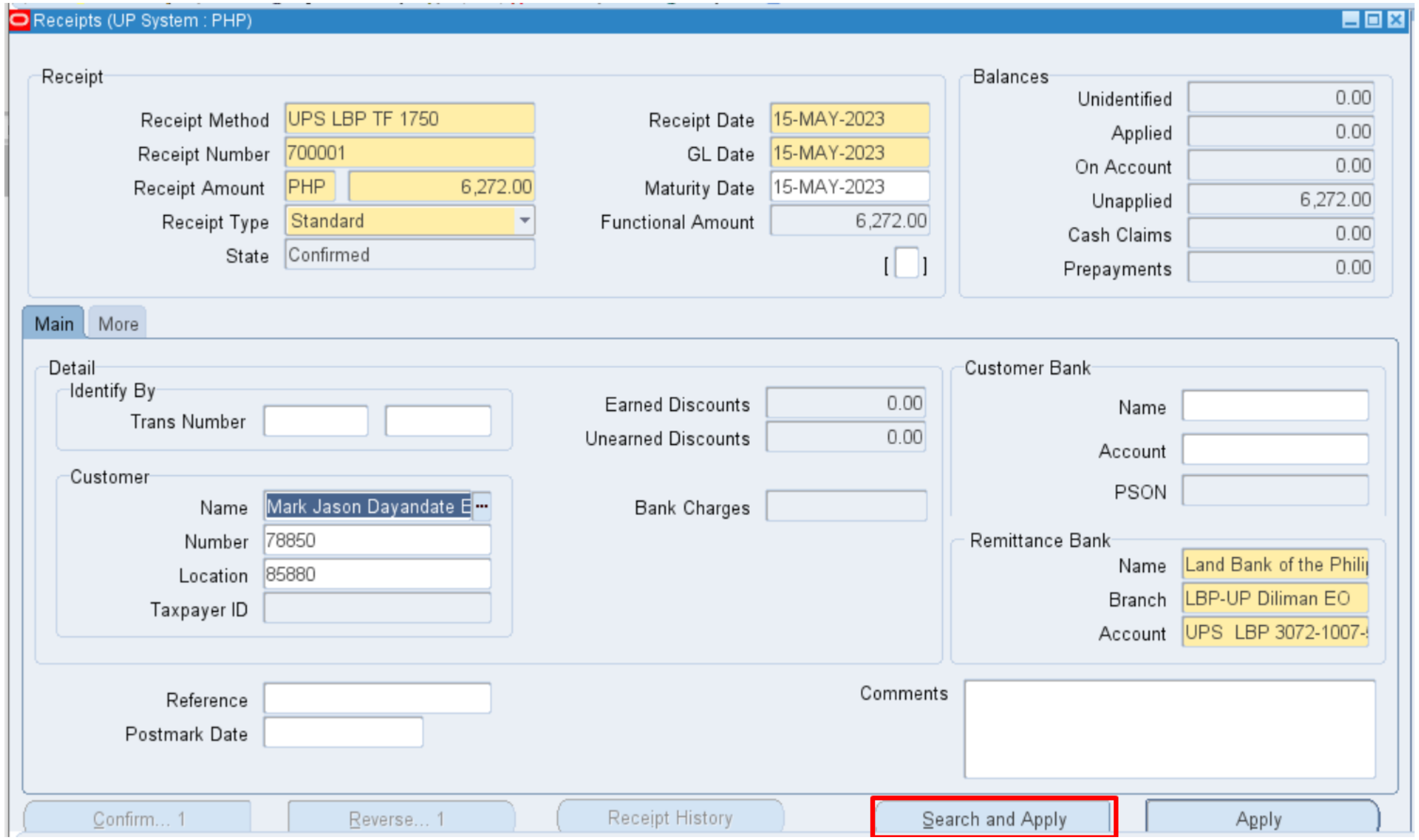
Step 11. If the bill or **Trans Number** is not available, search for the bill using Customer information by clicking on the ***ellipsis (…)***.



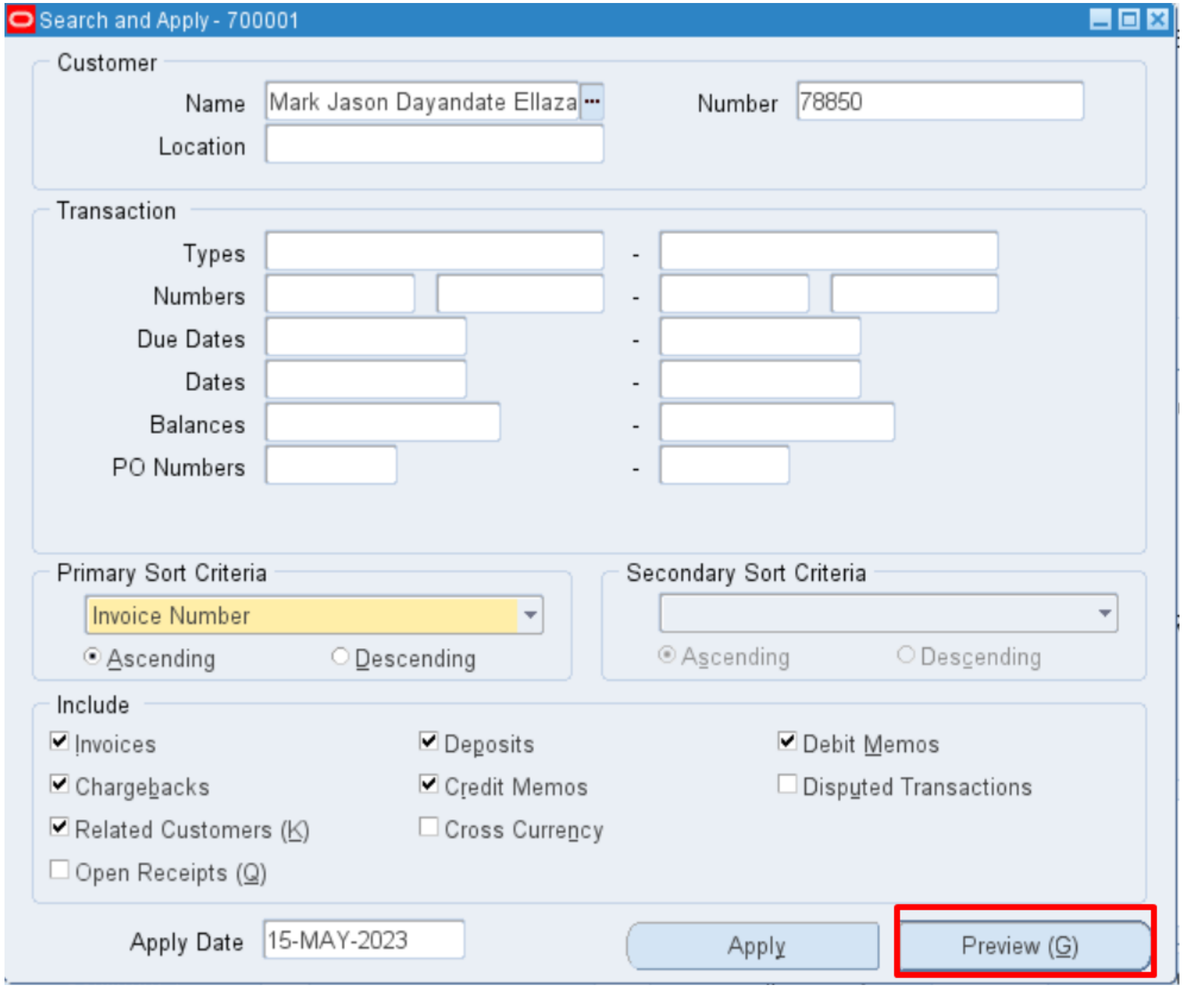
Step 12. You may search for the customer name or the customer number from the ***Customers*** window. Use '%' as a wildcard character followed by a keyword to limit the search results.

Click ***Find***.

Select the correct customer and click ***OK.***

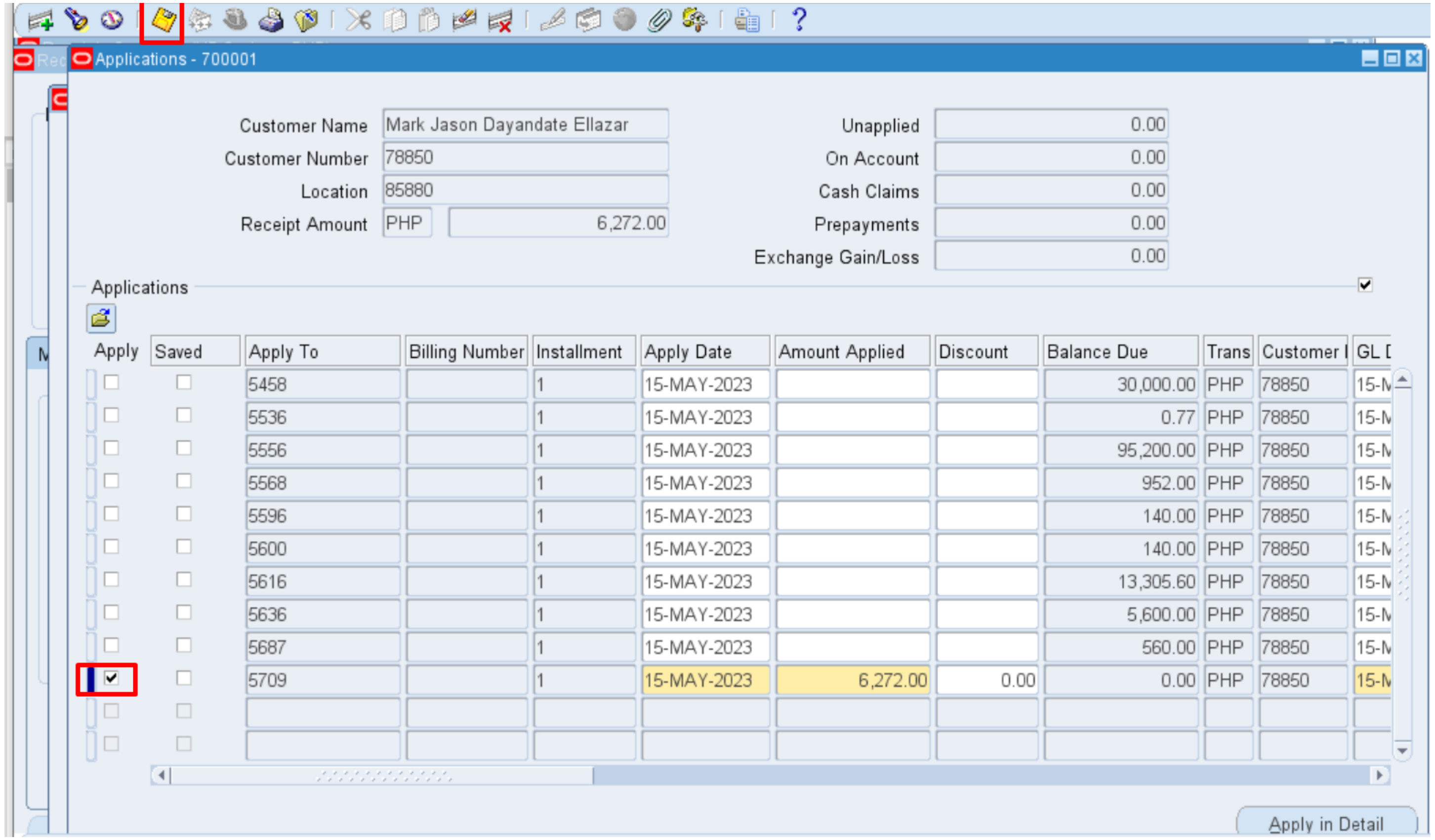


Step 13. Click ***Search and Apply.***



Step 14. The ***Search and Apply*** window will open.

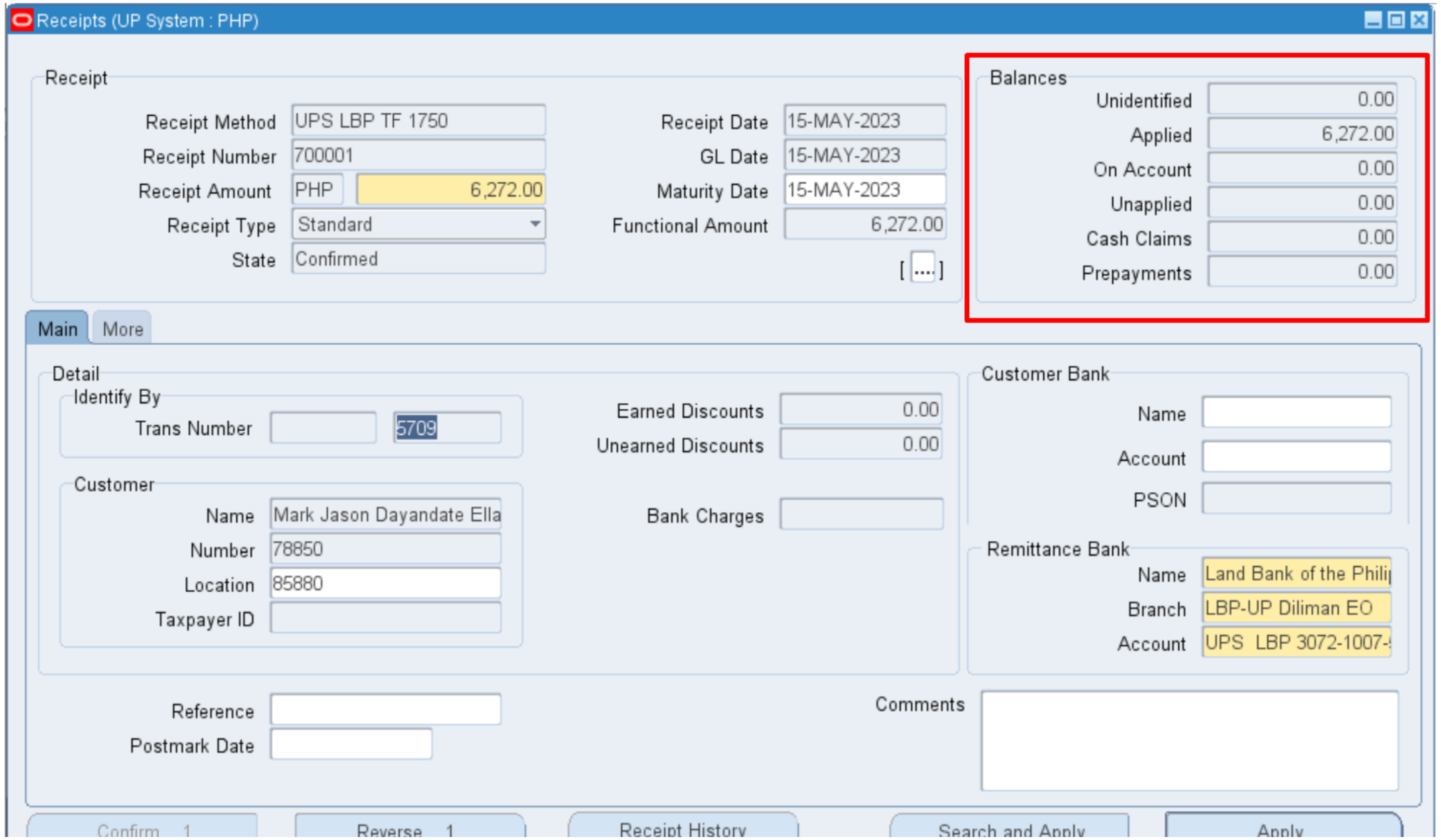
Click on ***Preview.***



Step 15. The ***Applications*** window will open with a list of all bills (transactions) with balance due under the name of the customer.

Select the bills (transactions) to be settled by the customer by clicking the check box under ***Apply.***

Click ***Save***.



Step 16. Close the ***Applications*** window to go back to the ***Receipts*** window.

Verify that the amount has been applied by checking the ***Balances*** section.

Proceed to printing the Official Receipt (OR).

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