



University of the Philippines



# FMIS

**Financial Management Information System  
User Manual**



# **FMIS User Manual**

## *Creation of Standard Receipt*

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Version:	2.0



# Creation of Standard Receipt

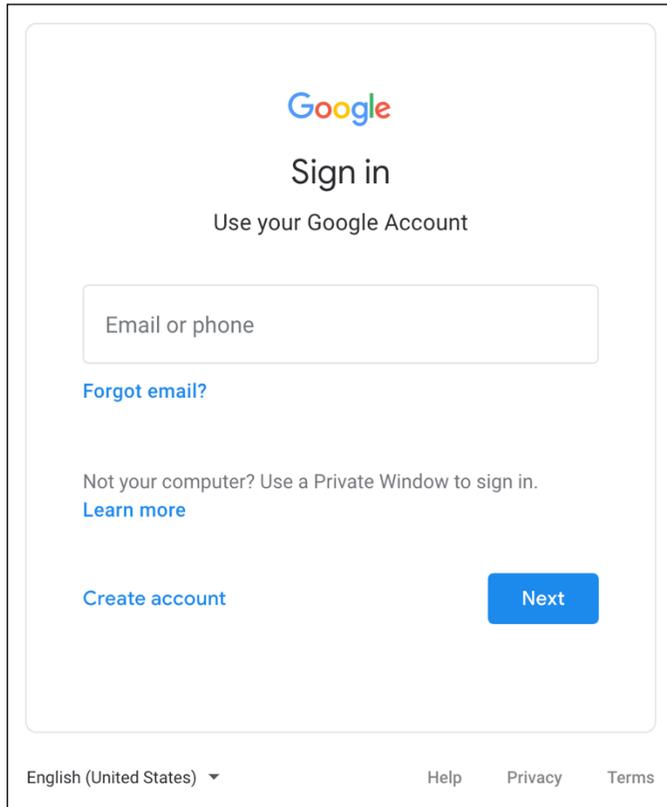
## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
15 June 2017		1.0	Initial
25 May 2023	Mark Jason D. Ellazar	2.0	<ul style="list-style-type: none"> <li>Updated all screenshots</li> <li>Page 9, updated the field descriptions table</li> <li>Page 11, step no. 6, updated the receipt information table</li> <li>Pages 14 to 16, updated step 9 for different receipt application methods</li> </ul>

### 1.2 Description

<b>Process ID</b>	
<b>Process Name</b>	Creation of Standard Receipts
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Account Receivable Module
<b>Responsibility</b>	Receivables Cash
<b>Purpose</b>	Creating a Receipt for a Standard Transaction
<b>Data Requirement</b>	Receipt Number, Receipt Amount, Bill-to information, Bill Number or Transaction Number
<b>Dependencies</b>	Bank Account Set-up, Customer Creation, Memo Lines Set-up, Existing Standard Transaction
<b>Scenario</b>	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](https://uis.up.edu.ph)

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

**Home**

**Navigator**

- Receivables Cash, UPS
  - Print Official Receipt
  - Receipts
    - Receipts**
    - Receipts Summary
  - Transactions

**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**.

Receipts (UP System : PHP)

Receipt

Receipt Method  ...

Receipt Number

Receipt Amount PHP

Receipt Type Standard

State

Receipt Date 15-MAY-2023

GL Date 15-MAY-2023

Maturity Date 15-MAY-2023

Functional Amount

[ ]

Balances

Unidentified

Applied

On Account

Unapplied

Cash Claims

Prepayments

Main More

Detail

Identify By

Trans Number

Earned Discounts

Unearned Discounts

Customer

Name

Number

Location

Taxpayer ID

Bank Charges

Customer Bank

Name

Account

PSON

Remittance Bank

Name

Branch

Account

Reference

Postmark Date

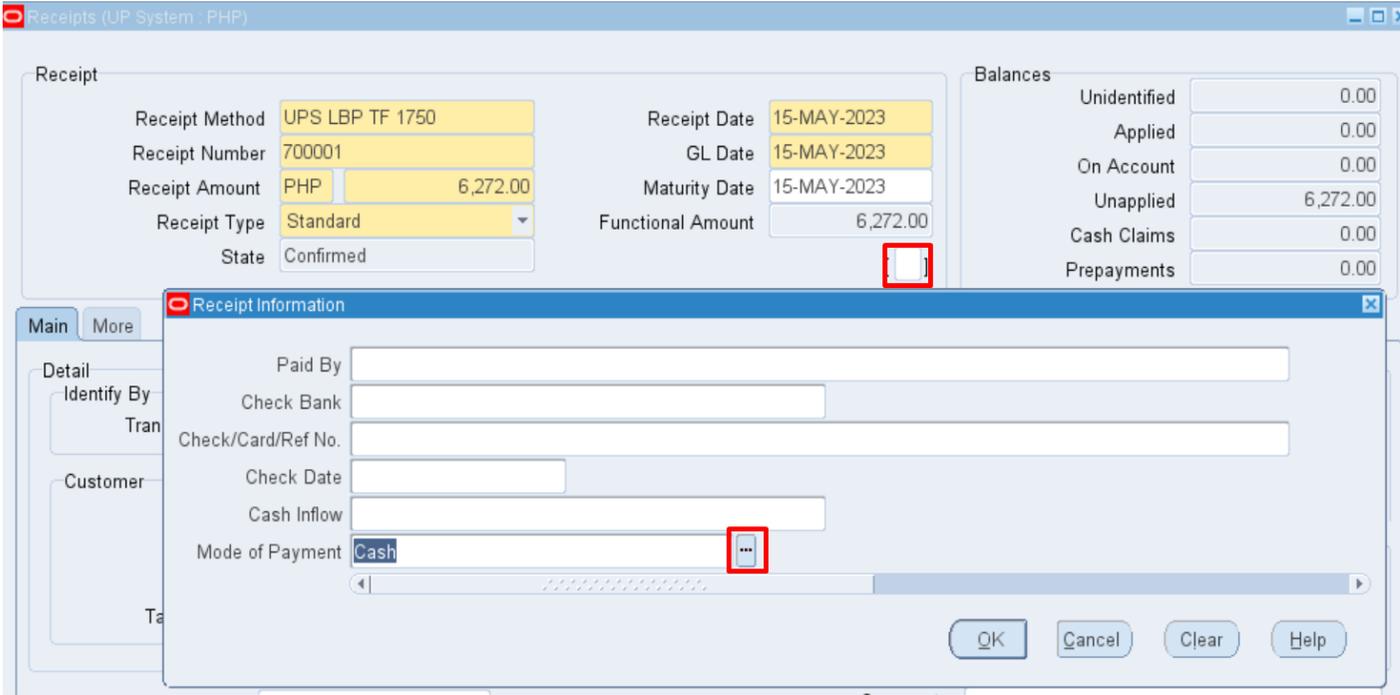
Comments

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

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

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

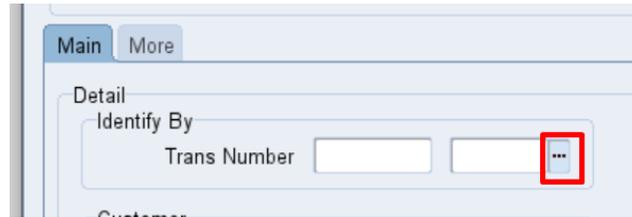
<b>Field Name</b>	<b>Description</b>	<b>Remarks</b>
<b>Receipt Method</b>	Bank Account where collected amount will be deposited or recorded	Required field <ul style="list-style-type: none"> <li>Select from List of Values</li> </ul>
<b>Receipt Number</b>	Official receipt number (OR No.) based on issued printed OR	Required field <ul style="list-style-type: none"> <li>Manually entered or automatically generated (based on setup)</li> </ul>
<b>Receipt Amount</b>	Amount collected from the customer	Required field <ul style="list-style-type: none"> <li>Numeric value</li> </ul>
<b>Receipt Date</b>	Date of Receipt	Required field <ul style="list-style-type: none"> <li>Default value is current date</li> <li>Date (DD-MON-YYYY) e.g. 01-JAN-2023</li> </ul>
<b>GL Date</b>	Posting date in the general ledger	Required field <ul style="list-style-type: none"> <li>Default value is current date</li> <li>Date (DD-MON-YYYY) e.g. 01-JAN-2023</li> </ul>
<b>Trans Number</b>	Transaction number or Bill number	Required field <ul style="list-style-type: none"> <li>Select from List of Values</li> </ul>
<b>Customer</b>	Billed Customer or Payor	Required field <ul style="list-style-type: none"> <li>Select from List of Values</li> </ul>
<b>Comments</b>	Additional details may be entered by the collecting officer	Optional field <ul style="list-style-type: none"> <li>Text field</li> </ul>



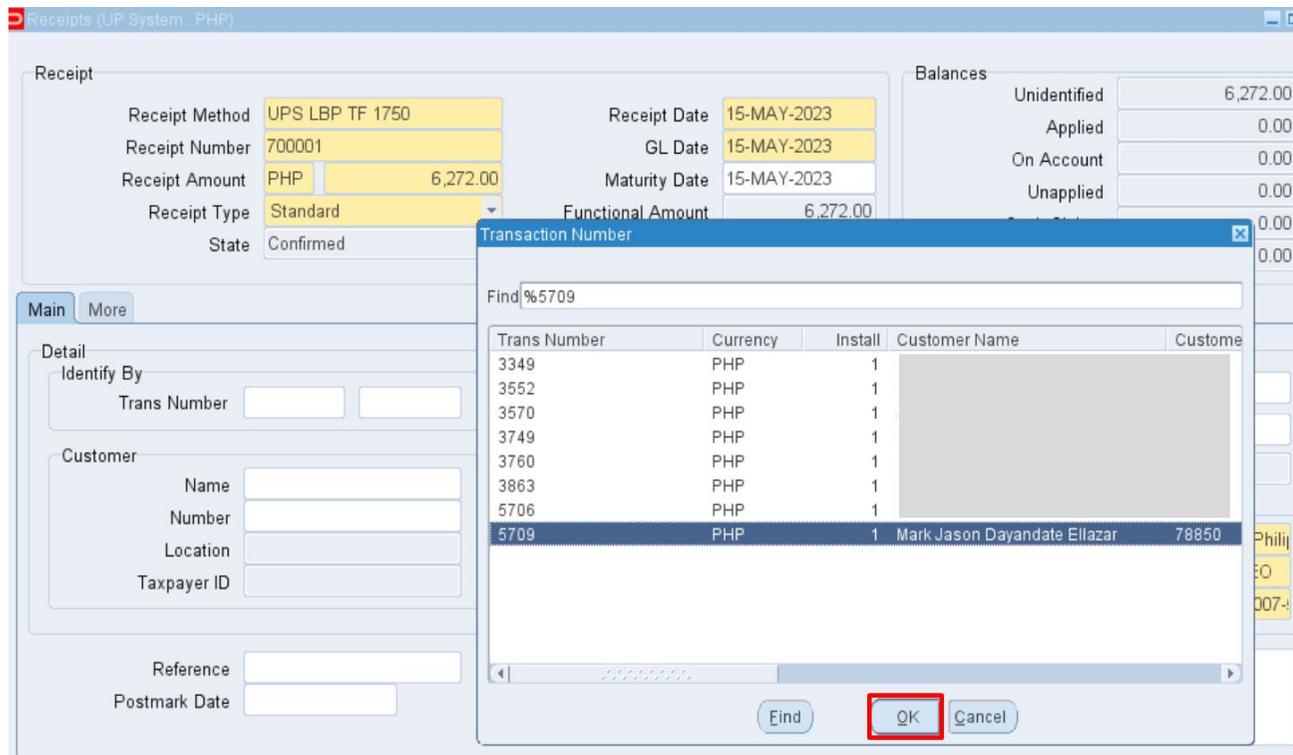
**Step 6.** Next, click on the **Receipt Information Flexfield**.

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

<b>Field Name</b>	<b>Description</b>	<b>Remarks</b>
<b><i>Paid By</i></b>	Payor or Representative of the Customer	Optional field <ul style="list-style-type: none"> <li>• Free Text</li> </ul>
<b><i>Check Bank</i></b>	If a check payment is made, indicate the name of the bank.	Optional field <ul style="list-style-type: none"> <li>• Free Text</li> </ul>
<b><i>Check/Card/Ref No.</i></b>	Payment reference number for check, deposit, credit card or online payments	Optional field <ul style="list-style-type: none"> <li>• Free Text</li> </ul>
<b><i>Check Date</i></b>	Date of the check for check payments	Optional field <ul style="list-style-type: none"> <li>• Free Text</li> </ul>
<b><i>Cash Inflow</i></b>	Cash Inflow to be filled-in by the Accounting Office	Optional field <ul style="list-style-type: none"> <li>• Select from List of Values</li> </ul>
<b><i>Mode of Payment</i></b>	Payment method	Optional field <ul style="list-style-type: none"> <li>• Select from List of Values</li> <li>• Default value is <b>Cash</b></li> </ul>



**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**.

The screenshot shows the 'Receipts (UP System : PHP)' application window. It is divided into several sections:

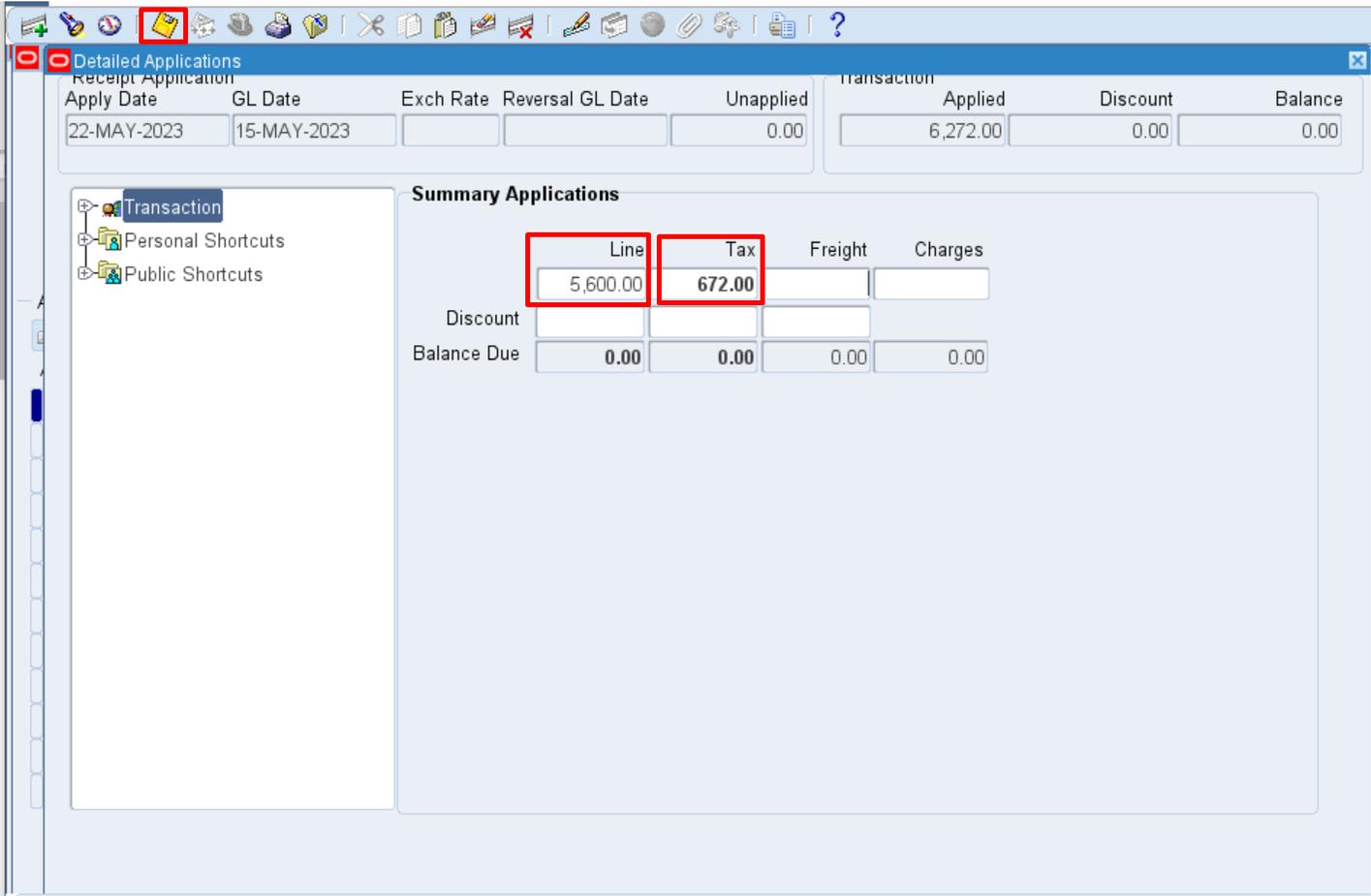
- Receipt Section:** Contains fields for Receipt Method (UPS LBP TF 1750), Receipt Date (15-MAY-2023), Receipt Number (700001), GL Date (15-MAY-2023), Receipt Amount (PHP 6,272.00), Maturity Date (15-MAY-2023), Receipt Type (Standard), and State (Confirmed). Functional Amount is 6,272.00.
- Balances Section:** A table showing various balance types: Unidentified (0.00), Applied (0.00), On Account (0.00), Unapplied (6,272.00), Cash Claims (0.00), and Prepayments (0.00).
- Detail Section:** Includes 'Identify By' (Trans Number 5709), 'Customer' (Name: Mark Jason Dayandate Ella, Number: 78850, Location: 85880, Taxpayer ID), 'Earned Discounts' (0.00), 'Unearned Discounts' (0.00), and 'Bank Charges'.
- Customer Bank Section:** Fields for Name, Account, and PSON.
- Remittance Bank Section:** Fields for Name (Land Bank of the Philij), Branch (LBP-UP Diliman EO), and Account (UPS LBP 3072-1007-).
- Reference and Postmark Date:** Empty input fields.
- Comments:** A large empty text area.
- Buttons:** Confirm... 1, Reverse... 1, Receipt History, Search and Apply, and **Apply** (highlighted with a red box).

**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.







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.

The screenshot shows the 'Receipts (UP System : PHP)' application window. The 'Receipt' section contains the following data:

Receipt Method	UPS LBP TF 1750	Receipt Date	15-MAY-2023
Receipt Number	700001	GL Date	15-MAY-2023
Receipt Amount	PHP 6,272.00	Maturity Date	15-MAY-2023
Receipt Type	Standard	Functional Amount	6,272.00
State	Confirmed		

The 'Balances' section, highlighted with a red box, shows:

Unidentified	0.00
Applied	6,272.00
On Account	0.00
Unapplied	0.00
Cash Claims	0.00
Prepayments	0.00

The 'Detail' section includes:

- Identify By: Trans Number 5709
- Customer: Name Mark Jason Dayandate Ella, Number 78850, Location 85880, Taxpayer ID
- Earned Discounts: 0.00, Unearned Discounts: 0.00, Bank Charges
- Customer Bank: Name, Account, PSON
- Remittance Bank: Name Land Bank of the Philij, Branch LBP-UP Diliman EO, Account UPS LBP 3072-1007-
- Reference, Postmark Date, and Comments fields.

Buttons at the bottom include Confirm 1, Reverse 1, Receipt History, Search and Apply, and Apply.

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

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

Receipts (UP System : PHP)

Receipt

Receipt Method: UPS LBP TF 1750  
Receipt Number: 700001  
Receipt Amount: PHP 6,272.00  
Receipt Type: Standard  
State: Confirmed

Receipt Date: 15-MAY-2023  
GL Date: 15-MAY-2023  
Maturity Date: 15-MAY-2023  
Functional Amount: 6,272.00

Balances

Unidentified	6,272.00
Applied	0.00
On Account	0.00
Unapplied	0.00
Cash Claims	0.00
Prepayments	0.00

Main More

Detail

Identify By  
Trans Number

Earned Discounts: 0.00  
Unearned Discounts: 0.00  
Bank Charges

Customer

Name: [ ] ...  
Number  
Location  
Taxpayer ID

Customer Bank

Name  
Account  
PERSON

Remittance Bank

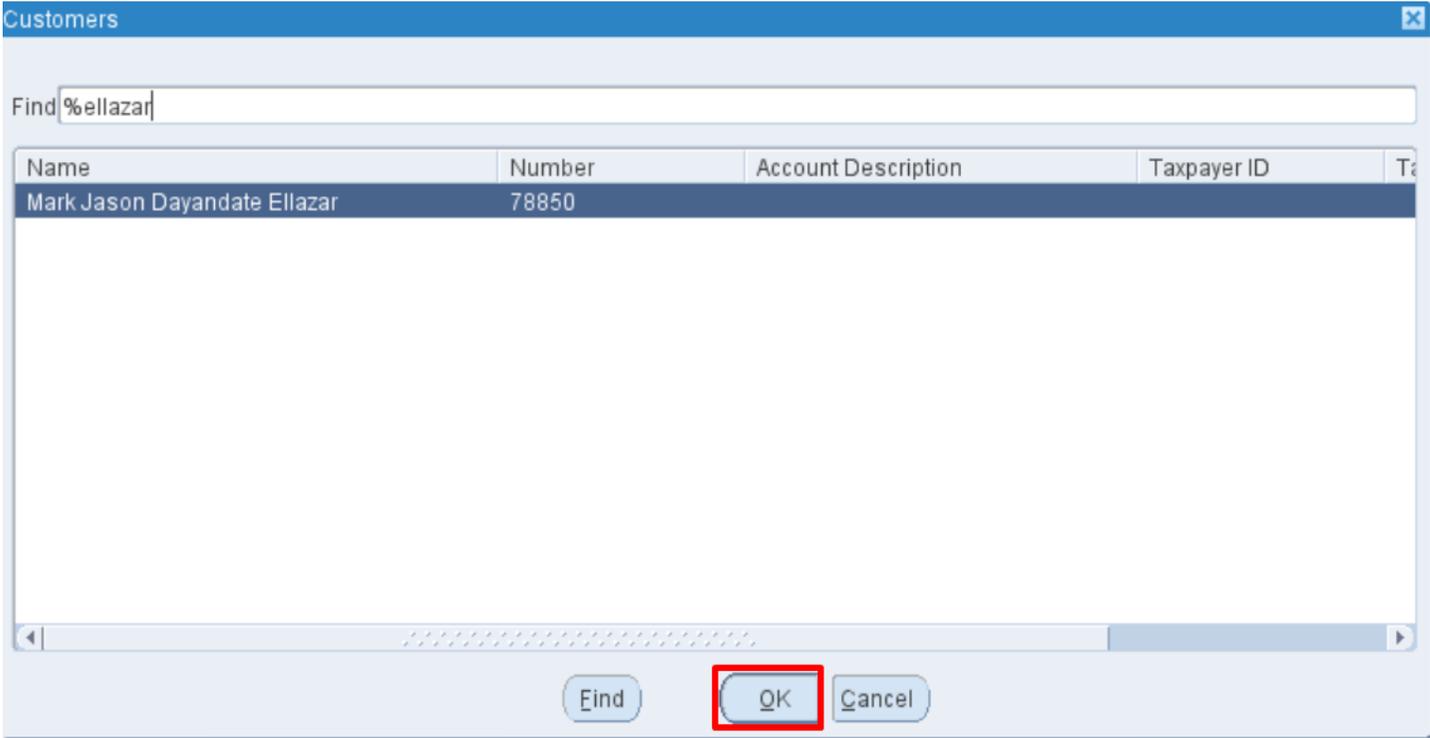
Name: Land Bank of the Philippi  
Branch: LBP-UP Diliman EO  
Account: UPS LBP 3072-1007-

Reference  
Postmark Date

Comments

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

**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**.

Receipts (UP System - PHP)

**Receipt**

Receipt Method	UPS LBP TF 1750	Receipt Date	15-MAY-2023
Receipt Number	700001	GL Date	15-MAY-2023
Receipt Amount	PHP 6,272.00	Maturity Date	15-MAY-2023
Receipt Type	Standard	Functional Amount	6,272.00
State	Confirmed		[ ]

**Balances**

Unidentified	0.00
Applied	0.00
On Account	0.00
Unapplied	6,272.00
Cash Claims	0.00
Prepayments	0.00

Main More

**Detail**

Identify By

Trans Number [ ] [ ]

Earned Discounts 0.00

Unearned Discounts 0.00

Customer

Name Mark Jason Dayandate E...

Number 78850

Location 85880

Taxpayer ID [ ]

Bank Charges [ ]

**Customer Bank**

Name [ ]

Account [ ]

PSON [ ]

**Remittance Bank**

Name Land Bank of the Philip

Branch LBP-UP Diliman EO

Account UPS LBP 3072-1007-

Reference [ ]

Postmark Date [ ]

Comments [ ]

Confirm... 1 Reverse... 1 Receipt History **Search and Apply** Apply

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

Search and Apply - 700001

Customer

Name Mark Jason Dayandate Ellaza ... Number 78850

Location

Transaction

Types -

Numbers -

Due Dates -

Dates -

Balances -

PO Numbers -

Primary Sort Criteria

Invoice Number

Ascending Descending

Secondary Sort Criteria

Ascending Descending

Include

Invoices  Deposits  Debit Memos

Chargebacks  Credit Memos  Disputed Transactions

Related Customers (K)  Cross Currency

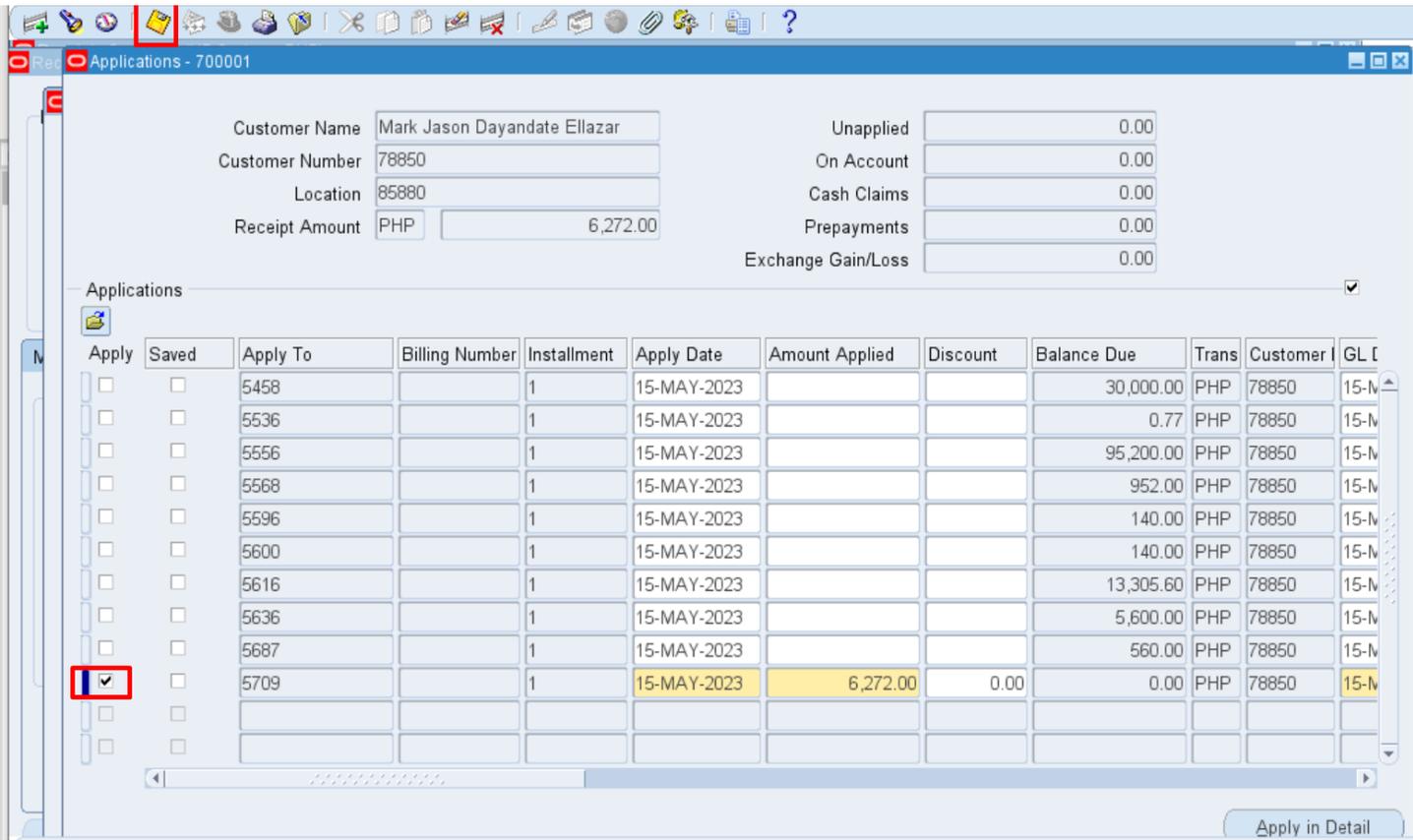
Open Receipts (Q)

Apply Date 15-MAY-2023

Apply Preview (G)

**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).

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