



University of the Philippines



FMIS


**Financial Management Information System
User Manual**

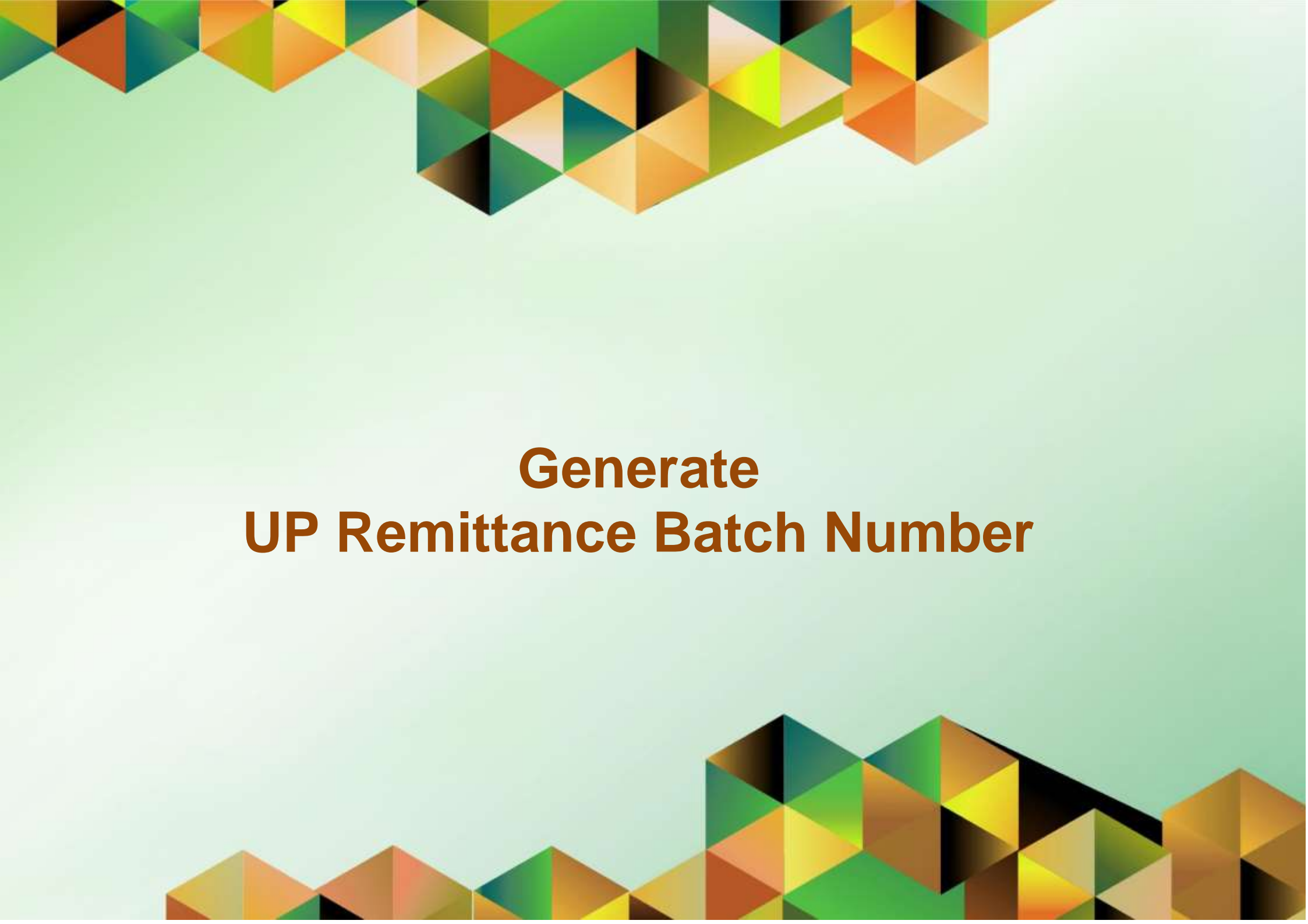


FMIS User Manual

Generate UP Remittance Batch Number

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Last Updated:	
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Version:	1.0





**Generate
UP Remittance Batch Number**

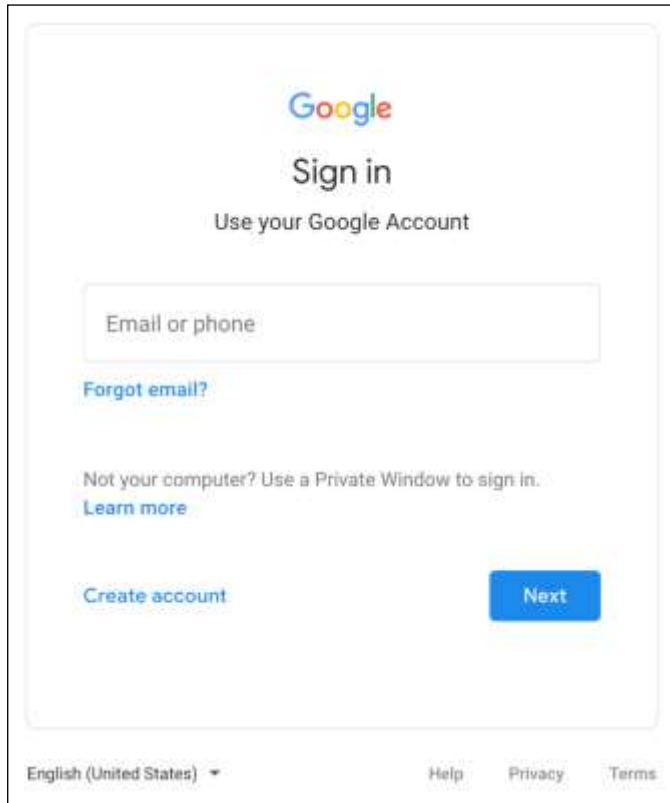
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
30 January 2024	Mark Jason D. Ellazar	1.0	Initial

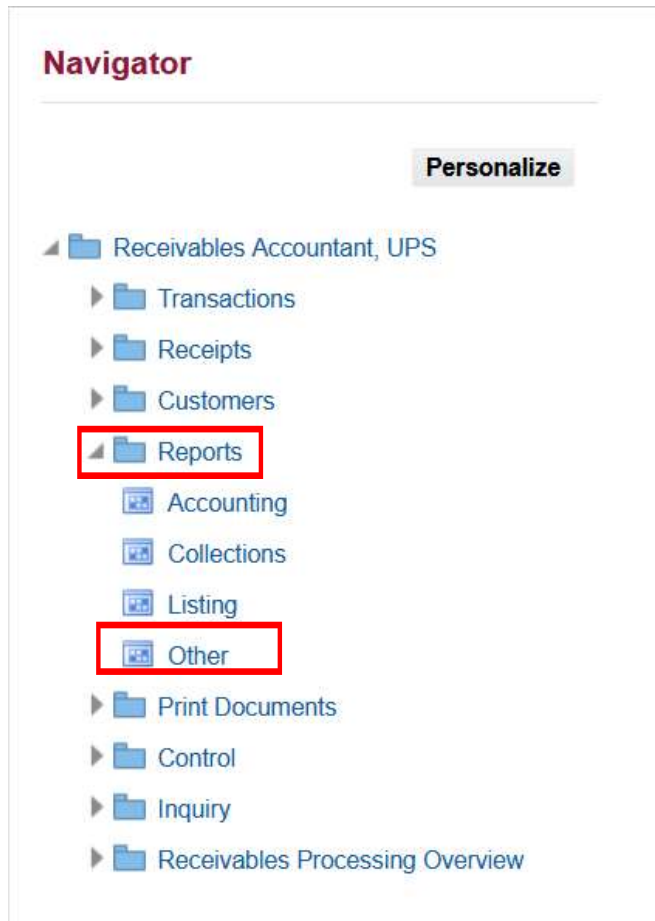
1.2 Description

Process ID	
Process Name	Generate UP Remittance Batch Number
Functional Domain	Account Receivables Module
Responsibility	Receivables Accountant
Purpose	To generate details for remittance batch number.
Data Requirement	Receipt number
Dependencies	Receipts created in the system
Scenario	An accounting officer will generate a remittance batch number for checking the unremitted receipts



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

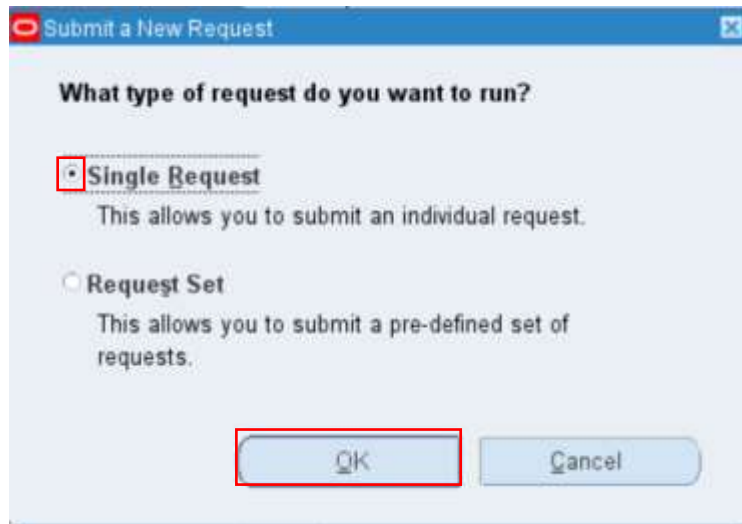
Step 2. Log-in your UP Mail credentials (e.g. ***username*** and ***password***)



Step 3. On the **UIS Home Page**, navigate to **Receivables Accountant, <CU> > Reports > Other.**



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



Step 5. On the **Submit a New Request**, tick **Single Request** then click **OK**.

Submit Request

Run this Request

Name

Operating Unit

Parameters

Language

At these Times

Schedule Description

Upon Completion

Save all Output Files Burst Output

Layout

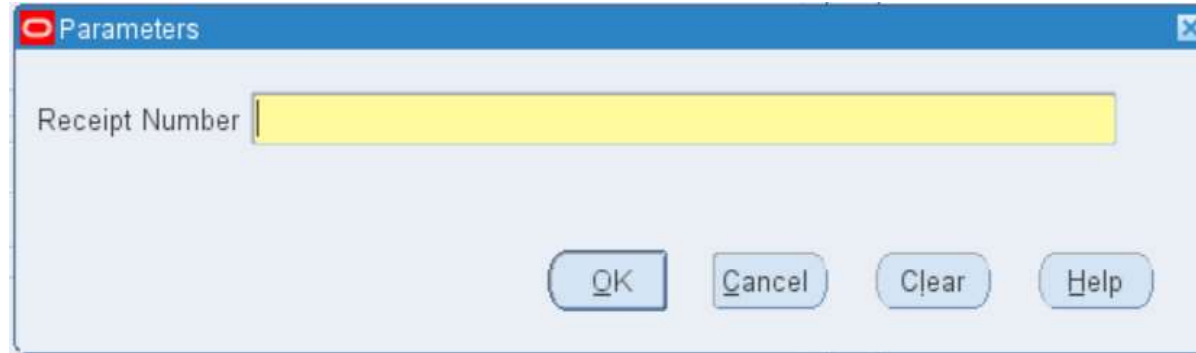
Notify

Print to

Step 6. On the **Name** Field, click the **ellipsis (...)** to search for **UP Remittance Batch Number**.

You may type also **UP Remittance%** then press **Tab** on the keyboard. Select **UP Remittance Batch Number** from the list of values.

h



A screenshot of a software dialog box titled "Parameters". The dialog box has a blue title bar with a red icon on the left and a close button on the right. Below the title bar, there is a text label "Receipt Number" followed by a yellow rectangular input field. At the bottom of the dialog box, there are four buttons: "OK", "Cancel", "Clear", and "Help".

Step 7. Enter the report *Parameters* then click **OK**.

Submit Request

Run this Request

Copy

Name UP Remittance Batch Number

Operating Unit

Parameters 6123761

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 Options

Notify Delivery Opts

Print to noprint

Help (G) Submit Cancel

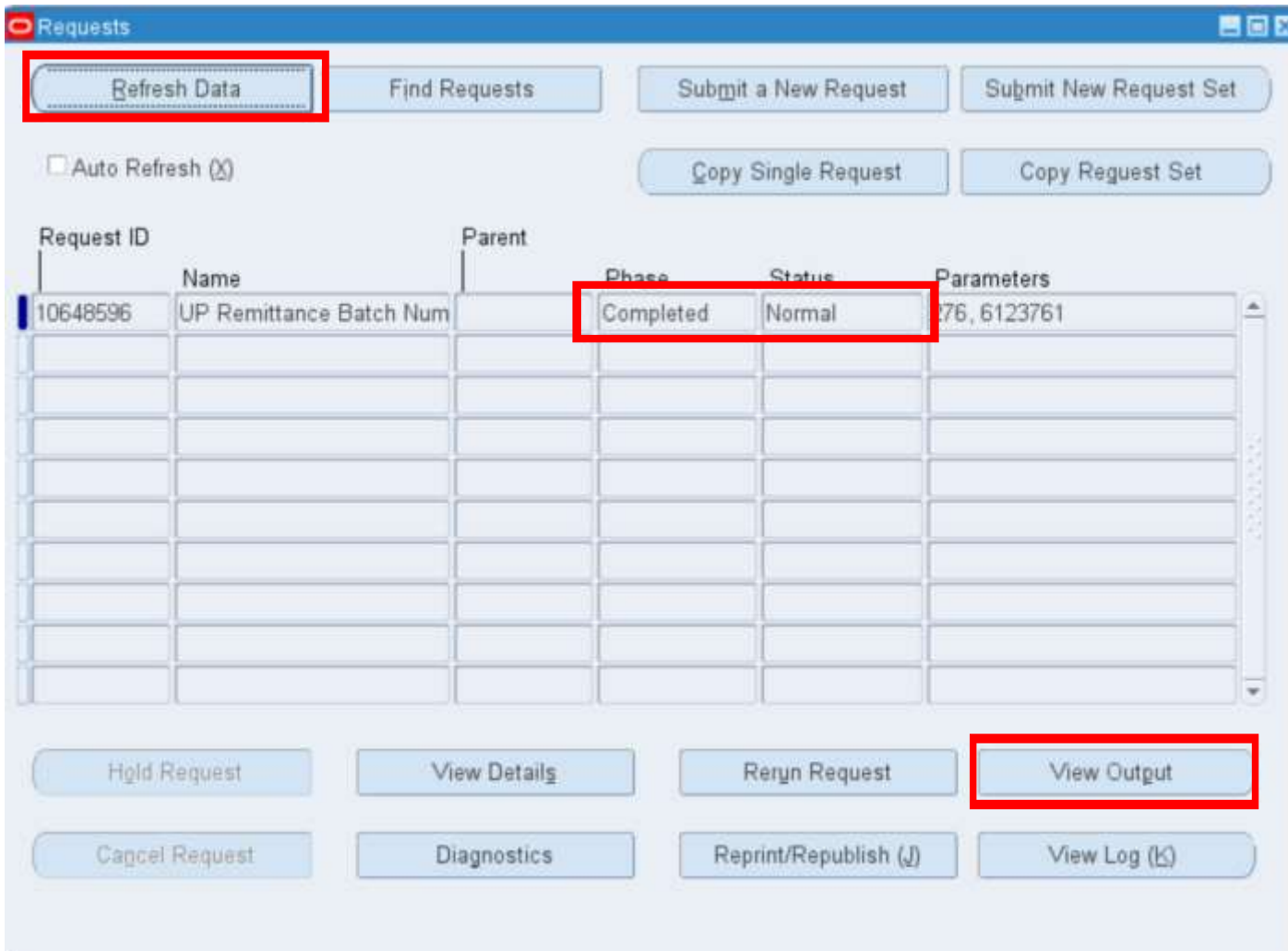
You will be redirected back to the **Submit Request** window, click **Submit**.



Step 8. On the decision to submit another request, click **No**.



Step 9. On the **Find Request** window, click **Find**.



Step 10. 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

UP Remittance Batch Number

Receipt Number	Batch Number	Status of Remittance
6123761	3004	Awaiting Remittance

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

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