



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



FMIS User Manual

Void Payment

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Version:	1.0



1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
17 October 2019	Julius Ermitanio	1.0	Initial

1.1 Description

Process ID	
Process Name	Void Payment
Functional Domain	Accounts Payables Module
Responsibility	Payables Cashier
Purpose	To void a payment and enter reason of voiding
Data Requirement	Payment details
Dependencies	The DV has been paid in the system
Scenario	The Cash officer will void a payment and tag the reason of voided payment if it is user error, voided, spoiled or stale check.



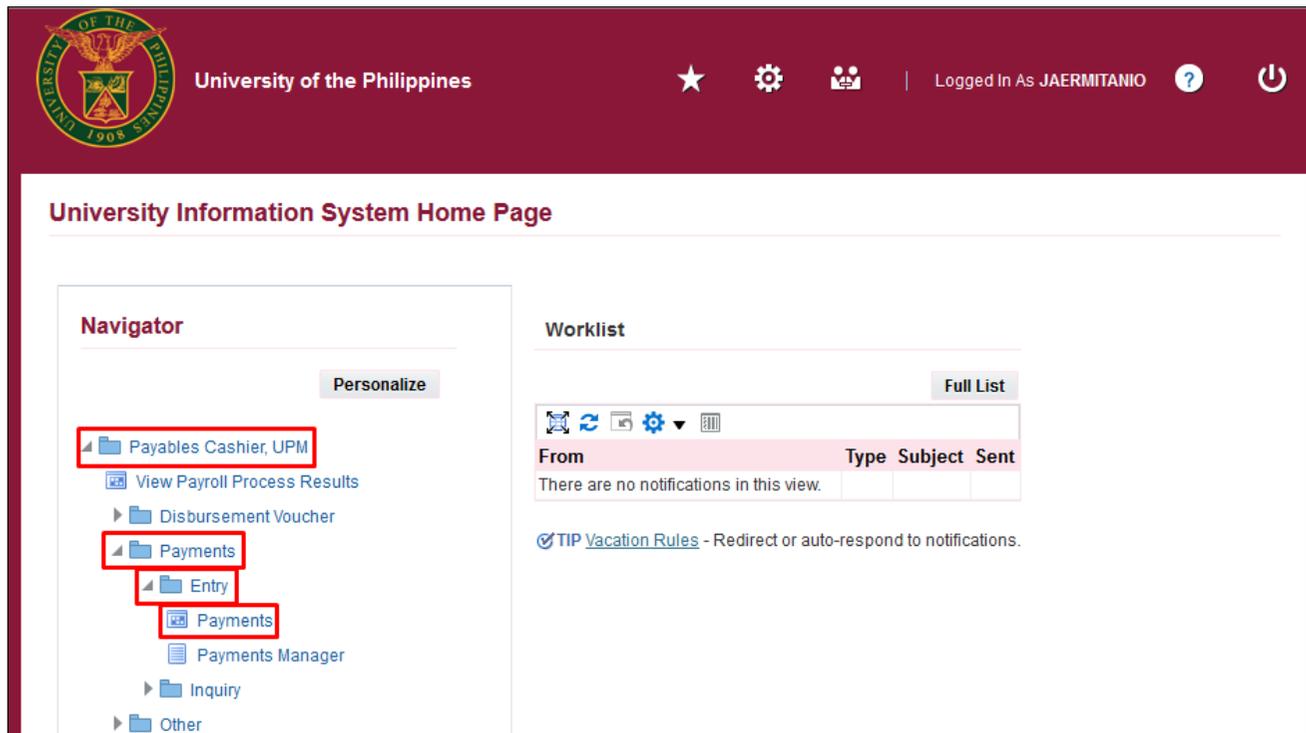
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*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

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

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



Step 3. From *UIS Home Page* proceed to *Payables Cashier* and choose the *Payments > Entry > Payments*

Step 4. Search for the payment.
Click the **Search** button.

UP Payment

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
Quick						

Number	Date	Amount	GL Date	Payment Amount []

Description

Invoice Overview

Accounting Unprocessed

Actions... 1 Enter/Adjust Invoices Payment Overview

Find Payments

Payment

Numbers 66732812 - 66732812

Dates [] - []

Amounts [] - [] Curr []

Operating Unit [] Bank Account []

Payment Method [] Document Name []

Payment Process Profile [] Payment Process Request []

Payee

Payee Name []

Supplier Number []

Taxpayer ID []

Supplier Site []

Paid To Name []

Remit To Account []

Voucher Audit

Category []

Sequence Name []

Number From []

Number To []

Status

Status []

Dates [] []

Accounted []

Clear New Find

Step 5. Enter search parameters for the payment then click **Find**

Search Parameter Description:

- Payment Number – Check number
- Date of Payment – Date range
- Amount Paid – Amount range
- Payee Name – Name of supplier

Step 6. Click **Actions** button.

UP Payment

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
Quick	396696.WA.LLANETA.28-AUG-2019.....	PLDT, Inc.	316	Makati City	Ramon Cojuangco Bldg., M	09-AUG-20

Number	Date	Amount	GL Date	Payment Amount
2019-05-05555	28-MAY-2019	[blurred]	09-AUG-2019	[blurred]

Description: Payment for Telephone Bill of UPM Ugnayan ng Pahinungod for the month of May 2019

Invoice Overview

Accounting Processed

Actions... 1 Enter/Adjust Invoices Payment Overview

Payment Actions

Create Accounting

Draft
 Final
 Final Post

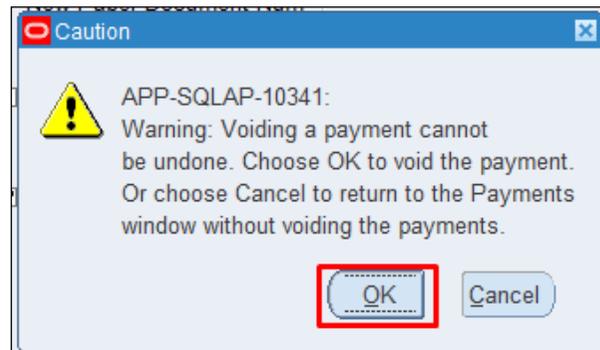
Print Remittance Advice
Program

Reissue
Payment Date
Payment Rate
New Paper Document Num
Voucher Num

Initiate Stop
Date

Void
Date 14-OCT-2019
GL Date 14-OCT-2019
Invoice Action None

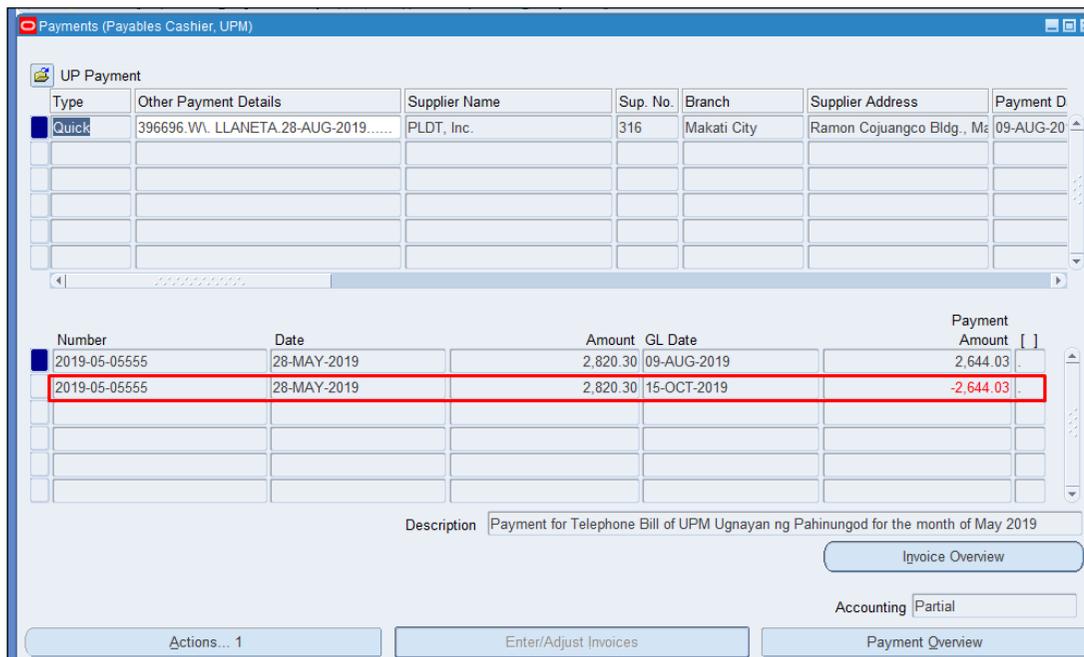
Step 7. Check the **Void** option and click **OK**.



Note: A Caution will appear as a final confirmation of the action.

Voiding a payment cannot be undone.

Click OK to proceed voiding.



A new line with negative amount will be added after voiding.

Payments (Payables Cashier, UPM)

UP Payment

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
Quick	396696.WV. LLANETA 28-AUG-2019.....	PLDT, Inc.	316	Makati City	Ramon Cojuangco Bldg., M	09-AUG-20

Number	Date	Amount	GL Date	Payment Amount []
2019-05-05555	28-MAY-2019	2,820.30	09-AUG-2019	2,644.03
2019-05-05555	28-MAY-2019	2,820.30	15-OCT-2019	-2,644.03

Description: Payment for Telephone Bill of UPM Ugnayan ng Pahinungod for the month of May 2019

Invoice Overview

Accounting: Partial

Actions... 1 Enter/Adjust Invoices Payment Overview

Step 8. Enter the reason of voiding, click the **Other Payment Details** field.

Step 9.

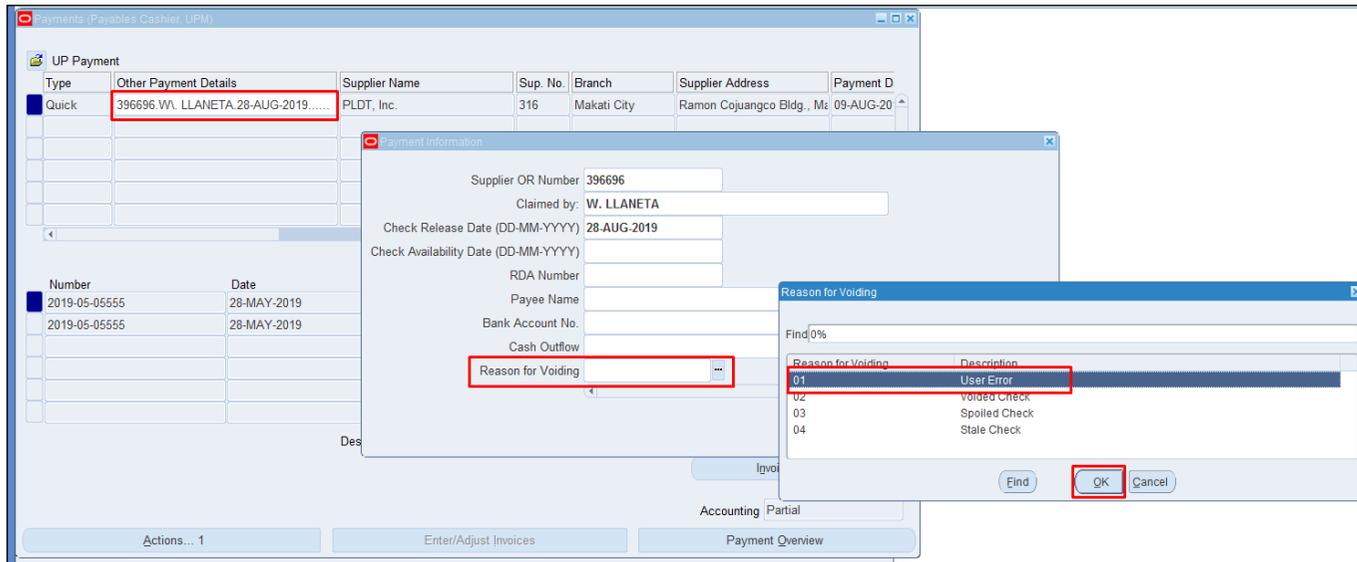
At the Payment Information window, click **Reason for Voiding**.

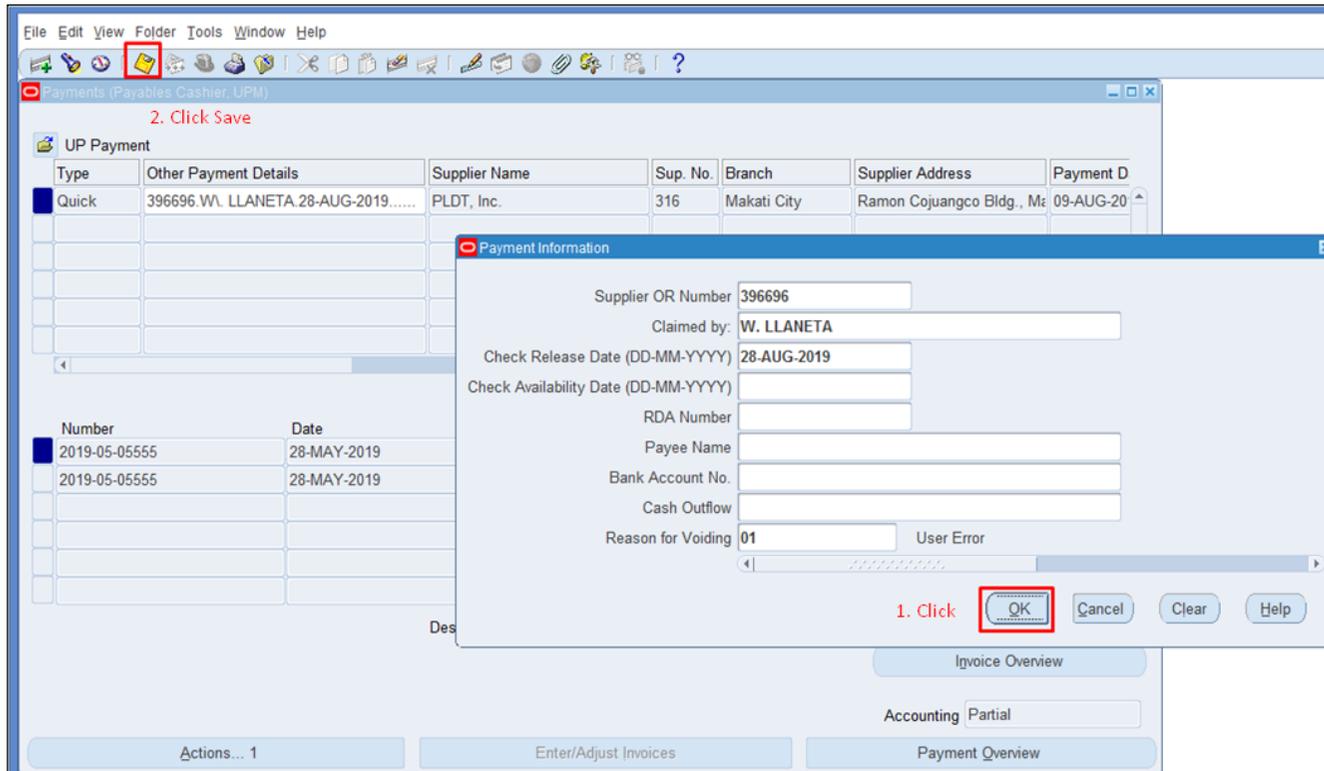
Choose one of the following reasons:

1. User Error – User made a mistake
2. Voided Check – Check payment is cancelled
3. Spoiled Check – Check document is damaged or misprinted on
4. Stale Check – Check is unclaimed

Caution: Leave BLANK if payment still stands.

Note: Voided payments with reasons 02 – 04 will be included to the reports **Advice of Checks Issued and Cancelled** and **List of Cancelled Checks**.





Step 10.
Click **OK** and then the **Save** button to save the changes made to the payment.

Expected Result:
The payment was voided and the reason of voiding was provided.

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