



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



FMIS User Manual

RDA Payment

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Last Updated:	15 April 2019
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1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
02 August 2016	Kervin C. Maranan	1.0	Initial
15 April 2019	Julius Ermitanio	1.1	Update steps and format

1.1 Description

Process ID	
Process Name	Cash Office Payment Process (RDA)
Functional Domain	Accounts Payables Module
Responsibility	Payables Cashier
Purpose	Processing payment of a disbursement voucher (DV)
Data Requirement	<ul style="list-style-type: none"> • DV number • Payment details
Dependencies	The DV has been validated and fully approved
Scenario	The disbursing officer will pay the DV in the system and assign the RDA Batch Number.



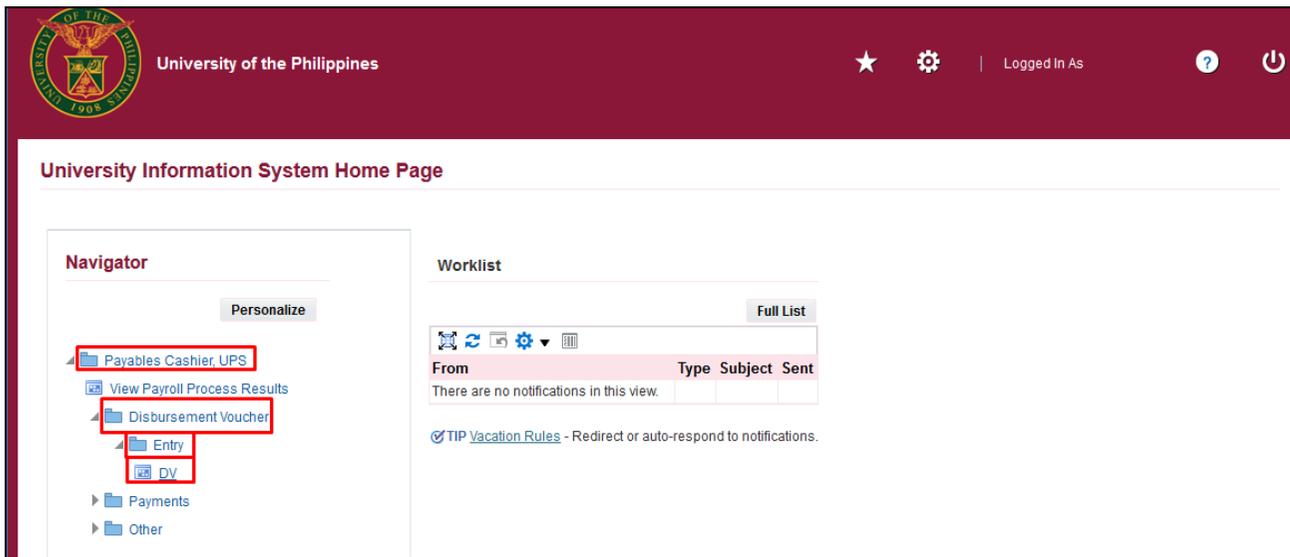
UNIVERSITY OF THE PHILIPPINES

*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 *Disbursement Voucher > Entry > DV*

Oracle Applications - PROD

File Edit View Folder Tools Reports Actions Window Help

ORACLE

Invoice Workbench (Payables Cashier, UPM)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP Manila	Standard							PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status Never Validated

Accounted Unprocessed

Approval Required

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details All Distributions

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

Find Invoices

Trading Partner
Name Supplier Number
Supplier Site Taxpayer ID
PO Num PO Shipment:

Invoice
Type Terms:
Amounts - Pay Group:
Invoice Batch
Dates 01-JAN-2018 - 31-DEC-2018 Currency

Invoice Status
Status Accounting
Approval Payment

Voucher Audit
Category
Name
Numbers 12985 - 12985

Holds
Status
Name
Reason

Calculate Balance Owed... Clear New Find

Step 5. Enter the DV number then click **Find**

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP Manila	Standard			42966	UP Manila	12-DEC-2018	12985	PHP	

Summary	
Items	22,926.48
Retainage	
Prepayments Applied	
Withholding	
Subtotal	22,926.48
Tax	0.00
Freight	
Miscellaneous	
Total	22,926.48

Amount Paid	
PHP	0.00

Status	
Status	Validated
Accounted	No
Approval	Workflow Approved
Holds	0
Scheduled Payment Holds	0

Description: Payment as University Research Associate I th

Step 6. Check the Status and Approval.
It should be **Validate** and **Approved**

Step 7. Click **Actions** button

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP Manila	Standard			42966	UP Manila	12-DEC-2018	12985	PHP	

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

Items	22,926.48
Retainage	
Prepayments Applied	
Withholding	
Subtotal	22,926.48
Tax	0.00
Freight	
Miscellaneous	
Total	22,926.48

Amount Paid

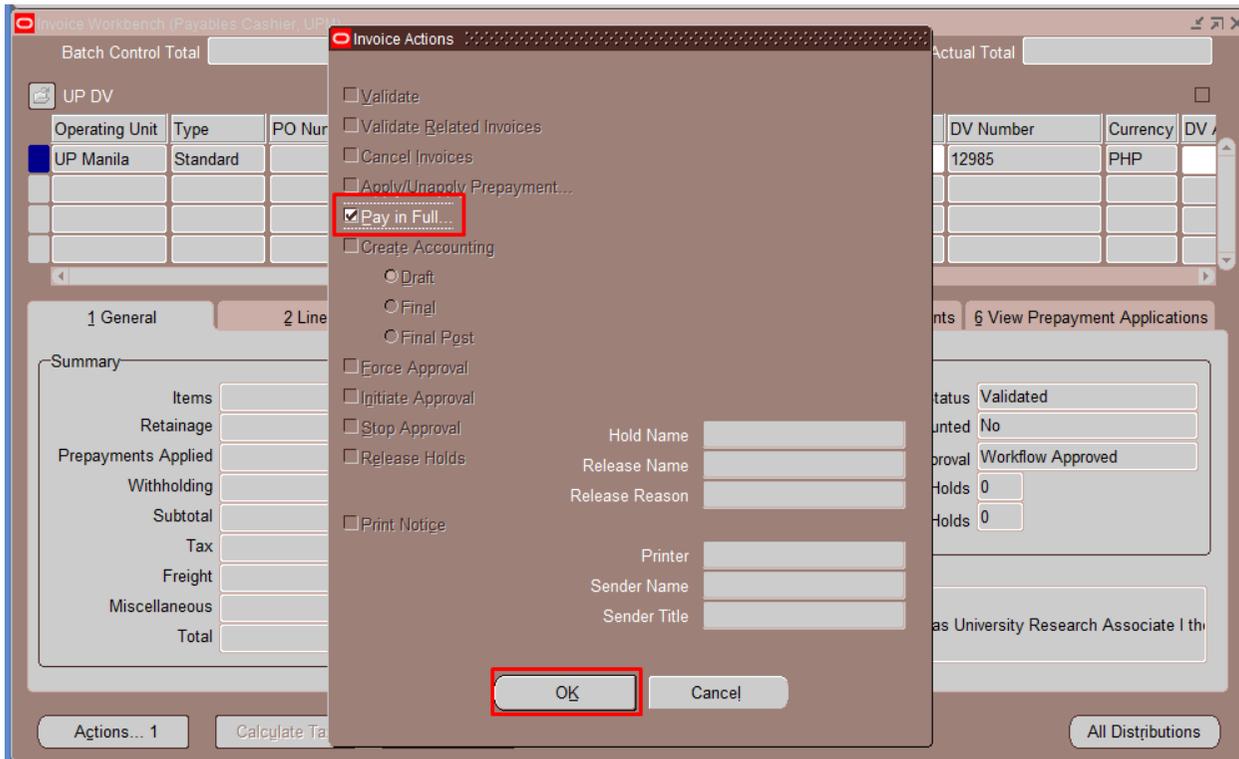
PHP 0.00

Status

Status: Validated
Accounted: No
Approval: Workflow Approved
Holds: 0
Scheduled Payment Holds: 0

Description: Payment as University Research Associate I th

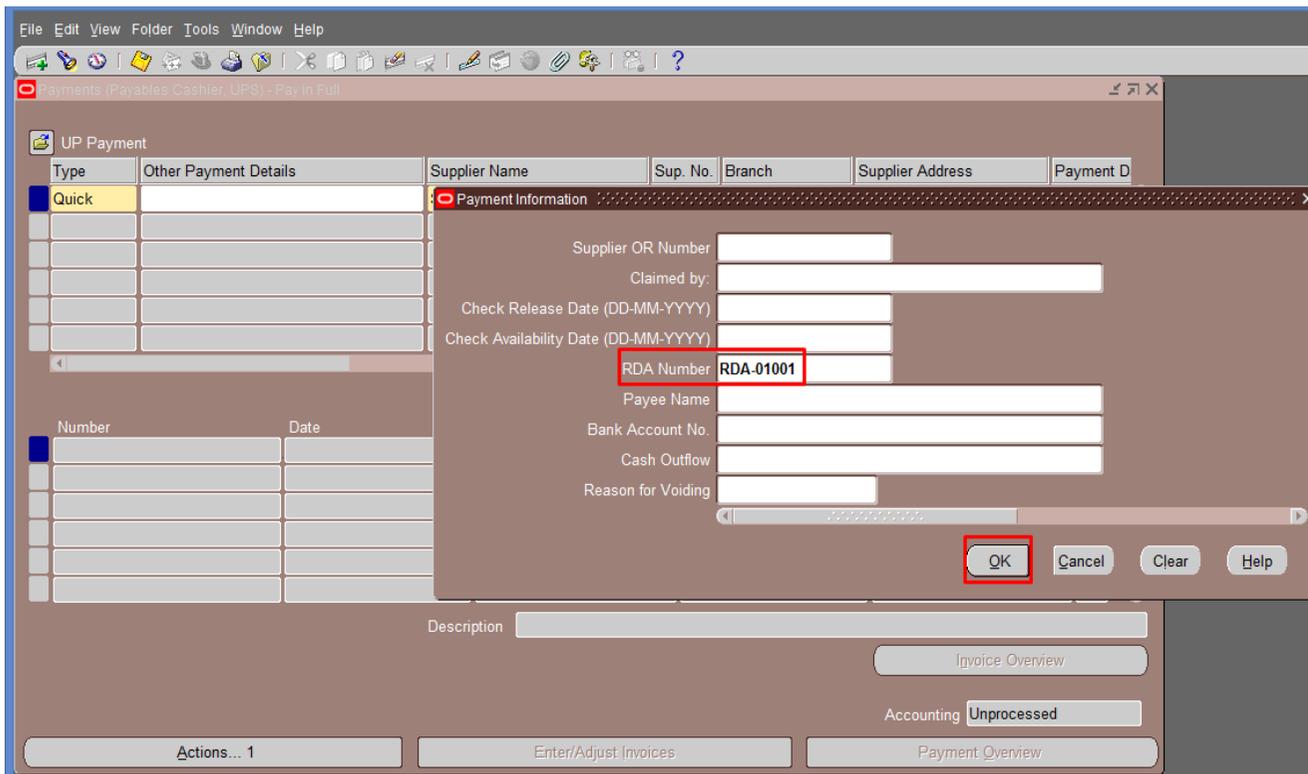
Buttons: Actions... 1, Calculate Tax, Tax Details, All Distributions



Step 8. Tick **Pay in Full** then click **Ok**

Step 9. Enter Payment details

Field Name	Description	Remarks
Type		
Other Payment Details		
Supplier OR Number		
Claimed by		
Check Released Date		
Check Availability Date		
RDA Number		Assign RDA number
Payee Name		
Bank Account No.		
Cash Outflow		
Reason for Voiding		
Supplier Name		List of Values
Supplier Number	Supplier identification number	Automatically generated upon creation of the supplier in the system
Branch		Select from a list of values
Supplier Address		
Payment Date	Payment / Check Date	Date
Payment Method	RDA	List of Values RDA
Payment Process Profile		List of Values



Step 10. On Other Payment Details, enter the RDA Batch Number This will be included in the RDA Report.

Step 11. Click Save

UP Payment

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
QuickRDA-01001....	...	42812	Office		24-APR-20

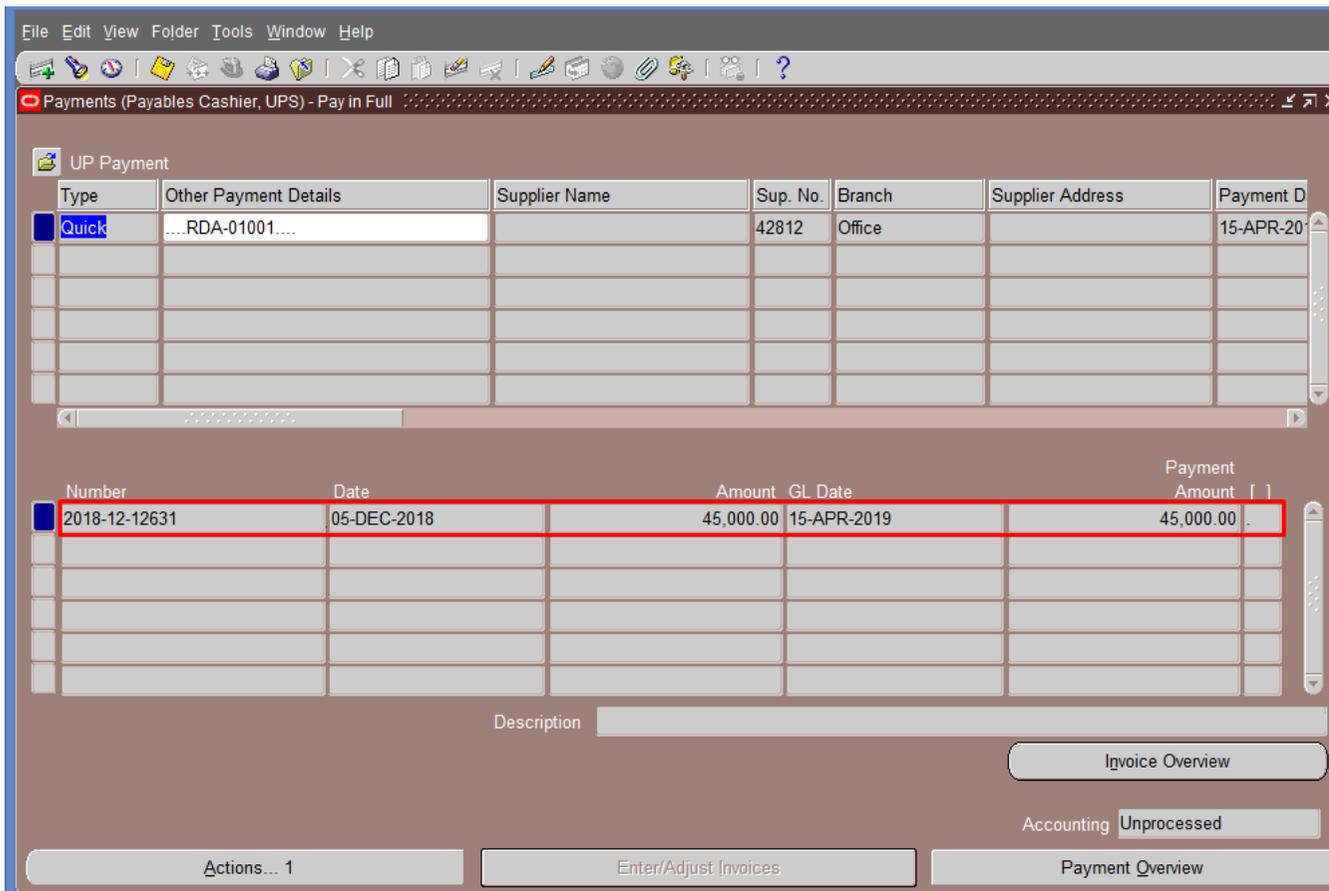
Number	Date	Amount	GL Date	Payment Amount []

Description

Invoice Overview

Accounting Unprocessed

Actions... 1 Enter/Adjust Invoices Payment Overview



Click save. You will notice the DV number will appear in the bottom part of the screen. This means that the DV is now paid in the system.

Expected Result:

The DV has been paid in payment method RDA

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