



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



FMIS User Manual

RDA Payment

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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.



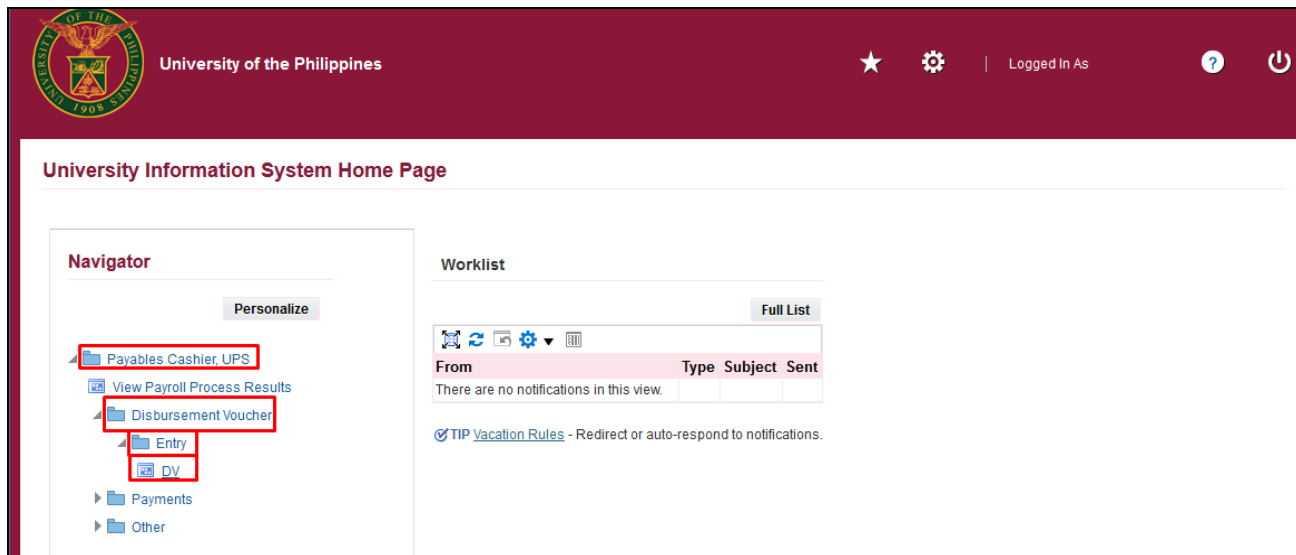
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*User Name
(example: JRDELACRUZ)

*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 *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:

Dates 01-JAN-2018 - 31-DEC-2018 Invoice Batch

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**

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			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

Actions... 1 Calculate Tax Tax Details All Distributions

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

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			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	<input type="text" value="0.00"/>
-----	-----------------------------------

Status

Status	Validated
Accounted	No
Approval	Workflow Approved
Holds	<input type="text" value="0"/>
Scheduled Payment Holds	<input type="text" value="0"/>

Description

Payment as University Research Associate I th

Actions... 1 Calculate Tax Tax Details All Distributions

Step 7. Click **Actions** button

The screenshot shows the 'Invoice Workbench (Payables Cashier, UP)' window. A modal dialog titled 'Invoice Actions' is open in the center. In this dialog, the 'Pay in Full...' checkbox is checked and highlighted with a red rectangle. Below the list of actions, there are input fields for 'Hold Name', 'Release Name', 'Release Reason', 'Printer', 'Sender Name', and 'Sender Title'. At the bottom of the dialog, the 'OK' button is highlighted with a red rectangle, and the 'Cancel' button is to its right. The background window shows a summary of invoice details, including 'Operating Unit' (UP Manila), 'Type' (Standard), and 'PO Number'. It also displays a 'Summary' section with fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, and Total. On the right side of the background window, there is a table with columns 'DV Number', 'Currency', and 'DV /', showing a value of 12985 for DV Number and PHP for Currency.

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

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 9. Enter Payment details

The screenshot shows the 'UP Payment' window in the FMIS system. The 'Payment Information' dialog box is open, displaying various fields for payment details. The 'RDA Number' field is highlighted with a red box and contains the value 'RDA-01001'. The 'OK' button is also highlighted with a red box.

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

Number	Date

Supplier OR Number:

Claimed by:

Check Release Date (DD-MM-YYYY):

Check Availability Date (DD-MM-YYYY):

RDA Number: **RDA-01001**

Payee Name:

Bank Account No.:

Cash Outflow:

Reason for Voiding:

Buttons: OK, Cancel, Clear, Help

Description:

Invoice Overview:

Accounting: Unprocessed

Actions... 1: Enter/Adjust Invoices: Payment Overview:

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

File Edit View Folder Tools Window Help

Payments (Payables Cashier, UPS) - Pay in Full

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

Step 11. Click **Save**

File Edit View Folder Tools Window Help

Payments (Payables Cashier, UPS) - Pay in Full

UP Payment

Type	Other Payment Details	Supplier Name	Sup. No.	Branch	Supplier Address	Payment D
QuickRDA-01001....		42812	Office		15-APR-20

Number	Date	Amount	GL Date	Payment Amount
2018-12-12631	05-DEC-2018	45,000.00	15-APR-2019	45,000.00

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.