



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



GENERATION OF GUEST HOUSE BILLING STATEMENT



FMIS User Manual

Accounts Receivables

Author: Kezia C. Mercado
Creation Date: 03 August 2018
Last Updated:
Document Ref: FMIS User Manual – Generation of Guest House Billing Statement
Version: 1.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
03 Aug 2018	Kezia C. Mercado	1.0	Initial

2. Description

Manual ID	UM 10012
Manual Name	Generation of Guest House Billing Statement
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Billing
Purpose	To generate a billing statement for guest house rental
Data Requirement	Transaction Source Transaction number (Bill No.)
Dependencies	Completed transaction
Scenario	The accounting office staff or billing officer will generate a billing statement for a guest or customer of the guest house.

UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELAGRUZ)

*Password
(example: Rb3A4%&c)

Login Cancel

About this Page

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

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

UNIVERSITY OF THE PHILIPPINES

University Information System Home Page

Logged In As **KCMERCADO1**

Main Menu

- Application Diagnostics
- General Ledger Super User, UPM
- General Ledger Super User, UPS
- Payables DV, UPS
- Payables Super User, UPC
- Payables Super User, UPS
- Payables Super User, UPVT
- Receivables Billing, UPC
- Receivables Billing, UPS**
 - Transactions
 - Batches
 - Batches Summary
 - Transactions**
 - Transactions Summary
 - Credit Transactions
 - Copy Transactions
 - Customers
 - View Receipts
 - Receivables Cash, UPC

Worklist

From	Type	Subject	Sent
SYSADMIN HR		Travel Order has been forwarded for approval to Paje, Paulo Noel	09-May-2018
		<input checked="" type="checkbox"/> TIP Vacation Rules - Redirect or auto-respond to notifications.	
		<input checked="" type="checkbox"/> TIP Worklist Access - Specify which users can view and act upon your notifications.	

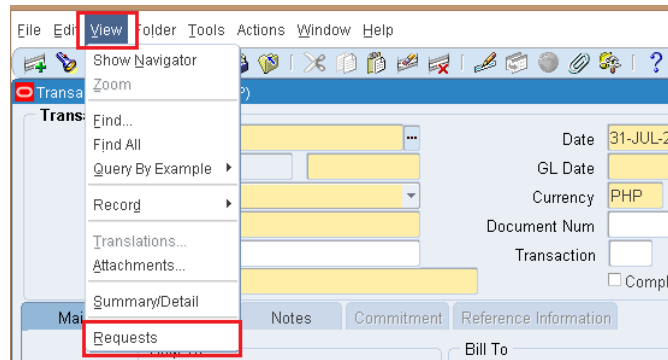
Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Receivables Billing* responsibility

then click the *Other* folder

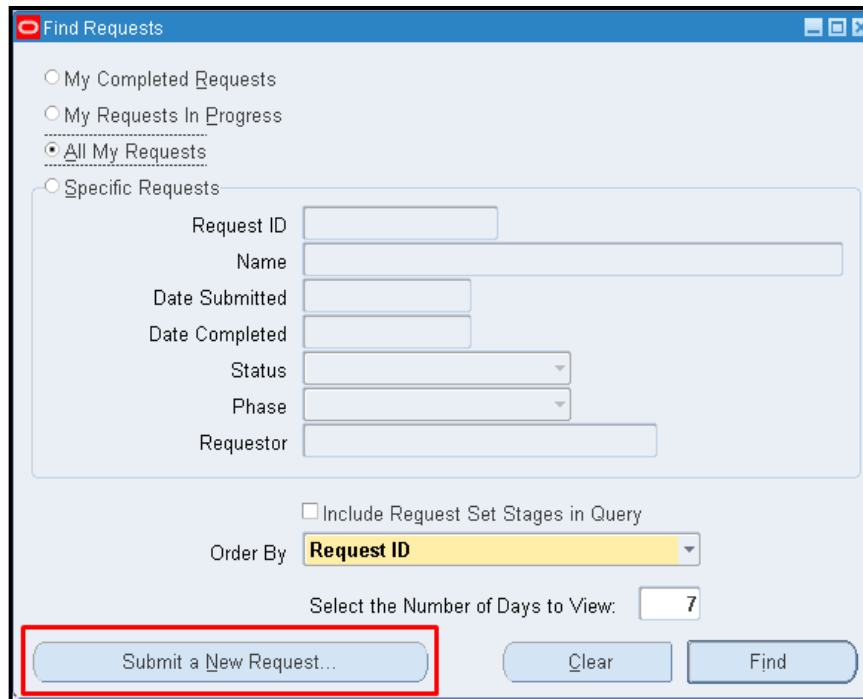
then select *Concurrent*



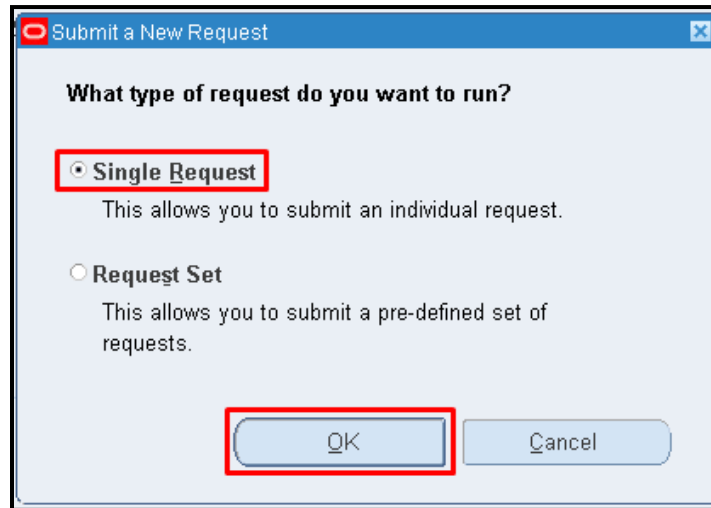
Step 4. Java application will launch with **Security Warning**, Tick the checkbox and click **Run**



Step 5. Click **View** on the Toolbar. Click **Requests**



Step 6. **Find Requests** page will appear. Click **Submit a New Request**



Step 7. *Submit a New Request* page will appear. Click ***Single Request*** then click ***OK***

Submit Request

Run this Request...

Copy...

Name UP Guest House Billing Statement

Operating Unit

Parameters

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files

Layout UP Guest House Billing Statement

Options...

Notify

Print to noprint

Delivery Opts

Help (C) Submit Cancel

Step 8. On the **Name** field, click the **ellipsis (...)** to search the UP Guest House Billing Statement or

You may type **%Billing%** then press the **Tab** button in the keyboard

The screenshot shows a 'Parameters' dialog box with the following fields and controls:

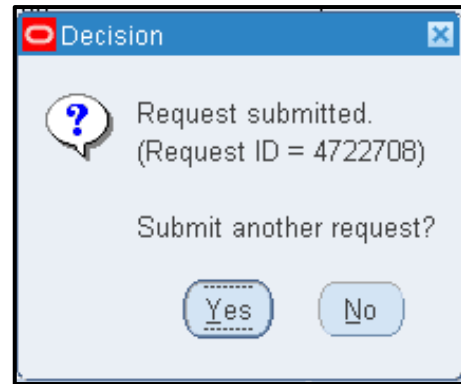
- Bill Number: [Yellow highlight]
- Source: [Yellow highlight]
- Prepared by: [Yellow highlight]
- Position: [Grey highlight]
- Certified True and Correct: [Yellow highlight]
- Position: [Grey highlight]

Buttons at the bottom: OK, Cancel, Clear, Help.

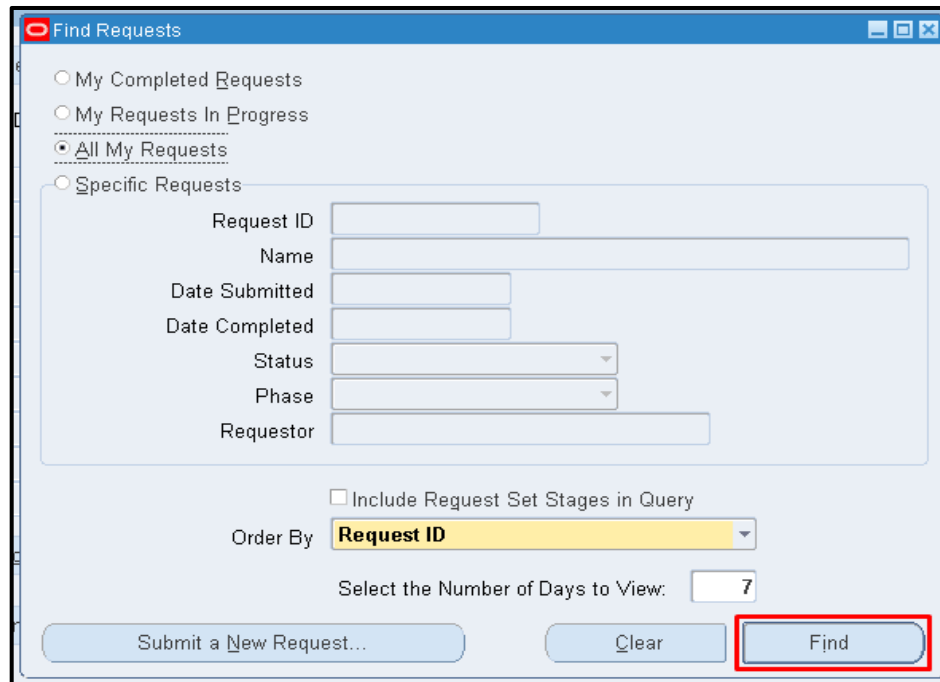
Step 9. The *Parameter* window will appear

fill out the necessary details then click **OK**

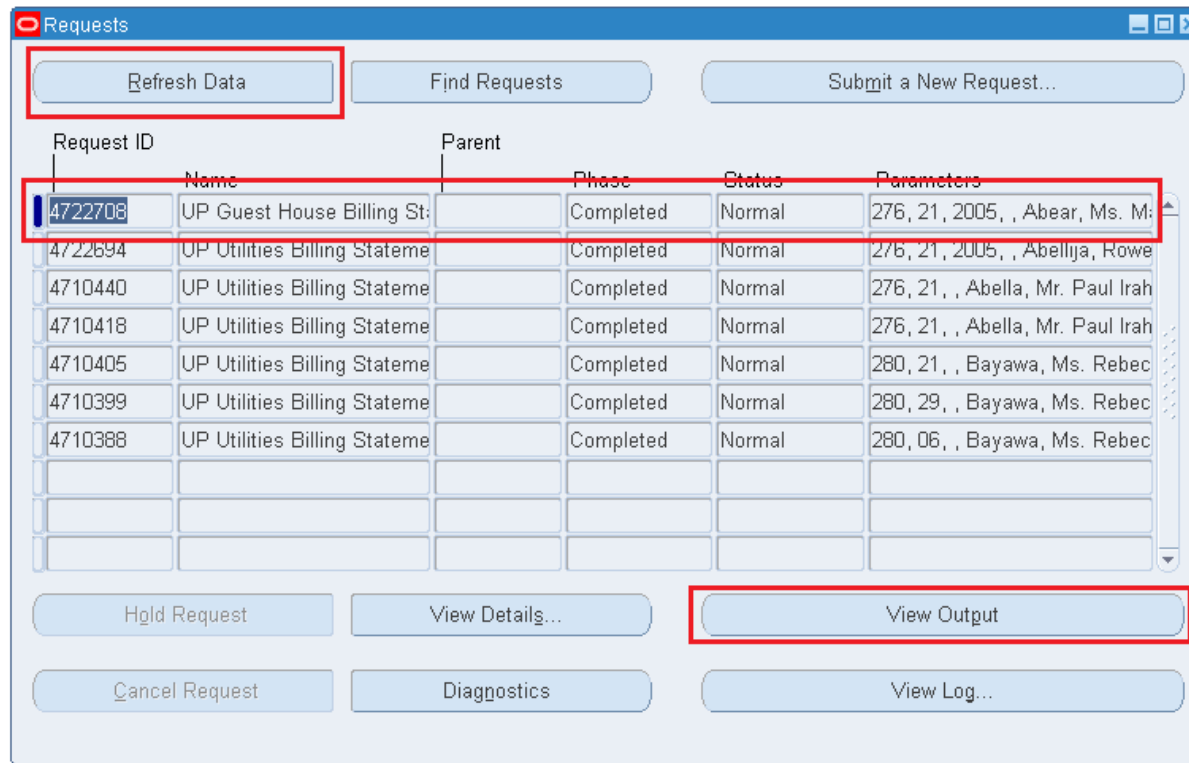
You will be redirected back to the *Submit Request* window, click the **Submit** button



Step 10. Click **No** button



Step 11. Click **Find** button



Step 12. The *Requests* window will appear

Click the **Refresh Data** button on the upper left side of the window until the **Phase** becomes **Completed** and **Status, Normal**

then click **View Output** button.

Expected Result:



UNIVERSITY OF THE PHILIPPINES
SYSTEM
Diliman, Quezon City, Metro
Manila, NCR

TIN: 000-864-006-00000

ACCOUNTING OFFICE

Billed To: Dennis Umali **Date:** August 3, 2018

Address: College of Veterinary Medicine
University of the Philippines
Los Baños, Laguna **Bill No:** 21

Due Date: March 28, 2016

=====
This is to bill you for the Guest House/Rental for the following period:

Period/Date	Room #	Unit of Measure	Quantity	Room Rate	Amount
-	Capillary Sequencing - ALL CLIENTS	rxn	8	250.00	2,000.00
				Total	2,000.00
				Discount	0.00
GRAND TOTAL					2,000.00

Note: Please disregard this statement if payment has already been made.

Prepared by:

Certified True and Correct:

Abear, Ms. Marilyn Romero
Administrative Aide III

Allama, Casilyn K
Field Interviewer

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