



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



GENERATION OF UTILITIES BILLING STATEMENT



FMIS User Manual

Internet Expenses

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Version: 1.0

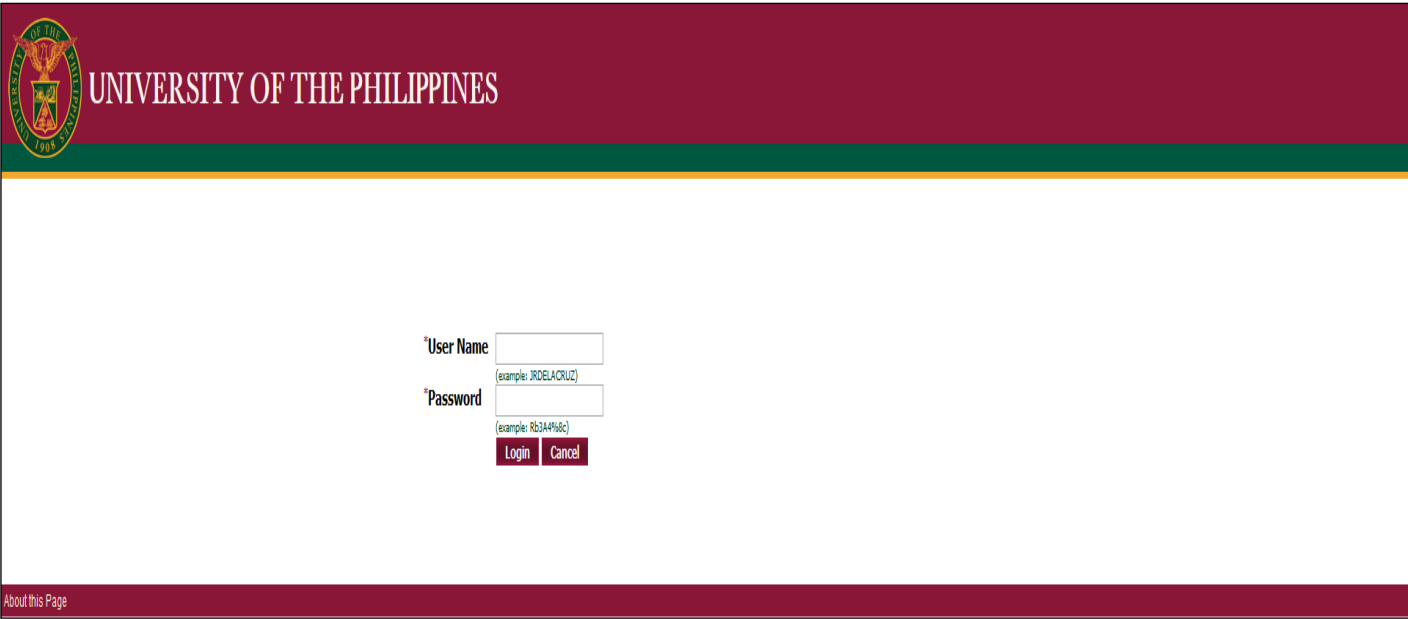
1. DOCUMENT CONTROL

1.1 Change Record

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

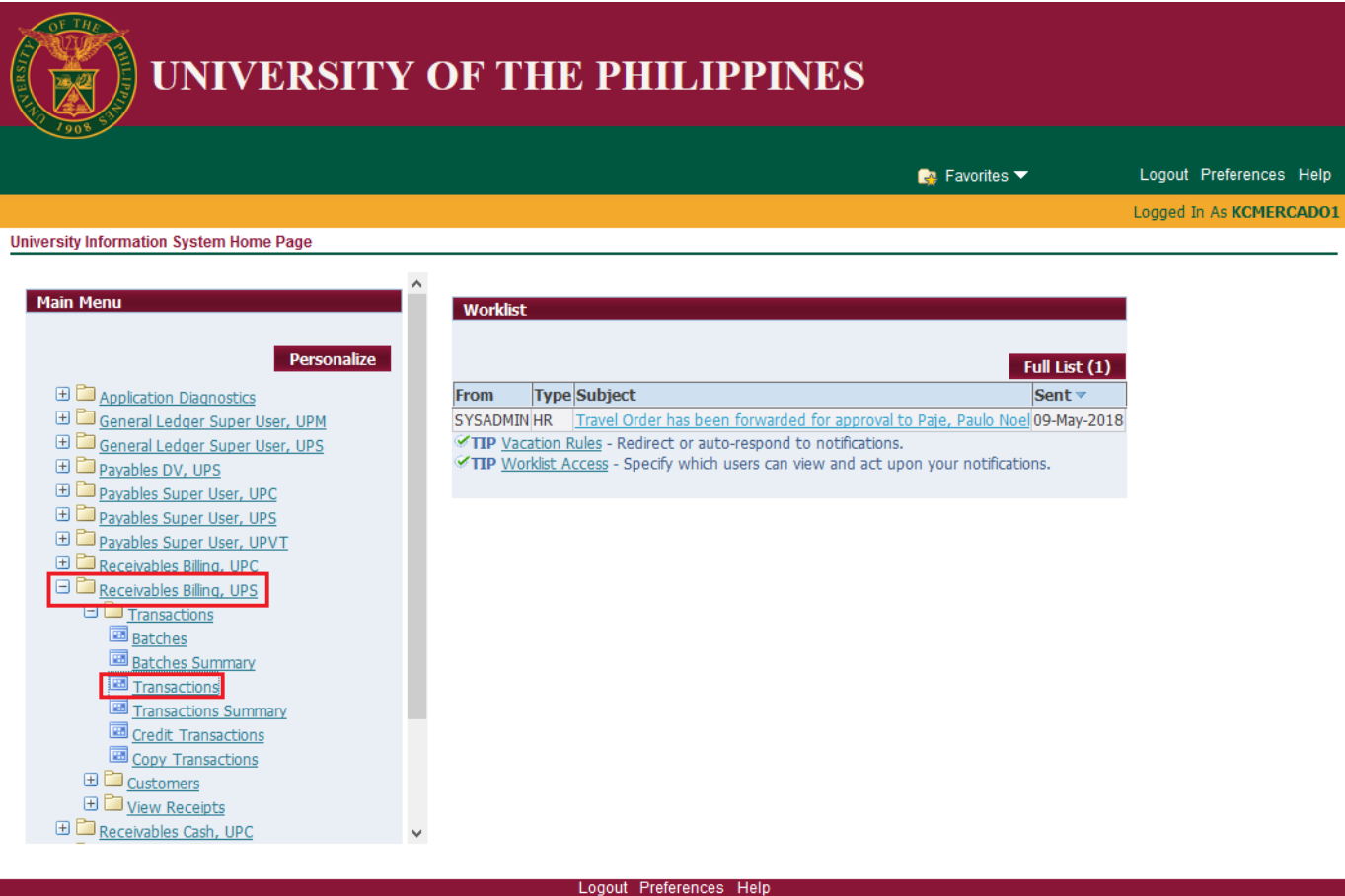
2. Description

Manual ID	UM 10011
Manual Name	Generation of Utilities Billing Statement
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Billing
Purpose	To generate a billing statement for utilities
Data Requirement	Transaction Source Transaction number (Bill No.)
Dependencies	Completed transaction
Scenario	The accounting office staff or billing officer will generate a utilities billing statement for a customer or client.



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

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



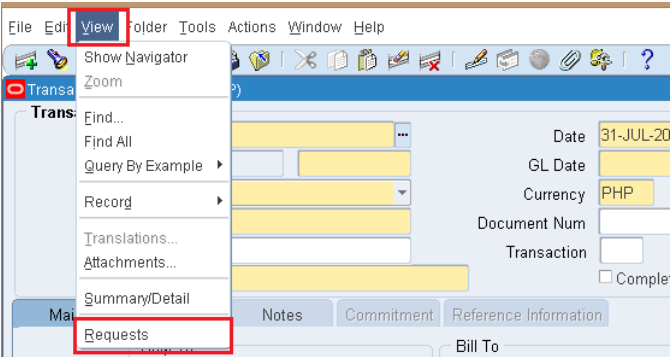
Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Receivables Billing* responsibility

then click the *Other* folder

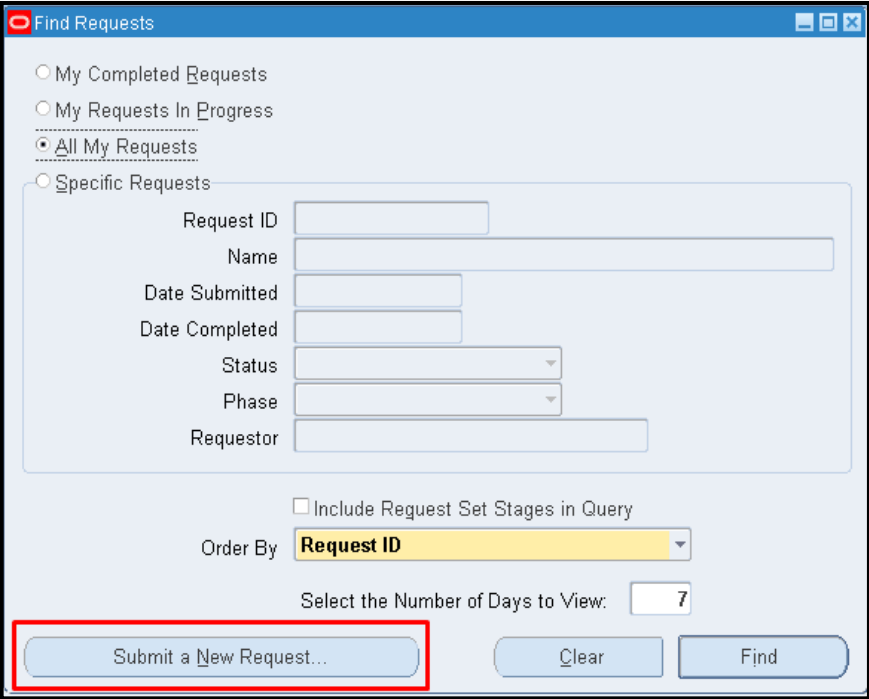
then select *Concurrent*



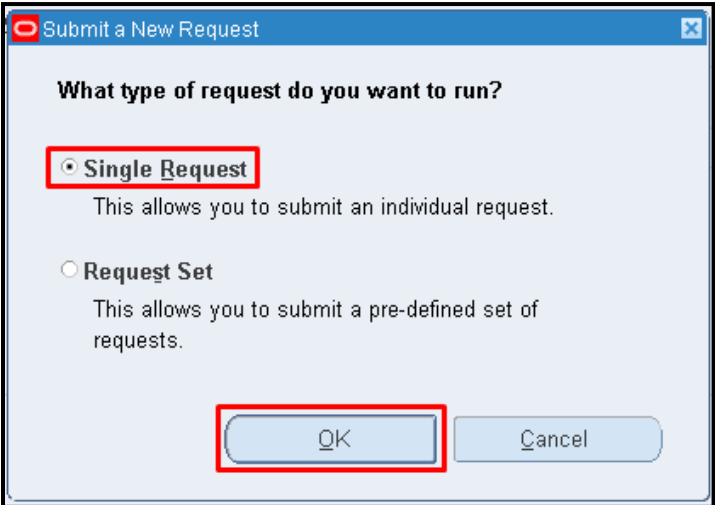
Step 4. Java application will launch with **Security Warning**, Tick the checkbox and click **Run**



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...

Name **UP Utilities Billing Statement** Copy...

Operating Unit

Parameters 21:Abella, Mr. Paul Irah Carag:Science Research Specialist I:Aala, Mr. Wilson Florendo:Un

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 Utilities 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 Utilities Billing Statement or

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

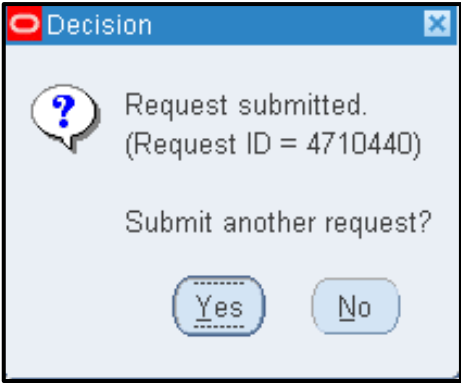
The screenshot shows a 'Parameters' dialog box with the following fields and buttons:

- Bill Number (highlighted in yellow)
- Source (highlighted in yellow)
- Prepared by (highlighted in yellow)
- Position (empty)
- Certified True and Correct (highlighted in yellow)
- Position (empty)
- OK button
- Cancel button
- Clear button
- Help button

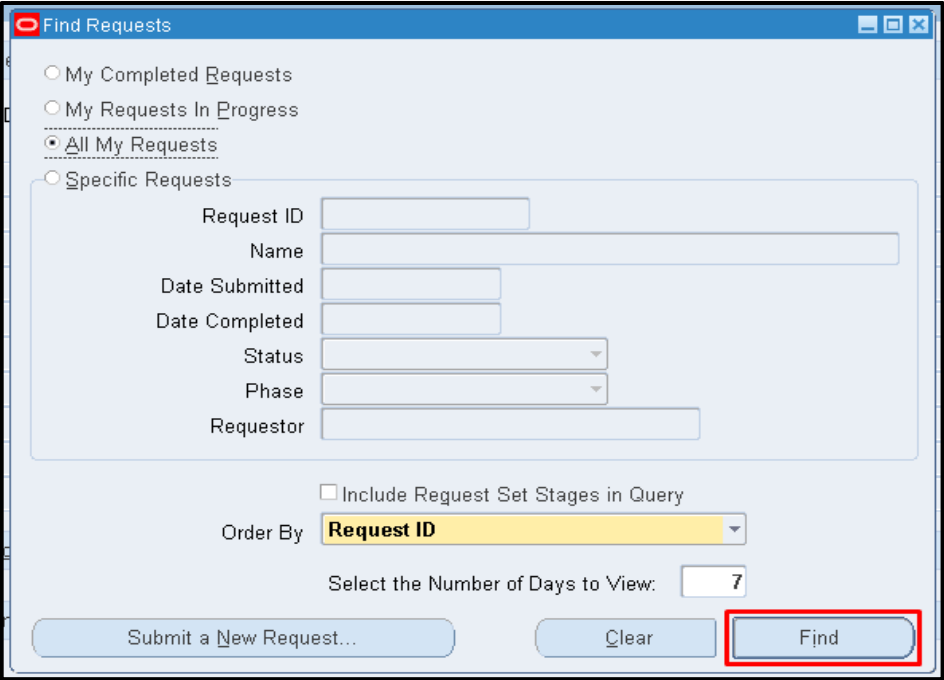
Step 9. The *Parameter* window will appear

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

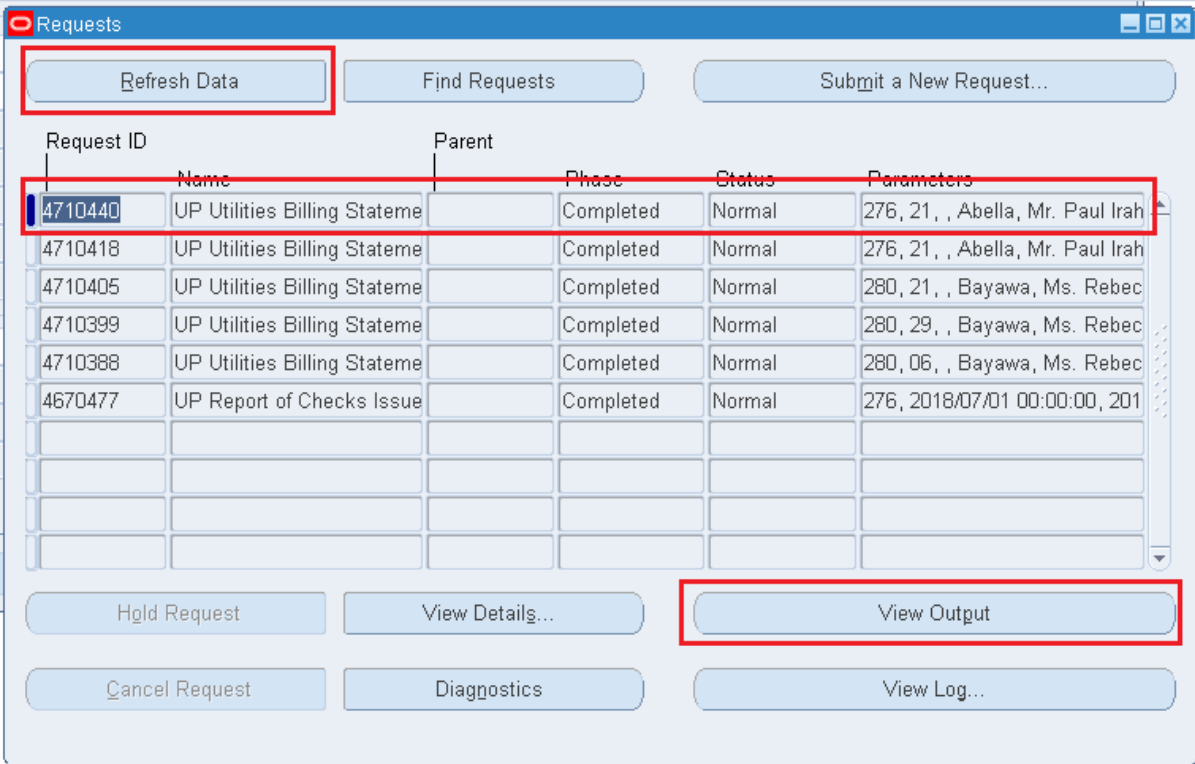
You will be redirected back to the *Submit Request* window, click the **Submit** button



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:** July 31, 2018

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

Due Date: March 28, 2016

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This is to bill you for the ELECTRICITY & WATER consumption with details as follows:

Period Covered	Prev. Reading	Pres. Reading	Consumption	Rate/kwh	Amount
Water:					
-			8	250	2,000.00
Electricity:					
TOTAL					2,000.00

Note: Non-payment of the above is a violation of the Memorandum of Agreement thus constitute a ground for cancellation and/or revocation of the lease agreement contained herein. Please disregard the previous unpaid account if payment has already been made.

Prepared by:

Certified True and Correct:

Abella, Mr. Paul Irah Carag
Science Research Specialist I

Aala, Mr. Wilson Florendo
University Research Associate II