

University of the Philippines

FINALS Financial Management

Financial Management Information System User Manual



GENERATION OF UTILITIES BILLING STATEMENT



FMIS User Manual Internet Expenses

C. Mercado
ugust 2018
User Manual – Generation of Utilities Billing Statement

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.

UNIVERSITY OF THE PHILIPPINES	 Step 1. Go to <u>uis.up.edu.ph</u> Step 2. Log-in your credentials (e.g. username and password)
[*] User Name eample: NOCLACN(Z) *Password (comple: NSL4FNic) togin Cancel	
tout this Page	



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

then click the Other folder

then select Concurrent

Logout Preferences He





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

Eile Edi	View older Tools	Actions Window	v <u>H</u> elp		
🛛 🛱 🗞	Show <u>N</u> avigator Zoom) 💥 I 🏈 () 🖒 🖻 🙀	🖉 🌍 🥥 !	\$ I ?
Trans	Eind Find All Query By Example 🕨			Date GL Date	31-JUL-20
	Record +	-	-	Currency	PHP
	<u>T</u> ranslations <u>A</u> ttachments			Document Num Transaction	
Mai	Summary/Detail	Notes	Commitment	Reference Informatio	n Comple
- Widi	Requests		Commitment	- Bill To	

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

Find Requests		
○ My Completed <u>R</u> equests ○ My Requests In <u>P</u> rogress ○ <u>All My Requests</u> ○ <u>Specific Requests</u>		
Request ID		
Name		
Date Submitted		
Date Completed		
Status		
Phase		
Requestor		
Order By	□ Include Reguest Set Stages in Query Request ID Select the Number of Days to View:	
Submit a <u>N</u> ew Reque	est <u>C</u> lear Find	

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

Submit a New Request	×
What type of request do you want to run?	
• Single <u>Request</u> This allows you to submit an individual request.	
Request Set This allows you to submit a pre-defined set of requests.	
<u>Q</u> K <u>C</u> ancel	

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

🖸 Submit Request	X
CRun this Request	
	Сору
Name	UP Utilities Billing Statement
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 Schegule
Upon Completion	
	✓ Save all Output Files
Layout	UP Utilities Billing Statement Options
Notify	
Print to	noprint Delivery Opts
Help (<u>C</u>)	Sub <u>m</u> it Ca <u>n</u> cel

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



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



Find Requests		×
○ My Completed <u>R</u> equests		
OMy Requests In Progress		
● <u>All My Requests</u>		
○ <u>S</u> pecific Requests		
Request ID		
Name		
Date Submitted		
Date Completed		
Status		
Phase		
Requestor		
Order By	□ Include Reguest Set Stages in Query Request ID	
	Select the Number of Days to View: 7	
Submit a <u>N</u> ew Reque	est <u>C</u> lear Find)

Step 10. Click No button

Step 11. Click Find button

Refr	esh Data	Find	Requests	(Sub <u>m</u> it a New Request
Request ID		Pare	ent		
1	Name		Phase	<u>Ctatus</u>	Parametero
4710440	UP Utilities Billing	Stateme	Completed	Normal	276, 21, , Abella, Mr. Paul Irah
4710418	UP Utilities Billing	Stateme	Completed	Normal	276, 21, , Abella, Mr. Paul Irah
4710405	UP Utilities Billing	Stateme	Completed	Normal	280, 21, , Bayawa, Ms. Rebec
4710399	UP Utilities Billing	Stateme	Completed	Normal	280, 29, , Bayawa, Ms. Rebec
4710388	UP Utilities Billing	Stateme	Completed	Normal	280, 06, , Bayawa, Ms. Rebec
4670477	UP Report of Chec	ks Issue	Completed	Normal	276, 2018/07/01 00:00:00, 201
			l		
Hold	Request	View	Detail <u>s</u>		View Output
Cance	Request	Dia	anostics	View Log	

Step 12.	The	Requests window
will appea	ar	

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:

OF THE THE THE THE STATE	U	NIVERSITY (Diliman, 1	OF THE PHIL SYSTEM Quezon City, Me Manila, NCR	IPPINES tro		
1908		TIN: 0	000-864-006-0000	0		
		ACCO	UNTING OFFI	<u>CE</u>		
Billed To:	Dennis Umali			Date:	Jı	ıly 31, 2018
Address:	College of Vete University of th Los Baños, Lag	rinary Medicine e Philippines una		Bill No:	2	1
				Due Date	: N	Iarch 28, 2016
This is to bill y	vou for the ELEC	TRICITY & WAT	ER consumptior	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-pay for cancellatio unpaid accourt	yment of the abo n and/or revoca nt if payment has	ove is a violation of tion of the lease a s already been m	of the Memorano agreement conta ade.	lum of Agreeme ined herein. Ple	nt thus con: ase disrega	stitute a ground ird the previous

Prepared by:

Certified True and Correct:

Abella, Mr. Paul Irah Carag Science Research Specialist I Aala, Mr. Wilson Florendo University Research Associate II DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.