University of the Philippines

Financial Management Information System

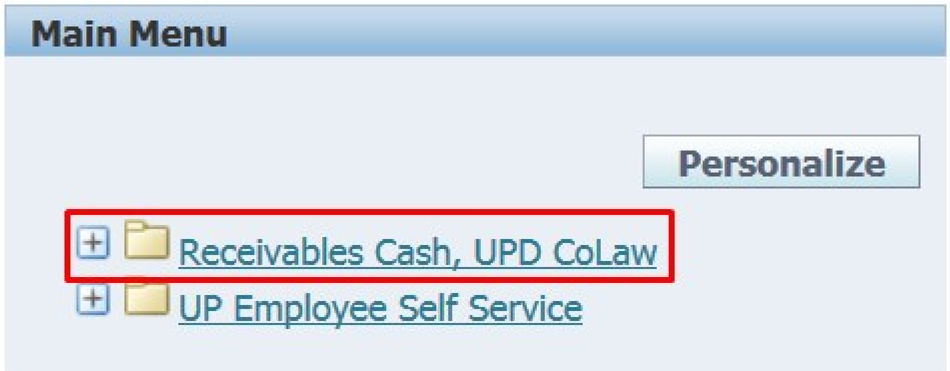
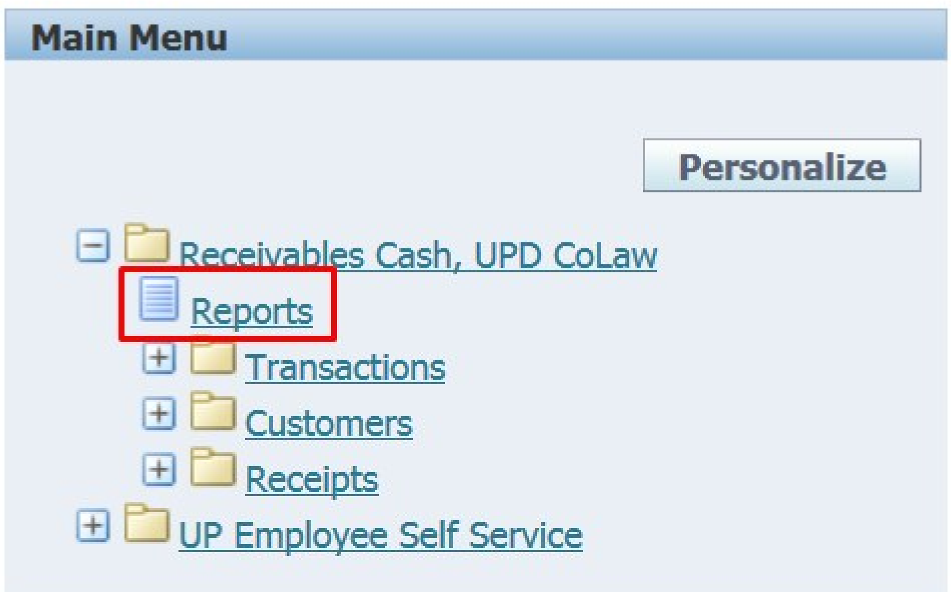
User Guide

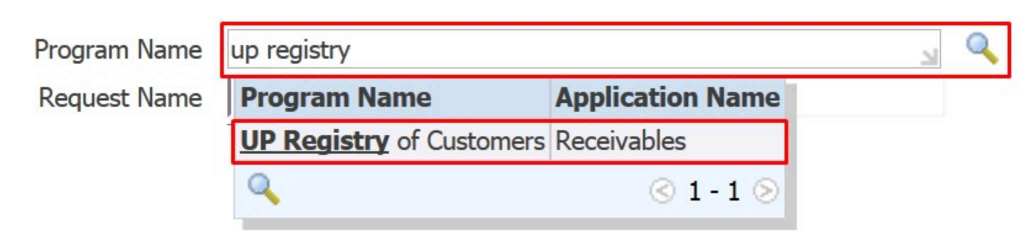
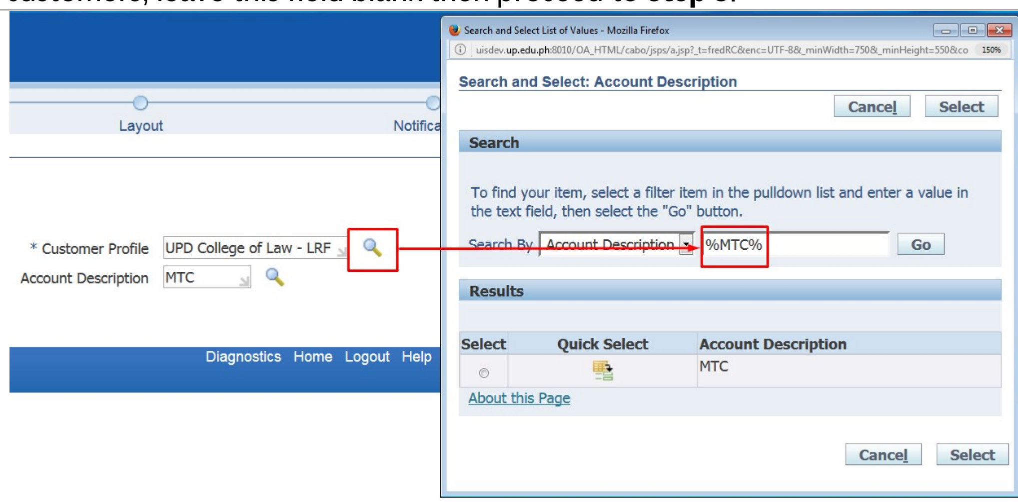
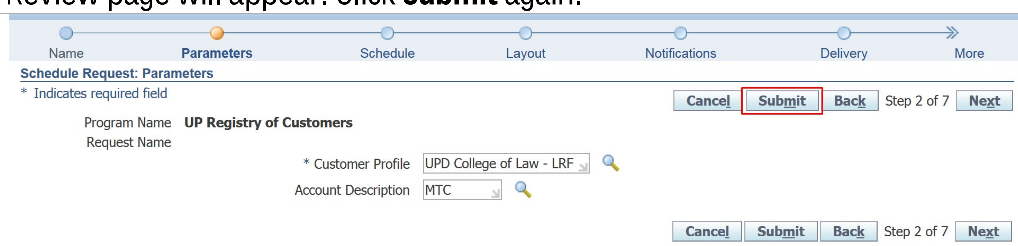
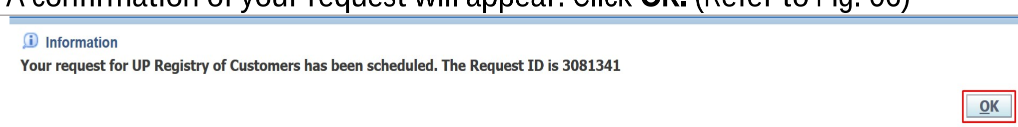
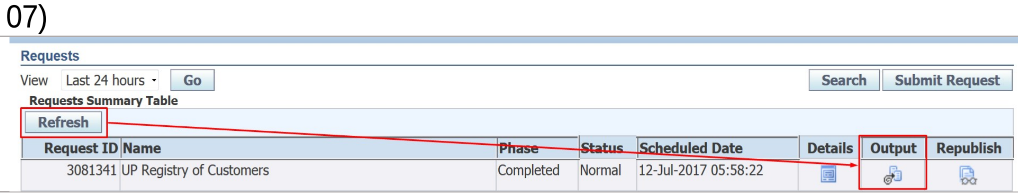
Description:

Process ID	
Process Name	Generation of Report – UP Registry of Customers for College of Law
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cash, UPD CoLaw
Purpose	Generated output will be a reference to see the list of customers of the unit
Data Requirement	Name and details of the customers
Dependencies	None
Scenario	User wants to generate a report to see the list of customers of their unit.

Revision History:

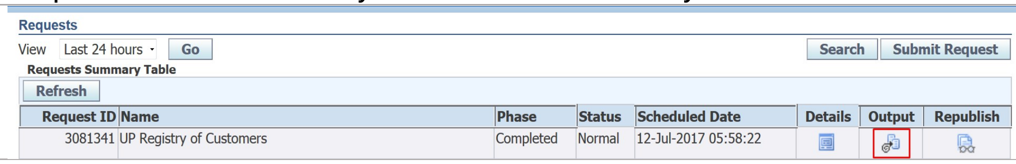
Date	Author	Version	Change Reference:
11 July 2017	Christopher Jay F. Garbo	1.0	Initial Issue
13 July 2017	Reah Mae Supnet	1.2	Revision

Process Steps	Process Details
1	From **UIS HOME,** proceed to **Main Menu** and click **Receivables Cash, UPD CoLaw** (Refer to Fig .01)
Fig. 01	
2	Click **Reports** (Refer to Fig. 02)
Fig. 02	
3	The request page will appear. In the **Program Name**, type the name of the report to be generated. (Refer to Fig. 03)You may also search for the name of the report by clicking the magnifying glass icon. A search window will appear, then type any word from the name of the report to be generated. Use **%**sign for the search results be filtered. (e.g. %customers%) Select the **UP Registry of Customers**. Then click **Next.**

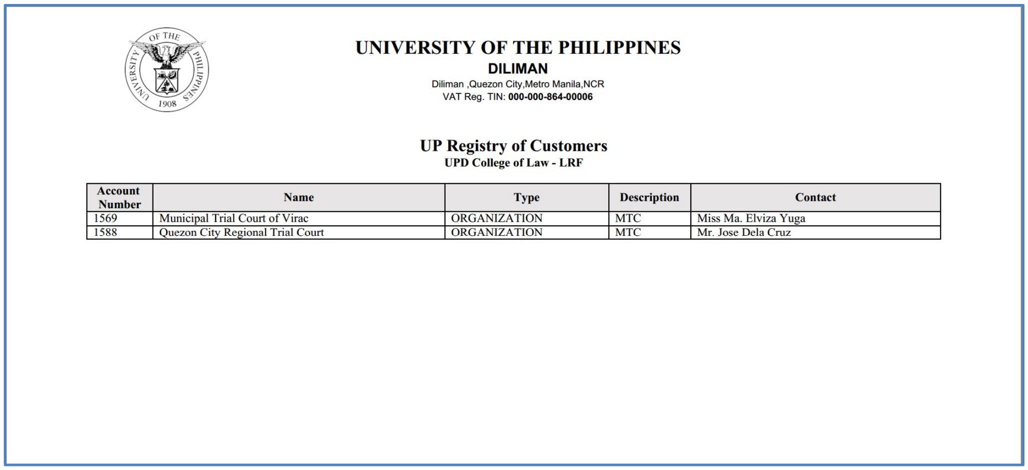
<table>
<tr><td>Fig. 03</td><td>
</td></tr>
<tr><td>4</td><td>In the Parameters, type in the Account Description field the description (e.g. abbreviation) of the customer entered or you may search for the name by clicking the magnifying glass icon.(Refer to Fig. 04) A search window will appear, then type any word from the description of the customer. Use '%' sign for the search results be filtered. Then click Go. To view the list of all customers, leave this field blank then proceed to Step 5.</td></tr>
<tr><td>Fig. 04</td><td>
</td></tr>
<tr><td>5</td><td>After selecting the account description, click Submit. (Refer to Fig. 05) The Review page will appear. Click Submit again.</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>6</td><td>A confirmation of your request will appear. Click OK. (Refer to Fig. 06)</td></tr>
<tr><td>Fig. 06</td><td>
</td></tr>
<tr><td>7</td><td>Requests page will appear where a summary table of report requests may be seen. Click the Refresh button until the output icon appeared.(Refer to Fig. 07)</td></tr>
<tr><td>Fig. 07</td><td>
</td></tr>
</table>

8	Click the output icon to view the output of the report. (Refer to Fig. 08) Output will be automatically downloaded from the system.

Fig. 08



Expected Result:



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UP Registry of Customers
UPD College of Law - LRF

Account Number	Name	Type	Description	Contact
1569	Municipal Trial Court of Virac	ORGANIZATION	MTC	Miss Ma. Elviza Yuga
1588	Quezon City Regional Trial Court	ORGANIZATION	MTC	Mr. Jose Dela Cruz