



# University of the Philippines

## Financial Management Information System

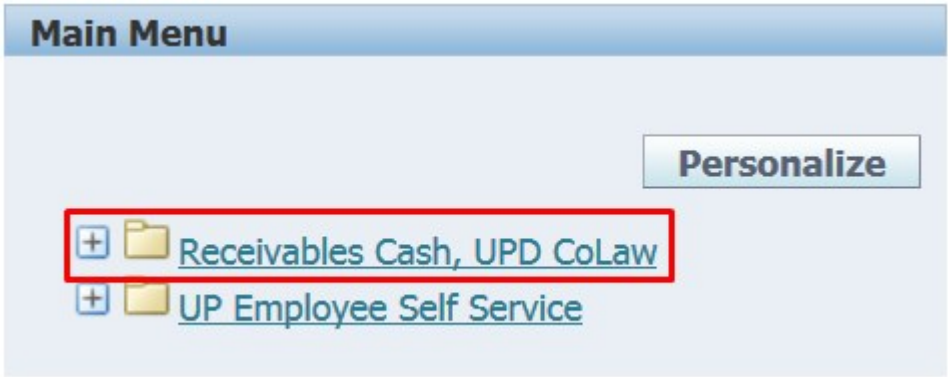
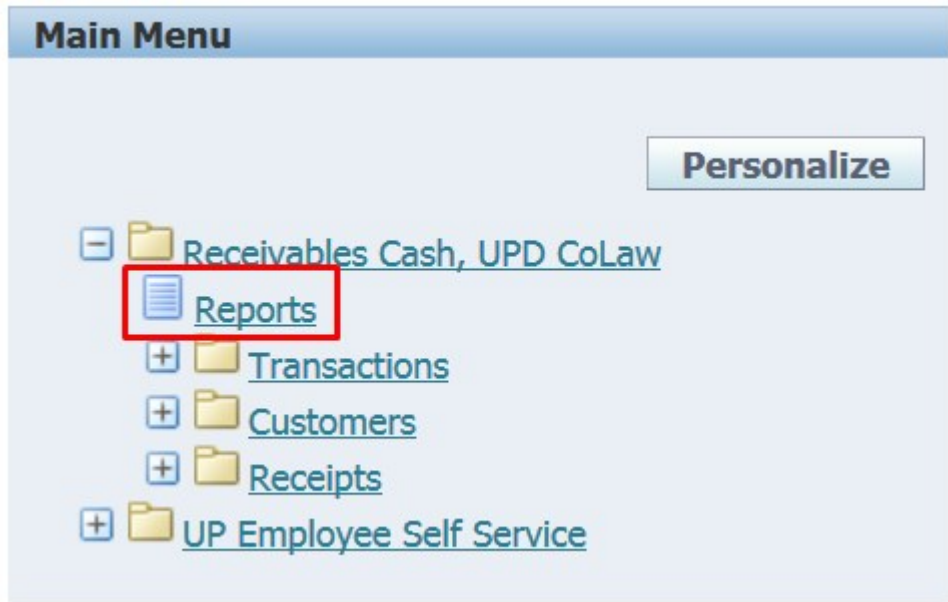
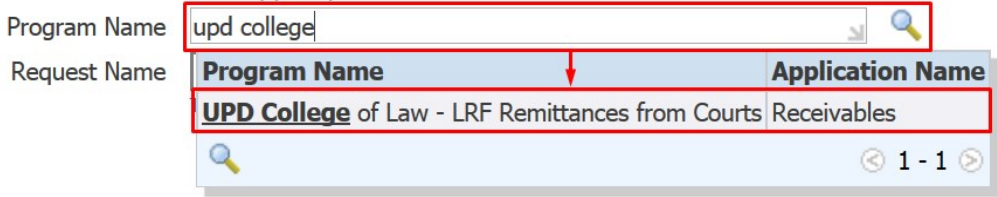
### User Guide

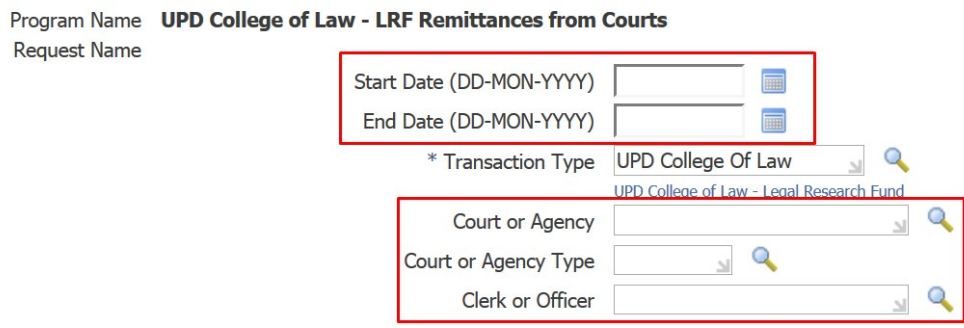
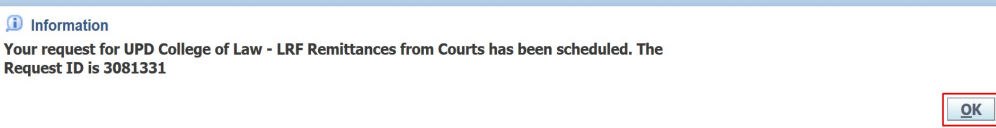
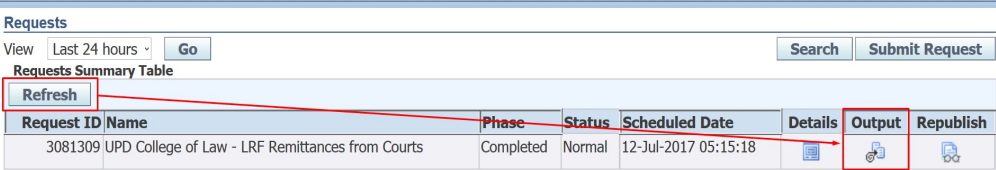
#### Description:

Process ID	
Process Name	Generation of report – UPD College of Law - LRF Remittances from Courts
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cash, UPD CoLaw
Purpose	Generated output will be a reference for Legal Research Fund collections and remittances from courts or other government agencies
Data Requirement	Date covered, name of court or government agency and name of collecting officer
Dependencies	Collections and remittances from courts or other government agencies
Scenario	User wants to generate a report that will show the summary of LRF collections and remittances from courts or other government agencies. Report could be filtered by agency type, agency name, collection officer and date range.

#### 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 <b>UIS HOME</b> , proceed to <b>Main Menu</b> and click <b>Receivables Cash, UPD CoLaw</b> (Refer to Fig .01)
Fig. 01	 <p>The screenshot shows the 'Main Menu' interface. At the top is a blue header bar with the text 'Main Menu'. Below it is a light blue area containing a 'Personalize' button in the top right corner. In the center, there are two menu items, each preceded by a folder icon and a plus sign in a blue box. The first item is 'Receivables Cash, UPD CoLaw' and the second is 'UP Employee Self Service'. The first item is highlighted with a red rectangular box.</p>
2	Click <b>Reports</b> (Refer to Fig. 02)
Fig. 02	 <p>This screenshot shows the 'Main Menu' after the first step. The 'Receivables Cash, UPD CoLaw' folder icon now has a minus sign in a blue box next to it, indicating it is expanded. Under this folder, a 'Reports' item with a document icon is highlighted with a red rectangular box. Other items like 'Transactions', 'Customers', 'Receipts', and 'UP Employee Self Service' remain visible below.</p>
3	<p>The request page will appear. In the <b>Program Name</b>, 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. %remittances%) Select the <b>UPD College of Law – LRF Remittances from Courts</b>. Then click <b>Next</b>.</p>
Fig. 03	 <p>The screenshot shows a search window. At the top, there is a text input field labeled 'Program Name' containing the text 'upd college'. To the right of this field is a magnifying glass icon. Below the input field is a table with two columns: 'Program Name' and 'Application Name'. The first row of the table is highlighted with a red box and contains the text 'UPD College of Law - LRF Remittances from Courts' under the 'Program Name' column and 'Receivables' under the 'Application Name' column. Below the table is a search bar with a magnifying glass icon and a pagination control showing '1 - 1'.</p>

4	In the Parameters, enter the <b>Start Date</b> and <b>End Date</b> of the report to be generated, as well as the <b>Court or Agency</b> name, <b>Agency Type</b> , and the <b>Clerk or Officer</b> . (Refer to Fig. 04) You may also search for the names of the court and clerk by clicking the magnifying glass icon. Use '%' sign in the search box for the search results be filtered. If you wanted to generate all the collections and remittances of courts, leave these fields blank then proceed with <b>Submit</b> .
Fig. 04	
5	After filling up the parameters, click <b>Submit</b> . (Refer to Fig. 05) The Review page will appeared. Click <b>Submit</b> again.
6	A confirmation of your request will appear. Click <b>OK</b> . (Refer to Fig. 06)
Fig. 06	
7	Requests Summary Table page will appear where all report requests can be seen. Click the <b>Refresh</b> button until the output icon appeared. (Refer to Fig. 07)
Fig. 07	

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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

The screenshot shows a web interface for 'Requests'. At the top, there's a 'Requests' header. Below it, a 'View' dropdown is set to 'Last 24 hours' with a 'Go' button. To the right are 'Search' and 'Submit Request' buttons. A 'Requests Summary Table' is displayed with a 'Refresh' button. The table has columns: Request ID, Name, Phase, Status, Scheduled Date, Details, Output, and Republish. One row is visible with Request ID 3081309, Name 'UPD College of Law - LRF Remittances from Courts', Phase 'Completed', Status 'Normal', and Scheduled Date '12-Jul-2017 05:15:18'. The 'Output' column for this row contains an icon of a document with a download arrow, which is highlighted by a red rectangular box. Other icons in the 'Details' and 'Republish' columns are also visible.

Expected  
result:

The screenshot displays a formal report from the University of the Philippines Diliman. At the top left is the university's seal. The header reads 'UNIVERSITY OF THE PHILIPPINES DILIMAN' followed by the address 'Diliman, Quezon City, Metro Manila, NCR' and 'VAT Reg. TIN: 000-000-864-00006'. The title of the report is 'UP Registry of Customers' with the subtitle 'UPD College of Law - LRF'. Below this is a table with five columns: Account Number, Name, Type, Description, and Contact. The table contains two rows of data.

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