



University of the Philippines

Financial Management Information System

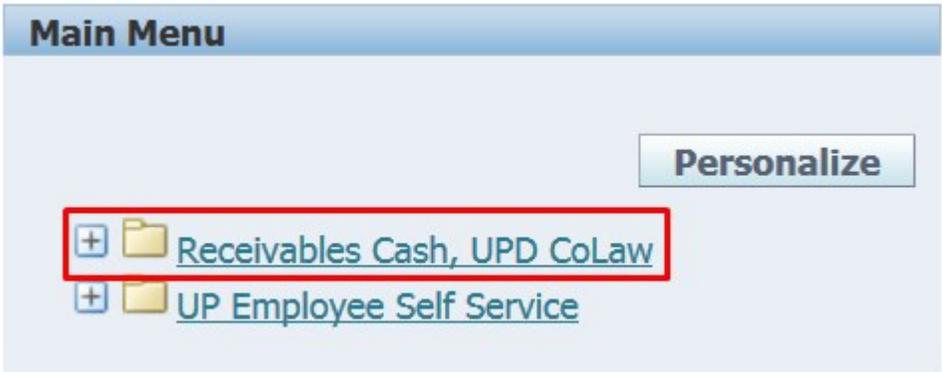
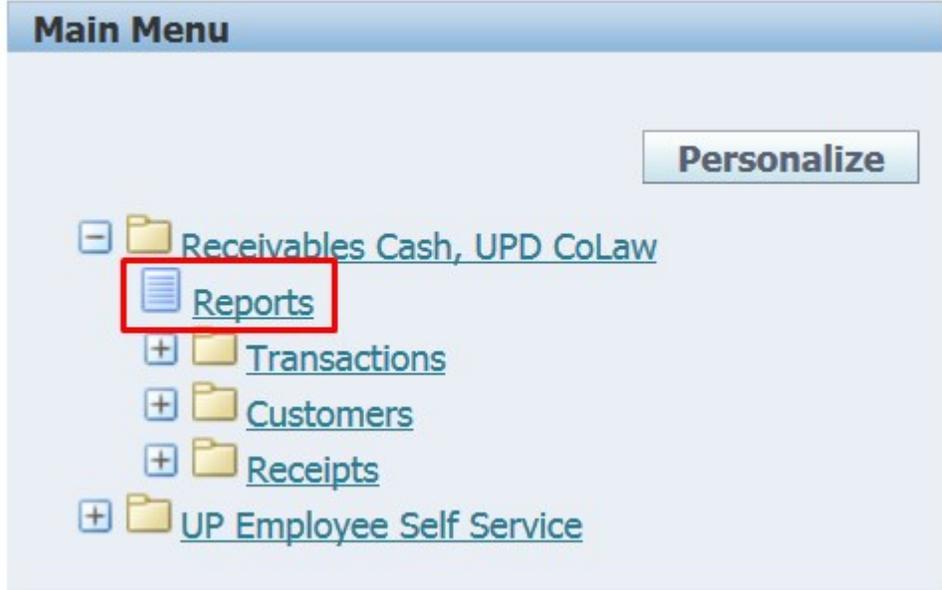
User Guide

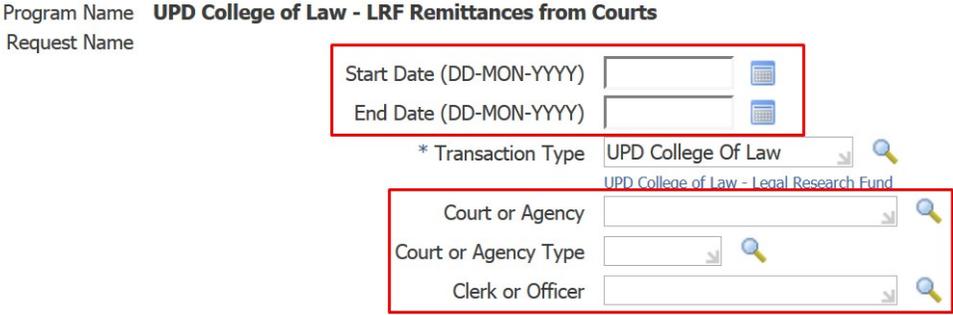
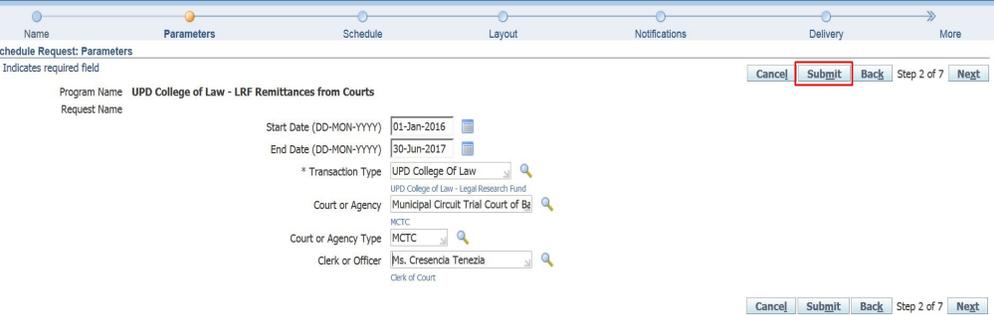
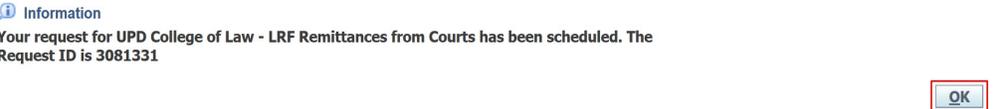
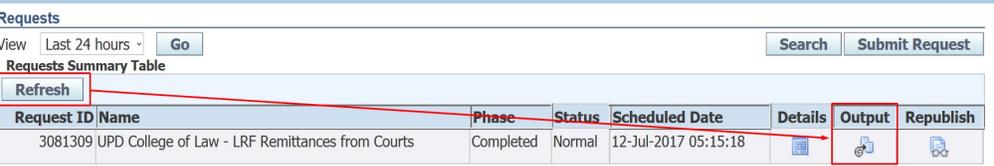
Description:

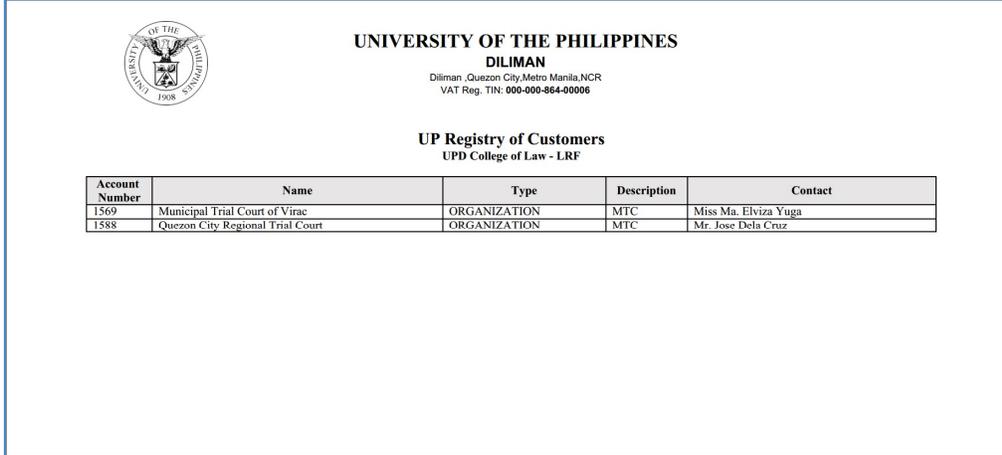
Process ID	
Process Name	Generation of report – UPD College of Law - LRF Remittances from Courts
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cash, UPD CoLaw
Purpose	Generated output will be a reference for Legal Research 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 UIS HOME , proceed to Main Menu and click Receivables Cash, UPD CoLaw (Refer to Fig .01)
Fig. 01	 <p>The screenshot shows a 'Main Menu' header with a 'Personalize' button on the right. Below the header, there are two folder icons with plus signs. The first folder is labeled 'Receivables Cash, UPD CoLaw' and is highlighted with a red rectangular box. The second folder is labeled 'UP Employee Self Service'.</p>
2	Click Reports (Refer to Fig. 02)
Fig. 02	 <p>The screenshot shows the 'Main Menu' with the 'Personalize' button. The 'Receivables Cash, UPD CoLaw' folder is expanded, showing a minus sign icon. Inside this folder, a 'Reports' icon (a document with lines) is highlighted with a red rectangular box. Other folders listed below are 'Transactions', 'Customers', 'Receipts', and 'UP Employee Self Service'.</p>
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. %remittances%) Select the UPD College of Law – LRF Remittances from Courts . Then click Next .
Fig. 03	 <p>The screenshot shows a search interface. At the top, there is a text input field labeled 'Program Name' containing the text 'upd college'. Below this is a search window with two columns: 'Program Name' and 'Application Name'. The first row in the search results is 'UPD College of Law - LRF Remittances from Courts' under the 'Program Name' column and 'Receivables' under the 'Application Name' column. This row is highlighted with a red rectangular box. A magnifying glass icon is visible in the bottom right corner of the search window.</p>

<p>4</p>	<p>In the Parameters, enter the Start Date and End Date of the report to be generated, as well as the Court or Agency name, Agency Type, and the Clerk or Officer. (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 Submit.</p>																
<p>Fig. 04</p>																	
<p>5</p>	<p>After filling up the paramenters, click Submit. (Refer to Fig. 05) The Review page will appeared. Click Submit again.</p>																
<p>6</p>																	
<p>Fig. 06</p>	<p>A confirmation of your request will appear. Click OK. (Refer to Fig. 06)</p> 																
<p>7</p>	<p>Requests Summary Table page will appear where all report requests can be seen. Click the Refresh button until the output icon appeared.(Refer to Fig. 07)</p>																
<p>Fig. 07</p>	 <table border="1" data-bbox="412 1598 1406 1661"> <thead> <tr> <th>Request ID</th> <th>Name</th> <th>Phase</th> <th>Status</th> <th>Scheduled Date</th> <th>Details</th> <th>Output</th> <th>Republish</th> </tr> </thead> <tbody> <tr> <td>3081309</td> <td>UPD College of Law - LRF Remittances from Courts</td> <td>Completed</td> <td>Normal</td> <td>12-Jul-2017 05:15:18</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish	3081309	UPD College of Law - LRF Remittances from Courts	Completed	Normal	12-Jul-2017 05:15:18			
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8	Click the output icon to view the output of the report. (Refer to Fig. 08) Output will be automatically downloaded from the system.															
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Expected result:	 <p style="text-align: center;">UNIVERSITY OF THE PHILIPPINES DILIMAN Diliman, Quezon City, Metro Manila, NCR VAT Reg. TIN: 000-000-864-00006</p> <p style="text-align: center;">UP Registry of Customers UPD College of Law - LRF</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account Number</th> <th style="text-align: left;">Name</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Contact</th> </tr> </thead> <tbody> <tr> <td>1569</td> <td>Municipal Trial Court of Virac</td> <td>ORGANIZATION</td> <td>MTC</td> <td>Miss Ma. Elviza Yuga</td> </tr> <tr> <td>1588</td> <td>Quezon City Regional Trial Court</td> <td>ORGANIZATION</td> <td>MTC</td> <td>Mr. Jose Dela Cruz</td> </tr> </tbody> </table>	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
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