



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



**GENERATION OF
UP SUMMARY OF DEPOSIT**



FMIS User Manual

Account Receivables

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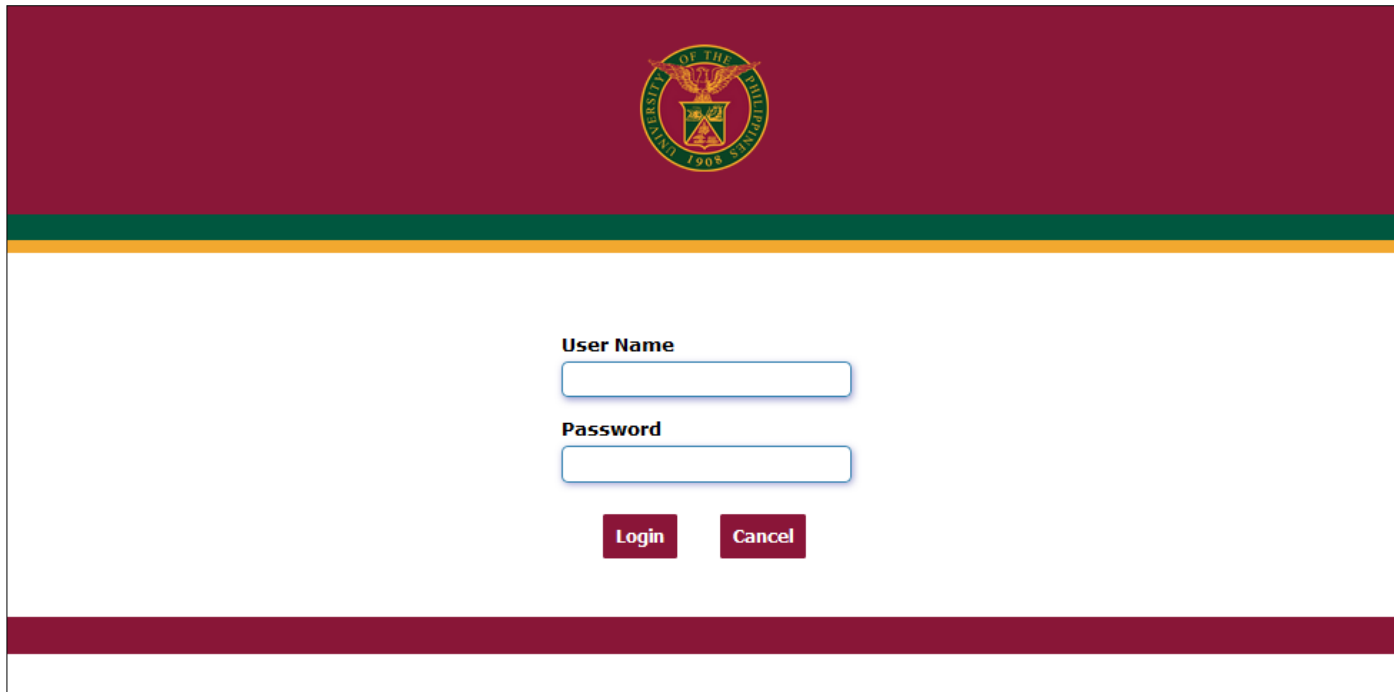
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
13 September 2019	Riza Nequias	1.0	Initial

2. Description

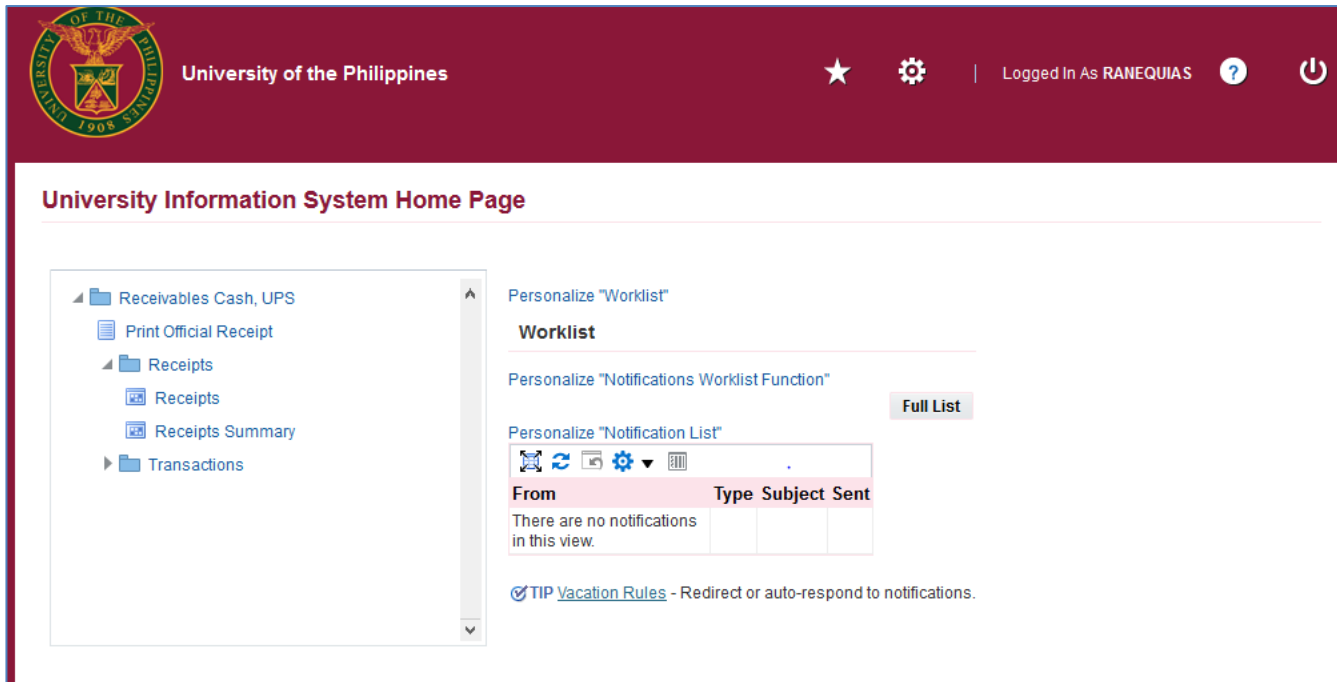
Manual ID	
Manual Name	Generation of UP Summary of Deposit
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cash
Purpose	To generate a report containing a summary of the deposit made for the day broken down into modes of payment
Data Requirement	Receipt Date Remittance Bank Account Remittance Date
Dependencies	Receipts created in the system with properly tagged mode of payment and remittance date
Scenario	Collecting officer will generate a report of deposit made for the day based on receipts he/she recorded in the system



The screenshot shows the login interface for the University of the Philippines (UP). At the top, there is a maroon header containing the UP seal. Below the header is a green and yellow horizontal bar. The main content area is white and contains a login form with two input fields: 'User Name' and 'Password'. Below the fields are two buttons: 'Login' and 'Cancel'.

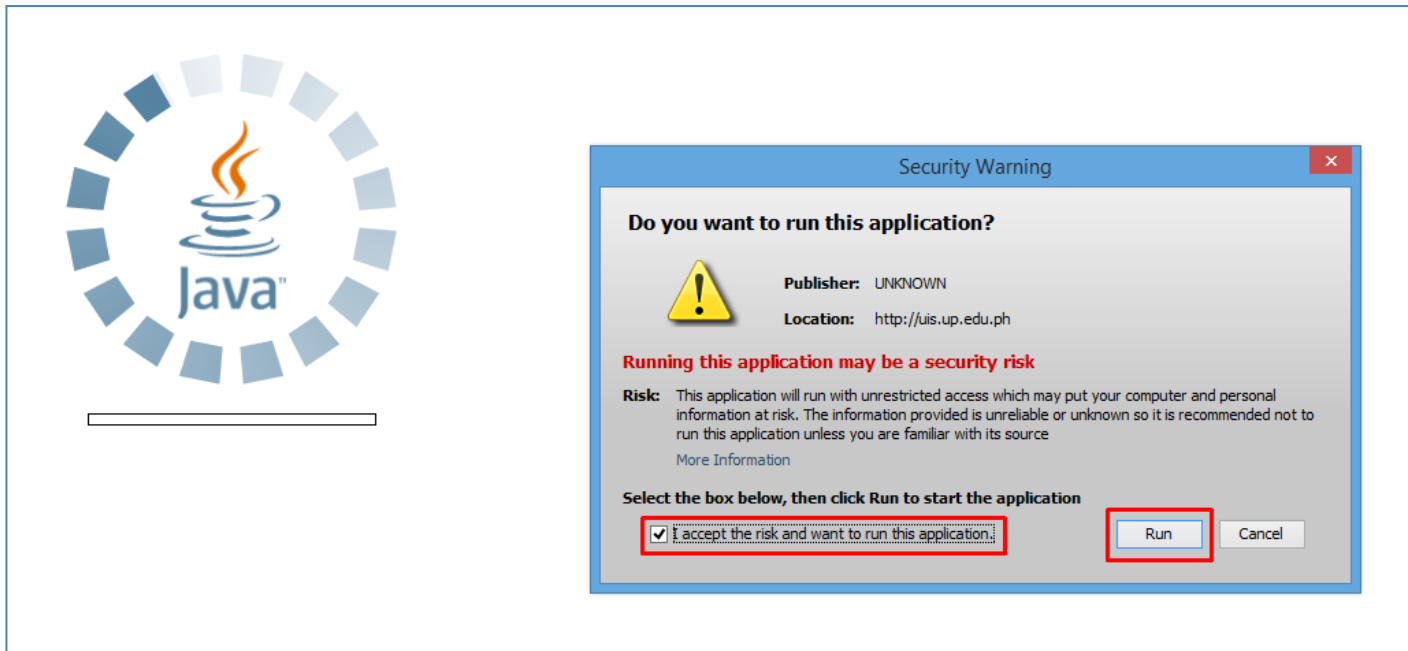
Step 1. Go to uis.up.edu.ph

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 Cash* responsibility.

Click *Receipts* then select *Receipts*.



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

The screenshot shows a software interface with a menu bar (File, Edit, View, Folder, Tools, Actions, Window, Help) and a toolbar. A 'Receipts' window is active, displaying a 'View' dropdown menu with options: Find..., Find All, Query By Example, Record, Translations..., Attachments..., Summary/Detail, and Requests (highlighted with a red box). The main window contains several input fields and sections:

- Receipt Information:** Receipt Date (27-AUG-2019), GL Date (27-AUG-2019), Maturity Date (27-AUG-2019), Functional Amount.
- Balances:** Unidentified, Applied, On Account, Unapplied, Cash Claims, Prepayments.
- Detail Section:**
 - Identify By: Trans Number
 - Customer: Name, Number, Location, Taxpayer ID
 - Earned Discounts, Unearned Discounts, Bank Charges
 - Customer Bank: Name, Account, PSON
 - Remittance Bank: Name, Branch, Account
 - Reference, Postmark Date
 - Comments (text area)
- Buttons:** Confirm... 1, Reverse... 1, Receipt History, Search and Apply, Apply.

Step 5. The **Receipts** window will appear. Click **View** then select **Requests**.

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By

Select the Number of Days to View:

Step 6. *Find Requests* window will appear, click **Submit a New Request**

Submit Request

Run this Request... Copy...

Name UP Summary of Deposit ...

Operating Unit

Parameters

Language American English Language Settings... Debug Options

At these Times... Schedule...

Run the Job As Soon as Possible

Upon Completion... Save all Output Files Burst Output

Layout UP Summary of Deposit Options...

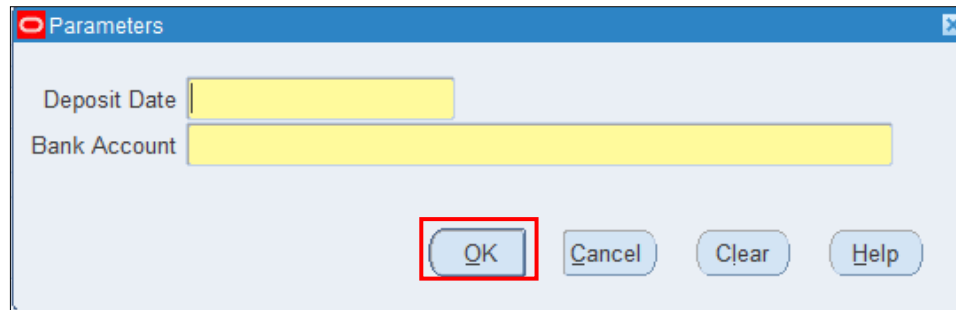
Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

Step 7. On the **Name** Field, click the **ellipsis (...)** to search for **UP Summary of Deposit**.

You may type **UP Summary of Deposit** then press **Tab** on the keyboard.



The screenshot shows a 'Parameters' dialog box with the following elements:

- Title bar: Parameters [Close]
- Input field: Deposit Date (highlighted in yellow)
- Input field: Bank Account (highlighted in yellow)
- Buttons: OK (highlighted with a red box), Cancel, Clear, Help

Step 8. Parameter window will appear.

Fill out **Deposit Date** and select the **Remittance Bank Account** then click **OK**.

Submit Request

Run this Request...

Copy...

Name: UP Summary of Deposit

Operating Unit:

Parameters: 23-AUG-2019:UPS LBP 1462-1013-64

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout: UP Summary of Deposit

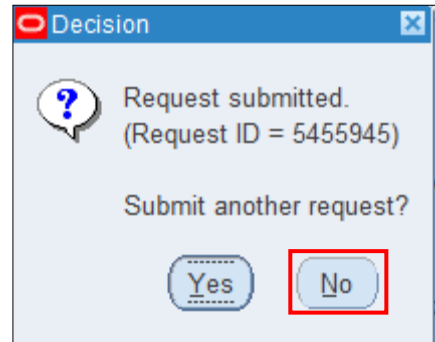
Notify:

Print to: noprint

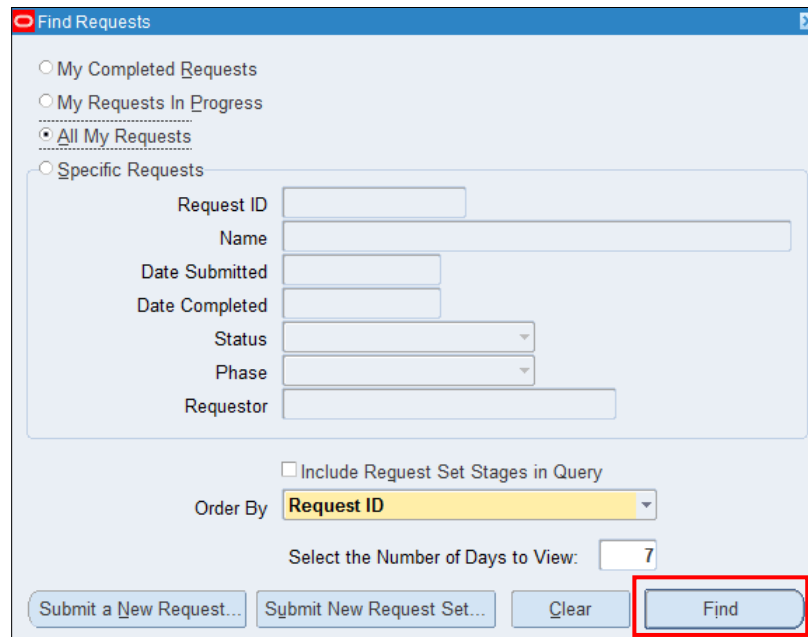
Options... Delivery Opts

Help (C) **Submit** Cancel

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



Step 9. On the decision to submit another request, click **No**



Step 10. On the **Find Requests** window, click **Find**.


Refresh Data Find Requests Submit a New Request... Submit New Request Set...
 Auto Refresh (K) Copy Single Request Copy Request Set...

Request ID	Name	Parent	Phase	Status	Parameters
5455945	UP Summary of Deposit		Completed	Normal	276, 2019/08/23 00:00:00, 215
5455944	UP Summary of Deposit		Completed	Normal	276, 2019/07/16 00:00:00, 215
5455826	UP Notice to Proceed		Completed	Normal	276, 2019/08/04 00:00:00, 291
5455816	UP Request for Quotation		Completed	Normal	283, 21568, 10019, 301, 23
5455814	UP Request for Quotation		Completed	Normal	283, 21568, 10019, 301, 23
5455813	UP Request for Quotation		Completed	Normal	276, 21568, 5, 66, 30
5455807	UP Request for Quotation		Completed	Normal	275, 21568, 109, 67, 21
5455804	UP Request for Quotation		Completed	Normal	275, 21568, 109, 67, 21
5455803	UP Request for Quotation		Completed	Normal	277, 21568, 1, 67, 25
5455801	UP Request for Quotation		Completed	Normal	283, 21568, 10019, 301, 23

Hold Request View Details... Rerun Request **View Output**
 Cancel Request Diagnostics View Log... (J)

Step 11. The **Requests** window will appear. Click **Refresh Data** until the **Phase** becomes **Completed** and **Status, Normal** then click **View Output**.

Expected Result:

 **UNIVERSITY OF THE PHILIPPINES
SYSTEM**
Diliman, Quezon City, Metro Manila, NCR
TIN: 900-864-006-00000

UP Summary of Deposit

[REDACTED]	
Transaction Date	: 23-AUG-2019
Check	: 2,520.00
Cash	: 10,000.00
Total Amount	: PHP 12,520.00
Collector's Name	: [REDACTED]

Report generated with UP eBusiness Suite Release 1.0 on September 3, 2019 11:15:29
276-21988-645345

DISCLAIMER: The screenshots in this document are for illustration purposes only and are not the same as the final user interface.