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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Last Updated:

Document Ref: FMIS User Manual – Generation of UP Summary of Deposit
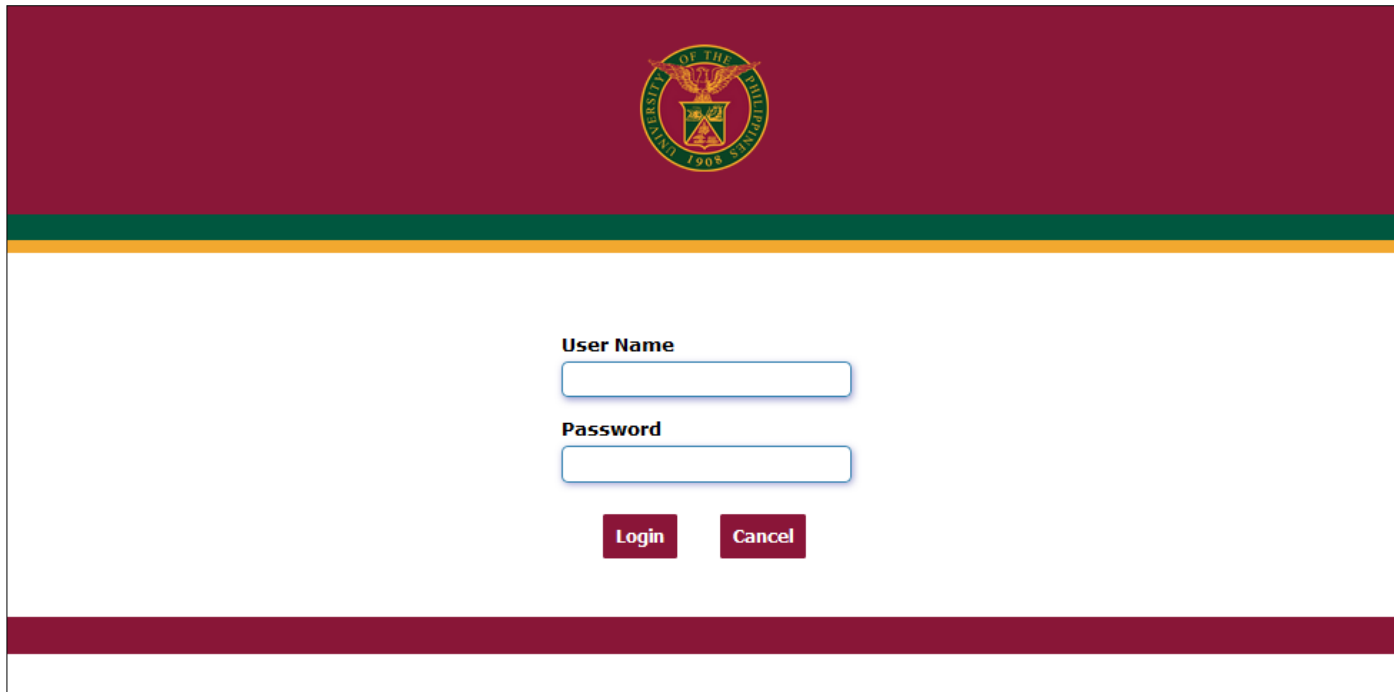
Version: 1.0

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1. DOCUMENT CONTROL

1.1 Change Record

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

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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

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Step 1. Go to *__uis.up.edu.ph__*

Step 2. Log-in your credentials (e.g. *username* and *password*)

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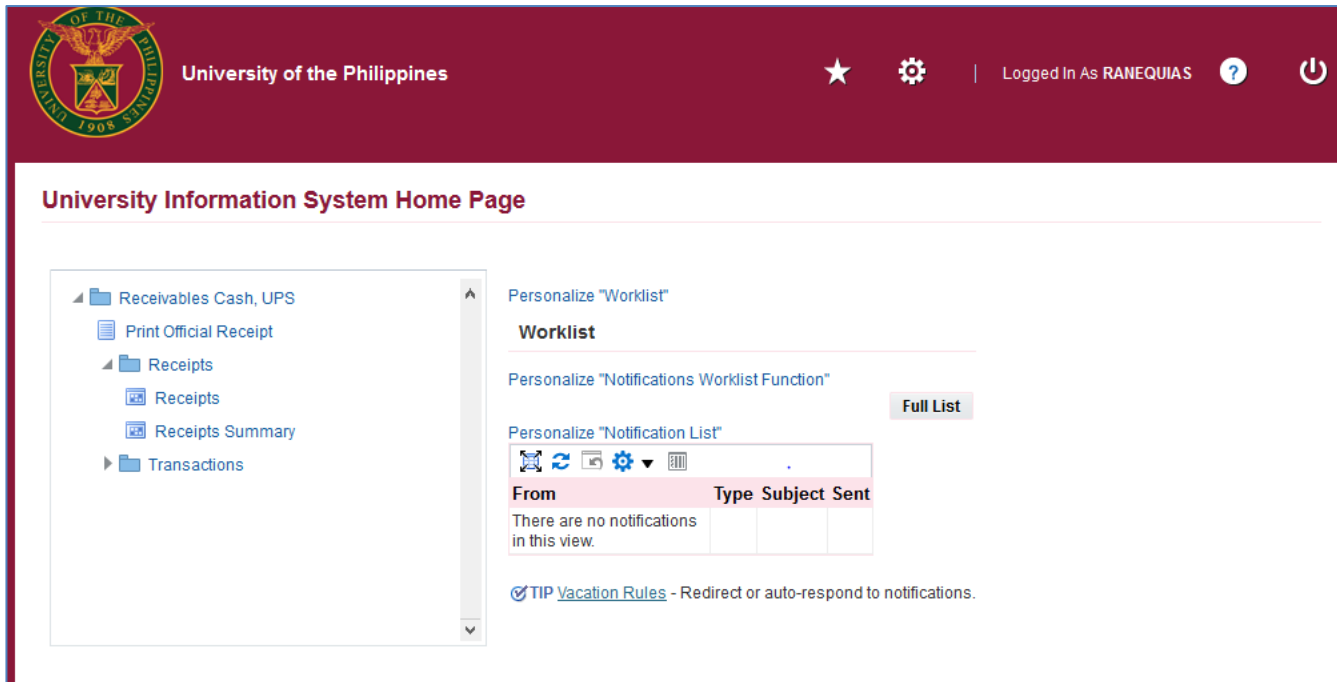
Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Receivables Cash* responsibility.

Click *Receipts* then select *Receipts.*

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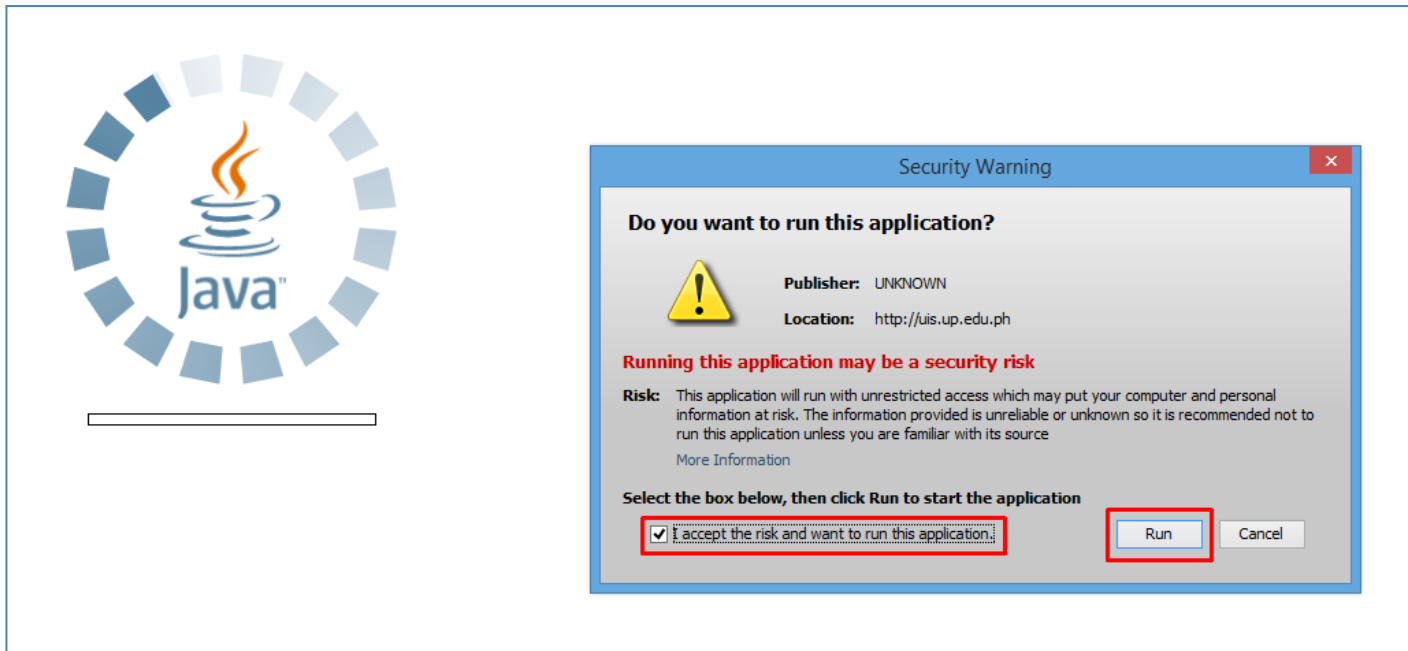
Step 4. Java application will launch with *Security Warning*, Tick the checkbox and click *Run*

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

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

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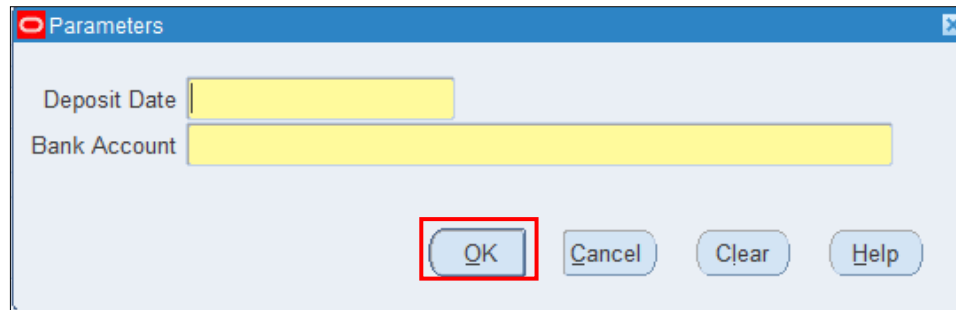
Step 7. On the *Name* Field, click the *ellipsis (...)* to search for **UP Summary of Deposit.**

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

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Step 8. *Parameter* window will appear.

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

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

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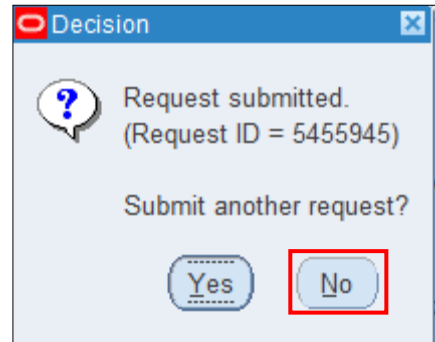
Step 9. On the decision to submit another request, click **No**

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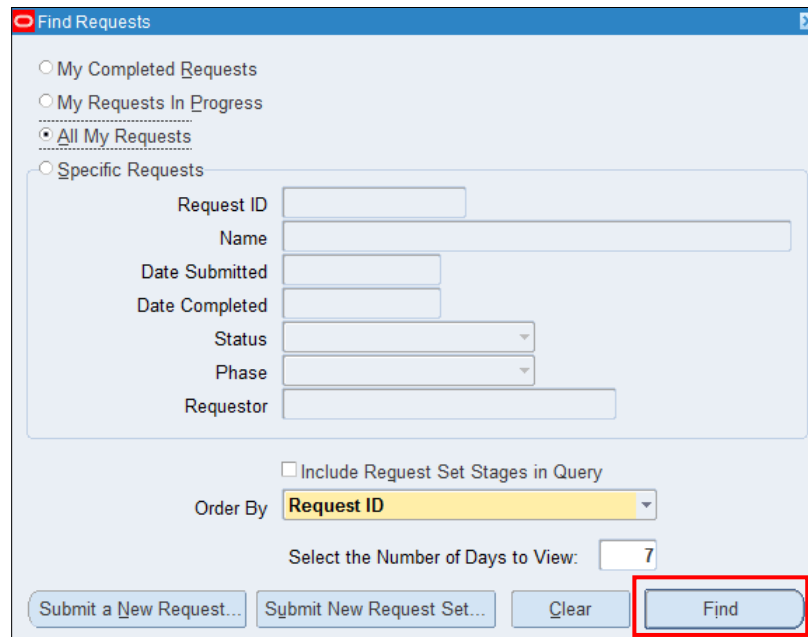
Step 10. On the **Find Requests** window, click **Find.**

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

then click *View Output*.

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Expected Result:

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

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