



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



CREATE STANDARD RECEIPT FOR A FOREIGN CURRENCY TRANSACTION



Manual ID	UM10012
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cashier
Purpose	To enter a Standard Receipt
Data Requirement	Receipt Number, Currency, Amount, Bill / Transaction Number or Bill-to-Information
Dependencies	<ul style="list-style-type: none"> • Bank Account Set-up • Bill items / Memo lines Set-up • Registered Customers • A Bill is created and is given to the customer for payment <p>*For foreign currency receipts</p> <ul style="list-style-type: none"> • <i>Currency is defined in the system.</i> • <i>Daily Rate for the currency is defined in the General Ledger Module.</i>
Scenario	Create standards receipts to record the cash collected in a particular bill.
Author	Kenex Carl Mina



*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

Accessibility: ▼

Step 1. Log in to
uis.edu.ph.

Step 2. On the FMIS Main Menu, click the **Receivables Cash Responsibility**.

A dropdown list will appear.

Main Menu

Personalize

eUP SPMS ICS Self Service

General Ledger Accountant, UPS

Payables Accountant, UPS

Payables Budget Officer, UPS

Payables Cashier, UPS

Payables DV, UPS

Payables Pre-Audit, UPS

Receivables Accountant, UPS

Receivables Billing, UPS

Receivables Cash, UPS

UP Employee Self Service

UP ICS Self Service

Worklist

Full List

From	Type	Subject	Sent
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
Salvio, Sarah "Joy"	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
SYSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
UMX Login Help		Password Reset	13-Jan-2016

✓TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Step 3. Select the **Receipts** folder.

Main Menu

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Payables DV, UPS

Payables Pre-Audit, UPS

Receivables Accountant, UPS

Receivables Billing, UPS

Receivables Cash, UPS

Print Official Receipt

Receipts

Transactions

UP Employee Self Service

UP ICS Self Service

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	UMX Login Help	Password Reset	13-Jan-2016

TIP


Vacation Rules

- Redirect or auto-respond to notifications.

TIP

Worklist Access

- Specify which users can view and act upon your notifications.



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Enterprise Search

All

Go

Search Results Display Preference

Standard

Favorites

Diagnostics

Logout

Oracle Applications Home Page

Main Menu

Personalize

+

eUP SPMS ICS Self Service

+

General Ledger Accountant, UPS

+

Payables Accountant, UPS

+

Payables Budget Officer, UPS

+

Payables Cashier, UPS

+

Payables DV, UPS

+

Payables Pre-Audit, UPS

+

Receivables Accountant, UPS

+

Receivables Billing, UPS

+

Receivables Cash, UPS

+

Print Official Receipt

+

Receipts

+

Receipts

+

Receipts Summary

+

Transactions

+

UP Employee Self Service

+

UP ICS Self Service

Worklist

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✓TIP

Vacation Rules - Redirect or auto-respond to notifications.

✓TIP

Worklist Access - Specify which users can view and act upon your notifications.

Step 4. Click **Receipts** under the Receipts folder.

The Receipts window will open.

Field Name	Description	Remarks
Receipt Method	Bank Account where Receivable Activities will be deposited OR if the collections will be remitted to Cash Office, select Cash Office.	<ul style="list-style-type: none"> • Required field • Select from List of Values
Receipt Number	Receipt number based on issued printed OR	<ul style="list-style-type: none"> • Required field • Must be a unique value
Receipt Amount	Currency and Amount received	<ul style="list-style-type: none"> • Required field • Select value of currency from the List of Values • Numeric value only for the Amount
Receipt Date	Date of Receipt	<ul style="list-style-type: none"> • Required field • Default value is current date
GL Date	Date of General Ledger entry	<ul style="list-style-type: none"> • Required field • Default value is same with Receipt Date
Functional Amount	Converted amount expressed in PHP	<ul style="list-style-type: none"> • Uses the Daily Rate in GL on the Receipt Date
Trans Number	Transaction number or Bill number	<ul style="list-style-type: none"> • Select from List of Values
Customer	Details of billed Customer	<ul style="list-style-type: none"> • Select from List of Values • Auto populated when Trans Number is entered
Comments	Comments or details of the receipt	<ul style="list-style-type: none"> • Free text


File Edit View Folder Tools Actions Window Help

Receipts (UP System : PHP)

Receipt

Receipt Method

Receipt Number

Receipt Amount **PHP** 

Receipt Type

State

Receipt Date

GL Date

Maturity Date

Functional Amount

Balances

Unidentified

Applied

On Account

Unapplied

Cash Claims

Prepayments

Main More

Detail

Identify By

Trans Number

Customer

Name

Number

Location

Taxpayer ID

Earned Discounts

Unearned Discounts

Bank Charges

Customer Bank

Name

Account

Remittance Bank

Name

Branch

Account


Reference

Postmark Date

Comments

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

Record: 1/1 ... List of Valu... <OSC>

Step 5. Change the **Currency** field by typing the desired currency or by clicking the ellipsis  button.

*If the currency of the receipt transaction is in **PHP**, proceed to **step 6**.

Receipts (UP System - PHP)

Receipt

Receipt Method Receipt Date 31-MAR-2017

Receipt Number GL Date 31-MAR-2017

Receipt Amount PHP Maturity Date 31-MAR-2017

Receipt Type Additional Amount

State

Find %

Main More

Detail

Identify By

Trans Number

Customer

Name

Number

Location

Taxpayer ID

Reference

Postmark Date

Find OK Cancel

Balances

Unidentified

Applied

On Account

Unapplied

Cash Claims

Prepayments

Customer Bank

Name

Account

Remittance Bank

Name

Branch

Account

Comments

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

Choices in list: 2

Record: 1/1 ... List of Valu... <OSC>

Currency	Description
PHP	Philippine Peso
USD	US Dollar

Select a currency
from the List of
Values, then click
OK.

File Edit View Folder Tools Actions Window Help

Receipts (JP System - PHP)

Receipt

Receipt Method: UPS TDB RF
 Receipt Number: 021017001
 Receipt Amount: USD 500.00
 Receipt Type: Miscellaneous
 State: Confirmed

Receipt Date: 10-FEB-2017
 GL Date: 10-FEB-2017
 Maturity Date:
 Functional Amount: 24,944.00

Reference

Type:
 Number:
 Customer Name:
 Customer Num:
 Location:
 Taxpayer ID:

Main More

Paid By
 Name: Juan dela Cruz

Purpose
 Activity: Various Collections
 Distribution Set:
 Tax Code:
 Tax Account:
 Description:

Tax Amount:
 Tax Rate %:

Customer Bank
 Name:
 Account:
 PSN:

Remittance Bank
 Name: Test Dollar Bank
 Branch: Test Dollar Branch
 Account: UPS TDB DOLLAR RF

Reference:
 Postmark Date:

Comments:

Confirm... 1 Reverse... 1 Receipt History Search and Apply Distributions

Record: 1/1 List of Valu... <OSC>

Step 6. Fill out all the required and applicable fields.

If the received payment is made through **CHECK**, click the Flexfield that may be found under the **Receipt** box.

The **Receipt Information** window will open.

File Edit View Folder Tools Actions Window Help

Receipts (UP System : PHP)

Receipt

Receipt Method: UPS TDB RF
Receipt Number: 15022017384
Receipt Amount: USD 16.00
Receipt Type: Standard
State: Confirmed

Receipt Date: 15-FEB-2017
GL Date: 15-FEB-2017
Maturity Date: 15-FEB-2017
Functional Amount: 798.21

Balances

Unidentified	0.00
Applied	0.00
On Account	0.00
Unapplied	16.00
Cash Claims	0.00
Prepayments	0.00

Main More

Detail

Identify By
Trans Number

Customer
Name
Number
Location
Taxpayer ID

Reference
Postmark Date

Customer Bank

Receipt Information

Check Bank
Check Number
Check Date
Cash Inflow

OK Cancel Clear Help

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

Record: 1/1 <OSC>

Fill out the applicable fields on the Receipt Information window, then click **OK**.

File Edit View Folder Tools Actions Window Help

ORACLE

Receipts (UP System : PHP)

Receipt

Receipt Method: UPS TDB RF
 Receipt Number: 15022017384
 Receipt Amount: USD 16.00
 Receipt Type: Standard
 State: Confirmed

Receipt Date: 15-FEB-2017
 GL Date: 15-FEB-2017
 Maturity Date: 15-FEB-2017
 Functional Amount: 798.21

Balances

Unidentified	0.00
Applied	0.00
On Account	0.00
Unapplied	16.00
Cash Claims	0.00
Prepayments	0.00

Main More

Document Number:
 Operating Unit: UP System
 Legal Entity: UP System

Tax Code:

Reversal

Category:
 Reason:
☐ Debit Memo Reversal
 Debit Memo:
 Type:
 Account:
 Description:

Document:
 Comments:

Remittance

☐ Bills Receivable
 Deposit Date: 31-MAR-2017
 Batch:
 Override: Don't Allow
 Bank Currency: USD

Notes Receivable

Issuer Name:
 Issue Date:
 Issuer Bank:
 Bank Branch:

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

Record: 1/1 <OSC>

Step 7. If the collection is to be deposited on a date different from the Receipt Date, click the **More** tab, then change the **Deposit Date**.

File Edit View Folder Tools Actions Window Help

Receipts (UP System : PHP)

Receipt

Receipt Method: UPS TDB RF
 Receipt Number: 15022017384
 Receipt Amount: USD 16.00
 Receipt Type: Standard
 State: Confirmed

Receipt Date: 15-FEB-2017
 GL Date: 15-FEB-2017
 Maturity Date: 15-FEB-2017
 Functional Amount: 798.21

Balances

Unidentified	0.00
Applied	0.00
On Account	0.00
Unapplied	16.00
Cash Claims	0.00
Prepayments	0.00

Main More

Detail

Identify By
 Trans Number: 384

Customer
 Name: 01Mega Market
 Number: 12345
 Location: 1189
 Taxpayer ID:

Earned Discounts: 0.00
 Unearned Discounts: 0.00
 Bank Charges:

Customer Bank


Name:
 Account:
 PSN:

Remittance Bank

Name: Test Dollar Bank
 Branch: Test Dollar Branch
 Account: UPS TDB DOLLAR RF

Reference:
 Postmark Date:

Comments:

Step 8. Click the  or press **Ctrl +S**.

Upon saving the receipt, a confirmation that the receipt has been applied and saved will appear on the lower left corner of the screen.

File Edit View Folder Tools Actions Window Help

Receipts (UP System - PHP)

Receipt

Receipt Method: UPS TDB RF
Receipt Number: 15022017384
Receipt Amount: USD 16.00
Receipt Type: Standard
State: Confirmed

Receipt Date: 15-FEB-2017
GL Date: 15-FEB-2017
Maturity Date: 15-FEB-2017
Functional Amount: 798.21

Balances

Unidentified	0.00
Applied	0.00
On Account	0.00
Unapplied	16.00
Cash Claims	0.00
Prepayments	0.00

Main More

Detail

Identify By
Trans Number: 384

Customer
Name: 01Mega Market
Number: 12345
Location: 1189
Taxpayer ID:

Earned Discounts: 0.00
Unearned Discounts: 0.00
Bank Charges:

Customer Bank
Name:
Account:
PSON:

Remittance Bank
Name: Test Dollar Bank
Branch: Test Dollar Branch
Account: UPS TDB DOLLAR RF

Reference:
Postmark Date:

Comments:

Confirm... 1 Reverse... 1 Receipt History Search and Apply **Apply**

Record: 1/1 <OSC>

Step 9. Click the **Apply** button to apply the payment to the bill/ transaction.

The Applications window will open.

File Edit View Folder Tools Actions Window Help

Receipts (UP System : PHP)

Receipt

Receipt Method: UPS TDB RF
 Receipt Number: 15022017384
 Receipt Amount: USD 16.00
 Receipt Type: Standard
 State: Confirmed

Receipt Date: 15-FEB-2017
 GL Date: 15-FEB-2017
 Maturity Date: 15-FEB-2017
 Functional Amount: 798.21

Balances

Unidentified	0.00
Applied	16.00
On Account	0.00
Unapplied	0.00
Cash Claims	0.00
Prepayments	0.00

Main More

Detail

Identify By
 Trans Number

Customer
 Name: 01Mega Market
 Number: 12345
 Location: 1189
 Taxpayer ID

Earned Discounts: 0.00
 Unearned Discounts: 0.00
 Bank Charges

Customer Bank
 Name
 Account
 PSON

Remittance Bank
 Name: Test Dollar Bank
 Branch: Test Dollar Branch
 Account: UPS TDB DOLLAR RF

Reference
 Postmark Date

Comments

Confirm... 1 Reverse... 1 Receipt History Search and Apply Apply

Step 11. Close the Application window.

Notice that the Balances block has been updated.

Step 12. To create a new receipt, press the **Down Arrow Key** of your keyboard or the **New** button



Expected Result

- A standard receipt is created and applied with the respected bill / transaction.