

### 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> <li>Bank Account Set-up</li> <li>Bill items / Memo lines Set-up</li> <li>Registered Customers</li> <li>A Bill is created and is given to the customer for payment</li> <li>*For foreign currency receipts</li> <li><i>Currency is defined in the system.</i></li> <li>Daily Rate for the currency is defined in the General Ledger Module.</li> </ul>
Scenario	Create standards receipts to record the cash collected in a particular bill.
Author	Kenex Carl Mina



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

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Oracle Applications Home Page				

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

A dropdown list will appear.

Main Menu	Worklist			
Personalize				Full List
🕀 🛅 eUP SPMS ICS Self Service	From	Туре	Subject	Sent 🔻
🕀 🛅 General Ledger Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🕀 🛅 Payables Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🕀 🗀 Pavables Budget Officer, UPS	Salvio, Sarah "Joy"	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
Payables Cashier, UPS	SYSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
Pavables DV_LIPS	SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
+ Davables Pre-Audit LIPS		UMX Login Help	Password Reset	13-Jan-2016
T Passivables Accountant LIPS	<b>TIP</b> Vacation Ru	<u>iles</u> - Redirect or	auto-respond to notifications.	
T Pasairables Piling, UDS	<b>TIP</b> Worklist Ac	<u>cess</u> - Specify wł	nich users can view and act upon your notifications.	
UP ICS Self Service				

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#### Step 3. Select the Receipts folder.

1ain Menu	Worklist			
Personalize				Full List
⊞ □ eUP SPMS ICS Self Service     ■	From	Туре	Subject	Sent 🔻
🕀 🛅 General Ledger Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🕀 🛅 Payables Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
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Pavables DV_LIPS	SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
		UMX Login Help	Password Reset	13-Jan-2016
	TIP Vacation Ru	<u>iles</u> - Redirect or <u>cess</u> - Specify wl	auto-respond to notifications. hich users can view and act upon your notifications.	
Receivables Cash, UPS     Print Official Receipt     Receipts				

Transactions
 UP Employee Self Service
 UP ICS Self Service

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Enterprise Search All	Go	Search Results Display Preference	Standard 💌		7
Oracle Applications Home Page					v

Step 4. Click Receipts under the Receipts folder.

The Receipts window will open.

	WORKISC			
Personalize				Full List
E C eUP SPMS ICS Self Service	From	Туре	Subject	Sent 🔻
🗄 🛄 General Ledger Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
E Pavables Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
E Pavables Budget Officer, UPS	Salvio, Sarah "Jo	y" HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
🗄 🗀 Pavables Cashier, UPS	SYSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
E Pavables DV LIPS	SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
		UMX Login H	Help Password Reset	13-Jan-2016
Acceivables Billing, UPS     Receivables Cash, UPS     Print Official Receipt     Receipts     Acceipts     Acceipts				
<u>Receipts</u> <u>Receipts Summary</u> Transactions				

Field Name	Description	Remarks
Receipt Method	Bank Account where Receivable Activities will be deposited <b>OR</b> if the collections will be remitted to	<ul> <li>Required field</li> <li>Select from List of Values</li> </ul>
	Cash Office, select Cash Office.	
Receipt Number	Receipt number based on issued printed OR	Required field
		Must be a unique value
Receipt Amount	Currency and Amount received	Required field
		<ul> <li>Select value of currency from the List of</li> </ul>
		Values
		<ul> <li>Numeric value only for the Amount</li> </ul>
Receipt Date	Date of Receipt	Required field
		<ul> <li>Default value is current date</li> </ul>
GL Date	Date of General Ledger entry	Required field
		<ul> <li>Default value is same with Receipt Date</li> </ul>
Functional Amount	Converted amount expressed in PHP	Uses the Daily Rate in GL on the Receipt
		Date
Trans Number	Transaction number or Bill number	<ul> <li>Select from List of Values</li> </ul>
Customer	Details of billed Customer	<ul> <li>Select from List of Values</li> </ul>
		<ul> <li>Auto populated when Trans Number is</li> </ul>
		entered
Comments	Comments or details of the receipt	Free text

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Receipts (UP System : PHP)			
Receipt Receipt Method Receipt Number Receipt Amount Receipt Type Standard State	Receipt Date 31-MAR-2017 GL Date 31-MAR-2017 Maturity Date 31-MAR-2017 Functional Amount	Balances Unidentified Applied On Account Unapplied Cash Claims Prepayments	
Main More		Customer Bank	
Identify By Trans Number	Earned Discounts	Name	
Customer Name	Bank Charges	Account	
Number Location		Remittance Bank Name Branch	
Taxpayer ID		Account	
Reference Postmark Date	Comment	s	
Confirm 1 Reverse 1	Receipt History	earch and Apply	
Record: 1/1     List of Valu	<0SC>		

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**.

Eile Edit View Folder Iools Actions Window Help	Select a currency
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Receipts (UP System : PHP)	Values, then click
Receipt       Receipt Date       31-MAR-2017         Receipt Number       GL Date       31-MAR-2017         Receipt Number       GL Date       31-MAR-2017         Receipt Type       Ownervices       Tians Number         Find %.       Customer       Customer         Main       More       Customer         Obtain       Tians Number       Find %.         Receipt Nype       Outcounts       Customer Bank         Name       Account       Name         Number       Find %.       Bank Charges       Name         Reference       Eind       QK pancel       Comments         Confirm1       Beverse1       Receipt History       Search and Apply       Applied	OK.
Choices in list: 2           Record: 1/1          List of Valu         <08C>	

Eile Edit View Folder Tools Actions Window Help	Step 6. Fill out all the
	required and
🗢 Receipts (UP System : PHP) 📃 🗖 🖬	applicable fields.
Receipt       Receipt Method       UPS TDB RF       Receipt Date       10-FEB-2017       Number         Receipt Number       021017001       GL Date       10-FEB-2017       Number       Customer Name         Receipt Amount       USD       500.00       Maturity Date       Customer Name       Customer Num         Receipt Type       Miscellaneous       *       Functional Amount       24,944.00       Location         State       Confirmed       Image: Confirmed       Image: Customer Num       Taxpayer ID	If the received payment is made through <b>CHECK</b> , click the Flexfield
Main More Paid By Name Juan dela Cruz Name	that may be found under the <b>Receipt</b> box.
Purpose       Activity       Various Collections       Account       PSON         Distribution Set       Tax Amount       PSON       Remittance Bank         Tax Code       Tax Rate %       Name       Test Dollar Bank         Tax Account       Description       Test Dollar Bank       Branch         Description       UPS TDB DOLLAR RF       Account       UPS TDB DOLLAR RF	The <b>Receipt</b> <b>Information</b> window will open.
Reference Comments Postmark Date	
Confirm1 Beverse1 Receipt History Search and Apply Distributions Record: 1/1 List of Valu <08C+	

Receipts (	UP System : PHP)								Information wir
Receipt	Receipt Method Receipt Number Receipt Arnount Receipt Type State	UPS TDB RF 15022017384 USD Standard Confirmed	16.00	Receipt Date GL Date Maturity Date Functional Amount	15-FEB-2017 15-FEB-2017 15-FEB-2017 798.21	Balances Unidentified Applied On Account Unapplied Cash Claims Prepayments	0.00 0.00 0.00 16.00 0.00 0.00		then click <b>OK.</b>
Main M	lore								
Detail	7. D.					Customer Bank			
luenti	Trans Number		O Receipt Inform	ation				×	
Custo	omer		Check Bank						
	Name		Check Number						
	Number		Check Date						
	Location		Cash Inflow						
	Taxpayer ID			(•)					
						OK D	ancel Clear (	Help	
	Reference		ι						
	Postmark Date								
	unfirm 1	Reverse	a 1	Receipt History	) (3	earch and Apply	Apply		

e Edit View Folder Tools Actions Window Help				ORACLE	Step 7. If the
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Receipts (UP System : PHP)				A	deposited on a
Receipt		Balances			different from
Receipt Method UPS TDB RF	Receipt Date 15-FEB-2017	Unidentified	0.00		Receint Date
Receipt Number 15022017384	GL Date 15-FEB-2017	Applied On Account	0.00		the Mere teb
Receipt Amount USD 16.00	Maturity Date 15-FEB-2017	Unannlied	16.00		the <b>wore</b> tab,
Receipt Type Standard -	Functional Amount 798.2	1 Cash Claims	0.00		change the <b>De</b>
State Confirmed	[	] Prepayments	0.00		Date.
/lain More					
Document Number	Tax Code	Remittance			
Operating Unit UP System		Dill's Receivab			
Legal Entity UP System		Deposit Date 31-MAR-2017			
Reversal		Batch			
Category		Bank Currency, USD			
Reason					
Debit Mama Reversal		Notes Receivable			
Dakit Mama	Document	Issuer Name			
Type	Comments	Issue Date			
Account		Issuer Bank			
Description		Bank Branch			
Confirm 1 Reverse 1	Receipt History	Search and Apply App	y )		
ecord: 1/1	<0SC>				

Receipt				Balances	0.00
Receipt Metho	d UPS TOB RF	Receipt Date	15-FEB-2017	Annlied	0.00
Receipt Numbe	r 15022017384	GL Date	15-FEB-2017	On Account	0.00
Receipt Amoun	USD 16	.00 Maturity Date	15-FEB-2017	Unapplied	16.00
Receipt Typ	e Standard	<ul> <li>Functional Amount</li> </ul>	798.21	Cash Claime	0.00
Stat	e Confirmed		[]	Prepayments	0.00
			0.00	BLOOD B	
Identify By		Earnad Discounts	0.00	Marria	
Trans Number	384	Unearned Discounts	0.00	Name	
Trans Number	384	Unearned Discounts	0.00	Account	
Trans Number Customer Name	01Mega Market	Unearned Discounts Bank Charges	0.00	Account	
Trans Number Customer Name Number	384	Unearned Discounts Bank Charges	0.00	Account PSON Remittance Bank	
Trans Number Customer Name Number Location	01Mega Market 12345 1189	Unearned Discounts Bank Charges	0.00	Account PSON Remittance Bank Name	Test Dollar Bank
Trans Number Customer Name Number Location Taxpayer ID	01Mega Market 12345 1189	Unearned Discounts Bank Charges	0.00	Account PSON Remittance Bank Name Branch	Test Dollar Bank Test Dollar Branch
Trans Number Customer Name Location Taxpayer ID	384	Unearned Discounts Unearned Discounts Bank Charges	0.00	Remittance Bank Name Branch Account	Test Dollar Bank Test Dollar Branch UPS TDB DOLLAR RF
Trans Number Customer Name Number Location Taxpayer ID	384	Unearned Discounts Bank Charges	Comments	Remittance Bank Name Branch Account	Test Dollar Bank Test Dollar Branch UPS TDB DOLLAR RF

Step 8. Click the Save button 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.

ipt				Balances	
Receipt Method	PS TDB RF	Receipt Date	15-FEB-2017	Unidentified	0.00
Receipt Number	6022017384	GL Date	15-FEB-2017	Applied	0.00
Receipt Amount US	SD 16.00	Maturity Date	15-FEB-2017	On Account	16.00
Receipt Type St	tandard +	Functional Amount	798.21	Unapplied Crash Claims	16.00
State Co	onfirmed		1-1	Cash Claims	0.00
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More					
ail				Customer Bank	
Trans Number		Earned Discounts	0.00	Name	
Trans Number	[304] [m]	Uneamed Discounts	0.00	Account	
ustomer				PRON	
Name 01M	ega Market	Bank Charges		FOON	L
Number 1234	5			Remittance Bank	Test Dollar Back
Location 1189				Reach	Test Dollar Branch
Taxpayer ID				Account	LIPS TOR DOLLAR RE
				Account	OF O TO DOLDAR RI
Reference			Comments	-	
Postmark Date					

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

The Applications window will open.

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Applic	ations - 1	5022017384										
		Customer Name	01Mega Mark	et		Unapplied		0.00				
		Customer Number	12345			On Account		0.00				
		Location	1189			Cash Claims		0.00				
		Receipt Amount	USD		6.00 Evaluation (	Prepayments		0.00				
Analia	otiona				Exchange	Gain/Loss (estimate)	L	0.00				
Applic	ations											
Apply	Saved	Apply To	Billing Num	ber Installment	Apply Date	Amount Applied	Discount	Balance Due	Trans	Customer	GLI	ī
		384		1	20-FEB-2017	16.00	0.00	0.0	USD	12345	15-F	
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		Customer Name	01Mena Market			Inapplied		0.00				
	Customer Number 12345				_	On Account						
Location 1199			On Account			0.00						
		Decoint Amount		11	6.00.3	Cash Claims		0.00				
		Receipt Amount	000		0.00	Prepayments	<u> </u>	0.00				
nolic	atione				6	xchange Gain/Loss	L	0.00				
	ations										æ	
Apply	Saved	Apply To	Billing Number	Installment	Apply Date	Amount Applied	Discount	Balance Due	Trans	Customer I	GL (	
•		384		1	20-FEB-2017	16.00	0.00	0.00	USD	12345	15-F	-

Step 10. Click the Save button or press Ctrl +S. Notice that upon saving, the check box in the Saved column has been ticked.

Elle Edit View Folder Tools Actions Window Help		Step 11. Close the
( 🛤 💊 🛯 1 🖉 😓 🍓 🦃 1 🗶 🗈 🍏 🖉 😓 🖉 🌒 Ø 🚳 1	à I ?	Application window.
Receipts (UP System : PHP)		
Receipt     Image: Confirmed     Image: Confirmed     Image: Confirmed     Receipt Date       Receipt Amount     Image: Confirmed     Image: Confirmed     Receipt Date	15-FEB-2017         Unidentified         0.00           15-FEB-2017         Applied         16.00           15-FEB-2017         On Account         0.00           15-FEB-2017         Unapplied         0.00           798.21         Cash Claims         0.00           []         Prepayments         0.00	Notice that the Balances block has been updated.
Main More		
Detail Identify By Trans Number Unearmed Discounts Unearmed Discounts	0.00 Customer Bank 0.00 Name Account	<b>Step 12.</b> To create a new receipt, press
Name     01Mega Market     Bank Charges       Number     12345       Location     1189       Taxpayer ID	PSON Remittance Bank Name Branch Account UPS TDB DOLLAR RF	the <b>Down Arrow</b> <b>Key</b> of your keyboard or the <b>New</b> button
Reference       Postmark Date       Confirm 1       Beverse 1	Comments           Search and Apply         Apply	

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