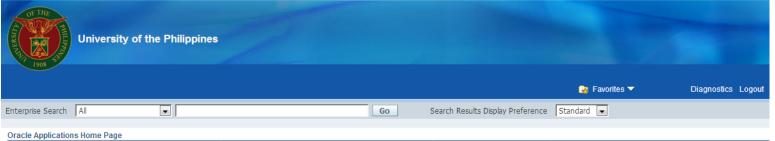


CREATE MISCELLANEOUS RECEIPT FOR A FOREIGN CURRENCY TRANSACTION

| Manual ID | UM10013 | | |
|--------------------------|---|--|--|
| Information System | Financial Management Information System (FMIS) | | |
| Functional Domain | Accounts Receivables Module | | |
| Responsibility | Receivables Cashier | | |
| Purpose | To enter a Miscellaneous Receipt | | |
| Data Requirement | Receipt Number, Currency, Amount, Invoice information, Activity / Particular | | |
| Dependencies | Bank Account Set-up Receivable Activities Set-up *For foreign currency receipts Currency is defined in the system. Daily Rate for the currency is defined in the General Ledger Module. | | |
| Scenario | Create miscellaneous receipts to record the cash collected without a particular bill. In UP, miscellaneous receipts will be used mainly to record the cash collections from the Special Collecting Officer, return of cash advances and interest income, etc. | | |
| Author | Kenex Carl Mina | | |



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



Main Menu

eUP SPMS ICS Self Service
General Ledger Accountant, UPS
Payables Accountant, UPS
Payables Budget Officer, UPS
Payables Cashier, UPS
Payables Dy, UPS
Payables Pre-Audit, UPS
Receivables Accountant, UPS

Receivables Cash, UPS

Descriptoyee Self Service

UP ICS Self Service

Personalize

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

A dropdown list will appear.

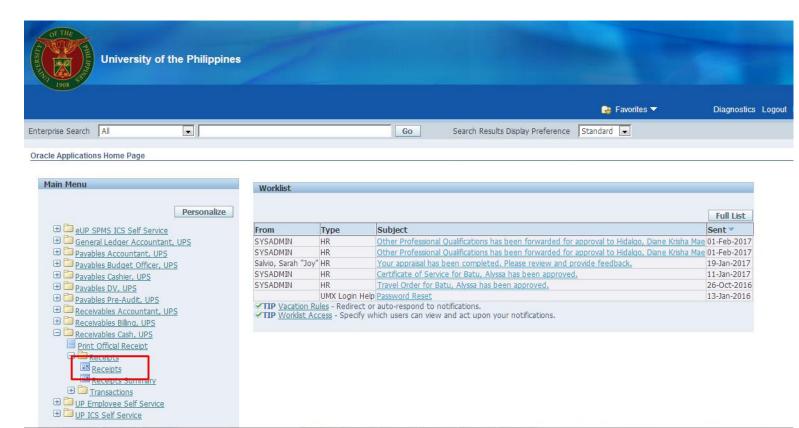
| | | | Full List |
|---------------------|----------------|--|------------|
| From | Туре | Subject | Sent▼ |
| SYSADMIN | HR | Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae | 01-Feb-201 |
| SYSADMIN | HR | Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae | 01-Feb-201 |
| Salvio, Sarah "Joy" | HR | Your appraisal has been completed. Please review and provide feedback. | 19-Jan-201 |
| SYSADMIN | HR | Certificate of Service for Batu, Alyssa has been approved. | 11-Jan-201 |
| SYSADMIN | HR | Travel Order for Batu, Alyssa has been approved. | 26-Oct-201 |
| | UMX Login Help | Password Reset | 13-Jan-201 |



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

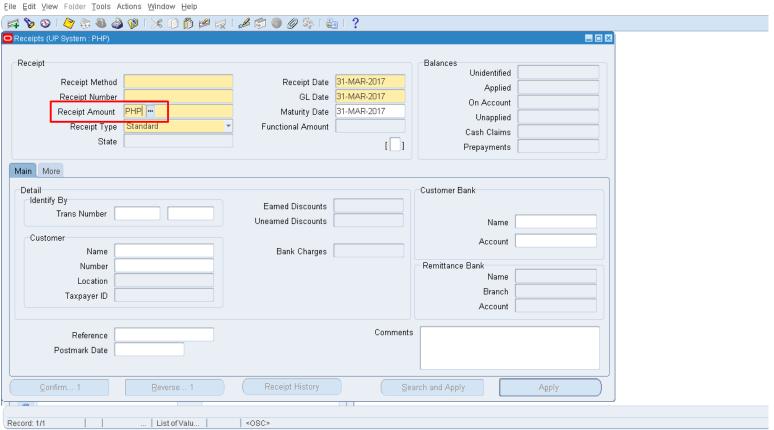


Worklist Full List From Type Subject Sent ▼ SYSADMIN Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae 01-Feb-2017 Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae 01-Feb-2017 SYSADMIN HR Salvio, Sarah "Joy" HR 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 <u>Vacation Rules</u> - 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.

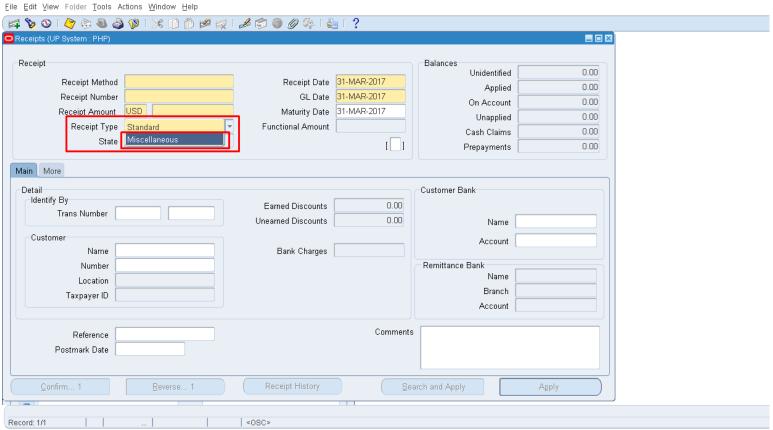


Step 5. Change the Currency field by typing the desired currency or by clicking the ellipsis button.

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

Eile Edit View Folder Tools Actions Window Help Receipt Balances Unidentified Receipt Method Receipt Date 31-MAR-2017 Applied GL Date 31-MAR-2017 Receipt Number On Account Maturity Date 31-MAR-2017 Receipt Amount Unapplied Receipt Type ctional Amount Cash Claims State [] Prepayments Find % Main More Currency Description Detail -Customer Bank US Dollar Identify By ed Discounts Trans Number ned Discounts Name Customer Account Bank Charges Name Number Remittance Bank Name Location Branch Taxpayer ID Account Comments Reference Eind ΩK _ancel Postmark Date Receipt History Apply Choices in list: 2 Record: 1/1 List of Valu. <08C>

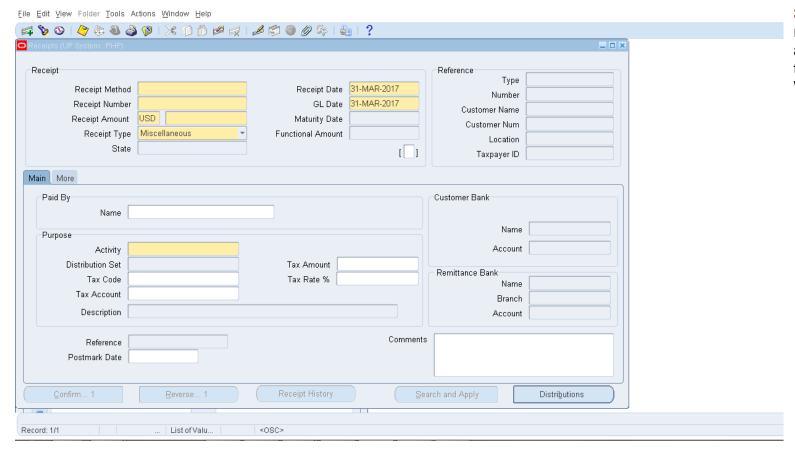
Select a currency from the List of Values, then click **OK**.



Step 6. Change the **Receipt Type** by clicking the dropdown button.

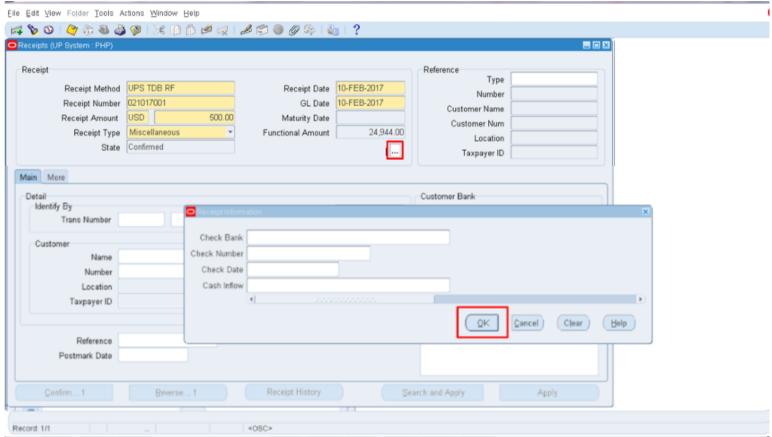
Set the Receipt Type to **Miscellaneous**.

The Main tab fields will change accordingly and the Balances box will change to Reference box.



Step 7. Fill out all the required and applicable fields in the Receipts Workbench.

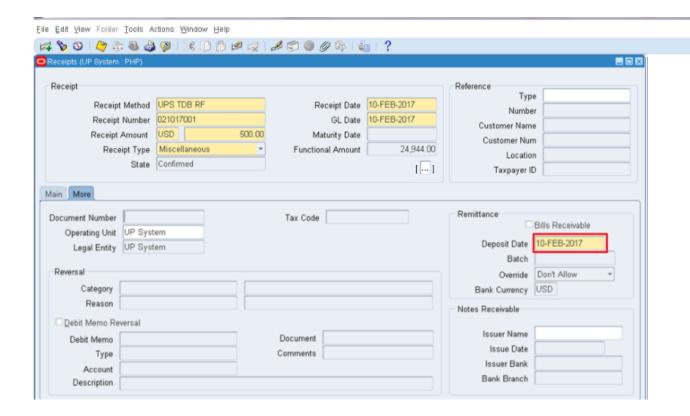
| Field Name | Description | Remarks | | |
|-------------------|--|---|--|--|
| Receipt Method | Bank Account where Receivable Activities will be deposited OR if the collections will be remitted to Cash Office, select Cash Office. | Required fieldSelect from List of Values | | |
| Receipt Number | Receipt number based on issued printed OR | Required fieldMust be a unique value | | |
| Receipt Amount | Currency and Amount received | Required field Select value of currency from the List of Values Numeric value only for the Amount | | |
| Receipt Date | Date of Receipt | Required fieldDefault value set is the current date. | | |
| GL Date | Date of General Ledger entry | Required field Default value is same as the Receipt Date. | | |
| Functional Amount | Converted amount expressed in PHP | Uses the Daily Rate in GL on the Receipt Date | | |
| Paid By: Name | Name of the Payor | Free text | | |
| Purpose: Activity | Receivable activities | Required fieldSelect from List of Values | | |
| Comments | Comments or details of the receipt | Free text | | |



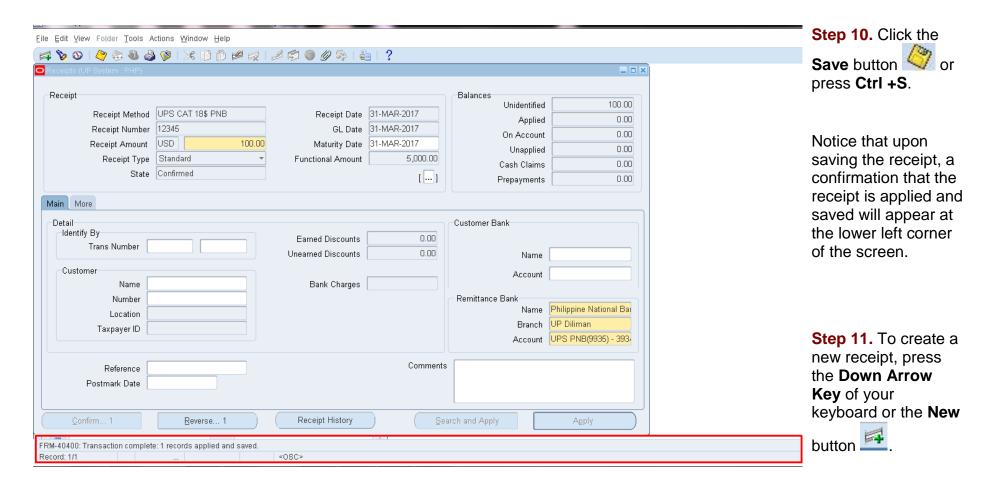
Step 8. If the received payment is made through CHECK, click the flexfield that may be found under the Receipt subsection.

The **Receipt Information** window will open.

Fill out all the applicable fields, then click **OK**.



Step 9. If the collection will be deposited on a date different from the Receipt Date, click the More tab, then change the Deposit Date.



Expected Result

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