



# University of the Philippines



# FMIS

---

**Financial Management Information System  
User Manual**



# **CREATE MISCELLANEOUS RECEIPT FOR A FOREIGN CURRENCY TRANSACTION**



<b>Manual ID</b>	UM10013
<b>Information System</b>	Financial Management Information System (FMIS)
<b>Functional Domain</b>	Accounts Receivables Module
<b>Responsibility</b>	Receivables Cashier
<b>Purpose</b>	To enter a Miscellaneous Receipt
<b>Data Requirement</b>	Receipt Number, Currency, Amount, Invoice information, Activity / Particular
<b>Dependencies</b>	<ul style="list-style-type: none"> <li>• Bank Account Set-up</li> <li>• Receivable Activities Set-up</li> </ul> <p>*For foreign currency receipts</p> <ul style="list-style-type: none"> <li>• <i>Currency is defined in the system.</i></li> <li>• <i>Daily Rate for the currency is defined in the General Ledger Module.</i></li> </ul>
<b>Scenario</b>	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.
<b>Author</b>	Kenex Carl Mina



\*User Name

(example: michael.james.smith)

\*Password

(example: 4u99v23)

Accessibility

**Step 1.** Log in to [uis.edu.ph](https://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	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae</a>	01-Feb-2017
SYSADMIN	HR	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae</a>	01-Feb-2017
Salvio, Sarah "Joy"	HR	<a href="#">Your appraisal has been completed. Please review and provide feedback.</a>	19-Jan-2017
SYSADMIN	HR	<a href="#">Certificate of Service for Batu, Alyssa has been approved.</a>	11-Jan-2017
SYSADMIN	HR	<a href="#">Travel Order for Batu, Alyssa has been approved.</a>	26-Oct-2016
	UMX Login Help	<a href="#">Password Reset</a>	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

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

+

Transactions

+

UP Employee Self Service

+

UP ICS Self Service

Worklist


Full List

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





University of the Philippines

[Favorites](#)
[Diagnostics](#)
[Logout](#)

Enterprise Search:  All 
 Search Results Display Preference:  Standard

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 Summary
- Transactions
- UP Employee Self Service
- UP ICS Self Service

Worklist

[Full List](#)

From	Type	Subject	Sent
SYSADMIN	HR	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae</a>	01-Feb-2017
SYSADMIN	HR	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae</a>	01-Feb-2017
Salvio, Sarah "Joy"	HR	<a href="#">Your appraisal has been completed. Please review and provide feedback.</a>	19-Jan-2017
SYSADMIN	HR	<a href="#">Certificate of Service for Batu, Alyssa has been approved.</a>	11-Jan-2017
SYSADMIN	HR	<a href="#">Travel Order for Batu, Alyssa has been approved.</a>	26-Oct-2016
UMX Login Help		<a href="#">Password Reset</a>	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 4.** Click **Receipts** under the Receipts folder.

The Receipts window will open.

File Edit View Folder Tools Actions Window Help

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 Standard Functional Amount

State

Balances

Unidentified

Applied

On Account

Unapplied

Cash Claims

Prepayments

Main More

Detail

Identify By

Trans Number

Earned Discounts

Unearned Discounts

Customer

Name

Number

Location

Taxpayer ID

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 Number

Receipt Amount

Receipt Type

State

Receipt Date

GL Date

Maturity Date

Additional Amount

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>

Currencies

Find%

Currency	Description
PHP	Philippine Peso
USD	US Dollar

Find

OK

Cancel

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

File Edit View Folder Tools Actions Window Help

Receipts (UP System : PHP)

Receipt

Receipt Method  Receipt Date 31-MAR-2017

Receipt Number  GL Date 31-MAR-2017

Receipt Amount USD  Maturity Date 31-MAR-2017

Receipt Type Standard  Functional Amount

State Miscellaneous

Balances

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

Main More

Detail

Identify By

Trans Number

Earned Discounts 0.00

Unearned Discounts 0.00

Customer

Name

Number

Location

Taxpayer ID

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 <OSC>

**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.

Receipts (UP System - PHP)

**Receipt**

Receipt Method  Receipt Date   
Receipt Number  GL Date   
Receipt Amount  Maturity Date   
Receipt Type  Functional Amount   
State  [ ]

**Reference**

Type   
Number   
Customer Name   
Customer Num   
Location   
Taxpayer ID

**Main** **More**

**Paid By**

Name

**Purpose**

Activity   
Distribution Set  Tax Amount   
Tax Code  Tax Rate %   
Tax Account   
Description

**Customer Bank**

Name   
Account

**Remittance Bank**

Name   
Branch   
Account

Reference  Comments   
Postmark Date

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

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

Field Name	Description	Remarks
<b>Receipt Method</b>	Bank Account where Receivable Activities will be deposited <b>OR</b> if the collections will be remitted to Cash Office, select Cash Office.	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Select from List of Values</li> </ul>
<b>Receipt Number</b>	Receipt number based on issued printed OR	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Must be a unique value</li> </ul>
<b>Receipt Amount</b>	Currency and Amount received	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Select value of currency from the List of Values</li> <li>• Numeric value only for the Amount</li> </ul>
<b>Receipt Date</b>	Date of Receipt	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Default value set is the current date.</li> </ul>
<b>GL Date</b>	Date of General Ledger entry	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Default value is same as the Receipt Date.</li> </ul>
<b>Functional Amount</b>	Converted amount expressed in PHP	<ul style="list-style-type: none"> <li>• Uses the Daily Rate in GL on the Receipt Date</li> </ul>
<b>Paid By: Name</b>	Name of the Payor	<ul style="list-style-type: none"> <li>• Free text</li> </ul>
<b>Purpose: Activity</b>	Receivable activities	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Select from List of Values</li> </ul>
<b>Comments</b>	Comments or details of the receipt	<ul style="list-style-type: none"> <li>• Free text</li> </ul>

File Edit View Folder Tools Actions Window Help

Receipts (UP 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

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>

**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**.

File Edit View Folder Tools Actions Window Help

Receipts (UP 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

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

Tax Code:

**Remittance**

☐ Bills Receivable  
 Deposit Date: 10-FEB-2017  
 Batch:  
 Override: Don't Allow  
 Bank Currency: USD

**Reversal**

Category:  
 Reason:

☐ Debit Memo Reversal

Debit Memo:  
 Type:  
 Account:  
 Description:

Document:  
 Comments:

**Notes Receivable**

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

**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**.



File Edit View Folder Tools Actions Window Help

Receipts (UP System - PHP)

Receipt

Receipt Method: UPS CAT 18\$ PNB  
 Receipt Number: 12345  
 Receipt Amount: USD 100.00  
 Receipt Type: Standard  
 State: Confirmed

Receipt Date: 31-MAR-2017  
 GL Date: 31-MAR-2017  
 Maturity Date: 31-MAR-2017  
 Functional Amount: 5,000.00

Balances

Unidentified	100.00
Applied	0.00
On Account	0.00
Unapplied	0.00
Cash Claims	0.00
Prepayments	0.00

Main More

Detail

Identify By  
 Trans Number

Customer  
 Name  
 Number  
 Location  
 Taxpayer ID

Earned Discounts: 0.00  
 Unearned Discounts: 0.00  
 Bank Charges

Customer Bank  
 Name  
 Account

Remittance Bank  
 Name: Philippine National Bank  
 Branch: UP Diliman  
 Account: UPS PNB(9935) - 393

Reference  
 Postmark Date


Comments

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

FRM-40400: Transaction complete: 1 records applied and saved.  
 Record: 1/1 <OSC>

**Step 10.** Click the  or press **Ctrl +S**.

Notice that upon saving the receipt, a confirmation that the receipt is applied and saved will appear at the lower left corner of the screen.

**Step 11.** 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.

