



Generate Transfer Order

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
09 July 2019	Julius Ermitanio	1.0	Initial

1.2 Description

Process ID	
Process Name	Generate Transfer Order
Functional Domain	Accounts Payables Module
Responsibility	Payables Cashier
Purpose	To generate Transfer Order report
Data Requirement	<ul style="list-style-type: none"> • RDA Number • Bank Name
Dependencies	<ul style="list-style-type: none"> • The Bank Account of the Payee was registered • Paid DVs with RDA Batch Number and RDA Payment method
Scenario	The Cash office will generate a transfer order report for all DVs paid under the same RDA batch number and bank file that will be submitted to the bank.



UNIVERSITY OF THE PHILIPPINES

*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

Step 1. Go to uis.up.edu.ph

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

University of the Philippines

University Information System Home Page

Navigator

Personalize

- Payables Cashier, UPS
 - View Payroll Process Results
 - Disbursement Voucher
 - Payments
 - Other
 - Concurrent
 - Requests

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			

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

Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Payables Cashier> Other*

then click the *Concurrent*.

Step 4. Click ***Submit a New Request.***

The screenshot shows the 'Find Requests' dialog box in the FMIS software. The dialog box is open over the 'Requests' window. It contains search criteria fields for Request ID, Name, Date Submitted, Date Completed, Status, Phase, and Requestor. There are also checkboxes for 'Auto Refresh' and 'Include Request Set Stages in Query'. The 'Order By' dropdown is set to 'Request ID'. The 'Select the Number of Days to View' is set to 7. At the bottom, there are buttons for 'Submit a New Request...', 'Submit New Request Set...', 'Clear', and 'Find'. The 'Submit a New Request...' button is highlighted with a red rectangle.

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request...

Copy...

Name UP Transfer Order

Operating Unit

Parameters

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files ☐ Burst Output

Layout UP Transfer Order report

Options...

Notify

Print to noprint

Delivery Opts

Help (C) Submit Cancel

Step 5. Enter **UP Transfer Order** then press Tab on keyboard.

The screenshot displays the Oracle Applications - PROD window. In the background, a 'Submit Request' dialog box is open, showing 'Name' as 'UP Transfer Order' and 'Operating Unit' as 'UPM DBP-A GENERAL FUND 101'. In the foreground, a 'Parameters' dialog box is open, containing the following fields and values:

Field	Value
RDA Batch Number	DBP-2019-07-0123
Payment Availability Date	10-JUL-2019
Bank Account Number	[Redacted]
Bank Manager/Contact	Juan Dela Cruz
Authorized Signatory 1	[Redacted]
Position	Vice Chancellor for Planning and Development
Authorized Signatory 2	[Redacted]
Position	Assistant to the Vice-Chancellor
Certified Funds Availability	[Redacted]
Payment Purpose	payment of Incentive Allowance for the months of Ju

At the bottom of the 'Parameters' dialog box are buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

Step 6. Enter the report parameters.

Then click **Ok**.

Field Name	Description	Remarks
RDA Batch Number	The number assigned by Cash Officer for the paid DV	Alphanumeric
Payment Availability Date		Date Format DD-MMM-YYY
Bank Account Number	Bank Source of Payment	List of Values (LOV)
Bank Manager/ Contact		Alphanumeric
Authorized Signatory 1 and 2		List of Values (LOV)
Position		List of Values (LOV)
Certified Funds Availability	Accounting Chief	List of Values (LOV)
Payment Purpose		Alphanumeric

Step 7. Click Submit

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request...

Copy...

Name **UP Transfer Order**

Operating Unit

Parameters DBP-2019-07-0123:10-JUL-2019

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

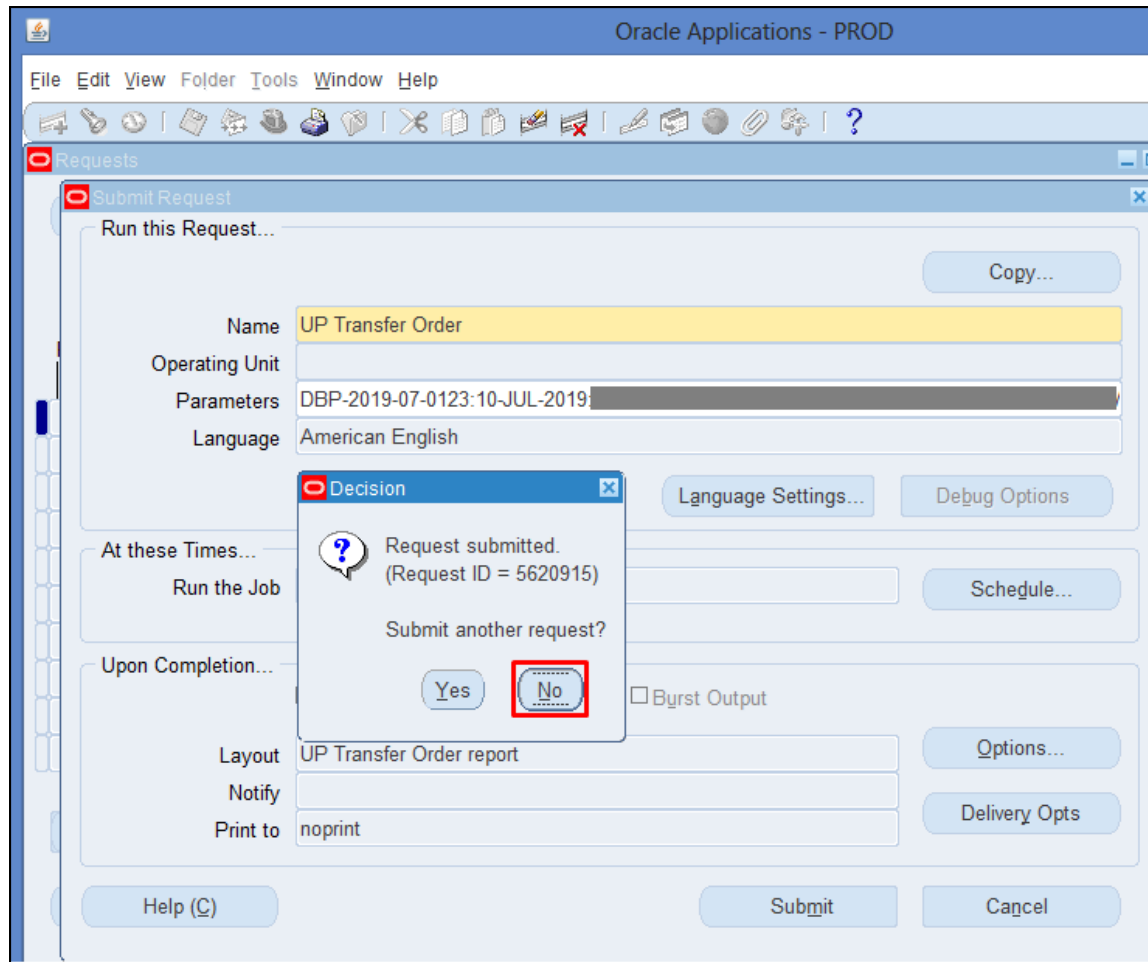
☒ Save all Output Files ☐ Byrst Output

Layout UP Transfer Order report Options...

Notify

Print to noprint Delivery Opts

Help (C) **Submit** Cancel



Step 8. Click Take note of the **Request ID** as this will serve as your reference in retrieving the report,

then click **No**.

Step 9. Select All My Requests

Then click **Find**.

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set...

☐ Auto Re

Request ID

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

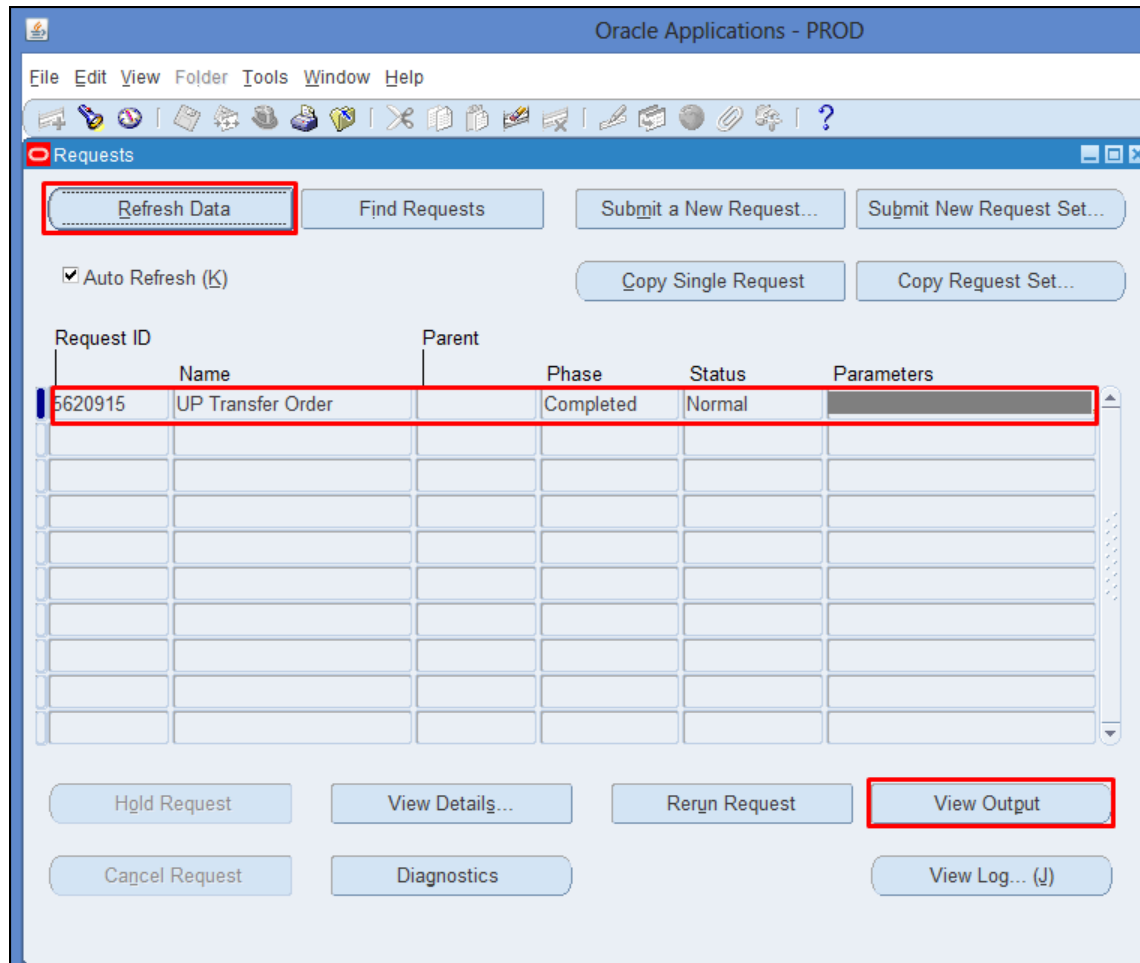
Requestor

☐ Include Request Set Stages in Query

Order By Request ID

Select the Number of Days to View: 7

Submit a New Request... Submit New Request Set... Clear Find



Step 10. Click **Refresh Data** until the **Phase - Status** of this request is **Completed - Normal**.

Select the request then click **View Output**.

UNIVERSITY OF THE PHILIPPINES
MANILA
UPS UP Information Technology Development Center
Taft Avenue, Manila, Metro Manila, NCR
TIN: 000-864-006-00

Date: July 15, 2019
To: **Development Bank of the Philippines**

Attention: **JUAN DELA CRUZ**

TO#: [REDACTED]

Please transfer from 184 Current Account no. [REDACTED] the amount of
One Thousand Two Hundred Seventy-Five & 0/100* only (1,275.00)** to the account of UPM Employees
representing payment of Honorarium for the month of March.

Name	Period Covered	Account #	Amount (Php)
	Honorarium of staff for the project entitled: Support to Publication of the Philippine Journal of Health Research and Development, for March 2019 (Prof services)	[REDACTED]	1,275.00
		Total	1,275.00

Please have the payroll available for withdrawal on July 9, 2019.

[REDACTED]
Vice Chancellor for Planning and Development

[REDACTED]
Assistant to the Vice-Chancellor

CERTIFIED FUNDS AVAILABLE

[REDACTED]
Chief Accountant

The report will be viewed in the Browser.

You may print or download the file.

Expected Result:

The Transfer Order report was generated.

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