



# 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

|                          |   |
|--------------------------|---|
| <b>Process ID</b>        |   |
| <b>Process Name</b>      | Generate Transfer Order   |
| <b>Functional Domain</b> | Accounts Payables Module  |
| <b>Responsibility</b>    | Payables Cashier  |
| <b>Purpose</b>           | To generate Transfer Order report   |
| <b>Data Requirement</b>  | <ul style="list-style-type: none"> <li>• RDA Number</li> <li>• Bank Name</li> </ul>   |
| <b>Dependencies</b>      | <ul style="list-style-type: none"> <li>• The Bank Account of the Payee was registered</li> <li>• Paid DVs with RDA Batch Number and RDA Payment method</li> </ul> |
| <b>Scenario</b>          | 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.          |



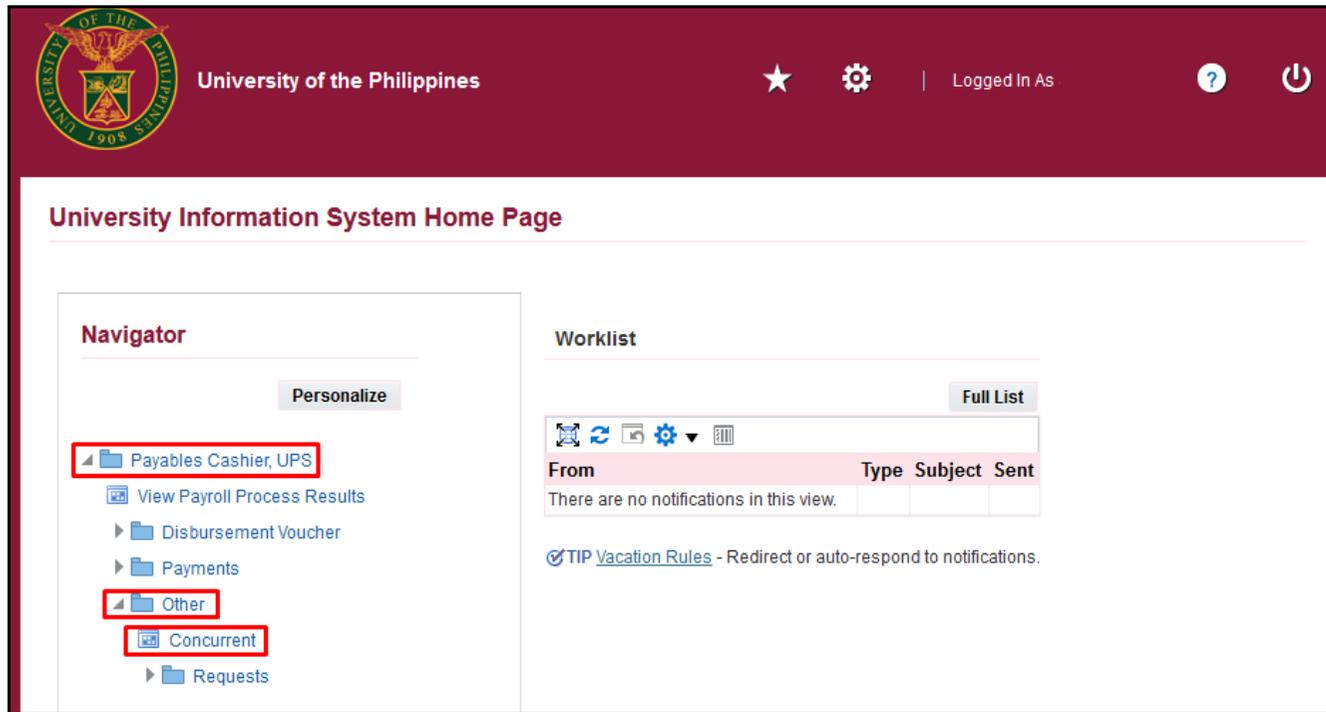
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\*User Name   
(example: JRDELACRUZ)

\*Password   
(example: Rb3A4%8c)

**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

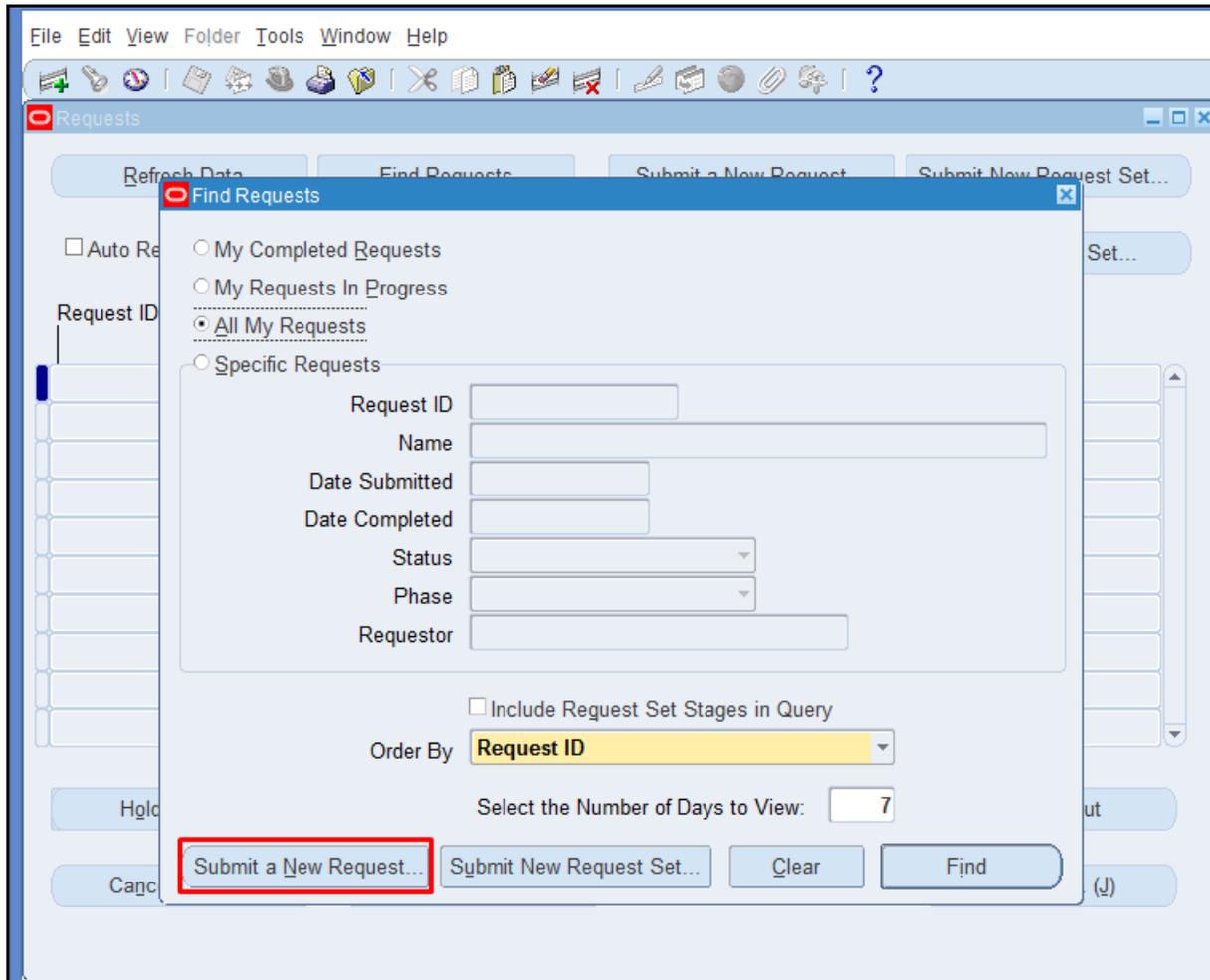
**Step 2.** Log-in your credentials  
(e.g. **username** and **password**)



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

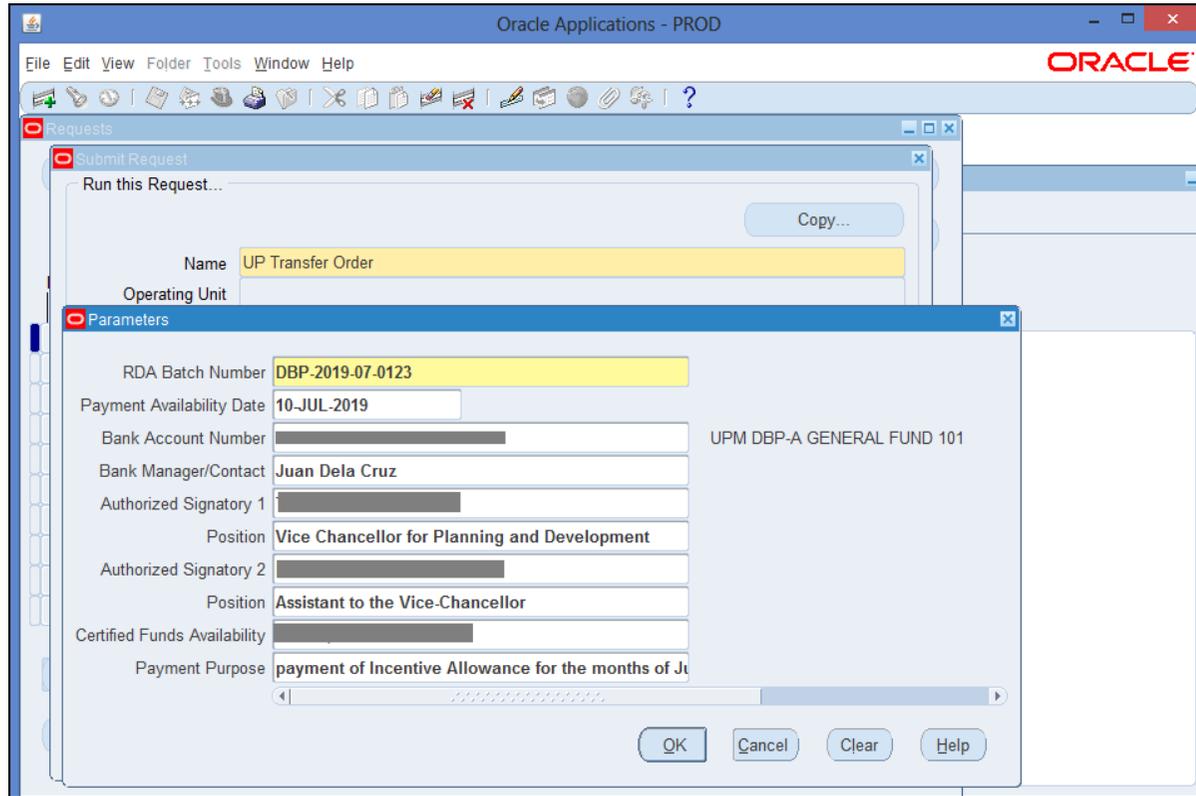
then click the **Concurrent**.

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



The screenshot shows the 'Submit Request' dialog box within the Oracle Applications - PROD environment. The dialog is titled 'Submit Request' and contains several sections for configuring a request. The 'Name' field is highlighted with a red box and contains the text 'UP Transfer Order'. Other fields include 'Operating Unit', 'Parameters', and 'Language' (set to 'American English'). There are buttons for 'Copy...', 'Language Settings...', and 'Debug Options'. The 'At these Times...' section has 'Run the Job' set to 'As Soon as Possible' and a 'Schedule...' button. The 'Upon Completion...' section has 'Save all Output Files' checked and 'Byrst Output' unchecked. There are buttons for 'Options...', 'Delivery Opts', 'Help (C)', 'Submit', and 'Cancel'.

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

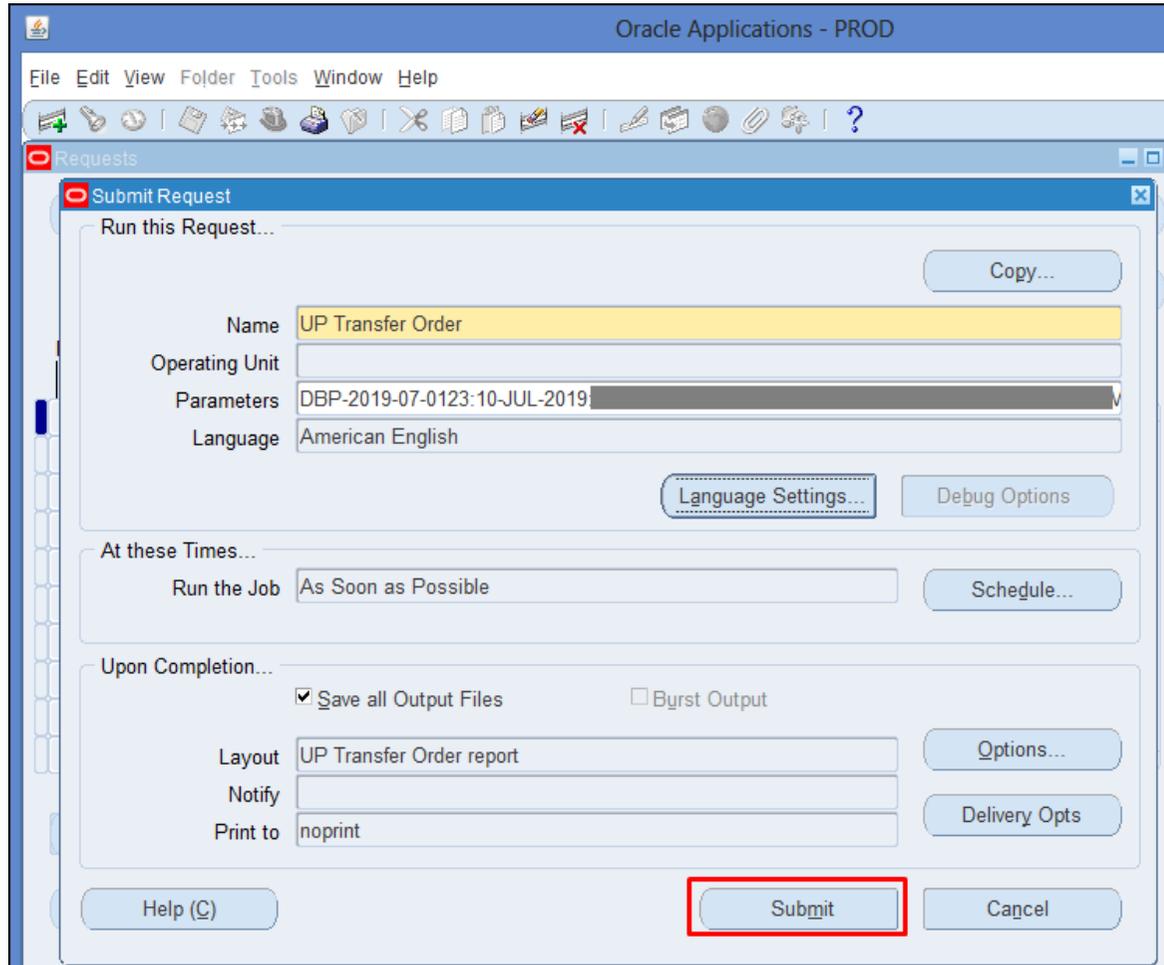


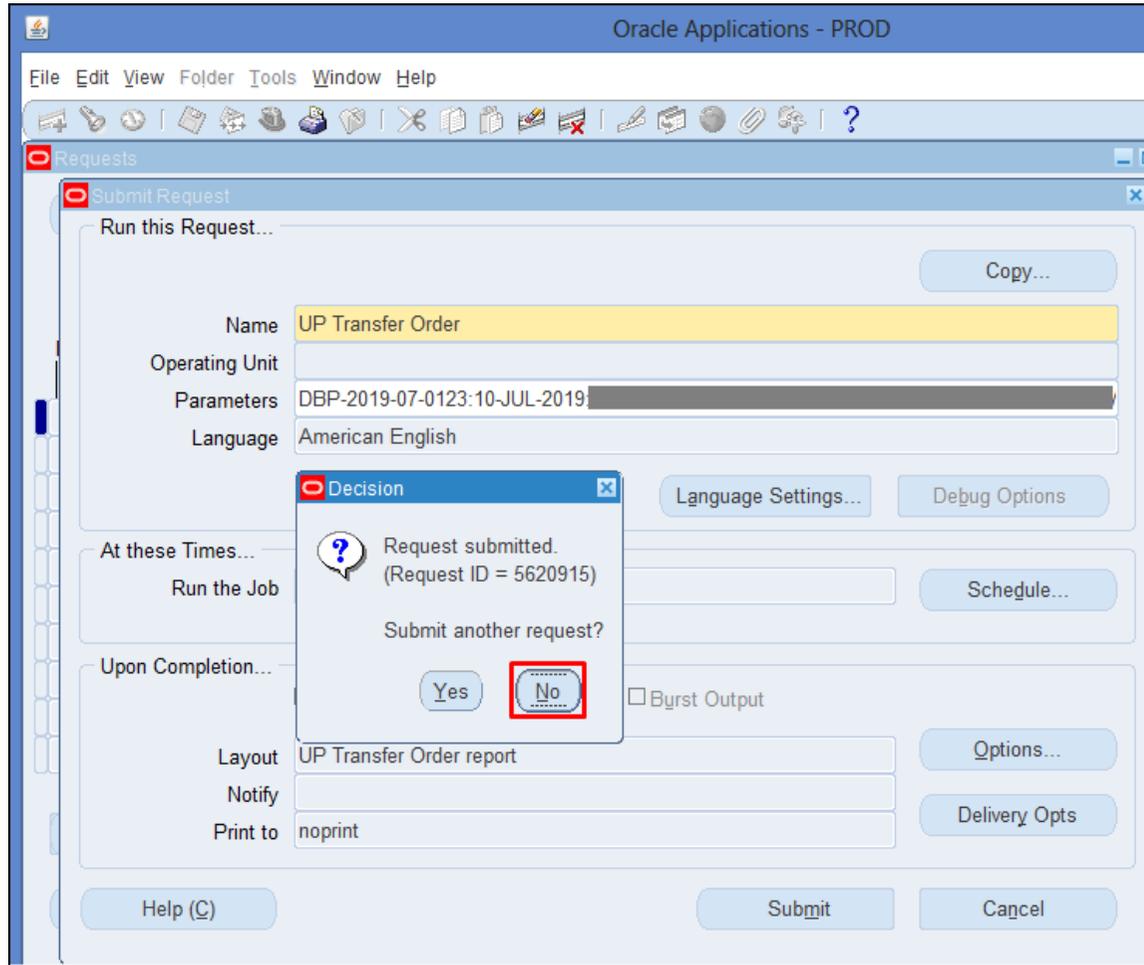
**Step 6.** Enter the report parameters.

Then click **Ok**.

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

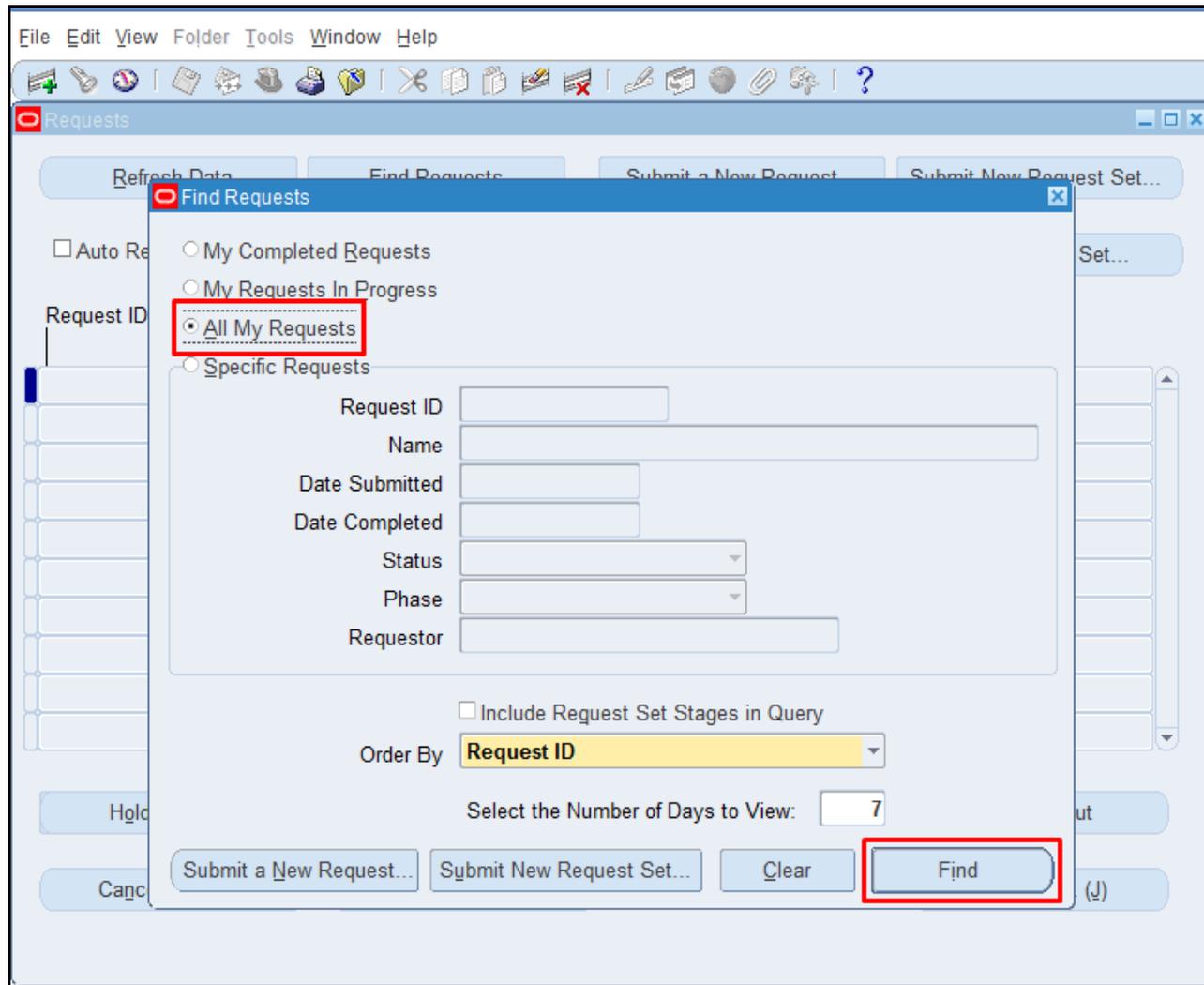
**Step 7. Click Submit**





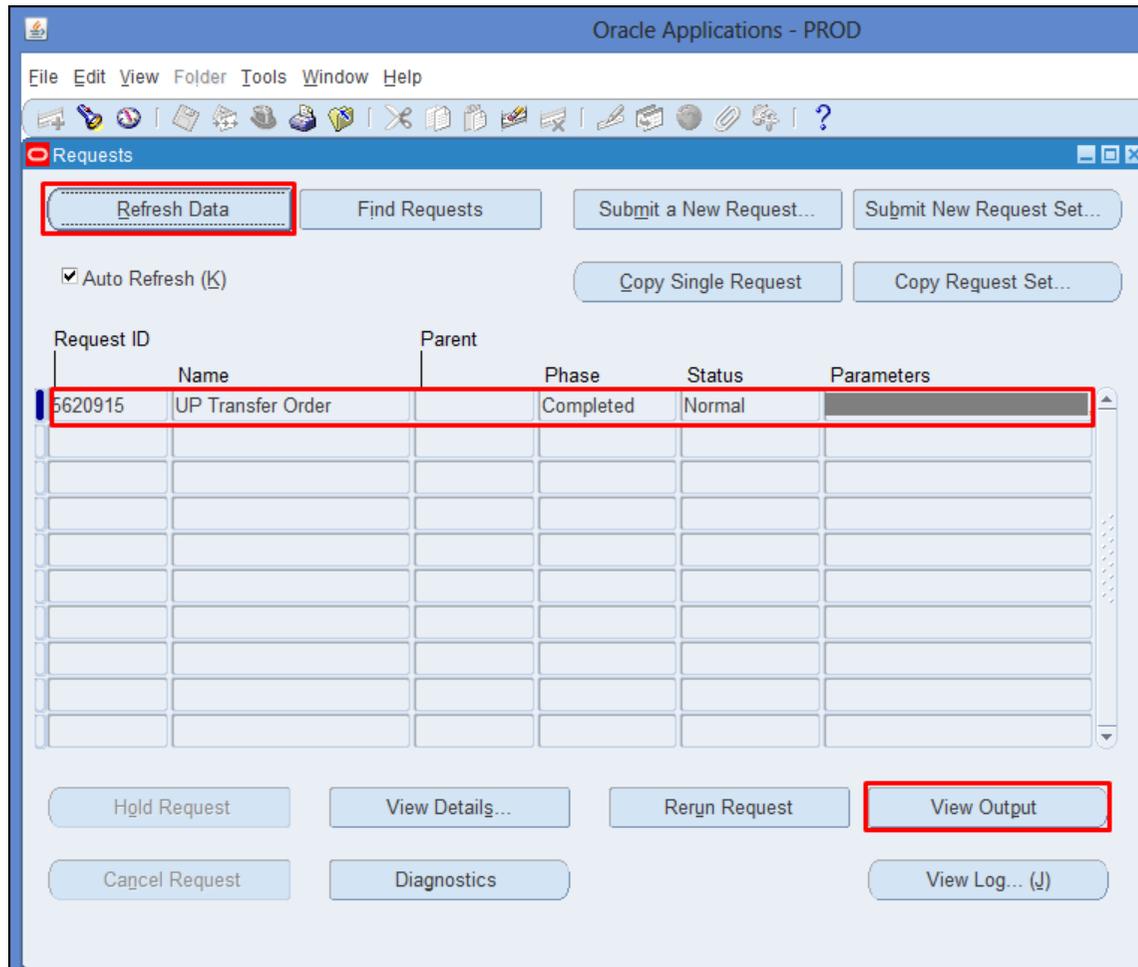
**Step 8.** Click Take note of the **Request ID** as this will serve as your reference in retrieving the report,

then click **No**.



**Step 9. Select All My Requests**

Then click **Find**.



**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

TO#: [REDACTED]

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

Attention: **JUAN DELA CRUZ**

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        |
| <b>Total</b> |   |            | <b>1,275.00</b> |

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.