



# University of the Philippines



# FMIS

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**Financial Management Information System  
User Manual**

The background features a light green gradient with abstract geometric patterns of colorful triangles and hexagons in shades of orange, yellow, green, and black, located at the top and bottom edges.

**Print Receipt Button**

# FMIS User Manual

## *Print Receipt Button Functionality*

Author: Christopher Jay F. Garbo  
Creation Date: January 17, 2018  
Last Updated: -  
Document Ref: FMIS User Manual – Print Receipt Button Functionality  
Version: 1.0

### Approvals:

Recommending Approval

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Approved

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## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
January 17, 2018	Christopher Jay F. Garbo	1.0	-

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	How to Use the Print Receipt Button
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Accounts Receivables Module
<b>Responsibility</b>	Receivables Cashier
<b>Purpose</b>	To print receipt generated in UIS on official receipt
<b>Data Requirement</b>	Receipt details: <ul style="list-style-type: none"> <li>• Receipt number</li> <li>• Name of payer / customer</li> <li>• Receipt amount</li> <li>• Receipt date</li> </ul>
<b>Dependencies</b>	A receipt is saved through the UIS Receivables module
<b>Scenario</b>	An official receipt will be issued to a payer or customer.

File Edit View Folder Tools Actions Window Help

Receipts (UP Diliman : PHP)

Receipt

Receipt Method: UPD Cash Office TF  
 Receipt Number: 3563591  
 Receipt Amount: PHP 20.00  
 Receipt Type: Miscellaneous  
 State: Reversed

Receipt Date: 03-JAN-2018  
 GL Date: 03-JAN-2018  
 Maturity Date:  
 Functional Amount: 20.00

Reference

Type:  
 Number:  
 Customer Name:  
 Customer Num:  
 Location:  
 Taxpayer ID:

Main More

Paid By

Name: DOF

Purpose

Activity: COL ONAR Trust Fund  
 Distribution Set:  
 Tax Code:  
 Tax Account:  
 Description:

Tax Amount:  
 Tax Rate %:

Reference:  
 Postmark Date:

Customer Bank

Name:  
 Account:

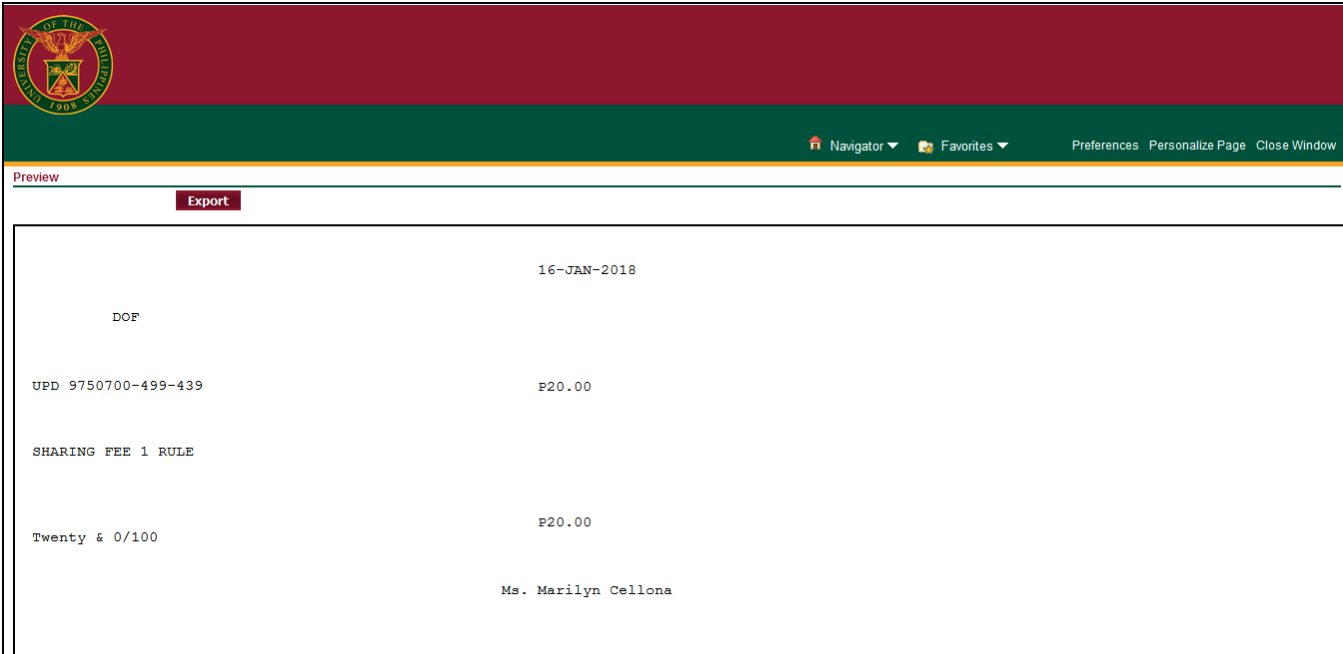
Remittance Bank

Name: UP Diliman Cash Offic  
 Branch: UP Diliman  
 Account: -

Comments: SHARING FEE 1 RULE

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

**Step 1.** After the receipt details have been entered and saved, click the **Print** icon button that can be found on the upper part of the receipt window.



**Step 2.** A new tab will appear showing the printable page of the receipt. You may print the receipt details on the official receipt by pressing **Ctrl + P** on your keyboard to proceed.

Find Receipts

Operating Unit

Receipt Numbers  -

Receipt Dates  -

GL Dates  -

Postmark Dates  -

Maturity Dates  -

Document Numbers  -

Amounts  -

Currency

State

Receipt Batch

Payment Method

Status

Type

Activity

Bills Receivable

At Risk

Remittance

Bank

Branch

Account

Batch

Method

Customer

Name

Number

Location


Taxpayer ID

Collector Name

Clear New Find

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

If you want to print a previously entered receipt in UIS, you may search the receipt details entered through the **Find** icon

() then enter the receipt number in the **Receipt Number** field, then click **Find**. (Refer to Fig. 03) Then, follow Steps 1 and 2 to proceed.

#### Result Information:

##### Expected Results

A printed receipt output has been generated.