University of the Philippines



Financial Management Information System



User Guide

Process ID	
Process Name	Printing of Official Receipts (OR)
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cashier
Purpose	To print official receipts
Data Requirement	Receipt Number
Scenario	The cashier already saved the receipt and is now ready for printing.

EP FMIS – Printing of Official Receipts

Process Steps	Process Details				
1	On the <i>Main Menu</i> , go to Receivables Cash (Refer to Fig .01) Note: If Receipts window is already open, proceed to Step 4				
Fig. 01	Receivables Cash, UPC Transactions Receipts				
2	Then click on Receipts, and then Receipts. (Refer to Fig. 02)				
Fig. 02	 Receivables Cash, UPC Transactions Receipts Receipts Receipts Summary Netting 				
3	The Receipts window will open. (Refer to Fig. 03)				
Fig. 03	Receipt (UP Cebu : PHP) Receipt Receipt Mumber Receipt Number Receipt Amount PHP Receipt Type State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State Image: State				
4	On the menu, located on the top of the screen, go to View , and then Request . (Refer to Fig. 04)				

EP FMIS – Printing of Official Receipts

	S Oracle Applications - Production Instance
	File Fult View Folder Tools Actions Window Help
	Eind
5:004	Cuan Bu Example A
Fig. 04	Guery by Example P Receipt Date 17
	Record CL Date 17
	Translations PHP Maturity Date 17
	Attachments Standard Tunctional Amount
	Rumman//Detail
	Main Requests
	The Find Request window will open, click on Submit a New Request. (Refer to Fig.
5	05)
	Requests Find Requests
	Re My Completed Requests
	Request IF OMy Requests In Progress
	⊙ <u>All My Requests</u>
	Specific Requests
	Request ID
	Name
	Date Submitted
	Date Completed
Fig. 05	Status
	Phase
	Requestor
	□ Include Reguest Set Stages in Query
	Order By Request ID
	Select the Number of Days to View: 7
	Submit a New Request
6	The Submit a New Request window will open. Choose Single Request as the type of
	request you want to run, then click on Ok . (Refer to Fig. 06)

FMIS – Printing of Official Receipts

	🖸 Submit a New F	Request	×			
	What type o	f request do you want to	o run?			
	<u>⊙ Single Re</u> This allow	Single Request This allows you to submit an individual request.				
Fig. 06	Request Set This allows you to submit a pre-defined set of requests.					
		<u>O</u> K	Cancel			
7	The Submit Requ er report. (Refer to F	est window will open. On Fig. 07)	the Name field, type in the	e name of the		
	Submit Request			Cogy		
	Name Operating Unit	UP Cebu Official Receipt (OR)				
	Parameters					
		American English				
	Language Settings Debug Optio					
	At these Times					
	Run the Job	As Soon as Possible		Schedule		
	← Upon Completion	☑ Save all Output Files				
Fig. 07	Layout	L_UP_OR_UPC_V		Options		
-	Notify					
	Print to	noprint		Delivery Opts		
	(Submit	Cancel		
·						
	CO Name of Rep					
	UP Baguio UP Baguio Official Receipt					
	UP Diliman UP Diliman Official Receipt (O					
	UP Los Banos		UP LB Official Receipt (OR)			
	UP Manila UP Manila Official Recei			t (OR)		
	UP Open U		UP OU Official Receipt (OR)			
	UP PGH		UP PGH Official Receipt (OR)			



	UP System		UP System Official Receipt (OR)		
	UP Visayas		UP Visayas Official Receipt (OR)		
	UP Visayas-Taclo	ban College	UP VTC Official Receipt (OR)		
8	After typing in the Receipt Number of 08)	name of the report, the for the receipt that needs	Parameter window wi to be printed, then clic	ll pop-up. Enter the k OK . (Refer to Fig.	
Fig. 08	Click Submit	333	K <u>C</u> ancel (C	ear <u>H</u> elp	
9	(Refer to Fig. 09)				
	Submit Request Run this Request – Name Operating Unit Parameters Language	UP Cebu Official Receipt (OR) 3333 American English	Language Settings	Cogy Debug Options	
Fig. 08	At these Times Run the Job	As Soon as Possible		Schegule	
	Upon Completion Layout Notify Print to Help (C)	Save all Output Files L_UP_OR_UPC_V noprint	Submit	Qptions Delivery Opts Cancel	
10	A Decicion window Click No . (Refer to	v will pop-up, asking if th Fig. 10)	nere is another request	to be submitted.	

C FMIS – Printing of Official Receipts

	ODecision 🛛
	Request submitted. (Request ID = 1292738)
Fig. 10	Submit another request?
	Yes No
11	Click Find. (Refer to Fig. 11)
	🖸 Find Requests 📃 🗖 🗙
	○ My Completed Requests
	○ My Requests In Progress
	● All My Requests
	○ <u>Specific Requests</u>
	Request ID
	Name
	Date Submitted
Fig. 11	Date Completed
FIG. 11	Status
	Phase
	Requestor
	□ Include Reguest Set Stages in Query
	Order By Request ID
	Select the Number of Days to View: 7
	Submit a New Request Clear Find
	The Requests window will come up. It contains all the requests the user has made.
12	Once the request for OR printing has been <i>Completed</i> with a status of <i>Normal</i> . Click

	Requests							
			5. 10					
		Iresh Data	Find Reque	sts		Sub <u>m</u> it a New Request		
	Request ID		Parent					
		Name		Phase	Status	Parameters		
	1292738	UP Cebu Official Re	ceipt (C	Completed	Normal	3333		
	1288695	UP System Official I	Receipt	Completed	Normal	122788		
	1287485	UP Cebu Official Re	ceipt (C	Completed	Normal	6565		
	1287484	UP Cebu Official Re	ceipt (C	Completed	Normal	3333		
Fig. 12	1287296	eUP Official Receipt		Completed	Normal	, 3333, , , ,		
	1286263	Open Period Balanc	es	Completed	Normal	101, 2071, DEC-15		
	1286261	Open Period Balanc	es	Completed	Normal	101, 2071, MAR-15		
	1286260	Open Period		Completed	Normal	UPC2071(PHP), 1046, 2071, 5		
	1286259	Open Encumbrance	Year	Completed	Normal	1046, 2071, Y		
	1286258	Open Period		Completed	Normal	UPC2071(PHP), 1046, 2071, 5 🖵		
				[~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		
	Hol	d Request	View Detail	<u>s</u>		View Output		
	(<u>C</u> anc	cel Request	Diagnosti	s)	(View Log		
		· · · · · · · · ·						
	The Recei	ipt that needs	to be print	ed will be	loaded of	n the Browser. Look for		
13	the print	icon on your b	prowser or	press Ctrl ·	+ P on yo	ur keyboard (Refer to		
	Fig. 13)							
	Oracle Applic	ations × http://puv	13=TEST × Oracle	Applications 🗙	FNDWRR.exe	× +		
	e 🖉 putode	ev.up.edu.ph:8005/OA CGI/F	NDWRR.exe V C	Q. Search	公自 1			
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		Getting started C Fivil	is 🔚 Supplier Registra	ition				
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		19-MAR-15						
	184							
		Student Student						
Fig. 13						■		
		UPC_Rentals	40202050 P90,0	00.00				
		- Test						
			P90,0	00.00				
	-	Nine	ty thousand & 0/100					
			Perez, Pau	I				