



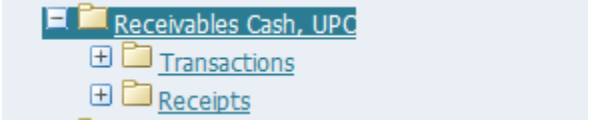
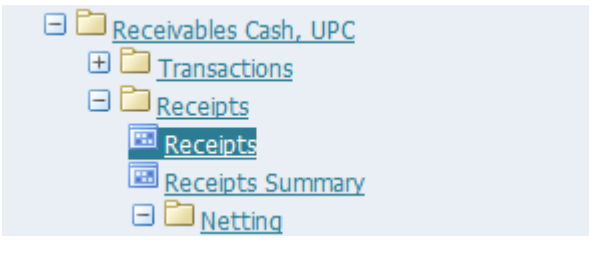
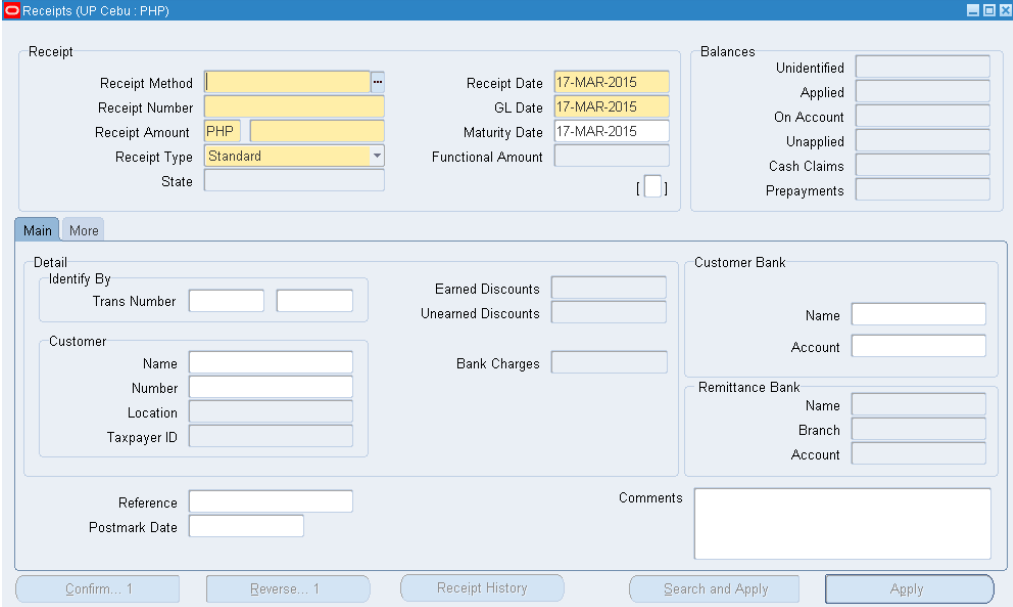
# University of the Philippines

## 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.

Process Steps	Process Details
1	On the <i>Main Menu</i> , go to <b>Receivables Cash</b> (Refer to Fig .01) Note: If <b>Receipts</b> window is already open, proceed to Step 4
Fig. 01	
2	Then click on <b>Receipts</b> , and then <b>Receipts</b> . (Refer to Fig. 02)
Fig. 02	
3	The <i>Receipts</i> window will open. (Refer to Fig. 03)
Fig. 03	
4	On the menu, located on the top of the screen, go to <b>View</b> , and then <b>Request</b> . (Refer to Fig. 04)

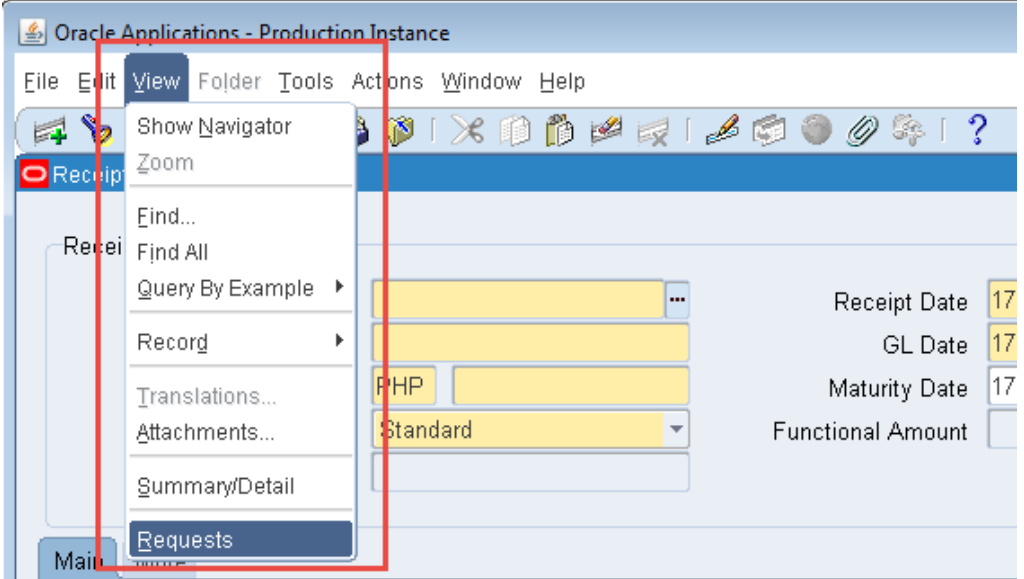
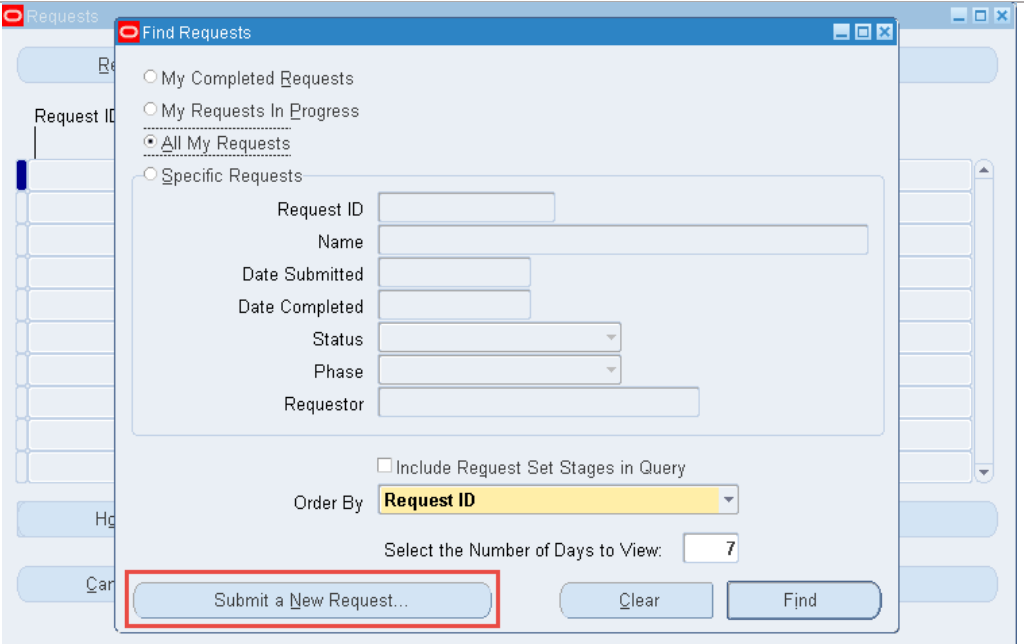
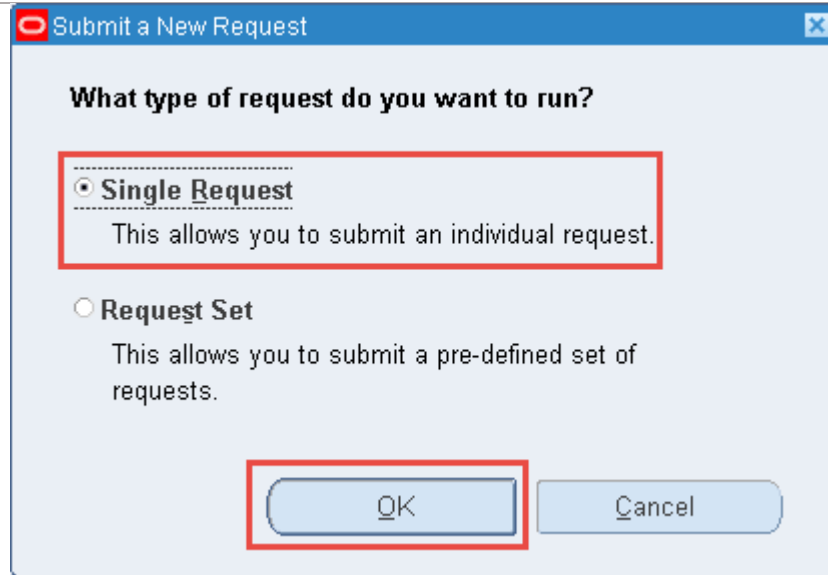
<p>Fig. 04</p>	 <p>The screenshot shows the Oracle Applications interface. The 'View' menu is open, and the 'Requests' option at the bottom is highlighted with a red box. Other menu items include Show Navigator, Zoom, Find..., Find All, Query By Example, Record, Translations..., Attachments..., and Summary/Detail. The background shows a receipt form with fields for Receipt Date, GL Date, Maturity Date, and Functional Amount.</p>
<p>5</p>	<p>The <b>Find Request</b> window will open, click on <b>Submit a New Request</b>. (Refer to Fig. 05)</p>
<p>Fig. 05</p>	 <p>The screenshot shows the 'Find Requests' window. It has radio buttons for 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (selected), and 'Specific Requests'. Below these are input fields for Request ID, Name, Date Submitted, Date Completed, Status, Phase, and Requestor. There is a checkbox for 'Include Request Set Stages in Query', an 'Order By' dropdown set to 'Request ID', and a 'Select the Number of Days to View' field set to 7. At the bottom, the 'Submit a New Request...' button is highlighted with a red box, along with 'Clear' and 'Find' buttons.</p>
<p>6</p>	<p>The <b>Submit a New Request</b> window will open. Choose <b>Single Request</b> as the type of request you want to run, then click on <b>Ok</b>. (Refer to Fig. 06)</p>

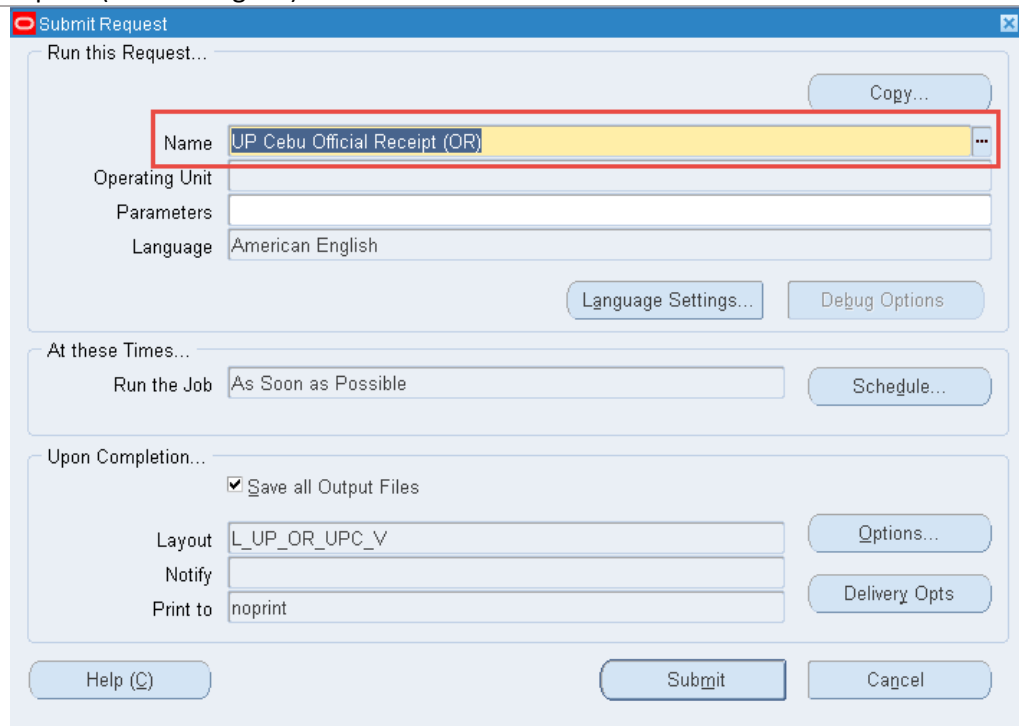
Fig. 06



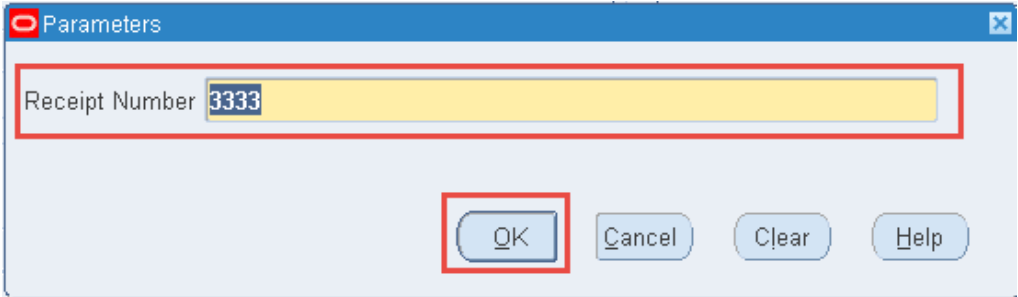
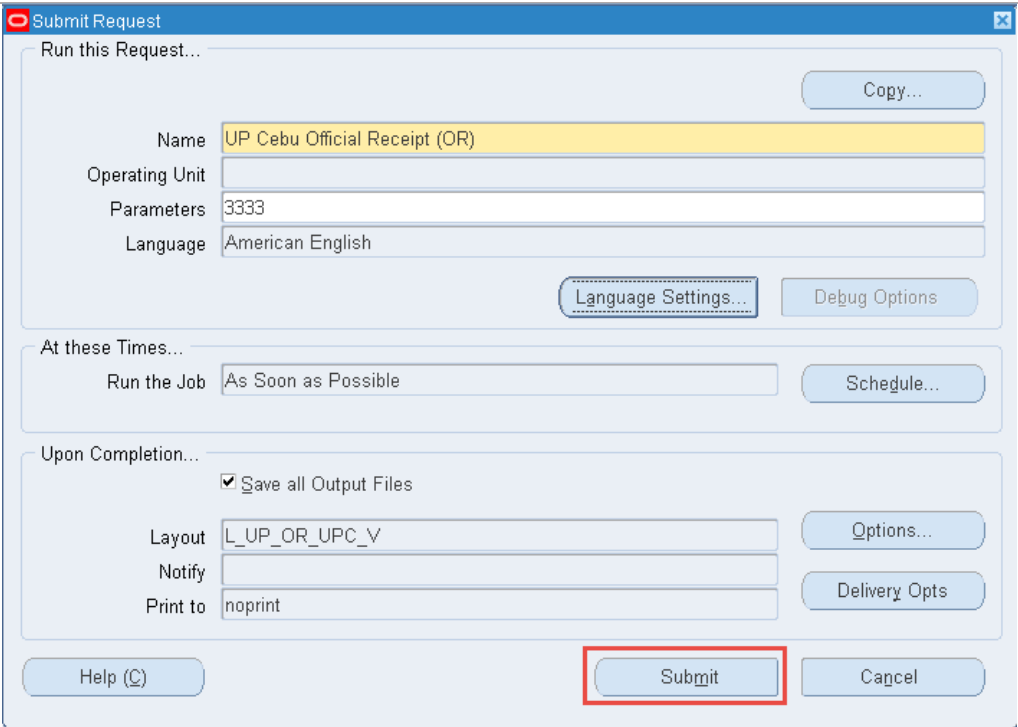
7

The **Submit Request** window will open. On the **Name** field, type in the name of the report. (Refer to Fig. 07)

Fig. 07



CU	Name of Report
UP Baguio	UP Baguio Official Receipt (OR)
UP Cebu	UP Cebu Official Receipt (OR)
UP Diliman	UP Diliman Official Receipt (OR)
UP Los Banos	UP LB Official Receipt (OR)
UP Manila	UP Manila Official Receipt (OR)
UP Open U	UP OU Official Receipt (OR)
UP PGH	UP PGH Official Receipt (OR)

	<table border="1"> <tr> <td>UP System</td> <td>UP System Official Receipt (OR)</td> </tr> <tr> <td>UP Visayas</td> <td>UP Visayas Official Receipt (OR)</td> </tr> <tr> <td>UP Visayas-Tacloban College</td> <td>UP VTC Official Receipt (OR)</td> </tr> </table>	UP System	UP System Official Receipt (OR)	UP Visayas	UP Visayas Official Receipt (OR)	UP Visayas-Tacloban College	UP VTC Official Receipt (OR)
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UP Visayas-Tacloban College	UP VTC Official Receipt (OR)						
8	After typing in the name of the report, the <b>Parameter</b> window will pop-up. Enter the <b>Receipt Number</b> of the receipt that needs to be printed, then click <b>OK</b> . (Refer to Fig. 08)						
Fig. 08							
9	Click <b>Submit</b> . (Refer to Fig. 09)						
Fig. 08							
10	A <b>Decision</b> window will pop-up, asking if there is another request to be submitted. Click <b>No</b> . (Refer to Fig. 10)						

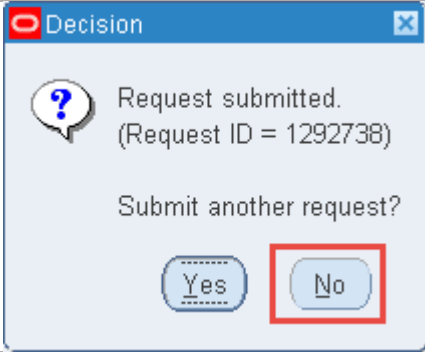
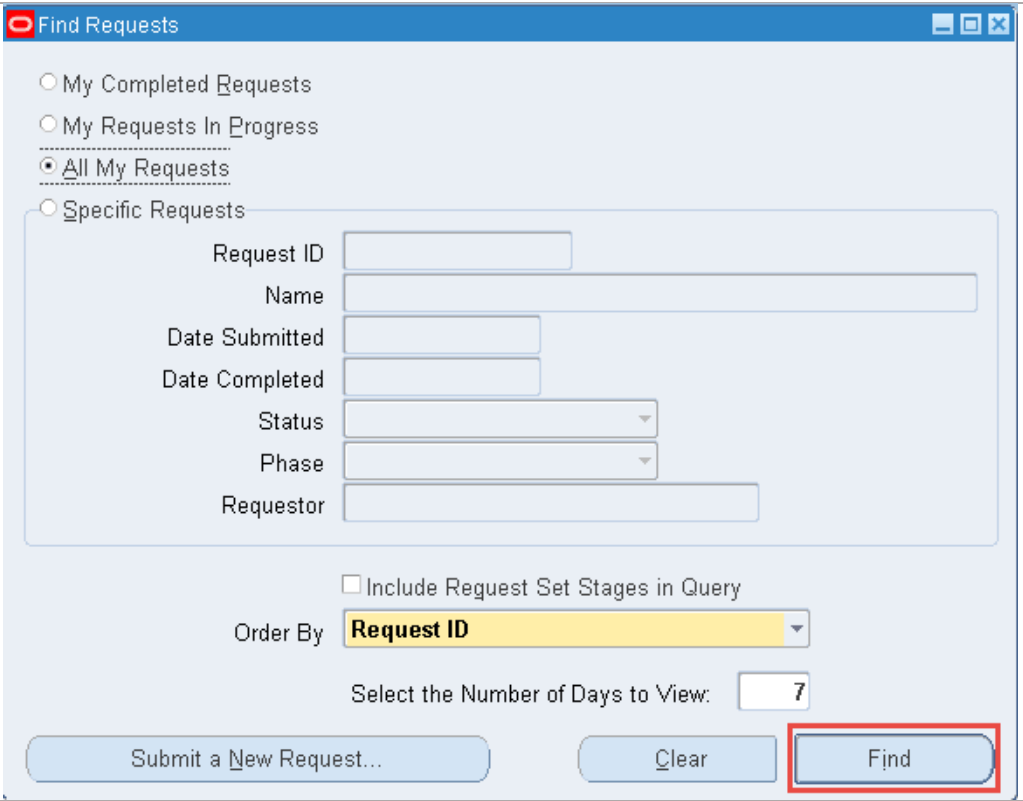
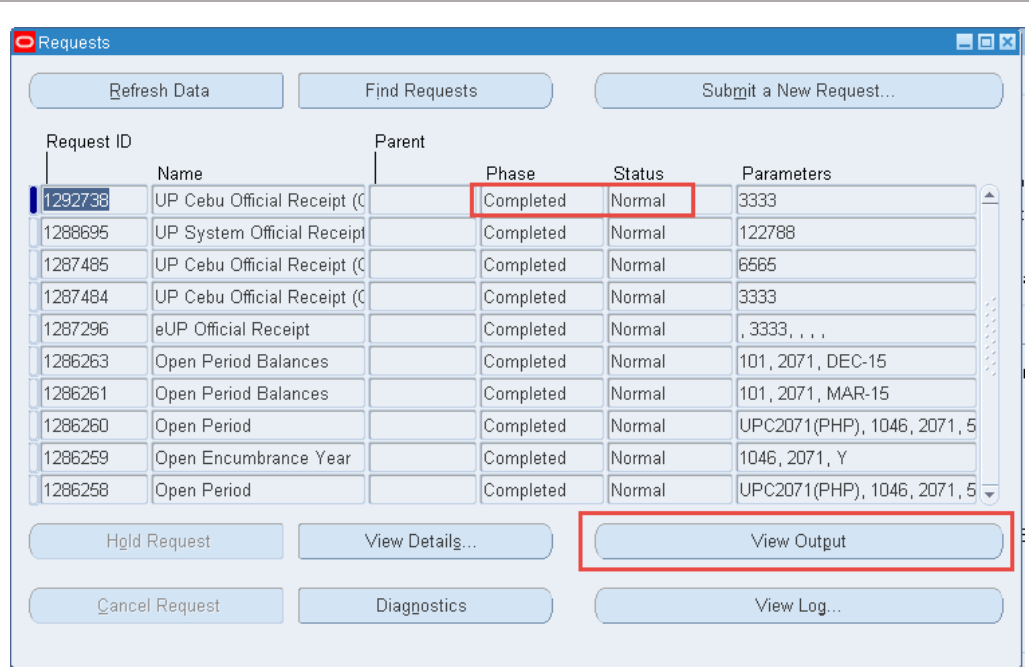
<p>Fig. 10</p>	
<p>11</p>	<p>Click <b>Find</b>. (Refer to Fig. 11)</p>
<p>Fig. 11</p>	
<p>12</p>	<p>The <b>Requests</b> window will come up. It contains all the requests the user has made. Once the request for OR printing has been <i>Completed</i> with a status of <i>Normal</i>. Click on <b>View Output</b>. (Refer to Fig. 12)</p>

Fig. 12



13

The Receipt that needs to be printed will be loaded on the Browser. Look for the print icon on your browser or press **Ctrl + P** on your keyboard (Refer to Fig. 13)

Fig. 13

