



University of the Philippines

Financial Management Information System



User Guide

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|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Process ID | |
| Process Name | Running of Remittances |
| Information System | Financial Management Information System |
| Functional Domain | Accounts Receivables Module |
| Responsibility | Receivables Accountant |
| Purpose | Remit receipts to Bank Account |
| Data Requirement | <ul style="list-style-type: none">• Receipt Number• Deposit Slip |
| Dependencies | Report of Collections and Deposit |
| Scenario | Report of Collections and Deposit have been submitted to the Accounting Office complete with Official Receipt duplicates and Deposit Slip |

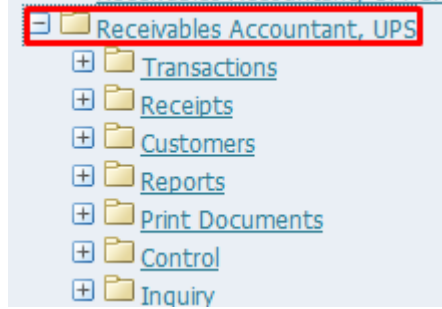
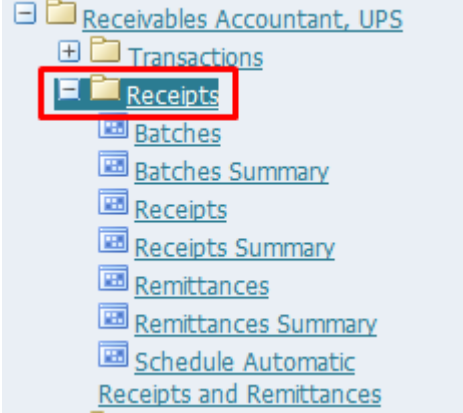
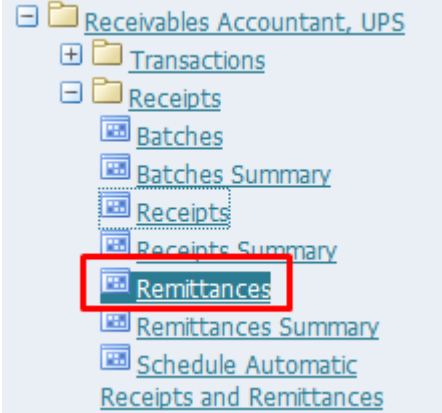
| Process Steps | Process Details |
|---------------|---------------------------------------------------------------------------------------------------------|
| 1 | From HOME proceed to Main Menu and click Receivables Accountant (Refer to Fig .01) |
| Fig. 01 |  |
| 2 | Click on Receipts (Refer to Fig. 02) |
| Fig. 02 |  |
| 3 | Then click on Remittances inside the <i>Receipts</i> folder (Refer to Fig. 03) |
| Fig. 03 |  |
| 4 | The Remittances window will open. Fill-up the necessary fields (Refer to Fig. 04) |

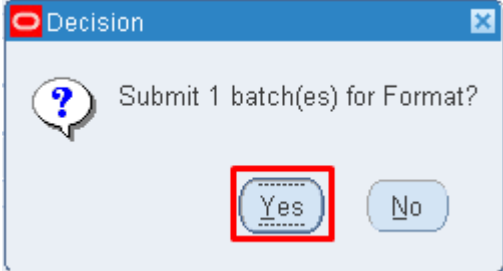
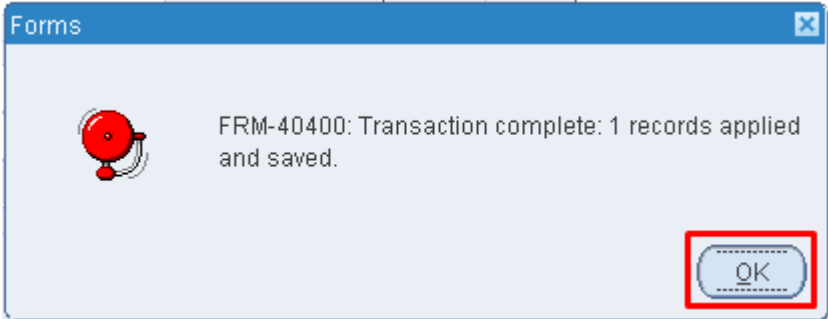
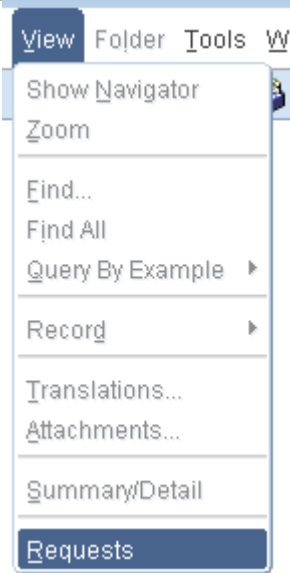
Fig. 04

| Field Name | Description | Remarks |
|----------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------|
| Batch Type | 'Remittance' | <ul style="list-style-type: none"> • Autopopulated, no need to change value |
| Currency | 'PHP' | <ul style="list-style-type: none"> • Autopopulated, no need to change value |
| Dates – Batch | Select appropriate date | <ul style="list-style-type: none"> • DD-MMM-YYYY |
| Dates – GL | Select appropriate date | <ul style="list-style-type: none"> • DD-MMM-YYYY |
| Remittance Method | 'Standard' | <ul style="list-style-type: none"> • Autopopulated, no need to change value |
| Remittance – Bank, Branch and Account Number | Bank Account where collections were deposited | <ul style="list-style-type: none"> • Select from List of Values |
| Comment | Any additional remarks | <ul style="list-style-type: none"> • Optional |

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After filling-up the necessary fields, click on **Auto Create**. (Refer to Fig. 05)

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| <p>Fig. 05</p> | |
| <p>6</p> | <p>The Create Remittance Batch window will open. Type in the Receipt Series to be remitted under the Receipt Number field, put a check on the check boxes under Actions – Create, Approve, and Format. Click OK (Refer to Fig. 06)</p> |
| <p>Fig. 06</p> | |
| <p>7</p> | <p>A Decision window will pop-up, click on OK (Refer to Fig. 07)</p> |

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| <p>Fig. 07</p> |  |
| <p>8</p> | <p>A notification will be shown once the transaction is complete. Click on OK (Refer to Fig. 08)</p> |
| <p>Fig. 08</p> |  |
| <p>9</p> | <p>Check if the auto remittance program has finished executing by going to View and then Requests (Refer to Fig. 09)</p> |
| <p>Fig. 09</p> |  |
| <p>10</p> | <p>The Find Request window will open, click on Find (Refer to Fig. 10)</p> |

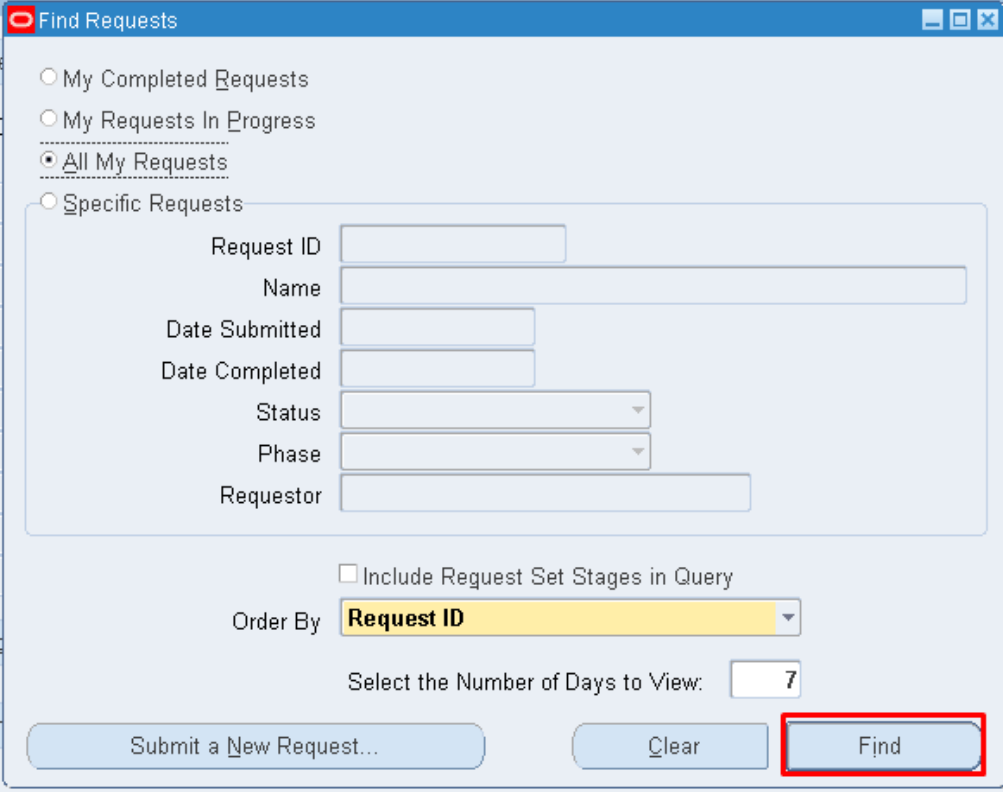
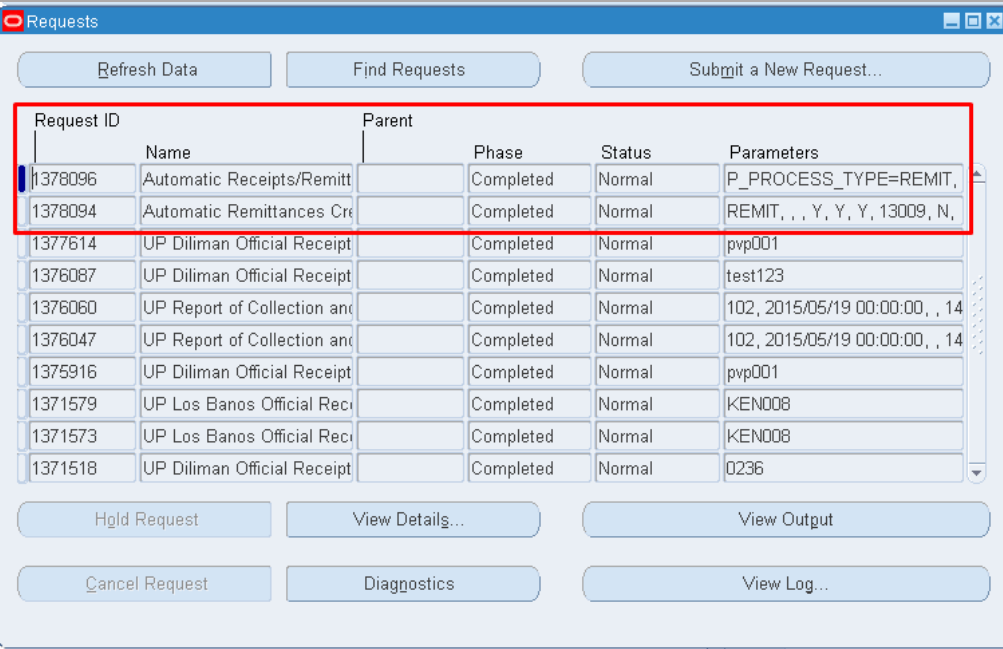
| <p>Fig. 10</p> |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>11</p> | <p>The Requests window will open and will show all the requests made. Check if the requests Automatic Remittances Creation Program (API) and Automatic Receipts/Remittances Execution Report have been completed with a normal status (Refer to Fig. 11)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Fig. 11</p> |  <table border="1" data-bbox="423 1230 1382 1608"> <thead> <tr> <th>Request ID</th> <th>Name</th> <th>Parent</th> <th>Phase</th> <th>Status</th> <th>Parameters</th> </tr> </thead> <tbody> <tr> <td>1378096</td> <td>Automatic Receipts/Remitt</td> <td></td> <td>Completed</td> <td>Normal</td> <td>P_PROCESS_TYPE=REMIT,</td> </tr> <tr> <td>1378094</td> <td>Automatic Remittances Cr</td> <td></td> <td>Completed</td> <td>Normal</td> <td>REMIT, , Y, Y, Y, 13009, N,</td> </tr> <tr> <td>1377614</td> <td>UP Diliman Official Receipt</td> <td></td> <td>Completed</td> <td>Normal</td> <td>pvp001</td> </tr> <tr> <td>1376087</td> <td>UP Diliman Official Receipt</td> <td></td> <td>Completed</td> <td>Normal</td> <td>test123</td> </tr> <tr> <td>1376060</td> <td>UP Report of Collection and</td> <td></td> <td>Completed</td> <td>Normal</td> <td>102, 2015/05/19 00:00:00, , 14</td> </tr> <tr> <td>1376047</td> <td>UP Report of Collection and</td> <td></td> <td>Completed</td> <td>Normal</td> <td>102, 2015/05/19 00:00:00, , 14</td> </tr> <tr> <td>1375916</td> <td>UP Diliman Official Receipt</td> <td></td> <td>Completed</td> <td>Normal</td> <td>pvp001</td> </tr> <tr> <td>1371579</td> <td>UP Los Banos Official Rec</td> <td></td> <td>Completed</td> <td>Normal</td> <td>KEN008</td> </tr> <tr> <td>1371573</td> <td>UP Los Banos Official Rec</td> <td></td> <td>Completed</td> <td>Normal</td> <td>KEN008</td> </tr> <tr> <td>1371518</td> <td>UP Diliman Official Receipt</td> <td></td> <td>Completed</td> <td>Normal</td> <td>0236</td> </tr> </tbody> </table> | Request ID | Name | Parent | Phase | Status | Parameters | 1378096 | Automatic Receipts/Remitt | | Completed | Normal | P_PROCESS_TYPE=REMIT, | 1378094 | Automatic Remittances Cr | | Completed | Normal | REMIT, , Y, Y, Y, 13009, N, | 1377614 | UP Diliman Official Receipt | | Completed | Normal | pvp001 | 1376087 | UP Diliman Official Receipt | | Completed | Normal | test123 | 1376060 | UP Report of Collection and | | Completed | Normal | 102, 2015/05/19 00:00:00, , 14 | 1376047 | UP Report of Collection and | | Completed | Normal | 102, 2015/05/19 00:00:00, , 14 | 1375916 | UP Diliman Official Receipt | | Completed | Normal | pvp001 | 1371579 | UP Los Banos Official Rec | | Completed | Normal | KEN008 | 1371573 | UP Los Banos Official Rec | | Completed | Normal | KEN008 | 1371518 | UP Diliman Official Receipt | | Completed | Normal | 0236 |
| Request ID | Name | Parent | Phase | Status | Parameters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1378096 | Automatic Receipts/Remitt | | Completed | Normal | P_PROCESS_TYPE=REMIT, | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1378094 | Automatic Remittances Cr | | Completed | Normal | REMIT, , Y, Y, Y, 13009, N, | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1377614 | UP Diliman Official Receipt | | Completed | Normal | pvp001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1376087 | UP Diliman Official Receipt | | Completed | Normal | test123 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1376060 | UP Report of Collection and | | Completed | Normal | 102, 2015/05/19 00:00:00, , 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1376047 | UP Report of Collection and | | Completed | Normal | 102, 2015/05/19 00:00:00, , 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1375916 | UP Diliman Official Receipt | | Completed | Normal | pvp001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1371579 | UP Los Banos Official Rec | | Completed | Normal | KEN008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1371573 | UP Los Banos Official Rec | | Completed | Normal | KEN008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1371518 | UP Diliman Official Receipt | | Completed | Normal | 0236 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>12</p> | <p>Once the requests are complete, the receipts are now remitted. Verify that the receipts are remitted by going to the Receipts workbench and searching for the receipts (Refer to Fig. 12a and Fig. 12b)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Fig. 12a
Receipts
Workbench

Fig. 12b
Searching for
Receipts

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The State of the receipt should be “Remitted”. (Refer to Fig. 13)

Fig. 13