University of the Philippines



Financial Management Information System



User Guide

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	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	Receivables Accountant, UPS Transactions Receipts Customers Reports Print Documents Documents Image: Control Image: Control Image: Control Image: Control
2	Click on Receipts (Refer to Fig. 02)
Fig. 02	 Receivables Accountant, UPS Transactions Receipts Batches Batches Summary Receipts Receipts Receipts Summary Remittances Remittances Summary Schedule Automatic Receipts and Remittances
3	Then click on Remittances inside the <i>Receipts</i> folder (Refer to Fig. 03)
Fig. 03	 Receivables Accountant, UPS Transactions Receipts Batches Batches Summary Receipts Receipts Remittances Schedule Automatic Receipts and Remittances
4	The Remittances window will open. Fill-up the necessary fields (Refer to Fig. 04)

FMIS – Running of Remittances

No.

	CRemittances (UP System)		
	Batch Type Remittance	• •	
	Batch Number	Curr	ency PHP
	Batch 20.MAY-2015	Bemittense Mo	thod Standard
	GI 20-MAY-2015	Receipt C	
		Receipt Me	thod
		Operating	Unit UP System
		Media Refer	ence
	Remittance		
	Bank		
	Branch	Curr	ency
	Account Number	(count
	Comments		
	Process Status		
5.04	Request ID	[]	
Fig. 04	Auto Create		(Ma <u>n</u> ual Create
	[[
	Field Name	Description	Remarks
	Batch Type	'Remittance'	 Autopopulated, no
			need to change value
	Currency	'PHP'	 Autopopulated, no
			need to change value
	Dates – Batch	Select approriate date	 DD-MMM-YYYY
	Dates – GL	Select appropriate date	 DD-MMM-YYYY
	Remittance Method	'Standard'	 Autopopulated, no
			need to change value
	Remittance – Bank,	Bank Account where	Select from List of
	Branch and Account	collections were	Values
	Number	deposited	
	Comment	Any additional remarks	Optional
5	After filling-up the necessar	v fields. click on Auto Create.	(Refer to Fig. 05)

EVP FMIS – Running of Remittances

No.

	CRemittances (UP System)
	Batch Type Remittance
	Batch Number Currency PHP
	Dates
	Batch 20-MAY-2015 Remittance Method Standard
	GL 20-MAY-2015 Receipt Class
	Receipt Method
	Operating Unit UP System
	Media Reference
	Remittance
Fig. 05	Bank Land Bank of the Philippines.
	Branch Katipunan Currency PHP
	Account Number LBP-CA No. 1462-1013-00 Count
	Denosit Number Amount
	Commente
	(Auto create)
	The Create Remittance Batch window will open. Type in the Receipt Series to be
6	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)
	Crosts Remittenes Retab // IR System : RHR) [Novi]
	Dates
	Maturity -
	Receint Landon
	Receipt Numbers cdg00111 - cdg00113
	Document Numbers -
	Remittance Totals
	- Customero
Fig. 06	Numbers -
	Names -
	Locations -
	Actions
	✓ Create
	✓ Approve
	O <u>K</u> Ca <u>n</u> cel)
7	A Decision window will non un aliak an OK (Defente Sin (27)

FMIS – Running of Remittances

Fig. 07	Decision Submit 1 batch(es) for Format?
8	A notification will be shown once the transaction is compete. Click on OK (Refer to Fig. 08)
Fig. 08	Forms FRM-40400: Transaction complete: 1 records applied and saved.
9	Check if the auto remittance program has finished executing by going to View and then Requests (Refer to Fig. 09)
Fig. 09	View Folder Tools W Show Navigator Image: Comparison of the second of the
10	The Find Request window will open, click on Find (Refer to Fig. 10)

EVP FMIS – Running of Remittances

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	Find Requests			
	My Completed Pequest			
	O My Completed Requests	2		
	O My Requests in Progres	:5		
	<u> </u>			
	<u>○ S</u> pecific Requests			
	Request	ID		
	Nan	ne		
	Date Submitte	he		
Fig 10	Date Submitte	- 4		
	Date Complete	3d		
1181 10	Statu	us	T	
	Phas	зе	*	
	Request	or		
		🗆 Include Reguest Set	Stages in Quer	у
	Order E	3y Request ID		•
				7
		Select the Number of L	Jays to View:	
	Submit a New Re	quest	Clear	Find
11	Receipts/Remittances Exe (Refer to Fig. 11)	ecution Report have be	een complet	ed with a normal status
	Requests			
	Refresh Data	Find Requests	Sub	mit a New Request
	Request ID	Parent		
	Request ID Name 1378096 Automatic Receipts/	Parent Phase Remitt	Status	
	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand	Parent Phase Remitt Completed tes Cre Completed	Status Normal Normal	Parameters P_PROCESS_TYPE=REMIT,
	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official R	Parent Phase Remitt Completed ces Crs Completed Eccipt Completed	Status Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001
	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official R 1376087 UP Diliman Official R	Parent Phase Remitt Completed ces Cre Completed leceipt Completed leceipt Completed	Status Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001 test123
Fig. 11	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official R 1376087 UP Diliman Official R 1376060 UP Report of Collect	Parent Phase Remitt Completed ces Cre Completed Receipt Completed Completed Completed Completed Completed Completed Completed	Status Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, . , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14
Fig. 11	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official R 1376087 UP Diliman Official R 1376080 UP Report of Collect 1376047 UP Report of Collect	Parent Phase Phase Remitt Completed ces Crc Completed Receipt Completed ion and Completed ion and Completed	Status Normal Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 102, 2015/05/19 00:00:00, , 14
Fig. 11	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official R 1376087 UP Diliman Official R 1376060 UP Report of Collect 1376047 UP Report of Collect 1375916 UP Diliman Official R	Parent Phase Remitt Completed ces Crc Completed Receipt Completed ion and Completed	Status Normal Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 102, 2015/05/19 00:00:00, , 14
Fig. 11	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official R 1376087 UP Diliman Official R 1376060 UP Report of Collect 1376047 UP Report of Collect 1375916 UP Diliman Official R 1371579 UP Los Banos Official R	Parent Phase Remitt Completed ces Crc Completed ceceipt Completed	Status Normal Normal Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 102, 2015/05/19 00:00:00, , 14 pvp001 KEN008
Fig. 11	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official R 1376087 UP Diliman Official R 1376060 UP Report of Collect 1376047 UP Report of Collect 1375916 UP Diliman Official R 1371579 UP Los Banos Official 1371573 UP Los Banos Official	Parent Phase Phase Remitt Completed Ses Cr Completed Receipt R	Status Normal Normal Normal Normal Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 102, 2015/05/19 00:00:00, , 14 pvp001 KEN008 KEN008
Fig. 11	Request IDName1378096Automatic Receipts/1378094Automatic Remittand1377614UP Diliman Official R1376087UP Diliman Official R1376060UP Report of Collect1376047UP Report of Collect1375916UP Diliman Official R1371579UP Los Banos Official1371518UP Diliman Official R	Parent Phase Remitt Completed Receipt Receipt Completed Receipt Re	Status Normal Normal Normal Normal Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 102, 2015/05/19 00:00:00, , 14 pvp001 KEN008 KEN008 0236
Fig. 11	Request ID1378096Automatic Receipts/1378094Automatic Remittand1377614UP Diliman Official R1376087UP Diliman Official R1376060UP Report of Collect1376047UP Report of Collect1375916UP Diliman Official R1371579UP Los Banos Official1371518UP Diliman Official RHgld Request	Parent Phase Phase Remitt Completed Receipt Rece	Status Normal Normal Normal Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 102, 2015/05/19 00:00:00, , 14 pvp001 KEN008 KEN008 KEN008 View Outgut
Fig. 11	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official R 1376087 UP Diliman Official R 1376060 UP Report of Collect 1376047 UP Report of Collect 1375916 UP Diliman Official R 1371579 UP Los Banos Official 1371573 UP Los Banos Official 1371518 UP Diliman Official R Hgld Request	Parent Phase Remitt Completed Comple	Status Normal Normal Normal Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, . , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 pvp001 KEN008 0236 View Outgut
Fig. 11	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official R 1376087 UP Diliman Official R 1376060 UP Report of Collect 1376047 UP Report of Collect 1375916 UP Diliman Official R 1371579 UP Los Banos Official 1371573 UP Los Banos Official 1371518 UP Diliman Official R Hgld Request	Parent Phase Remitt Completed Completed Receipt Rece	Status Normal Normal Normal Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 102, 2015/05/19 00:00:00, , 14 pvp001 KEN008 KEN008 KEN008 View Output View Log
Fig. 11	Request ID Name 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official F 1376087 UP Diliman Official R 1376060 UP Report of Collect 1376047 UP Report of Collect 1375916 UP Diliman Official R 1371573 UP Los Banos Official 1371573 UP Los Banos Official 1371573 UP Los Banos Official R 1371573 UP Los Banos Official R 1371574 UP Diliman Official R 1371575 UP Los Banos Official R 1371574 UP Diliman Official R 1371575 UP Los Banos Official R 1371574 UP Diliman Official R UP Diliman Official R Image: Concel Request Cancel Request Image: Concel Request UP Once the requests are cord Image: Concel Request	Parent Phase Remitt Completed Receipt Rece	Status Normal Normal Normal Normal Normal Normal Normal Normal Normal	Parameters P_PROCESS_TYPE=REMIT, REMIT, , , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 102, 2015/05/19 00:00:00, , 14 pvp001 KEN008 KEN008 0236 View Outgut View Log ed. Verify that the
Fig. 11	Request ID 1378096 Automatic Receipts/ 1378094 Automatic Remittand 1377614 UP Diliman Official F 1376087 1376060 UP Report of Collect 1376047 UP Report of Collect 1375916 UP Diliman Official F 1371579 UP Los Banos Official 1371573 UP Los Banos Official 1371518 UP Diliman Official F Cancel Request Cancel Request	Parent Phase Remitt Completed Receipt	Status Normal Normal Normal Normal Normal Normal Normal Normal Normal e now remitter	Parameters P_PROCESS_TYPE=REMIT, REMIT, . , Y, Y, Y, 13009, N, pvp001 test123 102, 2015/05/19 00:00:00, , 14 102, 2015/05/19 00:00:00, , 14 pvp001 KEN008 0236 View Output View Log ed. Verify that the d searching for the

EP FMIS – Running of Remittances

No.

	-
	C Receipts (UP System : PHP)
	Receint Reference
	Туре
	Receipt Method Receipt Method Number
	Receipt Number GLD Date Zu-HIAT-2015 Customer Name
	Proceeding Annual Control Customer Num
	Receipt Type Inscenare/us Punctional Amount Location
	State [] Taxpayer ID
	Main Mara
	Main More
Fig. 12a	Paid By Customer Bank
Pacaints	Name
Receipts	Purpose Name
Workbench	Activity Account
	Distribution Set Tax Amount
	Tax Code Tax Rate % Remittance Bank
	Tax Account Brench
	Description
	Description
	Defenses Comments
	Positiaik Date
	Confirm 1 Reverse 1 Receipt History Search and Apply Distributions
	Operating Unit
	Receipt Numbers cdg00111 - cdg00111 - cdg00111
	Receipt Dates
	GL Dates - Remittance
	Postmark Dates - Bank
	Maturity Dates - Branch
	Document Numbers - Account
	Amounts - Batch
Fig. 12b	Currance Method V
	Currency
Searching for	State Customer
Receints	Renaint Batch
neccipis	Name Name
	Payment method Number
	Status Location
	Type Taxpaver ID
	Activity Collector Name
	Bills Receivable
	At Risk 🔹
	Class New Field
	Gisat Rew Liun
	L
13	The State of the receipt should be "Remitted" (Refer to Fig. 13)
15	
	Receipts (UP System : PHP)
	Receipt
	Paceint Method UPS_LEP_PT Paceint Pate 19 Dec 2014 Type
	Receipt Date US-DCC-2014 Number
	Receipt Number 10000111 GL Date 05/02/02/14 Customer Name
	Pergint Type Miscellaneous Experiment 100.00 Customer Num
	State Remitted
	State (Veriniteu [Yei] Taxpayer ID
	Main More
	Paid By Customer Bank
Eig 12	Name Mr. Ocampo
rig. 13	Purpose Name
	Activity UP Press - Sale of books Account
	Distribution Set
	Tax Code Tax Rate % Remittance Bank
	Tax Account
	Branch Katipunan
	Account LBP-CA No. 1462-101
	Comments mythe
	Poetmark Date
	Pusitien bill
	Confirm 1 Receipt History Search and Apply Distributions