University of the Philippines

Financial Management Information System

User Guide

Process ID	
Process Name	Checking and Updating of Receipt Distributions
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Accountant
Purpose	Check and update the accounting flexfield of receipts
Data Requirement	• Receipt Number
Dependencies	Report of Collections and Deposit
Scenario	Report of Collections and Deposit have been submitted to the Accounting Office and Accounting Officer checks the Official Receipts (ORs)

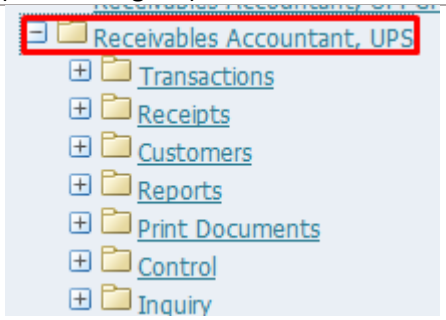
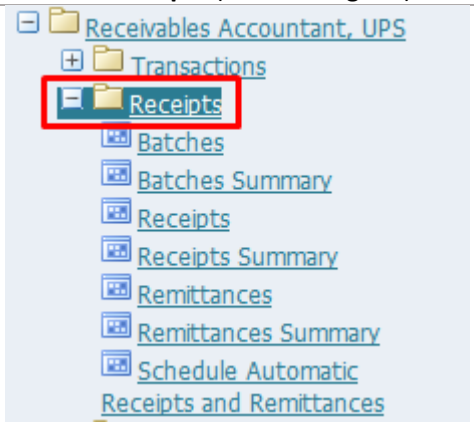
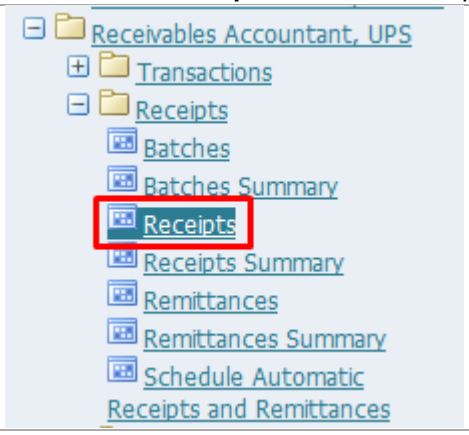
Process Steps	Process Details
1	From **HOME** proceed to **Main Menu** and click **Receivables Accountant** (Refer to Fig .01)
Fig. 01	
2	Click on **Receipts** (Refer to Fig. 02)
Fig. 02	
3	Then click on **Receipts** inside the *Receipts* folder (Refer to Fig. 03)
Fig. 03	
4	The **Receipts** window will open. Click on the **Find** icon located on the top side of the **Receipts** windows (Refer to Fig. 04)
Fig. 04	
5	The **Find Receipts** window will open. Using the **Report of Collections and Deposit** submitted by the Collecting Officer, type in the Receipt Number Series and then click **Find**. (Refer to Fig. 05)

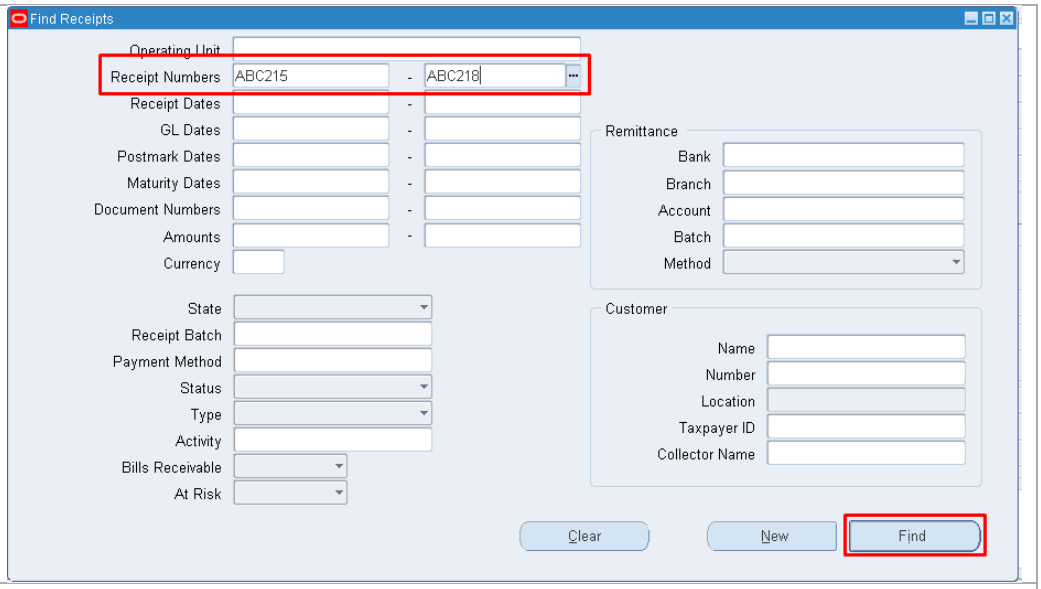
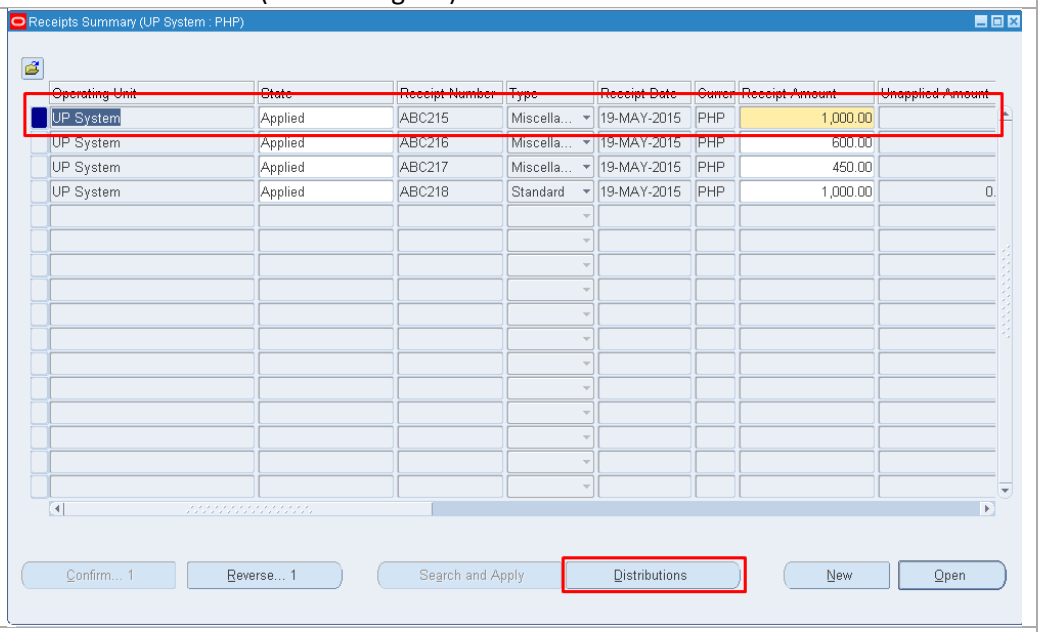
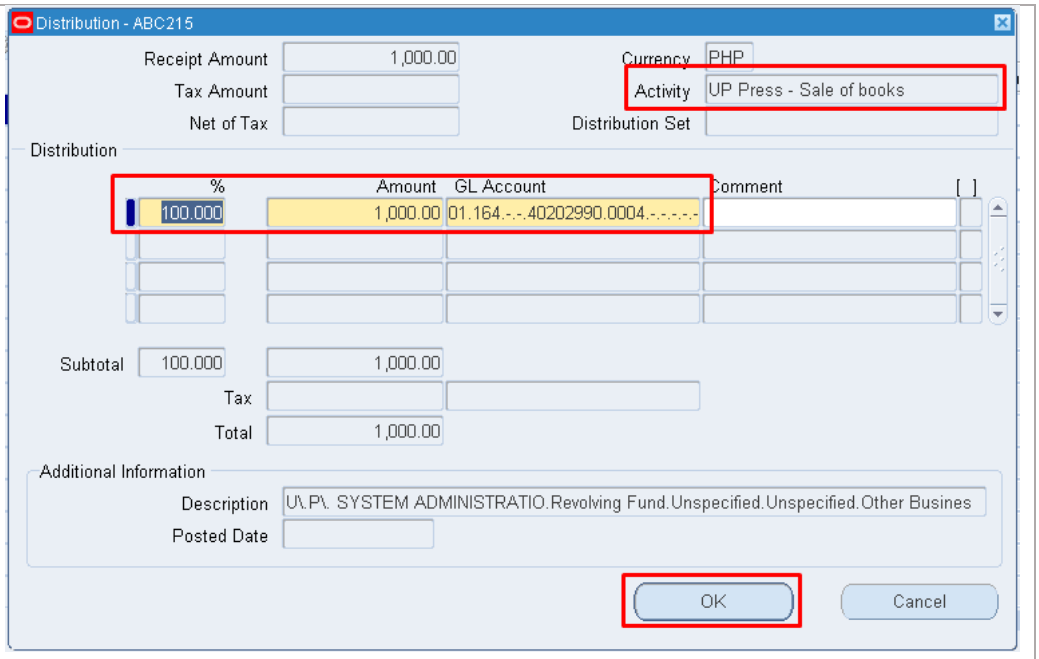
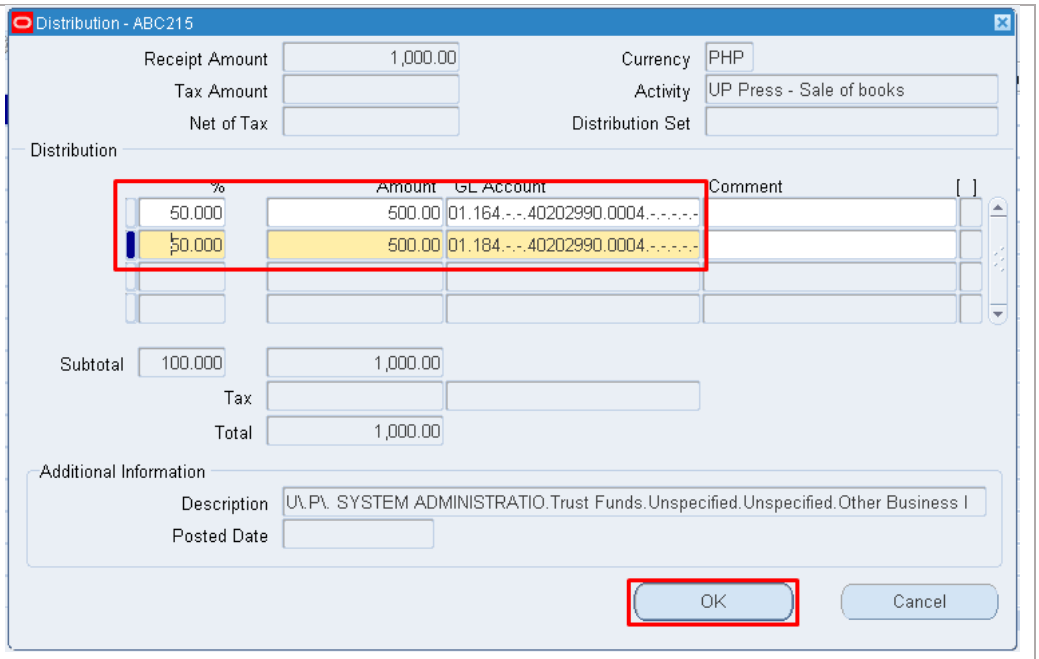
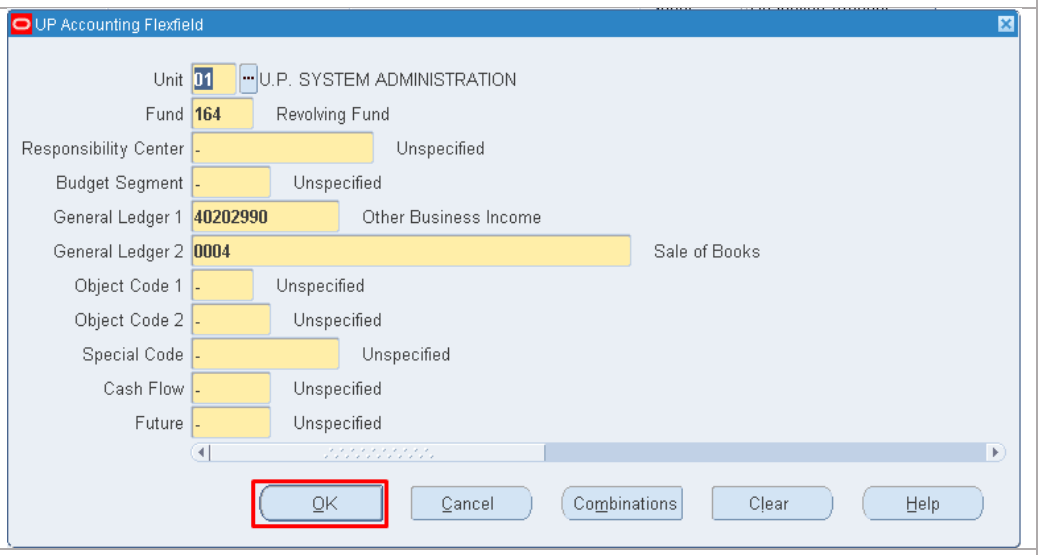
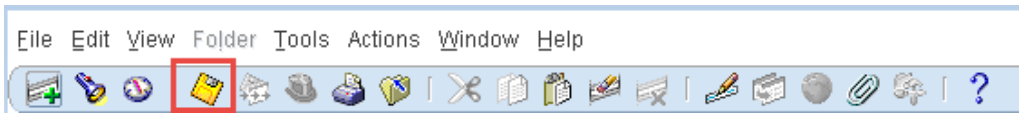
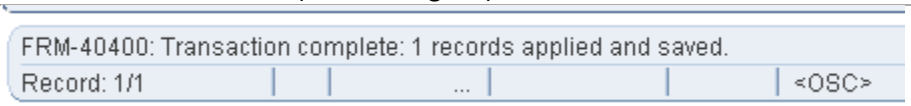
Fig. 05	
6	The **Receipts Summary** window will open showing all the receipts within the Receipt Number Series. Click on the first receipt (or the desired receipt) and click on the **Distributions** button (Refer to Fig. 06)
Fig. 06	
7	The **Distribution** window will open. Verify the *Activity* and *Distribution* if it is correct. If there are no changes to be made on the *Distribution*, click on **OK** (Refer to Fig. 07)

Fig. 07



Field Name	Description	Remarks
Activity	The receivable item paid by customer/student	• Selected from List of Values by Collecting Officer
Distribution - %	Percentage of amount to be entered to the GL Account	• Numeric, must be less than or equal to 100
GL Account	Accounting Flexfield	• Required, choose from list of values

8 If there are changes to be made on the *Distribution*, modify the distributions accordingly by changing the **'%'** and the **GL Account**, then click **OK** (Refer to Fig. 08a and Fig. 08b)

Fig. 08a Modifying the Distributions	
Fig. 08b Changing the GL Account	
9	After verifying or updating the **Distributions**, save the Receipt by clicking on the *Save* icon (Refer to Fig. 09)
Fig. 09	
10	A confirmation of the that the receipt is successfully saved will appear at the lower left corner of the screen (Refer to Fig. 10)
Fig. 10	
11	Click on the **Down Arrow Key** of your keyboard or choose the next desired receipt for checking and updating of **Distributions**