



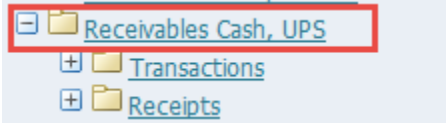
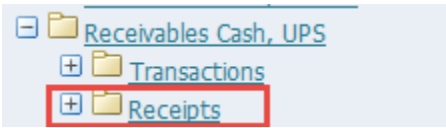
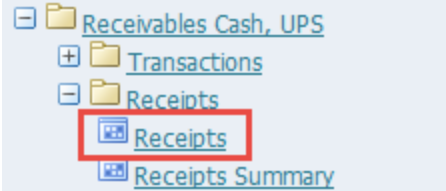
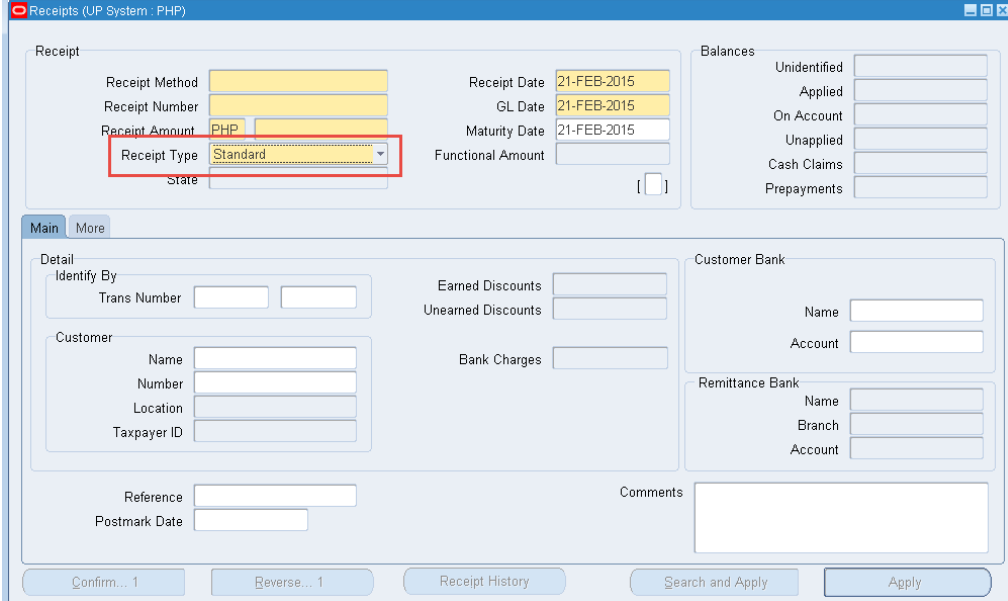
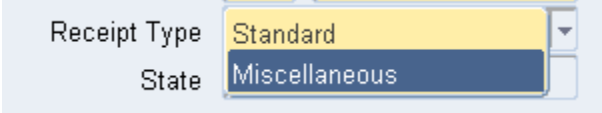
University of the Philippines

Financial Management Information System



User Guide

Process ID	TSFM20006
Process Name	Creating Miscellaneous Receipts (Miscellaneous Collections)
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cash
Purpose	Creating a Receipt
Data Requirement	<ul style="list-style-type: none">• Receipt Number• Amount• Invoice information• Activity
Dependencies	Bank Account Set-up, Receivable Activities Set-up
Scenario	Create miscellaneous receipts to record the cash collected without a particular bill. In UP, miscellaneous receipts will be used mainly to record the cash collections from the Special collecting officer, return of cash advances and interest income etc.

Process Steps	Process Details
1	From HOME proceed to Main Menu and click Receivables Cash (Refer to Fig .01)
Fig. 01	
2	Click on Receipts (Refer to Fig. 02)
Fig. 02	
3	Then click on Receipts under the <i>Receipts</i> folder (Refer to Fig. 03)
Fig. 03	
4	The Receipts window will open. Change the Receipt Type by clicking on the drop down button (Refer to Fig. 04)
Fig. 04	
5	Select Miscellaneous (Refer to Fig. 05)
Fig. 05	

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The **Main** tab fields will change accordingly. Fill-in the required details (Refer to Fig. 06)

Fig. 06

Field Name	Description	Remarks
Receipt Method	Bank Account where Receivable Activities will be deposited	<ul style="list-style-type: none"> Required Field Select from List of Values
Receipt Number	Receipt number based on issued printed OR	<ul style="list-style-type: none"> Required Field Must be unique
Receipt Amount	Amount received	<ul style="list-style-type: none"> Required Field Numeric value
Receipt Date	Date of Receipt	<ul style="list-style-type: none"> Required Field Default value is current date
GL Date	Date of General Ledger	<ul style="list-style-type: none"> Required Field Default value is current date
Paid By: Name	Name of the payor	<ul style="list-style-type: none"> Text field
Purpose: Activity	Receivable activities	<ul style="list-style-type: none"> Required field Select from List of Values
Comments	Comments	<ul style="list-style-type: none"> Text field

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After filling up the necessary details of the Miscellaneous Receipt, click on the **Flexfield** that can be found on the *Receipt* section (Refer to Fig. 07)

Fig. 07													
8	The Receipt Information window will appear. Fill-up the required fields then click OK (Refer to Fig. 08)												
Fig. 08	<table border="1" data-bbox="407 831 1414 1125"> <thead> <tr> <th>Field Name</th> <th>Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Deposited</td> <td>Select Yes if amount received is already deposited in the bank, otherwise, select No</td> <td> <ul style="list-style-type: none"> Required Field Select from List of Values </td> </tr> <tr> <td>Cash Inflow</td> <td>Cash inflow</td> <td> <ul style="list-style-type: none"> Text field </td> </tr> <tr> <td>Date Deposited</td> <td>Date when Cash is deposited in the bank</td> <td> <ul style="list-style-type: none"> Required only when Deposited field is Yes </td> </tr> </tbody> </table>	Field Name	Description	Remarks	Deposited	Select Yes if amount received is already deposited in the bank, otherwise, select No	<ul style="list-style-type: none"> Required Field Select from List of Values 	Cash Inflow	Cash inflow	<ul style="list-style-type: none"> Text field 	Date Deposited	Date when Cash is deposited in the bank	<ul style="list-style-type: none"> Required only when Deposited field is Yes
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Date Deposited	Date when Cash is deposited in the bank	<ul style="list-style-type: none"> Required only when Deposited field is Yes 											
9	After filling-up the Receipt Information , 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 to start a new Receipt or by clicking on the New icon (Refer to Fig. 11)												
Fig. 11													