

University of the Philippines
Financial Management Information System



User Guide

Process ID	
Process Name	Creating Standard Receipts (Standard 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• Bill-to Information• Transaction Number
Dependencies	Bank Account Set-up, Customer Creation, Memo Lines Set-up, Existing Transaction
Scenario	Create standard receipts to record the cash collected from a particular bill.

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. Fill-up the required details (Refer to Fig. 04)												
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5	After filling up the necessary details of the Standard Receipt, click on the Flexfield that can be found on the <i>Receipt</i> section (Refer to Fig. 05)															
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6	The Receipt Information window will appear. Fill-up the required fields then click OK (Refer to Fig. 06)															
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7	Search for the bill using the Trans Number of the customer by clicking the button of values (Refer to Fig. 07)															

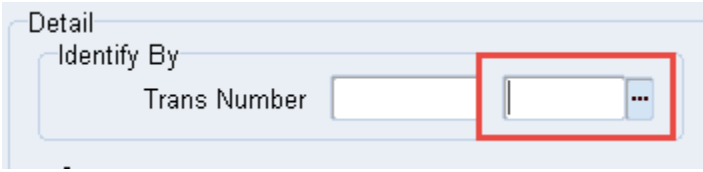
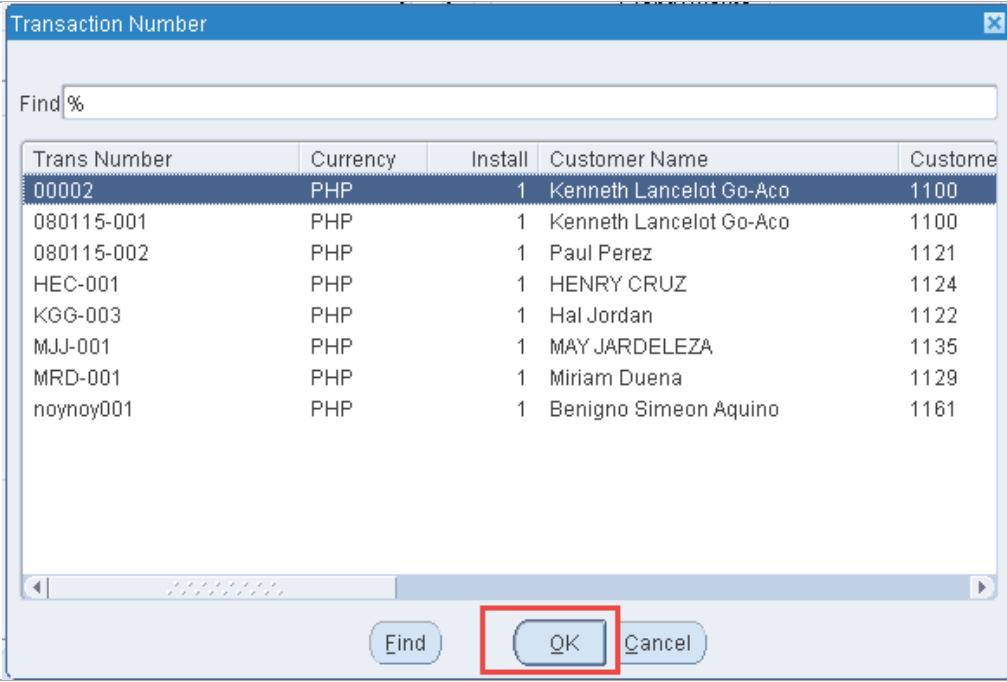
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9	The Trans Number is the unique identifier for the bill. If the correct Trans Number has been provided, the payment of the customer may now be applied by clicking on the Apply button (Refer to Fig. 09).																																													

Fig. 12

If the **Trans Number** is not available or is forgotten by the customer, search for the Bill using the **Customer** info

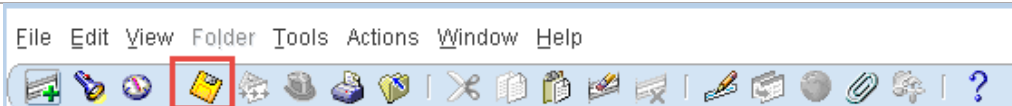
13 If the paying customer does not have the **Trans Number**, search for the bill using the **Customer** info by clicking on the button of values (Refer to Fig. 13)

Fig. 13

14 The **Customers** window will open. Type in '%' to see the list of all customers, or type in '%' followed by a keyword to limit the search results. Look for the right customer then click **OK** (Refer to Fig. 14)

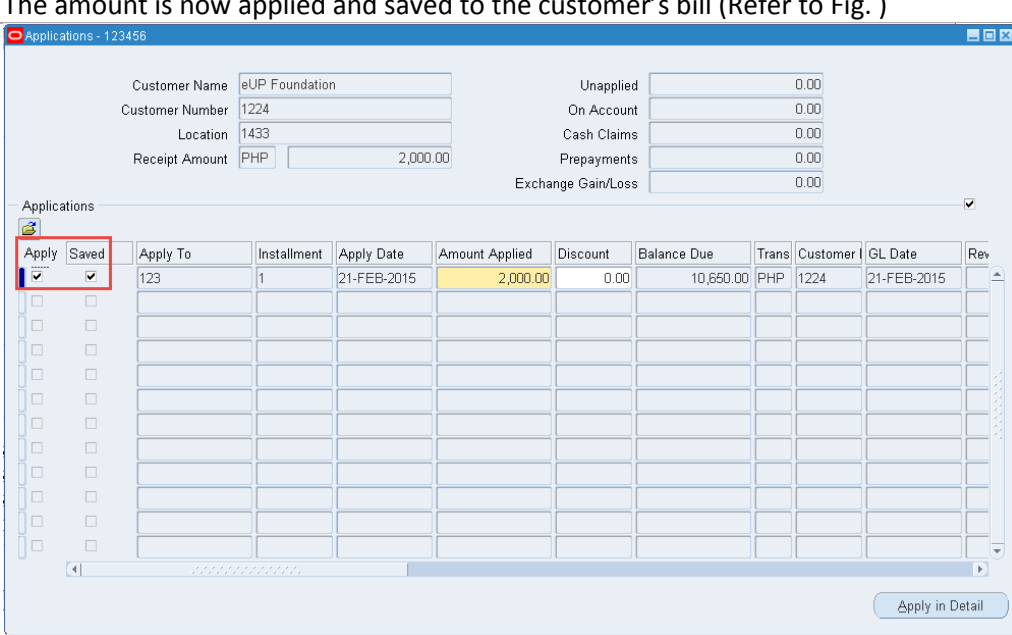
<p>Fig. 14</p>	
<p>15</p>	<p>Once the right customer has been selected, click on the Search and Apply button (Refer to Fig. 15)</p>
<p>Fig. 15</p>	
<p>16</p>	<p>The Search and Apply window will open. Click on Preview (Refer to Fig. 16)</p>

Fig. 18



19 The amount is now applied and saved to the customer's bill (Refer to Fig.)

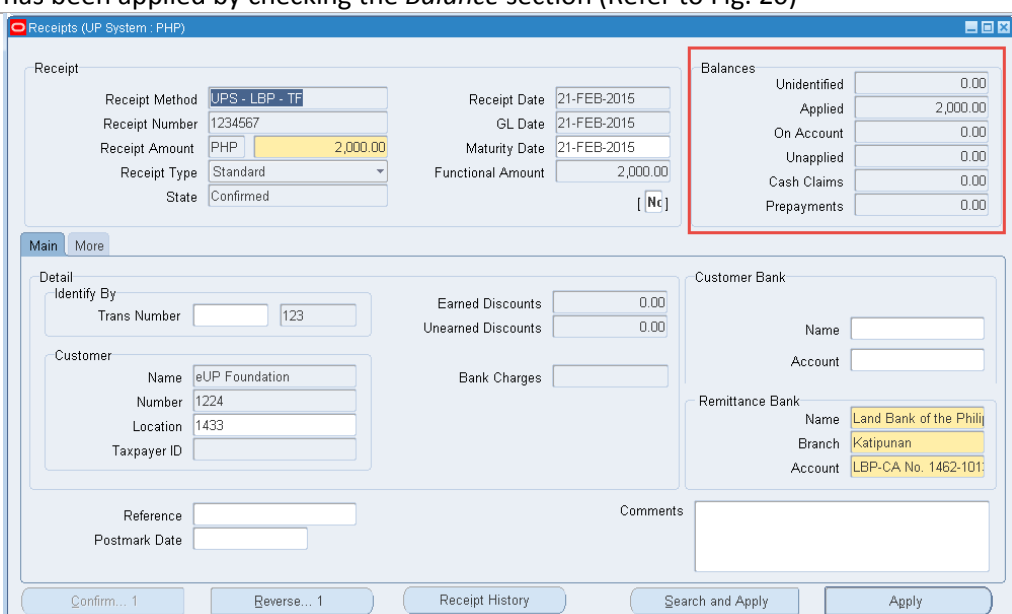
Fig. 19



Apply	Saved	Apply To	Installment	Apply Date	Amount Applied	Discount	Balance Due	Trans	Customer	GL Date	Rev
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	123	1	21-FEB-2015	2,000.00	0.00	10,650.00	PHP	1224	21-FEB-2015	

20 Close the **Application** window to see the **Receipts** window. Verify that the amount has been applied by checking the *Balance* section (Refer to Fig. 20)

Fig. 20



Receipt

Receipt Method: UPS - LBP - TF
 Receipt Number: 1234567
 Receipt Amount: PHP 2,000.00
 Receipt Type: Standard
 State: Confirmed

Receipt Date: 21-FEB-2015
 GL Date: 21-FEB-2015
 Maturity Date: 21-FEB-2015
 Functional Amount: 2,000.00

Balances

Unidentified	0.00
Applied	2,000.00
On Account	0.00
Unapplied	0.00
Cash Claims	0.00
Prepayments	0.00

Detail

Identify By: Trans Number 123

Customer: Name eUP Foundation, Number 1224, Location 1433, Taxpayer ID

Earned Discounts: 0.00
 Unearned Discounts: 0.00
 Bank Charges:

Customer Bank: Name, Account

Remittance Bank: Name Land Bank of the Philip, Branch Katipunan, Account LBP-CA No. 1462-101

Reference, Postmark Date, Comments

Buttons: Confirm... 1, Reverse... 1, Receipt History, Search and Apply, Apply