

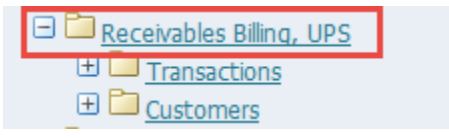
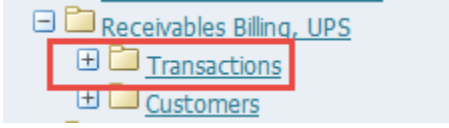
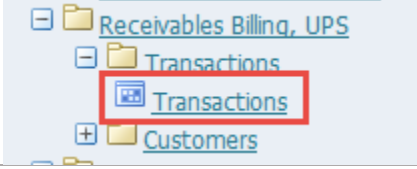
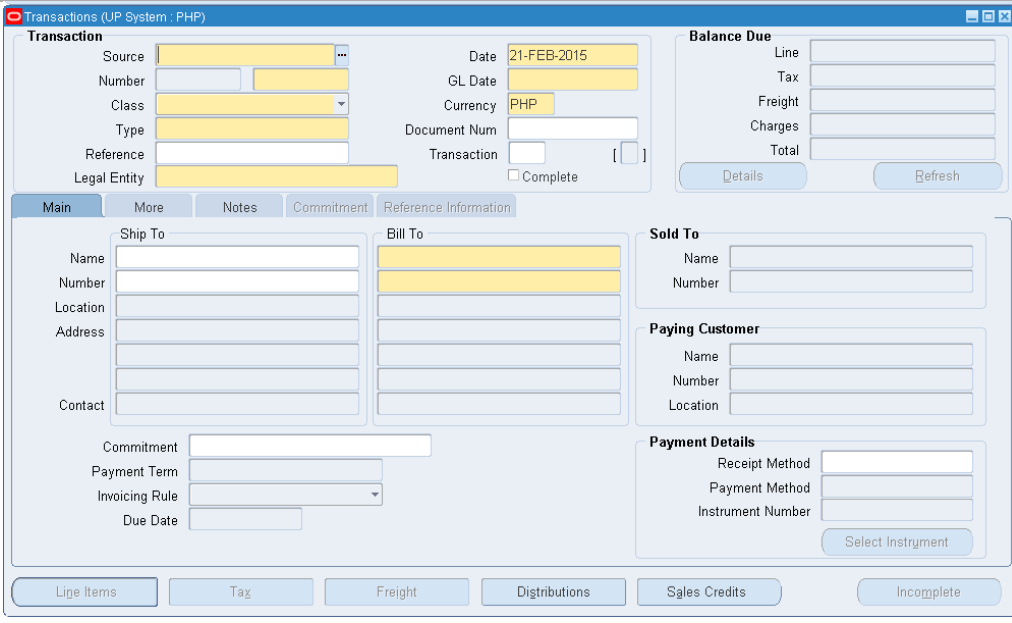


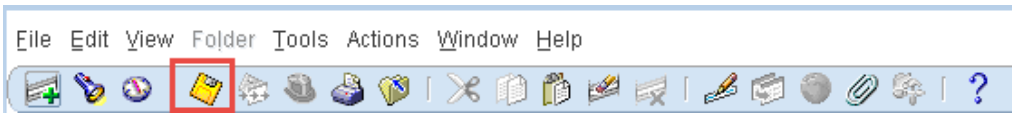
University of the Philippines
Financial Management Information System



User Guide

Process ID	
Process Name	Creating Transactions
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Billing
Purpose	Billing a Customer
Data Requirement	<ul style="list-style-type: none">• Customer information• Billable activities
Dependencies	Transaction Types Set-up, Transaction Sources Set-up, Memo Lines Set-up, Customer Creation, Bill Presentment Set-up
Scenario	A customer is being billed (e.g. Hospital Bills, Rentals, Loans)

Process Steps	Process Details												
1	From HOME proceed to Main Menu and click Receivables Billing (Refer to Fig .01)												
Fig. 01													
2	Click on Transactions (Refer to Fig. 02)												
Fig. 02													
3	Then click on Transactions under the <i>Transactions</i> folder (Refer to Fig. 03)												
Fig. 03													
4	The Transactions window will open. Fill-up the required fields (Refer to Fig. 04)												
Fig. 04	 <table border="1"> <thead> <tr> <th>Field Name</th> <th>Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Source</td> <td>Source of Transaction (e.g. Rental, Loan, Hospital Bill)</td> <td> <ul style="list-style-type: none"> Required Field Select from List of Values </td> </tr> <tr> <td>Number</td> <td>Transaction Number</td> <td> <ul style="list-style-type: none"> Required Field Alphanumeric Field </td> </tr> <tr> <td>Class</td> <td>Invoice, Credit Memo, Debit Memo, etc</td> <td> <ul style="list-style-type: none"> Required Field </td> </tr> </tbody> </table>	Field Name	Description	Remarks	Source	Source of Transaction (e.g. Rental, Loan, Hospital Bill)	<ul style="list-style-type: none"> Required Field Select from List of Values 	Number	Transaction Number	<ul style="list-style-type: none"> Required Field Alphanumeric Field 	Class	Invoice, Credit Memo, Debit Memo, etc	<ul style="list-style-type: none"> Required Field
Field Name	Description	Remarks											
Source	Source of Transaction (e.g. Rental, Loan, Hospital Bill)	<ul style="list-style-type: none"> Required Field Select from List of Values 											
Number	Transaction Number	<ul style="list-style-type: none"> Required Field Alphanumeric Field 											
Class	Invoice, Credit Memo, Debit Memo, etc	<ul style="list-style-type: none"> Required Field 											

			<ul style="list-style-type: none"> • Auto-populated depending on the Source value
	Type	Type of Transaction	<ul style="list-style-type: none"> • Required field • Auto-populated depending on the Source value
	Legal Entity	The Organization that Bills (e.g. UP System)	<ul style="list-style-type: none"> • Required field • Auto-populated depending on the Source value
	Date	Date of Transaction	<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 • Auto-populated depending on the Source value
	Bill To	Customer to be billed	<ul style="list-style-type: none"> • Required Field • Select from List of Values
	Payment Terms	Terms of Payment (e.g. Immediate, 30 NET, etc)	<ul style="list-style-type: none"> • Required Field • Select from List of Values
5	After filling up the necessary fields, click on the <i>Save</i> icon. (Refer to Fig. 05)		
Fig. 05	 <p>The screenshot shows a software toolbar with a menu bar containing 'File', 'Edit', 'View', 'Folder', 'Tools', 'Actions', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The 'Save' icon, which is a yellow floppy disk, is highlighted with a red rectangular box.</p>		
6	Upon saving, some of the fields will become un-editable. (Refer to Fig. 06)		

<p>Fig. 06</p>	
<p>7</p>	<p>Click on the Line Items to add Billable Activities or Memo Lines to the customer (Refer to Fig. 07)</p>
<p>Fig. 07</p>	
<p>8</p>	<p>The Lines window will open. Add the Billable Activities or Memo Lines to each line (Refer to Fig. 08)</p>

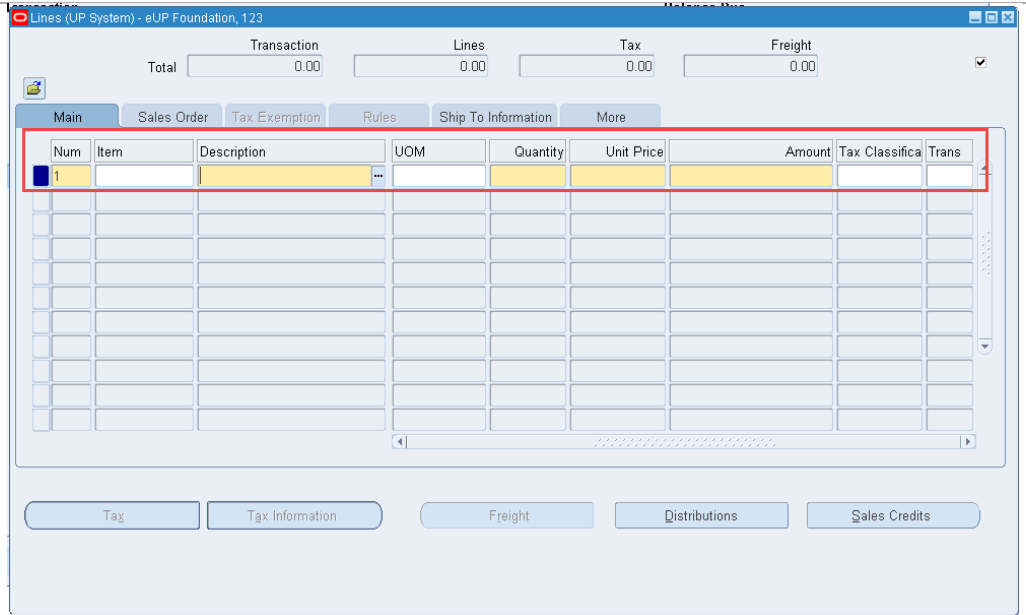


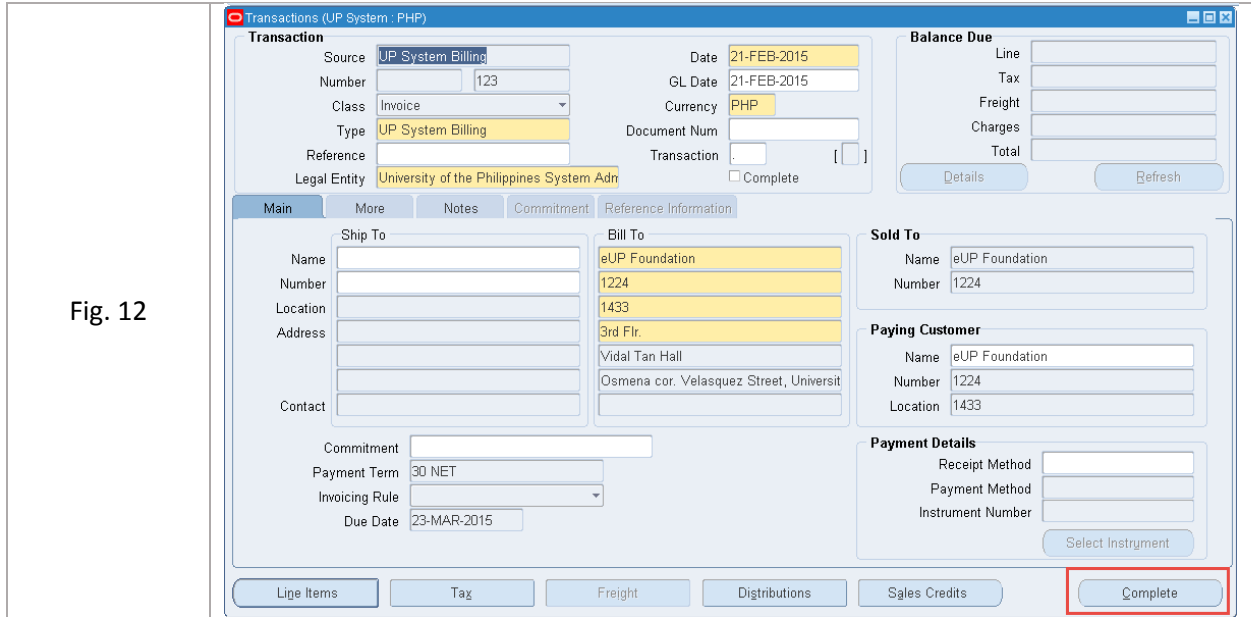
Fig. 08

Field Name	Description	Remarks
Num	Line Item Number	<ul style="list-style-type: none"> • Required Field • Sequential
Description	Description of the item to be billed to the customer	<ul style="list-style-type: none"> • Required Field • Select from List of Values • Can be entered manually
UOM	Unit of Measure	<ul style="list-style-type: none"> • Auto-populated depending on the Description value
Quantity	Quantity to be billed to the customer	<ul style="list-style-type: none"> • Required field • Numeric value
Amount	Amount to be billed to the customer	<ul style="list-style-type: none"> • Required field • Auto-computed

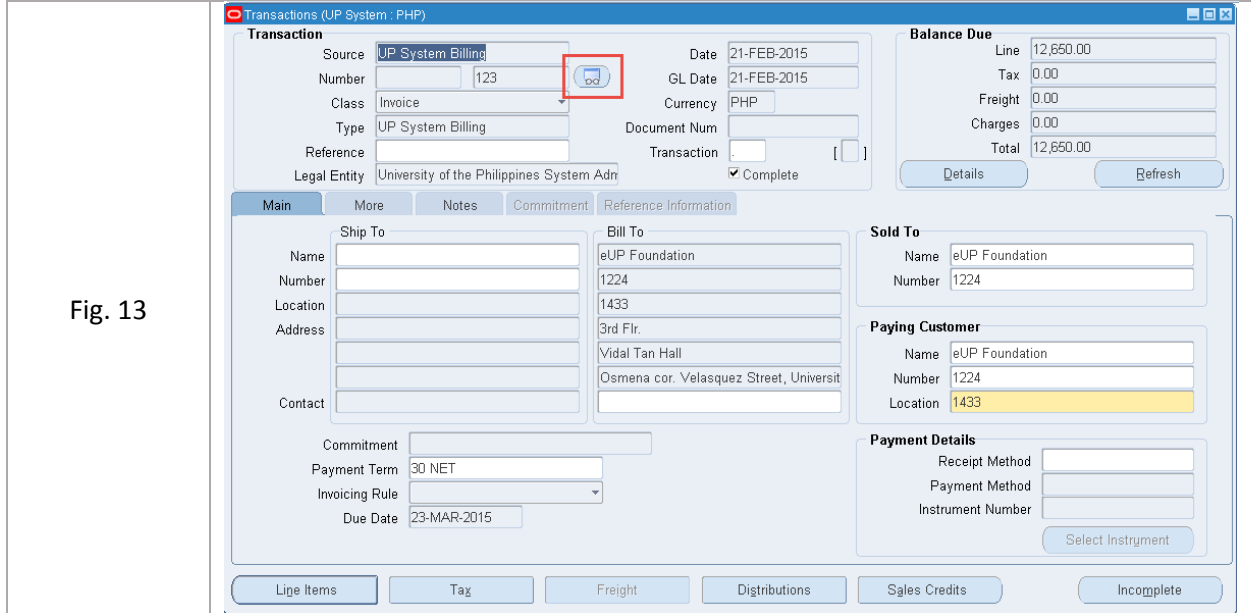
9

Fig. 09 shows some Memo Lines that can be billed to a customer


<p>Fig. 09</p>	<p>Transaction Lines Tax Freight Total 12,650.00</p> <table border="1"> <thead> <tr> <th>Num</th> <th>Item</th> <th>Description</th> <th>UOM</th> <th>Quantity</th> <th>Unit Price</th> <th>Amount</th> <th>Tax Classifica</th> <th>Trans</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Electricity</td> <td>kW</td> <td>30</td> <td>200</td> <td>6,000.00</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>Energy Charge</td> <td>kW</td> <td>100</td> <td>65</td> <td>6,500.00</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td>Environmental Fee</td> <td>un</td> <td>1</td> <td>150</td> <td>150.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Buttons: Tag, Tax Information, Freight, Distributions, Sales Credits</p>	Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans	1		Electricity	kW	30	200	6,000.00			2		Energy Charge	kW	100	65	6,500.00			3		Environmental Fee	un	1	150	150.00		
Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans																													
1		Electricity	kW	30	200	6,000.00																															
2		Energy Charge	kW	100	65	6,500.00																															
3		Environmental Fee	un	1	150	150.00																															
<p>10</p>	<p><i>*Note: Memo Lines or Billable Activities vary per Campus Unit</i> Click on the <i>Save</i> icon. (Refer to Fig. 10)</p>																																				
<p>Fig. 10</p>	<p>File Edit View Folder Tools Actions Window Help</p>																																				
<p>11</p>	<p>Upon saving, the <i>Total</i> of the Transaction will be generated (Refer to Fig. 11)</p>																																				
<p>Fig. 11</p>	<p>Transaction Lines Tax Freight Total 12,650.00 12,650.00 0.00 0.00</p> <table border="1"> <thead> <tr> <th>Num</th> <th>Item</th> <th>Description</th> <th>UOM</th> <th>Quantity</th> <th>Unit Price</th> <th>Amount</th> <th>Tax Classifica</th> <th>Trans</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Electricity</td> <td>kW</td> <td>30</td> <td>200</td> <td>6,000.00</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td>Energy Charge</td> <td>kW</td> <td>100</td> <td>65</td> <td>6,500.00</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td>Environmental Fee</td> <td>un</td> <td>1</td> <td>150</td> <td>150.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Buttons: Tag, Tax Information, Freight, Distributions, Sales Credits</p>	Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans	1		Electricity	kW	30	200	6,000.00			2		Energy Charge	kW	100	65	6,500.00			3		Environmental Fee	un	1	150	150.00		
Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans																													
1		Electricity	kW	30	200	6,000.00																															
2		Energy Charge	kW	100	65	6,500.00																															
3		Environmental Fee	un	1	150	150.00																															
<p>12</p>	<p>If there are no other Billable Activities or Memo Lines to be added, close the the Lines window. The Transactions window is again visible. Review if the details are correct such as the Bill To, Payment Terms, etc. If the all the information are correct, click on the Complete button (Refer to Fig. 12)</p>																																				



13 Once the Transaction is complete, a **Bill Preview** button will appear beside the **Number** (Refer to Fig. 13)



14 Click on the **Bill Preview** icon to see the Bill. The bill preview will load on your browser (e.g. Mozilla Firefox) (Refer to Fig. 14)

<p>Fig. 14</p>	<div style="border: 1px solid black; padding: 5px;">  <p>Bill To: eUP Foundation 3rd Fl. Vidal Tan Hall Ormaña cor. Velasquez Street University of the Philippines - Diliman QUEZON CITY METRO MANILA 1101 PHILIPPINES</p> <p>Ship To:</p> <p>Remit To:</p> <p>Please include the invoice number on all remittances and include remittance copy with postal payments.</p> <table border="1" data-bbox="1006 262 1412 430"> <tr><td colspan="2">Invoice</td></tr> <tr><td colspan="2">123</td></tr> <tr><td>Billing Date</td><td>Shipping Date</td></tr> <tr><td>21-Feb-2015</td><td></td></tr> <tr><td colspan="2">Purchase Order Number</td></tr> <tr><td colspan="2">Sales Order</td></tr> <tr><td>Shipping Reference</td><td>Ship Via</td></tr> <tr><td>Customer Number</td><td>Customer Location</td></tr> <tr><td>1224</td><td>1433</td></tr> </table> <table border="1" data-bbox="414 430 1412 462"> <tr><td>Terms</td><td>Due Date</td><td>Salesperson</td><td>Customer Contact</td><td>Contact Phone</td><td>Contact Fax</td></tr> <tr><td>30 NET</td><td>23-Mar-2015</td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" data-bbox="414 462 1412 577"> <thead> <tr> <th>Item Num</th> <th>Description</th> <th>Quantity</th> <th>Shipped</th> <th>Tax</th> <th>Unit Price</th> <th>Extended Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Electricity</td> <td>30</td> <td>No</td> <td></td> <td>200.00</td> <td>6,000.00</td> </tr> <tr> <td>2</td> <td>Energy Charge</td> <td>100</td> <td>No</td> <td></td> <td>65.00</td> <td>6,500.00</td> </tr> <tr> <td>3</td> <td>Environmental Fee</td> <td>1</td> <td>No</td> <td></td> <td>150.00</td> <td>150.00</td> </tr> </tbody> </table> <p>Special Instructions For questions regarding this invoice, please contact salesperson. A 1.5% finance charge is added to all past due invoices. All software is licensed in accordance with the terms and conditions of the Software License and Services agreement or the referenced GSA Schedule contract.</p> <table border="1" data-bbox="1055 577 1412 693"> <tr><td>Sub Total</td><td>12,650.00</td></tr> <tr><td>Tax</td><td>0.00</td></tr> <tr><td>Shipping</td><td>0.00</td></tr> <tr><td>Total</td><td>12,650.00</td></tr> <tr><td>Payments and Credits</td><td>0.00</td></tr> <tr><td>Financial Charges</td><td>0.00</td></tr> <tr><td>Outstanding balance as of 21-Feb-2015 in PHP</td><td>12,650.00</td></tr> </table> <p>About this Page</p> </div>	Invoice		123		Billing Date	Shipping Date	21-Feb-2015		Purchase Order Number		Sales Order		Shipping Reference	Ship Via	Customer Number	Customer Location	1224	1433	Terms	Due Date	Salesperson	Customer Contact	Contact Phone	Contact Fax	30 NET	23-Mar-2015					Item Num	Description	Quantity	Shipped	Tax	Unit Price	Extended Amount	1	Electricity	30	No		200.00	6,000.00	2	Energy Charge	100	No		65.00	6,500.00	3	Environmental Fee	1	No		150.00	150.00	Sub Total	12,650.00	Tax	0.00	Shipping	0.00	Total	12,650.00	Payments and Credits	0.00	Financial Charges	0.00	Outstanding balance as of 21-Feb-2015 in PHP	12,650.00
	Invoice																																																																								
123																																																																									
Billing Date	Shipping Date																																																																								
21-Feb-2015																																																																									
Purchase Order Number																																																																									
Sales Order																																																																									
Shipping Reference	Ship Via																																																																								
Customer Number	Customer Location																																																																								
1224	1433																																																																								
Terms	Due Date	Salesperson	Customer Contact	Contact Phone	Contact Fax																																																																				
30 NET	23-Mar-2015																																																																								
Item Num	Description	Quantity	Shipped	Tax	Unit Price	Extended Amount																																																																			
1	Electricity	30	No		200.00	6,000.00																																																																			
2	Energy Charge	100	No		65.00	6,500.00																																																																			
3	Environmental Fee	1	No		150.00	150.00																																																																			
Sub Total	12,650.00																																																																								
Tax	0.00																																																																								
Shipping	0.00																																																																								
Total	12,650.00																																																																								
Payments and Credits	0.00																																																																								
Financial Charges	0.00																																																																								
Outstanding balance as of 21-Feb-2015 in PHP	12,650.00																																																																								
<p>15</p>	<p>The Bill may now be printed and be sent to the Customer for settlement.</p>																																																																								