

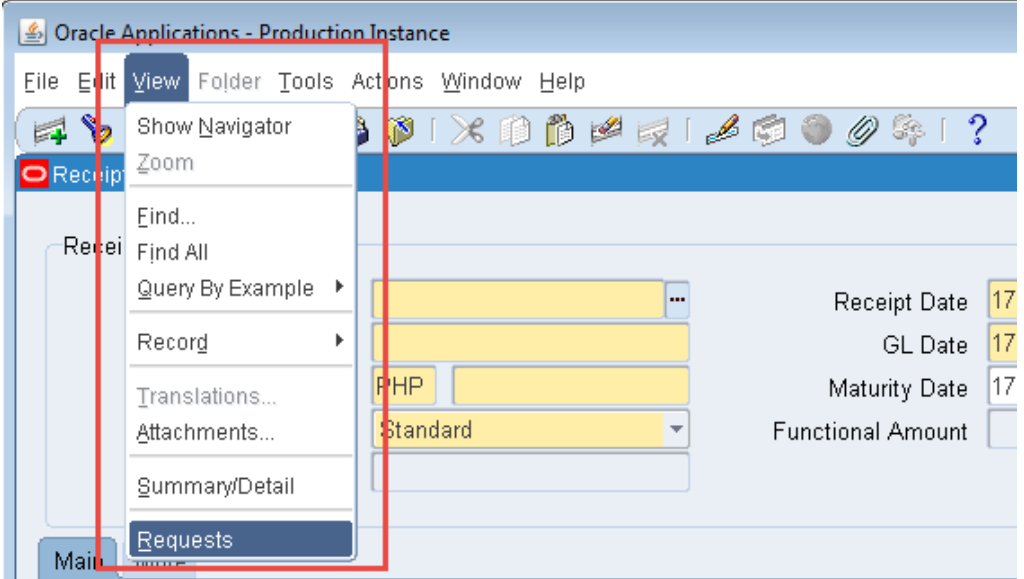
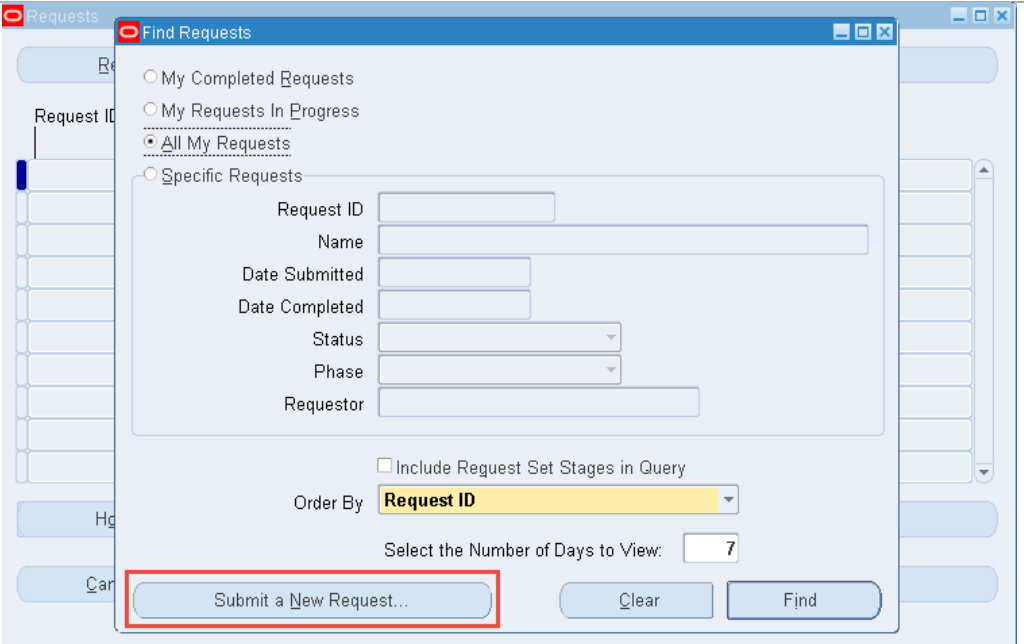


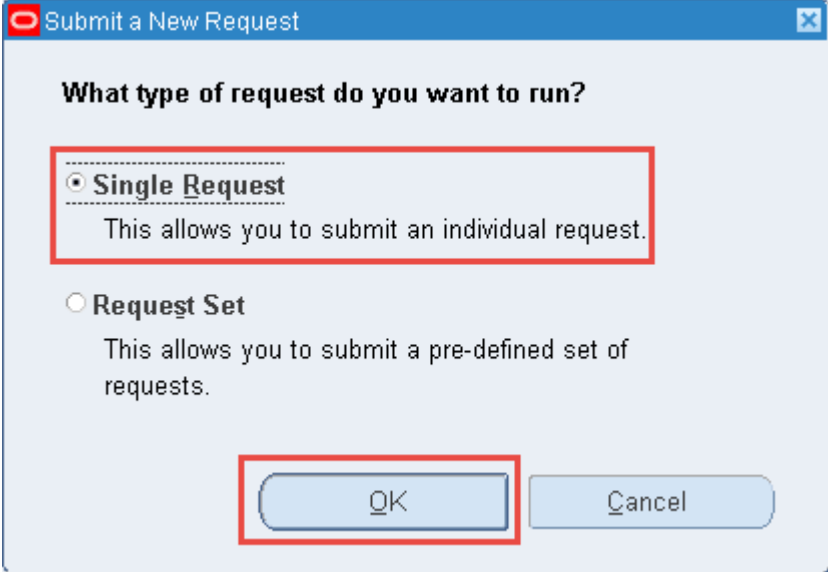

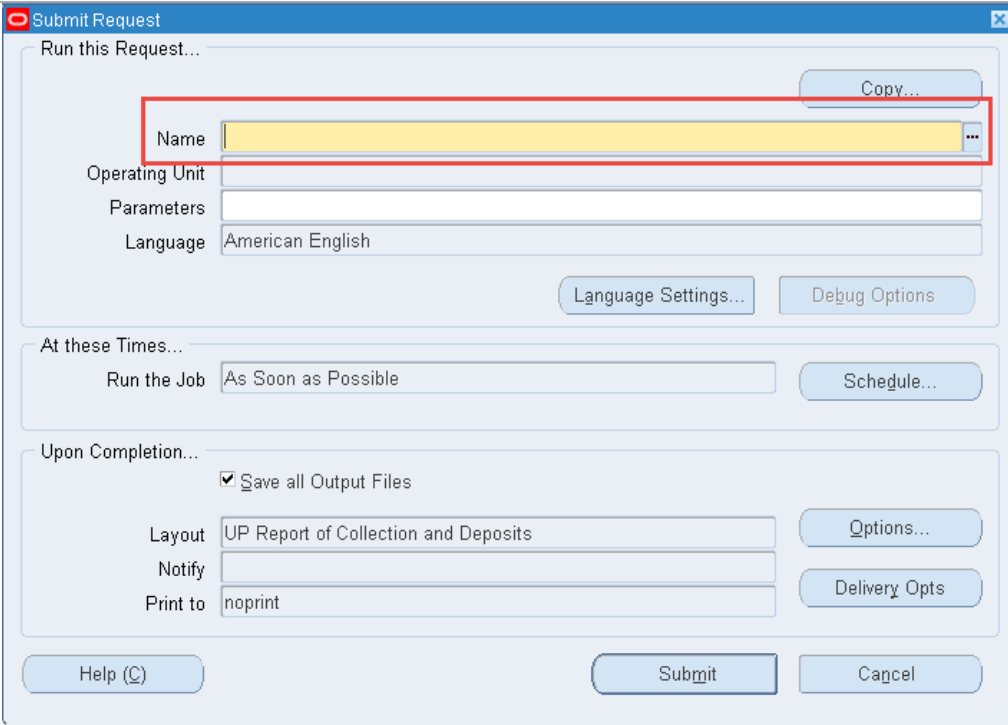
University of the Philippines
Financial Management Information System



User Guide

Process ID	
Process Name	Report of Collections and Deposits
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Cashier
Purpose	To generate Report of Collections and Deposits
Data Requirement	Receipts collected and saved through AR Receipts
Scenario	Cashier wants to generate the Report of Collection and Deposits after performing the receivables function and saving the receipts.

<p>Fig. 04</p>	
<p>5</p>	<p>The Find Request window will open, click on Submit a New Request. (Refer to Fig. 05)</p>
<p>Fig. 05</p>	
<p>6</p>	<p>The Submit a New Request window will open. Choose Single Request as the type of request you want to run, then click on Ok. (Refer to Fig. 06)</p>

<p>Fig. 06</p>	
<p>7</p>	<p>The Submit Request window will open. On the Name field, type in the name of the report or search for it through the list of values by clicking the ellipsis button . (Refer to Fig. 07)</p>
<p>Fig. 07</p>	
<p>8</p>	<p>The Reports window will open, type in the name of the report. For this user guide, type in “UP Report of Collection and Deposits”, or type in a portion of the name of the report enclosed in ‘%’, e.g. %UP%. Select the report and click OK. (Refer to Fig. 8)</p>

<p>Fig. 14</p>	
<p>15</p>	<p>Verify if the data is correct. If there are no issues, repeat steps 5 – 14 with Output Parameter set to Final.</p>