



University of the Philippines

Financial Management Information System



User Guide

Description

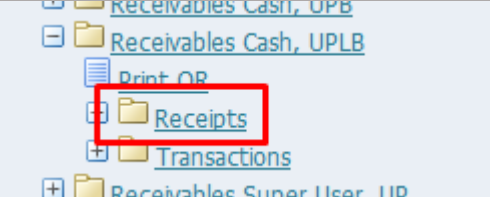
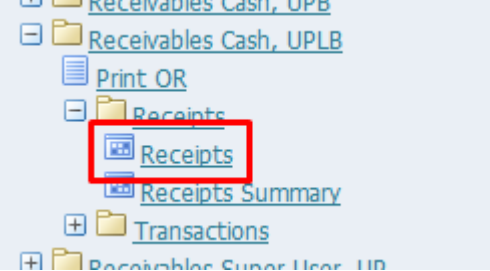
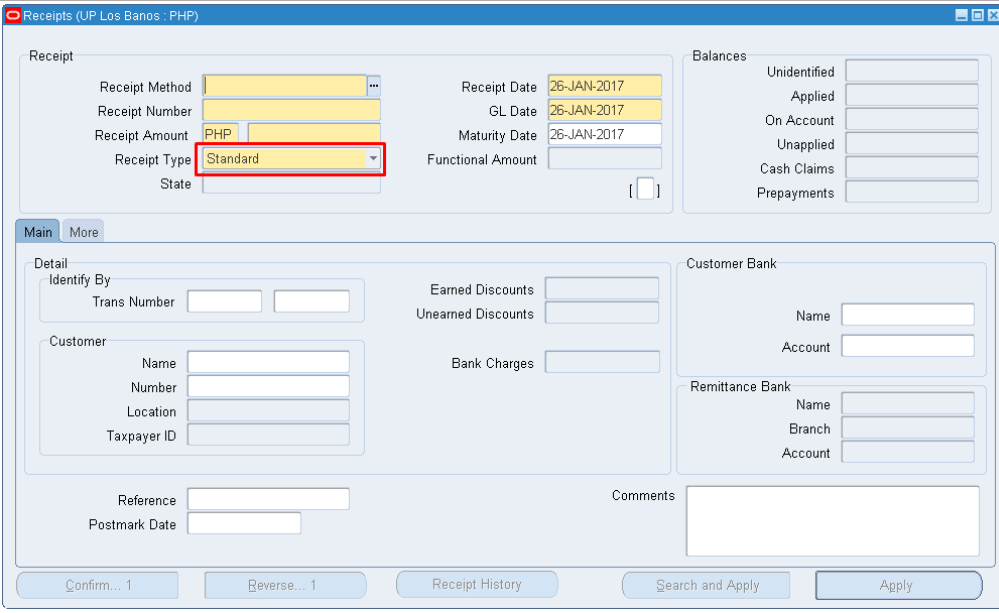
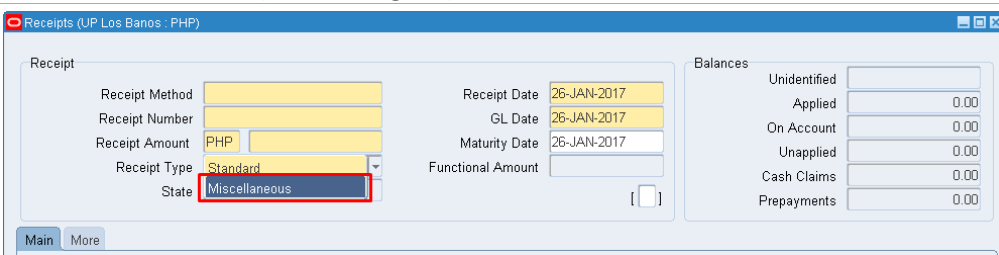
Process ID	
Processor	Receivables Cash
Information System	Financial Management Information System
Functional Domain	Accounts Receivables Module
Purpose	To enter a Miscellaneous Receipt
Data Requirement	Receipt Number, Amount, Invoice information, Activity
Dependencies	Bank Account Set-up, Receivable 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.
Author	Kenex Carl Mina

Revision

Version Number	Date	Author	Description of Change
2.0	January 27, 2017	Kenex Carl Mina	Updated to current setup



FMIS – Creating Miscellaneous Receipts (Miscellaneous Collections)

Process Steps	Process Details
1	From HOME proceed to Main Menu and click Receivables Cash then click on Receipts (Refer to Fig .01)
Fig. 01	
2	Then click on Receipts under the Receipts folder (Refer to Fig. 02)
Fig. 02	
3	The Receipts window will open. Change the Receipt Type by clicking on the drop down button (Refer to Fig. 03)
Fig. 03	
4	Select Miscellaneous (Refer to Fig. 04)
Fig. 04	
5	The Main tab fields will change accordingly and the Balances Box will change to



FMS – Creating Miscellaneous Receipts (Miscellaneous Collections)

Reference Box. Fill-in the required details (Refer to Fig. 05)

Fig. 05

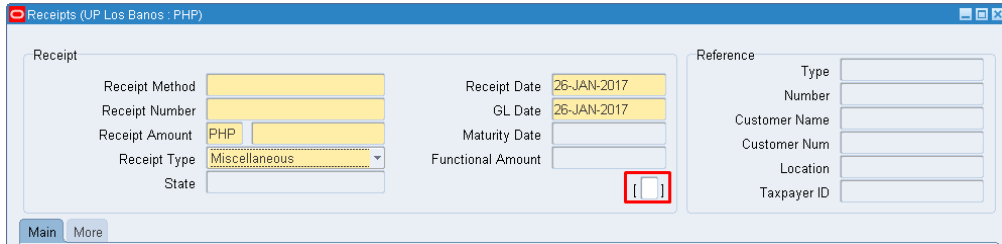
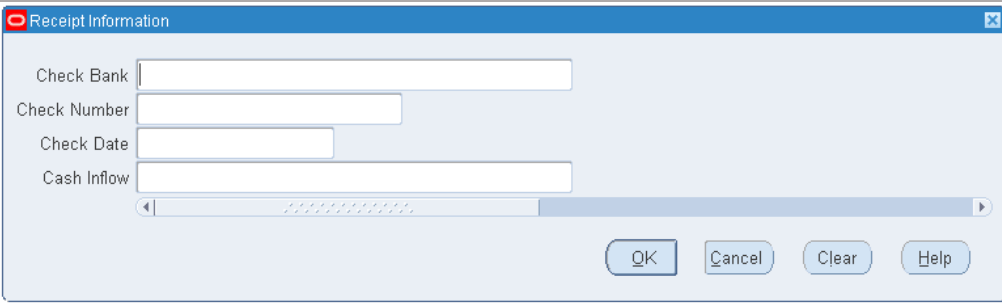
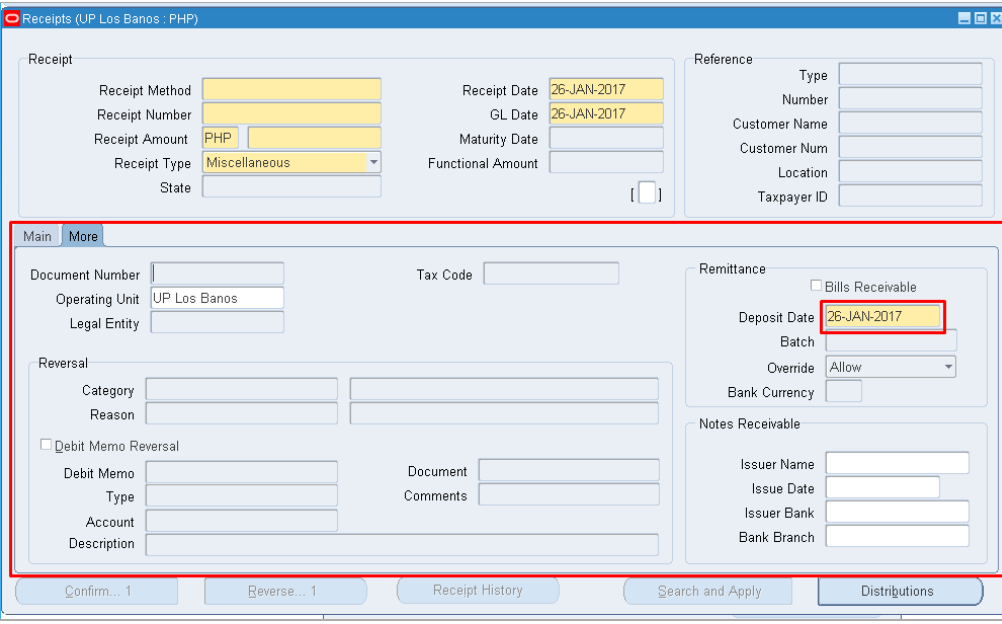
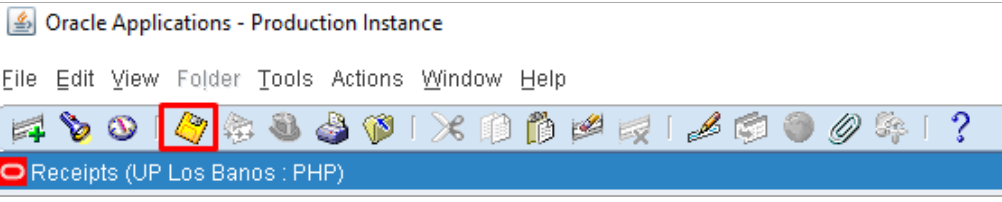
Field Name	Description	Remarks
Receipt Method	Bank Account where Receivable Activities will be deposited OR if the collections will be remitted to Cash Office, select Cash Office.	Required Field Select from List of Values
Receipt Number	Receipt number based on issued printed OR	Required Field Must be unique
Receipt Amount	Amount received	Required Field Numeric value
Receipt Date	Date of Receipt	Required Field Default value is current date
GL Date	Date of General Ledger	Required Field Default value is current date
Paid By: Name	Name of the Payor	Text field
Purpose: Activity	Receivable activities	Required field Select from List of Values
Comments	Comments	Text field

6

After filling up the necessary details of the Miscellaneous Receipt, if the payment is thru check, click on the **Flexfield** that can be found on the *Receipt* section (Refer to Fig. 06)




FMIS – Creating Miscellaneous Receipts (Miscellaneous Collections)

Fig. 06	
7	<p>The Receipt Information window will appear. Fill-in the fields for the Check Bank, Check Number and Check Date then click OK (Refer to Fig. 07).</p>
Fig. 07	
8	<p>If the collection is to be deposited on some other date, not the same as the receipt date, click on the More Tab and change the Deposit Date (Refer to Fig. 08)</p>
Fig. 08	
9	<p>Save the receipt by clicking the Save icon (Refer to Fig. 09) or by pressing Ctrl + S.</p>
Fig. 09	
10	<p>After saving the receipt, a confirmation that the receipt is successfully saved will appear at the lower left corner of the screen. (Refer to Fig. 10)</p>



FMIS – Creating Miscellaneous Receipts (Miscellaneous Collections)

Fig. 10	
11	Click on the Down Arrow Key of your keyboard to start a new Receipt or by clicking on the <i>New</i> icon (Refer to Fig. 11)
Fig. 11	