# **PNRI InfoSys - Payment System**

User's Manual

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### 1. Introduction

Payment System is a web-based application, a module of the PNRI InfoSys, which automates the process of client payments for PNRI services and generation of reports.

This User Manual provides the detailed description of the system functions, which is necessary for the users of the system. This manual will show the conventions used throughout the system, as well as how you can customize it according to your needs.

### 2. Overview

InfoSys – Payment System is an enhancement of the old MS Access database – Recoldep being used by the Cash Section. The Payment System is a module of PNRI InfoSys, an enterprise information system that support business processes, information flows, reporting, and data analytics of PNRI. The system aims to speed up the issuance of receipts and generation of OR and reports. MISS developed it in collaboration with Cashier Section of the Finance and Administrative Division (FAD).

Payment System provides the following features:

- Dashboard Shows the net income per year of PNRI from issuance of receipts. It can be filtered by year and fund type.
- Issue Receipt Allows users to issue receipt, print OR and/or cancel issued OR.
- Generation of Reports Allows users to generate and print reports such as cashbook, monthly and daily report of collection.

### 3. Getting Started

To access the system, the user must be assigned appropriate user rights given by the system administrator in the PNRI InfoSys. The user will then log in and perform tasks. After using the system, the user may log out his account to prevent unauthorized access to the system.

### 3.1 Set-up Considerations

Payment System is installed in the PNRI Server Room and can be accessed by users via web browser applications. Its screens are designed to be viewed at a minimum screen resolution of 1024 x 768. To optimize your access to the Payment System:

- Please disable pop-up blockers prior to attempting access to the Payment System.
- Use Google Chrome version 20 or higher or Firefox version 30 or higher.

### 3.2 User Access Considerations

Payment System has two (2) user account types with different access level.

- Cashier This user type has full access in Payment System, including adding, modifying, deleting and viewing all data. This user type can access the system configurations, dashboard and issuance of receipt.
- Accounting This user type can view reports of the Payment System.

### 3.3 Accessing the System

#### A. To access the system,

- 1. Open a web browser (Preferably Google Chrome) and go to link <a href="http://payment.intranet.pnri/">http://payment.intranet.pnri/</a>. You will be redirected to the PNRI Payment Log In page.
- 2. Enter your *Username* and *Password* on the field provided then click **Login**, as shown in Fig. 1 below.



Figure 1. Log In Page

InfoSys Payment

Dashboard

Main Menu

Issue Receipt

Net Income

Year: 2020

Net Income

Year: 2020

10M

7.5M

2.5M

Main Menu

101-1

101-R

101-R

184-R

184-MDS

184-UNDP

3. Upon successful login, you will be redirected to the Dashboard Page.

Figure 2. Dashboard Page

Note: If the username matches an account in the database but not the password, after five (5) failed access attempt, the user account will be locked. To unlock, contact System Administrator.

### B. To change your password

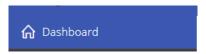
You must log in to the InfoSys site or contact the System Administrator.

### 3.4 System Organization & Navigation

The sidebar is the menu section of the PNRI InfoSys - Payment System. It contains the Dashboard and Main Menu.

#### A. Sidebar Menu

Main Menu – contains the transaction and library for Payment Management.



B. Top bar – contains the User and Notifications Drop-down



#### C. Notifications

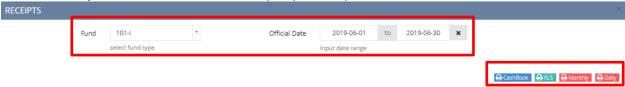
1. Success – shows when action was successfully completed.



3. Error – shows when action was not completed because of a system error.



**D. Filter & Export** – Allows user to filter query and reports.



### 3.5 Exiting the System

### A. To log out from the system,

1. Hover your mouse over the User Dropdown at the top-right corner of page. Click **Log Out**.



2. A confirmation modal will be shown. Click **YES** to confirm log out.



### 4. Payment System

The PNRI InfoSys - Payment System main screen has a top bar, which contains the User Dropdown and notifications, the content page, sidebar menu and the footer. When a menu from the sidebar is selected, the content page changes depending on the selected menu.

The following sub-sections provide detailed, systematic instructions on how to use the various functions or features of the PNRI InfoSys - Payment System.

### 4.1 Using the System

As discussed in section 3.2, Payment System has two (2) different user account types. Upon login of each users, they will be redirected to the Dashboard page. The system has sections namely Dashboard and Main Menu, which will be discussed below.

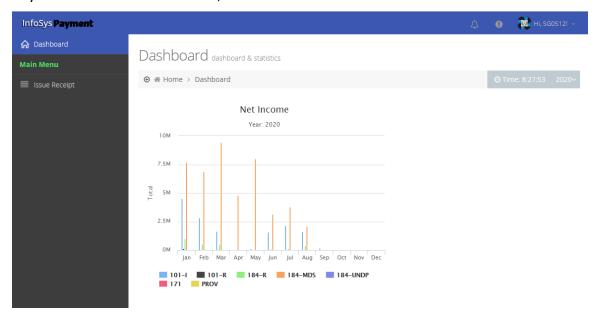


Figure Dashboard

#### 4.1.1 Main Menu

This section will teach you how to manage the Payment System. Note that each display may require a certain type of user.

#### A. Issue Receipt

In this page, you can manage the issuance of receipt for PNRI services

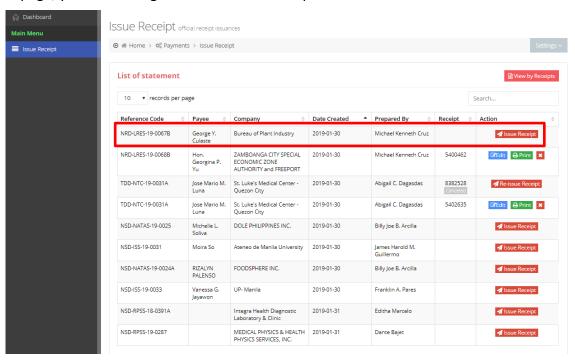
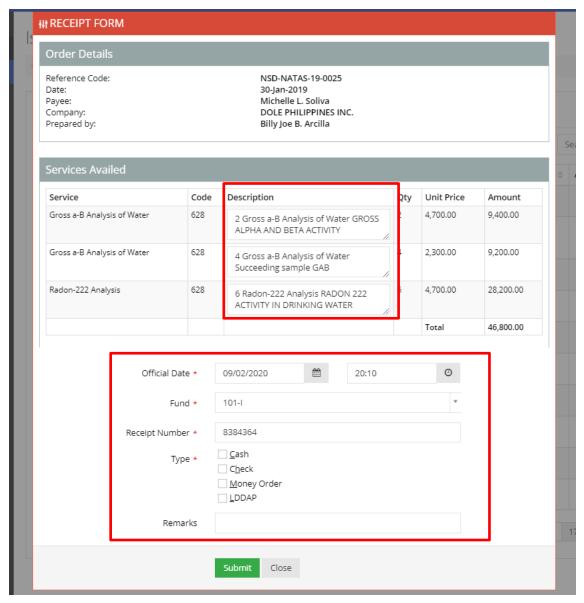


Figure Issue Receipt (Cashier only)

#### To issue receipt,

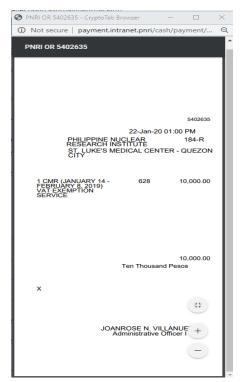
- 1. Click the sissue Receipt in line with the record you want to issue receipt for.
- 2. Input the appropriate details, as shown below



3. Click submit to save changes or close to undo changes

### To print receipt

- 1. Click the Print icon inline with the record you want to print
- 2. A page will appear, as shown below



3. Click Print to print or save the file

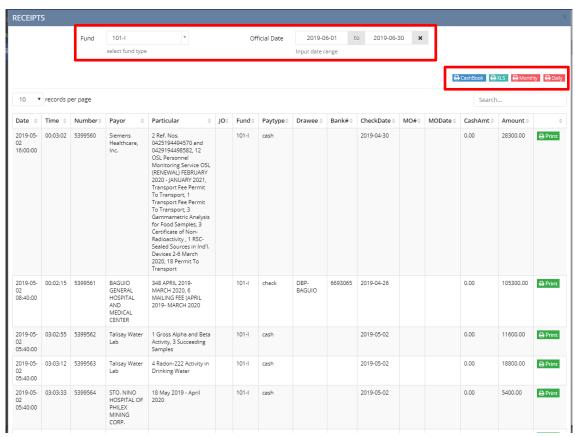
### To cancel an issued receipt

- 1. Click the inline with the issued receipt
- 2. Click **Submit** to save changes or **Cancel** to undo changes

#### **B. Export**

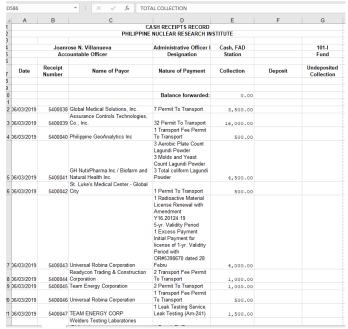
#### To export reports

1. Click the View by Receipts, a modal will appear





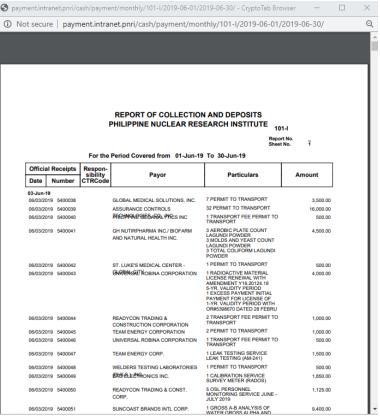
### 2. Click GashBook to print Cashbook



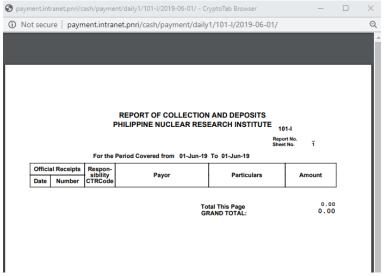
3. Click to export report as Excel File

Date	Time	Number	Payo r	Particular	JO	Fund	Paytype	Drawee	Bank#	CheckDate	MO#	MODate	CashAmt	Amount	
			Siem ens Healt hcare	2 Ref. Nos. 0425194494570 and 0429194498582, 12 OSL Personnel Monitoring Service OSL (RENEWAL) FEBRUARY 2020- JANUARY 2021, Transport Fee Permit To Transport, 1 Transport, 2 Gammametric Analysis for Food Samples, 3 Certificate of Non-Radioactivity, 1 RSC-Sealed Sources in Ind'Il. Devices 2-6 March 2020, 18 Permit To 2020, 18 Permit To 2020, 18 Permit To 2020, 18 Permit To											
i/2/2019 16:00	0:03:02		BAG UIO	·		101-I	cash			4/30/2019			0	28300	Print
			GENE RAL HOSP												
				348 APRIL 2019- MARCH 2020, 6											

### 4. Click to export Monthly report



## 5. Click Daily to export Daily report



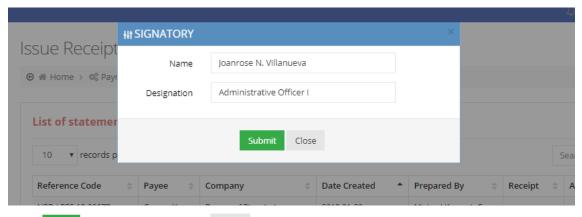
### C. Settings

In this section, you can setup the Signatory of the receipts.

### To update signatory



- 1. Hover your mouse over the Settings icon at the top right corner of the content page, then select Signatory
- 2. A page will appear, as shown below



3. Click submit to save changes or close to undo

---- THE END ----