



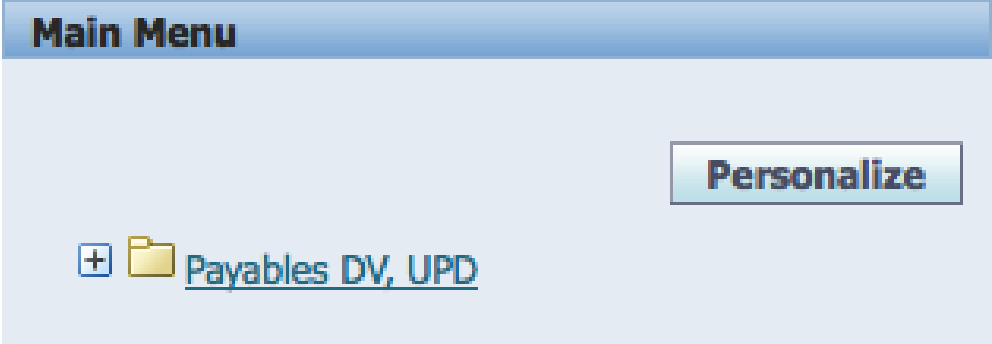
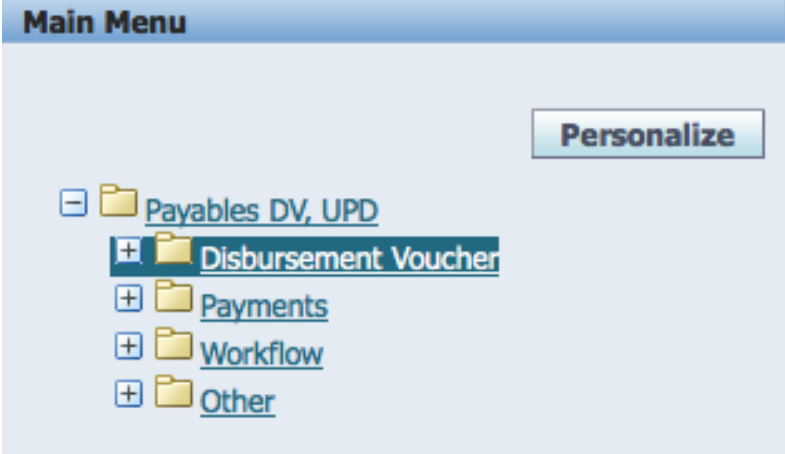
University of the Philippines

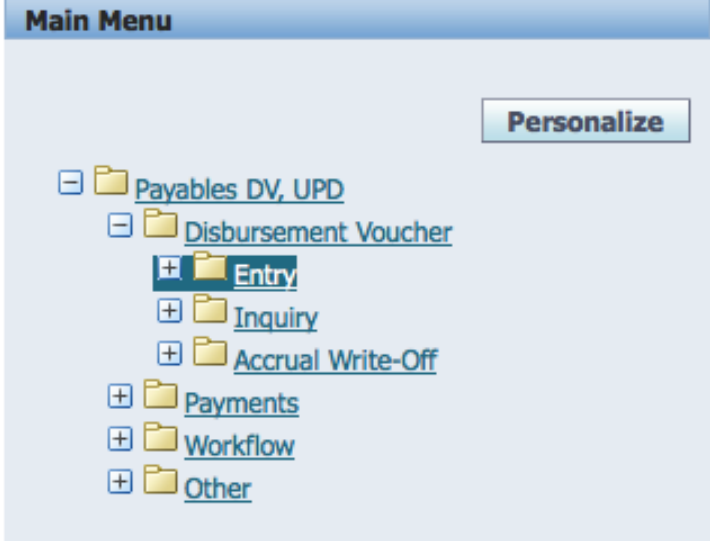
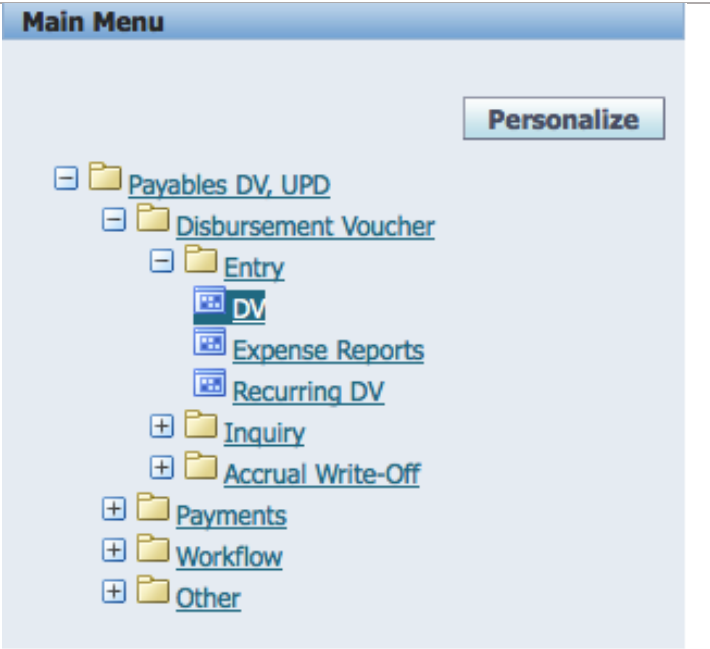
Financial Management Information System



User Guide

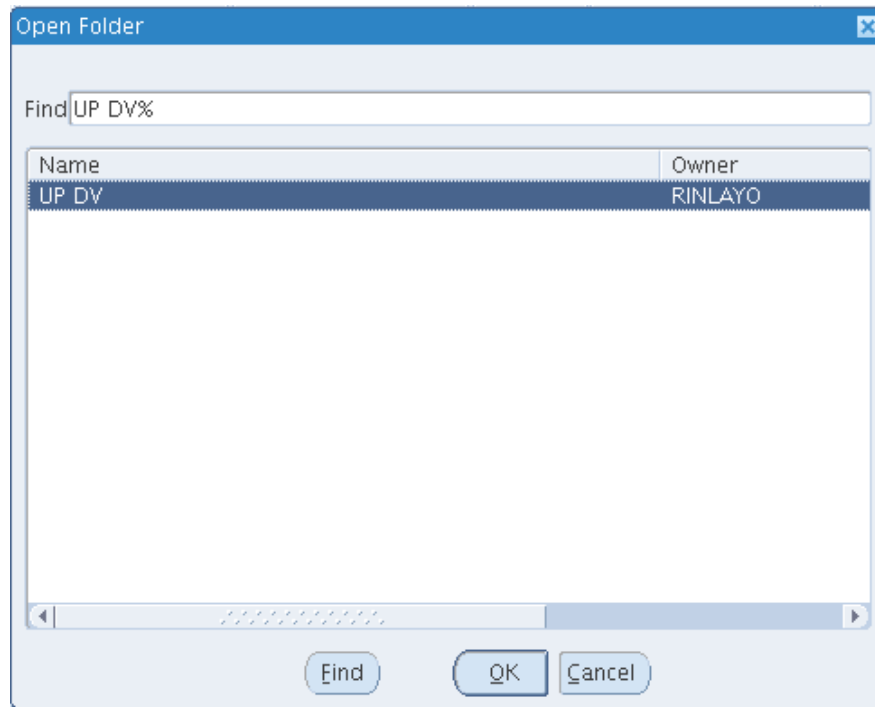
Process ID	TSFM30001
Process Name	DV Preparation
Information System	Financial Management Information System
Functional Domain	Accounts Payable Module
Responsibility	Payables DV
Purpose	Preparing and processing a disbursement voucher
Data Requirement	Disbursement Voucher Details
Dependencies	<ul style="list-style-type: none">• Responsibility Center Code• Special Code• Expenditure Type• Budget Segment
Scenario	The DV originator will enter DV details and attach scanned documents required for processing.

Process Steps	Process Details
1	From HOME proceed to Main Menu and click Payables DV (Refer Fig .01)
Fig. 01	 <p>The screenshot shows a 'Main Menu' header at the top. On the right side, there is a 'Personalize' button. In the center-left area, there is a folder icon with a plus sign next to the text 'Payables DV, UPD'.</p>
2	Click on Disbursement Voucher (Refer Fig. 02)
Fig. 02	 <p>The screenshot shows the 'Main Menu' header. On the right, there is a 'Personalize' button. On the left, a folder icon with a minus sign is next to 'Payables DV, UPD'. This folder is expanded, showing a sub-menu with a plus sign icon next to 'Disbursement Voucher', which is highlighted with a dark blue background. Below it are other folders: 'Payments', 'Workflow', and 'Other', each with a plus sign icon.</p>
3	Click on Entry (Refer Fig. 03)

<p>Fig. 03</p>	 <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button in the top right. The menu is expanded to show 'Payables DV, UPD' (minus icon), which contains 'Disbursement Voucher' (minus icon). Under 'Disbursement Voucher', 'Entry' is highlighted with a plus icon. Other items include 'Inquiry' (+), 'Accrual Write-Off' (+), 'Payments' (+), 'Workflow' (+), and 'Other' (+).</p>	
<p>4</p>	<p>Click on DV (Refer Fig. 04)</p>	
<p>Fig. 04</p>	 <p>The screenshot shows the same 'Main Menu' window. 'Payables DV, UPD' (minus icon) is expanded to 'Disbursement Voucher' (minus icon), which is further expanded to 'Entry' (minus icon). Under 'Entry', 'DV' is highlighted with a plus icon. Other items include 'Expense Reports' (+), 'Recurring DV' (+), 'Inquiry' (+), 'Accrual Write-Off' (+), 'Payments' (+), 'Workflow' (+), and 'Other' (+).</p>	
<p>Invoice Workbench window will open. (Refer Fig. 05)</p>		

<p>Fig. 05</p>	
<p>5</p>	<p>To change the column arrangement, click the folder icon. (Refer Fig. 06)</p>
<p>Fig. 06</p>	
<p>6</p>	<p>Open Folder window will be shown, choose UP DV with owner RMINLAYO and click OK. (Refer Fig. 07)</p>

Fig. 07



7

Enter DV details in the required fields (Yellow Fields).


Seeing the  button means there is an available list of values/choices in that field. (Refer Fig. 08)

Fig. 08



Field Name	Description	Remarks
Type		<ul style="list-style-type: none"> Standard (PO or Non-PO) Prepayment (Cash Advances/Reimbursements)
Supplier Name		<ul style="list-style-type: none"> Supplier Name Employee Name
Supplier Site		<ul style="list-style-type: none"> Click the ellipses for options
Supplier Number		<ul style="list-style-type: none"> Automatic
DV Number		<ul style="list-style-type: none"> Automatic upon save
Voucher Number		<ul style="list-style-type: none"> Automatic upon save
DV Date	Ex. 01-JAN-2000	<ul style="list-style-type: none"> DD-MMM-YYYY
DV Amount	Numeric (ex. 30000)	<ul style="list-style-type: none"> Gross Amount; If with VAT, VAT inclusive.
GL Date		<ul style="list-style-type: none"> DD-MMM-YYYY



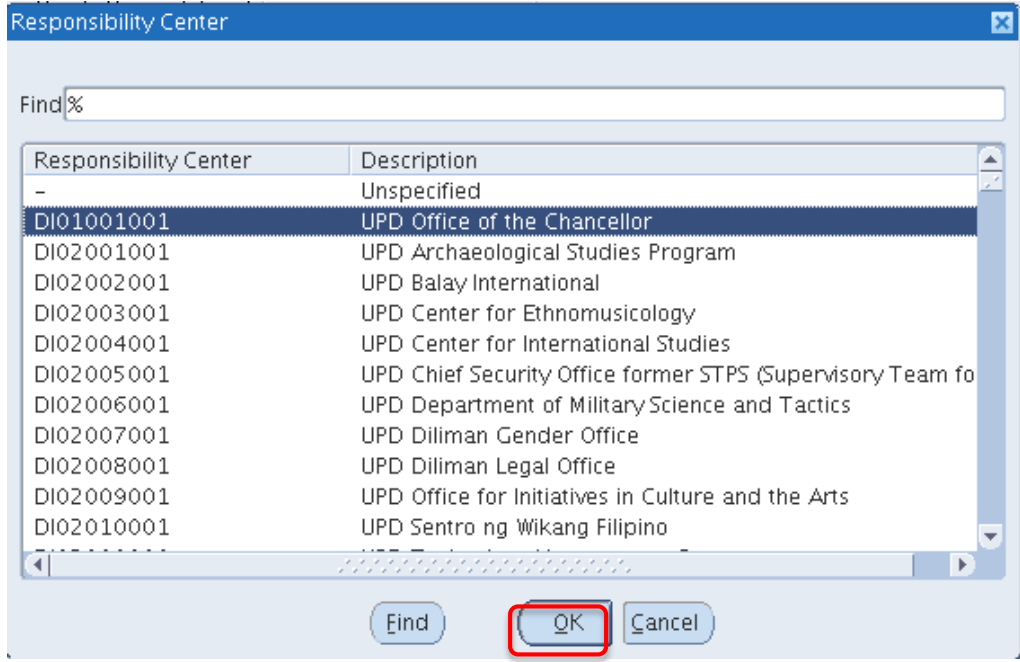


	Description	Nature of Payment. For Cash Advances, indicate the purpose. (ex. for Travel)	<ul style="list-style-type: none"> Description of the transaction
	Terms		
	Payment Method		
	Sup Inv No., Check, RC, SP Column		<ul style="list-style-type: none"> A new window will appear upon clicking this field
	Liability Account		<ul style="list-style-type: none"> A new window will appear upon clicking this field
	Supplier Invoice Number		<ul style="list-style-type: none"> Select if applicable.
	Check Payee Name		<ul style="list-style-type: none"> If the check is addressed to an another name
	Responsibility Center	Responsibility Center	<ul style="list-style-type: none"> Required for approval path
	Special Code	Special Code for Trust Accounts / Projects / Special Accounts for Monitoring	<ul style="list-style-type: none"> Required for approval path
	Expenditure Type	Bank Transfer, Cash Advance, Etc.	<ul style="list-style-type: none"> Select, if applicable. For identification of approval path

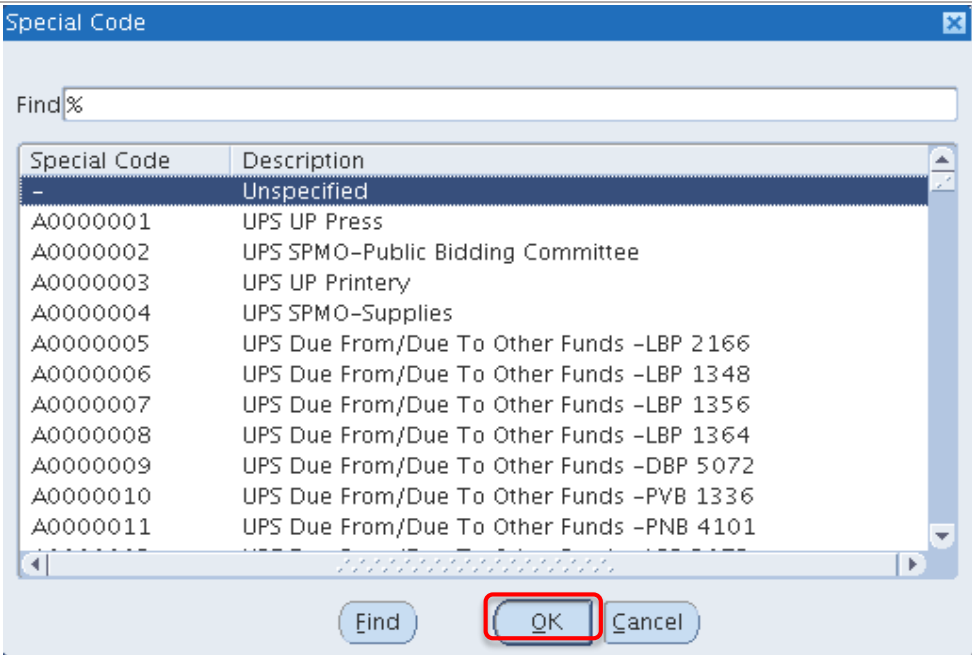

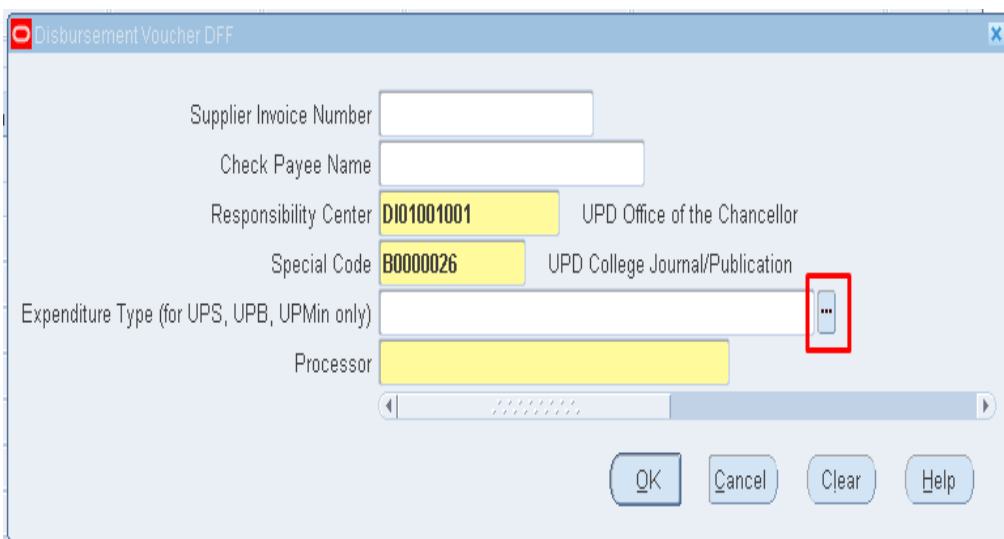

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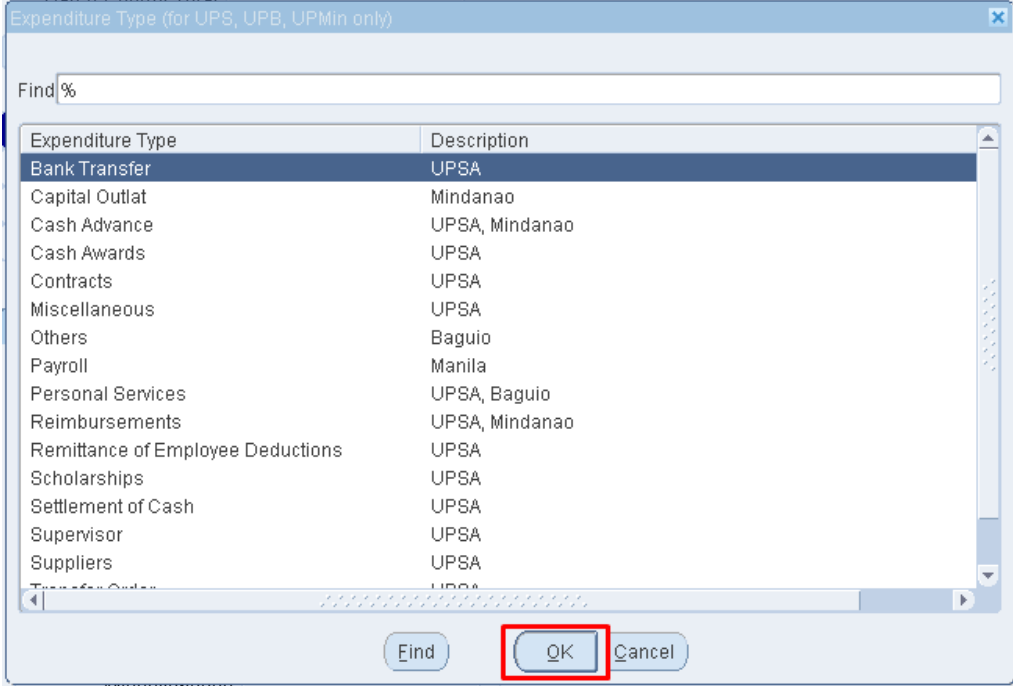
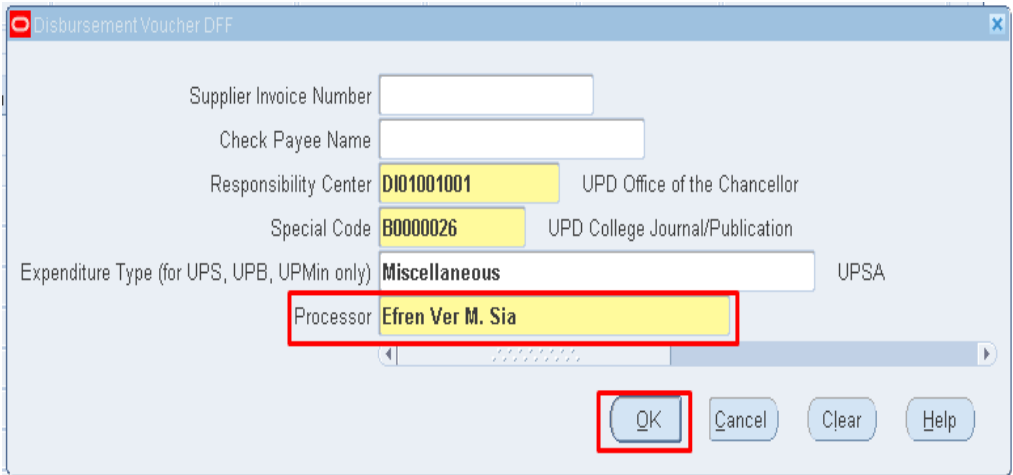

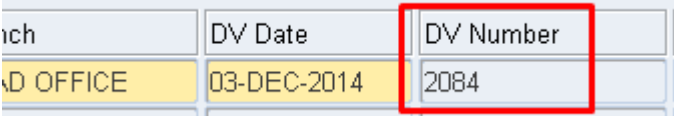
Fill up the **Yellow Fields** up until “**Sup Inv No., Check, RC, SP**” Column. Once clicked, **Disbursement Voucher DFF** window will open.(Refer Fig. 09)

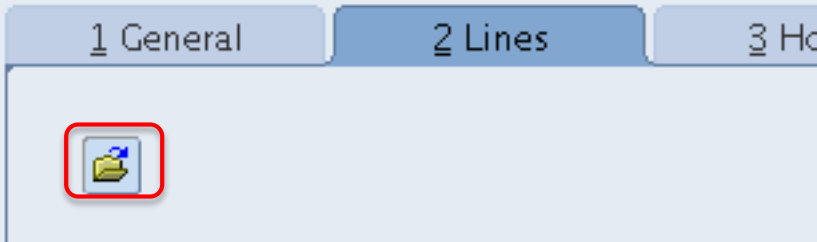
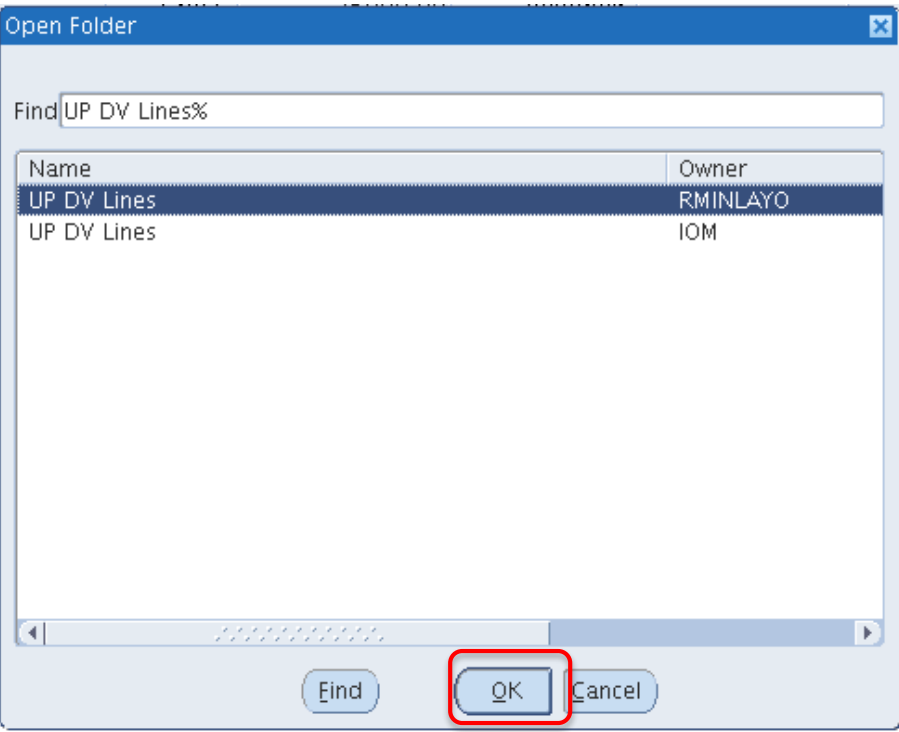
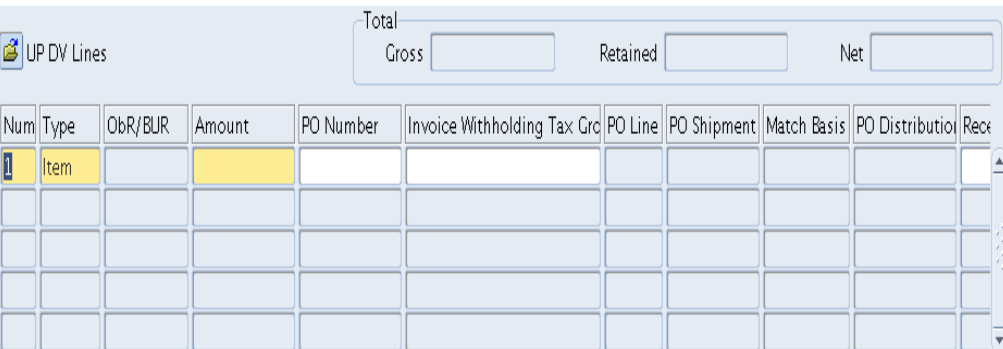

Fig. 09

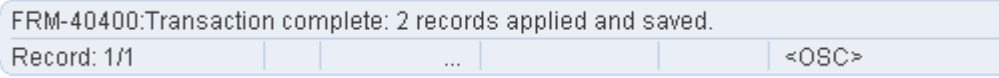
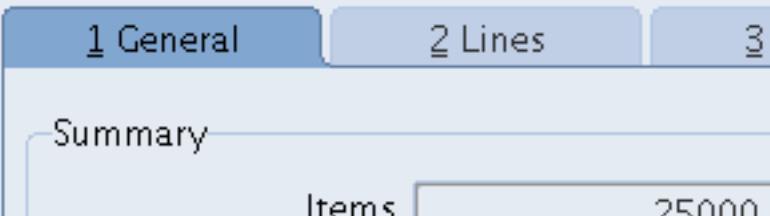

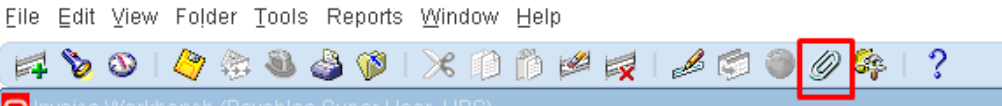
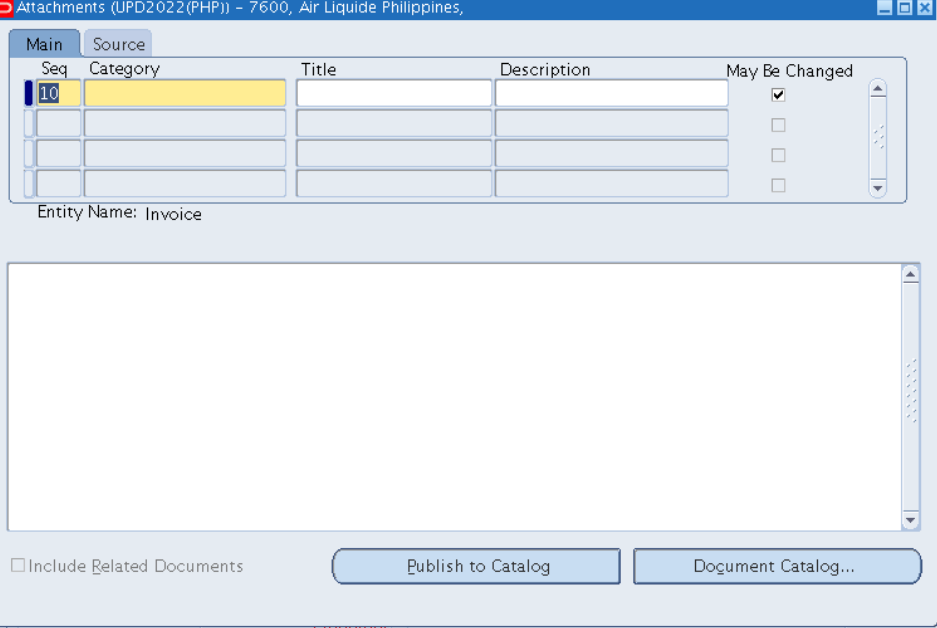

Field Name	Description	Remarks
Supplier Invoice Number		
Check Payee Number		
Responsibility Center	Responsibility Center	<ul style="list-style-type: none"> Required for approval path
Special Code	Special Code for Trust Accounts / Projects / Special Accounts for Monitoring	<ul style="list-style-type: none"> Required for approval path

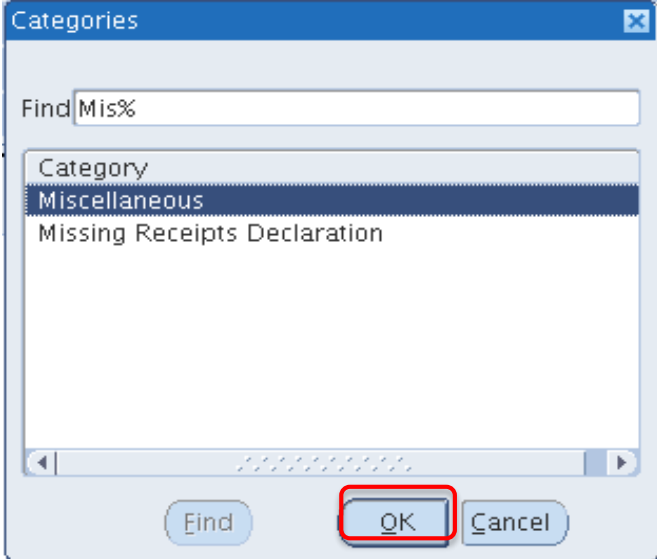
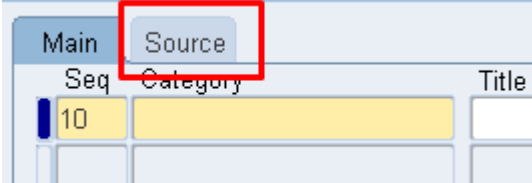

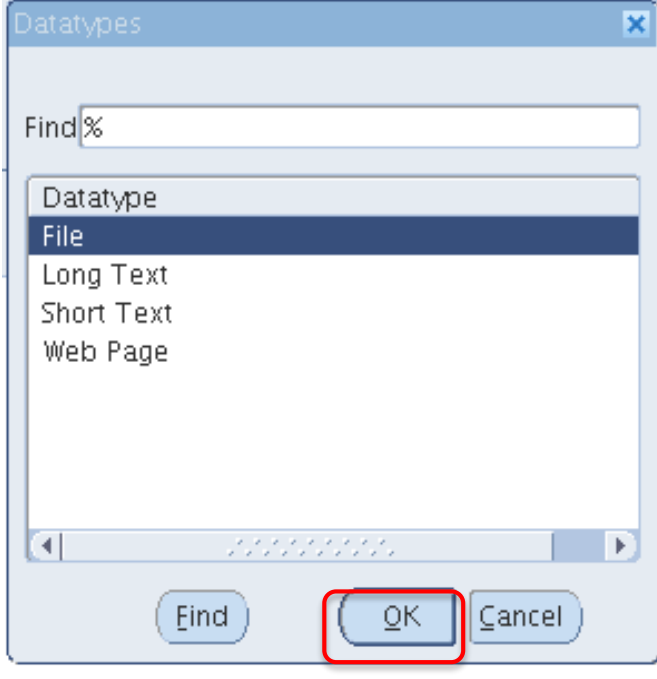
	Expenditure Type		
	Processor	Name of the person who logged in.	Automatic
9	<p>On Disbursement Voucher DFF window, click on Responsibility Center and  button will appear. Click the  button. Responsibility Center window will open. Choose the appropriate Responsibility Center and click OK. (Refer Fig. 10)</p>		
Fig. 10			
10	<p>On Disbursement Voucher DFF window, click on Special Code and  button will appear. Click the  button. Special Code window will open. Choose the appropriate Special Code and click OK. (Refer Fig. 11)</p>		

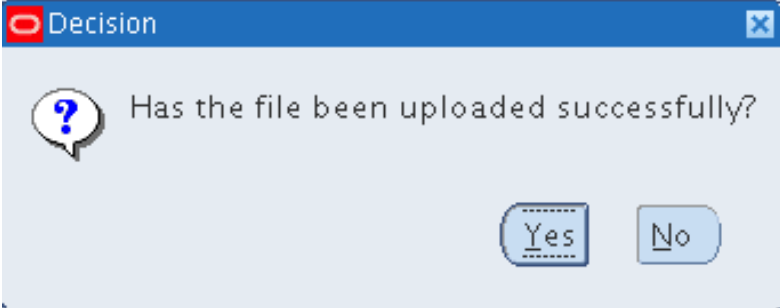
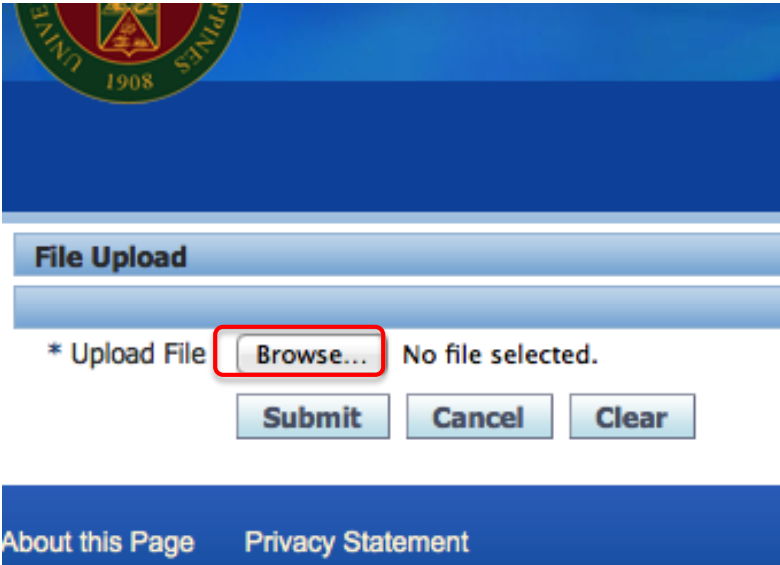
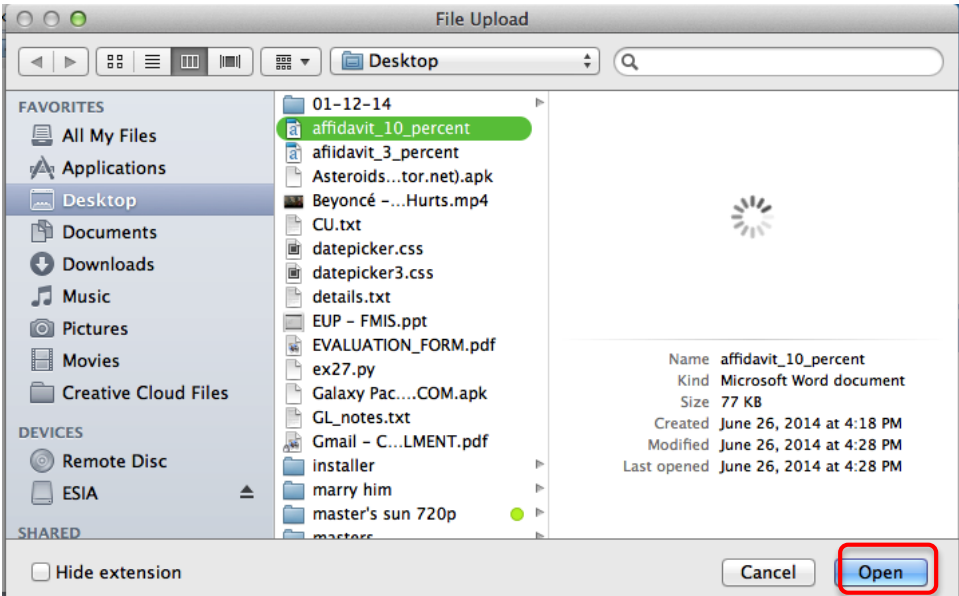
<p>Fig. 11</p>	 <p>Special Code</p> <p>Find%</p> <table border="1"> <thead> <tr> <th>Special Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>Unspecified</td> </tr> <tr> <td>A0000001</td> <td>UPS UP Press</td> </tr> <tr> <td>A0000002</td> <td>UPS SPMO-Public Bidding Committee</td> </tr> <tr> <td>A0000003</td> <td>UPS UP Printery</td> </tr> <tr> <td>A0000004</td> <td>UPS SPMO-Supplies</td> </tr> <tr> <td>A0000005</td> <td>UPS Due From/Due To Other Funds -LBP 2166</td> </tr> <tr> <td>A0000006</td> <td>UPS Due From/Due To Other Funds -LBP 1348</td> </tr> <tr> <td>A0000007</td> <td>UPS Due From/Due To Other Funds -LBP 1356</td> </tr> <tr> <td>A0000008</td> <td>UPS Due From/Due To Other Funds -LBP 1364</td> </tr> <tr> <td>A0000009</td> <td>UPS Due From/Due To Other Funds -DBP 5072</td> </tr> <tr> <td>A0000010</td> <td>UPS Due From/Due To Other Funds -PVB 1336</td> </tr> <tr> <td>A0000011</td> <td>UPS Due From/Due To Other Funds -PNB 4101</td> </tr> </tbody> </table> <p>Find OK Cancel</p>	Special Code	Description	-	Unspecified	A0000001	UPS UP Press	A0000002	UPS SPMO-Public Bidding Committee	A0000003	UPS UP Printery	A0000004	UPS SPMO-Supplies	A0000005	UPS Due From/Due To Other Funds -LBP 2166	A0000006	UPS Due From/Due To Other Funds -LBP 1348	A0000007	UPS Due From/Due To Other Funds -LBP 1356	A0000008	UPS Due From/Due To Other Funds -LBP 1364	A0000009	UPS Due From/Due To Other Funds -DBP 5072	A0000010	UPS Due From/Due To Other Funds -PVB 1336	A0000011	UPS Due From/Due To Other Funds -PNB 4101
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<p>11</p>	<p>On Expenditure Type field, click on  button. (Refer Fig. 12) Expenditure Type Window will pop-up. (Refer Fig. 13) Click on OK button once you chose a type.</p>																										
<p>Fig. 12</p>	 <p>Disbursement Voucher DFF</p> <p>Supplier Invoice Number <input type="text"/></p> <p>Check Payee Name <input type="text"/></p> <p>Responsibility Center D101001001 UPD Office of the Chancellor</p> <p>Special Code B0000026 UPD College Journal/Publication</p> <p>Expenditure Type (for UPS, UPB, UPM in only) <input type="text"/> </p> <p>Processor <input type="text"/></p> <p>OK Cancel Clear Help</p>																										

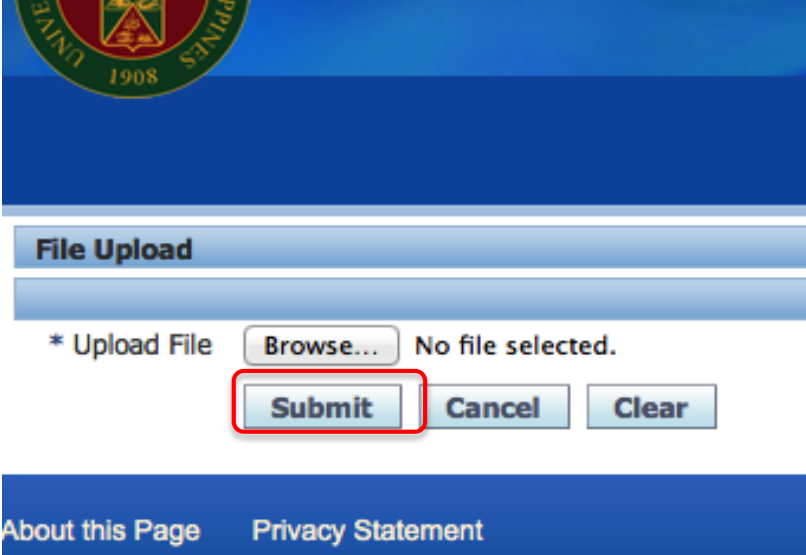
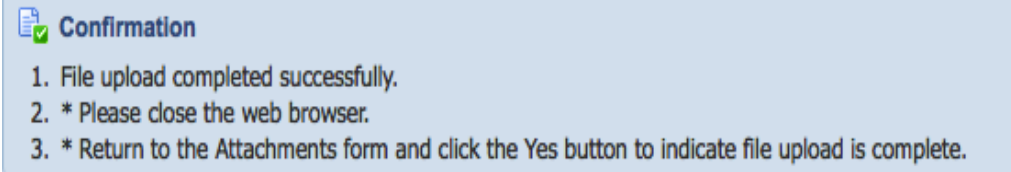
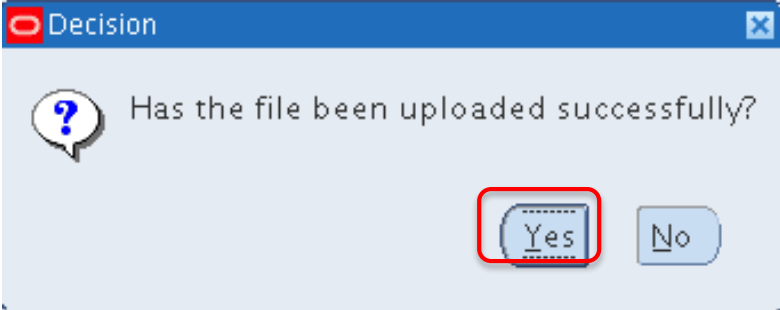
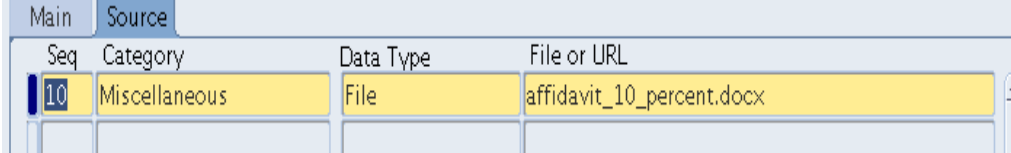
<p>Fig. 13</p>	
<p>12</p>	<p>On the Processor field, type your name on this field for approvers to know who processed the Disbursement Voucher. Click Ok button. (Refer Fig. 14)</p>
<p>Fig. 14</p>	
<p>13</p>	<p>Continue filling up the Yellow Fields up until the column Payment Method.</p>
<p>14</p>	<p>Click save button  or press Ctrl + S. Notice that you will not be able to save until all the required fields are filled out. Once saved, you will be given a DV Number generated by the system. (Refer Fig. 15) This will be the number you will use for the transmittal form to be passed in the Accounting Section.</p>
<p>Fig. 15</p>	
<p>15</p>	<p>Click the the "2 Lines" tab and click the folder icon. (Refer Fig. 16)</p>

<p>Fig. 16</p>							
<p>16</p>	<p>Open Folder window will show and choose UP DV Lines. Click OK (Refer Fig. 17)</p>						
<p>Fig. 17</p>							
<p>17</p>	<p>Fill up the following fields in the 2 Lines Region: (Refer Fig. 18)</p>						
	<table border="1"> <thead> <tr> <th>Field Name</th> <th>Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Amount</td> <td>Gross Amount</td> <td>Enter the same amount indicated in the DV Amount.</td> </tr> </tbody> </table>	Field Name	Description	Remarks	Amount	Gross Amount	Enter the same amount indicated in the DV Amount.
Field Name	Description	Remarks					
Amount	Gross Amount	Enter the same amount indicated in the DV Amount.					
<p>Fig. 18</p>							
<p>18</p>	<p>Click Save button  or CTRL + S. A confirmation will appear at the lower left of the window. (Refer Fig. 19)</p>						


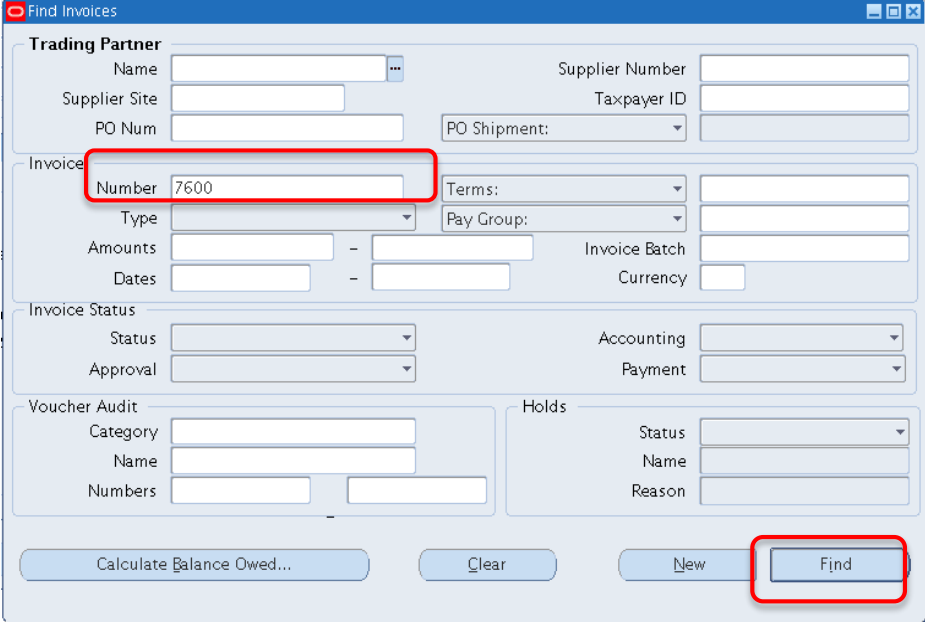
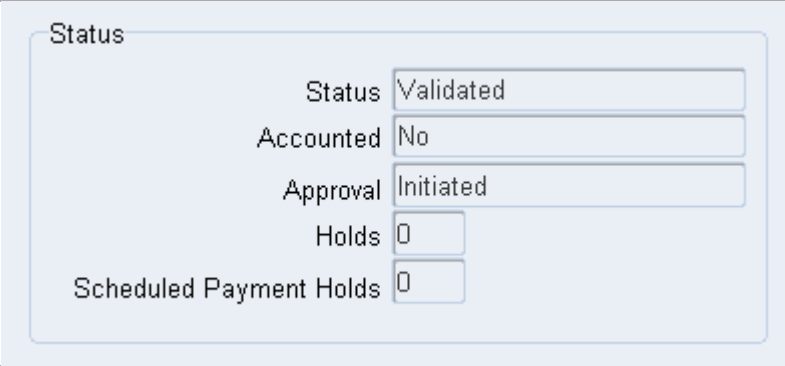
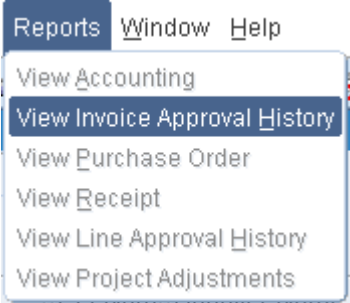
<p>Fig. 19</p>	
<p>19</p>	<p>Click the General Tab. (Refer Fig. 20)</p>
<p>Fig. 20</p>	
<p>20</p>	<p>For attachments, click the paper clip icon  on the upper part of the window.</p>  <p>Attachments window will open. (Refer Fig. 21)</p>
<p>Fig. 21</p>	
<p>21</p>	<p>On Category Column, click  button. Categories window will open and choose Miscellaneous. Click OK. (Refer Fig. 22)</p>

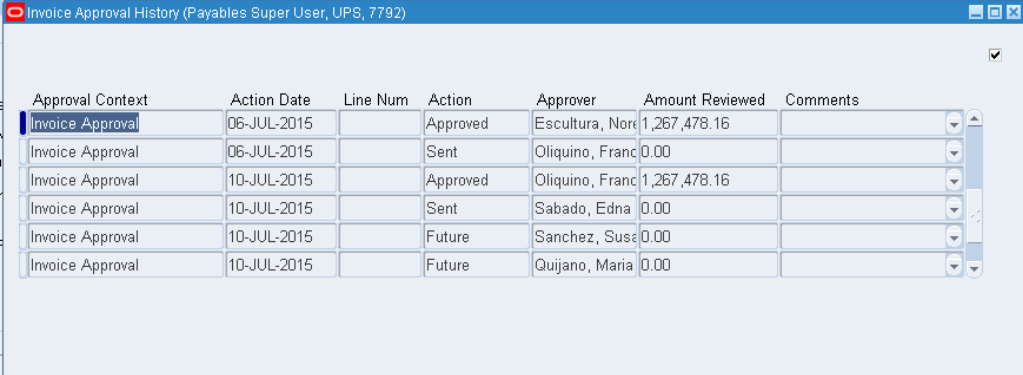
<p>Fig. 22</p>	
<p>22</p>	<p>Click Source Tab. (Refer Fig. 23)</p>
<p>Fig. 23</p>	
<p>23</p>	<p>On Data Type Column, click  button. Data Types window will open, choose File and click OK. (Refer Fig. 24)</p>
<p>Fig. 24</p>	
<p>24</p>	<p>A Decision window will appear, don't click anything yet. Proceed to the browser Internet explorer or Mozilla Firefox. (Refer Fig. 25)</p>

<p>Fig. 25</p>	
<p>25</p>	<p>Click Browse button. (Refer Fig. 26)</p>
<p>Fig. 26</p>	
<p>26</p>	<p>Choose the desired file you want to upload or attach and click Open. (Refer Fig. 27)</p>
<p>Fig. 27</p>	
<p>27</p>	<p>Click Submit button. (Refer Fig. 28)</p>

<p>Fig. 28</p>	
<p>28</p>	<p>Once submitted, confirmation will show. (Refer Fig. 29)</p>
<p>Fig. 29</p>	
<p>29</p>	<p>File is now uploaded, you may now return to the Oracle Application. Click Yes. (Refer Fig 30)</p>
<p>Fig. 30</p>	
<p>30</p>	<p>File or URL will be filled up when file is uploaded. Close the Decision window to return to DV Screen. (Refer Fig. 31)</p>
<p>Fig. 31</p>	
<p>31</p>	<p>Close the Attachments window. Save then submit the documents to the accounting office pre-audit.</p>

How to find the DV and check who's the current approver

32	Click Find Icon. (Refer Fig. 08)
	
33	Enter at least one criteria for finding a DV or a group of DVs for approval such as the DV Number, Date and etc. Click Find button. (Refer Fig. 08)
	
34	In the General Tab make sure that the Approval is “ Initiated ” it means that the DV is now on the process for approval.
	
35	Click Report > View Invoice Approval History
	

<p>36</p>	<p>The approval flow will be displayed. You may see who approved the DV, who's the current approver and the future approvers of the DV.</p> <p>If a wrong approver is being displayed kindly inform us by calling the eup helpdesk or email us at helpdesk@up.edu.ph</p>																																																	
	 <p>The screenshot shows a window titled "Invoice Approval History (Payables Super User, UPS, 7792)". It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Approval Context</th> <th>Action Date</th> <th>Line Num</th> <th>Action</th> <th>Approver</th> <th>Amount Reviewed</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Invoice Approval</td> <td>06-JUL-2015</td> <td></td> <td>Approved</td> <td>Escultura, Nor</td> <td>1,267,478.16</td> <td></td> </tr> <tr> <td>Invoice Approval</td> <td>06-JUL-2015</td> <td></td> <td>Sent</td> <td>Oliquino, Franc</td> <td>0.00</td> <td></td> </tr> <tr> <td>Invoice Approval</td> <td>10-JUL-2015</td> <td></td> <td>Approved</td> <td>Oliquino, Franc</td> <td>1,267,478.16</td> <td></td> </tr> <tr> <td>Invoice Approval</td> <td>10-JUL-2015</td> <td></td> <td>Sent</td> <td>Sabado, Edna</td> <td>0.00</td> <td></td> </tr> <tr> <td>Invoice Approval</td> <td>10-JUL-2015</td> <td></td> <td>Future</td> <td>Sanchez, Susa</td> <td>0.00</td> <td></td> </tr> <tr> <td>Invoice Approval</td> <td>10-JUL-2015</td> <td></td> <td>Future</td> <td>Quijano, Maria</td> <td>0.00</td> <td></td> </tr> </tbody> </table>	Approval Context	Action Date	Line Num	Action	Approver	Amount Reviewed	Comments	Invoice Approval	06-JUL-2015		Approved	Escultura, Nor	1,267,478.16		Invoice Approval	06-JUL-2015		Sent	Oliquino, Franc	0.00		Invoice Approval	10-JUL-2015		Approved	Oliquino, Franc	1,267,478.16		Invoice Approval	10-JUL-2015		Sent	Sabado, Edna	0.00		Invoice Approval	10-JUL-2015		Future	Sanchez, Susa	0.00		Invoice Approval	10-JUL-2015		Future	Quijano, Maria	0.00	
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