

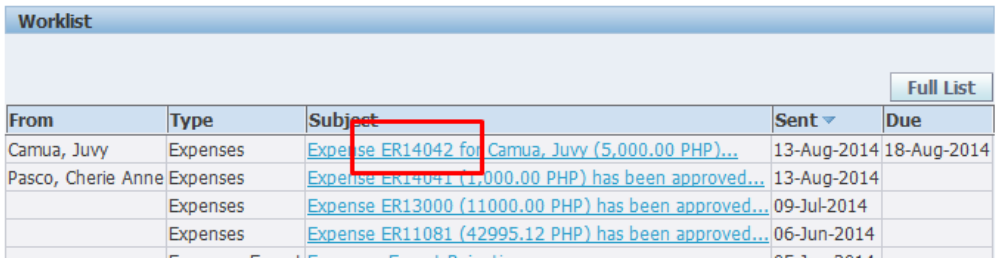

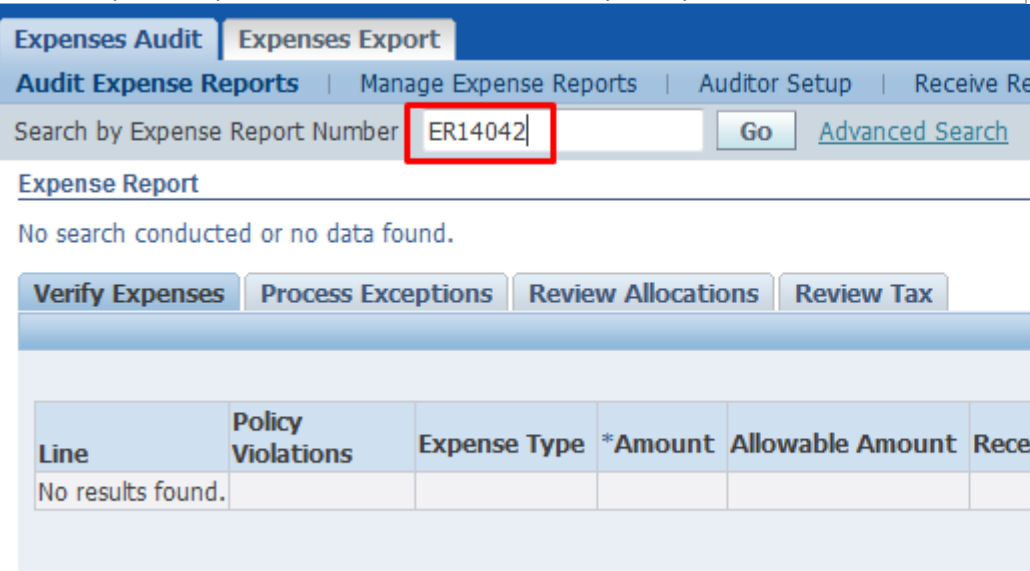
# University of the Philippines

## Financial Management Information System



### User Guide

Process ID	TSFM30004
Process Name	Pre-audit Expense Report Auditor
Information System	Financial Management Information System
Functional Domain	Accounts Payables Module
Responsibility	Internet Expense Auditor
Purpose	To be able to make necessary adjustments to Expense Reports created by DV Originators.
Data Requirement	Accounting Entrues
Dependencies	
Scenario	Based on actual attachments, the Pre-audit staff makes necessary adjustments in the expense report as necessary.

Process Steps	Process Details																									
1	From your <b>Worklist</b> , remember or copy the Expense Report Number																									
Fig. 01	 <table border="1"> <thead> <tr> <th>From</th> <th>Type</th> <th>Subject</th> <th>Sent</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>Camua, Juvy</td> <td>Expenses</td> <td>Expense ER14042 for Camua, Juvy (5,000.00 PHP)...</td> <td>13-Aug-2014</td> <td>18-Aug-2014</td> </tr> <tr> <td>Pasco, Cherie Anne</td> <td>Expenses</td> <td>Expense ER14041 (1,000.00 PHP) has been approved...</td> <td>13-Aug-2014</td> <td></td> </tr> <tr> <td></td> <td>Expenses</td> <td>Expense ER13000 (11000.00 PHP) has been approved...</td> <td>09-Jul-2014</td> <td></td> </tr> <tr> <td></td> <td>Expenses</td> <td>Expense ER11081 (42995.12 PHP) has been approved...</td> <td>06-Jun-2014</td> <td></td> </tr> </tbody> </table>	From	Type	Subject	Sent	Due	Camua, Juvy	Expenses	Expense ER14042 for Camua, Juvy (5,000.00 PHP)...	13-Aug-2014	18-Aug-2014	Pasco, Cherie Anne	Expenses	Expense ER14041 (1,000.00 PHP) has been approved...	13-Aug-2014			Expenses	Expense ER13000 (11000.00 PHP) has been approved...	09-Jul-2014			Expenses	Expense ER11081 (42995.12 PHP) has been approved...	06-Jun-2014	
From	Type	Subject	Sent	Due																						
Camua, Juvy	Expenses	Expense ER14042 for Camua, Juvy (5,000.00 PHP)...	13-Aug-2014	18-Aug-2014																						
Pasco, Cherie Anne	Expenses	Expense ER14041 (1,000.00 PHP) has been approved...	13-Aug-2014																							
	Expenses	Expense ER13000 (11000.00 PHP) has been approved...	09-Jul-2014																							
	Expenses	Expense ER11081 (42995.12 PHP) has been approved...	06-Jun-2014																							
2	From <b>HOME</b> proceed to <b>Main Menu</b> and click <b>Internet Expenses Auditor</b> (Refer Fig .01)																									
Fig. 02																										
3	On the expense report number, enter the Number you copied earlier and click <b>Go</b> .																									
Fig. 03	 <p>Expenses Audit   Expenses Export</p> <p>Audit Expense Reports   Manage Expense Reports   Auditor Setup   Receive Re</p> <p>Search by Expense Report Number <input type="text" value="ER14042"/> <input type="button" value="Go"/> <a href="#">Advanced Search</a></p> <p>Expense Report</p> <p>No search conducted or no data found.</p> <p><input type="button" value="Verify Expenses"/> <input type="button" value="Process Exceptions"/> <input type="button" value="Review Allocations"/> <input type="button" value="Review Tax"/></p> <table border="1"> <thead> <tr> <th>Line</th> <th>Policy Violations</th> <th>Expense Type</th> <th>*Amount</th> <th>Allowable Amount</th> <th>Recei</th> </tr> </thead> <tbody> <tr> <td colspan="6">No results found.</td> </tr> </tbody> </table>	Line	Policy Violations	Expense Type	*Amount	Allowable Amount	Recei	No results found.																		
Line	Policy Violations	Expense Type	*Amount	Allowable Amount	Recei																					
No results found.																										
4	You will be directed to the page of the expense report.																									

<p>Fig. 04</p>																
<p>5</p>	<p>Scroll down and click Review Allocations</p>															
<p>Fig. 05</p>	<table border="1"> <thead> <tr> <th>Focus Line</th> <th>Expense Type</th> <th>Amount (PHP)</th> <th>Receipt Amount</th> <th>Accounting</th> </tr> </thead> <tbody> <tr> <td>All</td> <td></td> <td>1,000.00</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Hazard Pay</td> <td>1,000.00</td> <td>1,000.00</td> <td>02-----50102110-----</td> </tr> </tbody> </table>	Focus Line	Expense Type	Amount (PHP)	Receipt Amount	Accounting	All		1,000.00			1	Hazard Pay	1,000.00	1,000.00	02-----50102110-----
Focus Line	Expense Type	Amount (PHP)	Receipt Amount	Accounting												
All		1,000.00														
1	Hazard Pay	1,000.00	1,000.00	02-----50102110-----												
<p>6</p>	<p>Click the accounting/distribution icon.</p>															
<p>Fig. 06</p>																
<p>7</p>	<p>Correct necessary details and click select.</p>															

Fig. 6b

7b

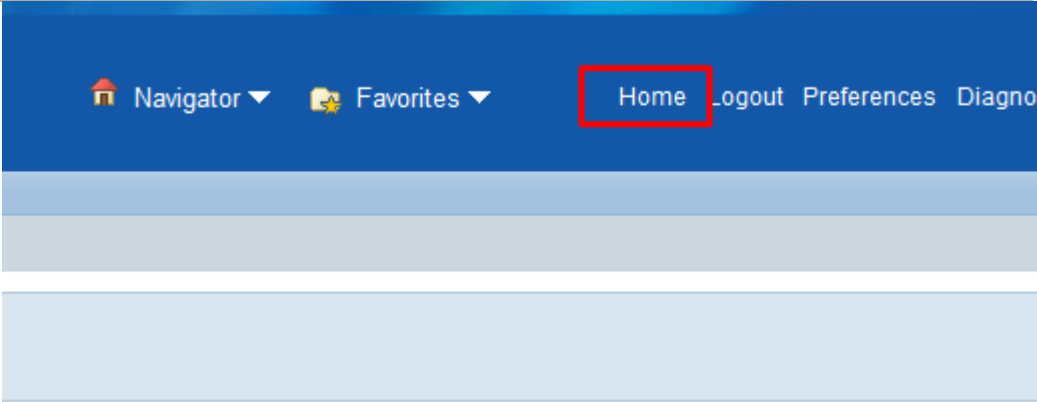
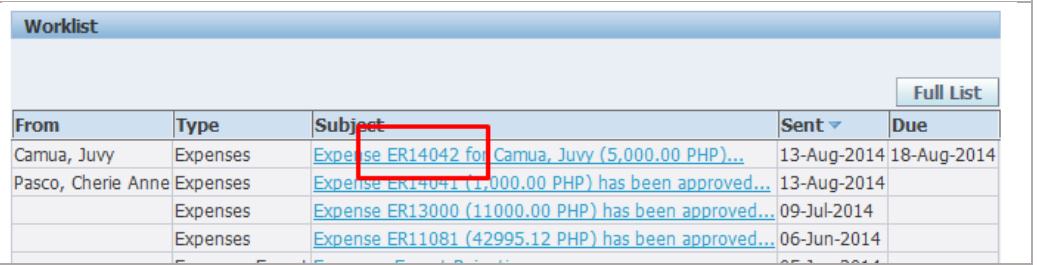

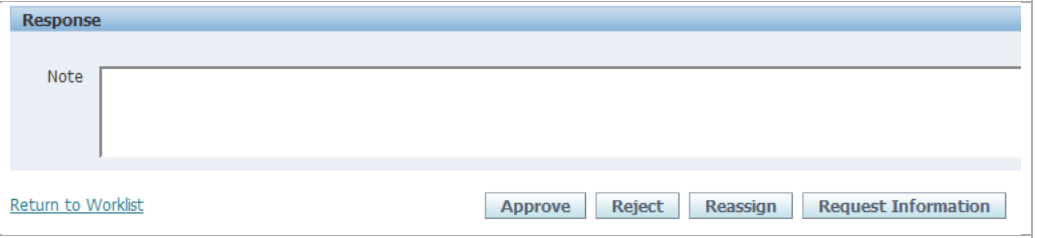
Click **Save**

Fig. 6c

Focus Line	Expense Type	Amount (PHP)	Receipt Amount	Accounting	Project Number	Task Number	Award Number	Project Expenditure Organization
1	Hazard Pay	1,000.00	1,000.00	02.....50102110.....				

8

Click **Home**.

<p>Fig. 07</p>																																																							
<p>9</p>	<p>Click the Expense Report Number.</p>																																																						
<p>Fig. 08</p>	 <table border="1"> <thead> <tr> <th>From</th> <th>Type</th> <th>Subject</th> <th>Sent</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>Camua, Juvy</td> <td>Expenses</td> <td>Expense ER14042 for Camua, Juvy (5,000.00 PHP)...</td> <td>13-Aug-2014</td> <td>18-Aug-2014</td> </tr> <tr> <td>Pasco, Cherie Anne</td> <td>Expenses</td> <td>Expense ER14041 (11,000.00 PHP) has been approved...</td> <td>13-Aug-2014</td> <td></td> </tr> <tr> <td></td> <td>Expenses</td> <td>Expense ER13000 (11000.00 PHP) has been approved...</td> <td>09-Jul-2014</td> <td></td> </tr> <tr> <td></td> <td>Expenses</td> <td>Expense ER11081 (42995.12 PHP) has been approved...</td> <td>06-Jun-2014</td> <td></td> </tr> </tbody> </table>	From	Type	Subject	Sent	Due	Camua, Juvy	Expenses	Expense ER14042 for Camua, Juvy (5,000.00 PHP)...	13-Aug-2014	18-Aug-2014	Pasco, Cherie Anne	Expenses	Expense ER14041 (11,000.00 PHP) has been approved...	13-Aug-2014			Expenses	Expense ER13000 (11000.00 PHP) has been approved...	09-Jul-2014			Expenses	Expense ER11081 (42995.12 PHP) has been approved...	06-Jun-2014																														
From	Type	Subject	Sent	Due																																																			
Camua, Juvy	Expenses	Expense ER14042 for Camua, Juvy (5,000.00 PHP)...	13-Aug-2014	18-Aug-2014																																																			
Pasco, Cherie Anne	Expenses	Expense ER14041 (11,000.00 PHP) has been approved...	13-Aug-2014																																																				
	Expenses	Expense ER13000 (11000.00 PHP) has been approved...	09-Jul-2014																																																				
	Expenses	Expense ER11081 (42995.12 PHP) has been approved...	06-Jun-2014																																																				
<p>10</p>	<p>You will be directed to the Expense Report Page.</p>																																																						
<p>Fig. 09</p>	 <p>Expense ER14042 for Camua, Juvy (5,000.00 PHP)</p> <p>From: Camua, Juvy To: Inlayo, Raj Sent: 13-Aug-2014 22:52:19 Due: 18-Aug-2014 22:52:19 ID: 35923</p> <p>Expense Report for Individual's Cost Center: Camua, Juvy Purpose: travel to Cubao Expense Report Total: 5,000.00 PHP Attachments</p> <p>Instructions Please approve or reject this expense report. Please provide a Note if you reject.</p> <p>Cash and Other Expenses: Business Expenses</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Date</th> <th>Expense Type</th> <th>Reimbursable Amount (PHP)</th> <th>Justification</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>13-Aug-2014</td> <td>Transportation Expenses</td> <td>5,000.00</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Total</td> <td>5,000.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Previously Submitted Expenses</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Expense Type</th> <th>Merchant Name</th> <th>Reimbursable Amount</th> <th>Payment Method</th> <th>Justification</th> </tr> </thead> <tbody> <tr> <td>01-Aug-2014</td> <td>Honoraria</td> <td>608</td> <td>2,000.00</td> <td>PHP Cash Receipt</td> <td></td> </tr> <tr> <td>25-Jul-2014</td> <td>Honoraria</td> <td>608</td> <td>5,000.00</td> <td>PHP Cash Receipt</td> <td></td> </tr> <tr> <td>25-Jul-2014</td> <td>Honoraria</td> <td>616</td> <td>3,000.00</td> <td>PHP Cash Receipt</td> <td></td> </tr> </tbody> </table> <p>Approvals History</p> <table border="1"> <thead> <tr> <th>Seq.</th> <th>Date</th> <th>Status</th> <th>Performer</th> <th>Approval Group</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>13-Aug-2014 22:52:19</td> <td>Notified</td> <td>Inlayo, Raj</td> <td>1 upd</td> <td></td> </tr> </tbody> </table> <p>Related Applications Expense Report Details</p> <p>Response Note</p>	Line	Date	Expense Type	Reimbursable Amount (PHP)	Justification	Attachments	1	13-Aug-2014	Transportation Expenses	5,000.00			Total			5,000.00			Date	Expense Type	Merchant Name	Reimbursable Amount	Payment Method	Justification	01-Aug-2014	Honoraria	608	2,000.00	PHP Cash Receipt		25-Jul-2014	Honoraria	608	5,000.00	PHP Cash Receipt		25-Jul-2014	Honoraria	616	3,000.00	PHP Cash Receipt		Seq.	Date	Status	Performer	Approval Group	Comments	1	13-Aug-2014 22:52:19	Notified	Inlayo, Raj	1 upd	
Line	Date	Expense Type	Reimbursable Amount (PHP)	Justification	Attachments																																																		
1	13-Aug-2014	Transportation Expenses	5,000.00																																																				
Total			5,000.00																																																				
Date	Expense Type	Merchant Name	Reimbursable Amount	Payment Method	Justification																																																		
01-Aug-2014	Honoraria	608	2,000.00	PHP Cash Receipt																																																			
25-Jul-2014	Honoraria	608	5,000.00	PHP Cash Receipt																																																			
25-Jul-2014	Honoraria	616	3,000.00	PHP Cash Receipt																																																			
Seq.	Date	Status	Performer	Approval Group	Comments																																																		
1	13-Aug-2014 22:52:19	Notified	Inlayo, Raj	1 upd																																																			
<p>11</p>	<p>Click <b>Approve</b> or <b>Reject</b> at the bottom part of the screen/page. (Make sure you include in the <b>Note</b> under the response section the reason for rejection).</p>																																																						
<p>Fig. 10</p>	 <p>Response</p> <p>Note</p> <p>Return to Worklist</p> <p>Approve Reject Reassign Request Information</p>																																																						
<p>12</p>	<p>See User Guide for Approvers for details in Approving and Rejecting DVs and Expense Reports.</p>																																																						

