University of the Philippines

Financial Management Information System

User Guide

Process ID	
Process Name	Creation of Expense Reports
Information System	Financial Management Information System
Functional Domain	Internet Expense Module
Responsibility	Internet Expense
Purpose	Preparing and processing liquidations, petty cash replenishments and reimbursements.
Data Requirement	Disbursement Voucher Details
Dependencies	• Responsibility Center Code • Special Code • Expenditure Type
Scenario	Disbursements for the purpose of liquidations, petty cash replanishments and reimbursements will pass through the Internet Expense Module. User guide may also be accessed through this link: bit.ly/eupiexpense Kindly take note of the following when you create a new DV for the cash advance request: • Select the type "**PREPAYMENT**" • Select the **name of personnel who will create liquidation** in Internet Expense as the supplier name. • Indicate the name of personnel who is requesting for cash advance in the **Check Payee Name** field. For liquidation, • Use the Internet Expenses module • Note that name of the personnel who created the DV for cash advance should reflect as supplier name. • Indicate the name of the personnel who received the cash advance in the **Check Payee Name** field.

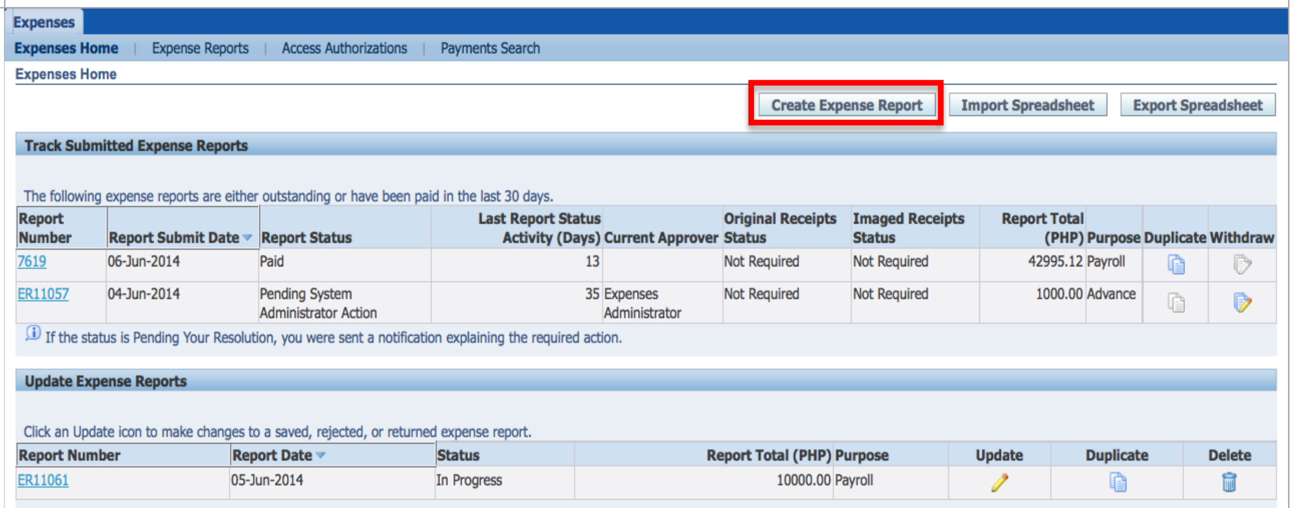
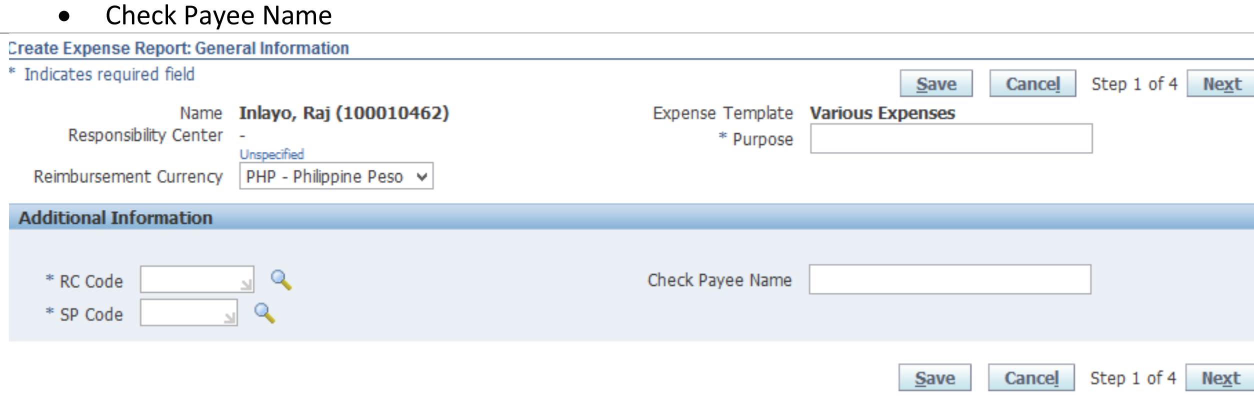
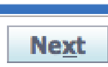
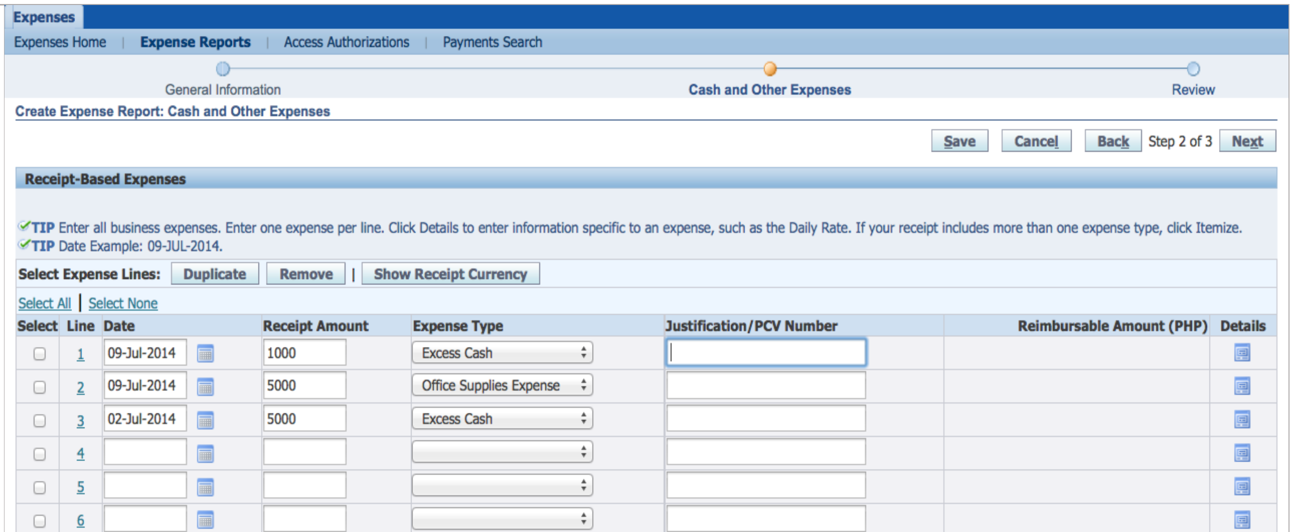
Process Steps	Process Details
1	From ***HOME*** proceed to ***Main Menu*** and click ***Internet Expense*** (Refer Fig .01)
Fig. 01	
2	Click on ***Create Expense Report*** (Refer Fig. 02)
Fig. 02	
3	Enter the information in the following fields. (Refer Fig. 03) • Expense Template • Purpose • RC Code • SP Code • Check Payee Name
Fig. 03	
4	Click ***Next*** 
5	Enter the following **Date, Receipt Amount, Expense Type, Justification.** <u>**For Petty Cash Replenishment, enter the Petty Cash Voucher Number.**</u>

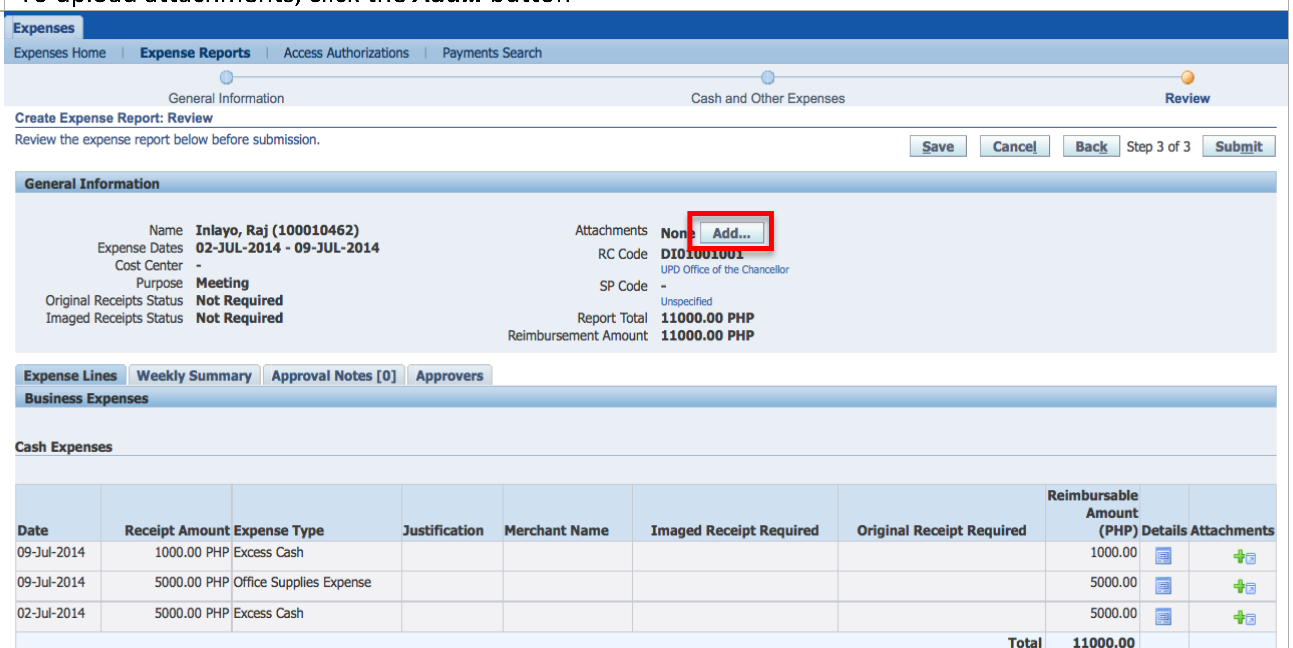
Fig. 05



6 Click ***Next*** Next

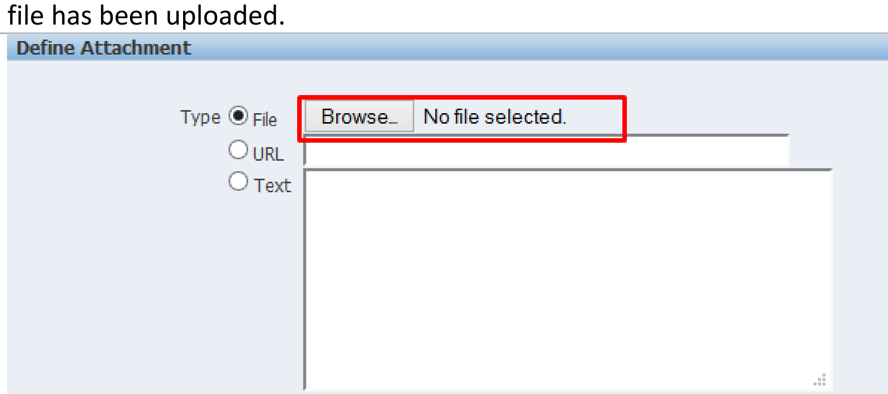
7 To upload attachments, click the ***Add...*** button

Fig. 07



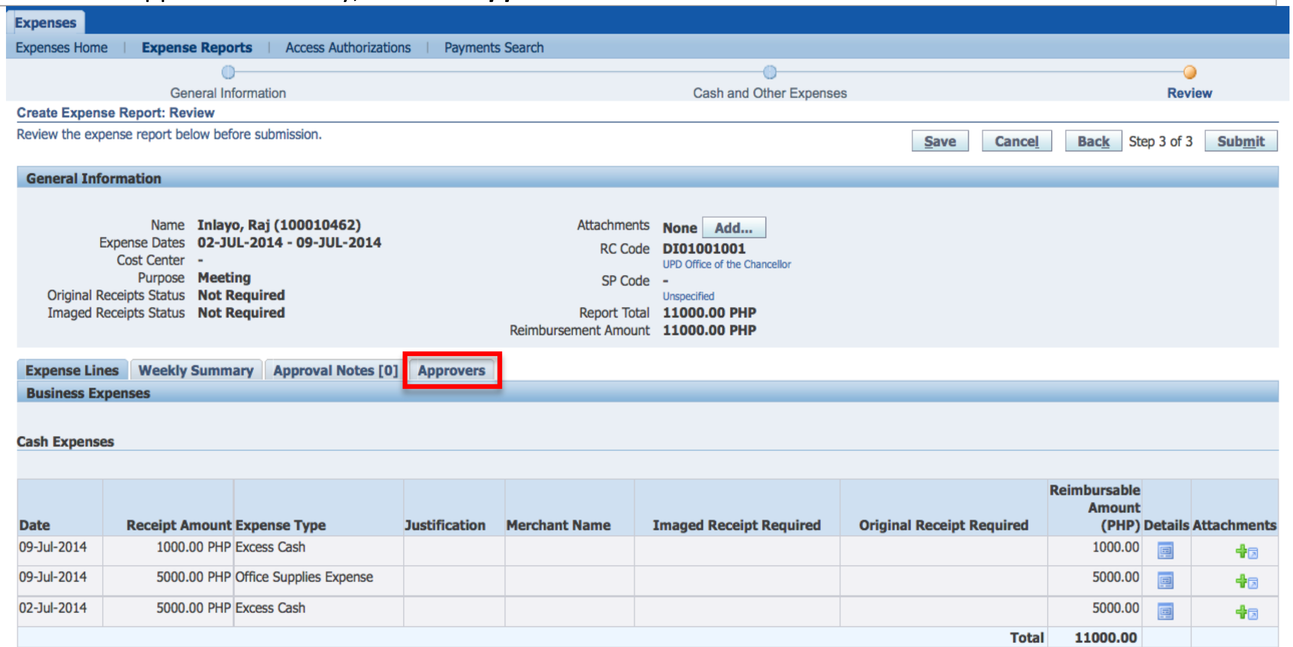
8 Then click the ***Browse*** button and select the file/s to be uploaded. You will receive a confirmation that file has been uploaded.

Fig. 08



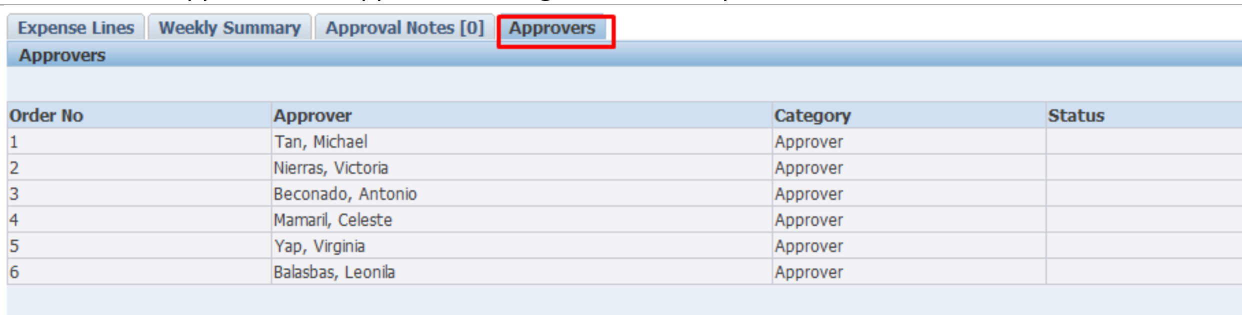
9 To review approval hierarchy, click the ***Approvers*** Tab

Fig. 09



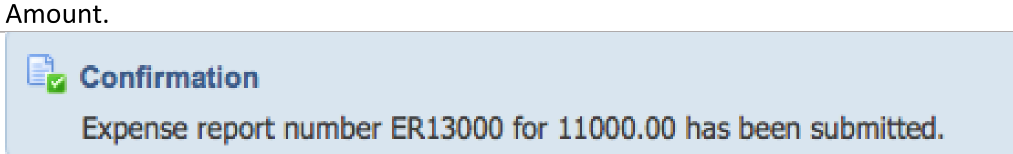
10 The names of approvers will appear according to the order specified.

Fig. 10



11 Click ***Submit.*** Confirmation will appear including the Expense Report Number (DV Number) and the Amount.

Fig. 11



Expected Result

- An Expense Report is created.
- The created Expense Report should appear on the Expense Home page.
- Review approval hierarchy of an expense report.