



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	<ul style="list-style-type: none">• Responsibility Center Code• Special Code• Expenditure Type
Scenario	<p>Disbursements for the purpose of liquidations, petty cash replenishments and reimbursements will pass through the Internet Expense Module. User guide may also be accessed through this link: bit.ly/eupiexpense</p> <p>Kindly take note of the following when you create a new DV for the cash advance request:</p> <ul style="list-style-type: none">• 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. <p>For liquidation,</p> <ul style="list-style-type: none">• 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)																																																	
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3	Enter the information in the following fields. (Refer Fig. 03) <ul style="list-style-type: none"> • Expense Template • Purpose • RC Code • SP Code • Check Payee Name 																																																	
Fig. 03	 <p>Create Expense Report: General Information</p> <p>* Indicates required field</p> <p>Name: Inlayo, Raj (100010462) Expense Template: Various Expenses</p> <p>Responsibility Center: - * Purpose: <input type="text"/></p> <p>Reimbursement Currency: PHP - Philippine Peso</p> <hr/> <p>Additional Information</p> <p>* RC Code: <input type="text"/> </p> <p>* SP Code: <input type="text"/> </p> <p>Check Payee Name: <input type="text"/></p> <p>Buttons: Save Cancel Step 1 of 4 Next</p>																																																	
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**

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	<p>Expenses Expenses Home Expense Reports Access Authorizations Payments Search</p> <p>General Information Cash and Other Expenses Review</p> <p>Create Expense Report: Review Review the expense report below before submission. Save Cancel Back Step 3 of 3 Submit</p> <p>General Information</p> <table border="0"> <tr> <td>Name</td> <td>Inlayo, Raj (100010462)</td> <td>Attachments</td> <td>None Add...</td> </tr> <tr> <td>Expense Dates</td> <td>02-JUL-2014 - 09-JUL-2014</td> <td>RC Code</td> <td>DI01001001</td> </tr> <tr> <td>Cost Center</td> <td>-</td> <td>UPD Office of the Chancellor</td> <td></td> </tr> <tr> <td>Purpose</td> <td>Meeting</td> <td>SP Code</td> <td>-</td> </tr> <tr> <td>Original Receipts Status</td> <td>Not Required</td> <td>Unspecified</td> <td></td> </tr> <tr> <td>Imaged Receipts Status</td> <td>Not Required</td> <td>Report Total</td> <td>11000.00 PHP</td> </tr> <tr> <td></td> <td></td> <td>Reimbursement Amount</td> <td>11000.00 PHP</td> </tr> </table> <p>Expense Lines Weekly Summary Approval Notes [0] Approvers</p> <p>Business Expenses</p> <p>Cash Expenses</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Receipt Amount</th> <th>Expense Type</th> <th>Justification</th> <th>Merchant Name</th> <th>Imaged Receipt Required</th> <th>Original Receipt Required</th> <th>Reimbursable Amount (PHP)</th> <th>Details</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td>09-Jul-2014</td> <td>1000.00 PHP</td> <td>Excess Cash</td> <td></td> <td></td> <td></td> <td></td> <td>1000.00</td> <td></td> <td></td> </tr> <tr> <td>09-Jul-2014</td> <td>5000.00 PHP</td> <td>Office Supplies Expense</td> <td></td> <td></td> <td></td> <td></td> <td>5000.00</td> <td></td> <td></td> </tr> <tr> <td>02-Jul-2014</td> <td>5000.00 PHP</td> <td>Excess Cash</td> <td></td> <td></td> <td></td> <td></td> <td>5000.00</td> <td></td> <td></td> </tr> <tr> <td colspan="7" style="text-align: right;">Total</td> <td>11000.00</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Inlayo, Raj (100010462)	Attachments	None Add...	Expense Dates	02-JUL-2014 - 09-JUL-2014	RC Code	DI01001001	Cost Center	-	UPD Office of the Chancellor		Purpose	Meeting	SP Code	-	Original Receipts Status	Not Required	Unspecified		Imaged Receipts Status	Not Required	Report Total	11000.00 PHP			Reimbursement Amount	11000.00 PHP	Date	Receipt Amount	Expense Type	Justification	Merchant Name	Imaged Receipt Required	Original Receipt Required	Reimbursable Amount (PHP)	Details	Attachments	09-Jul-2014	1000.00 PHP	Excess Cash					1000.00			09-Jul-2014	5000.00 PHP	Office Supplies Expense					5000.00			02-Jul-2014	5000.00 PHP	Excess Cash					5000.00			Total							11000.00		
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Expected Result	<ul style="list-style-type: none"> • An Expense Report is created. • The created Expense Report should appear on the Expense Home page. • Review approval hierarchy of an expense report. 																																																																														