

# University of the Philippines

## Financial Management Information System



### User Guide

Process ID	
Process Name	Setting Up Access Authorizations in Internet Expenses
Information System	Financial Management Information System
Functional Domain	Internet Expenses Module
Responsibility	Internet Expenses
Purpose	To allow administrative staffs, or other employee, to create Expense Reports for other users (e.g. Unit Heads, Department Heads, Deans, etc.)
Data Requirement	Name of administrative staff or employee
Dependencies	Administrative staff, or employee, has to have an eUP User Account and Internet Expenses Responsibility
Scenario	<p>A UP Employee needs to process an Expense Report (reimbursement, liquidation, or petty cash replenishment) and the administrative officer, or staff, prepares the Expense Report for him/her.</p> <p>The UP Employee needs to give access authorization in Internet Expenses so that the administrative officer, or staff, can create an Expense Report for him/her.</p>


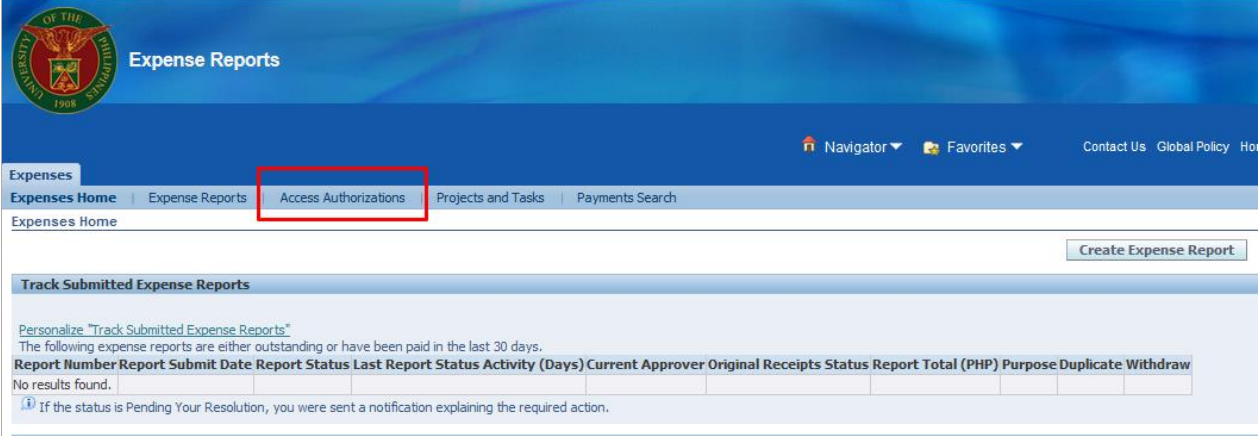
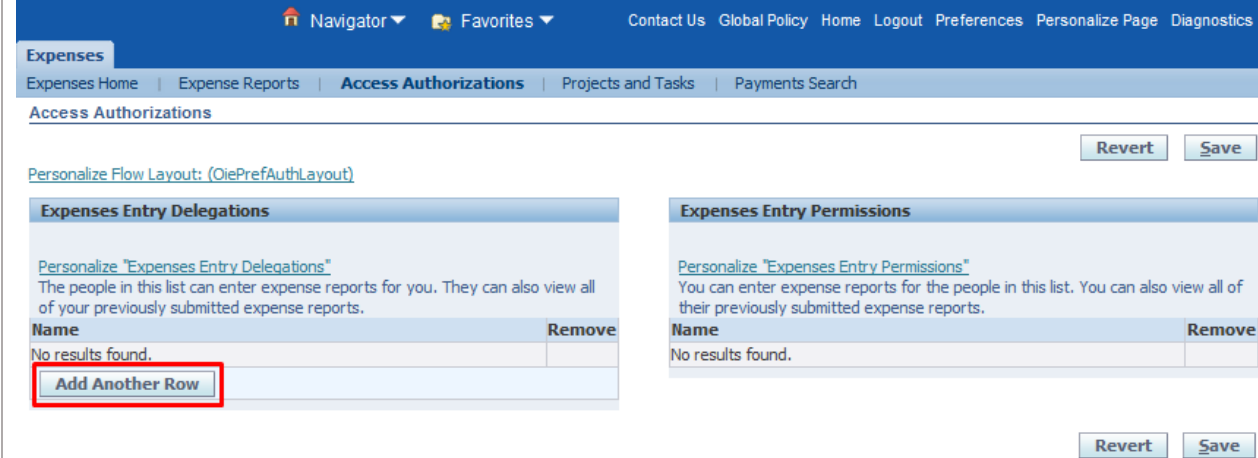
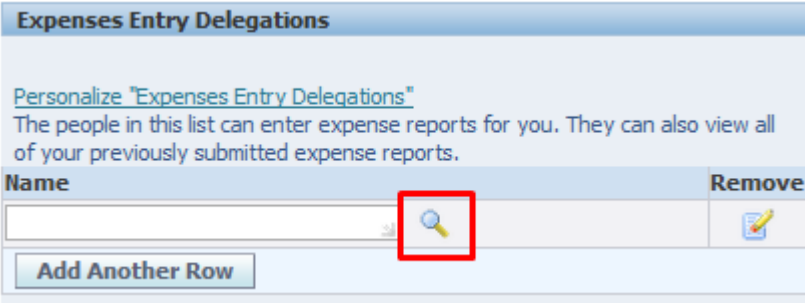
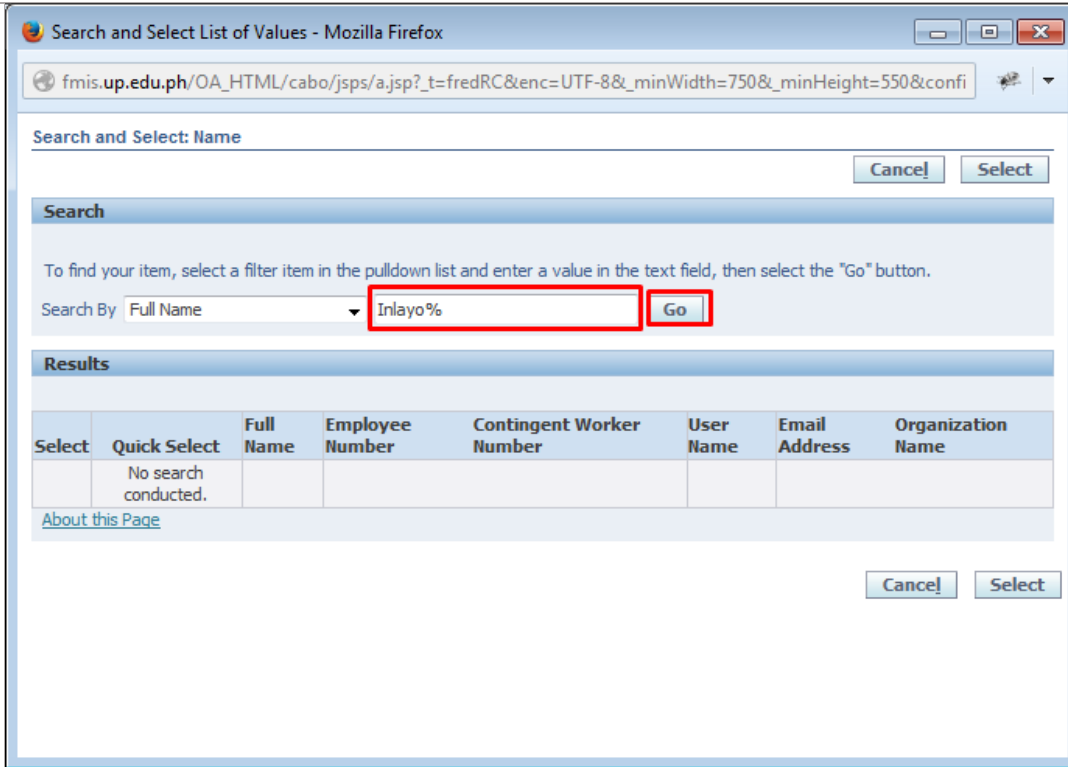
Process Steps	Process Details
1	From <b>HOME</b> proceed to <b>Main Menu</b> and click <b>Internet Expenses</b> (Refer to Fig .01)
Fig. 01	
2	Click on <b>Access Authorizations</b> (Refer to Fig. 02)
Fig. 02	
3	The <b>Access Authorizations</b> page will load. On the <b>Expenses Entry Delegations</b> , click on the “ <b>Add Another Row</b> ” button (Refer to Fig. 03)
Fig. 03	
4	A blank text box will appear. This is where the name of the administrative officer, or staff, will be entered. Click on the magnifying lens to search for the name of the staff (Refer to Fig. 04).
Fig. 04	
5	A pop-up window will appear. Search for the administrative officer, or staff, by typing in the <i>Lastname</i> first followed by the ‘%’ character, then click ‘Go’ (Refer to Fig. 05)

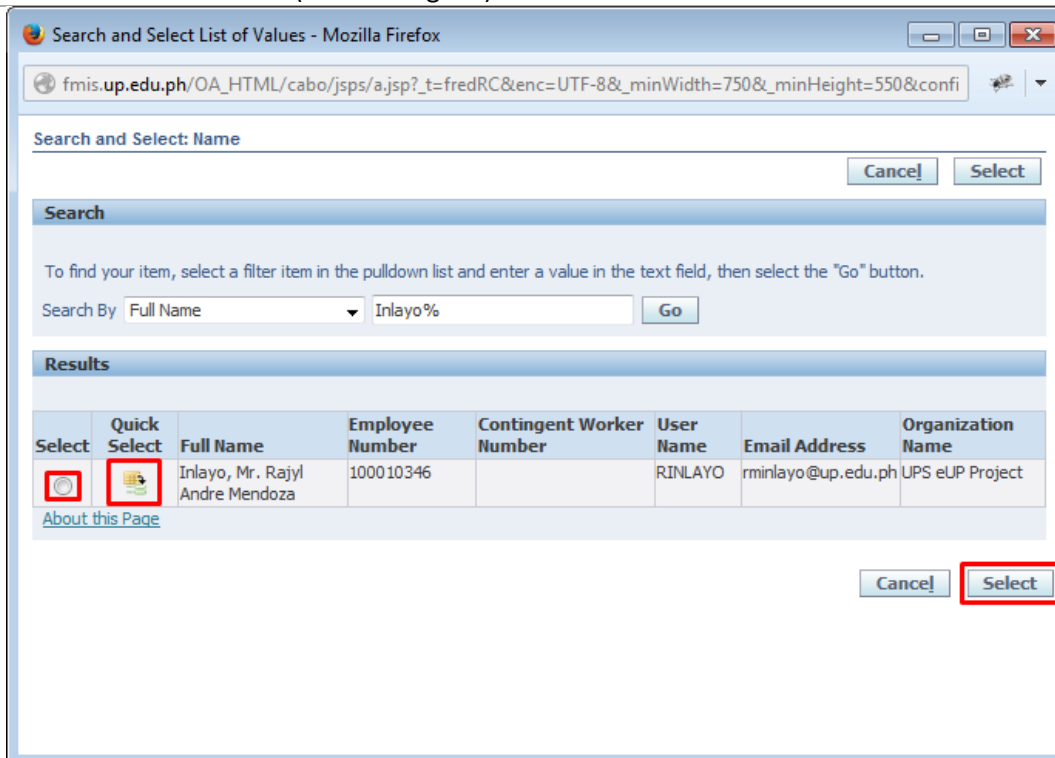
Fig. 05



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The search results will appear. Click on **'Quick Select'** or alternatively, tick the *Select* radio button and click the **'Select'** button (Refer to Fig. 06)

Fig. 06



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The name of the administrative officer, or staff, should now appear on the text box. Click on the **'Save'** button (Refer to Fig. 07)

<p>Fig. 07</p>	
<p>8</p>	<p>A <i>Confirmation</i> message will appear to indicate that the staff was successfully given access (Refer to Fig. 08). If multiple staffs prepare the Expense Reports for an office, repeat Steps 3 – 7 to add another staff.</p>
<p>Fig. 08</p>	
<p><b>Expected Result</b></p>	<ul style="list-style-type: none"> <li>• Administrative Officer, or Staff, may now prepare Expense Reports for other Employee</li> <li>• On Step 3 of User Guide: Creation of Expense Reports, staff may now choose other people by selecting through a dropdown list (Refer to Fig. A).</li> </ul>



**Fig. A**

The screenshot shows the 'Create Expense Report: General Information' form. The top navigation bar includes 'Expenses', 'Expense Reports', 'Access Authorizations', 'Projects and Tasks', and 'Payments Search'. The 'General Information' section contains the following fields:

- Name: Inlayo, Mr. Rajyl Andre Mendoza (100010346) (highlighted in a red box)
- \* Responsibility Center: Inlayo, Mr. Rajyl Andre Mendoza (100010346)
- Expense Template: Foreign Travel
- \* Purpose: [Empty field]
- Reimbursement Currency: Unspecified Philippine Peso

The 'Additional Information' section contains the following fields:

- Check Payee Name: [Empty field]
- \* Responsibility Center Code: [Empty field]
- \* SP Code: [Empty field]
- Expenditure Type: [Empty field]

Buttons for 'Save', 'Cancel', and 'Next' are present at the bottom of both sections. The form is currently on 'Step 1 of 3'.